

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

CALL TO ORDER

Gerald Jacobson 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 2022.

ELECTION OF OFFICERS

The Chair called for nominations for the Office of Chair of the Polk County Board of Commissioners for 2022. A motion was made by Commissioner Willhite to nominate Commissioner Lee as Chair of the Polk County Board, seconded by Commissioner Strandell, and adopted by unanimous vote of the Board. Commissioner Lee 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 Willhite to nominate Commissioner Strandell as Vice-Chair of the Polk County Board seconded by Commissioner Holy and adopted by unanimous vote of the Board.

AGENDA

A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the January 4, 2022, agenda.

CONSENT ITEMS

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

1. Approve the December 14 and December 21, 2021, Board minutes.
2. Approve Auditor Warrants.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Review of Committee Assignments for 2022 & MPO Re-Appointment Letter:

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the appointment of Commissioner Strandell to the MPO Committee. A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Commissioners Committee Assignments as presented.

2. Commissioner Strandell brought forth that he attended no meetings since the prior Board meeting.
3. Commissioner Lee brought forth that she attended no meetings since the prior Board meeting.

4. Commissioner Jacobson brought forth that he attended no meetings since the prior Board meeting.
5. Commissioner Holy brought forth that he attended no meetings since the prior Board meeting. Discussion was brought forth regarding his appointee to the Planning Commission.
6. Commissioner Willhite brought forth that he attended no meetings since the prior Board meeting.

SOCIAL SERVICES

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

1. Personal Money Management Contract Approval

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the 2022 Contract with Personal Money Management (PMM) to provide money management assistance to eligible individuals to help stabilize economic functioning by providing financial counseling and vendor payments in the amount of \$15,000 as presented to the Board. (Contract on file in the Administrator's Office)

2. Eligibility Worker Replacement Request/Health Care

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve refilling the Eligibility Worker position and any internal subsequent position vacancies occurring because of this action.

3. Social Worker Replacement Request

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve refilling a Social Worker position and any internal subsequent position vacancies occurring because of this action.

4. Eligibility Worker Replacement Request/Long Term Care

A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve refilling the Eligibility Worker position and any internal subsequent position vacancies occurring because of this action.

SHERIFF

Jim Tadman, Polk County Sheriff and Jesse Haugen, Polk County Sergeant came before the Board with matters pertaining to his department:

1. Purchase of 10 APX Portable 800 Radios, Chargers & Wireless Mics

A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the purchase of 10 APX Portable 800 Radios, Chargers and Wireless Mics at \$5,628.00 per unit.

2. Enterprise Vehicle Fleet Year End Update

Discussion was held with the Board regarding the Enterprise Vehicle Fleet Inventory and status.

HIGHWAY

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

1. Out of State Travel

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to allow Richard Sanders, Polk County Highway Engineer to travel out of state in 2022 on the out of state travel list as presented to the Board. (Out of state travel list on file in the Administrator's Office)

2. Ditch Inspector/Ag Inspector

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to name Richard Sanders, PE as the Polk County Ditch Inspector. A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to name Richard Sanders, PE as the Polk County Ag Inspector.

3. Project Engineer Position

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to allow the Polk County Highway Department to hire/fill the Project Engineer position and authorize Human Resources to advertise for this position.

4. Resolution (2022-01) Safe Routes to School Project – City of Fosston

RESOLUTION (2022-01) Safe Routes To School (SRTS) Project City of Fosston

The following resolution (2022-01) was offered by Commissioner Lee:

BE IT RESOLVED, That the County of Polk act as sponsoring agency for a Safe Routes to School (SRTS) Project within the City of Fosston and acknowledges herewith that it is willing to be the project sponsor knowing full well that such sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED, That Richard Sanders is hereby authorized to act as agent on behalf of this applicant.

Agreement to Maintain Facility

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to design, construct, operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way acquired without prior approval from the FHWA: and

WHEREAS, Transportation enhancement projects receive federal funding from the reauthorization of the Surface Transportation Program (STP) of the Safe, Accountable,

Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) of 2005; and

WHEREAS, The Minnesota Department of Transportation (MN/DOT) has determined that for projects implemented with SRTS funds, this requirement should be applied to the project sponsor, and

WHEREAS, The County of Polk is the project sponsor for the Safe Routes to School project within the City of Fosston.

THEREFORE BE IT RESOLVED, That the Project Sponsor hereby agrees to assume full responsibility for the design, construction, operation and maintenance of property and facilities related to the aforementioned transportation enhancement project.

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

5. Safety Compliance Service Contract

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve contracting with Safety Compliance Services in the amount of \$16,500.00/year or \$1,375.00/month and allow the County Engineer to sign the Agreement as presented to the Board. (Agreement on file in the Administrator’s Office)

ADMINISTRATION

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

1. Resolution (2022-02) Designating Polk County’s Website for Publications of Invitations to Bid on Polk County Transportation Projects

RESOLUTION (2022-02)
Designating Polk County’s Website for Publications of Invitations to Bid
On Polk County Transportation Projects

The following resolution (2022-02) was offered by Commissioner Jacobson:

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

2. Resolution (2022-03) Designating Publication of the Delinquent Tax List Statement of Polk County

RESOLUTION (2022-03)
Designating Publication Of The Delinquent Tax List Statement
Of Polk County

The following resolution (2022-03) was offered by Commissioner Lee:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the McIntosh Times (Richards Publishing) with a bid of \$2.50 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 2022.

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

3. Resolution (2022-04) Designating Delegates to the Association of Minnesota Counties & Payment of Dues

RESOLUTION (2022-04)
Designating Delegates To The Association Of Minnesota
Counties & Payment Of Dues

The following resolution (2022-04) was offered by Commissioner Willhite:

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 2022 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, Michelle Cote,

County Director of Property Records, and Richard Sanders, County Highway/Ditch Engineer.

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

4. Approval of 2022 Mileage, Meals and Lodging Reimbursement Rates

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to adopt the IRS 2022 mileage rate of \$.585 per mile for county business travel with a personal vehicle.

A motion was made by Commissioner Holy seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to adopt the 2022 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 Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to adopt the 2022 federal lodging reimbursement rates for lodging for personal lodging expense incurred on county business. (Federal lodging rates on file in the Administrator's Office)

5. Approval of Amended Lake Agassiz Regional Library Joint Powers Agreement

Discussion was held with the Board regarding the amended Lake Agassiz Regional Library Joint Powers Agreement due to LARL switching insurance coverage to MCIT.

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the amended Agreement as presented to the Board. (Agreement on file in the Administrator's Office)

6. Review of 2022 Work Plan

Discussion was held with the Board regarding the 2022 Work Plan.

2022 OFFICIAL NEWSPAPER & PUBLISHING BIDS

Pursuant to published notice bids were opened and publicly read at 11:00 a.m., for the Official Newspaper and the Delinquent Tax List:

Official Newspaper

BIDDER

Crookston Daily Times
The Exponent
Fertile Journal
McIntosh Times (Richards)
The Thirteen Towns
Erskine Echo

BID per column inch

NONE
NONE
\$2.45
\$2.50
\$5.15
NONE

Delinquent Tax List

BIDDER

Crookston Daily Times

BID per column inch

NONE

The Exponent	NONE
Fertile Journal	\$4.00
McIntosh Times (Richards)	\$2.50
The Thirteen Towns	\$5.15
Erskine Echo	NONE

1. Resolution (2022-05) Designating The Polk County Official Newspaper

RESOLUTION (2022-05)
Designating The Polk County Official Newspaper

The following resolution (2022-05) was offered by Commissioner Jacobson:

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 2022 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 2022.

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

AUDITOR WARRANTS

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

(See Next Page)

AUDITOR WARRANTS 11/30/2021

<u>Vendor Name</u>	<u>Amount</u>
Commissioner of Transportation	2,000.00
Kartta Group LLC	4,112.50
Norman County Public Health	66,359.15
Polk County Public Health	110,781.43
Robert R Schroeder Const Inc	34,608.09
11 Payments less than 2000	5,130.54
Final Total:	222,991.71

AUDITOR WARRANTS 12/02/2021

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	53,946.48
Angus Township Treasurer	20,052.13
Badger Township	19,947.12
Belgium Township Treasurer	23,365.20
Beltrami City Clerk - Treasurer	25,706.28
Brandsvold Township Treasurer	33,141.27
Brandt Township Treasurer	23,845.02
Bremer Bank Na	194,469.82
Bremer Bank Na	99,575.42
Brislet Township Treasurer	26,260.21
Bygland Township	21,056.65
Climax City Treasurer	32,945.41
Columbia Township Treasurer	36,568.25
County Emergency Medical Serv.	89,645.31
Crookston Area Ambulance Inc	75,574.83
Crookston City	1,144,939.47
Crookston Township Treasurer	42,465.99
East Grand Forks City	2,463,147.37
Eden Township Treasurer	13,721.19
Erskine City Clerk - Treasurer	82,708.72
Esther Township Treasurer	24,076.39
Euclid Township Treasurer	46,347.34
Fairfax Township Treasurer	37,196.42
Fanny Township Treasurer	38,448.43
Farley Township Treasurer	29,250.51
Fertile City	98,138.37
First Care Medical Services	58,048.53
Fisher City	100,488.42
Fisher Township Treasurer	22,206.43
Fosston City	320,371.36
Garden Township Treasurer	25,912.55
Garfield Township Treasurer	42,613.89
Gentilly Township Treasurer	13,834.90
Godfrey Township Treasurer	56,425.02
Grand Forks Township Treasurer	12,772.37
Grove Park Tilden Township	31,617.25
Gully City	6,901.81
Gully Township Treasurer	8,843.89
Hammond Township Treasurer	32,844.69

Helgeland Township Treasurer	12,901.50
Higdem Township Treasurer	40,155.33
Hill River Township Treasurer	18,569.39
Hubbard Township Treasurer	27,440.68
Huntsville Township Treasurer	51,232.87
Johnson Township	14,168.96
Kertsonville Township Treas	8,327.03
Keystone Township Treasurer	25,179.80
King Township Treasurer	17,686.85
Knute Township Treasurer	34,292.99
Lengby City	5,357.29
Lessor Township Treasurer	17,673.28
Liberty Township Treasurer	20,537.33
Lowell Township Treasurer	44,657.36
Maple Lake Imprvmnt District	21,196.71
Marshall Polk Rural Water Sys	34,552.69
Mcintosh City	96,037.76
Mentor City	15,169.96
Middle-Snake-Tamarac Rivers Wtrshd Di	231,075.60
Nesbit Township Treasurer	27,339.04
Nielsville City	15,974.23
Northland Township Treasurer	20,439.29
NW Regional Development Comm	43,700.27
NWMN HRA	97,162.87
Onstad Township Treasurer	14,290.37
Parnell Township Treasurer	15,890.57
Queen Township Treasurer	31,273.01
Red Lake Watershed District	631,589.58
Reis Township Treasurer	12,731.02
Rhinehart Township Treasurer	21,174.62
Roome Township Treasurer	28,386.68
Rosebud Township Treasurer	25,488.80
Russia Township Treasurer	36,575.80
Sand Hill River W S District	249,920.65
Sandsville Township Treasurer	37,325.71
Scandia Township Treasurer	16,767.37
School District 2176 Treas	94,609.54
School District 2311 Treas	9,150.08
School District 2609 Treas	89,433.41
School District 2906 Treas	11,274.99
School District 592 Treas	99,720.53
School District 593 Treas	355,066.20
School District 600 Treas	170,694.86
School District 601 Treas	171,299.28
School District 630 Treas	5,838.91

Sletten Township Treasurer	32,722.28
Sullivan Township Treasurer	25,575.63
Tabor Township Treasurer	22,016.84
Tynsid Township Treasurer	7,678.74
Union Lake Sarah Improvement Dist	4,955.63
Vineland Township Treasurer	28,908.22
Wild Rice Watershed Dist Treas	14,390.63
Winger City Clerk Treasurer	28,918.85
Winger Township Treasurer	16,787.87
Woodside Township Treasurer	87,434.14
4 Payments less than 2000	2,354.78
Final Total:	8,870,495.38

AUDITOR WARRANTS 12/02/2021

<u>Vendor Name</u>	<u>Amount</u>
Fertile City	2,093.75
17 Payments less than 2000	13,857.54
Final Total:	15,951.29

AUDITOR WARRANTS 12/07/2021

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	2,556.20
BELTRAMI COUNTY SOLID WASTE	2,732.68
Davidson Construction	8,937.64
ENTERPRISE FM TRUST	2,651.98
Fertile Oil Company	15,482.15
ICON Architectural Group	26,546.14
Knife River Materials	52,965.86
Lenes Sand & Gravel Inc	25,370.15
Lenes Sand & Gravel Inc	16,123.44
Northdale Oil Inc	15,754.60
Polk County Administrator	3,045.30
Sandhill Snowcruisers	2,799.73
Taggart Contracting Inc	6,498.95
Thyssenkrupp Elevator Corp	46,937.50
15 Payments less than 2000	7,053.11
Final Total:	235,455.43

AUDITOR WARRANTS 12/14/2021

<u>Vendor Name</u>	<u>Amount</u>
Chiller Systems Inc	5,900.00
ENTERPRISE FM TRUST	11,795.69
Great Plains Natural Gas Co	19,436.69
Hardwick P.C./Brian T	2,348.32
Hedlund Backhoe Service	7,286.00
Herzog Roofing Inc	38,899.81
Johnson Controls Fire Protection LP	3,018.02
Kronos SaaShr Inc	3,325.60
Lenes Sand & Gravel Inc	7,844.01
Lepier Oil Company Inc	4,890.73
Norman County Public Health	7,531.17
Northdale Oil Inc	2,537.17
Northside Express	3,257.90
Ottertail Power Co	2,889.25
Polk County Public Health	21,377.39
Reynolds Harbott Knutson & Larson PLLC	4,731.07
20 Payments less than 2000	9,436.69
Final Total:	156,505.51

AUDITOR WARRANTS 12/21/2021

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Cole Papers Inc	2,728.93
Crookston Water Department	3,706.90
ENTERPRISE FM TRUST	12,817.04
Fertile Oil Company	6,199.55
Fosston Dac	2,130.00
Fosston Municipal Utilities	54,034.62
Lakeland Mental Health Center Inc	2,646.00
Mn State Treasury	7,195.00
Norman County Public Health	3,723.00
Ottertail Power Co	2,675.78
Polk County Administrator	26,070.50
Polk County Public Health	11,747.00
Regents Of The Univ Of Mn	33,645.15
True North Equipment	23,116.28
Verizon Wireless	6,178.85
34 Payments less than 2000	19,073.06
Final Total:	220,340.66

AUDITOR WARRANTS 12/23/2021

<u>Vendor Name</u>	<u>Amount</u>
Crookston City	13,775.70
Fertile City	2,270.28
Fisher City	2,454.75
Fosston City	3,324.53
Godfrey Township Treasurer	3,163.64
Grove Park Tilden Township	16,313.71
Onstad Township Treasurer	3,239.09
Red Lake Watershed District	9,783.78
School District 593 Treas	10,420.50
School District 599 Treas	27,406.04
School District 601 Treas	3,365.32
7 Payments less than 2000	7,268.28
Final Total:	102,785.62

AUDITOR WARRANTS 12/28/2021

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	5,857.00
BELTRAMI COUNTY SOLID WASTE	4,306.04
Clay County Public Health	2,000.00
Crookston Driftbusters	10,000.22
Lenes Sand & Gravel Inc	28,588.33
Norman County Public Health	53,164.40
Polk County	83,692.25
Polk County Public Health	78,456.61
Sandhill Snowcruisers	26,672.19
TriTech Software Systems	44,723.30
University Of North Dakota	6,250.31
12 Payments less than 2000	6,423.31
Final Total:	350,133.96

MANUAL WARRANTS 12/01/2021

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	32,302.46
Final Total:	32,302.46

MANUAL WARRANTS 12/07/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	37.21
Final Total:	37.21

MANUAL WARRANTS 12/10/2021

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	175,002.50
Minnesota Revenue	30,107.90
Final Total:	205,110.40

MANUAL WARRANTS 12/13/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	271.44
Final Total:	271.44

MANUAL WARRANTS 12/20/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	326.46
Final Total:	326.46
MANUAL WARRANTS 12/20/2021	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	5,940.00
Minnesota Revenue	477.95
Mn Dept Of Rev Tax Division	77,897.07
Mn Dept Of Revenue	109.00
Mn Dept Of Revenue	252.00
Final Total:	84,676.02
MANUAL WARRANTS 12/20/2021	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	6,789.00
Final Total:	6,789.00
MANUAL WARRANTS 12/23/2021	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	2,004.21
Final Total:	2,004.21
MANUAL WARRANTS 12/23/2021	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	63,276.02
Final Total:	63,276.02
MANUAL WARRANTS 12/23/2021	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	172,917.37
Minnesota Revenue	29,611.84
Final Total:	202,529.21

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., January 18, 2022.

Joan Lee, Chair

ATTEST

Charles S. Whiting, County Administrator
Clerk of the Board