

**OCTOBER 17, 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., October 17, 2023. Members present: Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Paul Reese, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Samuel Melbye, Deputy Clerk of the Board. Members absent: Commissioner Mark Holy.

**AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the October 17, 2023, agenda.

**CONSENT ITEMS**

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the October 17, consent items:

1. Approve the October 3, 2023, Board minutes.
2. Approve Commissioner Warrants: General Revenue Fund, \$40,941.66; Public Works Fund, \$183,558.13; Public Safety Fund, \$59,327.80; Public Health Fund, \$33,784.30; Forfeited Tax Sale Fund, \$915.93; Special Assessments (Ditch) Fund, \$41,097.47; Environmental Services Fund, \$15,457.87; Resource Recovery Fund, \$189,169.36; Landfill Fund, \$29,742.24; Per Diems, \$2,175.00; Meal Reimbursements (without overnight lodging), \$0.00 and Sign Audit List.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$129,318.25 for procurement card purchases.
4. Approve for payment Lost Warrant No. 568691 dated April 21, 2023, issued to Polk County Fair Board in the amount of \$300.00.
5. Approve Resolution (2023-54) Auditor Warrant Updated Listing.

**RESOLUTION (2023-54)**

**Auditor Warrant Updated Listing**

The following resolution (2023-54) was offered by Commissioner Willhite:

BE IT RESOLVED, That pursuant to Minnesota Statutes 375.18, Subd. 1b. that the Polk County Board of Commissioners and Polk County Administrator will allow the following claims be paid as an Auditor Warrant upon internal accounting processing:

Utilities (Gas, Lights, Garbage, Telephone, Postage, P.O. Box Fees)  
Contracts  
Specific Items Pre-Approved by the Board  
Court Orders  
Grants  
Lease Agreements  
Maintenance Agreements

Billing Being Paid with Drug Forfeiture Funds  
County Attorney Contingency Fund Payments  
County Attorney Fines & Fees Fund Payments  
Polk County Attorney/Victim Services (Medical Services for Victims)  
Court Administration (Court Appointed Attorney Fees/Medical Evaluations)  
Polk County Public Health (Walmart Purchases)  
Cole Papers, Inc., Fargo, ND  
Fertile Oil, Fertile, MN  
Crookston Fuel, Crookston, MN  
Late/Past Due Claims for Various Vendors  
WEX Bank & Other Fuel Purchases  
In-State Registration Fees for Staff Education/Trainings  
Stein's Inc.  
AMP Robotics Corporation

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

#### **COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended the following meetings:
  - a. Tri-County Community Corrections meeting.
2. Commissioner Willhite brought forth that he attended the following meetings:
  - a. Due to time constraints for the Fournet Building tour, Commissioner Willhite will discuss his meetings and forum topics at the next County Board meeting on 10/24/2023.
3. Commissioner Lee brought forth that she attended the following meetings:
  - a. Commissioner of Human Services
  - b. Monthly Radio Program
  - c. Sand Hill River Watershed – One Watershed One Plan meeting
  - d. Land meeting with the City of Lengby and Columbia Township
  - e. Local Reaching Rural meeting
  - f. State Community Health Services Advisory Committee Foundational meeting
  - g. Association of Minnesota Counties Board of Directors meeting
  - h. Received phones regarding County Road No. 38 and No. 203
4. Commissioner Reese brought forth that he attended the following meetings:
  - a. Due to time constraints for the Fournet Building tour, Commissioner Reese will discuss his meetings and forum topics at the next County Board meeting on 10/24/2023.

#### **PUBLIC HEALTH**

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

**1. Advertisement and Hiring – Nurse Practitioner**

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the advertisement and hiring of a Psychiatric and Mental Health Nurse Practitioner position within Polk County Public Health. This position will offer specialized services in collaboration with Tri-County Community Corrections.

**2. Minnesota Public Health Corps**

In December 2022 - Polk County Public Health was matched/selected to serve as a MN Public Health Core Service Site through AmeriCorps with Reading & Math, Inc. DBA Ampact. Taylor (Hasick) Lang’s service in Polk County from January 16 – December 1, 2023, is the first Public Health Corps member in our Public Health department. Eliza Meyer, from Polk County and past Youth Advisory Board member, began service on August 28, 2023. Sarah Reese wishes to extend her appreciation and recognition of their contributions to Polk County. Taylor and Eliza addressed the Board and shared their roles, responsibilities, and duties within Polk County with the Board.

**3. Polk County Public Health Communications Report Q3 2023**

The Polk County Public Health Communications Report for Q3 2023 was discussed and presented to the Board. (Report on file in the Administrator’s Office)

**NW MN MULTI-COUNTY HOUSING & REDEVELOPMENT AUTHORITY**

Charity Brault, NW MN Multi-County Housing & Redevelopment Authority Executive Director came before the Board with matters pertaining to the HRA:

**1. HRA 2023 Levy & Program Review**

Discussion along with various handouts pertaining to the HRA 2023 Levy and a review of the program was presented to the Board. (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. 2024-2025 Minnesota County and Tribal Childcare Fund Plan**

A motion was made by Commissioner Lee seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the 2024-2025 Minnesota County and Tribal Childcare Fund Plan as presented to the Board. (Plan on file in the Administrator’s Office)

**2. 2024-2025 Emergency General Assistance Plan**

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2024-2025 Polk County Emergency General Assistance Plan as presented to the Board. (Plan on file in the Administrator’s Office)

**3. Contract Amendment with the Department of Human Services for Adult and Children Crisis Grant**

A motion was made by Commissioner Lee seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve extending the end date of the Coronavirus Response and Relief Supplemental Appropriations Act (CCA) Mental

Health Block Grant (MHBG) Contract with Department of Human Services for Adult and Children Crisis Grant to March 14, 2024, in the amount of \$116,424.00 as presented to the Board. (Grant on file in the Administrator's Office)

**4. Resolution (2023-55) UCARE Grant For Homemaking Services**

**RESOLUTION (2023-55)**  
**UCARE Grant For Homemaking Services**

The following resolution (2023-55) 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 disabled or elderly clients 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 disabled and/or elderly population for homemaking needs.; and

WHEREAS, Polk County lacks providers accepting referrals and getting this service to disabled and/or elderly 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 disabled and/or elderly with homemaking needs.

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

**5. Office Support Specialist Replacement Request**

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve filling one Office Support Specialist position, and any internal subsequent position vacancies occurring because of this action.

**FACILITIES**

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

**1. Change Order for New Metal Parapet Cap for Justice Center Re-Roof Project**

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve installing new metal parapet cap

on the Justice Center Re-Roof Project in the amount of \$57,550.00. (A contingency allowance of \$20,000.00 will be applied towards Change Order)

**2. Building Permit - Justice Center Re-Roof**

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the Building Permit for the Justice Center Re-Roof in the amount of \$5,468.40.

**ENVIRONMENTAL SERVICES**

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

**1. AMP Robotics - Micro-Jets**

A motion was made by Commissioner Lee seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the AMP Robotics proposal to incorporate into the Resource Recovery Facility A.I. Micro-Jets for the 3<sup>rd</sup> & 4<sup>th</sup> stations at the rate of \$12.00/hour.

**PROPERTY RECORDS**

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

**1. Tax Forfeit Demolition Project (#90.00274.00)**

The tax forfeit demolition project involves removal of a 1 story home with a basement located at 535 Jenson Avenue SW, McIntosh, MN as it is unfit for resale. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the demolition bid and award the project to Lenex Construction, low bidder in the amount of \$7,400.00.

**2. Tax Forfeit Demolition Project (#92.00074.00)**

The tax forfeit demolition project involves removal of a 1 ½ story home with a basement located at 307 3<sup>rd</sup> Street W, Nielsville, MN as it is unfit for resale. A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the demolition bid and award the project to Civil Specialties (Brian Whisney), low bidder in the amount of \$20,000.00.

**3. Tax Forfeit Demolition Project (#82.01015.00)**

The tax forfeit demolition project involves removal of a 1 ½ story home with a basement located at 620 Holly Avenue, Crookston, MN as it is unfit for resale. A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the demolition bid and award the project to Civil Specialties (Brian Whisney), low bidder at the cost of \$20,000.00.

**4. Tax Forfeit Demolition Project (#82.01787.00)**

The tax forfeit demolition project involves removal of a 1 ½ story home with a basement located at 107 Lincoln Avenue, Crookston, MN as it is unfit for resale. A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the demolition bid and award the project to Civil Specialties (Brian Whisney), low bidder at the cost of \$20,000.00.

**5. Request to Post & Advertise for (2) Clerk Typist Cashier III Position – License Center**

A motion was made by Commissioner Lee seconded by Commissioner Reese and adopted by unanimous vote of the Board authorize the filling of two Clerk Typist Cashier III positions in the License Center and any subsequent vacancies occurring as a result-of filling these positions.

**6. Resolution (2023-56) Authorizing the Sale of Real Property**

**RESOLUTION (2023-56)**  
**Authorizing the Sale of Real Property**

The following resolution (2023-56) was offered by Commissioner Willhite:

WHEREAS, In accordance with said motion, the Chairperson and the Administrator will execute a deed dated October 17, 2023, conveying real property located in the County of Polk, State of Minnesota, described as follows:

Legal Description:

All that portion of the Burlington Northern Railroad Company's (formerly Northern Pacific Railway Company) 100-foot wide Branch Line right of way, being 50.0 feet wide on each side of said Railroad Company's Main Track centerline upon, over and across the S1/2 S1/2 SW1/4 of Section 31 T152N R46W; Parcel 04.00115.01.

Said tract contains 5.62 acres, more-or-less, and is subject to easements, restrictions, or reservations of record if any.

To Joshua Goodyke in exchange for the purchase price of \$6,000.00.

NOW THEREFORE IT IS RESOLVED, By the Polk County Board of Commissioners as follows: The sale and conveyance of the above-described real estate is hereby ratified and approved in all respects.

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

**ADMINISTRATION**

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

**1. Approval of County ARPA Expenses**

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the use of federal ARPA funds to reimburse Polk County Departments for specific expenditures from January 1 to August 31, 2023, totaling \$149,220.89 as shown on the report as presented to the Board. (Report on file in the Administrator's Office)

## 2. 2024 Budget

The 2024 budget was discussed with the Board.

**THE BOARD IS INVITED TO TOUR THE REMODELED FOURNET BUILDING, 101 & 111 N. BROADWAY, CROOKSTON, MN FOLLOWING THE MEETING AT APPROXIMATELY 11:15 A.M. NO BUSINESS WILL BE CONDUCTED – THE PUBLIC IS WELCOME TO ATTEND**

### **COMMISSIONER WARRANTS**

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

#### **COMMISSIONER WARRANTS**

**DATED 10/20/2023**

**APPROVED 10/17/2023**

<u>Vendor Name</u>	<u>Amount</u>
AMP Robotics Corporation	2,111.15
Aramark Uniform Services	3,156.12
Baldwin Supply Company	6,361.52
Barrett Agri Inc	3,888.00
Beltrami Industrial Services	78,295.91
Bertils Gravel & Excavation Llc	2,002.50
Biddle Consulting Group Inc	2,500.00
Braun Intertec Corp	6,659.25
Building Systems Corporation	7,320.00
Central States Wire Products Inc	6,225.28
Church & Dwight Co Inc	12,642.52
CNH Industrial Accounts	3,544.55
Code 4 Services Inc	40,730.57
Crookston Fuel Company	5,214.30
Dale CPA/Gordon	4,404.37
Destination Transport	5,475.00
Diamond Vogel Paint	17,937.50
Evenaire Systems Inc	8,875.00
Ferguson Enterprise Inc 3093	2,076.15
GP Excavating LLC	18,960.00
Interstate Billing Service	8,996.40
Johnson Controls	2,957.68
Jsb Engineered Solutions	33,978.50
Kiesler Police Supply	4,523.70
Kurita America Inc	8,926.28
Kustom Kollision LLC	4,883.97
L&M Road Services LLC	10,885.00
Larson PhD MPH/Mary	2,160.00
Mn Dept Of Transportation	2,782.45
MNCCC MI 33	7,243.30
Napa Crookston Welding	7,073.53
NorMinn Industrial LLC	2,014.96
Northdale Oil Inc	4,478.20
Pemberton Law PLLP	3,166.50
Polk County Highway Department	10,190.59
Polk County Social Services	2,028.51
RDO Truck Centers	12,480.20
Red Lake Electric Co- Operative	74,488.08
RJ Zavoral & Sons Inc	2,750.00
RTVision Inc	14,959.57
Ryans's Backhoe Service LLC	2,590.00
SeaChange Printing & Marketing	2,638.76

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Stantec Consulting Services Inc	11,064.04
SWARCO REFLEX LLC	3,840.00
Todd's Tire Service Inc	7,841.04
University of Illinois	7,589.00
Widseth Smith Nolting & Assoc	3,120.00
Wilkens Inc/Lyle	5,456.05
Ziegler Inc	2,231.06
209 Payments less than 2000	88,277.70
Final Total:	593,994.76

With no further business the Board adjourned to reconvene at 8:00 a.m., October 24, 2023.

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Warren Strandell, Chair

ATTEST:

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Charles S. Whiting  
Clerk of the Board