

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

REVISED AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the July 1, 2014 revised agenda amending No. 4 on the consent agenda clarifying the fees and adding Randy Driscoll at 8:20 a.m.

CONSENT AGENDA

A motion was made by Commissioner seconded by Commissioner and adopted by unanimous vote of the Board to approve the July 1, 2014 consent agenda:

1. Approve Auditor Warrants.
2. Approve the June 24, 2014 Board Minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$9,642.02 for credit card purchases.
4. *Approve payment to Planning and Zoning, Crookston, MN in the amount of \$46.00 payable to the Polk County Recorder for the Recording Fee and \$18.11 Payable to the Polk County Administrator for Mortgage Registration Tax for Sharon G. Escue Septic Lien & Mortgage Registration Tax.

RANDY DRISCOLL

Randy Driscoll came before the Board with citizen concerns regarding the joint permitting process for RJ Zavoral Construction Contractor's Yard:

1. Request for Action

Mr. Driscoll's request is that the property be restored to its original state as he alleges that the property has not been issued permits properly. The Board will take this under advisement to investigate and seek legal counsel.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Nicholas brought forth that he attended an RSVP Board meeting. They will be holding their awards banquet in August in UMC. The Board will receive notification.
2. Commissioner Strandell brought forth that he is meeting with both parties regarding the old River Bend Property to facilitate a resolution to their property issues.
3. Commissioner Bunes was absent.
4. Commissioner Diedrich brought forth that he will chair the continuation of the meeting with Marshall County to be held at the One N' Only in Euclid, MN where the focus will be the Middle Snake Tamarac River Watershed.

5. Commissioner Affeldt brought forth that he had received a call from Tina Gramer as she would like to schedule the annual meeting with Northwest Multi County Housing.

PLANNING AND ZONING

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

- 1. Resolution (2014-033) Conditional Use Permit for Gary Thibert to Connect a Compliant Septic System to an Existing Structure**

Resolution (2014-033) was offered by Commissioner Strandell seconded by Commissioner Nicholas and adopted upon the following vote: YEAS: Strandell, Affeldt, Diedrich and Nicholas. NAYS: None. See Resolution (2014-033) on file in the office of the Polk County Administrator

- 2. Resolution (2014-034) Conditional Use Permit for ND Pipeline Company (Enbridge) – Operate Temporary Pipe Storage Yard**

Resolution (2014-034) was offered by Commissioner Affeldt seconded by Commissioner Nicholas and adopted upon the following vote: YEAS: Strandell, Affeldt, Diedrich and Nicholas. NAYS: None. See Resolution (2014-034) on file in the office of the Polk County Administrator.

- 3. Eickhof Estates – Preliminary/Final Plat**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Preliminary Plat Eickhof Estates located in Section 26 of Woodside Township subject to staff recommendations:

1. Remove Outlot A from the proposed plat. (Most of Outlot A is wetland area and staff has concerns that Outlot A might be used for future access to the lake and a road through that area could impact the wetlands.)
2. Adjust the westerly boundary line of Lot 1 Block 1 so that it uses straight lines rather than the curved Outlot. (Staff feels a property boundary like that would be really hard to verify setbacks and might create issues for future property owners.)
3. Correct the error in Block 2 so the Lots are numbered 1-5.

If the following changes are agreed to be made staff recommends that the plat be given preliminary approval as long as the following conditions are met:

- 1) The road must be to township specs and we will need documentation from the township that they agree to take it over before final approval of the plat.
- 2) Any covenants and Association Agreements that are put on the plat must be reviewed and approved by the County before final approval of the plat.
- 3) The SWCD will need to approve the wetland delineation.
- 4) Any property line dispute between the Kopp's property and the proposed plat is resolved or that property is left out of the plat before final plat approval.

5) Within six (6) months of preliminary plat approval, the developer shall submit a final plat. The plat may contain only that portion of the approved preliminary plat which is proposed to record. Failure to meet this provision shall void the preliminary plat.

4. Hideaway Cove First Addition – Preliminary Plat

An update was provided to the Board regarding the Preliminary Plat request on property formerly owned by St. Michaels on Union Lake. The Plat was tabled at the Planning Commission as Planning and Zoning had received multiple calls of concern regarding the construction activity occurring on this property prior to any permit being issued. A Stop Work Order has been issued.

5. Update on Other Zoning Complaints

An update was given to the Board regarding RJ Zavoral Contractor Yard and other Planning and Zoning issues.

6. Resolution (2014-035) Creating Boundary Commission #2

CREATING BOUNDARY COMMISSION #2

RESOLUTION (2014-035)

The following resolution (2014-035) was offered by Commissioner Affeldt:

WHEREAS Polk County Board of Commissioners has the authority to establish a Boundary Commission to review property descriptions of disputed areas in their respective jurisdiction per Minnesota Statute 465.79

WHEREAS the Polk County Board of Commissioners assigns the duties of the Boundary Commission to the Polk County Planning Commission and shall be referred to as the Boundary Commission for the purposes set forth. Said members to be Kerry Winkelmann, Robert Franks, Rolland Gagner, Dennis Yell and Mike Powers. Said Polk County Advisory Staff to be Robert Wagner, Director of Assessment Services, Michelle Cote, Director of Property Records, Josh Holte, Planning and Zoning Administrator and Nathan Smith, GIS Specialist.

WHEREAS the disputed area the Boundary Commission will be reviewing is described as follows:

Part of Government Lot 7, Section 35, Township 148 North, Range 43 West, 5th P.M., Polk County, Minnesota, described as follows:

Beginning at a point on the east line of said Lot 7 and 752 feet north of the southeast corner thereof, the same being the most easterly corner of Parcel 2 of the Record Plat, Polk County W.A. Number 6, filed August 24, 1967, in Plat Book C, page 72 of Polk records, thence S 42° 18' W, along the southeasterly line of said Parcel 2, 135.1 feet, thence N 75° 42' W, along the southwesterly line of said Parcel 2, 373.63 feet, thence N 63° 55' W, along the southwesterly line of said Parcel 2, 355.94 feet, thence N 26° 05' E, along the northwesterly line of said Parcel 2, to the centerline of County Highway 42

as approved on March 13, 1990, thence northwesterly along centerline of said highway to the north line of said Lot 7, thence east on said north line to the shoreline of Union Lake, thence southeasterly along said shoreline to the east line of said Lot 7, thence south on said east line to the point of beginning.

WHEREAS the Boundary Commission will have the authority to solicit professional services including but not limited to land surveying and attorney services.

AND WHEREAS the costs incurred by the Boundary Commission including but not limited to land surveying fees, attorney fees, and per diems shall be assessed to the benefitted properties on a per parcel basis per Minnesota Statute 429.

BE IT RESOLVED that the Board of County Commissioners of the County of Polk hereby establishes a Boundary Commission to resolve property discrepancies as outlined above, and that said Boundary Commission will be dissolved upon completion of their duties.

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

ASSESSMENT SERVICES

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

1. Approve Conveyance of Tax Forfeited Land No. 81.00001.02

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to grant the request to convey tax forfeited Parcel No. 81.00001.02 to the City of Climax for the utility relocation portion of the Climax Community Flood Control Levee Project.

2. Enbridge Meeting

Information was provided regarding an informational meeting with Enbridge and County Assessors to be held at Joe Dimaggio's in Erskine, MN

PROPERTY RECORDS

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

1. US Fish and Wildlife Purchase – Rosebud Township

Information was presented to the Board regarding the US Fish and Wildlife Service that they are purchasing 160 acres in Section 26 of Rosebud Township and will be providing Polk County with a trust fund payment of \$18,325.00.

2. University of Minnesota PILT Payment

Information was presented to the Board regarding a payment in lieu of tax in the amount of \$709.60 which has been received from the University of Minnesota for Parcel No. 49.00096.00.

3. City of Climax Rural Service District

Information was presented to the Board regarding the City of Climax adopted an Urban and Rural Service District Ordinance that affects Parcel No's: 81.00002.00, 81.00002.01, 81.00004.00, 81.00013.06, and 81.00016.00.

4. Approval to Advertise and Fill Administrative Assistant I Position

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve advertising and filling the Administrative Assistant I position in addition to any subsequent opening for the Taxpayer Service Center.

FACILITIES MANAGEMENT

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

1. Review and Award of Highway and Transfer Stations Buildings Roof Replacement – Scott Sosalla, Architectural Resources.

The Highway building roof project will be rebid as no bids were received. A single bid was received on the Transfer Station. It is Architectural Resources recommendation to accept the bid as presented. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by the following vote of the Board YEAS: Strandell, Diedrich, and Nicholas NAYS: Affeldt, to award the bid to Granite City Roofing in the amount of \$78,475.00 to repair the roof at the Transfer Station.

2. Polk County Justice Center – Facility Mechanical Assessment

Information was provided to the Board regarding the Boilers and Water Heating Systems at the Justice Center.

COUNTY ATTORNEY

Greg Widseth, Polk County Attorney provided and reviewed information pertaining to the Polk County Attorney's Office.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 06/03/2014

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	9,822.37
United Rentals	8,740.00
26 Payments 2000 less than	12,581.56
Final Total:	31,143.93

AUDITOR WARRANTS 06/10/2014

<u>Vendor Name</u>	<u>Amount</u>
Fertile Oil Company	26,558.10
Fosston Dac	2,623.15
Knife River Materials	385,715.67
Knife River Materials	831,413.54
Norman Mahnomen Public Health	4,734.07

	North Country Security Inc		3,637.37
	Polk County Environmental Services		4,374.90
	Polk County Public Health		5,852.09
19	Payments	2000	4,912.15
	less than		
	Final Total:		1,269,821.04

AUDITOR WARRANTS 06/12/2014

	<u>Vendor Name</u>		<u>Amount</u>
3	Payments	2000	1,648.40
	less than		
	Final Total:		1,648.40

AUDITOR WARRANTS 06/12/2014

	<u>Vendor Name</u>	<u>Amount</u>
	Blue Cross & Blue Shield Of Mn	127,160.00
	Final Total:	127,160.00

AUDITOR WARRANTS 06/17/2014

	<u>Vendor Name</u>	<u>Amount</u>
	Altru Health System	2,653.00
	American Communications Inc	3,787.50
	ELEMENTAL AIR	9,382.00
	Fosston Municipal Utilities	43,373.67
	Garden Valley Telephone Co	5,253.21
	Halstad Telephone Co	9,362.70
	Hardwick P.C./Brian T	3,259.61
	Hedlund Backhoe Service	8,624.93
	Liberty Business Systems Inc	5,659.58
	Norman Mahnomen Public Health	23,223.13
	Ottertail Power Co	9,777.39
	Polk County Public Health	11,901.09
	Rust Stock Rasmusson	2,522.50
	Rydell Chevrolet	29,346.00
33	Payments	2000
	less than	
	Final Total:	188,226.21

AUDITOR WARRANTS 06/19/2014

	<u>Vendor Name</u>	<u>Amount</u>
4	Payments	2000
	less than	
	Final Total:	176.65

AUDITOR WARRANTS 06/20/2014

	<u>Vendor Name</u>	<u>Amount</u>
	Andover Township Treasurer	67,916.51
	Angus Township Treasurer	21,049.35
	Badger Township	21,734.86
	Belgium Township Treasurer	23,294.13
	Beltrami City Clerk-Treasurer	13,529.23
	Brandsvold Township Treasurer	33,839.16
	Brandt Township Treasurer	20,688.81
	Bremer Bank Na	15,222.03

Brislet Township Treasurer	26,081.59
Bygland Township	33,004.75
Chester Township Treasurer	29,783.15
Climax City Treasurer	36,877.57
Columbia Township Treasurer	38,221.24
County Emergency Medical Serv.	83,315.63
Crookston Area Ambulance Inc	83,508.09
Crookston City	1,324,644.01
Crookston Township Treasurer	50,950.53
East Grand Forks City	1,981,907.59
Eden Township Treasurer	40,009.49
Erskine City Clerk-Treasurer	86,045.48
Esther Township Treasurer	35,911.64
Euclid Township Treasurer	54,327.24
Fairfax Township Treasurer	41,223.61
Fanny Township Treasurer	43,165.14
Farley Township Treasurer	35,367.36
Fertile City	117,597.52
First Care Medical Services	56,152.44
Fisher City	123,301.57
Fisher Township Treasurer	22,421.76
Fosston City	194,587.59
Garden Township Treasurer	30,294.97
Garfield Township Treasurer	36,017.74
Gentilly Township Treasurer	24,944.63
Godfrey Township Treasurer	58,058.40
Grand Forks Township Treasurer	25,806.58
Grove Park Tilden Township	34,942.31
Gully City	12,925.35
Gully Township Treasurer	41,212.10
Hammond Township Treasurer	33,787.75
Helgeland Township Treasurer	14,259.93
Higdem Township Treasurer	38,554.43
Hill River Township Treasurer	27,056.81
Hubbard Township Treasurer	28,275.97
Huntsville Township Treasurer	47,581.72
Johnson Township	31,385.01
Kertsonville Township Treas	9,416.62
Keystone Township Treasurer	34,381.23
King Township Treasurer	24,596.62
Knute Township Treasurer	69,487.91
Lengby City	5,714.10
Lessor Township Treasurer	27,989.85
Liberty Township Treasurer	30,713.89
Lowell Township Treasurer	56,960.20
Maple Lake Imprvmnt District	28,745.47
Marshall Polk Rural Water Sys	42,028.11
Mcintosh City	147,566.50
Mentor City	19,200.73
Middle-Snake-Tamarac Rivers Wtrshd Dist	329,172.76

Nesbit Township Treasurer	18,757.02
Nielsville City	21,240.34
Northland Township Treasurer	31,029.53
NW Regional Development Comm	49,632.70
NWMN HRA	79,535.72
Onstad Township Treasurer	13,229.45
Parnell Township Treasurer	25,259.63
Queen Township Treasurer	36,534.76
Red Lake Watershed District	837,319.74
Reis Township Treasurer	17,169.30
Rhinehart Township Treasurer	4,625.26
Roome Township Treasurer	31,440.61
Rosebud Township Treasurer	31,488.74
Russia Township Treasurer	37,401.16
Sand Hill River W S District	331,688.88
Sandsville Township Treasurer	30,576.47
Scandia Township Treasurer	24,582.82
School District 2176 Treas	3,214.11
School District 2609 Treas	46,403.65
School District 592 Treas	5,511.77
School District 593 Treas	26,180.30
School District 599 Treas	16,002.38
School District 600 Treas	13,392.93
School District 601 Treas	50,216.88
Sletten Township Treasurer	41,864.84
Sullivan Township Treasurer	34,180.79
Tabor Township Treasurer	33,861.16
Trail City Treasurer	7,160.62
Tynsid Township Treasurer	13,105.37
Vineland Township Treasurer	33,947.86
Wild Rice Watershed Dist Treas	12,719.00
Winger City Clerk Treasurer	59,369.84
Winger Township Treasurer	32,647.07
Woodside Township Treasurer	122,070.29
5 Payments 2000 less than	2,832.91
Final Total:	8,242,950.66

AUDITOR WARRANTS 06/24/2014

<u>Vendor Name</u>	<u>Amount</u>
Hagen Construction	6,431.77
Lenes Sand & Gravel Inc	22,101.76
Lenes Sand & Gravel Inc	9,008.28
Mn State Treasury	9,271.50
Norman Mahnomen Public Health	5,928.40
North Country Security Inc	3,608.99
Polk County	83,900.30
Polk County Administrator	9,129.00
Polk County Public Health	28,076.91
Regents Of The Univ Of Mn	25,182.51
School District 2176 Treas	3,406.91

School District 2609 Treas	3,769.82
School District 592 Treas	2,076.76
School District 593 Treas	8,465.41
School District 595 Treas	9,088.61
School District 599 Treas	3,700.65
School District 600 Treas	3,189.55
School District 601 Treas	2,412.22
US Postal Service (CMRS FP)	10,000.00
Walsh/Donald H	2,141.48
28 Payments 2000 less than	11,035.13
Final Total:	261,925.96

MANUAL WARRANTS 5/30/2014

VENDOR NAME	AMOUNT
Internal Revenue Service	272,623.92
MN Revenue	46,637.21
FINAL TOTAL	\$319,261.13

MANUAL WARRANTS 6/02/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	5178.41
FINAL TOTAL	\$5178.41

MANUAL WARRANTS 6/09/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	4708.74
FINAL TOTAL	\$4708.74

MANUAL WARRANTS 6/16/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	5656.24
FINAL TOTAL	\$5656.24

MANUAL WARRANTS 6/20/2014

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	68,432.32
Mn Revenue	7,389.27
FINAL TOTAL	\$75,821.59

MANUAL WARRANTS 6/20/2014

VENDOR NAME	AMOUNT
MN Dept of Revenue Tax Division	59,813.46
FINAL TOTAL	\$59,813.46

MANUAL WARRANTS 6/23/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	2731.71
FINAL TOTAL	\$2731.71

MANUAL WARRANTS 6/26/2014

VENDOR NAME	AMOUNT
MN Dept of Revenue Tax Division	71,683.00

FINAL TOTAL **\$71,683.00**

MANUAL WARRANTS 6/30/2014

VENDOR NAME	AMOUNT
Internal Revenue Service	283,103.03
MN Revenue	48,191.69
FINAL TOTAL	\$331,294.72

The Board recessed to travel to Euclid, MN for a noon meeting at the One 'N Only Restaurant with the Marshall County Board of Commissioners:

JOINT MEETING WITH THE MARSHALL COUNTY BOARD OF COMMISSIONERS

Members present: Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, and Commissioner Don Diedrich. Absent: Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Bunes was present by conference call. Members present from Marshall County: Commissioner Gary Kiesow, Commissioner Sharon Bring, Commissioner LeRoy Vonasek, Commissioner Rolland Miller and Marshall County Auditor-Treasurer Scott Peters. Also present was Danny Omdahl Middle Snake Tamarac Rivers Watershed Administrator.

1. Introduction and General Issues Review

2. Middle-Snake-Tamarac River Watershed Discussion

Discussion between the board members, staff and guests took place regarding the Middle-Snake Tamarac River Watershed redistribution of managers and general operations issues. Interest in moving forward to improve matters was discussed. Concerns with volume and nature of data requests were reviewed. Accounting practices were discussed.

Other county border-type issues were discussed regarding valuations, ambulance rates and law enforcement.

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., July 22, 2014.

Don Diedrich, Chairman

ATTEST:

Michelle Cote, Deputy Clerk of the Board
Clerk of the Board