

MARCH 2, 2021
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in session at 8:00 o'clock a.m., March 2, 2021 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson, Commissioner Gary Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Other present Michelle Cote, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the revised March 2, 2021 agenda adding No. 5 under Richard Sanders – Highway and adding No. 1 under Chuck Whiting – Administration.

CONSENT ITEMS

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the March 2, 2021 consent items:

1. Approve Auditor Warrants.
2. Resolution (2021-26) Accepting Financial Donations On Behalf Of Polk County Coordinated Victim Services From Trinity Lutheran Church WLECA, Crookston, MN

**Resolution Accepting Financial Donations On Behalf Of
Polk County Coordinated Victim Services From
Trinity Lutheran Church WLECA, Crookston, MN**

The following resolution (2021-26) was offered by Commissioner Strandell:

WHEREAS, Trinity Lutheran Church WLECA, located in Crookston, Minnesota, has made a financial donation of \$100.00 to support the services and programming of PCCVS and;

WHEREAS, PCCVS, which is part of the Polk County Attorney's Office, wishes to have the County Board formally accept these financial donations on behalf of PCCVS.

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

1. The financial donation from Trinity Lutheran Church WELCA, which is listed above, hereby be accepted by the Polk County Board of Commissioners on behalf of Polk County Coordinated Victim Services to be used in support of the services and programming provided by Polk County Coordinated Victim Services.

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

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the Parnell Impoundment Advisory Committee meeting. In addition, he participated in the Transportation Advisory Committee meeting. He also participated in an Intergovernmental Retreat.
2. Commissioner Lee brought forth that she attended the Clearwater River Sub-Watershed One Watershed One Plan. She also participated in the DAC meeting.
3. Commissioner Jacobson brought forth discussion regarding proposed legislation parallel to California low emission vehicle and zero emission mandates. A proposed ordinance sponsored by MRC was shared. In addition, he participated in the Polk County Planning Commission. Concerns were brought forth from a Planning Commission member regarding the per diems and the Board of Adjustment.
4. Commissioner Willhite brought forth that he attended the Parnell Impoundment Advisory Committee meeting. In addition, he also participated in an Intergovernmental Retreat.
5. Commissioner Holy brought forth that he participated in the AMC Legislative Conference.

ENVIRONMENTAL SERVICES

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

1. Titus MRF Services – Release of Retainage

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve release of the retainage for the Phase I and Phase II CAP RRF Retrofit Project in the amount of \$106,462.50 to Titus MRF Services, Fontana, CA upon furnishing final documentation necessary for the Grant.

2. Used MRF Equipment – Approval of Expenses

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to pay \$29,704.00 to Titus MRF Services for the handling and moving expenses related to the used equipment trade-in to Titus MRF Services.

HIGHWAY

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

1. Sweeper Quotes

A motion was received by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to contract with Pro Sweep, Fargo, ND in the amount of \$99.75/hour for street sweeping services for small cities based on the recommendation of the County Engineer.

2. 2021 Sign Quote

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the 2021 sign quote for the Polk County Highway Department to Newman Signs, Jamestown ND in the amount of \$9,165.50.

3. Base Stabilization Contract - CP 121-29-1349, CP 121-201-1350, & CP 121-18-1352

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to award the Base Stabilization Contract - CP 121-29-1349, CP 121-201-1350, & CP 121-18-1352 (Location CR 201, CSAH 29, Clearwater CSAH 18) to Wm D Sepaniak, Inc Holdingford MN and have the Polk County Chair and the Polk County Administrator sign the contracts.

4. Equipment Rental Rate Bid

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award the Equipment Rental Rate Bid to all those that submitted a bid.

5. *State Ditch 61, Joint Ditch 72 Redetermination Final Hearing

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve setting the final hearing for Redetermination of Benefits for Joint Ditch 72 and State Ditch 61 as April 6, 2021 at 2:00 p.m. at the McIntosh Community Center. Commissioner Holy abstained from voting.

PROPERTY RECORDS

Michelle Cote, Property Records Director along with Attorney Stephen Larson of Reynolds, Harbott, Knutson, & Larson came before the Board with matters pertaining to the following:

1. Abandoned Railroad Right-Of-Way Purchase – Parcel No. 19.00133.01

Polk County has received a request to purchase a strip of land in Section 34 of Euclid Township from John Michaelson. Mr. Michaelson is currently leasing this property from Polk County for \$1.00 a year. Discussion along with handouts pertaining to a letter from Attorney Stephen Larson, a GIS Map of the property and property information were also presented to the Board. (Handouts on file in the Administrator’s Office)

RESOLUTION (2021-27)

Resolution Authorizing The Sale Of Real Property

The following resolution (2021-27) was offered by Commissioner Holy:

WHEREAS, It is in the best interest of the County of Polk of the State of Minnesota (“County”) to authorize the sale of real property located in the County of Polk, State of Minnesota, as follows:

Legal Description:

---All that portion of Burlington Northern Railroad Company’s abandoned 100.00 foot wide Branch Line right of way, being 50.0 feet wide on each side of said Railroad’s Main Track centerline upon, over and across the S1/2S1/2SW1/4, Section 34-152-47.---

(“Land”)

Buyer/Transferee: John A. Michaelson and Heather J. Michaelson

(“Transferee”); and

WHEREAS, The Transferee has offered to purchase the Land for \$15,000.00.

NOW THEREFORE IT IS RESOLVED, By the Polk County Board of Commissioners as follows:

1. That the County sell the Land to the Transferee for the offered purchase price, subject to an easement for town road right-of-way in favor of Euclid Township over the southerly 33 feet of the SW1/4, Section 34-152-47; and
2. That the Chairperson and the Administrator are authorized and directed to sign and deliver an instrument of conveyance, namely, a quit claim deed, for the Land to the Transferee.

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

PLANNING AND ZONING

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

1. Preliminary Plat – Ridgewood Estates 2nd Addition Plat

Discussion along with handouts pertaining to an applicant that is proposing to plat a portion of land located in the agricultural district in Section 21 of Garfield Township. The applicant is proposing eleven residential lots and one outlot from the existing Parcel No. 28.00169.00. A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Preliminary Plat for Ridgewood Estates 2nd Addition with conditions as presented to the Board. (Handouts on file in the Administrator’s Office)

2. Final Plat Approval Eagles Landing

Discussion along with handouts pertaining to an existing parcel that currently encompasses 3.9 acres of land located in Section 13 of Godfrey Township and the developer is looking at creating 3 buildable residential parcels. Proposed Lots 1 & 2 are located in the shoreland district (1000 feet from a Maple Lake) and proposed Lot 3 is located in the agricultural district. A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Final Plat for Eagles Landing with conditions as presented to the Board. (Handouts on file in the Administrator’s Office)

FINANCE & TAXPAYER SERVICE CENTER

Ron Denison, Finance Director and Sam Melbye Taxpayer Service Center Supervisor/Tax Systems Administrator came before the Board with matters pertaining to their departments:

March 2, 2021

1. Polk County Ditch Levy Request For 2021

Discussion along with a handout pertaining to the Polk County Ditch Levy Request for 2021 was presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Ditch Levy requests for 2021 as presented. (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. **Letter Of Support For Prairie Pines Childcare Center For Financial Assistance From USDA – Rural Development For Playground Project

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve and have the Board Chair sign the Letter of Support for Prairie Pines Childcare Center, Fosston MN for Financial Assistance from USDA – Rural Development for Playground Project as presented to the Board. (Letter of support on file in the Administrator’s Office)

AUDITOR WARRANTS

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

AUDITOR WARRANTS 02/02/2021

<u>Vendor Name</u>	<u>Amount</u>
Advanced Tire & Auto Service	2,539.25
BELTRAMI COUNTY SOLID WASTE	3,479.27
Clay County Public Health	2,500.00
Lenes Sand & Gravel Inc	5,685.53
M & K Porta Potties	8,167.00
MCCC Lockbox	13,494.00
McDonough K- 9	15,500.00
Norman County Public Health	19,955.00
Polk County Public Health	49,723.27
Reserve Account	10,000.00
Streamworks LLC	10,200.00
11 Payments less than 2000	2,966.02
Final Total:	144,209.34

AUDITOR WARRANTS 02/09/2021

<u>Vendor Name</u>	<u>Amount</u>
Fjerstad/Doug	5,000.00
Great Plains Natural Gas Co	7,892.07
Halstad Telephone Co	9,543.70
Marshall County Coop	2,658.00
MCCC Lockbox	34,705.14
Norman County Public Health	26,354.30
Otis Elevator Company	6,950.61
Ottertail Power Co	21,092.68
Polk County Public Health	68,765.74
Tri- Valley Opportunity Council	7,000.00
Ziegler Inc	253,250.00
15 Payments less than 2000	9,544.59
Final Total:	452,756.83

AUDITOR WARRANTS 02/09/2021

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	24,133.98
Angus Township Treasurer	20,315.56
Badger Township	20,165.30
Belgium Township Treasurer	16,114.17
Brandsvold Township Treasurer	27,654.32
Brandt Township Treasurer	14,322.36
Brislet Township Treasurer	15,734.15
Bygland Township	24,286.56
Chester Township Treasurer	11,386.73
Columbia Township Treasurer	41,495.98
Crookston Township Treasurer	37,612.39
Eden Township Treasurer	23,691.01
Esther Township Treasurer	17,223.02
Euclid Township Treasurer	26,490.01
Fairfax Township Treasurer	25,105.85
Fanny Township Treasurer	22,347.34
Farley Township Treasurer	13,093.01
Fisher Township Treasurer	22,176.85
Garden Township Treasurer	28,760.31
Garfield Township Treasurer	41,099.62
Gentilly Township Treasurer	27,083.77
Godfrey Township Treasurer	30,940.36
Grand Forks Township Treasurer	14,853.71
Grove Park Tilden Township	33,049.96
Gully Township Treasurer	18,650.83
Hammond Township Treasurer	23,046.96
Helgeland Township Treasurer	13,239.68
Higdem Township Treasurer	15,809.34
Hill River Township Treasurer	23,976.45
Hubbard Township Treasurer	17,785.03
Huntsville Township Treasurer	40,076.92
Johnson Township Treasurer	16,072.62
Kertsonville Township Treas	11,838.55
Keystone Township Treasurer	20,133.46
King Township Treasurer	23,939.55
Knute Township Treasurer	45,235.31
Lessor Township Treasurer	23,052.56
Liberty Township Treasurer	17,490.52
Lowell Township Treasurer	29,437.05
Nesbit Township Treasurer	16,032.98
Northland Township Treasurer	24,139.78
Onstad Township Treasurer	14,217.25

Parnell Township Treasurer	18,125.61
Queen Township Treasurer	23,115.93
Reis Township Treasurer	13,768.48
Rhinehart Township Treasurer	10,449.55
Roome Township Treasurer	26,240.95
Rosebud Township Treasurer	31,531.89
Russia Township Treasurer	17,668.61
Sandsville Township Treasurer	10,899.16
Scandia Township Treasurer	16,190.82
Sletten Township Treasurer	24,524.33
Sullivan Township Treasurer	25,138.86
Tabor Township Treasurer	20,467.72
Tynsid Township Treasurer	6,553.51
Vineland Township Treasurer	25,897.83
Winger Township Treasurer	25,811.91
Woodside Township Treasurer	45,544.68
Final Total:	1,315,241.00

AUDITOR WARRANTS 02/09/2021

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	26.00
Final Total:	26.00

AUDITOR WARRANTS 02/16/2021

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	2,581.81
CD3 General Benefit Corporation	17,287.50
Fosston Municipal Utilities	61,170.11
Garden Valley Technologies	2,484.18
GreatAmerica Financial Services	9,942.77
Lenes Sand & Gravel Inc	28,212.05
Lepier Oil Company Inc	3,465.12
Mn State Treasury	8,073.50
Norman County Public Health	11,254.00
Polk County Environmental Services	175,000.00
Polk County Public Health	38,183.00
Powerplan OIB	5,610.00
Reserve Account	10,000.00
Reynolds Harbott Knutson & Larson PLLP	5,159.50
Verizon Wireless	6,514.75
28 Payments less than 2000	18,011.95
Final Total:	402,950.24

AUDITOR WARRANTS 02/19/2021

<u>Vendor Name</u>	<u>Amount</u>
1st Glance Event Design	5,000.00
A & H Vending Company Inc	2,000.00
Abby Pearson Massage	2,500.00
Agassiz Environmental Learning Center	2,000.00
Al- Huda Islamic Center EGF	2,000.00
Alvarado Fire Department	2,000.00
Americ Inn	9,000.00
American Legion Post 157	2,000.00
Anytime Fitness of Crookston	9,000.00
Boardwalk Bar & Grill LLC	7,500.00
Carlin Family Funeral Service	3,000.00
Central Stores Inc	7,500.00
China Moon	9,000.00
Chiropractic Health Clinic	3,000.00
Clear Image Collective	2,000.00
Conely & Dub Inc	15,000.00
Crookston Blue Line Club	2,000.00
Crookston Hotel Group LLC	9,000.00
Cut N Creations	4,000.00
Cutting Edge	2,500.00
Dacotah AERI No 350	2,000.00
DaRoos Pizza	3,000.00
Drafts Sports Bar & Grill	9,000.00
East River's Edge Corporation	7,500.00
Egf Heritage Foundation	4,000.00
El Axteca EGF Inc	7,500.00
El Gordito Market Inc	9,000.00
Embassy Community Center	2,000.00
Erickson Embroidery- 2nd Street Boutiqu	3,000.00
Erickson's Smokehouse Catering	5,150.00
Firefighters Association	2,000.00
Fosston Fitness	7,500.00
Fosston Subway	4,000.00
Fraternal Order of Eagles Aerie 873	9,000.00
Functionally Fit	9,000.00
Generations Clothing for Him	2,000.00
GirlTime Getaways LLC	7,500.00
Gold Star Steam Cleaning Service	3,000.00
Great Expectations Child Care	3,000.00
Healing Hands Therapeutic Massage	2,500.00
Heart & Home Midwifery	4,800.00
Heroes Rise Coffee Company	2,500.00

Holiday Station Store	3,000.00
Hong's Chinese Restaurant LLC	9,000.00
Inthanon LLC	7,500.00
Irishman's Shanty	9,000.00
Joyful Heart Photography	2,500.00
L&C Stahlecker & Sons	9,000.00
Lakeview Resort	5,150.00
Lepier Lodge Inc	4,000.00
Lepier Oil Company Inc	3,000.00
Lepiers Inc	4,000.00
Liquor Pigs	5,150.00
Little Bobby's Bar & Grill LLC	5,150.00
M.P.T. Partnership	4,500.00
Masonic Lodge 141	2,000.00
Mill Street Cafe	5,150.00
Mn Dehydrated Vegetables Inc	3,000.00
Moon Child Massage	2,500.00
Moore Family Theatre	24,999.00
Moran's Supper Club	5,150.00
MPT Enterprises Inc	4,500.00
Murphy Flooring	3,000.00
Ness Cafe	5,150.00
Norman/William R	5,000.00
Northside Express	5,150.00
Parenteau's Oof- Da Tacos Inc	5,150.00
Polk County Historical Society	2,000.00
Proll LLC	15,000.00
RBJ's Of Crookston Inc	9,000.00
Red Pepper East	3,500.00
Red River Masonic Lodge 292	2,000.00
River Cinema Inc	7,500.00
River Cinema Inc	9,000.00
S + S Luck	7,500.00
Salon 222	5,000.00
Shear Magic Salon & Tanning Emporium	3,000.00
Shear Sisters	2,500.00
Shear Sisters	2,500.00
Sickies ND Inc	7,500.00
Side Street Bar N Grill	5,150.00
SJA Thunder Corporation	15,000.00
Sjulson Family Dentistry	4,000.00
Smile Designs by Sandwick	7,000.00

Snow Sled Inn	5,150.00
Spring Lake VFW Club Post 2759	5,150.00
Studio 108	2,500.00
Studio 108	2,500.00
Synergy Nutrition Hub LLC	2,500.00
The Cutting Edge	4,000.00
The Deuce Bar & Grill	5,150.00
The Diner on Main LLC	15,000.00
The Other Place	5,150.00
The Spud Jr LLC	15,000.00
Thrivent Financial	7,000.00
TLC Family Hair Care	2,500.00
Touch of Hands	2,500.00
Triangle Coach Service LLC	15,000.00
Trident Educational Consulting	7,000.00
United Way of Crookston	2,000.00
Up North Hospitality Inc	7,500.00
Ventures Bar & Grill Inc	7,500.00
VFW Post 1902	9,000.00
VFW Post 3817	2,000.00
W.O.K Inc	9,000.00
Waves Float Center LLC	5,000.00
Wonderful Life Foods	5,000.00
Yogurt & Things	2,000.00
YOU Neek Impressions - Cutting Edge	2,000.00
17 Payments less than 2000	17,244.00
Final Total:	622,143.00

AUDITOR WARRANTS 02/23/2021

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Amherst H Wilder Foundation	10,000.00
Becker County Human Services	12,556.60
Clay County Public Health	10,942.74
ENTERPRISE FM TRUST	14,858.33
Kronos SaaS Inc	3,676.81
Middle- Snake- Tamarac Rivers Wtrshd Di	5,508.50
Norman County Public Health	28,467.02
Northwestern Mental Health Center	7,063.00
Ottertail Power Co	3,080.55
Ottertail Public Health	52,909.92
Polk County	71,887.50
Polk County Public Health	82,513.59
Red Lake Watershed District	5,370.50
Sand Hill River W S District	4,109.50
Sather Law Office Ltd	6,414.55
Total Lawn Care & Landscaping	4,155.00
University Of North Dakota	6,250.28
WSB	6,024.00
20 Payments less than 2000	12,449.43
Final Total:	350,890.82

March 2, 2021

MANUAL WARRANTS 02/01/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,849.00
Final Total:	3,849.00

MANUAL WARRANTS 02/08/2021

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	170,604.34
Minnesota Revenue	29,068.54
Final Total:	199,672.88

MANUAL WARRANTS 02/08/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	7,269.58
Final Total:	7,269.58

MANUAL WARRANTS 02/16/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	9,304.31
Final Total:	9,304.31

MANUAL WARRANTS 02/19/2021

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	160,028.51
Final Total:	160,028.51

MANUAL WARRANTS 02/19/2021

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	174.85
Final Total:	174.85

MANUAL WARRANTS 02/19/2021

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	3,350.00
Final Total:	3,350.00

MANUAL WARRANTS 02/19/2021

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	3,794.00
Minnesota Revenue	256.22
Mn Dept Of Rev Tax Division	97,994.68
Mn Dept Of Revenue	367.00
Mn Dept Of Revenue	14.00
Final Total:	102,425.90

MANUAL WARRANTS 02/19/2021

<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	309,367.50
Final Total:	309,367.50

MANUAL WARRANTS 02/19/2021

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	169,547.96
Minnesota Revenue	28,983.46
Final Total:	198,531.42

MANUAL WARRANTS 02/22/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	8,179.61
Final Total:	8,179.61

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., March 16, 2021.

Gerald Jacobson, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board