

**MAY 3, 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., May 3, 2022, 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. Others present Michelle Cote, Deputy Clerk of the Board.

**REVISED AGENDA**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the revised May 3, 2022, agenda adding Sarah Reese, Public Health adding James Tadman, Sheriff, and adding No. 5 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 May 3, 2022, consent items:

1. Approve Auditor Warrants.
2. Approve the April 26, 2022, Board minutes.
3. Approve payment to North American Systems, Int'l, Eagan, MN in the amount of \$1,500.00 for cable for the MIS Department.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he participated in the construction meeting for the Red River Juvenile Center.
2. Commissioner Lee brought forth that she attended the Clearwater Trail Blazers Snowmobile Club meeting. She also met with Representative Fischbach at the Transfer Station. She was contact by taxpayer Rolland Gagner regarding his lakeshore value. Discussion was brought forth about the Lake of the Woods Williams School that is seeking state funding to negate the cost of demolition of the forfeited property and to how this could apply to the McIntosh School that has forfeited.
3. Commissioner Jacobson brought forth that he attended a Clearwater Trail Blazers Snowmobile meeting in Leonard. Discussion was brought forth regarding flooding in the City of Mentor that caused a washout. He also received a call of concern regarding road ditches.
4. Commissioner Willhite brought forth that he attended no meetings since the prior Board meeting. An update was provided on a forfeited parcel in City of Crookston 82.02216.00.
5. Commissioner Holy brought forth that he attended a Middle Snake Tamarac River Watershed meeting where the focus was on JD 1 and JD 75. He also provided a flood update for his district.

**PROPERTY RECORDS**

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

**1. Designation of Absentee Voting Location**

Discussion along with a handout was presented to the Board regarding designation of an absentee voting location. In-order to better service the residents of Polk County pursuant to Minnesota Statutes 203B.05 an additional absentee voting location will be designated in the City of East Grand Forks, MN. Voters from East Grand Forks Wards 1-5 will be served from this location. (Handout on file in the Administrator’s Office)

**2. 2022 Primary & General Election Canvassing Dates**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to set the dates to canvass the ballots for the 2022 Primary Election on Friday August 12, 2022, at 10:00 a.m., and for the 2022 General Election on Wednesday November 16, 2022, at 10:00 p.m., in the Polk County Board Room.

**3. Appointment of Election Judges**

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to appoint the list of persons as presented to the Board as Election Judges for the 2022 Election(s) to be utilized in Testing, Validating, Tabulation and Technical Support. (Complete list is on file in the Administrator’s Office)

**4. Resolution (2022-38) Establishing An Absentee/Mail/UOCAVA Ballot Board For the 2022 Primary & General Elections**

**RESOLUTION (2022-38)  
Establishing An Absentee/Mail/UOCAVA Ballot Board  
For The 2022 Primary & General Elections**

The following resolution (2022-38) was offered by Commissioner Holy:

WHEREAS, Polk County Board of Commissioners is required by Minnesota Statutes 203B.121, Subd 1 to establish an Absentee Ballot Board effective June 24, 2022 for the Primary Election to be held August 9, 2022 and the September 23, 2022 for the General Election November 8, 2022; and

WHEREAS, This board will bring uniformity in the processing of accepting or rejecting returned absentee, mail and UOCAVA ballots in Polk County; and

WHEREAS, The Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee, mail and UOCAVA ballots;

WHEREAS, The following persons are appointed for the purpose of the Absentee Ballot Board Polk County: Casey “CJ” Wilde-Olson, Kayla Schumacher, Julie Sandman, Connie Desrosier, Breanna Wavra, Janet Mattison, Amy Erdmann, Annalee

Jones, Andrew Dessellier, Harrison Boucher, Diana Amiot, Jennifer Perreault, Bruce Krueger, City of East Grand Forks: Megan Nelson and David Murphy.

BE IT RESOLVED, That the Board of County Commissioners of the County of Polk hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task.

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

### **ADMINISTRATION**

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

**1. Authorization To Fill The Facilities Management Director Vacancy**

Due to a retirement a motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve filling the Facilities Management Director position.

**2. Authorization To Hire Two Maintenance Worker Facilities Positions**

After reviewing the Facilities Management Department, it would be appropriate to try to fill two new Maintenance Worker positions within that department. A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to authorize the hiring of two new Facilities Management Department Maintenance Worker positions.

**3. Authorization For Architectural Services For Judicial Center Roof Replacement Project**

Discussion along with a handout pertaining to the proposal for services 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 entering into an Architectural Services Agreement with ICON for reroofing the Judicial Center building. (Handout on file in the Administrator's Office)

**4. American Rescue Plan Status**

Discussion was held with the Board regarding the status of the American Rescue Plan.

**5. \*\*\* Administrative Assistant I-A Vacancy (County Attorney)**

Due to a resignation, a motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to authorize the process of hiring an Administrative Assistant I-A position in the Polk County Attorney's Office.

### **\*PUBLIC HEALTH**

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

**1. Out of State Travel Request Perreault & Shimek**

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve out of state travel for Melissa

Perreault, Polk County Public Health to attend the Montana Summer Institute in Big Sky, Montana from June 21 – June 24, 2022, and Melissa Perreault and Sarah Shimek Polk County Public Health to attend CADCA Mid-Year Training Institute in Orlando, FL from July 17 – July 21, 2022.

**\*\*SHERIFF**

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

**1. Advertise & Hire for Open Deputy Patrol Position**

Due to a retirement a motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve advertising and hiring for the open Deputy Patrol position and any subsequent openings.

**AG INNOVATION**

Jim Lambert, Ag Innovation Campus Project Manager, Jimmy Gossi, Auri Representative & Board Chairman, Mike Skaug came before the Board with matters pertaining to Ag Innovation:

**1. Ag Innovation Campus Project Update**

Discussion along with a handout was presented to the Board regarding the status and some of the challenges pertaining to the Ag Innovation Campus Project. (Handout on file in the Administrator's Office)

**PUBLIC HEARING – COUNTY DITCH NO. 111**

**1. Open Public Hearing**

A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to open the Public Hearing at 10:02 a.m.

**2. Purpose of the Hearing**

To facilitate the adding of property to the benefited area of Polk County Ditch No. 111 petition was provided by Richard Sanders, Ditch Engineer.

**3. Public Comments and Questions**

In attendance was petitioners Randy Lee and Brady Lee.

**4. Close Public Hearing**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to close the Public Hearing at 10:08 a.m.

**5. Actions by the Polk County Board of Commissioners**

A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the addition of property to the assessed area of County Ditch No. 111 at the rate of \$40 per quarter.

**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 04/05/2022

<u>Vendor Name</u>	<u>Amount</u>
A Yard and Snow LLC	4,907.50
BELTRAMI COUNTY SOLID WASTE	2,203.07
Fertile Oil Company	3,664.00
GreatAmerica Financial Services	10,018.23
MCCC Lockbox	51,180.00
MN Counties Information Sys	3,914.00
Northdale Oil Inc	5,945.71
Regents Of The Univ Of Mn	31,987.25
Tri County Community Corr	1,378,872.75
22 Payments less than 2000	4,159.68
<b>Final Total:</b>	<b>1,496,852.19</b>

AUDITOR WARRANTS 04/12/2022

<u>Vendor Name</u>	<u>Amount</u>
Clay County Public Health	2,000.00
Crookston Driftbusters	5,555.68
Davidson Construction	181,368.99
Great Plains Natural Gas Co	16,847.08
JT's Station	2,051.22
Kronos SaaShr Inc	3,331.60
Lenes Sand & Gravel Inc	6,566.58
Lepier Oil Company Inc	8,026.80
Mogilevsky/Charles	2,166.38
Norman County Public Health	4,813.00
Ottertail Power Co	22,022.61
Polk County Public Health	29,773.42
University Of North Dakota	6,406.54
25 Payments less than 2000	9,480.26
<b>Final Total:</b>	<b>300,410.16</b>

AUDITOR WARRANTS 04/19/2022

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
AT&T Mobility	3,974.00
Code 4 Services Inc	2,779.04
Crookston Water Department	2,930.21
DDA Human Resources Inc	15,000.00
Dept Of Transportation	5,083.24
East Polk Soil & Water	8,452.00
ENTERPRISE FM TRUST	29,615.61
Fosston Municipal Utilities	59,156.87
GreatAmerica Financial Services	10,018.23
Heinle/Paul	4,500.00
ICON Architectural Group	14,440.10
Lake Agassiz Regional Library	70,568.75
Lenes Sand & Gravel Inc	28,215.31
Midfirst Bank	30,500.00
Northdale Oil Inc	25,205.65
Polk County Administrator	27,603.02
Polk County IS Department	2,207.79
Powerphone Inc	2,187.00
Red Lake County Treasurer	4,526.39
Sandhill Snowcruisers	14,262.33
TJ Watters Supply Inc	2,364.00
Verizon Wireless	2,555.40
27 Payments less than 2000	14,985.29
<b>Final Total:</b>	<b>383,783.23</b>

AUDITOR WARRANTS 04/26/2022

<u>Vendor Name</u>	<u>Amount</u>
Frontier Precision Inc	47,617.91
Norman County Public Health	37,849.49
North American Systems Int'l	15,970.00
Ottertail Power Co	3,210.80
Polk County	80,225.00
Polk County Public Health	10,623.24
24 Payments less than 2000	16,297.29
<b>Final Total:</b>	<b>211,793.73</b>

MANUAL WARRANTS 04/01/2022

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	178,652.94
Minnesota Revenue	30,709.73
<b>Final Total:</b>	<b>209,362.67</b>

MANUAL WARRANTS 04/04/2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	4,681.38
<b>Final Total:</b>	<b>4,681.38</b>

MANUAL WARRANTS 04/11/2022

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May 3, 2022

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,625.16
<b>Final Total:</b>	1,625.16
MANUAL WARRANTS 04/15/2022	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	170,843.31
Minnesota Revenue	28,685.81
<b>Final Total:</b>	199,529.12
MANUAL WARRANTS 04/18/2022	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,740.39
<b>Final Total:</b>	1,740.39
MANUAL WARRANTS 04/20/2022	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	646.00
<b>Final Total:</b>	646.00
MANUAL WARRANTS 04/20/2022	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,499.00
Minnesota Revenue	695.12
Mn Dept Of Rev Tax Division	112,782.10
Mn Dept Of Revenue	164.00
Mn Dept Of Revenue	2,368.00
Mn Dept Of Revenue	379.00
<b>Final Total:</b>	120,887.22
MANUAL WARRANTS 04/22/2022	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,054.10
<b>Final Total:</b>	1,054.10
MANUAL WARRANTS 04/22/2022	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	129,112.45
<b>Final Total:</b>	129,112.45
MANUAL WARRANTS 04/25/2022	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,119.49
<b>Final Total:</b>	3,119.49
MANUAL WARRANTS 04/29/2022	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	173,499.88
Minnesota Revenue	29,533.12
<b>Final Total:</b>	203,033.00

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., May 17, 2022.

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Joan Lee, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board