

POLK COUNTY BOARD

MEETING LOCATION:

**GOVERNMENT CENTER, 612 N. BROADWAY, CROOKSTON, MN
COUNTY BOARD ROOM #234A
AGENDA**

1. 8:00 A.M. Agenda And Meeting Materials

Documents:

[march 24 packet.pdf](#)

POLK COUNTY BOARD

MEETING LOCATION:
GOVERNMENT CENTER, 612 N. BROADWAY, CROOKSTON, MN
COUNTY BOARD ROOM #234A
AGENDA

MARCH 24, 2026

8:00 A.M. MEETING OPEN/CONVENE

CALL TO ORDER

PLEDGE ALLEGIANCE TO THE FLAG

REVIEWAL & APPROVAL OF THE AGENDA

CONSENT ITEMS

1. Approve the March 17, 2026, Board minutes.
2. Approve Resolution 2026-11 Accepting Financial Donations on Behalf of the Sheriff's Department

COUNTY BOARD MEMBERS' ISSUE FORUM

8:30 JON STEINER – ENVIRONMENTAL SERVICES DIRECTOR

1. MPCA Co-collected Organics & Compost Grant – Change Order #5
2. Request to Purchase Bomag Compactor – City of Fargo

8:50 VICTORIA RAMIREZ – SOCIAL SERVICES MANAGER

1. Social Worker Replacement Request
2. Resolution 2026-13 Accepting Medica Grant for Staff Wellness Program

9:00 SAM MELBYE – DIRECTOR OF PROPERTY RECORDS

1. Cannabis Retail Registration
2. Resolution 2026-14 Adopting an Abatement in the City of East Grand Forks

9:15 CHUCK WHITING – ADMINISTRATION

1. 2027 Budget Calendar
2. Resolution 2026-12 Updating List of Counties for Comparable Wages and Benefits
3. Authorization to Fill Vacancy in Sheriff's Office – Clerk Typist Cashier III

ADJOURN

If you need any type of accommodation to participate in the Polk County Board meeting, please contact Chuck Whiting at (218) 281-5408 at least 1 working day before the meeting. This Board agenda is subject to change without notice.

MARCH 17, 2026
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., March 17, 2026. Members present: Commissioner Paul Reese, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Pape and Charles S. Whiting, County Administrator, Clerk of the Board. Others present: Samuel Melbye, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Pape seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the March 17, 2026, agenda.

CONSENT ITEMS

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the March 17, 2026, consent items:

1. Approve March 3, 2026, Board minutes.
2. Approve Commissioner Warrants: General Revenue Fund, \$63,063.71; Public Works Fund, \$101,391.53; Public Safety Fund, \$47,678.84; Public Health Fund, \$14,897.01; Opioid Settlement, \$65,843.27; Forfeited Tax Sale Fund, \$642.00; Spec Assmnts (Ditch) Fund, \$94,644.96; Environmental Services Fund, \$4,964.01; Solid Waste, \$172,828.58; Landfill Fund, \$24,849.09; Per Diems, \$1,050.00; Meal Reimbursements (without over-night lodging), \$350.15; and Sign Audit List.
3. Approve payment to US Bank, St. Louis, MO, in the amount of \$52,587.53 for procurement card purchases.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Tri-County Corrections meeting.
 - b. NWRDC Transportation Advisory Committee meeting.
2. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Tri-County Corrections meeting.
 - b. Tri-Valley Opportunity Council meeting.
 - c. Attended County Day at the Capitol.
 - i. MN Rural Counties Caucus meeting.
3. Commissioner Lee brought forth that she attended the following meetings:
 - a. Attended County Day at the Capitol.
 - i. MN Rural Counties Caucus meeting.
 - b. Association of Minnesota Counties (AMC) Health & Human Services Policy Committee meeting.
 - c. AMC Board of Directors meeting.
 - d. Monthly Radio Program.
 - e. AMC Education & Training meeting.
 - f. Three (3) Minnesota African American Family Preservation and Child Welfare Disproportionality Act meetings.

- g. State Community Health Services Advisory Committee (SCHSAC) meeting.
- 4. Commissioner Reese brought forth that he attended the following meetings:
 - a. Six County Solid Waste Advisory Committee meeting.
 - b. Land of the Dancing Sky Region 1 meeting.
 - c. West Central Regional Water District meeting.
- 5. Commissioner Pape brought forth that he attended the following meetings:
 - a. Middle-Snake-Tamarac Rivers Watershed meeting.

SHERIFF

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

1. Monthly Sheriff's Report

The February 2026 Monthly Sheriff Reports were discussed and presented to the Board. (Reports on file in the Administrator's Office)

HIGHWAY

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

1. Setting Hearing Date for County Ditch 70 Partial Abandonment

A motion was made by Commissioner Strandell seconded by Commissioner Reese acting as the drainage authority for County Ditch 70 and adopted by unanimous vote of the Board to approve the orders for POLK COUNTY DITCH 70, setting a public hearing on the petition for partial abandonment received by Wagner Acres (Gary Wagner) for June 2, 2026, at 9:00 am, at the Polk County Government Center, Commissioners Room, 612 N Broadway, Crookston, MN 56716 and allow the Chair and Director of Property Records to sign the order.

2. Approval of 2026 Sign Proposal from Newman Signs

A motion was made by Commissioner Willhite seconded by Commissioner Pape and adopted by unanimous vote of the Board to award the 2026 sign quote to Newman Signs, Jamestown, ND, in the amount of \$16,189.00.

3. Bid Opening and Award for Overlays for CSAH 2, 74 and 48

A motion was made by Commissioner seconded by Commissioner and adopted by unanimous vote of the Board to award the contract for SAP 060-602-020 etc. to RJ Zavoral and Sons, Inc. in the amount of \$2,178,437.80 and have the Administrator and Board Chair sign the contracts.

PUBLIC HEALTH

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

1. Out of State Travel Request – Codi Lehmann and Taylor Lang

A motion was made by Commissioner Strandell seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve out of state travel for Codi Lehmann and Taylor Lang to attend the Government Social Media Conference in New Orleans, LA from May 5-7, 2026.

ADMINISTRATION

Chuck Whiting, Polk County Administrator, came before the Board with matters pertaining to his department and was joined by Stacy Grover, Finance Director:

1. Approval of Abdo Services Agreement – Social Services Process Evaluation

A motion was made by Commissioner seconded by Commissioner Pape and adopted by unanimous vote of the Board to approve Abdo Services Agreement for a Social Services Process Evaluation.

COMMISSIONER WARRANTS

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

**COMMISSIONER WARRANTS
DATED 03/20/2026
APPROVED 03/17/2026**

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------------------|-------------------|
| Acme Tools - Grand Forks | 51,758.78 |
| Alluma Inc | 7,290.50 |
| Barr Engineering Co | 7,832.30 |
| Beltrami Industrial Services | 78,918.03 |
| Church & Dwight Co Inc | 13,324.51 |
| CNH Industrial Accounts | 27,448.13 |
| Code 4 Services Inc | 2,647.96 |
| Country Pet Foods, LLC | 3,628.80 |
| Crookston Fuel Company | 4,995.00 |
| Dakota Wholesale Tire | 3,650.36 |
| Destination Transport | 2,190.00 |
| ENTERPRISE FM TRUST | 32,383.10 |
| Evenaire Systems Inc | 2,243.50 |
| H2Over Viewers LLC | 94,423.56 |
| Kurita America Inc | 8,653.27 |
| Kustom Kollision LLC | 2,852.50 |
| Lenes Sand & Gravel Inc | 3,772.07 |
| Level 5 Services | 3,969.00 |
| Northdale Oil Inc | 2,887.50 |
| Northern Propane | 2,347.65 |
| PSI Engineering LLC | 9,376.00 |
| Riverview Healthcare Assoc | 35,256.30 |
| ROK Brothers Inc | 2,309.75 |
| Saber Shred Solutions, Inc | 5,561.40 |
| Stantec Consulting Services Inc | 3,406.00 |
| Tri-County Community Corr | 7,732.85 |
| Tri-Valley Opp Council Inc | 15,244.80 |
| UpNorth Engineering LLC | 7,262.50 |
| Vanguard Appraisals Inc | 3,980.00 |
| Vestis | 2,419.26 |
| Widseth Smith Nolting & Assoc | 59,080.83 |
| Winger City | 3,150.00 |
| Ziegler Inc | 25,540.54 |
| 146 Payments less than 2000 | 53,266.25 |
| Final Total: | 590,803.00 |

With no further business, the Board adjourned to reconvene at 8:00 o'clock a.m., March 24, 2026.

Joan Lee, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: March 24, 2026
AGENDA ITEM: MPCA Co-collected Organics & Compost Grant – Change Order 5

SUMMARY:

1. Polk County was awarded an MPCA Grant in 2024 for the Co-collection of Organics and Compost Facility upgrades. \$1.5M was awarded for a \$1.8M project.
2. As with any Grant project related to construction, issues are encountered that were unknown at the time of the Grant application or in design/engineering.
3. Issues encountered include: tariffs, permitting issues, unforeseen equipment damage/repairs and replacements.
4. Three (3) Change Orders were approved at the 11-04-25 Board meeting, conditional upon MPCA Grant amendment. The budget amendment was made by the MPCA to accommodate the Change Orders.
5. Change Order #4 in the amount of \$28,065.62 was approved on 2-03-26 to cover the overrun on Change Order #1 and the Tariff in the Magnet.
6. Change Order #5 received consensus of the Board on 3-03-26 to proceed with planning and after-the-fact approval would be sought once actual costs could be determined based on final design and ordering.
7. Change Order #5 has been received, with credit for the blower system provided, in the amount of \$99,667.00.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action Requested: Approval for Change Order #5 in the amount \$99,667.00 for Titus MRF Services of Fontana, CA for the Co-collected Organics Grant.

Titus Maintenance & Installation Services

696 San Ramon Valley Blvd. Suite 373
 Danville, CA 94526
 Ph. (909) 357-3156

Invoice

| | |
|-----------|-----------|
| Invoice # | TS26-8038 |
| Date | 3/10/2026 |

Bill To

Polk County Solid Waste
 Attn: Jon Steiner
 708 8th St NW
 Fosston, MN 56542

Ship To

Polk County Resource Recovery Facility
 708 8th St NW
 Fosston, MN 56542

Thank you for your business.

| Project | Cust PO | Terms | Due Date | Ship Date |
|-------------|---|----------------|------------------|-------------|
| 0649 | CHANGE ORDER | Due on receipt | 3/10/2026 | 3/10/2026 |
| Quantity | Description | Rate | Amount | |
| | Polk County Solid Waste Change Order Main Project PN25-0649 | | | |
| 1.0 | Equipment Total | 94,520.00 | 94,520.00 | |
| 1.0 | Mechanical Installation - Using 4 men at least 10 hours per day, about 3 days to complete. | 19,140.00 | 19,140.00 | |
| 1.0 | Electrical Wiring Installation - Using 3 men at least 10 hours per day about 4 days to complete~ Includes Wiring from MCC Panels to Motors, does not include main drop to MCC Panel, based on EMT conduit, Runs are good up to 150 feet. Does Not Include Electrical Disconnects | 11,100.00 | 11,100.00 | |
| 1.0 | Electrical Controls, Programming, and Controls Assistance | 7,500.00 | 7,500.00 | |
| 1.0 | Prevailing Wage Labor, Procedures, Documentation, and Additional Labor | 957.00 | 957.00 | |
| 1.0 | Rental Equipment ~ (1) BOOM 30-33' ARTICULATING DC (4) Daily Rental, (1) SCISSOR LIFT 30-35' ELECTRIC 46-48" WIDE (4) Daily Rental, (1) FORKLIFT WHSE 5000# GAS/LP (4) Daily Rental, (1) FORKLIFT VARIABLE REACH 12000# 55' & UP (4) Daily Rental, includes fuel charges | 10,000.00 | 10,000.00 | |
| 1.0 | Consumables to include torch, wire, diesel, and misc supplies | 500.00 | 500.00 | |
| 1.0 | Contingency: Steel, Materials, and Labor | 450.00 | 450.00 | |
| 1.0 | Estimated Freight and Handling, due to volatility in costs to ship this price is subject to change at time of shipment | 8,500.00 | 8,500.00 | |
| | Credit | -53,000.00 | -53,000.00 | |
| | TERMS: 40% DUE AT TIME OF ORDER 25% PRIOR TO SHIPPING 25% SUBSTANTIAL COMPLETION 10% NET 10 DAYS AFTER COMPLETION OF PROJECT | | | |
| Subtotal | Tax (0.0%) | Total | Payments/Credits | Balance Due |
| \$99,667.00 | \$0.00 | \$99,667.00 | \$0.00 | \$99,667.00 |

For any payment made by credit card, there will be a 3% surcharge fee that will be applied.
 FOR WIRE TRANSFER PAYMENTS:
 Titus Maintenance & Installation Service, Inc
 Acct No. 12942111
 Payment Bank ABA No. 121107882



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: March 24, 2026
AGENDA ITEM: Request to Purchase Bomag Compactor – City of Fargo

SUMMARY:

1. Polk County Landfill had its 2005 Bomag 672 Landfill Compactor catch on fire on 09-28-22.
2. The fire damage was so great that the insurance company totaled it out, and check received for it.
3. Bomag has changed its compactors and Polk's fleet has transitioned to the new compactor style. The utility of the burnt compactor is minimal as a source of used equipment parts.
4. The City of Fargo is still using an old Bomag Compactor and is need of parts.
5. The City of Fargo has made an offer of \$15,000 to purchase from Polk County the burnt 2005 Bomag 672 Compactor.
6. Under the City of Fargo proposal the cost to load and ship the compactor from the Polk Landfill to the Fargo Landfill is incurred by the City of Fargo. These costs could be significant.
7. The make, model and serial number of the unit are:
Make: 2005 BOMAG Landfill Compactor
Model: BC-672-RB
Serial: 101570541016

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action Requested: Approval. Recommend approving the proposal by the City of Fargo to purchase the burnt 2005 Bomag 672 Compactor for the sum of \$15,000. All costs to remove the compactor from the Landfill shall be the responsibility of the City of Fargo.

ADDENDA #1

LANDFILL COMPACTOR PROPOSAL



MEMORANDUM

March 10, 2026

TO: Polk County

FROM: Tom Ganje, Fleet Purchasing Manager
Scott Olson, Solid Waste Director

SUBJECT: Request to Approve Polk County Landfill Bomag Purchase

The City of Fargo respectfully requests consideration to purchase a non-operational Bomag Landfill Compactor from the Polk County Landfill.

After reviewing the City of Fargo departmental needs and available resources, we have identified this equipment as suitable for our operational requirements. As part of this request, the City of Fargo would like to offer **\$15,000** for the purchase of the compactor.

The City of Fargo understands this equipment may be available for transfer or sale under an intergovernmental agreement. Purchasing this equipment from Polk County Landfill would provide a cost-effective solution compared to acquiring new components while supporting the continued operation of our services.

If approved, we are prepared to follow all necessary procedures, including documentation, payment, and any applicable intergovernmental agreements to facilitate a smooth transaction.

The City of Fargo greatly appreciates your consideration of this request. Please let us know if any additional information or formal procedures are required.

Thank you for your time and cooperation.

Respectfully,



Tom Ganje
Fleet Purchasing Manager
City of Fargo
Office: 701-241-1460



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF
COMMISSIONERS & CHUCK WHITING

FROM: KAREN WARMACK, SOCIAL SERVICES
DIRECTOR

MEETING DATE: March 24, 2026

AGENDA ITEM: Social Worker Replacement Request

SUMMARY:

Replacement of a Social Worker in the Disability Services Unit due to resignation. The primary responsibilities of this position is to conduct adult protection assessments and case management for disability services. This position is under the supervision of Marni Kelly.

ACTION REQUESTED:

Board approval to fill a Social Worker position, and to fill any internal subsequent position vacancies occurring because of this action.



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: Polk County Board of Commissioners
Chuck Whiting, Polk County Administrator

FROM: Karen Warmack, Director of Social Services

MEETING DATE: March 24, 2026

AGENDA ITEM: Resolution 2026-13 Accepting Medica Grant for Staff Wellness Program

SUMMARY:

A request to approve the acceptance of a Medica grant in the amount of \$4,600 to support staff wellness activities. The funding is intended to enhance employee well-being through wellness initiatives, resources, and activities that promote a healthy and supportive work environment.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

Motion to approve the medica grant in the amount of \$4,600 for staff wellness activities.



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SAMUEL MELBYE, DIRECTOR OF PROPERTY RECORDS

MEETING DATE: March 24, 2026

AGENDA ITEM: Cannabis Retail Registration

SUMMARY: Local governments must issue a retail registration after verifying:

1. The business has a valid license, or preliminary license approval issued by OCM.
2. The business has paid a registration fee or renewal fee to the local government.
3. The business is compliant with chapter 342 and local ordinances.
4. If applicable, the business is current on all property taxes and assessments.
5. Local registrations may also be issued by counties if the respective local government transfers such authorities to the county in accordance with MN Statute 342.22.

The applicant has satisfactorily completed most of the steps to obtain Retail Registration, and the City of Fertile has, through resolution, delegated authority for Cannabis Retail Registration to Polk County. The retail registration will be contingent upon receipt of the registration fee and proof of liability insurance.

Approval of Cannabis Retail Registration for:

- Fertile Wine and Spirits, LLC

ACTION REQUESTED: (INFORMATION ONLY/**MOTION**/RESOLUTION)

A motion was made by Commissioner _____ seconded by Commissioner _____ and adopted by unanimous vote of the Board to grant approval of the Cannabis Retail Registration upon payment of registration fee and proof of liability insurance for Fertile Wine and Spirits, LLC.



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: Samuel Melby, Director of Property Records

MEETING DATE: March 24, 2026

AGENDA ITEM: Resolution 2026-14 Adopting an Abatement in
the City of East Grand Forks

SUMMARY: A property was missing from East Grand Forks 2024 New Housing
Abatement program

- Due to a clerical error the City of East Grand Forks is requesting that the County abate the County's share of the 2024 property taxes for parcel 83.04077.00.
- The City of East Grand Forks and ISD 595 have both agreed to retroactively abate their shares of the 2024 property taxes.

ACTION REQUESTED: Motion and action approving Resolution 2026-14 Adopting an Abatement in the City of East Grand Forks.



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: March 24, 2026

AGENDA ITEM: 2027 Budget Calendar

SUMMARY: The budget calendar allows the Board and staff to set benchmarks in the calendar for the progress of next year's budget. Certain dates are noted to allow commissioners and staff to schedule their attendance accordingly.

1. The budget calendar guides the process and assures adequate preparation. This calendar is set and reviewed with the Board and gives everyone benchmarks as the process moves forward. With our new Finance Director Stacy Grover and the Questica software, further changes may develop as the calendar moves along.
2. The County Administrator directs staffs as the budget process rolls out, but is also to communicate Board interests, goals and objectives to incorporate into the budget. Primarily this consists of targeting a levy, but also gives time to reflect on issues, changes and needs facing the organization. The Administrator works with department heads to identify these issues and to relay to staff Board priorities as the progress moves through the year.
3. Key dates in the schedule are highlighted including Board action setting the preliminary levy, Board sessions reviewing department budgets, accepting the County Administrator's proposed budget, the budget hearing and final budget adoption. Please note the dates of September 15 and 15, the latter being a special Monday County Board meeting, for the Board to meet directly with department heads on their proposed budgets. Commissioners should expect these two days to be daylong affairs.
4. Other meeting dates provide plenty of opportunities for the Board and staff to review and refine budget objectives during the process. In addition to the individual department budgets, the Administrator, Finance Director and Board spend considerable time in the last couple of months of the budget reviewing overall fiscal policies and fund balances affected by the developing budget, funding sources and levy target.

ACTION REQUESTED: Consider action modifying or approving the proposed 2027 budget calendar.



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: March 24, 2026

AGENDA ITEM: Resolution 2026-12 Updating List of Counties for Comparable
Wages and Benefits

SUMMARY: As we are working on a market study of wages and benefits, an update of comparable counties should be done.

1. In 2017 the County's labor attorney assisted the County by determining a list of counties to use to assist us in setting wages and benefits going forward. Mr. Rengel's letter is included in this packet. The purpose is to give guidance to the County when reviewing wages and benefits.
2. The list of comparison counties has been used to have market labor wage studies with DDA Human Resources, Inc. every three years. The County has made adjustments based on issues brought to our attention by their studies and within budget affordability. Staff are currently working with DDA, Inc., again to evaluate our existing wages.
3. In reviewing the 2017 list, a couple of issues stick out. First, Polk County's population has changed and utilizing the rationale used for 2017, this changes the comparison counties. Cass now exceeds Polk's population moving Carlton off the list of four larger counties. Mille Lacs comes in as a new one of the four with population right below Polk.
4. Second, with more counties moving to the statutory Administrator form of government, it is a more consistent comparison to other administrator counties. That removes Marshall and Pennington, which are also smaller counties. Hubbard is a nearby administrator county, and Brown is an administrator county, both with less population but close to Polk.
5. Pending Board approval therefore, the comparison counties would be Hubbard, Brown, Mille Lacs, LeSueur, Freeborn, Pine, Cass, Morrison, Nicollet, Becker, Beltrami and Clay.

6. It should be noted that using comparison counties guides Polk in addressing our own wages and benefits. It does not determine what the County Board approves. It is a policy decision for the County to make when determining wages and benefits. Also, the County has utilized a wage grid as the basis for its compensation system and to insure pay equity compliance with the State. While the grid is developed for these reasons, all collective bargaining agreements are negotiated individually.
7. Resolution 2026-12 is drafted to update the list of comparison counties based on rationale developed in 2017 and modified to align with form of county government going forward. I recommend its adoption.

ACTION REQUESTED: Motion and action approving Resolution 2026-12 as presented.

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

Updating the List of Counties for Comparable Wages and Benefits for Polk County
RESOLUTION (2026-12)

The following resolution (2026-12) was offered by Commissioner _____ :

WHEREAS, a list of comparable counties was determined in 2017 by the County’s labor attorney to assist in determining external wage and benefit comparisons when considering cost of living changes in the County’s wage and benefits structure; and

WHEREAS, the best indicator used for comparative purposes at that time was 12 counties based on size and geographic locality; and

WHEREAS, four counties whose populations were the next larger, and four counties whose populations were the next smaller were selected; and

WHEREAS, four more counties in close proximity were selected, two smaller and two larger; and

WHEREAS, the twelve counties comprised has been utilized by County Administration to assist in determining wage and benefits since; and

WHEREAS, statutory form of county government was not one of the criteria utilized, that being the county administrator form; and

WHEREAS, in reviewing the list of comparisons for updated county populations and adjusting for form of county government updates the list of county comparisons as follows:

| County | Year | Population | Year | Population | |
|------------|------|------------|------|------------|----------|
| Marshall | 2015 | 9,423 | 2024 | 8,769 | remove |
| Pennington | 2015 | 14,219 | 2024 | 13,654 | remove |
| Hubbard | | | 2024 | 22,050 | add |
| Brown | | | 2024 | 25,709 | add |
| Mille Lacs | | | 2024 | 27,577 | add |
| Le Sueur | 2015 | 27,663 | 2024 | 29,459 | 4smaller |
| Freeborn | 2015 | 30,613 | 2024 | 30,316 | |
| Pine | 2015 | 29,069 | 2024 | 30,321 | |
| Polk | 2015 | 31,533 | 2024 | 30,413 | |
| Cass | 2015 | 28,706 | 2024 | 31,439 | 4 larger |
| Morrison | 2015 | 32,775 | 2024 | 34,519 | |
| Nicollet | 2015 | 33,347 | 2024 | 34,637 | |
| Becker | 2015 | 33,386 | 2024 | 35,444 | |
| Carlton | 2015 | 35,569 | 2024 | 36,745 | remove |
| Beltrami | 2015 | 45,672 | 2024 | 46,761 | |
| Clay | 2015 | 62,324 | 2024 | 66,848 | |

THEREFORE, BE IT RESOLVED, By the Board of County Commissioners of Polk County that the list of comparison counties for wages and benefits is updated to the counties of Hubbard, Brown,



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: Board of Commissioners and Chuck Whiting-Administrator

FROM: James Tadman, Sheriff,

MEETING DATE: March 24, 2026

AGENDA ITEM:

1. Vacant Clerk Typist Cashier III position in Sheriff's Office.

SUMMARY:

1. Post Open Clerk Typist Cashier III position.

ACTION:

1. Motion to Fill Open Position