

AUGUST 22, 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 22, 2023, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Paul Reese, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, and Commissioner Mark Holy. Others present: Polk County Administrator Chuck Whiting, Samuel Melbye, 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 August 22, 2023, agenda.

CONSENT ITEMS

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the below consent items:

1. Approve the August 1st and August 15th, 2023, Board minutes.
2. Approve for payment Lost Warrant No. 553365 dated November 19, 2021, issued to Harlan's Boats R Us in the amount of \$853.33.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Board Committee Assignments:
The Board Committee Assignments were discussed and presented to the Board. (Handout on file in the Administrator's Office)
2. Commissioner Reese brought forth that he attended the following meetings:
 - a. Union Lake Sarah Improvement District meeting.
3. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Grand Forks-East Grand Forks Metropolitan Planning Organization meeting.
 - b. Polk County Building Committee meeting.
4. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Crookston's Ox Cart Day's Festival activities, including the Veteran's Program where Polk County Veteran Services Officer Kurt Ellefson was recognized.
 - b. Polk County Building Committee meeting.
5. Commissioner Lee brought forth that she attended the following meetings:
 - a. Interview Committee for DAC.
 - b. Household Hazardous Waste Advisory Committee.
 - c. Tour of incinerator in Fosston with MN Senators.
 - d. Association of Minnesota Counties meeting.
6. Commissioner Holy brought forth that he attended the following meetings:
 - a. No meetings.

Board Committee Assignments

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to appoint Commissioner Reese to all committee assignments vacated by Commissioner Jacobson.

SHERIFF

James Tadman, Polk County Sheriff came before the Board with matters pertaining to his department:

1. Monthly Sheriff Reports

The Sheriff monthly reports were presented and discussed with the Board. (Reports 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. Family Based Service Provider Replacement

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to fill the Family Based Service Provider 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. Engineering Design Software – AutoCAD

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to renew the AutoCAD Software License in the amount of \$29,230.78 and allow the County Engineer to sign the quote.

2. County Ditch No. 72 Maintenance Request

Polk County is required to maintain culverts in field/farm approaches and a request has been made to replace a culvert. A motion was made by Commissioner Reese seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the work in County Ditch No. 72 and name Richard Sanders as Engineer over the project.

3. Coalition Against Bigger Trucks Request

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to take from the table the discussion regarding a letter of support for the Coalition Against Bigger Trucks. Discussion was held with the Board regarding the Coalition Against Bigger Trucks request. Polk County should have received a request to sign a letter that the Coalition Against Bigger Trucks wants submitted to Congress with at least 1000 signatures. A presentation by CABT was given at the NACo Annual Conference and the NACE Executive Committee. The letter points out that our roads aren't designed to handle the excess weight, either legal or illegal. As County Engineer I recommend all that can sign should. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by a 3-2 vote of the Board to approve and sign the letter supporting the Coalition Against Bigger Trucks.

PUBLIC HEALTH

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

1. Gold Breastfeeding Award of Excellence

Discussion was held with the Board regarding the Gold Breastfeeding Award of Excellence. The United States Department of Agriculture Food and Nutrition Service awarded Polk-Norman-Mahnomen WIC the Gold Breastfeeding Award of Excellence. The Breastfeeding Award of Excellence recognizes local WIC agencies that support WIC moms' breastfeeding goals through exemplary breastfeeding promotion and support activities and serve as models for other local agencies to strengthen breastfeeding among WIC participants.

2. Polk County Public Health Communications Report Q2 2023

The 2023 Communications Report Quarterly Performance & Assessment April 1 – June 30, 2023, Report was discussed and presented to the Board. (Report on file in the Administrator's Office)

FACILITIES

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

1. Status Report on Current Building Projects

Discussion was held with the Board regarding the following current building projects: Door Frames Project at the Juvenile Center, Re-Roof Project at the Justice Center, Coupler Project at the Justice Center, Retaining Wall Project at the Government Center, and the Re-roof Project at the Government Center.

PROPERTY RECORDS

Sam Melbye, Property Records Director came before the Board with matters pertaining to his department:

1. Abandoned Railroad Right-of-Way Purchase – Parcel

Discussion along with handouts were presented to the Board regarding an abandoned railroad right of way. Polk County received a request from Joshua Goodyke to purchase a strip of land (abandoned railroad property) in Section 31 of Belgium Township. No one is currently leasing the property. Mr. Goodyke owns the parcel of land surrounding the abandoned railroad property to the north and south/Parcel 04.00115.01 (abandoned railroad property) and Parcel 04.00115.03 (Mr. Goodyke's property). Mr. Goodyke would like to offer the sum of \$6,000.00 for the abandoned railroad right-of-way identified as tax Parcel 04.00115.01, Polk County will retain the road right-of-way. A motion was made by Commissioner Reese seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve Mr. Joshua Goodyke to purchase the abandoned railroad right-of-way Parcel No. 04.00115.01 in the amount of \$6,000.00. (Handouts on file in the Administrator's Office)

ADMINISTRATION

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

1. Payment Request from Diversified Contractors, Inc.

Discussion along with a handout was presented to the Board regarding the payment request from Diversified Contractors, Inc. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve payment to Diversified Contractors Inc., in the amount of \$36,859.55 for the

Red River Valley Juvenile Center Project. (Handout on file in the Administrator's Office)

2. Review of Public Waters Inventory Case Dismissal

Discussion along with handouts were presented to the Board regarding the Renville County case regarding the DNR's attempts to expand the public waters inventory that has been dismissed. Polk County's interest is in-regard-to the drainage area in Sletten Township. The Board agrees to participate financially in the expenses to challenge the DNR's actions. Staff has yet to reconcile the billing of the legal work involved. The attorney representing Renville County recommends seeking legislative relief going forward. AMC is aware of this result and will likely include the matter in its Fall Policy Conference in September. (Handouts on file in the Administrator's Office)

3. 2024 Budget Status

Discussion along with handouts pertaining to Blue Cross Blue Shield/Minnesota Rates, Third Quarter Comparisons 2019 - 2023, Fifteen Year Tax Levy Increases Comparison 2008 to 2024, Prospective Budgets for Debt Service Levy, and Levy for Debt 2015 - 2032 were presented to the Board. (Handouts on file in the Administrator's Office)

4. Performance Review – Closed Session (Pursuant to MN Statutes 13D.05, Subd. 3(a)) – Evaluate the Performance of Individual Subject to the Board's Authority, County Administrator Chuck Whiting

a. Action to Convene in Closed Session

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to move into closed session at 11:22 a.m.

b. Reconvene Into Open Session

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to reconvene into regular open session at 11:58 a.m.

c. Report Conclusion of Closed Session Evaluation

Discussion was brought forth regarding the evaluation of the Polk County Administrator Charles Whiting. It was reported that the evaluation was concluded with the consensus that Mr. Whiting's performance is satisfactory.

With no further business the Board adjourned to reconvene at 8:00 a.m., September 5, 2023.

The Polk County Board is invited to tour the remodeled Fournet Building, 101 & 111 N. Broadway, Crookston, MN following the meeting. There will be no official business conducted and the public is invited to attend. **The Board's tour was delayed until a future date.**

Warren Strandell, Chair

Charles S. Whiting, Polk County Administrator
Clerk of the Board