

APRIL 6, 2021
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in session at 8:00 o'clock a.m., April 6, 2021 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gary Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Commissioner Gerald Jacobson was absent. Other present Valerie Bjerk, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the April 6, 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 April 6, 2021 consent items:

1. Approve Auditor Warrants.
2. Approve the February 16, February 23, March 2, and March 16, 2021 Board minutes.
3. Approve payment to LSQ Funding Group, LC, Atlanta, GA in the amount of \$2,445.18 for Prisoner Conveyance for the Sheriff's Office.
4. Approve payment to Johnson Controls Fire Protection LP, Palatine, IL in the amount of \$13,835.31 for camera equipment for the Sheriff's Office.

COUNTY BOARD MEMBERS ISSUE FORUM

1. A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to appoint Commissioner Strandell as an Alternate Commissioner for the Final Ditch Hearing for the Red Lake Watershed Polk County Judicial Ditch No. 72 and State Ditch No. 61 for April 6, 2021.
2. Review of Capital Projects and Congressional Earmarking was discussed with the Board with Richard Sanders, Polk County Highway Engineer.
3. Commissioner Strandell brought forth discussion regarding MPO and Intercity bridges.
4. Commissioner Lee brought forth discussion regarding the NACo Conference. She also discussed Enbridge tax support and the monthly report. The State Community Health Services Advisory Committee (SCHSAC) Executive Committee meeting was attended with discussion pertaining to funding. She also attended a meeting at Brooks Community Center where various representatives were present and voting was discussed. She also had received phone calls pertaining to Polk County phone numbers not being published in various phone books.
5. Commissioner Willhite brought forth that he attended a Lake Agassiz Regional Library meeting where funding, new members and the financial report were discussed.
6. Commissioner Holy brought forth that he attended a City Council meet and greet meeting. He also had a plant discussion with Trent Johnson of Simplot.

SHERIFF

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

1. Deputy Patrol Replacement Request

Due to a retirement a motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to refill a Deputy Patrol position.

2. Resolution (2021-33) Proclamation National Public Safety Telecommunications Appreciation Week

RESOLUTION (2021-33)

Proclamation

Recognizing April 11-17, 2021 As National Public Safety Telecommunications Appreciation Week

The following resolution (2021-33) was offered by Commissioner Holy:

WHEREAS, Emergencies can occur at any time that require law enforcement, fire or emergency medical services; and,

WHEREAS, When an emergency occurs the prompt response of law enforcement officers, firefighters and emergency medical service providers is critical to the protection of life and preservation of property; and,

WHEREAS, The safety of our law enforcement officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Polk County Sheriff's Office Dispatch Center; and,

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

WHEREAS, Public Safety Telecommunicators are the single vital link for our law enforcement officers and firefighters by monitoring their activities by radio, providing them information, and ensuring their safety; and,

WHEREAS, Public Safety Telecommunicators of the Polk County Sheriff's Office have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

WHEREAS, Each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioner's declares the week of April 11 through 17, 2021 to be National Public Safety

Telecommunicators Week in Polk County, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

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

HIGHWAY

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

1. Resolution (2021-31) Retirement of Jeffrey Jorgens from the Polk County Highway Department

**RESOLUTION (2021-31)
Retirement Of Jeffrey Jorgens
From The Polk County Highway Department**

The following resolution (2021-31) was offered by Commissioner Willhite:

WHEREAS, Jeffrey Jorgens will officially retire as Maintenance Man of the Polk County Highway Department, effective April 29th, 2021, and

WHEREAS, Jeffrey has faithfully and diligently served the residents of Polk County for the past 12 years.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners does hereby accept the retirement of Jeffrey Jorgens from the Polk County Highway Department 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 Holy seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Holy, Strandell, Lee and Willhite. NAYS: None.

2. Polk County Euclid Township Agency Agreement

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Polk County Euclid Township Agency Agreement as presented to the Board. (Agreement on file in the Administrator's Office)

3. SAP 060-606-027

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to award SAP 060-606-027 etc. (Polk County CSAH 6, Polk County CSAH 27, Red Lake County CSAH 6, Clearwater County

CSAH 44, City of Fosston) to Knife River Materials-Northern Minnesota in the amount of \$3,804,314.49 and have the Polk County Chair and Polk County Administrator sign the contracts.

TAXPAYER

Ron Larson, Polk County Taxpayer came before the Board and discussed concerns with the Board and Richard Sanders, Polk County Highway Engineer regarding County Road No. 60.

PLANNING AND ZONING

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

- 1. Resolution (2021-32) Conditional Use Permit for M.R. Skaug Farm, Inc. For A Grain Leg & Tower Support Over 100' In Height**
Resolution (2021-32) was offered by Commissioner Holy seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Holy, Strandell, Lee and Willhite. NAYS: None. (See Resolution (2021-32) on file in the Administrator's Office)
- 2. Resolution (2021-34) Conditional Use Permit For William Bontrager To Operate A Sawmill/Home Based Business**
Resolution (2021-34) was offered by Commissioner Willhite seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Holy, Strandell, Lee and Willhite. NAYS: None. (See Resolution (2021-34) on file in the Administrator's Office)
- 3. Resolution (2021-35) Rezone for Chad & Stacey Lian Commercial to Agricultural Zoning District**

RESOLUTION (2021-35) **Rezone for Chad & Stacey Lian** **Commercial to Agricultural Zoning District**

The following resolution (2021-35) was offered by Commissioner Willhite:

WHEREAS, Polk County Zoning Ordinance, Section 10 and 18.2110 allows rezoning of land from Commercial to Agricultural; and

WHEREAS, Chad & Stacey Lian wish to Re-zone a parcel of land they own and is described as: Lot Three (3), Block One (1) Foy's Subdivision, parcel 74.00954.00, and:

WHEREAS, Chad & Stacey Lian's plan meets all requirements of the Polk County Zoning Ordinance; and

WHEREAS, The Polk County Board of Commissioners find:

1. This property is located along Maple Inn Road SE on maple Lake in section 4 & 5 of Woodside Township.

2. The applicant purchased the parcels of land that was formerly the Inn at Maple Crossing to subdivide the land into parcels for residential development.
3. The prior landowners had operated the Hotel on the site for the past 40 years and the building was left in disrepair after years of inactivity. The Inn has been torn down and is no longer an active use on the site.
4. The applicant is proposing to rezone this property from the commercial zoning district to the agricultural zoning district with shoreland overly. Essentially removing the commercial district as there is no longer a commercial building present to the stie.
5. The proposed use of the property is to be residential single-family homes.
6. There are only residential properties surrounding this parcel, no other commercial properties are in the immediate vicinity.
7. There is still a large septic system located on the parcel that served the Inn at Maple Crossing and was installed in the mid 90's. At that time, the Mn Dept of Health signed off on septic systems serving commercial uses such as hotels and large service establishments. If any future structure is to be connected to the existing septic system, the septic would be required to pass a septic compliance inspection prior to the structure being connected to a new dwelling or temporary structure.
8. Only general questions have been received on the proposed request. Our Office has not received any negative feedback from this request.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners grants the rezoning application of Chad & Stacey Lian to rezone from Commercial to Agriculture with the following condition:

1. The existing septic system must pass a septic compliance inspection prior to any structure being connected to the septic system, including a camper or any other temporary dwelling.

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

4. Preliminary Plat – Golden Willow Estates (Parcels #04.00078.01, #04.00078.05, #04.00078.06)

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Preliminary Plat request of Duane Stroot to plat the proposed lots “Golden Willow Estates” (Parcels #04.00078.01, #04.00078.05, #04.00078.06) with Planning Commission condition(s) and additional condition to see a rendered drawing of additional lots as Phase Two of this Preliminary Plat, as requested by the Polk County Board of Commissioners.

5. Final Plat – Ridgewood Estates 2nd Addition Plat

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Final Plat for Ridgewood Estates 2nd Addition Plat (Parcel No. 28.00169.00)

SOCIAL SERVICES

Karen Warmack, Social Services Director came before the Board with matters pertaining to her department:

1. Social Worker Replacement Request

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to refill a Social Worker position, and to refill any internal subsequent position vacancies occurring because of this action.

ADMINISTRATION

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

1. Approval of Finance Director and Finance Officer Position Descriptions

Discussion along with job descriptions for a new Finance Director and the Finance Officer were presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Finance Director and Finance Officer position descriptions as proposed effective upon the hiring of a new Finance Director. (Job descriptions on file in the Administrator’s Office)

2. Sletten Township Public Waters Issue Update

An update was given to the Board regarding Sletten Township Public Water issues.

3. Review of Return-to-Work Policy

Discussion along with the Return-To-Work Policy handout was presented to the Board. The Governor recently ordered to slowly reopen work and gathering places. The Polk County employees have been presented the Return-to-Work Policy with the expectation to return to their work sites in May and June 2021. Discussion was also held with the Board regarding the different options/location of future Board meetings. It was suggested to continue the Board meetings at the Transfer Station, 320 Ingersoll, Avenue, Crookston, MN until further notice. (Return-to-Work Policy on file in the Administrator’s Office)

4. Request to Fill Vacancy - Transfer Station Operator Position

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize filling the open Transfer Station Operator position at the Polk County Transfer Station in Crookston, MN.

5. Enbridge Revaluation Court Cases Update

An update was given to the Board from Chuck Whiting, Polk County Administrator along with Mark Landsverk, Polk County Assessor regarding the Enbridge Revaluation Court Cases.

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:

<u>Vendor Name</u>	<u>Amount</u>
Cole Papers Inc	220.18
Display Industries	2,648.48
E- 911 Independent Emerg Svcs	100.00
EGF Water & Light Dept	1,108.41
ENTERPRISE FM TRUST	1,561.28
Fertile City	46.25
Fischer/James	260.00
Garden Valley Technologies	105.41
Great Plains Natural Gas Co	13,988.95
GreatAmerica Financial Services	9,958.16
Halstad Telephone Co	9,543.70
Hugo's #4	100.00
JT's Station	553.57
Lepier Oil Company Inc	2,536.65
Matthew Bender & Co, Inc	98.08
Mn State Law Library	300.00
Northdale Oil Inc	20,017.91
Northside Express	31.79
Ottertail Power Co	2,505.38
Pitney Bowes Global	301.50
Polk County IS Department	136.94
Postmaster	220.00
Powerplan OIB	5,610.00
Red Lake County Treasurer	21,979.89
Rinke Noonan	200.00
SHI International Corp	105,519.00
Thomson Reuters - West	1,461.00
Titus Maintenance	131,666.50
Vanguard Appraisals Inc	19,550.00
Wild Rice Elec Co- Op Inc	1,403.62
Xcel Energy	220.01
Final Total:	353,952.66

AUDITOR WARRANTS 03/16/2021

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	2,177.66
BELTRAMI COUNTY SOLID WASTE	2,648.48
Fosston Municipal Utilities	61,924.40
Garden Valley Technologies	5,475.28
Hardwick & Nelson Law PLLC	4,297.49
Mn State Treasury	7,884.50
Ottertail Power Co	18,039.63
Polk County Administrator	233,485.70
Trudeau Construction LLC/Ryan	3,201.87
Verizon Wireless	6,070.03
28 Payments less than 2000	14,659.32
Final Total:	359,864.36

AUDITOR WARRANTS 03/23/2021

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Bergstrom Electric Inc	6,800.00
Crookston Driftbusters	10,905.92
Crookston Water Department	3,952.16
ENTERPRISE FM TRUST	31,061.12
Fosston Municipal Utilities	2,446.55
Kronos SaaSr Inc	3,676.81
Lenes Sand & Gravel Inc	27,790.60
Lenes Sand & Gravel Inc	4,801.19
Mn State Auditor	21,610.00
Norman County Public Health	12,174.27
Ottertail Power Co	5,097.96
Polk County	91,200.75
Polk County Public Health	124,379.06
Sather Law Office Ltd	9,379.30
University Of North Dakota	6,250.28
18 Payments less than 2000	8,707.74
Final Total:	372,886.71

AUDITOR WARRANTS 03/30/2021

<u>Vendor Name</u>	<u>Amount</u>
East Polk Soil & Water	4,263.36
Hewlett Packard Financial Services Co	53,211.32
Intereum Inc	83,982.17
West Polk Soil & Water	4,263.36
10 Payments less than 2000	7,847.95
Final Total:	153,568.16

MANUAL WARRANTS 03/15/2021

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	5,177.85
Final Total:	5,177.85

MANUAL WARRANTS 03/19/2021

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	871.39
Final Total:	871.39
MANUAL WARRANTS 03/19/2021	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	68,052.42
Final Total:	68,052.42
MANUAL WARRANTS 03/19/2021	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	169,865.59
Minnesota Revenue	28,910.58
Final Total:	198,776.17
MANUAL WARRANTS 03/19/2021	
<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	312,619.00
Final Total:	312,619.00
MANUAL WARRANTS 03/19/2021	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	323.00
Final Total:	323.00
MANUAL WARRANTS 03/19/2021	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	3,332.00
Minnesota Revenue	357.11
Mn Dept Of Revenue	639.00
Mn Dept Of Revenue	42.00
Final Total:	4,370.11
MANUAL WARRANTS 03/22/2021	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,139.90
Final Total:	2,139.90
MANUAL WARRANTS 03/29/2021	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,821.28
Final Total:	1,821.28

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., April 20, 2021.

Joan Lee, Vice-Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

April 6, 2021