

AUGUST 23, 2022
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 23, 2022. Members present: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board, Sam Melbye and Michelle Cote, Deputy Clerks of the Board.

REVISED AGENDA

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised August 23, 2022, agenda adding No. 1, 2, 3, and 4 to the Consent Items, adding Sarah Reese, Public Health and adding No. 2 under Sam Melbye, Property Records.

CONSENT ITEMS

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

1. *Approve payment to Wade Lufkin, Mentor, MN in the amount of \$6,250.00 for painting at Public Health for the Facilities Management Department.
2. **Approve payment to Kiecker Coatings, McIntosh, MN in the amount of \$8,437.50 for sealing at the Juvenile Center for the Facilities Management Department.
3. ***Approve payment to Wagner's Landscaping, Inc., Fisher, MN in the amount of \$10,580.00 for landscaping for the Human Service Center and Government Center buildings for the Facilities Management Department.
4. ****Approve payment to Palmer Masonry & Concrete, Crookston, MN in the amount of \$21,326.00 for landscaping and concrete work at the Government Center.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended the following meetings:
 - a. None
2. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Juvenile Center
 - b. MPO Committee – East Grand Forks/Grand Forks Bridge discussions (Handout on file in the Administrator's Office)
3. Commissioner Lee brought forth that she attended the following meetings:
 - a. Household Hazardous Waste Advisory Committee
 - b. East Polk County Soil & Water Conservation District
 - c. Aquatic Invasive Species Task Force
 - d. Annual Union Lake Sarah Improvement District (ULSID)
4. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Attended various activities during Crookston's Oxcart Days
5. Commissioner Holy brought forth that he attended the following meetings:
 - a. None
 - b. Received questions regarding overlay road projects starting & happening during harvest season on County roads.

SHERIFF

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

1. Monthly Sheriff Reports

The July Monthly Sheriff Reports were presented and discussed with the Board. (Reports on file in the Administrator's Office)

MIS

Evan Bruggeman, MIS Director came before the Board with matters pertaining to his department:

1. Review of 2023 Management Information Systems Department Budget

Discussion was held with the Board regarding the MIS 2023 budget. (Handouts on file in the Administrator's Office)

POLK COUNTY RESIDENT

Jennifer Peterson-Ross, Polk County Resident came before the Board with matters pertaining to the Elections:

1. Election Integrity

Discussion was held with the Board regarding election integrity. Video trailers ("Selection Code" & "2000 Mules") were presented to the Board. Additional discussion on Elections was held with the Board with Michelle Cote, Elections Administrator, and members of the public (Jennifer Peterson-Ross, Jay Ross, Lori A. Wagner, Micki Kyler, Dave Kyler, and George Bosselman). Topics and questions included which company provided voting machines, dates of updates to voting machines, assistive devices used for voting, preventing voter fraud, polling places vs. mail balloting, and capturing images of ballots.

PLANNING & ZONING

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

1. Award Grant for Income Based Septic System Fix-Up Program

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award a Low-Income Septic Fix-Up Grant to Richard & Diann Pesch, Parcel No. 40.00275.00 to upgrade the failing septic system and to award the bid to Great Northern Septic, Brandon Maygra L#4100, who was the low bidder in the amount of \$14,100.00 and will be installing the septic system.

HIGHWAY

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

1. 2023 Motor Grader Packer

A motion was made by Commissioner Holy seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award the quote to RDO, Grand Forks, ND in the amount of \$26,543.00 for the Motor Grader Packer.

Questions from the Board were brought up regarding a gravel pit and how far/where the gravel can be excavated regarding right-of-way, ditches, and roads.

ENVIRONMENTAL SERVICES

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

1. Trailer Rental Rate Adjustment

The Beltrami, Hubbard and Polk County share a contract for hauling waste and recyclables between facilities currently, and the contract is in the process of being bid for 2023 - 2025. A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Beltrami County Trailer rental rate in the amount of \$31.00/load effective 9/01/22 and continuing through the 2023-2025 contract unless otherwise modified.

2. General Program Updates

General updates were given to the Board regarding the Transfer Station Concrete Replacement Project, the Landfill Construction Project, Becker County MSW, & Landfill/Wetland Permit and the Resource Recovery Facility – Stenberg Building Roof, Operations & Robotic Sorters.

PUBLIC HEALTH

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

1. ***Advertisement & Hiring**

Due to the resignation of a Clerk Typist Cashier III position a motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve advertising and re-hiring of a budgeted 1.0 FTE Clerk Typist Cashier III position and any subsequent vacancies with Polk County Public Health.

PROPERTY RECORDS

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

1. Signing Authority

A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve signature authority for Annalee Jones, Deputy Director of Property Records to sign vouchers and payroll in the absence of Samuel Melbye, Property Records Director.

2. ***Advertisement & Hiring License Center Clerk Typist Cashier III**

Due to a resignation of a Clerk Typist Cashier III position a motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve advertising and hiring of a full-time Clerk Typist Cashier III position in the Polk County License Center.

ADMINISTRATION

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

1. American Rescue Plan Status

Discussion was held with the Board regarding the status of the American Rescue Plan. The Board also discussed the Humane Society of Polk County. Commissioner Willhite gave details of his, and Commissioner Jacobson's, visit and the condition of the dog kennels. The Board discussed the Humane Society's amended request in the amount of \$38,000.00 of American Rescue Plan Funds. (Handouts available in Administrator's Office)

2. 2023 Budget Status

Discussion was held with the Board regarding the status of the 2023 Budget. (Report available in Administrator's Office)

3. 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 Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to move into closed session at 11:39 a.m. Commissioner Holy left the meeting during the closed session.

b. Reconvene Into Open Session

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to reconvene into regular session at 12:59 p.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 has done a wonderful job through challenges faced including, continued navigation of the covid pandemic, various building projects, etc.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m. September 6, 2022.

Joan Lee, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

August 23, 2022