

**JUNE 7, 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., June 7, 2022, 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 and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Michelle Cote, Deputy Clerk of the Board.

**REVISED AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the revised June 7, 2022, agenda adding No. 5 under Richard Sanders/Highway Department.

**CONSENT ITEMS**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the June 7, 2022, consent items:

1. Approve Auditor Warrants.
2. Approve the May 17 & May 24, 2022, Board Minutes.
3. Approve for Payment Lost Warrant No. 51260 dated March 18, 2022, issued to Ryan Carslay in the amount of \$50.00.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he participated in a Construction meeting as part of the Building Committee. He also attended a Northwest Regional Development Commission Committee meeting in Roseau where a tour of Polaris Industries was the focus.
2. Commissioner Lee brought forth that she participated in the Clearwater One Watershed One Plan and a Polk County Planning Commission meeting. In addition, she participated in a SCHSAC (State Community Health Services Advisory Committee). She also received calls of concern regarding roads, high-water and issues regarding the new gravel pit north of McIntosh. Discussion was brought forth regarding small town festivals and the counties willingness to appropriate funds.
3. Commissioner Jacobson brought forth that he had received several calls of concern regarding beavers blocking ditches.
4. Commissioner Willhite brought forth that he participated in a Construction meeting as part of the Building Committee. He also participated in the Polk, Norman, Mahnomon Community Health Board meeting. In addition, he participated in the interviews for the new Director of Property Records.
5. Commissioner Holy brought forth that he has received several calls of concerns regarding ditches in his district.

## MIS

Evan Bruggeman, MIS Director came before the Board with matters pertaining to his department:

### **1. Approval of Human Service Center Panic Button Project**

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve Bergstrom Electric's quote in the amount of \$18,530.00 for the installation and configuration of the Human Service Center Panic Button Project.

## PLANNING AND ZONING

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

### **1. Resolution (2022-47) Conditional Use Permit For Steven & Shaun Muzzy For Hooking A New Septic System To A New Accessory Structure**

Resolution (2022-47) was offered by Commissioner Jacobson seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Jacobson, Holy, Lee, Willhite, and Strandell. NAYS: None. (See Resolution (2022-47) on file in the Administrator's Office.)

### **2. Resolution (2022-48) Conditional Use Permit For Beverly Jung For Hooking A New Septic System To A New Accessory Structure**

Resolution (2022-48) was offered by Commissioner Willhite seconded by Commissioner Jacobson and adopted upon the following vote: YEAS: Jacobson, Holy, Lee, Willhite, and Strandell. NAYS: None. (See Resolution (2022-48) on file in the Administrator's Office.)

### **3. Resolution (2022-49) Conditional Use Permit For Roman Troyer For Operation Of A Home Based Business For A Wood Fabricating Operation Out Of An Accessory Structure**

Resolution (2022-49) was offered by Commissioner Jacobson seconded by Commissioner Holy and adopted upon the following vote: YEAS: Jacobson, Holy, Lee, Willhite, and Strandell. NAYS: None. (See Resolution (2022-49) on file in the Administrator's Office.)

### **4. Final Plat-Forgotten Bay (Parcel No. 27.00008.00) Monty Lund (Blue Star LLC)**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Final Plat request of Monty Lund (Blue Star LLC) to create 9 new buildable riparian lots and to create 2 out lots along Union Lake with conditions.

## HIGHWAY

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

### **1. Gravel Purchase – Gowan Construction**

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve purchasing 8,168 tons of CL 5 gravel from Gowan Construction, Oslo, MN in the amount of \$3.85 per ton as measured in the stockpile.

**2. County Ditch No. 37 Maintenance Request**

A request has been made to do work on the erosion/sloughing of bank into field in Section 28 of Sullivan Township (County Ditch No. 37). A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the work in County Ditch 37 and name Richard Sanders as Engineer over the project.

**3. Township of Hammond Township Agency Agreement**

Polk County has been asked to survey, design, let and administer the contract that includes a project in and along a Hammond Township Road. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Agency Agreement between Polk County and the Township of Hammond as presented to the Board. (Agreement on file in the Administrator's Office)

**4. 2024 Single Axle Diesel Truck**

A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award the quote to Boyer Ford Trucks, Inc., Duluth, MN in the amount of \$76,595.15 for 2024 Freightliner Single Axle Diesel Truck.

**5. \*Traill County/ KLJ Final Design Contract**

Traill County is the lead agency on the Climax Bridge Replacement project. Traill County will be approving the contract with KLJ to do the final design, with the total cost of \$681,500.00. Polk County already has contract with Traill County to pay half of the cost. Traill County will be approving contract with KLJ to do the final design. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to contingently approve the Traill County/ KLJ Final Design Contract as presented to the Board. (Contract on file in the Administrator's Office)

**SOCIAL SERVICES**

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

**1. Social Worker-Child Protection Specialist (CPS) Replacement Request**

A motion was made by Commissioner Holy seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve refilling a Social Worker-Child Protection Specialist (CPS) position, and to refill any internal subsequent position vacancies occurring because of this action.

**2. Resolution (2022-50) Children And Families Procurement**

**RESOLUTION (2022-50)**  
**Children And Families Procurement**

The following resolution (2022-50) was offered by Commissioner Willhite:

WHEREAS, The Minnesota Department of Human Services (DHS) has published a Request For Proposals (RFPs) to provide health care services to Families and Children in eighty (80) Minnesota counties including Polk County; and

WHEREAS, DHS has requested County evaluations and recommendations regarding the RFP proposals from each respective county; and

WHEREAS, Blue Plus, Medica, UCare and United Healthcare submitted proposals to provide managed health care services for Families and Children in Polk County; and

WHEREAS, Representatives of Polk County Social Services have reviewed and evaluated the proposals; and

WHEREAS, Blue Plus and UCare have submitted proposals suitable to meet our needs. Blue Plus and UCare were scored the highest by representatives of Polk County Social Services and have successfully served Polk County residents.

THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners supports the recommendation of Polk County Social Services recommending Blue Plus and UCare as Managed Care Organization(s) (MCO(s) providing managed health care services for Families and Children in Polk County.

Dated this 7, June 2022

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

**3. Approval of Department of Human Services Respite Care Grant Contract Amendment**

A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve amending the Children Mental Health Respite Care Grant Contract to include \$30,270.00 to the previous amended total of \$151,990.00 for a total contract amount of \$182,260.00 through December 31, 2022.

**SHERIFF**

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

**1. Purchase of Beach King Boat Lift and Dock from Harlan's Boats R-Us**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2022 budgeted purchase of a Beach King Boat Lift and Dock for Patrol Boat in the amount of \$13,400.00 (Includes delivery and set up).

**2. Information on Public Utilities Commission Reimbursements**

Discussion was held with the Board regarding the Sheriff's Office receiving reimbursement from the Public Utilities Commission for training time, safety equipment and hours worked.

**PROPERTY RECORDS**

Michelle Cote, Property Records Director came before the Board with matters pertaining to her department:

**1. Request to post and advertise for Deputy Director of Property Records**

Due to a resignation a motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to authorize filling the Deputy Director of Property Records position.

**ADMINISTRATION**

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

**1. Approval of Collective Bargaining Agreement – LELS Sheriff Deputies Group**

Discussion along with the Collective Bargaining Agreement representing the LELS Sheriff Deputies Group (Essential Employees Unit – January 1, 2022, through December 31, 2024) was presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Collective Bargaining Agreement representing the LELS Sheriff Deputies Group as presented. (Agreement on file in the Administrator’s Office)

**2. Resolution (2022-46) Approving Redevelopment Plan For Fosston Redevelopment Project No. 1 Proposed By The NW MN Multi-County Housing & Redevelopment Authority**

**RESOLUTION (2022-46)**

**Resolution Approving Redevelopment Plan For Fosston Redevelopment Project No. 1 Proposed By The Northwest Minnesota Multi-County Housing And Redevelopment Authority**

The following resolution (2022-46) was offered by Commissioner Jacobson:

WHEREAS, The Northwest Minnesota Multi-County Housing and Redevelopment Authority (the “HRA) operating within the counties of Kittson, Polk, Marshall, Pennington, Red Lake and Roseau, has proposed the creation of a Redevelopment Plan ("Plan") in connection with its Fosston Redevelopment Project No. 1 (the "Project"), pursuant to Minnesota Statutes, Sections 469.001 to 469.047, as amended (the "HRA Act") located within the City of Fosston, Minnesota (the “City”); and

WHEREAS, County Board of Commissioners has the statutory responsibility under Minnesota Statutes, Section 469.028, to approve redevelopment plans and projects of the HRA located within Polk County, Minnesota (the “County”) after a public hearing thereon; and

WHEREAS, The HRA has approved the Plan and requested that the County hold a public hearing regarding the Plan duly noticed in accordance with the HRA Act; and

WHEREAS, The City Planning Commission has considered the Plan and adopted a resolution finding that the Plan conforms to the general plan for the development of the City as a whole; and

WHEREAS, On June 28, 2022 at 10:00 a.m., the City Council of the City will hold a public hearing regarding the Plan at which all interested persons will be given an opportunity to be heard; and

WHEREAS, The HRA proposes to provide a loan to Specklebelly Properties, LLC, a Minnesota limited liability company, or an affiliate thereof or entity related thereto, in an amount not to exceed \$300,000 in order to facilitate the redevelopment of an existing site located on Kaiser Avenue in the City for a multifamily housing development (the “Minimum Improvements”); and

WHEREAS, The Board of Commissioners has determined that in order to facilitate the development of the Minimum Improvements it is in the County’s interest to make the declaration required in order to permit the HRA to adopt the Plan and provide additional assistance for the development.

NOW THEREFORE BE IT RESOLVED, By the Board of Commissioners (the “Board”) of Polk County, Minnesota that:

1. The Board hereby finds that: (a) the land within the Project area would not be available for redevelopment described in the Plan without the financial assistance to be sought under the Plan; (b) the Plan will afford maximum opportunity, consistent with the needs of the City as a whole, for the redevelopment of the Project area by private parties; and (c) the Plan conforms to the general plan for the development of the City as a whole.
2. The Board further finds that:
  - (a) the Project and Redevelopment Plan are necessary to remove or reduce blight, blighting factors, or the causes of blight and to prevent the emergence of blight and deterioration pursuant to Minnesota Statutes, Section 469.002, subd. 14 and the housing development being financed by the Redevelopment Plan within the Project will be constructed on an area that is underused or inappropriately used is occupied by functionally obsolete nonresidential buildings, within the meaning of Minnesota Statutes, Section 469.028, subd. 4; and
  - (b) the promotion of development and redevelopment in the Project and related activities to redevelop the Project all in accordance with the Redevelopment Plan, constitute a “redevelopment project” within the meaning of Minnesota Statutes, Sections 469.002, subd. 14 and 469.028; and

- (c) the Board made the above findings stated in this section and in Section 1 based on the supporting facts and additional findings described in the Redevelopment Plan, which is incorporated herein in its entirety.
- 3. County staff and consultants are authorized to take all actions necessary to implement the Plan in cooperation with the HRA.

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

**3. ARPA Status and Authorizations**

Discussion along with handouts were presented to the Board regarding the allocation of ARPA funds. (Handouts on file in the Administrator's Office)

**a. Mentor Fire Department**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the commitment of \$28,000.00 of American Rescue Program funds to the Mentor Fire Department for a generator and shelter improvements, pending proper agreement as drafted by the Polk County Attorney.

**b. City of Climax/ECRWD Water Project**

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the commitment of no more than \$250,000.00 of American Rescue Program funds to the City of Climax and for the purposes mitigating clean water pending proper agreement as drafted by the Polk County Attorney.

**4. 2023 Budget Preliminary Goals and Objectives**

Discussion was held with the Board regarding the 2023 budget preliminary goals and objectives.

**AUDITOR WARRANTS**

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

(See Next Page)

AUDITOR WARRANTS 05/03/2022

<u>Vendor Name</u>	<u>Amount</u>
Alluma Inc	7,063.00
Bergstrom Electric Inc	12,400.00
Chiller Systems Inc	6,300.00
Clay County Public Health	17,366.31
Diversified Contractors Inc	55,955.00
Lenes Sand & Gravel Inc	25,603.92
Lenes Sand & Gravel Inc	4,452.97
Mn State Treasury	7,827.50
Norman County Public Health	24,733.11
Otis Elevator Company	7,414.20
Polk County Administrator	17,377.70
Polk County Public Health	51,141.01
State of Minnesota	10,000.00
Todd's Tire Service Inc	10,203.80
Total Lawn Care & Landscaping	2,020.00
22 Payments less than 2000	12,206.10
<b>Final Total:</b>	<b>272,064.62</b>

AUDITOR WARRANTS 05/10/2022

<u>Vendor Name</u>	<u>Amount</u>
Becker County Human Services	43,071.13
Clay County Public Health	18,662.28
ENTERPRISE FM TRUST	5,389.78
Great Plains Natural Gas Co	16,972.14
Lepier Oil Company Inc	10,043.65
Marshall County Coop	6,300.00
Norman County Public Health	46,511.45
Northdale Oil Inc	8,946.42
Ottertail Power Co	21,396.34
Ottertail Public Health	80,707.26
Polk County Public Health	124,521.05
10 Payments less than 2000	7,389.10
<b>Final Total:</b>	<b>389,910.60</b>

AUDITOR WARRANTS 05/17/2022



<u>Vendor Name</u>	<u>Amount</u>
American Security Cabinets	2,041.00
AT&T Mobility	2,477.99
ENTERPRISE FM TRUST	27,383.76
Fosston Municipal Utilities	49,149.13
Hardwick P.C./Brian T	4,919.61
JT's Station	2,455.09
Kronos SaaShr Inc	3,334.60
Lenes Sand & Gravel Inc	32,417.00
Mn State Treasury	7,331.00
Norman County Public Health	11,065.00
Ottertail Power Co	2,790.90
Polk County Highway Department	8,837.49
Polk County Public Health	13,048.00
Verizon Wireless	2,916.76
35 Payments less than 2000	15,232.75
<b>Final Total:</b>	<b>185,400.08</b>

AUDITOR WARRANTS 05/24/2022

<u>Vendor Name</u>	<u>Amount</u>
Acom Solutions Inc	2,472.00
Altru Health System	2,653.00
East Polk Heritage Center	5,000.00
East Polk Soil & Water	21,560.00
Egf Heritage Foundation	5,000.00
Mn State Auditor	7,897.50
Mn UI Fund	6,327.00
Norman County Public Health	54,147.09
Occupational Development Ctr	7,500.00
Polk Co Historical Society	7,500.00
Polk County	73,310.25
Polk County Fair Assoc	20,000.00
Polk County Public Health	81,094.98
Tri County Community Corr	130,559.00
University Of Minn R S V P	2,400.00
West Polk Soil & Water	21,560.00
17 Payments less than 2000	9,724.16
<b>Final Total:</b>	<b>458,704.98</b>

AUDITOR WARRANTS 05/25/2022

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	1,822,970.05
Bremer Bank Na	578,428.54
School District 2176 Treas	223,959.43
School District 2311 Treas	137,374.73
School District 2609 Treas	664,383.74
School District 2906 Treas	89,282.76
School District 592 Treas	168,966.35
School District 593 Treas	1,610,430.63
School District 600 Treas	354,410.25
School District 601 Treas	814,070.67
School District 630 Treas	19,701.22
<b>Final Total:</b>	<b>6,483,978.37</b>

AUDITOR WARRANTS 05/31/2022

<u>Vendor Name</u>	<u>Amount</u>
Bergstrom Electric Inc	6,550.00
Clay County Public Health	2,000.00
Crookston Water Department	2,764.94
ICON Architectural Group	23,302.74
Polk County Public Health	27,318.49
9 Payments less than 2000	3,852.94
<b>Final Total:</b>	<b>65,789.11</b>

MANUAL WARRANTS 05/02/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,924.92
<b>Final Total:</b>	<b>3,924.92</b>

MANUAL WARRANTS 05/09/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	4,382.45
<b>Final Total:</b>	<b>4,382.45</b>

MANUAL WARRANTS 05/13/2022

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	172,443.55
Minnesota Revenue	29,276.27
<b>Final Total:</b>	<b>201,719.82</b>

MANUAL WARRANTS 05/16/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,121.74
<b>Final Total:</b>	<b>2,121.74</b>

MANUAL WARRANTS 05/20/2022

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	529.52
<b>Final Total:</b>	<b>529.52</b>

MANUAL WARRANTS 05/20/2022	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	78,153.82
<b>Final Total:</b>	<b>78,153.82</b>
MANUAL WARRANTS 05/20/2022	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	764.00
<b>Final Total:</b>	<b>764.00</b>
MANUAL WARRANTS 05/20/2022	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	3,830.00
Minnesota Revenue	684.29
Mn Dept Of Rev Tax Division	100,271.20
Mn Dept Of Revenue	3,286.00
Mn Dept Of Revenue	272.00
<b>Final Total:</b>	<b>108,343.49</b>
MANUAL WARRANTS 05/23/2022	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,361.60
<b>Final Total:</b>	<b>1,361.60</b>
MANUAL WARRANTS 05/25/2022	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	2,000,741.27
<b>Final Total:</b>	<b>2,000,741.27</b>
MANUAL WARRANTS 05/27/2022	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	174,625.44
Minnesota Revenue	29,835.20
<b>Final Total:</b>	<b>204,460.64</b>
MANUAL WARRANTS 05/31/2022	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,605.93
<b>Final Total:</b>	<b>1,605.93</b>

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., June 21, 2022.

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Joan Lee, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board

June 7, 2022