

MAY 23, 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 23, 2023, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, and 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 amended May 23, 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 below consent items:

1. Approve the May 16, 2023, Board minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Request for appointment to East Central Regional Water District Advisory Committee:
A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to appoint Commissioner Strandell to the East Central Regional Water District Advisory Committee.
2. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Grand Forks-East Grand Forks Metropolitan Planning Organization meeting.
 - b. NW Regional Transportation Coordination Council Advisory Board meeting.
3. Commissioner Willhite brought forth that he attended the following meetings:
 - a. AMC Legislative updates.
 - b. County Board of Health meeting.
 - c. Lake Agassiz Regional Library meeting.
 - d. Crookston School Board meeting.
4. Commissioner Lee brought forth that she attended the following meetings:
 - a. Household Hazardous Waste Advisory Committee meeting.
 - b. County Board of Health meeting.
 - c. DHS – Health and Human Services Policy Committee meeting.
 - d. Inter-County Community Council Board meeting.
5. Commissioner Holy brought forth that he attended the following meetings:
 - a. No meetings.
 - b. Phone calls from taxpayers regarding buffer strips.

MIS

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

1. Request to Fill Service Desk Technician Position Vacancy

Due to an internal employee in the MIS Department moving into the Systems Administrator role, a motion was made by Commissioner Willhite seconded by

Commissioner Holy and adopted by unanimous vote of the Board to fill the vacant Service Desk Technician position.

FINANCE

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

1. Designation of Depositories

Minnesota Law requires the governing body of each government entity to designate one or more financial institutions as a depository for its public funds (M.S.118A.02). A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the following list of designated depositories for Polk County: Bremer Bank, United Valley Bank (former Northern Sky Bank, former Crookston National), Ultima Bank Minnesota, Red River State Bank of Fertile (former First State), Northern State Bank of Gonvick, Security State Bank of Oklee, American State Bank of Erskine, First National Bank of Fosston/Bagley, First National Bank of McIntosh, Frandsen Bank & Trust of East Grand Forks, Unity Bank North of Mentor/Red Lake Falls, and the Minnesota Association of Governments Investing for Counties (MAGIC).

2. Cash & Budget Reports

Discussion along with handouts pertaining to the Polk County Budget to Actual Comparison as of April 30, 2023; 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)

PROPERTY RECORDS

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

1. ISD 2176 – MDE/MNDOR Update

Discussion was held with the Board regarding the recommendations from the Minnesota Department of Education and Minnesota Department of Revenue for handling the error on the omitted portion of the levy for ISD 2176. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the payment of \$300,024.84, in two payments to be distributed with the first and second half settlements, to ISD 2176 to cover the omitted portion of the property tax levy.

2. Otter Tail Power Company Request for Easement for Underground Electric Power Line

Discussion along with handouts were presented to the Board regarding Otter Tail Power Company Easement for Underground Electric Powerline. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize the County Board Chair and the Director of Property Records to sign the Electrical Line Easement for Otter Tail Power Company to

construct, operate, maintain, use, upgrade, rebuild, relocate or remove an electric line facility on Parcel 82.01029.01 in the City of Crookston with total compensation from Otter Tail Power Company in the amount of \$300.00. (Handouts on file in the Administrator's Office)

ADMINISTRATION

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

1. ARPA Status

Discussion along with handouts pertaining to an ARPA spreadsheet report, Polk County Department ARPA Funds Reimbursement Requests, and General Revenue and Social Service Fund Activity Reports were presented to the Board. (Handouts on file in the Administrator's Office)

2. 2024 Budget Goals and Objectives

Discussion was held with the Board regarding the goals and objectives for the 2024 Budget.

With no further business the Board adjourned to reconvene at 8:00 a.m., June 6, 2023.

Warren Strandell, Chair

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