

MAY 2, 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., May 2, 2023, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Gary Willhite, Commission Joan Lee, Commissioner Mark Holy. Others present Samuel Melbye, Deputy Clerk of the Board. Charles S. Whiting, County Administrator, Clerk of the Board was absent.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the May 2, 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 May 2, 2023, consent items:

1. Approve Auditor Warrants.
2. Approve payment to Fubonic Productions, Red Lake Falls, MN in the amount of \$500.00 for DJ Services for Gala for Girls through Public Health, all costs paid by participant registration.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Email from Northwest Emergency Communication Board regarding the 911 calls and the percentage of calls placed by cell phone.
 - b. Attended bid letting for roof and boiler replacement at Justice Center.
2. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Attended bid letting for roof and boiler replacement at Justice Center.
3. Commissioner Lee brought forth that she attended the following meetings:
 - a. Reaching Rural Monthly Coaching meeting.
 - b. State Community Health Services Advisory Committee meeting.
 - c. Inter-County Community Council Board meeting.
 - d. Received a phone call regarding a township road that had been washed out. There was an incident with a resident travelling on the roadway. The issue is being worked on with the Highway Department and Township.
 - e. Discussed issues with ambulance and delivery services in rural areas of the county due to the online maps/GPS used to determine locations.
4. Commissioner Mark Holy brought forth that he attended the following meetings:
 - a. Middle-Snake-Tamarac Rivers Watershed meeting.
 - b. Red Lake Watershed meeting.
 - c. Small amount of damage to roadways, residents have been in contact with Polk County Emergency Management.
 - d. Visited Mr. Brent Wagner's farm site to review the rock issues Mr. Wagner brought forth at the Board meeting on April 25, 2023.

FACILITIES

Richard Langlois, Facilities Management Director came before the Board with matters pertaining to his department:

1. Bid proposals for Entire Roof Replacement at the Justice Center

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the roof replacement project with CL Linfoot, as the low bidder in the amount of \$721,500.00. (Handouts on file in the Administrator's Office)

2. Bid proposals for Boiler Replacement at the Justice Center

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the boiler replacement project with PSM, as the low bidder in the amount of \$353,000.00. (Handouts on file in the Administrator's Office)

PLANNING AND ZONING

Jacob Snyder, Environmental Specialist/Planning and Zoning Administrator came before the Board with matters pertaining to Planning and Zoning:

1. Resolution (2023-24) Conditional Use Permit For Viking Gas Transmission Compressor Building

Resolution (2023-24) was offered by Commissioner Holy seconded by Commissioner Lee and adopted upon the following vote: YEAS: Commissioner Lee, Commissioner Holy, Commissioner Willhite, and Commissioner Strandell. NAYS: None. (See Resolution (2023-24) on file in the Administrator's Office.)

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to waive the local CUP process for construction of a new 12-inch pipeline running parallel to an existing natural gas pipeline.

2. Resolution (2023-25) Conditional Use Permit For Curtis Olson Construct And Operate A 24-Unit Campground

Resolution (2023-25) was offered by Commissioner Willhite seconded by Commissioner Lee and adopted upon the following vote: YEAS: Commissioner Lee, Commissioner Holy, Commissioner Willhite, and Commissioner Strandell. NAYS: None. (See Resolution (2023-25) on file in the Administrator's Office.)

FINANCE

Ron Denison, Finance Director came before the Board with matters pertaining to the Finance department:

1. Cash and Budget Reports

Discussion along with handouts pertaining to the Polk County Budget to Actual Comparison as of December 31, 2022; Fourth Quarter Comparisons 2017-2018-2019-2020-2021-2022; General Fund 1 Month End Cash Balance Comparison; General Fund 1 Month End Cash Balance Comparison Without Bond Funds-CARES & ARPA; Highway Fund 3 Month End Cash Balance Comparison; Social Service Fund 11 Month End Cash Balance Comparison, Public Safety Fund 16 Month End Cash Balance Comparison; and the Public Health, Fund 18 Month End Cash Balance Comparison Reports were presented to the Board. (Handouts on file in the Administrator's Office)

2. Electronic Funds Transfer Authorization

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve Ron Denison, Finance Director and Arla Meyer, Accounting Officer as designated Electronic Funds Transfer (EFT) initiators for Polk County.

HIGHWAY

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

1. Award Loader Quote

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to award the Loader quote to Titan Machinery, Crookston, MN in the amount of \$138,380.00.

2. Equipment Discussion for 2024/2025 Budget

Discussion along with a handout was presented to the Board regarding the Equipment Replacement lists for 2024 and 2025. (Handouts on file in the Administrator's Office)

3. Bid Letting CD 103, CD 126 FEMA Flood Repair Work

A motion by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award the contract to Glade Construction Inc. in the amount of \$266,556.90 for CD 103, CD 126 FEMA flood repair work.

4. Cross Lake Tilberg Park Discussion

Discussion along with a handout was presented to the Board regarding Curtis Olson, Trail, MN being interested in selling Tilberg Park Parcel No. 57.00153.00 and Parcel No. 57.00124.00 to Polk County. (Handout on file in the Administrator's Office)

5. CD 90 Petition to Add Lands

Discussion along with handouts pertaining to Elliot Solheim, Crookston, MN requesting to add the following lands, Southwest 1/4 Section 32, T148N, R46 that are currently not paying benefits into CD 90. A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to set up a hearing date for adding lands to County Ditch 90. (Handouts on file in the Administrator's Office)

6. Certificate of Performance/Final Acceptance SP 060-601-066 CSAH 1 Overlay from TH 9 to TH 32

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Certificate of Performance and the Certificate of Final Acceptance for SP 060-601-066 and allow the County Engineer to sign the Certificate of Performances and the County Engineer and County Administrator to sign the Final Voucher.

7. Award CSAH 61 FEMA Repair Work

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to award the CSAH 61 FEMA Repair Work quote to Higher Ground Paul Zavoral, East Grand Forks, MN in the amount of \$19,885.35.

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:

AUDITOR WARRANTS 03/24/2023

<u>Vendor Name</u>	<u>Amount</u>
WEX BANK	202.59
Final Total:	202.59

<u>Vendor Name</u>	<u>Amount</u>
WEX BANK	202.59
Final Total:	202.59

AUDITOR WARRANTS 03/27/2023

<u>Vendor Name</u>	<u>Amount</u>
PFM FINANCIAL ADVISORS LLC	1,500.00
Final Total:	1,500.00

AUDITOR WARRANTS 03/28/2023

<u>Vendor Name</u>	<u>Amount</u>
Bergstrom Electric Inc	4,000.00
Crookston Water Department	4,595.50
HB Sound & Light, Inc.	10,000.00
Hewlett Packard Financial Services Co	53,211.32
Mn State Treasury	5,715.00
Motorola	21,771.15
Northdale Oil Inc	2,838.66
Ottertall Power Co	24,623.18
State of Minnesota	10,000.00
7 Payments less than 2000	2,277.57
Final Total:	139,032.38

AUDITOR WARRANTS 04/03/2023

<u>Vendor Name</u>	<u>Amount</u>
POLK COUNTY	15,000.00
Final Total:	15,000.00

AUDITOR WARRANTS 04/04/2023

<u>Vendor Name</u>	<u>Amount</u>
Norman County Public Health	41,393.32
Northdale Oil Inc	22,968.00
Polk County Public Health	18,557.10
Regents Of The Univ Of Mn	32,707.20
Reserve Account	10,000.00
Total Lawn Care & Landscaping	5,450.00
Tri County Community Corr	1,479,034.00
Xcel Energy	2,817.35
19 Payments less than 2000	10,027.45
Final Total:	1,622,954.42

AUDITOR WARRANTS 04/11/2023

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	5,441.83
BELTRAMI COUNTY SOLID WASTE	4,158.60
City of McIntosh	5,436.10
Johnson Controls	18,600.00
Lepier Oil Company Inc	13,860.63
Liberty Business Systems Inc	6,415.18
Polk County Public Health	42,189.00
Service Pro Parts Inc.	12,993.80
University Of North Dakota	6,377.40
18 Payments less than 2000	8,997.95
Final Total:	124,470.49

AUDITOR WARRANTS 04/18/2023

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
AT&T Mobility	2,650.38
BELTRAMI COUNTY SOLID WASTE	3,233.89
ENTERPRISE FM TRUST	8,576.25
Fischer Rust, Stock & Rust, PLLC	3,591.25
Fosston Municipal Utilities	52,461.73
Fosston Municipal Utilities	3,586.29
Harbott Knutson Larson & Holten PLLP	2,575.50
JT's Station	4,562.46
Kronos SaaShr Inc	3,289.60
Lenes Sand & Gravel Inc	46,110.83
Lenes Sand & Gravel Inc	10,703.11
Marshall County Coop	8,902.00
MN Counties Information Sys	2,332.00
Mn State Treasury	6,523.00
Northdale Oil Inc	18,815.69
Polk County	22,073.22
Polk County Highway Department	9,606.15
The Master's Touch	26,116.91
Verizon Wireless	3,308.55
34 Payments less than 2000	22,490.49
Final Total:	264,162.30

AUDITOR WARRANTS 04/25/2023

<u>Vendor Name</u>	<u>Amount</u>
Cole Papers Inc	5,973.16
ENTERPRISE FM TRUST	34,130.51
Lake Agassiz Regional Library	72,717.50
Lenes Sand & Gravel Inc	41,601.94
Norman County Public Health	24,188.80
Ottertail Power Co	4,131.09
Polk County	6,630.25
Polk County Public Health	64,218.75
15 Payments less than 2000	2,941.24
Final Total:	256,533.24

MANUAL WARRANTS 03/23/2023	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	109.39
Final Total:	109.39
MANUAL WARRANTS 03/24/2023	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,964.06
Final Total:	1,964.06
MANUAL WARRANTS 03/24/2023	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	110,390.72
Final Total:	110,390.72
MANUAL WARRANTS 04/03/2023	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	191,779.79
Minnesota Revenue	33,723.02
Final Total:	225,502.81
MANUAL WARRANTS 04/03/2023	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	168.63
Final Total:	168.63
MANUAL WARRANTS 04/14/2023	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	179,905.83
Minnesota Revenue	30,699.83
Final Total:	210,605.66
MANUAL WARRANTS 04/17/2023	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	179.60
Final Total:	179.60
MANUAL WARRANTS 04/20/2023	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,269.00
Final Total:	1,269.00
MANUAL WARRANTS 04/20/2023	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	3,794.00
Minnesota Revenue	2,016.09
Mn Dept Of Rev Tax Division	67,230.89
Mn Dept Of Revenue	1,420.00
Mn Dept Of Revenue	58.00
Mn Dept Of Revenue	32.00
Final Total:	74,550.98
MANUAL WARRANTS 04/21/2023	

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	101,403.09
Final Total:	101,403.09
MANUAL WARRANTS 04/21/2023	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	3,327.16
Final Total:	3,327.16
MANUAL WARRANTS 04/28/2023	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	176,199.09
Minnesota Revenue	30,210.81
Final Total:	206,409.90

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., May 16, 2023.

Warren Strandell, Chair

ATTEST

Samuel Melbye,
Deputy Clerk of the Board