

**AUGUST 3, 2021**  
**BOARD MINUTES**

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., August 3, 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 Whiting, Polk County Administrator. Other present Michelle Cote, Deputy Clerk of the Board.

**AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the August 3, 2021, agenda.

**CONSENT ITEMS**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the August 3, 2021, consent items:

1. Approve the July 6, 2021, Board minutes.
2. Approve Auditor Warrants.
3. Resolution (2021-63) Resolution Accepting Financial Grant On Behalf Of Polk County Sheriff's Office From Nancy Cournia

**Resolution Accepting Financial Grant On Behalf Of Polk  
County Sheriff's Office From Nancy Cournia**

**RESOLUTION (2021-63)**

The following resolution (2021-63) was offered by Commissioner Strandell:

WHEREAS, Polk County Sheriff's Office received \$100.00 donation from Nancy Cournia, Crookston, MN to support the Polk County Sheriff's Office, Critical Incident Stress Management Team; and

WHEREAS, Polk County Sheriff's Office Critical Incident Stress Management Team, which is part of the Polk County Sheriff's Office, wishes to have the County Board formally accept this financial donation on behalf of Polk County Sheriff's Office.

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

1. The financial donation from Nancy Cournia which is listed above, is hereby accepted by the Polk County Board of Commissioners on behalf of Polk County Sheriff's Office to be used for Critical Incident Stress Management Team.

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

### **COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he participated in the Tri-County Community Corrections Personnel Committee meeting where the focus was employee retention.
2. Commissioner Lee brought forth that she attended the Pine to Prairie Drug Task Force meeting.
3. Commissioner Jacobson brought forth that he attended no meetings since the prior Board meeting.
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 but brought forth discussion regarding the intersection of County Road 21 and Highway 75.

### **PLANNING AND ZONING**

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

#### **1. Aquatic Invasive Species Project Request – ULSID**

Discussion along with handouts were received regarding Union Lake Sarah Improvement District applying for funding from the Polk County Aquatic Invasive Species (AIS) Taskforce to apply herbicide to treat Eurasian Watermilfoil on Union Lake. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to follow the recommendations of the Polk County AIS Taskforce and award special project funding to Union Lake Sarah Improvement District in the amount of \$8,875.00 for the chemical application of 2,4D liquid herbicide to help control the Eurasian Watermilfoil on Union Lake and cover the 2021 Aquatic survey of Union and Lake Sarah expenses. (Handouts on file in the Administrator's Office)

#### **2. Re-Award Septic Grants Fix-Up Project Teneille Torgerson**

Due to the original contractor Darren Lindgren being unable to fulfill his bid of \$6,050.00 we are proposing to amend the bid from Ryan Sherman. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to award a Low-Income Septic Fix-Up Grant to Teneille Torgerson to upgrade the failing septic system and to award the bid to Ryan's Backhoe Service, LLC, Ryan Sherman L#3371, at the amended bid price of \$6,553.00 and will be installing the septic system.

#### **3. Award Loan Program Septic Fix-Up Project Margie & Rory Simonson**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award a Loan Septic Fix-Up to Margie & Rory Simonson to upgrade their failing septic system and to award the bid to Olson & Sons Backhoe Service, Tim Olson L#1620, who was the low bidder in the amount of \$11,200.00 and will be installing the septic system.

**4. Award Loan Program Septic Fix-Up Project Roger Holcomb**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to award a Loan Septic Fix-Up to Roger Holcomb to upgrade their failing septic system and to award the bid to Ryan's Backhoe Service LLC, Ryan Sherman L#3371, who was the low bidder in the amount of \$9,653.03 and will be installing the septic system.

**5. ARP Funding For SSTS Fix-Ups**

Discussion was held with the Board regarding coming up with a means to fund Septic Fix-Ups through the ARP funding source. The goal is to fix as many septic systems as possible to not have re-occurring septic systems for next year's Low-Income Fix-Up Program. A handout was presented to the Board regarding the various ARP projects. No action was taken. (Handout on file in the Administrator's Office)

**FACILITIES**

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

**1. Tri-Valley Opportunity Council Lease**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Office Space Lease between the County of Polk and Tri-Valley Opportunity Council, Inc., for a term to start on August 1, 2021, and expire on December 31, 2025, with an additional year in 2026 subject to negotiable agreement. (Lease on file in the Administrator's Office)

**PUBLIC DITCH HEARING – COUNTY DITCH NO. 130**

**1. Open Public Hearing**

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to open the Public Hearing at 9:10 a.m., for County Ditch No. 130.

**2. Purpose of the Hearing** – Richard Sanders, Ditch Engineer.

**3. Record of Notice Requirements** – Michelle Cote – Director of Property Records. Published the weeks of July 12, 2021, July 19, 2021 and July 26, 2021. Mailing to all landowners within benefitted area of County Ditch 130.

**4. General Presentation.** – Richard Sanders, Ditch Engineer.

**5. Public Comments and Questions.** Christian Kiel and LeRoy Reitmeier were present.

**6. Close Public Hearing**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to close the Public Hearing at 9:17a.m., for County Ditch No. 130.

**7. Consideration Regarding the Partial Abandonment of Branch 1 County Ditch No. 130**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve partial abandonment of Branch 1 County Ditch No. 130. Starting at County Ditch No. 130 near the NW Corner, Section 6, T148N, R46W thence South 3,430 feet and there terminating.

## **PUBLIC DITCH HEARING – COUNTY DITCH NO. 64**

### **1. Open Public Hearing**

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to open the Public Hearing at 9:20 a.m., for County Ditch No. 64.

### **2. Purpose of the Hearing** – Richard Sanders, Ditch Engineer.

### **3. Record of Notice Requirements** – Michelle Cote – Director of Property Records. Published the weeks of July 12, 2021, July 19, 2021 and July 26, 2021. Mailing to all landowners within benefitted area of County Ditch 64.

### **4. General Presentation.** – Richard Sanders, Ditch Engineer.

### **5. Public Comments and Questions.** No public was present.

### **6. Close Public Hearing**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to close the Public Hearing at 9:27 a.m., for County Ditch No. 64.

### **7. Consideration Regarding the Partial Abandonment of Branch 1 County Ditch No. 64**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve partial abandonment of Branch 1 County Ditch No. 64. Starting at County Ditch No. 64 near the SE Corner, Section 13, T149 N, R 47 W, thence Northwest along the Minnesota Northern Railroad Tracks to the ½ mile line then North to approximately 120 feet south of the Section Line between Section 12/13, T149 N, R 47W and there terminating.

## **MIS**

Evan Bruggeman, MIS Director came before the Board with matters pertaining to his department:

### **1. Approval of County Wireless Infrastructure Upgrade**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Morris Electronics, Morris, MN quote in the amount of \$70,055.92 for the purchase to replace current County Wireless Infrastructure with upgraded software and hardware.

## **FINANCE**

Ron Denison, Finance Director came before the Board with matters pertaining to his department:

### **1. Cash & Budget Reports**

Discussion along with handouts pertaining to Polk County Budget to Actual Comparison as of June 30, 2021, Report and the Second Quarter Comparisons 2017-2018-2019-2020-2021 Report was presented to the Board. (Reports on file in the Administrator's Office)

## **\*REVISED AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised August 3, 2021, agenda adding No. 2 under Environmental Services.

## **ENVIRONMENTAL SERVICES**

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

### **1. Purchase Landfill UTV**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the purchase of two (2) Gator XUV-835M Utility Vehicles (UTV's) for the Landfill from True North Equipment, Grand Forks, ND in the amount of \$23,116.28 per unit (\$46,232.56 total).

### **2. \*Surplus Equipment**

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the sale of surplus property as presented.

## **PROPERTY RECORDS**

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

### **1. 2020 TIF Reports – City of Fosston**

Discussion along with handouts were presented to the Board regarding 2020 Tax Increment Financing (TIF) for the City of Fosston. (Handouts on file in the Administrator's Office)

## **ADMINISTRATION**

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

### **1. Consideration for Refinancing 2014 Jail Bonds**

Discussion was held with the Board regarding the consideration for refinancing the 2014 Jail Bonds. The County's fiscal advisor PFM has noted approximately \$120,000.00 in interest savings for the remaining four years of the 2014 Jail Bonds. Handouts were also presented to the Board regarding the schedule for the final four years of bond payments and the estimated savings with refinancing. It was the consensus of the Board to begin the process for refinancing the 2014 Jail Bonds. (Handouts on file in the Administrator's Office)

### **2. American Relief Program Status**

The status of the American Relief Program was discussed with the Board.

### **3. 2022 Budget Status**

The status of the 2022 budget was discussed with the Board.

## **AUDITOR WARRANTS**

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

AUDITOR WARRANTS 07/06/2021

<u>Vendor Name</u>	<u>Amount</u>
Davidson Construction	449,494.68
Donarski Brothers Inc	33,593.00
KAMCO Inc	78,517.50
Marshall Polk Rural Water Sys	7,682.70
School District 2176 Treas	4,625.96
School District 2609 Treas	5,825.65
School District 592 Treas	3,011.29
School District 593 Treas	12,695.91
School District 595 Treas	14,114.20
School District 599 Treas	5,721.48
School District 600 Treas	4,375.64
School District 601 Treas	3,675.41
13 Payments less than 2000	4,221.32
<b>Final Total:</b>	<b>627,554.74</b>

AUDITOR WARRANTS 07/06/2021

<u>Vendor Name</u>	<u>Amount</u>
State of Minnesota	10,000.00
<b>Final Total:</b>	<b>10,000.00</b>

AUDITOR WARRANTS 07/13/2021

<u>Vendor Name</u>	<u>Amount</u>
Agassiz Asphalt LLC	157,690.50
City of McIntosh	5,436.10
East Polk Soil & Water	9,521.00
ENTERPRISE FM TRUST	20,409.34
Fertile Oil Company	15,473.88
Garden Valley Technologies	2,364.39
Great Plains Natural Gas Co	3,128.61
GreatAmerica Financial Services	9,958.16
Halstad Telephone Co	9,543.62
Lenes Sand & Gravel Inc	27,352.45
Lepier Oil Company Inc	8,205.95
Northdale Oil Inc	2,000.97
Northside Express	7,834.83
Ottetail Power Co	32,305.59
Tri County Community Corr	1,373,069.75
West Polk Soil & Water	9,521.00
Wild Rice Elec Co- Op Inc	3,406.92
24 Payments less than 2000	11,010.29
<b>Final Total:</b>	<b>1,708,233.35</b>

AUDITOR WARRANTS 07/20/2021

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
BELTRAMI COUNTY SOLID WASTE	2,517.83
Crookston Water Department	4,404.22
ENTERPRISE FM TRUST	12,350.76
Fosston Municipal Utilities	51,743.65
Hardwick P.C./Brian T	3,091.85
Kinetic Leasing	2,797.85
Kronos SaaS Inc	3,625.84
Lake Agassiz Regional Library	70,142.50
Lenes Sand & Gravel Inc	6,796.05
Mn State Treasury	10,382.00
Norman County Public Health	11,160.48
Polk County	89,655.10
Polk County Administrator	6,636.50
Polk County Public Health	24,497.28
Robert R Schroeder Const Inc	373,578.48
Sather Law Office Ltd	2,810.15
Verizon Wireless	5,137.36
Wm D Scepaniak Inc	334,987.83
33 Payments less than 2000	18,610.00
<b>Final Total:</b>	<b>1,037,578.73</b>

AUDITOR WARRANTS 07/27/2021

<u>Vendor Name</u>	<u>Amount</u>
Davidson Construction	1,054,286.97
Knife River Materials	169,537.95
Middle- Snake- Tamarac Rivers Wtrshd Di	5,508.50
Norman County Public Health	8,473.77
Northland Human Resource Consultants	4,731.25
Polk County Public Health	18,506.73
Red Lake Watershed District	5,370.50
Sand Hill River W S District	4,109.50
University Of North Dakota	6,250.28
15 Payments less than 2000	4,721.85
<b>Final Total:</b>	<b>1,281,497.30</b>

MANUAL WARRANTS 07/06/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	5,672.52
<b>Final Total:</b>	<b>5,672.52</b>

MANUAL WARRANTS 07/06/2021



<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	176,603.80
Minnesota Revenue	30,316.11
Final Total:	206,919.91
<b>MANUAL WARRANTS 07/12/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,254.39
Final Total:	3,254.39
<b>MANUAL WARRANTS 07/19/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,916.33
Final Total:	2,916.33
<b>MANUAL WARRANTS 07/19/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	3,869.00
Final Total:	3,869.00
<b>MANUAL WARRANTS 07/19/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,888.00
Minnesota Revenue	1,744.20
Mn Dept Of Revenue	600.00
Mn Dept Of Revenue	797.00
Final Total:	8,029.20
<b>MANUAL WARRANTS 07/19/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	297,145.00
Final Total:	297,145.00
<b>MANUAL WARRANTS 07/19/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	105.00
Final Total:	105.00
<b>MANUAL WARRANTS 07/23/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	133,414.25
Final Total:	133,414.25
<b>MANUAL WARRANTS 07/23/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	379.08
Final Total:	379.08
<b>MANUAL WARRANTS 07/23/2021</b>	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	177,256.89
Minnesota Revenue	30,514.54
Final Total:	207,771.43



MANUAL WARRANTS 07/26/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,079.33
Final Total:	3,079.33

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., August 17, 2021.

\_\_\_\_\_  
Gerald Jacobson, Chair

ATTEST:

\_\_\_\_\_  
Charles S. Whiting, County Administrator  
Clerk of the Board