

AUGUST 1, 2023
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., August 1, 2023, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Mark Holy. Others present Chuck Whiting, Polk County Administrator and Samuel Melbye, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the revised August 1, 2023, agenda adding No. 2 under Richard Sanders – Highway.

CONSENT ITEMS

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the August 1, 2023, consent item:

1. Approve the July 25, 2023, Board minutes.
2. Approve Auditor Warrants and Electronic Transfers Funds.
3. Approve payment to Innovative Office Solutions, Burnsville, MN in the amount of \$5,287.38 for office supplies and equipment.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Warren Strandell brought forth that he attended the following meetings:
 - a. West Central Regional Water District meeting.
2. Commissioner Gary Willhite brought forth that he attended the following meetings:
 - a. No meetings.
3. Commissioner Lee brought forth that she attended the following meetings:
 - a. Reaching Rural meeting.
 - b. East Polk County Development Achievement Center Board meeting.
4. Commissioner Mark Holy brought forth that he attended the following meetings:
 - a. No meetings.
 - b. Received phone calls regarding the buffer strips.

WEST POLK SOIL & WATER CONSERVATION DISTRICT

Nicole Bernd, West Polk Soil & Water Conservation District Manager came before the Board with matters pertaining to the WPSWCD:

1. 2024 WPSWCD Budget

The 2024 West Polk Soil & Water Conservation District Budget and handout was discussed and presented to the Board. (Handouts on file in the Administrator's Office)

PLANNING AND ZONING

Jacob Snyder, Environmental Specialist/Planning & Zoning Administrator came before the Board with matters pertaining to Planning & Zoning:

1. Resolution (2023-39) Conditional Use Permit For Debra Kolden For Hooking A New Septic System To A New Accessory Structure

Resolution (2023-39) was offered by Commissioner Willhite seconded by Commissioner Holy and adopted upon the following vote: YEAS: Commissioner Strandell, Commissioner Willhite, Commissioner Lee, and Commissioner Holy. NAYS: None. (See Resolution (2023-39) on file in the Administrator's Office.)

2. Resolution (2023-40) Conditional Use Permit For Kit Midgarden For Hooking A New Septic System To A New Accessory Structure

Resolution (2023-40) was offered by Commissioner Lee seconded by Commissioner Holy and adopted upon the following vote: YEAS: Commissioner Strandell, Commissioner Willhite, Commissioner Lee, and Commissioner Holy. NAYS: None. (See Resolution (2023-40) on file in the Administrator's Office.)

SOCIAL SERVICES

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

1. Contract with Department of Human Services for Mental health Services

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Contract with the Department of Human Services for Mental Health Services using the American Rescue Plan Act (ARPA) funding in the amount of \$162,000.00 from July 1, 2023, through June 30, 2025, as presented to the Board. (Contract on file in the Administrator's Office)

2. Request to Reclassify the Position of an Eligibility Worker

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to reclassify an Eligibility Worker to an Eligibility Worker Team Leader position and to refill any internal subsequent position vacancies occurring because of this action.

3. Social Worker – CPS Replacement Request

Due to a resignation a motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to fill a Social Worker-CPS position, and to fill any internal subsequent position vacancies occurring because of this action.

HIGHWAY

Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to his department:

1. Bituminous Patching – CSAH 66

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to award the Bituminous Patching to RJ Zavoral & Sons, Inc., in the amount of \$248.75 per ton.

2. *Coalition Against Bigger Trucks Request

Polk County should have received a request to sign a letter that the CABT wants to submit to Congress with at least 1000 signatures. CABT gave a presentation at the NACo Annual Conference that was attended by the Polk County Highway Engineer and to the NACE Executive Committee during their meeting at the conference as well. The letter isn't perfectly written but gets to the point that our roads aren't

designed to handle the excess weight, either legal or illegal. Richard Sanders, Polk County Highway Engineer recommends all that can sign should sign, his name should already appear as being a person that has signed.

FACILITIES

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

1. Retaining Wall Restoration – Government Center

A quote has been received from Palmer Masonry, Crookston, MN for restoration of all mortar joints on the retaining wall and installing a new top row capstone at the Polk County Government Center. A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to accept the quote and approve moving forward with the retaining wall restoration project in the amount of \$51,650.00. (Quote on file in the Administrator's Office)

2. Government Center Roof Replacement

A proposal has been received from Widseth Smith Nolting for design services on the Government Center Roof Replacement Project. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve moving forward with the design proposal in the amount of \$19,500.00. (Proposal on file in the Administrator's Office)

***Addition to the Agenda**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve adding a pay request from ICON Architectural Group, LLC. to the agenda.

3. *ICON Certificate For Payment

An application and certificate for payment from ICON Architectural, LLC. was discussed with the Board concerning the Red River Valley Juvenile Center door issues. No action was taken on the certificate for payment at this time. (Certificate on file in the Administrator's Office).

ADMINISTRATION

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

1. 2024 Budget Status

The status of the 2024 budget was discussed with the Board.

AUDITOR WARRANTS

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the following Auditor Warrants and Electronic Funds Transfers for payment:

AUDITOR WARRANTS 07/05/2023

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	9,622.75
BELTRAMI COUNTY SOLID WASTE	4,545.36
Liberty Business Systems Inc	6,415.18
Polk County Highway Department	2,880.00
Regents Of The Univ Of Mn	37,345.09
Tri County Community Corr	1,479,034.00
US Bank Voyager Fleet Sys	5,884.59
10 Payments less than 2000	2,722.54
Final Total:	1,548,449.51

AUDITOR WARRANTS 07/11/2023

<u>Vendor Name</u>	<u>Amount</u>
Alternative Sanitation	2,344.51
AT&T Mobility	2,631.31
Fischer Rust, Stock & Rust, PLLC	2,486.25
Hardwick P.C./Brian T	11,231.32
Matthew Bender & Co, Inc	2,275.29
Norman County Public Health	13,384.37
Northdale Oil Inc	11,084.02
Ottertail Power Co	43,068.58
Polk County Public Health	30,182.63
University Of North Dakota	6,377.40
15 Payments less than 2000	6,901.97
Final Total:	131,967.65

AUDITOR WARRANTS 07/18/2023

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
BELTRAMI COUNTY SOLID WASTE	3,860.69
ENTERPRISE FM TRUST	10,137.53
Fosston Municipal Utilities	43,228.55
Hoffman,Philipp, & Martell, PLLC	16,845.00
Knife River Materials	397,598.56
Kronos SaaShr Inc	3,247.60
Lake Agassiz Regional Library	72,717.50
Lepier Oil Company Inc	12,374.63
Mn State Treasury	7,488.00
Norman County Public Health	3,461.87
Olson Construction Trf Inc	150,040.42
Polk County	30,114.00
Polk County	101,087.00
Polk County Public Health	8,908.73
Polk County, MN	2,598.78
RnC Consulting P.A.	2,341.72
Sander Construction Inc	40,000.00
Thomson Reuters - West	3,114.40
Verizon Wireless	3,652.15
29 Payments less than 2000	15,079.39
Final Total:	930,549.52

AUDITOR WARRANTS 07/25/2023

<u>Vendor Name</u>	<u>Amount</u>
City Of Climax	584,674.00
City of McIntosh	5,486.10
Crookston Water Department	4,409.35
Davidson Construction	667,146.05
ENTERPRISE FM TRUST	26,404.41
Gladen Construction Inc	257,629.45
Great Plains Natural Gas Co	3,348.51
Hardwick P.C./Brian T	2,926.85
Ironhide Equipment Inc	120,640.00
Middle- Snake- Tamarac Rivers Wtrshd Dis	5,518.00
Olson & Sons Excavating	10,200.00
Olson Construction Trf Inc	231,993.80
Ottertail Power Co	35,800.55
Polk County Highway Department	9,689.24
Red Lake Watershed District	5,850.50
Sand Hill River W S District	4,116.50
Wild Rice Elec Co- Op Inc	3,285.95
14 Payments less than 2000	8,459.58
Final Total:	1,987,578.84

MANUAL WARRANTS 06/28/2023

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	65,290.90
Final Total:	65,290.90

MANUAL WARRANTS 07/07/2023

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	183.94
Final Total:	183.94

MANUAL WARRANTS 07/07/2023

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	192,080.20
Minnesota Revenue	33,601.74
Final Total:	225,681.94

MANUAL WARRANTS 07/20/2023

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,636.00
Minnesota Revenue	1,261.70
Mn Dept Of Revenue	40.00
Mn Dept Of Revenue	3,044.00
Mn Dept Of Revenue	685.00
Final Total:	9,666.70

MANUAL WARRANTS 07/20/2023

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	2,815.00
Final Total:	2,815.00

MANUAL WARRANTS 07/21/2023

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	91,029.59
Final Total:	91,029.59

MANUAL WARRANTS 07/21/2023

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	2,412.24
Final Total:	2,412.24

MANUAL WARRANTS 07/21/2023

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	189,551.98
Minnesota Revenue	33,053.35
Final Total:	222,605.33

MANUAL WARRANTS 07/24/2023

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	637.28
Final Total:	637.28

MANUAL WARRANTS 07/26/2023

<u>Vendor Name</u>	<u>Amount</u>
U S Bank	95,298.75
Final Total:	95,298.75

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., August 15, 2023.

Warren Strandell, Chair

ATTEST

Charles S. Whiting
Deputy Clerk of the Board