

JANUARY 23, 2024
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., January 23, 2024, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Paul Reese (virtual), Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Samuel Melbye, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the January 23, 2024, agenda.

CONSENT ITEMS

A motion was made by Commissioner Holy seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the below consent item:

1. Approve the January 16, 2023, Board minutes.
2. Approve for payment Lost Warrant No. 55079 dated December 22, 2023, issued to Shawn Hedlund in the amount of \$463.06.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Reese brought forth that he attended the following meetings:
 - a. No meetings
2. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Crookston Downtown Task Force
 - b. Lake Agassiz Regional Library (Virtual)
 - c. Kiwanis Club
3. Commissioner Strandell brought forth that he attended the following meetings:
 - a. West Central Regional Water District
 - b. Drug Task Force
4. Commissioner Lee brought forth that she attended the following meetings:
 - a. MCIT Open Meeting Law Webinar
 - b. East Polk County Development Achievement Center Board
 - c. East Polk County Soil & Water Conservation District
 - d. Drug Task Force
 - e. Association of Minnesota Counties (AMC) Board of Directors
 - f. Inter-County Community Council Board
5. Commissioner Holy brought forth that he attended the following meetings:
 - a. No meetings

PUBLIC HEALTH

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

- 1. Opioid Settlement Advisory Council – Recommend 2024 Opioid Epidemic Response Grant RFP Schedule**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the following 2024 Opioid Epidemic Response Grant RFP Schedule:

RFP Release	April 15, 2024
Proposals Due By	May 15, 2024, at 4:30 p.m.
Contract/Estimated Services Start Date	July 1, 2024
Estimated Services End Date	June 30, 2025
Estimated Due Date for Project Reports	January 15, 2025 & July 15, 2025

2. Out of State Travel Request - Ashley Schmitz

A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve out of state travel for Ashley Schmitz, Public Health Nurse to attend the Unit 2 Nurse Family Partnership training in Denver, Colorado from March 18 - 22, 2024.

HIGHWAY

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

1. Redetermination of Benefits for County Ditches

Richard Sanders, Polk County Highway Engineer, on behalf of the County Board will invite the Sandhill River Watershed District Board to the Polk County Board of Commissioners meeting on February 6, 2024, for information and discussion pertaining to how it would look and what it would cost to have the Sandhill River Ditch and all the county ditches that drain into the Sandhill River redetermined.

SHERIFF

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

1. Fill Approved Captain Position

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve filling the previously approved Captain position in the Sheriff's Office.

PROPERTY RECORDS

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

1. City of Crookston New Housing Abatement Program

The City of Crookston New Housing Abatement Program was discussed with the Board.

a. Resolution (2024-06) A Resolution To Participate In The City Of Crookston's Housing Incentive Program Which Includes Property Tax Abatements

RESOLUTION (2024-06)
A Resolution To Participate In The City Of Crookston's
Housing Incentive Program Which Includes
Property Tax Abatements

The following resolution (2024-06) was offered by Commissioner Strandell:

WHEREAS, Minnesota Statutes 469.1812 through 469.1815 authorize property tax abatements for Community Economic Development purposes, and

WHEREAS, The City of Crookston desires to offer a program pursuant to said statutes.

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that Polk County does authorize a housing incentive tax abatement program with the following parameters:

1. The City of Crookston, Independent School District 593 and Polk County participate in the program.
2. The program would apply to new residential construction only. New residential construction shall include modular homes and stick built homes.
3. The program would apply to single-family dwellings, including town homes and twin homes, ready for occupancy in the years 2024-2025. The abatement of real property taxes would be for two years. The first year where payment of taxes are based upon the value of the new dwelling.
4. The City of Crookston shall be responsible to notify Polk County of which properties are in the program at the time the real property is acquired and arrange for the proper hearing(s) as required by law.
5. This resolution is considered to be a 2-year extension of the existing program.

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

2. Designation of Absentee Voting Location

In order to better service the residents of Polk County pursuant to Minnesota Statutes 203B.05 an additional absentee voting location will be designated in the City of East Grand Forks, MN. Voters from East Grand Forks Wards 1-5 will be served from East Grand Forks City Hall, 600 DeMers Avenue, East Grand Forks, MN.

3. 2024 Presidential Nomination Primary, Primary & General Election Canvassing Dates

A motion was made by Commissioner Holy seconded by Commissioner Reese and adopted by unanimous vote of the Board to set the date of the 2024 Presidential Nomination Primary on Thursday, March 7, 2024, at 1:00 p.m., the Primary Election on Thursday, August 15, 2024, at 1:00 p.m., and General Election on Thursday, November 14, 2024, at 1:00 p.m.

4. Appointment of Elections Judges

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to appoint Casey “CJ” Wilde-Olson, Kayla Schumacher, Julie Sandman, Connie Desrosier, Amanda Maygra, Catherine Ortiz, Janet Mattison, Amy Erdmann, Annalee Jones, Andrew Dessellier, Harrison Boucher, Diana Amiot, Jennifer Perreault, Patty Frydenlund, Kendall Wahouske, and Bruce Krueger as Election Judges for the 2024 Presidential Nomination Primary Election to be utilized in Testing, Validating, Tabulation and Technical Support.

5. Establish Absentee/Mail/UOCAVA Ballot Board

Discussion was held with the Board regarding Establishing an Absentee/Mail/UOCAVA Ballot Board.

a. Resolution (2024-07) Establishing An Absentee/Mail/UOCAVA Ballot Board For The 2024 Presidential Nomination Primary, Primary & General Elections

RESOLUTION (2024-07)
Establishing An Absentee/Mail/UOCAVA Ballot Board For The 2024
Presidential Nomination Primary, Primary & General Elections

The following resolution (2024-07) was offered by Commissioner Strandell:

WHEREAS, Polk County Board of Commissioners is required by Minnesota Statutes 203B.121, Subd 1 to establish an Absentee Ballot Board effective January 19, 2024 for the Presidential Nomination Primary Election to be held March 5, 2024, effective June 28, 2024, for the Primary Election to be held August 13, 2024, and effective Friday, September 20, 2024 for the General Election to be held November 5, 2024, and

WHEREAS, This Board will bring uniformity in the processing of accepting or rejecting returned absentee, mail and UOCAVA ballots in Polk County; and

WHEREAS, The Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee, mail and UOCAVA ballots;

WHEREAS, The following person are appointed for the purpose of the Absentee Ballot Board Polk County: Casey “CJ” Wilde-Olson, Kayla Schumacher, Julie Sandman, Connie Desrosier, Amanda Maygra, Catherine Ortiz, Janet Mattison, Amy Erdmann, Annalee Jones, Andrew Dessilier, Harrison Boucher, Diana Amiot, Jennifer Perreault, Bruce Krueger City of East Grand Forks: Megan Nelson and Reid Huttunen.

BE IT RESOLVED, That the Board of County Commissioners of the County of Polk hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task.

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

COUNTY ATTORNEY

Greg Widseth, Polk County Attorney came before the Board with matters pertaining to the County THC Moratorium:

1. Review of Ordinance 23-1 Re: County THC Moratorium

Greg Widseth, Polk County Attorney discussed the Polk County Ordinance No. 23-1 - An Emergency Interim Ordinance Prohibiting The Establishment Of New Uses Or The Expansion Of Existing Uses Related To Sales, Testing, Manufacturing And Distribution Of THC Products expiring on February 7, 2024 as presented to the Board. (Ordinance on file in the Administrator's Office)

With no further business the Board adjourned to reconvene at 8:00 a.m., February 6, 2024.

Gary Willhite, Chair

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