

JUNE 20, 2023
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in session at 2:30 o'clock p.m., June 20, 2023. Members present: Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Mark Holy, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present 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 June 20, 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 June 20, 2023, consent items:

1. Approve Commissioner Warrants: General Revenue Fund, \$49,286.47; Public Works Fund, \$210,783.16; Public Safety Fund, \$26,763.03; Public Health Fund, \$21,856.05; Forfeited Tax Sale Fund, \$851.94; Special Assessments (Ditch) Fund, \$42,062.03; Environmental Services Fund, \$9,203.58; Resource Recovery Fund, \$135,905.13; Landfill Fund, \$61,903.77; Per Diems, \$2,025.00; Meal Reimbursements (without overnight lodging), \$32.46 and Sign Audit List.
2. Approve the June 6, 2023, Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$98,984.93 for procurement card purchases.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the following meetings:
 - a. NWRDC Transportation Advisory Committee meeting.
 - b. Tri-County Corrections meeting.
2. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Offered his condolences to the Wayne Melbye family.
 - b. Tri-Valley Opportunity Council meeting.
 - c. Crookston School Board meeting.
 - d. Lake Agassiz Regional Library meeting.
 - e. Met with Polk County Museum Board members.
 - f. Congratulated the Fosston Baseball team on winning the State Baseball Championship.
3. Commissioner Lee brought forth that she attended the following meetings:
 - a. Reaching Rural meeting, in Kingman, AZ.
 - b. AMC District meeting.
 - c. Union Lake Sarah Improvement District meeting.
 - d. Received call from concerned Polk County resident about finding the License Center phone number in the phonebook.
4. Commissioner Holy brought forth that he attended the following meetings:

- a. No meetings.
- b. Received call from concerned Polk County resident about the buffer strip requirements.

SOCIAL SERVICES

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

- 1. Out of State Travel Request for Victoria Ramirez**
A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve out of state travel for Victoria Ramirez to attend the National Family Resource Center Conference on July 17-19, 2023, in Washington DC.
- 2. Temporary, Part-Time Social Worker Request**
A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approving hiring a temporary/part-time Social Worker in the Disability/Adult Protection.
- 3. Social Worker Replacement Request**
A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve hiring a replacement of a Social Worker in the Disability/Adult Protection and to fill any internal subsequent position vacancies occurring because of this action.
- 4. Office Support Specialist Replacement Request**
A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve filling one Office Support Specialist position, and 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. Request to Fill Custodian I Position**
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 filling the vacant full-time Custodian I position in the Facilities Department.
- 2. Request to Fill Maintenance I Position**
Due to a resignation a motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve filling the vacant full-time Maintenance I position in the Facilities Department.

ADMINISTRATION

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

1. **Publications Per Audit Note**
Valerie Bjerk, Confidential Administrative Assistant discussed the timelines experienced regarding the publication of the Board minutes.
2. **ARPA Update**
An update was given to the Board regarding ARPA.
3. **Review of Board Room Improvements**
Audio/Video Improvements to the Board Room were discussed with the Board.
4. **2024 Budget Status**
The status of the 2024 budget was discussed with the Board.

COMMISSIONER WARRANTS

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

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**COMMISSIONER WARRANTS
DATED 06/23/2023
APPROVED 06/20/2023**

<u>Vendor Name</u>	<u>Amount</u>
Aramark Uniform Services	2,096.88
Baldwin Supply Company	5,898.99
Barrett Agri Inc	11,432.40
Bertils Gravel & Excavation Llc	6,622.00
Central States Wire Products Inc	3,331.59
Christian Brothers Ford Inc	2,047.83
Church & Dwight Co Inc	14,467.53
CNH Industrial Accounts	3,341.33
Code 4 Services Inc	7,475.33
Computerized Fleet Analysis	2,095.00
Crookston Fuel Company	8,812.05
Dakota Supply Group	7,575.00
Destination Transport	3,285.00
Diamond Vogel Paint	31,830.00
Domson BG Service	2,226.84
GP Excavating LLC	25,930.00
Grainger	4,268.98
Hennen Equipment Inc	10,678.25
K & L Inc	2,175.40
Kennedy Scales	2,285.00
Kimball Midwest	2,090.14
Kris Engineering	14,723.20
Kurita America Inc	10,814.95
Lenes Sand & Gravel Inc	8,325.00
LePier Shoreline & Outdoors Inc	2,011.00
McKesson Medical Surgical	2,204.14
MnCCC Lockbox	5,805.00
Morgan Printing Inc	5,550.07
Morris Electronics Inc	6,571.03
New Finish LLC	11,455.00
Northdale Oil Inc	3,672.00
Northern Propane	3,928.43
Palmer Masonry & Concrete LLC	11,675.00
Polk County	8,740.50
Polk County Highway Department	2,215.75
Powerplan OIB	2,273.04
PSI Engineering LLC	6,089.20
RedTeam Security	3,900.00
Rinke Noonan	4,063.00
River Cinema	5,040.00
RJ Zavoral & Sons Inc	2,200.00
Stantec Consulting Services Inc	38,979.85
Stone's Mobile Radio Inc	3,920.00
SunSource	5,792.89
SWARCO REFLEX LLC	7,680.00
Todd's Tire Service Inc	8,104.10
True North Steel	71,447.62
Univar Usa Inc	36,740.00
US Bank Voyager Fleet Sys	5,460.79
Widseth Smith Nolting & Assoc	7,370.00
Wrigley Mechanical Inc	2,014.79
232 Payments less than 2000	89,883.27
Final Total:	558,615.16

With no further business the Board adjourned to reconvene at 6:00 p.m., for the Board of Review meeting. The regular scheduled Board meeting will reconvene at 8:00 o'clock a.m., June 27, 2023.

Warren Strandell, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board