

**MARCH 22, 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 22, 2022. Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson, Commissioner Willhite, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Valerie Bjerk, Deputy Clerk of the Board. Commissioner Mark Holy was absent.

**AGENDA**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the March 22, 2022, agenda.

**CONSENT ITEMS**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the March 22, 2022, consent items:

1. Approve the March 15, 2022, Board minutes.
2. Approve for payment Lost Warrant No. 554657 dated December 23, 2021, issued to Blue Cross Blue Shield of MN in the amount of \$15,661.21.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended the Drug Task Force meeting, also attended was the Tri-County Community Corrections meeting where employee recognition took place.
2. Commissioner Lee brought forth that she attended the East Polk Soil & Water Conservation District meeting. She also took part in the Deputy Administrator interviews.
3. Commissioner Jacobson brought forth that he attended the Dancing Sky Area Agency on Aging meeting.
4. Commissioner Willhite brought forth that he had no meetings.

**SHERIFF**

Michael Norland, Chief Deputy, Jesse Haugen, Sergeant and Mark Huden, Deputy came before the Board with matters pertaining to the Sheriff's Office:

**1. Monthly Sheriff Reports**

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

**2. Purchase of 24 Motorola APX 6000 Portable Radios, Chargers and Wireless Mics at \$5,661.57 per unit and purchase of 26 Motorola APX 6500 In-car Mobile Radios at \$5,731.00 per unit.**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to purchase 24 Motorola APX 6000 Handheld Radios and 26 Motorola APX 6500 Mobile Radios amending the 2022 Sheriff's Department budget utilizing Public Safety Funds.

### **CLEAN ENERGY RESOURCE TEAM**

Peter Lindstrom – Public Sector & Community Engagement/Clean Energy Resource Teams along Shannon Stassen, Extension Program Associate/UMC came before the Board with matters pertaining to Property Assessed Clean Energy:

**1. Review of (MinnPACE) Property Assessed Clean Energy Financing of Aaron’s Grocery Store/Fertile, MN**

Discussion along with handouts were presented to the Board regarding the Property Assessed Clean Energy Financing of Aaron’s Grocery Store in Fertile, MN. The MinnPACE Program is to make energy saving upgrades and renewable energy investments more attractive and affordable for commercial property owners. (Handouts on file in the Administrator’s Office)

**2. Joint Powers Agreement – Port Authority Of The City Of St. Paul Property Assessed Clean Energy Program (MinnPACE)**

The Joint Powers Agreement – Port Authority Of The City Of St. Paul Property Assessed Clean Energy Program (MinnPACE) was presented to the Board. (Agreement on file in the Administrator’s Office) No action was taken at this time.

**3. Resolution (2022-27) Designating The Port Authority To Implement And Administer A Property Assessed Clean Energy Improvement Financing On Behalf Of The County, And Providing For The Imposition Of Special Assessments As Needed In Connection With That Program**

The Resolution was presented to the Board no action was taken at this time.

### **NORTHWEST REGIONAL TRANSPORTATION COORDINATING COUNCIL**

Lynell Popowski, Northwest Regional Transportation Coordinating Council (NWRTPCC) Coordinator came before the Board regarding the NWRTPCC:

**1. Update RTCC Group**

An update along with handouts were presented to the Board regarding the Northwest Regional Transportation Coordinating Council. This Council is comprised of agencies, organizations, and individuals working together to reduce transportation barriers throughout region one, along with increasing coordination between transportation providers, service agents, and the private sector to fill transportation gaps. (Handouts on file in the Administrator’s Office)

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

Rachel Klein, East Polk Soil & Water Conservation District Manager came before the Board with matters pertaining to EPSWCD:

**1. NRBG Grant Match Discussion**

Discussion was held with the Board regarding the Natural Resources Block Grant.

**2. Memorandum Of Understanding Between Polk County Board of Commissioners & the East Polk Soil & Water Conservation District Board of Supervisors - Natural Resources Block Grant**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve and sign the Memorandum of Understanding (MOU) Between Polk County Board of Commissioners & East Polk Soil & Water Conservation District Board and amending the county budget contributions for

2022 to match that of both EPSWCD and WPSWCD in the amount \$17,554.50 each. (MOU on file in the Administrator's Office)

**3. Resolution (2022-25) Regarding The Administration of the MN Wetland Conservation Act**

**RESOLUTION (2022-25)**  
**Resolution Regarding The Administration Of The**  
**Minnesota Wetland Conservation Act**

The following resolution (2022-25) was offered by Commissioner Jacobson:

WHEREAS, The Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

WHEREAS, Minnesota Rules, chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

WHEREAS, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

WHEREAS, Both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution: and

THEREFORE BE IT RESOLVED, By the Polk County, MN, Board of Commissioners, that the administrative responsibility to implement WCA as the LGU within the legal boundaries of East Polk County, MN is delegated to East Polk Soil and Water Conservation District as of 01/01/2022 in accordance with Minnesota Rules, Chapter 8420.

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

**4. Resolution (2022-26) To Delegate The Polk County Comprehensive Local Water Management Plan Responsibilities To The East Polk Soil & Water Conservation District**

**RESOLUTION (2022-26)**  
**Resolution (#2-2022-LWM) To Delegate The Polk County**  
**Comprehensive Local Water Management Plan**  
**Responsibilities To The East Polk Soil & Water Conservation District**

The following resolution (2022-26) was offered by Commissioner Strandell:

WHEREAS, Minnesota Statutes, §103B.301, Comprehensive Local Water Management Act (Act), authorizes Minnesota counties to develop and implement a Comprehensive Local Water Management Plan, and

WHEREAS, The East Polk County Soil and Water Conservation District (SWCD) utilizes the Polk County Comprehensive Local Water Management Plan (Plan) as their Minnesota Statutes, §103C.331, Subd. 11 Comprehensive Plan, and

WHEREAS, The Plan has been administered by the East Polk County SWCD, and

WHEREAS, Polk County Board of Commissioners (Board) has determined that the continued implementation of a Plan will promote the health and welfare of the citizens of Polk County, and

WHEREAS, The development and implementation of the Plan can be delegated to East Polk County SWCD and that East Polk County SWCD is willing to accept this responsibility.

WHEREAS, That the County Board delegates development and implementation of the plan to the East Polk County SWCD effective until cancelled by one or both parties, and

WHEREAS, That Polk County transfers the Local Water Management Base Grant funds to East Polk County SWCD and for implementation of the Plan, and

WHEREAS, East Polk County SWCD shall report Plan implementation progress to the Polk County Board on a periodic basis.

THEREFORE BE IT RESOLVED, That this resolution shall cover the period of the BWSR Natural Resource Block grant agreement for the Local Water Management program and reviewed bi-annually.

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

## **5. Feedlot Manure Pit Permit Approval**

Discussion along with handouts were presented to the Board regarding an Interim Permit from the MN Department Control Agency/Polk County – INT 21-1 for the correction of a pollution hazard at an animal feedlot or manure storage area. Owner Robert Landsverk, Landsverk Dairy, Inc., 31812 385<sup>th</sup> St. SE (SW ¼ of Section 30, Brandsvold Township, Polk County) Fosston, MN is requesting this permit. (Handouts on file in the Administrator’s Office) No action was taken at this time, EPSWCD will discuss further with Polk County Planning and Zoning as to whether required zoning permits have been secured.

## **ENVIRONMENTAL SERVICES**

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

### **1. MSW Landfill Phase 14 Bid**

Polk County Landfill must construct Phase 14 of the MSW Landfill (LF) in the Spring of 2022. The project entails three distinct parts: (1) New MSW Cell #14, (2) Final Cover over closed MSW LF areas, and (3) Install new Leachate Collection System (pumps/force main/control panel/tank). Polk has already incurred the cost of the liner, cover and leachate tank. The construction estimate does not include the construction oversight, testing and QC on the project. A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award the MSW Landfill Phase 14 Project to R.J. Zavoral & Sons, East Grand Forks, MN in the amount of \$2,026,489.90.

## **HIGHWAY**

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

### **1. Certificate of Performance/Final Acceptance SAP 060-599-283, SAP 060-599-284, and SAP 060-599-286**

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Certificate of Performance for SAP 060-599-283, SAP 060-599-284 and SAP 060-599-286 and the Certificate of Final Acceptance for SAP 060-599-283, SAP 060-599-284 and SAP 060-599-286 and the County Engineer to sign the Certificate of Performances and the County Engineer and County Administrator to sign the Final Voucher.

### **2. Township of Brandsvold Agency Agreement**

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

## **ASSESSOR**

Mark Landsverk, Polk County Assessor came before the Board with matters pertaining to the Assessor’s Department:

**1. 2022 Assessment Update**

Updates on Polk County market changes for the 2022 Assessment were discussed with the Board.

**HUMAN RESOURCES**

Chuck Whiting, Polk County Administrator came before the Board on behalf of Alecia Helms, Human Resources Director with matters pertaining to Human Resources:

**1. Approval of Pay Equity Report**

Handouts pertaining to the Wage Data Report (Results of Tests for Pay Equity Compliance, Notice of Pay Equity Compliance For Successfully Meeting The Requirements and Job Class Data Entry Verification List) was discussed and presented to the Board. Every three years the County is required to submit a Wage Data Report for Pay Equity Compliance. This Report has been submitted but needs to be acknowledged formally by the Board. A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the data and submittal of the Pay Equity Report to the State. (Handouts on file in the Administrator's Office)

**ADMINISTRATION**

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

**1. American Relief Program**

The American Relief Program was discussed and presented to the Board.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., April 5, 2022.

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Joan Lee, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board