

**APRIL 18, 2023**  
**BOARD MINUTES**

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., April 18, 2023. Members present: Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Mark Holy, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Valerie Bjerck, Deputy Clerk of the Board.

**AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the April 18, 2023, agenda.

**CONSENT ITEMS**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the April 18, 2023, consent items:

1. Approve the April 4, 2023, Board minutes.
2. Approve Commissioner Warrants: General Revenue Fund, \$92,102.34; Public Works Fund, \$137,125.78; Public Safety Fund, \$36,196.51; Public Health Fund, \$31,202.35; Forfeited Tax Sale Fund, \$2,000.02; Environmental Services Fund, \$17,534.69; Resource Recovery Fund, \$153,516.04; Landfill Fund, \$70,112.17; Per Diems, \$2,025.00; Meal Reimbursements (without overnight lodging), \$0.00 and Sign Audit List.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$105,258.29 for procurement card purchases.
4. Approve for payment Lost Warrant No. 52049 dated July 22, 2022, issued to Ross Olsen in the amount of \$30.00.
5. Approve payment to Duffy Law Office, Thief River Falls, MN in the amount of \$1,456.12 for Writ of Execution Payout Adjustment for the Sheriff's Office.
6. Approve payment to 13 Towns, Fosston, MN in the amount of \$182.00 for the AIS ad for Environmental Services.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended the following meetings:
  - a. Tri-County Community Corrections – Inmate totals/Juvenile Detention Center re-opened in March 2023
2. Commissioner Willhite brought forth that he attended the following meetings:
  - a. Township meeting – FEMA issues, Flood discussion
  - b. Extension meeting – filling position/interviews
3. Commissioner Lee brought forth that she attended the following meetings:
  - a. Virtual meeting Clearwater One Watershed One Plan – Lee re-elected Vice-Chair
  - b. Extension meeting – filling position/interviews
4. Commissioner Holy brought forth that he attended the following meetings:
  - a. Township meeting – FEMA issues, Flood discussion
  - b. Ditch No. 126/gate opening impoundment.

**SHERIFF**

Jesse Haugen, Polk County Sergeant came before the Board with matters pertaining to the Sheriff's Office:

**1. Monthly Sheriff Reports**

The March Sheriff Reports were discussed and presented to the Board. (Reports on file in the Administrator's Office)

Jody Beauchane, Emergency, Fleet, and Property Technician came before the Board with matters pertaining to the flood issues throughout Polk County along with the following resolution:

**2. Approve Resolution (2023-21) Adoption of the Polk County All-Hazard Mitigation Plan**

**RESOLUTION (2023-21)  
Adoption Of The  
Polk County All-Hazard Mitigation Plan**

The following resolution (2023-21) was offered by Commissioner Willhite:

WHEREAS, Polk County has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, The Act establishes a framework for the development of a County Hazard Mitigation Plan; and

WHEREAS, The Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, The Polk County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, The Polk County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, The Polk County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Polk County will maintain public participation and coordination; and

WHEREAS, The Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, The Polk County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, This is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED, That Polk County supports the hazard mitigation planning effort and wishes to adopt the Polk County All-Hazard Mitigation Plan.

Commissioner Lee seconded the foregoing resolution, and it was declared adopted upon the following vote. YEAS: Commissioner Strandell, Commissioner Willhite, Commissioner Lee and Commissioner Holy. NAYS: None.

### **PUBLIC HEALTH**

Sarah Reese, Public Health Director came before the Board with matters pertaining to her department:

- 1. Correctional Health Strategic Planning and Advertisement and Hiring – Nurse**  
A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve advertising and hiring of a 1.0 FTE Public Health Nurse (or Registered Nurse) and any subsequent vacancies within Polk County Public Health.
- 2. PCPH Communications Report Q1 2023**  
Discussion along with the Polk County Public Health Communications Report Q1 2023 was presented to the Board. (Report on file in the Administrator’s Office)

### **FACILITIES MANAGEMENT**

Richard Langlois, Facilities Management Director came before the Board with matters pertaining to his department:

- 1. Replace Vacated Custodian I Position**  
Due to a resignation a motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve hiring and re-filling the vacant full-time Custodian I position in the Facilities Management Department.

### **SOCIAL SERVICES**

Karen Warmack, Social Services Director came before the Board with matters pertaining to her department:

- 1. Approval of Department of Human Services Respite Care Grant Contract Amendment**  
A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the contract amendment amount of \$60,540.00 for the Children’s Mental Health Respite Care Grant. The total contract amount is \$242,800.00 to start on April 1, 2020, to expire on December 31, 2023. (Contract on file in the Administrator’s Office)
- 2. Provider Capacity Grants for Rural and Underserved Communities Contract**  
A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Provider Capacity Grants for Rural and Underserved Communities Contract in the amount of 98,988 starting on

April 1, 2023, through March 31, 2024, as presented to the Board. (Contract on file in the Administrator's Office)

**ENVIRONMENTAL SERVICES**

Jon Steiner, Environmental Services Director came before the Board with matters pertaining to his department:

**1. Authorize Roof Repairs on Fosston Recycle/Sheriff's Substation**

Polk County purchased the building used for the Fosston Recycling Center and Sheriff's Substation in 2011. There were various defects in the building – including a leaky roof. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to authorize hiring Sander Construction Inc., Clearbrook, MN to perform work necessary to replace the roof at the Fosston Recycling /Sheriff's Substation Building in the amount of \$121,400.00.

**2. Purchase Used 2014 Bomag Compactor**

Polk County Landfill utilizes two Landfill Compactors to process the MSW and C&D materials that are received for disposal. On September 28, 2022, the backup 2005 672 Compactor caught fire and was destroyed. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to authorize the purchase of a used 2014 Bomag 672 Landfill Compactor from the Mar-Kit Landfill, Hallock, MN in the amount of \$200,000.00 – delivery included.

**3. Discussion on Future Solid Waste Project Funding**

The Polk County Resource Recovery Facility and Polk County Landfill are involved in multiple projects. The Landfill projects include wetland, plant and expansion projects which have been costly to work through and will be costly to finalize. The Resource Recovery Facility also has projects that will be costly to implement. Numerous grants have been requested that impact the Landfill and Resource Recovery Facility. Local bonding has been looked at for meeting many of these required expenses. Decisions in the near-term will be required to start the local bonding process.

**PROPERTY RECORDS**

Annalee Jones, Property Records Deputy Director came before the Board with matters pertaining to Property Records:

**1. Approve Resolution (2023-20) Repurchase of Tax Forfeited Properties – 82.02233.00**

**Repurchase of Tax Forfeited Properties – 82.02233.00**

**RESOLUTION (2023-20)**

The following resolution (2023-20) was offered by Commissioner Willhite:

WHEREAS, The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS, Aaron Amiot has made proper application for the repurchase of parcel 82.02233.00

Lots Three (3) and Four (4), Block Fifteen (15), Townsite of Carman, except: The Easterly six (6) feet of Lot 4, Block 15, Townsite of Carman, otherwise described by metes and bounds as follows: Commencing at the Southeast corner of said Lot 4; thence in a northeasterly direction and along the east boundary line of said Lot 4 a distance of 140 feet to the northeast corner of said Lot 4; thence at right angles and in a northwesterly direction and along the northern line of said Lot 4 a distance of 6 feet to a point; thence at right angles and in a southwesterly direction and along a line parallel to and 6 feet distant from the east boundary line of said Lot 4 a distance of 140 feet to a point on the south boundary line of said Lot 4; thence at right angles and in a southeasterly direction and along the south boundary line of said Lot 4 a distance of 6 feet to the southeast corner of said Lot 4 and the point of commencement. AND The Easterly Forty-eight (48) feet of Lot Two (2), Block Fifteen (15), Carman Addition City of Crookston

WHEREAS, The Polk County Board of Commissioners at its April 18, 2023, meeting unanimously approved the conveyance by motion.

BE IT RESOLVED, That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcels 82.02233.00 to Aaron Amiot.

Commissioner Lee seconded the foregoing resolution, and it was declared adopted upon the following vote. YEAS: Commissioner Strandell, Commissioner Willhite, Commissioner Lee and Commissioner Holy. NAYS: None.

#### **ADMINISTRATION**

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to his department:

##### **1. 2023 Budget Calendar**

Discussion along with a handout pertaining to the 2024 budget calendar was presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the 2024 budget calendar schedule as presented. (Schedule on file in the Administrator's Office)

#### **COMMISSIONER WARRANTS**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

**COMMISSIONER WARRANTS**

**DATED 04/21/2023**

**APPROVED 04/18/2023**

<u>Vendor Name</u>	<u>Amount</u>
Anderson Crane Company	3,704.17
Association of Mn Counties	2,785.00
Baldwin Supply Company	32,300.87
Beltrami Industrial Services	41,582.57
Brad's Electric	2,165.25
Brault Construction LLC	10,087.50
Brost Chevrolet Inc	2,953.68
Central States Wire Products Inc	3,356.00
Church & Dwight Co Inc	14,561.40
Code 4 Services Inc	8,746.30
Country Pet Foods, LLC	6,271.02
Crookston Fuel Company	9,772.00
Dept Of Transportation	5,122.00
Election Systems & Software Inc	2,681.23
Environmental Sentry Protection LLC	4,660.00
Evenaire Systems Inc	14,375.00
GF- Bergstrom Electric Inc	2,401.23
Grainger	3,302.33
Grove Mechanical Inc	5,005.25
HN Quality Plumbing Inc	2,522.71
John Deere Financial	2,462.39
Johnson Controls	11,161.50
Johnson Controls Fire Protection LP	8,056.44
K & L Inc	4,307.04
Kimball Midwest	3,464.04
Kris Engineering	4,606.20
Kustom Kollision LLC	7,032.03
Lunseth Plumbing & Heating Co	2,712.38
MN Counties Intergov'l Trust	2,500.00
MnCCC Lockbox	2,528.57
MNCCC MI 33	18,915.17
Northdale Oil Inc	3,303.25
Northland Comm & Tech College	4,000.00
Origami Software Corp	17,500.00
Pemberton Law PLLP	2,496.00
Penguin Management Inc	5,640.00
Pioneer Rim & Wheel Co	3,196.17
POMPS Tire Service Inc	9,174.90
Samuel Son & Company	40,654.90
Scan Air Filters Inc	2,134.24
SeaChange Printing & Marketing	5,884.39
Stantec Consulting Services Inc	68,161.38

Stone's Mobile Radio Inc	2,200.00
Streicher's	2,066.37
US Bank Voyager Fleet Sys	4,757.95
Valstone Corporation Inc	4,725.00
Widseth Smith Nolting & Assoc	37,821.05
Ziegler Inc	4,514.62
180 Payments less than 2000	75,458.41
<b>Final Total:</b>	<b>539,789.90</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., April 25, 2023.

---

Warren Strandell, Chair

ATTEST:

---

Charles S. Whiting, County Administrator  
Clerk of the Board