

MARCH 28, 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., March 28, 2023, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee. Members absent: Commissioner Mark Holy. Others present: Polk County Administrator Chuck Whiting, Samuel Melbye, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the March 28, 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 below consent item:

1. Approve the March 21, 2023, Board Minutes

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Lake Agassiz Regional Library
2. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Planning and Zoning Advisory Board
3. Commissioner Lee brought forth that she attended the following meetings:
 - a. Reaching Rural: Advancing Collaborative Solutions
 - b. State Community Health Services Advisory Committee (SCHSAC)
 - c. Wild Rice Watershed: One Watershed One Plan
 - d. Inter-County Community Council Board

SHERIFF

James Tadman, Polk County Sheriff came before the Board with matters pertaining to his department:

1. Monthly Sheriff Reports

The February 2023 Monthly Sheriff Reports were presented and discussed with the Board. (Reports on file in the Administrator's Office)

2. Addition of a Patrol Deputy Position

Sheriff Tadman reviewed and proposed department staff modifications, including adding one patrol deputy for computer and radio proficiencies. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the addition of one Patrol Deputy position and reducing one Transport Deputy position. Tadman noted the additional patrol deputy position will work out of the Justice Center.

3. Addition of a Sergeant Position

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the addition of a Sergeant position.

4. Fill Vacant Patrol Deputy Position After Sergeant Promotion

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve filing the vacant Deputy Patrol position.

ADMINISTRATION

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

1. Approval of Position Description – Social Services Manager

The Board has approved this position for hiring but after reviewing the position with Merit System some changes were made, including the title of Human Services Manager. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Social Services Manager position description as presented. (Position description on file in the Administrator's Office)

2. Purchase Customized Roll-Off Containers

The roll-off containers needed are a special design and build to deal with creating a leak-resistant seal, a dewatering system and use of stainless steel to resist salt corrosion. These are not standard roll-off containers offered by other vendors which can be bid on or quoted. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to authorize ordering one (1) ash roll-off container from H&S Manufacturing Inc., Stephen, MN in the amount of \$20,650.00 and one (1) insulated roll-off container from H&S Manufacturing Inc., Stephen, MN in the amount of \$9,550.00.

3. Approval of 2022 4th Quarter American Rescue Plan Funding Reimbursement

Discussion along with a handout pertaining to Polk County Department ARPA Funds Reimbursement Requests was presented to the Board. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the use of federal ARPA funds to reimburse Polk County Departments of specific expenditures from October 1st to December 31st, 2022, totaling \$126,849.87. (Handout on file in the Administrator's Office)

4. Setting of Public Hearing for Modifications to 2020 Capital Improvements Plan

Discussion along with a handout regarding the Public Hearing Notice was presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to set the Public Hearing for Tuesday, April 25, 2023, at 10:00 a.m., in the Board Room for public comments regarding modifications to the 2020 Capital Improvements Plan. (Public Hearing Notice on file in the Administrator's Office)

5. Approval of Architect's Fees for Justice Center Projects

Richard Langlois, Facilities Management Director came before the Board to discuss the Justice Center Project. Handouts pertaining to the Justice Center Re-Roof & New Boiler were also presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the architect's agreement with ICON for the Justice Center re-roofing & boiler replacement projects. (Handout 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. Award Sign Quotes

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award the sign quote to Newman Signs, Jamestown ND in the amount of \$10,566.18.

TAXPAYER

Merle Kolstad, Erskine, MN and Randy Cook, Erskine, MN came before the Board with matters pertaining to Poplar River Drainage:

1. Concern Regarding Drainage

Concerns were discussed with the Board regarding the Poplar River Drainage.

With no further business the Board adjourned to reconvene at 8:00 a.m., April 4, 2023.

Warren Strandell, Chair

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