

JANUARY 3, 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., January 3, 2023, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Samuel Melbye, Deputy Clerk of the Board.

**ADMINISTRATION OF OATH OF OFFICE FOR COMMISSIONERS-ELECT:
LEE, STRANDELL, AND HOLY**

The Oath of Office for Commissioner Joan Lee, Commissioner Warren Strandell and Commissioner Holy was administered by Judge Remick.

CALL TO ORDER

Joan Lee the Chair of the Board called the meeting to order and proceeded to call for nominations for the Office of Chairman of the Polk County Board of Commissioners for 2023.

ELECTION OF OFFICERS

The Chair called for nominations for the Office of Chair of the Polk County Board of Commissioners for 2023. A motion was made by Commissioner Willhite to nominate Commissioner Strandell as Chair of the Polk County Board, seconded by Commissioner Jacobson, and adopted by unanimous vote of the Board. Commissioner Strandell assumed the Chair.

The Chair of the Board asked for nominations for the office of Vice-Chair of the Board. A motion was made by Commissioner Lee to nominate Commissioner Willhite as Vice-Chair of the Polk County Board and adopted by unanimous vote of the Board.

AGENDA

A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the January 3, 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 January 3, 2023, consent items:

1. Approve the December 20, 2022, Board minutes.
2. Approve Auditor Warrants.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Review of Board Committee Assignments for 2023:

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Boards Committee Assignments as presented.

2. AMC 2023 Policy Committee & Voting Delegate Appointments:
A motion was made by Commissioner Lee, seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the 2023 Policy Committee & Voting Delegates as presented. (List available in Administrator's Office)
3. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Polk County Building Committee
4. Commissioner Lee brought that she attended the following meetings:
 - a. Regional Solid Waste Advisory Board
5. Commissioner Jacobson brought forth that he attended the following meetings:
 - a. No meetings
6. Commissioner Holy brought forth that he attended the following meetings:
 - a. No meetings
7. Commissioner Willhite brought forth that he attended the following meetings:
 - a. No meetings

HIGHWAY

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

1. Resolution (2023-02) County General Town Bridge Account Advance

RESOLUTION (2023-02)
County General Town Bridge Account Advance

The following resolution (2023-02) was offered by Commissioner Willhite:

WHEREAS, The County of Polk has obtained the Commissioner's approval of the plans for the following County State-Aid Project(s): SAP 060-599-292 (Bridge LT10'/60L69), SAP 060-599-293 (LT10'/60L70), SAP 060-599-296 (LT10'/60L73) and,

WHEREAS, Said County is prepared to proceed with the construction of said project(s) by advancing General Town Bridge Account funds to supplement the available funds in the county's Regular Town Bridge Account, and,

WHEREAS, Repayment of the funds so advanced by the County is desired in accordance with the provisions of Minnesota Rules 8820.1500, Subp. 9a.

NOW THEREFORE BE IT RESOLVED, That the Commissioner of Transportation be and is hereby requested to approve this advance request for financing the above referenced Township Bridge Project(s) of Polk County in an amount up to \$400,000.

I hereby authorize repayments of the advance from subsequent accruals to the Regular Township Bridge Account of said County from future year allocations until fully repaid. I, Charles Whiting, duly appointed and qualified County Administrator in and for the County of Polk, State of Minnesota, do hereby certify that the above is a true and full copy of a resolution duly adopted by the County Board of said County assembled in regular/special session on January 3, 2023.

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

PUBLIC HEALTH

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

1. Recommend Opioid Settlement Advisory Council Members

Multi-sector partners and community member applicants reviewed and recommended for the Polk County Opioid Settlement Advisory Council. Additional members recommended for appointment: Nicole Brandt, Jennifer Berhow, and Polk County – Kelsey Helgeson. A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the above shown members to the Opioid Settlement Advisory Council.

ADMINISTRATION

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

1. Review of Justice Center Projects

Richard Langlois, Facilities Management Director along with Architect Todd Blixt of ICON who joined the Board meeting via Teams to discuss the bidding options/project variations for the roof replacement, boiler replacement, and the glycol couplers replacement for the Justice Center building. A consensus of the Board was given to approve moving ahead with the bidding process for the Justice Center Improvements Projects.

2. Resolution (2023-04) Designating Polk County’s Website for Publications of Invitations to Bid on Polk County Transportation Projects

RESOLUTION (2023-04)

Designating Polk County’s Website for Publications of Invitations to Bid On Polk County Transportation Projects

The following resolution (2023-04) was offered by Commissioner Willhite:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that pursuant to M.S. 331A.12, Polk County’s web site; <http://www.co.polk.mn.us> be and hereby is designated by the Board of County Commissioners of Polk County as the official site for the publications of invitations to bid on Polk County transportation projects.

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

3. Resolution (2023-05) Designating Delegates to the Association of Minnesota Counties & Payment of Dues

**RESOLUTION (2023-05)
Designating Delegates To The Association Of Minnesota
Counties & Payment Of Dues**

The following resolution (2023-05) was offered by Commissioner Holy:

WHEREAS, The Board of County Commissioners of Polk County, Minnesota, has availed itself of the authority granted under Section 375.163, M.S.A., and will pay the dues of said County to the State and National Association of County Commissioners for the year 2023 and it is the intention of said Board of County Commissioners to designate individuals to attend meetings of said Association.

NOW THEREFORE BE IT RESOLVED, That the Board of County Commissioners of Polk County Minnesota, does hereby designate all of its members as delegates from said County to serve on various committees of that Association.

BE IT FURTHER RESOLVED, That upon presentation of a properly verified claim, the finance department be and hereby is authorized to reimburse each of said person for their actual and necessary expenses in attending such meetings, and to pay the annual dues of the County for membership in the Association of Minnesota Counties.

BE IT FURTHER RESOLVED, That the following named individuals are Polk County's official delegates to the Association of Minnesota Counties: Commissioner Jacobson, Commissioner Strandell, Commissioner Willhite, Commissioner Lee, Commissioner Holy, Charles S. Whiting, County Administrator, Samuel Melbye, County Director of Property Records, and Richard Sanders, County Highway/Ditch Engineer.

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

4. 2023 Mileage, Meals, and Lodging Reimbursement Rates

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to adopt the IRS 2023 mileage rate of \$.655 per mile for county business travel with a personal vehicle.

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to adopt the 2023 federal meal reimbursement rates as listed for Minnesota, and for out of state travel at federal rates for the given state. (List on file in the Administrator's Office)

A motion was made by Commissioner Holy seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to adopt the 2023 federal lodging

reimbursement rates for lodging for personal lodging expense incurred on county business. (Federal lodging rates on file in the Administrator's Office)

2023 OFFICIAL NEWSPAPER & PUBLISHING BIDS

Pursuant to published notice bids were opened and publicly read at 9:45 a.m., for the Official Newspaper and the Delinquent Tax List:

Official Newspaper

<u>BIDDER</u>	<u>BID per column inch</u>
Crookston Daily Times	No Bid
The Exponent	\$5.00
Fertile Journal	\$2.45
McIntosh Times (Richards)	\$2.45
The Thirteen Towns	No Bid
Erskine Echo	No Bid

Delinquent Tax List

<u>BIDDER</u>	<u>BID per column inch</u>
Crookston Daily Times	No Bid
The Exponent	\$6.00
Fertile Journal	\$4.00
McIntosh Times (Richards)	\$2.45
The Thirteen Towns	No Bid
Erskine Echo	No Bid

1. Resolution (2023-01) Designating The Polk County Official Newspaper

RESOLUTION (2023-01)
Designating The Polk County Official Newspaper

The following resolution (2023-01) was offered by Commissioner Willhite:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the Fertile Journal be and the same is hereby designated by the Board of County Commissioners of Polk County as the Official Newspaper of Polk County for 2023 and as such is the newspaper designated in which shall be published all notices and publications which the County is required to publish during the year of 2023.

BE IT FURTHER RESOLVED, That the bid of \$2.45 per column inch be accepted for the official publications of Polk County.

BE IT FURTHER RESOLVED, That the publication of notices and other publications shall be at the rates as established in the bids and as accepted by the Board.

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

PROPERTY RECORDS

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

1. Resolution (2023-03) Designating Publication of the Delinquent Tax List Statement of Polk County

**RESOLUTION (2023-03)
Designating Publication Of The Delinquent
Tax List Statement Of Polk County**

The following resolution (2023-03) was offered by Commissioner Jacobson:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the McIntosh Times (Richard's Publishing) with a bid of \$2.45 per column inch be and the same is hereby accepted for the Publication of the Delinquent Tax List Statement of Polk County to be published in 2023.

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

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:

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AUDITOR WARRANTS 12/01/2022

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	52,535.00
Angus Township Treasurer	20,136.00
Badger Township	19,970.54
Belgium Township Treasurer	22,069.80
Beltrami City Clerk- Treasurer	25,462.06
Brandsvold Township Treasurer	33,422.43
Brandt Township Treasurer	24,211.98
Bremer Bank Na	182,139.71
Bremer Bank Na	91,425.41
Brislet Township Treasurer	27,536.45
Bygland Township	24,255.17
Chester Township Treasurer	3,448.86
Climax City Treasurer	31,534.26
Columbia Township Treasurer	34,737.72
County Emergency Medical Serv.	91,121.33
Crookston Area Ambulance Inc	73,016.86
Crookston City	1,192,531.88
Crookston Township Treasurer	43,356.82
East Grand Forks City	2,523,873.90
Eden Township Treasurer	14,429.25
Erskine City Clerk- Treasurer	74,061.59
Esther Township Treasurer	27,077.14
Euclid Township Treasurer	45,447.66
Fairfax Township Treasurer	34,690.98
Fanny Township Treasurer	40,017.56
Farley Township Treasurer	30,460.01
Fertile City	103,533.84
First Care Medical Services	57,411.82
Fisher City	112,792.88
Fisher Township Treasurer	24,039.08
Fosston City	349,865.49
Garden Township Treasurer	29,609.02
Garfield Township Treasurer	41,834.67
Gentilly Township Treasurer	15,433.02
Godfrey Township Treasurer	56,841.27
Grand Forks Township Treasurer	14,690.59
Grove Park Tilden Township	28,236.85
Gully City	6,658.10
Gully Township Treasurer	11,221.99
Hammond Township Treasurer	29,480.47
Helgeland Township Treasurer	12,705.71
Higdem Township Treasurer	49,157.79

Hill River Township Treasurer	18,696.12
Hubbard Township Treasurer	30,314.16
Huntsville Township Treasurer	55,027.85
Johnson Township	14,731.93
Kertsonville Township Treas	8,115.28
Keystone Township Treasurer	23,736.62
King Township Treasurer	18,417.91
Knute Township Treasurer	32,333.84
Lengby City	4,947.48
Lessor Township Treasurer	18,442.87
Liberty Township Treasurer	29,709.24
Lowell Township Treasurer	47,320.96
Maple Lake Imprvmnt District	22,362.87
Marshall Polk Rural Water Sys	23,584.53
Mcintosh City	92,192.45
Mentor City	15,820.30
Middle- Snake- Tamarac Rivers Wtrshd Di	240,658.36
Nesbit Township Treasurer	35,475.25
Nielsville City	12,465.54
Northland Township Treasurer	21,438.63
NW Regional Development Comm	46,000.84
NWMN HRA	103,247.53
Onstad Township Treasurer	12,731.53
Parnell Township Treasurer	19,896.14
Queen Township Treasurer	29,605.06
Red Lake Watershed District	653,195.68
Reis Township Treasurer	12,980.29
Rhinehart Township Treasurer	26,795.63
Roome Township Treasurer	25,498.31
Rosebud Township Treasurer	29,397.15
Russia Township Treasurer	42,512.66
Sand Hill River W S District	267,530.91
Sandsville Township Treasurer	34,694.21
Scandia Township Treasurer	17,316.65
School District 2176 Treas	89,515.86
School District 2311 Treas	9,397.85
School District 2609 Treas	81,072.65
School District 2906 Treas	7,790.12
School District 592 Treas	83,053.11
School District 593 Treas	334,540.77
School District 600 Treas	181,837.06
School District 601 Treas	168,138.76

School District 630 Treas	3,488.87
Sletten Township Treasurer	32,787.57
Sullivan Township Treasurer	31,954.90
Tabor Township Treasurer	22,417.35
Tynsid Township Treasurer	7,495.36
Union Lake Sarah Improvement Dist	5,381.47
Vineland Township Treasurer	29,352.37
Wild Rice Watershed Dist Treas	14,545.38
Winger City Clerk Treasurer	30,336.02
Winger Township Treasurer	19,550.49
Woodside Township Treasurer	96,189.98
3 Payments less than 2000	1,193.57

Final Total: 9,063,717.25

AUDITOR WARRANTS 12/01/2022

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	44.25
Final Total:	44.25

AUDITOR WARRANTS 12/06/2022

<u>Vendor Name</u>	<u>Amount</u>
Diversified Contractors Inc	12,628.35
GreatAmerica Financial Services	10,021.23
ICON Architectural Group	18,352.33
Knife River Materials	13,822.59
Mn State Treasury	6,517.50
Polk County	2,835.00
Polk County Public Health	8,264.00
University Of North Dakota	12,813.08
15 Payments less than 2000	9,584.36
Final Total:	94,838.44

AUDITOR WARRANTS 12/13/2022

<u>Vendor Name</u>	<u>Amount</u>
AT&T Mobility	2,540.70
Chiller Systems Inc	6,300.00
ENTERPRISE FM TRUST	29,160.51
Great Plains Natural Gas Co	17,913.15
Johnson Controls	9,156.20
JT's Station	3,481.49
Lenes Sand & Gravel Inc	17,964.16
Lepier Oil Company Inc	9,229.16
Morris Electronics Inc	70,055.93
Northdale Oil Inc	8,067.58
Ottertail Power Co	27,179.48
Polk County Public Health	13,506.00
Thomson Reuters - West	2,683.30
Total Lawn Care & Landscaping	3,150.00
24 Payments less than 2000	14,773.61
Final Total:	235,161.27

AUDITOR WARRANTS 12/20/2022

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Anderson Brothers Construction	43,143.59
BELTRAMI COUNTY SOLID WASTE	3,894.22
BELTRAMI COUNTY SOLID WASTE	3,004.11
Donald Construction/Joseph	2,775.00
ENTERPRISE FM TRUST	11,485.50
Ferguson Brothers Excavating Inc	4,106.96
Fosston Municipal Utilities	51,426.41
Hardwick P.C./Brian T	6,773.87
Harrington Industiral Plastics LLC	162,887.50
Johnson Controls Fire Protection LP	5,583.17
Knife River Materials	57,709.31
Kronos SaaShr Inc	3,307.60
Lenes Sand & Gravel Inc	47,703.76
Mcmahon Counseling And Consult Svc LI	6,581.25
Ottertail Power Co	3,378.83
Polk County	47,406.00
Polk County Highway Department	10,901.64
Regents Of The Univ Of Mn	31,987.25
RJ Zavoral & Sons Inc	247,261.29
RJ Zavoral & Sons Inc	21,460.95
Verizon Wireless	3,816.85
31 Payments less than 2000	17,931.70
Final Total:	797,179.76

AUDITOR WARRANTS 12/27/2022

<u>Vendor Name</u>	<u>Amount</u>
Clay County Public Health	2,000.00
ENTERPRISE FM TRUST	6,173.68
Mn County Attorneys Assoc	5,288.00
Norman County Public Health	10,510.02
Polk County	16,813.84
Polk County	79,511.00
Polk County Public Health	43,207.87
10 Payments less than 2000	4,374.38
Final Total:	167,878.79

AUDITOR WARRANTS 12/2/28/2022

<u>Vendor Name</u>	<u>Amount</u>
Fosston City	49,497.35
Sand Hill River W S District	4,802.31
School District 601 Treas	35,396.92
2 Payments less than 2000	763.96
Final Total:	90,460.54

MANUAL WARRANTS 12/01/2022

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	36,784.84
Final Total:	36,784.84

MANUAL WARRANTS 12/09/2022

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	175,153.29
Minnesota Revenue	29,660.66
Final Total:	204,813.95

MANUAL WARRANTS 12/09/2022

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	169.72
Final Total:	169.72

MANUAL WARRANTS 12/19/2022

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,484.00
Final Total:	1,484.00

MANUAL WARRANTS 12/19/2022

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,210.00
Minnesota Revenue	560.72
Minnesota Revenue	729.60
Mn Dept Of Rev Tax Division	82,593.55
Mn Dept Of Revenue	55.00
Mn Dept Of Revenue	1,558.00
Final Total:	89,706.87

MANUAL WARRANTS 12/23/2022

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	758.36
Final Total:	758.36

MANUAL WARRANTS 12/23/2022

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	71,416.63
Final Total:	71,416.63

MANUAL WARRANTS 12/23/2022

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	172.15
Final Total:	172.15

MANUAL WARRANTS 12/23/2022

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	174,776.71
Minnesota Revenue	29,377.26
Final Total:	204,153.97

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., January 17, 2023.

Warren Strandell, Chair

ATTEST

Charles S. Whiting, County Administrator
Clerk of the Board