

**SEPTEMBER 19, 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., September 19, 2023, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Paul Reese, Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Mark Holy and Charles S. Whiting, Polk County Administrator, Clerk of the Board and Valerie Bjerck, 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 September 19, 2023, agenda adding No. 2 under Administration.

**CONSENT ITEMS**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the September 19, 2023, consent items:

1. Approve the September 5, 2023, Board minutes.
2. Approve Commissioner Warrants: General Revenue Fund, \$137,568.87; Public Works Fund, \$175,083.32; Public Safety Fund, \$108,033.31; Public Health Fund, \$16,131.78; Forfeited Tax Sale Fund, \$2,015.85; Special Assessments (Ditch) Fund, \$68,826.68; Environmental Services Fund, \$15,903.65; Resource Recovery Fund, \$145,553.86; Landfill Fund, \$81,765.11; Community Health Board, \$1,738.75; Agency Fund, \$18,791.00; Per Diems, \$1,650.00; Meal Reimbursements (without overnight lodging), \$17.26 and Sign Audit List.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$91,055.85 for procurement card purchases.
4. Approve for payment Lost Warrant No. 570761 dated June 27, 2023, issued to Kristal Abrahamson in the amount of \$394.74.
5. Approve payment to Bertils Gravel, Crookston, MN in the amount of \$6,555.00 for roofing rock at the Justice Center for the Facilities Department.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Reese brought forth that he attended the following meetings:
  - a. Tri-Valley Opportunity Council – hiring new Head Start position.
  - b. West Central Regional Water District.
  - c. Mark Johnson, Steve Gander & Deb Kiel gathering.
2. Commissioner Strandell brought forth that he attended the following meetings:
  - a. Water District – filing with District Judge to set up service area.
  - b. Tri-County Community Corrections – jail report totals.
  - c. Drug Task Force
3. Commissioner Lee brought forth that she attended the following meetings:
  - a. Personnel Committee
  - b. State Community Health Services Advisory Committee (SCHSAC)
  - c. DAC – advertisement for Executive Director position.

- d. Soil & Water Conservation.
  - e. Drug Task Force – forfeiture fund.
  - f. Monthly Radio Program
  - g. State Community Health Services Advisory Committee (SCHSAC) - formula funding discussion.
  - h. AMC Board of Directors/Alexandria – presentations & changes to bylaws.
  - i. MRC meeting – SRO discussion, cannabis, permitting at state level.
  - j. Education & Training
  - k. Policy meeting – software and mental health discussion.
  - l. AMC Finance Committee – budget discussion, county dues will be increasing.
4. Commissioner Willhite brought forth that he attended the following meetings:
    - a. Tri-County Community Corrections – audit and budget review.
    - b. Crookston City Council – budget discussion and funding changes.
    - c. Tri-Valley Opportunity Council – general discussion.
    - d. Personnel Committee
    - e. AMC – county dispatch, tax forfeiture update, family resource centers, housing programs, election updates, local taxes, human resources discussion.
  5. Commissioner Holy brought forth that he attended the following meetings:
    - a. AMC – map, watershed, bonding process, Solid Waste/Landfill discussion.
    - b. Soil & Water meeting – buffer discussion.

**PLANNING AND ZONING**

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

**1. (2) 58 Yard Roll-Off Container Purchase**

A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve purchasing (2) 58-yard roll-off containers for the Crookston Transfer Station from H&S Stephen, MN in the amount of \$34,400.00 plus tax. (50% down payment due upon order as listed in the additional information in the quote)

**ENVIRONMENTAL SERVICES**

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

**1. Resolution (2023-43) Polk County 2024 Market Price**

**RESOLUTION (2023-43)**  
**Polk County 2024 Market Price**

The following resolution (2023-43) was offered by Commissioner Willhite:

WHEREAS, MS 297H.02 requires certain political subdivisions to identify by Resolution a Market Price for solid waste management tax purposes if the political subdivision subsidizes the cost of Municipal Solid Waste (MSW) disposal at a facility, or directly bills for organized collection of MSW on property tax statements; and

WHEREAS, The political subdivision will be liable for any Solid Waste Management Tax (SWMT) based only on the Market Price identified by Resolution; and

WHEREAS, Market Price is defined in the State Statute as the “lowest price available in the area”; and

WHEREAS, The County of Polk declares the Market Price for all MSW generated in Polk County during CY2024 to be \$29.06 per ton, based upon the lowest price available in the area. Polk County’s identified Market Price includes both the cost per ton-mile for transportation and the cost per ton for disposal, assuming disposal at the Gentilly Landfill. All costs were calculated using current hauling and tip fee rates offered in the region.

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

**2. Solid Waste Program Updates**

An update was given to the Board regarding the Status of Landfill Wetland Permits, the Status of Landfill Plant Permits, the 9 County Regional C&D Project, the Senate Bonding Tour – August 16th @ 2:00 pm (Fosston), and the House Bonding Tour – September 14th @ TBD (Bemidji State University).

**SOCIAL SERVICES**

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

**1. Social Worker-CPS Replacement Request**

A motion was made by Commissioner Willhite seconded by Commissioner Lee 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.

**2. Family Resource Center Site Agreement with East Grand Forks School District**

A motion was made by Commissioner Holy seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the Family Resource Center Site Agreement with East Grand Forks School District effective from September 1, 2023, until September 1, 2024, as presented to the Board. (Agreement on file in the Administrator’s Office)

**HIGHWAY**

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

**1. Approve Bond Agreement No. 1054407**

A motion was made by Commissioner Holy seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve Bond Agreement 1054407 and allow the Administrator and Chair of the Board to sign the Agreement as presented to the Board. (Agreement on file in the Administrator’s Office)

**2. Approve Resolution (2023-44) Local Bridge Replacement Program Grant Agreement Grant Terms and Conditions SAP 060-615-013**

**RESOLUTION (2023-44)**  
**Local Bridge Replacement Program Grant Agreement**  
**Grant Terms and Conditions**  
**SAP 060-615-013**

The following resolution (2023-44) was offered by Commissioner Lee:

WHEREAS, Polk County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No.60L67; and

WHEREAS, The Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, The amount of the grant has been determined to be \$120,489.60 by reason of the lowest responsible bid;

NOW THEREFORE BE IT RESOLVED, That Polk County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

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

**3. Award SAP 060-615-013, CSAH 15 Box Culvert**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to award SAP 060-615-013 to Gladden Construction Inc., in the amount of \$397,535.80 and allow the Polk County Administrator and Board Chair to sign the contract.

**4. Award SAP 060-597-003 etc. Mentor Grove Park Boxes**

A motion was made by Commissioner Reese seconded by Commissioner Holy and adopted by unanimous vote of the Board to award SAP 060-615-01597-003 to Davidson Construction Inc. in the amount of \$218,000.00 and allow the Polk County Administrator and Board Chair to sign the contract.

**5. Resolution (2023-45) Reconstruct & Improve Polk County Road 203 - Jesse Allen Swanson & Brett Allen Swanson (Condemnation)**

**RESOLUTION (2023-45)**  
**Reconstruct & Improve Polk County Road 203**  
**Jesse Allen Swanson & Brett Allen Swanson (Condemnation)**

The following resolution (2023-45) was offered by Commissioner Reese:

WHEREAS, Polk County proposes to reconstruct and improve Polk County Road 203; and

WHEREAS, The improvement consists of reconstructing said roadway as herein determined necessary to provide for the safety of the traveling public; and

WHEREAS, Permanent highway easements and slope easements over certain lands are required for said construction; and

WHEREAS, Polk County has authority to acquire right of way for said Highway by eminent domain pursuant to Minn. Stat. 163.02, subd. 2; and

WHEREAS, Polk County has the right to acquire the right of way prior to the filing of an award by the Court appointed Commissioners, pursuant to Minn. Stat. 117.011 and 117.042; and

WHEREAS, A portion of said lands required for easement purposes, denoted as parcels 06-36.00, which are more fully described in the attached descriptions, which are incorporated by reference, are owned by Jesse Allen Swanson and Brett Allen Swanson; and

WHEREAS, Polk County has been unable to successfully negotiate the acquisition of the required easement.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners hereby authorizes the acquisition of said land by eminent domain and to take title and possession of that land prior to the filing of an award by the Court appointed Commissioners, pursuant to Minn. Stat. 163.02 and 117.011 and 117.042; and

BE IT FURTHER RESOLVED, That the Polk County Attorney is requested to file the necessary Petition therefore, and to prosecute such action to a successful conclusion or until it is abandoned, dismissed or terminated by the County or the Court.

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

**Parcel 06.00036.00 Description**

Government Lots 1, 2, 3, and 4, EXCEPT the South 14 chains of Government Lot 1, all in Section 6, Township 148, Range 40 of the Fifth Principal Meridian.

**Negotiation 8 Highway Easement**

A strip of land 52 feet in width, lying parallel to the centerline of said County Road 203, Engineering Stations 92+99 R to 98+00 R, and a strip of land 60 feet in width, lying parallel to the centerline of said County Road 203, Engineering Stations 98+00 R to 99+50 R, and a strip of land 80 feet in width, lying parallel to the centerline of said County Road 203, Engineering Stations 99+50 R to 100+00 R, and a strip of land 60 feet in width, lying parallel to the centerline of said County Road 203, Engineering Stations 100+00 R to 102+00 R, and a strip of land 52 feet in width, lying parallel to the centerline of said County Road 203, Engineering Stations 102+00 R to 107+16 R, all being inclusive of the existing road and ditch Rights of Way; located in Government Lot of Sec. 6, Twp. 148 N., Range 40 W.; said centerline described in Polk County Right of Way Plat of County Road 203, recorded in the office of the County Recorder, Polk County, Minnesota.

**Negotiation 8 Slope Easement**

A back or embankment slope outside the right of way (52') from Engineering Stations 104+50 R to 106+50 R (56' to 59'), said right of way described in Polk County Right of Way Plat of County Road 203, recorded in the office of the County Recorder, Polk County, Minnesota.

**6. Resolution (2023-46) Reconstruct & Improve Polk County Road 203 - Gary D. Hartel & Dorthy M. Hartel (Condemnation)**

**RESOLUTION (2023-46)**  
**Reconstruct & Improve Polk County Road 203**  
**Gary D. Hartel & Dorthy M. Hartel (Condemnation)**

The following resolution (2023-46) was offered by Commissioner Strandell:

WHEREAS, Polk County proposes to reconstruct and improve Polk County Road 203; and

WHEREAS, The improvement consists of reconstructing said roadway as herein determined necessary to provide for the safety of the traveling public; and

WHEREAS, Permanent highway easements and slope easements over certain lands are required for said construction; and

WHEREAS, Polk County has authority to acquire right of way for said Highway by eminent domain pursuant to Minn. Stat. 163.02, subd. 2; and

WHEREAS, Polk County has the right to acquire the right of way prior to the filing of an award by the Court appointed Commissioners, pursuant to Minn. Stat. 117.011 and 117.042; and

WHEREAS, A portion of said lands required for easement purposes, denoted as parcels 06-44.00 and 06-43.00, which are more fully described in the attached descriptions,

which are incorporated by reference, are owned by Gary D. Hartel and Dorthy M. Hartel; and

WHEREAS, Polk County has been unable to successfully negotiate the acquisition of the required easement.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners hereby authorizes the acquisition of said land by eminent domain and to take title and possession of that land prior to the filing of an award by the Court appointed Commissioners, pursuant to Minn. Stat. 163.02 and 117.011 and 117.042; and

BE IT FURTHER RESOLVED, That the Polk County Attorney is requested to file the necessary Petition therefore, and to prosecute such action to a successful conclusion or until it is abandoned, dismissed or terminated by the County or the Court.

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

**Parcels 06.00044.00 & 06.00043.00 Description**

Lots Five (5), Six (6), and Seven (7), in Section Six (6) and Lot One (1) in Section Seven (7), all in Township One Hundred Forty eight (148), North of Range Forty (40) West of the Fifth Principal Meridian and containing 139.72 acres, more or less, according to the United State Government Survey thereof.

**Negotiation 6 Highway Easement**

A strip of land 52 feet in width, lying parallel to the centerline of said County Road 203, Engineering Stations 39+54 R to 46+00 R, and a strip of land 65 feet in width, lying parallel to the centerline of said County Road 203, Engineering Stations 46+00 R to 52+69 R, and a strip of land 52 feet in width, lying parallel to the centerline of said County Road 203, Engineering Stations 52+69 R to 56+17 R, and a strip of land 52 feet in width, lying parallel to the centerline of said County Road 203, Engineering Stations 56+83 R to 92+99 R, all being inclusive of the existing road and ditch Rights of Way; located in Government Lot 1 of Sec. 7, Twp. 148 N., Range 40 W. and in Government Lots 5, 6, & 7 of Sec. 6, Twp. 148 N., Range 40 W.; said centerline described in Polk County Right of Way Plat of County Road 203, recorded in the office of the County Recorder, Polk County, Minnesota.

**Negotiation 6 Slope Easement**

A back or embankment slope outside the right of way (65') from Engineering Stations 49+00 R to 52+00 R (66' to 83') and from Engineering Stations 52+00 R to 52+50 R

(83' to 72'), said right of way described in Polk County Right of Way Plat of County Road 203, recorded in the office of the County Recorder, Polk County, Minnesota.

### **2024 DEPARTMENT BUDGET REVIEWS**

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to the 2024 Departmental Budgets. Ron Denison, Finance Director, was also present.

#### **1. General Overview of Budget Issues**

Discussion was held with the Board regarding the 2024 budget.

### **HIGHWAY**

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

#### **1. Review of 2024 Highway Budgets**

Discussion was held with the Board regarding the 2024 Highway Department budgets.

### **VETERANS SERVICES**

Kurtis Ellefson, Veterans Services Officer came before the Board with matters pertaining to his department:

#### **1. Review of 2024 Veterans Services Budget**

Discussion was held with the Board regarding the 2024 Veterans Services budget.

### **ENVIRONMENTAL SERVICES**

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

#### **1. Review of 2024 Environmental Services Budgets**

Discussion was held with the Board regarding the 2024 Environmental Services budgets.

### **FACILITIES**

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

#### **1. Review of 2024 Facilities Budget**

Discussion was held with the Board regarding the 2024 Facilities budget.

### **ADMINISTRATION**

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

#### **1. Review of 2024 Administration Budgets**

Discussion was held with the Board regarding the 2024 Administration budgets.

#### **2. \*Update on West Central Regional Water District**

Discussion along with a handout pertaining to the West Central Regional Water District was presented to the Board. (Handout 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 09/22/2023**

**APPROVED 09/19/2023**

<u>Vendor Name</u>	<u>Amount</u>
Accent Wire Holdings LLC	2,042.30
Auto Value - Crookston	2,965.25
Balco Uniform Co Inc	2,757.84
Baldwin Supply Company	4,844.96
Barr Engineering Co	4,279.00
Beltrami Industrial Services	14,008.29
Bob's Lawn Care	2,015.85
Brost Chevrolet Inc	6,068.11
Burggrafs Ace Hardware	4,687.79
Central States Wire Products Inc	3,160.05
Chiller Systems Inc	6,203.67
Church & Dwight Co Inc	25,242.46
CITY OF CROOKSTON	2,901.05
Code 4 Services Inc	50,536.79
Crookston Fuel Company	8,911.87
Custom Stripes Inc	2,715.00
Destination Transport	2,190.00
Diamond Vogel Paint	7,485.00
East Grand Forks City	2,354.66
Election Systems & Software Inc	4,482.19
FedEx Freight	2,554.60
GP Excavating LLC	21,720.00
Grainger	4,368.88
Higher Ground	5,048.55
HN Quality Plumbing Inc	3,868.05
Information Systems Corp	19,481.00
John Deere Financial	2,531.91
Karvakko	14,805.00
Kiecker Trustees/Lauris D & Clellie A	5,309.50
KROX- AM	2,178.50
Kustom Kollision LLC	4,902.05
Larson Helicopters, LLC	29,648.50
Lunseth Plumbing & Heating Co	20,483.84
Maverick Drone Systems	13,267.55
Melbys Tree Service	2,800.00
Millers Building Center	9,169.36
Mn Dept Of Transportation	11,397.84
Morris Electronics Inc	10,671.46
Nardini Fire Equip Co Inc	3,484.00
NorMinn Industrial LLC	4,143.54
North Country Overhead Door LLC	8,167.00
Northdale Oil Inc	3,840.50

Northern Propane	10,133.65
Pemberton Law PLLP	4,104.00
Peterson Sheet Metal Inc	30,445.17
Polk County Highway Department	24,010.65
Polk County IS Department	2,149.00
POMPS Tire Service Inc	10,440.00
Ppc Industries	10,774.44
Premier Signs LLC	3,000.00
Proulx Refrigeration	11,835.86
Reotemp Instrument Corporation	14,631.76
Ryans's Backhoe Service LLC	2,675.00
Scan Air Filters Inc	3,038.04
Setco	37,208.85
SHI International Corp	2,798.30
Smeby/Jason	2,321.00
Stantec Consulting Services Inc	47,719.37
Streicher's	5,556.80
Strom/James A & Elaine C	5,225.00
Todd's Tire Service Inc	16,188.19
True North Steel	39,529.20
TS Holte Construction	4,462.50
Visual Labs Inc	20,995.00
Widseth Smith Nolting & Assoc	13,401.00
Ye Ole Print Shoppe	2,053.50
Ziegler Inc	4,869.92
182 Payments less than 2000	78,152.22
Final Total:	771,412.18

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., September 20, 2023, for a special meeting.

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Warren Strandell, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board