

SEPTEMBER 5, 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., September 5, 2023, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Paul Reese, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Mark Holy. Others present Chuck Whiting, Polk County Administrator and 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 September 5, 2023, Board 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 September 5, 2023, consent item:

1. Approve the August 22, 2023, Board minutes.
2. Approve Auditor Warrants and Electronic Funds Transfers.
3. Approve payment to SeaClean LLC, Crookston, MN in the amount of \$943.00 for window cleaning at the Government Center for the Facilities Management Department.
4. Approve payment to Palmer Masonry & Concrete, Crookston, MN in the amount of \$51,650.00 for retaining wall restoration at the Government Center in the amount of \$51,650.00 for the Facilities Management Department.
5. Approve payment to Johnson Controls Fire Protection LP, Palatine, IL in the amount of \$593.00 for a service call for door sounding alarm for the Facilities Management Department.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Paul Reese brought forth that he attended the following meetings:
 - a. No meetings.
2. Commissioner Warren Strandell brought forth that he attended the following meetings:
 - a. Public Safety Committee meeting.
3. Commissioner Gary Willhite brought forth that he attended the following meetings:
 - a. Crookston School Board meeting.
 - b. Public Safety meeting.
 - c. Visited the Humane Society in Crookston.
 - d. Attended the Minnesota State Fair.
4. Commissioner Lee brought forth that she attended the following meetings:
 - a. Reaching Rural meeting.
 - b. Association of Minnesota Counties Finance meeting.
 - c. Department of Health Performance Council meeting.
 - d. State Community Health Services Advisory Committee Foundation Funding meeting.
 - e. Local Reaching Rural committee meeting.
 - i. Attended social service speaker at the Eagles in East Grand Forks.

5. Commissioner Mark Holy brought forth that he attended the following meetings:
 - a. No meetings.
 - b. A couple of phone calls regarding mowing ditches. Worked with Polk County Highway Engineer, Rich Sanders, on the issues.
 - c. A few phone calls regarding Red Lake Watershed Ditch #16 issues. Contacted Red Lake Watershed to attempt to address the issues.

PUBLIC HEALTH

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

1. **Inter-County Head Start Nurse Consultant and Nutrition Consultant - Renew Service Contracts**

A motion was made by Commissioner Reese seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Inter-County Community Council Head Start Health Consultant and Nutrition Consultant Services Contracts as presented to the Board. (Contracts on file in the Administrator's Office)

2. **Polk County Opioid Settlement Advisory Council Update**

An update along with handouts was given regarding the Polk County Opioid Settlement Advisory Council. (Handouts on file in the Administrator's Office)

3. **Walden University-Service Learning Agreement**

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Walden University-Service Learning Agreement as presented to the Board. (Agreement on file in the Administrator's Office)

4. **Polk-Norman-Mahnomen Environmental Scan**

Discussion along with a handout was presented to the Board regarding the Polk-Norman-Mahnomen Environmental Scan. Conducting this environmental scan provides an opportunity to observe, document, and better understand all or some of the 4 P's: Price, Product, Promotion, and Place. The scan was conducted in May and June of 2023 to better understand the marketing youth in the community are exposed to, as well as the ease of access to products. (Handout on file in the Administrator's Office)

5. **Level 5 Services Agreement**

A motion was made by Commissioner Lee seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the Level 5 Services Agreement as presented to the Board. (Agreement on file in the Administrator's Office).

HIGHWAY

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

1. **B2024-2025 (3) Tandem Axle Diesel Trucks**

A motion was made by Commissioner Holy seconded by Commissioner Reese and adopted by unanimous vote of the Board to allow the Polk County Highway Department to get on list to purchase 2 Westernstar and 1 Mack Tandem Axle Trucks to be delivered in 2025.

AGASSIZ ENVIRONMENTAL LEARNING CENTER

Agassiz Environmental Learning Center Treasurer, Dan Wilkens, and Executive Director, Wayne Goeken, came before the Board with matters pertaining to the Agassiz Environmental Learning Center:

1. Request for County Support

A request for county support was given to the Board.

ADMINISTRATION

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

1. Status of West Central Regional Water District Formation

Discussion along with two maps were presented and discussed with the Board regarding the status of the West Central Regional Water District Formation. The attorney working for the WCRWD will provide each county with a resolution moving the district formation ahead for judicial review. The Polk County Board can expect to consider that resolution later in September or in October 2023. (Maps on file in the Administrator’s Office)

2. 2024 Budget Status

a. Appropriations

The 2024 Appropriations were discussed with the Board.

b. Personnel

2024 Personnel information was discussed with the Board.

c. Preliminary Levy

The 2024 Preliminary Levy was discussed with the Board.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 08/01/2023

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	5,091.09
Great Northern Septic	16,137.00
Innovative Office Solutions LLC	5,287.38
Norman County Public Health	29,721.08
Northdale Oil Inc	21,383.66
Olson & Sons Excavating	10,200.00
Polk County Public Health	101,680.47
Union Lake Sarah Improvement Dist	11,344.32
15 Payments less than 2000	4,276.29
Final Total:	205,121.29

AUDITOR WARRANTS 08/08/2023

<u>Vendor Name</u>	<u>Amount</u>
Anderson Brothers Construction	1,722,684.59
BELTRAMI COUNTY SOLID WASTE	5,031.93
Empire Wholesale LLC	3,422.00
First Community Credit Union	17,578.00
Hardwick P.C./Brian T	2,899.35
Marshall County Coop	5,100.00
Mn State Treasury	7,798.00
Sander Construction Inc	40,000.00
19 Payments less than 2000	9,614.29
Final Total:	1,814,128.16

AUDITOR WARRANTS 08/15/2023

<u>Vendor Name</u>	<u>Amount</u>
AT&T Mobility	2,630.73
Davidson Construction	603,136.19
Eaton Corporation	13,738.73
ENTERPRISE FM TRUST	34,887.55
Fischer Rust, Stock & Rust, PLLC	2,167.50
Gowan Construction Inc	14,840.75
Great Plains Natural Gas Co	4,025.38
Knife River Materials	96,393.98
Kronos SaaShr Inc	3,427.60
Lepier Oil Company Inc	9,600.29
Liberty Business Systems Inc	6,415.18
Northdale Oil Inc	15,472.01
Olson & Sons Excavating	6,800.00
Olson Construction Trf Inc	205,181.95
Ottertail Power Co	39,055.58
Ryans's Backhoe Service LLC	4,189.91
Thomason Swanson & Zahn	2,392.20
Verizon Wireless	3,825.12
22 Payments less than 2000	9,564.19
Final Total:	1,077,744.84

AUDITOR WARRANTS 08/22/2023

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Anderson Brothers Construction	256,105.46
Fosston Municipal Utilities	43,709.39
Hardwick P.C./Brian T	3,391.90
HB Sound & Light, Inc.	7,724.58
Kinetic Leasing	150,350.00
Mn State Treasury	6,537.50
Norman County Public Health	54,317.78
Otis Elevator Company	2,095.20
Polk County	4,834.78
Polk County	92,789.90
Polk County Highway Department	7,653.56
Polk County Public Health	112,023.52
Wild Rice Elec Co- Op Inc	3,646.74
22 Payments less than 2000	12,413.18
Final Total:	760,246.49

AUDITOR WARRANTS 08/29/2023

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	3,568.46
Crookston Water Department	4,578.09
ENTERPRISE FM TRUST	5,530.24
Fertile Oil Company	24,051.34
Gladen Construction Inc	8,265.76
Gordon Construction of Mahnomen Inc	14,771.55
Gowan Construction Inc	3,297.45
Mcmahon Counseling And Consult Svc Ll	8,325.00
Northdale Oil Inc	20,649.68
Olson & Sons Excavating	10,000.00
Ottertail Power Co	5,602.51
The Mahoney Group - Mesa	269,162.85
Thomson Reuters - West	2,732.23
University Of North Dakota	6,377.40
7 Payments less than 2000	3,998.16
Final Total:	390,910.72

MANUAL WARRANTS 07/31/2023

<u>Vendor Name</u>	<u>Amount</u>
U S Bank	323,472.50
Final Total:	323,472.50

MANUAL WARRANTS 08/04/2023

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	192,250.81
Minnesota Revenue	33,629.69
Final Total:	225,880.50

MANUAL WARRANTS 08/18/2023

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	90,852.52
Final Total:	90,852.52

MANUAL WARRANTS 08/18/2023

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,535.13
Final Total:	1,535.13

MANUAL WARRANTS 08/18/2023

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,882.00
Final Total:	1,882.00

MANUAL WARRANTS 08/18/2023

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,954.00
Minnesota Revenue	1,333.23
Mn Dept Of Rev Tax Division	11,864.49
Mn Dept Of Rev Tax Division	79,169.09
Mn Dept Of Revenue	252.00
Mn Dept Of Revenue	25.00
Mn Dept Of Revenue	1,426.00
Final Total:	99,023.81

MANUAL WARRANTS 08/18/2023

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	189,019.83
Minnesota Revenue	32,706.83
Final Total:	221,726.66

MANUAL WARRANTS 08/21/2023

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	195.55
Final Total:	195.55

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., September 19, 2023.

Warren Strandell, Chair

ATTEST

Charles S. Whiting
Deputy Clerk of the Board

September 5, 2023