

MAY 4, 2021
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in session at 8:00 o'clock a.m., May 4, 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 Holy and adopted by unanimous vote of the Board to approve the revised May 4, 2021 agenda adding No. 3 under Richard Sanders, Highway and adding No. 2 under Michelle Cote, Property Records.

CONSENT ITEMS

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the May 4, 2021 consent items:

1. Approve Auditor Warrants.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended no meetings since the prior Board meeting.
2. Commissioner Lee brought forth discussion regarding the Soil and Water Conservation Districts. She also participated in the Clearwater One Watershed One Plan which is moving to the public comment phase.
3. Commissioner Jacobson brought forth that he attended no meetings since the prior Board meeting. Discussion was brought forth regarding calls he has received regarding the 2nd Amendment. Also brought forth was concern he received from a Maple Lake property owner who felt his value was incorrect.
4. Commissioner Willhite brought forth that he attended no meetings since the prior Board meeting.
5. Commissioner Holy brought forth that he attended no meetings since the prior Board meeting.

TAXPAYER SERVICE CENTER

Sam Melbye, Taxpayer Service Center Supervisor/Tax System Administrator came before the Board with matters pertaining to the Taxpayer Service Center. Discussion was held regarding the notice requirements for the public hearing on the agenda. No action was taken.

PUBLIC HEALTH

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

- 1. Desire To Learn Contract**

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve a one-time payment of \$14,000.00

for the Region 1 – Regional Prevention Coordinator’s portion of the Desire to Learn Contract. (Handout on file in the Administrator’s Office)

PLANNING AND ZONING

Jacob Snyder, Assistant Environmental Services Administrator came before the Board with matters pertaining to his department:

1. Resolution (2021-39) Conditional Use Permit For Jon Bohm For An Accessory Structure Larger Than 800 Sq. Ft.

Resolution (2021-39) was offered by Commissioner Strandell seconded by Commissioner Holy and adopted upon the following vote: YEAS: Lee, Jacobson, Willhite, Strandell and Holy. NAYS: None. (See Resolution (2021-39) on file in the Administrator’s Office.)

2. Resolution (2021-40) Conditional Use Permit For Tim Brinkman For Hooking An Existing Septic System To A New Accessory Structure

Resolution (2021-40) was offered by Commissioner Willhite seconded by Commissioner Lee and adopted upon the following vote: YEAS: Lee, Jacobson, Willhite, Strandell and Holy. NAYS: None. (See Resolution (2021-40) on file in the Administrator’s Office.)

3. Resolution (2021-41) Conditional Use Permit For Troy Erickson For Hooking A New Septic System To An Accessory Structure

Resolution (2021-41) was offered by Commissioner Lee seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Lee, Jacobson, Willhite, Strandell and Holy. NAYS: None. (See Resolution (2021-41) on file in the Administrator’s Office.)

4. Resolution (2021-42) Conditional Use Permit For Aaron Swenby For Three Self-Storage Unit Buildings

Resolution (2021-42) was offered by Commissioner Jacobson seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Lee, Jacobson, Willhite, Strandell and Holy. NAYS: None. (See Resolution (2021-42) on file in the Administrator’s Office.)

HIGHWAY

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

1. Polk County Brandsvold Township Agency Agreement

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

2. Polk County Esther Township Agency Agreement

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

3. *Polk County Hammond Township Agency Agreement

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Agency Agreement between

Polk County and Hammond Township. (Agreement on file in the Administrator's Office)

Discussion was also brought forth regarding the Merrifield Bridge project and a call from Michelle Fishbach (R) and her indication she would decline to participate in the earmarking process.

EMERGENCY MANAGEMENT

Jody Beauchane, Emergency Management came before the Board with matters pertaining to Emergency Management:

1. 2020 Emergency Management Performance Grant (EMPG) Agreement

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve and sign the 2020 Emergency Management Performance Grant (EMPG) Agreement in the amount of \$25,155.00 and award and match amount in budget summary report Exhibit A.as presented to the Board. (Agreement on file in the Administrator's Office)

SHERIFF

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

1. 2021 Federal Boat Equipment Grant

The Sheriff's Office has applied and was awarded a 2021 Federal Boat Equipment Grant in the amount of \$52,535.00. This grant is to be used to purchase a 2021 Airboat that will be used for search and rescue on rivers and flooded land. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2021 Federal Boat Equipment Grant as presented to the Board. (Grant on file in the Administrator's Office)

PROPERTY RECORDS

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

1. Department of Public Safety Memorandum of Understanding

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Minnesota Department of Public Safety Memorandum of Understanding effective for a 5 year and for Michelle Cote, Property Records Director to sign said contract as presented to the Board. (MOU on file in the Administrator's Office)

2. **Request To Post & Advertise For A Clerk Typist Cashier III

Due to a resignation, a motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize filling the open position of Clerk Typist Cashier III Tax Payer Service Center – Auditor Treasurer and any subsequent openings.

ADMINISTRATION

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

1. Review of CIP Plan Amendment

The CIP Plan Amendment was discussed with the Board. The Board will be conducting a Public Hearing on May 18, 2021 amending the CIP Plan to include new projects and eliminate the Highway Department building roof project. A draft resolution for the Board to act on after the public hearing, and assuming the public hearing does not change the list of projects, for the Board’s review was also presented to the Board. (Draft resolution on file in the Administrator’s Office)

AUDITOR WARRANTS

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

AUDITOR WARRANTS 04/06/2021

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	3,194.31
GreatAmerica Financial Services	9,958.16
Johnson Controls Fire Protection LP	13,835.31
Lenes Sand & Gravel Inc	24,352.34
Lenes Sand & Gravel Inc	4,256.55
LSQ Funding Group LC	2,445.18
Norman County Public Health	2,178.08
Polk County Public Health	8,953.42
Powerplan OIB	5,610.00
Regents Of The Univ Of Mn	33,320.20
13 Payments less than 2000	6,326.49
Final Total:	114,430.04

AUDITOR WARRANTS 04/13/2021

<u>Vendor Name</u>	<u>Amount</u>
Crowley Micrographics	10,300.00
Great Plains Natural Gas Co	10,624.28
Halstad Telephone Co	9,543.64
Lepier Oil Company Inc	3,128.86
Mapping Solutions	5,320.00
Northside Express	3,188.35
Ottertail Power Co	24,571.69
Pro Sweep Inc	5,112.19
25 Payments less than 2000	14,012.12
Final Total:	85,801.13

AUDITOR WARRANTS 04/20/2021

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
City of McIntosh	5,436.10
Crookston Water Department	4,410.41
ENTERPRISE FM TRUST	11,313.03
Fosston Municipal Utilities	64,034.29
Garden Valley Technologies	2,671.47
Lake Agassiz Regional Library	70,142.50
Otis Elevator Company	7,178.64
Ottertail Power Co	2,284.16
Penguin Management Inc	5,616.00
Polk County Administrator	2,018.22
Reynolds Harbott Knutson & Larson PLLC	3,183.25
Sandhill Snowcruisers	53,194.84
Tri County Community Corr	1,373,069.75
Verizon Wireless	6,231.86
28 Payments less than 2000	16,156.43
Final Total:	1,629,593.95

AUDITOR WARRANTS 04/27/2021

<u>Vendor Name</u>	<u>Amount</u>
Clay County Public Health	2,500.00
Cole Papers Inc	4,991.09
ENTERPRISE FM TRUST	6,876.71
Fertile Oil Company	12,196.01
GF- Bergstrom Electric Inc	5,400.00
Kronos SaaS Inc	3,677.41
Mn State Treasury	10,151.50
Norman County Public Health	4,071.22
Polk County	77,089.75
Polk County Administrator	14,999.72
Polk County Public Health	31,913.61
Todahl/Patricia J	3,712.00
University Of North Dakota	6,250.28
25 Payments less than 2000	6,387.65
Final Total:	190,216.95

MANUAL WARRANTS 04/01/2021

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	94,938.91
Final Total:	94,938.91

MANUAL WARRANTS 04/02/2021

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	178,186.65
Minnesota Revenue	30,908.38
Final Total:	209,095.03

MANUAL WARRANTS 04/05/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,909.92
Final Total:	2,909.92

MANUAL WARRANTS 04/12/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,318.92
Final Total:	3,318.92

MANUAL WARRANTS 04/16/2021

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	167,611.68
Minnesota Revenue	28,502.25
Final Total:	196,113.93

MANUAL WARRANTS 04/19/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,021.92
Final Total:	2,021.92

MANUAL WARRANTS 04/20/2021

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	4,508.00
Final Total:	4,508.00

MANUAL WARRANTS 04/20/2021

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,203.00
Minnesota Revenue	246.53
Mn Dept Of Rev Tax Division	89,477.07
Mn Dept Of Revenue	1,359.00
Mn Dept Of Revenue	35.00
Final Total:	95,320.60

MANUAL WARRANTS 04/20/2021

<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	303,640.00
Final Total:	303,640.00

MANUAL WARRANTS 04/20/2021

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	259.00
Final Total:	259.00

MANUAL WARRANTS 04/20/2021

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	40.87
Final Total:	40.87

MANUAL WARRANTS 04/20/2021

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	70,920.12
Final Total:	70,920.12

MANUAL WARRANTS 04/26/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,088.61
Final Total:	3,088.61

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., May 18, 2021.

Gerald Jacobson, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board