

JUNE 23, 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., June 23, 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, Polk County Administrator. 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 June 23, 2015 agenda adding No. 3 and No 4 under the County Administrator.

CONSENT AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Consent Agenda:

1. Approve the June 2, 2015 Board Minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he met with Barb Erdman, Brian Lundeen and Jim Tadman regarding vehicles, fleet maintenance and management. Also discussed at the meeting was the Dispatch Department and staff shortage.
2. Commissioner Lee brought forth that the Inter County Community Council is celebrating 50 years with various community celebrations. Also brought forth was a letter that was received from the Lengby Community Club which is celebrating 100 years. In addition she brought forth information regarding the upcoming Polk County Fire meeting in Erskine on June 30, 2015 at 7:00 p.m., at the Win-E-Mac School.
3. Commissioner Nicholas brought forth that he was unavailable for the Public Safety meeting.
4. Commissioner Bunes brought forth that he felt the County Board of Equalization meeting went well. He attended the Solid Waste meeting and had the opportunity to tour the courthouse in Bagley. Also attended was a LARL meeting where the budget was the focus.
5. Commissioner Diedrich brought forth that he has received a request to attend a private meeting regarding the Middle Snake River Watershed easements with Neil and Eric Johnson.

SHERIFF'S DEPARTMENT

Barb Erdman, Polk County Sheriff came before the Board with matters pertaining to her department:

- 1. Monthly Sheriff Reports**

The May Sheriff Reports were presented and discussed with the Board.

2. Clerical Support

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve up to a maximum of 40 hours of part-time clerical support for the month of July to complete the inventory project.

REVISED AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the revised June 23, 2015 Agenda adding No. 3 under the Sheriff's Department.

3. *Dispatch Staffing

Discussion was brought forth regarding the staffing levels of the Dispatch Department. A motion was made by Commissioner Bunes seconded Commissioner Lee by and adopted by unanimous vote of the Board to approve Polk County Sheriff Erdman to collaborate with the Polk County Administrator the hiring of a temporary Dispatch position to assist with the staff shortage.

TRI-VALLEY OPPORTUNITY COUNCIL

Phil Wold, Community Assistance Program Manager, Tri-Valley Opportunity Council came before the Board with matters pertaining to the Tri-Valley Opportunity Council:

1. Resolution (2015-23) Authorizing Application for Minnesota Housing and Finance Agency Family Homelessness Prevention and Assistance Program

Authorizing Application for Minnesota Housing and Finance Agency Family Homelessness Prevention and Assistance Program

RESOLUTION (2015-23)

The following resolution (2015-23) was offered by Commissioner Bunes:

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and,

WHEREAS, Tri-Valley Opportunity Council, Inc. in the nine-county region of northwest Minnesota has developed an application for the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program; and

WHEREAS, Tri-Valley Opportunity Council, Inc. have demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program;

NOW THEREFORE BE IT RESOLVED, That Tri-Valley Opportunity Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program in the county of Polk, in Minnesota.

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

HISTORICAL SOCIETY

Gerald Amiot, Historical Society President and Historical Society Board members Kristina Gray, Dan Morlan, and Dean Vikan came before the Board with matters pertaining to the Polk County Historical Society:

1. Polk County Historical Society Annual Update

An update was given to the Board regarding the Polk County Historical Society. Informational handouts were also presented to the Board.

FINANCE

Ron Denison, Finance Director and Chuck Whiting, Administrator came before the Board with matters pertaining to the Finance department:

1. May 2015 Cash Balance Reports and Budget Report

Informational handouts were presented and discussed with the Board regarding the 2015 May Cash Balance Reports and Budget Report.

ENVIRONMENTAL SERVICES

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

1. Fill Open Position – Material Recovery Facility Staff

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the replacement of one staff position in the Material Recovery Facility due to impending retirement, job title and description are yet to be determined.

2. Solid Waste Abatements

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve abatement(s) of prior year (2014) Solid Waste Assessment on that request(s) the Board determines meets that extraordinary circumstance for Parcels 31.00015.00 and 40.00073.01.

FACILITIES MANAGEMENT

Mark Dietz, Facilities Management and Chuck Whiting, Administrator came before the Board with matters pertaining to the Facilities Management Department:

1. Polk County Justice Center – Butterfly Valves Replacement

Informational handouts and quotes were discussed with the Board regarding the Butterfly Valves Replacement at the Polk County Justice Center.

PROPERTY RECORDS

1. Liquor Licenses

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the annual liquor licenses for The Inn at Maple Crossing/James Thomasson and Union Lake Campground, LLC conditional upon the approval of the Polk County Attorney and Polk County Sheriff.

2. Temporary Part-Time Employee

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the hiring of a temporary part-time employee (up to 19 hours per week) to terminate December 31, 2015.

3. Resolution (2015-24) Repurchase of Tax Forfeited Property - 44.00106.00

Repurchase of Tax Forfeited Property – 44.00106.00
RESOLUTION (2015-24)

The following resolution (2015-24) was offered by Commissioner Diedrich:

WHEREAS The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS Carol Anne Reese has made proper application for the repurchase of parcel 44.00106.00, and

WHEREAS The Polk County Board of Commissioners at its May 19, 2015 meeting unanimously approved the conveyance by motion.

BE IT RESOLVED That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 44.00106.00 to Carol Anne Reese.

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

4. Resolution (2015-25) Repurchase of Tax Forfeited Property - 44.00111.00

Repurchase of Tax Forfeited Property – 44.00111.00
RESOLUTION (2015-25)

The following resolution (2015-25) was offered by Commissioner Nicholas:

WHEREAS The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS Carol Anne Reese has made proper application for the repurchase of parcel 44.00111.00, and

WHEREAS The Polk County Board of Commissioners at its May 19, 2015 meeting unanimously approved the conveyance by motion.

BE IT RESOLVED That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 44.00111.00 to Carol Anne Reese.

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

5. Resolution (2015-26) Repurchase of Tax Forfeited Property - 90.00001.00

Repurchase of Tax Forfeited Property – 90.00001.00
RESOLUTION (2015-26)

The following resolution (2015-26) was offered by Commissioner Lee:

WHEREAS The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS Carol Anne Reese has made proper application for the repurchase of parcel 90.00001.00, and

WHEREAS The Polk County Board of Commissioners at its May 19, 2015 meeting unanimously approved the conveyance by motion.

BE IT RESOLVED That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 90.00001.00 to Carol Anne Reese.

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

6. Resolution (2015-27) Repurchase of Tax Forfeited Property - 82.00427.00

Repurchase of Tax Forfeited Property – 82.00427.00
RESOLUTION (2015-27)

The following resolution (2015-27) was offered by Commissioner Nicholas:

WHEREAS The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS Donald R & Patsie Erickson has made proper application for the repurchase of parcel 82.00427.00, and

WHEREAS The Polk County Board of Commissioners at its May 19, 2015 meeting unanimously approved the conveyance by motion.

BE IT RESOLVED That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 82.00427.00 to Donald R & Patsie Erickson.

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

7. Resolution (2015-28) Repurchase of Tax Forfeited Property - 93.00059.00

Repurchase of Tax Forfeited Property – 93.00059.00

RESOLUTION (2015-28)

The following resolution (2015-28) was offered by Commissioner Diedrich:

WHEREAS The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS Leslie G Stine has made proper application for the repurchase of parcel 93.00059.00, and

WHEREAS The Polk County Board of Commissioners at its May 19, 2015 meeting unanimously approved the conveyance by motion.

BE IT RESOLVED That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 93.00059.00 to Leslie G Stine.

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

8. Resolution (2015-29) Repurchase of Tax Forfeited Property - 81.00020.00

Repurchase of Tax Forfeited Property – 81.00020.00

RESOLUTION (2015-29)

The following resolution (2015-29) was offered by Commissioner Lee:

WHEREAS The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS Raymundo Zenteno has made proper application for the repurchase of parcel 81.00020.00, and

WHEREAS The Polk County Board of Commissioners at its May 19, 2015 meeting unanimously approved the conveyance by motion.

BE IT RESOLVED That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 81.00020.00 to Raymundo Zenteno.

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

9. Resolution (2015-30) Repurchase of Tax Forfeited Property - 89.00085.00

Repurchase of Tax Forfeited Property – 89.00085.00
RESOLUTION (2015-30)

The following resolution (2015-30) was offered by Commissioner Nicholas:

WHEREAS The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS Daryl N Larson has made proper application for the repurchase of parcel 89.00085.00, and

WHEREAS The Polk County Board of Commissioners at its June 16, 2015 meeting unanimously approved the conveyance by motion.

BE IT RESOLVED That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 89.00085.00 to Daryl N Larson.

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

10. Resolution (2015-31) Repurchase of Tax Forfeited Property - 36.00043.02

Repurchase of Tax Forfeited Property – 36.00043.02
RESOLUTION (2015-31)

The following resolution (2015-31) was offered by Commissioner Lee:

WHEREAS The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS Kristen Sobolik has made proper application for the repurchase of parcel 36.00043.02, and

WHEREAS The Polk County Board of Commissioners at its June 16, 2015 meeting unanimously approved the conveyance by motion.

BE IT RESOLVED That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 36.00043.02 to Kristen Sobolik.

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

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 June 23, 2015 Agenda adding No. 5 & 6 under Administration.

ADMINISTRATION

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

1. 2015 Capital Projects

A 2015 Capital Project spreadsheet showing anticipated building improvements throughout Polk County was discussed with the Board.

**2. Polk County Park /Maple Lake & Tilberg Park/Cross Lake Patron Residences
Maps**

Maps showing patron residences for Polk County Park/Maple Lake & Tilberg Park/Cross Lake were presented to the Board.

3. *Out of State Travel Request – Highway Engineer Richard Sanders

A motion was made Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve Richard Sanders to attend the National LTAP Conference in Savannah Georgia with expenses paid by MNDOT July 18-24th, 2015.

4. *Authorization to Fill Vacant Position – Social Services Case Aide.

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the filling of a Social Services Case Aide and any subsequent openings.

5. *Bituminous Patching CSAH 3 and CSAH 4

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to award the Bituminous Patching Quote for CSAH 3 and CSAH 4 to Minn-Dak Asphalt, Inc., Thief River Falls, MN in the amount of \$125.00 per ton.

6. *Biweekly Payroll

Discussion was brought forth regarding the upcoming Biweekly Payroll.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., July 7, 2015.

Warren Strandell, Chairman

ATTEST:

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