

MAY 24, 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., May 24, 2022. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson, Commissioner Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Valerie Bjerk, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the May 24, 2022, 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 May 24, 2022, consent items:

1. Approve the May 3, 2022, Board minutes.
2. Approve payment to Acom Solutions, Long Beach, CA in the amount of \$2,472.00 for annual EZpay Software License Renewal for the Finance Department.
3. Approve payment to MN State Board of Assessors, St. Paul, MN in the amount of \$785.00 for employee renewal licenses.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Strandell brought forth that he attended a Juvenile Center Building Committee meeting.
2. Commissioner Lee brought forth that she attended a Household Hazardous Waste meeting that focused on the MN Department of Ag/collections, along with contract discussions. Also attended was a Soil & Water Conservation meeting regarding water damage to the fields. Discussion also took place regarding the gravel pit north of McIntosh, MN/permits & violations. Also attended was a round table discussion with U.S. Senator Amy Klobuchar regarding windstorms, flooding & farm fields. An AMC Legislative Update meeting was also attended where the focus was on holding a special session. The broadband, Ag Bill, and DNR drought dollars were also discussed. Health and Human Services discussion also took place. The Inter-County Community Council meeting was also attended where the focus was strategic planning. She also received calls pertaining to culverts and road water issues.
3. Commissioner Jacobson brought forth calls he received pertaining to county ditches and roads. He also attended an MRC meeting.
4. Commissioner Willhite brought forth that he attended a Lake Agassiz Regional Library Board meeting where the mayor spoke on a new library project. The LARL Board budget was also reviewed. Also attended was the Crookston Township Planning & Zoning Administration meeting where the focus was on applications mining/stockpiling/culverts.

5. Commissioner Holy brought forth calls he received regarding water in the Oslo area along with road damage and erosion. A call was also received regarding the process of annexation in East Grand Forks, MN/procedures.

SHERIFF

James Tadman, Polk County Sheriff and Jesse Haugen, Sergeant came before the Board with matters pertaining to the Sheriff's Office:

- 1. Monthly Sheriff Reports**

The April monthly Sheriff Reports were presented and discussed with the Board. (Reports on file in the Administrator's Office)

- 2. Purchase of 4 - 2023 Chevy Tahoe 4x4 Vehicles at \$52,391.00 per unit, purchase of 2 - 2023 Chevy Silverado 1500 4x4 Vehicles at \$48,633.01 per unit, purchase of 2 - 2023 Chevy Silverado 2500 4x4 Vehicles at \$47,035.00 per unit from Enterprise**

A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the purchase of 8 – 2023 vehicles in the amount of \$400,900.02 for the 2023 budget (4 – 2023 Chevy Tahoe 4x4 vehicles at a total cost of \$209,564.00, 2 - 2023 Chevy Silverado 1500 4x4 vehicles at a total cost of \$97,266.02 and 2 - 2023 Chevy Silverado 2500 4x4 vehicles at a total cost of \$94,070.00) from Enterprise with the latitude to change the order.

- 3. Purchase of 3 - 2023 Chevy Tahoe 4x4 vehicles at \$52,391.00 per unit, purchase of 1 - 2023 Chevy Silverado 1500 4x4 vehicle at \$48,633.01 per unit from Enterprise**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the purchase of 3 - 2023 Chevy Tahoe's and 1 - Chevy Silverado vehicle in the amount of \$205,836.00 for the 2023 budget (3 - 2023 Chevy Tahoe 4x4 vehicles in the amount of \$157,173.00 and 1 - 2023 Chevy Silverado 1500 4x4 vehicle in the amount of \$48,663.01) from Enterprise with the latitude to change the order. (The 4 - 2023 Chevy vehicles would replace the 2021 order of 2022 Ram 1500 Classic pickups. Currently, they have not been received for build out).

HIGHWAY

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

- 1. Request for Maintenance of County Ditch 41**

A motion as made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the work in CD 41 and name Richard Sanders as Engineer over the project.

- 2. Request for Maintenance of County Ditch 48 Br. 2**

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the work in CD 48 Br. 2 and name Richard Sanders as Engineer over the project.

- 3. Township of Eden Township Agency Agreement**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Agency Agreement between

Polk County and Township of Eden as presented to the Board. (Agreement on file in the Administrator's Office)

4. Resolution (2022-43) Retirement Of Brian Hoiseth – Highway Department

RESOLUTION (2022-43)
Retirement Of Brian Hoiseth – Highway Department

The following resolution (2022-43) was offered by Commissioner Willhite:

WHEREAS, Brian Hoiseth will officially retire as an Engineering Technician of the Polk County Highway Department, effective May 31, 2022, and

WHEREAS, Brian has faithfully and diligently served the residents of Polk County for the past 38+ years.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners does hereby accept the retirement of Brian Hoiseth from the Polk County Highway Department with regret, and

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners wishes to extend a hearty thank you for a job well done, and

BE FURTHER RESOLVED, That the Polk County Board of Commissioners want to extend to you best wishes for a long, active, and enjoyable retirement.

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

5. County Ditch 25 Abandonment

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Ditch Easement for Old County Ditch 25 located in the NW Quarter of Section 15 Fanny Township across the Gasper Family Farms LLLP Property and have the Polk County Chair and the Polk County Administrator sign the easement and have the Polk County Recorder record the easement against Parcel 21.00056.01

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Ditch Easement for Old County Ditch 25 located in the NE Quarter of Section 16 Fanny Township across the John Goodyke Trust Property and have the Polk County Chair and the Polk County Administrator sign the easement and have the Polk County Recorder record the easement against Parcel 21.00058.00.

6. County Ditch 83 Maintenance Request

A request has been made to fix the farm entrance approach in Section 22, Rosebud Township. A motion was made by Commissioner Lee seconded by Commissioner

Holy and adopted by unanimous vote of the Board to approve the work in CD 83 and name Richard Sanders as Engineer over the project.

7. Approve Polk County/MNDOT Master Agreement 1050275

A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve MNDOT/Master Agreement No. 1050275 as presented to the Board. (Agreement on file in the Administrator’s Office)

a. Approve Resolution (2022-44) Enter Into A Master Partnership Contract With The Minnesota Department Of Transportation

RESOLUTION (2022-44)
Enter Into A Master Partnership Contract With The
Minnesota Department Of Transportation

The following resolution (2022-44) was offered by Commissioner Willhite:

WHEREAS, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS, The parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

THEREFORE BE IT RESOLVED,

1. That the County of Polk enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Polk County Board of Commissioners.
2. That the proper Polk County officers are authorized to execute such contract, and any amendments thereto.
3. That the Polk County Engineer, Richard Sanders is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the Polk County Engineer, Richard Sanders may execute such work order contracts on behalf of the County of Polk without further approval by this Board.

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

8. County Ditch 103 Maintenance Request

A request has been made to fix the farm entrance approach in Section 35, Tynsid Township. A motion was made by Commissioner Holy seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the work in CD 103 and name Richard Sanders as Engineer over the project.

9. Approval to Replace Accounting Clerk III & Clerk Typist Cashier III Cashier Positions

The Accounting Clerk III position will be vacant due to a retirement effective December 16, 2022. The current Clerk Typist Cashier III has been trained when in the absence of the Accounting Clerk III position and is likely to apply for that position. Polk County Highway will need to backfill these positions to allow for further training of the new employee before the December 16th end date. A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve backfilling the Accounting Clerk III position and the Clerk Typist Cashier III position.

10. County Ditch 36 Maintenance Request

A request has been made to bore a cable under CD 36 in Section 35 of Sullivan Township. 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 36 and name Richard Sanders as Engineer over the project.

PROPERTY RECORDS

Sam Melbye, Deputy Director of Property Records came before the Board with matters pertaining to the Property Records Department:

1. Resolution (2022-45) Approval of Public Sale of Forfeited Property

RESOLUTION (2022-45)

Approval of Public Sale of Forfeited Property

The following resolution (2022-45) was offered by Commissioner Holy:

WHEREAS, The Polk County Board of Commissioners has the authority and responsibility to approve the sale of tax forfeited lands to a public entity, (MS 282.01 Sub 1(b));

WHEREAS, The City of Crookston have requested the below parcels be withheld from public sale.

WHEREAS, The estimated market values of the properties are set as follows:

2022 TAX-FORFEITED LANDS IN THE COUNTY OF POLK SET SALES PRICE AND TO BE OFFERED FOR SALE TO A PUBLIC ENTITY					
SUBDIVISION	SEC.	TWP.	RANGE	SPECIAL	MARKET
	OR	OR		ASSESSMENTS	
	LOT	BLOCK		BEFORE FORFEITURE	VALUE PRICE
City of Crookston					
parcel # 82.02216.00	3	13		\$20,767.81	\$8,500.00
Lots One (1) and Two (2) and adjoining vacated portion of Euclid Ave and Lot Three (3), Block Thirteen (13), Carman Townsite, to the City of Crookston, lying South of Ingersoll Ave AND that triangular shaped tract described as follows: Commencing at the Western most corner of Lot One (1), Block Thirteen (13), Townsite of Carman; thence at right angles from the Southwesterly side of said Lot One (1), in a Southwesterly direction, a distance of 40 feet to the middle of Euclid Avenue; thence in a Northwesterly direction along a line being the middle of said Euclid Avenue to a point where said line intersects with the South edge of Ingersoll Avenue; thence East along the South edge of Ingersoll Ave to a point, said point being where the Northwestern side of said Lot One (1) touches the South edge of Ingersoll Ave; thence in a South Westerly direction along said Northwestern side of said Lot One (1) to the point of commencement. This triangular tract intends to describe the unplatted portion in the Northeast Quarter of the Northwest Quarter (NE4 NW4), Section One (1), Township One Hundred Forty-nine (149) North, Range Forty-seven (47) West of the Fifth Principal Meridian.					

THEREFORE BE IT HEREBY RESOLVED, By the Board of County Commissioners of Polk County that the parcels of land forfeited to the State of Minnesota for non-payment of taxes appearing above and which have been classified and appraised as provided by Minnesota Laws 1935, Chapter 368, shall be offered for sale by the Polk County Auditor-Treasurer to the City of Crookston.

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

2. Approve Sales Price & Authorization For Private Sale Of Forfeited Parcel No. 74.00529.00. The Sale Date & Time Is To Be Wednesday June 22, 2022 at 4:30 p.m.

A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to offer at private sale in accordance with Minnesota Statutes 282.01, Subd 7a, to the adjacent landowners the following forfeit Parcel No. 74.00529.00 at the basic price of \$19,500.00 for a triangular portion as

presented or \$195,500.00 for the parcel in its entirety with a sale date of June 22, 2022, at 4:30 p.m.

ADMINISTRATION

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

1. American Rescue Plan Status

Discussion along with a handout was presented to the Board regarding the status of the American Rescue Plan. (Handout on file in the Administrator’s Office)

2. Update on Facilities Department

Due to the Facilities Management Director no longer working for Polk County, Richard Langlois, Assistant Facilities Director will hold the position of Interim Facilities Management Director until a new director is hired. Due to this change in position the procurement card spending authority will need to be increased. A motion was made by Commissioner Holy seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve increasing the purchasing authority to \$10,000.00 for a single item and a cumulative limit of \$20,000.00 for the Interim Facilities Management Director.

3. Facility Vehicle Liquidation

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the disposition of a 2008 Ford F350 with snowplow and lift gate as a package due to a blown motor, with a public auction service to sell for the highest bid.

With no further business the Board adjourned to reconvene at 8:00 o’clock a.m., June 7, 2022.

Joan Lee, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board