

JANUARY 26, 2016
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., January 26, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Don Diedrich and Charles S. Whiting, Polk County Administrator. Members absent: Commissioner Nick Nicholas. Others present: Valerie Bjerk, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised January 26, 2016 agenda adding Dan Wilkens, Sand Hill River Watershed District.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Consent Agenda:

1. Approve the January 19, 2016 Board minutes.
2. Approve payment to Morris Electronics, Morris, MN in the amount of \$161.55 for computer parts/shipping for the Sheriff's Office.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Nicholas absent.
2. Commissioner Diedrich brought forth the upcoming Law Library meeting. The Planning and Zoning meeting was attended. Due to personal reasons Commissioner Diedrich will be gone the month of February 2016. Neighbors of Commissioner Diedrich got together and discussed buffers.
3. Commissioner Strandell brought forth the upcoming Northland Community College 40th Anniversary. The next Polk County Newsletter outline was discussed. Commissioner Strandell will not be attending the upcoming NW Regional Transportation meeting in Moorhead, MN. Byland Township road matters were discussed. The Sorlie Bridge new lighting system regarding the color changes throughout the year were mentioned. A Minnesota Rural Counties Caucus (MRCC) letter was distributed to the Board. (On file in the Administrator's Office)
4. Commissioner Lee brought forth that she attended the Inter-County Community Council where the audit was the focus. Also attended was a Head Start meeting.
5. Commissioner Bunes complimented Commissioner Strandell on his County Line articles. Also brought forth was the meeting with Margo Bowerman/4-H. The LARL – Finance - Full Board meeting was attended. The NW Regional Radio Board was also attended in St. Cloud.

SHERIFF'S DEPARTMENT

Barb Erdman, Polk County Sheriff came before the Board with matters pertaining to her department:

1. **Sheriff Reports**

The December 2015 Sheriff Report was presented and discussed with the Board.

2. Request Approval for Out-Of-State Travel (Phil Juve)

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve out-of-state travel for Sergeant Phil Juve to travel to California for a National Life Saver Conference/Toward Zero Death - Scholarship Funded.

PLANNING AND ZONING

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

1. Resolution (2016-9) Conditional Use Permit For Kurt Larson 40x80 Storage with 16 Self-Storage Rental Units in the Agricultural District

Resolution (2016-9) was offered by Commissioner Diedrich seconded by Commissioner Strandell adopted upon the following vote: YEAS: Lee, Diedrich, Strandell and Bunes. NAYS: None. (See Resolution (2016-9) on file in the office of the Polk County Administrator). Kurt Larson was in attendance.

2. Resolution (2016-10) Conditional Use Permit for the East Grand Forks Rod & Gun Club to Repair and Expand Existing Club Facilities for a Shooting/Trap Range in the Agricultural and Floodplain Zoning Districts

Resolution (2016-10) was offered by Commissioner Strandell seconded by Commissioner Lee adopted upon the following vote: YEAS: Lee, Diedrich, Strandell and Bunes. NAYS: None. (See Resolution (2016-10) on file in the office of the Polk County Administrator). Kenny Ray, President of the Rod & Gun Club was in attendance.

HIGHWAY DEPARTMENT

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

1. Pickup Truck Quotes

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the quote from Christian Brothers Ford, Crookston, MN for one 2016 F150 Crew Cab Four Wheel Drive Pickup Truck in the amount of \$30,246.00 or \$23,246.00 (with 2006 trade-in). A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the quote from Thibert Chevrolet and Buick, Red Lake Falls, MN for one 2016 Chevrolet/Silverado 1500 Four Wheel Drive Crew Cab Pickup Truck in the amount of \$30,300.00 or \$23,300.00 (with 2004 Trade-In).

2. Certificate of Performance and Final Acceptance on SP 060-594-001 (Fosston 2nd St. SW)

A motion was made by Commissioner Lee seconded by Commissioner Diedrich to approve the Certificate of Performance and Certificate of Final Acceptance for SP 060-594-001 (Fosston 2nd Street SW) and have the County Engineer sign the Certificate of Performance and the County Engineer and Administrator sign the Certificate of Final Acceptance and Final Voucher.

ADMINISTRATION

Becky Kofoed, Human Resources Coordinator came before the Board with matters pertaining to the 2015 Pay Equity Report:

1. 2015 Pay Equity Report

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the 2015 Pay Equity Report as presented to the Board. (Pay Equity Report on file in the Administrator's Office).

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

2. Authorization to Submit Application for Made In Minnesota Program – Solar Power Tax Credit Lottery – Will Georgia, Novel Energy Solutions 10:00 a.m., Via Telephone (Duane Hebert unavailable)

Will Georgia of Novel Energy Solutions was available via telephone with the Board regarding the Solar Power Tax Credit Lottery. Various questions were discussed between Mr. Georgia and the Board. (A listing of questions on file in the Administrator's Office) After discussion a motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve application for participation in the Made in Minnesota Program – Solar Tax Credit Lottery.

3. Resolution (2016-11) Confirming Adoption of Records Retention Schedule

Resolution Confirming Adoption of Records Retention Schedule RESOLUTION (2016-11)

The following resolution (2016-11) was offered by Commissioner Strandell:

WHEREAS, on or about May of 1986, Polk County adopted the entire schedule of the Minnesota County General Records Retention Schedule; and

WHEREAS, various departments in Polk County have begun electronic document scanning of department records for retention and archiving purposes; and

WHEREAS, Minnesota Statute, Section 138.17, authorizes that photographic or other reproductions of records shall be deemed originals of the records; and

WHEREAS, Polk County desires to confirm its adoption of the entire Minnesota County General Records Retention Schedule, as from time to time amended, and confirm that Polk County original records which are photographed, electronically scanned, or reproduced by other electronic means shall be deemed to be the equivalent of the original records for all purposes.

BE IT RESOLVED, that Polk County hereby confirms its adoption of the entire schedule of the Minnesota County General Records Retention Schedule, as from time to time amended, and confirms that original records of Polk County and its departments which are photographed, electronically scanned, or reproduced by other

electronic means shall be deemed to be the equivalent of the original records for all purposes.

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

Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to the Oslo Bridge. Blake Carlson, Widseth, Smith & Nolting was also present and offered further discussion:

4. Oslo Bridge Discussion

Discussion was held with the Board regarding adopting a resolution that was requested by the BTAG Group which was discussed at the January 5, 2016 board meeting. No action taken. (Draft resolution on file in the Administrator's Office).

***SAND HILL RIVER WATERSHED DISTRICT**

Dan Wilkens, Sandhill River Watershed District came before the Board with matters pertaining to the Sandhill Watershed District:

1. Sand Hill River Watershed District Annual Report

The Sand Hill River Watershed District January 2016 Treasurer's Report was distributed and discussed with the Board. Handouts along with discussion was also held on the following: Red River Basin Commission/Board meeting held in Grand Forks, ND in January 2016; Red River of the North Corps of Engineers Fact Sheet; A Memo from International Water Institute/Flood Research & Watershed Education for the Red River Basin regarding the Review and Framework for Prototype Drainage Assessments GIS Application; A Memo from Dan Wilkens, Sand Hill River Watershed District regarding recapping Ditch No. 80 Informational Meeting on January 5, 2016. (All Handouts on file in the Administrator's Office).

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., February 2, 2016.

Craig Bunes, Chairman

ATTEST:

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