

**APRIL 28, 2020**  
**WEBEX PHONE CONFERENCE**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session via Webex Phone Conference at 8:00 o'clock a.m., April 28, 2020. 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. Others present: Michelle Cote, Deputy Clerk of the Board.

**REVISED AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the April 28, 2020 revised agenda adding Mark Dietz, Facilities Management Director.

**CONSENT AGENDA**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the April 28, 2020 consent agenda:

1. Approve the April 21, 2020 Board Minutes.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Jacobson brought forth that he participated in a virtual Dancing Sky meeting on Aging. He also participated in a Northwestern Mental Health Center meeting.
2. Commissioner Strandell brought forth that he participated in the MPO and the Northwest Regional Development Commission meetings.
3. Commissioner Willhite brought forth that he provided a Polk County update on KROX radio. He also participated in the County Personnel Committee meeting.
4. Commissioner Lee brought forth that she participated in the County Personnel Committee meeting. In addition, she attended the AMC meeting where Governor Walz provided a COVID-19 update. She also participated in an AMC Health and Human Services Committee meeting and a NACO teleconference call. Discussion was brought forth regarding a call received from Christine Davis of Enbridge.
5. Commissioner Diedrich brought forth that he participated in call for the MCIT Personnel Committee meeting. He also participated in a virtual Northwestern Mental Health Center meeting. In addition, he participated in an Executive meeting for Tri-Valley Opportunity Council.

**SHERIFF**

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

**1. Dispatcher Resignation & Post for New Hire**

Due to a dispatcher resignation a motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve refilling the Dispatcher position.

**2. Request from Beltrami Fire Department for any Used Emergency Light Bars**

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve donating unused light bars from the Sheriff's Office to the Beltrami Fire Department.

**3. Resolution (2020-39) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Judy Thoren**

**Resolution Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Judy Thoren**

**RESOLUTION (2020-39)**

The following resolution (2020-39) was offered by Commissioner Diedrich:

WHEREAS, Judy Thoren has made a financial donation of \$200.00 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 Sheriff's Office and put towards the Polk County K9 Program.

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

1. The financial donations from Judy Thoren, which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for Polk County K9 Program.

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

**4. Resolution (2020-40) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Mary Filipski On Behalf Of Her Father Maurity Thompson**

**Resolution Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Mary Filipski On Behalf Of Her Father Maurity Thompson**

**RESOLUTION (2020-40)**

The following resolution (2020-40) was offered by Commissioner Strandell:

WHEREAS, Mary Filipski has made a financial donation of \$50.00 on behalf of her father Maurity Thompson 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 Sheriff's Office and put towards the Polk County K9 Program.

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

1. The financial donations from Mary Filipski, which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for Polk County K9 Program.

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

**5. Monthly Sheriff Reports**

The March monthly Sheriff Reports were discussed and presented to the Board. (Monthly reports on file in the Administrator's Office)

**TAX PAYER SERVICE CENTER**

Sam Melbye, Taxpayer Service Center Supervisor/Tax System Administrator came before the Board with matters pertaining to the Taxpayer Service Center:

1. **Resolution (2020-41) Proposed Abatements in the City of Crookston & City of East Grand Forks**

**Proposed Abatements in the City of Crookston & City of East Grand Forks**

**RESOLUTION (2020-41)**

The following resolution (2020-41) was offered by Commissioner Strandell:

WHEREAS, The County of Polk has held a Public Hearing on the proposed abatements in the City of Crookston & City of East Grand Forks pursuant to Minnesota Statutes, Section 469.1812 through and including 469.1815, and;

WHEREAS, The Polk County Board of Commissioners has proposed to abate the County's share of property taxes on the following parcels for two years:

**City of Crookston**

82.03958.00	DENNIS & JENNIFER TATE	528 3RD AVE NE	\$695.93
82.00371.00	TK PROPERTIES OF CROOKSTON LLC	7TH ST E	\$1,380.70
<b>Total for City of Crookston</b>			<b>\$2,076.63</b>

**City of East Grand Forks**

83.04253.00	MICHAEL & LAURA LUKKASON	927 GREENWAY BLVD SE	\$1,315.24
83.04222.00	MARK & AMY GUMTO	1505 LAUREL DR SE	\$1,678.36
83.04471.00	JASON & JENNA KAISER	1403 14TH AVE SE	\$1,095.31
83.04262.00	JODI STAUSS-STASSEN	2514 AUGUSTA DR	\$1,516.67

83.04239.00	MIKE & NICOLE KOLSTOE	812 13TH ST SE	\$1,761.45
83.00235.00	JUSTIN & ALLISON JOHNSON	529 12TH ST NW	\$640.56
83.04472.00	VIRGINIA STAUSS	1407 14TH AVE SE	\$1,369.34
83.04065.00	MICHAEL HEDLUND & MELANIE JACOBS	2510 PEBBLE BEACH RD	\$3,039.82
83.04083.00	CHAD & NICOLE ANVINSON	2415 ST ANDREWS DR	\$2,097.54
83.04097.00	KEITH & SHELLY WESTOVER	2324 ST ANDREWS DR	\$1,530.09
83.04105.00	BHARAT & PROMIL BHUTANI	2324 TROON CIRCLE	\$2,503.15
83.04475.00	LORALEE TAYLOR	1419 GREENWAY BLVD SE	\$1,151.06
83.04449.00	STUART MARRSON & PEGGY DUNN	1428 CRYSTAL CIRCLE	\$1,808.64
83.04476.00	DONALD & RHONDA HOLLARN	1423 GREENWAY BLVD	\$1,164.13
83.04447.00	MATTHEW & TIFFANY FOSS	627 BRANDON BLVD	\$1,937.87
83.04474.00	ZACHARY & KARLI FINNEY	1417 14TH AVE SE	\$1,170.64
83.04403.00	BROCK & ELIZABETH LARSON	29 RIVERVIEW LANE SE	\$1,230.16
83.04064.00	JIM & KATHY TORKELSON	2518 PEBBLE BEACH RD	\$2,307.99
83.04101.00	KEVIN WEBER & STEPH KAZNIERCZAK	2424 ST ANDREWS DR	\$1,830.81
	<b>Total for City of East Grand Forks</b>		<b>\$31,148.83</b>

Commissioner Jacobson 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. SSOM Compost Pad – Correction to Close-out Action**

Polk County constructed a new Source Separated Organic Material (SSOM) Compost Pad at the Polk County Landfill Complex near Gently, MN using CAP Grant dollars from the State of MN. With the approval of the final Change Order (CO #02) and Board approval on January 28, 2020 to release the retainage of \$18,610.84, the SOM Compost Pad was closed out. There were two issues with the close-out which require acknowledgement: (Issue #1) the State Auditor questioned why the original contract value plus the two approved change orders do not equal the total contract payment. (Issue #1 has been dealt with within the Original Contract. (Issue #2) An error in the formula for the bid were found for this project to result in discrepancy in payment to contractor in pay request #3. (Issue #2 has been resolved). Addenda's pertaining to these issues were presented to the Board. (Addenda's on file in the Administrator's Office)

#### **2. CAP Grant – RRF Scale Project – Release of Retainage**

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the release of the retainage amount of \$16,319.39 upon receipt of reimbursement of costs, IC-134 form and lien waivers to Reierson Construction, Bemidji, MN to serve as payment in full for the Fosston Resource Recovery Facility (RRF) Scale Project.

#### **3. Fosston RRF – RATA Testing**

Polk County Resource Recovery Facility, Fosston, MN is required to conduct a Performance Stack Test every 3 years and Relative Accuracy and Testing Audit

(RATA) of its emission monitoring equipment each year under the terms of its Air Permit. A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the quote by Elemental Air Inc. in the amount of \$10,376.00 for the 2020 RATA at the Polk County Resource Recovery Facility in Fosston, MN.

**4. Transfer Station - Parking Lot Improvements**

Discussion along with a parking lot map was presented to the Board regarding the Transfer Station pursuing an extension of the west parking lot to the north, adding additional parking, another ingress/egress to the public road, and create a connection through the fenced area to the back lot. Polk County has engaged Wenck Assoc. to survey the property in question and prepare estimates and drawing of the expansion for review and quote purposes. (Map 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. Covid-19 Update**

An update was given to the Board regarding the Covid-19 virus.

**PROPERTY RECORDS**

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

**1. Lease of Flood Buyout Property 09.00288.00**

A request has been made to transfer the lessee interest of Parcel 09.00288.00 from Jon Wurden (Former Richard Benson Property) to Steve Flaar. The lease has been reviewed and approved by the County Attorney. Upon the Board's request at the 04/21/2020 County Board meeting the matter of securing bids for this property was reviewed with Greg Widseth, Polk County Attorney. The lease along with a GIS map was presented to the Board. Jon Steiner Environmental Services Director offered information regarding the origination of the flood buyout leases. A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson to approve lease of Parcel No. 09.00288.00 to Steve Flaar, Fisher, MN as presented. (Lease and GIS map on file in the Administrator's Office)

**\*FACILITIES**

Mark Dietz, Facilities Management Director came before the Board with matters pertaining to his department:

**1. Polk County Projects – Update**

An update was given to the Board regarding the Polk County projects.

**ADMINISTRATION**

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

**1. COVID-19 Operations Status**

Discussion was held with the Board regarding Covid-19 and the operations of Polk County. Handouts were also presented to the Board pertaining to the Emergency

Executive Order 20-40 Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces as well as the Guidance on Executive Order 20-40 & Businesses Reopening. (Handouts on file in the Administrator's Office) An update was also provided by Richard Sanders, Polk County Highway Engineer regarding COVID-19 operational items in addition to a legislative update regarding the Nielsville and Climax Bridges.

With no further business the Board adjourned to reconvene at 8:00 a.m., May 5, 2020.

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Gary Willhite, Chair

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