

**JULY 18, 2023**  
**BOARD MINUTES**

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., July 18, 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 July 18, 2023, agenda.

**CONSENT ITEMS**

A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the July 18, 2023, consent items:

1. Approve the June 27, 2023, Board minutes.
2. Approve Commissioner Warrants: General Revenue Fund, \$90,591.77; Public Works Fund, \$374,470.65; Public Safety Fund, \$53,835.40; Public Health Fund, \$30,345.02; Forfeited Tax Sale Fund, \$1,585.34; Special Assessments (Ditch) Fund, \$109,342.89; Environmental Services Fund, \$12,281.09; Resource Recovery Fund, \$131,725.36; Landfill Fund, \$38,778.45; Per Diems, \$825.00; Meal Reimbursements (without overnight lodging), \$12.89 and Sign Audit List.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$98,765.69 for procurement card purchases.
4. Approve for payment Lost Warrant No. 53442 dated March 24, 2023, issued to Aramark Uniforms Service in the amount of \$1,477.11.
5. Approve for payment Lost Warrant No. 53443 dated March 24, 2023, issued to Aramark Uniforms Service in the amount of \$569.20.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended the following meetings:
  - a. NW Regional Development Commission meeting.
  - b. Tri-County Corrections meeting.
2. Commissioner Willhite brought forth that he attended the following meetings:
  - a. Met with Polk County Maintenance staff to review the structural issues at the Juvenile Center.
  - b. Tri-County Community Corrections meeting.
  - c. Crookston City Council meeting.
3. Commissioner Lee brought forth that she attended the following meetings:
  - a. Met with Polk County Engineer, Richard Sanders, regarding water issues at the church in Fosston along with the City of Fosston Administrator and City Engineer.
  - b. Association of Minnesota Counties (AMC) Education Training Committee meeting.

- c. Monthly Radio Program.
  - d. Sand Hill Watershed One Watershed One Plan meeting.
  - e. State Community Health Services Advisory Committee (SCHSAC) meeting.
  - f. Union Lake Sarah Improvement District meeting.
  - g. Judged Polk County Fair Talent Show.
  - h. Received email from Polk County resident concerning a forfeited property in Erskine. Working with staff to gather information.
4. Commissioner Holy brought forth that he attended the following meetings:
- a. Thanked the Polk County Sheriff's Department on behalf of his family for help during a potential home break-in.

### **HIGHWAY**

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

**1. County Ditch 19/57 Maintenance Request**

A landowner has requested that County Ditch 19 East of TH 75 and CD 57 south of County Ditch 19 to SE Corner of Section 3 be surveyed and cleaned as necessary. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the work in County Ditch 19/57 and name Richard Sanders as Engineer over the project.

**2. County Ditch 83 Maintenance Request**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the request to allow MN DNR to perform work within County Ditch 83 as shown on plans/permit as presented to the Board and name Richard Sanders as Engineer over the project. (Plans/Permit on file in the Administrator's Office)

### **SOCIAL SERVICES**

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

**1. Counties Providing Technology Professional Services Agreement**

A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the 2024-2026 Counties Providing Technology Professional Services Agreement to obtain support, maintenance, computer programming and technical assistance for computer software as presented to the Board. (Agreement on file in the Administrator's Office)

**2. Two Eligibility Worker Replacement Requests**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve filling two Eligibility Worker positions in the Income Maintenance Unit and any internal subsequent position vacancies occurring because of this action.

### **PLANNING AND ZONING**

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

**1. Final Plat – “Get Away Addition”**

The applicant Thomas J. Kraft, Trustee proposes to plat a portion of land located in the agricultural, shoreland, & floodplain districts in Section 6 & 7 of Crookston Township. The applicant is proposing three (3) lots from the existing Parcels #13.00234.00, 13.00238.00, 13.00239.00, 13.00241.00, & 13.00242.00. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Final Plat - "Get Away Addition" Parcel #13.00234.00, 13.00238.00, 13.00239.00, 13.00241.00, & 13.00242.00 as presented to the Board. (Copy of Plat on file in Administrator’s Office)

**2. American Relief Plan Funding for Existing SSTS Fix-Up (Daniel Peterson – McIntosh, MN)**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to award an ARP Fix-Up Grant to Daniel Peterson to upgrade the failing septic system and to award the bid to Ryan’s Backhoe Service, Ryan Sherman L#3371, who was the low bidder (\$8,379.82) and will be installing the septic system. The ARP Grant will cover 50% of the system cost (\$4,189.91) and will be paid to Ryan Sherman upon completion of the project.

**3. American Relief Plan Funding for Existing SSTS Fix-Up (Paul Munter – Fosston, MN)**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to award an ARP Fix-Up Grant to Paul Munter to upgrade the failing septic system and to award the bid to Ryan’s Backhoe Service, Ryan Sherman L#3371, who was the 2nd lowest bidder (\$12,934.00) and will be installing the septic system. The ARP Grant will cover 50% of the system cost (\$6,467.00) and will be paid to Ryan Sherman upon completion of the project.

**4. American Relief Plan Funding for Existing SSTS Fix-Up (David Paschke, East Grand Forks, MN)**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award an ARP Fix-Up Grant to David Paschke to upgrade the failing septic system and to award the bid to Great Northern Septic, Brandon Maygra L#4100, who was the low bidder (\$18,049.00) and will be installing the septic system. The ARP Grant will cover \$5,600.59 of the system cost and will be paid to Brandon Maygra upon completion of the project.

**5. Award Loan Program Septic Fix-Up Projects (Joel Larson, Fertile, MN)**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to award a Loan Septic Fix-Up to Joel Larson to upgrade their failing septic system and to award the bid to Olson & Sons Backhoe Service, Tim Olson L#1620, who was the low bidder (\$8,500.00) and will be installing the septic system.

**PUBLIC HEALTH**

Sarah Reese, Public Health Director came before the Board with matters pertaining to her department:

**1. School Nursing Contracts**

The Polk County Public Health School Health Services Agreements for Win-E-Mac, Climax-Shelly, Fisher, and Crookston (Our Savior’s & Cathedral) Schools were discussed and presented to the Board. A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the 3-year term Agreements commencing on July 1, 2023, as the execution date of the Agreement as presented. (Agreements on file in the Administrator’s Office)

**2. Altru Health Contract/Business Associate Agreement (BAA)**

The Altru Health Contract and the Business Associate Agreement (BAA) were discussed and presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Altru Health Contract (one-year term) and the BAA Agreement as presented. (Contract and Agreement on file in the Administrator’s Office)

**3. DAC Nurse Consultant Contract**

The Polk County Public Health and the Polk County Development Achievement Center (DAC) Nurse Consultant Contract was discussed and presented to the Board. A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Contract as presented to the Board. (Contract on file in the Administrator’s Office)

**ADMINISTRATION**

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

**1. The City of Climax American Rescue Plan Act Agreement**

The Polk County City of Climax Potable Water Pipeline Capacity Increase Subrecipient Grant Agreement was discussed and presented to the Board. The City of Climax has requested \$584,674.00 of Polk County’s American Rescue Plan Funds for upsizing a pipe transporting water from the East Central Water District in North Dakota. The larger pipe coming to the City of Climax allows for the creation of a water distribution network on the Minnesota side of the Red River. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Grant Agreement as presented to the Board. (Grant Agreement on file in the Administrator’s Office)

**2. ARPA Status**

Discussion was held with the Board regarding the status of ARPA.

**3. 2024 Budget**

The 2024 budget was discussed with the Board.

**COMMISSIONER WARRANTS**

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

**COMMISSIONER WARRANTS**

DATED: 07/21/2023

APPROVED: 07/18/2023

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	7,335.00
Assoc Of Mn Counties	2,354.00
Baldwin Supply Company	15,012.12
Barrett Agri Inc	20,509.28
BMC Software Inc	4,154.85
Brost Chevrolet Inc	3,335.15
Burggrafs Ace Hardware	3,186.03
Call One Inc	2,280.34
Church & Dwight Co Inc	25,991.06
CNH Industrial Accounts	2,902.09
Code 4 Services Inc	31,585.02
Crookston Fuel Company	8,671.01
CuraScriptSD	2,597.25
Destination Transport	2,190.00
Diamond Vogel Paint	31,200.00
East Grand Forks City	2,843.34
GP Excavating LLC	5,000.00
Hennen Equipment Inc	3,412.58
Johnson Controls	3,938.23
Johnson/Dean	4,412.50
Jsb Engineered Solutions	33,495.30
K & L Inc	13,119.58
KNOWINK	9,920.00
Kris Engineering	120,968.00
Kurita America Inc	2,506.97
Kustom Kollision LLC	7,708.76
L&M Road Services LLC	29,033.00
LSQ Funding Group LC	6,674.34
MN Counties Information Sys	2,332.00
MnCCC Lockbox	11,900.00
MNCCC MI 33	7,243.30
Northdale Oil Inc	4,631.44
Nutrien Ag Solutions Inc	8,747.23
Olson Construction Trf Inc	23,747.00
Pemberton Law PLLP	7,801.39
Pictometry International Corp	41,762.41
Polk County Highway Department	12,828.96
RDO Truck Centers	6,564.59
Recovery Systems Company Inc	10,848.85
ReitRock Paving LLC	9,075.00
Rinke Noonan	13,102.00
Road Machinery and Supplies Co.	3,963.65
RTVision Inc	6,180.00
Sampletech	11,895.00
Setco	2,778.00
Sign Solutions USA , LLC	34,557.52
Stantec Consulting Services Inc	10,793.93
Streicher's	4,160.60
SWARCO REFLEX LLC	63,360.00
Todd's Tire Service Inc	5,376.02
True North Steel	17,232.00
White Cap L.P.	4,274.03
Wilkens Inc/Lyle	12,740.70
Ye Ole Print Shoppe	3,867.33
Ziegler Inc	2,478.17
213 Payments less than 2000	92,379.05
<b>Final Total:</b>	<b>842,955.97</b>

July 18, 2023

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., July 25, 2023.

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Warren Strandell, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board