

JANUARY 5, 2021
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 8:00 o'clock a.m., January 5, 2021 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson, Commissioner Gary Willhite, New Commissioner Elect Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Michelle Cote, Deputy Clerk of the Board.

***ADMINISTRATION OF OATH OF OFFICE FOR COMMISSIONERS-ELECT WILLHITE, JACOBSON AND HOLY BY JUDGE HARBOTT**

The Administration of Oath of Office for Commissioners-Elect Willhite, Jacobson and Holy was given by Judge Harbott.

CALL TO ORDER

Gary Willhite the Chair of the Board called the meeting to order and proceeded to call for nominations for the Office of Chairman of the Polk County Board of Commissioners for 2021.

ELECTION OF OFFICERS

The Chair called for nominations for the Office of Chair of the Polk County Board of Commissioners for 2021. A motion was made by Commissioner Strandell to nominate Commissioner Jacobson Chair of the Polk County Board, seconded by Commissioner Holy and adopted by unanimous vote of the Board. Commissioner Jacobson assumed the Chair.

The Chair of the Board asked for nominations for the office of Vice-Chair of the Board. A motion was made by Commissioner Willhite to nominate Commissioner Lee as Vice-Chair of the Polk County Board seconded by Commissioner Jacobson and adopted by unanimous vote of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the revised January 5, 2021 agenda adding the Administration of Oath of Office and adding Resolution (2021-05) under Administration.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the January 5, 2021 consent agenda:

1. Approve Auditor Warrants
2. Approve the December 15 and December 22, 2020 Board minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. 2021 Board Committee Assignments were presented and discussed with the Board.
2. Commissioner Strandell brought forth that he had no meetings since the last Board meeting.

3. Commissioner Lee brought forth that she provided her year-end report on the Fosston Radio.
4. Commissioner Holy brought forth discussion regarding a citizen concern in his district regarding an inability to sell his property due to being in a flood zone as potential buyers must purchase cost prohibitive flood insurance. He is aware of at least 5 other properties in a similar circumstance. Discussion was also brought forth regarding farmland sales and crop failures in his district which could be impactful on the county tax base - as a whole.
5. Commissioner Jacobson brought forth that he attended the Northwestern Mental Health Center meeting. He has been asked to stay on as a Member At Large rather than a Commissioner. Discussion was brought forth regarding a potential purchase by the Nature Conservancy in his district.
6. Commissioner Willhite brought forth that he had no meetings since the last Board meeting but did have a concerned citizen reach out to him regarding the cost of the courtroom technology updates.

SHERIFF

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

1. **Hire & Fill Open Transport Deputy Position for the Justice Center**

Due to a Transport Deputy resignation a motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve hiring and filling the open Transport Deputy position.

2. **Post Internally for Open Sergeant Position**

Due to the retirement of a Sergeant position a motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve posting for the open Sergeant position and any internal subsequent position vacancies occurring because of this action.

PROPERTY RECORDS

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

1. **License Center Update**

Discussion was held with the Board regarding revenue and the delivery of services pertaining to the License Center.

ADMINISTRATION

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

1. **Resolution (2021-01) Designating Polk County's Website for Publications of Invitations to Bid on Polk County Transportation Projects**

Designating Polk County's Website for Publications of Invitations to Bid
On Polk County Transportation Projects
RESOLUTION (2021-01)

The following resolution (2021-01) was offered by Commissioner Willhite:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that pursuant to M.S. 331A.12, Polk County's web site; <http://www.co.polk.mn.us> be and hereby is designated by the Board of County Commissioners of Polk County as the official site for the publications of invitations to bid on Polk County transportation projects.

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

2. Resolution (2021-03) Designating Publication of the Delinquent Tax List Statement of Polk County

**Designating Publication Of The Delinquent Tax List Statement
Of Polk County
RESOLUTION (2021-03)**

The following resolution (2021-03) was offered by Commissioner Lee:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the **McIntosh Times** with a bid of **\$2.50** per column inch be and the same is hereby accepted for the Publication of the Delinquent Tax List Statement of Polk County to be published in 2021.

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

3. Resolution (2021-04) Designating Delegates to the Association of Minnesota Counties & Payment of Dues

**Designating Delegates To The Association Of Minnesota
Counties & Payment Of Dues
RESOLUTION (2021-04)**

The following resolution (2021-04) was offered by Commissioner Strandell:

WHEREAS, The Board of County Commissioners of Polk County, Minnesota, has availed itself of the authority granted under Section 375.163, M.S.A., and will pay the dues of said County to the State and National Association of County Commissioners for the year 2021 and it is the intention of said Board of County Commissioners to designate individuals to attend meetings of said Association.

NOW THEREFORE BE IT RESOLVED, That the Board of County Commissioners of Polk County Minnesota, does hereby designate all of its members as delegates from said County to serve on various committees of that Association.

BE IT FURTHER RESOLVED, That upon presentation of a properly verified claim, the finance department be and hereby is authorized to reimburse each of said person for their actual and necessary expenses in attending such meetings, and to pay the annual dues of the County for membership in the Association of Minnesota Counties.

BE IT FURTHER RESOLVED, That the following named individuals are Polk County's official delegates to the Association of Minnesota Counties: Commissioner Jacobson, Commissioner Strandell, Commissioner Willhite, Commissioner Lee, Commissioner Holy, Charles S. Whiting, County Administrator, Michelle Cote, County Director of Property Records, and Richard Sanders, County Highway/Ditch Engineer.

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

4. Approval of 2021 Mileage, Meals and Lodging Reimbursement Rates

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to adopt the IRS 2021 mileage rate of \$.56 per mile for county business travel with a personal vehicle.

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to adopt 2021 federal meal reimbursement rates as listed for Minnesota, and for out of state travel at federal rates for the given state. (List on file in the Administrator's Office)

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to adopt the 2021 federal lodging reimbursement rates for lodging for personal lodging expense incurred on County business. (Federal lodging rates on file in the Administrator's Office)

5. Review of MCIT Insurance Coverage Options for Waste to Energy Operations

Follow-up discussion from the December 28, 2020 meeting was held with the Board regarding the re-insurance for Waste to Energy Operations in 2021. Further discussion took place regarding the MAP option to be pursued further.

6. Resolution (2021-05) Accepting State Funds And Working With The Cities Of Fosston, East Grand Forks And Crookston To Administer Business Relief Grants Due To Businesses Impacted By The Pandemic

**Accepting State Funds And Working With The Cities Of Fosston,
East Grand Forks And Crookston To Administer Business Relief
Grants Due To Businesses Impacted By The Pandemic
RESOLUTION (2021-05)**

The following resolution (2021-05) was offered by Commissioner Holy:

WHEREAS, The State of Minnesota has allocated \$622,143.05 to Polk County to distribute as Business Relief grants to businesses negatively impacted by the COVID-19 pandemic; and

WHEREAS, These funds are intended to assist individual businesses and nonprofits located within Polk County that have no tax liens, and were impacted by the Governor’s executive orders related to the COVID-19 pandemic; and

WHEREAS, The County can determine grant recipients and grant amounts that must be used by eligible businesses or nonprofits for operations expenses incurred during the COVID-19 pandemic; and

WHEREAS, These grants must be awarded by March 15, 2021; and

WHEREAS, As with the CARES funds used for business grants in 2021, the Polk County Board of Commissioners wishes to work with the cities of Fosston, East Grand Forks and Crookston to administrator those grants to businesses within their cities and surrounding rural areas; and

WHEREAS, The County and cities’ administrators will develop an application, review and award process for the respective cities to approve for final approval by the Board of Commissioners prior to March 15, 2021.

THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners allocate the County’s \$622,143.05 as follows to the three cities to be administered through a grant application process managed by city and county administrators with final business grant awards approved by the County Board prior to March 15, 2021.

East Grand Forks	\$200,000
Crookston	\$200,000
Fosston	\$120,000
Rural Polk County	\$100,000
Remainder to be determined	\$2,143

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

2021 OFFICIAL NEWSPAPER & PUBLISHING BIDS

Pursuant to published notice bids were opened and publicly read at 11:00 a.m., for the Official Newspaper and the Delinquent Tax List:

Official Newspaper

<u>BIDDER</u>	<u>BID per column inch</u>
Crookston Daily Times	None
The Exponent	\$3.75
Fertile Journal	\$2.00
McIntosh Times	\$2.50

The Thirteen Towns	\$6.40
Erskine Echo	None

Delinquent Tax List

<u>BIDDER</u>	<u>BID per column inch</u>
Crookston Daily Times	None
The Exponent	\$3.75
Fertile Journal	\$4.00
McIntosh Times	\$2.50
The Thirteen Towns	\$6.40
Erskine Echo	None

1. Resolution (2021-02) Designating The Polk County Official Newspaper

Designating The Polk County Official Newspaper
RESOLUTION (2021-02)

The following resolution (2021-02) was offered by Commissioner Willhite:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the Fertile Journal be and the same is hereby designated by the Board of County Commissioners of Polk County as the Official Newspaper of Polk County for 2021 and as such is the newspaper designated in which shall be published all notices and publications which the County is required to publish during the year of 2021.

BE IT FURTHER RESOLVED, That the bid of **\$2.00** per column inch be accepted for the official publications of Polk County.

BE IT FURTHER RESOLVED, That the publication of notices and other publications shall be at the rates as established in the bids and as accepted by the Board.

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

AUDITOR WARRANTS

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

AUDITOR WARRANTS 12/01/2020

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
City Of East Grand Forks	2,422.28
Cole Papers Inc	4,063.56
ENTERPRISE FM TRUST	5,746.99
Glacial Ridge Equine	5,000.00
Hardwick & Nelson Law PLLC	2,167.50
Kronos SaaSr Inc	3,557.58
Mn State Treasury	9,295.50
Sannes Attorney/Jon K	3,287.90
13 Payments less than 2000	5,932.18
Final Total:	44,126.49

See Next Page!

ADITOR WARRANTS 12/02/2020

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	52,647.80
Angus Township Treasurer	18,384.23
Badger Township	20,021.43
Belgium Township Treasurer	24,867.81
Beltrami City Clerk- Treasurer	23,334.38
Brandsvold Township Treasurer	30,352.46
Brandt Township Treasurer	25,611.81
Bremer Bank Na	321,283.93
Brislet Township Treasurer	2,634.48
Bygland Township	22,848.74
Climax City Treasurer	28,565.25
Columbia Township Treasurer	33,426.49
County Emergency Medical Serv.	89,409.14
Crookston Area Ambulance Inc	74,721.28
Crookston City	1,113,072.96
Crookston Township Treasurer	43,206.10
East Grand Forks City	2,553,113.56
Eden Township Treasurer	13,988.04
Erskine City Clerk- Treasurer	81,532.55
Esther Township Treasurer	24,020.33
Euclid Township Treasurer	46,988.57
Fairfax Township Treasurer	35,395.88
Fanny Township Treasurer	35,900.13
Farley Township Treasurer	27,562.53
Fertile City	102,121.85
First Care Medical Services	45,511.46
Fisher City	101,909.92
Fisher Township Treasurer	20,989.25
Fosston City	306,933.70
Garden Township Treasurer	26,583.01
Garfield Township Treasurer	36,890.41
Gentilly Township Treasurer	14,751.82
Godfrey Township Treasurer	60,964.45
Grand Forks Township Treasurer	13,468.10
Grove Park Tilden Township	23,120.70
Gully City	9,354.27
Gully Township Treasurer	9,650.24
Hammond Township Treasurer	31,937.02
Helgeland Township Treasurer	13,522.40
Higdem Township Treasurer	39,528.58
Hill River Township Treasurer	18,103.87
Hubbard Township Treasurer	25,284.51

Huntsville Township Treasurer	58,061.84
Johnson Township	14,048.80
Kertsonville Township Treas	7,260.75
Keystone Township Treasurer	25,476.11
King Township Treasurer	16,274.45
Knute Township Treasurer	34,915.52
Lengby City	4,791.70
Lessor Township Treasurer	18,288.43
Liberty Township Treasurer	21,227.80
Lowell Township Treasurer	45,259.29
Maple Lake Imprvmnt District	20,463.62
Marshall Polk Rural Water Sys	35,439.00
Mcintosh City	93,677.28
Mentor City	19,589.19
Middle- Snake- Tamarac Rivers Wtrshd Di	258,260.35
Nesbit Township Treasurer	23,609.82
Nielsville City	7,520.27
Northland Township Treasurer	21,418.20
NW Regional Development Comm	43,154.21
NWMN HRA	76,831.59
Onstad Township Treasurer	10,216.41
Parnell Township Treasurer	16,464.29
Queen Township Treasurer	33,444.84
Red Lake Watershed District	616,623.27
Reis Township Treasurer	12,545.89
Rhinehart Township Treasurer	22,866.89
Roome Township Treasurer	26,006.62
Rosebud Township Treasurer	29,053.36
Russia Township Treasurer	68,186.62
Sand Hill River W S District	258,286.80
Sandsville Township Treasurer	31,288.31
Scandia Township Treasurer	18,075.25
School District 2176 Treas	102,273.25
School District 2311 Treas	11,130.72
School District 2609 Treas	125,323.05
School District 2906 Treas	9,128.72
School District 592 Treas	83,057.61
School District 593 Treas	382,595.06
School District 600 Treas	184,333.61
School District 601 Treas	212,595.92
School District 630 Treas	5,499.80
Sletten Township Treasurer	32,244.30

Sullivan Township Treasurer	22,930.02
Tabor Township Treasurer	25,068.13
Tynsid Township Treasurer	8,887.07
Union Lake Sarah Improvement Dist	5,070.52
Vineland Township Treasurer	27,609.91
Wild Rice Watershed Dist Treas	13,201.41
Winger City Clerk Treasurer	35,907.19
Winger Township Treasurer	19,407.00
Woodside Township Treasurer	80,177.80
4 Payments less than 2000	2,297.79
Final Total:	9,020,881.09

AUDITOR WARRANTS 12/08/2020

<u>Vendor Name</u>	<u>Amount</u>
Becker County Human Services	11,504.33
BELTRAMI COUNTY SOLID WASTE	2,673.92
Clay County Public Health	4,448.75
Cole Papers Inc	11,545.07
Gladen Construction Inc	27,127.91
Great Plains Natural Gas Co	11,720.77
Halstad Telephone Co	9,543.70
Knife River Materials	18,679.19
Lenes Sand & Gravel Inc	34,608.64
Norman County Public Health	5,688.35
Northland Comm & Tech College	2,500.00
Ottertail Power Co	2,176.91
Ottertail Public Health	15,489.73
Polk County Environmental Services	2,389.50
Polk County Public Health	12,135.67
Safety Compliance Services	2,500.00
Thomson Reuters - West	3,119.76
13 Payments less than 2000	6,121.94
Final Total:	183,974.14

AUDITOR WARRANTS 12/15/2020

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	2,312.69
Cole Papers Inc	11,306.57
Diversified Contractors Inc	10,925.00
ENTERPRISE FM TRUST	11,620.57
Fosston Municipal Utilities	64,408.50
Lenes Sand & Gravel Inc	31,586.69
Norman County Public Health	5,058.00
Ottertail Power Co	19,315.51
Polk County Administrator	36,858.00
Polk County Public Health	11,175.00
Verizon Wireless	5,479.79
Walmart	2,000.00
28 Payments less than 2000	16,531.49
Final Total:	228,577.81

AUDITOR WARRANTS 12/22/2020

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Anderson Brothers Construction	9,573.07
Cole Papers Inc	11,533.06
Crookston Driftbusters	9,815.33
Crookston Water Department	2,958.79
Dyrdahl/Michael & Sharen	2,240.00
Fosston Municipal Utilities	2,446.55
Garden Valley Technologies	2,712.18
GreatAmerica Financial Services	9,891.63
Knife River Materials	255,581.71
Kronos SaaShr Inc	3,544.23
Lenes Sand & Gravel Inc	31,181.52
Lenes Sand & Gravel Inc	28,831.04
Mn County Attorneys Assoc	4,842.00
Ottertail Power Co	2,391.44
Regents Of The Univ Of Mn	33,320.19
Reserve Account	5,000.00
20 Payments less than 2000	11,805.61
Final Total:	430,321.35

AUDITOR WARRANTS 12/29/2020

<u>Vendor Name</u>	<u>Amount</u>
Hildi Inc	3,975.00
Knife River Materials	143,188.55
Lenes Sand & Gravel Inc	7,443.31
Mn State Treasury	8,135.00
Otis Elevator Company	7,207.68
Polk County	66,531.85
Powerplan OIB	5,610.00
University Of North Dakota	6,250.31
Wm D Scepaniak Inc	32,154.61
11 Payments less than 2000	7,339.90
Final Total:	287,836.21

AUDITOR WARRANTS 12/30/2020

<u>Vendor Name</u>	<u>Amount</u>
Badger Township	3,030.63
Chester Township Treasurer	14,902.97
Columbia Township Treasurer	3,430.68
Crookston City	22,021.20
Fertile City	3,737.07
Fisher City	3,052.39
Fosston City	10,314.37
Gentilly Township Treasurer	23,945.69
Godfrey Township Treasurer	6,181.40
Grove Park Tilden Township	27,380.73
Hill River Township Treasurer	3,443.44
Kertsonville Township Treas	5,007.73
Lessor Township Treasurer	4,400.60
Liberty Township Treasurer	4,909.74
Onstad Township Treasurer	8,218.49
Queen Township Treasurer	3,368.42
Red Lake Watershed District	13,726.53
Sand Hill River W S District	2,225.90
School District 2609 Treas	17,182.52
School District 593 Treas	17,465.90
School District 599 Treas	42,853.98
School District 601 Treas	16,052.12
Trail City Treasurer	5,960.98
Woodside Township Treasurer	3,603.98
31 Payments less than 2000	18,744.18
Final Total:	285,161.64

MANUAL WARRANTS 11/25/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	163,957.76
Minnesota Revenue	28,131.59
Final Total:	192,089.35

MANUAL WARRANTS 11/30/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,998.82
Final Total:	1,998.82

MANUAL WARRANTS 12/02/2020

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	50,748.18
Final Total:	50,748.18

MANUAL WARRANTS 12/08/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,458.29
Final Total:	1,458.29

MANUAL WARRANTS 12/11/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	166,814.69
Minnesota Revenue	28,711.04
Final Total:	195,525.73
MANUAL WARRANTS 12/14/2020	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	4,034.59
Final Total:	4,034.59
MANUAL WARRANTS 12/18/2020	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	107,643.76
Final Total:	107,643.76
MANUAL WARRANTS 12/18/2020	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	422.47
Final Total:	422.47
MANUAL WARRANTS 12/18/2020	
<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	302,832.50
Final Total:	302,832.50
MANUAL WARRANTS 12/18/2020	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,222.00
Final Total:	1,222.00
MANUAL WARRANTS 12/18/2020	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,160.00
Minnesota Revenue	216.32
Mn Dept Of Rev Tax Division	108,083.81
Mn Dept Of Revenue	1,305.00
Mn Dept Of Revenue	8.00
Final Total:	113,773.13
MANUAL WARRANTS 12/24/2020	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	163,207.63
Minnesota Revenue	27,932.51
Final Total:	191,140.14
MANUAL WARRANTS 12/28/2020	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	9,037.84
Final Total:	9,037.84

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., January 19, 2021.

Gerald Jacobson, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board