

SEPTEMBER 26, 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., September 26, 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.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the amended September 26, 2023, agenda adding No. 4 & 5 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 below consent items:

1. Approve the September 19 and September 20 (Special Meeting) Board minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Reese brought forth that he attended the following meetings:
 - a. Met with Kristie Jerde, District 1 Representative for Polk County Planning Commission, to get an overview of her views on the Planning Commission and the direction it's heading.
 - b. Proposed giving information to Polk County employees regarding what is contained in the immunizations and vaccines that are offered to employees.
2. Commissioner Strandell brought forth that he attended the following meetings:
 - a. MNDOT District 2 Area Transportation Partnership meeting.
3. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Crookston City Council meeting.
4. Commissioner Lee brought forth that she attended the following meetings:
 - a. Reaching Rural meeting.
 - b. Polk County Extension meeting.
 - c. Inter-County Community Council Board meeting.
5. Commissioner Holy brought forth that he attended the following meetings:
 - a. No meetings.
 - b. Discussed weight limits on farm trucks on county/township/city roads and highways.

SHERIFF

Mike Norland, Polk County Chief Deputy, on behalf of 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)

2. 2022 Emergency Management Performance Grant, Contract Agreement – Effective 1/1/2022 – 12/31/2023

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Emergency Management Performance Grant Effective 1/1/2022 – 12/31/2023 as presented to the Board. (Grant on file in the Administrator’s Office)

3. Resolution (2023-48) Declaring A State Of Emergency Regarding 2023 Spring Flooding

RESOLUTION (2023-48)

**Declaring A State Of Emergency
Regarding 2023 Spring Flooding**

The following resolution (2023-48) was offered by Commissioner Willhite:

WHEREAS, A flooding event has impacted the population of Polk County and its cities from April 11th to the 30th; and

WHEREAS, The flooding event has caused a significant amount of public property damage; and

WHEREAS, The Polk County Emergency Management Director requests the Polk County Board of Commissioners to declare Polk County in a STATE OF EMERGENCY for the flooding event;

WHEREAS, The entire Polk County Board of Commissioners desires to affirm and continue the declaration of a STATE OF EMERGENCY related to the flooding event;

THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioner's affirms and declares Polk County in a STATE OF EMERGENCY for conditions resulting from the flooding event.

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

HIGHWAY

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

1. 2023 (2) Tandem Axle Diesel Trucks

A motion was made by Commissioner Holy seconded by Commissioner Reese and adopted by unanimous vote of the Board to increase the awarded amount from \$130,653.00 each to \$137,473 each for a total increase of \$13,640.11 for two 2023 Tandem Axle Diesel Trucks for a grand total of \$274,946.11.

2. Award SAP 060-609-022 etc. – CSAH 9, CSAH 21 Box Culverts

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award SAP 060-609-022 Etc., to Knife River Materials – Northern Minnesota in the amount of \$1,889,642.60 and allow the Administrator and Board Chair to sign the contract.

ADMINISTRATION

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

1. Resolution (2023-47) Setting 2024 Preliminary Levy

RESOLUTION (2023-47)
Setting Preliminary 2024 Property Tax Levy

The following resolution (2023-47) was offered by Commissioner Willhite:

WHEREAS, The Minnesota State Legislature passed and the Governor of the State of Minnesota signed into law, Minnesota Laws 2001, Special Session Chapter 5, and;

WHEREAS, M.S. 275.065, sub. 1 requires local taxing authorities in the State of Minnesota to establish a proposed levy on or before September 30, 2023, for taxes payable in 2024, and;

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that the proposed statement of expenses and anticipated receipts on file in the office of the County Administrator, for the year 2023, be and they hereby are preliminarily accepted by this Board as a proposed budget for Polk County for the year 2024 dated September 26, 2023 and that the proposed levy on the taxable property for Polk County for Year 2023 payable in 2024 be preliminarily set as follows:

2023 levy is \$26,897,712.

2024 Preliminary Net Levy	\$27,973,620 (+3.999%) (\$1,075,908 increase over 2023)
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BE IT FURTHER RESOLVED, By the Board of County Commissioners of Polk County that the time set for the 2024 Budget Public Hearing is December 12, 2023, at 6:00 p.m. in the County Board Room of the Government Center at 612 No. Broadway, Crookston.

Commissioner Lee seconded the foregoing resolution, and it was declared adopted upon the following vote: YEAS: Commissioner Holy, Commissioner Willhite, Commissioner Lee, and Commissioner Strandell. NAYS: Commissioner Reese.

2. Garden Valley Technologies Discounted Capital Credit Buyout Offer

Discussion along with handouts pertaining to the Discounted Capital Credit Buyout Offer from Garden Valley Technologies for the Polk County Administrator (General), Sheriff's

Office, Emergency Management, EM PSAP, Extension Office, Environmental Services, Public Health, and Social Services was presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to accept all offers to Polk County Departments for the Garden Valley Technologies Capital Credit Buyout Offer. (Handouts on file in the Administrator's Office)

3. 2024 Budget

The 2024 budget was discussed with the Board.

4. *Advertise To Hire HR Generalist

Due to the HR Generalist resignation, a motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Administrator to advertise and hire an HR Generalist position.

5. **Taxpayer Service Center Budget

The Taxpayer Service Center budget was presented to the Board for discussion.

With no further business the Board adjourned to reconvene at 8:00 a.m., October 3, 2023.

Warren Strandell, Chair

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