

SEPTEMBER 20, 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., September 20, 2022, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commission Gerald Jacobson, Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Mark Holy and Charles S. Whiting, Polk County Administrator, Clerk of the Board and Samuel Melbye, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the September 20, 2022, agenda.

CONSENT ITEMS

A motion was made by Commissioner Holy seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the September 20, 2022, consent items:

1. Approve Commissioner Warrants: General Revenue Fund, \$122,769.45; Public Works Fund, \$160,039.07; Public Safety Fund, \$21,666.77; Public Health Fund, \$18,662.09; Forfeited Tax Sale Fund, \$2,605.21; Special Assessments (Ditch) Fund, \$38,601.69; Environmental Services Fund, \$11,804.10; Resource Recovery Fund, \$106,867.06; Landfill Fund, \$102,821.32; Per Diems, \$1,350.00; \$1,725.00; Meal Reimbursements (without overnight lodging), \$62.23 and Sign Audit List.
2. Approve the September 6, 2022, Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$67,751.72 for procurement card purchases.
4. Approve for payment Lost Warrant No. 555625 dated January 25, 2022, issued to Altru Health System in the amount of \$125.00.
5. Approve for payment Lost Warrant No. 548769 dated June 18, 2021, issued to Angel Korynta in the amount of \$156.80.
6. Approve for payment Lost Warrant No. 545085 dated February 19, 2021, issued to Angel Korynta in the amount of \$245.84.
7. Approve for payment Lost Warrant No. 543208 dated December 18, 2020, issued to Angel Korynta in the amount of \$14.95.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended the following meetings:
 - a. Tri-Valley Opportunity Council
2. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Tri-County Community Corrections
3. Commissioner Lee brought forth that she attended the following meetings:
 - a. Polk County Extension
 - b. Monthly Radio Program
 - c. Sand Hill River Watershed One Watershed One Plan
 - d. Regional Solid Waste Advisory Board

- e. Association of Minnesota Counties (AMC)
- 4. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Association of Minnesota Counties (AMC)
 - b. Tri-Valley Opportunity Council
 - c. Polk County Extension
 - d. Polk County Facilities Director Interviews
 - e. City of Crookston Council
- 5. Commissioner Holy brought forth that he attended the following meetings:
 - a. Association of Minnesota Counties (AMC) meeting

COUNTY ATTORNEY

Greg Widseth, Polk County Attorney came before the Board with matters pertaining to his department:

1. MCCC – STI Professional Services Agreement

A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to ratify the Professional Services Agreement between Minnesota Counties Computer Cooperative and Strategic Technologies Incorporated for maintenance and support of MCAPS, which is their case management software as presented to the Board. (Agreement on file in the Administrator’s Office)

2. Clerk Typist Cashier III Replacement Request

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve refilling one Clerk Typist Cashier III position, and any internal subsequent position vacancies occurring because of this action.

SOCIAL SERVICES

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

1. Office Support Specialist Replacement Request

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve refilling one Office Support Specialist position, 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 & Zoning:

1. Resolution (2022-60) Adopt and Implement the Middle Snake Tamarac Rivers Comprehensive Watershed Management Plan

RESOLUTION (2022-60)
Adopt and Implement The Middle Snake Tamarac Rivers
Comprehensive Watershed Management Plan

The following resolution (2022-60) was offered by Commissioner Holy:

WHEREAS, The Polk County (county) has been notified by the Minnesota Board of Water and Soil Resources that the Middle Snake Tamarac Rivers Comprehensive Watershed Management Plan (Plan) has been approved according to Minnesota Statutes §103B.801 and Board Decision #18-14.

WHEREAS, Minnesota Statutes §103B.101, subd. 14 allows a local water management plan developed or amended, approved and adopted, according to chapter 103B to be replaced with a comprehensive watershed management plan but only to the geographic area of the Plan.

NOW THEREFORE BE IT RESOLVED, The county hereby adopts and will begin implementation of the approved Plan for the area of the county identified within the Plan and the Plan replaces the local water management plan for that geographic area of the Plan for the duration of the state approved Plan.

BE IT FURTHER RESOLVED, After the adoption of the Plan, the county shall amend existing water and related land resources plans and official controls as necessary to conform them to Plan.

BE IT FURTHER RESOLVED, After the adoption of the Plan or amendments to the plan, Polk County shall notify local units of government within Polk County. The local units of government are required to submit existing water and related land resources plans and official controls within 90 days to the county for review as per Minnesota Statutes, Section 103B.321.

BE IT FURTHER RESOLVED, That within 180 days, the county shall review the submitted plans and official controls and identify any inconsistencies between the local plans and official controls and the Plan. Polk County shall specify applicable and necessary measures to bring the local plans and official controls into conformance with the Plan.

BE IT FURTHER RESOLVED, If a local unit of government disagrees with any changes to its plan, the local unit has 60 days after receiving the county's recommendations to appeal the recommendations to the Board of Water and Soil Resources.

BE IT FURTHER RESOLVED, After receiving the recommendations of the county, or a resolution of an appeal, a local unit of government has 180 days to initiate revisions to its plan or official controls. The new or revised plans and official controls must be submitted to the county for review and recommendations.

Commissioner Willhite seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Commissioner Strandell, Commissioner Jacobson, Commissioner Willhite, Commissioner Lee, and Commissioner Holy. NAYS: None.

PUBLIC HEALTH

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

1. State of Minnesota Emergency Contract – Vaccine Distribution

Discussion was held with the Board regarding the Contract with the Minnesota Department of Health to partner/co-host a series of indoor public COVID-19 vaccination events at predetermined/agreed upon venues from September to December 2022. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the State of Minnesota Emergency Contract – Vaccine Distribution as presented to the Board. (Contract on file in the Administrator’s Office)

TAXPAYER SERVICE CENTER

Sam Melbye, Property Records Director came before the Board with matters pertaining to his department:

1. eNotice Online Services Agreement – Electronic Delivery of TNT, Tax Statement, & Valuation Notices

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to authorize Samuel W. Melbye, Polk County Property Records Director to enter-into a service contract with The Master’s Touch, LLC. Spokane, WA for eNotice Online Services as presented to the Board. (Contract on file in the Administrator’s Office)

2023 DEPARTMENT BUDGET REVIEWS

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to the 2023 Departmental Budgets:

1. General Overview of Budget Issues

Discussion was held with the Board regarding the 2023 budget.

HIGHWAY

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

1. SAP 060-646-009 Grading between TH 102 and TH 2

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to award SAP 060-646-009 to Davidson Construction in the amount of \$3,013,424.30 and have the County Administrator and County Board Chair sign the contracts. (Handouts available in the Administrator’s Office)

2. Discussion was held with the Board regarding the Nielsville Bridge:

a. Grant Application (80/20 Grant/local funding split)

i. Application included bridge projects near Hendrum & Georgetown

ii. Traill County, ND did not offer support of grant application

3. Review of 2023 Highway Budgets

Discussion was held with the Board regarding the 2023 Highway Department budgets.

VETERANS SERVICES

Kurtis Ellefson, Veterans Services Officer came before the Board with matters pertaining to his department:

1. Review of 2023 Veterans Services Budget

Discussion was held with the Board regarding the 2023 Veterans Services budget.

ENVIRONMENTAL SERVICES

Jon Steiner, Environmental Services Director came before the Board with matters pertaining to his department:

1. Review of 2023 Environmental Services Budgets

Discussion was held with the Board regarding the 2023 Environmental Services budgets.

FACILITIES

Richard Langlois, Facilities Management Director came before the Board with matters pertaining to his department:

1. Review of 2023 Facilities Budget

Discussion was held with the Board regarding the 2023 Facilities budget.

ADMINISTRATION

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

1. Review of 2023 Administration Budgets

Discussion was held with the Board regarding the 2023 Administration budgets.

COMMISSIONER WARRANTS

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

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COMMISSIONER WARRANTS
 DATED 09/23/2022
 APPROVED 09/20/2022

<u>Vendor Name</u>	<u>Amount</u>
Aramark Uniform Services	2,463.99
Auto Value - Crookston	2,158.36
Baldwin Supply Company	5,197.61
Bob's Lawn Care	2,605.21
Boetcher Appraisal	5,000.00
Brad's Electric	6,915.95
Brandner Printing & Office Supplies	3,266.20
Braun Intertec Corp	4,706.30
Central States Wire Products Inc	3,491.20
Church & Dwight Co Inc	42,419.66
Code 4 Services Inc	4,025.45
Crookston Fuel Company	11,817.79
Dale CPA/Gordon	4,350.00
Election Systems & Software Inc	8,913.98
Evenaire Systems Inc	2,162.00
Fjerstad Trucking Inc	4,680.00
GP Excavating LLC	7,910.00
Hagen Construction & Trucking Inc.	2,270.00
Higher Ground	8,150.00
Information Systems Corp	18,981.00
Jet- Way Multiple Services Inc	3,107.50
Jsb Engineered Solutions	8,474.93
K & L Inc	2,752.32
Kennedy Scales	3,168.18
Kimball Midwest	2,551.79
Kris Engineering	67,541.60
LeBlanc/Gregory & Marlene	8,318.55
Little Falls Machine Inc	5,301.93
McNeilus Steel Inc	5,770.88
Millers Building Center	2,099.15
Mn Dept Of Transportation	3,038.71
Northdale Oil Inc	5,105.00
Nuss Truck & Equipment	4,618.04
Palmer Masonry & Concrete LLC	20,082.00
Pemberton Law PLLP	7,154.61
Polk County Highway Department	17,565.03
Proulx Refrigeration	5,530.97
Rinker Materials	2,126.03
Setco	2,278.81
Stantec Consulting Services Inc	64,888.33
Sterling Carpet One	11,012.94
SWARCO REFLEX LLC	12,480.00
Thermaxx LLC	3,037.00
Todd's Tire Service Inc	3,501.70
True North Steel	22,240.10
US Bank Voyager Fleet Sys	6,450.96
Valley Electric Of Crookston LLC	6,153.60
Widseth Smith Nolting & Assoc	9,182.68
Wilbur Ellis Co	3,718.11
Ziegler Inc	7,674.99
224 Payments less than 2000	107,425.62
Final Total:	585,836.76

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., September 21, 2022, for a special meeting.

Joan Lee, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board