

**APRIL 5, 2022**  
**BOARD MINUTES**

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., April 5, 2022, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Michelle Cote, Deputy Clerk of the Board. Commissioner Gerald Jacobson was absent.

**AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the April 5, 2022, agenda.

**CONSENT ITEMS**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the April 5, 2022, consent items:

1. Approve Auditor Warrants.
2. Approve payment to MnCCC (Minnesota Counties Computer Cooperative) Lockbox, Minneapolis, MN in the amount of \$51,180.00 for Ballot Systems, Bar Code Readers, Ballot Software License & S&H.
3. Approve the March 22, 2022, Board minutes.
4. (2022-32) Accepting Financial Donations On Behalf Of Polk County Public Health From The MN Breastfeeding Coalition, St. Paul, MN

**RESOLUTION (2022-32)**

**Accepting Financial Donations On Behalf Of Polk County  
Public Health From The MN Breastfeeding Coalition, St. Paul, MN**

The following resolution (2022-32) was offered by Commissioner Willhite:

WHEREAS, MN Breastfeeding Coalition, located in St. Paul, Minnesota, has made a financial donation of \$100.00 to support the programming of the Polk County Breastfeeding Coalition as part of Polk County Public Health; and

WHEREAS, Polk County Public Health wishes to have the County Board formally accept this financial donation.

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

1. The financial donation from the MN Breastfeeding Coalition, which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of Polk County Public Health to be used in support of programming provided by Polk County Public Health.

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

### **COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended a Juvenile Center Building Committee/Construction meeting
2. Commissioner Lee brought forth that she attended the AMC Leadership Conference. She also attended the Clearwater One Watershed One Plan in addition to an AIS meeting. Also attended was a meeting organized by the Northwest Minnesota Foundation in Fosston that focused on issues and needs of communities, including housing, employment, and daycare. In addition, she participated in the Planning & Zoning Commission meeting. She also participated in the Deputy County Administrator interviews and the ICCC meeting. Discussion was brought forth regarding a call of concern from Merle Kolstad focused on the Poplar River and culvert size.
3. Commissioner Willhite brought forth that he attended a Juvenile Center Building Committee/Construction meeting. He also attended a City of Crookston Council meeting which focused on ARP funds. He also attended the AMC Leadership Conference.
4. Commissioner Holy brought forth that he attended the Middle Snake Tamarac River Watershed meeting where issues with Ditches 1 and 75 were addressed. He met with Northland Township leaders concerning County Ditch No. 2 in addition to a petition that was submitted October 1, 2019, with no action taken.

### **PLANNING AND ZONING**

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

#### **1. Planning Commission/Board of Adjustment Appointees**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to appoint Kristie Jerde to the Planning Commission and the Board of Adjustment with a term to expire 12-31-2024.

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to appoint Richard Kuzel to the Planning Commission and the Board of Adjustment with a term to expire 12-31-2024.

#### **2. Resolution (2022-29) Interim, Use Permit For Knife River Materials To Allow For Temporary Asphalt Batch Plant & Contractor Yard**

#### **RESOLUTION (2022-29)**

#### **Interim, Use Permit For Knife River Materials To Allow For Temporary Asphalt Batch Plant And Contractor Yard**

The following resolution (2022-29) was offered by Commissioner Willhite:

WHEREAS, Polk County Zoning Ordinance, Section 12.3020 and 12.3030 requires an Interim Use Permit to operate a temporary asphalt batch plant and contractor yard in the Agricultural District and;

WHEREAS, Knife River Materials is leasing a portion of land owned by Kenneth and Aleta Brule and described as: The North Half of the Southeast Quarter (N½ of SE¼) in Section Twenty-nine (29), Township One Hundred Fifty (150), North of Range Forty-five (45) West of the Fifth Principal Meridian SUBJECT to the following exceptions: Easements, restrictions, reservation, land use of ordinance and special assessments, if any, parcel #29.00138.00;

WHEREAS, Knife River Materials have a plan that meets all requirements of the Polk County Zoning Ordinances; and

WHEREAS, The Polk County Board of Commissioners finds:

1. The applicant is requesting a temporary hot mix asphalt batch plant and contractor yard for a period of 5 years.
2. The property is approximately 80 acres in section 29 of Gentilly Township. The asphalt batch plant is to be executed on approximately 3 acres located on the southeast side of this parcel adjacent to 180<sup>th</sup> Ave SW.
3. The applicant has submitted a supplemental information packet and a plan of operations for the use of this site.
4. The Interim Use Permit would be to operate this asphalt plant/contractor yard from spring of 2002 through Fall of 2026. If approved the IUP will be valid for a period of 5 years from date of issuance.
5. The applicant stated in the application that the erosion control plan involves the topsoil to be placed into berms for erosion control between excavation areas and wetlands/surface waters as needed. Silt fence will be installed to protect wetland areas if necessary. Topsoil will be stripped and placed into berms on the property between mining areas and wetlands areas if present to protect from erosion. This will also keep the topsoil available for reclamation purposes and screen the contractor yard items from the south.
6. The applicant noted that noise will be controlled from several stockpiles placed in planned areas to provide the best sound barrier for noise travel. Back-up beepers will be turned off and strobe lights turned on for low-light operations (safety). The excavation areas are lower than surrounding property minimizing sound travel. The applicant plans to mitigate dust control with calcium chloride or similar type dust control measures that will be placed onto haul roads exiting the property if needed. Water will also be used within mining area to control dust from operations.

7. The applicant also stated that the site will typically be used by 3-5 individuals but could have 5-20 individuals with several trucks in and out of the site daily dependent upon projects' asphalt needs. The project is using aggregate from the site to use in the asphalt operations.
8. Our office has received an extensive contractor storage yard list of equipment as well as a plan of operations for the asphalt batching activity. The site shall be screened via existing trees to the north, existing sloped property from north to south, and aggregate berm stockpiled to the south. The neighboring residences by the site include an old farm site south of the operation (approximately 1,600 feet away) a single-family home approximately 2,500 feet to the north of the proposed operations and another single-family home located approximately 4,000 feet to the SW of the proposed asphalt operations.
9. The applicant stated in the application that site reclamation will occur upon completion of aggregate mining, the site will be leveled and sloped appropriately for the surrounding area and landowner. Existing topsoil will be re-established onto the disturbed areas. This allows for the natural area seed to be maintained on the site. Additional seed will be added to enhance full coverage growth. Seeding mixture shall be completed with the recommendations from the Polk County Soil and Water Conservation District.
10. The applicant stated in the application that they have all permits and fulfills all requirements mandated by all government agencies for mining and hot mix asphalt operations. Spill Prevention, Control and Countermeasures (SPCC) is a major EPA requirement that KRM has trained their employees on. This plan covers many items including quantities of diesel fuel, asphalt cement, hydraulic oils, etc. which is used in the operations. The plan covers inspections, design, and repairs needed to minimize potential pollution hazards. The plan also covers emergency steps to be taken if pollution occurs.
11. Christine Anderson, neighboring resident, contacted our office via phone and letter to express her concerns; I recently received a letter from you regarding knife river materials IUP application. I live at 26117 180<sup>th</sup> Ave SW which is on the road that they will be utilizing. More specifically I live just south of the Snow Sled Inn. She has the following four (4) concerns regarding this permit: 1. The speed in which the trucks will be traveling past my home and the Snow Sled Inn. I currently walk the road daily (weather permitting) with my dog but with the high speed that the trucks will be traveling it will no longer be safe for us to do this. 1a. This will also not be safe for those that go to the Snow Sled Inn. Many people park along the roadside, and the backs of their automobiles often are part way across

the road as there isn't any other place for them to park. And most importantly the people, children and sometimes pets are crossing the road or outside dining. 2. There currently is only a Yield sign and not a stop sign, vehicles traveling on that road do not stop and barely slow down. I fear that without a stop sign that there will be a major accident on that corner with the increased volume of semi-truck activity. 3. The increased amount of dust that daily truck will cause. I currently have sodium chloride applied in front of my house, but I am not sure if that will be enough with the increase of traffic. Or in the case of another dry summer which I had to water the road with a garden hose to keep the dust down. Not to mention that I moved to the country so that I could have my windows open. I will no longer be able to do this. 4. The noise and hours of operation. I understand that they are trying to get as much done during the short season that we have but with their stated days and hours of operation it will be nearly impossible to enjoy any part of the spring, summer or fall for the increased traffic, dust, and continuous noise from the plant itself. How would I remedy this? I would request that they take the other road instead of coming this way past my house and the Snow Sled. I would request that there be a speed limit put on and enforced of 10 mph or less. I would request that the county install a stop sign on the corner. I would request that knife river materials be responsible for the dust control for the road for the entirety of their time here. I would respectfully request some modifications to their days and hours.

12. Theresa Brault, neighboring landowner, contacted us via letter stating that the Polk County Zone deny the permit to Knife River Materials to build an asphalt batch plant and contractor yard on parcel #29.00138.00. What will happen to the Gentilly Creek if the asphalt enters the Gentilly Creek? The Gentilly Creek would never be the same, what a great loss! The plant would bring in a lot more truck traffic that would have to go through the small town of Gentilly; how would that affect the citizens that live in that town. What about the smell and the oil film that everyone around the area would have to deal with? Not to say what it would do to the Snow Sled Inn; if you had to smell the asphalt, listen to the plant run and listening to the truck traffic while you were trying to enjoy your meal or trying to have a conversation. I see my land (sec 28, parcel #29.00131.01) value going down with an asphalt plant so close by. I am asking the Polk County Zone to deny the permit to Knife River Material and not allow an asphalt batch plant and contractor yard to be built near the Gentilly Creek, the town of Gentilly, and farmland.
13. Crystal Guzman, neighboring resident, contacted our office via letter stating that as trucks will be using 270<sup>th</sup> St SW, the gravel road that runs on the north side of our property, we have the following concerns. 1. We have small children and are requesting speed limitations near either side of our property warning drivers of such as our children frequently play outside and

ride bikes and walk on the road. 2. We also would like to request dust control measures in front of our property from the highway to the quarter section line.

14. David Hoppe, neighboring landowner, contacted our office via letter stating that Hoppe Farms Inc is requesting dust control be applied to 270<sup>th</sup> St SW beginning from Highway 46 heading east for one half mile, bordering cropland in Gentilly section 32 NW ¼ for the duration of the Knife River Material project
15. Gentilly Township contacted our office via letter stating that there are concerns from the Gentilly Township board of supervisors regarding the request by Knife River Materials. First, we are aware of and intend to be present at the upcoming meeting regarding this permit. Second, we want to outline any concerns we have to help resolve our concerns either before or at the meeting. 1. We have concerns about bridge #60L20 along 180<sup>th</sup> Ave SW, which connects Hwy 11 and 270<sup>th</sup> St SW being able to withstand the constant heavy truck use whether full or empty. 2. We would like to see the stretch of road along 180<sup>th</sup> Ave SW from Hwy 11 to 270<sup>th</sup> St SW and along 270<sup>th</sup> St SW to County 46 (bypass road) treated with calcium chloride or other acceptable means of controlling dust. 3. The Township would need assurance that the roads involved be restored to current (date before business begins) condition when their business ends. This would not mean simple addition of gravel but actual deterioration of the roadbed as well. Sincerely Duane, Spear Chairperson-Gentilly Township.
16. The proposed use is an interim use expressly designated in the ordinance; and,
17. That the interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity.
18. That the establishment of the interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
19. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
20. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
21. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will

constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners grants an interim use permit to Knife River Materials with the following conditions:

1. That the interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity.
2. That the establishment of the interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
4. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
5. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
6. That the use of the property shall at all times be in compliance with all Federal, State of Minnesota, and County of Polk rules and regulations.
7. Any IUP issued under this Ordinance is granted solely to the applicant and/or the business entity named in the application, and for the premises named in the IUP application. No IUP of any sort granted pursuant to this Ordinance is transferable to any other person or premises. If a change of ownership, control or location of any licensed premises occurs, whether pursuant to move, sale, transfer, assignment or otherwise, the owner must complete a new application subject to approval pursuant to this Ordinance.
8. The IUP shall be valid for a period of 5 years and shall expire unless reapplication is received before the expiration date.
9. The operational plan shall be followed, any deviation from this plan will need to be approved by Polk County Planning and Zoning staff.
10. The operations truck traffic must use County Highway 46 to approach the site from 270<sup>th</sup> St SW and no trucks from this operation can pass over bridge #60L20 on 180<sup>th</sup> Ave SW.

11. Dust from operations shall be controlled via dewatering and calcium chloride or similar products as to not create a dust nuisance to neighboring properties. During asphalt batching operations, water, Calcium chloride or other similar approved product must be applied to the truck route from County Highway 46 to the entrance into the site used for the contractor yard and asphalt operations.
12. The roadways used to enter the site shall always be well maintained and passable for adjacent landowners to access their properties.

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

### **HIGHWAY**

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

**1. 2023 (2) Tandem Axle Diesel Trucks**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award the quote to Boyer Ford Trucks, Inc of Duluth, MN in the amount of \$130,653.00 each or \$261,306.00 total for (2) 2023 Tandem Axle Diesel Trucks.

**2. 2023 (2) Tandem Axle Diesel Trucks Equipment**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award the quote to Bert's Truck Equipment, Moorhead MN in the amount of \$129,052.00 each to furnish snowplow equipment for (2) Tandem Axle Diesel Trucks.

**3. County Ditch 73 Maintenance Request**

A request has been made to install a side inlet pipe in NE Corner Section 10 of Scandia Township (County Ditch No. 73 Maintenance Request). A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the work in CD 73 and name Richard Sanders as Engineer over the project.

**4. Certificate of Performance/Final Acceptance SAP 060-611-020, SAP 060-611-021 & CP 121-505-1351**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performance for SAP 060-611-020, SAP 060-611-021 and CP 121-505-1351 and the Certificate of Final Acceptance for SAP 060-611-020, SAP 060-611-021 and CP 121-505-1351 and allow the County Engineer to sign the Certificate of Performances and the County Engineer and County Administrator to sign the Final Voucher.

**5. Polk County Title VI and Non-Discrimination Implementation Plan**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Polk County Public Works



Title VI and Non-Discrimination Implementation Plan as presented to the Board. (Plan on file in the Administrator's Office)

**\*REVISED AGENDA**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the revised April 5, 2022, agenda adding No. 6, 7, 8, and 9 under Richard Sanders, Highway Department.

**6. \*Award SAP 60-599-288, etc.**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to award SAP 060-599-288 etc. to Olson Construction Inc., Thief River Falls, MN in the amount of \$459,613.00 and have the Polk County Administrator and Polk County Board Chair sign the contracts.

**7. \*Award SAP 60-599-287, etc.**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to award SAP 060-599-287 etc. to Olson Construction Inc, Thief River Falls, MN in the amount of \$283,039.28 and have the Polk County Administrator and Polk County Board Chair sign the contracts.

**8. \*CP 122-00-1391 Calcium Chloride Bids**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to award CP 122-00-1391 to Knife River Corporation, Sauk Rapids MN in the amount of \$1,162,450.00 and have the Polk County Administrator and Polk County Board Chair sign the contracts.

**9. \*County Ditch 111 Petition To Add Lands**

Brady Lee and Randy Lee petitioned to add the East ½ of Section 18, T149N, R42W to the Benefited Area of County Ditch 111. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to set the hearing date for May 3, 2022, at 10:00 a.m., for adding lands to County Ditch 111.

**ENBRIDGE**

Julie Huber, Enbridge came before the Board with matters pertaining to Enbridge:

**1. Enbridge Line 3 Construction Update**

An update was given to the Board regarding Enbridge Line 3 construction.

**2. Enbridge Recognition of County Board Support**

A plaque was presented to the Board in recognition of their Enbridge support.

**SOCIAL SERVICES**

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

**1. Family Based Service Provider Replacement Request**

Due to a retirement a motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve refilling the Family Based Service Provider position and any internal subsequent position vacancies occurring because of this action.

**2. Case Aide Replacement Request**

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

**3. Eligibility Worker Replacement Request**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve refilling the Eligibility Worker position and any internal subsequent position vacancies occurring because of this action.

**PUBLIC HEALTH**

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

**1. Out of State Travel Request-Reese**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve out of state travel for Sarah Reese, Public Health Director to attend the PHNCI Learning Community meeting in Alexandria, VA from June 14-16, 2022, and NACCHO 360 Annual Conference in Atlanta, GA from July 18-22, 2022.

**2. Acuity Scheduling Software**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to purchase the Acuity Scheduling Software for \$540.00 annually.

**PFM**

Chuck Upcraft, PFM came before the Board with matters pertaining to the Capital Improvement Plan (CIP) Bond Sale:

**1. Resolution (2022-28) Authorizing Issuance, Awarding Sale, Prescribing The Form & Details & Providing For The Payment Of \$ (PAR) General Obligation Capital Improvement Plan Bonds, Series 2022A**

Resolution (2022-28) was offered by Commissioner Willhite seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Holy, Lee, Willhite and Strandell. NAYS: None. (See Resolution (2022-28) on file in the Administrator's Office.)

**SHERIFF**

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

**1. (2022-31) Proclamation Recognizing April 10 – 16, 2022, As National Public Safety Telecommunications Appreciation Week**

**RESOLUTION (2022-31)**

**Proclamation**

**Recognizing April 10-16, 2022, As National Public Safety Telecommunications Appreciation Week**

The following resolution (2022-31) was offered by Commissioner Holy:

WHEREAS, Emergencies can occur at any time that require law enforcement, fire or emergency medical services; and,

WHEREAS, When an emergency occurs the prompt response of law enforcement officers, firefighters and emergency medical service providers is critical to the protection of life and preservation of property; and,

WHEREAS, The safety of our law enforcement officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Polk County Sheriff's Office Dispatch Center; and,

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

WHEREAS, Public Safety Telecommunicators are the single vital link for our law enforcement officers and firefighters by monitoring their activities by radio, providing them information, and ensuring their safety; and,

WHEREAS, Public Safety Telecommunicators of the Polk County Sheriff's Office have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

WHEREAS, Each Telecommunicator has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioner's declares the week of April 10 through 16, 2022 to be National Public Safety Telecommunicators Week in Polk County, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

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

**2. 2021 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Contract Agreement**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the 2021 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Contract Agreement as presented to the Board. (Agreement 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. Classify & Appraise Forfeited Property**

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to classify forfeit Parcel No. 82.02216.00 as non-conservation.

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve viewing and setting of basic sale price of forfeit Parcel No. 82.02216.00.

**2. Extension Committee Appointee**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to re-appoint Connie Hannesson, Member at Large, Extension Committee Member and Aaron Rongen, Commissioner District I, Extension Committee Member for 3-year terms to expire on 12-31-2024.

**3. Resolution (2022-30) Minnesota Ballot Box Grant**

**RESOLUTION (2022-30)**  
**Minnesota Ballot Box Grant**

The following resolution (2022-30) was offered by Commissioner Strandell:

WHEREAS, The Polk County Board of Commissioners has the authority and responsibility to approve the grant application and submittal for Minnesota’s Ballot Box Grant to the Office of the Minnesota Secretary of State for a 24 hour ballot box.

WHEREAS, During its 2021 1st Special Session, the Minnesota Legislature, via Chapter 12, Article 1, Section 6, appropriated \$2 million to the Office of the Minnesota Secretary of State for grants to local units of government to implement the provisions of Minnesota Statutes, section 203B.082. Minnesota Statutes, section 203B.082, specifies the minimum security requirements and standards to establish a 24 hour ballot drop box.

WHEREAS, Grants are available for up to \$15,000 per drop box, and cover the cost of purchasing the drop box, installation of the drop box, installation of video monitoring, and associated out-of-pocket costs with video monitoring such as license contracts, contracts for data storage, or other costs associated with data storage.

WHEREAS, The Ballot Drop Box Grant Program **does not require** counties to match any amount of funding to be eligible to receive a grant award amount, but instead provides for reimbursement of actual costs for up to \$15,000 per drop box.

WHEREAS, Political subdivisions will be responsible for selecting a contractor, vendor, and/or staff to establish the drop box and ensure compliance with Minnesota Statutes, section 203B.082. The political subdivision will report the expenditures for the establishment of the drop box to the OSS in order to receive reimbursements up to the amount awarded. Political subdivisions will also be required to fully cooperate in any and all state audits of the grant funds.

WHEREAS, Applications to the Drop Box Grant Program will be accepted until the funds are exhausted or returned to the State General Fund. Currently, the OSS is required to return any unused funds by July 1, 2023. Priority will be given to those applications received by May 16, 2022, and applications will be considered on a rolling basis until the grant funds are exhausted. If on May 16, 2022, the amount of applications exceed the amount of funds available, the OSS will prioritize one box per county, city, township, or tribal jurisdiction covered by the application. Funds are expected to be used for the purposes described above.

THEREFORE BE IT HEREBY RESOLVED, The Director of Property Records/Election Administrator is hereby authorized to submit a grant application on behalf of Polk County for a ballot box and accept the funds when distributed.

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

**4. Redistricting**

Discussion along with handouts were presented to the Board regarding the processing of redrawing the boundaries of election districts. County governments must redistrict County Commissioner districts after every federal census to meet the requirements in M.S. 204B.135. (Handouts on file in the Administrator's Office)

**ADMINISTRATION**

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

**1. Assistant County Attorney Vacancy**

Due to a retirement of an Assistant County Attorney position, a motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to begin the process of filing the vacancy for the Assistant County Attorney.

**2. American Rescue Program**

Discussion along with a handout pertaining to the American Rescue Program was presented to the Board. (Handout on file in the Administrator's Office)

**AUDITOR WARRANTS**

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

AUDITOR WARRANTS 03/01/2022

<u>Vendor Name</u>	<u>Amount</u>
Crookston Driftbusters	5,555.68
Fertile Oil Company	18,647.29
Harbott Knutson Larson & Holten PLLP	2,116.50
Hardwick P.C./Brian T	2,721.12
Norman County Public Health	46,412.85
Polk County Public Health	73,293.86
Sandhill Snowcruisers	14,262.33
Tyler	2,222.24
Xcel Energy	3,429.23
11 Payments less than 2000	5,849.58
<b>Final Total:</b>	<b>174,510.68</b>

AUDITOR WARRANTS 03/08/2022

<u>Vendor Name</u>	<u>Amount</u>
A Yard and Snow LLC	4,125.00
GreatAmerica Financial Services	10,018.23
Mn State Treasury	6,488.00
Northdale Oil Inc	12,091.87
Robert R Schroeder Const Inc	92,789.35
Total Lawn Care & Landscaping	2,700.00
University Of North Dakota	12,813.08
13 Payments less than 2000	7,835.29
<b>Final Total:</b>	<b>148,860.82</b>

AUDITOR WARRANTS 03/15/2022

<u>Vendor Name</u>	<u>Amount</u>
Crookston City	33,551.02
East Grand Forks City	31,396.30
ENTERPRISE FM TRUST	21,103.73
Great Plains Natural Gas Co	27,526.51
Great Plains Natural Gas Co	5,056.99
Kronos SaaS Inc	3,355.60
Lepier Oil Company Inc	11,157.54
Motorola	30,431.50
North American Systems Int'l	15,795.00
SHI International Corp	13,638.00
Verizon Wireless	5,861.59
27 Payments less than 2000	14,554.25
<b>Final Total:</b>	<b>213,428.03</b>

AUDITOR WARRANTS 03/22/2022

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Crookston Water Department	2,432.10
ENTERPRISE FM TRUST	4,182.50
Fosston Municipal Utilities	56,430.73
Hewlett Packard Financial Services Co	53,211.32
ICON Architectural Group	11,101.26
Norman County Public Health	14,248.07
Ottertail Power Co	25,851.58
Polk County Administrator	141,081.25
Polk County Public Health	40,352.16
SHI International Corp	126,969.00
Total Lawn Care & Landscaping	3,935.00
27 Payments less than 2000	15,751.57
<b>Final Total:</b>	<b>498,199.54</b>

**AUDITOR WARRANTS 03/22/2022**

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	25.00
<b>Final Total:</b>	<b>25.00</b>

**AUDITOR WARRANTS 03/29/2022**

<u>Vendor Name</u>	<u>Amount</u>
Fertile Oil Company	20,333.97
Polk County	56,527.50
Triple D Construction & Lsg Inc	15,123.90
Xcel Energy	2,377.13
10 Payments less than 2000	3,837.13
<b>Final Total:</b>	<b>98,199.63</b>

**AUDITOR WARRANTS 03/29/2022**

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	110.00
<b>Final Total:</b>	<b>110.00</b>

**MANUAL WARRANTS 02/28/2022**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,324.68
<b>Final Total:</b>	<b>3,324.68</b>

**MANUAL WARRANTS 03/03/2022**

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	178,972.00
Minnesota Revenue	30,333.71
<b>Final Total:</b>	<b>209,305.71</b>

**MANUAL WARRANTS 03/07/2022**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,362.71
<b>Final Total:</b>	<b>3,362.71</b>

**MANUAL WARRANTS 03/15/2022**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	4,325.46
<b>Final Total:</b>	<b>4,325.46</b>

**MANUAL WARRANTS 03/18/2022**

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	2,652.22
<b>Final Total:</b>	<b>2,652.22</b>

**MANUAL WARRANTS 03/18/2022**

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	152,656.86
<b>Final Total:</b>	<b>152,656.86</b>

**MANUAL WARRANTS 03/18/2022**

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	173,947.05
Minnesota Revenue	29,409.68
<b>Final Total:</b>	<b>203,356.73</b>

**MANUAL WARRANTS 03/18/2022**

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	379.00
<b>Final Total:</b>	<b>379.00</b>

**MANUAL WARRANTS 03/18/2022**

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	3,147.00
Minnesota Revenue	1,348.62
Mn Dept Of Rev Tax Division	57,364.40
Mn Dept Of Revenue	99.00
<b>Final Total:</b>	<b>61,959.02</b>

**MANUAL WARRANTS 03/21/2022**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	5,935.81
<b>Final Total:</b>	<b>5,935.81</b>

**MANUAL WARRANTS 03/28/2022**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	703.04
<b>Final Total:</b>	<b>703.04</b>

**MANUAL WARRANTS 03/28/2022**

<u>Vendor Name</u>	<u>Amount</u>
U S Bank	500.00
<b>Final Total:</b>	<b>500.00</b>

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., April 19, 2022.



---

Joan Lee, Chair

ATTEST:

---

Charles S. Whiting, County Administrator  
Clerk of the Board