

JANUARY 20, 2026
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., January 20, 2026. Members present: Commissioner Paul Reese, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present: Samuel Melbye, Deputy Clerk of the Board. District 5 seat vacant.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the January 20, 2026, agenda.

CONSENT ITEMS

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the January 20, 2026, consent items:

1. Approve January 6, 2026, Board minutes as corrected.
2. Approve Commissioner Warrants: General Revenue Fund, \$58,190.40; Public Works Fund, \$79,832.33; Public Safety Fund, \$166,125.93; Public Health Fund, \$26,926.12; Opioid Settlement, \$6,467.79; Spec Assmnts (Ditch) Fund, \$101,440.35; Environmental Services Fund, \$10,166.13; Solid Waste, \$79,969.32; Landfill Fund, \$30,627.76; Per Diems, \$1,950.00; Meal Reimbursements (without over-night lodging), \$132.89; and Sign Audit List.
3. Approve payment to US Bank, St. Louis, MO, in the amount of \$107,416.41 for procurement card purchases.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Reese brought forth that he attended the following meetings:
 - a. Tri-Valley Opportunity Council meeting.
 - b. Lake Agassiz Regional Library meeting.
 - c. Received some calls from residents regarding land surveying questions in Lengby and Columbia Township.
2. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Tri-County Corrections meeting.
 - b. Radio Board meeting.
 - c. East Grand Forks Inter-Government meeting.
 - d. Pine to Prairie Drug and Violent Crime Task Force meeting.
3. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Tri-County Corrections meeting.
 - b. Tri-Valley Opportunity Council meeting.
4. Commissioner Lee brought forth that she attended the following meetings:
 - a. Two Long Term Services and Support meetings.
 - b. State Community Health Services Advisory Committee Membership meeting.
 - c. State Community Health Services Advisory Committee Executive Board meeting.
 - d. Monthly Radio Program

- e. Toured Center for Hope recovery facility.
- f. Minnesota African American Family Preservation and Child Welfare Disproportionality Act Case Review Subcommittee meeting.
- g. Minnesota African American Family Preservation and Child Welfare Disproportionality Act Work Force Subcommittee meeting.
- h. East Polk County Soil and Water Conservation District meeting.
- i. Pine and Prairie Drug and Violent Crimes Task Force meeting.
- j. East Grand Forks Inter-Government meeting.
- k. Discussed changing the special board meeting scheduled for September 16, 2026, due to the Policy Committee meeting that is being held in Bemidji, MN on the same day. A motion was made by Commissioner Reese seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve adding Changing the Date of the Special Board Meeting Scheduled for September 16, 2026, to the January 20, 2026, Board agenda. A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to change the date of the special board meeting scheduled for September 16, 2026, to September 14, 2026.

HIGHWAY

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

1. Angus/Liberty Township Land Leases

A motion was made by Commissioner Reese seconded by Commissioner Strandell and adopted by unanimous vote of the Board to allow the Polk County Board Chair, County Administrator, and County Attorney to sign the agreements for both Angus and Liberty Township lands leases.

SHERIFF

James Tadman, Polk County Sheriff, came before the Board with matters pertaining to his department:

1. Monthly Sheriff's Report

The December 2025 Monthly Sheriff's Report was discussed and presented to the Board. (Report on file in the Administrator's Office)

2. 2025 Calls for Service Highlights

Highlighted Calls for Service in 2025 were discussed with the Board.

3. Fifth Amended and Restated Joint Powers Agreement for the Pine to Prairie Drug and Violent Crimes Task Force

A motion was made by Commissioner Strandell seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the Chair of the Polk County Board of Commissioners to sign the Fifth Amended and Restated Joint Powers Agreement for the Pine to Prairie Drug and Violent Crime Task Force.

SOCIAL SERVICES

Victoria Ramirez, Social Services Manager, on behalf of Karen Warmack, Social Services Director, came before the Board with matters pertaining to Karen's department:

1. Tri-Valley Opportunity Council Transportation Contract

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the Transportation Contract with Tri-Valley Opportunity Council for the period of January 1, 2026, through June 30, 2026.

PUBLIC HEALTH

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

1. Opioid Settlement Funds Contracts

a. Riverview Recovery Center

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Polk County Opioid Settlement fund contract with Riverview Recovery Center for \$50,000.00.

b. Care and Share of Crookston, Inc.

A motion was made by Commissioner Strandell seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the Polk County Opioid Settlement fund contract with Care and Share of Crookston, Inc. for \$60,000.00.

2. 2026 Polk County Opioid Settlement Advisory Council Appointments

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Polk County Opioid Settlement Advisory Council Appointments as presented. (List available in Administrator’s Office)

3. Restated Professional Services Agreement with Altru Health Systems

A motion was made by Commissioner Reese seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the restated Professional Services Agreement with Altru Health System for Medical Consultation Services.

4. Advertise and Hire Emergency Preparedness and Response Coordinator

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the advertisement and hiring of one Emergency Preparedness and Response Coordinator, and any subsequent vacancies, within Polk County Public Health.

MANAGEMENT INFORMATION SYSTEMS

Levi Webster, MIS Director, came before the Board with matters pertaining to his department:

1. Microsoft Licensing Agreement Renewal

A motion was made by Commissioner Strandell seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the 3-year Microsoft contract and the 2026 annual Microsoft Licensing totaling \$192,300.65.

PROPERTY RECORDS

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

1. 2026 General Special Election Canvassing Date

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve setting the date to canvass the ballots for the

2026 General Special Election on Wednesday, February 11, 2026, at 1:00 pm in the Polk County Board Room.

COMMISSIONER WARRANTS

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

**COMMISSIONER WARRANTS
DATED 01/23/2026
APPROVED 01/20/2026**

<u>Vendor Name</u>	<u>Amount</u>
Advanced Tire & Auto Service	7,031.45
Agassiz Septic & Roll Off Services	2,111.72
Alluma Inc	2,135.90
Applied Concepts Inc	13,852.50
Association of Mn Counties	31,624.00
AT-Scene LLC	9,514.00
Auto Value - Crookston	2,740.76
Brandner Printing & Office Supplies	2,970.97
Brost Chevrolet	3,822.40
Burggrafs Ace Hardware	2,495.37
Care & Share	2,608.98
Church & Dwight Co Inc	26,679.45
CNH Industrial Accounts	3,205.48
Code 4 Services Inc	46,966.35
Crookston Fuel Company	4,088.25
Dakota Wholesale Tire	4,199.16
Election Systems & Software Inc	5,391.50
Far-Moor Acoustics & Floors LLC	4,979.00
Galls LLC	7,687.42
GF-Bergstrom Electric Inc	3,167.25
H2Over Viewers LLC	101,440.35
Hennen Equipment Inc	2,886.19
In Progress	2,000.00
Jemco Incorporated	11,408.58
Kimball Midwest	2,038.31
Kurita America Inc	9,911.26
Level 5 Services	4,269.00
Little Falls Machine Inc	8,340.17
Marshall County Highway Dept	5,680.00
Metler-Toledo	4,211.00
Minnesota Sheriffs' Association	9,785.79
Motorola Solutions Connectivity Inc	2,660.00
MPCA	3,600.00
Napa Crookston Welding	2,353.11
Northdale Oil Inc	3,661.80
OK Tire Store - Fargo	4,953.64
POMPS Tire Service Inc	5,770.62
Premier Signs LLC	6,809.00
RJ Zavoral & Sons Inc	4,635.00
RTVision Inc	5,000.00
Schulz Carpeting	6,294.00
SeaChange Printing & Marketing	2,708.96

Stantec Consulting Services Inc	4,440.35
Stone's Mobile Radio Inc	15,750.00
Streicher's	3,657.00
Timeclock Plus LLC	2,184.00
Titan Machinery	22,545.20
Total Response	13,821.85
UpNorth Engineering LLC	4,647.50
Vanguard Appraisals Inc	3,720.00
Vestis	2,846.39
Widseth Smith Nolting & Assoc	8,900.07
Winger City	3,037.50
Ziegler Inc	10,584.16
151 Payments less than 2000	65,923.42
Final Total:	559,746.13

With no further business, the Board adjourned to reconvene at 8:00 o'clock a.m., February 3, 2026.

Joan Lee, Vice Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

January 20, 2026