

**JULY 26, 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., July 26, 2022. Members present: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Sam Melbye, Clerk of the Board.

**REVISED AGENDA**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the July 26, 2022, revised agenda adding Greg Widseth, Polk County Attorney, Richard Sanders, Highway Engineer and #3 under Polk County Administration.

**CONSENT ITEMS**

No consent items.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Jacobson brought forth he attended the following meetings:
  - a. Fertile Community Conservation Club Shooting Range
2. Commissioner Strandell brought forth he attended the following meetings:
  - a. Pine to Prairie Drug Task Force
3. Commissioner Lee brought forth that she attended the following meetings:
  - a. East Polk County Soil & Water
  - b. Planning and Zoning
  - c. Pine to Prairie Drug Task Force
  - d. Wild Rice - Marsh One Watershed One Plan (1W1P)
  - e. Inter-County Strategic Planning
4. Commissioner Willhite brought forth that he attended the following meetings:
  - a. Building Committee
  - b. KROX Radio Show coming up
5. Commissioner Holy brought forth that he attended the following meetings:
  - a. Received a call from a taxpayer concerning Grand Forks, ND Corn-Milling Facility

**SHERIFF**

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

**1. Monthly Sheriff Reports**

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

**2. Retirement of Patrol Sergeant – Promote Deputy to Patrol Sergeant**

Due to the retirement of the Patrol Sergeant position a motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by

unanimous vote of the Board to promote an internal Deputy for the Patrol Sergeant position.

**3. Promote Deputy from Justice Center to Patrol Deputy**

A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to promote a Deputy from the Justice Center to a Patrol Deputy position at the Sheriff's Office.

**4. Advertise & Hire Transport Deputy**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve advertising and hiring a Transport Deputy position.

**5. Retirement of Telecommunicator – Advertise & Hire Telecommunicator**

Due to the retirement of a Telecommunicator position a motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve advertising and hiring a Telecommunicator position.

**VETERANS**

Kurt Ellefson, Veterans Services Director, came before the Board with matters pertaining to his department:

**1. Resolution (2022-56) FY 2023 CVSO Operational Grant**

**RESOLUTION (2022-56)**  
**FY 2023 CVSO Operational Grant**

The following resolution (2022-56) was offered by Commissioner Strandell:

BE IT RESOLVED, By Polk County that the County enter into the attached Grant Agreement with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans service office, as specified Minnesota Statutes 197.608 and Minnesota Laws 2021, Chapter 12, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by Polk County that Kurtis Ellefson, the County Veterans Service Officer, be authorized to execute the FY 2023 CVSO Grant Agreement Grant Contract for the above-mentioned Program on behalf of the County.

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

### **\*COUNTY ATTORNEY**

Greg Widseth, Polk County Attorney came before the Board with matters pertaining to his department:

#### **1. UND Student Attorney Externship**

Discussion along with the UND Externship Handbook and UND Experiential Placement Agreement were presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to authorize Greg Widseth, Polk County Attorney to begin establishing an externship with the University of North Dakota Law School to employ a student attorney in our office to work with and assist the attorney in the office under the student practice rules and my supervision. (Handbook and Agreement on file in the Administrator's Office)

### **PLANNING & ZONING**

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

#### **1. Resolution (2022-55) Conditional Use Permit For David Lende For A 1590 Sq Ft. Accessory Structure Closer Than 300 Feet From OHWM**

Resolution (2022-55) was offered by Commissioner Jacobson seconded by Commissioner Holy and adopted upon the following vote: YEAS: Commissioner Willhite, Commissioner Lee, Commissioner Holy, Commissioner Jacobson, and Commissioner Strandell. NAYS: None. (See Resolution (2022-55) on file in the Administrator's Office.)

#### **2. 1W1P Middle-Snake-Tamarac Watershed District Plan**

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the One Watershed One Plan (1W1P) for Middle-Snake-Tamarac Watershed District to allow them to proceed with the planning process and submit their proposal to BWSR for review.

#### **3. Conditional Use Permit Update – Fertile Community Conservation Club Shooting Range (Parcel # 48.00176.01)**

Discussion along with handouts were presented to the Board regarding the Conditional Use Permit for the Fertile Community Conservation Club Shooting Range (Parcel No. 48.00176.01). Area residents, Jarrod & Rachel Gunufson, addressed the Board with their concerns regarding the Fertile Community Conservation Club (FCCC) Shooting Range and the provisions of the FCCC Shooting Range's CUP. An Additional handout was presented to the Board from Jarrod & Rachel Gunufson. (Handout on file in the Administrator's Office)

### **PUBLIC HEALTH**

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

#### **1. Altru Clinic Crookston Contract**

The Medical Provider Family Planning/Sexual Health Contract between Polk County Public Health and Altru Clinic Crookston was discussed and presented to the Board. A motion was made by Commissioner Jacobson seconded by Commissioner Holy and

adopted by unanimous vote of the Board to approve the Contract as presented. (Contract on file in the Administrator's Office)

**2. Advertisement & Hiring – Public Health Nurse**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve advertising and hiring a 1.0 FTE a Public Health Nurse or (Registered Nurse) and any subsequent vacancies within Polk County Public Health.

**\*\*HIGHWAY**

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

**1. 2023 Budget – Wheelage & Local Option Sales Tax**

Discussion was held with the Board regarding an increase in Wheelage Tax from \$0 to \$20 & Local Option Sales Tax increase from 0.25% to 0.5%. No action taken by the Board pertaining to Wheelage Tax or Local Option Sales Tax.

**TAXPAYER SERVICE CENTER**

Samuel Melbye, Director of Property Records came before the Board with matters pertaining to the Taxpayer Service Center:

**1. Assessor Website Service Contract**

The Extended Service Contract for the Assessor Website from Vanguard Appraisals, Inc., was discussed and presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize Samuel W. Melbye, Polk County Director of Property Records to enter-into the Service Contract with Vanguard Appraisals, Inc., Cedar Rapids, IA for 5-year Assessor Website Services. (Contract on file in the Administrator's Office)

**2. TNT, Tax Statement & Valuation Notice Printing & Mailing Contract**

Discussion along with handouts were presented to the Board regarding TNT, Tax Statement & Valuation Notice Printing & Mailing Contract. A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to authorize Samuel W. Melbye, Polk County Director of Property Records to enter-into a service contract with The Master's Touch, LLC. Spokane, WA for printing and mailing services for the TNT notices, Property Tax Statements, and Valuation Notices. (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. American Rescue Plan Status**

Discussion along with a handout was held with the Board regarding the status of the American Rescue Plan.

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to allocate \$1.2 million of ARPA funds to the 2023 Public Works budget.

**2. 2023 Budget Status**

Discussion along with handouts were presented to the Board regarding 2023 Budget Status. (Handouts on file in Administrator's Office)

**3. \*\*\*Approval of Collective Bargaining Agreement – LELS Sheriff Essential Supervisors Unit**

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Labor Agreement between Polk County and Law Enforcement Labor Services, Inc., Local No. 497, Sheriff's Office Essential Supervisors Unit from January 1, 2022, through December 31, 2024, as presented to the Board. (Agreement on file in the Administrator's Office)

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., August 2, 2022.

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Joan Lee, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board

July 26, 2022