

**OCTOBER 24, 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., October 24, 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, and Samuel Melbye, Deputy Clerk of the Board.

**AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the October 24, 2023, agenda.

**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 October 17, 2023, Board minutes.
2. Approve payment to Kelly Services, Inc., Chicago, Il in the amount of \$1,530.76 for Heather Newton to assist in the Human Resources Department.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Reese brought forth that he attended the following meetings:
  - a. Tri-Valley Opportunity Council meeting.
  - b. Phone calls regarding possible campground that will be going before the Planning and Zoning Commission.
2. Commissioner Strandell brought forth that he attended the following meetings:
  - a. Return Home Honor Flight.
3. Commissioner Willhite brought forth that he attended the following meetings:
  - a. Met with the Lion's Club regarding roles of a County Commissioner.
  - b. Tri-Valley Opportunity Council meeting.
  - c. Tri-County Community Corrections meeting.
  - d. Minnesota Association of Community Corrections Act Counties (MACCAC) meeting.
  - e. Met with DNR regarding possible land sale request.
4. Commissioner Lee brought forth that she attended the following meetings:
  - a. Clearwater Watershed – One Watershed One Plan meeting.
  - b. Association of Minnesota Counties District III meeting.
5. Commissioner Holy brought forth that he attended the following meetings:
  - a. Received calls regarding buffer strips and compliance issues.

**SHERIFF**

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)

### **SOCIAL SERVICES**

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

**1. Approval of the Contract with Lutheran Social Services (LLS)**

A motion was made by Commissioner Reese seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Contract with Lutheran Social Services to provide semi-independent living skills not to exceed the amount of \$35,000.00 from January 1, 2024, through December 31, 2024. (Contract on file in the Administrator's Office)

**2. Contract with Department of Employment & Economic Development (DEED) to Provide SNAP Employment & Training Program**

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Contract with the Department of Employment and Economic Development in the amount of \$7,469.00 for the period of October 1, 2023, through September 30, 2024. (Contract on file in the Administrator's Office)

**3. Contract with Department of Employment & Economic Development (DEED) to Provide Diversionary Work Program & MN Family Investment Program Services**

A motion was made by Commissioner Reese seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Contract with the Department of Employment and Economic Development in the amount of \$584,804.00 for the period of January 1, 2024, through December 31, 2024. (Contract on file in the Administrator's Office)

**4. HSL Consulting, LLC, Contract Approval**

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the 2024 Contract with HSL Consulting, LLC in the amount of \$7,950.00 as presented to the Board. (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. SP 060-607-006 Climax Bridge 7097 Replacement**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to concur with the Traill County Board of Commissioners in awarding the Contract to Robert R. Schroeder Construction, Glenwood, MN in the amount of \$16,831,006.75 regarding SP 060-006 Climax Bridge 7097 Replacement.

**2. Approve Bond Agreement 1054776**

A motion was made by Commissioner Reese seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve Bond Agreement 1054776 and allow the Administrator and Chair of the Board to sign the Agreement.

- a. **Approve Resolution (2023-59) Local Bridge Replacement Program Grant Agreement Grant Terms & Conditions SP 060-607-006**

**RESOLUTION (2023-59)**  
**Local Bridge Replacement Program Grant Agreement**  
**Grant Terms & Conditions**  
**SP 060-607-006**

The following resolution (2023-59) 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.60569; 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 \$3,758,098.00 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 Willhite, Commissioner Lee, Commissioner Strandell, Commissioner Reese, and Commissioner Holy. NAYS: None.

**3. Bond Agreement No. 1054431**

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the Bond Agreement 1054431 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)

- a. **Approve Resolution (2023-58) Local Bridge Replacement Program Grant Agreement Grant Terms & Conditions SAP 060-609-022**

**RESOLUTION (2023-58)**  
**Local Bridge Replacement Program Grant Agreement**  
**Grant Terms & Conditions**  
**SAP 060-609-022**

The following resolution (2023-58) 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. 60L55; 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 \$451,667.50 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 Holy seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Commissioner Lee, Commissioner Holy, Commissioner Strandell, Commissioner Willhite, and Commissioner Reese. NAYS: None.

**4. Bond Agreement No. 1054417**

A motion was made by Commissioner Holy seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve Bond Agreement 1054417 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)

**a. Approve Resolution (2023-57) Local Bridge Replacement Program Grant Agreement Grant Terms & Conditions SAP 60-621-015**

**RESOLUTION (2023-57)**  
**Local Bridge Replacement Program Grant Agreement**  
**Grant Terms & Conditions**  
**SAP 060-621-015**

The following resolution (2023-57) 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.60L56; 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 \$310,275.50 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 Holy seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Commissioner Reese, Commissioner Willhite, Commissioner Strandell, Commissioner Holy, and Commissioner Lee. NAYS: None.

**5. Certificate of Performance/Final Acceptance SAP 060-599-287, SAP 060-599-291 Box Culverts in Crookston, and Euclid Township**

A motion was made by Commissioner Reese seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Certificate of Performance and the Certificate of Final Acceptance for SAP 060-599-287, SAP 060-599-291 and allow the County Engineer to sign the Certificate of Performances and the County Engineer and County Administrator to sign the Final Voucher.

**6. Certificate of Performance/Final Acceptance CD 103 Repair and CD 126 Repair**

A motion was made by Commissioner Holy seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the Certificate of Performance and the Certificate of Final Acceptance for CD 103 Repair and CD 126 Repair and allow the County Engineer to sign the Certificate of Performances and the County Engineer and County Administrator to sign the Final Voucher.

**7. Certificate of Performance/Final Acceptance SAP 060-599-288, SAP 060-599-289, SAP 060-599-290 Box Culverts in Eden, Brandsvold and Grove Park Township**

A motion was made by Commissioner Reese seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Certificate of Performance and the Certificate of Final Acceptance for SAP 060-599-288, SAP 060-599-289, SAP 060-599-290 and allow the County Engineer to sign the Certificate of Performances and the County Engineer and County Administrator to sign the Final Voucher.

**8. CSAH 21 Railroad Crossing Surface**

BNSF will be replacing the surfacing with new concrete panels and Polk County is required to help pay for such replacement. The total cost that Polk County is required to pay BNSF is \$96,771.00. The cost will be paid by Polk County as part of the project cost. A motion was made by Commissioner Reese seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Agreement between Polk County and BNSF and allow the Polk County Chair to sign the agreement as presented to the Board. (Agreement on file in the Administrator's Office)

**9. CSAH 1 Railroad Crossing Surface**

BNSF will be replacing the surfacing with new concrete panels. Polk County is required to help pay for this replacement. The total cost Polk County is required to pay BNSF is \$144,000.00. The cost will be paid by Polk County CSAH Mtc. Account. A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Agreement between Polk County and BNSF and allow

the Polk County Chair to sign the agreement as presented to the Board. (Agreement on file in the Administrator's Office)

**10. CP 122-00-1391 Calcium Chloride**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to reduce the retainage required for CP 122-00-1391 to 0% until 2024 application begins.

**11. 2024-2025 Motor Grader Packer Quotes**

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board award the quote to RDO Equipment Company, Grand Forks, ND to purchase (2) 2023 Hancy Hitch Motor Grader Packers in the amount of \$78,138.00 or \$39,069.00.

**12. Maple Lake Park/ Tilberg Park 2024 Rates**

A 2023 Campground Fee Review showing rates in the region and proposed rates for both Polk County Parks was discussed and presented to the Board. A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2024 camping rates for both Maple Lake Campground and Cross Lake Tilberg Campground as presented to the Board. (Rates on file in the Administrator's Office)

**13. Out of State Travel**

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to allow Richard Sanders, Polk County Highway Engineer to travel out of state travel from January 1, 2024 – December 31, 2024, to the following:

February 7 - February 14 – NACo Legislative Conference, Washington DC – County/NACE

April 14 - 20 – NACE, Palm Springs, FL

TBD 2024 – Transportation Alliance Fly-in, Washington DC - County

May 8 - 10 – Western Interstate Conference NACO BOD - County

July 11 - 15 – NACo Annual Conference, Tampa FL - County/NACE

TBD 2024 – NACE Fall Board Meeting, TBD – NACE/County

**ADMINISTRATION**

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

**1. Renewal of Agreement for Fire Services Outside City (Crookston) Limits**

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the proposed Agreement for Fire Services Outside City Limits effective January 1, 2024, and ending December 31, 2024, in the amount of \$4,787.70 as presented to the Board. (Agreement on file in the Administrator's Office)

**2. Review of Local Option Sales Tax and Setting a Public Hearing**

In June the Board voted to approve an increase in the local option sales tax for highway projects from .25% to .5%, but a required Public Hearing was not set regarding this matter. Therefore, a Public Hearing needs to be scheduled followed by a Board vote in resolution form adopting the Highway Improvement Plan and notifying DOR of the sales tax increase. A motion was made by Commissioner Reese seconded by

Commissioner Lee and adopted by unanimous vote of the Board to set a Public Hearing at the regularly scheduled Board of Commissioners meeting on November 28, 2023, at 10:00 a.m., in the County Board Room regarding the Local Option Sales Tax.

**3. 2024 Budget**

Discussion was held with the Board regarding the 2024 Budget.

With no further business the Board adjourned to reconvene at 8:00 a.m., November 7, 2023.

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Warren Strandell, Chair

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