

JANUARY 28, 2014
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 28, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, and Commissioner Don Diedrich, and Charles Whiting, Polk County Administrator, Clerk of the Board. Others present: Valerie Bjerk, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the January 28, 2014 revised agenda: Removing payment to Card Member Services, St. Louis, MO under the consent agenda, adding No. 2 and No. 3 under the Sheriff's Department, adding Mark Dietz, Building and Grounds Director to the agenda, removing Jon Steiner from the agenda and adding No. 4 under Planning and Zoning.

CONSENT AGENDA

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

1. Approve payment to Crookston Fuel Company, Crookston, MN in the amount of \$24,647.11 for a transport of gasoline and \$5,414.00 for diesel for the Angus Shop.
2. Approve payment to Ashley Lund (TPSC) for meeting expenses in Thief River Falls, MN in the amount of \$50.85.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Nicholas had nothing to report.
2. Commissioner Diedrich reported he attended an Emergency Managers meeting - Barb Erdman gave an update during this meeting. General information was also presented regarding the Planning and Zoning meeting that Mr. Diedrich attended. He also reported he has a Law Library meeting following the January 28th board meeting.
3. Commissioner Strandell reported he attended the Intergovernmental meeting last Thursday, Barb Erdman discussed the Dispatch Center - meeting went well. Pipeline information was received in the mail showing upcoming meetings.
4. Commissioner Affeldt reported he attended the Drug Task Force stating they are a very busy group. He would like to see information given out to the public at least once or twice a year. He also discussed the switchover and cost of 800 radios. He attended the Inter-County meeting and also discussed the propane shortage.
5. Commissioner Bunes reported the Solid Waste meeting was cancelled due to weather and is rescheduled for January 29, 2014. He also reported the BOWSER meeting was postponed and is rescheduled for March in Thief River Falls, MN. He also informed the Board on the Lake Agassiz Regional Library meeting – the Shelly Library branch closed. Other informational library matters were also brought forth. An update was given on the ART Trail and the ART Board agreed to send a subcommittee to meet with

DNR regarding funding and/or turn-back options. (Dean Adams was present at the meeting to voice his comments regarding the ART Trail).

SHERIFF'S DEPARTMENT

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

1. Sheriff Reports

The December Sheriff Report were presented and discussed with the Board.

2. Amended and Restated Pine to Prairie Drug Task Force Joint Powers Agreement

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Amended and Restated Pine to Prairie Drug Task Force Joint Powers Agreement as presented.

3. Sheriff Operations

Sheriff Erdman reported she had a deputy terminate employment at the Sheriff's Office and will be working at the East Grand Forks Police Department. She also reported hiring Deputy Kevin Berg and Deputy Kyle Olson. Zak Folkert of the Sheriff's Office will now be working under the Fosston Contract. Sheriff Erdman also requested a Public Safety Meeting be held at a later day. Sheriff Erdman reported on the activity regarding the current winter storm in Polk County.

VETERANS OFFICE

Les Goodwin, Polk County Veterans Service Officer came before the Board and presented his departmental status regarding the Veteran's Office. An update was given on the County Veteran's Service Office Operational Enhancement State Grant of \$10,000 to-date these dollars have to be spent by May 14, 2014. Mr. Goodwin also reported there will be another \$10,000 coming from the State at a later date. Discussion was also brought forth regarding the current workload of serving Polk County Veterans and widows. A recap was given regarding the State Soldiers Assistance Program for 2013 which totaled \$22,350.00 for dental, glasses and utilities. Mr. Goodwin reported there are between 4,000 and 5,000 contacts per year. Mr. Goodwin also informed the Board that the Veteran's newsletters are mailed out 4 times a year.

PLANNING AND ZONING

Josh Holte, Planning and Zoning came before the Board with matters pertaining to his department:

1. (Resolution 2014-007) Re-Zoning Conditional Use Permit for Jack Lorshbough (Parcel No. 33.00124.00)

Resolution (2014-007) was offered by Commissioner Affeldt seconded by Commissioner Bunes and adopted upon the following vote: YEAS: Strandell, Affeldt, Bunes and Nickolas. NAYS: None. See Resolution (2014-007) on file in the office of the Polk County Administrator.

2. (Resolution 2014-008) Conditional Use Permit for Jack Lorshbough (Parcel No. 33.00124.00)

Resolution (2014-008) was offered by Commissioner Bunes seconded by Commissioner Nicholas and adopted upon the following vote: YEAS: Strandell,

Affeldt, Bunes and Nickolas. NAYS: None. See Resolution (2014-008) on file in the office of the Polk County Administrator.

Jack Lorshbough was present at the meeting, the Board shared their concerns regarding Conditional Use Permits and that Polk County takes them very seriously.

3. Ordinance Revisions and Planning Commissioner Term Renewals

A recommendation was made to the Board to make minor updates and changes to the Zoning Ordinance. Proposed updates will be mailed to the Board at a later date for their reviewal prior to a public hearing and adoption process.

4. Planning and Zoning Board Appointments

A motion was made by Commissioner Strandell, seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to reappoint 4 members to the Planning and Zoning Board for a 3-year term: Osmund Moe – Commissioner Strandell’s Representative; Arlet Phillips – Township Representative; Dennis Yell – Maple Lake Improvement District Representative and Rolland Gagner – Union Lake Sarah Development Association.

HIGHWAY DEPARTMENT

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

1. Agency Agreements between Polk/Red Lake Counties

The Polk and Red Lake Counties Cooperative Construction Agreement (2014) was presented and discussed with the Board regarding bituminous paving, storm sewer, curb and gutter, aggregate base and aggregate shouldering between Polk County and the County of Red Lake, Minnesota. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Polk and Red Lake Counties Cooperative Construction Agreement for 2014 and authorize signatures from the Polk County Chairman, Polk County Attorney and the Polk County Administrator.

2. Snow Blower Purchase

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve purchasing 1 eight foot rear mounted snow blower from Titan Machinery in the amount of \$8,495.00.

3. Purchase GIS Software/Maintenance

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve purchasing GIS software and maintenance in the amount of \$10,484.15 from ESRI, Inc., Redlands, CA.

HEARING

1. Strategic Developments, LLC Tax Abatements with CHEDA

Mr. Robert Wagner, Director of Assessment services brought forth information pertaining to the Hearing:

A motion was made by Commissioner Nicholas, seconded by Commissioner Bunes and adopted by unanimous vote of the Board to open the Hearing at 11:05 a.m. The hearing was opened to discuss Polk County’s participation in the use of property tax abatement

with the City of Crookston to abate the County share of property taxes for Strategic Developments, LLC on Parcel No. 82.00628.00 (217 S. Main) for a period of 5 years in an amount estimated at \$7,000.00 per year pursuant to M.S. 469.1812 through and including 469.1815, as amended. MaryAnn Simmons was present from the public. A motion was made by Commissioner Nicholas, seconded by Commissioner Bunes and adopted by unanimous vote of the Board to close the Hearing at 11:12 a.m.

Property Tax Abatement
RESOLUTION (2014-009)

The following resolution (2014-009) was offered by Commissioner Nicholas:

WHEREAS, The County of Polk has held a public hearing on the use of property tax abatement to participate with the City of Crookston to abate the County share of property taxes for Strategic Developments, LLC on parcel 82.00628.00 (217 S Main) for a period of 5 years in the City of Crookston pursuant to Minnesota Statutes, Section 469.1812 through and including 469.1815, as amended and;

WHEREAS, The Polk County Board finds that the proposed abatements are in the best interest of the County and its residents and that the City of Crookston desires to offer such Program pursuant to said statutes.

BE IT RESOLVED, By the Board of County Commissioners of Polk County that Polk County does authorize to participate with the City of Crookston to abate the County's share of property taxes on the aforementioned parcels in an amount estimated at \$7,000.00 per year for five years commencing with taxes payable in 2015 dependent upon building reaching new full value and subject to the conditions set forth in the City of Crookston's Resolution No. 25991.

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

ADMINISTRATION

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

1. Reimbursement Approvals

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to obtain signatures and approve the list of reimbursement approvals as presented to the Board.

2. December Cash Reports

The December Cash Reports were presented and discussed with the Board.

Mark Dietz, Building and Grounds Director came before the Board with matters pertaining to Building and Grounds:

1. Acquisition of Justice Center Heating Element

Discussion was held regarding the air handlers and heating issue options at the Justice Center. A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve replacing a coil bundle for the electric boiler at the Justice Center in the amount of \$5,780.00 (plus shipping) from Lattner Manufacturing Co., Sioux City, Iowa and to have the Justice Center tube bender inspected.

2. Review of Weekend Heating Issues

Heating issues and boiler matters over the past weekend were reviewed with the Board. The Government Center is now being heated with fuel oil instead of natural gas. Mr. Bunes thanked Mark Dietz and his staff for their devoted time and efforts during this process.

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

1. County Board Building Committee and Appointments

Discussion was held regarding developing a County Board Building Committee and appointing two Polk County Board members to this Committee. A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to create a Building Committee and appoint Commissioner Nicholas and Commissioner Bunes to this Committee and staffed as appropriate to subject matter.

2. LEC Project Status Report

An update was given regarding the Law Enforcement Center project. Project summary costs with change orders were presented to the Board along with Certificate of Substantial Completion information. The generator project is not included in the change orders that were presented.

3. Review of Board Voting Procedures

Discussion was held addressing the voting role of the Board Chair. Past practice has been to record votes of the County Board in the board minutes as though the Chair does not vote unless there is a tie. It deems appropriate from this day forward that each board member has equal voting rights and that the minutes should be recorded as such. Chairman Diedrich, Commissioner Nicholas, Commissioner Strandell, Commissioner Bunes and Commissioner Affeldt had no objections regarding the voting procedures. As it stands the Chairman’s vote is considered a YEAH vote unless the Chair votes NAY. No motion was taken.

With no further business the Board adjourned to reconvene at 8:00 o’clock a.m., February 4, 2014.

Don Diedrich, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

January 28, 2014