

OCTOBER 4, 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., October 4, 2022, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Commissioner Gerald Jacobson absent. Others present Valerie Bjerk, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the revised October 4, 2022, agenda adding No. 4 under the Consent Items.

CONSENT ITEMS

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the October 4, 2022, consent items:

1. Approve Auditor Warrants.
2. Approve for payment Lost Warrant No. 53114 dated November 22, 2019, issued to Kyle Engelstad in the amount of \$97.30.
3. Approve payment to Vanguard Appraisals, Inc., for Website Service Fees for the Tax Payer Service Center in the amount of \$5,775.00 to be paid out of the Compliance Fund.
4. *Approve payment to New Finish LLC, Crookston, MN in the amount of \$2,600.00 for concrete slab and sealer for the Facilities Management Department.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Newsletter delivery – introduction of Timothy Albrecht/MIS Department.
2. Commissioner Lee brought forth that she attended the following meetings:
 - a. Personnel Committee – salary market study
 - b. Substance Abuse Team -grant application
3. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Valley Talk – KROX Radio Station
 - b. Personnel Committee – salary market study
4. Commissioner Holy brought forth that he attended the following meetings:
 - a. Law Library – financials, updating Library
 - b. District Courts discussion

VETERANS SERVICE

Kurt Ellefson, Veterans Service Officer came before the Board with matters pertaining to his department:

1. **Resolution (2022-64) Supporting Operation Green Light For Veterans**

RESOLUTION (2022-64)

Supporting Operation Green Light For Veterans

The following resolution (2022-64) was offered by Commissioner Strandell:

WHEREAS, The residents of Polk County, MN have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, The contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Polk County, MN seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, Veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veteran Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, An estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, Studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, Active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, The National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, The Polk County appreciates the sacrifices of our United State Military Personnel and believes specific recognition should be granted; therefore be it

BE IT RESOLVED, With designation as a Green Light for Veterans County, Polk County hereby declares from October through Veterans Day, November 11th 2022 a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service; therefore, be it further

BE IT RESOLVED, That in observance of Operation Green Light, Polk County encourages its citizens in patriotic tradition to recognize the importance of honoring all

those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence.

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

FACILITIES

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

1. Polk County Government Center Tuck Pointing Project

The granite block on the lower level of the Polk County Government Center has mortar joints between each stone in the advanced stages of deterioration. This has been known, and during the Government Center drainage project was discussed with the contractor for options. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the quote from Palmer Masonry, Crookston, MN in the amount of \$51,135.00 for Tuck Pointing of the granite exterior of the Polk County Government Center. (Tuck Pointing is a process starting with removing the old mortar joints and reinstalling the new mortar with advanced water proofing compounds added).

EAST POLK SOIL & WATER CONSERVATION DISTRICT

Rachel Klein, District Manager came before the Board with matters pertaining to the East Polk Soil & Water Conservation District:

1. 2023 East Polk Soil & Water Conservation District Budget

The 2023 budget for East Polk Soil & Water Conservation District was discussed and presented to the Board. (Budget handouts 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. Career Force MFIP/DWP Joint Powers Agreement Contract

The Contract with Career Force MFIP/DWP Joint Powers Agreement to provide Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP) Employment and Training Services was discussed and presented to the Board. A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the January 01, 2023 - December 31, 2023, Contract for \$607,025.00 with Career Force as presented. (Contract on file in the Administrator's Office)

2. Contract with Department of Employment and Economic Development (DEED)

The Contract with Department of Employment and Economic Development in the amount not to exceed \$7,469.00 for the SNAP Program, the period is from October 1, 2022, through September 30, 2023, was presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the DEED Contract as presented. (Contract 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. 2024 Single Axle Diesel Truck – Sign Body

A motion by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to award the quote to Berts Truck Equipment, Moorhead, MN in the amount of \$148,520.00 for 1- 2024 Single Axle Diesel Truck – Sign Body.

ENVIRONMENTAL SERVICES

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

1. Fill Open Positions at RRF

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve filling a Mechanical Maintenance position and a Loader Operator position at the Polk County Resource Recovery Facility.

2. Purchase Roofing Materials – Fosston Recycle Building/Sheriff’s Substation

The roof on the Polk County Recycling Building/Sheriff’s Office Substation is in poor repair. Patches to leaks over the last 8 years have had limited success. A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote for the material portion of the Recycle Building (Fosston) Roof Project from Miller Building Center, Fosston, MN in the amount of \$74,978.83.

3. Landfill Compactor Fire – 2005 Bomag-RB672

Discussion was held with the Board regarding the back-up Compactor (2005 Bomag-RB672) that caught on fire at the Landfill, while in operation on September 28, 2022. The operator reported that no warning lights or messages were indicated when the machine stopped running in the MSW Cell. Smoke was noticed coming from the machine when trying to restart. Fire extinguishers employed were insufficient to put out the fire. No employees were injured. The insured value with MCIT was \$60,000 – which reflects its value as a ‘parts’ value only.

a. Addenda #1 – Landfill Compactor Pictures

Pictures of the Landfill Compactor – 2005 Bomag-RB672 were presented to the Board. (Pictures on file in the Administrator’s Office)

PUBLIC HEALTH

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

1. Tdap/Hep B Fee Schedule/Suggested Donation

Due to the significant increase of Tdap and Hep B costs, a motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve increasing the Tdap and Hep B Fee Schedule to \$60.00.

NW MN MULTI-COUNTY HRA

Charity Brault, Mark Finstad and Heather Harbott, NW MN Multi-County HRA came before the Board with matters pertaining to the NW MN Multi-County HRA:

1. Review Levy/HRA

Discussion along with handouts were presented to the Board regarding the HRA Levy. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to support the 2023 HRA Tax Levy Legislation 10-year extension which would allow the HRA to continue in its efforts to create housing & community development in the region & creating economic benefits for the residents. (Handouts on file in the Administrator's Office)

2. Region Accomplishments Addressing Community & Housing Development Needs

Discussion along with handouts were presented to the Board regarding the region accomplishments addressing Community & Housing Development needs.

ADMINISTRATION

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

1. American Rescue Plan Agreement

The American Rescue Plan was discussed with the Board.

a. Crookston Rotary/University of Minnesota-Crookston

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board approving the ARPA Agreement as presented to the Board with the Crookston Rotary Club and University of Minnesota Crookston for a rural jobs competency tuition program.

2. 2023 Budget Status

Discussion was held with the Board regarding the status of the 2023 budget.

AUDITOR WARRANTS

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

(See Next Page)

AUDITOR WARRANTS 08/30/2022

<u>Vendor Name</u>	<u>Amount</u>
Arvig Trustee/Jay A	7,816.50
Bergerson/Bennett C	2,106.00
Caron/Jason & Angela	4,125.00
Flateland/Marvel R & Virginia	2,106.00
Gross ETAL/Christopher	2,025.00
Juncewski Trustees/Leonard R & Linda S	3,989.25
Neisen/Urban M	6,134.25
Piche/Dennis	5,649.00
Sundrud Etal/Ordean K & Carole	6,318.00
Swenson Trustees/Keith O & Caren L	2,106.00
Vettleson/Lawrence P	4,819.50
Votava/Mark James & Vivian	5,062.50
Watne/Bobby J & Laura L	2,106.00
Watne/Olaf L	2,106.00
Watne/Steven O	10,312.50
Wolden/Marvin	5,670.00
Zubrod LLC/David J	4,212.00
20 Payments less than 2000	20,171.25
Final Total:	96,834.75

AUDITOR WARRANTS 09/06/2022

<u>Vendor Name</u>	<u>Amount</u>
Knife River Materials	2,075,429.46
Lakeland Mental Health Center Inc	3,618.00
Lenes Sand & Gravel Inc	59,277.88
Polk County	8,696.36
RJ Zavoral & Sons Inc	1,074,685.13
Titan Machinery	173,967.06
16 Payments less than 2000	5,289.98
Final Total:	3,400,963.87

AUDITOR WARRANTS 09/13/2022

<u>Vendor Name</u>	<u>Amount</u>
AT&T Mobility	2,536.28
CITY OF CROOKSTON	3,000.00
Crookston Water Department	2,201.36
ENTERPRISE FM TRUST	5,389.78
Great Plains Natural Gas Co	5,716.78
ICON Architectural Group	11,791.55
JT's Station	3,862.78
Kinetic Leasing	150,749.00
Lepier Oil Company Inc	18,854.19
Northdale Oil Inc	19,455.34
Polk County Fair Assoc	152,759.00
SeaChange Printing & Marketing	4,510.00
The Mahoney Group - Mesa	221,940.00
17 Payments less than 2000	9,425.02
Final Total:	612,191.08

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AUDITOR WARRANTS 09/20/2022

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Anderson Brothers Construction	805,181.74
Bergstrom Electric Inc	27,300.00
ENTERPRISE FM TRUST	26,283.89
Fertile Oil Company	16,721.58
Fosston Municipal Utilities	46,510.10
Gordon Construction of Mahnomen Inc	134,596.95
Kronos SaaShr Inc	3,361.60
Mn State Treasury	9,732.00
Mn UI Fund	4,053.91
Northdale Oil Inc	21,498.75
Olson & Sons Excavating	10,200.00
Ottertail Power Co	38,394.39
Polk County	96,563.65
RJ Zavoral & Sons Inc	313,630.62
The Master's Touch	11,700.00
Verizon Wireless	3,321.24
Wild Rice Elec Co- Op Inc	3,270.00
37 Payments less than 2000	18,567.90
Final Total:	1,593,541.32

AUDITOR WARRANTS 09/27/2022

<u>Vendor Name</u>	<u>Amount</u>
Anderson Brothers Construction	5,194.01
Bergstrom Electric Inc	17,130.00
Clay County Public Health	2,000.00
ENTERPRISE FM TRUST	3,828.50
Knife River Materials	341,298.10
Olson & Sons Excavating	14,500.00
Polk County Highway Department	10,244.40
Polk County Public Health	24,278.88
Wm D Scepaniak Inc	21,493.75
14 Payments less than 2000	6,304.55
Final Total:	446,272.19

MANUAL WARRANTS 09/02/2022

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	180,699.27
Minnesota Revenue	30,269.49
Final Total:	210,968.76

MANUAL WARRANTS 09/16/2022

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	176,749.17
Minnesota Revenue	29,235.63
Final Total:	205,984.80

MANUAL WARRANTS 09/20/2022

October 4, 2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	235.70
Final Total:	235.70

MANUAL WARRANTS 09/20/2022

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,351.00
Final Total:	1,351.00

MANUAL WARRANTS 09/20/2022

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,927.00
Minnesota Revenue	1,079.87
Mn Dept Of Rev Tax Division	119,031.77
Mn Dept Of Revenue	624.00
Mn Dept Of Revenue	2,646.00
Final Total:	128,308.64

MANUAL WARRANTS 09/23/2022

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	169.51
Final Total:	169.51

MANUAL WARRANTS 09/23/2022

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	63,879.04
Final Total:	63,879.04

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., October 18, 2022.

Joan Lee, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

October 4, 2022