

**JUNE 1, 2021**  
**BOARD MINUTES**

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in session at 8:00 o'clock a.m., June 1, 2021 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson, Commissioner Gary Willhite, Commissioner Mark Holy. Other present Valerie Bjerk, Deputy Clerk of the Board. Charles S. Whiting, County Administrator, Clerk of the Board was absent.

**REVISED AGENDA**

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the revised June 1, 2021 agenda adding James Tadman, Sheriff.

**CONSENT ITEMS**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the June 1, 2021 consent items:

1. Approve Auditor Warrants.
2. Approve the May 4, May 18, and May 25, 2021 Board minutes.
3. Approve for payment Lost Warrant No. 545491 dated February 19, 2021 issued to the Firefighters Association in the amount of \$2,000.00.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he received a phone call regarding the 2<sup>nd</sup> Amendment.
2. Commissioner Lee brought forth that she attended an Extension Committee meeting where discussion took place regarding the need for a part-time office position and an MOA Agreement.
3. Commissioner Jacobson brought forth that he received a phone call regarding the condition of a culvert on a township road north of Lakeview Resort on Maple Lake.
4. Commissioner Willhite brought forth that he attended an Extension Committee meeting where discussion took place regarding the need for a part-time office position and an MOA Agreement. He also received phone calls regarding the cost and need for the construction camera that was previously approved by the Board for CSAH 11 – Fisher Avenue, Crookston, MN.
5. Commissioner Holy brought forth that he received calls regarding the condition of County Road No. 60.

**PUBLIC HEARING/LAND USE/ZONING ORDINANCE AMENDMENT SECTION 22**

**1. Open Public Hearing**

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to open the Public Hearing for Land Use/Zoning Ordinance Amendment Section 22 at 8:32 a.m.

**2. Close Public Hearing**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to close the Public Hearing at 8:45 a.m.

**3. Consideration of Resolution (2021-44) Amending The Polk County Land Use/Zoning Ordinance**

**Resolution (2021-44) Amending The Polk County Land Use/Zoning Ordinance**

**RESOLUTION AMENDING THE POLK COUNTY  
LAND USE/ZONING ORDINANCE  
RESOLUTION (2021-44)**

The following resolution (2021-44) was offered by Commissioner Lee:

WHEREAS, Polk County has adopted a Polk County Zoning Ordinance (Ordinance) pursuant to the authority granted to it by Minnesota Statutes Chapter 394 to address issues related to growth and development of land within Polk County, and to protect the welfare and interests of its citizens; and

WHEREAS, The Ordinance has been updated, as necessary, to address changes in Federal, State or local rule or policy, and to reflect changes in land use principles, technologies and practices in conflict with the Ordinance; and

WHEREAS, Polk County adopted its original county-wide Ordinance on September 3, 1971; and

WHEREAS, The Ordinance that is currently in effect was last revised on August 29, 2017; and

WHEREAS, The Polk County Planning Commission has reviewed the current Ordinance, and recommended specific changes to be incorporated into said Ordinance as zoning ordinance amendments (Amendments); and

WHEREAS, The proposed Amendments to the Polk County Zoning Ordinance are found in: Subdivision Regulations, Section 22; and

WHEREAS, The Polk County Planning Commission has reviewed, and based on prior DNR comments regarding plats, recommended the adoption of these Amendments to the Polk County Zoning Ordinance to the Polk County Board of Commissioners; and

WHEREAS, The Polk County Board of Commissioners has reviewed the aforementioned Amendments to the Polk County Zoning Ordinance; and

WHEREAS, The Polk County Board of Commissioners has received public comment on the afore mentioned Amendments at a special hearing for those Amendments on June 1, 2021.

NOW THEREFORE BE IT RESOLVED, That the County Board of Commissioners ordains the following:

MODIFY:

Section 22.0400 d. Platted lots must conform to all of the official controls adopted by this ordinance. The Planning Commission must not approve plats that are designed so variances from one or more standards in the official controls would be needed to use the lots for their intended purpose. Lot areas shall meet sizing standards within the land use district as defined by this ordinance and shall have adequate room for two standard subsurface sewage treatment systems. Lots that would require use of only holding tanks must not be approved. Lots shall be evaluated for limiting factors including but not limited to depth of groundwater or impervious layer, slope, flooding potential, and other limiting factors.

Correction of 22.1100 c. The applicant may apply for a variance for the substandard lot(s) if the applicants proposed use would be that of a compliant lot. The variance would need to be granted in order to avoid having development restriction covenants placed on the lot(s) as described in ~~22.2100~~ 22.1100 subp. a or ~~22.2100~~ 22.1100 subp. b.

BE IT THEREFORE RESOLVED, That the incorporation of these Amendments into the Ordinance would comply with Federal, State and local jurisdictions rules and policies, promote the orderly growth and development of land within Polk County, address changes in land use principals, technologies and practices, and protect the welfare and interest of Polk County and its citizens; and

BE IT THEREFORE FURTHER RESOLVED, That these Amendments shall be incorporated into the Polk County Zoning Ordinance, and the Ordinance in its entirety shall be hereby adopted, and shall be kept on file in the office of the County Zoning Administrator and the office of the County Auditor-Treasurer.

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

### **PLANNING AND ZONING**

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

**1. Resolution (2021-45) Conditional Use Permit For Benedict Kuznia For Hooking A New Septic System To An Existing Accessory Structure**

Resolution (2021-45) was offered by Commissioner Strandell seconded by Commissioner Willhite and adopted upon the following vote: YEAS: Lee, Jacobson, Willhite, Strandell and Holy. NAYS: None. (See Resolution (2021-45) on file in the Administrator's Office)

**2. Resolution (2021-46) Conditional Use Permit For David & Stephanie Vonesh For Hooking A New Septic System To A New Accessory Structure**

Resolution (2021-46) was offered by Commissioner Strandell seconded by Commissioner Willhite and adopted upon the following vote: YEAS: Lee, Jacobson, Willhite, Strandell and Holy. NAYS: None. (See Resolution (2021-46) on file in the Administrator's Office)

**3. Pictometry Purchase – Flyover Spring 2022**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Pictometry purchase in the amount of \$283,524.82 for the 2022 flyover to gain new aerial photography and continue the licensing for Pictometry software.

**HIGHWAY**

Darin Carlstrom, Construction Engineer came before the Board with matters pertaining to the Highway Department:

**1. SAP 060-599-280 Etc.**

Contracts and bonds were returned with the name Taggart Contracting, Inc. as the legal name of the contractor. Requesting to revise the award to state lowest responsible bidder, which was Taggart Contracting, Inc. of Thief River Falls, MN. A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to award SAP 060-599-280 etc. (Brandsvold Twp. Grove Park Twp. Hammond Twp.) to Taggart Contracting, Inc., Thief River Falls, MN with a bid amount of \$453,524.00 and have the Chair and Administrator sign the contracts. (Contract on file in the Administrator's Office)

**2. Maintenance Construction Update**

An update was given to the Board regarding Maintenance Construction at the Highway Department.

**PUBLIC HEALTH**

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

**1. Medical Consultant Contract**

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Medical Consultant Contract with Altru Clinic's Dr. Roshan Ghimire effective June 1, 2021 as presented to the Board. (Contract on file in the Administrator's Office)

**TAXPAYER SERVICE CENTER**

Sam Melbye, Taxpayer Service Center Supervisor/Tax System Administrator came before the Board with matters pertaining to the Taxpayer Service Center:

**1. Annual Aggregate Report**

Discussion along with handouts were presented to the Board regarding the 2020 Aggregate Tax collection and disbursements in addition to the balance of the restoration fund. (Handouts on file in the Administrator's Office)

**\*SHERIFF**

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

**1. Resolution (2021-47) 2021 State Of Minnesota Boat And Water Operations Grant**

**2021 State Of Minnesota Boat And Water Operations Grant**  
**RESOLUTION (2021-47)**

The following resolution (2021-47) was offered by Commissioner Strandell:

WHEREAS Polk County Sheriff's Office would like to enter into Agreement with State of Minnesota and accept the 2021 Annual County Boat & Water Grant; and;

WHEREAS, Polk County Sheriff's Office wishes to have the County Board formally accept the 2021 State of Minnesota Annual Boat & Water Grant in the amount of \$6,919.00.

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

1. The Polk County Sheriff's Office applied for 2021 State of Minnesota Annual Boat & Water Safety Grant Agreement for \$6,919.00 for the dates of January 1, 2021, through June 30, 2022. Polk County Sheriff's Office would like the Commissioners to accept entering into Grant Agreement with the State of Minnesota.

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 05/04/2021

<u>Vendor Name</u>	<u>Amount</u>
Becker County Human Services	29,561.98
Chiller Systems Inc	5,925.00
Clay County Public Health	16,845.69
Eaton Corporation	12,204.00
Fertile Oil Company	16,060.70
GreatAmerica Financial Services	9,958.16
Mn State Auditor	8,876.00
Norman County Public Health	61,924.10
Ottertail Public Health	36,194.51
Polk County Administrator	16,865.67
Polk County Administrator	6,577.14
Polk County Public Health	108,002.08
27 Payments less than 2000	7,220.74
<b>Final Total:</b>	<b>336,215.77</b>

AUDITOR WARRANTS 05/11/2021

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	5,180.94
BELTRAMI COUNTY SOLID WASTE	3,601.84
Clay County Public Health	2,000.00
ENTERPRISE FM TRUST	5,389.78
GHA Technologies Inc	5,997.60
Great Plains Natural Gas Co	8,798.32
Halstad Telephone Co	9,543.64
Lenes Sand & Gravel Inc	28,324.25
Marshall County Coop	3,995.00
Mn State Treasury	10,733.00
Norman County Public Health	20,813.47
Northside Express	6,643.72
Ottertail Power Co	23,898.74
Polk County Public Health	54,427.25
SHI International Corp	12,316.00
26 Payments less than 2000	9,402.12
<b>Final Total:</b>	<b>211,065.67</b>

AUDITOR WARRANTS 05/18/2021

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Crookston Water Department	4,969.55
Diversified Contractors Inc	74,782.00
East Pc Soil & Water	16,799.50
East Polk Heritage Center	5,000.00
Egf Heritage Foundation	5,000.00
ENTERPRISE FM TRUST	13,886.91
Fischer Rust, Stock & Rust, PLLC	3,043.90
Fosston Municipal Utilities	58,381.26
GreatAmerica Financial Services	9,958.16
Hardwick P.C./Brian T	5,463.32
Johnson Controls Fire Protection LP	5,560.82
Lepier Oil Company Inc	8,577.97
Occupational Development Ctr	7,500.00
Polk Co Historical Society	7,500.00
Polk County	84,040.75
Polk County Fair Assoc	20,000.00
Polk County Public Health	2,560.81
Reserve Account	10,000.00
University Of Minn R S V P	2,400.00
Verizon Wireless	6,364.15
West Polk Soil & Water	16,799.50
21 Payments less than 2000	10,441.22
<b>Final Total:</b>	<b>381,682.82</b>

AUDITOR WARRANTS 05/24/2021

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	1,689,386.74
Bremer Bank Na	544,604.15
School District 2176 Treas	203,727.42
School District 2311 Treas	148,509.60
School District 2609 Treas	609,244.56
School District 2906 Treas	124,927.86
School District 592 Treas	209,530.87
School District 593 Treas	1,492,478.21
School District 600 Treas	342,699.19
School District 601 Treas	742,471.98
School District 630 Treas	17,725.36
<b>Final Total:</b>	<b>6,125,305.94</b>

AUDITOR WARRANTS 05/25/2021



<u>Vendor Name</u>	<u>Amount</u>
Crookston City	35,226.84
East Grand Forks City	51,239.39
Garden Valley Technologies	2,365.21
Hardwick P.C./Brian T	3,415.59
Kronos SaaS Inc	3,669.61
Norman County Public Health	21,412.09
Northwestern Mental Health Center	7,063.00
Polk County Public Health	57,744.79
University Of North Dakota	6,250.28
Well's Fargo Bank NA	209,200.00
24 Payments less than 2000	18,899.53
<b>Final Total:</b>	<b>416,486.33</b>

**MANUAL WARRANTS 04/30/2021**

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	169,830.67
Minnesota Revenue	28,843.96
<b>Final Total:</b>	<b>198,674.63</b>

**MANUAL WARRANTS 05/03/2021**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,296.64
<b>Final Total:</b>	<b>2,296.64</b>

**MANUAL WARRANTS 05/10/2021**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,969.65
<b>Final Total:</b>	<b>2,969.65</b>

**MANUAL WARRANTS 05/17/2021**

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	170,273.28
Minnesota Revenue	29,063.92
<b>Final Total:</b>	<b>199,337.20</b>

**MANUAL WARRANTS 05/17/2021**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,657.67
<b>Final Total:</b>	<b>1,657.67</b>

**MANUAL WARRANTS 05/20/2021**

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	2,194.00
<b>Final Total:</b>	<b>2,194.00</b>

**MANUAL WARRANTS 05/20/2021**



<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,279.00
Minnesota Revenue	949.62
Mn Dept Of Rev Tax Division	140,660.19
Mn Dept Of Revenue	3,648.00
Mn Dept Of Revenue	827.00
<b>Final Total:</b>	<b>150,363.81</b>
<b>MANUAL WARRANTS 05/20/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	307,909.50
<b>Final Total:</b>	<b>307,909.50</b>
<b>MANUAL WARRANTS 05/21/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	4,025.87
<b>Final Total:</b>	<b>4,025.87</b>
<b>MANUAL WARRANTS 05/21/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	62,505.46
<b>Final Total:</b>	<b>62,505.46</b>
<b>MANUAL WARRANTS 05/24/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	726.09
<b>Final Total:</b>	<b>726.09</b>
<b>MANUAL WARRANTS 05/24/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	1,902,027.09
<b>Final Total:</b>	<b>1,902,027.09</b>

With no further business the Board adjourned to reconvene at 2:00 o'clock p.m., June 15, 2021.

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Gerald Jacobson, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board