

**AUGUST 2, 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., August 2, 2022, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Michelle Cote and Sam Melbye, Deputy Clerks of the Board.

**AGENDA**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the August 2, 2022, 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 August 2, 2022, consent items:

1. Approve Auditor Warrants.
2. Approve the July 5, July 19, and July 26, 2022, Board minutes.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Jacobson brought forth that he attended the following meetings:
  - a. No meetings
2. Commissioner Strandell brought forth that he attended the following meetings:
  - a. Polk County Building Committee
3. Commissioner Lee brought forth that she attended the following meetings:
  - a. Met with landowner regarding concerns with Solid Waste Fee Assessment
  - b. Approached by landowner thanking the County regarding Septic Fixup Loan Program
  - c. MCIT Letter regarding dividend for 2022, \$130,344.00
4. Commissioner Willhite brought forth that he attended the following meetings:
  - a. Polk County Building Committee
  - b. Polk County Personnel Committee
  - c. Primary Election is Tuesday, August 9, 2022
5. Commissioner Holy brought forth that he attended the following meetings:
  - a. Met with Richard Sanders, Polk County Highway Engineer, and landowners concerning Ditch #2 Maintenance

**ENVIRONMENTAL SERVICES**

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

**1. Set Tip Fees For 2023**

The Polk County Resource Recovery Facility and Landfill have incurred large increases to its budget related to fuel increases, service provider costs, repair & maintenance costs and increased compliance testing requirements and financial assurance. A motion was made by Commissioner Jacobson seconded by

Commissioner Willhite and adopted by unanimous vote of the Board to approve the tip fee increases for CY2023 by \$5/ton for all MSW and C&D materials at all Polk County Solid Waste Facilities. (Handout on file in the Administrator's Office)

### **PLANNING AND ZONING**

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

#### **1. Final Plat - Ridgewood Estates 3rd Addition Plat**

The applicant proposes to plat a portion of land located in the agricultural, shoreland, & floodplain districts in Section 21 of Garfield Township. The applicant is proposing two residential lots and one out lot from the existing Parcels No. 28.00166.00 and Parcel No. 28.00169.00. A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Final Plat for Ridgewood Estates 3<sup>rd</sup> Addition with conditions. (Handout on file in the Administrator's Office)

### **SHERIFF**

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

#### **1. Resignation of Patrol Deputy – Advertise & Hire**

Due to the resignation of a Patrol Deputy position a motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve advertising & hiring a Patrol Deputy position.

#### **2. ARPA Request Discussion – Mobile Radios & Auxiliary Dispatch Centers**

Discussion was held with the Board regarding, Polk County Sheriff, James Tadman's ARPA request for funding of mobile radios and auxiliary dispatch centers in Fosston and East Grand Forks.

### **ADMINISTRATION**

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

#### **1. 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. Evaluation form handouts were also presented to the Board. The actual evaluation of the Polk County Administrator will be held at the Board meeting on August 23, 2022. (Handout on file in the Administrator's Office)

#### **2. ARPA Status**

Discussion along with a handout was presented to the Board regarding the ARPA status. (Handout on file in the Administrator's Office)

- Mentor Agreement has been returned to Polk County Administrator.
- Polk County Administrator is working with Polk County Department Heads regarding their requests.

#### **3. 2023 Budget Status**

Discussion was held with the Board regarding the 2023 budget.

**HUMANE SOCIETY**

Nancy Sykes, Board Member/President, Diane Christianson, Board Member/Treasurer & Nicole Heskin, Shelter Manager came before the Board with matters pertaining to the Humane Society of Polk County, dba Scruffy Tails Humane Society: (Handout on file in the Administrator’s Office)

**1. Request for ARPA and Appropriations Funds**

- a. Request \$50,000.00 from ARPA
- b. Request \$30,000.00 allocation of funds in 2023

No action taken by the Board at this time regarding the requests for funds from the Humane Society of Polk County.

**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:

AUDITOR WARRANTS 07/05/2022

<u>Vendor Name</u>	<u>Amount</u>
Fertile Oil Company	48,670.66
GreatAmerica Financial Services	10,021.23
Hardwick P.C./Brian T	3,456.04
Innovative Office Solutions LLC	6,231.02
Knife River Materials	473,744.79
Regents Of The Univ Of Mn	31,987.25
RJ Zavoral & Sons Inc	237,855.29
University Of North Dakota	6,406.54
8 Payments less than 2000	2,276.96
<b>Final Total:</b>	<b>820,649.78</b>

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AUDITOR WARRANTS 07/12/2022

<u>Vendor Name</u>	<u>Amount</u>
ENTERPRISE FM TRUST	9,629.66
Forms & Systems Of Mn	5,080.61
JT's Station	3,673.82
Knife River Materials	16,265.50
KNOWiNK	9,920.00
Kronos SaaShr Inc	3,385.60
Lepier Oil Company Inc	21,508.25
Mn State Treasury	7,575.50
Northdale Oil Inc	15,452.44
Northwest Asphalt & Maintenance	125,856.00
School District 2176 Treas	4,894.50
School District 2609 Treas	6,327.40
School District 592 Treas	3,192.31
School District 593 Treas	13,808.51
School District 595 Treas	14,972.42
School District 599 Treas	6,211.89
School District 600 Treas	4,731.08
School District 601 Treas	4,021.18
22 Payments less than 2000	7,810.77
<b>Final Total:</b>	<b>284,317.44</b>

AUDITOR WARRANTS 07/15/2022

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	435.05
<b>Final Total:</b>	<b>435.05</b>

AUDITOR WARRANTS 07/19/2022

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
AT&T Mobility	2,491.75
BELTRAMI COUNTY SOLID WASTE	2,748.07
City of McIntosh	10,872.20
Diversified Contractors Inc	346,091.65
Dorsey & Whitney	11,000.00
ENTERPRISE FM TRUST	15,137.72
Fosston Municipal Utilities	51,347.60
Great Plains Natural Gas Co	6,348.54
ICON Architectural Group	9,879.40
Polk County, MN	5,122.96
Verizon Wireless	3,308.20
Wild Rice Elec Co- Op Inc	2,941.10
39 Payments less than 2000	26,764.18
<b>Final Total:</b>	<b>496,706.37</b>

AUDITOR WARRANTS 07/26/2022

<u>Vendor Name</u>	<u>Amount</u>
Kinetic Leasing	2,359.16
Lakeland Mental Health Center Inc	9,288.00
McMahon Counseling And Consult Svc Ll	6,131.25
Middle- Snake- Tamarac Rivers Wtrshd Di	5,518.00
Norman County Public Health	27,017.19
Ottertail Power Co	44,638.42
Polk County	91,282.15
Polk County Public Health	49,715.59
Red Lake Watershed District	5,850.50
Sand Hill River W S District	4,116.50
15 Payments less than 2000	6,734.00
<b>Final Total:</b>	<b>252,650.76</b>

MANUAL WARRANTS 07/05/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,346.05
<b>Final Total:</b>	<b>1,346.05</b>

MANUAL WARRANTS 07/08/2022

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	188,118.28
Minnesota Revenue	32,021.91
<b>Final Total:</b>	<b>220,140.19</b>

MANUAL WARRANTS 07/11/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,818.89
<b>Final Total:</b>	<b>2,818.89</b>

MANUAL WARRANTS 07/18/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	574.24
<b>Final Total:</b>	<b>574.24</b>

MANUAL WARRANTS 07/20/2022

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,214.00
<b>Final Total:</b>	<b>1,214.00</b>

MANUAL WARRANTS 07/20/2022

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,797.00
Minnesota Revenue	1,072.74
Mn Dept Of Revenue	115.00
Mn Dept Of Revenue	591.00
Mn Dept Of Revenue	88.00
<b>Final Total:</b>	<b>6,663.74</b>

**MANUAL WARRANTS 07/22/2022**

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,282.37
<b>Final Total:</b>	<b>1,282.37</b>

**MANUAL WARRANTS 07/22/2022**

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	113,142.88
<b>Final Total:</b>	<b>113,142.88</b>

**MANUAL WARRANTS 07/22/2022**

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	179,618.76
Minnesota Revenue	30,773.43
<b>Final Total:</b>	<b>210,392.19</b>

**MANUAL WARRANTS 07/25/2022**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,188.85
<b>Final Total:</b>	<b>1,188.85</b>

**MANUAL WARRANTS 07/26/2022**

<u>Vendor Name</u>	<u>Amount</u>
U S Bank	29,823.75
<b>Final Total:</b>	<b>29,823.75</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., August 16, 2022.

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Joan Lee, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board

August 2, 2022