

JUNE 23, 2020
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., June 23, 2020 at Environmental Services, 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 Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the June 23, 2020 agenda.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the June 23, 2020 Consent Agenda:

1. Approve the June 16, 2020 Board minutes.
2. Approve payment to Outlet Recreation.Com, Clearwater, MN in the amount of \$27,204.00 for an incident command trailer for the Sheriff's Office.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth discussion regarding a potential land sale to DNR in the Fertile area. He feels the owner has made appropriate attempts to sell privately and will have zero impact on the tax revenue. He also attended the Northwestern Mental Health Center meeting where the focus was on finances. Discussion was also brought forth regarding the removal of Polk County representation from the Northwestern Mental Health Center Board, Administrator Whiting was asked to facilitate. Commissioner Jacobson also brought forth discussion about a call received from a taxpayer regarding a gravel pit and a potential drainage issue.
2. Commissioner Strandell brought forth that he participated in the Polk County Building Committee meeting where the committee was assured that the Northwestern Mental Health Center space would be complete by July 1, 2020. Delays have already occurred. He also participated in the Tri-County Community Corrections Personnel Committee meeting where the Employee Handbook was finalized.
3. Commissioner Willhite brought forth that he attended the Polk County Building Committee meeting. In addition, he participated in a LARL meeting where the focus was the 2021 budget where there is a 2.6% increase proposed for the Polk County share of funding. The COVID-19 impact was the furlough of four employees as a cost savings measure. Commissioner Willhite also brought forth discussion of the completed East Shore parking and a significant number of complaints posted on social media.
4. Commissioner Lee brought forth that she attended the East Polk County Soil and Water Conservation District meeting. They recently had to return approximately \$4,000 to BWSR as unused grant funds. In addition, the 2020 Tree Program registered a loss of about \$900.00. Commissioner Lee also participated in an AMC Board of Directors meeting in addition to a SCHSAC meeting

5. Commissioner Diedrich brought that he attended the Northwestern Mental Health Center Board meeting.

SHERIFF

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

1. **Resolution (2020-56) 2020 State of MN Boat and Water Operations Grant**

2020 State of Minnesota Boat and Water Operations Grant
RESOLUTION (2020-56)

The following resolution (2020-56) was offered by Commissioner Jacobson:

WHEREAS, Polk County Sheriff's Office would like to enter into Agreement with State of Minnesota and accept the 2020 Annual County Boat & Water Grant; and;

WHEREAS, Polk County Sheriff's Office wishes to have the County Board formally accept the 2020 State of Minnesota Annual Boat & Water Grant in the amount of \$6,003.00.

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

1. The Polk County Sheriff's Office applied for 2020 State of Minnesota Annual Boat & Water Safety Grant Agreement for \$6,003.00 for the dates of January 1, 2020 through June 30, 2021. Polk County Sheriff's Office would like the Commissioners to accept entering into Grant Agreement with the State of Minnesota.

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. **Approve/Signature the 2020 State of Minnesota Annual County Boat & Water Safety Grant Agreement**

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve and sign the 2020 State of Minnesota Annual County Boat and Water Safety Grant Agreement as presented to the Board. (Agreement on file in the Administrator's Office)

3. **Monthly Sheriff Reports**

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

4. **Resolution (2020-57) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Dick & Audrey Hebert, Mesa, AZ**

Resolution Accepting Financial Donations On Behalf Of Polk
County Sheriff's Office From Dick & Audrey Hebert, Mesa, AZ
RESOLUTION (2020-57)

The following resolution (2020-57) was offered by Commissioner Diedrich:

WHEREAS, Dick and Audrey Hebert of Mesa Arizona have made a financial donation of \$2,000.00 to support the Polk County Sheriff's Office 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 a Speed Trailer.

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

1. The Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office hereby accepts the financial donations from Dick and Audrey Hebert, which is listed above.

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

5. Resolution (2020-58) Accepting Financial Donation On Behalf Of Polk County Sheriff's Office From American Crystal Sugar Company

Resolution Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From American Crystal Sugar Company
RESOLUTION (2020-58)

The following resolution (2020-58) was offered by Commissioner Lee:

WHEREAS, American Crystal Sugar Company made a financial donation of \$1,000.00 to support the Polk County Emergency Management Office in Polk County; and

WHEREAS, Polk County Emergency Management Office, wishes to have the County Board formally accept these financial donations on behalf of Polk County Emergency Management Office and put towards Personal Protective Equipment or Safety Equipment.

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

1. The donation from American Crystal Sugar Company, which is listed above, is hereby accepted by the Polk County Board of Commissioners on behalf of the Polk County Emergency Management Office.

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

PLANNING AND ZONING

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

1. Award Septic Grant Loan Fix-Up Projects:

a. Carol Aaland – Rosebud Township

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award a Low-Income Septic Fix-Up Grant to Carol Aaland to upgrade their failing septic system and to award the bid to Dick's Backhoe Service, Wade Delage L#2495, who was the low bidder in the amount of \$10,645.00 and will be installing the septic system.

b. Hazel Trogstad – Queen Township

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to award a Low-Income Septic Fix-Up Grant to Hanzel Trogstad to upgrade her failing septic system and to award the bid to Sherman's Backhoe Service, Ryan Sherman L#3371 who was the low bidder in the amount of \$6,951.75 and will be installing the septic system.

c. Jeremiah & Jamie Wishard – GrovePark Tilden Township

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award a Low-Income Septic Fix-Up Grant to Jeremiah & Jamie Wishard to upgrade their failing septic system and to award the bid to Sherman's Backhoe, Ryan Sherman L#3371 who was the low bidder in the amount of \$9,169.75 and will be installing the septic system.

d. Marland & Cheryl Rue – Queen Township

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award a Low-Income Septic Fix-Up Grant to Marland & Cheryl Rue to upgrade their failing septic system and to award the bid to Sherman's Backhoe Service, Ryan Sherman L#3371 who was the low bidder in the amount of \$11,164.70 and will be installing the septic system.

e. Wendy Smeby – Knute Township

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award a Low-Income Septic Fix-Up Grant to Wendy Smeby to upgrade their failing septic system and to award the bid to Hedlund Backhoe Service, Shawn Hedlund L#2970 who was the low bidder in the amount of \$10,000.00 and will installing the septic system.

f. Ben & Tiffany Walsvik – Roome Township

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award a Loan Septic Fix-Up Grant to Ben & Tiffany Walsvik to upgrade their failing system and to award the bid to Olson & Sons Backhoe Service, Tim Olson L#1620 who was the low bidder in the amount of \$12,300.00 and will be installing the septic system.

g. Paul & Amber Kazmierczak – GrovePark Tilden Township

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award a Loan Septic Fix-Up Grant to Paul & Amber Kazmierczak to upgrade their failing system and to

award the bid to Hedlund Backhoe Service, Shawn Hedlund L#2970 who was the low bidder in the amount of \$19,409.00 and will be installing the septic system.

HISTORICAL SOCIETY

Anne Muir, Polk County Historical Society President, and former President Gerald Amiot came before the Board with matters pertaining to the Historical Society:

1. 2021 Annual Appropriation Request - \$20,000

Discussion was held with the Board regarding the 2021 Polk County Historical Society annual appropriation request in the amount of \$20,000.00.

2. Historical Society Board of Directors Listing

The Historical Society Board of Directors listing was presented to the Board. (Listing on file in the Administrator's Office)

3. May 2020 Proposed Budget to Actual Report

The 2020 Proposed Budget to Actual Report for the Polk County Historical Society was discussed and presented to the Board. (Report 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 Disposition of Property

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to move forward with the disposition of one 2008 Chevrolet Trail Blazer, VIN: 1GNDDT13S882160338.

ADMINISTRATION

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

1. 20201 Budget Discussion

A follow-up discussion from the June 16, 2020 Board meeting 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)

PUBLIC HEALTH

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

1. Health Promotion – Recommend Increase In Cost For Tuberculin Skin Test

The cost of the testing supplies has increased over time and the current charge of \$10.00 barely covers the cost of one test and does not account for the nurse time/travel. A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve to increase the cost of the Tuberculin Skin Test from \$10.00 to \$30.00 starting July 1, 2020.

2. COVID-19 Discussion

Discussion was held with the Board regarding the COVID-19 virus.

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the revised June 23, 2020 agenda adding Richard Sanders, Polk County Highway Engineer.

***HIGHWAY**

Richard Sanders, County Engineer came before the Board with safety matters concerning the new parking on the East Shore on Maple Lake.

ENVIRONMENTAL SERVICES

Jon Steiner, Environmental Services Director came before the Board with matters pertaining to his department:

1. CY 2021 Tip Fee

Discussion was held with the Board regarding the CY 2021 Tip Fees for the Resource Recovery Facility and the Landfill. A handout was also presented to the Board pertaining to Annual Revenue Projections-Polk County Solid Waste-2020 vs 2021. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve setting the CY 2021 tip fee for Mixed Solid Waste at \$75.00/ton for the RRF and LF. (Handout on file in the Administrator’s Office)

2. CY 2021 Solid Waste Fee Assessment Schedule

Discussion was held with the Board regarding the CY 2021 Solid Waste Fee Assessment. Handouts were also presented to the Board pertaining to the Proposed CY 2021 Solid Waste Assessment and the Proposed CY 2021 Assessment Schedule.

CY 2020 Solid Waste Fee Abatement

Policy discussion was held with the Board regarding the response to the COVID-19 Pandemic impact on some non-residential sectors of the economy. The response to the COVID-19 Pandemic has created situations which qualify some sectors of non-residential assessment for abatement consideration or partial abatement. Because the Pandemic response was unilateral across some of these sectors, consideration of unilateral response for those sectors could be considered in lieu of individual request for abatement. A handout was also presented to the Board regarding a Pandemic Relief Option. (Handout on file in the Administrator’s Office)

With no further business the Board adjourned to reconvene at 8:00 a.m., July 7, 2020.

Gary Willhite, Chair

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