

**JUNE 6, 2023**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., June 6, 2023, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Mark Holy. Others present Chuck Whiting, Polk County Administrator and Valerie Bjerk, Deputy Clerk of the Board. Commissioner Gary Willhite was absent.

**REVISED AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the revised June 6, 2023, agenda adding No. 3 under the Consent items.

**CONSENT ITEMS**

A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the June 6, 2023, consent item:

1. Approve the May 23, 2023, Board minutes.
2. Approve Auditor Warrants.
3. \*Approve payment to Craig Plante Construction, Crookston, MN in the amount of \$5,600.00 for transformer slab for the Facilities Department.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended the following meetings:
  - a. West Central Regional Water District meeting
2. Commissioner Lee brought forth that she attended the following meetings:
  - a. Reaching Rural meeting
3. Commissioner Mark Holy brought forth that he attended the following meetings:
  - a. Phone calls regarding buffers

**PUBLIC HEALTH**

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

**1. Hair Follicle Drug Testing Fee**

Polk County Public Health trained staff to provide hair follicle drug screening collection and processing of hair specimen for submission to Omega laboratory as requested by Social Services. Currently the fee is Lab Price + \$30.00. A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Lab Price Fee + Mileage (as applicable) + Nurse salary and fringe. (This will include scheduling, travel time, collecting, documenting and relaying results).

**SOCIAL SERVICES**

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

- 1. Contract with Department of Employment and Economic Development (DEED)**  
A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the contract amendment in the amount of \$25,600.00 with the Department of Employment and Economic Development. The total contract amount is \$33,069.00 through September 30, 2023. (Contract on file in the Administrator's Office)
- 2. Account Technician Replacement Request**  
Due to a resignation a motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve refilling the Account Technician position and any internal subsequent position vacancies occurring because of this action.

### **SHERIFF**

Michael Norland, Chief Deputy came before the Board with matters pertaining to the Sheriff's Office:

- 1. Approve the 2023 State of Minnesota Annual County Boat and Water Safety Grant Contract Agreement**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the 2023 State of Minnesota Annual Boat and Water Safety Grant Contract as presented to the Board. (Grant on file in the Administrator's Office)

### **ENVIRONMENTAL SERVICES**

Jon Steiner, Environmental Services Director came before the Board with matters pertaining to his department:

- 1. Solid Waste Program Updates**

Solid Waste Program updates were given to the Board regarding the status of the 2023 Bonding Bill, the status of the Landfill Wetland Permits, upcoming projects, and discussion on the 9 County Regional C&D Study.

### **PUBLIC HEARING – COUNTY DITCH NO. 90**

Hearing to facilitate the adding of property to the benefitted area of Polk County Ditch No. 90 by petition from Elliot Solheim:

- 1. Open Public Hearing**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to open the Public Hearing at 9:35 a.m.

- 2. Close Public Hearing**

A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to close the Public Hearing at 9:43 a.m.

- 3. County Ditch No. 90 Add Lands Discussion**

Discussion was held with the Board regarding the property to Polk County Ditch No. 90, Pursuant to Minnesota Statutes 103E.401. The purpose of the Hearing was to take testimony and comments concerning a request from Elliot Solheim to outlet and add property to the assessed area of Polk County Ditch No. 90 as per M.S.103E.401. The description of the property that will be affected is Russia Township, Southwest 1/4 Section 32, T1 48N, R46. A motion was made by Commissioner Holy seconded by

Commissioner Lee and adopted by unanimous vote of the Board to approve the Elliot Solheim to outlet and add property to the assessed area of Polk County Ditch No. 90.

Members of the public in attendance: Lou Anne Olson, Robin Brekken, Don Andringa and Elliot Solheim. Landowner Don Andringa's only concern was that the surface water drainage remains the same as it currently is now.

## **HIGHWAY**

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

### **1. County Ditch 37 Maintenance Request**

A Landowner has requested to clean ditch/add side water inlet culverts and approach culverts into County Ditch No. 37 along the North side of Section 25 of Keystone Township. (Landowner to do work at their own expense) A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the work in County Ditch No. 37 and name Richard Sanders as Engineer over the project.

The question of abstaining from the vote was discussed with the Board. The Polk County Administrator stated not to abstain as there are only 3 Board members present for a quorum.

### **2. County Ditch 41 Maintenance Request**

A Landowner has requested to clean ditch north side of Section 4 of Sullivan Township. (Landowner to do work at their own expense). A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the work in County Ditch No. 41 and name Richard Sanders as Engineer over the project.

The question of abstaining from the vote was discussed with the Board. The Polk County Administrator stated not to abstain as there are only 3 Board members present for a quorum.

### **3. CSAH 6 Railroad Crossing Surface**

BNSF will be replacing the surfacing with new concrete panels and Polk County is required to help pay for such replacement. The total cost that Polk County is required to pay BNSF is \$112,000.00. A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Agreement between Polk County and BNSF as presented to the Board and allow the Polk County Chair to sign the Agreement. (Crossing Surface Installation Agreement on file in the Administrator's Office)

### **4. Polk County Highway 5 Year Plan/Funding Review**

The Polk County Highway 5-Year Plan was discussed and presented to the Board. The motion was tabled until the June 27, 2023, Board meeting approving the proposed 5-year projects as presented. (Plan on file in the Administrator's Office.)

The motion was tabled until the June 27, 2023, Board meeting approving raising the Local Option Sales Tax Collected from 0.25% to 0.5%.

The motion was tabled until the June 27, 2023, Board meeting approving collecting Wheelage Tax Funds at the rate of \$20.00 starting January 1, 2024.

**PLANNING AND ZONING**

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

**1. Resolution (2023-30) Conditional Use Permit For CHS Northern Grain For A Maximum Height Of 204’ In The Agricultural District**

Resolution (2023-30) was offered by Commissioner Lee seconded by Commissioner Holy and adopted upon the following vote: YEAS: Commissioner Strandell, Commissioner Lee, and Commissioner Holy. NAYS: None. (See Resolution (2023-30) on file in the Administrator’s Office.)

**HU**

**MAN RESOURCES**

Alecia Helms, Human Resources Director came before the Board with matters pertaining to her department:

**1. Juneteenth - Amend Personnel Policies For Additional Holiday**

Effective May 24, 2023, Juneteenth is considered an official paid holiday as signed by Governor Walz and needs to be added to the County Personnel Policies and recognized. A motion was made by Commissioner Holy seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve and recognize Juneteenth (19th) as an official holiday.

**ASSESSOR**

Mark Landsverk, Polk County Assessor came before the Board with matters pertaining to the Assessor’s Office:

**1. Abatement Requests**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the following abatement requests:

**JUNE 2023 ABATEMENTS**

<b>NAME / ADDRESS</b>	<b>PARCEL # / LEGAL DESCRIPTION</b>	<b>AMOUNT OF TAX REDUCTION</b>	<b>REASON</b>
MARK HAGEN 1115 3RD AVE NW, #207 EAST GRAND FORKS, MN 56721	40.00346.01	\$ 110	Clerical error. Special Ag Homestead was only partially entered into Aumentum.
	40.00348.00	\$ 1,050	
	40.00244.00	\$ 2,930	
	40.00378.00	\$ 10	
	40.00244.03	\$ 886	
	40.00261.00	\$ 100	

	<b>Total</b>	<b>\$ 5,086</b>	For Tax Year 2023.
ENBRIDGE ENERGY PO BOX 2629 ADDISON, TX 75001	16.10002.00  Eden Township Personal Property	\$ 27,058	Clerical error. State Assessed value incorrectly entered into Aumentum. For Tax Year 2023.
DARIN MOEN 18432 470TH AVE NW OSLO, MN 56744	37.00086.00  Higdem Township NW Quarter, Section 24	\$ 2,622	Clerical error. Special Ag Homestead modifier was missed in Aumentum. For Tax Year 2023.
KEVIN O'KEEFE 34394 140TH AVE SE MENTOR, MN 56736	74.01261.00  Woodside Township Lot 1 Plat Number 1148 Buhns Bay Addition	\$ 3,794	Clerical error. New plat was created and in process HS modifier was not applied to this parcel. For Tax Year 2023.
BENNET & GLORIA OSMONSON 34616 380TH AVE SE GULLY, MN 56646	57.00041.01  Queen Township SW Quarter, Section 05	\$ 2,610	Clerical error. Parcel re-combined under this parcel number and HS modifier was not applied. For Tax Year 2023.

**ADMINISTRATION**

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

**1. Update on West Central Water District Formation**

An update was given to the Board regarding the West Central Water District Formation meeting where discussion took place regarding the Work Completed to Date, Additional Funding Opportunities, District Governance, Work Group Membership, District Boundaries, Joint Powers Agreement vs. Independent District, and the District Formation - Timeline of Process & Judicial Filing.

**AUDITOR WARRANTS**

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

AUDITOR WARRANTS 05/02/2023

June 6, 2023

<u>Vendor Name</u>	<u>Amount</u>
Crookston Driftbusters	5,484.19
Crookston Water Department	4,456.79
Demo Plus Inc	86,760.00
Great Plains Natural Gas Co	13,748.76
Mn UI Fund	7,165.00
Norman County Public Health	15,609.00
Ottertail Power Co	24,821.61
Polk County	78,998.90
Polk County Public Health	26,580.00
University Of North Dakota	6,377.40
32 Payments less than 2000	8,144.77
<b>Final Total:</b>	<b>278,146.42</b>

AUDITOR WARRANTS 05/03/2023

<u>Vendor Name</u>	<u>Amount</u>
2 Payments less than 2000	1,500.14
<b>Final Total:</b>	<b>1,500.14</b>

AUDITOR WARRANTS 05/09/2023

<u>Vendor Name</u>	<u>Amount</u>
Alluma Inc	7,063.00
Amherst H Wilder Foundation	10,000.00
Chiller Systems Inc	6,615.00
Clay County Public Health	34,171.29
Ecolab Pest Elimination Division	2,029.21
Hardwick P.C./Brian T	2,428.93
Joseph Donald Construction	3,025.00
JT's Station	3,359.10
Knife River Materials	93,006.44
Lepier Oil Company Inc	9,367.76
Liberty Business Systems Inc	6,415.18
Marshall County Coop	4,164.00
Norman County Public Health	68,098.80
Northdale Oil Inc	9,190.31
Ottertail Public Health	2,110.81
Polk County Public Health	173,074.87
RnC Consulting P.A.	4,657.31
Traill County	162,626.59
18 Payments less than 2000	9,895.23
<b>Final Total:</b>	<b>611,298.83</b>

AUDITOR WARRANTS 05/16/2023

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
ENTERPRISE FM TRUST	8,576.25
Fertile Oil Company	24,263.80
Fischer Rust, Stock & Rust, PLLC	2,018.75
Fosston Municipal Utilities	55,507.96
Fosston Municipal Utilities	2,928.66
Great Plains Natural Gas Co	14,159.39
Kronos SaaS Inc	3,289.60
Morris Electronics Inc	5,343.00
Norman County Public Health	39,712.13
Northdale Oil Inc	21,743.66
Ottertail Power Co	2,688.46
Polk County	5,957.00
Polk County Public Health	98,951.38
Verizon Wireless	4,466.91
25 Payments less than 2000	14,728.70
<b>Final Total:</b>	<b>306,988.65</b>

AUDITOR WARRANTS 05/23/2023

<u>Vendor Name</u>	<u>Amount</u>
AT&T Mobility	2,631.31
Crookston Water Department	3,625.25
East Grand Forks City	17,063.53
East Polk Heritage Center	5,000.00
East Polk Soil & Water	21,560.00
Egf Heritage Foundation	5,000.00
ENTERPRISE FM TRUST	28,498.07
Middleton- Koller/Lynn D	3,417.00
Occupational Development Ctr	7,500.00
Ottertail Power Co	2,470.84
Polk Co Historical Society	7,500.00
Polk County	75,296.70
Polk County Agricultural Fair Assoc	20,000.00
Tri- Valley Opportunity Council	7,000.00
West Polk Soil & Water	21,560.00
17 Payments less than 2000	10,610.92
<b>Final Total:</b>	<b>238,733.62</b>

AUDITOR WARRANTS 05/23/2023

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	444.93
<b>Final Total:</b>	<b>444.93</b>

AUDITOR WARRANTS 05/24/2023

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	1,698,180.77
Bremer Bank Na	557,315.02
School District 2176 Treas	182,354.00
School District 2176 Treas	150,012.42
School District 2311 Treas	280,610.29
School District 2609 Treas	607,542.13
School District 2906 Treas	194,218.86
School District 592 Treas	142,809.75
School District 593 Treas	1,532,014.54
School District 600 Treas	331,922.84
School District 601 Treas	788,775.60
School District 630 Treas	16,560.76
<b>Final Total:</b>	<b>6,482,316.98</b>

**AUDITOR WARRANTS 05/30/2023**

<u>Vendor Name</u>	<u>Amount</u>
Amundson Farms	12,651.26
Hardwick P.C./Brian T	2,456.02
Marshall County Coop	5,325.00
Mn State Treasury	5,613.50
Polk County Public Health	10,356.34
9 Payments less than 2000	3,118.49
<b>Final Total:</b>	<b>39,520.61</b>

**MANUAL WARRANTS 05/01/2023**

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	210.36
<b>Final Total:</b>	<b>210.36</b>

**MANUAL WARRANTS 05/12/2023**

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	177,113.23
Minnesota Revenue	30,317.71
<b>Final Total:</b>	<b>207,430.94</b>

**MANUAL WARRANTS 05/15/2023**

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	185.65
<b>Final Total:</b>	<b>185.65</b>

**MANUAL WARRANTS 05/19/2023**

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,658.64
<b>Final Total:</b>	<b>1,658.64</b>

**MANUAL WARRANTS 05/19/2023**

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	81,393.23
<b>Final Total:</b>	<b>81,393.23</b>

**MANUAL WARRANTS 05/19/2023**



<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	920.00
<b>Final Total:</b>	920.00

**MANUAL WARRANTS 05/19/2023**

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	3,910.00
Minnesota Revenue	775.49
Mn Dept Of Rev Tax Division	50,066.72
Mn Dept Of Revenue	3,735.00
Mn Dept Of Revenue	292.00
<b>Final Total:</b>	58,779.21

**MANUAL WARRANTS 05/24/2023**

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	2,266,361.22
<b>Final Total:</b>	2,266,361.22

**MANUAL WARRANTS 05/26/2023**

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	182,398.59
Minnesota Revenue	31,597.18
<b>Final Total:</b>	213,995.77

**MANUAL WARRANTS 05/26/2023**

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	209.57
<b>Final Total:</b>	209.57

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., June 20, 2023.

---

Warren Strandell, Chair

ATTEST

---

Charles S. Whiting  
Deputy Clerk of the Board