

**MARCH 1, 2022**  
**BOARD MINUTES**

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., March 1, 2022, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson, Commissioner Gary Willhite, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Michelle Cote, Deputy Clerk of the Board. Commissioner Holy was absent.

**AGENDA**

A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the March 1, 2022, agenda.

**CONSENT ITEMS**

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the March 1, 2022, consent items:

1. Approve Auditor Warrants.
2. Approve payment to Docu Shred Inc., East Grand Forks MN in the amount of \$620.00 for the Facilities Management Department.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended the Red Lake Watershed District Advisory Committee meeting. He also attended an ATP (Area Transportation Partnership) meeting. He also participated in the Northwest Regional Development Commission interviews for the Aging Program Director.
2. Commissioner Lee brought forth that she participated in the Extension Committee meeting where she also sits on the committee that selects the annual Farm Family.
3. Commissioner Jacobson brought forth that he attended no meetings since the prior Board meeting. Discussion was brought forth that he received another call regarding property lines in Columbia Township/Lengby City.
4. Commissioner Willhite brought forth that he participated in the Extension Committee meeting where staffing issues were under review. He also participated in the LARL meeting where an agreement was reached with the unions. In addition, he also attended the Crookston School Board meeting where those in attendance were given a tour of the new shop facility.

**CLOSED SESSION – POLK COUNTY ATTORNEY GREG WIDSETH**

- 1. Action to Convene into Closed Session - Pursuant To MN Statute 13D.05, Subd. 3(b), To Discuss The Proposed Settlement of Riverview Healthcare Association Tax Appeal**

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to go into closed session at 8:30 a.m.

- 2. Action to Reconvene Into Open Session**

A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to reopen the Board meeting at 8:35 a.m.

**3. Address Settlement Proposal of Riverview Healthcare Association Tax Appeal**

Discussion was held with the Board regarding the Settlement Proposal of Riverview Healthcare Association Tax Appeal. A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to accept the stipulation agreement between Riverview Healthcare Association and Polk County increasing the total Estimated Market Value of the entire subject property from \$37,001,300 to \$38,376,600 but reducing the taxable portion of the facility from \$6,884,100 to \$1,979,400 based on a correction of appropriate square footage.

**PLANNING AND ZONING**

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

**1. Resolution (2022-20) Conditional Use Permit – Alan & Corina Pietruszewski (Parcel 74.00417.00)**

Resolution (2022-20) was offered by Commissioner Jacobson seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Jacobson, Lee, Willhite and Strandell. NAYS: None. (See Resolution (2022-20) on file in the Administrator’s Office.)

**2. Preliminary Plat – Ridgewood Estates 3<sup>rd</sup> Addition Plat**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Ridgewood Estates 3<sup>rd</sup> Addition Plat, Parcel No.28.00166.00 and Parcel No. 28.00169.00 with the conditions as listed in the handout that was presented to the Board. (Handouts on file in the Administrator’s Office)

**PUBLIC HEALTH**

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

**1. Public Health ARP Funds**

Discussion was held with the Board regarding COVID-19 Testing, Prevention in Congregate Settings, COVID-19 Public Health Expenses, Payroll Costs for Public Health, Safety, & Other Public Sector Staff Responding to COVID-19, Mental Health Services/1.11 Substance Use Services and Household Assistance: Food Programs/3.13 Social Determinants of Health. A handout was also presented to the Board regarding ARP Funds. (Handout 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. Township of Euclid Township Agency Agreement**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Agency Agreement between Polk County and the Township of Euclid as presented to the Board. (Agreement on file in the Administrator’s Office)

**2. GIS Pro West Block Support Hours Agreement**

The GIS Pro West Block Support Agreement was discussed and presented to the Board. This agreement sets up a rate for 120 hours of support for a cost estimate of \$13,800.00. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the GIS Pro West Block Agreement as presented. (Agreement on file in the Administrator's Office)

**3. Gravel Stockpile Contract CP 122-00-01**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award CP 122-00-01 to Ferguson Brothers Excavating Inc., Alexandria, MN in the amount of \$70,400.00.

**4. Crack Fill Contract CP 122-20-1389 Etc.**

A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award CP 122-20-1389, etc., to Midwest Asphalt & Maintenance, Thief River Falls, MN in the amount of \$129,720.00 and have the Polk County Administrator and the Polk County Chair of the Board sign.

**5. Base One Gravel Road Stabilization Contract CP 122-34-1382 Etc.**

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award CP 122-34-1382, etc., to Wm D. Sepaniak, Inc., Holdingford, MN in the amount of \$464,300.00 and have the Polk County Administrator and the Polk County Chair sign.

**6. Award SAP 060-106-001 Etc.**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award SAP 060-106-001, etc., to RJ Zavoral & Sons, Inc., East Grand Forks, MN in the amount of \$377,493.50 and have the Polk County Administrator and the Polk County Chair sign.

**PUBLIC HEARING – PROPOSED 2022-2024 CAPITAL IMPROVEMENTS PLAN**

**1. Open Public Hearing**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to open the Public Hearing at 10:03 a.m.

**2. Review of Proposed 2022-2024 Capital Improvements Plan (CIP)**

The Proposed 2022-2024 Capital Improvements Plan (CIP) was discussed with the Board.

**3. Close Public Hearing**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to close the Public Hearing at 10:17 a.m.

**MIS**

Evan Bruggeman, MIS Director came before the Board with matter pertaining to his department:

**1. Approval of “Microsoft Licensing Renewal for Microsoft O365 Suite and Windows Server Licensing**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote from SHI in the amount of \$129,114.00 for the annual Microsoft Licensing Renewal for Microsoft O365 Suite & Windows Server Licensing.

**2. Approve Filling Media Communications Specialist Position**

Discussion along with a Media Communications Specialist job description was presented to the Board. A motion was made by Commissioner Willhite, seconded by Commissioner Strandell, and adopted by unanimous vote of the Board to approve hiring/filling the new Media Communications Specialist position. (Job description on file in the Administrator's Office)

### **ADMINISTRATION**

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

- 1. Request to Approve 2022-2024 Capital Improvements Plan (CIP) and CIP Bond Sale Authorization**
  - a. Resolution (2022-18) Authorizing the County to Enter into a Credit Enhancement Program Agreement with the Minnesota Public Facilities Authority**

### **RESOLUTION (2022-18)**

#### **Resolution Authorizing the County to Enter into a Credit Enhancement Program Agreement with the Minnesota Public Facilities Authority**

The following resolution (2022-18) was offered by Commissioner Jacobson:

BE IT RESOLVED, By the Board of Commissioners of Polk County, Minnesota (the "County"), as follows:

SECTION 1. Authorization. The Board hereby determines that it is in the best interests of the County to submit an Application to the Minnesota Public Facilities Authority (the "Authority") Credit Enhancement Program (the "Program") with respect to the improvements to the County's juvenile detention facility and justice center described in the County's Five-Year Capital Improvement Plan for the Years 2022-2026.

SECTION 2. Approval of the Authority's Credit Enhancement Program Agreement. The Program Agreement (the "Agreement") is hereby approved, the same being before the Board and made a part of this resolution by reference.

SECTION 3. Authorization to Sign Agreement and Related Forms. The Chair and the County Administrator are authorized to sign the Agreement on the County's behalf and to execute any other related forms prescribed by the Authority with respect to the Agreement.

SECTION 4. Agreement to Comply with Minnesota Statutes, Section 446A.086. The County is entering into the Agreement with the Authority pursuant to Minnesota Statutes, Section 446A.086 (the "PFA Act") and the County hereby agrees to comply with and be bound by the provisions of the PFA Act.

SECTION 5. Submission of the Agreement. The Chair and County Administrator are hereby authorized to submit, on the County’s behalf, the Agreement to the Authority, together with the nonrefundable application fee.

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

**b. Resolution (2022-19) Approving the 5-Year Capital Improvement Plan and Authorizing the Issuance and Sale of General Obligation Capital Improvement Plan Bonds**

**RESOLUTION (2022-19)**  
**Resolution Approving The 5-Year Capital Improvement Plan And Authorizing The Issuance And Sale Of General Obligation Capital Improvement Plan Bonds**

The following resolution (2022-19) was approved by Commissioner Willhite:

WHEREAS, Polk County (the “County”) has published notice of its intent to hold a hearing on the adoption of its Five-Year Capital Improvement Plan for the Years 2022-2026 (the “Plan”) and the issuance of capital improvement plan bonds under Minnesota Statutes, Section 373.40 (the “Bonds”), at least fourteen (14) but not more than twenty-eight (28) days prior to the date hereof, pursuant to and in accordance with Minnesota Statutes, Section 373.40 (the “Act”); and

WHEREAS, The Board of County Commissioners (the “Board”) held a public hearing on the date hereof on (i) adoption of the Plan and (ii) the issuance of the Bonds for the purpose of financing the construction of various capital improvements, as described in the Plan; and

WHEREAS, The CIP has been developed in accordance with the provisions of the Act, and (i) covers the five-year period beginning with the date of its adoption; and (ii) sets forth the estimated schedule, timing, and details of specific capital improvements by year, together with the estimated cost, the need for the improvement, and sources of revenues to pay for the improvement; and

WHEREAS, In preparing the Plan, the Board has considered for each project and for the overall Plan:

- (1) the condition of the County’s existing infrastructure, including the projected need for repair or replacement;
- (2) the likely demand for the improvement;
- (3) the estimated cost of the improvement;
- (4) the available public resources;
- (5) the level of overlapping debt in the County;
- (6) the relative benefits and costs of alternative uses of the funds;

- (7) operating costs of the proposed improvements; and
- (8) alternatives for providing services more efficiently through shared facilities with other counties or local government units.

NOW THEREFORE BE IT RESOLVED, By the Board as follows:

SECTION 1. Capital Improvement Plan. The Board hereby adopts the Plan as attached.

SECTION 2. The Bonds; Purpose. It is hereby determined to be in the best interests of the County to issue its General Obligation Capital Improvement Plan Bonds, Series 2022 (the “Bonds”), in the aggregate principal amount not to exceed \$3,900,000, contingent upon the satisfaction of the conditions described in the Act and Minnesota Statutes, Chapter 475. The proceeds of the Bonds will be used to finance the construction of projects described in the Plan.

BE IT FINALLY RESOLVED, That this resolution shall be in full force and effect from and after its passage.

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

**AUDITOR WARRANTS**

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the following Auditor Warrants for payment:

**AUDITOR WARRANTS 01/31/2022**

<u>Vendor Name</u>	<u>Amount</u>
2     Payments less than 2000	30.00
<b>Final Total:</b>	<b>30.00</b>

**AUDITOR WARRANTS 02/01/2022**

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	2,423.50
Kinetic Leasing	33,156.85
Lenes Sand & Gravel Inc	64,008.58
Lenes Sand & Gravel Inc	5,809.48
M & K Porta Potties	8,167.00
Norman County Public Health	8,125.00
Polk County Environmental Services	175,000.00
Polk County Public Health	27,341.00
Streamworks LLC	11,000.00
Taggart Contracting Inc	23,035.45
17     Payments less than 2000	6,340.46
<b>Final Total:</b>	<b>364,407.32</b>

AUDITOR WARRANTS 02/08/2022

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	35,929.45
Angus Township Treasurer	30,057.78
Badger Township	30,391.05
Belgium Township Treasurer	23,794.95
Brandsvold Township Treasurer	42,175.08
Brandt Township Treasurer	21,905.39
Brislet Township Treasurer	22,919.45
Bygland Township	35,527.06
Chester Township Treasurer	17,308.42
Columbia Township Treasurer	62,912.87
Crookston Township Treasurer	57,998.96
Eden Township Treasurer	35,150.15
Esther Township Treasurer	25,065.19
Euclid Township Treasurer	39,069.35
Fairfax Township Treasurer	37,378.96
Fanny Township Treasurer	33,902.84
Farley Township Treasurer	19,544.71
Fisher Township Treasurer	32,100.56
Garden Township Treasurer	43,601.01
Garfield Township Treasurer	65,711.29
Gentilly Township Treasurer	39,437.34
Godfrey Township Treasurer	47,625.25
Grand Forks Township Treasurer	21,877.83
Grove Park Tilden Township	48,264.55
Gully Township Treasurer	27,694.79
Hammond Township Treasurer	35,028.07
Helgeland Township Treasurer	20,200.98
Higdem Township Treasurer	23,149.03
Hill River Township Treasurer	36,240.50
Hubbard Township Treasurer	26,270.45
Huntsville Township Treasurer	59,962.58
Johnson Township Treasurer	24,022.39
Kertsonville Township Treas	17,552.10
Keystone Township Treasurer	29,741.47
King Township Treasurer	36,218.21
Knute Township Treasurer	70,703.72
Lessor Township Treasurer	33,410.94
Liberty Township Treasurer	25,954.86
Lowell Township Treasurer	44,333.48
Nesbit Township Treasurer	23,439.38
Northland Township Treasurer	35,891.63
Onstad Township Treasurer	20,618.73

Parnell Township Treasurer	26,626.02
Queen Township Treasurer	35,270.08
Reis Township Treasurer	20,179.47
Rhinehart Township Treasurer	16,854.26
Roome Township Treasurer	38,593.77
Rosebud Township Treasurer	47,464.46
Russia Township Treasurer	26,317.92
Sandsville Township Treasurer	16,549.19
Scandia Township Treasurer	23,278.68
Sletten Township Treasurer	37,941.17
Sullivan Township Treasurer	37,636.02
Tabor Township Treasurer	29,518.49
Tynsid Township Treasurer	10,342.67
Vineland Township Treasurer	39,352.39
Winger Township Treasurer	37,356.74
Woodside Township Treasurer	65,646.87
<b>Final Total:</b>	<b>1,969,011.00</b>

AUDITOR WARRANTS 02/08/2022

<u>Vendor Name</u>	<u>Amount</u>
Alluma Inc	7,063.00
Amherst H Wilder Foundation	5,000.00
BELTRAMI COUNTY SOLID WASTE	3,469.87
Great Plains Natural Gas Co	28,536.92
GreatAmerica Financial Services	10,018.23
Mn State Treasury	7,858.50
Norman County Public Health	29,755.44
Polk County Public Health	12,154.54
U S Bank National Association	25,000.00
15 Payments less than 2000	7,665.65
<b>Final Total:</b>	<b>136,522.15</b>

AUDITOR WARRANTS 02/15/2022

<u>Vendor Name</u>	<u>Amount</u>
ENTERPRISE FM TRUST	11,795.69
Great Plains Natural Gas Co	3,609.54
Lepier Oil Company Inc	6,129.07
Norman County Public Health	8,519.75
Northdale Oil Inc	30,782.31
Ottertail Power Co	22,321.74
Polk County Public Health	60,192.73
Tri-Valley Opportunity Council	7,000.00
Verizon Wireless	5,933.23
24 Payments less than 2000	9,312.68
<b>Final Total:</b>	<b>165,596.74</b>

AUDITOR WARRANTS 02/22/2022



<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Becker County Human Services	27,539.73
Clay County Public Health	25,312.71
Crookston Water Department	2,771.19
ENTERPRISE FM TRUST	12,517.04
Fosston Municipal Utilities	59,428.57
Hubbard Cty Solid Waste Mgmt	94,550.07
ICON Architectural Group	14,186.23
Johnson Controls Fire Protection LP	16,180.31
Knife River Materials	170,257.02
Kronos SaaShr Inc	3,325.60
Lenes Sand & Gravel Inc	10,580.64
Marshall County Coop	4,458.80
Mn State Auditor	45,115.75
Norman County Public Health	41,297.33
Ottertail Power Co	4,138.17
Ottertail Public Health	80,947.34
Polk County	66,950.75
Polk County Public Health	132,863.54
Red Lake Electric Co- Operative	2,135.00
RJ Zavoral & Sons Inc	42,483.35
21 Payments less than 2000	11,907.67
<b>Final Total:</b>	<b>871,599.81</b>

**MANUAL WARRANTS 01/31/2022**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	6,241.67
<b>Final Total:</b>	<b>6,241.67</b>

**MANUAL WARRANTS 02/01/2022**

<u>Vendor Name</u>	<u>Amount</u>
U S Bank	7,663,706.25
U S Bank	262,875.00
<b>Final Total:</b>	<b>7,926,581.25</b>

**MANUAL WARRANTS 02/04/2022**

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	173,427.58
Minnesota Revenue	29,447.70
<b>Final Total:</b>	<b>202,875.28</b>

**MANUAL WARRANTS 02/07/2022**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	13,240.93
<b>Final Total:</b>	<b>13,240.93</b>

**MANUAL WARRANTS 02/14/2022**

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	6,528.25
<b>Final Total:</b>	<b>6,528.25</b>

**MANUAL WARRANTS 02/18/2022**

---

March 1, 2022

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	265,515.24
<b>Final Total:</b>	<b>265,515.24</b>
<b>MANUAL WARRANTS 02/18/2022</b>	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,517.87
<b>Final Total:</b>	<b>1,517.87</b>
<b>MANUAL WARRANTS 02/18/2022</b>	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	173,760.84
Minnesota Revenue	29,352.26
<b>Final Total:</b>	<b>203,113.10</b>
<b>MANUAL WARRANTS 02/22/2022</b>	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	2,897.00
<b>Final Total:</b>	<b>2,897.00</b>
<b>MANUAL WARRANTS 02/22/2022</b>	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	3,704.00
Minnesota Revenue	905.16
Mn Dept Of Rev Tax Division	89,856.35
Mn Dept Of Revenue	18.00
<b>Final Total:</b>	<b>94,483.51</b>
<b>MANUAL WARRANTS 02/22/2022</b>	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	277.21
<b>Final Total:</b>	<b>277.21</b>

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., March 15, 2022.

\_\_\_\_\_  
Joan Lee, Chair

ATTEST

\_\_\_\_\_  
Charles S. Whiting, County Administrator  
Clerk of the Board