

**MARCH 21, 2023**  
**BOARD MINUTES**

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., March 21, 2023. Members present: 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 Holy and adopted by unanimous vote of the Board to approve the March 21, 2023, agenda.

**CONSENT ITEMS**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the March 21, 2023, consent items:

1. Approve the March 7, 2023, Board minutes.
2. Approve Commissioner Warrants: General Revenue Fund, \$89,195.52; Public Works Fund, \$44,363.77; Public Safety Fund, \$54,695.66; Public Health Fund, \$11,750.43; Forfeited Tax Sale Fund, \$280.00; Special Assessments (Ditch) Fund, \$2,558.30; Environmental Services Fund, \$10,755.73; Resource Recovery Fund, \$87,622.38; Landfill Fund, \$19,193.29; Per Diems, \$1,650.00; Meal Reimbursements (without overnight lodging), \$0.00 and Sign Audit List.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$112,773.13 for procurement card purchases.
4. Approve payment to Roger Corbin, Crookston, MN in the amount of \$3,170.00 for painting the Island and Records area at the Sheriff's Office.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended the following meetings:
  - a. Tri-County Community Corrections
  - b. Drug Task Force
2. Commissioner Willhite brought forth that he attended the following meetings:
  - a. Tri-County Community Corrections
  - b. Tri-Valley Opportunity Council
  - c. NW Emergency Communications Board – Flood Projections
  - d. Phone call regarding over-road flooding
3. Commissioner Lee brought forth that she attended the following meetings:
  - a. Monthly Radio Show
  - b. Sand Hill River Watershed, One Watershed One Plan
  - c. East Polk County Soil & Water Conservation District
  - d. Drug Task Force
  - e. Aquatic Invasive Species Task Force
  - f. Phone calls on road conditions
  - g. Phone call on emergency response to rural locations

4. Commissioner Holy brought forth that he attended the following meetings:
  - a. Multiple phone calls regarding over-road flooding
  - b. Parnell Impoundment (Virtual)

**MIS**

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

**1. Approval of HPE SimpliVity Yearly Lease Payment**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve payment to Hewlett-Packard Financial Services Company in the amount of \$53,211.32 for the lease on our HPE SimpliVity infrastructure. (4<sup>th</sup> payment of 5 over 5-year span)

**2. Approval of Upgrading the Video/Audio in the Board Room for Online Streaming**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve payment to HB Sound, Grand Forks, ND in the amount of \$16,756.58 for upgrading the audio and video in the Polk County Government Center Board Room.

**PLANNING AND ZONING**

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

**1. Commissioner Strandell - District 2 Board of Adjustment Appointment**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to re-appoint Mike Powers on the Polk County Board of Adjustment with a term to expire 12-31-2025.

**2. Corrective Resolution (2022-69a) Screening Condition PUD Request of Isaac Larson for Back Lot Developments Second Common Interest Community W/Planning Commission Recommendations (The below resolution was an approved motion at the November 1, 2022, Board meeting – should have been a resolution) A motion made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the corrective resolution as listed.**

**RESOLUTION (2022-69a)**

**Corrective Resolution**

**Screening Condition PUD Request of Isaac Larson for Back Lot  
Developments Second Common Interest Community  
W/Planning Commission Recommendations**

The following resolution (2022-69a) was offered by Commissioner Willhite:

WHEREAS, Polk County Zoning Ordinance, Section 18.4000 requires an PUD for subdividing property into 21 buildable lots in the Agricultural District and;

WHEREAS, In the PUD recorded on 7-25-2018, document number A000716102, Condition 2.5 states “Lot 25 shall be utilized as a screening buffer. A minimum of three rows of offsetting trees to provide vegetative screening shall be planted subject to approval by Polk County Planning and Zoning”. and;

WHEREAS, The applicant and Polk County Assistant Environmental Services Administrator wished to amendment condition 2.5 to read as follows: Lot 25 shall be utilized as a screening buffer. An 8-foot tall fence shall be installed and maintained to create a buffer for surrounding neighbors, subject to approval by Polk County Planning and Zoning.

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

### **SOCIAL SERVICES**

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

**1. Eligibility Worker Replacement Request**

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to refill the Eligibility Worker position in the Income Maintenance Unit and any internal subsequent position vacancies occurring because of this action.

**2. Contract with MN Department of Human Services for Adult & Children Crisis Grant**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the MN Department of Human Services Crisis Grant as presented to the Board in the amount of \$1,153,008.00. The effective date of the contract is from July 1, 2022 – March 31, 2024. (Contract on file in the Administrator’s Office)

**3. Contract with Alluma, for Adult & Children Crisis Grant**

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the contract with Alluma as presented to the Board in the amount of \$1,067,172.00. The effective date of the contract is from July 1, 2022 – March 31, 2024. (Contract on file in the Administrator’s Office)

**4. Contract with Department of Human Services to Provide Support to Medicaid Home & Community Based Services**

A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the contract with the Department of Human Services in the amount of \$145,422.00 to provide additional support to Home and Community Based Services. The effective date of the contract is from January 1, 2023, valid through March 31, 2024. (Contract on file in the Administrator’s Office)

**5. Contract with Sanford for Adult and Children Crisis Grant**

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the contract with Sanford in the

amount of \$85,836.00. The effective date of the contract is from July 1, 2022 – March 31, 2024.

**6. Contract with Alluma to Provide Support to Medicaid Home and Community Based Services**

A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the contract with Alluma in the amount of \$145,422.00 to provide additional support to Home and Community Based Services. The effective date of the contract is from January 1, 2023, valid through March 31, 2024.

**SHERIFF**

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

**1. Resignation of Patrol Deputy**

Due to the resignation of a Patrol Deputy position a motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve advertising and hiring a Patrol Deputy to fill the vacant position.

**HIGHWAY**

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

**1. 2023 Zero Turn Mower**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to award the quote to Service Pro, Crookston, MN in the amount of \$12,993.80 for a 2023 Hustler Zero Turn Mower.

**2. County Ditch 54 Maintenance Request**

MNDOT will be lining their culvert through TH 220 within CD 54. A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the work in CD 54 and name Richard Sanders as Engineer over the project.

**PROPERTY RECORDS**

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

**1. Appointment of Election Judges**

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to appoint the following as Election Judges for the 2023 Special Election(s) to be utilized in Testing, Validating, Tabulation and Technical support: Casey “CJ” Wilde-Olson, Kayla Schumacher, Julie Sandman, Connie Desrosier, Breanna Wavra, Janet Mattison, Amy Erdmann, Annalee Jones, Andrew Dessellier, Harrison Boucher, Diana Amiot, Jennifer Perreault, Patty Frydenlund, Michelle Erdmann and Kendall Wahouske.

**2. Resolution (2023-18) Establishing An Absentee/Mail/UOCAVA Ballot Board For The 2023 Primary & General Special Elections**

**RESOLUTION (2023-18)**  
**Establishing An Absentee/Mail/UOCAVA Ballot Board**  
**For The 2023 Primary And General Special Elections**

The following resolution (2023-18) was offered by Commissioner Holy:

WHEREAS, Polk County Board of Commissioners is required by Minnesota Statutes 203B.121, Subd 1 to establish an Absentee Ballot Board effective March 24, 2023 for the Primary Election to be held May 9, 2023 and June 23, 2023 for the General Election August 8, 2023; 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, Breanna Wavra, Janet Mattison, Amy Erdmann, Annalee Jones, Andrew Dessellier, Harrison Boucher, Diana Amiot, Jennifer Perreault and Kendall Wahouske.

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

**3. 2023 Primary & General Special Election Canvassing Dates**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to set the dates to canvass the ballots for the 2023 Primary Special Election on Wednesday May 10, 2023, at 1:00 p.m., and for the 2023 General Special Election on Wednesday, August 9, 2023, at 1:00 p.m., in the Polk County Board Room.

**COMMISSIONER WARRANTS**

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

<u>Vendor Name</u>	<u>Amount</u>
Acom Solutions Inc	2,996.00
Anders Valley Publishing, LLC	2,422.49
Anderson Crane Company	4,161.35
Atlas Outfitters	2,337.00
Auto Value - Crookston	2,149.81
Brost Chevrolet Inc	2,300.41
Central States Wire Products Inc	3,252.09
Church & Dwight Co Inc	14,561.40
CNH Industrial Accounts	2,522.05
Crookston Fuel Company	7,880.86
Domson BG Service	3,299.64
Evenaire Systems Inc	4,125.00
Fjerstad Trucking Inc	3,120.00
GF- Bergstrom Electric Inc	3,646.88
Hennen Equipment Inc	7,932.72
Kurita America Inc	9,452.47
Little Falls Machine Inc	2,160.73
Morris Electronics Inc	21,648.52
Napa Crookston Welding	2,616.18
Northdale Oil Inc	3,853.00
Northern Propane	6,875.51
Peterson Sheet Metal Inc	6,503.26
PetroChoice	3,269.14
Polk County	2,688.26
Polk County Highway Department	14,620.91
Polk County IS Department	28,426.50
PSI Engineering LLC	4,074.03
Road Machinery and Supplies Co.	2,980.53
Scan Air Filters Inc	2,415.66
Seaberg Solar Salt	2,343.91
SHI International Corp	4,853.00
Steamatic Of Grand Forks	10,617.00
Titus Maintenance	3,600.00
Total Lawn Care & Landscaping	3,825.00
Tyler Technologies Inc	2,333.36
US Bank Voyager Fleet Sys	6,028.49
Vanguard Appraisals Inc	23,650.00
Walters Climate	4,799.00
Ziegler Inc	4,402.58
203 Payments less than 2000	75,670.34
<b>Final Total:</b>	<b>320,415.08</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., March 28, 2023.

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Warren Strandell, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board