

JANUARY 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., January 17, 2023. Members present: Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Samuel Melbye, Deputy Clerk of the Board. Members absent: Commissioners Mark Holy, Jerry Jacobson.

AGENDA

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

CONSENT ITEMS

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the January 17, 2023, consent items:

1. Approve Commissioner Warrants: General Revenue Fund, \$58,193.94; Public Works Fund, \$34,948.37; Public Safety Fund, \$35,841.18; Public Health Fund, \$20,118.48; Forfeited Tax Sale Fund, \$1,400.00; Special Assessments (Ditch) Fund, \$55,098.16; Environmental Services Fund, \$85,468.29; Resource Recovery Fund, \$104,134.07; Landfill Fund, \$52,668.40; Fiscal Agent – Agency, \$9,500.00; Per Diems, \$1,350.00; Meal Reimbursements (without overnight lodging), \$0.00 and Sign Audit List.
2. Approve the January 3, 2023, Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$79,908.64 for procurement card purchases.
4. Approve payment to WEX Bank, Carol Stream, IL in the amount of \$321.99 for Polk County Public Health for the month of November 2022.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Tri-County Corrections
 - b. Spoke to concerned constituent regarding the potential moratorium on THC businesses and sales.
 - c. A document regarding the THC moratorium was distributed to the Board. (Handouts on file in the Administrator's Office)
2. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Polk County Building Committee and reported on the Juvenile Center.
 - b. Tri-Valley Opportunity Council
3. Commissioner Lee brought forth that she attended the following meetings:
 - a. Association of Minnesota Counties Joint Committee
 - b. Monthly Radio Program
 - c. Sand Hill Watershed One-Watershed, One-Plan
 - d. State Community Health Services Advisory Committee Executive Board
 - e. Juvenile Center Open House.

PUBLIC HEALTH

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

1. Advertisement & Replacement – Clerk Typist Cashier III

Due to a resignation a motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve advertising and replacing the vacant Clerk Typist Cashier III position (1 FTE) and filling any subsequent vacancies occurring because of this action.

HIGHWAY

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

1. GIS Software License

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to renew the GIS Software License at a cost of \$38,500.00 per year for 3 years and allow the County Engineer to sign the Agreement as presented to the Board. (Agreement on file in the Administrator's Office)

2. Farmland Lease/Rent

Polk County Highway Department rents out land which was the Old Angus Pit and the Old Liberty Pit. Arlyn G. Stroble and Damon Stroble sent in a quote in the amount of \$8,801.00 per year for the Old Angus Pit and Pat Taylor sent in a quote in the amount of \$625.00 per year for the Old Liberty Pit. (Term of the leases are from January 1, 2023 – December 31, 2025). A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Farm Leases/quotes from Arlyn G. Stroble & Damon Stroble for the Old Angus Pit and Pat Taylor for the Old Liberty Pit as presented to the Board. (Farm Leases on file in the Administrator's Office)

3. Base 1 Stabilization Chemical

Polk County is planning on stabilizing 13 – 17 miles of gravel roads this construction season. Polk County purchases the chemical and then has the contractor incorporate it into the gravel. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to purchase \$71,352.50 of BASE 1 Chemical from Team Lab, Detroit Lakes, MN.

4. 2022 Motor Grader Purchase

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the amended purchase price for 1 Cat 160AWD Motor Grader from Ziegler, Crookston, MN in the amount of \$327,864.00.

SOCIAL SERVICES

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

1. Wellness in the Woods Virtual Peer Support Network Contract Approval

Wellness in the Woods provides Virtual Peer Support Network services to regional counties to include Polk, Kittson, Marshall, Norman, Pennington, Red Lake, and

Roseau counties. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2023 contract in the amount of \$6,000.00 to Wellness in the Woods -Virtual Peer Support Network as presented to the Board. (Contract on file in the Administrator's Office)

2. Personal Money Management Contract Approval

The Personal Money Management (PMM) Contract provides money management assistance to eligible individuals to help stabilize economic functioning by providing financial counseling and vendor payments. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the 2023 Contract with the Personal Money Management in the amount of \$15,000.00 as presented to the Board. (Contract on file in the Administrator's Office)

3. Human Service Manager Position Request

Discussion was held with the Board regarding hiring a Human Service Manager position to organize Family Resource Centers in Polk County and carry out administrative functions under the supervision of the Director. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to hire a Human Service Manager position, and to refill 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. Power Outages

Discussion was held with the Board regarding the cause of the power outages and a plan to replace failed electrical components, and supply lines that occurred at the Polk County Government Center on January 9, 2023, and January 11, 2023. (Handouts on file in the Administrator's Office)

MIS

Levi Webster, MIS Director came before the Board with matters pertaining to his department:

1. Approval of Renewing Liberty Business Systems Printer Agreement

Discussion was held with the Board regarding renewing the Liberty Business Systems Printer Agreement to replace old/outdated printers in Polk County. This is a 5-year agreement in the amount of \$6,215.64 per month. The contract includes parts, labor, toner, and maintenance travel. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Liberty Business Systems Printer Agreement in the amount of \$6,215.64 per month for 5 years 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. Position Reclassifications

Chuck Whiting reported with the inability to fill the Systems Administrator position, the position was reevaluated, along with the Network Administrator position. Staff recommendation is to increase each position one grade in the classification system.

a. System Administrator – MIS Department

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the position reclassification for the System Administrator position to a Grade 16.

b. Network Administrator – MIS Department

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the position reclassification for the Network Administrator position to a Grade 15.

The Board recognized Commissioner Gerald Jacobson who passed away on Sunday, January 15, 2023.

COMMISSIONER WARRANTS

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

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COMMISSIONER WARRANTS
 DATED 01/20/2022
 APPROVED 01/17/2023

<u>Vendor Name</u>	<u>Amount</u>
Applied Concepts Inc	13,022.50
Assoc Of Mn Counties	22,723.00
AT- Scene LLC	7,350.00
Baldwin Supply Company	7,389.25
BELTRAMI COUNTY SOLID WASTE	4,784.00
Church & Dwight Co Inc	21,947.12
CIVICPLUS	5,460.00
CPS Technology Solutions	9,500.00
Crookston Fuel Company	8,667.40
DS Solutions Inc	2,970.00
Fjerstad Trucking Inc	3,120.00
Garden Valley Innovations	2,000.00
Haller Overhead Door Inc	2,368.83
Innovative Office Solutions LLC	7,027.09
Johnson Controls	6,516.50
Kurita America Inc	15,604.21
LEADS ONLINE	2,345.00
Lenes Sand & Gravel Inc	5,050.00
Little Falls Machine Inc	6,155.36
MCIT	6,007.00
Millers Building Center	71,917.55
Northdale Oil Inc	4,782.00
Nurse- Family Partnership	5,921.00
Polk County	2,056.61
Polk County Highway Department	5,517.77
POMPS Tire Service Inc	4,994.76
Powerplan OIB	4,690.77
PSI Engineering LLC	10,748.71
RJ Zavoral & Sons Inc	53,659.98
Road Machinery and Supplies Co.	19,582.42
Setco	2,839.05
Stantec Consulting Services Inc	40,637.98
US Bank Voyager Fleet Sys	4,312.74
80 Payments less than 2000	65,702.29
Final Total:	457,370.89

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., January 24, 2023.

Warren Strandell, Chair

ATTEST:

Charles S. Whiting, County Administrator
 Clerk of the Board

January 17, 2023