

**JULY 7, 2020**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., July 7, 2020 at Environmental Services, 320 Ingersoll Avenue, Crookston, MN. Members present: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee and Commissioner Don Diedrich and Charles S. Whiting, County Administrator, Clerk of the Board. Other present: Michelle Cote, Deputy Clerk of the Board.

**REVISED AGENDA**

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the July 7, 2020 agenda adding Bob Kovar with County Road 62 concerns.

**CONSENT AGENDA**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the July 7, 2020 consent agenda:

1. Approve Auditor Warrants.

Commission Lee joined the meeting at 8:14 a.m.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Jacobson brought forth that he received calls of concern regarding Maple Lake Park East Shore new parking.
2. Commissioner Strandell brought forth discussion regarding the death of Joe Bouvette, Kittson County Commissioner. Mr. Bouvette was the Chair of the Northwest Regional Development Commission. Discussion was brought forth regarding Tri-County Community Corrections and an inmate testing positive for COVID-19.
3. Commissioner Willhite brought forth that he participated at Valley Talk at KROX Radio. He also participated in a Polk County Planning Commission meeting.
4. Commissioner Lee brought forth that she participated in a Red Lake Corridor meeting where grants were the focus. She also participated in a Polk County Personnel Committee meeting. Discussion was brought forth regarding calls of concerns of an area near Cross Lake where a beaver dam was removed.
5. Commissioner Diedrich brought forth that he attended no meetings since the prior Board meeting.

**PLANNING AND ZONING**

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

**1. Resolution (2020-59) Conditional Use Permit For Curtis Block For A Self-Storage Unit Building**

Resolution (2020-59) was offered by Commissioner Jacobson seconded by Commissioner Lee and adopted upon the following vote: YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None. (See Resolution (2020-59) on file in

the Administrator's Office.)

**2. Resolution (2020-60) Conditional Use Permit For Brian LaPlante "Back When Foods, Inc." For Operation Of A Commercial Bakery**

Resolution (2020-60) was offered by Commissioner Strandell seconded by Commissioner Diedrich and adopted upon the following vote: YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None. (See Resolution (2020-60) on file in the Administrator's Office.)

**PUBLIC HEALTH**

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

**1. School Health Services Agreements – Fisher, Climax-Shelly and Win-E-Mac**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the School Health Services Agreements with Fisher, Climax-Shelly and Win-E-Mac to provide a licensed school nurse as presented to the Board. (Agreements on file in the Administrator's Office)

**2. School Health Services Agreement Cathedral and Our Savior's – Crookston Public Schools**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the School Health Services Agreement with Crookston Public Schools to provide a licensed school nurse for the parochial schools of Cathedral and Our Savior's – Crookston Public Schools. (Agreement on file in the Administrator's Office)

**REVISED AGENDA**

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to revise the July 7, 2020 agenda by adding No. 6 under Highway regarding a reimbursement to the Maple Lake Campground host Roxanne Bechhold.

**HIGHWAY**

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

**1. SP 060-596-003 CR 210 From CSAH 37 To TH 2**

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to award SP 060-596-003 to Asphalt, LLC, Newfolden, MN in the amount of \$1,445,891.00 and have the Chair and Administrator sign the contracts.

**2. Survey Equipment Upgrade**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to purchase upgraded survey equipment for the Polk County Highway Department from Frontier Precision, Inc., Waite Park, MN in the amount of \$7,839.20.

**3. Replace Maintenance Man II Position**

Due to a resignation a motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to allow the Polk County Highway Department to fill the Maintenance Man II position and authorize Human Resources to advertise for this position.

**4. Resolution (2020-61) Retirement Of William Pahlen – Highway Department**

**Retirement Of William Pahlen – Highway Department**  
**RESOLUTION (2020-61)**

The following resolution (2020-61) was offered by Commissioner Diedrich:

WHEREAS, William Pahlen will officially retire as Maintenance Man of the Polk County Highway Department, effective August 3<sup>rd</sup>, 2020, and

WHEREAS, William has faithfully and diligently served the residents of Polk County for the past 13 years.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners does hereby accept the retirement of William Pahlen from the Polk County Highway Department with regret, and

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners wishes to extend a hearty thank you for a job well done, and

BE FURTHER RESOLVED, That the Polk County Board of Commissioners want to extend to you best wishes for a long, active and enjoyable retirement.

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

**5. 2021 Budget – Wheelage and Local Option Sales Tax**

Discussion was held with the Board regarding the 2021 Budget - Wheelage and Local Option Sales Tax. The Local Option Transportation Funding in Minnesota handout was also presented and discussed with the Board. (Handout on file in the Administrator's Office)

**6. \*Campground Host Reimbursement**

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the payment to Roxanne Bechhold for campsite reimbursement in the amount of \$1,928.25.

**CITIZEN CONCERNS**

Bob Kovar, East Grand Forks, MN appeared before the Board with concerns regarding County Road 62. His concerns were focused on the condition of the road and the safety of people traveling it after every rain.

**ENVIRONMENTAL SERVICES**

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

**1. CY 2020 Hauler License**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2020 Polk County Haulers License application for R J Zavoral & Sons, East Grand Forks, MN.

**1. CY 2021 Solid Waste Fee Assessment Schedule**

Continuation of discussion from the June 16 and June 23, 2020 Board meetings regarding the Assessment Schedule was held with the Board. The CY 2021 Solid Waste Fee Assessment Schedule and the Proposed CY 2021 Solid Waste Assessment Schedule were presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the CY 2021 Solid Waste Fee Assessment Schedule as presented, with the exception of using the \$140.00 household rate in lieu of the \$150.00 household rate shown. (Handouts 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. Contract With Department Of Employment And Economic Development**

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the language changes in the contract with the Department of Employment and Economic Development in the amount not to exceed \$679,633.00 for the MFIP/DWP Program as presented to the Board. The contract period is effective through December 31, 2020. (Contract on file in the Administrator's Office)

**PROPERTY RECORDS**

Michelle Cote, Property Records Director came before the Board with matters pertaining to her department:

**1. Abatement Request(s)**

Discussion was held with the Board regarding application for abatement of property tax that has been received from the following:

WOK Inc., dba Happy Joes Pizza and Ice Cream Parlor requesting a non-specific reduction of taxes on Parcel No. 82.00140.00 and Miller Partnership/IC Muggs Owner requesting a reduction of 25% of the 2020 taxes, 25% of the tax and the solid waste fee is \$2,224.00. Parcel No. 82.02685.00 (This parcel also includes the Best Buy Liquor Off-Sale). A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to deny the afore mentioned application of abatement of property taxes.

**2. 2020 Primary And General Election Canvassing Dates**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to move the date of the 2020 Primary Election to Friday August 14, 2020 at 1:00 p.m.

**3. Workstation Expenditure Request**

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the quote from Innovative, Bemidji, MN in the amount of \$9,253.17 for three workstations in the Tax Payer Service Center to be paid from the Recorder's Compliance Fund.

**ADMINISTRATION**

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

**1. NACo 2020 Voting Credentials/Delegate**

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to assign Richard Sanders, Polk County Highway Engineer as Polk County’s designated delegate for the NACo 2020 Voting Credentials.

**2. Review Of CARES Act – Coronavirus Relief Fund**

The CARES Act – Coronavirus Relief Fund was discussed with the Board.

**3. Tentative Agreement With AFSCME Social Workers Unit**

The tentative agreement with AFSCME Social Workers Unit was discussed with the Board. A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the tentative agreement with AFSCME Social Workers Unit as presented.

**4. 2021 Budget Status**

**a. Preliminary Board Budget**

The preliminary Board budget was discussed with the Board.

**AUDITOR WARRANTS**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the following Auditor Warrants for payment:

AUDITOR WARRANTS 06/02/2020

<u>Vendor Name</u>	<u>Amount</u>
Eaton Corporation	12,709.31
Hewlett Packard Financial Services Co	53,211.32
Knife River Materials	1,795,649.58
Mn State Treasury	6,629.50
Norman County Public Health	40,531.01
Northdale Oil Inc	11,098.37
Polk County Public Health	52,335.62
19 Payments less than 2000	6,783.65
<b>Final Total:</b>	<b>1,978,948.36</b>

AUDITOR WARRANTS 06/9/2020

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Cole Papers Inc	2,215.76
Fertile Oil Company	15,476.00
Great Plains Natural Gas Co	5,386.97
GreatAmerica Financial Services	9,825.32
Halstad Telephone Co	9,543.70
Lepier Oil Company Inc	4,461.89
Northland Comm & Tech College	2,500.00
Reserve Account	10,000.00
Streamworks LLC	4,330.00
University Of North Dakota	6,250.28
31 Payments less than 2000	18,670.83
<b>Final Total:</b>	<b>91,313.75</b>

AUDITOR WARRANTS 06/16/2020

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	2,135.64
Cardmember Service	2,956.79
Cole Papers Inc	10,386.65
ENTERPRISE FM TRUST	6,922.76
Fleet Services	3,185.83
Fosston Municipal Utilities	42,149.04
Garden Valley Technologies	2,712.26
HP INC	2,441.21
Lenes Sand & Gravel Inc	35,659.17
Norman County Public Health	7,974.55
Northside Express	5,321.55
Ottertail Power Co	23,846.18
Polk County Highway Department	4,958.03
Polk County Public Health	55,621.21
Reynolds Harbott Knutson & Larson PLLP	4,105.50
Verizon Wireless	4,807.18
25 Payments less than 2000	8,878.34
<b>Final Total:</b>	<b>224,061.89</b>

AUDITOR WARRANTS 06/22/2020

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	64,591.08
Angus Township Treasurer	22,315.61
Badger Township	26,372.07
Belgium Township Treasurer	34,526.24
Beltrami City Clerk- Treasurer	30,051.59
Brandsvold Township Treasurer	37,273.56
Brandt Township Treasurer	27,587.96
Brislet Township Treasurer	24,236.87
Bygland Township	33,008.90
Chester Township Treasurer	7,683.58
Climax City Treasurer	42,178.16
Columbia Township Treasurer	45,387.50
County Emergency Medical Serv.	118,195.80
Crookston Area Ambulance Inc	86,752.92
Crookston City	1,430,207.30
Crookston Township Treasurer	51,684.89
East Grand Forks City	2,831,982.03
Eden Township Treasurer	44,379.33
Erskine City Clerk- Treasurer	93,818.22
Esther Township Treasurer	36,882.59
Euclid Township Treasurer	50,850.32
Fairfax Township Treasurer	42,363.43
Fanny Township Treasurer	48,280.37
Farley Township Treasurer	35,608.00
Fertile City	128,201.22
First Care Medical Services	57,642.46
Fisher City	118,443.00
Fisher Township Treasurer	34,362.61
Fosston City	364,613.77
Garden Township Treasurer	34,938.90
Garfield Township Treasurer	50,305.74
Gentilly Township Treasurer	19,831.75
Godfrey Township Treasurer	77,733.58
Grand Forks Township Treasurer	26,778.47
Grove Park Tilden Township	36,095.97
Gully City	14,304.42
Gully Township Treasurer	55,871.07
Hammond Township Treasurer	32,955.12
Helgeland Township Treasurer	22,525.88
Higdem Township Treasurer	42,872.54
Hill River Township Treasurer	29,876.63
Hubbard Township Treasurer	33,652.17

Huntsville Township Treasurer	77,597.03
Johnson Township	34,619.17
Kertsonville Township Treas	10,357.77
Keystone Township Treasurer	34,726.67
King Township Treasurer	24,903.66
Knute Township Treasurer	48,085.89
Lengby City	7,078.00
Lessor Township Treasurer	29,530.11
Liberty Township Treasurer	37,738.07
Lowell Township Treasurer	55,141.23
Maple Lake Imprvmnt District	31,457.27
Marshall Polk Rural Water Sys	43,430.70
Mcintosh City	149,898.27
Mentor City	26,407.77
Middle- Snake- Tamarac Rivers Wtrshd Di	352,716.83
Nesbit Township Treasurer	31,992.37
Nielsville City	20,613.64
Northland Township Treasurer	34,146.37
NW Regional Development Comm	59,447.14
NWMN HRA	110,381.31
Onstad Township Treasurer	12,701.00
Parnell Township Treasurer	27,004.47
Queen Township Treasurer	39,292.68
Red Lake Watershed District	868,472.30
Reis Township Treasurer	19,047.09
Rhinehart Township Treasurer	36,761.58
Roome Township Treasurer	33,525.42
Rosebud Township Treasurer	37,781.20
Russia Township Treasurer	101,977.66
Sand Hill River W S District	340,569.20
Sandsville Township Treasurer	40,238.28
Scandia Township Treasurer	18,895.08
Sletten Township Treasurer	41,877.57
Sullivan Township Treasurer	38,510.21
Tabor Township Treasurer	42,539.19
Trail City Treasurer	7,096.70
Tynsid Township Treasurer	12,195.78
Union Lake Sarah Improvement Dist	6,357.69
Vineland Township Treasurer	37,680.56
Wild Rice Watershed Dist Treas	16,813.98
Winger City Clerk Treasurer	50,520.77
Winger Township Treasurer	30,518.61
Woodside Township Treasurer	113,566.76
2 Payments less than 2000	749.38
<b>Final Total:</b>	<b>9,642,186.05</b>

AUDITOR WARRANTS 06/23/2020

<u>Vendor Name</u>	<u>Amount</u>
Becker County Human Services	46,328.05
Clay County Public Health	18,744.56
Crookston Water Department	2,401.91
ENTERPRISE FM TRUST	12,745.47
Forklifts Of Minnesota Inc	23,275.00
Fosston Municipal Utilities	2,446.55
GreatAmerica Financial Services	9,825.32
Knife River Materials	168,471.44
Kronos SaaShr Inc	3,540.51
MCCC	54,275.00
Nardini Fire Equip Co Inc	4,331.00
Norman County Public Health	43,107.69
Ottertail Public Health	48,388.72
Outlet Recreation.Com	27,204.00
Polk County Administrator	2,101.45
Polk County Environmental Services	5,368.60
Polk County Public Health	37,802.24
Red Lake County Treasurer	4,870.31
Regents Of The Univ Of Mn	33,320.19
16 Payments less than 2000	7,195.76
<b>Final Total:</b>	<b>555,743.77</b>

**AUDITOR WARRANTS 06/30/2020**

<u>Vendor Name</u>	<u>Amount</u>
Cole Papers Inc	2,054.68
Knife River Materials	703,383.33
Lenes Sand & Gravel Inc	7,609.20
Norman County Public Health	2,743.00
Ottertail Power Co	2,550.30
Polk County	75,635.90
Polk County Public Health	7,326.23
Pro Sweep Inc	5,885.25
Town Square General LLC	6,102.00
12 Payments less than 2000	6,606.62
<b>Final Total:</b>	<b>819,896.51</b>

**MANUAL WARRANTS 05/29/2020**

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	162,108.67
Minnesota Revenue	27,641.86
<b>Final Total:</b>	<b>189,750.53</b>

**MANUAL WARRANTS 06/01/2020**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	913.47
<b>Final Total:</b>	<b>913.47</b>

**MANUAL WARRANTS 06/08/2020**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	794.68
Final Total:	794.68
MANUAL WARRANTS 06/12/2020	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	165,797.10
Minnesota Revenue	28,800.34
Final Total:	194,597.44
MANUAL WARRANTS 06/12/2020	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	1,995,768.23
Final Total:	1,995,768.23
MANUAL WARRANTS 06/15/2020	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,003.87
Final Total:	2,003.87
MANUAL WARRANTS 06/17/2020	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	130,417.59
Final Total:	130,417.59
MANUAL WARRANTS 06/22/2020	
<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	257,109.50
Final Total:	257,109.50
MANUAL WARRANTS 06/22/2020	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,544.00
Minnesota Revenue	742.43
Mn Dept Of Rev Tax Division	105,082.27
Mn Dept Of Revenue	374.00
Mn Dept Of Revenue	4,070.00
Final Total:	114,812.70
MANUAL WARRANTS 06/22/2020	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,568.00
Final Total:	1,568.00
MANUAL WARRANTS 06/22/2020	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,000.17
Final Total:	3,000.17
MANUAL WARRANTS 06/26/2020	

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	164,625.70
Minnesota Revenue	28,289.24
<b>Final Total:</b>	<b>192,914.94</b>
<b>MANUAL WARRANTS 06/26/2020</b>	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	102,820.00
<b>Final Total:</b>	<b>102,820.00</b>
<b>MANUAL WARRANTS 06/26/2020</b>	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	316.55
<b>Final Total:</b>	<b>316.55</b>

With no further business, the Board adjourned to reconvene at 9:30 a.m., July 21, 2020.

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Gary Willhite, Chair

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Charles S. Whiting, Polk County Administrator  
Clerk of the Board