

JULY 27, 2021
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 27, 2021. 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. Other present Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the July 27, 2021, Board 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 July 27, 2021, Consent Items:

1. Approve for payment Lost Warrant No. 549579 dated July 13, 2021, issued to Henry Amiot in the amount of \$625.00.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended a MPO meeting.
2. Commissioner Lee brought forth that she participated in an (AIS) Aquatic Invasive Species meeting. She also attended a State Community Health Services Advisory Committee (SCHSAC) Executive Board meeting. In addition, she also participated in an AMC Zoom meeting focused on the opioid settlement. She also attended an Inter-County Community Council meeting.
3. Commissioner Jacobson brought forth that he attended the Polk County Planning Commission and Board of Adjustment. Discussion was brought forth regarding a Beltrami area resident who is currently in the flood plain and the process to be removed.
4. Commissioner Willhite brought forth that he attended no meetings since the prior Board meeting. Information was brought forth about the upcoming Night to Unite Night in Crookston where the health professionals will be honored. Sarah Reese, Director of Public Health will be representing Polk County.
5. Commissioner Holy brought forth that he delivered a letter to the Marshall County Board of Commissioners and the Middle Snake Tamarac Rivers Watershed District requesting an apology from John Nelson the Chair regarding his comments made at a public meeting. The Marshall County Board by resolution indicated that they would not be re-appointing Mr. Nelson to his position on the Middle Snake Tamarac Rivers Watershed District Board. He also attended a Middle Snake Tamarac Rivers Watershed District I Policy meeting.

SHERIFF

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

1. Monthly Sheriff Reports

The July 2021 monthly Sheriff reports were presented and discussed with the Board. (Reports on file in the Administrator's Office)

2. K9 Rex & Deputy Ben Stout

Ben Stout, Deputy Sheriff Patrol came before the Board to introduce K9 Rex to the Board.

3. Request To Sell 4 Squads

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the sale of 4 squads – Unit No. 222, 2015 Chevy Tahoe, Unit No. 229, 2016 Chevy Tahoe, Unit No. 235, 2017 Ford Utility, Unit 236, 2017 Ford Utility.

POLK COUNTY REPUBLICANS

Jon Ross, Chair, Polk County Republicans BPOU in addition to Mark Halley, David Kyler Mickey Kyler, Craig Laplante, and Melanie Olson came before the Board with matters pertaining to a proposed Resolution 2nd Amendment Dedicated. Signed petitions were also presented to the Board. The Board is taking this under advisement to confer with County Attorney Greg Widseth.

REYNOLDS, HARBOTT, KNUTSON & LARSON – LAW FIRM

Steve Larson, Reynolds, Harbott, Knutson & Larson Law Firm came before the Board with matters pertaining to a Title Clearance Deed:

1. Title Clearance Deed for Happy Joes, Crookston, MN

Discussion along with handouts pertaining to the Certificate of Survey and the Quit Claim Deed for Happy Joes, Crookston, MN were presented to the Board. A motion was made by Commissioner Holy seconded by Commissioner Willhite to approve the Title Clearance Deed as presented subject to the review of the County Attorney. (Handouts on file in the Administrator’s Office)

PLANNING AND ZONING

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

1. Resolution (2021-62) Conditional Use Permit – Tim Roche For Hooking A New Septic System To An Existing Accessory Structure

Resolution (2021-62) was offered by Commissioner Strandell seconded by Commissioner Lee and adopted upon the following vote: YEAS: Lee, Holy, Jacobson, Willhite and Strandell. NAYS: None. (See Resolution (2021-62) on file in the Administrator’s Office.)

RED LAKE WATERSHED DISTRICT ANNUAL REPORT

Myron Jesme, Gene Tiedemann, and Terry Sorenson, Red Lake Watershed District came before the Board with matters pertaining to the Red Lake Watershed:

1. Red Lake Watershed District 2020 Annual Report

The Red Lake Watershed District 2020 Annual Report was presented and discussed with the Board. (Annual Report 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. Health Consultant Contract

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Polk County Public Health – The Little Knights Daycare Services Agreement, Fisher, MN as presented to the Board. (Agreement on file in the Administrator’s Office)

2. COVID-19 Crookston Armory Testing Site Recap

Discussion along with a handout pertaining to the Crookston Armory Final Testing Numbers for COVID-19 was presented to the Board. (Handout on file in the Administrator’s Office)

VETERANS

Kurtis Ellefson, Veterans Service Officer came before the Board with matters pertaining to his department:

1. Resolution (2021-60) Veterans Service Office Operational Enhancement Grant Program

RESOLUTION (2021-60)
Veterans Service Office Operational Enhancement Grant Program

The following resolution (2021-60) 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, 1st Special Session, 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 2021 CVSO Grant Agreement Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON, The above resolution was adopted at a regular meeting of the County Board Chair this 27th day of July, 2021.

Authorized Signature and Title

Date

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

HIGHWAY

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

1. 2022 Motor Grader Purchase

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the purchase of 1 CAT 160AWD Motor Grader from Ziegler, Crookston, MN in the amount of \$312,864.00 upon the recommendation of the Highway Engineer.

2. 2022 Budget – Wheelage & Local Option Sales Tax

Discussion was held with the Board regarding the 2022 Budget – Wheelage & Local Option Sales Tax. No motion was made regarding wheelage tax. A motion was made by Commissioner Strandell to approve increasing Local Option Sales Tax from 0.25% to 0.5%. The motion failed for a lack of a second.

ADMINISTRATION

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

1. 2022 Budget Status

The status of the 2022 Budget was discussed with the Board.

2. American Rescue Plan Status

The status of the American Rescue Plan was discussed with the Board.

3. County Administrator Review Process

The Board conducts an annual performance evaluation of the Polk County Administrator. The process and selection of a meeting date for the actual evaluation meeting date was discussed with the Board. An evaluation form handout was also presented to the Board. The actual evaluation of the Polk County Administrator will be held at the Board meeting on August 17, 2021. (Handout on file in the Administrator's Office)

4. Deputy County Administrator Position

Whiting discussed a draft Deputy County Administrator position description following up from the Board discussion July 6, 2021, as an alternative to the Finance Director position that did not get filled. Whiting noted that the position had not yet been graded but grades 24 or 25 are choices, depending on the pointing of the position. The Board discussed. Whiting noted that the draft included oversight of the Facilities, MIS and Finance, and possibly Human Resources. The Board agreed to give further thought to the concept and will revisit in September. (Job description on file in the Administrator's Office)

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., August 3, 2021.

Gerald Jacobson, Chair

Charles S. Whiting, Polk County Administrator
Clerk of the Board