

JUNE 16, 2020
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 3:00 o'clock p.m., June 16, 2020 at the Polk County Transfer Station, 320 Ingersoll Avenue, Crookston, MN. 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. Other present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the June 16, 2020 agenda.

CONSENT AGENDA

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the consent agenda for June 16, 2020:

1. Approve Commissioner Warrants: General Revenue Fund, 102,326.26; Public Works Fund, \$120,152.36; Public Safety Fund, \$13,034.89; Public Health Fund, \$6,267.77; Forfeited Tax Sale Fund, \$282.70; CAP Grant Project, \$2,402.60; Speical Assessments (Ditch) Fund, \$3,935.00; Environmental Services Fund, \$7,880.53; Resource Recovery Fund, \$92,075.01; Landfill Fund, \$11,506.98; Per Diems, \$1,425.00; Meal Reimbursement (without overnight lodging), \$35.86 and Sign Audit List.
2. Approve the June 2, 2020 Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$130,417.59 for procurement card purchases.
4. Approve payment to Card Member Services, St. Louis, MO in the amount of \$3,302.01 for credit card purchases.
5. Approve payment to MN BCA, St. Paul, MN in the amount of \$33.25 for backgrounding fees for an enhanced driver's license for Jennifer Perreault.
6. Approve payment to Hewlett Packard Inc., Boston, MA in the amount of \$2,441.21 for two lap top computers for the IT Department.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended a Solid Waste meeting. He also had a virtual meeting for the Dancing Sky Committee on Aging. Discussion was brought forth regarding the changes at the East Shore public area parking.
2. Commissioner Strandell brought forth that he participated in a Northwest Regional Development Commission meeting where the levy was approved for the 2021 tax year. He also participated in the Pine to Prairie Drug Task Force meeting. In addition, he attended the Tri-County Community Corrections meeting where the focus was prevention of the spread of COVID-19. He also attended the Radio Board meeting. He also participated in a Polk County Building meeting which toured the East Grand Forks Human Service Center building.
3. Commissioner Willhite brought forth that he toured the East Grand Forks Human Services Center building construction project in East Grand Forks as a part of the Polk

County Building Committee. He also attended the Crookston City Council meeting where the cancellation of the Summer Park and Rec Program was the focus. He also participated in the Tri-Valley Opportunity Council meeting where an update was provided on the new building. He also participated in the AMC District 3 meeting where the focus was how counties are coming back to work due to COVID-19. He also received a phone call regarding Driver's License testing being only done in Bemidji through the state office.

4. Commissioner Lee brought forth that she participated in a Pine to Prairie Drug Task Force meeting. She also attended a virtual Wild Rice Marsh One Watershed One Plan meeting. In addition, she participated in the EPA Small Community Advisory Committee and a MCIT phone conference regarding the Transfer Station coverage. She also attended a Solid Waste meeting. She also attended the AMC District 3 meeting and an AMC COVID-19 contract tracing and case investigation meeting. She also provided her monthly radio talk. Discussion was brought forth regarding the Agricultural Educator percentage status and the vacancy in Norman County. She also received a call complimenting the Polk County Public Health regarding their Facebook page.
5. Commissioner Diedrich brought forth that he attended the Tri-County Community Corrections meeting where the focus was jail census. He also participated in a Tri-Valley Opportunity Council meeting where the evaluation of Jason Carlson, Executive Director was the focus. In addition, he attended a MCIT meeting.

SANDHILL RIVER WATERSHED DISTRICT

April Swenby, Sandhill River Watershed District came before the Board with matters pertaining to the Watershed:

1. **Resolution (2020-51) 2021 General Tax Levy Petition No. 1 Sand Hill River Watershed District**

RESOLUTION (2020-51) **2021 General Tax Levy Petition No. 1** **Sand Hill River Watershed District**

The following resolution (2020-51) was offered by Commissioner Diedrich:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby petitions for a one-year (2021) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value (\$99,610.36) to pay the costs attributable to the basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds for the costs associated with the water management (technical assistance, construction, maintenance, beaver control, building upgrades, and information services related to specific projects within the Sand Hill River Watershed District.

NOW THEREFORE, BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2021, as will discuss at their, annual budget hearing.

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

2. Resolution (2020-52) 2021 General Tax Levy Petition No. 2 Sand Hill River Watershed District

RESOLUTION (2020-52)
2021 General Tax Levy Petition No. 2
Sand Hill River Watershed District

The following resolution (2020-52) was offered by Commissioner Strandell:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby petitions for a one-year (2021) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value (\$99,610.36) to pay the costs attributable to the basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds for a variety of water quality and erosion efforts that may include examples such as River Cleanup efforts, clean water fund projects such as sediment basins, targeted watershed grants/efforts, and rock riffles, and Erosion Control projects.

NOW THEREFORE BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2021, as will be discussed at their annual budget hearing.

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

3. Resolution (2020-53) 2021 General Tax Levy Petition No. 3 Sand Hill River Watershed District

RESOLUTION (2020-53)
2021 General Tax Levy Petition No. 3
Sand Hill River Watershed District

The following resolution (2020-53) was offered by Commissioner Lee:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby

petitions for a one-year (2021) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value (\$99,610.36) to pay the costs attributable to the basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds continuing efforts related to watershed studies, education and agency support which includes examples such as: The Red River Basin (produce studies that provide a unified voice for water quality, water supply and water quantity), International Water Institute (create and provide research/services/programs such as LiDar, alternative measures for viewing, River of Dreams program, and the Riverwatch Program), cost sharing for monitoring rivers and lakes, NRCS planning programs such as PL566, TMDL studies, and stream gauging for the various gages in the Sand Hill River Watershed District.

NOW THEREFORE BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2021, as will be discussed at their annual budget hearing.

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

4. Annual Report

The Sand Hill River Watershed District 2019 Annual Report was discussed and presented to the Board. (Annual Report 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. Resolution (2020-50) Luane Tasa – Northwest District State Aid Engineer Retirement

Luane Tasa – Northwest District State Aid Engineer Retirement
RESOLUTION (2020-50)

The following resolution (2020-50) was offered by Commissioner Strandell:

WHEREAS, Luane Tasa will officially retire as The Northwest District State Aid Engineer, effective July 7, 2020, and;

WHEREAS, Luane Tasa has faithfully and diligently served the Counties and their residents of the Northwest District for the past 25+ years.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners does hereby recognize the retirement of Luane Tasa from the Northwest District State Aid Engineer position with regret, and;

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners wishes to extend a hearty thank you for a job well done, and;

BE FURTHER RESOLVED, That the Polk County Board of Commissioners want to extend to you best wishes for a long, active, and enjoyable retirement.

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

2. GIS Software Upgrade

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the purchase upgrade to GIS Software and Licenses to Pro-West and Associates, Walker, MN for an estimated amount of \$12,272.54.

3. County Ditch Maintenance Request

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the work in CD 55 (Branch 1 – Section 6 of Rosebud Township) and name Richard Sanders as Engineer over the project.

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the work in CD 54 (Section 23, 24 of Grand Forks Township) and name Richard Sanders as Engineer over the project.

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the work in CD 68 Branch 1 (Section 29 of Queen Township) and name Richard Sanders as engineer over the project.

PLANNING AND ZONING

Jacob Snyder, Environmental Specialist/Planning and Zoning Administrator came before the Board with matters pertaining to Planning and Zoning:

1. Resolution (2020-54) Interim, Use Permit For Harvey Yoder To Allow For Homebased Cabinet/Furniture Making Business

RESOLUTION (2020-54)
Interim, Use Permit For Harvey Yoder
To Allow For Homebased Cabinet/Furniture Making Business

The following resolution (2020-54) was offered by Commissioner Lee:

WHEREAS, Polk County Zoning Ordinance, Section 12.3048 requires an Interim Use Permit to operate a homebased cabinet/furniture making business in the Agricultural District and;

WHEREAS, Harvey Yoder owns a parcel of land described as: The East Half of the Northwest Quarter (E ½ NW ¼), Section Twenty-two (22), Township One Hundred Forty-eight (148) North, Range Forty-one (41) West of the Fifth Principal Meridian, Less that part of the Southeast Quarter of the Northwest Quarter (SE ¼ NW ¼) of said Section, township and Range lying South of the Burlington Northern Right of Way, parcel #44.00112.00;

WHEREAS, Harvey Yoder's has a plan that meets all requirements of the Polk County Zoning Ordinances; and

WHEREAS, The Polk County Board of Commissioners finds:

1. The applicant is requesting an Interim Use Permit to operate a homebased cabinet and furniture making business on parcel #44.00112.00.
2. The property is approximately 27.53 acres in Section 22 of King Township.
3. The applicant is proposing to construct a 40' x 40' (1600 sq ft) wood working shop with a 20' x 40' (800sq ft) dwelling and 14'x 60' (840 sq ft) porch attached under one building.
4. The applicant has submitted an operational plan and intends to meet all applicable rules in section 12.3048 of the PCZO.
5. The Interim Use Permit would be to operate this business until a time when the applicant either expands operation requiring a conditional use permit or continues with this home-based business until it is no longer desired.
6. The proposed use is an interim use expressly designated in the ordinance; and;
7. That the interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity.
8. That the establishment of the interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
9. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

10. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
11. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners grants an interim use permit to Harvey Yoder with the following conditions:

1. That the interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity.
2. That the establishment of the interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
4. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
5. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
6. That the use of the property shall at all times be in compliance with all Federal, State of Minnesota, and County of Polk rules and regulations.
8. That all Federal, State and local regulations are followed regarding the handling and storage of hazardous materials.
9. The IUP shall remain valid for the operation of this business if all conditions of section 12.3048 of the PCZO are followed.
10. The operational plan shall be followed, any deviation from this plan will need to be approved by Polk County Planning & Zoning staff.
11. Stains, varnish & similar chemicals used in sealing or protecting the

cabinets/furniture must be stored properly and excessive waste must be disposed of following hazardous waste regulations.

12. Patrons visiting the site must use off-street parking provided by the applicant.
13. Any IUP issued under this Ordinance is granted solely to the applicant and/or the business entity named in the application, and for the premises named in the IUP application. No IUP of any sort granted pursuant to this Ordinance is transferable to any other person or premises. If a change of ownership, control or location of any licensed premises occurs, whether pursuant to move, sale, transfer, assignment or otherwise, the owner must complete a new application subject to approval pursuant to this Ordinance.
14. Applicant is bound by all applicable rules in the Polk County Zoning Ordinance and those special conditions listed above as well as all State and Federal laws applying to this operation.

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

2. **Resolution (2020-55) Termination of Recorded Resolutions 2016-67, Document A000706833 Recorded September 23, 2005 and 2005-5-42, Document A000625365 Recorded January 5, 2017**

RESOLUTION (2020-55)
Termination of Recorded Resolutions 2016-67,
Document A000706833 Recorded September 23, 2005
and 2005-5-42, Document A000625365
Recorded January 5, 2017

The following resolution (2020-55) was offered by Commissioner Diedrich:

WHEREAS, Elizabeth Beltoya, landowner of parcel 45.00203.01, wishes to terminate the operation of a campground as of June 16, 2020; and

WHEREAS, A Conditional Use Permit was issued on May 3, 2005 and reactivated via a Conditional Use Permit on December 20, 2016 to operate a campground; and

NOW THEREFORE BE IT RESOLVED, At the request of the landowner that the Polk County Board of Commissioners Terminate Resolutions 2016-67 and 2005-5-42.

Commissioner Lee 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. CY 2021 Tip Fees Discussion

Discussion was held with the Board regarding the CY 2021 Tip Fees for the Resource Recovery Facility and the Landfill. Handouts were also presented to the Board regarding the Polk County Solid Waste Tip Fee History, 2021 Tip Fee MN RRF Tip Fee Comparisons and the 2021 Tips Fees/Forecast. (Handouts on file in the Administrator's Office)

2. CY 2021 Steam Sales Discussion

Discussion was held with the Board regarding the CY 2021 Steam Sales. Handouts were also presented to the Board regarding Steam Sales Option/NG Floor Alternative Funding Options Formulary Change to Minimum Natural Gas Rates and Steam Sales Option/NG Floor Projections Based on Last 3 Years Consumption/Sales. A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to authorize the 2021 – 2023 Steam Sales Contract be offered with a \$6.00/mcf minimum value for the steam sales formula. (Handouts on file in the Administrator's Office)

3. 2021 Solid Waste Assessments

Discussion was held with the Board regarding options for increasing the CY 2021 Solid Waste Fee Assessment for Residential and/or Non-residential Assessments.

4. CY 2020 Solid Waste Fee Abatement

Continuation of discussion from the June 2, 2020 Board meeting regarding non-residential abatement requests and the potential impact of response options on revenues and operations was conducted with the Board. A handout was also presented to the Board regarding Pandemic Relief Option. (Handout on file in the Administrator's Office)

ADMINISTRATION

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

1. COVID-19 Operations Planning

A general status report of County operations as changes are made to public access and work conditions were discussed with the Board. The Government Center has been opened for public access to the Taxpayer Service Center and License Center with control of the amount of people in any area. The Governor's executive orders will continue to impose some restrictions on our normal work conditions, we should expect to continue for much of the summer under the work from home if viable approach. Discussion was also brought forth regarding how the Board would like to conduct its meetings the rest of the summer, either virtually, in person, as well as location. Currently the Board Room at the Government Center does not lend itself to appropriate social distancing. Handouts were also presented to the Board from Hennepin and Freeborn counties with their plans to utilize local funding for small business loans. (Handouts on file in the Administrator's Office)

2. 2021 Budget Discussion

Discussion was held with the Board regarding the 2021 Budget. A Draft Polk County/June 2018 Strategic Planning handout was also presented to the Board. (Handout on file in the Administrator's Office)

3. Minnesota Counties Webinar

The Minnesota Counties Webinar was discussed with the Board. A University of Minnesota Extension – COVID-19 and Greater Minnesota's Economy/May 2020 handout was also presented to the Board. (Handout on file in the Administrator's Office)

COMMISSIONER WARRANTS

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

COMMISSIONER WARRANTS

DATED 06/19/2020

APPROVED 06/16/2020

(See Next Page)

<u>Vendor Name</u>	<u>Amount</u>
A RIFKIN CO	2,393.48
Acme Tools - Grand Forks	3,922.39
Ameripride Linen & Apparel Service	2,137.30
Architectural Resources Inc	8,246.25
Beltrami Industrial Services	33,454.54
Berhow Sodding Llc	2,380.00
Church & Dwight Co Inc	9,727.87
Crookston Collision Center LLC	2,893.59
Crookston Fuel Company	2,277.66
Crookston Paint & Glass	2,892.00
Election Systems & Software Inc	9,730.30
ENNIS PAINT INC	21,040.00
Jemco Incorporated	3,407.92
Jsb Engineered Solutions	2,487.50
Kustom Kollision LLC	4,968.28
Lenes Sand & Gravel Inc	3,225.00
Mayo Manufacturing Co	4,836.65
Pemberton Law PLLP	11,337.15
Polk County Highway Department	11,641.61
Potters Industries Inc	15,224.00
Powerphone Inc	3,103.00
Pribula/Victoria	3,150.00
Pro West & Associates Inc	5,158.99
Productivity Plus Account	15,510.69
Road Machinery and Supplies Co.	10,145.57
Setco	3,348.85
Sterling Carpet One	12,470.40
The Thirteen Towns	2,156.40
Todd's Tire Service Inc	2,451.93
True North Steel	23,937.32
Uline	2,313.92
US Bank Voyager Fleet Sys	3,010.39
Wenck Associates Inc	5,138.73
Wenck Associates Inc	2,402.60
Widseth Smith Nolting & Assoc	5,590.00
210 Payments less than 2000	101,751.82
Final Total:	359,864.10

With no further business the Board adjourned to reconvene at 6:00 p.m., for the Board of Review meeting at the Polk County Transfer Station. The regular scheduled Board meeting will reconvene at 8:00 o'clock a.m., June 23, 2020.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board