

MARCH 3, 2015
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., March 3, 2015 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Joan Lee, 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 Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Revised (2) March 3, 2015 Board agenda adding No. 5 and No. 6 under the Consent Agenda and adding No. 2 & No. 3 under Chuck Whiting – County Administrator.

CONSENT AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the March 3, 2015 consent agenda:

1. Approve Auditor Warrants.
2. Approve payment to Card Member Services, St. Louis, MO in the amount of \$21,569.91 for credit card purchases.
3. Approve payment to Marshall County Coop, Warren, MN in the amount of \$2,701.40 for fuel for the Angus Shop.
4. Approve for signature the State of Minnesota Grant Contract Agreement for the Agassiz Recreational Trail.
5. *Approve payment to Valley Electric of Crookston, LLC, Fisher, MN in the amount of \$12,118.89 for lighting and labor at the Justice Center for the Facilities Management Department.

COUNTY BOARD MEMBERS ISSUE FORUM

1. One Watershed, One Plan Citizens Appointees
A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to appoint John Barrett, Randy Driscoll, Brian Love, Kevin Krueger and Denny Goodyke to the One Watershed, One Plan Committee.
2. Commissioner Strandell brought forth that he attended the Planning Commission Meeting. Len Vonasek will be Commissioner Strandell's representative to the Planning and Zoning Commission. He will appear before the Board at a later date. In addition he attended a TAC meeting. He also provided an update on the search for the Tri-County Community Corrections Executive Director position where there are currently 4 candidates.
3. Commissioner Lee brought forth discussion regarding the possibility of Enbridge presenting at the Township Officer's Association.
4. Commissioner Nicholas brought forth that he participated in a county personnel meeting. In addition he also attended a Drug Task Force meeting. He also brought

- forth that he has received several calls regarding the commercial reappraisal of the City of Crookston.
5. Commissioner Bunes brought forth information regarding the county personnel meeting. Mr. Bunes also brought forth information regarding the upcoming retirement of Nick Drees celebration on March 16, 2015.
 6. Commissioner Diedrich brought forth discussion that he and Commissioner Lee had met with Rich Sanders, Polk County Engineer for a Public Works meeting. In addition he brought forth discussion regarding the One Watershed One Plan.

PLANNING AND ZONING

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

1. Resolution (2015-9) Conditional Use Permit – Waun Vetter

Resolution (2015-9) was offered by Commissioner Diedrich seconded by Commissioner Nicholas and adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Bunes, and Nicholas. NAYS: None. See Resolution (2015-9) on file in the office of the Polk County Administrator.

2. Preliminary/Final Plat on Beaver Bay Second Addition

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Preliminary and Final Plat of Beaver Bay Second Addition with the condition that the plat must be recorded within 60 days of the developer being notified of the final plat.

HIGHWAY DEPARTMENT

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

1. Preventive Maintenance Technician

Brad Driscoll was moved from Preventive Maintenance Technician to Shop Forman at the Highway Department. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize the Polk County Highway Department to advertise internally and externally for a Preventive Maintenance Technician.

2. Resolution (2015-10) MNDOT Agreement 1000072

MNDOT Agreement No. 1000072
RESOLUTION (2015-10)

The following resolution (2015-10) was offered by Commissioner Bunes:

BE IT RESOLVED, that pursuant to Minnesota Statute Section 161.36, the Commissioner of Transportation be appointed as Agent of Polk County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, That the Chair of the Board and the Polk County Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and

contained in “Minnesota Department of Transportation Agency Agreement No. 1000072”, a copy of which said agreement was before the Polk County Board and which is made a part hereof by reference.

Warren Strandell, Polk County Chair and Charles Whiting, Polk County Administrator are authorized to sign said agreement on behalf of the County.

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

FINANCE

Ron Denison, Polk County Finance Director and Charles Whiting, County Administrator came before the Board with matters pertaining to his department:

1. 2014 Budget to Actual Report

Informational handouts were presented to the Board regarding the 2014 Budget to Actual Report.

2. Electronic Property Tax Payments

A demonstration was provided by Robert Wagner, Director of Assessment Services and Arla Meyer, Account Officer regarding the ability to pay property taxes online.

FACILITIES MANAGEMENT

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

1. Used Vehicle Purchases – Administration and Facilities

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to purchase one used 2008 Trailblazer from the Polk County Sheriff’s Office for the trade-in value of \$5,704.00 and 1 used 2008 Chevrolet 1500 pickup for the trade-in value of \$11,000.00 and 1 used 2003 Chevrolet 1500 pickup for the trade-in value of \$5,000.00 from the Polk County Highway Department in addition to approving the modification of ditch pickup purchase price due to no trade-in from \$24,300.00 to \$28,200.00. ** The purchase price portion of the above motion was moved from the consent agenda.

2. Polk County/D.E.E.D. Interim Lease.

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the interim (6 months) lease offered by the State of Minnesota, Administration Department, Real Estate and Construction Services Division in the interest of the State of Minnesota, D.E.E.D. Department as presented to the Board.

ADMINISTRATION

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

1. Legislative Bills Regarding Incinerator Expansion Project

Legislative bills have been introduced in both the House and Senate regarding bonding funding for Polk County’s Incinerator Expansion Project. Informational handouts pertaining to H.F. No. 109 and S.F. No. 821 were presented to the Board.

2. *Resolution (2015-11) Potential Land Acquisition – Ross Hier, DNR

Ross Heir, DNR Wildlife Manager and Emily Hutchins and Keith Danks Sr. appeared before the Board to present information on a potential land acquisition for land surrounding Crystal Lake to be a wildlife area for public use.

Review of Proposed State Land Acquisition
RESOLUTION (2015-11)

The following resolution (2015-11) was offered by Commissioner Diedrich:

WHEREAS, In accordance with Minnesota Statutes 97A.145, Subd. 2, the Commissioner of the Department of Natural Resources on 3 March 2015 provided the county board with a description of lands to be acquired by the State of Minnesota for water, forestry, wildlife, and natural plant community conservation purposes. Lands to be acquired are described as follows: All in Woodside Township (T148 R43W);

PARCEL	TRACT	OWNER	LEGAL DESCRIPTION
74.00131.00	I	KEITH DANKS, SR	SE4 SE4 (15)
74.00132.00	I	KEITH DANKS, SR	SW4 SE4 (15)
74.00184.00	I	KEITH DANKS, SR	NE4 NW4 (22)
74.00179.00	I	KEITH DANKS, SR	NW4 NE4 (EX. TRI TR 46.7 X 66 IN NE COR) (22)
74.00178.00	I	KEITH DANKS, SR	NE4 NE4 & TRIANG. TR IN NE COR OF NW4 NE4 (22)
			REMOVING (Approximately) 2 ACRES OF BUILDING SITE/STRUCTURES
74.00120.00	I	KEITH DANKS, SR	LOT 1 (EX N 46 RDS) & LOT 2 (EX N 40.00 ACRES) (14)
74.00191.00	I	KEITH DANKS, SR	LOTS 1 & 2 (EX .37 A OF G L 2) (23)
74.00194.00	I	KEITH DANKS, SR	N2 SW4, SW4 SW4, NW4 SE4 & ELY 700 FT OF GOV'T LOT 3 LYING S OF HWY (EX HWY R/W) (23)
74.00196.00	I	KEITH DANKS, SR	THAT PT OF LOT 3 N OF PUBLIC HWY (23)
74.00193.00	I	KEITH DANKS, SR	LOTS 4 & 5 (EX THAT PT OF LOT 4 LYING S OF HWY & 2.87 A. TR IN SW COR OF THAT PT OF LOT 4 LYING N OF HWY) (23)
			REMOVING (Approximately) 6 ACRES OF BUILDING SITE/STRUCTURES
74.00182.00	I	KEITH DANKS, SR	NW4 NW4 (EX 1 A & NLY 903 FT & 1.01 A IN SW COR)(22)
	I	KEITH DANKS, SR	LYING SLY OF A LINE OF THAT PT OF G L 3 COM 305 FT SLY OF NW COR; SELY 434.23 FT, SELY 10 FT TO LAKE (14)
	I		REMOVING (Approximately) 1.4 ACRES of BUILDING SITE/STRUCTURES

WHEREAS; It is understood that the above parcels will be represented by an annual PILT payment from the Department of Natural Resources following the sale from Keith Danks, Sr.

NOW THEREFORE BE IT RESOLVED The Polk County Board of Commissioners hereby grants approval to allow the Minnesota Department of Natural Resources to proceed with the process of acquisition and sale of property from Keith Danks, Sr. abutting Crystal Lake in Woodside Township.

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

3. *Dispatch Position

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve advertising and hiring the vacant Dispatch position at the Sheriff's Office.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 2/03/2015

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Cardmember Service	7,615.08
Granite City Roofing Inc	21,223.99
Hagen Construction	7,596.04
Lake Agassiz Regional Library	61,512.50
Lenes Sand & Gravel Inc	15,758.26
Lenes Sand & Gravel Inc	5,210.34
Norman Mahnomen Public Health	11,803.00
Pederson Painting	8,645.00
Polk County	70,224.25
Polk County Public Health	59,531.00
Titus Maintenance	95,402.00
Vanguard Appraisals Inc	7,602.00
30 Payments less 2000 than	16,670.75
Final Total:	391,447.21

<u>Vendor Name</u>	<u>Amount</u>
2 Payments less 2000 than	299.22
Final Total:	299.22

AUDITOR WARRANTS 2/10/2015

<u>Vendor Name</u>	<u>Amount</u>
Architectural Resources Inc	6,862.50
Christianson Construction Co Inc	21,723.00
Excel Manufacturing Inc	2,800.00
Garden Valley Telephone Co	3,684.89
GreatAmerica Financial Services	9,272.71
Halstad Telephone Co	9,362.70
Pederson Painting	4,655.00

	Powerplan OIB		3,450.00
	School District 599 Treas		2,100.00
	UNITED HEALTHCARE INS COMPANY		3,338.11
	University Of North Dakota		5,242.67
29	Payments	2000	17,626.80
	less than		
	Final Total:		90,118.38

AUDITOR WARRANTS 2/17/2015

	<u>Vendor Name</u>		<u>Amount</u>
	Acme Tools - Grand Forks		2,069.00
	Altru Health System		2,653.00
	GreatAmerica Financial Services		9,184.82
	Hardwick P.C./Brian T		2,816.34
	Norman Mahnomen Public Health		19,733.79
	Northland Community & Tech College		3,456.60
	Ottertail Power Co		27,787.62
	Polk County Public Health		85,827.79
	SHI International Corp		36,984.00
	Streamworks LLC		19,250.00
27	Payments	2000	17,570.17
	less than		
	Final Total:		227,333.13

AUDITOR WARRANTS 2/17/2015

	<u>Vendor Name</u>	<u>Amount</u>
	Andover Township Treasurer	21,013.00
	Angus Township Treasurer	17,766.86
	Badger Township	18,314.34
	Belgium Township Treasurer	13,966.75
	Brandsvold Township Treasurer	24,321.92
	Brandt Township Treasurer	12,351.25
	Brislet Township Treasurer	13,745.55
	Bygland Township	20,812.27
	Chester Township Treasurer	10,157.51
	Columbia Township Treasurer	36,354.62
	Crookston Township Treasurer	33,542.23
	Eden Township Treasurer	20,107.29
	Esther Township Treasurer	14,902.55
	Euclid Township Treasurer	23,501.53
	Fairfax Township Treasurer	22,074.55
	Fanny Township Treasurer	19,564.61
	Farley Township Treasurer	11,524.39
	Fisher Township Treasurer	20,010.16
	Garden Township Treasurer	24,498.64
	Garfield Township Treasurer	36,118.28
	Gentilly Township Treasurer	23,577.78
	Godfrey Township Treasurer	26,667.16
	Grand Forks Township Treasurer	13,039.89
	Grove Park Tilden Township	28,657.97
	Gully Township Treasurer	16,121.80
	Hammond Township Treasurer	19,769.21
	Helgeland Township Treasurer	11,896.82

Higdem Township Treasurer	14,952.79
Hill River Township Treasurer	20,914.67
Hubbard Township Treasurer	16,213.40
Huntsville Township Treasurer	35,743.44
Johnson Township Treasurer	13,156.24
Kertsonville Township Treas	10,210.41
Keystone Township Treasurer	17,661.79
King Township Treasurer	20,865.97
Knute Township Treasurer	38,660.57
Lessor Township Treasurer	20,911.07
Liberty Township Treasurer	14,811.89
Lowell Township Treasurer	25,547.44
Nesbit Township Treasurer	13,486.84
Northland Township Treasurer	21,016.14
Onstad Township Treasurer	12,313.03
Parnell Township Treasurer	15,422.36
Queen Township Treasurer	20,665.11
Reis Township Treasurer	11,948.53
Rhinehart Township Treasurer	9,078.68
Roome Township Treasurer	23,269.52
Rosebud Township Treasurer	27,861.65
Russia Township Treasurer	14,589.96
Sandsville Township Treasurer	10,453.97
Scandia Township Treasurer	14,115.58
Sletten Township Treasurer	21,092.12
Sullivan Township Treasurer	22,022.85
Tabor Township Treasurer	17,816.15
Tynsid Township Treasurer	5,725.54
Vineland Township Treasurer	20,906.00
Winger Township Treasurer	21,982.22
Woodside Township Treasurer	38,196.14
Final Total:	1,145,991.00

AUDITOR WARRANTS 02/20/2014

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	119,609.00
Final Total:	119,609.00

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less 2000 than	15.00
Final Total:	15.00

AUDITOR WARRANTS 02/24/2014

<u>Vendor Name</u>	<u>Amount</u>
Cole Papers Inc	5,167.62
Crookston Water Department	2,892.20
East Polk Soil & Water	37,349.00
Fosston Municipal Utilities	48,463.95
Great Plains Natural Gas Co	11,557.92
Mn State Treasury	6,649.50
Norman Mahnomen Public Health	35,468.24

Polk County			55,697.03
Polk County Public Health			11,711.83
Vogt's Dirt Service			5,740.89
West Polk Soil & Water			37,349.00
22	Payments	2000	12,014.28
	less than		
		Final Total:	270,061.46

MANUAL WARRANTS 01/30/2015

VENDOR NAME	AMOUNT
Bremer Bank NA	11,750,205.01
FINAL TOTAL	\$11,750,205.01

MANUAL WARRANTS 02/02/2015

<u>Vendor Name</u>	<u>Amount</u>		
5	Payments	2000	75.00
	less than		
		Final Total:	75.00

MANUAL WARRANTS 02/03/2015

<u>Vendor Name</u>	<u>Amount</u>		
1	Payments	2000	28.63
	less than		
		Final Total:	28.63

MANUAL WARRANTS 02/03/2015

VENDOR NAME	AMOUNT
SelectAccount	7,616.79
FINAL TOTAL	\$7,616.79

MANUAL WARRANTS 02/17/2015

VENDOR NAME	AMOUNT
SelectAccount	14,763.56
FINAL TOTAL	\$14,763.56

MANUAL WARRANTS 02/20/2015

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	53,132.29
Mn Revenue	5,588.70
FINAL TOTAL	\$58,720.99

MANUAL WARRANTS 02/27/2015

VENDOR NAME	AMOUNT
Internal Revenue Service	301,536.08
MN Revenue	50,238.48
FINAL TOTAL	\$351,774.56

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., March 17, 2015.

Warren Strandell, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

March 3, 2015