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

Documents:

01-28-2020.PDF

POLK COUNTY BOARD

MEETING LOCATION: GOVERNMENT CENTER, CROOKSTON, MN

COMMISSIONERS ROOM

AGENDA

JANUARY 28, 2020

8:00 A.M. **MEETING OPEN/CONVENE**

CALL TO ORDER

REVIEWAL & APPROVAL OF THE AGENDA

CONSENT AGENDA

1. Approve the January 7 and January 21, 2020 Board minutes.
2. Approve payment to Architectural Resources, Inc., Hibbing, MN in the amount of $90,048.75 for the Human Service Center Roof Project Design Expense (EGF) for the Facilities Department.
3. Approve for payment Lost Warrant No. 45497 dated January 15, 2020 issued to MN Resource Recovery Association in the amount of $4,200.00.
4. Approve payment to Johnson Controls, Dallas, TX in the amount of $1,200.00 for Labor Charges for the Facilities Management Department.
5. Approve payment to Brost Chevrolet, Crookston, MN in the amount of $264.47 for the Sheriff's Department.

COUNTY BOARD MEMBERS ISSUE FORUM

8:30 **APRIL SWENBY – SANDHILL RIVER WATERSHED DISTRICT**

1. Resolution (2020-12) Sponsorship Of The Sandhill River Watershed District For Minnesota Counties Intergovernmental Trust

8:40 **JACOB SNYDER – PLANNING AND ZONING**

1. Resolution (2020-13) Conditional Use Permit for Outdoor Investments LLC for a Campground Expansion up to 49 Sites
2. Resolution (2020-14) Termination of Recorded Resolution (2006-3-31) Document A000632636 Recorded August 24, 2006
3. SSOM Compost Pad Project – Change Order #2
4. SSOM Compost Pad – Release of Retainage

9:20 **JIM TADMAN - SHERIFF**

1. Monthly Sheriff Reports

9:30 **BREAK**

9:40 **POLK COUNTY HUMAN SERVICES BUILDING (EGF) REMODEL**

1. Review and Award of Construction Contracts

10:00 **CHUCK WHITING - ADMINISTRATION**

1. ERP Software Request for Proposals Status

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.

JANUARY 7, 2020
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 8:00 o'clock a.m., January 7, 2020 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Don Diedrich, Commissioner Gerald Jacobson, Commissioner Gary Willhite and Charles S. Whiting, County Administrator, Clerk of the Board. Others present: Michelle Cote, Deputy Clerk of the Board.

CALL TO ORDER

Warren Strandell, the Chair of the Board called the meeting to order and proceeded to call for nominations for the Office of Chairman of the Polk County Board of Commissioners for 2020.

ELECTION OF OFFICERS

The Chair called for nominations for the Office of Chair of the Polk County Board of Commissioners for 2020. A motion was made by Commissioner Diedrich to nominate Commissioner Willhite Chair of the Polk County Board, seconded by Commissioner Jacobson and adopted by unanimous vote of the Board. Commissioner assumed the Chair.

The Chair of the Board asked for nominations for the office of Vice-Chair of the Board. A motion was made by Commissioner Diedrich to nominate Commissioner Jacobson as Vice-Chair of the Polk County Board seconded by Commissioner Strandell and adopted by unanimous vote of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the revised January 7, 2020 agenda adding the Closed Session.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the January 7, 2020 consent agenda.

1. Approve Auditor Warrants.
2. Approve payment to Card Member Services, St. Louis, MO in the amount of $14,569.33 for credit card purchases.

COUNTY BOARD MEMBERS ISSUE FORUM

1. AMC 2020 Policy Committee & Voting Delegate Appointments

2. 2020 Board Committee Assignments
A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the 2020 Polk County Board Committee Assignments as presented. (List of Committee Assignments on file in the Administrator's Office)

3. Leonard Vonasek – Planning & Zoning - 3 year appointment expired 12-31-2019. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson

and adopted by unanimous vote of the Board to appoint Leonard Vonasek to the Planning & Zoning Commission for a 3 year term to expire on 12-31-2022.

4. Commissioner Strandell brought forth that he attended no meetings since the last Board meeting.
5. Commissioner Lee brought forth that she participated in the Polk County Personnel Committee meeting that was focused on negotiations with the Social Services AFSCME unit.
6. Commissioner Diedrich brought forth discussion regarding a complaint received regarding Hwy 75 and County Road 21.
7. Commissioner Jacobson brought forth that he attended the MRC – Minnesota Rural Caucus meeting remotely.
8. Commissioner Willhite brought forth that he participated in the Polk County Personnel Committee meeting that was focused on negotiations with the Social Services AFSCME unit.

PUBLIC HEALTH

Sarah Reese, Public Health Director along with staff members Amy Van Den Eide and Angel Korynta came before the Board with matters pertaining to the Public Health department:

1. **Out of State Travel Request**
   A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve out of state travel for Sue Thompson, Public Health to attend the Community Anti-Drug Coalitions of America Leadership Conference in Washington, DC from February 1 – February 7, 2020. (Expenses paid by DFC/CADCA funds)
2. **Public Health Update**
   Discussion along with handouts were presented to the Board regarding the review of MN Hepatitis A Response, an overview of rates of syphilis in MN and action being taken in order to prevent and slow the spread of syphilis, Public Health Screenings – Lipid Panel and Glucose Screenings and Local Public Health Assessment & Planning Cycle Deliverables/Community Health Improvement Plan/Strategic Plan. (Handouts on file in the Administrator's Office)

HIGHWAY

Darin Carlstrom, Polk County Construction Engineer came before the Board with matters pertaining to the Highway Department:

1. **2020 Diesel Fuel Quotes**
   A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award the 2020 diesel fuel quote to Fertile Oil, Fertile, MN in the amount of $127,200.00.
2. **Nieslville Bridge HAER Report Quote**
   Handouts along with discussion pertaining to the Nielsville Bridge were presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to award the HAER (Historic American Engineering Record) Report quote to Streamline Associates, LLC Minneapolis, MN in the amount of $15,911.50. (Traill County North Dakota has

approved spending half and have submitted a check to Polk County) (Handouts on file in the Administrator's Office)

SOCIAL SERVICES

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

1. **Replacement Request for Case Aide**
   A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to refill a Case Aide position and any internal subsequent position vacancies occurring because of this action.
2. **Agreement with Polk County Collaborative**
   A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Polk County Collaborative 2020 Support Services Agreement as presented to the Board. (Agreement on file in the Administrator's Office)
3. **Contract For Transportation & Senior Companion Program with Tri-Valley**
   A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Polk County Social Service Agency Purchase of Service and Lead County Contract between Polk County Social Services and Tri-Valley Inc., Crookston, MN to provide Senior Companion Program and Transportation Services for a period beginning January 1, 2020 through December 31, 2020.

FACILITIES

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

1. **Board Authorization To Fill Custodian I Positions**
   A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve filling (2) Custodian I positions in the Facilities Management Department.

SHERIFF

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

1. **Resolution (2020-07) Accepting Financial Donations From Erskine Commercial Club On Behalf Of Polk County Sheriff's Office**

Resolution Accepting Financial Donations From Erskine Commercial Club On Behalf Of Polk County Sheriff's Office
RESOLUTION (2020-07)

The following resolution (2020-07) was offered by Commissioner Diedrich:

WHEREAS, Erskine Commercial Club has made a financial donation of $500.00 to support the Polk County Mounted Posse 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 the Polk County Mounted Posse.

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

1. The financial donations from Erskine Commercial Club, which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for Polk County Posse.

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

PROPERTY RECORDS

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

1. **Extension Committee Appointee**
   A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to re-appoint Brad Grunhovd to the Extension Committee for a 3 year term to expire on December 31, 2022.
2. **Resolution (2020-5) Minnesota Voting Equipment Grant**

Minnesota Voting Equipment Grant
RESOLUTION (2020-05)

The following resolution (2020-05) was offered by Commissioner Strandell:

WHEREAS, The Polk County Board of Commissioners has the authority and responsibility to approve the grant application and submittal for Minnesota's Voting Equipment Grant to the Office of the Minnesota Secretary of State for election equipment

WHEREAS, The 2019 Legislature authorized an additional $2 million in grant funding available to counties, cities, towns, and school districts to assist with the purchase of voting equipment. The legislature authorized the use of these funds to offset up to 50% of optical scan precinct counters, optical scan central counters, or assisted voting devices; or up to 75% of electronic rosters pursuant to Minnesota Laws. 2017, 1st Spec. Sess., Chap 4, Art 3 § 17.

WHEREAS, Applications must be received by the Office of the Minnesota Secretary of State.

THEREFORE BE IT HEREBY RESOLVED, The Director of Property Records/Election Administrator is hereby authorized to submit a grant application on behalf of Polk County for the replacement of election equipment.

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

ADMINISTRATION

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

1. **Continuation of December 17, 2019 Public Hearing – 2020 Five Year Capital Improvements Plan**
   Continued discussion from the December 17, 2019 Public Hearing regarding the 2020 Five Year Capital Improvements Plan was held with the Board.
2. **Close the Public Hearing**
   A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to close the Public Hearing at 10:01 a.m.
3. **Resolution (2020-06) Approving The 5-Year Capital Improvement Plan & Authorizing The Issuance & Sale Of General Obligation Capital Improvement Plan Bonds**

Approving The 5-Year Capital Improvement Plan And Authorizing The Issuance And Sale Of General Obligation Capital Improvement Plan Bonds
RESOLUTION (2020-06)

The following resolution (2020-06) was offered by Commissioner Strandell:

WHEREAS, Polk County (the "County") has published notice of its intent to hold a hearing on the adoption of its Five-Year Capital Improvement Plan for the Years 2020-2024 (the "Plan") and the issuance of capital improvement plan bonds under Minnesota Statutes, Section 373.40 (the "Bonds"), at least fourteen (14) but not more than twenty-eight (28) days prior to the date hereof, pursuant to and in accordance with Minnesota Statutes, Section 373.40 (the "Act"); and

WHEREAS, The Board of County Commissioners (the "Board") held a public hearing on the date hereof on (i) adoption of the Plan and (ii) the issuance of the Bonds for the purpose of financing the construction of various capital improvements, as described in the Plan; and

WHEREAS, The CIP has been developed in accordance with the provisions of the Act, and (i) covers the five-year period beginning with the date of its adoption; and (ii) sets forth the estimated schedule, timing, and details of specific capital improvements by year, together with the estimated cost, the need for the improvement, and sources of revenues to pay for the improvement; and

WHEREAS, In preparing the Plan, the Board has considered for each project and for the overall Plan:

(1) The condition of the County's existing infrastructure, including the projected need for repair or replacement;
(2) The likely demand for the improvement;
(3) The estimated cost of the improvement;
(4) The available public resources;
(5) The level of overlapping debt in the County;
(6) The relative benefits and costs of alternative uses of the funds;
(7) Operating costs of the proposed improvements; and
(8) Alternatives for providing services more efficiently through shared facilities with other counties or local government units.

NOW THEREFORE BE IT RESOLVED, By the Board as follows:

SECTION 1. Capital Improvement Plan. The Board hereby adopts the Plan.

SECTION 2. The Bonds; Purpose. It is hereby determined to be in the best interests of the County to issue its General Obligation Capital Improvement Plan Bonds, Series 2020A (the "Bonds"), in the aggregate principal amount not to exceed $3,400,000, contingent upon the satisfaction of the conditions described in the Act and Minnesota Statutes, Chapter 475. The proceeds of the Bonds will be used to finance the construction of projects described in the Plan.

BE IT FINALLY RESOLVED, That this resolution shall be in full force and effect from and after its passage.

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

4. **Resolution (2020-01) Designating Polk County's Website for Publications of Invitations to Bid on Polk County Transportation Projects**

Designating Polk County's Website for Publications of Invitations to Bid On Polk County Transportation Projects
RESOLUTION (2020-01)

The following resolution (2020-01) was offered by Commissioner Diedrich:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that pursuant to M.S. 331A.12, Polk County's web site; http://www.co.polk.mn.us be and hereby is designated by the Board of County Commissioners of Polk County as the official site for the publications of invitations to bid on Polk County transportation projects.

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

5. **Resolution (2020-03) Designating Publication of Delinquent Tax List Statement of Polk County**

Designating Publication Of The Delinquent Tax List
Statement Of Polk County
RESOLUTION (2020-03)

The following resolution (2020-03) was offered by Commissioner Diedrich:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the Exponent with a bid of $3.99 per column inch be and the same is hereby accepted for the Publication of the Delinquent Tax List Statement of Polk County to be published in 2020.

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

6. **Resolution (2020-04) Designating Delegates to the Association of Minnesota Counties and Payment of Dues**

Designating Delegates To The Association Of Minnesota
Counties & Payment Of Dues
RESOLUTION (2020-04)

The following resolution (2020-04) was offered by Commissioner Lee:

WHEREAS, The Board of County Commissioners of Polk County, Minnesota, has availed itself of the authority granted under Section 375.163, M.S.A., and will pay the dues of said County to the State and National Association of County Commissioners for the year 2020 and it is the intention of said Board of County Commissioners to designate individuals to attend meetings of said Association.

NOW THEREFORE BE IT RESOLVED, That the Board of County Commissioners of Polk County Minnesota, does hereby designate all of its members as delegates from said County to serve on various committees of that Association.

BE IT FURTHER RESOLVED, That upon presentation of a properly verified claim, the finance department be and hereby is authorized to reimburse each of said person for their actual and necessary expenses in attending such meetings, and to pay the annual dues of the County for membership in the Association of Minnesota Counties.

BE IT FURTHER RESOLVED, That the following named individuals are Polk County's official delegates to the Association of Minnesota Counties: Commissioner Jacobson, Commissioner Strandell, Commissioner Willhite, Commissioner Lee, Commissioner Diedrich, Charles S. Whiting, County Administrator, Michelle Cote, County Director of Property Records, and Richard Sanders, County Highway/Ditch Engineer.

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

7. **Approval of 2020 Mileage, Meals and Lodging Reimbursement Rates**
   A handout was presented and discussed with the Board regarding the 2020 mileage, meals and lodging reimbursement rates. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to adopt the 2020 IRS mileage rate of $.575 per mile for county business travel with a personal vehicle.
   A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to adopt the 2020 federal meal reimbursement rates as listed for Minnesota, and for out of state travel at federal rates for the given state.
   A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to adopt the 2020 federal lodging reimbursement rates for lodging for personal lodging expense incurred on county business. (Handouts on file in the Administrator's Office)
8. **Approve Payment to Abdo, Eick & Meyer**
   A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the payment of $33,750.00 to Abdo, Eick & Meyer, Mankato, MN for professional financial management services.

2020 OFFICIAL NEWSPAPER & PUBLISHING BIDS

Pursuant to published notice bids were opened and publicly read at 11:00 a.m., for the Official Newspaper and the Delinquent Tax List:

Official Newspaper

BIDDER	BID per column inch
Crookston Times	None
The Exponent	$3.99
Fertile Journal	None
McIntosh Times	$2.50
The Thirteen Towns	None
Erskine Echo	None

Delinquent Tax List

BIDDER	BID per column inch
Crookston Times	None
The Exponent	$3.99
Fertile Journal	None
McIntosh Times	$2.50
The Thirteen Towns	None
Erskine Echo	None

1. **Resolution (2020-02) Designating the Polk County Official Newspaper**

Designating The Polk County Official Newspaper
RESOLUTION (2020-02)

The following resolution (2020-02) was offered by Commissioner Jacobson:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the McIntosh Times be and the same is hereby designated by the Board of County Commissioners of Polk County as the Official Newspaper of Polk County for 2020 and as such is the newspaper designated in which shall be published all notices and publications which the County is required to publish during the year of 2020.

BE IT FURTHER RESOLVED, That the bid of $2.50 per column inch be accepted for the official publications of Polk County.

BE IT FURTHER RESOLVED, That the publication of notices and other publications shall be at the rates as established in the bids and as accepted by the Board.

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

1. ***CLOSED SESSION – Pursuant to Minn. Stat. 13D.05 subd. 3 (b), and the attorney-client privilege to discuss ongoing litigation in Lindemer case**
   A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to move into closed session at 11:05 a.m.
2. **Reconvene into Open Session**
   A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to reconvene into regular session at 12:01 p.m.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 12/02/2019

Vendor Name	Amount
Andover Township Treasurer	53,227.83
Angus Township Treasurer	19,189.25
Badger Township	20,913.63
Belgium Township Treasurer	21,614.78
Beltrami City Clerk- Treasurer	21,319.00
Brandsvold Township Treasurer	32,085.78
Brandt Township Treasurer	26,039.78
Bremer Bank Na	409,599.23
Brislet Township Treasurer	15,674.59
Bygland Township	22,763.18
Climax City Treasurer	26,600.22
Columbia Township Treasurer	34,154.65
County Emergency Medical Serv.	88,885.59
Crookston Area Ambulance Inc	73,231.41
Crookston City	1,039,712.66
Crookston Township Treasurer	41,084.88
East Grand Forks City	2,392,504.35
Eden Township Treasurer	11,703.07
Erskine City Clerk- Treasurer	73,405.65
Esther Township Treasurer	25,876.54
Euclid Township Treasurer	48,827.73
Fairfax Township Treasurer	34,753.91
Fanny Township Treasurer	38,578.90
Farley Township Treasurer	28,844.72
Fertile City	85,834.57
First Care Medical Services	50,236.95
Fisher City	106,859.50
Fisher Township Treasurer	23,766.28
Fosston City	302,071.70
Garden Township Treasurer	27,147.15
Garfield Township Treasurer	31,280.13
Gentilly Township Treasurer	15,501.85
Godfrey Township Treasurer	61,707.30
Grand Forks Township Treasurer	20,855.19
Grove Park Tilden Township	23,508.95
Gully City	6,424.88
Gully Township Treasurer	5,686.89
Hammond Township Treasurer	28,553.86
Helgeland Township Treasurer	9,785.85
Higdem Township Treasurer	40,000.52
Hill River Township Treasurer	16,646.65
Hubbard Township Treasurer	24,351.83

Huntsville Township Treasurer	54,920.76
Johnson Township	11,186.74
Kertsonville Township Treas	7,544.58
Keystone Township Treasurer	23,102.50
King Township Treasurer	19,386.65
Knute Township Treasurer	44,853.12
Lengby City	4,429.73
Lessor Township Treasurer	18,993.39
Liberty Township Treasurer	21,880.80
Lowell Township Treasurer	46,181.30
Maple Lake Imprvmnt District	21,017.50
Marshall Polk Rural Water Sys	40,858.35
Mcintosh City	106,859.97
Mentor City	17,057.82
Middle- Snake- Tamarac Rivers Wtrshd Di	200,184.80
Middle- Snake- Tamarac Rivers Wtrshd Di	106,322.48
Nesbit Township Treasurer	21,308.92
Nielsville City	9,164.26
Northland Township Treasurer	20,342.90
NW Regional Development Comm	42,367.84
NWMN HRA	80,396.38
Onstad Township Treasurer	11,409.68
Parnell Township Treasurer	18,212.69
Queen Township Treasurer	34,205.06
Red Lake Watershed District	769,640.29
Red Lake Watershed District	11,707.99
Reis Township Treasurer	12,436.41
Rhinehart Township Treasurer	20,856.56
Roome Township Treasurer	27,307.19
Rosebud Township Treasurer	29,929.53
Russia Township Treasurer	70,153.53
Sand Hill River W S District	243,189.78
Sand Hill River W S District	33,193.54
Sandsville Township Treasurer	28,833.61
Scandia Township Treasurer	18,088.98
School District 2176 Treas	101,214.15
School District 2311 Treas	6,595.25
School District 2609 Treas	157,358.45
School District 2906 Treas	8,286.45
School District 592 Treas	86,078.68
School District 593 Treas	370,878.13
School District 600 Treas	214,927.03

School District 601 Treas	216,410.41
School District 630 Treas	3,142.46
Sletten Township Treasurer	32,130.52
Sullivan Township Treasurer	26,608.20
Tabor Township Treasurer	25,753.14
Tynsid Township Treasurer	8,922.34
Union Lake Sarah Improvement Dist	5,092.94
Vineland Township Treasurer	27,465.83
Wild Rice Watershed Dist Treas	11,232.29
Wild Rice Watershed Dist Treas	4,248.44
Winger City Clerk Treasurer	29,737.75
Winger Township Treasurer	19,259.78
Woodside Township Treasurer	82,263.75
4 Payments less than 2000	2,115.70
Final Total:	9,168,058.70

AUDITOR WARRANTS 12/02/2019

Vendor Name	Amount
4 Payments less than 2000	60.00
Final Total:	60.00

AUDITOR WARRANTS 12/03/2019

Vendor Name	Amount
BELTRAMI COUNTY SOLID WASTE	3,169.03
BELTRAMI COUNTY SOLID WASTE	4,330.96
City Of Fosston	89,445.02
Cole Papers Inc	4,020.17
Knife River Materials	92,964.91
Lenes Sand & Gravel Inc	7,263.30
Norman County Public Health	27,011.00
Polk County Public Health	64,873.00
University Of North Dakota	6,250.28
13 Payments less than 2000	4,230.40
Final Total:	303,558.07

AUDITOR WARRANTS 12/10/2019

Vendor Name	Amount
Cardmember Service	13,678.04
Chiller Systems Inc	5,350.00
Great Plains Natural Gas Co	8,929.09
Halstad Telephone Co	9,543.70
Hardwick & Nelson Law PLLC	2,318.00
Knife River Materials	86,873.20
Norman County Public Health	13,004.05
Ottertail Power Co	17,102.83
Polk County Public Health	50,269.79
Powerplan OIB	5,610.00
Voyant	10,324.05
Walmart	2,500.00
17 Payments less than 2000	9,338.26
Final Total:	234,841.01

AUDITOR WARRANTS 12/17/2019

Vendor Name	Amount
Brault Construction LLC	13,500.00
Fertile Oil Company	30,866.51
Fosston Municipal Utilities	39,846.66
Fosston Municipal Utilities	2,005.88
Garden Valley Technoligies	3,076.52
Great Plains Natural Gas Co	2,343.32
Johnson/Travis	24,000.00
King of the Road Trailers	3,824.00
Lepier Oil Company Inc	3,603.05
Mn County Attorneys Assoc	4,797.00
Nor- Son Inc	54,097.18
Norman County Public Health	5,103.12
Polk County	65,554.35
Polk County Public Health	19,967.35
Regents Of The Univ Of Mn	32,666.79
Verizon Wireless	2,001.80
25 Payments less than 2000	13,209.81
Final Total:	320,463.34

AUDITOR WARRANTS 12/26/2019

Vendor Name	Amount
Altru Health System	2,653.00
Building Systems Corporation	4,200.00
Crookston Water Department	2,594.21
Fertile Oil Company	4,348.21
Fischer,Rust & Stock, PLLC	4,047.89
GreatAmerica Financial Services	9,825.32
Johnson Controls Fire Protection LP	3,708.34
Marshall County Coop	3,640.00
MN Counties Intergov'l Trust	4,909.00
Red Lake Watershed District	17,649.43
Sand Hill River W S District	48,089.20
Thomson Reuters - West	2,441.11
Wilkens Inc/Lyle	4,704.66
Wilkens Inc/Lyle	28,561.76
29 Payments less than 2000	20,443.75
Final Total:	161,815.88

AUDITOR WARRANTS 12/31/2019

Vendor Name	Amount
Gladen Construction Inc	286,804.43
Lenes Sand & Gravel Inc	68,641.86
Mn State Treasury	6,741.00
Sandhill Snowcruisers	18,151.99
16 Payments less than 2000	7,632.05
Final Total:	387,971.33

MANUAL WARRANTS 12/02/2019

Vendor Name	Amount
Mn Dept Of Rev Tax Division	99,211.35
Final Total:	99,211.35

MANUAL WARRANTS 12/02/2019

Vendor Name	Amount
FURTHER	1,276.53
Final Total:	1,276.53

MANUAL WARRANTS 12/10/2019

Vendor Name	Amount
FURTHER	2,476.82
Final Total:	2,476.82

MANUAL WARRANTS 12/13/2019

Vendor Name	Amount
Internal Revenue Service	163,131.51
Minnesota Revenue	28,260.01
Final Total:	191,391.52

MANUAL WARRANTS 12/20/2019

Vendor Name	Amount
Minnesota Revenue	4,897.00
Minnesota Revenue	399.29
Mn Dept Of Rev Tax Division	64,596.33
Mn Dept Of Revenue	52.00
Mn Dept Of Revenue	194.00
Final Total:	70,138.62

MANUAL WARRANTS 12/20/2019

Vendor Name	Amount
Mn Dept Of Revenue	1,991.00
Final Total:	1,991.00

MANUAL WARRANTS 12/20/2019

Vendor Name	Amount
Northwest Service Cooperative	269,452.00
Final Total:	269,452.00

MANUAL WARRANTS 12/20/2019

Vendor Name	Amount
U.S. Bank Corporate Payment Systems	32.75
Final Total:	32.75

MANUAL WARRANTS 12/23/2019

Vendor Name	Amount
FURTHER	1,547.23
Final Total:	1,547.23

MANUAL WARRANTS 12/27/2019

Vendor Name	Amount
Internal Revenue Service	143,473.00
Minnesota Revenue	26,667.56
Final Total:	170,140.56

MANUAL WARRANTS 12/30/2019

Vendor Name	Amount
FURTHER	86.66
Final Total:	86.66

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., January 21, 2020.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

JANUARY 21, 2020
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., January 21, 2020 in the Commissioners Room, Government Center, 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. Others present: Michelle Cote, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the revised agenda for January 21, 2020 adding No. 4 under the Consent Agenda, adding James Aubol and Robert Herkenoff regarding County Road 11 and adding No. 5 under Karen Warmack/Social Services.

REVISED CONSENT AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised Consent Agenda for January 21, 2020 adding No. 4:

1. Approve Commissioner Warrants: General Revenue Fund, $187,520.71; Public Works Fund, $139,416.02; Social Services Fund, $174,454.67; Public Safety Fund, $134,064.61; Public Health Fund, $29,207.90; Forfeited Tax Sale Fund, $175.00; CAP Grant Project, $2,696.00; Special Assessments (Ditch) Fund, $4,452.80; Environmental Services Fund, $24,437.97; Resource Recovery Fund, $61,041.86; Landfill Fund, $40,814.84 Per Diems, $1,725.00; Meal Reimbursements (without overnight lodging), $365.83 and Sign Audit List.
2. Approve the December 17, 2019 Board minutes.
3. Approve payment to Stein's Inc., Moorhead, MN in the amount of $254.00 for custodial supplies for the Facilities Department.
4. *Approve payment to U.S. Bank in the amount of $111.37 for custodial supplies for Facilities Department and supplies for Finance Department.

****TAXPAYER CONCERN – COUNTY ROAD 11**

James Aubol and Robert Herkenoff, Crookston, MN appeared before the Board with concerns regarding the proposed alteration/lowering of County Road 11. Mr. Herkenoff and Mr. Aubol are both opposed to the lowering of County Road 11.

COUNTY BOARD MEMBER ISSUE FORUM

1. Re-appoint Jerry Erickson (East Polk County) to The Board of Directors of the Red River Valley Development Association. A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to re-appoint Jerry Erickson, Director from East Polk County as a representative on the Board of Directors of the Red River Valley Development Association for a 3 year term (March 6, 2020 – March 6, 2023)

2. Commissioner Jacobson brought forth that he attended a RTCC (Regional Transportation Coordinating Council) meeting. He also participated in a Maple Lake Improvement Association meeting where the focus was on canopy structures on the water.
3. Commissioner Strandell brought forth that he attended a Radio Board meeting where the leadership was reorganized. A committee was formed to address the recruitment and training of dispatchers. He also participated in Tri-County Community Corrections meeting.
4. Commissioner Willhite brought forth that he attended the Tri-Valley Opportunity Council meeting where the focus was the Head Start grants. He also attended a LARL meeting where the focus was the security of the Moorhead facility.
5. Commissioner Lee brought forth that she attended a Strengthening Public Health Committee meeting. She also attended an East Polk County Soil and Water Conservation District meeting and a DAC meeting. She has received calls of concerns regarding road issues, snow removal and mail box damages.
6. Commissioner Diedrich brought forth that he attended the Tri-County Community Corrections meeting and the Tri-Valley Opportunity Council meeting. He also brought forth that he had received a letter regarding buffer strips. In addition he also participated in Law Library meeting where the focus was technology updates to the 4 courtrooms.

SOCIAL SERVICES

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

1. **Contract with NWMHC to Provide Mental Health Services to Adults and Children**
   A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the NWMH Contract to provide mental health services to adult and children as presented. (Contract on file in the Administrator's Office)
2. **Contract with NWMHC to Provide CSP, Crisis Services and Adult Mental Health Initiative Services**
   A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the NWMH Contract to provide CSP, Crisis Services and Adult Mental Health Initiative Services. (Contract on file in the Administrator's Office)
3. **Regional Crisis Grant Amendment**
   A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve amending the Crisis Grant as presented and accept the $45,454.00 additional funds for staff training to deliver Mental Health Crisis Services. (Amendment on file in the Administrator's Office)
4. **Eligibility Worker Replacement**
   A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve refilling the Eligibility Worker position and any subsequent position vacancies occurring as a result of this action.

5. ***Accounting Technician
A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve refilling the Accounting Technician position and any subsequent position vacancies occurring as a result of this action.

COUNTY ATTORNEY

Greg Widseth, Polk County Attorney came before the Board with matters pertaining to his department:

1. **Assistant County Attorney Vacancy**
Due to the resignation of Charles Curtis, Assistant County Attorney a motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve filling the Assistant County Attorney position in the County Attorney's Office.

FINANCE

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

1. **Resolution (2020-08) Auditor Warrant Updated Listing**

RESOLUTION (2020-08)
Auditor Warrant Updated Listing

The following resolution (2020-08) was offered by Commissioner Strandell:

BE IT RESOLVED, That pursuant to Minnesota Statutes 375.18, Subd. 1b. that the Polk County Board of Commissioners and Polk County Administrator will allow the following claims be paid as an Auditor Warrant upon internal accounting processing:

Utilities (Gas, Lights, Garbage, Telephone, Postage, P.O. Box Fees)
Contracts
Specific Items Pre-Approved by the Board
Court Orders
Grants
Lease Agreements
Maintenance Agreements
Billing Being Paid with Drug Forfeiture Funds
County Attorney Contingency Fund Payments
County Attorney Fines & Fees Fund Payments
Polk County Attorney/Victim Services (Medical Services for Victims)
Court Administration (Court Appointed Attorney Fees/Medical Evaluations)
Polk County Public Health (Walmart Purchases)
Cole Papers, Inc., Fargo, ND
Fertile Oil, Fertile, MN
Crookston Fuel, Crookston, MN
Late/Past Due Claims for Various Vendors

WEX Bank & Other Fuel Purchases
In-State Registration Fees for Staff Education/Trainings
Stein's Inc.

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

SHERIFF

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

1. **Resolution (2020-09) Accepting Financial Donations From Bailey Throne Post 596 American Legion On Behalf Of Polk County Sheriff's Office**

RESOLUTION (2020-09)
Resolution Accepting Financial Donations
From Bailey Throne Post 596 American Legion
On Behalf Of Polk County Sheriff's Office

The following resolution (2020-09) was offered by Commissioner Strandell:

WHEREAS, Bailey Throne POST 596 American Legion made a financial donation of $1,000.00 to support a K-9 Program 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 K-9 Program.

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

1. The financial donations from Bailey Throne POST 596 American Legion which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for a K-9 Program. This money would be for the purchase of equipment and dog.

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. **Resolution (2020-10) Accepting Financial Donations From McDonough K-9 on Behalf of the Polk County Sheriff's Office**

RESOLUTION (2020-10)
Resolution Accepting Financial Donations From McDonough K-9
On Behalf Of Polk County Sheriff's Office

The following resolution (2020-10) was offered by Commissioner Diedrich:

WHEREAS, McDonough K-9 made a donation of a K-9 and Training valued at $17,500.00 to support a K-9 Program in Polk County; and

WHEREAS, Polk County Sheriff's Office, wishes to have the County Board formally accept the donation on behalf of Polk County Sheriff's Office for the K-9 Program.

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

1. The donation from McDonough K-9, which is listed above, is hereby accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for the K-9 Program.

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

3. Resolution (2020-11) Accepting Financial Donations From Polk County Sheriff's Office Records Staff and Dispatchers on Behalf of Polk County Sheriff's Office

RESOLUTION (2020-11)
Resolution Accepting Financial Donations
From Polk County Sheriff's Office Records Staff and Dispatchers
On Behalf Of Polk County Sheriff's Office

The following resolution (2020-11) was offered by Commissioner Strandell:

WHEREAS, Polk County Sheriff's Office Records Staff and Dispatchers made a financial donation of $178.36 to support a K-9 Program 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 K-9 Program.

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

1. The financial donations from Polk County Sheriff's Office Records Staff and Dispatchers, which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for a K-9 Program. This money would be for the purchase of equipment and dog.

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

4. **Hire One Full-Time Deputy Sheriff to Replace Vacant Position**
   Due to a resignation a motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve hiring one full-time Deputy Sheriff to replace the vacant position.

PUBLIC HEALTH

Sarah Reese, Public Health Director along with Kirsten Fagerlund, Public Health came before the Board with matters pertaining to Public Health:

1. **Appoint Youth Advisory Board Members**
   Existing Youth Advisory Board Members were introduced to the Board. Kolton Crocker (WEM), Teegan Olson (WEM), Audrey Harbott (CRK), Mya Bowand (EGF), Caden Johnson (FB). A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to appoint Aubree Swenby (Fertile), Kallie Hand (WEM), Jaime Carlin (Fosston), Ella Weber (Crookston), Kasumi Lee (EGF) and Dawson McDonald (EGF) as Polk County Public Health Youth Advisory Board Members from January 1, 2020 through December 31, 2021.
2. **Federal Tobacco 21 Legislation**
   Discussion was held with the Board regarding the Federal Tobacco 21 Legislation. On December 20, 2019 the President signed legislation to amend the Federal Food, Drug and Cosmetic Act and raise the federal minimum age of sale of tobacco products from 18 to 21 years nationwide. It is now illegal for a retailer to sell any tobacco product – including cigarettes, cigars & e-cigarettes to anyone under 21.This policy is often called Tobacco 21.

PROPERTY RECORDS

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

1. **Compliance Fund Expenditure**
   A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept the updated quote for materials from Northern Lumber, Inc., Crookston, MN in the amount of $3,093.30 to repair the counter within the Taxpayer Service Center. A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the quote for labor from Ryan Trudeau Construction LLC, Crookston, MN in the amount of $1,850.00 to repair the counter within the Taxpayer Service Center.

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS
DATED 01/24/2020
APPROVED 01/21/2020

Vendor Name	Amount
Al's Electric Inc	4,622.55
American Solutions For Business	7,382.20
Ameripride Linen & Apparel Service	2,081.84
Assoc Of Mn Counties	18,186.00
At- Scene LLC	3,000.00
Bert's Truck Equip Of Moorhead	3,087.85
Church & Dwight Co Inc	18,635.28
CIVICPLUS	9,849.00
Code 4 Services Inc	56,262.26
Compass Minerals America	5,744.99
Crookston Fuel Company	5,652.90
ESRI	35,000.00
Evenaire Systems Inc	6,300.00
Fosston Municipal Utilities	2,446.55
Grove Mechanical Inc	3,103.21
Hennen Equipment Inc	6,151.14
Interstate Billing Service	8,063.72
Iteris Inc	57,000.00
Jobs HO	5,264.00
Kimball Midwest	2,591.66
LEADS ONLINE	2,128.00
Lepier Tire & Auto	2,215.46
Mayo Manufacturing Co	2,922.38
MCCC BIN#135033	61,959.13
MCCC MI 33	6,739.40
Mcintosh City	2,660.00
MCIT	3,582.00
Mn Dept Of Transportation	4,108.89
MN Sheriffs' Association	9,066.87
MN Transportation Alliance	3,636.00
Northdale Oil Inc	2,971.00
Northern Safety Co Inc	2,142.38
Nurse- Family Partnership	5,581.00
Pemberton Law PLLP	9,135.35
Polk County Highway Department	7,157.41
Polk County Solid Waste	7,635.75
Pro West & Associates Inc	2,499.66
RTVision Inc	7,050.00
Rustad Heating & Plumbing	3,525.00
Sampletech	15,475.00
Steamatic Of Grand Forks	4,505.52
Stone's Mobile Radio Inc	13,770.00

Todd's Tire Service Inc		2,285.54
Total Lawn Care & Landscaping		2,059.00
True North Steel		4,452.80
Urt Llc		4,230.65
US Bank Voyager Fleet Sys		4,577.45
Watch Guard Video		20,880.00
Wenck Associates Inc		6,771.90
Wenck Associates Inc		2,696.00
Widseth Smith Nolting & Assoc		19,532.00
Ziegler Inc		4,764.49
259	Payments less than 2000	110,686.53
	Final Total:	623,827.71

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., January 28, 2020.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

RESOLUTION (2020-12)

Sponsorship Of The Sandhill River Watershed District For Minnesota Counties Intergovernmental Trust

The following resolution (2020-12) was offered by Commissioner:

WHEREAS, Polk County is a member of the Minnesota Counties Intergovernmental Trust and;

WHEREAS, A current member of the Minnesota Counties Intergovernmental Trust must sponsor a new entity for membership and;

WHEREAS, The Sandhill River Watershed District desires to become a member for the purpose of obtaining property and workers compensation coverage.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners sponsors the Sandhill River Watershed District for membership.

Commissioner seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: NAYS:

STATE OF MINNESOTA)
) ss.
COUNTY OF POLK)

I, Charles S. Whiting, County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 28th day of January 2020 and that the same is true and correct copy of the whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 28th day of January, 2020.

_____
Charles S. Whiting
Polk 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
CHUCK WHITING, POLK COUNTY ADMIN.

FROM: JACOB SNYDER PLANNING & ZONING ADMIN.

MEETING DATE: January 28, 2020

AGENDA ITEM: Austin Pierce – CUP Campground Expansion (# 32.00192.00)

Polk County Zoning Ordinance Standards (pertinent to this request):

The PCZO standards will be read in full during the County Board meeting:

SUMMARY:

1) The applicant proposes to expand an existing 9 unit campground for an additional 40 campsites at the Ranch Resort located North of Maple Lake in Section 34 of Grove Park Township.

2) The campground would be located in the Agricultural District approx. ½ mile north of Maple Lake. This campground is not located in the shoreland district which extends 1000' from Maple Lake. The parcel is 80 acres in size and has several buildings and a house located on it.

3) The campers on the proposed site are planned to be located at least 100 feet from the property lines and road ROW of Co Hwy 10.

4) There is an existing 9-unit campground located on the site as well a horse boarding operation. Both required Conditional Use Permits in 2006 and both were approved with conditions. Some conditions of note are that 9 campsites were allowed 1 horse a piece and the boarding facility could have 60 horses on the site at any one time. Ultimately the max numbers of horses on the site was to be 69 and they were only allowed to be on the site not riding adjacent properties or down the ditch of Co Hwy 10. Any special events needed to go through separate CUP process, examples are rodeos, large trail riding activities, or horse competitions.

5) To date there have been no separate events that required a separate CUP and to my knowledge the horse boarding operation has had very little use.

6) The applicant is requesting to construct 40 additional campground sites meeting all the setback requirements and sizing standards of the ordinance.

7) The applicant stated on their application that if approved the horse boarding operations (dude ranch CUP approved in 2006) would be rescinded and discontinued at their request. This would alleviate initial staff concerns with the request in Spring of 2019 so the site will not be double used with CUP for a campground expansion and horse operations. The applicant has submitted a letter intending the County Board to revoke the 2006 CUP resolution (#2006-3-31) if the campground expansion is approved.

8) A similar expansion request was denied in 2006 because the site had two active Conditional Uses approved in 2006 and 3 months after the original 9-unit campground was approved the owner wanted to expand the

campground to 49-unit operation. There was also discussion in 2006 of a discretionary EAW for all the mixed uses of this parcel with camping sites and allowing 69 animal unit horse boarding operations. This application is treated as a new request because the applicant is requesting the prior use of the horse operations to be rescinded, so the request is different than that in 2006. As well as the Polk County Zoning Ordinance allows campgrounds with different conditions than those in 2006, so the standards have changed as well.

9) Mandatory Environmental Assessment Worksheets are required for campgrounds over 50 units. Discretionary EAW's can be added to the CUP if citizens petition or at the discretion of the County Board for any campground over 10 units.

10) A wetland delineation has been completed of the entire parcel, and the results indicated that the camping sites can be constructed on the parcel while avoiding impacts to wetland areas. The wetland delineation has been approved by the TEP panel and notice of decision has been received from East Polk SWCD. The preliminary sketch submitted with the application includes the delineated wetlands on the site.

11) The applicant submitted a preliminary operational plan that has been revised based on guidance from the 2019 spring public hearing/ Planning Commissions recommendations.

12) The proposed sites are planned to have septic, water, & electric hook ups. The plan is to have two or three large septic systems to serve the new campground sites and the developer plans to phase construction of the campground into 2 or 3 projects until the 49 units are accomplished.

13) The applicant submitted soils evaluations for the planned septic systems. Full system designs and permit applications must be filed with P&Z if the campground expansion is approved.

14) Road and access plans appear to follow ordinance standards. The roads will be private roads and not public roadways but must still follow PCZO width standards.

15) The Minnesota Department of Health/Minnesota Department of Labor & Industry permits campgrounds and have regulations which affect the design and layout of the lots, septic and water systems. MDH/MN Labor & Industry will not issue permits until Polk County has processed the CUP. MDH indicated via email that this operation is a separate entity than the Maple Lake Resort campground located a half mile to the West of the proposed site.

16) Minnesota Pollution Control Agency issues permits for storm-water issues during construction whenever more than an acre of property is disturbed for road building or development. NPDES permits will be applicable to this project for the campground expansion.

Comments Received:

The comments received on this request will be read during the County Board Meeting.

The Planning Commission/Staff recommends approval of the CUP with several conditions. *

These conditions will be read during the County Board meeting.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

Resolution to approve/deny the CUP request to expand an existing 9 unit campground for an additional 40 campsites at the Ranch Resort located North of Maple Lake in Section 34 of Grove Park Township.

- The board packet was due prior to the public hearing for this request any changes will be addressed at the County Board meeting.

BOARD OF COUNTY COMMISSIONERS

Austin Pierce "Ranch Resort" Expansion
#32.00192.00

January 28, 2020

APPLICANT REQUEST:

The applicant proposes to expand an existing 9-unit campground for an additional 40 campsites at the Ranch Resort located North of Maple Lake in Section 34 of Grove Park Township.

ZONING ORDINANCE REQUIREMENTS:

13.7000 CONDITIONAL USES. Land in the agricultural district shall be used for any of the following purposes only upon the issuance of a Conditional Use Permit.

13.7024 Campgrounds provided the following conditions are met:

a. An operational plan is established and all activities are conducted in accordance with the operational plan.

b. A certificate of insurance and/or a performance surety is required.

c. The use will comply with all applicable local, state, and federal laws, rules, regulations and ordinances.

d. All sanitary facilities installations shall comply with the current standards of the Minnesota Department of Health, as well as any other applicable State and Local codes and standards.

e. Wetland delineation is completed for the area the campground will be located on.

f. A stipulation is made in the permit as to the number of campsites and people to be using the facility at any one time.

g. Campsites shall be a minimum of two thousand (2000) square feet in area.

h. At least 50 percent of the total project area must be preserved as open space;

i. Campsites must be setback one hundred (100) feet from all public road right-of-ways and property lines.

j. Roadways must be constructed with a driving surface of fourteen (14) feet for a one-way and twenty-four feet for a two-way road.

k. Have traffic control consisting of parking limited to individual campsite spurs and parking areas constructed for that purpose. No parallel parking on site access roads within camping area shall be permitted.

l. Sanitation receptacles shall be provided for the campground patrons.

m. Campgrounds shall be located on a minimum of 3 acres with a minimum lot width of 300'.

n. The permit shall be subject to annual Administrative Review.

7.5400 Conditions Attached to Conditional Use Permits

7.5410 The Planning Commission, upon consideration of the criteria listed above and the purposes of this ordinance, shall recommend the attachment of such conditions to the conditional use permit as it deems necessary to fulfill the purposes of this ordinance. Such conditions may include, but are not limited to, the following:

7.5412 Limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted; and

7.5413 Special provisions for the location, design, and use of structures, sewage treatment systems, watercraft launching and docking areas, and vehicle parking areas.

7.5415 Limitations on period of use, occupancy, and operation.

7.5416 Imposition of operational controls, sureties, and deed restrictions

7.5100 In all cases the Commission shall consider whether:

7.5101 The proposed use is a conditional use expressly designated in the ordinance; and,

7.5102 The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity; and,

7.5103 The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area; and,

7.5104 Adequate utilities, access roads, drainage and other necessary facilities have been or are being provided; and,

7.5105 Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use; and,

7.5106 Adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

PERTINENT FACTS:

1) The campground would be located in the Agricultural District approx. 1/4 mile north of Maple Lake. This campground is not located in the shoreland district which extends 1000' from Maple Lake. The parcel is 80 acres in size and has several buildings and a house located on it.

2) The campers on the proposed site are planned to be located at least 100 feet from the property lines and road ROW of Co Hwy 10.

3) There is an existing 9-unit campground located on the site as well a horse boarding operation. Both required Conditional Use Permits in 2006 and both were approved with conditions. Some conditions of note are that 9 campsites were allowed 1 horse a piece and the boarding facility could have 60 horses on the site at any one time. Ultimately the max numbers of horses on the site was to be 69 and they were only allowed to be on the site not riding adjacent properties or down the ditch of Co Hwy 10. Any special events needed to go through separate CUP process, examples are rodeos, large trail riding activities, or horse competitions.

4) To date there have been no separate events that required a separate CUP and to my knowledge the horse boarding operation has had very little use.

5) The applicant is requesting to construct 40 additional campground sites meeting all the setback requirements and sizing standards of the ordinance.

6) The applicant stated on their application that if approved the horse boarding operations (dude ranch CUP approved in 2006) would be rescinded and discontinued at their request. This would alleviate initial staff concerns with the request in Spring of 2019 so the site will not be double used with CUP for a campground expansion and horse operations. The applicant has submitted a letter intending the County Board to revoke the 2006 CUP resolution (#2006-3-31) if the campground expansion is approved.

7) A similar expansion request was denied in 2006 because the site had two active Conditional Uses approved in 2006 and 3 months after the original 9-unit campground was approved the owner wanted to expand the campground

to 49-unit operation. There was also discussion in 2006 of a discretionary EAW for all the mixed uses of this parcel with camping sites and allowing 69 animal unit horse boarding operations. This application is treated as a new request because the applicant is requesting the prior use of the horse operations to be rescinded, so the request is different than that in 2006. As well as the Polk County Zoning Ordinance changed regulations regarding campgrounds in the Agricultural district and has different conditions than those in 2006, so the ordinance standards have changed as well.

8) Mandatory Environmental Assessment Worksheets are required for campgrounds over 50 units. Discretionary EAW's can be added to the CUP if citizens petition or at the discretion of the County Board for any campground over 10 units.

9) A wetland delineation has been completed of the entire parcel, and the results indicated that the camping sites can be constructed on the parcel while avoiding wetland areas. The wetland delineation has been approved by the TEP panel and notice of decision has been received from East Polk SWCD. The preliminary sketch submitted with the application includes the delineated wetlands on the site.

10) The applicant submitted a preliminary operational plan that has been revised based on guidance from the 2019 spring public hearing/ Planning Commissions recommendations.

11) The proposed sites are planned to have septic, water, & electric hook ups. The plan is to have two or three large septic systems to serve the new campground sites and the developer plans to phase construction of the campground into 2 or 3 projects until the 49 units are accomplished.

12) The applicant submitted soils evaluations for the planned septic systems. Full system designs and permit applications must be filed with P&Z if the campground expansion is approved.

13) Road and access plans appear to follow ordinance standards. The roads will be private roads and not public roadways but must still follow PCZO width standards.

14) The Minnesota Department of Health/Minnesota Department of Labor & Industry permits campgrounds and have regulations which affect the design and layout of the lots, septic and water systems. MDH/MN Labor & Industry will not issue permits until Polk County has processed the CUP. MDH indicated via email that this operation is a separate entity than the Maple Lake Resort campground located a half mile to the West of the proposed site.

15) Minnesota Pollution Control Agency issues permits for storm-water management during construction whenever more than an acre of property is disturbed for road building or development. NPDES permits will be applicable to this project for the campground expansion.

COMMENTS RECEIVED:

Previous comments in Spring of 2019:

1) Marilyn Lindberg, Neighbor, contacted our office via phone to state that she has concerns about the horses being able to still use the site and expansion of the campground too. She said the drainage should be looked as to net impacts to neighboring properties if the horses are on the site, they pose risk to manure runoff etc. To her it seems like a lot of campers and horses allowed on the site if approved. She also stated that she was a neighbor during the 2006 hearing processes and signed the petition to require an Environmental Impact Statement.

2) Bruce Berquist, Neighbor, contacted our office via phone to state that his concerns are traffic on Co Hwy 10 and increased boat traffic on Maple Lake. He said that Maple Lake is crowded already and he assumes most of the campers will have boats and use the lake as of its proximity to Maple Lake. He said he is unaware of horses ever using this site in the past ten years. He added that boats are already parked at each one of the 9 campers there currently on the site, so add 40 more and 40 more boats will come if not more. He ended that he is against the project due to the traffic concerns and increased boat traffic on Maple Lake.

3) Ted Gladden, Neighbor, wrote a letter responding to the public notice that explained that he was present for the 2006 meeting with this same request. He added that Maple Lake is already a fully developed shallow lake with a fragile ecosystem. On weekends the present public facilities, beach, and boat launch are very busy during the summer months. The boat launch is especially congested many weekend days. Forty additional permanent RV sites will add increased pressure on the lake facilities. Most importantly, the Polk County Commission has not developed an overall land use plan for Maple Lake and surrounding area. At what point is the expansion of additional RV location too great on the infrastructure of the lake and surrounding area? Until there is an overall plan for the lake it would be ill advised to approve any request of the scope of the proposed expansion. Without an overall plan the commission is not able to make an informed decision for the well-being of all Maple Lake users and the well-being of the lake.

4) Rachel Klein, East Polk SWCD, wrote an email regarding the proposed expansion we would really like them to have a delineation as part of the permit and at the very least the TEP panel would need to review the site and flag off any wetland so they would be avoided.

5) The Maple Improvement District stated that they have no official position on the matter of Austin Pierce's application for a Conditional Use Permit for the additional campsites at Ranch Resort, north of Maple Lake.

6) Mary Deaver, neighbor stated via letter that they would like to register a non-approval of the application for a permit to allow more horses and campsites.

7) Curtis Amundson, neighbor contacted our office via phone conversation to express the neighborhoods concerns along Sandy Beach Road SE, directly adjacent to this operation on Maple Lake. He stated that the area has concerns regarding increased traffic along Co Hwy 10 and Sandy Beach Road SE. The neighbors are also concerned about the 40 additional campers and their effects on boat traffic on Maple Lake. They also feel that it should be mentioned that the neighbors are concerned that the Pierces will try to use their daughters' cabin location on Sandy Beach Road to have boat slips to allow people from this campground to have a spot to permanently park a boat. He added that there have been a few horses on the site a long time ago but recently no horse activity occurs.

New Comments from 2020 CUP expansion Notice:

1) Ted Gladden, neighbor, wrote an email responding to the public notice that explained he opposes the campground expansion request. He added that Maple Lake is already a fully developed shallow lake with a fragile ecosystem. On weekends during the summer months the present public facilities, beach, and boat launch are very busy. The boat launch is especially congested many weekend days. He also notes there are already plenty of camping facilities available at Maple Lake. Forty additional permanent RV sites will add increased pressure on the lake facilities and possibly 160 people to the immediate area. Most importantly, Polk County has a comprehensive plan that dates to 1998 but how does it provide an objective benchmark for development 22 years later? For this reason, he feels an updated plan is needed and that no applications should be approved until the County has an updated comprehensive plan. Any decisions will tend to be arbitrary in nature and not reflective of the best use of the lake and surrounding area.

2) Mary Deaver, neighbor, wrote that she owns a cottage at Maple Lake and would like to state opposition of the proposed additional 40 campsites. She added they have seen what happens when you jam temporary housing on land near valuable permanent home sites so, they want it on record they oppose the expansion.

3) Susan & Gordy Claussen, neighbor, contacted our office via phone conversation and stated that they oppose the request because Maple Lake is already crowded. They added that fires and access to the lake are concerns as well as campers being allowed to clear trees so they could be seen from the roadways. They feel this could cause smoke nuisances and they feel their property values could plummet as well.

4) Curtis Amundson, neighbor, contacted our office and wanted to clarify why this request was being brought before the County again. I explained to him that the matter was tabled last year to get a wetland delineation completed to know if the site was upland or wetland, which has been completed. He added that they don't need any more people on the lake, kids operating golf carts and the increased traffic are his major concerns. He wanted to know how to stop this expansion and added that he may explore how to purchase this property to not have this operation expanded.

5) Steve Tischman, Grove-Park Township Supervisor, stated via office visit that the Township has no objection to the campground expansion. They feel if people want to camp out in the woods, more power to them and it seems like a good spot to have this operation. The land is low but if it can be turned into camping spots then it could be a good use of the site.

6) MDH, Sharon Carlson, via email indicated that the Ranch Resort was licensed currently for 9 campsites and that Polk County acts first on the conditional use application, then there is a review process on the State level.

PLANNING COMMISSION & STAFF RECOMMENDATION:

Planning Commission & Staff recommends that the applicant has completed the steps that were laid out in the prior public hearing in the spring of 2019 to pursue a campground expansion. The wetlands located on the parcel have been delineated and identified that indeed the site has uplands that are suitable for development. The operational plan has been amended based on guidance during the prior public meeting to address neighboring landowners' concerns.

Staff feels this site could serve a campsite need that was identified in a campground inventory done in the summer of 2019. This inventory identified many noncompliant campers along all areas around Maple Lake, some were operating as mini-campgrounds. Staff has worked diligently to try and identify and correct these issues with campers scattered on front lots and backlots. Planning & Zoning staff has concluded from this camper inventory that there is a need for more responsible camping places for campers to be located around the Mentor area. Thus, this campground could fill a need in a place that is heavily wooded which will help buffer the use form neighboring properties both aesthetically and from noise. The project should have little environmental impacts on the surface waters of Maple Lake due to its proximity and existing wetland storage capacity. If neighboring concerns are addressed through the conditions listed below the use could co-exist without being injurious to the use and enjoyment of existing nearby land uses. For these reasons staff feels the Planning Commission should recommend approval of the campground expansion with the following conditions:

1. A 50 feet tree vegetative buffer should be maintained and/or established if not present for aesthetics and to help control some noise or visual nuisances from the campground expansion.
2. The valid Conditional Use Permit for operations of the horse operations on the site must be rescinded at the landowners' request prior to the campground expansion. This is not intended to unilaterally regulate the site of a prior use but a measure to alleviate the acreage usage that horse uses require that are now planned to be camping sites.
3. Parking area should only allow 1 alternative parking spot per campground site that is the size of a standard pickup and boat trailer.
4. Campground must not be in operations during deer rifle season to alleviate the safety hazards of hunting on adjacent lands.
5. Campers must always be road ready with current licenses, wheels inflated and tires on axels.

6. Septic designs/ permits must be submitted for the planned septic systems and all sanitary facilities installations shall comply with the current standards of the Minnesota Department of Health, as well as any other applicable State and Local codes and standards.
7. NPDES storm-water permit (MPCA) & Minnesota Department of Health campground permit must be obtained prior to the campground expansion construction.
8. This campground and its patrons shall not have controlled access or cannot provide such access points for boating recreation on Maple Lake.
9. The total maximum number of people on the campground site at any one time shall not exceed 300 people.
10. Operational plan to be finalized and approved by Planning & Zoning staff prior to the campground expansion.
11. The use will comply with all applicable local, state, and federal laws, rules, regulations and ordinances.
12. The permit shall be subject to annual Administrative Review.

*The staff report was due prior to the public hearing on Jan 24, 2020. Any changes to the recommendations will be brought to the County Board during the Jan 28, 2020 Board time.

Application No. _____
Parcel No. _____
Fee Amount _____

SUPPLEMENTAL DATA FOR CONDITIONAL USE PERMIT

Polk Co. Planning and Zoning
P.O. Box 375
320 Ingersoll
Crookston, MN 56716
Phone (218) 281-5700 or 6445
Fax (218) 281-6471

RECEIVED
FEB 18 2019
POLK COUNTY ENV. SVS.

APPLICANT INFORMATION

NAME: Austin Pierce

ADDRESS: 6373 E. Lake Dr.

CITY, STATE, ZIP: Grand Forks, ND, 58201

PHONE: 218-779-4062

The above named individual, firm or corporation hereby respectfully submits the following supplemental data in support of the preliminary information provided on the accompanying Zoning Application Summary Form (Form A) dated 2-18-19 for the purpose of securing a conditional use permit.

PROJECT INFORMATION

1. Specify the section of the ordinance that applies to this project: 13.7024
2. Brief narrative description of this request: Additional 40 campsites to operate at The Ranch Resort.
3. Written justification for request including discussion of how any potential conflicts with existing nearby land uses will be minimized: We won't have any effect on nearby landuser but if something arises we will discuss with that person who owns the land. The intent to use operations for campers and recreation instead of horses. That were allowed in 2006 on a different CUP.
4. Check all additional supporting documents and data which are being submitted to help explain this project proposal: (✓) sketch plan, (✓) topographic map, (✓) detailed narrative, ( ) operation plans, ( ) engineering plans, ( ) floodplain hydraulic analysis, ( ) flood proofing plans and specifications, ( ) other (specify) _____

I hereby certify with my signature that all data on my application forms, Plans and specifications are true and correct to the best of my knowledge: _____ (Signature of Applicant) 2-13-19 (Date)

CONDITIONAL USE PERMIT

In accordance with _____ (Section of Ordinance) of the *Polk County Zoning Ordinance,*

the **Polk County Commissioners** hereby ( ) **approve**, ( ) **deny** the foregoing Application for a Conditional Use Permit. If approved, said approval is subject to the following General and Special Provisions:

By: _____ (Authorized Signature) _____ (Title) _____ (Date)

RANCH RESORT
OPERATING PLAN

All reasonable means will be taken to make your residency here a safe and pleasant one. The following rules and regulations are made to insure fairness to all residents. They are designed to protect the rights and property of all parties.

1. RV campers can stay on your lot year round if you have committed to the site for following season.

2. Resort will supply hook-ups for sewer, water, and electric. However, each tenant is responsible for setting up and paying their own accounts with each utility company. Each site will have its own electric meter and you are responsible for paying own. Electric. Company is Wild Rice Electric out of Mahnomen, MN.

3. All tenants must provide fresh water backflow connectors as required by State of MN and must be disconnected from the water post in fall prior to winterizing. All sites must use a universal connector when hooking up to the septic system.

4. All campers must be approved prior to being allowed to move into the campground. All campers must be licensed and road ready to move without placing wheels back on them.

5. Length of season will depend on weather. Approximately open April 1 – October 31. Water will be turned on in spring, and turned off in fall.

6. Lot sizes vary in size, most are 70'x100' or larger.

7. Tenants are responsible for mowing own grass, trimming your own trees, etc. for your lot in a timely manner. .

8. Absolutely not cutting down trees without permission of management

9. Decks, screen porches, 12' x 16' max sheds, fire pits, and lawn furniture are allowed. See resort management for further details and final approval regarding setback rules. This is acceptable so long as a permit is obtained from Polk County Planning & Zoning for these structures prior to placement or construction. All sheds shall require a building permit as well as any deck that is three feet or more in height (including the railings).

10. Check with management before putting up fences.

11. Keep landscaping back from road and property lines. Check with management for approval.

12. Exterior of campers – the following conditions are not permissible and must be promptly corrected: 1. Broken or cracked glass doors or windows, 2. Visible or unsightly dents, 3.

Bent or dented awnings, decks, or porch railings, 4. Visible and unsightly rust, 5. Corrosion, fading, blistering, or cracking on painted surfaces, 6. Utility connections that leak, are unsafe, impede yard maintenance, and/or violate any health or safety code or regulations, 7. Exterior carpet which is torn, dirty or loose, 8. Generally dirty appearance of RV/camper. Campers must be maintained and washed regularly.

13. Children must be supervised at all times. **DO NOT** use the roads as a sandbox.

14. Pets are OK as long as they are on leashes or tied up at all times, and they do not become a pest or nuisance to other tenants or damage any property. Tenant may not have more than two pets on the property. Bark collars are required especially if your dog is left in the camper alone or unattended. Tenant is responsible for any claim, loss or damage caused by Tenant's pet(s). Use common sense. Clean up waste immediately.

15. You are allowed to have company and guests stay occasionally in your camper or in a tent on your site. Only one camper per site is permitted. Six people per site maximum with 2 vehicles per site. 300 people maximum allowed. Overflow parking will be parked in designated parking location.

16. No vehicles, whatsoever, are allowed to be parked on the roadways or streets. They must be parked in your lot or a designated resort parking lot. This is a county and state emergency requirement. Vehicles/boats are limited to what fits on each campsite. Overflow parking is available in a designated area for boats and vehicles. Each campsite is allowed one parking spot with a truck and trailer combination in the overflow parking area.

17. The main entrance is to be used by all tenants. Please advise all your guests of this rules when coming to visit.

18. All residents must agree to make the resort look as nice as possible. Dispose of all normal garbage in the dumpsters provided. Absolutely no dumping of human waste. We have been informed that violators could be subject to fines.

19. In the event of severe weather emergency services of Mentor, MN opens up the old school house for storm shelters. Also, the basement of the farmhouse on the campground property is available for storm shelter use.

20. Golf carts and battery-operated mopeds/scooters are allowed as long as things do not get out of control and the privilege is not abused.

21. Speed limit in campground is 10 M.P.H. This is State Law.

22. Quite hours are from 12am-7am. Respect your neighbors. Both quiet and not so quiet residents should make every effort to respect each other's fun.

RANCH RESORT
OPERATING PLAN

23. The Management will make every reasonable effort to provide a clean and safe environment.

24. Any problems or concerns, please notify resort management.

25. A ranch manager will operate these campsites and make sure the rules and regulations are adhered to strictly. During the months of operation, a caretaker will be on site 24 hours from 12pm Friday to 8 a.m. Monday.

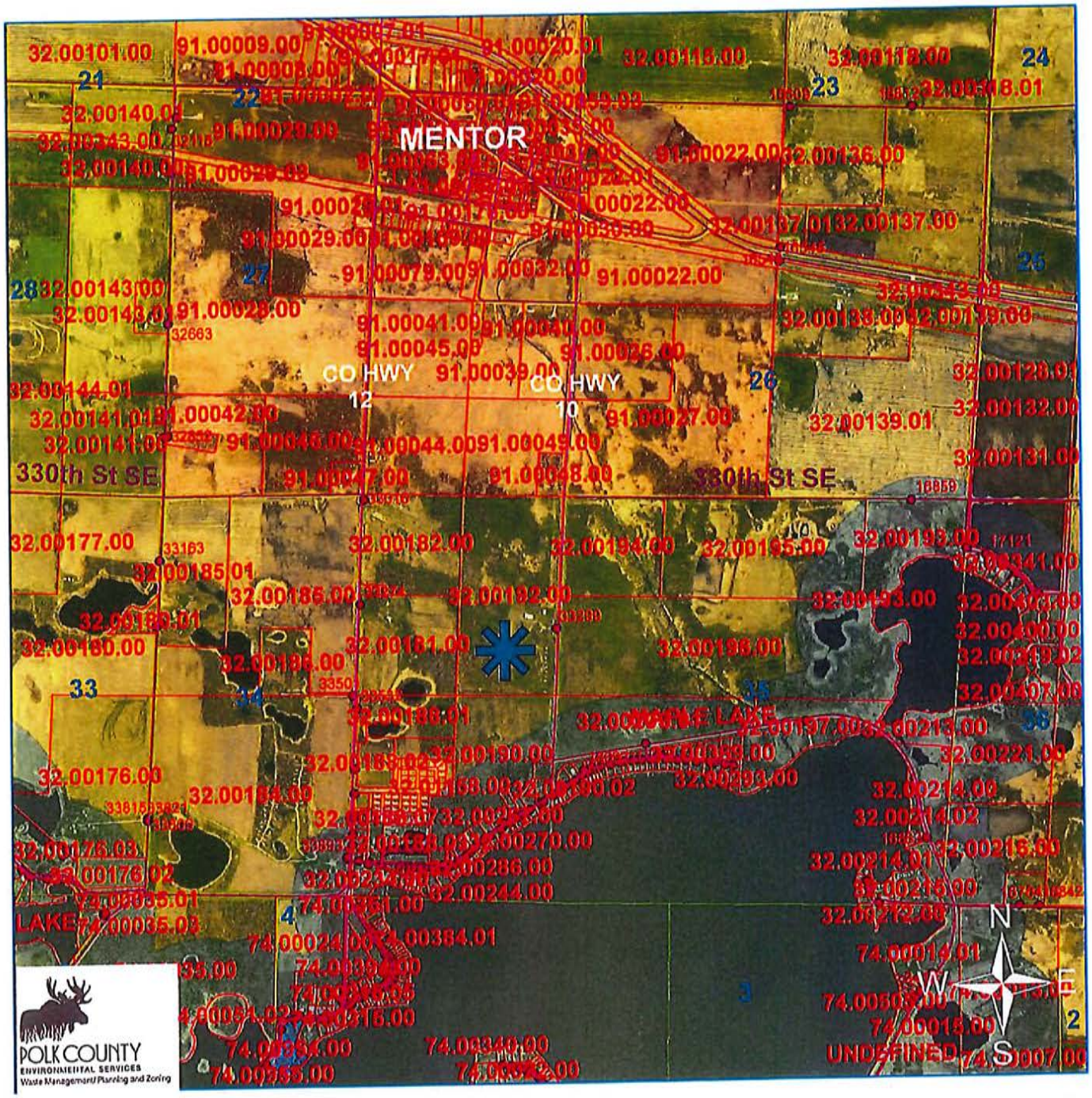
26. Roadways will be privately owned and maintained and adequate for emergency vehicles to access. The campsites will have adequate lighting for response vehicles and overall safety of campers. Roads will all be two-way 24' wide.

27. Signs will be posted that show the location of the campsites, name, and telephone number of caretaker. Each individual lot will be posted with a number.

28. Water systems are inspected annually by Minnesota Department of Health.

29. Septic systems are inspected annually by management.

30. When septic systems are pumped they are also assessed by the septic system pumping company. The septic systems will not undergo a complete inspection at this time. The tanks and functionality simply be assessed. This is not be to confused with a compliance inspector which may only be completed by a licensed professional.



Legend

- E911_Road
- Polk_GIS.DBO.Parcels
- Shoreland District

Zoning Districts

District

- Agricultural District
- City

*NOTE: Property is entirely within the Ag-district (greater than 1000' from Maple Lake)

0 445 890 1,780 2,670 3,560 4,450 5,340 6,230 Feet

Proposed: Conditional Use Permit to add 40 campground sites to an existing 9 site Ranch Resort Campground. Parcel #32.00192.00.

Indicates Property Location

Map Created 12/31/2019
By: Jacob Snyder
Planning & Zoning Admin.

32.00182.00
32.00183.00
32.00192.00
32.00194.00
PCD 14
32.0019
32.00196.00
32.00181.00
32.00188.01
32.00189.00
32.00188.06
32.00190.00
32.00203.01
32.00188.02
32.01156.00
32.01151.00
32.01138.00
32.01150.00
32.01137.00
32.01158.00
32.01147.00
32.00370.00
32.00386.00
32.00232.00
32.00397.01
32.00232.01
32.00394.00
32.00188.08
32.00382.00
32.00230.00
32.00229.00
32.00188.07
32.00188.03
32.00227.00
32.00226.00
32.00235.00
32.00234.00
32.00236.00
32.00239.00
32.00244.00
32.00245.00
32.00281.00
32.00279.00
32.00288.00
32.00288.01
32.00278.01
32.00275.02
32.00190.01
32.00270.00
32.00269.00
32.00265.00
32.00267.00
32.00261.00
32.00260.00
32.00258.00
32.00256.00
32.00190.05
32.00190.02
32.00253.00
32.00252.00
32.00287.00
32.00350.00
32.00352.00
32.00198.00
32.00199.00
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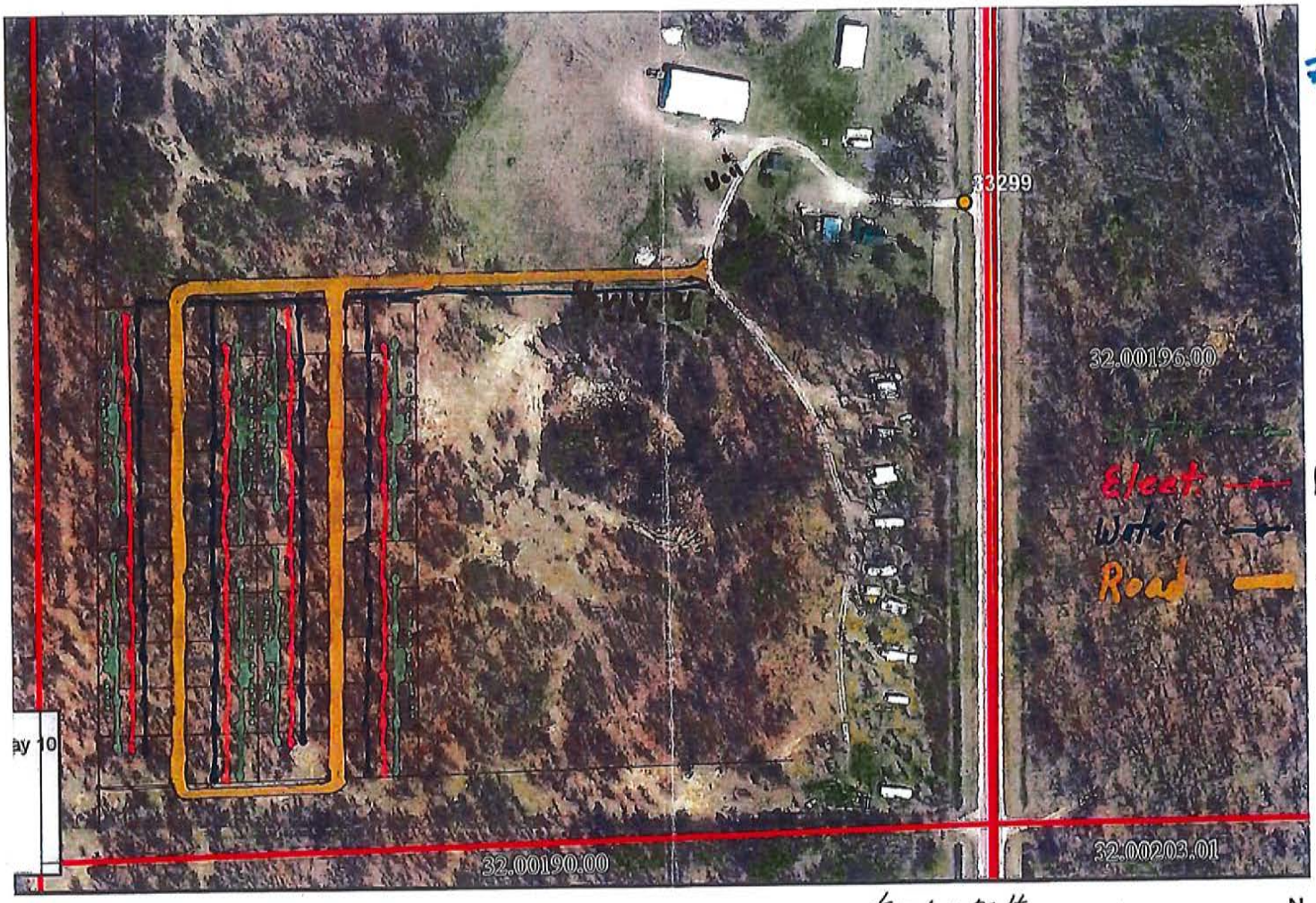
LAKE



ded by:

tal Services

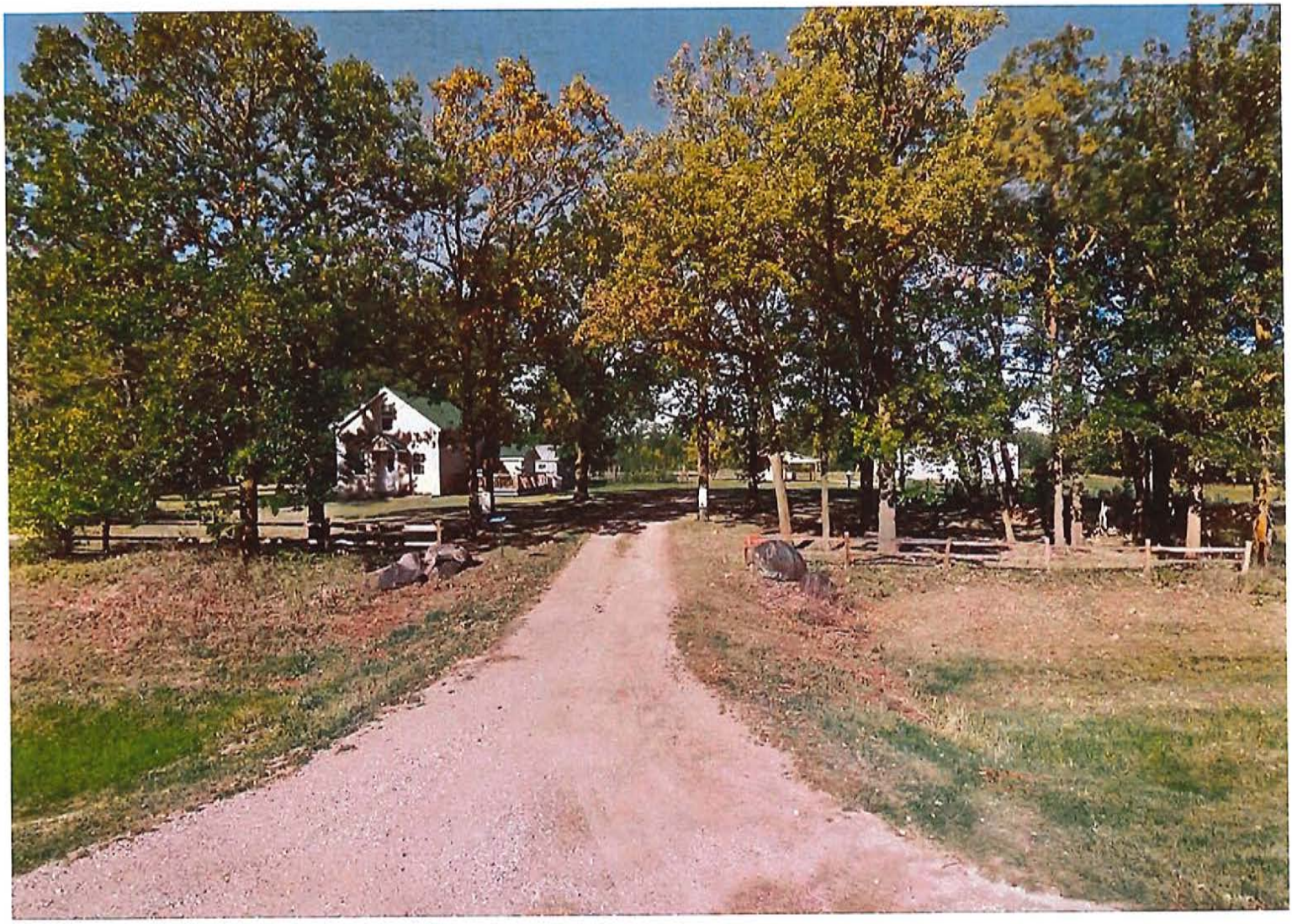
2019

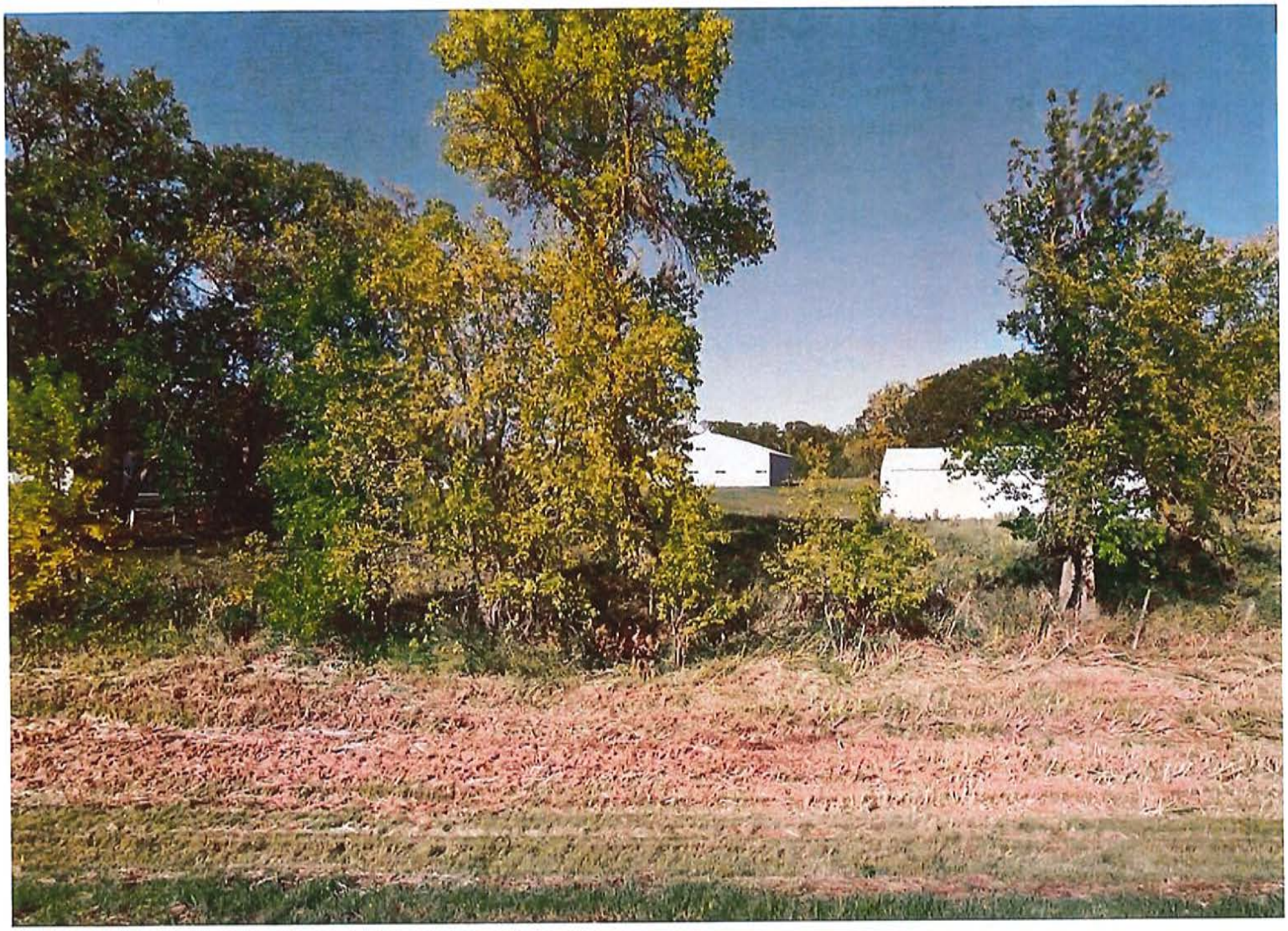
Site Map: Outdoor Investments, LLC
Parcel 32.00192.00

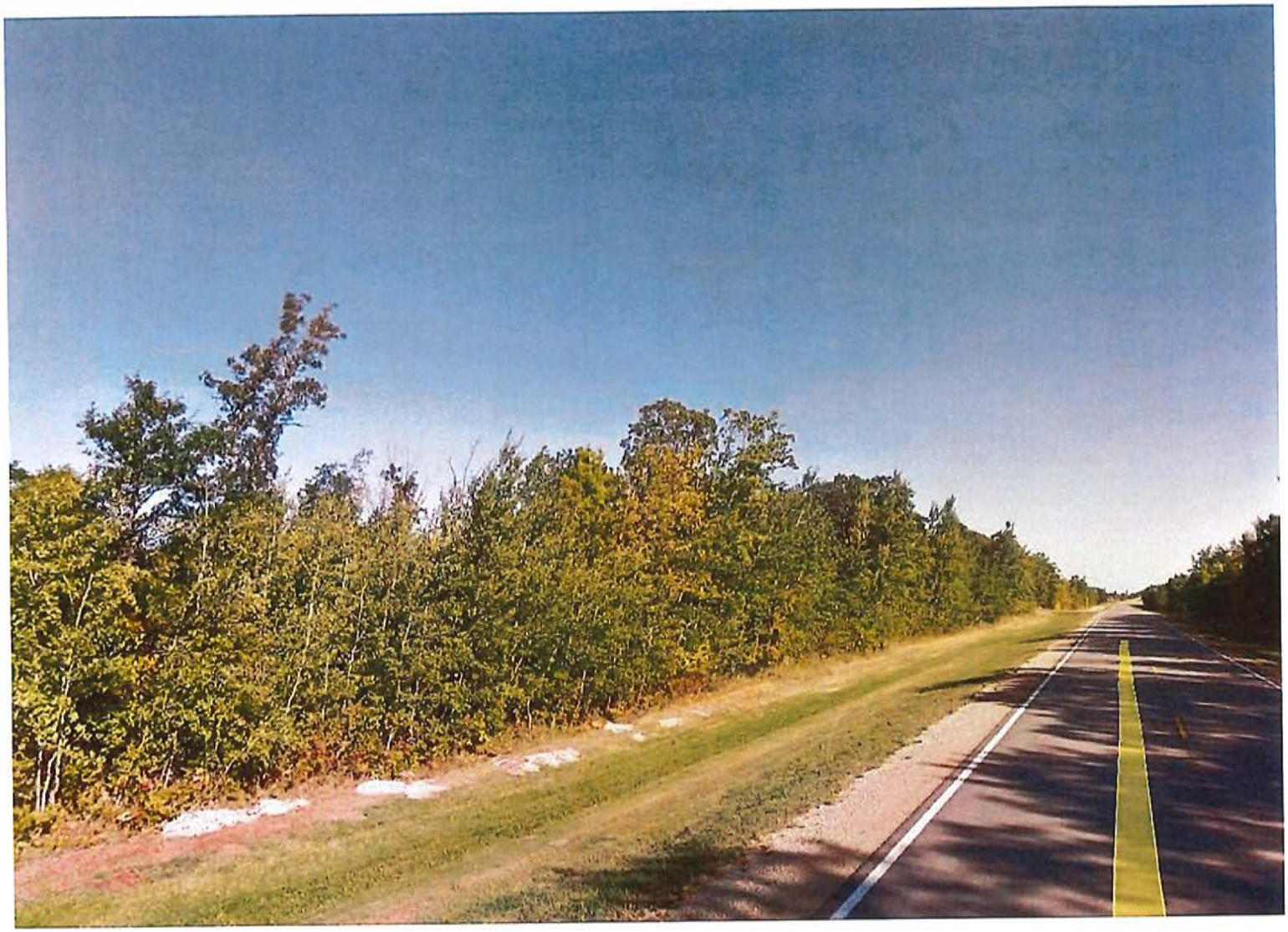
½ inch = 70 ft

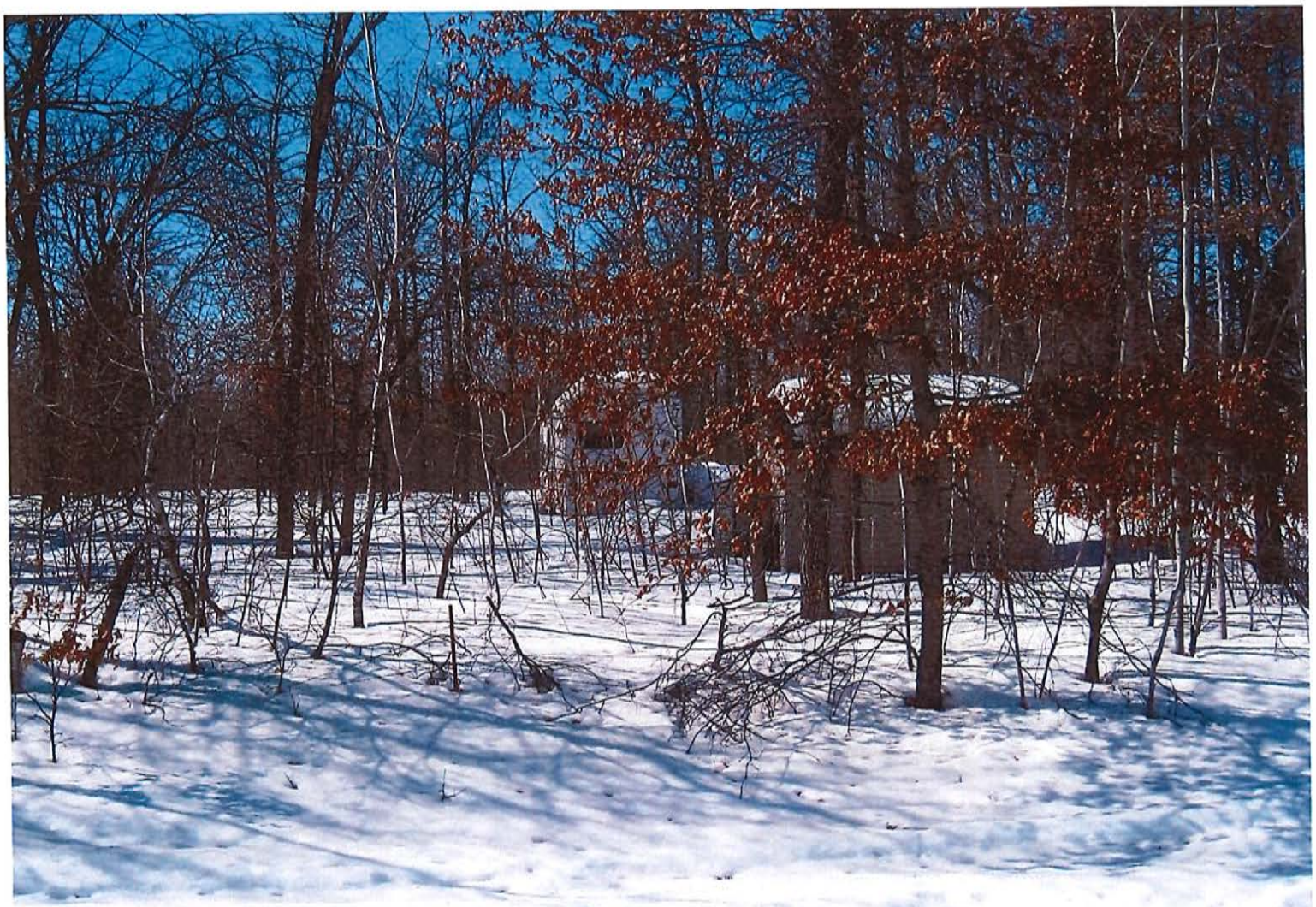
0 15 30 60 90 120 150 180
Yards

N









SPEED
LIMIT
10

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

RESOLUTION (2020-13)

Conditional Use Permit For Outdoor Investments LLC
For A Campground Expansion Up To 49 Sites

The following resolution (2020-13) was offered by Commissioner:

WHEREAS, Polk County Zoning Ordinance, Section 13.7024 allows for a campground expansion up to 49 total sites as a conditional use in the Agricultural District; and

WHEREAS, Outdoor Investments LLC owns land described as, The East Half of the Northeast Quarter (E½NE¼) of Section Thirty-four (34), Township One Hundred Forty-nine (149), Range Forty-three (43), Polk County, Minnesota, parcel #32-192.

WHEREAS, Outdoor Investments LLC plan meets all requirements of the Polk County Zoning Ordinances; and

WHEREAS, The Polk County Board of Commissioners finds:

1. Outdoor Investments LLC are proposing a to expand their recreational campground facility of 9 units to 49 units on the 80 acre parcel.

2. The campground would be located in the Agricultural District approx. 1/4 mile north of Maple Lake. This campground is not located in the shoreland district which extends 1000' from Maple Lake. The parcel is 80 acres in size and has several buildings and a house located on it.

3. The campers on the proposed site are planned to be located at least 100 feet from the property lines and road ROW of Co Hwy 10.

4. There is an existing 9-unit campground located on the site as well a horse boarding operation. Both required Conditional Use Permits in 2006 and both were approved with conditions. Some conditions of note are that 9 campsites were allowed 1 horse a piece and the boarding facility could have 60 horses on the site at any one time. Ultimately the max numbers of horses on the site was to be 69 and they were only allowed to be on the site not riding adjacent properties or down the ditch of Co Hwy 10. Any special events needed to go through separate CUP process, examples are rodeos, large trail riding activities, or horse competitions.

5. To date there have been no separate events that required a separate CUP and to my knowledge the horse boarding operation has had very little use.

6. The applicant is requesting to construct 40 additional campground sites meeting all the setback requirements and sizing standards of the ordinance.

7. The applicant stated on their application that if approved the horse boarding operations (dude ranch CUP approved in 2006) would be rescinded and discontinued at their request. This would alleviate initial staff concerns with the request in Spring of 2019 so the site will not be double used with CUP for a campground expansion and horse operations. The applicant has submitted a letter intending the County Board to revoke the 2006 CUP resolution (#2006-3-31) if the campground expansion is approved.

8. A similar expansion request was denied in 2006 because the site had two active Conditional Uses approved in 2006 and 3 months after the original 9-unit campground was approved the owner wanted to expand the campground to 49-unit operation. There was also discussion in 2006 of a discretionary EAW for all the mixed uses of this parcel with camping sites and allowing 69 animal unit horse boarding operations. This application is treated as a new request because the applicant is requesting the prior use of the horse operations to be rescinded, so the request is different than that in 2006. As well as the Polk County Zoning Ordinance changed regulations regarding campgrounds in the Agricultural district and has different conditions than those in 2006, so the ordinance standards have changed as well.

9. Mandatory Environmental Assessment Worksheets are required for campgrounds over 50 units. Discretionary EAW's can be added to the CUP if citizens petition or at the discretion of the County Board for any campground over 10 units.

10. A wetland delineation has been completed of the entire parcel, and the results indicated that the camping sites can be constructed on the parcel while avoiding wetland areas. The wetland delineation has been approved by the TEP panel and notice of decision has been received from East Polk SWCD. The preliminary sketch submitted with the application includes the delineated wetlands on the site.

11. The applicant submitted a preliminary operational plan that has been revised based on guidance from the 2019 spring public hearing/ Planning Commission's recommendations.

12. The proposed sites are planned to have septic, water, & electric hook ups. The plan is to have two or three large septic systems to serve the new campground sites and the developer plans to phase construction of the campground into 2 or 3 projects until the 49 units are accomplished.

13. The applicant submitted soils evaluations for the planned septic systems. Full system designs and permit applications must be filed with P&Z if the campground expansion is approved.

14. Road and access plans appear to follow ordinance standards. The roads will be private roads and not public roadways but must still follow PCZO width standards.

15. The Minnesota Department of Health/Minnesota Department of Labor & Industry permits campgrounds and have regulations which affect the design and layout of the lots, septic and water systems. MDH/MN Labor & Industry will not issue permits until Polk County has processed the CUP. MDH indicated via email that this operation is a separate entity than the Maple Lake Resort campground located a half mile to the West of the proposed site.

16. Minnesota Pollution Control Agency issues permits for storm-water management during construction whenever more than an acre of property is disturbed for road building or development. NPDES permits will be applicable to this project for the campground expansion.

17. The proposed use is a conditional use expressly designated in the ordinance; and,

18. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity.

19. That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

20. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

21. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

22. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners grants a conditional use permit to Outdoor Investments LLC with the following conditions:

1. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity.

2. That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

4. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

5. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

6. That the use of the property shall at all times be in compliance with all federal, State of Minnesota, and County of Polk rules and regulations.

7. That all Federal, State and local regulations are followed regarding the handling and storage of hazardous materials.

8. A 50 feet tree vegetative buffer should be maintained and/or established if not present for aesthetics and to help control some noise or visual nuisances from the campground expansion.

9. The valid Conditional Use Permit for operations of the horse operations on the site must be rescinded at the landowners' request prior to the campground expansion. This is not intended to unilaterally regulate the site of a prior use but a measure to alleviate the acreage usage that horse uses require that are now planned to be camping sites.

10. Parking area should only allow 1 alternative parking spot per campground site that is the size of a standard pickup and boat trailer.

11. Campground must not be in operations during deer rifle season to alleviate the safety hazards of hunting on adjacent lands.

12. Campers must always be road ready with current licenses, wheels inflated and tires on axels.

13. Septic designs/ permits must be submitted for the planned septic systems and all sanitary facilities installations shall comply with the current standards of the Minnesota Department of Health, as well as any other applicable State and Local codes and standards.

14. NPDES storm-water permit (MPCA) & Minnesota Department of Health campground permit must be obtained prior to the campground expansion construction.

15. This campground and its patrons shall not have controlled access or cannot provide such access points for boating recreation on Maple Lake.

16. The total maximum number of people on the campground site at any one time shall not exceed 300 people.

17. Operational plan to be finalized and approved by Planning & Zoning staff prior to the campground expansion.

18. The use will comply with all applicable local, state, and federal laws, rules, regulations and ordinances.

19. The permit shall be subject to annual Administrative Review.

Commissioner seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: NAYS:

STATE OF MINNESOTA)
) ss
COUNTY OF POLK)

I, Charles S. Whiting, County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 28th day of January 2020, and that the same is a true and correct copy of the whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 28th day of January 2020.

_____
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
CHUCK WHITING, POLK COUNTY ADMIN.

FROM: JACOB SNYDER PLANNING & ZONING ADMIN.

MEETING DATE: January 28, 2020

AGENDA ITEM: Austin Pierce – Termination of Dude Ranch (CUP #2006-3-31) (Parcel# 32.00192.00)

SUMMARY:

1) The applicant proposes to expand an existing 9 unit campground for an additional 40 campsites at the Ranch Resort located North of Maple Lake in Section 34 of Grove Park Township.

2) The applicant stated on their application that if campground expansion was approved the horse boarding operations (dude ranch CUP approved in 2006) would be rescinded and discontinued.

3) This would alleviate initial staff concerns with the request in Spring of 2019 so the site will not be double used with CUP for a campground expansion and horse operations.

4) The applicant has submitted a letter intending the County Board to revoke the 2006 CUP resolution (#2006-3-31) if the campground expansion is approved.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

Resolution to Terminate the existing Dude Ranch CUP (#2006-3-31) in Section 34 of Grove Park Township.

- The board packet was due prior to the public hearing for this request any changes will be addressed at the County Board meeting.

December 23, 2019

Polk County Planning & Zoning

320 Ingersoll Ave.

Attn: Jacob Snyder

Crookston, Mn 56716

Upon approval of the 40 lot campground expansion the conditional use permit for the previous Dude Ranch will be revoked. The intent is to use operations for campers and recreation instead of Dude Ranch and rodeos, etc.

Thank you,

Austin Pierce

The Ranch Resort

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

RESOLUTION (2020-14)

Termination of Recorded Resolution 2006-3-31
Document A000632636 Recorded August 24, 2006

The following resolution (2020-14) was offered by Commissioner:

WHEREAS, Outdoor Investments LLC, land owner of parcel 32.00192.00, wishes to terminate the Dude Ranch operation as of January 28, 2020.

WHEREAS, A Conditional Use Permit was issued on March 28, 2006 for operation of a Dude Ranch; and

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners Terminates resolution 2006-3-31.

Commissioner seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: NAYS:

STATE OF MINNESOTA)
) ss
COUNTY OF POLK)

I, Charles S. Whiting, County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 28th day of January 2020, and that the same is a true and correct copy of the whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 28th day of January 2020.

_____
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: January 28, 2020

AGENDA ITEM: SSOM Compost Pad Project – Change Order #2

SUMMARY:

1. Work on the Polk County Source Separated Organic Material (SSOM) Compost Pad Project is nearly completed. The contractor hired to complete this work is Lyle Wilkens Inc., of Crookston, MN.

2. All work, with exception of grading, seeding and erosion control related to that work, has been completed. This remaining work cannot be completed until the next construction season.

3. The value of the remaining, outstanding work, is $6,800.00.

4. Polk County and the Contractor desire to close out this Project by issuing a change order (CO #2) for the value of the remaining work to be completed. This would be a credit to Polk County (decrease in contract value).

5. The CO #2 is a credit to Polk County in the amount of $6,800.00. It represents the satisfaction of all remaining work under the contract.

6. With approval of CO #2, the total contract value changes from $375,578.00 to the new revised amount of $368,778.00.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action: Approve Change Order CO #2 to Lyle Wilkens Inc of Crookston, MN in the amount of $6,800.00 for the credit to Polk County for remaining grading and seeding work to be completed.

Lyle Wilkens Inc
2755 Highway #75 South
Crookston, MN 56716
P: (218) 280-0446
F: (218) 281-6355
lylewilkensinc@gmail.com

CO #2

Project: **Polk County SSOM Compost Pad Construction**

Change Order: CO #2

Description: This change order deducts the remaining value of Item #3 - Temporary Erosion & Sediment Control, Item #16 - Turf Restoration and Item #17 - Site Restoration for the project due to seasonal constraints and site conditions.

Value: $6,800.00 (Credit to County)

Detail:

Temporary Erosion & Sediment Control	$ 600 remaining
Turf Restoration	$5,200 remaining
Site Restoration	$1,000 remaining
TOTAL CREDIT TO COUNTY	$6,800 (CREDIT)

Original Contract:	$ 370,578.00	
Total of Change Orders:	+ $ 5,000.00	(CO #1)
Previous Contract Value:	$ 375,578.00	

Previous Contract Value:	$ 375,578.00	
Value of Change Order:	- $ 6,800.00	(CO #2)
New Contract Value:	$ 368,778.00	

Signature of Approval:

Lyle Wilkens Inc.: Lyle Wilkens
Date: 1/19/2020

Polk County: _____
Date: _____

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:	January 28, 2020
AGENDA ITEM:	SSOM Compost Pad – Release of Retainage

SUMMARY:

1. Polk County constructed a new Source Separated Organic Material (SSOM) Compost Pad at the Polk County Landfill Complex near Gentilly, MN using CAP Grant dollars from the State of MN.

2. Polk County bid the SSOM Compost Pad Project out. The bid was awarded to the lowest responsible bidder – Lyle Wilkens Inc of Crookston, MN.

3. With the approval of the final Change Order (CO #02), work on the SSOM Compost Pad is now completed.

4. As required by the Contract between Lyle Wilkens Inc and Polk County, retainage on the project is withheld until all elements of the project are complete and approval to release the retainage is obtained.

5. The adjusted Contract value for the SSOM Compost Pad Project is $368,778.00. Polk County has made payment for all costs associated with this project except for $18,610.84 which has been withheld as retainage pending completion of the project and release approval.

6. Upon approval of CO #2, all remaining work on the SSOM Compost Pad Project has now been completed. Subject to the terms of the Contract, release of the retainage shall be made upon receipt of the close out documents and lien release(s) required.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action: Approve the release of the retainage amount of $18,610.84, upon receipt of required documents, to Lyle Wilkens Inc of Crookston, MN to serve as payment in full for the Crookston Transfer Station Project.

Lyle Wilkens Inc
2755 Highway #75 South
Crookston, MN 56716
P: (218) 280-0446
F: (218) 281-6355
lylewilkensinc@gmail.com

CO #001

Project: **Polk County Landfill Gas Trench Project**

Change Order: CO #001

Description: This change order increases the value of the contract due to the need for additional clay materials to complete the project. This increase accounts for the additional excavation of clay, transportation from the excavation area to the fill area, and placement of the fill in the gas trenches.

Value: $3,600.00 (Charge to County)

Detail:

Additional Clay	$3,600 remaining
ADDITIONAL CHARGE	$3,600 (ADDITION)

Original Contract:	$ 18,571.00
Total of Change Orders:	+ $ 0.00
Previous Contract Value:	$ 18,571.00

Previous Contract Value:	$ 18,571.00	
Value of Change Order:	+ $ 3,600.00	(CO #1)
New Contract Value:	$ 22,171.00	

Signature of Approval:

Lyle Wilkens Inc.: Lyle Wilkens
Date: 1/19/2020

Polk County: _____
Date: _____

Lyle Wilkens Inc
2755 Highway #75 South
Crookston, MN 56716
P: (218) 280-0446
F: (218) 281-6355
lylewilkensinc@gmail.com

CO #002

Project: **Polk County Landfill Gas Trench Project**

Change Order: CO #002

Description: This change order increases the value of the contract due to the need for additional clay materials to complete the project. This increase accounts for the additional excavation of clay, transportation from the excavation area to the fill area, and placement of the fill in the gas trenches.

This change order also increases the value of the contract due to the need for erosion control, site restoration and seeding activities associated with other projects that could not be completed due to this project being underway.

Value: $9,300.00 (Charge to County)

Detail:

Additional Material Removal & Hauling	$2,500
Erosion, Site Restoration & Seeding	$6,800
ADDITIONAL CHARGE	$9,300 (ADDITION)

Original Contract:	$ 18,571.00
Total of Change Orders:	+ $ 3,600.00
Previous Contract Value:	$ 22,171.00

Previous Contract Value:	$ 22,171.00	
Value of Change Order:	+ $ 9,300.00	(CO #002)
New Contract Value:	$ 31,471.00	

Signature of Approval:

Lyle Wilkens Inc.: Lyle Wilkens
Date: 1/19/2020

Polk County: _____
Date: _____

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 ADMIN.
FROM:	JIM TADMAN - SHERIFF
MEETING DATE:	JANUARY 28, 2020
AGENDA ITEM:	Monthly Sheriff Reports
SUMMARY:	Present and discuss the December Sheriff Reports
ACTION:	For information only

December

Date:	Reason	Mileage	Deputy/Deputies	Medical	Mental Health	MN Prison/Jails	Out of state	ME	Federal	Other	Hours
2	St Cloud/Fairbault	715	5028			715					14
2	540	24	5005							24	2.25
3	St Louis County on 10-69	469	5019			469					9
3	Clearwater County on 10-69	126	5013			126					2.5
4	Federal to GF medical	55	5013/5016						55		4.5
4	Trail Co ND on relay	33	5016				33				0.75
5	Cass Fargo on 10-69	172	5005				172				3
5	Clearwater County on 10-69	128	5028			128					2.75
6	Federal to Riverview	2	5019/5028						2		5.5
7	540	48	5006							48	1.5
7	NWRCC to Riverview	2	5027	2							2.25
8	NWRCC to Riverview	2	5023	2							2.5
9	RRVJDC to court	1	5028							1	2.25
10	St Cloud/Fairbault	725	5008			725					14
10	540	24	5005							24	1.75
11	GF jail on 10-69	30	5005				30				1
11	Williston ND on 10-69	724	5028				724				12
12	NWRCC to Riverview	2	5027	2							2.25
13	540	48	5032							48	1.25
13	NWRCC to Altru GF	61	5028	61							3
15	540	48	5032							48	1.25
16	540	24	5005							24	0.5
16	RR Behavioral to Ct	89	5005		89						3
17	St Cloud/Fairbault	717	5008/5019			717					27.5
18	Stutsman Co ND	352	5008				352				6.25
18	Pennington on 10-69	84	5016			84					2
19	GF jail on 10-69	29	5005				29				1
19	Medical Altru Crx	2	5005/5008	2							1.5
19	Clay County on 10-69	177	5016			177					3.5
19	GF jail on 10-69	55	5013				55				1.75
20	MCF St Cloud	452	5016			452					10.75
23	RR Behavioral to CBHH Bemidji	243	5016		243						5.5
24	540	25	5005							25	2.25
26	St Cloud/Fairbault	719	5016			719					14.25
26	540	24	5005							24	1.25
26	Richland Co ND on 10-69	234	5005				234				5
26	Clay County on 10-69	164	5028			164					4

30	Transport McIntosh to NWRCC	37	5002			37					1
31	540	24	5005							24	1.5
31	MCF Shakopee	612	5013			612					10
31	RRVJDC to court	1	5016							1	1
31	Marshall Co on 10-69	64	5005			64					1.5
	December totals	7567		69	332	5189	1629	0	57	291	194.25

Summary Comparison Transport Log

	2018	2019	2020	2021	2022
January	7318	7638			
February	8009	7565			
March	8800	7314			
April	7732	8179			
May	9707	6606			
June	8490	5965			
Subtotal	**50056**	**43267**	**0**	**0**	**0**
July	7182	11450			
August	6855	10886			
September	8030	8251			
October	9423	14304			
November	5378	8236			
December	9288	7567			
Totals	**96212**	**103961**	**0**	**0**	**0**

Summary Comparison Transport Log

	2013	2014	2015	2016	2017
January	4507	5093	9735	8421	9255
February	4696	5545	5816	9321	11869
March	8652	5737	8367	13085	9314
April	5103	5385	9039	5719	5385
May	5871	7266	6875	9299	7115
June	5736	5787	7437	5961	13013
Subtotal	**34565**	**34813**	**47269**	**51806**	**55951**
July	4130	7762	7097	6324	8698
August	8073	8137	9799	7251	10931
September	4582	6815	7076	4941	7150
October	7260	7299	6417	7388	7867
November	5504	7926	9251	9509	10469
December	5792	9869	10015	4691	5587
Totals	**69906**	**82621**	**96924**	**91910**	**106653**

Transport Log
Miles Comparison by Categories

2018	Total Miles	Medical Facility	Mental Health	In-State Prison	Out-State Prison	Other	Medical Examiner	Federal Transport
January	7318	0	1997	3911	891	457	62	0
February	8009	1	2258	1644	3574	254	278	0
March	8800	2	425	4206	3398	670	64	0
April	7732	0	453	5023	1408	391	108	140
May	9707	0	1943	5297	2002	464	0	0
June	8490	3	89	3518	4607	273	0	0
July	7182	74	2302	4050	458	298	0	0
August	6855	7	604	3549	2318	366	0	11
September	8030	13	280	2952	4460	325	0	0
October	9423	10	346	4585	4082	400	0	0
Novermber	5378	10	1247	3213	634	269	0	4
December	9288	7	514	4297	4086	227	155	2

2019	Total Miles	Medical Facility	Mental Health	In-State Prison	Out-State Prison	Other Counties	Medical Examiner	Federal Transport
January	7638	6	1231	3304	2877	220	0	0
February	7565	77	620	3484	2795	251	0	0
March	7314	22	97	3894	2853	442	0	6
April	8179	8	454	4272	2937	176	0	332
May	6606	378	867	3931	1012	416	0	0
June	5965	53	846	2515	2129	129	291	2
July	11450	4	1549	4595	3222	738	127	0
August	10886	2	1130	4921	4086	487	260	0
September	8251	8	1682	3975	2207	227	68	60
October	14304	0	2705	5405	5664	419	88	0
Novermber	8236	0	1563	3455	2870	268	73	6
December	7567	69	332	5187	1629	291	0	57

Transport Log
Miles Comparison by Categories

2016	Total Miles	Medical Facility	Mental Health	Prison	Prison	Counties	Examiner	Federal Transport
January	8421	62	495	3483	537	3509	0	335
February	9321	6	518	4627	313	3857	0	0
March	13085	0	175	6124	2812	3970	0	4
April	5719	2	59	3049	0	2455	0	154
May	9299	64	0	6164	977	2094	0	0
June	5961	6	263	4733	0	957	0	2
July	6324	0	0	2913	716	2540	0	155
August	7251	57	0	4594	541	2059	0	0
September	4941	243	0	3009	1036	651	0	2
October	7388	148	0	2516	2498	2065	0	161
Novermber	10564	140	47	4171	3197	2876	134	0
December	4691.3	33.5	895.4	3029	141	362.4	64	165
Totals								

2017	Total Miles	Medical Facility	Mental Health	In-State Prison	Out-State Prison	Other	Medical Examiner	Federal Transport
January	9255	123	1184	4681	2705		0	0
February	11869	63	1049	8560	1272	865	60	0
March	9314	250	1268	3397	2840	294	284	59
April	5385	0	1048	2240	1541	425	0	131
May	7115	3	140	3342	3219	411	0	0
June	13013	67	2172	2342	7195	551	384	2
July	8698	12	1239	3364	3533	481	68	1
August	10931	10	1084	6082	2838	858	0	2
September	7150	4	659	3380	2212	653	72	180
October	7867	170	1749	3594	1907	385	62	0
Novermber	10469	2	3116	4149	2413	676	0	3
December	5587	1	937	3745	447	397	60	0

DIRECTED PATROL ACTIVITIES

Polk County Sheriff's Office 2019

December					
Date	Roadway	Stops	Citations	Warnings	Reason
12/1/2019	CR6, 360th St SE	1		1	Patroled, speed
12/1/2019	CR35, CR34, CR206, CR1, CR6, CR5, CR2, CR3CR1, 300th Ave SE, 320th Ave SE	2		2	Patroled, speed
12/2/2019	CR14, CR1, Beltrami, 125th Ave SW, Fertile	1		1	Patroled, equipment
12/2/2019	Fosston, 1st Str	1	1		Patroled, no Insurance, Liquor under 21, open bottle.
12/4/2019	Win-E-Mac School Patrol				Patroled
12/5/2019	Win-E-Mac School Patrol				Patroled
12/5/2019	Fosston School Patrol				Patroled
12/5/2019	Hwy 2, McIntosh	1	1		Patroled, speed
12/6/2019	Fertile School Patrol				Patroled
12/7/2019	CR8, CR1	1		1	Patroled, speed
12/10/2019	Hwy 75, CR21	1		1	Patroled, speed
12/10/2019	Hwy 2, 290th Ave SE	2		2	Patroled, equipment
12/11/2019	CR19, CR66, CR20	2	2		Patroled, speed
12/11/2019	CR19				Patroled
12/13/2019	CR21, 240th Ave NW, 250th Ave NW	2		2	Patroled, speed
12/13/2019	CR1, CR24, CR27, CR241, CR3, CR30, CR41, Hwy 59, Erskine, CR34, Winger, Fosston				Patroled
12/14/2019	CR16, CR9, 360 Ave	1	1		Patroled, speed
12/15/2019	Fosston, Hwy2, 400th St, CR1, Omland	4	1	3	Patroled, TED FOSS, equipment
12/15/2019	CR21, 210th Ave SW, 230th Ave NW, 240th Ave SW, 330th Ave SW	4		4	Patroled, speed
12/15/2019	1st E, Dary Quees, N Mark Ave., N Granum Ave., N Johnson Ave.	4		4	Patroled, equipment

12/16/2019	CR1, CR6, Hwy 92, CR2, CR3, CR30, CR8, CR41, CR10, CR41, 180th Ave SE	1		1	Patroled, speed, no proof Insurance
12/16/2019	CR14				Patroled
12/16/2019	CR9				Patroled
12/21/2019	Hwy 75, Climax	1		1	Patroled, equipment
12/22/2019	Fosston				Patroled
12/23/2019	CR14, 300th St., 310th St, Beltrami, hwy9	3		3	Patroled, speed equipment
12/23/2019	CR11, 220th Ave SW, CR13	3		3	Patroled, speed
12/24/2019	Fosston, 1st St., Mark Ave., CR1, 320th Ave SE, Cr8, 260th Ave SE, 290th Ave SE	4		4	Patroled, speed
12/27/2019	Cr21, Hwy 220	1		1	Patroled, speed
12/27/2019	CR21, 370th Ave SW, 360th Ave SW., 320th Ave Sw., 240th Ave NW., 250th Ave NW	5		5	Patroled, speed
12/27/2019	Winger, Hwy 59, CR1	2		2	Patroled, speed
12/28/2019	Fosston, 1st ST W				Patroled
12/30/2019	CR8, CR35, 350th St SE., CR34, CR41, CR5, CR6, Hwy 92, CR2, CR3				Patroled
12/30/2019	CR1, Fosston, Hwy2, 350th Ave SE	1		1	Patroled, equipment
12/30/2019	Hwy75, Crookston N, Hwy2				Patroled
	Totals	48	6	42	

Document Service Statistics December 2019

Established Summons & Complaint; Supporting Affidavit	2
Eviction Summons; Complaint	6
Garnishment Summons; Notice	3
Letter	2
Motions; Other	1
Notice of Cancellation of Contract for Deed	2
Notice of Filing; Order	2
Notice of Filing; Other; Summons; Petition; Notice	1
Notice of Mortgage Foreclosure Sale; Help for Homeowners Notice; Notice of Homestead Designation; Notice of Redemption Rights; Foreclosure Advice to Tenants	3
Notice; Petition	3
Notice; Subpoena	1
Notice; Supporting Affidavit; Summons & Complaint; Other	3
Order; Notice of Filing	2
Order; Petitioner's Affidavit & Petition for OFP	1
Order to Show Cause; Supporting Affidavit; Motions; Other	1
Petition; Motions; Other	4
Petition; Order; Notice	3
Petition; Summons	1
Statement of Rights; Notice; Other; Established Summons & Complaint; Supporting Affidavit	2
Subpoena	37
Subpoena Duces Tecum	1
Summons & Complaint	54
Summons & Complaint; Affidavit; Notice; Order	2
Summons & Complaint; Supporting Affidavit	5
Summons & Notice	1
Summons; Petition	7
Summons; Petition for Dissolution of Marriage; Affidavit	3
Summons; Petition; Order; Affidavit	3
Supporting Affidavit; Notice; Established Summons & Complaint; Other	2
Amended HRO	1
Amended Order for Protection	1
DANCO	2
Harrassment Restraining Order	1
Order for Continuance of OFP	1
Order for Dismissal of Order for Protection	2
Order for Hearing	1
Order For Protection	4
Total	171

Paid Services: $11609.23

No Charge Services: $2998.46

POLK COUNTY SHERIFF'S OFFICE

Sheriff James Tadman Chief Deputy Mike Norland
600 Bruce Street • P.O. Box 416 • Crookston, MN 56716
218.281.0431 • Fax 218.281.0401
James.Tadman@co.polk.mn.us
www.co.polk.mn.us

CFS By Month and Primary INC Code - PCSO only

Printed on January 1, 2020

Description		Totals
911 Duplicate Call	3	3
911 Handled by Dispatch	51	51
911 Hang Up	56	56
911 Open Line	5	5
911 Pocket Dial	13	13
Abandoned Vehicle	6	6
Alarm - Residential	1	1
Animal Complaint	6	6
Animal Complaint - Mistreatment	5	5
Animal - Lost and Found	5	5
Assault	3	3
Assist Other Agency	27	27
Burglar Alarm - Audbile - Business	3	3
Burglar Alarm - Silent - Business	6	6
Burglary	4	4
Burglary Alarm - Silent - Bank	2	2
Child Custody Complaint	6	6
Child Protection Report	14	14
Civil Complaint	5	5
Civil Process	264	264
Conservations - Littering/Wildlife	1	1
Court Required Check In	2	2
Damage to Property	3	3
Death - Hospice	1	1
Domestic Non-Violent	4	4
Drugs	2	2
Fire Alarm	1	1
Fire Test Call	1	1
Fraud	4	4
FTA Complaint	3	3
Harassment	2	2
Hit & Run	1	1
Info	14	14
Intoxicated Subject	1	1
Investigations	3	3
Juvenile Complaint	2	2
Juvenile Offender	1	1
Juvenile - Other	1	1
Medical Alarm	1	1

Description		Totals
Medical - Other	1	1
Missing Person	2	2
Motorist Assist	23	23
MVA - Property Damage	13	13
Open Door - Unsecure Building	1	1
Overdose	1	1
Panic Alarm - Audible	1	1
Panic Alarm - Silent	1	1
Parking Complaint	8	8
POR Checks	24	24
Possible DUI Vehicle	4	4
Public Assist	20	20
Public Peace	4	4
Railroad Incident	1	1
Railroad - Other	3	3
School Patrol	60	60
Security Checks	1	1
Sexual Assaut	1	1
Special Detail	2	2
Stolen Vehicle	1	1
Suicide Threats	3	3
Suspicious Activity	10	10
Suspicious Person	2	2
Suspicious Vehicle	5	5
Theft	2	2
Threats	5	5
Traffic - All Other	12	12
Traffic Complaint	8	8
Traffic Control	1	1
Traffic Hazard	8	8
Traffic Stop	151	151
Transport - Medical by Officer	4	4
Transport - MN Prison or Jail	16	16
Transport - Other	19	19
Transport - Out of State	5	5
Trespass	1	1
Unwanted Person	1	1
Vandalism	1	1
Vehicle Complaint	3	3
Vehicle Lock Out	5	5
Violation of Court Order	3	3
Vulnerable Adult	6	6
Warrant	17	17
Welfare Check	17	17
	1	1
Totals	1011	1011

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: JANUARY 28, 2020

AGENDA ITEM: Review and Award of Construction Contracts – East Grand Forks Human Services Building

SUMMARY: Six bids were submitted, the low bid is under review by Scott Sosalla of ARI.

1. Diversified Contractors out of Fargo was the low bidder of the six.
2. The bidding did include a phased construction to assist with the movement of staff within the building during construction. Diversified Contractors' proposal placed the project at 270 days to complete.
3. Further updates if any will be provided at the meeting on Tuesday.

ACTION REQUESTED: Review and approve construction contract with Diversified Contractors for the East Grand Forks building remodeling project.

BID TABULATION

Polk County Human Services Remodel
1424 Central Avenue NE
East Grand Forks, Minnesota

ARI Project # 16-133
Bid Date & Time: January 21, 2020, @ 2:00 p.m. local time

Contractor	Base Bid	Comp Time	Mechanical Contractor / $	Electrical Contractor / $	Add Ack	Bid Sec	R.C.S.
Diversified Contractors, Inc.	$1,388,800.00	270 days	CustomAire $134,210.00	Labine Electric $252,210.00	1,2	5%	X
Structures, Inc.	$1,535,418.00	300 days	CustomAire $135,450.00	Labine Electric $252,121.00	1,2	5%	X
Comstock Construction, Inc., of Minnesota	$1,673,400.00	200 days	CustomAire $134,000.00	Labine Electric $252,000.00	1,2	5%	X
Mak Construction, Inc.	$1,720,000.00	140 days	CustomAire $134,000.00	RBB Electric $330,000.00	1,2	5%	X
TF Powers Construction Co.	$1,724,700.00	270 days	CustomAire $134,300.00	Fusion Automation $301,400.00	1,2	5%	X
Construction Engineers, Inc.	$1,738,000.00	290 days	CustomAire $134,210.00	Fusion Automation $301,359.94	1,2	5%	X

R.C.S. = Responsible Contractor Statement

ARCHITECTURAL RESOURCES INC

704 East Howard Street | Hibbing, MN 55746
Tel: 218.263.6868 | Fax: 218.722.6803

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MEMO

DATE: January 24, 2020

TO: Chuck Whiting

CC: Mark Dietz

FROM: Scott Sosalla

SUBJECT: East Grand Forks Human Services Renovation

Bids were received for the renovation of the Human Services building in East Grand Forks. Enclosed is a bid tab with results. The low bidder was Diversified Contractors Inc. with offices in Fargo and Grand Forks. Diversified was contacted and is comfortable with the bid submitted. Per phone conversation with the owner of company ARI is comfortable giving a recommendation to award the contract to Diversified Contractors Inc.in the amount of $1,388,800. This is well within the estimated budget and allowing the appropriate contingency going into construction.

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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: January 28, 2020

AGENDA ITEM: ERP Software Request for Proposals Status

SUMMARY: Last fall our consultant sought proposals from the market for new enterprise software for Polk County.

1. The Finance Committee reviewed the two proposals the County received. Follow up questions with each vendor are in progress, but the contrasts in the two proposals make the options clear.

2. We are not ready to formally review the proposals but I will share at the meeting what we are seeing and will attempt to frame the choices for a Board decision in the not too distant future.

3. Commissioners Willhite and Lee, Finance Director Denison, Human Resources Director Helms and myself reviewed the proposals with Geniene Scherer of Abdo, Eick & Meyer. I suspect we will be approaching an opportunity in the next few weeks for the Board to make a decision on this matter. Board input in the meantime will help assure all questions are considered prior to making a decision.

ACTION REQUESTED: Information and discussion only.