

**MARCH 23, 2021**  
**BOARD MINUTES**

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., March 23, 2021. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Michelle Cote, Deputy Clerk of the Board. Commissioner Mark Holy and Commissioner Gary Willhite were absent.

**REVISED AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised March 23, 2021 Board agenda adding No. 3 under Administration.

**CONSENT ITEMS**

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the following Consent Items:

1. Approve payment to Polk County Administrator, Crookston, MN in the amount of \$49.50 for Deed Tax for John Michaelson Sale 19.00133.01.
2. Resolution (2021-29) Accepting Financial Donations On Behalf Of The Polk County Sheriff's Office From Doris Lien

**Resolution Accepting Financial Donations On Behalf Of The Polk**  
**County Sheriff's Office From Doris Lien**  
**RESOLUTION (2021-29)**

The following resolution (2021-29) was offered by Commissioner Strandell:

WHEREAS, Doris Lien made a financial donation of \$500.00 to support the Polk County K9 Program in Polk County; and

WHEREAS, Polk County Sheriff's Office, wishes to have the County Board formally accept these financial donations on behalf of Polk County K9 Program and put towards Training or Equipment.

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

The donation from Doris Lien, which is listed above, is hereby accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office.

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

3. Resolution Accepting Financial Grant On Behalf Of Polk County Sheriff's Office From The Red Lake Electric Trust, Inc.

**Resolution Accepting Financial Grant On Behalf Of Polk  
County Sheriff's Office From The Red Lake Electric Trust, Inc.**  
**RESOLUTION (2021-30)**

The following resolution (2021-30) was offered by Commissioner Strandell:

WHEREAS, Red Lake Electric Trust, Inc. awarded a \$500.00 grant to support the Polk County Sheriff's Office, Mounted Posse Search and Rescue; and

WHEREAS, Polk County Mounted Posse, which is part of the Polk County Sheriff's Office, wishes to have the County Board formally accept this financial grant on behalf of Polk County Mounted Posse Search and Rescue.

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

The financial grant from Red Lake Electric Trust, Inc, which is listed above, is hereby accepted by the Polk County Board of Commissioners on behalf of Polk County Sheriff's Office to be used in support of the services provided by Polk County Mounted Posse Search and Rescue.

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

4. Approve payment to the Minnesota Department of Health, St. Paul, MN in the amount of \$100.00 for inspector certification fees for Environmental Services.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he participated in the Pine to Prairie Drug Task Force. Discussion was brought forth regarding the proposed bituminous plant slated for the intersection of Hwy 2 and 220.
2. Commissioner Lee brought forth that she participated in the AIS meeting and the East Polk Soil & Water Conservation District meeting. Discussion was brought forth regarding the Vesledahl/MNDOT/BWSR issue. She also participated in the Pine to Prairie Drug Task Force meeting and the Inter County Community Council meeting. In addition, she participated in a meeting with the Minnesota Attorney General's office which focused on the opioid crisis. She also received a call of concern regarding speeding vehicles on Riverside Avenue in the City of McIntosh.
3. Commissioner Jacobson brought forth that he had received a call of concern regarding an abandoned cemetery in Godfrey Township.

**SHERIFF**

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

1. **Hire Temporary Employees for Extrication Team**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to hire two Beltrami Volunteer Firefighters to

assist with Extrication Team, they will be trained and work with our other team members on a need-by-need bases.

**2. Out of State Travel**

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve a Deputy at the Sheriff's Office to attend training in Atlantic City, NJ on October 3 – October 8, 2021.

**3. Monthly Sheriff Reports**

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

**HIGHWAY**

Chuck Whiting, Polk County Administrator on behalf of Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to the Highway Department:

**1. Polk-BNSF Crossing Surface Installment Agreement**

BNSF will be repairing the crossing on CSAH 15 in Fisher, MN. Polk County is required to pay their share of the fix as per state statute. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Crossing Surface Installment Agreement between Polk County and Burlington Northern Santa-Fe Railroad for the crossing repairs in Fisher, MN as presented to the Board. (Agreement on file in the Administrator's Office)

**2. Approve & Sign Local Bridge Replacement Program Grant Agreement (Bond Agreement No. 104592)**

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Local Bridge Replacement Program Grant Agreement (Bond Agreement No. 104592) as presented to the Board. (Agreement on file in the Administrator's Office)

**a. Resolution (2021-28) For Agreement to State Transportation Fund Local Bridge Replacement Program Grant Terms and Conditions SAP 060-601-062, SAP 060-601-063**

**RESOLUTION (2021-28)**  
**For Agreement To State Transportation Fund**  
**Local Bridge Replacement Program Grant Terms and Conditions**  
**SAP 060-601-062, SAP 060-601-063**

The following resolution (2021-28) was offered by Commissioner Jacobson:

WHEREAS, Polk County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.60567 and Bridge No. 60568; and

WHEREAS, The Commissioner of Transportation has given notice that funding for this bridge is available; and

WHEREAS, The amount of the grant has been determined to be \$718,329.00 by reason of the lowest responsible bid;

NOW THEREFORE BE IT RESOLVED, That Polk County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

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

### **MIS DEPARTMENT**

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

#### **1. Approval of HPE SimpliVity Yearly Lease Payment**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve payment to Hewlett-Packard Financial Services Company in the amount of \$53,211.32 for the lease on Polk County's HPE SimpliVity infrastructure.

#### **2. Approval of Government Center Network Switch Upgrade**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the quote from Morris Electronics, Morris, MN in the amount of \$56,382.86 for the purchase to replace the current Government Center Network Switches with upgraded hardware.

### **PROPERTY RECORDS**

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

#### **1. Forfeit Mowing Quote**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote for the mowing of forfeited properties by Bob's Lawn Care, Crookston, MN in the amount of \$30.00 flat rate for 1 – 2,500 square feet, \$.273 per square foot for square footage in excess of 2,500 and an hourly rate of \$30.00 plus mileage for miscellaneous lawn maintenance activities including snow removal.

#### **2. Liquor License Fees**

Discussion was held with the Board regarding the Liquor License fees structure for 2021-2022. A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the 2021-2022 Liquor License fee structure as follows: Off Sale \$500.00, On Sale, \$600.00, Sunday Sales \$100.00 and Off Sale 3.2 \$25.00.

#### **3. State Ditch No. 61**

A motion was made by Commissioner Lee seconded by Commissioner Jacobson acting as the drainage authority for State Ditch 61 and adopted by unanimous vote of the Board to set the repayment years at ten (10) and the interest rate at 1.0% for the redetermination costs.

## **ADMINISTRATION**

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

### **1. Department Modifications**

Discussion was held with the Board regarding staffing modifications in the Taxpayer Service Center and Finance Departments in anticipation of workload changes coming for 2022 and beyond. A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to review and approve the proposed Finance and TPSC Department modifications as the first step towards realigning position responsibilities in those departments.

#### **i. Taxpayer Services**

The Taxpayer Service Center Organizational Structure 2021 Chart was discussed and presented to the Board. (Chart on file in the Administrator's Office)

#### **ii. Finance**

The Finance Organizational Structure 2021 Chart was also discussed and presented to the Board. (Chart on file in the Administrator's Office)

### **2. Approval of Finance Director Position Search Agreement**

Discussion along with a proposal from David Drown Associates Company, Faribault, MN to assist in the search of a Finance Director was presented to the Board. A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept the proposal agreement with David Drown Associates Company to have them conduct a search for a Finance Director and assist in the hiring for the County as presented to the Board. (Proposal on file in the Administrator's Office)

### **3. \*Legislative Update**

A Legislative update was given to the Board.

## **BEFORE THE POLK AND RED LAKE WATERSHED DISTRICT JOINT BOARD ACTING AS JOINT DITCH DRAINAGE AUTHORITY FOR JOINT JUDICIAL DITCH 72**

### **MINUTES**

**Tuesday March 23, 2021 at 11:00am.**

**Polk County Transfer Station – Conference Room  
320 Ingersoll Avenue  
Crookston, MN 56716**

### **I. Call to Order**

Polk County Director of Property Records and acting secretary Michelle Cote called the meeting of the Polk and Red Lake Watershed District Joint Drainage Authority to order at 11:00am.

### **II. Nomination of Chairperson**

Michelle Cote, Acting Secretary called for nominations for 2021 Chairperson. Terry Sorenson offered the nomination of Joan Lee as 2021 Chairperson. A motion was made

by Commissioner Jacobson seconded by Board Member Terry Sorenson and adopted by unanimous vote of the Joint Judicial Board to elect Joan Lee as the 2021 Chairperson.

The meeting was turned to the Joan Lee, 2021 Chairperson of the Joint Drainage Authority.

**III. Nomination of Vice-Chairman**

Chairperson Lee called for the nomination of the 2021 Vice-Chairperson. Terry Sorenson offered the nomination of Tom Anderson as 2021 Vice-Chairperson. A motion was made by Board Member Terry Sorenson seconded by Commissioner Jacobson and adopted by unanimous vote of the Joint Judicial Board to elect Tom Anderson as the 2021 Vice-Chairperson.

**IV. Nomination of Secretary**

Chairperson Lee called for the nomination of the 2021 Secretary. Tom Anderson offered the nomination of Michelle Cote, Director of Property Records as 2021 Vice-Chairperson. A motion was made by Board Member Tom Anderson seconded by Board Member Terry Sorenson and adopted by unanimous vote of the Joint Judicial Board to elect Michelle Cote as the 2021 Secretary.

**V. Approve the Minutes**

A motion was made by Board member Terry Sorenson seconded by Board Member Tom Anderson and adopted by unanimous vote of the Joint Judicial Board to approve the following minutes:

1. January 2, 2018 Joint Drainage Informational Meeting minutes acting as Drainage Authority for Joint County Ditch No. 72:
2. April 17, 2018 Joint Drainage Meeting acting as Drainage authority for Joint County Ditch No. 72.

\*\* Richard Sanders, Polk County Engineer joined the meeting by phone.

**VI. Update of the Redetermination of Benefits**

Myron Jesme, Red Lake County Watershed District Administrator provided the history of the Judicial Ditch 72 system, shared Statutory items that would require or call for a “Redetermination of Benefits” to a public drainage system, as well as update and impact of the buffer law as it pertains to Joint Judicial Ditch No. 72. Procedures for the Final Hearing were discussed.

**VII. Repayment of the Redetermination Costs of Joint Judicial Ditch No. 72**

It was discussed that if the question were asked by the public as to how many years the lien would be for the costs of the redetermination of benefits, the Board should be able to answer that question with certainty. Cote indicated that the example shown in the property owners report used the repayment years at ten (10) and the interest rate at 1%. Cote also mentioned that at a meeting held earlier today, the Polk County Board

approved by motion a payment term of ten years at 1% interest. A motion was made by Board Member Tom Anderson seconded by Board Member Terry Sorenson acting as the drainage authority for Joint Judicial Ditch No. 72 and adopted by unanimous vote of the Board to set the repayment years at ten (10) and the interest rate at 1.0% for the redetermination costs.

**VIII. Adjourn Meeting**

Chairperson Lee adjourned the Joint Board meeting at 12:02 pm.

With no further business the Board adjourned the Polk County Board of Commissioners Board meeting to reconvene at 8:00 o'clock a.m. April 6, 2021.

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Gerald Jacobson, Chair

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