

APRIL 26, 2016
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 26, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich, Commissioner Joan Lee and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the April 26, 2016 agenda.

CONSENT AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Consent Agenda with corrections as noted regarding the forum of the 04/19/2016 minutes:

- A. Approve the April 19, 2016 Board minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Bunes brought forth that he attended the McIntosh Public Health open house for their new location. He also participated in the LARL meeting. In addition he participated in an Emergency Preparedness meeting.
2. Commissioner Strandell brought forth that he attended a meeting regarding the Nielsville Bridge in Traill County ND. Also brought forth was that he received a call from Nolan Young inquiring about a joint project.
3. Commissioner Nick Nicholas brought forth that he attended a Polk County Facilities meeting where they toured the new Public Health space at the Justice Center. He also attended a Northwest Mental Health meeting where finances were the focus.
4. Commissioner Diedrich brought forth that he attended the Planning Commission training. He also attended the Planning Commission meeting. In addition he attended the Northwest Mental Health meeting. He participated in a meeting with Rich Sanders and Darin Carlstrom regarding Highway Department projects and staffing.
5. Commissioner Lee brought forth that she attended the Planning Commission training. She also participated in a meeting with Rich Sanders and Darin Carlstrom regarding Highway Department projects and staffing. In addition she also attended the ART Advisory Committee meeting in Ada. She also participated in a DAC meeting where finances were the focus. She also brought forth that she continues to receive phone calls regarding the ditch along County Road 41 and other road issues.

SHERIFF'S OFFICE

James Tadman, Chief Deputy came before the Board with matters pertaining to the Sheriff's Office:

1. Sheriff's Office Gun Range Project Overview

Discussion was held with the Board regarding the completion of the Sheriff's Office Gun Range Project located in Section 22 of Liberty Township. Photographs and budget information pertaining to this project were presented to the Board. (Photographs and budget information on file in the Administrator's Office).

2. Monthly Sheriff Reports

The March 2016 Sheriff Report was presented and discussed with the Board. (Report on file in the Administrator's Office).

PLANNING AND ZONING

Josh Holte, Assistant Environmental Services Administrator came before the Board with matters pertaining to Planning and Zoning:

1. Resolution (2016-27) Conditional Use Permit for Viking Gas Transmission Company for a Public Utility Structure in the Agricultural Zoning District – Scandia Township

Resolution (2016-27) was offered by Commissioner Diedrich seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Lee, Diedrich, Bunes, Strandell and Nicholas. NAYS: None. See Resolution (2016-27) on file in the office of the Polk County Administrator.

2. Resolution (2016-28) Conditional Use Permit for Viking Gas Transmission Company for a Public Utility Structure in the Agricultural Zoning District – Fanny Township

Resolution (2016-28) was offered by Commissioner Strandell seconded by Commissioner Nicholas and adopted upon the following vote: YEAS: Lee, Diedrich, Bunes, Strandell and Nicholas. NAYS: None. See Resolution (2016-28) on file in the office of the Polk County Administrator.

3. Resolution (2016-29) Conditional Use Permit for Derek Skalsky to Operate a Commercial Dog Kennel Business in the Agriculture Zoning District

Resolution (2016-29) was offered by Commissioner Lee seconded by Commissioner Diedrich and adopted upon the following vote: YEAS: Lee, Diedrich, Bunes, Strandell and Nicholas. NAYS: None. See Resolution (2016-29) on file in the office of the Polk County Administrator.

4. Resolution (2016-30) Conditional Use Permit for Donald & JoAnn Andringa for an Accessory Structure Larger Than 800 Sq. Ft. and for Hookup to Septic System in the Shoreland Zoning District

Resolution (2016-30) was offered by Commissioner Diedrich seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Lee, Diedrich, Bunes, Strandell and Nicholas. NAYS: None. See Resolution (2016-30) on file in the office of the Polk County Administrator. The opposing letter from Kurt and Joyce Eickhof was read. No. 12 in the packet resolution is to be removed and adjust numbering.

PUBLIC HEALTH

Sarah Reese, Public Health Director along with Leah Winjum and Sue Thompson came before the Board with matters pertaining to Public Health:

1. Social Host Ordinance

Informational handouts and a copy of the Social Host Ordinance – First Reading were presented and discussed with the Board. (Handouts and Social Host Ordinance – First Reading on file in the Administrator’s Office).

2. Phdoc Maintenance and Support Agreement

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve Amendment No. 1 to the Phdoc Maintenance and Support Agreement for the maintenance and support of the Phdoc software.

ALTRU HEALTH SYSTEM

Nate Ellingson, Regional Clinic Manager of Altru Health System came before the Board with matters pertaining to Altru Health System:

1. Altru Health System – Crookston Facilities Presentation

Informational handouts were presented and discussed with the Board regarding the multi-million dollar expansion and renovation project at the Altru Health System Clinic in Crookston Minnesota. (Handouts on file in the Administrator’s Office).

FINANCE

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

1. March 2016 Cash Balance Reports and First Quarter 2016 Budget Report

Informational handouts and discussion was held with the Board regarding the Month End Cash Balance Report from March 2010 – March 2016, the First Quarter Comparisons Report from January 2013 – March 2016 and the Budget to Actual Comparison 1st Quarter 2016 report. (Handouts on file in the Administrator’s Office).

PROPERTY RECORDS

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

1. Resolution (2016-26) Establishing an Absentee Ballot Board

ESTABLISHING AN ABSENTEE BALLOT BOARD

RESOLUTION (2016-26)

The following resolution (2016-26) was offered by Commissioner Nicholas:

WHEREAS, Polk County Board of Commissioners is required by Minnesota Statutes 203B.121, Subd 1 to establish an Absentee Ballot Board effective June 24, 2016; and

WHEREAS, This board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in Polk County; and

WHEREAS, The Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee ballots;

BE IT RESOLVED, that the Board of County Commissioners of the County of Polk hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task.

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

2. Primary and General Election Canvassing Boards

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to set the dates to canvass the ballots on August 12, 2016 at 10:00 a.m., for the Primary Election and November 17, 2016 at 10:00 a.m., for the General Election in the Polk County Board Room.

ADMINISTRATION

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

1. Authorization to Request Proposals for Stenberg Building (Fosston) Remodeling

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the request for proposals for remodeling the County's Stenberg Building in Fosston, MN.

2. Approval of Maintenance Proposal for Justice Center Windows

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to proceed with the proposal from Mesabi Glass, Window & Door, Hibbing, MN in the amount of \$9,985.00.

3. Status of Justice Center Public Health Area Construction Project

A brief overview was given to the Board regarding the Public Health Area construction project at the Justice Center. Construction issues are near completion and the Public Health Department should be in place at their new location by April 26, 2016.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., May 3, 2016.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, Polk County Administrator
Clerk of the Board