

**MARCH 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., March 4, 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. Absent: Charles Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board.

**AGENDA**

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the March 4, 2014.

**CONSENT AGENDA**

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

1. Approve Auditor Warrants.
2. Approve the February 4, February 18 and February 25, 2014 board minutes.
3. Approve payment to M.E.E.T.S./Scott Nutting, Aiken, MN in the amount of \$750.00 for Electrical Training for Mark Dietz, Building & Grounds Director.
4. Approve payment to Minnesota Pollution Control Agency, St. Paul, MN in the amount of \$514.00 for Hazardous Waste Annual Fee Non-Metro Generator for the Fosston Incinerator.
5. Approve payment to the Polk County Township Association, Crookston, MN in the amount of \$6.00 for the meeting/meal expense for the Polk County Administrator.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Nicholas brought forth discussion regarding the Enbridge Pipeline meeting that he attended on March 3, 2014. In addition he brought forth discussion regarding a meeting regarding ditches 126 and 60 that he would be attending on March 12, 2014. Discussion was also brought forth regarding the annual Township Meeting at 5:30 p.m., on March 25, 2014 and changing the start time of the Board of Commissioners meeting to be held that day to 1:00 p.m.
2. Commissioner Strandell brought forth discussion regarding the upcoming Polk County Newsletter. He also attended a Transportation Advisory Committee meeting where it was discussed that Pennington County is considering turning back selected county roads to the townships.
3. Commissioner Bunes brought forth discussion regarding that he attended a meeting in Warren regarding the Middle Snake Tamarac River Watershed redistribution of managers. He also reported that he attended an ART Trail meeting in Ulen. In addition he brought forth information regarding the landfill and a potato warehouse that burned in Perham that will bring an expected \$400,000 in tipping fees revenue.
4. Commissioner Diedrich brought forth discussion regarding a letter sent to the Commissioners for distribution in the matter of the Middle Snake Tamarac River Watershed. Another meeting is to be held on April 3, 2014 in Warren. No time has been determined as of yet.

5. Commissioner Affeldt brought forth discussion regarding Tilberg Park. In addition he brought forth discussion regarding an easement that Polk County purchased from Dennis Nikolayson.

### **PUBLIC HEARING**

#### **1. Zoning Ordinance Amendments**

Josh Holte, Planning and Zoning brought forth information pertaining to the Public Hearing:

The Hearing was opened at 8:50 a.m. to discuss the notice of intention to adopt amendments made to the Polk County Zoning Ordinance. The meeting was opened up to the public for comments. Josh Holte, Planning and Zoning Administrator reviewed the changes. A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to close the Hearing at 9:04 a.m.

### **PLANNING AND ZONING**

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

#### **1. (Resolution 2014-012) Polk County Zoning Ordinance Amendments**

Resolution (2014-012) was offered by Commissioner Bunes seconded by Commissioner Nicholas and adopted upon the following vote: YEAS: Strandell, Bunes, Nicholas and Diedrich. NAYS: Affeldt. See Resolution (2014-012) on file in the office of the Polk County Administrator. \*\* Note the word septic is to be inserted in front of the word “designers” in Section 21.005300.

### **ASSESSMENT SERVICES**

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

#### **1. 2012, 2013, 2014 Abatement of Parcels for Delores I. Maves**

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the abatement applications for Parcels 74.00552.00, 74.00552.01 and 74.00283.02 for taxes payable 2012, 2013, and 2014 by Delores I. Maves, Crookston, MN.

#### **2. Boundary Commission Plat Discussion**

Discussion was held with the Board regarding the Boundary Commission Plat.

### **PUBLIC HEALTH**

Sarah Reese, Polk County Public Health Director came before the Board with matters pertaining to her department:

#### **1. Out of State Travel Request**

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve out of state travel for Terri Oliver, Public Health to attend the 2014 Public Health Preparedness Summit in Atlanta, Georgia from April 1 – April 4, 2014. Ms. Oliver is to give a report to the Board upon her return.

## PROPERTY RECORDS

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

### **1. 2010 Nature Conservancy PILT Payment**

Informational handouts were presented to the Board regarding the 2010 Nature Conservancy payment which has been received, along with the allocation of payment.

### **2. Nature Conservancy Report**

A written informational report on Polk County's Tax Endowment from Peggy Ladner, Minnesota Director for the Nature Conservancy was presented to the Board. It was a consensus of the board that Michelle Cote will prepare a letter on their behalf to Peggy Ladner of the Nature Conservancy regarding their expectations.

### **3. Ditch Accounting Parameters**

Ron Denison, Finance Director and Michelle Snyder, Taxpayer Service Center Supervision/Tax Administrator brought forth discussion regarding the parameters used in ditch accounting, stating that \$4,500 per mile for half the length of the ditch equals ideal balance; \$500 per mile for maintenance; redetermination payback and interest paid/interest earned on ditch balances. Interest of 4% is paid to those ditches that have a positive fund balance based on statute. Interest of 4% has been charged to those ditches where a General Revenue loan is made to cover a negative balance. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the interest rate paid to ditch cash positive balances for the year of 2014 at 1%.

## ADMINISTRATION

Michelle Cote, Director of Property Records came to the Board on Charles Whiting, Polk County Administrator's behalf to discuss matters pertaining to Administration:

### **1. Red River Valley Development Association Board of Director's Appointment**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to re-appoint Jerry Erickson, Fertile, MN to the Red River Valley Development Association Board of Director's for a 3-year term to expire 3-6-17.

## AUDITOR WARRANTS

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

### AUDITOR WARRANTS 02/04/2014

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	5,201.14
Crookston Driftbusters	14,098.14
Crookston Fuel Company	6,386.85
Fertile Oil Company	25,572.00
Fischer Law Office PLLC	2,081.25
Hardwick P.C./Brian T	3,081.30
Lenes Sand & Gravel Inc	15,980.52
Norman Mahnomen Public Health	2,615.82

	Odland Fitzgerald,Reynolds		2,741.75
	Polk County Public Health		19,175.71
	Rust Stock Rasmusson		2,827.50
	Sandhill Snowcruisers		36,355.90
	SHI International Corp		58,591.00
	Thomson Reuters - West		10,223.12
27	Payments less than	2000	7,835.58
	<b>Final Total:</b>		<b>212,767.58</b>

#### AUDITOR WARRANTS 02/06/2014

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	380,746.50
<b>Final Total:</b>	<b>380,746.50</b>

#### AUDITOR WARRANTS 02/11/2014

<u>Vendor Name</u>	<u>Amount</u>		
American Communications Inc	59,150.00		
Christian Brothers Ford Inc	21,057.00		
Fosston Municipal Utilities	53,239.60		
Fosston Municipal Utilities	3,077.55		
Halstad Telephone Co	9,362.70		
Liberty Business Systems Inc	6,048.68		
Motor Vehicle	2,177.46		
Norman Mahnomen Public Health	18,955.39		
North Country Security Inc	4,011.04		
Ottertail Power Co	2,692.44		
Polk County Public Health	57,377.68		
Telvent DTN LLC	2,088.00		
Tri County Community Corr	2,459.64		
19	Payments less than	2000	8,880.69
	<b>Final Total:</b>		<b>250,577.87</b>

#### AUDITOR WARRANTS 02/11/2014

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

#### AUDITOR WARRANTS 02/14/2014

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	19,909.14
Angus Township Treasurer	16,832.77
Badger Township	17,352.65
Belgium Township Treasurer	13,233.10
Brandsvold Township Treasurer	23,047.50
Brandt Township Treasurer	11,443.97
Brislet Township Treasurer	13,022.70
Bygland Township	19,723.65

Chester Township Treasurer	9,624.44
Columbia Township Treasurer	34,323.97
Crookston Township Treasurer	31,786.98
Eden Township Treasurer	19,052.65
Esther Township Treasurer	14,122.15
Euclid Township Treasurer	22,267.48
Fairfax Township Treasurer	20,917.14
Fanny Township Treasurer	18,536.59
Farley Township Treasurer	10,144.88
Fisher Township Treasurer	18,961.62
Garden Township Treasurer	23,213.90
Garfield Township Treasurer	33,970.89
Gentilly Township Treasurer	22,343.64
Godfrey Township Treasurer	25,271.20
Grand Forks Township Treasurer	12,358.08
Grove Park Tilden Township	27,156.14
Gully Township Treasurer	15,276.25
Hammond Township Treasurer	18,212.95
Helgeland Township Treasurer	11,271.45
Higdem Township Treasurer	14,167.26
Hill River Township Treasurer	19,817.15
Hubbard Township Treasurer	15,361.15
Huntsville Township Treasurer	33,873.72
Johnson Township Treasurer	12,722.22
Kertsonville Township Treas	9,675.14
Keystone Township Treasurer	16,733.70
King Township Treasurer	19,721.34
Knute Township Treasurer	37,773.24
Lessor Township Treasurer	19,814.29
Liberty Township Treasurer	14,034.52
Lowell Township Treasurer	25,241.36
Nesbit Township Treasurer	12,263.38
Northland Township Treasurer	19,913.36
Onstad Township Treasurer	11,666.23
Parnell Township Treasurer	13,064.40
Queen Township Treasurer	19,840.31
Reis Township Treasurer	11,321.19
Rhinehart Township Treasurer	8,604.43
Roome Township Treasurer	22,048.49
Rosebud Township Treasurer	26,403.91
Russia Township Treasurer	14,337.47
Sandsville Township Treasurer	9,905.03
Scandia Township Treasurer	13,309.42
Sletten Township Treasurer	19,985.85
Sullivan Township Treasurer	20,867.41
Tabor Township Treasurer	16,880.60
Tynsid Township Treasurer	5,619.09
Vineland Township Treasurer	20,773.66
Winger Township Treasurer	20,894.39
Woodside Township Treasurer	36,198.41

**Final Total: 1,086,210.00**

**AUDITOR WARRANTS 02/18/2014**

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Garden Valley Telephone Co	4,395.58
Great Plains Natural Gas	2,857.98
Great Plains Natural Gas Co	2,167.27
Integrated Solutions Consulting	10,992.74
Mn UI Fund	2,224.97
Morris Electronics Inc	9,641.71
Norman Mahnomen Public Health	16,889.00
Ottertail Power Co	8,443.53
Polk County Public Health	9,422.00
Powerplan OIB	3,950.00
Rowekamp	2,500.00
University Of North Dakota	5,242.67
25 Payments 2000 less than	11,999.97
<b>Final Total:</b>	<b>93,380.42</b>

**AUDITOR WARRANTS 02/19/2014**

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

**AUDITOR WARRANTS 02/20/2014**

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

**AUDITOR WARRANTS 02/20/2014**

<u>Vendor Name</u>	<u>Amount</u>
1 Payments 2000 less than	16.00
<b>Final Total:</b>	<b>16.00</b>

**AUDITOR WARRANTS 02/25/2014**

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	6,096.59
Great Plains Natural Gas Co	2,897.76
Great Plains Natural Gas Co	2,693.42
Hagen Construction	5,110.29
Johnson Controls Inc	14,841.00
Lake Agassiz Regional Library	59,953.75
Lenes Sand & Gravel Inc	4,966.60
Norman Mahnomen Public Health	12,241.03
North Country Security Inc	3,594.80

Ottertail Power Co			5,261.82
Polk County			62,920.36
Polk County Public Health			15,401.54
Veripic Inc			6,718.63
23	Payments	2000	16,210.65
	less than		
	<b>Final Total:</b>		<b>218,908.24</b>

**AUDITOR WARRANTS 02/25/2014**

<u>Vendor Name</u>	<u>Amount</u>
P.M. Lattner Manufacturing Co Inc	12,229.64
<b>Final Total:</b>	<b>12,229.64</b>

**MANUAL WARRANTS 2/04/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	5818.36
<b>FINAL TOTAL</b>	<b>\$5818.36</b>

**MANUAL WARRANTS 2/10/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	5988.89
<b>FINAL TOTAL</b>	<b>\$5988.89</b>

**MANUAL WARRANTS 2/12/2014**

VENDOR NAME	AMOUNT
Internal Revenue Service	1105.43
MN Revenue	225.82
<b>FINAL TOTAL</b>	<b>\$1,331.25</b>

**MANUAL WARRANTS 2/18/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	5093.85
<b>FINAL TOTAL</b>	<b>\$5093.85</b>

**MANUAL WARRANTS 2/20/2014**

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	51,816.18
Mn Revenue	5,986.79
<b>FINAL TOTAL</b>	<b>\$57,802.97</b>

**MANUAL WARRANTS 2/25/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	8,222.84
<b>FINAL TOTAL</b>	<b>\$8,222.84</b>

**MANUAL WARRANTS 2/28/2014**

VENDOR NAME	AMOUNT
Internal Revenue Service	277,879.09
MN Revenue	47,460.23
<b>FINAL TOTAL</b>	<b>\$325,339.32</b>

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

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Don Diedrich, Chairman

ATTEST:

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Michelle Cote, Deputy Clerk of the Board