

JULY 19, 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., July 19, 2022, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Gerald Jacobson, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Sam Melbye, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the July 19, 2022, agenda.

CONSENT ITEMS

A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the July 19, 2022, consent items:

1. Approve Commissioner Warrants and Sign Audit List.
2. Approve payment to US Bank, St. Louis, MO in the amount of \$115,815.30 for procurement card purchases.
3. Approve Satisfaction of Mortgage for James L. & Mary Jo Wallace dated February 22, 2001, Recorded July 9, 2001, as Document No. 585335.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Tri-County Community Corrections
 - b. Northwest Regional Development Commission
 - c. Radio Board
 - d. East Grand Forks/Grand Forks Joint Bridge
2. Commissioner Lee brought forth that she attended the following meetings:
 - a. Polk-Norman-Mahnomen Community Health Board
 - b. Union Lake Sarah Improvement District
 - c. Monthly Radio Appearance
 - d. Attended the Polk County Fair
3. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Mediation with the Polk County Sergeants
 - b. Building Committee
 - c. City of Crookston Council
 - d. Polk-Norman-Mahnomen Community Health Board
 - e. Attended the Polk County Fair
4. Commissioner Jacobson brought forth that he attended the following meetings:
 - a. Met with a taxpayer from Maple Lake regarding an easement regarding his beachside property. He will be meeting with Polk County Engineer, Richard Sanders, regarding the easement
5. Commissioner Holy brought forth that he attended the following meetings:
 - a. East Grand Forks/Grand Forks Joint meeting regarding bridges
 - b. Middle-Snake-Tamarac Rivers Watershed

Commissioner Jacobson stepped away from the meeting at this time.

SANDHILL RIVER WATERSHED DISTRICT

April Swenby, Sandhill River Watershed District came before the Board with matters pertaining to the Watershed:

1. Resolution (2022-52) Approving 2022 General Tax Levy Petition #1 Sand Hill River Watershed District

RESOLUTION (2022-52)
Approving 2022 General Tax Levy Petition #1
Sand Hill River Watershed District

The following resolution (2022-52) was offered by Commissioner Willhite:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby petitions for a one-year (2023) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value (\$105,266.92) to pay the costs attributable to the basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds for the costs associated with the water management (technical assistance, construction, maintenance, beaver control, building upgrades, and information services related to specific projects within the Sand Hill River Watershed District.

NOW THEREFORE BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2023, as will discuss at their, annual budget hearing.

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

2. Resolution (2022-53) Approving 2023 General Tax Levy Petition #2 Sand Hill River Watershed District

RESOLUTION (2022-53)
Approving 2022 General Tax Levy Petition #2
Sand Hill River Watershed District

The following resolution (2022-53) was offered by Commissioner Strandell:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby petitions for a one-year (2023) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value (\$105,266.92) to pay the costs attributable to the

basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds for a variety of water quality and erosion efforts that may include examples such as River Cleanup efforts, clean water fund projects such as sediment basins, targeted watershed grants/efforts, and rock riffles, and Erosion Control projects.

NOW THEREFORE BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2023, as will be discussed at their annual budget hearing.

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

3. Resolution (2022-54) Approving 2022 General Tax Levy Petition #3 Sand Hill River Watershed District

RESOLUTION (2022-54)
Approving 2022 General Tax Levy Petition #3
Sand Hill River Watershed District

The following resolution (2022-54) was offered by Commissioner Holy:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby petitions for a one-year (2023) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value (\$105,266.92) to pay the costs attributable to the basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds continuing efforts related to watershed studies, education and agency support which includes examples such as: The Red River Basin (produce studies that provide a unified voice for water quality, water supply and water quantity), International Water Institute (create and provide research/services/programs such as LiDar, alternative measures for viewing, River of Dreams program, and the Riverwatch Program), cost sharing for monitoring rivers and lakes, One Watershed One Plan, LiDAR, TMDL studies, and stream gauging for the various gages in the Sand Hill River Watershed District.

NOW THEREFORE BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2023, as will be discussed at their annual budget hearing.

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

Commissioner Jacobson returned to meeting and did not vote on above resolutions.

4. Sand Hill River Watershed District 2022 Annual Report

Discussion along with the 2022 Sand Hill River Watershed District Reports was presented to the Board. (Report 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. 2023 Budget – Wheelage and Local Option Sales Tax

Discussion along with handouts pertaining to the Wheelage & Local Option Sales Tax was presented to the Board. (Handouts on file in the Administrator's Office)

2. County Ditch 140 Maintenance Request

A motion was made by Commissioner Jacobson and seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the survey and cleaning of County Ditch 140 in Sections 3, 10, & 15 in Kertsonville Township naming Polk County Engineer, Richard Sanders, as engineer for the project.

PLANNING AND ZONING

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

1. Award Grants for Income-based Septic System Fix-up Program

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to award the Income-base Septic System Fix-up Program Grant to Kenneth Lomen and to award the bid for installation to Dick's Backhoe, Wade Delage L#2495, for \$14,500.00.

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to award the Income-base Septic System Fix-up Program Grant to Cole & Tara Jenkins and to award the bid for installation to Olson and Sons Excavating, Tim Olson L#1620, for \$14,500.00.

A motion was made by Commissioner Holy and seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the Income-Base Septic System Fix-up Program Grant to Richard Monson and to award the bid for installation to Great Northern Septic, Brandon Maygra L#4100, for \$12,600.00.

2. American Relief Plan Funding for Existing SSTS Fix-Up

A motion was made by Commissioner Willhite and seconded by Commissioner Holy and adopted by unanimous vote of the Board to award an ARP Fix-Up Grant to Cynthia and Jonathan Lecy to cover 50% of the system cost (\$8,298.00) and to award the bid for installation to Ryan's Backhoe Service, Ryan Sherman L#3371, for \$16,596.00.

A motion was made by Commissioner Strandell and seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award an ARP Fix-Up Grant to Mackenzie Best to cover 50% of the system cost (\$5,521.00) and to award the bid for installation to Ryan's Backhoe Service, Ryan Sherman L#3371, for \$11,042.00.

The Fertile shooting range – meeting coming up on 7/22/22 – update will be given at next County Board Meeting 7/26/22. CUP enforcement issue.

HUMAN RESOURCES

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

1. Review of County Hiring Practices and Issues

Hiring practices and issues were discussed with the Board.

SOCIAL SERVICES

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

1. Case Aide Replacement Request

A motion was made by Commissioner Willhite seconded Commissioner Holy and adopted by unanimous vote of the Board to approve refilling a Case Aide position and any subsequent vacancies.

COUNTY ATTORNEY

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

1. Approve & Sign the CJDN Joint Powers Agreement

The CJDN Joint Powers Agreement was signed by the Chair of the Board and approved in the below resolution.

2. Resolution (2022-51) State of MN Joint Powers Agreements With The County Of Polk On Behalf Of Its County Attorney & Sheriff

RESOLUTION (2022-51)

Approving State Of Minnesota Joint Powers Agreements With The County Of Polk On Behalf Of Its County Attorney & Sheriff

The following resolution (2022-51) was offered by Commissioner Holy:

WHEREAS, The County of Polk on behalf of its County Attorney and Sheriff desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

NOW THEREFORE BE IT RESOLVED, By the County Board of Polk, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal

Apprehension, and the County of Polk on behalf of its County Attorney and Sheriff are hereby approved.

2. That the Polk County Sheriff, James Tadman, or his or her successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. That the Polk County Attorney, Greg Widseth, or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
4. That Joan Lee, the Chair of the County of Polk Board of Commissioner, and Charles Whiting, the Polk County Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

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

TAXPAYER SERVICE CENTER

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

1. Appointment of Statutory Offices

A motion was made by Commissioner Jacobson & seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the appointment of Samuel W. Melbye as the Polk County Auditor-Treasurer, the Polk County Recorder, and the Commissioner of Public Safety Appointment as the Deputy Registrar #008.

2. Appointment of Election Judges

A motion was made by Commissioner Strandell and seconded by Commissioner Holy and adopted by unanimous vote to appoint the list of persons as presented as Election Judges for the 2022 Election(s) to be utilized in Testing, Validating, Tabulation, Technical Support and Absentee/Mail Ballot Board.

ADMINISTRATION

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

1. American Rescue Plan Agreements

a. City of Crookston – Centralized Wastewater Collection & Conveyance

A motion was made by Commissioner Willhite and seconded by Commissioner Holy and adopted by unanimous vote to approve the agreement with the City of Crookston in the amount of \$137,217.70 of County ARPA funds to cover the cost of construction and install of sewer infrastructure in the City.

b. Polk County Fair Association – Various Fair Grounds Improvements

A motion was made by Commissioner Jacobson and seconded by Commissioner Strandell and adopted by unanimous vote to approve the agreement with the Polk County Fair Association in the amount of \$152,759 of County ARPA funds for a variety of Fair Grounds improvements, including upgrades to the grandstand, the horse barn, the Varnes church steeple, the Concordia restrooms and the 4-H East Stand deck.

c. City of McIntosh – Pandemic Related Revenue Losses at Poplar Meadows

A motion was made by Commissioner Willhite and seconded by Commissioner Lee and adopted by unanimous vote to approve the agreement with the City of McIntosh in the amount of \$248,576.75 of County ARPA funds for pandemic related revenue losses, unpaid rent or leases for living units in the complex, at the City owned Poplar Meadows assisted living complex.

2. Update on Government Center Foundation Drainage Project

An update was given to the Board regarding the Government Center Foundation Drainage Project.

3. 2023 Budget Status

The 2023 budget status was discussed with the Board.

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS

DATED 07/22/2022

APPROVED 07/19/2022

(See Next Page)

<u>Vendor Name</u>	<u>Amount</u>
American Solutions For Business	21,592.60
Aramark Uniform Services	2,257.64
Auto Value - Crookston	2,311.80
Baldwin Supply Company	7,415.09
Bearings and More of Wadena	2,391.28
Brad's Electric	3,350.85
Brault Construction LLC	3,531.17
Brost Chevrolet Inc	4,427.18
Burns & McDonnell Engineering Co Inc	4,500.00
CherryRoad Media	6,960.00
Church & Dwight Co Inc	39,691.06
Crookston Fuel Company	16,609.28
Environmental Sentry Protection LLC	4,455.00
EPG Companies Inc	2,257.91
Falls Electric Inc	2,771.91
Fjerstad Trucking Inc	6,240.00
Gowan Construction Inc	31,416.00
Grove Mechanical Inc	2,034.00
Handyman's Inc	2,366.00
ICON Architectural Group	5,427.60
John Deere Financial	3,500.59
Johnson Controls Fire Protection LP	6,350.22
K & L Inc	3,628.20
Kiecker Coatings	4,000.00
Kiesler Police Supply	4,003.60
Kimball Midwest	2,557.05
Kurita America Inc	6,769.75
LSQ Funding Group LC	3,410.92
Lunseth Plumbing & Heating Co	7,257.22
Mn Dept Of Transportation	2,618.85
MnCCC Lockbox	7,113.29
Northdale Oil Inc	6,323.28
Northern Propane	5,761.33
Northland Comm & Tech College	4,000.00
Nuss Truck & Equipment	2,202.45
Nutrien Ag Solutions Inc	5,355.00
Olson/Jennifer	10,073.70
Parenting Resource Center Inc	14,000.00
Pemberton Law PLLP	6,981.95
Polk County	2,247.07
Polk County Highway Department	10,194.97
Productivity Plus Account	5,038.30
Regents Of The Univ Of Mn	2,698.94
ReitRock Paving LLC	7,000.00
Road Machinery and Supplies Co.	2,212.57
Sampletech	10,900.00
SeaChange Printing & Marketing	13,683.93
Stantec Consulting Services Inc	14,156.10
SWARCO REFLEX LLC	21,120.00
Thygeson Construction Co	30,429.00
Todd's Tire Service Inc	3,797.33
Tri County Community Corr	5,872.72
True North Steel	53,374.25
US Bank Voyager Fleet Sys	8,467.86
Widseth Smith Nolting & Assoc	14,411.00
188 Payments less than 2000	75,154.21
Final Total:	558,672.02

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., July 26, 2022.

Joan Lee, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board