

**FEBRUARY 4, 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., February 4, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, Commissioner Don Diedrich, and Charles S. Whiting, County Administrator, Clerk of the Board Others present: Michelle Cote, Deputy Clerk of the Board.

**AGENDA**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the February 4, 2014.

**CONSENT AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the February 4, 2014 consent agenda:

1. Approve Auditor Warrants.
2. Approve payment to Card Member Services, St. Louis, MO in the amount of \$5,207.52 for credit card purchases.
3. Approve payment to Crookston Fuel, Crookston, MN in the amount of \$3,766.50 for the Crookston Shop.
4. Approve payment to Crookston Fuel, Crookston, MN in the amount of \$2,620.35 for the Angus Shop.
5. Approve payment to Walsh County Administrator, Grafton, ND in the amount of \$160.00 for Certified Copy Charges for the Polk County Attorney's Office.
6. Approve payment to Mesa County Combined Court, Grand Junction, CO in the amount of \$52.50 for Certified Copy Charges for the Polk County Attorney's Office.
7. Approve payment to SHI International Corporation, Somerset, NJ in the amount of \$58,591.00 for Microsoft License Renewals for Polk County.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Nicholas brought forth discussion regarding a potential deputy transport hire and vacancy issues. Also discussed was an informational meeting he attended regarding a DUI Court.
2. Commissioner Strandell brought forth discussion regarding the transfer deputy concerns. He indicated he will be attending a pipeline meeting on Thursday at the Alerus Center in Grand Forks.
3. Commissioner Bunes brought forth that he had attended a Solid Waste meeting where contracts were discussed. He also attended a First Net meeting as a part of the Radio Board. He indicated he will not be at the February 18, 2014 Board of Commissioners meeting.
4. Commissioner Diedrich brought forth that he had attended a Law Library meeting.
5. Commissioner Affeldt brought forth that he also attended the Solid Waste meeting. He also attended an information meeting regarding the bath house project at Cross Lake. He brought forth discussion regarding ideal balances of the ditches.

**HEARING**

**1. Tax Abatements for the City Housing Incentive Programs**

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

The Hearing was opened at 8:50 a.m., 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. 82.000628.00 (217 S Main) for a period of 5 years in an amount estimated at \$7,000.00 per year pursuant to Minnesota Statutes, Section 469.1812 through and including 469.1815, as amended. A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to close the Hearing at 8:54 a.m.

**ASSESSMENT SERVICES**

Rob Wagner, Director of Assessment Services came before the Board with matters pertaining to his department:

RESOLUTION OF THE POLK COUNTY  
BOARD OF COMMISSIONERS

**Tax Abatements for the City Housing Incentive Programs**  
**RESOLUTION (2014-010)**

The following resolution (2014-010) was offered by Commissioner Nicholas:

WHEREAS, The County of Polk has held a public hearing on the proposed abatements in the City of Crookston, City of East Grand Forks, and City of McIntosh pursuant to Minnesota Statutes, Section 469.1812 through and including 469.1815, and;

WHEREAS, The Polk County Board of Commissioners has proposed to abate the County’s share of property taxes on the following parcels for two years:

**PAYABLE COUNTY TAX**

**CROOKSTON**

<b><u>PARCEL NUMBER</u></b>	<b><u>PROPERTY OWNER</u></b>	<b><u>PROPERTY ADDRESS</u></b>	<b><u>2013 TAX</u></b>
82.03786.00	Stephen & Frieda Larson	521 Cedar Lane	\$1,275.35
82.03822.00	Cecilia Baatz	506 Cedar Lane	\$792.53
82.03789.00	William & Holly Anderson	505 Cedar Lane	\$556.76
82.03793.00	Frank Duden & Brandy Nelson	1633 Cedar Court	\$999.45
82.03794.00	James & Betty Murphy	1629 Cedar Court	\$869.28
82.03821.00	Pearl Radi Trustee	508 Cedar Lane	\$716.22
82.02380.03	Verna & William Gatheridge	605 5 <sup>th</sup> Ave S	\$814.27
<b>Total for Crookston</b>			<b><u>\$6,023.86</u></b>

**EAST GRAND FORKS**

<b><u>PARCEL NUMBER</u></b>	<b><u>PROPERTY OWNER</u></b>	<b><u>PROPERTY ADDRESS</u></b>	<b><u>2013 TAX</u></b>
83.04376.00	Steven & Desilee Brekke	13 Forrest Court NW	\$1,360.68
83.04032.00	Bradley & Jamie Christianson	1523 13 <sup>th</sup> Ave SE	\$907.17
83.04033.00	Chris Deleon & Nicole Fandel	1529 13 <sup>th</sup> Ave SE	\$790.95
83.03999.00	Kalyn Horsch	1612 Park Drive SE	\$881.63
83.04255.00	Robert Johnson & Sandra Berggren	911 Greenway Blvd SE	\$1,049.93

83.03998.00	Kelly & Shannon Leach	1614 Park Drive SE	\$881.63
83.04000.00	Nick & Crystal Moen	1606 Park Drive SE	\$721.76
83.04031.00	Ryan Ostlund	1515 13 <sup>th</sup> Ave SE	\$939.98
83.04266.00	Timothy & Katherine Schuh	826 Greenway Blvd SE	\$1,002.06
83.04001.00	Wesley & Elizabeth Vert	1604 Park Drive SE	\$756.12

**Total for East Grand Forks**

**\$9,291.91**

**McINTOSH**

<b>PARCEL NUMBER</b>	<b>PROPERTY OWNER</b>	<b>PROPERTY ADDRESS</b>	<b>2013 TAX</b>
90.00432.00	David & Elizabeth Martin	255 Poplar Court SE	\$419.83

**Total for McIntosh**

**\$419.83**

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

**2. Set Date for County Board of Appeals and Equalization**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to set the time for the Polk County Board of Commissioners meeting at 1:30 p.m., on June 24, 2014 and set the date and time for the Polk County Board of Appeal and Equalization for June 24, 2014 at 6:00 p.m.

**3. Abatement of Penalty Applications**

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the abatement applications for Parcel No. 94.00045.00 and Parcel No. 94.00045.01 by Ultima Bank Minnesota, Winger, MN in the amount of \$1,862.96.

**ENVIRONMENTAL SERVICES**

Jon Steiner, Polk County Environmental Services Director came before the Board with matters pertaining to his department:

**1. Capital Assistance Program (CAP) Feasibility Report**

An informational handout was presented to the Board from Springsted Inc., St. Paul, MN regarding the Capital Assistance Program (CAP) Feasibility Report Grant that Minnesota Pollution Control Agency (MPCA) for up to 50% funding of a Solid Waste Facility Expansion Project.

**2. Solid Waste Facility Expansion Project**

A brief update was given to the Board on the status of the Polk County Solid Waste Expansion Project including funding, contracts and permits.

**3. Fund Balance**

Discussion was held regarding the Solid Waste/Transfer Station Fund Balance.

**HIGHWAY DEPARTMENT**

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

**1. Request to Purchase (1) 2015 4x4 1 Ton Crew Cab Pickup Truck**

Discussion was held regarding the quotes, trade-in and non-trade-in prices. Also discussed was the option of asking for the quotes specifically with no trade. A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve purchasing one 2015 4x4 1 Ton Crew Cab Chevrolet Silverado Pickup Truck from Rydell GM in the amount of \$29,346.00.

**2. Request to Purchase (1) 2014 4x4 ½ Ton Ext. Cab Pickup Truck**

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve purchasing one 2014 4x4 ½ Ton Ford F150 Ext. Cab Pickup Truck from Christian Brothers Ford in the amount of \$21,057.00.

**3. Diesel Fuel Quotes**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve purchasing diesel fuel from Fertile Oil, Fertile, MN for 2014 in the amount of \$3.19 per gallon (February, March April & May) \$3.17 per gallon (June, July & August) and \$3.15 per gallon (September, October & November).

**4. 2014 Road Restrictions**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the 2014 Road Restriction Map that was presented to the Board.

**ADMINISTRATION**

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

**1. Introduction of Nate Ellingson, HR Coordinator**

Nate Ellingson was introduced to the Polk County Board as the new Human Resources Coordinator who began employment with Polk County on February 3, 2014.

**2. Review of Prisoner Transport Options**

Barb Erdman, Polk County Sheriff, Jim Tadman, Chief Deputy, Brian Lundeen, Administration Sergeant, along with Chuck Whiting came before the board to discuss the staff shortages which have contributed to difficulties in meeting obligations for prisoner transport per the County's agreement with Tri-County Community Corrections and contract costs were discussed with the Board. Possible solutions proposed are to add a 3<sup>rd</sup> transport officer in addition to having them be paid at the same level as the deputies to alleviate movement to the open deputy positions. Paul Bissonette of Tri-County Community Corrections also attended the meeting.

**3. Approval to Advertise and fill a Deputy Sheriff Position**

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to revise the agenda by adding under Administration the approval to Advertise for a Deputy Sheriff Position.

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve advertising and filling a Deputy Sheriff position.

**TOWARDS ZERO DEATH AND SHERIFF**

Tom Kummrow, MN Towards Zero Death Director came before the Board with Sheriff Erdman:

**1. One Stalker Dual Antenna Radar Unit to Polk County**

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept from the Towards Zero Death Director, Tom Kummrow a Stalker Dual Antenna Radar Unit for the Sheriff’s Office gifted to Barb Erdman, Polk County Sheriff

**PUBLICATION BIDS**

**1. Open Bids for the 2<sup>nd</sup> Publication of the Financial Statement**

Pursuant to published notice bids were to opened and publicly read at 11:45 a.m., for the Second Publication of 2013 Financial Statement. No bids were submitted. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to direct Michelle Cote, Director of Property Record to get the appropriate rate per inch for each newspaper located within Polk County.

**AUDITOR WARRANTS**

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

**AUDITOR WARRANTS 01/02/2014**

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	2,666.94
1        Payments        2000	70.00
less than	
<b>Final Total:</b>	<b>2,736.94</b>

**AUDITOR WARRANTS 01/06/2014**

<u>Vendor Name</u>	<u>Amount</u>
MN PEIP	19,319.25
<b>Final Total:</b>	<b>19,319.25</b>

**AUDITOR WARRANTS 01/02/2014**

<u>Vendor Name</u>	<u>Amount</u>
Fosston Municipal Utilities	52,381.44
Halstad Telephone Co	9,987.64
Lenes Sand & Gravel Inc	18,402.64
MN Counties Intergov'l Trust	520,689.00
Net Transcripts Inc	2,188.20
North Country Security Inc	4,226.14
Tri County Community Corr	1,143,251.25
30        Payments        2000	14,531.23
less than	
<b>Final Total:</b>	<b>1,765,657.54</b>

**AUDITOR WARRANTS 01/14/2014**

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00

Cole Papers Inc	5,704.42
East Polk Soil & Water	37,755.00
Great Plains Natural Gas Co	3,485.55
Norman Mahnomen Public Health	10,950.81
Otis Elevator Company	5,822.04
Ottertail Power Co	3,424.58
Polk County Administrator	7,376.70
Polk County Public Health	40,566.77
TAC 10 Inc	26,096.00
University Of North Dakota	5,242.67
US Postal Service	3,000.00
US Postal Service (CMRS FP)	5,000.00
Vogt's Dirt Service	3,502.50
West Polk Soil & Water	37,755.00
19 Payments 2000 less than	10,604.12
<b>Final Total:</b>	<b>208,939.16</b>

#### AUDITOR WARRANTS 01/21/2014

<u>Vendor Name</u>	<u>Amount</u>
Erickson Chevrolet-Pontiac Inc	95,889.30
Fosston Dac	2,032.80
Garden Valley Telephone Co	3,490.57
Great Plains Natural Gas Co	3,138.17
Halstad Telephone Co	9,362.70
Liberty Business Systems Inc	5,659.58
Norman Mahnomen Public Health	31,432.95
Ottertail Power Co	4,802.40
Powerplan OIB	4,221.56
US Postal Service (CMRS FP)	5,000.00
15 Payments 2000 less than	7,534.19
<b>Final Total:</b>	<b>172,564.22</b>

#### AUDITOR WARRANTS 01/21/2014

<u>Vendor Name</u>	<u>Amount</u>
Heppler Consulting	6,760.74
<b>Final Total:</b>	<b>6,760.74</b>

#### AUDITOR WARRANTS 01/24/2014

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	44,328.09
Climax City Treasurer	2,901.82
Columbia Township Treasurer	2,954.82
County Emergency Medical Serv.	4,108.25
Crookston Area Ambulance Inc	4,729.85
Crookston City	29,072.79
East Grand Forks City	73,858.91
Erskine City Clerk-Treasurer	8,549.55
Fertile City	3,648.68

First Care Medical Services	3,726.85
Fisher City	7,767.87
Fosston City	4,146.22
Godfrey Township Treasurer	3,276.59
Grove Park Tilden Township	3,331.00
Hammond Township Treasurer	2,062.69
Hill River Township Treasurer	2,184.14
Huntsville Township Treasurer	3,796.38
Knute Township Treasurer	3,527.74
Marshall Polk Rural Water Sys	2,729.11
McIntosh City	8,004.67
Middle-Snake-Tamarac Rivers Wtrshd Dist	12,140.79
Nw Mn Multi County HRA	2,938.08
Queen Township Treasurer	2,674.30
Red Lake Watershed District	30,124.35
Roome Township Treasurer	3,010.63
Sand Hill River W S District	13,972.72
School District 2176 Treas	8,262.24
School District 2311 Treas	2,287.51
School District 2609 Treas	35,012.29
School District 592 Treas	9,515.11
School District 593 Treas	49,894.29
School District 599 Treas	17,800.48
School District 600 Treas	14,610.10
School District 601 Treas	17,781.37
Sletten Township Treasurer	3,376.29
Sullivan Township Treasurer	2,270.40
Vineland Township Treasurer	2,183.66
Winger Township Treasurer	6,249.04
Woodside Township Treasurer	3,573.72
56 Payments 2000	48,595.30
less than	
<b>Final Total:</b>	<b>504,978.69</b>

**AUDITOR WARRANTS 01/28/2014**

<u>Vendor Name</u>	<u>Amount</u>
Cole Papers Inc	4,884.60
Crookston Fuel Company	30,061.11
GeoComm Inc	15,352.50
Great Plains Natural Gas Co	2,713.27
Hagen Construction	5,738.57
Hoffman Dale & Swenson Pllc	7,722.00
Kue Contractors Inc	2,850.00
Lenes Sand & Gravel Inc	4,482.29
MCCC MI 33	8,128.65
Mn Counties Information Sys	14,062.00
MN State Treasury	11,218.50
Motorola	78,100.42
Norman Mahnomen Public Health	3,430.23
North Country Security Inc	3,594.80

Northland Business Systems			3,589.75
Ottertail Power Co			8,072.44
Polk County			72,838.89
Polk County Administrator			7,679.24
Polk County Public Health			8,665.88
Xcel Energy			2,010.04
37	Payments	2000	18,642.46
	less than		
	<b>Final Total:</b>		<b>313,837.64</b>

**AUDITOR WARRANTS 01/28/2014**

<u>Vendor Name</u>	<u>Amount</u>
P.M. Lattner Manufacturing Co Inc	5,958.34
<b>Final Total:</b>	<b>5,958.34</b>

**MANUAL WARRANTS 1/06/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	7367.49
<b>FINAL TOTAL</b>	<b>\$7367.49</b>

**MANUAL WARRANTS 1/07/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	49.52
<b>FINAL TOTAL</b>	<b>\$ 49.52</b>

**MANUAL WARRANTS 1/13/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	3701.71
<b>FINAL TOTAL</b>	<b>\$3701.71</b>

**MANUAL WARRANTS 1/13/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	105.74
<b>FINAL TOTAL</b>	<b>\$ 105.74</b>

**MANUAL WARRANTS 1/17/2014**

VENDOR NAME	AMOUNT
Mn Dept Of Rev Tax Division	80,319.65
Mn Revenue	6,214.31
MN Dept of Revenue	7,450.00
<b>FINAL TOTAL</b>	<b>\$93,983.96</b>

**MANUAL WARRANTS 1/21/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	7811.80
<b>FINAL TOTAL</b>	<b>\$7811.80</b>

**MANUAL WARRANTS 1/24/2014**

<u>Vendor Name</u>	<u>AMOUNT</u>
Mn Dept Of Rev Tax Division	27,892.26
<b>Final Total:</b>	<b>\$27,892.26</b>

**MANUAL WARRANTS 1/27/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	7134.05
<b>FINAL TOTAL</b>	<b>\$7134.05</b>

**MANUAL WARRANTS 1/31/2014**

VENDOR NAME	AMOUNT
Internal Revenue Service	278,775.63
MN Revenue	47,782.66
<b>FINAL TOTAL</b>	<b>\$326,558.29</b>

**MANUAL WARRANTS 1/31/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	2,096,857.51
<b>FINAL TOTAL</b>	<b>\$2,096,857.51</b>

The Board adjourned for lunch and moved their Board meeting to the University of Minnesota Crookston, Youngquist Auditorium for an informational meeting regarding ditches.

**DITCHES**

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

**1. County Ditch No. 2 and 66 Informational Meeting**

The County Ditch No. 2 and 66 Informational meeting was held at the University of Minnesota, Crookston Lysaker Auditorium at 2:30 p.m. Those in attendance were: Don Strickler, Jody Beauchane, Polk County Ditch Engineer, Richard Nelson, Cliff Nelson, Gene Tiedemann, Ron Novacek, Eric Larson, Ed Honek, Tony Nordby, Gary Lane, Richard Stengle, George Cariveau, Richard Kuzel, Dan Stroon, Violet Doda, Nathan Wesolowski, Ron Pape, Greg Stocker, Greg Zak, Gary Kluzak, Brian Erickson, Frank Brda, and Loren Sanderson. Background information and the purpose of the meeting was provided by Rich Sanders, Polk County Highway Engineer. The Red Lake Watershed Ditch 15/Brand Channel Project as a part of the project was re-determined. This impacted area overlaps with Polk County Ditch No. 2 and 66. The meeting is the opportunity for land owners to voice concerns to the drainage authority. No action was taken.

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., February 18, 2014.

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Don Diedrich, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board