

AUGUST 16, 2022
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., August 16, 2022, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Mark Holy and Sam Melbye, Deputy Clerk of the Board. Members absent: Commissioner Gerald Jacobson. Charles S. Whiting, County Administrator, Clerk of the Board was also absent.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the August 16, 2022, 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 August 16, 2022, consent items:

1. Approve Commissioner Warrants: General Revenue Fund, \$116,408.79; Public Works Fund, \$193,189.91; Public Safety Fund, \$35,247.37; Public Health Fund, \$21,408.21; Special Assessments (Ditch) Fund, \$3,495.78; Environmental Services Fund, \$9,182.19; Resource Recovery Fund, \$77,460.63; Landfill Fund, \$81,039.49; Per Diems, \$1,725.00; Meal Reimbursements (without overnight lodging), \$0.00 and Sign Audit List.
2. Approve the August 2, 2022, Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$95,344.50 for procurement card purchases.
4. Approve and sign the 2021 Emergency Management Performance Grant.
5. Approve payment to Morris Electronics, Morris, MN in the amount of \$9,604.30 for Cisco Threat Defense License for the MIS Department.
6. Approve payment to Heppner Consulting, Inc., Warroad, MN in the amount of \$400.00 for software installation for the Finance Department.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Tri-County Community Corrections
 - b. Working on next Polk County Newsletter
2. Commissioner Lee brought forth that she attended the following meetings:
 - a. Monthly Radio Program
 - b. Social Services
 - i. Shadowing of out of home placement for family
3. Commissioner Willhite brought forth that he attended the following meetings:
 - a. KROX Radio Program
 - b. Crookston City Council
 - i. Information regarding the new hemp-derived THC law
 - c. Tri-Valley Transportation
 - d. Tri-Valley Opportunity Council
 - i. Held at Fournet Building
 - ii. Tri-Valley is looking to move into new space in the next month

- e. Polk County Building Committee
 - i. Justice Center roofing project
 - f. Primary Election Canvassing
 - g. Humane Society of Polk County visit with Commissioner Jacobson
4. Commissioner Holy brought forth that he attended the following meetings:
- a. Red Lake Watershed's One Watershed One Plan

SOCIAL SERVICES

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

1. Family Based Service Provider Replacement

A motion was made by Commissioner Willhite seconded Commissioner Holy and adopted by unanimous vote of the Board to approve refilling the Family Based Service Provider position and any subsequent vacancies.

RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

Mitchell Berg, RSVP Program Director came before the Board with matters pertaining to the Retired Senior Volunteer Program:

1. Retired Senior Volunteer Program (RSVP) Donation Request

Discussion along with a request of a \$3,000.00 donation to the Retired Senior Volunteer Program (RSVP) was presented to the Board.

FINANCE

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

1. Request for 2022 Budget Amendments

Discussion was held with the Board regarding the 2022 Budget Amendments.

a. 2022 Social Services Budget Amendment

Discussion along with spreadsheet handouts were presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to amend the 2022 Social Services budget for reductions totaling \$425,917.00 per the line items on the presented spreadsheets. (Handouts on file in the Administrator's Office)

b. 2022 Public Health Budget Amendment

Discussion along with spreadsheet handouts were presented to the Board. A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to amend the 2022 Public Health budget for reductions totaling \$107,816.00 per the line items on the presented spreadsheets. (Handouts on file in the Administrator's Office)

PLANNING AND ZONING

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

1. Award Grant For Income Based Septic System Fix-It Program

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to award a Low-Income Septic Fix-Up Grant to Kenneth MacDonald to upgrade the failing septic system and to award the bid to

Olson and Sons Excavating, Tim Olson L#I620, who was the low bidder (\$10,200.00) and will be installing the septic system.

2. **Additional discussion was held with the Board regarding that the Fertile Community Conservation Club is in full compliance with their CUP as of 8/5/22**
 - a. Requested meeting for operational plan and sketch of property
 - b. Met with concerned homeowners regarding compliance
 - c. Discussion between Board, Richard Sanders - Polk County Highway Engineer, Jacob Snyder - Polk County Environmental Specialist/Planning & Zoning Administrator, concerning public land, hunting, gun ranges, etc. and the various issues involving the use and/or restriction of use for public land.

HIGHWAY

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

1. **Mowing Quote – Government Center Lot & Transfer Station**

A motion was made by Commissioner Strandell seconded by Commissioner Holy to award Total Lawn Care, Crookston, MN the mowing quote in the amount of \$182.00 per time for the Government Center Lot & the Transfer Station for 2022-2025.

2. **Polk County Lease/Maple Lake Park Land**

Polk County leases back lots to Sykes Lane SE to residents with front lots along Maple Lake from its property occupied by Polk County Maple Lake Park. (Parcels 74.10003.00, 74.10004.00, 74.10005.00, 74.10006.00, 74.10007.00, 74.10008.00) The leases run from August 6, 2022, to August 6, 2032. A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the 6 leases and have the Polk County Board Chair, Polk County Administrator and the Polk County Attorney sign the leases. (Leases on file in the Administrator's Office)

3. **Bridge Improvement Program Application**

Polk County along with Norman and Clay County's own ½ of a bridge across the Red River of the North. Cass and Traill Counties are the counties in ND. Polk County received 3 quotes to do a Bridge Bundling Application that includes the Nielsville Bridge, with the lowest quote from Widseth at \$15,000.00. A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the quote from Widseth in the amount of \$15,000.00 and have the County Engineer sign the quote.

4. Discussion was held with the Board regarding mowing along county roads and ditches.

HUMAN RESOURCES

Alecia Helms, Human Resources Director came before the Board with matters pertaining to her department:

1. **Request to Fill – (MIS) Management Information Systems Director**

Due to the resignation of the MIS Director a motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize filling the pending MIS Director position vacancy and any subsequent positions that may become vacant in filling this position.

2. Discussion was held with the Board regarding Working Out of Class (WOC) and the mechanics of the policy for departments.

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:

COMMISSIONER WARRANTS

DATED 08/19/2022

APPROVED 08/16/2022

<u>Vendor Name</u>	<u>Amount</u>
Accent Wire Holdings LLC	6,462.33
Acuity Specialty Products Inc	2,223.74
Advanced Weighing Systems	4,500.00
Anders Valley Publishing, LLC	2,082.37
Baldwin Supply Company	6,175.86
Beltrami Industrial Services	3,726.94
Brad's Electric	7,421.28
Christian Brothers Ford Inc	2,947.24
Church & Dwight Co Inc	19,949.83
Code 4 Services Inc	6,793.51
Crookston Fuel Company	12,510.08
D & T Ventures, LLC	3,307.50
Diamond Vogel Paint	59,797.50
DMH Companies	2,059.02
Domson BG Service	2,000.00
DS Solutions Inc	2,757.30
Election Systems & Software Inc	2,541.51
Erskine Echo	5,218.00
Fjerstad Trucking Inc	4,680.00
HN Quality Plumbing Inc	2,023.16
Interstate Power Systems Inc	12,528.06
Kris Engineering	8,581.60
Morris Electronics Inc	34,982.05
Motorola	2,244.06
Northdale Oil Inc	6,526.50
Pemberton Law PLLP	5,520.50
Polk County Highway Department	3,010.34
Polk County Highway Department	18,480.97
Polk County Social Services	3,754.20
Productivity Plus Account	6,611.58
RDO Truck Centers	7,378.54
Regents Of The Univ Of Mn	3,622.80
ReitRock Paving LLC	7,850.00
RJ Zavoral & Sons Inc	28,920.00
Road Machinery and Supplies Co.	4,298.16
Sanders/Richard	3,282.79
Sanofi Pasteur Inc	2,638.27
SeaChange Printing & Marketing	15,252.21
Stantec Consulting Services Inc	43,025.73
The Exponent	3,109.41
The Thirteen Towns LLC	2,432.00
TheraCom LLC	2,558.95
Thompson/Ricky J	2,339.31
Thygeson Construction Co	20,223.00
Titan Machinery	3,564.31
US Bank Voyager Fleet Sys	6,698.41
Wilbur Ellis Co	4,912.52
Wilkens Inc/Lyle	24,141.50
Ziegler Inc	3,579.19
204 Payments less than 2000	86,188.24
Final Total:	537,432.37

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., August 23, 2022.

Joan Lee, Chair

ATTEST:

Sam Melby, Deputy Clerk of the Board
Clerk of the Board