

JULY 5, 2022
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., July 5, 2022, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Valerie Bjerck, Deputy Clerk of the Board. Commissioner Gerald Jacobson was absent.

AGENDA

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the July 5, 2022, agenda.

CONSENT ITEMS

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the July 5, 2022, consent items:

1. Approve Auditor Warrants.
2. Approve the June 7, June 21 and June 28, 2022, Board minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended a Northwest Regional Development Committee meeting.
2. Commissioner Lee brought forth that she had no meetings.
3. Commissioner Willhite brought forth that he had no meetings.
4. Commissioner Holy brought forth that he had no meetings.

HIGHWAY

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

1. County Ditch No. 92 Maintenance Request

A request has been made to install a crossing in Section 6, Sletten Township. A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the work in CD 92 and name Richard Sanders as Engineer over the project.

2. Certificate of Performance/Final Acceptance SAP 060-657-004, SAP 063-617-002

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Certificate of Performance for SAP 060-657-004 and SAP 063-617-002 and the Certificate of Final Acceptance for SAP 060-657-004 etc. and allow the Polk County Engineer to sign the Certificate of Performances and the Polk County Engineer and Polk County Administrator to sign the Final Voucher.

ADMINISTRATION

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

1. State Auditing Services

Discussion regarding State Auditing Services was held with the Board along with the June 21, 2022, Board meeting handouts. The County according to statute must notify the State Auditor if Polk County's Auditor is to change. Polk County has been using the OSA since the prior Auditor took Polk County back a-number-of-years ago as a prescriptive auditing client. The County has until the end of July to decide whether to change auditors for the annual audit. The State Auditor will be conducting Polk County's 2021 & 2022 audit. The audit cycle in question are the 2023 and 2024 audits. A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to remain with the current auditing OSA firm. (Handouts on file in the Administrator's Office)

2. Voucher Signer Approval

It is helpful and sometimes necessary for a Department Head to have a pre-approved additional or backup signers on record so that payments can continue to be processed when the Department Head is not available to sign the request. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the following list of additional and backup signatories: Wade Farrell, authorized signer for Landfill Fund expense vouchers. Todd Rue, authorized signer for Resource Recovery Fund expense vouchers and Wade Burrack, authorized signer for Resource Recovery Fund expense vouchers.

3. Facilities Director Position Description

Discussion along with a modified Facilities Director position description and the David Drown Associates Company memo classifying this position as a Grade 19 was presented to the Board. A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the modified Facilities Director position description as presented. (Facilities Director position description on file in the Administrator's Office)

4. 2023 Budget

Discussion was held with the Board regarding the 2023 budget. A handout pertaining to the 2022 Polk County Approved Budget dated December 21, 2021, was also presented to the Board. (Handout on file in the Administrator's Office)

AUDITOR WARRANTS

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the following Auditor Warrants for payment:

AUDITOR WARRANTS 06/07/2022

<u>Vendor Name</u>	<u>Amount</u>
A Yard and Snow LLC	2,710.00
Fischer Rust, Stock & Rust, PLLC	2,061.25
GreatAmerica Financial Services	10,018.23
Heinle/Paul	30,616.00
Johnson Controls Fire Protection LP	6,061.29
Mooney/Isaac	3,383.10
Pro Sweep Inc	8,250.00
Sather Law Office Ltd	6,674.25
10 Payments less than 2000	3,166.76
Final Total:	72,940.88

AUDITOR WARRANTS 06/14/2022

<u>Vendor Name</u>	<u>Amount</u>
ENTERPRISE FM TRUST	9,991.69
JT's Station	4,430.13
Knife River Materials	1,048,670.04
Lepier Oil Company Inc	11,099.74
Northdale Oil Inc	8,474.71
RJ Zavoral & Sons Inc	3,146.40
Union Lake Sarah Improvement Dist	15,000.00
University Of North Dakota	12,813.08
20 Payments less than 2000	9,040.67
Final Total:	1,122,666.46

AUDITOR WARRANTS 06/21/2022

<u>Vendor Name</u>	<u>Amount</u>
ENTERPRISE FM TRUST	18,915.90
Fosston Municipal Utilities	53,108.01
Mn State Treasury	7,944.00
Polk County	99,429.05
Polk County Environmental Services	175,000.00
29 Payments less than 5000	21,865.83
Final Total:	376,262.79

AUDITOR WARRANTS 06/21/2022

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	63,662.78
Angus Township Treasurer	25,891.41
Badger Township	27,084.41
Belgium Township Treasurer	36,597.47
Beltrami City Clerk- Treasurer	34,984.87
Brandsvold Township Treasurer	37,006.52
Brandt Township Treasurer	27,843.62
Bremer Bank Na	3,218,233.22
Brislet Township Treasurer	40,180.16
Bygland Township	31,863.30
Chester Township Treasurer	22,210.96
Climax City Treasurer	44,558.84
Columbia Township Treasurer	45,970.66
County Emergency Medical Serv.	126,642.44
Crookston Area Ambulance Inc	87,650.22
Crookston City	1,609,574.19
Crookston Township Treasurer	50,542.27
Eden Township Treasurer	43,050.54
Erskine City Clerk- Treasurer	110,375.40
Esther Township Treasurer	43,451.98
Euclid Township Treasurer	53,080.95
Fairfax Township Treasurer	43,502.22
Fanny Township Treasurer	48,070.42
Farley Township Treasurer	37,492.11
Fertile City	155,888.65
First Care Medical Services	76,238.89
Fisher City	120,396.54
Fisher Township Treasurer	33,773.53
Fosston City	408,428.72
Garden Township Treasurer	43,292.88
Garfield Township Treasurer	63,692.32
Gentilly Township Treasurer	19,486.46
Godfrey Township Treasurer	84,148.77
Grand Forks Township Treasurer	28,529.36
Grove Park Tilden Township	45,711.05
Gully City	16,972.74
Gully Township Treasurer	60,952.67
Hammond Township Treasurer	34,551.35
Helgeland Township Treasurer	21,242.32
Higdem Township Treasurer	57,481.00
Hill River Township Treasurer	29,381.20
Hubbard Township Treasurer	37,599.31

Huntsville Township Treasurer	89,396.83
Johnson Township	33,380.45
Kertsonville Township Treas	10,506.12
Keystone Township Treasurer	35,892.71
King Township Treasurer	24,692.91
Knute Township Treasurer	44,712.29
Lengby City	7,084.04
Lessor Township Treasurer	31,204.55
Liberty Township Treasurer	34,691.51
Lowell Township Treasurer	55,791.20
Maple Lake Imprvmnt District	33,409.53
Marshall Polk Rural Water Sys	28,267.97
Mcintosh City	144,947.95
Mentor City	31,733.50
Middle- Snake- Tamarac Rivers Wtrshd Di	353,744.97
Nesbit Township Treasurer	43,471.89
Nielsville City	21,009.52
Northland Township Treasurer	34,413.59
NW Regional Development Comm	65,407.29
NWMN HRA	150,409.06
Onstad Township Treasurer	18,758.43
Parnell Township Treasurer	25,214.12
Queen Township Treasurer	42,946.62
Red Lake Watershed District	952,208.27
Reis Township Treasurer	20,762.96
Rhinehart Township Treasurer	45,684.41
Roome Township Treasurer	34,315.17
Rosebud Township Treasurer	41,270.34
Russia Township Treasurer	56,892.33
Sand Hill River W S District	356,188.09
Sandsville Township Treasurer	50,892.48
Scandia Township Treasurer	19,581.57
School District 2609 Treas	27,847.34
School District 592 Treas	6,324.22
School District 593 Treas	35,132.64
School District 600 Treas	17,460.20
School District 601 Treas	71,532.31
Sletten Township Treasurer	43,558.13
Sullivan Township Treasurer	44,687.68
Tabor Township Treasurer	46,528.00
Trail City Treasurer	7,132.07
Tynsid Township Treasurer	13,726.76
Union Lake Sarah Improvement Dist	6,974.50
Vineland Township Treasurer	38,519.23
Wild Rice Watershed Dist Treas	22,041.29
Winger City Clerk Treasurer	54,997.95
Winger Township Treasurer	35,215.80
Woodside Township Treasurer	147,855.87
6 Payments less than 5000	8,140.86
Final Total:	10,813,846.24

AUDITOR WARRANTS 06/28/2022

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
BELTRAMI COUNTY SOLID WASTE	2,172.37
BELTRAMI COUNTY SOLID WASTE	2,326.81
Crookston Water Department	2,526.59
Fertile Oil Company	8,702.00
Fischer Rust, Stock & Rust, PLLC	2,082.50
Great Plains Natural Gas Co	12,839.42
Harlan's Boats R Us	13,400.00
Marshall County Coop	7,650.00
Norman County Public Health	7,484.29
Ottertail Power Co	32,662.58
Polk County Public Health	23,454.00
Sather Law Office Ltd	5,122.20
Tri County Community Corr	1,378,872.75
22 Payments less than 2000	12,659.88
Final Total:	1,514,608.39

MANUAL WARRANTS 06/06/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	768.84
Final Total:	768.84

MANUAL WARRANTS 06/10/2022

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	178,473.68
Minnesota Revenue	30,273.05
Final Total:	208,746.73

MANUAL WARRANTS 06/13/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	5,389.95
Final Total:	5,389.95

MANUAL WARRANTS 06/21/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	10,486.76
Final Total:	10,486.76

MANUAL WARRANTS 06/21/2022

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	773.00
Final Total:	773.00

MANUAL WARRANTS 06/21/2022

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	5,085.00
Mn Dept Of Rev Tax Division	80,412.88
3 Payments less than 5000	1,573.70
Final Total:	87,071.58

MANUAL WARRANTS 06/24/2022

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,100.71
Final Total:	1,100.71

MANUAL WARRANTS 06/24/2022

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	100,248.45
Final Total:	100,248.45

MANUAL WARRANTS 06/24/2022

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	177,026.70
Minnesota Revenue	30,174.84
Final Total:	207,201.54

MANUAL WARRANTS 06/27/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	873.81
Final Total:	873.81

MANUAL WARRANTS 06/28/2022

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	80,510.00
Final Total:	80,510.00

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., July 19, 2022.

Joan Lee, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board