

SEPTEMBER 6, 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., September 6, 2022, in the Commissioners Room, Government Center, Crookston, MN. 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. Others present Sam Melbye, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the September 6, 2022, agenda.

CONSENT ITEMS

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the September 6, 2022, consent items:

1. Approve Auditor Warrants.
2. Approve the August 16 and August 23, 2022, Board minutes.
3. Approve For Payment Lost Warrant No. 525265 Dated May 24, 2019, Issued To Tom Brault In The Amount Of \$28.80.
4. Approve For Payment Lost Warrant No. 552531 Dated October 22, 2021, Issued To Tom Brault In The Amount Of \$26.33.
5. Approve For Payment Lost Warrant No. 555955 Dated February 8, 2022, Issued To Kertsonville Township In The Amount Of \$17,552.10.
6. Approve For Payment Lost Warrant No. 551897 Dated September 29, 2021, Issued To Kertsonville Township In The Amount Of \$918.00.
7. Approve For Payment Lost Warrant No. 548831 Dated June 18, 2021, Issued To Michael Schulz In The Amount Of \$31.36.
8. Approve For Payment Lost Warrant No. 557911 Dated April 22, 2022, Issued To Linda Knutson In The Amount Of \$19.28.
9. Approve For Payment Lost Warrant No. 552562 Dated October 22, 2021, Issued To Robert Haugen In The Amount Of \$68.03.
10. Approve payment to Johnson Controls, Dallas, TX in the amount of \$945.63 for a control thermostat for the Facilities Management Department.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended the following meetings:
 - a. Received concerns on beaver issue in county ditches
 - b. Received concerns on Maple Lake building construction
 - c. Received concerns on Maple Lake beach front issue
2. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Polk County Building Committee
3. Commissioner Lee brought forth that she attended the following meetings:
 - a. Continued Social Services shadowing
 - b. Polk County D.A.C.

- c. Planning & Zoning
- d. Clearwater River Watershed One Watershed One Plan (1W1P)
- e. Polk County Extension Committee interviews
- 4. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Received a call from a property owner regarding a property sale. Referred owner to Polk County Director of Property Records, Sam Melbye
 - b. Polk County Extension Committee interviews
- 5. Commissioner Holy brought forth that he attended the following meetings:
 - a. Received calls from landowners in Keystone Township concerning utility marking sticks in ditches. Garden Valley Technologies is installing fiber optics and Polk County Engineer, Richard Sanders, is aware and permitted
 - b. Middle-Snake-Tamarac Rivers Watershed One Watershed One Plan (1W1P)

SOCIAL SERVICES

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

1. Social Worker Replacement – Working with Disability Services Division

Due to a resignation a motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to refill the Social Worker – Working with Disability Services Division position and any internal subsequent position vacancies occurring because of this action.

2. Social Worker Replacement – Behavioral Health

Due to a resignation a motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to refill the Social Worker – Behavioral Health - Disability Services Division position and any internal subsequent position vacancies occurring because of this action.

3. Resolution (2022-57) UCARE Grant for Homemaking Services

RESOLUTION (2022-57) **UCARE Grant For Homemaking Services**

The following resolution (2022-57) was offered by Commissioner Willhite:

WHEREAS, Polk County Social Services identified a need and UCARE responded by accepting and approving an application for a “Community Grant” to meet the needs of any person over the age of 65 that has been identified by the agency in needing homemaking services; and

WHEREAS, Polk County Social Service has applied for a grant to UCARE for serving the over 65 population for homemaking needs.; and

WHEREAS, Polk County lacks providers accepting referrals and getting this service to over 65 population; and

WHEREAS, The grant dollars are being used to hire private or ND licensed facilities to be a gap service; to pay their rates, until the grant is gone or until the service can be put in by our providers.

THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners supports Polk County Social Services in receiving the UCARE grant of \$11,000 to serve clients over the age of 65 with homemaking needs.

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

4. Resolution (2022-58) MEDICA Grant For Diversity, Equity & Inclusion Training Violence Intervention Project Contract Approval

RESOLUTION (2022-58)

MEDICA Grant For Diversity, Equity And Inclusion Training

The following resolution (2022-58) was offered by Commissioner Jacobson:

WHEREAS, Polk County Social Services identified a need for staff training on Diversity, Equity and Inclusion and Medica approved a grant application from Polk County Social Services for the training in the amount of \$6400.00; and

WHEREAS, Polk County Social Service applied for a grant to Medica for diversity training which will be provided by Greater Mankato Diversity Council; and

WHEREAS, Greater Mankato Diversity Council will provide a series of 4 trainings regarding Diversity, Equity and Inclusion training to Social Services employees. Training consists of Implicit Boas, Diversity 101, Cultural Competency and Inclusion Initiatives;

THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners supports Polk County Social Services in receiving the Medica grant of \$6400.00 for staff training on Diversity, Equity and Inclusion

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

5. Violence Intervention Project Contract Approval

The Contract with Violence Intervention Project to provide supervised visitation services to families in Polk County was discussed and presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the August 9, 2022 - December 31, 2023, Contract with Violence Intervention Project. (Contract on file in the Administrator's Office)

6. Case Aid Replacement – Office Support Services Unit

Due to a resignation a motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to refill the Case Aid position and any internal subsequent position vacancies occurring because of this action.

7. Contract with UCARE to Provide SNBC Product

A motion was made by Commissioner Holy seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve and affirm the recommendations from Polk County Public Health and Polk County Social Services to end the contract with UCARE to provide care coordination with UCARE for the SNBC product.

ENVIRONMENTAL SERVICES

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

1. Landfill Compactor Lease

The Landfill Compactor Lease was discussed with the Board.

a. Addenda #1 – Modified Lease Agreement

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve of the Lease Agreement from Kinetic Leasing of Fargo, ND for the Bomag BC773-RB5 Compactor at an annual payment of \$150,350.00 for five (5) years, plus a one-time document fee of \$399.00, and concluding with a final \$1.00 buyout payment (upon which Polk has ownership) as presented to the Board. (Agreement on file in the Administrator’s Office)

2. Becker County MSW – Polk County Landfill Option

Discussion was held with the Board regarding Becker County MSW. Becker County generates approximately 20,000 tons of Mixed Solid Waste (MSW) annually. Becker County is part of the Prairie Lakes Solid Waste District, sending approximately 10,000 tons of MSW per year to the Resource Recovery Facility in Perham, MN. Becker County sends the remaining (approximately) 10,000 tons of MSW per year to the Fargo Landfill in Fargo, ND. Polk County Landfill has been receiving MSW loads from Becker County since mid-June in an effort to help them figure out a long-term solution – which may or may not end up being Polk County Landfill. Discussion was also held regarding soliciting opinions related to such an effort prior to Polk County Advisory Board (Solid Waste) meeting in September.

HIGHWAY

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

1. County Ditch Maintenance Request

A request has been made to survey and clean as needed County Ditch No. 55. A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the work in County Ditch No. 55 and name Richard Sanders as Engineer over the project.

2. Develop or Consider Offers to Purchase Real Property Near Maple Lake - Closed Session (Pursuant to MN Statutes 13D.05, Subd. 3(c)(3))

a. Action to Convene into Closed Session

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to move into closed session at 9:10 a.m.

b. Reconvene Into Open Session

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to reconvene into regular session at 9:42 a.m.

c. Report Conclusion of Closed Session

Discussion was brought forth to develop or consider offers to purchase real property near Maple Lake. The Maple Lake East Shore appraisals for land purchase was also reviewed with the Board. Consensus of the Board was given to Rich Sanders, Polk County Engineer, to negotiate with landowners on the purchase of real estate.

ADMINISTRATION

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

1. Update on Management Information Services (MIS)

Due to the resignation of the MIS Director position a motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the purchasing authority up to \$10,000.00 for single item and a cumulative limit of \$20,000.00 mainly for use of the procurement card for Levi Webster serving as the Interim Management Information Services (MIS) Director.

2. American Rescue Plan Status

Discussion was held with the Board regarding the status of the American Rescue Plan.

a. Crookston Rotary/University of Minnesota Crookston Rural Training Opportunities Proposal

Discussion along with handouts pertaining to the American Rescue Plan and the Crookston Rotary/University of Minnesota Crookston Rural Training Opportunities Proposal was presented to the Board. (Handouts on file in the Administrator's Office)

3. 2023 Budget Update

Discussion along with handouts pertaining to the 2023 Appropriations Requests, the MCIT 2022 Dividend Notice, the MCIT Minnesota Worker's Compensation Reinsurance Association (WCRA), the 2023 Minnesota Department of Revenue County Program Aid along with the 15 Year Tax Levy Increases Comparison 2008-2023 Example were 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 and Zoning:

1. Resolution (2022-59) Conditional Use Permit for Tony & Wanda Sorum For A 1080 sq. ft. Accessory Structure Within 300 Ft. From OHWM

Resolution (2022-59) was offered by Commissioner Jacobson seconded by Commissioner Lee and adopted upon the following vote: YEAS: Commissioner Strandell, Commissioner Jacobson, Commissioner Willhite, Commissioner Lee, and Commissioner Holy. NAYS: None. (See Resolution (2022-59) on file in the Administrator’s Office.)

2. Conditional Use Permit – Viking Gas Transmission Project

Discussion was held with the Board regarding a Conditional Use Permit pertaining to the Viking Gas Transmission Project. The applicant has not filed an application with our office but sent a letter to the P&Z Office regarding the project and needs direction on applicable permits/ordinance standards. The proposed route would cross 4 Polk County Townships, and 15 sections. This is an expansion of approximately 13.2 miles and aims to connect 2 existing valves with new pipeline. To date the project is under Federal Energy Regulatory Commission (federal review process) as the project is in Minnesota and North Dakota. This project is noticed to all landowners which VGT must secure easements, permissions and make the landowners aware of this project through the FERC process.

POLK COUNTY RESIDENT

Linda Hanson, Polk County Resident came before the Board with matters pertaining to a Conditional Use Permit:

1. Conditional Use Permit Concern

Discussion was held with the Board, Jacob Snyder, Environmental Specialist/Planning & Zoning Administrator, Jon Steiner, Environmental Services Director, and Kurt & Isaac Larson, Polk County Residents, regarding a Conditional Use Permit concern. (Handouts available in the Administrator’s Office)

AUDITOR WARRANTS

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

AUDITOR WARRANTS 08/02/2022

<u>Vendor Name</u>	<u>Amount</u>
Alluma Inc	10,360.60
Amherst H Wilder Foundation	5,000.00
Becker County Human Services	43,893.02
Clay County Public Health	17,785.78
Crookston Water Department	2,428.63
Diversified Contractors Inc	151,145.00
Fertile Oil Company	27,268.00
Knife River Materials	332,203.26
Lake Agassiz Regional Library	70,568.75
Norman County Public Health	11,391.23
Ottertail Public Health	92,789.05
Palmer Masonry & Concrete	44,640.00
Polk County Public Health	22,987.38
14 Payments less than 2000	8,649.08
Final Total:	841,109.78

AUDITOR WARRANTS 08/03/2022

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	750.00
Final Total:	750.00

AUDITOR WARRANTS 08/09/2022

<u>Vendor Name</u>	<u>Amount</u>
Clay County Public Health	8,539.39
Fertile Oil Company	16,030.00
GreatAmerica Financial Services	10,021.23
Harbott Knutson Larson & Holten PLLP	2,618.00
Hardwick P.C./Brian T	3,840.86
Mentor City	28,000.00
Norman County Public Health	45,606.25
Northdale Oil Inc	17,706.41
Polk County Public Health	120,020.31
20 Payments less than 2000	9,968.41
Final Total:	262,350.86

AUDITOR WARRANTS 08/16/2022

<u>Vendor Name</u>	<u>Amount</u>
AT&T Mobility	2,498.29
Donarski Brothers Inc	91,269.00
East Polk Soil & Water	17,554.50
ENTERPRISE FM TRUST	24,790.50
Fosston Municipal Utilities	47,308.02
Gordon Construction of Mahnomen Inc	42,415.60
GreatAmerica Financial Services	10,021.23
Johnson Controls Fire Protection LP	5,600.00
JT's Station	3,158.10
Kronos SaaS Inc	3,385.60
Lepier Oil Company Inc	17,387.64
Morris Electronics Inc	9,604.30
Norman County Public Health	59,276.34
Polk County Highway Department	11,631.52
Polk County Public Health	23,363.31
Ryans's Backhoe Service LLC	5,521.00
Verizon Wireless	2,683.85
West Polk Soil & Water	17,554.50
21 Payments less than 2000	8,382.78
Final Total:	403,406.08

AUDITOR WARRANTS 08/23/2022

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
City of McIntosh	248,575.75
Great Northern Septic	12,600.00
Great Plains Natural Gas Co	4,181.41
Kiecker Coatings	8,437.50
Lenes Sand & Gravel Inc	42,806.80
Lufkins Painting Service	6,250.00
Marshall County Coop	6,675.00
Mn State Treasury	7,503.50
Mn UI Fund	4,320.50
Norman County Public Health	33,006.93
Ottertail Power Co	16,605.26
Palmer Masonry & Concrete LLC	21,326.00
Pictometry International Corp	160,000.00
Polk County	88,327.85
Polk County Public Health	25,378.05
Premier Signs LLC	3,000.00
RnC Consulting P.A.	3,022.50
University Of North Dakota	12,813.08
Wagners Landscaping Inc	10,580.00
Wild Rice Elec Co- Op Inc	3,957.51
18 Payments less than 2000	11,419.19
Final Total:	733,439.83

AUDITOR WARRANTS 08/30/2022

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	5,409.81
BNSF Railway Company	34,500.00
Diversified Contractors Inc	108,585.00
ENTERPRISE FM TRUST	3,828.50
Lenes Sand & Gravel Inc	4,705.18
Motorola	208,620.60
Norman County Public Health	34,537.00
Polk County Public Health	75,056.00
Sanford Health	5,576.00
Wm D Scepaniak Inc	463,485.33
11 Payments less than 2000	5,022.47
Final Total:	949,325.89

MANUAL WARRANTS 07/29/2022

<u>Vendor Name</u>	<u>Amount</u>
U S Bank	368,410.00
U S Bank	57,875.00
Final Total:	426,285.00

MANUAL WARRANTS 08/01/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	6,036.94
Internal Revenue Service	1,491.68
Minnesota Revenue	462.19
Final Total:	7,990.81
MANUAL WARRANTS 08/05/2022	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	182,259.62
Minnesota Revenue	30,830.86
Final Total:	213,090.48
MANUAL WARRANTS 08/08/2022	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,481.67
Final Total:	2,481.67
MANUAL WARRANTS 08/15/2022	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,983.60
Final Total:	2,983.60
MANUAL WARRANTS 08/19/2022	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,229.97
Final Total:	1,229.97
MANUAL WARRANTS 08/19/2022	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	92,805.09
Final Total:	92,805.09
MANUAL WARRANTS 08/19/2022	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	181,637.77
Minnesota Revenue	30,885.53
Final Total:	212,523.30
MANUAL WARRANTS 08/19/2022	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,286.00
Final Total:	1,286.00
MANUAL WARRANTS 08/19/2022	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,768.00
Minnesota Revenue	1,448.94
Mn Dept Of Rev Tax Division	87,257.19
Mn Dept Of Revenue	2,550.00
Mn Dept Of Revenue	366.00
Final Total:	96,390.13
MANUAL WARRANTS 08/22/2022	

September 6, 2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	5,129.31
Final Total:	5,129.31

MANUAL WARRANTS 08/29/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	56.00
Final Total:	56.00

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., September 20, 2022.

Joan Lee, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

September 6, 2022