

**AUGUST 24, 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., August 24, 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 Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the August 24, 2021, Board agenda.

**CONSENT ITEMS**

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the August 24, 2021, consent items:

1. Approve the August 3 and August 17, 2021, Board minutes.
2. Approve hiring and filling the Mechanical Maintenance Technician position for the Solid Waste Department.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended an MPO meeting. Discussion was brought forth regarding an upcoming meeting with East Grand Forks Mayor Gander, and Senator Mark Johnson focusing on bridges.
2. Commissioner Lee brought forth that she participated in the Polk County Personnel Committee meeting, in addition to the Household Hazardous Waste meeting. She also attended the East Polk County Soil and Water Conservation District, DAC and SCHSAC (State Community Health Services Advisory Committee) meetings. She also attended the Union Lake Sarah Improvement District Annual meeting where elections were held for officers.
3. Commissioner Jacobson brought forth that he had received a call regarding the Second Amendment resolution that was brought forth at a prior meeting.
4. Commissioner Willhite brought forth that he attended the Polk County Personnel Committee meeting.
5. Commissioner Holy brought forth that he received a couple of calls of concerns regarding weeds.

**SHERIFF**

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

**1. Monthly Sheriff Reports**

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

**2. Amendment #1 for Federal Boat Grant Contract Agreement #192811**

The Amendment for Federal Boat Grant completion for the Alumitech Airboat due to material shortage and completion due date was discussed with the Board. A motion

was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Amendment as presented to the Board to complete build out of the Airboat with a completion date of January 5, 2022. (Amendment on file in the Administrator's Office)

### **HIGHWAY**

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

**1. County Ditch No. 66 Maintenance Request**

A request has been made to repair/clean ditch fix backslope erosion on County Ditch No. 66. A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the work in County Ditch No. 66 and name Richard Sanders as Engineer over the project.

**2. County Ditch No. 26 Maintenance Request**

A request has been made to salvage and install a culvert thru CSAH 15/realign ditch. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the work in County Ditch No. 26 and name Richard Sanders as Engineer over the project.

### **JOINT JUDICIAL DITCH NO. 72**

Present for the meeting were Myron Jesme, Administrator of the Red Lake Watershed District. Joint Board Members Tom Anderson and Terry Sorenson in addition to Commissioner Strandell, Commissioner Lee and Commissioner Holy.

**1. Set Consolidation & Division Hearing Date for Joint Judicial Ditch No. 72**

A motion was made Joint Board Member Terry Sorenson seconded by Commissioner Holy acting as the drainage authority for Joint Judicial Ditch No. 72 and adopted by unanimous vote of the Joint Judicial Board to set the Consolidation and Division Hearing date for September 28, 2021, at 9:00 a.m., at the Polk County Government Center, County Board Room #234A, Crookston, MN 56716.

### **PROPERTY RECORDS**

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

**1. 2020 TIF Reports – City of Fertile**

The 2020 Tax Increment Financing (TIF) Reports were discussed and presented to the Board. (Reports on file in the Administrator's Office)

**2. Set Consolidation & Division Hearing Date for State Ditch No. 61**

A motion was made by Commissioner Holy seconded by Commissioner Willhite acting as the drainage authority for State Ditch No. 61 and adopted by unanimous vote of the Board to set the Consolidation and Division Hearing date for September 28, 2021, at 9:00 a.m., at the Polk County Government Center, County Board Room #234A, Crookston, MN 56716

### **ASSESSOR**

Mark Landsverk, Polk County Assessor came before the Board with matters pertaining to his department:

### **1. Enbridge Tax Court Refund Update**

An update along with a handout was presented to the Board regarding the Enbridge Tax Court Refund calculations. The total local refund appears to be \$1,170,802.00 (principal & interest). With grant money provided by the State of \$1,166,654.00, Polk County will have to add \$4,148.00 to complete the local tax refund. The State portion of the tax refund should be an additional \$686,373.00 (principal & interest) (Handout on file in the Administrator's Office)

### **ADMINISTRATION**

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

#### **1. Review of Deputy County Administrator Position Description**

Discussion was held with the Board regarding the new Deputy County Administrator position. Consideration for this position include its budget impact, office location and timing. A handout from David Drown Association Company (DDA) which graded this position as a Grade 24 was presented to the Board. A job description and the County's Wage Grid showing where this position is placed in the grid and position classification system were also presented. (Handouts on file in the Administrator's Office)

#### **2. American Relief Program Status**

An update was given to the Board regarding the American Relief Program.

#### **3. 2022 Budget Update**

An update was given to the Board regarding the 2022 budget. Handouts were also presented to the Board regarding the Appropriation Requests, MCIT's Dividend Notice, Minnesota Department of Revenue County Program Aid, and Polk County's Historical Levy and CPA. (Handouts on file in the Administrator's Office)

### **FACILITIES**

Mark Dietz, Facilities Management Director came before the Board with matters pertaining to his department:

#### **1. ICON Architectural Group Services**

Discussion along with a handout was presented to the Board from Kyle Kvamme, Todd Mitzel, and Todd Blixt of ICON Architectural Group Services. (Handout on file in the Administrator's Office)

### **EAST POLK SOIL & WATER CONSERVATION DISTRICT**

Rachel Klein, East Polk Soil & Water Conservation District Manager was scheduled to come before the Board with matters pertaining to EPSWCD 2022 budget proposal. She was unable to attend.

### **WEST POLK SOIL & WATER CONSERVATION DISTRICT**

Nicole Bernd, West Polk Soil & Water Conservation District Manager along with Chris Cournia, Chairman; John Sorenson, Board Member; Derek Peterson, Board Member; Christian Pester, Board Member; Aaron Habermill, Staff Technician, and Morgan Torkelson, Staff Technician came before the Board with matters pertaining to WPSWCD:

**1. WPSWCD 2022 Budget Proposal**

The West Polk Soil & Water Conservation District 2022 Budget Proposal was presented and discussed with the Board. (Budget Proposal on file in the Administrator's Office)

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., September 7, 2021.

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Gerald Jacobson, Chair

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