

**SEPTEMBER 1, 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., September 1, 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 Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the September 1, 2020 agenda.

**CONSENT AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the September 1, 2020 consent agenda:

1. Approve Auditor Warrants.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Jacobson brought forth that he attended no meetings since the prior Board meeting. He did receive several calls regarding signs targeted at Governor Walz. Discussion was brought forth regarding restoration of gravel pits.
2. Commissioner Strandell brought forth that he attended the Pine To Prairie Drug Task Force meeting. He also attended the Polk County Building Committee meeting which focused on the East Grand Forks Human Service Center.
3. Commissioner Willhite brought forth that he attended a Polk County Planning & Zoning Commission meeting.
4. Commissioner Lee brought forth that she participated in a Pine To Prairie Drug Task Force meeting. She also participated in the AMC Education Committee meeting. She received a resident call of concern regarding the grading of County Road 201. Discussion was brought forth regarding voting by absentee ballot.
5. Commissioner Diedrich brought that he attended a Tri-Valley Opportunity Council meeting where the focus was the 401k provider.

**LAKE AGASSIZ REGIONAL LIBRARY**

Liz Lynch, LARL Executive Director came before the Board with matters pertaining to the Lake Agassiz Regional Library:

**1. 2021 LARL Budget Request**

Discussion along with handouts pertaining to LARL 2021 budget information and Getting To Know Your Library were presented to the Board. (Handouts on file in the Administrator's Office)

**PLANNING AND ZONING**

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

**1. Resolution (2020-77) Conditional Use Permit For Amanda & Casey Holweger For Total Accessory Structure Over 2500 Sq.Ft. On A Parcel Less Than 5 Acres**

Resolution (2020-77) was offered by Commissioner Strandell seconded by Commissioner Diedrich and adopted upon the following vote: YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None. (See Resolution (2020-77) on file in the Administrator's Office.)

**2. Final Plat Approval Zavoral Addition Parcel No. 40.00137.00 and Parcel No. 40.00154.00**

Discussion along with handouts pertaining to the Final Plat/Zavoral Addition was presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Final Plat Zavoral Addition Parcel No. 40.00137.00 and Parcel No. 40.00154.00 with the conditions as listed in the handout presented. (Handout on file in the Administrator's Office)

**\*REVISED AGENDA**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the revised September 1, 2020 agenda adding No. 2 and No. 3 under Highway.

**HIGHWAY**

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

**1. County Ditch 55 Tile Replacement**

Drain Tile on County Ditch 55 collapsed as part of the 2019 flood. Quotes have been received for labor and equipment to install pipes, aprons and riprap. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the quote from Gladden Construction, LaPorte, MN in the amount of \$75,080.00 for labor and equipment for installation of the pipes, aprons and riprap on County Ditch 55.

**2. \*Repair of CSAH 20**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell to provide labor and equipment to replace 84" culvert on CSAH 20 and allow Knife River, Bemidji, MN to do the repair in the amount of \$45,240.00.

**3. \*\*Lengby Pit, Mahnomen County Forestry Contract**

Discussion was brought forth regarding the development, administration, inspection and summarization of timber sale on Polk County property located on S1/2NE1/4 03-146-39 (Parcel 07-033-1200) (Lengby Pit) Mahnomen County. A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to enter into a Contract for Forest Resource Management Services with Northern Forestry Inc., Bemidji, MN and authorize the County Engineer to sign the Contract for the development, administration, inspection and summarization of timber sale on Polk County property located in the S1/2NE1/4 03-146-39 (Parcel 07-033-1200) (Lengby Pit) Mahnomen County.

**PROPERTY RECORDS**

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

**1. Temporary Easement To Construct For Government Entities**

Discussion along with the Temporary Permit and map were presented to the Board. A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the Polk County Chair and the Polk County Administrator to sign the Temporary Permit to Construct for Government Entities for Parcel No. 87.00570.01 in the City of Fosston. (Permit and map on file in the Administrator’s Office)

**ADMINISTRATION**

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

**1. Approval To Fill Clerk Typist Cashier III Vacancy – Attorney’s Office**

Due to a resignation of a Clerk Typist Cashier III position in the Polk County Attorney’s Office a motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the process of hiring a new Clerk Typist Cashier III position.

**2. 2021 Budget Status**

The status of the 2021 budget was discussed with the Board.

**3. CARES Funds Status**

The CARES Funds status was discussed with the Board.

**AUDITOR WARRANTS**

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

AUDITOR WARRANTS 08/04/2020

<u>Vendor Name</u>	<u>Amount</u>
Davidson Construction	31,480.15
Johnson Controls Fire Protection LP	5,084.00
Knife River Materials	16,449.08
Kronos SaaShr Inc	3,554.46
Palmer Masonry & Concrete	11,583.60
Polk County	82,757.55
RDO Equipment Company	240,590.00
8 Payments less than 2000	3,877.63
<b>Final Total:</b>	<b>395,376.47</b>

AUDITOR WARRANTS 08/11/2020

<u>Vendor Name</u>	<u>Amount</u>
Becker County Human Services	41,354.61
BELTRAMI COUNTY SOLID WASTE	2,369.44
City of McIntosh	5,436.10
Clay County Public Health	22,013.20
Cole Papers Inc	11,281.92
Dick's Backhoe Service	10,645.00
ENTERPRISE FM TRUST	7,798.24
Fosston Municipal Utilities	44,337.72
Halstad Telephone Co	9,543.70
Lenes Sand & Gravel Inc	26,408.93
Norman County Public Health	19,276.12
Northside Express	6,690.83
Ottertail Power Co	34,713.23
Ottertail Public Health	41,784.17
Polk County Environmental Services	2,274.07
Polk County Public Health	12,916.32
Wild Rice Elec Co- Op Inc	3,829.25
22 Payments less than 2000	9,989.38
<b>Final Total:</b>	<b>312,662.23</b>

AUDITOR WARRANTS 08/18/2020

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	2,765.96
Cole Papers Inc	6,345.15
Crookston Water Department	3,198.19
ENTERPRISE FM TRUST	3,263.29
Fischer Rust, Stock & Rust, PLLC	3,952.50
Fosston Municipal Utilities	43,503.41
Garden Valley Technologies	2,924.26
GreatAmerica Financial Services	9,825.32
Knife River Materials	449,116.68
Kronos SaaShr Inc	7,043.56
Mn State Treasury	9,888.00
Norman County Public Health	25,119.65
Polk County Public Health	71,607.79
Reynolds Harbott Knutson & Larson PLLC	4,900.65
Sather Law Office Ltd	4,981.55
Verizon Wireless	4,915.42
18 Payments less than 2000	5,950.72
<b>Final Total:</b>	<b>659,302.10</b>

AUDITOR WARRANTS 08/25/2020

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Anderson Brothers Construction	181,888.28
ENTERPRISE FM TRUST	3,185.83
Ferfuson Brothers Excavating Inc	57,190.00
Gladen Construction Inc	18,816.51
Istate Truck Center	116,522.00
Johnson Controls Fire Protection LP	5,197.03
Knife River Materials	616,584.90
Norman County Public Health	16,975.23
Northwestern Mental Health Center	10,594.00
Polk County Administrator	3,696.00
Polk County Public Health	19,366.20
Wm D Scepaniak Inc	413,797.92
14 Payments less than 2000	6,824.35
<b>Final Total:</b>	<b>1,473,291.25</b>

MANUAL WARRANTS 08/04/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,715.08
<b>Final Total:</b>	<b>1,715.08</b>

MANUAL WARRANTS 08/07/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	167,585.18
Minnesota Revenue	28,744.98
<b>Final Total:</b>	<b>196,330.16</b>

MANUAL WARRANTS 08/10/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,658.19
<b>Final Total:</b>	<b>2,658.19</b>

MANUAL WARRANTS 08/17/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	977.81
<b>Final Total:</b>	<b>977.81</b>

MANUAL WARRANTS 08/18/2020

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	753.00
<b>Final Total:</b>	<b>753.00</b>

MANUAL WARRANTS 08/18/2020

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	5,060.00
Minnesota Revenue	1,116.63
Mn Dept Of Rev Tax Division	112,395.71
Mn Dept Of Revenue	1,178.00
Mn Dept Of Revenue	295.00
<b>Final Total:</b>	<b>120,045.34</b>

MANUAL WARRANTS 08/18/2020

<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	262,265.50
<b>Final Total:</b>	<b>262,265.50</b>

MANUAL WARRANTS 08/21/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	168,215.05
Minnesota Revenue	28,762.66
<b>Final Total:</b>	<b>196,977.71</b>

MANUAL WARRANTS 08/25/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,293.22
<b>Final Total:</b>	<b>1,293.22</b>

With no further business, the Board adjourned to reconvene at 9:30 a.m., September 15, 2020.

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Gary Willhite, Chair

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