

1. 8:00 A.M. Agenda And Meeting Materials

Documents:

[JUNE 23 PACKET.PDF](#)

**\*REVISED  
POLK COUNTY BOARD**

**MEETING LOCATION:  
POLK COUNTY ENVIRONMENTAL SERVICES (TRANSFER STATION)  
320 INGERSOLL AVENUE  
CROOKSTON, MN**

**AGENDA**

**JUNE 23, 2020**

**8:00 A.M.**

**MEETING OPEN/CONVENE**

**CALL TO ORDER**

**REVIEWAL & APPROVAL OF THE AGENDA**

**CONSENT AGENDA**

1. Approve the June 16, 2020 Board minutes.
2. Approve payment to Outlet Recreation.Com, Clearwater, MN in the amount of \$27,204.00 for an incident command trailer for the Sheriff's Office.

**COUNTY BOARD MEMBERS ISSUE FORUM**

**8:30**

**JIM TADMAN - SHERIFF**

1. Resolution (2020-56) 2020 State of MN Boat and Water Operations Grant
2. Approve/Signature the 2020 State of Minnesota Annual County Boat & Water Safety Grant Agreement
3. Monthly Sheriff Reports
4. Resolution (2020-57) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Dick & Audrey Hebert, Mesa, AZ
5. Resolution (2020-58) Accepting Financial Donation On Behalf Of Polk County Sheriff's Office From American Crystal Sugar Company

**8:50**

**JACOB SNYDER – PLANNING AND ZONING**

1. Award Septic Grant Loan Fix-Up Projects:
  - a. Carol Aaland
  - b. Hanzel Trogstad
  - c. Jeremiah & Jamie Wishard
  - d. Marland & Cheryl Rue
  - e. Wendy Smeby
  - f. Ben & Tiffany Walsvik
  - g. Paul & Amber Kazmierczak

**9:20**

**ANNE MUIR – PRESIDENT/HISTORICAL SOCIETY**

1. 2021 Annual Appropriation Request - \$20,000
2. Historical Society Board of Directors Member Listing
3. May 2020 Proposed Budget to Actual Report

**9:40**

**MARK DIETZ - FACILITIES**

1. Disposition of Polk County Property

**9:45**

**BREAK**

**9:55**

**CHUCK WHITING - ADMINISTRATOR**

1. 2021 Budget Discussion

- 10:15**            **SARAH REESE – PUBLIC HEALTH**  
1. Health Promotion – Recommend Increase In Cost For Tuberculin Skin Test  
2. COVID-19 Discussion
- 10:30**            **\*RICHARD SANDERS - HIGHWAY**  
1. Maple Lake East Shore New Parking
- 10:35**            **JON STEINER – ENVIRONMENTAL SERVICES**  
1. CY 2021 Tip Fee  
2. CY 2021 Solid Waste Fee Assessment Schedule  
3. CY 2020 Solid Waste Fee Abatement

If you need any type of accommodation to participate in the Polk County Board meeting, please contact Chuck Whiting at (218) 281-5408 at least 1 working day before the meeting. This Board agenda is subject to change without notice.

**JUNE 16, 2020**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 3:00 o'clock p.m., June 16, 2020 at the Polk County Transfer Station, 320 Ingersoll Avenue, Crookston, MN. Members present: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee and Commissioner Don Diedrich 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 Diedrich and adopted by unanimous vote of the Board to approve the June 16, 2020 agenda.

**CONSENT AGENDA**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the consent agenda for June 16, 2020:

1. Approve Commissioner Warrants: General Revenue Fund, 102,326.26; Public Works Fund, \$120,152.36; Public Safety Fund, \$13,034.89; Public Health Fund, \$6,267.77; Forfeited Tax Sale Fund, \$282.70; CAP Grant Project, \$2,402.60; Speical Assessments (Ditch) Fund, \$3,935.00; Environmental Services Fund, \$7,880.53; Resource Recovery Fund, \$92,075.01; Landfill Fund, \$11,506.98; Per Diems, \$1,425.00; Meal Reimbursement (without overnight lodging), \$35.86 and Sign Audit List.
2. Approve the June 2, 2020 Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$130,417.59 for procurement card purchases.
4. Approve payment to Card Member Services, St. Louis, MO in the amount of \$3,302.01 for credit card purchases.
5. Approve payment to MN BCA, St. Paul, MN in the amount of \$33.25 for backgrounding fees for an enhanced driver's license for Jennifer Perreault.
6. Approve payment to Hewlett Packard Inc., Boston, MA in the amount of \$2,441.21 for two lap top computers for the IT Department.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Jacobson brought forth that he attended a Solid Waste meeting. He also had a virtual meeting for the Dancing Sky Committee on Aging. Discussion was brought forth regarding the changes at the East Shore public area parking.
2. Commissioner Strandell brought forth that he participated in a Northwest Regional Development Commission meeting where the levy was approved for the 2021 tax year. He also participated in the Pine to Prairie Drug Task Force meeting. In addition, he attended the Tri-County Community Corrections meeting where the focus was prevention of the spread of COVID-19. He also attended the Radio Board meeting. He also participated in a Polk County Building meeting which toured the East Grand Forks Human Service Center building.
3. Commissioner Willhite brought forth that he toured the East Grand Forks Human Services Center building construction project in East Grand Forks as a part of the Polk

County Building Committee. He also attended the Crookston City Council meeting where the cancellation of the Summer Park and Rec Program was the focus. He also participated in the Tri-Valley Opportunity Council meeting where an update was provided on the new building. He also participated in the AMC District 3 meeting where the focus was how counties are coming back to work due to COVID-19. He also received a phone call regarding Driver's License testing being only done in Bemidji through the state office.

4. Commissioner Lee brought forth that she participated in a Pine to Prairie Drug Task Force meeting. She also attended a virtual Wild Rice Marsh One Watershed One Plan meeting. In addition, she participated in the EPA Small Community Advisory Committee and a MCIT phone conference regarding the Transfer Station coverage. She also attended a Solid Waste meeting. She also attended the AMC District 3 meeting and an AMC COVID-19 contract tracing and case investigation meeting. She also provided her monthly radio talk. Discussion was brought forth regarding the Agricultural Educator percentage status and the vacancy in Norman County. She also received a call complimenting the Polk County Public Health regarding their Facebook page.
5. Commissioner Diedrich brought forth that he attended the Tri-County Community Corrections meeting where the focus was jail census. He also participated in a Tri-Valley Opportunity Council meeting where the evaluation of Jason Carlson, Executive Director was the focus. In addition, he attended a MCIT meeting.

#### **SANDHILL RIVER WATERSHED DISTRICT**

April Swenby, Sandhill River Watershed District came before the Board with matters pertaining to the Watershed:

1. **Resolution (2020-51) 2021 General Tax Levy Petition No. 1 Sand Hill River Watershed District**

#### **RESOLUTION (2020-51)** **2021 General Tax Levy Petition No. 1** **Sand Hill River Watershed District**

The following resolution (2020-51) was offered by Commissioner Diedrich:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby petitions for a one-year (2021) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value (\$99,610.36) to pay the costs attributable to the basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds for the costs associated with the water management (technical assistance, construction, maintenance, beaver control, building upgrades, and information services related to specific projects within the Sand Hill River Watershed District.

NOW THEREFORE, BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2021, as will discuss at their, annual budget hearing.

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

**2. Resolution (2020-52) 2021 General Tax Levy Petition No. 2 Sand Hill River Watershed District**

**RESOLUTION (2020-52)**  
**2021 General Tax Levy Petition No. 2**  
**Sand Hill River Watershed District**

The following resolution (2020-52) was offered by Commissioner Strandell:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby petitions for a one-year (2021) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value (\$99,610.36) to pay the costs attributable to the basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds for a variety of water quality and erosion efforts that may include examples such as River Cleanup efforts, clean water fund projects such as sediment basins, targeted watershed grants/efforts, and rock riffles, and Erosion Control projects.

NOW THEREFORE BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2021, as will be discussed at their annual budget hearing.

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

**3. Resolution (2020-53) 2021 General Tax Levy Petition No. 3 Sand Hill River Watershed District**

**RESOLUTION (2020-53)**  
**2021 General Tax Levy Petition No. 3**  
**Sand Hill River Watershed District**

The following resolution (2020-53) was offered by Commissioner Lee:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby

petitions for a one-year (2021) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value (\$99,610.36) to pay the costs attributable to the basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds continuing efforts related to watershed studies, education and agency support which includes examples such as: The Red River Basin (produce studies that provide a unified voice for water quality, water supply and water quantity), International Water Institute (create and provide research/services/programs such as LiDar, alternative measures for viewing, River of Dreams program, and the Riverwatch Program), cost sharing for monitoring rivers and lakes, NRCS planning programs such as PL566, TMDL studies, and stream gauging for the various gages in the Sand Hill River Watershed District.

NOW THEREFORE BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2021, as will be discussed at their annual budget hearing.

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

**4. Annual Report**

The Sand Hill River Watershed District 2019 Annual Report was discussed and presented to the Board. (Annual Report 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. Resolution (2020-50) Luane Tasa – Northwest District State Aid Engineer Retirement**

**Luane Tasa – Northwest District State Aid Engineer Retirement**  
**RESOLUTION (2020-50)**

The following resolution (2020-50) was offered by Commissioner Strandell:

WHEREAS, Luane Tasa will officially retire as The Northwest District State Aid Engineer, effective July 7, 2020, and;

WHEREAS, Luane Tasa has faithfully and diligently served the Counties and their residents of the Northwest District for the past 25+ years.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners does hereby recognize the retirement of Luane Tasa from the Northwest District State Aid Engineer position with regret, and;

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners wishes to extend a hearty thank you for a job well done, and;

BE FURTHER RESOLVED, That the Polk County Board of Commissioners want to extend to you best wishes for a long, active, and enjoyable retirement.

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

**2. GIS Software Upgrade**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the purchase upgrade to GIS Software and Licenses to Pro-West and Associates, Walker, MN for an estimated amount of \$12,272.54.

**3. County Ditch Maintenance Request**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the work in CD 55 (Branch 1 – Section 6 of Rosebud Township) and name Richard Sanders as Engineer over the project.

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the work in CD 54 (Section 23, 24 of Grand Forks Township) and name Richard Sanders as Engineer over the project.

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the work in CD 68 Branch 1 (Section 29 of Queen Township) and name Richard Sanders as engineer over the project.

**PLANNING AND ZONING**

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

**1. Resolution (2020-54) Interim, Use Permit For Harvey Yoder To Allow For Homebased Cabinet/Furniture Making Business**

**RESOLUTION (2020-54)**  
**Interim, Use Permit For Harvey Yoder**  
**To Allow For Homebased Cabinet/Furniture Making Business**

The following resolution (2020-54) was offered by Commissioner Lee:

WHEREAS, Polk County Zoning Ordinance, Section 12.3048 requires an Interim Use Permit to operate a homebased cabinet/furniture making business in the Agricultural District and;

WHEREAS, Harvey Yoder owns a parcel of land described as: The East Half of the Northwest Quarter (E ½ NW ¼), Section Twenty-two (22), Township One Hundred Forty-eight (148) North, Range Forty-one (41) West of the Fifth Principal Meridian, Less that part of the Southeast Quarter of the Northwest Quarter (SE ¼ NW ¼) of said Section, township and Range lying South of the Burlington Northern Right of Way, parcel #44.00112.00;

WHEREAS, Harvey Yoder's has a plan that meets all requirements of the Polk County Zoning Ordinances; and

WHEREAS, The Polk County Board of Commissioners finds:

1. The applicant is requesting an Interim Use Permit to operate a homebased cabinet and furniture making business on parcel #44.00112.00.
2. The property is approximately 27.53 acres in Section 22 of King Township.
3. The applicant is proposing to construct a 40' x 40' (1600 sq ft) wood working shop with a 20' x 40' (800sq ft) dwelling and 14'x 60' (840 sq ft) porch attached under one building.
4. The applicant has submitted an operational plan and intends to meet all applicable rules in section 12.3048 of the PCZO.
5. The Interim Use Permit would be to operate this business until a time when the applicant either expands operation requiring a conditional use permit or continues with this home-based business until it is no longer desired.
6. The proposed use is an interim use expressly designated in the ordinance; and;
7. That the interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity.
8. That the establishment of the interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
9. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

10. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
11. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners grants an interim use permit to Harvey Yoder with the following conditions:

1. That the interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity.
2. That the establishment of the interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
4. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
5. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
6. That the use of the property shall at all times be in compliance with all Federal, State of Minnesota, and County of Polk rules and regulations.
8. That all Federal, State and local regulations are followed regarding the handling and storage of hazardous materials.
9. The IUP shall remain valid for the operation of this business if all conditions of section 12.3048 of the PCZO are followed.
10. The operational plan shall be followed, any deviation from this plan will need to be approved by Polk County Planning & Zoning staff.
11. Stains, varnish & similar chemicals used in sealing or protecting the

cabinets/furniture must be stored properly and excessive waste must be disposed of following hazardous waste regulations.

12. Patrons visiting the site must use off-street parking provided by the applicant.
13. Any IUP issued under this Ordinance is granted solely to the applicant and/or the business entity named in the application, and for the premises named in the IUP application. No IUP of any sort granted pursuant to this Ordinance is transferable to any other person or premises. If a change of ownership, control or location of any licensed premises occurs, whether pursuant to move, sale, transfer, assignment or otherwise, the owner must complete a new application subject to approval pursuant to this Ordinance.
14. Applicant is bound by all applicable rules in the Polk County Zoning Ordinance and those special conditions listed above as well as all State and Federal laws applying to this operation.

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

2. **Resolution (2020-55) Termination of Recorded Resolutions 2016-67, Document A000706833 Recorded September 23, 2005 and 2005-5-42, Document A000625365 Recorded January 5, 2017**

**RESOLUTION (2020-55)**  
**Termination of Recorded Resolutions 2016-67,**  
**Document A000706833 Recorded September 23, 2005**  
**and 2005-5-42, Document A000625365**  
**Recorded January 5, 2017**

The following resolution (2020-55) was offered by Commissioner Diedrich:

WHEREAS, Elizabeth Beltoya, landowner of parcel 45.00203.01, wishes to terminate the operation of a campground as of June 16, 2020; and

WHEREAS, A Conditional Use Permit was issued on May 3, 2005 and reactivated via a Conditional Use Permit on December 20, 2016 to operate a campground; and

NOW THEREFORE BE IT RESOLVED, At the request of the landowner that the Polk County Board of Commissioners Terminate Resolutions 2016-67 and 2005-5-42.

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

## **ENVIRONMENTAL SERVICES**

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

### **1. CY 2021 Tip Fees Discussion**

Discussion was held with the Board regarding the CY 2021 Tip Fees for the Resource Recovery Facility and the Landfill. Handouts were also presented to the Board regarding the Polk County Solid Waste Tip Fee History, 2021 Tip Fee MN RRF Tip Fee Comparisons and the 2021 Tips Fees/Forecast. (Handouts on file in the Administrator's Office)

### **2. CY 2021 Steam Sales Discussion**

Discussion was held with the Board regarding the CY 2021 Steam Sales. Handouts were also presented to the Board regarding Steam Sales Option/NG Floor Alternative Funding Options Formulary Change to Minimum Natural Gas Rates and Steam Sales Option/NG Floor Projections Based on Last 3 Years Consumption/Sales. A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to authorize the 2021 – 2023 Steam Sales Contract be offered with a \$6.00/mcf minimum value for the steam sales formula. (Handouts on file in the Administrator's Office)

### **3. 2021 Solid Waste Assessments**

Discussion was held with the Board regarding options for increasing the CY 2021 Solid Waste Fee Assessment for Residential and/or Non-residential Assessments.

### **4. CY 2020 Solid Waste Fee Abatement**

Continuation of discussion from the June 2, 2020 Board meeting regarding non-residential abatement requests and the potential impact of response options on revenues and operations was conducted with the Board. A handout was also presented to the Board regarding Pandemic Relief Option. (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. COVID-19 Operations Planning**

A general status report of County operations as changes are made to public access and work conditions were discussed with the Board. The Government Center has been opened for public access to the Taxpayer Service Center and License Center with control of the amount of people in any area. The Governor's executive orders will continue to impose some restrictions on our normal work conditions, we should expect to continue for much of the summer under the work from home if viable approach. Discussion was also brought forth regarding how the Board would like to conduct its meetings the rest of the summer, either virtually, in person, as well as location. Currently the Board Room at the Government Center does not lend itself to appropriate social distancing. Handouts were also presented to the Board from Hennepin and Freeborn counties with their plans to utilize local funding for small business loans. (Handouts on file in the Administrator's Office)

### **2. 2021 Budget Discussion**

Discussion was held with the Board regarding the 2021 Budget. A Draft Polk County/June 2018 Strategic Planning handout was also presented to the Board. (Handout on file in the Administrator's Office)

**3. Minnesota Counties Webinar**

The Minnesota Counties Webinar was discussed with the Board. A University of Minnesota Extension – COVID-19 and Greater Minnesota's Economy/May 2020 handout was also presented to the Board. (Handout on file in the Administrator's Office)

**COMMISSIONER WARRANTS**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

**COMMISSIONER WARRANTS**

**DATED 06/19/2020**

**APPROVED 06/16/2020**

**(See Next Page)**

<u>Vendor Name</u>	<u>Amount</u>
A RIFKIN CO	2,393.48
Acme Tools - Grand Forks	3,922.39
Ameripride Linen & Apparel Service	2,137.30
Architectural Resources Inc	8,246.25
Beltrami Industrial Services	33,454.54
Berhow Sodding Llc	2,380.00
Church & Dwight Co Inc	9,727.87
Crookston Collision Center LLC	2,893.59
Crookston Fuel Company	2,277.66
Crookston Paint & Glass	2,892.00
Election Systems & Software Inc	9,730.30
ENNIS PAINT INC	21,040.00
Jemco Incorporated	3,407.92
Jsb Engineered Solutions	2,487.50
Kustom Kollision LLC	4,968.28
Lenes Sand & Gravel Inc	3,225.00
Mayo Manufacturing Co	4,836.65
Pemberton Law PLLP	11,337.15
Polk County Highway Department	11,641.61
Potters Industries Inc	15,224.00
Powerphone Inc	3,103.00
Pribula/Victoria	3,150.00
Pro West & Associates Inc	5,158.99
Productivity Plus Account	15,510.69
Road Machinery and Supplies Co.	10,145.57
Setco	3,348.85
Sterling Carpet One	12,470.40
The Thirteen Towns	2,156.40
Todd's Tire Service Inc	2,451.93
True North Steel	23,937.32
Uline	2,313.92
US Bank Voyager Fleet Sys	3,010.39
Wenck Associates Inc	5,138.73
Wenck Associates Inc	2,402.60
Widseth Smith Nolting & Assoc	5,590.00
210 Payments less than 2000	101,751.82
<b>Final Total:</b>	<b>359,864.10</b>

With no further business the Board adjourned to reconvene at 6:00 p.m., for the Board of Review meeting at the Polk County Transfer Station. The regular scheduled Board meeting will reconvene at 8:00 o'clock a.m., June 23, 2020.

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Gary Willhite, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board



## Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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**TO:** POLK COUNTY BOARD OF COMMISSIONERS

**FROM:** Sheriff James Tadman

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:**

1. 2020 State of MN Boat & Water Safety Grant Resolution
2. MN Department of Natural Resources 2020 State of Minnesota Annual County Boat and Water Safety Grant Agreement.
3. Sheriffs Annual Report

**SUMMARY:**

1. Resolution (2020-56) 2020 State of MN Boat and Water Safety Grant
2. MN Department of Natural Resources 2020 State of MN Annual County Boat & Water Safety Grant Agreement is for January 1, 2020 - June 30, 2021 in the amount of \$6,003.00.
3. Sheriff's Annual Report

**ACTION REQUESTED:**

1. Approve Resolution (2020-56) 2020 State of MN Boat and Water Safety Grant
2. Approve/Signature the MN Department of Natural Resources 2020 State of MN Annual County Boat and Water Safety Grant Agreement
3. For Information Only

RESOLUTION OF THE POLK COUNTY  
BOARD OF COMMISSIONERS  
POLK COUNTY

**2020 State of Minnesota Boat and Water Operations Grant**

**RESOLUTION (2020-56)**

The following resolution (2020-56) was offered by Commissioner Jacobson:

WHEREAS, Polk County Sheriff's Office would like to enter into Agreement with State of Minnesota and accept the 2020 Annual County Boat & Water Grant; and;

WHEREAS, Polk County Sheriff's Office wishes to have the County Board formally accept the 2020 State of Minnesota Annual Boat & Water Grant in the amount of \$6,003.00.

NOW THEREFORE BE IT RESOLVED, By the County Board of Polk County Minnesota as follows:

1. The Polk County Sheriff's Office applied for 2020 State of Minnesota Annual Boat & Water Safety Grant Agreement for \$6,003.00 for the dates of January 1, 2020 through June 30, 2021. Polk County Sheriff's Office would like the Commissioners to accept entering into Grant Agreement with the State of Minnesota.

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

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF POLK         )

I, Charles S. Whiting, County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 23<sup>rd</sup> day of June, 2020 and that the same is true and correct copy of the whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 23<sup>rd</sup> day of June 2020.

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Charles S. Whiting  
Polk County Administrator  
Clerk of the Board







# DEPARTMENT OF NATURAL RESOURCES

## 2020 STATE OF MINNESOTA ANNUAL COUNTY BOAT AND WATER SAFETY GRANT AGREEMENT

### ENCUMBRANCE WORKSHEET

Contract#  PO#

#### State Accounting Information:

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2020	Source Type State	Vendor Number 0000197339-001
Total Amount \$6,003	Project ID R29G70CGFFY18	Billing Location R297000221	DUNS 099057721	

#### Accounting Distribution:

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date January 1, 2020	Grant End Date June 30, 2021
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Grantee Name and Address:  
Polk County Sheriff's Office  
600 Bruce St.  
Crookston, MN 56716

Payment Address:  
(where DNR sends the check)  
Polk Co.  
612 N. Broadway #221  
Crookston, MN 56716

**2020 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Polk County Sheriff's Office, 600 Bruce St., Crookston, MN 56716, (099057721) ("Grantee"). The payment address for this grant agreement is Polk Co., 612 N. Broadway #221, Crookston, MN 56716.

**Recitals**

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statute §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

**Grant Agreement**

**1 Term of Grant Agreement**

- 1.1 *Effective date:* January 1, 2020. Once this grant agreement is fully executed, the Grantee may claim reimbursement for 2020 grant expenditures incurred back to effective date. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 *Expiration date:* June 30, 2021. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 *Survival of Terms.* The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.
- 1.4 *Incur Expenses.* Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after January 1, 2020 are eligible for reimbursement.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

**Reporting Requirements:** The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

**3 Time**

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

**4 Consideration and Payment**

4.1 *Consideration.* The State will pay for all services performed by the Grantee under this grant agreement as follows:

- (a) *Compensation.* The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Six thousand three dollars (\$6,003).
- (b) *Total Obligation.* The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Six thousand three dollars (\$6,003).

4.2 *Payment*

- (a) *Invoices.* The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract.

4.3 Contracting and Bidding Requirements

- (a) Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is Rodmen Smith, Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5361, rodmen.smith@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Jim Tadmán, Polk County Sheriff's Office, 600 Bruce St., Crookston, MN 56716. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Agreement Complete**

- 7.1 *Assignment.* The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 *Amendments.* Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 *Waiver.* If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 *Grant Agreement Complete.* This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8 **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

9 **Audits (State and Single)**

Under Minn. Stat. §16B.98, subd. 8, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

10 **Government Data Practices and Intellectual Property**

10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute § 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 **Workers' Compensation**

The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

- 12 **Publicity and Endorsement**  
 12.1 *Publicity.* Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.  
 12.2 *Endorsement.* The Grantee must not claim that the State endorses its products or services.
- 13 **Governing Law, Jurisdiction, and Venue**  
 Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14 **Termination**  
 14.1 *Termination by the State.* The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.  
 14.2 *Termination for Cause.* The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.  
 14.3 *Termination for Insufficient Funding.* The State may immediately terminate this grant contract if:  
 (a) It does not obtain funding from the Minnesota Legislature  
 (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15 **Data Disclosure**  
 Under Minnesota Statute § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
- 16 **American Disabilities Act**  
 The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.
- 17 **Invasive Species Prevention**  
**WORK SITES WITH KNOWN AQUATIC INVASIVE SPECIES INFESTATIONS**  
 Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Operational Order 113 is incorporated into this grant agreement by reference and may be found at [http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf). Duties are listed in Op Order 113 under Sections II and III (pp. 5-8).  
  
 The grantee shall be responsible for becoming familiar with the location of any known infestations of aquatic pests. The DNR Infested Waters list is found at <https://www.dnr.state.mn.us/invasives/ais/infested.html>. The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.  
  
 The grantee shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for (ex. zebra mussels) invasive species prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated. The grantee shall use the following inspection and removal procedures for decontamination prior to entering and when leaving the water body:  
 (a) Prior to leaving the waterbody, drain all water from equipment, boats, trailers, bilges, live wells, coolers, bait buckets, engine compartments and any other areas where water may be trapped or contained. Immediately after leaving the water body, drain water from transom wells onto dry land.

- (b) Inspect boat hulls, propellers, trailers and other surfaces, scrape off any attached mussels, remove any aquatic plant material (fragments, stems, leaves, or roots) and dispose of removed mussels and plants in a garbage can prior to transporting any equipment on public roads.
- (c) Flush boats (inside and outside) and all other equipment with hot water of 105 - 110 degrees F for a period of 30 minutes or 140 degrees F for a period of 5 minutes; or, instead of flushing equipment, leave the equipment in a location so that it dries completely for a minimum of at least 5 consecutive full days. A car wash can be used for cleaning.
- (d) If equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.
- (e) Before reuse, aquatic equipment used in invertebrate infested waters shall be dried, rinsed with hot water or power washed to remove invertebrates. Aquatic equipment used in pathogen infested water(s) shall be disinfected, according to Appendix A, immediately after exiting water.

**1. STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: Nina Quinn Digitally signed by Nina Quinn  
 Date: 2020.06.02 09:47:17 -05'00'

SWIFT Contract # 177640

Purchase Order # 3-171424

**2. GRANTEE:**

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: James Tadmaw

Title: County Sheriff

Date: 6/9/2020

By: \_\_\_\_\_

Title: Chairperson of County Board

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: County Auditor or Administrator

Date: \_\_\_\_\_

**3. STATE AGENCY: NATURAL RESOURCES**

By: \_\_\_\_\_  
 (With delegated authority)

Title: Director, Enforcement Division – Central Office

Attachments: Exhibits "A" & "B"

Distribution:

- 1. DNR - OMBS
- 2. Grantee - 2 (Sheriff's Office & Co. Board)
- 3. State's Authorized Representative

## ALLOWABLE EXPENDITURES & REPORTING REQUIREMENTS

### 2020 BOAT & WATER SAFETY STATE GRANT PROGRAM

Use these guidelines when completing the proposed Budget --- Exhibit "A" form.

**GENERAL** - All of the expenditures listed below must be directly related to the boat and water safety program. When personnel or equipment costs are split between general law enforcement duties and boat and water safety work, the percentage paid out of the boat and water safety account may not exceed the percentage of time the individual or piece of equipment is actually used for boat and water safety enforcement. Boat and water safety activities are those activities outlined in: 1) M.S. § Chapter 86B, 2) Minn. Rules - Chapter 6110, 3) search and recovery operations in the waters of the state and 4) the portions of Chapter 169A that are applicable to motorboats.

**(SPENDING PLAN, INVOICES, ACCOUNTING and REPORTS)** - Invoices may be submitted at the end of the grant period or as often as monthly. The proposed expenditures listed on your spending plan (Exhibit A) must reasonably match both your invoice and annual year-end report. If you need to purchase or pay for something that was not on the original Spending Plan, you will need to first send in a revised plan (Exhibit A) signed by the sheriff or designee, and if approved by the State, proceed from there. The Grantee must satisfactorily submit all annual performance reports and reimbursement requests for each year of participation in this Program by the date(s) requested by the State, unless the Grantee requests an extension in writing and the State approves an extension in writing. Minnesota statutes and rules require that you have a separate account for the state boat & water safety funds.

**PERSONNEL** - Personnel expenses (including salary, insurance, social security, retirement, worker's compensation, etc.) for persons who are actually engaged in boating and water safety duties. Records or logs of time spent on the program are necessary to support these expenses and should be retained not less than three years. If officer hours are a part of your reimbursement, please send one (1) completed officer log for the time period in which reimbursement is being requested.

**SUPPLIES AND EXPENSES** - This includes uniforms, fuel, oil, lubricants, repairs, rental/lease costs (docks, buildings, office facilities, equipment, etc.), insurance, travel costs, training expenses and expendable supplies (fuel, rope, paint, printing, etc.). No cell phone charges will be allowed. All expenditures need to be verifiable as allowable expenditures under this grant. Items must be listed on Exhibit A (proposed spending plan) of this grant and be descriptive in nature.

**EQUIPMENT** - Includes boats, motors, trailers, buoys, depth locators, radios, etc. Equipment that is being used for general duties may be either charged to the boat and water safety account according to percentage of use or by mile/hour of operation. Mileage logs showing dates, odometer readings and assignment are necessary to support all vehicle use and should be retained not less than three years. If you purchase equipment and it is greater than \$5,000, please submit a copy of the purchase invoice. The purchase of snowmobiles and ATVs with boat and water funds is not allowed.

County sheriff's departments are urged to contact Boat and Water Safety at the Minnesota Department of Natural Resources for a determination prior to any questionable proposed expenditure. All expenditures are subject to state audit. Be sure to keep accurate documentation and records of all expenditures.

May											
Date:	Reason	Mileage	Deputy/Deputies	Medical	Mental Health	MN Prison/Jails	Out of state	ME	Federal	Other	Hours
1	GF County on 10-69	52	5032				52				1.25
5	NWRCC to CBHH Alexandria	334	5019		334						7.25
6	MCF St Cloud	484	5028			484					8.75
7	US Marshalls to dentis in GF	56	5016/5019						56		4
12	St Cloud/Fairbault	704	5028			704					12
15	Savage MN Juvenile transport	641	5019							641	11
19	GF County on 10-69	30	5005				30				1
20	MCF St Cloud and Shakopee	697	5016/5028			697					22
21	Juvenile to Moorhead	177	5019							177	4
22	Dickinson on 10-69	705	5019				705				11.25
26	Cass Co ND on 10-69	165	5028				165				3
	Done through 27th	4045		0	334	1885	952		56	818	85.5

Summary  
Comparison  
Transport  
Log

	2013	2014	2015	2016	2017
January	4507	5093	9735	8421	9255
February	4696	5545	5816	9321	11869
March	8652	5737	8367	13085	9314
April	5103	5385	9039	5719	5385
May	5871	7266	6875	9299	7115
June	5736	5787	7437	5961	13013
Subtotal	<b>34565</b>	<b>34813</b>	<b>47269</b>	<b>51806</b>	<b>55951</b>
July	4130	7762	7097	6324	8698
August	8073	8137	9799	7251	10931
September	4582	6815	7076	4941	7150
October	7260	7299	6417	7388	7867
November	5504	7926	9251	9509	10469
December	5792	9869	10015	4691	5587
<b>Totals</b>	<b>69906</b>	<b>82621</b>	<b>96924</b>	<b>91910</b>	<b>106653</b>

Summary  
Comparison  
Transport  
Log

	2018	2019	2020	2021	2022
January	7318	7638	9712		
February	8009	7565	6536		
March	8800	7314	7868		
April	7732	8179	3563		
May	9707	6606	4045		
June	8490	5965			
Subtotal	50056	43267	31724	0	0
July	7182	11450			
August	6855	10886			
September	8030	8251			
October	9423	14304			
November	5378	8236			
December	9288	7567			
<b>Totals</b>	<b>96212</b>	<b>103961</b>	<b>31724</b>	<b>0</b>	<b>0</b>

## Transport Log

### Miles Comparison by Categories

2016	Total Miles	Facility	Health	Prison	Prison	Counties	Examiner	Federal Transport
January	8421	62	495	3483	537	3509	0	335
February	9321	6	518	4627	313	3857	0	0
March	13085	0	175	6124	2812	3970	0	4
April	5719	2	59	3049	0	2455	0	154
May	9299	64	0	6164	977	2094	0	0
June	5961	6	263	4733	0	957	0	2
July	6324	0	0	2913	716	2540	0	155
August	7251	57	0	4594	541	2059	0	0
September	4941	243	0	3009	1036	651	0	2
October	7388	148	0	2516	2498	2065	0	161
November	10564	140	47	4171	3197	2876	134	0
December	4691.3	33.5	895.4	3029	141	362.4	64	165
Totals	92965.3	615.5	1870.4	43292	7484	32651.4	234	511

2017	Total Miles	Medical Facility	Mental Health	In-State Prison	Out-State Prison	Other	Medical Examiner	Federal Transport
January	9255	123	1184	4681	2705		0	0
February	11869	63	1049	8560	1272	865	60	0
March	9314	250	1268	3397	2840	294	284	59
April	5385	0	1048	2240	1541	425	0	131
May	7115	3	140	3342	3219	411	0	0
June	13013	67	2172	2342	7195	551	384	2
July	8698	12	1239	3364	3533	481	68	1
August	10931	10	1084	6082	2838	858	0	2
September	7150	4	659	3380	2212	653	72	180
October	7867	170	1749	3594	1907	385	62	0
November	10469	2	3116	4149	2413	676	0	3
December	5587	1	937	3745	447	397	60	0
Totals	107553	638	11840	47520	37500	5510	536	215





**Document Service Statistics May 2020**

Complaint	1
Established Summons & Complaint; Supporting Affidavit	4
Eviction Summons; Complaint	3
Notice	2
Notice of Filing	2
Notice; Order	2
Order to Show Cause	1
Statement of Rights; Your Privacy Rights; Notice; Established Summons & Complaint; Supporting Affidavit	2
Subpoena	3
Subpoena Duces Tecum; Subpoena	1
Summons & Complaint	24
Summons; Petition for Dissolution of Marriage	1
Summons & Petition; Letter; Other	6
Summons; Statement of Rights; Petition	2
Summons; Summons & Complaint	1
Amended HRO	2
DANCO	3
Harrassment Restraining Order	4
Order After Harassment Restraining Order Hearing	1
Order for Protection	1
Order for Protection Following Hearing	1

Paid Services: \$2263.72

No Charge Services: \$596.27

# POLK COUNTY SHERIFF'S OFFICE

Sheriff James Tadman

Chief Deputy Mike Norland

600 Bruce Street • P.O. Box 416 • Crookston, MN 56716

218.281.0431 • Fax 218.281.0401

James.Tadman@co.polk.mn.us

www.co.polk.mn.us

CFS By Month and Primary INC Code - PCSO only

Printed on June 1, 2020

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Description	Totals	
911 Duplicate Call	6	6
911 Handled by Dispatch	55	55
911 Hang Up	77	77
911 Open Line	6	6
911 Pocket Dial	7	7
Abandoned Vehicle	1	1
Alarm - Residential	2	2
Animal Bite	1	1
Animal Complaint	18	18
Animal Complaint - Mistreatment	3	3
Animal - Lost and Found	7	7
Assault	4	4
Assist Other Agency	22	22
Boat & Water	7	7
Burglar Alarm - Audible - Business	1	1
Burglar Alarm - Silent - Business	1	1
Burglary	5	5
Burglary Alarm - Silent - Bank	1	1
Child Custody Complaint	5	5
Child Protection Report	5	5
Civil Complaint	8	8
Civil Process	108	108
Conservations - Littering/Wildlife	3	3
Damage to Property	7	7
Death - Hospice	1	1
Death Notification	1	1
Domestic Non-Violent	1	1
Drug Paraphernalia	1	1
Drugs	2	2
Duplicate Call	1	1
Emotional Distress	2	2
Fire Brush and Grass	1	1
Fire Other	2	2
Fire Structure	2	2
Fraud	6	6
FTA Complaint	1	1
Harassment	2	2
Hit & Run	1	1
Info	30	30

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Description	Totals	
Intoxicated Subject	1	1
Juvenile Complaint	4	4
Juvenile Offender	1	1
Juvenile - Other	1	1
Medical - Other	2	2
Missing Person	2	2
Motorist Assist	21	21
MVA - Property Damage	5	5
Noise Complaint	4	4
Open Door - Unsecure Building	2	2
Order Violation - DANCO, OFP, Restraining Order	3	3
Panic Alarm - Audible	2	2
Parking Complaint	3	3
Patrol - Special Detail/Parks	1	1
POR Checks	7	7
Possible DUI Vehicle	3	3
Probation Violation	1	1
Property - Lost and Found	4	4
Public Assist	14	14
Public Peace	3	3
Public Relations	1	1
Railroad - Other	1	1
Reckless Driver	1	1
Report Not Needed	3	3
Request Extra Patrol	2	2
Security Checks	3	3
Shooting	1	1
Smoke/Gas Odor	1	1
Special Detail	11	11
Stolen Vehicle	1	1
Suicide Threats	1	1
Suspicious Activity	13	13
Suspicious Person	4	4
Suspicious Vehicle	3	3
Theft	3	3
Theft - Gas Drive Off	2	2
Threats	5	5
Traffic - All Other	5	5
Traffic Complaint	16	16
Traffic Control	2	2
Traffic Hazard	9	9
Traffic Stop	120	120
Transport - MN Prison or Jail	3	3
Transport - Other	6	6
Transport - Out of State	2	2
Trespass	1	1

Description	Totals	
Unattended Death	1	1
Unwanted Person	2	2
Vandalism	2	2
Vehicle Complaint	3	3
Vehicle Lock Out	1	1
Vehicle Theft	1	1
Verbal Dispute	1	1
Violation of Court Order	2	2
Vulnerable Adult	8	8
Warrant	2	2
Weapon Violation	1	1
Welfare Check	7	7
Totals	749	749



## **Board of Commissioners**

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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TO: POLK COUNTY BOARD OF COMMISSIONERS  
CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: June 23, 2020

FROM: Sheriff James Tadman

### AGENDA ITEMS:

1. Resolution (2020-57) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Dick & Audrey Hebert, Mesa, AZ
2. Resolution (2020-58) Accepting Financial Donation On Behalf Of Polk County Sheriff's Office From American Crystal Sugar Company

### SUMMARY:

Polk County Sheriff's Office received \$2000.00 donation from Dick and Audrey Hebert from Mesa, AZ. Money will be used for Radar Speed Trailer.

Polk County Emergency management received a \$1000.00 donation from American Crystal Sugar Company to be used for PPE or necessary safety equipment.

### ACTION REQUESTED:

1. Approve Resolution (2020-57) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Dick & Audrey Hebert, Mesa, AZ
2. Approve Resolution (2020-58) Accepting Financial Donation On Behalf Of Polk County Sheriff's Office From American Crystal Sugar Company







## Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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**TO:** POLK COUNTY BOARD OF COMMISSIONERS  
CHUCK WHITING, POLK COUNTY ADMIN.

**FROM:** JACOB SNYDER, P&Z ADMIN.

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** Award Septic GRANT-LOAN Fix-up projects

**SUMMARY:**

1. We have been taking applications to get applicants that are interested in the Low Income SSTS fix-up grant that is available. This money is offered as a 90% or 75% grant to qualified applicants based on their adjusted household income. We had several inquiries this spring and, in the end, had 16 qualifying applicants. We are looking at awarding 5 of them today, which will utilize 99% of our current grant funding to fix septic systems through this grant program. In total the program will fix 5 imminent public health threats through this grant program.
2. The County pays for the entire septic installation but only ends up covering 90-75% of the system upgrade and applicants will pay the 10-25% remaining cost. The remaining balance and septic permit fee will be paid by the applicants to the County. All applicants have met the qualification criteria. This money was made available through a grant from the MPCA through the Clean Water Act.
3. The SSTS LOAN fix-up program is a backup program to fix septic systems when funding for the GRANT program has been exhausted. All applicants that apply for the Low-income fix up qualify for the LOAN funding and are ranked for need, household income & environmental impacts.
4. The County pays contributes 25% of the cost of the system up to \$2,500 for the septic installation, the remaining 75% of the system upgrade is paid back through a special assessment for a term of 10 years. All applicants have met the qualification criteria to be considered for the Loan program and each year we aim to fix imminent public health threats first.
5. This money was made available through prior SSTS Loans that we fixed and have paid back their debts through the special assessments.

**ACTION REQUESTED:** (INFORMATION ONLY/MOTION/RESOLUTION)

Note\**Motions for individual projects to follow*

Applicant	Dwelling Value	Assessment	Septic Bid	System Type	Bid Value	90% Grant	10% DP	75% Grant	25% DP	1/3 Dwelling Value	Adjusted Gross Income	Household	90%	75%	Loan	Near Surface waters	Imminent Public Health Concern	REAPPLYING	Taxes Current 2019	Rank (H-M-L)	Rank #	
Ben Walsvik 60.0005.03 Have Everything	\$152,100.00	2020	Jeremy Brault Tim Olson	Mound Mound	\$ 15,500.01 \$ 12,300.00	\$ 13,950.00 \$ 11,070.00	\$ 1,550.00 \$ 1,230.00	\$ 11,625.00 \$ 9,225.00	\$ 3,875.00 \$ 3,075.00	\$50,193.00	[REDACTED]	5	x	x	x	1,500 ft from creek	Yes			High-Moderate	7	LOAN?
Vernon Anderson 74.00615.00 Need app, taxes, and 2nd bid	\$110,600	7/12/2019	Tim Olson	At-Grade	\$ 11,000.00	\$ 9,900.00	\$ 1,100.00	\$ 8,250.00	\$ 2,750.00	\$36,498.00	[REDACTED]					Maple Lake	No			Low	9+	
Hazel Trogstad 57.00217.00 Have Everything	\$70,000	2020	Sherman Olson	At-Grade At-Grade	\$ 6,951.75 \$ 7,400.00	\$ 6,256.58 \$ 6,660.00	\$ 695.18 \$ 740.00	\$ 5,213.81 \$ 5,550.00	\$ 1,737.94 \$ 1,850.00	\$23,100.00	[REDACTED]	1	x	x	x	Wetland	YES YES			High	5	GRANT
Clayton Bakken 32.00001.01 Need 1040 Tax and 2nd bid from delage	\$34,100.00	2020	Tim Olson Wade Delage	Mound	\$ 11,800.00 \$ 9,995.00	\$ 10,620.00 \$ 8,995.50	\$ 1,180.00 \$ 999.50	\$ 8,850.00 \$ 7,496.25	\$ 2,950.00 \$ 2,498.75		[REDACTED]	2	?	?	?	Ditch	No No			Low	9+	
Carolyn Toupin 74.00868.00 Have everything Determine Soils	\$164,800.00	2020	Tim Olson Wade Delage	At-Grade Mound	\$ 7,800.00 \$ 14,045.00	\$ 7,020.00 \$ 12,640.50	\$ 780.00 \$ 1,404.50	\$ 5,850.00 \$ 10,533.75	\$ 1,950.00 \$ 3,511.25	\$54,384.00	[REDACTED]	1		x	x	Union Lake	No NO			Low	9+	
Deborah Burke 54.00043.02	\$43,200	2020	Jeremy Brault Allyn Rolley	Mound Mound	\$ 19,500.00 \$ 18,708.00	\$ 17,550.00 \$ 16,837.20	\$ 1,950.00 \$ 1,870.80	\$ 14,625.00 \$ 7,496.25	\$ 4,875.00	\$14,256.00	[REDACTED]	1	x	x	x	Floodplain	NO			Low	9+	
Marland Rue 57.00210.00 Have everything	\$70,000.00	2020	Sherman Hedlund	Mound Mound	\$ 11,164.70 \$ 14,500.00	\$ 10,048.23 \$ 13,050.00	\$ 1,116.47 \$ 1,450.00	\$ 8,373.53 \$ 10,875.00	\$ 2,791.18 \$ 3,625.00	\$23,100.00	[REDACTED]	2	x	x	x	Turtle Lake	Yes Yes			High	3	GRANT
Craig Nultemeire 54.00060.02 Need 2nd Bid form from Allyn Rolley	\$58,400.00	2020	Jeremy Brault Allyn Rolley	Mound	\$ 14,200.00	\$ 12,780.00	\$ 1,420.00	\$ 10,650.00	\$ 3,550.00	\$19,272.00	[REDACTED]	2		x	x	Ditch	No			Low	9+	
Rachel Howard 16.00173.01 Have Everything	\$36,900.00	2020	Wade Delage Shawn Hedlund	Mound Mound	\$ 10,975.00 \$ 10,633.00	\$ 9,877.50 \$ 9,569.70	\$ 1,097.50 \$ 1,063.30	\$ 8,231.25 \$ 7,974.75	\$ 2,743.75 \$ 1,063.30	\$12,177.00	[REDACTED]	8	x	x	x	1000' Hill River	Yes Yes			Moderate	8	LOAN? Tank only 2020
Carol Aaland 61.00271.00 Have Everything	\$109,600.00	2020	Wade Delage Shawn Hedlund	Mound Mound	\$ 10,645.00 \$ 12,800.00	\$ 9,580.50 \$ 11,520.00	\$ 1,064.50 \$ 1,280.00	\$ 7,983.75 \$ 9,600.00	\$ 2,661.25 \$ 3,200.00	\$36,168.00	[REDACTED]	1	x	x	x	Sand Hill Lake	Yes Yes			High	4	GRANT
Tyler Hanson 06.00103.00 Have Everything	\$65,600.00	2020	Sherman Delage	At-Grade Mound	\$ 7,747.88 \$ 11,520.00	\$ 6,973.09 \$ 10,368.00	\$ 774.79 \$ 1,152.00	\$ 5,810.91 \$ 8,640.00	\$ 1,936.97 \$ 2,880.00	\$21,648.00	[REDACTED]	3	x	x	x	None	no yes			Low	9+	
Richard Johnson 30.00261.00 Have Everything	\$65,200.00	2020	Tim Olson Hedlund	At-Grade At-Grade	\$ 5,800.00 \$ 11,000.00	\$ 5,220.00 \$ 9,900.00	\$ 580.00 \$ 1,100.00	\$ 4,350.00 \$ 8,250.00	\$ 1,450.00 \$ 2,750.00	\$21,516.00	[REDACTED]	1	x	x	x	Maple	No No			Low	9+	
Paul Kazmierczak 32.00113.01 Have Everything	\$70,700.00	2020	Hedlund Sherman	Mound Mound	\$ 19,409.00 \$ 19,569.32	\$ 17,468.10 \$ 17,612.39	\$ 1,940.90 \$ 1,956.93	\$ 14,556.75 \$ 14,676.99	\$ 4,852.25 \$ 4,892.33	\$23,331.00	[REDACTED]	10	x	x		None	Yes yes			High/Moderate	6	LOAN?
Wendy Smeby 45.00209.01 Have Everything	\$51,300.00	2020	Hedlund Delage	Mound Mound	\$ 10,000.00 \$ 10,615.00		\$ 7,500.00 \$ 7,961.25	\$ 2,500.00 \$ 2,653.75		\$16,929.00	[REDACTED]	2	x	x		Lake Bradley	yes yes			High	2	GRANT
Jeremiah Wishard 32.00162.01 Note*Need bid from shawn	\$27,500.00	2020	Sherman Hedlund	Mound	\$ 9,169.75	\$ 8,252.78	\$ 916.97	\$ 6,877.31	\$ 2,292.44	\$9,075.00	[REDACTED]	4	x	x	x	350ft to wetland	Yes			High	1	GRANT
Judith Hoeft 45.00479.00 Need Everything	\$207,200.00	2020	Hedlund	At-Grade	\$ 9,300.00	\$ 8,370.00	\$ 930.00	\$ 6,975.00	\$ 2,325.00	\$68,376.00	No application Received		?	?	?	Lake Sarah	Yes			Moderate		Application not in on June 1

Total GRANT to fix 5 systems \$ 41,638.09  
Total LOAN to fix 2 systems \$ 31,709.00

2020 Loan Account Balance	
2020 Pre-tax amount	= \$ 33,390.69
Proposed 2 loan fix-up SSTS 2020	= \$ 31,709.00
Remaining Balance	= \$ 1,681.69

	SSTS Fix up GRANT	5 systems fixed	
2019 carry over & 2020 Grant	40,370.10	\$ 41,638.09	TOTAL Fix up Grant Cost
Grant Admin Costs awarded 2020	1500	*Admin costs (Use to fix system) Locally use SSTS budget dollars to cover Admin costs	
Total 2020 Fix up Spendable grant \$	41,870.10		

2020 SSTS LOW INCOME GRANT PROGRAM FINANCIAL REPORT

FY2020 2018 adj	Carry Over FY2019 Clean Water Grant	2805.10 39065.00
	Total Funds Available	41870.10
	Administrative costs	0.00 *Locally fund Admin costs out of SSTS budget dollars
	Available Funding	41870.10 Imminent Public Health Threats 5 systems fixed= 41,638.09 \$232.01 *Carry over 2021

### Septic System Fix-up Grant Program

Polk County Environmental Services is pleased to announce the availability of a cost-share grant program that is available to property owners in Polk County that have an existing noncompliant septic system. Funds are intended to fix septic systems that are currently failing codes or functionality. These dollars are made possible through a grant received from the Minnesota Clean Water Legacy Act. Polk County has received confirmation that we were appropriated State funding in the 2020 calendar year.

There is a limited amount of funding available and preference for funding will be determined based on income status, condition of existing system, and proximity to priority surface waters. Income restrictions will apply. Polk County uses USDA low-income guidelines to group funding grant contributions. Households must not exceed these income guidelines, must be a homestead not a second dwelling or rental, and applicants will be required to pay any match requirement upfront if approved. The County will provide a cost share grant contributing 75% and up to 90% of installation cost up to a maximum of \$12,000.

If you are interested in learning more about this program please call Polk County Planning and Zoning at (218) 281-5700 or email our staff at [environmental.svs@co.polk.mn.us](mailto:environmental.svs@co.polk.mn.us). Prior program applications can also be found on our website at [www.co.polk.mn.us](http://www.co.polk.mn.us) under the Environmental Services and Planning and Zoning Department pages. Polk County will update the 2020 program application packets on our website during the winter months and the deadline to apply for the Septic System Fix-Up Program is June 1, 2020. After this date, remaining funding will be available on a first come first serve basis. -----

Jacob Snyder, Polk County Planning & Zoning Administrator

# Polk County SSTS Cost Share/Grant Program

## Program Overview

This cost share grant is available to property owners in Polk County that have a noncompliant septic system. Preference for funding will be determined based on income status, condition of existing system, and proximity to priority surface waters. Grant funds made possible through the Minnesota Pollution Control Agency (MPCA) Clean Water Legacy Act.

- To Qualify Maximum adjusted annual household income cannot exceed:

90%	Household Size	1	2	3	4	5	6	7	8*
Grant	Maximum Income	\$41,450	\$41,450	\$41,450	\$41,450	\$54,750	\$54,750	\$54,750	\$54,750

75%	Household Size	1	2	3	4	5	6	7	8*
Grant	Maximum Income	\$66,300	\$66,300	\$66,300	\$66,300	\$87,500	\$87,500	\$87,500	\$87,500

**\*Add 8% of 4-person limit for each person in excess of 8 persons.**

## Eligibility Requirements

- The applicant(s) must be the property owner defined as the deed holder(s), life estate holder(s) or contract for deed holder(s).
- If contract for deed or life estate applicant, all deed holders must sign the application and any recording agreement.
- Grants are available only for SSTS that serve existing, single family, owner-occupied dwellings and include installation or replacement.
- SSTS for construction of a new or replacement dwelling, or for renovation or reuse of an unused or abandoned dwelling or building, are not eligible for this program.
- There can be no delinquent taxes on the property and the property taxes must be current.
- In order to qualify the assessed value of the dwelling must be worth at least three times the value of the septic system replacement according to the Polk County Market Value Assessment, and the dwelling cannot be assessed as personal property. The Assessors value must be based upon an all-access viewing of all property within the last two years.
- If we receive more requests than funding available, applications will be ranked and selected based on household income, condition of existing system, and proximity to priority surface waters.

## How to Apply

- Complete the attached application form.
- Get two written estimates from any licensed septic contractor; must be completed on the bid forms provided. Includes work for electrical or plumbing needed to connect to system. (Interior Plumbing is typically not eligible)
- Interior plumbing directly related to the septic system function can be eligible but typically will require a separate bid from a plumbing contractor. (interior lift stations are eligible only if they are required to meet 7080 requirements for remedy of septic tank max depth)
- Return the application and two written estimates to Polk County Environmental Services by June 1, 2020.
- After June 1, 2020 all applications received will be ranked and loans will be granted accordingly.
- Any leftover funds for 2020 will be awarded on a first come first serve basis to eligible applicants.

## Once Application is Approved

- Sign a Contractor-Homeowner document to be filed with Planning & Zoning.
- A septic design from contractor must be submitted to P & Z and a septic permit obtained prior to the start of construction.
- Complete all grant paperwork. Applicant will make a cost share payment of 10% or 25% of the total grant amount applied for, based on the income guideline chart above. (\$150.00 Permit fee will be added to total cost of grant and P & Z staff will meet onsite with contractor to verify that system is failing and the system design is adequate for the site)
- Have the septic system installed (system must be installed before November 1, 2020)
- Contractor must submit the final bill to the P&Z office and once approved checks are sent directly to Contractor for payment.

## Terms of Cost Share Grant

### **Amount**

- The County will cover 90% or 75% of the cost of the system based on income guidelines.
- The property owner may request a grant of less than the total cost of the project. No changes can be made to the approved grant amount after the grant is executed. The property owner is responsible for all cost overages.
- The maximum grant amount cannot exceed \$12,000 and is limited to not more than the cost of designing and installing a compliant septic system for a single family dwelling SSTS.
- There can be no more than one SSTS grant/loan per parcel.
- Applicant will be limited to one SSTS grant/loan in their lifetime.

### **Fees**

- There is a non-refundable septic application fee of \$150 that will be added to the total project cost.
- Applicant will pay the 10% or 25% match of total project cost before grant executed.
- If applicable all recording fees will be added to the cost of the grant.

\*Note: All work must be performed by an appropriately licensed contractor.

## Eligible Costs

Costs identified as eligible costs are ineligible if the related project activities are started before the grant is approved by the Environmental Services Department and recorded by Taxpayer Services.

- Complete construction of an SSTS for an existing residential structure.
- Electrical and Plumbing directly related and necessary for the system.
- County SSTS permit fee.
- Replacement of tanks and/or drainfield repairs that will bring an existing system into compliance.
- Seeding the SSTS installation area to the extent required by Minnesota Rules, Chapter 7080.
- All Recording fees.

## Ineligible Costs

Ineligible costs include any costs that are not directly related to SSTS installation activities. In addition, the following are ineligible for financial assistance:

- Installation of SSTS before grant is approved and legally recorded.
- Holding Tanks
- Non-Residential Properties or Land acquisition and easement costs for construction of a SSTS.
- Landscaping, seeding, sod and other landscape restoration costs not required by Minnesota Rules, Chapter 7080.
- In-Kind Labor or expenses



## Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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**TO:** POLK COUNTY BOARD OF COMMISSIONERS  
CHUCK WHITING, POLK COUNTY ADMIN.

**FROM:** JACOB SNYDER, P&Z ADMIN.

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** Award Septic Grants Fix-up projects

### SUMMARY:

1. We have been taking applications to get applicants that are interested in the Low Income SSTS fix-up grant that is available. This money is offered as a 90% or 75% grant to qualified applicants based on their adjusted household income. We had several inquiries this spring and, in the end, had 16 qualifying applicants. We are looking at awarding 5 of them today, which will utilize 99% of our current grant funding to fix septic systems through this grant program. In total the program will fix 5 imminent public health threats through this grant program.
2. The County pays for the entire septic installation but only ends up covering 90-75% of the system upgrade and applicants will pay the 10-25% remaining cost. The remaining balance and septic permit fee will be paid by the applicants to the County. All applicants have met the qualification criteria.
3. This money was made available through a grant from the MPCA through the Clean Water Act.
4. This application is from Carol Aaland. She lives near Fosston on Sandhill Lake in Rosebud Township section 34; parcel #61.00271.00 and has met all the qualification criteria for the 90% grant payment allocation. This system is a public imminent health threat and seeking funding for fix-up grant money.

### **ACTION REQUESTED:** (INFORMATION ONLY/**MOTION**/RESOLUTION)

1. Motion to award a Low-Income Septic Fix-Up Grant to Carol Aaland to upgrade their failing septic system and to award the bid to Dick's Backhoe Service, Wade Delage L#2495, who was the low bidder (\$10,645.00) and will be installing the septic system.



# SSTS FIX-UP GRANT APPLICATION

Polk County Environmental Services  
PO Box 375 • Crookston, MN 56716  
218-281-5700 • 800-482-6804 • Fax 218-281-6471

RECEIVED

MAY 16 2020

Deadline is

POLK COUNTY ENV. SVS.

SECTION/TOWNSHIP	LAKE NAME	LOT SIZE OR ACRES	PARCEL NO.	DATE
34/Rosebud	Sand Hill Lake	Lots 8 & 9, Block 1, Sand Hill Lake Estates	61.00271.00	5/13/2020

### PROJECT CONTACT:

Applicant Name Aaland Carol  
Last First

MAILING Address: 45246 339<sup>th</sup> Ave SE

City Fosston State MN Zip Code 56542

SITE Address 45246 339<sup>th</sup> Ave SE

City Fosston State MN Zip Code 56542

Daytime Phone # 218-435-6384 Alternate Phone # 218-686-2710 (cell phone)

### SEPTIC SYSTEM CONTRACTOR ESTIMATES: (Attach to application)

Designer/Installer: Wade Delage License #: 2495

Designer/Installer: Shawn Hedlund License #: 2970

Preference to which contractor is used? Delage - for larger drain field & tank size  
(This does not guarantee that this will be the contractor whose bid is approved)

Adjusted Annual Income: \_\_\_\_\_ Number of Persons Living in the Dwelling: 1  
(Include copy of 2019 IRS 1040 Income Tax Form)

Do you currently live in the dwelling on this property?  Yes No If not, is it a rental? Yes No

Estimated Market Value of your home? \$187,000. Are Property Taxes Current?  Yes No

Do you believe your current septic system is failing to meet State requirements?  Yes No

Nearest surface water (circle) lake river / stream / ditch / wetland / floodplain / none

Distance to surface water in feet: about 120 feet

Upon receiving the completed application, applicants will be screened to see if they qualify and if so ranked based on their financial need and their environmental impact. Only estimates for complete septic systems meeting all applicable MN Rule Chapter 7080 requirements will be accepted. Once estimates are submitted the Selection Committee will review the bids and select the most reasonable and responsible bid for this project. We have the right to reject all bids and to select contractor. The contractor whose bid is accepted will then be responsible for installing the new septic system.



## Board of Commissioners

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Crookston, MN 56716-1452

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CHUCK WHITING, POLK COUNTY ADMIN.

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2. The County pays for the entire septic installation but only ends up covering 90-75% of the system upgrade and applicants will pay the 10-25% remaining cost. The remaining balance and septic permit fee will be paid by the applicants to the County. All applicants have met the qualification criteria.
3. This money was made available through a grant from the MPCA through the Clean Water Act.
4. This application is from Hazel Trogstad. She lives near Fosston in Queen Township section 31; parcel #57.00217.00 and has met all the qualification criteria for the 90% grant payment allocation. This system is a public imminent health threat and seeking funding for fix-up grant money.

### **ACTION REQUESTED:** (INFORMATION ONLY/**MOTION**/RESOLUTION)

1. Motion to award a Low Income Septic Fix-Up Grant to Hanzel Trogstad to upgrade her failing septic system and to award the bid to Sherman Backhoe Service, Ryan Sherman L#3371, who was the low bidder (\$6,951.75) and will be installing the septic system.



# SSTS FIX-UP GRANT APPLICATION

RECEIVED

Polk County Environmental Services  
PO Box 375 • Crookston, MN 56716  
218-281-5700 • 800-482-6804 • Fax 218-281-6471

MAY 07 2020  
Deadline is  
June 1, 2020  
POLK COUNTY ENV. SVS.

SECTION/TOWNSHIP	LAKE NAME	LOT SIZE OR ACRES	PARCEL NO.	DATE
31-148-39 3/9/2020		10 Acres	57-217	5-5-20

### PROJECT CONTACT:

Applicant Name Trogstad Hazel  
Last First

MAILING Address: 37942-395<sup>R</sup> St SE

City Fosston State MN Zip Code 56542

SITE Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone # 218-435-1731 Alternate Phone # cell 218-791-2601

### SEPTIC SYSTEM CONTRACTOR ESTIMATES: (Attach to application)

Designer/Installer: Tim Olson License #: 1020

Designer/Installer: Ryan Sherman License #: 3371

Preference to which contractor is used? Ryan Sherman  
(This does not guarantee that this will be the contractor whose bid is approved)

Adjusted Annual Income: \_\_\_\_\_ Number of Persons Living in the Dwelling: 1

(Include copy of 2019 IRS 1040 Income Tax Form)

Do you currently live in the dwelling on this property?  Yes No If not, is it a rental? Yes No

Estimated Market Value of your home? 115,000 Are Property Taxes Current?  Yes No

Do you believe your current septic system is failing to meet State requirements?  Yes No

Nearest surface water (circle) lake / river / stream / ditch /  wetland / floodplain / none

Distance to surface water in feet: 132'

Upon receiving the completed application, applicants will be screened to see if they qualify and if so ranked based on their financial need and their environmental impact. Only estimates for complete septic systems meeting all applicable MN Rule Chapter 7080 requirements will be accepted. Once estimates are submitted the Selection Committee will review the bids and select the most reasonable and responsible bid for this project. We have the right to reject all bids and to select contractor. The contractor whose bid is accepted will then be responsible for installing the new septic system.



## Board of Commissioners

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2. The County pays for the entire septic installation but only ends up covering 90-75% of the system upgrade and applicants will pay the 10-25% remaining cost. The remaining balance and septic permit fee will be paid by the applicants to the County. All applicants have met the qualification criteria.
3. This money was made available through a grant from the MPCA through the Clean Water Act.
4. This application is from Jeremiah & Jamie Wishard. He lives near Mentor along a wetland in Grove Park-Tilden Township section 31; parcel #32.00162.01 and has met all the qualification criteria for the 90% grant payment allocation. This system is a public imminent health threat and seeking funding for fix-up grant money.

### **ACTION REQUESTED:** (INFORMATION ONLY/**MOTION**/RESOLUTION)

1. Motion to award a Low-Income Septic Fix-Up Grant to Jeremiah & Jamie Wishard to upgrade their failing septic system and to award the bid to Sherman's Backhoe Service, Ryan Sherman L#3371, who was the low bidder (\$9,169.75) and will be installing the septic system.



RECEIVED

SEPTIC FIX-UP GRANT APPLICATION

Polk County Environmental Services

PO Box 375 • Crookston, MN 56716

218-281-5700 • 800-482-6804 • Fax 218-281-6471

Deadline is June 1, 2020

APR 08 2020

POLK COUNTY ENV. SVS.

SECTION/TOWNSHIP	LAKE NAME	LOT SIZE OR ACRES	PARCEL NO.	DATE
31/149/043		17.8 <del>18.9</del> Acres	32.00162.01	04/06/2020

PROJECT CONTACT:

Applicant Name Wishard Jeremiah  
Last First

MAILING Address: 33021 125<sup>th</sup> Ave SE

City Mentor State MN Zip Code 56736

SITE Address SAME

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone # 218-230-4843 Alternate Phone # 218-280-9246 (same)

SEPTIC SYSTEM CONTRACTOR ESTIMATES: (Attach to application)

Designer/Installer: Ryan's Backhoe Service License #: 3371

Designer/Installer: Hedlund Backhoe Service License #: 2970

Preference to which contractor is used? Ryan's Backhoe Service  
(This does not guarantee that this will be the contractor whose bid is approved)

Adjusted Annual Income: \$ \_\_\_\_\_ Number of Persons Living in the Dwelling: 4

(Include copy of 2019 IRS 1040 Income Tax Form)

Do you currently live in the dwelling on this property?  Yes No If not, is it a rental? Yes No

Estimated Market Value of your home? \$65,400 Are Property Taxes Current?  Yes No

Do you believe your current septic system is failing to meet State requirements?  Yes No

Nearest surface water (circle) lake / river / stream (ditch / wetland) floodplain / none

Distance to surface water in feet: Appx = 350<sup>ft</sup>

Upon receiving the completed application, applicants will be screened to see if they qualify and if so ranked based on their financial need and their environmental impact. Only estimates for complete septic systems meeting all applicable MN Rule Chapter 7080 requirements will be accepted. Once estimates are submitted the Selection Committee will review the bids and select the most reasonable and responsible bid for this project. We have the right to reject all bids and to select contractor. The contractor whose bid is accepted will then be responsible for installing the new septic system.



## Board of Commissioners

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Crookston, MN 56716-1452

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2. The County pays for the entire septic installation but only ends up covering 90-75% of the system upgrade and applicants will pay the 10-25% remaining cost. The remaining balance and septic permit fee will be paid by the applicants to the County. All applicants have met the qualification criteria.
3. This money was made available through a grant from the MPCA through the Clean Water Act.
4. This application is from Marland & Cheryl Rue. They live near Fosston on Turtle Lake in Queen Township section 29; parcel #57.00210.00 and has met all the qualification criteria for the 90% grant payment allocation. This system is a public imminent health threat and seeking funding for fix-up grant money.

### **ACTION REQUESTED:** (INFORMATION ONLY/**MOTION**/RESOLUTION)

1. Motion to award a Low Income Septic Fix-Up Grant to Marland & Cheryl Rue to upgrade their failing septic system and to award the bid to Sherman Backhoe Service, Ryan Sherman L#3371, who was the low bidder (\$11,164.70) and will be installing the septic system.



# SSTS FIX-UP GRANT APPLICATION

Polk County Environmental Services  
 PO Box 375 • Crookston, MN 56716  
 218-281-5700 • 800-482-6804 • Fax 218-281-6470

**RECEIVED**

Deadline is  
 June 1, 2020

SECTION/TOWNSHIP	LAKE NAME	LOT SIZE OR ACRES	FOLK COUNTY ENV. SVS. PARCEL NO.	DATE
29 / Queen	Turtle	135.2 acres	57.00210.00	5-4-20

**PROJECT CONTACT:**

Applicant Name Rue Marland  
 Last First

Mailing Address:

38794 380<sup>th</sup> Ave  
 SE Foss ton, 56542

MAILING Address: 38010 385<sup>th</sup> ST. S.E.

City Foss ton State MN Zip Code 56542

SITE Address 38010 385<sup>th</sup> ST. S.E.

City Foss ton State MN Zip Code 56542

Daytime Phone # 218-791-7987 Alternate Phone # \_\_\_\_\_

**SEPTIC SYSTEM CONTRACTOR ESTIMATES: (Attach to application)**

Designer/Installer: Hedlund Backhoe Service License #: 2970

Designer/Installer: Ryans Backhoe Service License #: 3371

Preference to which contractor is used? no  
 (This does not guarantee that this will be the contractor whose bid is approved)

Adjusted Annual Income: \_\_\_\_\_ Number of Persons Living in the Dwelling: 2  
 (Include copy of 2019 IRS 1040 Income Tax Form)

Do you currently live in the dwelling on this property?  Yes No If not, is it a rental? Yes No

Estimated Market Value of your home? 70,000 Are Property Taxes Current?  Yes No

Do you believe your current septic system is failing to meet State requirements?  Yes No

Nearest surface water (circle lake) / river / stream / ditch / wetland / floodplain / none

Distance to surface water in feet: 135 ft

Upon receiving the completed application, applicants will be screened to see if they qualify and if so ranked based on their financial need and their environmental impact. Only estimates for complete septic systems meeting all applicable MN Rule Chapter 7080 requirements will be accepted. Once estimates are submitted the Selection Committee will review the bids and select the most reasonable and responsible bid for this project. We have the right to reject all bids and to select contractor. The contractor whose bid is accepted will then be responsible for installing the new septic system.



## Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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**TO:** POLK COUNTY BOARD OF COMMISSIONERS  
CHUCK WHITING, POLK COUNTY ADMIN.

**FROM:** JACOB SNYDER, P&Z ADMIN.

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** Award Septic Grants Fix-up projects

### **SUMMARY:**

1. We have been taking applications to get applicants that are interested in the Low Income SSTS fix-up grant that is available. This money is offered as a 90% or 75% grant to qualified applicants based on their adjusted household income. We had several inquiries this spring and, in the end, had 16 qualifying applicants. We are looking at awarding 5 of them today, which will utilize 99% of our current grant funding to fix septic systems through this grant program. In total the program will fix 5 imminent public health threats through this grant program.
2. The County pays for the entire septic installation but only ends up covering 90-75% of the system upgrade and applicants will pay the 10-25% remaining cost. The remaining balance and septic permit fee will be paid by the applicants to the County. All applicants have met the qualification criteria.
3. This money was made available through a grant from the MPCA through the Clean Water Act.
4. This application is from Wendy Smeby. She lives near Erskine on Bradley Lake in Knute Township section 28; parcel #45.00209.01 and has met all the qualification criteria for the 75% grant payment allocation. This system is a public imminent health threat and seeking funding for fix-up grant money.

### **ACTION REQUESTED:** (INFORMATION ONLY/**MOTION**/RESOLUTION)

1. Motion to award a Low-Income Septic Fix-Up Grant to Wendy Smeby to upgrade their failing septic system and to award the bid to Hedlund Backhoe Service, Shawn Hedlund L#2970, who was the low bidder (\$10,000.00) and will be installing the septic system.



# SSS FIX-UP GRANT APPLICATION

Polk County Environmental Services  
PO Box 375 • Crookston, MN 56716  
218-281-5700 • 800-482-6804 • Fax 218-281-6471

RECEIVED

MAY 15 2020  
Deadline is  
June 1, 2020

POLK COUNTY ENV. SVS.

SECTION/TOWNSHIP	LAKE NAME	LOT SIZE OR ACRES	PARCEL NO.	DATE
Sec 27/Knute	Bradley	6.86 Acres	45.0020901	6/13/20

### PROJECT CONTACT:

Applicant Name Smeby Wendy  
Last First

MAILING Address: 38608 215th Ave SE.

City Erskine State MN. Zip Code 56535

SITE Address 38608 215th Ave SE.

City Erskine State MN. Zip Code 56535

Daytime Phone # 218-289-0836 Alternate Phone # 218-435-6475 Business

### SEPTIC SYSTEM CONTRACTOR ESTIMATES: (Attach to application)

Designer/Installer: Shawn Hedlund License #: 2970

Designer/Installer: Dick's Backhoe / Wade Delage License #: 2495

Preference to which contractor is used? Shawn Hedlund  
(This does not guarantee that this will be the contractor whose bid is approved)

Adjusted Annual In. \_\_\_\_\_  
(Include copy \_\_\_\_\_) <sup>19</sup>Number of Persons Living in the Dwelling: 2  
(Tax Form)

Do you currently live in the dwelling on this property?  Yes  No If not, is it a rental? Yes  No

Estimated Market Value of your home? 135,100 (2019) Are Property Taxes Current?  Yes  No

Do you believe your current septic system is failing to meet State requirements?  Yes  No

Nearest surface water (circle)  lake  river / stream / ditch / wetland / floodplain / none

Distance to surface water in feet: 160

Upon receiving the completed application, applicants will be screened to see if they qualify and if so ranked based on their financial need and their environmental impact. Only estimates for complete septic systems meeting all applicable MN Rule Chapter 7080 requirements will be accepted. Once estimates are submitted the Selection Committee will review the bids and select the most reasonable and responsible bid for this project. We have the right to reject all bids and to select contractor. The contractor whose bid is accepted will then be responsible for installing the new septic system.

## Polk County SSTS Loan Program 2020

### Program Overview

This cost share loan is available to property owners in Polk County that have a noncompliant septic system. Preference for funding will be determined based on income status, condition of existing system, and proximity to priority surface waters. This program is an overflow of the Low-income grant program as we receive more applications than we can fix under the low-income grant program. The goal is to fix as many imminent public health threat systems first.

- To Qualify Maximum adjusted annual household income cannot exceed:

Household Size	1	2	3	4	5	6	7	8+
Maximum Income	\$66,300	\$66,300	\$66,300	\$66,300	\$87,500	\$87,500	\$87,500	\$87,500

**\*Add 8% of 4-person limit for each additional person in excess of 8 persons.**

### Eligibility Requirements

- The applicant(s) must be the property owner defined as the deed holder(s), life estate holder(s) or contract for deed holder(s).
- If contract for deed or life estate applicant, all deed holders must sign the application and the lien.
- Loans are available only for SSTS that serve existing, single family, owner-occupied dwellings and include installation or replacement.
- SSTS for construction of a new or replacement dwelling, or for renovation or reuse of an unused or abandoned dwelling or building, are not eligible for this program.
- There can be no delinquent taxes on the property and the property taxes must be current.
- In order to qualify the assessed value of the property must be worth at least three times the value of the loan according to the Market Value Assessment, and the dwelling cannot be assessed as personal property. The Assessors value must be based upon an all-access viewing of all property within the last two years.
- If we receive more requests than funding available, applications will be ranked and selected based on income, condition of existing system, and proximity to priority surface waters.

### How to Apply

- Complete the Low-income fix-up grant application form.
- Get two written estimates from any licensed septic contractor; must be completed on the bid forms provided. Includes work for electrical or plumbing needed to connect to system. (Interior Plumbing is not eligible)
- Return the application and two written estimates to Polk County Environmental Services.
- After June 1, 2020 all applications received will be ranked and loans will be granted accordingly.

### Once Application is Approved

- Sign a Contractor-Homeowner Warrantee to be filed with P & Z.
- A septic design from contractor must be submitted to P & Z and a septic permit obtained.
- Complete all loan paperwork. Applicant will make a down payment of ten percent of the total loan amount applied for. (\$150.00 Permit fee will be added to total cost of loan and P & Z staff will meet onsite with contractor to verify that system is failing and that system design is correct)
- Have system installed (system must be installed before November 1, 2020)
- Contractor must submit the final bill to the P&Z office and once approved checks are sent directly to Contractor for payment. Note: All work must be performed by an appropriately licensed contractor.

## Terms of Cost Share/Loan

### **Amount**

- The County will cover 25% of the cost of the system up to \$2500.
- The property owner may request a loan of less than the total cost of the project. No changes can be made to the approved loan amount after the lien is recorded. The property owner is responsible for all cost overages.
- The maximum loan amount is limited to no more than the cost of designing and installing a compliant septic system for a single family dwelling SSTS minus the County's 25% cost share.
- There can be no more than one SSTS loan per parcel.
- Applicant will be limited to one SSTS loan in their lifetime.

### **Interest**

- This loan will have a .0001% interest rate.

### **Term Length**

- Loans will be repaid over a ten year period on the tax statement as a special assessment. The repayment period will not be extended.

### **Fees**

- There is a non-refundable septic application fee of \$150 that will be added to the total loan cost.
- Applicant will pay a 10% down payment of total installation cost before loan is approved and this will be deducted from total loan cost.
- All applicable recording fees will be added to the cost of your loan.

### Eligible Costs

Costs identified as eligible costs are ineligible if the related project activities are started before the loan is approved by the Environmental Services Department and recorded by Taxpayer Services.

- Complete construction of an SSTS for an existing residential structure.
- Electrical and Plumbing directly related and necessary for the system.
- County SSTS permit fee.
- Replacement of tanks and/or drainfield repairs that will bring an existing system into compliance.
- Seeding the SSTS installation area to the extent required by Minnesota Rules, Chapter 7080.
- All Recording and Loan origination fees.

### Ineligible Costs

Ineligible costs include any costs that are not directly related to SSTS installation activities. In addition, the following are ineligible for financial assistance:

- Installation of SSTS before loan is approved and legally recorded.
- Holding Tanks
- Non-Residential Properties or Land acquisition and easement costs for construction of a SSTS.
- Landscaping, seeding, sod and other landscape restoration costs not required by Minnesota Rules, Chapter 7080.
- In-Kind Labor or expenses

### Repayment

- The cost share/loan will be recorded as a lien against the property and will not be made subordinate to subsequent loans and liens recorded with the property.
- Repayment will be to Polk County with property taxes twice a year. The first payment will be due with the first half of the property taxes in the year after the construction has been completed. The loan may be paid in full at any time with no prepayment penalty. Partial prepayment will not be allowed.
- Upon satisfaction of the lien, the County Taxpayer Services Department will record a statement of satisfaction of the lien.



## Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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**TO:** POLK COUNTY BOARD OF COMMISSIONERS  
CHUCK WHITING, POLK COUNTY ADMIN.

**FROM:** JACOB SNYDER, P&Z ADMIN.

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** Award LOAN Program Septic Fix-up projects

### SUMMARY:

1. We have been taking applications to get applicants that are interested in the Low Income SSTS fix-up grant that is available. This money is offered as a 90% or 75% grant to qualified applicants based on their adjusted household income. We had several inquiries this spring and, in the end, had 16 qualifying applicants. We allocated 5 low-income grants today, the backup program to fix septic systems is through the SSTS Loan program.
2. The County pays contributes 25% of the cost of the system up to \$2,500 for the septic installation, the remaining 75% of the system upgrade is paid back through a special assessment for a term of 10 years. All applicants have met the qualification criteria to be considered for the Loan program and each year we aim to fix imminent public health threats first.
3. This money was made available through prior SSTS Loans that we fixed and have paid back their debts through the special assessments.
4. This application is from Ben & Tiffany Walsvik. They live near Crookston with 3 children in Roome Township section 2; parcel #60.00005.03 and has met all the qualification criteria for the Loan program. This system is a public imminent health threat and seeking funding for fix-up Loan money.

### ACTION REQUESTED: (INFORMATION ONLY/**MOTION**/RESOLUTION)

1. Motion to award a Loan Septic Fix-Up to Ben & Tiffany Walsvik to upgrade their failing septic system and to award the bid to Olson & Sons Backhoe Service, Tim Olson L#1620, who was the low bidder (\$12,300.00) and will be installing the septic system.



# SSTS FIX-UP GRANT APPLICATION

Polk County Environmental Services  
Box 375 • Crookston, MN 56716  
218-281-5700 • 800-482-6804 • Fax 218-281-6471

Deadline is  
June 1, 2020

SECTION/TOWNSHIP	LAKE NAME	LOT SIZE OR ACRES	PARCEL NO.	DATE
2 / Rice		2.87	60-5.03	5-29-20

### PROJECT CONTACT:

Applicant Name Walsvik Ben  
Last First

RECEIVED

MAY 29 2020

MAILING Address: 28043 330th Ave SW

POLK COUNTY ENV. SVS.

City Fisher State MN Zip Code 56723

SITE Address 28043 330th Ave SW

City Fisher State MN Zip Code 56723

Daytime Phone # 218-639-3436 Alternate Phone # 218-284-4514

### SEPTIC SYSTEM CONTRACTOR ESTIMATES: (Attach to application)

Designer/Installer: Jeremy Brant License #: 3908

Designer/Installer: Tim Olson License #: 1620

Preference to which contractor is used? \_\_\_\_\_  
(This does not guarantee that this will be the contractor whose bid is approved)

Adjusted Annual Income:            Number of Persons Living in the Dwelling: 5  
(Include copy of 2019 IRS 1040 Income Tax Form)

Do you currently live in the dwelling on this property?  Yes  No If not, is it a rental? Yes  No

Estimated Market Value of your home? \$160,000 Are Property Taxes Current?  Yes  No

Do you believe your current septic system is failing to meet State requirements?  Yes  No

Nearest surface water (circle) lake / river / stream / ditch / wetland / floodplain / none

Distance to surface water in feet: 400'

Upon receiving the completed application, applicants will be screened to see if they qualify and if so ranked based on their financial need and their environmental impact. Only estimates for complete septic systems meeting all applicable MN Rule Chapter 7080 requirements will be accepted. Once estimates are submitted the Selection Committee will review the bids and select the most reasonable and responsible bid for this project. We have the right to reject all bids and to select contractor. The contractor whose bid is accepted will then be responsible for installing the new septic system.



## Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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**TO:** POLK COUNTY BOARD OF COMMISSIONERS  
CHUCK WHITING, POLK COUNTY ADMIN.

**FROM:** JACOB SNYDER, P&Z ADMIN.

**MEETING DATE:** June 23, 2020

**AGENDA ITEM:** Award LOAN Program Septic Fix-up projects

### **SUMMARY:**

1. We have been taking applications to get applicants that are interested in the Low Income SSTS fix-up grant that is available. This money is offered as a 90% or 75% grant to qualified applicants based on their adjusted household income. We had several inquiries this spring and, in the end, had 16 qualifying applicants. We allocated 5 low-income grants today, the backup program to fix septic systems is through the SSTS Loan program.
2. The County pays contributes 25% of the cost of the system up to \$2,500 for the septic installation, the remaining 75% of the system upgrade is paid back through a special assessment for a term of 10 years. All applicants have met the qualification criteria to be considered for the Loan program and each year we aim to fix imminent public health threats first.
3. This money was made available through prior SSTS Loans that we fixed and have paid back their debts through the special assessments.
4. This application is from Paul & Amber Kazmierczak. They live near Mentor with 9 children in Grove Park Township section 23; parcel #32.00113.01 and has met all the qualification criteria for the Loan program. This system is a public imminent health threat and seeking funding for fix-up Loan money.

### **ACTION REQUESTED:** (INFORMATION ONLY/**MOTION**/RESOLUTION)

1. Motion to award a Loan Septic Fix-Up to Paul & Amber Kazmierczak to upgrade their failing septic system and to award the bid to Hedlund Backhoe Service, Shawn Hedlund L#2970, who was the low bidder (\$19,409.00) and will be installing the septic system.



# SSTS FIX-UP GRANT APPLICATION

Polk County Environmental Services  
PO Box 375 • Crookston, MN 56716  
218-281-5700 • 800-482-6804 • Fax 218-281-6471

Deadline is  
June 1, 2020

SECTION/TOWNSHIP	LAKE NAME	LOT SIZE OR ACRES	PARCEL NO.	DATE
Section 23 Township 149		5 acres	32.00 113.01	3/30/20

RECEIVED

APR 1 1/2020

POLK COUNTY ENV. SVS.

## PROJECT CONTACT:

Applicant Name Kazmierczak Paul  
Last First

MAILING Address: 31452 160th Ave SE

City Mentor State MN Zip Code 56736

SITE Address 31452 160th Ave SE

City Mentor State MN Zip Code 56736

Daytime Phone # 218-277-0602 Alternate Phone # 218-416-2651

## SEPTIC SYSTEM CONTRACTOR ESTIMATES: (Attach to application)

Designer/Installer: Shawn Hedlund License #: 2970

Designer/Installer: Ryan Sherman License #: 3371

Preference to which contractor is used? Shawn Hedlund  
(This does not guarantee that this will be the contractor whose bid is approved)

Adjusted Annual Income                      Number of Persons Living in the Dwelling: 10

(Include copy of 2019 IRS 1040 Income Tax Form)

Do you currently live in the dwelling on this property?  Yes  No If not, is it a rental? Yes  No

Estimated Market Value of your home? 108,800 Are Property Taxes Current?  Yes  No

Do you believe your current septic system is failing to meet State requirements? Yes  No

Nearest surface water (circle) lake / river / stream / ditch / wetland / floodplain / none

Distance to surface water in feet: 70 FT

Upon receiving the completed application, applicants will be screened to see if they qualify and if so ranked based on their financial need and their environmental impact. Only estimates for complete septic systems meeting all applicable MN Rule Chapter 7080 requirements will be accepted. Once estimates are submitted the Selection Committee will review the bids and select the most reasonable and responsible bid for this project. We have the right to reject all bids and to select contractor. The contractor whose bid is accepted will then be responsible for installing the new septic system.



*Where History Comes Alive in Northwest Minnesota*

June 16, 2020

Polk County Board of Commissioners  
612 North Broadway, Suite 215  
Crookston, MN 56716

Dear Board of Commissioners,

On behalf of the Polk County Historical Society's Board of Directors, I hereby submit the Society's appropriation request for financial support for Polk County's budget year 2021.

**Annual appropriation request for ongoing operating expenses - \$20,000.**

Since 2014, the Society has operated without salaried staff. Through the assistance of Volunteers and the Society's board members, we have been able to staff the museum through the summer tourist season. The duties entail tours, maintenance of twelve buildings (including the Carnegie Library and Burlington Northern caboose) and surrounding six acres. An additional twenty-five acres was recently gifted to the Society.

The health and safety of our guests, volunteers, and community is our highest priority. In response to ongoing concerns over social distancing in public, our museum has remained closed. Next month, after re-evaluating conditions, the Society's board shall determine the fate of the 2020 season. Private tours, made through appointments, are being encouraged.

The closure has provided an opportunity to reconfigure exhibits and traffic patterns in compliance with social distancing standards. The volunteers have been sanitizing exhibits, reviewing protocols necessary for public interaction, and preparing sanitation stations.

The Society's board is grateful for the continued financial assistance received from Polk County. Your consideration of the Polk County Historical Society's request supports maintenance and improvement to the county's historical story for future generations. As in the past, representatives of the Society's board are available to discuss requests and provide details.

Enclosed is a copy of the Society's May 2020 financial report for your perusal.

Sincerely,

Anne Muir  
President

# Board of Directors 2020



**PCHS President**  
Anne Muir  
29352 255th Avenue SW  
Crookston, MN 56716  
(cell) 218-277-9639  
imamuir@hotmail.com



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177 North Acres Estates  
Crookston, MN 56716  
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jerry.amiot@hotmail.com



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francislaplane@hotmail.com



**PCHS Vice President**  
Jerry Wentzel  
26106 320th Ave. SW  
Fisher, MN 56723  
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Lisa Schumacher  
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(work) 218-281-3549  
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crookstonfloral@rrv.net



**PCHS Secretary**  
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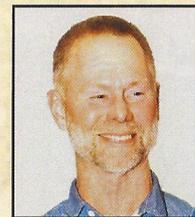
Dean Vikan  
P.O. Box 275  
Fosston, MN 56542  
(home) 218-435-6594  
(cell) 218-556-7152  
dvikan@gvtel.com



**PCHS Treasurer**  
Dan Morlan  
203 North Main  
Crookston, MN 56716  
(home / cell) 218-281-3954



Sandy Kegler  
208 Houston Avenue  
Crookston, MN 56716  
(home) 218-281-5204  
(cell) 218-521-0723  
fayray80@yahoo.com



John Vraa  
PO Box 166  
Climax, MN 56523  
(home) 218-857-2241

**POLK COUNTY HISTORICAL SOCIETY**

2020 PROPOSED BUDGET TO ACTUAL MAY 2020

	2019 Budget	Actual 10/1/18 to 9/30/19	2020 Budget	Actual 10/1/19 to 5/31/20
<b>Income</b>				
Membership Dues	4,000	4,165	4,200	2,595
Donations & Memorials	5,000	4,602	4,500	2,071
Donations - Carnegie Bldg	7,000	2,726	3,500	2,748
Sales	1,700	2,010	1,700	239
Sales - Calendars	2,500	420	2,000	825
Dividends (Insurance)	1,500	1,058	550	541
Interest	700	1,103	1,000	731
Grants	3,000	2,400	13,500	3,000
Polk County Annual Appropriation	15,000	15,000	15,000	15,000
Admissions	1,000	880	1,000	-
Reserves/Dedicated	18,200	10,856	5,450	-
Miscellaneous (Research, etc.)	500	90	500	232
<b>TOTAL INCOME</b>	<b>\$ 60,100</b>	<b>\$ 45,310</b>	<b>\$ 52,900</b>	<b>\$ 27,982</b>
<b>Expenses</b>				
Utilities	3,500	3,378	3,500	1,998
Utilities - Hafslo Church	1,200	1,154	1,200	771
Utilities - Carnegie	2,700	2,793	2,700	1,776
Telephone & Internet	1,500	1,461	1,500	996
Digitizing Project - Scanner	-	-	350	-
Insurance	6,200	6,145	6,800	6,402
Postage	600	532	600	428
Supplies	2,500	1,327	2,000	773
Food	500	532	500	102
Calendars	800	876	900	-
Printing	2,500	2,606	2,600	1,239
Refund of MHS Grant	-	532	-	-
Advertising	900	908	900	268
Log Cabin Project	10,000	-	-	-

Maintenance/Repairs	6,000	3,058	3,000	804
Snow Removal/Mowing	2,000	2,430	2,000	1,175
Lawn Mowing - Carnegie	600	630	600	270
Hafslo Church	2,000	1,250	5,000	-
Main Building	2,000	6,503	2,000	1,100
Entertainment & Bands	3,200	3,039	3,200	231
Meetings/Mileage/Misc.	1,000	757	1,000	208
Membership/Dues	200	175	200	175
Professional Fees/Accounting	200	-	750	719
Carnegie - Repairs & Improvements	10,000	5,224	10,000	150
Labor/Payroll Taxes (Intern)	-	-	1,600	-
<b>TOTAL EXPENSES</b>	\$ 60,100	\$ 45,310	\$ 52,900	\$ 19,585



## Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452  
Phone: (218) 281-5408  
Fax: (218) 281-3808  
www.co.polk.mn.us

### COMMISSIONERS

GERALD JACOBSON, Fertile  
WARREN STRANDELL, East Grand Forks  
GARY WILLHITE, Crookston  
JOAN LEE, VICE CHAIR, McIntosh  
DON DIEDRICH, CHAIR, Warren

COUNTY ADMINISTRATOR  
CHARLES S. WHITING

---

TO: POLK COUNTY BOARD OF COMMISSIONERS

CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: Mark Dietz, Director, Polk County Facilities Management Department

MEETING DATE: 6/23/2018

AGENDA ITEM: Disposition of Polk County Property

SUMMARY: To move forward with the disposition of one 2008 Chevrolet Trail Blazer Polk County Unit #106, VIN: 1GNNDT13S882160338.

- 1) Please review the picture included
- 2) Oral request by Mark Dietz

**ACTION REQUESTED:** (INFORMATION ONLY/MOTION/RESOLUTION)

Please make the motion, to move forward with the disposition of one 2008 Chevrolet Trail Blazer, VIN: 1GNNDT13S882160338.

# POLK COUNTY VEHICLE

**#106**



**2008 Chevy Trail Blazer**

**VIN: 1GNDDT13S882160338**

**PLATE # 948759**



## Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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**TO: POLK COUNTY BOARD OF COMMISSIONERS**

**FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR**

**MEETING DATE: June 16, 2020**

**AGENDA ITEM: 2021 Budget Discussion**

**SUMMARY: Following up from the last meeting, the Board can further discuss budget objectives for next year.**

1. I've attached the summary of the strategic planning session the Board had two years ago. While circumstances certainly have changed since then, so has progress or the lack thereof on some of these items. It may be of assistance for planning the rest of the year and prepping for the 2021 budget before this Board term is complete.
2. I did meet with the department heads June 9 and reviewed the Board's discussion from June 2, noting a conservative approach to the 2021 budget will be the approach. I do instruct them to share all the items they feel should be addressed and to prioritize them for my review and that of the Board. The budget input spreadsheets will be forwarded by Finance June 23 with departments to complete and return later in July. Another week or so after that, once Finance can compile an initial County budget, Ron and I will meet with each department head to review their budgets.
3. As mentioned at the last meeting, some things to keep in mind for now is our wage grid is set for a 2.5% COLA and another \$100 a month per employee for the cafeteria plan. We still have not resolved the Social Services AFSCME contract but have had some fruitful discussions, but will still have to wait and see. If there is progress warranting a Personnel Committee meeting, I will get that set up.
4. We need to be mindful too that the first payment of the 2020 capital improvements bond for the east side building and other projects is due next year. That will be an additional push on the levy.
5. Still unknown is what the Legislature will do in a special session. We expect to be reimbursed for COVID-19 costs which will help, it is just unknown yet as to the extent of that assistance.

**ACTION REQUESTED:** Discussion purposes only.

# POLK COUNTY *Minnesota*

**DRAFT**

## Strategic Plan June 2018

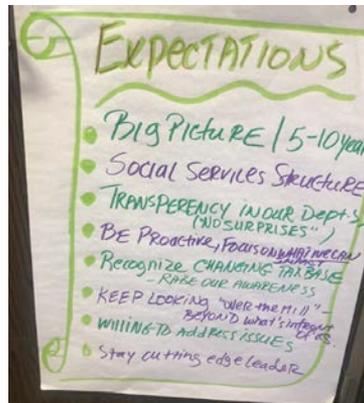
**DRAFT**



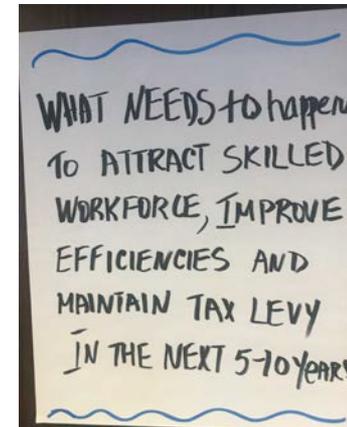
# Strategic Planning Session

## Expectations

- Big picture / 5-10 years
- Social service structure
- Transparency in our departments – no surprises
- Be proactive, focus on what we can impact
- Recognize changing tax base – raise our awareness
- Keep looking “over the hill” beyond what’s in front of us
- Willing to address issues
- Stay cutting edge leader



## Overarching Question



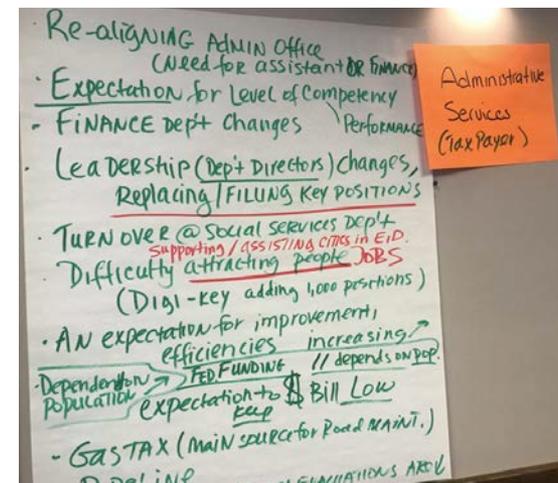
What needs to happen to attract a skilled workforce, improve efficiencies and maintain the tax levy in the next 5-10 Years?

# Anticipated Changes

***What changes are we anticipating in the next 5-10 years?***

## **Administrative and Tax Payer Services:**

- Re-aligning administration office (need for assistant and /or finance)
- Rising expectations around competency and performance
- Finance department changes/improvements (AEM recommendations)
- Filling key positions at the leadership level / department directors
- Turnover at social services department
- Difficulty attracting people
  - Competing with Digi-key (adding 1,000 positions)
  - Need jobs, but can't do much about it, it's Cities responsibility
- An overall public expectation for increased efficiencies and improvement at the county
- An expectation to keep tax bill low
- Gas tax impact on our ability to maintain roads
- Pipeline
- Tax evaluation/ farm evaluations are decreasing
- Federal and State funding depends on population, impacting the County's budget



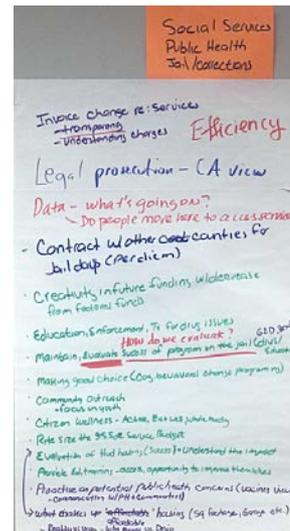
# Anticipated Changes

## Social Services, Public Health, Jail and Corrections

- Invoice change re: services (transparency, understanding changes)
- Legal prosecution – County Attorney view
- We need data to understand what is going on? Do people move here to access services?
- Contract with other counties for jail days (per diem)
- Creativity in future funding with decrease from federal funds
- Education, enforcement, treatment for drug issues
- Maintain, evaluate success of program in the jail (drug education) – how do we evaluate?
- Making good choice (cognitive behavioral change program)
- Community outreach (youth focus)
- Citizens wellness – active, eat well, whole body
- Right size the social service budget
- Evaluation of HUD housing (success and understanding the impact)
  - What makes up “affordable” housing (sq. footage, garage, etc.)
  - Reality vs Vision (within means vs desire)
- Provide education, training access, opportunity to improve themselves
- Proactive on potential public health consensus (vaccines views)
  - Communication with PH and Communities

## Roads and Bridges, Infrastructure and Solid Waste

- What is the BIG picture on roads – plan, process (What is the Board’s role in deciding on projects? What is the whole picture?)
- Goals and objectives?
- Leadership passion (retirement and competition for talent)
- How much is enough?
- Budget needs to decrease – needs to be more in line with tax base
- Shifting tax base
- Review equipment replacement list

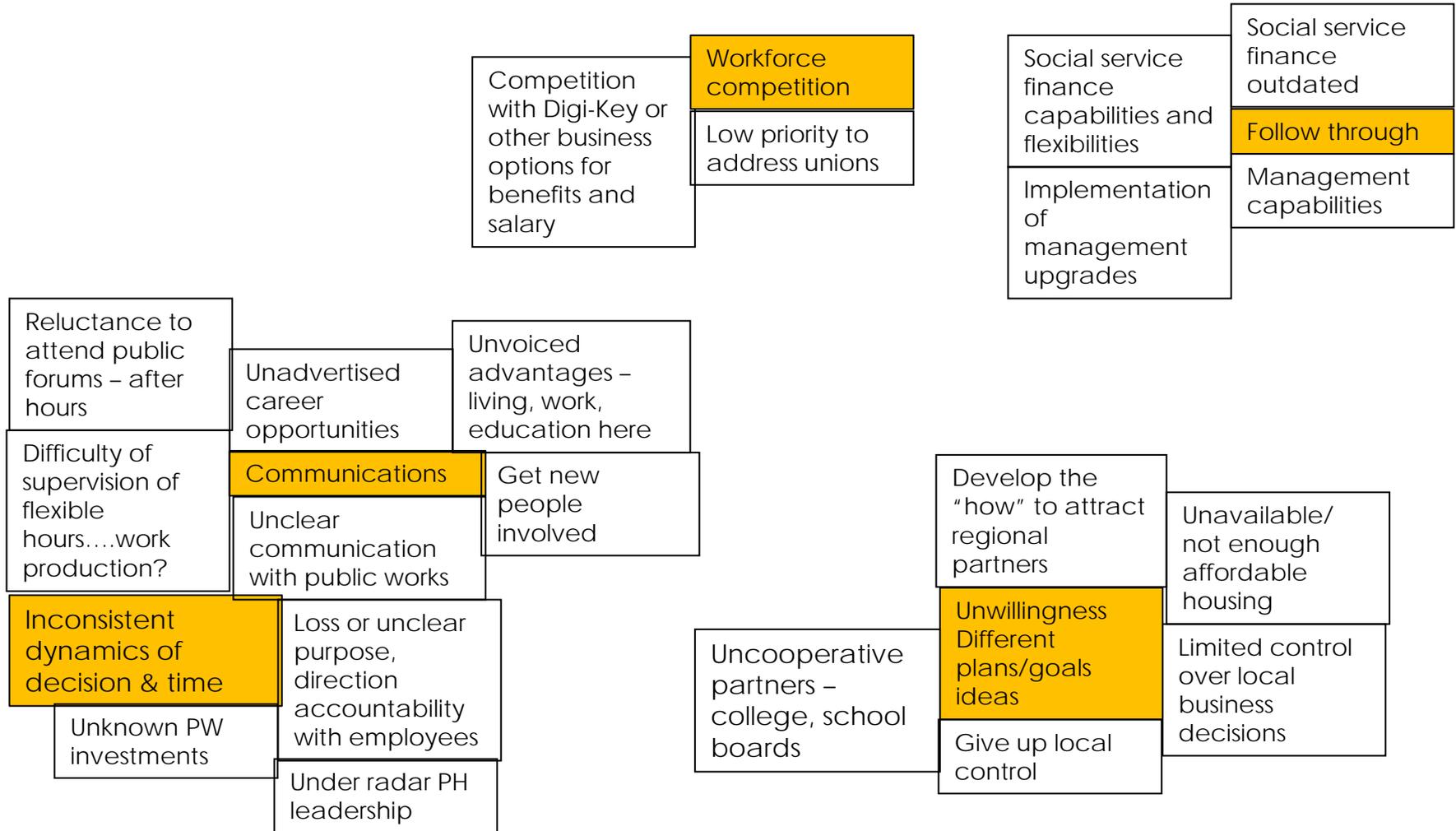


# Practical Vision: What will be in place as a result of our actions in the next 5-10 years

Attractive Environment for Education and Work Opportunities		Competent and Efficient Leadership			Good Place to Live and Work	
Attractive Work Place Environment	Education/ Career Opportunities for Young People	Quality Infrastructure	Regional Leadership	Streamlined Management Operations	Healthy, Affordable Place to Live and Work	Involvement Opportunities for all Community Members
<ul style="list-style-type: none"> <li>Professional employment opportunities</li> <li>More flexible hours for co. employees (social services)</li> </ul>	<ul style="list-style-type: none"> <li>Expanded majors at UMC</li> <li>High schools within County have 95% graduation rate</li> </ul>	<ul style="list-style-type: none"> <li>Driverless vehicles in Hwy dept.</li> <li>New service bay for P.W dept.</li> <li>All of our hard surface roads increased to 10 ton</li> </ul>	<ul style="list-style-type: none"> <li>New members in solid waste consortium</li> <li>Expanded EM/911 office options</li> </ul>	<ul style="list-style-type: none"> <li>Investment plan and strategy</li> <li>Assistant admin position w/focus on finance</li> <li>Updated HR policies</li> <li>Replace administrator and other leadership vacancies</li> <li>All of our records are digitized</li> <li>Updated finance practices based on AEM report</li> </ul>	<ul style="list-style-type: none"> <li>Great senior housing opportunities</li> <li>Affordable housing</li> <li>Accessible daycare</li> <li>New dining locations in Polk County</li> <li>Improved County parks</li> <li>Top10 County for safety</li> <li>Healthy living / life styles programs</li> </ul>	<ul style="list-style-type: none"> <li>Public forums on specific current topics</li> <li>Diverse non-elected committee members</li> <li>Promoted youth activities (4H)</li> </ul>



# Underlying Contradictions: What is blocking us from moving toward our vision?



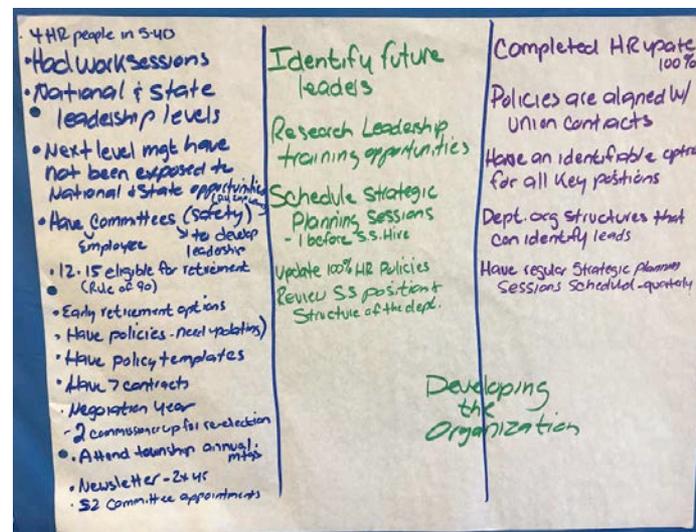
**Strategic Directions: What substantial actions can we accomplish in the next two year to move us toward our vision?**

<p><b>Develop Our Staff for Future</b></p> <ul style="list-style-type: none"> <li>• Training for middle management staff – long term development</li> <li>• Succession planning for key positions</li> </ul>	<p><b>Continue Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• Work sessions</li> <li>• Public input opportunities</li> <li>• Have planned and scheduled brain storming sessions</li> </ul>	<p><b>Update HR Policies</b></p> <ul style="list-style-type: none"> <li>• Update HR policies</li> <li>• Consistencies between HR policies, contract agreements and labor laws/norms</li> </ul>
<p><b>Develop Fiscally Viable Social Service Department</b></p> <ul style="list-style-type: none"> <li>• Social Service Director needs to be strong in finance</li> <li>• SS structure finances and accountability</li> <li>• New SS director job description</li> <li>• SS dept become fiscally responsible, match expenses to revenues</li> </ul>	<p><b>Evaluate and Restructure Finance Department</b></p> <ul style="list-style-type: none"> <li>• Evaluate finance dept</li> <li>• Succession planning</li> <li>• Mgt. structure – Asst. Adm. + Finance and more</li> <li>• Options for Asst. Admin (financial focus, works with all departments)</li> <li>• Duties for an Asst. Administrator</li> </ul>	
<p><b>Strengthen Regional Collaboration</b></p> <ul style="list-style-type: none"> <li>• Develop regional strategy for cooperation</li> </ul>		



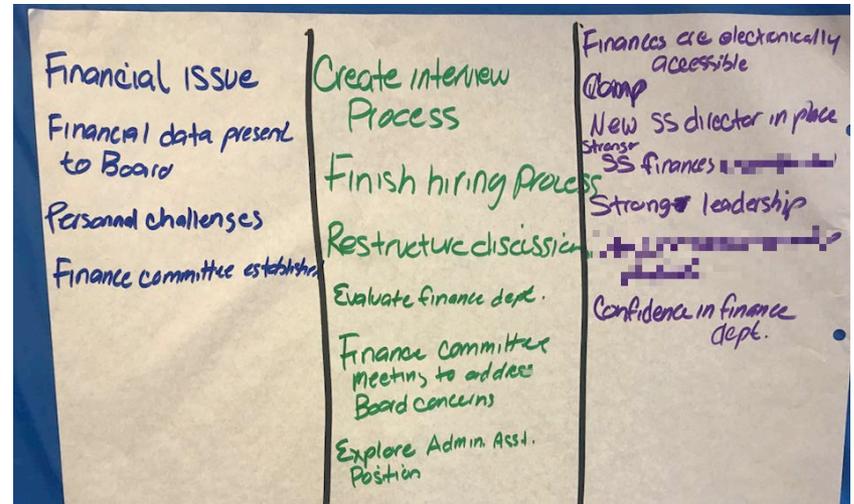
# Developing the Organization

CURRENT REALITY	1ST YEAR ACCOMPLISHMENTS	SUCCESS INDICATORS
<ul style="list-style-type: none"> <li>• 4 HR people in 5 years</li> <li>• Had work sessions</li> <li>• National &amp; state leadership levels</li> <li>• Next level management have not been exposed to the national and state opportunities</li> <li>• Have employee committees to develop leadership (safety and employee wellness)</li> <li>• 12-15 eligible for retirement (rule of 90)</li> <li>• Early retirement options</li> <li>• Have policies – need updating</li> <li>• Have policy templates</li> <li>• Have 7 contracts</li> <li>• Neogation year</li> <li>• 2 Commissioners up for reelection</li> <li>• Attend township annual meetings</li> <li>• Newsletter 2x per year</li> <li>• 52 commissioner committee appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Identify future leaders</li> <li>• Research leadership training opportunities</li> <li>• Scheduled strategic planning sessions                             <ul style="list-style-type: none"> <li>• 1 before SS hire</li> </ul> </li> <li>• Update 100% HR policies</li> <li>• Review Social Service positions and structure of the department</li> </ul>	<ul style="list-style-type: none"> <li>• Complete HR policies update 100%</li> <li>• Policies are aligned with union contracts</li> <li>• Have an identifiable option for all key positions</li> <li>• Department organizational structure that can identify leads</li> <li>• Have regular strategic planning sessions scheduled (quarterly)</li> </ul>



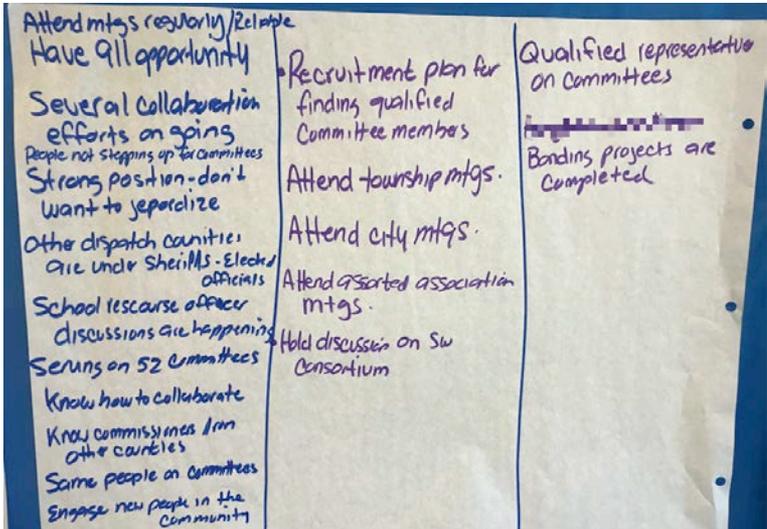
# Strengthening Financial Management

CURRENT REALITY	1ST YEAR ACCOMPLISHMENTS	SUCCESS INDICATORS
<ul style="list-style-type: none"> <li>Financial issues</li> <li>Financial data presented to Board</li> <li>Personnel challenges</li> <li>Finance committee established</li> </ul>	<ul style="list-style-type: none"> <li>Create interview processes</li> <li>Finish hiring process</li> <li>Restructure options discussion</li> <li>Evaluate finance department</li> <li>Finance committee meeting to address Board concerns</li> <li>Explore Asst. Administrator position options</li> </ul>	<ul style="list-style-type: none"> <li>Finances are electronically accessible</li> <li>New Social Services Director in place</li> <li>Stronger Social Services finances</li> <li>Strong leadership</li> <li>Confidence in finance department</li> </ul>



# Collaborating with Others

CURRENT REALITY	1ST YEAR ACCOMPLISHMENTS	SUCCESS INDICATORS
<ul style="list-style-type: none"> <li>Attend meetings regularly/reliable</li> <li>Have 911 opportunities</li> <li>Several collaboration efforts going</li> <li>People not stepping up for committees</li> <li>Strong position – don't want to jeopardize</li> <li>Other dispatch counties are under Sheriffs – elected officials</li> <li>School resource officer discussions are happening</li> <li>Serving on 52 committees</li> <li>Know how to collaborate</li> <li>Know commissioners from other Counties</li> <li>Some people on committees</li> <li>Engage new people in the community</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment plan for finding qualified committee members</li> <li>Attend township meetings</li> <li>Attend city meetings</li> <li>Attend assorted association meetings</li> <li>Hold discussion on solid waste consortium</li> </ul>	<ul style="list-style-type: none"> <li>Qualified representatives on committees</li> <li>Bonding projects are completed</li> </ul>



# First year Timeline

Objectives	Quarter 3 July-September	Quarter 4 October-December	Quarter 1 2019 January-March	Quarter 2 2019 April-June
<b>Developing the Organization</b>	<ul style="list-style-type: none"> <li>Schedule strategic planning sessions (1 before SS hire)</li> </ul>	<ul style="list-style-type: none"> <li>Review social service position and structure of the department</li> </ul>	<ul style="list-style-type: none"> <li>Identify future leaders</li> </ul>	<ul style="list-style-type: none"> <li>Update 100% HR policies</li> <li>Research leadership training opportunities</li> </ul>
<b>Strengthening Financial Management</b>	<ul style="list-style-type: none"> <li>Create interview process</li> <li>Finish hiring process</li> <li>Finance committee meeting to address Board concerns</li> </ul>	<ul style="list-style-type: none"> <li>Restructure discussion</li> <li>Explore Asst. Administrator position</li> <li>Evaluate finance department</li> </ul>		
<b>Collaboration with Others</b>			<ul style="list-style-type: none"> <li>Recruitment plan for finding qualified committee members</li> </ul>	<ul style="list-style-type: none"> <li>Hold discussions on solid waste consortium</li> </ul>





## Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: June 23, 2020

AGENDA ITEM: Health Promotion - Recommend Increase in Cost for Tuberculin Skin Test

Health Promotion Service - Tuberculin Skin Test (TST)

*The Mantoux TST is the standard method of determining whether a person is infected with Mycobacterium tuberculosis.*

Current Cost \$10

The cost of the testing supplies has increased over time and the \$10 now barely covers the cost of one test. Further, this does not account for the nurse time/travel.

Recommended Cost \$30

**Action Requested: Approval to increase the cost of the Tuberculin Skin Test to \$30 starting July 1, 2020.**



# Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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TO: POLK COUNTY BOARD OF COMMISSIONERS  
FROM: JON STEINER, ENV. SVS. ADMIN.  
MEETING DATE: June 23, 2020  
AGENDA ITEM: CY 2021 Tip Fee

## SUMMARY:

1. Polk County uses a variety of revenue sources to fund solid waste operations at its Regional Solid Waste facilities at the Landfill Complex (LF) near Gentilly, Mn and Resource Recovery Facility (RRF) in Fosston, MN.
2. Revenue streams include: steam sales (RRF), recyclable material sales (LF & RRF) and tip fees (LF & RRF).
3. Tip Fees at both facilities have been relatively stagnant for years. Twenty-five years ago the tip fee was \$65/ton. The tip fee is currently \$65/ton. The tip fee has fluctuated +/- \$10/ton during that time.
4. Over the last 25 years the costs incurred by these facilities to operate have greatly increased, including: labor, equipment, materials and 3<sup>rd</sup> party service costs.
5. Over the last several years other revenue streams for these facilities have fallen significantly – specifically recyclable materials and steam sales – straining budgets and operations.
6. Innovation, diversification and expansion have allowed Polk Co to maintain the tip fees much longer than other facilities in MN.
7. Tip fees for disposal at the RRF are 2<sup>nd</sup> lowest in MN (behind only Hennepin Co @ \$55/ton). Neighboring RRF tip fees are 50% - 90% higher than Polk, and subject to annual, automatic increases.
8. The RRF is also processing Single Stream Recyclables for all partner Co's for \$0/ton (free). All other places either own/operate their own processing facility or contract that service out. The cost of which is substantial (\$30 - >\$100/ton).
9. Tip fees for disposal at the LF are slightly higher than other neighboring LF's. However, the general trend in LF tip fees has been upwards whereas Polk's has remained flat. However, Polk's tip fee also covers the Ash Landfill and offers cheap outlets for clean wood, shingles and concrete other LF's do not. Polk's LF is also recently re-permitted and not facing the closure issues that many regional C&D LF's are currently facing.
10. However, the continued or worsening of the other revenue streams has necessitated that tip fees at these facilities be increased to cover expenses, and fee increases for 2021 will be required.
11. Discussions with the Solid Waste Administrators from the other partner Co's were held on May 26, 2020 and it was the consensus of the group to recommend a \$75/ton increase for 2021.

12. Discussion with the Solid Waste Advisory Board comprised of the 6 Co's was held on June 10, 2020. Several Commissioners were not in attendance. Of those that were, the opinions provided supported the \$75/ton tip fee for 2021.
13. At the Solid Waste Advisory Board meeting there was also mixed opinion on going to \$80/ton due to MCIT communication on June 9, 2020 of a likely \$215,000 - \$265,000 insurance premium increase for 2021.
14. At the Polk County Board meeting held June 16, 2020 a discussion occurred regarding the tip fee for CY 2021 and various issues surrounding it. Additional information was requested before setting the tip fee would occur.

**ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)**

1. Action: Approve setting the CY 2021 tip fee for Mixed Solid Waste at \$75.00/ton for the RRF and LF.

## Annual Revenue Projections - Polk County Solid Waste - 2020 vs 2021\*\*\*

June 18, 2020

REVENUE TYPE	CY 2020 - BUDGET		CY 2020 - PROJECTED		CY 2021 - BUDGET	
	RRF	LF	RRF	LF	RRF	LF
<b>REVENUES:</b>						
TIP FEES	\$2,841,200	\$2,238,000	\$2,841,200	\$2,238,000	\$3,304,000	\$2,506,250
SPECIAL ASSESSMENTS (non-levy)	\$0	\$0	\$0	\$0	\$0	\$0
MATERIAL SALES	\$1,016,500	\$21,000	\$500,000	\$10,000	\$668,000	\$10,000
STEAM SALES	\$650,000	\$0	\$400,000	\$0	\$725,000	\$0
TRANSFERS (fines & surcharge)	\$300,000	\$0	\$300,000	\$0	\$300,000	\$0
OTHER (Misc - shred rent, tire proc)	\$104,450	\$112,600	\$104,450	\$125,000	\$108,950	\$110,000
<b>GROSS REVENUES</b>	<b>\$4,912,150</b>	<b>\$2,371,600</b>	<b>\$4,145,650</b>	<b>\$2,373,000</b>	<b>\$5,105,950</b>	<b>\$2,626,250</b>
<b>EXPENSES:</b>						
SALARY & BENEFITS	\$2,536,372	\$460,422	\$2,536,372	\$460,422	\$2,609,108	\$473,626
SUPPLIES	\$366,800	\$98,190	\$366,800	\$98,190	\$448,400	\$98,190
PROF SVS / EQUIP REPAIR / SVS	\$519,500	\$230,500	\$549,500	\$350,000	\$550,000	\$350,000
HAULING & DISPOSAL	\$375,800	\$455,000	\$375,800	\$455,000	\$375,800	\$455,000
UTILITIES	\$689,500	\$18,550	\$689,500	\$18,550	\$743,500	\$18,550
INSURANCE	\$73,000	\$87,000	\$73,000	\$87,000	\$91,250	\$108,750
INSURANCE (REINSURANCE COST)	\$0	\$0	\$42,000	\$0	\$210,000	\$0
CAPITAL IMPROVEMENT	\$163,000	\$166,000	\$163,000	\$166,000	\$163,000	\$166,000
ANNUAL BOND REPAYMENT	\$280,000	\$70,000	\$280,000	\$70,000	\$280,000	\$70,000
MISC (LEGAL / TRAINING / PERMITS)	\$46,950	\$82,000	\$46,950	\$82,000	\$46,950	\$82,000
<b>GROSS EXPENSES</b>	<b>\$5,050,922</b>	<b>\$1,667,662</b>	<b>\$5,122,922</b>	<b>\$1,787,162</b>	<b>\$5,518,008</b>	<b>\$1,822,116</b>
<b>BALANCE</b>	<b>-\$138,772</b>	<b>\$703,938</b>	<b>-\$977,272</b>	<b>\$585,838</b>	<b>-\$412,058</b>	<b>\$804,134</b>
<b>PROGRAM NET BALANCE</b>	<b>\$565,167</b>		<b>-\$391,434</b>		<b>\$392,076</b>	

= new tip fee rate of \$75/ton

= changes anticipated

= indicates estimated insurance increases based on MCIT warning

=major departure from budget not known at time of budget submittal



# Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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**TO:** POLK COUNTY BOARD OF COMMISSIONERS  
**FROM:** JON STEINER, ENV. SVS. ADMIN.  
**MEETING DATE:** June 23, 2020  
**AGENDA ITEM:** CY 2021 Solid Waste Fee Assessment Schedule

## SUMMARY:

1. Polk County uses a Solid Waste Fee to fund solid waste programs for Polk County residents and businesses.
2. This Solid Waste Fee is a special assessment that appears on the Tax Statement.
3. The Solid Waste Fee is a flat fee for residential properties and a volume-based fee for non-residential properties. Non-residential assessments are determined by where they fit in the approved Fee Assessment Schedule.
4. Non-residential Solid Waste Fees are based on hauler-reported volumes which are required to be submitted to the County each year as part of their license to operate in Polk County. The volume reported for the previous year is used to determine the current year assessment. The Non-residential Assessment makes up <40% of the total revenue derived from the Assessment annually.
5. Residential and various derivatives of the Residential Assessment (2<sup>nd</sup> Residential, Multiple Residential, etc.) are flat fees which do not increase with waste volume increases. The Residential Assessments make up >60% of the total revenue derived from the Assessment annually.
6. Adjustment to the Assessment generally coincides with changes in Tip Fees, or significant increases in costs for hauling, material processing or after long periods of time when inflation necessitates adjustment.
7. Over the last few years, and expected to continue in CY 2020 and CY 2021, tip fees, taxes, labor costs and required service increases will require adjustment to the SW Fee Assessment for CY 2021.

## ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action: Approve CY 2021 Solid Waste Fee Assessment schedule (*attached Schedule of Assessment table*).

# CY 2021 SOLID WASTE FEE ASSESSMENT SCHEDULE OF ASSESSMENT

ASSESSMENT TYPE		ASSESSMENT
COMMON NAME	CODE	AMOUNT
RESIDENTIAL	S-611010-20	\$150
MULTI-RESIDENTIAL	S-611020-20	\$150
2ND RESIDENTIAL	S-612010A-20	\$100
DISABLED	S-613010-20	\$100
MULTI-DISABLED	S-613020-20	\$100
RESIDENTIAL MH	S-611010-20MH	\$150
MINIMUM - SWC-001	S-SWCD010-20	\$180
SWC-002	S-SWCD020-20	\$400
SWC-003	S-SWCD030-20	\$800
SWC-004	S-SWCD040-20	\$1,200
SWC-005	S-SWCD050-20	\$1,700
SWC-006	S-SWCD060-20	\$2,200
SWC-007	S-SWCD070-20	\$2,800
SWC-008	S-SWCD080-20	\$3,300
SWC-009	S-SWCD090-20	\$4,200
SWC-010	S-SWCD100-20	\$4,800
SWC-011	S-SWCD110-20	\$5,500
SWC-012	S-SWCD120-20	\$6,300
SWC-013	S-SWCD130-20	\$7,200
SWC-014	S-SWCD140-20	\$8,000
SWC-015	S-SWCD150-20	\$9,000
SWC-016	S-SWCD160-20	\$10,400
SWC-017	S-SWCD170-20	\$11,800
SWC-018	S-SWCD180-20	\$13,200
SWC-019	S-SWCD190-20	\$14,600
SWC-020	S-SWCD200-20	\$16,500
SWC-021	S-SWCD210-20	\$19,000
SWC-022	S-SWCD220-20	\$22,000
SWC-023	S-SWCD230-20	\$24,500
SWC-024	S-SWCD240-20	\$27,000
SWC-025	S-SWCD250-20	\$29,800
MAXIMUM - SWC-026	S-SWCD260-20	\$33,000

## PROPOSED CY2021 SOLID WASTE ASSESSMENT

RESIDENTIAL DETAIL		CY 2020		CY 2021		COMPARE CY2020 vs CY2021		
SW Fee Codes	# of Asmts	Asmt	Total Billed	Asmt	Total Billed	Net Change	Asmt Change	% Change
S-611010-20	8858	\$120	\$1,062,960	\$150	\$1,328,700	\$265,740	\$30	25.00%
S-611020-20	1344	\$120	\$161,320	\$150	\$201,600	\$40,280	\$30	25.00%
S-612010A-20	139	\$80	\$11,120	\$100	\$13,900	\$2,780	\$20	25.00%
S-613010-20	97	\$80	\$7,760	\$100	\$9,700	\$1,940	\$20	25.00%
S-613020-20	474	\$80	\$37,900	\$100	\$47,400	\$9,500	\$20	25.00%
S-611010-20MH	25	\$120	\$3,000	\$150	\$3,750	\$750	\$30	25.00%
<b>Subtotal - Res</b>	<b>10937</b>	<b>\$1,284,060</b>		<b>\$1,605,050</b>		<b>\$320,990</b>		

NON-RESIDENTIAL DETAIL		CY 2020		CY 2021		COMPARE CY2020 vs CY2021		
SW Fee Codes	# of Asmts	Asmt	Total Billed	Asmt	Total Billed	Net Change	Asmt Change	% Change
S-SWCD010-20	461	\$120	\$55,320	\$180	\$82,980	\$27,660	\$60	50.00%
S-SWCD020-20	101	\$350	\$35,350	\$400	\$40,400	\$5,050	\$50	14.29%
S-SWCD030-20	74	\$700	\$51,800	\$800	\$59,200	\$7,400	\$100	14.29%
S-SWCD040-20	60	\$1,000	\$60,000	\$1,200	\$72,000	\$12,000	\$200	20.00%
S-SWCD050-20	39	\$1,500	\$58,500	\$1,700	\$66,300	\$7,800	\$200	13.33%
S-SWCD060-20	15	\$2,000	\$30,000	\$2,200	\$33,000	\$3,000	\$200	10.00%
S-SWCD070-20	1	\$2,500	\$2,500	\$2,800	\$2,800	\$300	\$300	12.00%
S-SWCD080-20	18	\$3,000	\$54,000	\$3,300	\$59,400	\$5,400	\$300	10.00%
S-SWCD090-20	6	\$3,600	\$21,600	\$4,200	\$25,200	\$3,600	\$600	16.67%
S-SWCD100-20	0	\$4,300	\$0	\$4,800	\$0	\$0	\$500	11.63%
S-SWCD110-20	3	\$5,000	\$15,000	\$5,500	\$16,500	\$1,500	\$500	10.00%
S-SWCD120-20	4	\$5,700	\$22,800	\$6,300	\$25,200	\$2,400	\$600	10.53%
S-SWCD130-20	3	\$6,500	\$19,500	\$7,200	\$21,600	\$2,100	\$700	10.77%
S-SWCD140-20	3	\$7,200	\$21,600	\$8,000	\$24,000	\$2,400	\$800	11.11%
S-SWCD150-20	4	\$8,200	\$32,800	\$9,000	\$36,000	\$3,200	\$800	9.76%
S-SWCD160-20	2	\$9,400	\$18,800	\$10,400	\$20,800	\$2,000	\$1,000	10.64%
S-SWCD170-20	0	\$10,500	\$0	\$11,800	\$0	\$0	\$1,300	12.38%
S-SWCD180-20	1	\$12,000	\$12,000	\$13,200	\$13,200	\$1,200	\$1,200	10.00%
S-SWCD190-20	2	\$13,500	\$27,000	\$14,600	\$29,200	\$2,200	\$1,100	8.15%
S-SWCD200-20	2	\$15,000	\$30,000	\$16,500	\$33,000	\$3,000	\$1,500	10.00%
S-SWCD210-20	0	\$17,500	\$0	\$19,000	\$0	\$0	\$1,500	8.57%
S-SWCD220-20	0	\$20,000	\$0	\$22,000	\$0	\$0	\$2,000	10.00%
S-SWCD230-20	0	\$22,500	\$0	\$24,500	\$0	\$0	\$2,000	8.89%
S-SWCD240-20	0	\$25,000	\$0	\$27,000	\$0	\$0	\$2,000	8.00%
S-SWCD250-20	1	\$27,500	\$27,500	\$29,800	\$29,800	\$2,300	\$2,300	8.36%
S-SWCD260-20	1	\$30,000	\$30,000	\$33,000	\$33,000	\$3,000	\$3,000	10.00%
<b>Subtotal - Non</b>	<b>801</b>	<b>\$626,070</b>		<b>\$723,580</b>		<b>\$97,510</b>		
<b>GRAND TOTAL</b>	<b>11738</b>	<b>\$1,910,130</b>		<b>\$2,328,630</b>		<b>\$418,500</b>		

## PROPOSED CY 2021 ASMT SCHEDULE

ASSESSMENT TYPE		VOLUME	ASSESSMENT
COMMON NAME	CODE	RANGE*	AMOUNT
RESIDENTIAL	S-611010-20	N/A	\$150
MULTI-RESIDENTIAL	S-611020-20	N/A	\$150
2ND RESIDENTIAL	S-612010A-20	N/A	\$100
DISABLED	S-613010-20	N/A	\$100
MULTI-DISABLED	S-613020-20	N/A	\$100
RESIDENTIAL MH	S-611010-20MH	N/A	\$150
MINIMUM - 01	S-SWCD010-20	<1	\$180
2	S-SWCD020-20	<1.5	\$400
3	S-SWCD030-20	<2.5	\$800
4	S-SWCD040-20	<3.5	\$1,200
5	S-SWCD050-20	< 5	\$1,700
6	S-SWCD060-20	< 6.5	\$2,200
7	S-SWCD070-20	< 8	\$2,800
8	S-SWCD080-20	< 9.5	\$3,300
9	S-SWCD090-20	< 12	\$4,200
10	S-SWCD100-20	< 14.5	\$4,800
11	S-SWCD110-20	< 17	\$5,500
12	S-SWCD120-20	< 19.5	\$6,300
13	S-SWCD130-20	< 22	\$7,200
14	S-SWCD140-20	< 25	\$8,000
15	S-SWCD150-20	< 28	\$9,000
16	S-SWCD160-20	< 31	\$10,400
17	S-SWCD170-20	< 35	\$11,800
18	S-SWCD180-20	< 40	\$13,200
19	S-SWCD190-20	< 45	\$14,600
20	S-SWCD200-20	< 50	\$16,500
21	S-SWCD210-20	< 57.5	\$19,000
22	S-SWCD220-20	< 65	\$22,000
23	S-SWCD230-20	< 72.5	\$24,500
24	S-SWCD240-20	< 80	\$27,000
25	S-SWCD250-20	< 90	\$29,800
MAXIMUM - 26	S-SWCD260-20	> 90	\$33,000

\* = The < symbol should be interpreted as "less than or equal to" and the lowest end of the range is greater than the top number in next lowest code.



# Board of Commissioners

Polk County Government Center  
612 N Broadway – Room 211  
Crookston, MN 56716-1452

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**TO:** POLK COUNTY BOARD OF COMMISSIONERS  
**FROM:** JON STEINER, ENV. SVS. ADMIN.  
**MEETING DATE:** June 23, 2020  
**AGENDA ITEM:** CY 2020 Solid Waste Fee Abatement

## SUMMARY:

1. Polk County uses a Solid Waste Fee to fund solid waste programs for Polk County residents and businesses.
2. This Solid Waste Fee is a special assessment that appears on the Tax Statement.
3. The Solid Waste Fee is a flat fee for residential properties and a volume-based fee for non-residential properties.
4. Non-residential Solid Waste Fees are based on hauler-reported volumes which are required to be submitted to the County each year as part of their license to operate in Polk County. The volume reported for the previous year is used to determine the current year assessment – unless changes in scope, location, magnitude, operations or other similar event has occurred.
5. Solid Waste Abatements are allowed per Polk County Solid Waste Ordinance to deal with ‘real-time’ changes in operations, occupancy or use. These decisions are generally at the discretion of the Polk County Solid Waste Administrator.
6. The Pandemic – or more accurately the response to the Pandemic – has created some situations which qualify some sectors of non-residential assessment for abatement consideration (or partial abatement).
7. Because the Pandemic response was unilateral across some of these sectors, consideration of unilateral response for those sectors could be considered in lieu of individual request for abatement.
8. At the June 2, 2020 Polk County Board meeting it was requested that Polk County Environmental Services prepare additional information for Board consideration to address these issues.

## ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Direction: Policy discussion on response to Pandemic impact on some non-residential sectors of the economy.

## PANDEMIC RELIEF OPTION

	BAR	FOOD*	EDUC	OTHER
# OF PARCELS	16	18	13	2
TOTAL	\$21,620.00	\$24,050.00	\$84,100.00	\$2,200.00
25% REFUND **	\$5,405.00	\$6,012.50	\$21,025.00	\$550.00
TOTAL	\$32,992.50			
* Restaurants & Café's that are primarily dine-in service which did minimal/no carry-out business.				
<b>Mid-April to Mid-June "Lock-down" = 25% of Calendar Year **</b>				

Assumes not pursuing relief for bottom-of-fee schedule parcels (25% reduction doesn't change rates)

Three Options to provide relief:

- (1) Abatement of 2020 Assessment – Revised Tax Statement
- (2) Credit to 2<sup>nd</sup> Half 2020 Assessment – Issued by Env Svcs
- (3) Direct Payment to Taxpayer – Leave Assessment As-is

All options have pro's & con's.

NON-RESIDENTIAL SOLID WASTE FEE ASSESSMENT			
TAX CODE	ASSESSMENT RANGE	PREVIOUS RATE	APPROVED RATE 9-15-09
SWC-001	0-1	88	120
SWC-002	1-1.5	280	350
SWC-003	1.5-2.5	560	700
SWC-004	2.5-3.5	850	1000
SWC-005	3.5-5	1300	1500
SWC-006	5-6.5	1600	2000
SWC-007	6.5-8	2100	2500
SWC-008	8-9.5	2600	3000
SWC-009	9.5-12	3200	3600
SWC-010	12-14.5	3800	4300
SWC-011	14.5-17	4600	5000
SWC-012	17-19.5	5200	5700
SWC-013	19.5-22	6000	6500
SWC-014	22-25	6700	7200
SWC-015	25-28	7500	8200
SWC-016	28-31	8500	9400
SWC-017	31-35	9500	10500
SWC-018	35-40	10500	12000
SWC-019	40-45	11800	13500
SWC-020	45-50	13200	15000
SWC-021	50-57.5	15000	17500
SWC-022	57.5-65	17000	20000
SWC-023	65-72.5	18800	22500
SWC-024	72.5-80	21000	25000
SWC-025	80-90	23500	27500
SWC-026	94	25500	30000