

**APRIL 1, 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., April 1, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Nick Nicholas, Commissioner Warren Affeldt, and Commissioner Don Diedrich and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Warren Strandell was absent.

**REVISED AGENDA**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Revised April 1, 2014 agenda adding No. 5 under the consent agenda and No. 3 under the Highway Department.

**REVISED CONSENT AGENDA**

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Revised April 1, 2014 consent agenda adding No. 5:

1. Approve Auditor Warrants.
2. Approve the March 18 and March 25, 2014 board minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$6,592.93 for credit card purchases.
4. Approve payment to US Fish & Wildlife Service, Bloomington, MN in the amount of \$1,900 for a right of way permit for SAP 60-601-026 for the Highway Department.
5. Approve payment to Crookston Fuel Company (Ampride), Crookston, MN in the amount of \$27,379.67 for fuel.

Commissioner Strandell joined the meeting at 8:37 a.m.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Nicholas brought forth discussion regarding the Building and Grounds Committee meeting.
2. Commissioner Strandell brought forth discussion regarding the Pipeline meeting to be held tonight at the Crookston American Legion.
3. Commissioner Bunes brought forth discussion regarding the Township Officer meeting held in Crookston which was well attended. He also attended a Solid Waste meeting where a grant application was discussed. In addition he brought forth that he attended a Building and Grounds Committee meeting.
4. Commissioner Diedrich brought forth that he attended the Red River Development Association Banquet. He also attended a Middle Snake Tamarac Watershed meeting with Commissioner Bunes.
5. Commissioner Affeldt brought forth discussion regarding the 2014 valuation statements that are out in the mail. He also brought forth that he had received a call from Stuart Lade. In addition he brought forth discussion regarding a TIF District in the City of Fosston and a hearing notice adding lands. He also brought forth

discussion that he had contacted Rod Skoe and Deb Kiel regarding pending legislation that will exempt certain types of industrial storage.

### **PLANNING AND ZONING**

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

**1. (Resolution 2014-014) Conditional Use Permit for Cross Lake Tilberg Park Campground Expansion**

Resolution (2014-014) was offered by Commissioner Affeldt seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Strandell, Affeldt, Diedrich, Bunes and Nicholas. NAYS: None. See Resolution (2014-014) on file in the office of the Polk County Administrator.

### **HIGHWAY DEPARTMENT**

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

**1. Award Contract Let on March 28, 2014 for C.S.A. H. 1 and 30**

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award C.S.A.H. No. 1 and C.S.A.H. No. 30 – Red Lake Projects to Knife River Materials, Bemidji, MN in the amount of \$3,895,471.20.

**2. Certificate of Performance/Final Acceptance**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Certificate of Performances on SAP 060-612-013 in the name of Knife River Materials in the amount of \$1,261,602.70 and SAP 060-597-001 in the name of Knife River Materials in the amount of \$214,810.16 and SAP 060-594-002 in the name of Knife River Materials in the amount of \$203,473.26 and SAP 063-612-009 in the name of Knife River Materials in the amount of \$486,185.76 and SAP 063-612-010 in the name of Knife River Materials in the amount of \$282,532.31 and SAP 063-649-007 in the name of Knife River Materials in the amount of \$634,868.19 and authorize the County Engineer and County Administrator to sign said Certificate of Performances.

**3. Mower Tractor (2) Award Bid**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award the bid to National Joint Powers Alliance for the purchase of two CASE IH (Puma 150) tractors at a net cost of \$160,488.75 for mowing roadside ditches throughout the county.

### **ASSESSMENT SERVICES**

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

**1. Boundary Commission Plat**

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the date for the proposed Boundary Commission informational meeting on April 25, 2014 at 11:00 a.m., to be

held in the Polk County Government Center, ITV Room regarding the Section 35, Woodside Township, Union Lake tract.

**2. Penalty & Interest Abatement Application 2013 Payable**

The abatement of penalty application for Parcel No. 35.00131.00 for taxes payable 2013 by Ray and Joyce Voxland was presented to the board for approval. Chairman Diedrich called for a motion no motion was made.

**PUBLIC HEALTH**

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

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

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve out of state travel for Melissa Perreault, Marley Melbye, Sue Thompson and Leah Reitmeier to participate in the 2014 CADCA Mid-Year Training Institute in Atlanta, Georgia from July 21-25, 2014.

**2. Multi-Disciplinary Team Public Health Nuisance Meeting Recap**

An informational recap of the March 13, 2014 Public Health Nuisance Meeting was presented to the Board.

**ADMINISTRATION**

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to the Sand Hill Watershed:

**1. Roger Hanson requesting re-appointment to the Sand Hill Watershed Board.**

Mr. Hanson appeared before the board. A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to re-appoint Roger Hanson, Beltrami, MN to the Sand Hill Watershed Board with a term to expire 5-17-2017.

**2. Robert Brekke, Jr., requesting re-appointment to the Sand Hill Watershed Board.**

This item was tabled until Mr. Brekke could appear before the board.

**AUDITOR WARRANTS**

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

**AUDITOR WARRANTS 03/03/2014**

<u>Vendor Name</u>	<u>Amount</u>
1            Payments            2000 less than	132.00
<b>Final Total:</b>	<b>132.00</b>

**AUDITOR WARRANTS 03/04/2014**

<u>Vendor Name</u>	<u>Amount</u>
Halstad Telephone Co	9,987.64
Hardwick P.C./Brian T	2,496.10

Lenes Sand & Gravel Inc			15,718.31
Mn State Treasury			4,270.00
Nelson Auto Center			33,869.85
Polk County Environmental Services			3,443.40
Rust Stock Rasmusson			3,550.00
Spectra Associates Inc			19,226.00
Streamworks LLC			19,250.00
Thomson Reuters - West			7,347.76
Titan Machinery			8,495.00
Vanguard Appraisals Inc			18,930.00
25	Payments	2000	11,962.18
	less than		
	<b>Final Total:</b>		<b>158,546.24</b>

#### AUDITOR WARRANTS 03/04/2014

<u>Vendor Name</u>	<u>Amount</u>
1	Payments 2000
	less than
	<b>Final Total: 1,208.00</b>

#### AUDITOR WARRANTS 03/06/2014

<u>Vendor Name</u>	<u>Amount</u>
Mii Life - Veba	37,920.00
1	Payments 2000
	less than
	<b>Final Total: 39,600.00</b>

#### AUDITOR WARRANTS 03/11/2014

<u>Vendor Name</u>	<u>Amount</u>
Fertile Oil	12,760.00
Fosston Municipal Utilities	65,709.64
INFO-TECH RESEARCH GROUP	2,400.00
North Country Security Inc	3,235.32
Ottertail Power Co	3,210.30
TAC 10 Inc	3,823.00
University Of North Dakota	5,242.67
19	Payments 2000
	less than
	<b>Final Total: 106,366.61</b>

#### AUDITOR WARRANTS 03/13/2014

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	123,403.50
	<b>Final Total: 123,403.50</b>

#### AUDITOR WARRANTS 03/18/2014

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Crookston Fuel Company	4,072.50

Garden Valley Telephone Co	4,519.69
Great Plains Natural Gas Co	4,533.12
Great Plains Natural Gas Co	2,533.21
Liberty Business Systems Inc	5,814.92
MPCA	4,169.93
Norman Mahnomen Public Health	76,429.77
Ottertail Power Co	3,900.68
Polk County Administrator	89,695.10
Polk County Environmental Services	3,617.10
Polk County Public Health	40,460.51
Richard Rude Architectural Inc	20,000.00
28 Payments 2000 less than	16,062.34
<b>Final Total:</b>	<b>278,461.87</b>

**AUDITOR WARRANTS 03/25/2014**

<u>Vendor Name</u>	<u>Amount</u>
Christian Brothers Ford Inc	83,929.14
Cole Papers Inc	3,338.25
Crookston Fuel Company	2,557.80
Great Plains Natural Gas Co	3,032.91
Hagen Construction	4,637.14
Hanson Construction	2,600.00
Hardwick P.C./Brian T	3,083.12
Kue Contractors Inc	125,543.89
Lenes Sand & Gravel Inc	4,947.80
Mn State Treasury	6,835.00
North Country Security Inc	3,637.37
Ottertail Power Co	6,205.51
Polk County	56,185.65
Regents Of The Univ Of Mn	25,182.51
Rust Stock Rasmusson	2,322.50
24 Payments 2000 less than	12,642.68
<b>Final Total:</b>	<b>346,681.27</b>

**MANUAL WARRANTS 3/03/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	6759.70
<b>FINAL TOTAL</b>	<b>\$6759.70</b>

**MANUAL WARRANTS 3/10/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	7769.77
<b>FINAL TOTAL</b>	<b>\$7769.77</b>

**MANUAL WARRANTS 3/17/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	5866.11
<b>FINAL TOTAL</b>	<b>\$5866.11</b>

**MANUAL WARRANTS 3/20/2014**

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	64,977.57
Mn Revenue	5,342.91
<b>FINAL TOTAL</b>	<b>\$70,320.48</b>

**MANUAL WARRANTS 3/24/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	2340.90
<b>FINAL TOTAL</b>	<b>\$2340.90</b>

**MANUAL WARRANTS 3/24/2014**

VENDOR NAME	AMOUNT
Bremer Bank NA	1,288,912.50
<b>FINAL TOTAL</b>	<b>\$1,288.912.50</b>

**TAXPAYER SERVICE CENTER**

Michelle Cote, Director of Property Records and Rob Wagner, Director of Property Records came before the Board to discuss the Tax Payer Service Center.

**1. Department Update and Review**

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., April 15, 2014.

\_\_\_\_\_  
Don Diedrich, Chairman

ATTEST:

\_\_\_\_\_  
Charles S. Whiting, County Administrator  
Clerk of the Board