

JULY 7, 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., July 7, 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, County Administrator, Clerk of the Board. Others present: Valerie Bjerck, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the revised July 7, 2015 Board agenda.

REVISED CONSENT AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the July 7, 2015 revised consent agenda changing the dollar amount on No. 6 from \$250.00 to \$350.00:

1. Approve Auditor Warrants.
2. Approve payment to Card Member Services, St. Louis, MO in the amount of \$10,371.01 for Credit Card Purchases.
3. Approve payment to Minnesota Association of County Auditors, Treasurers, & Finance Officers, Deerwood, MN in the amount of \$25.00 for the 2015 Summer Conference Registration Fee for Ron Denison/Finance.
4. Approve payment to Sodexo, Inc., & Affiliates, Crookston, MN in the amount of \$404.09 for Skywarn meeting expenses at UMC for Emergency Management.
5. Approve payment to Nardini Fire Equipment Company, Inc., Fargo, ND in the amount of \$322.00 for Inspection/Truck Charge & Fuel for the Facilities Management Department.
6. *Approve payment to Minnesota Public Employer Labor Relations Association (MPELRA) in the amount of \$350.00 for Registration Fees for the MPELRA Conference in Duluth, MN for the Human Resources Coordinator.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended a Planning and Zoning meeting last Friday. The Department of Transportation will be conducting an MPO meeting in East Grand Forks on July 7, 2015.
2. Commissioner Lee brought forth that she attended an Aquatic Invasive Species Committee meeting. She also met with representatives from Enbridge Energy. She has been invited to attend an upcoming Enbridge meeting. She also attended a meeting at the Win-E-Mac School and a Polk County Shared Services Study that was presented at that meeting.
3. Commissioner Nicholas brought forth that he attended a Pine to Prairie Drug Task Force meeting. He also attended a RSVP meeting at UMC.
4. Commissioner Bunes brought forth that he is on the NW Regional Radio Board Interview Committee.

5. Commissioner Diedrich brought forth that he attended the Middle Snake Tamarac River Watershed District meeting.

The Commissioners reviewed upcoming July meetings.

PLANNING AND ZONING

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

1. **Resolution (2015-34) Conditional Use Permit - Don Berry – Accessory Structure for Bee Keeping Equipment/Honey Production in the Agricultural District**

Resolution (2015-34) was offered by Commissioner Lee seconded by Commissioner Diedrich adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Bunes and Nicholas. NAYS: None. See Resolution (2015-34) on file in the office of the Polk County Administrator.

2. **Resolution (2015-35) Conditional Use Permit - Brad Jagol – Accessory Structure for Bee Keeping Equipment/Honey Production in the Agricultural District**

Resolution (2015-35) was offered by Commissioner Bunes seconded by Commissioner Nicholas and adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Bunes and Nicholas. NAYS: None. See Resolution (2015-35) on file in the office of the Polk County Administrator.

3. **Resolution (2015-36) Conditional Use Permit - KPK Enterprises LLC – DBA Valley Corn Maize to Operate a Recreational Corn Maize in the Agricultural District**

Resolution (2015-36) was offered by Commissioner Diedrich seconded by Commissioner Lee and adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Bunes and Nicholas. NAYS: None. See Resolution (2015-36) on file in the office of the Polk County Administrator.

4. **Resolution (2015-37) Conditional Use Permit – Lawrence Olderbak – Exceed Allowed Square Footage for Accessory Structures in Agricultural District**

Resolution (2015-37) was offered by Commissioner Nicholas seconded by Commissioner Bunes and adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Bunes and Nicholas. NAYS: None. See Resolution (2015-37) on file in the office of the Polk County Administrator.

A motion was made by Commissioner Bunes seconded by Commissioner Lee to add No. 5 to the Agenda:

5. *** Satisfaction of Septic Loan**

A motion was made by Commissioner Bunes seconded by Commissioner Lee to authorize the Polk County Chair to sign the Satisfaction of SSTS Loan Repayment Agreement and Lien for Parcel No. 27.00177.02 so it can be recorded with the property deed.

ENVIRONMENTAL SERVICES

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

1. Litter Fence – Landfill

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the purchase of five sections of litter fence from Metta Technologies in the amount of \$25,570.00 including freight.

2. GPS Unit – Landfill Complex

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the quote from Ziegler CAT for Trimble GPS units in the amount of \$60,854.00.

3. Additional Landfill Staff – Landfill Operator

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve advertising and hiring 1 additional full-time Landfill Operator position at the Polk County Landfill Complex (bringing the level to 3 Landfill Operators and 1 Landfill Supervisor)

4. Capital Assistance Program – Update

An update and outline were presented to the Board regarding the State’s Capital Assistance Program for the incineration expansion.

5. Fill Open Position – Material Recovery Facility Staff

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve advertising and replacing 1 staff position in the Material Recovery Facility due to a vacancy. The job title and job description are yet to be determined.

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve adding No. 6 to the Agenda:

6. *2015 Asbestos Haulers License

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to grant conditional approval to TC Lighting and Recycling, Bemidji, MN for the 2015 Asbestos Hauler License. The condition shall be upon the furnishing of all documents necessary to issue the Asbestos Hauling License.

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve adding No. 7 to the Agenda:

7. *Asbestos Contaminated Soils Tip Fee

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize the Environmental Services Administrator to develop a variable, volume based tip fee for a large single project for ACM contaminated soils.

ASSESSMENT SERVICES

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

1. Resolution (2015-32) Repurchase of Tax Forfeited Property Parcel No. 82.00426.00

**Repurchase of Tax Forfeited Property – 82.00426.00
RESOLUTION (2015-32)**

The following resolution (2015-32) 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 and Patsie L Erickson have made proper application for the repurchase of parcel 82.00426.00, and

BE IT RESOLVED That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 82.00426.00 to Donald R and Patsie L 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.

2. Resolution (2015-33) Repurchase of Tax Forfeited Property Parcel No. 90.00357.01

Repurchase of Tax Forfeited Property – 90.00357.01
RESOLUTION (2015-33)

The following resolution (2015-33) 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 90.00357.01, and

BE IT RESOLVED That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 90.00357.01 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.

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to add No. 3 to the Agenda:

3. *Proposed Modification of Tax Increment Financing Plan for Tax Increment Financing District No. 1-2 in the City of East Grand Forks, MN

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the request of the City of East Grand Forks to approve the modifications proposed for East Grand Forks Tax Increment Finance Districts 1-1 and 1-2 and waive the 30 day county notice period.

TAX PAYER

Bruce Newhouse, Polk County Tax Payer came before the Board with matters pertaining to Ag Land Valuations:

1. Ag Land Valuations

Concerns relating to land valuations, property taxes and bundling townships were discussed with the Board.

HIGHWAY DEPARTMENT

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

1. Fertile Salt Shed Construction

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Certificate of Performance for the Fertile Salt Shed Construction Project to Christiansen Construction Inc., in the amount of \$88,550.00 and allow the Polk County Engineer to sign said Certificate of Performance.

ADMINISTRATION

Chuck Whiting, Polk County Administrator and Becky Kofoed, Human Resources Coordinator came before the Board with matters pertaining to personnel:

1. Updated Personnel Policy Addendum #2 Exempt Status of County Positions

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the updated Addendum # 2 Exempt from Provisions of Section 5.0 in the Polk County Personnel Policy as presented to the Board showing the Departments and Job Classifications for exempt and nonexempt positions.

RED LAKE WATERSHED DISTRICT

Myron Jessme and Gene Tiedemann, Red Lake Watershed Representatives came before the Board with matters pertaining to the Red Lake Watershed District:

1. Red Lake Watershed District 2014 Annual Report

The 2014 Red Lake Watershed Annual Report was presented and discussed with the Board. Bonding matters were also discussed with the Board.

MINNESOTA COUNTIES INTERGOVERNMENT TRUST (MCIT)

Bob Goede, Risk Management Consultant for Minnesota Counties Intergovernmental Trust came before the Board to discuss the 2015 MCIT Report:

1. 2015 MCIT Report

The 2015 MCIT Report was distributed and discussed with the Board.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 6/1/2015

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	118,461.50
Final Total:	118,461.50

AUDITOR WARRANTS 6/2/2015

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	7,940.28
Lenes Sand & Gravel Inc	16,576.38
MN Northern Railroad	3,000.00
Polk County Public Health	2,137.80
Sandhill Snowcruisers	13,882.76
Titus Maintenance	20,368.26
21 Payments 2000	12,566.26
less than	
Final Total:	76,471.74

AUDITOR WARRANTS 6/9/2015

<u>Vendor Name</u>	<u>Amount</u>
ESRI	6,070.00
Fertile Oil Company	16,344.00
Halstad Telephone Co	9,362.70
Hardwick P.C./Brian T	12,336.32
Lunseth Plumbing & Heating	15,010.00
20 Payments 2000	5,934.05
less than	
Final Total:	65,057.07

AUDITOR WARRANTS 6/16/2015

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Cole Papers Inc	3,528.53
Crookston Water Department	3,256.60
Fischer Law Office PLLC	2,273.75
Fitzgerald, Reynolds & Harbott PLLP	4,022.58
Fosston Municipal Utilities	32,485.52
Garden Valley Telephone Co	4,418.02
Minn Dak Asphalt Inc	964,841.51
Norman Mahnomen Public Health	4,984.02
Ottertail Power Co	8,123.22
Polk County Public Health	8,189.52
Sather Law Office Ltd	4,336.73
30 Payments 2000	15,406.81
less than	
Final Total:	1,058,519.81

AUDITOR WARRANTS 6/19/2015

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	66,670.27
Angus Township Treasurer	20,169.24
Badger Township	22,627.81
Belgium Township Treasurer	26,854.87
Beltrami City Clerk-Treasurer	19,209.35
Brandsvold Township Treasurer	35,414.00
Brandt Township Treasurer	20,258.31
Bremer Bank Na	76,287.46
Bremer Bank Na	8,828.76
Brislet Township Treasurer	25,870.65

Bygland Township	35,103.51
Chester Township Treasurer	24,519.71
Climax City Treasurer	34,781.78
Columbia Township Treasurer	43,385.94
County Emergency Medical Serv.	93,124.84
Crookston Area Ambulance Inc	84,256.21
Crookston City	1,330,260.08
Crookston Township Treasurer	51,130.09
East Grand Forks City	2,016,545.30
Eden Township Treasurer	44,275.74
Erskine City Clerk-Treasurer	99,161.68
Esther Township Treasurer	32,046.78
Euclid Township Treasurer	55,934.83
Fairfax Township Treasurer	41,828.08
Fanny Township Treasurer	47,337.56
Farley Township Treasurer	36,444.19
Fertile City	108,241.60
First Care Medical Services	57,022.11
Fisher City	135,769.45
Fisher Township Treasurer	24,456.26
Fosston City	222,910.13
Garden Township Treasurer	32,131.79
Garfield Township Treasurer	43,319.06
Gentilly Township Treasurer	23,083.95
Godfrey Township Treasurer	57,459.41
Grand Forks Township Treasurer	28,183.32
Grove Park Tilden Township	34,172.69
Gully City	13,575.73
Gully Township Treasurer	48,205.87
Hammond Township Treasurer	35,249.33
Helgeland Township Treasurer	14,480.36
Higdem Township Treasurer	42,440.36
Hill River Township Treasurer	26,504.87
Hubbard Township Treasurer	27,619.10
Huntsville Township Treasurer	55,885.05
Johnson Township	32,232.35
Kertsonville Township Treas	9,958.67
Keystone Township Treasurer	32,529.21
King Township Treasurer	23,595.46
Knute Township Treasurer	66,964.48
Lengby City	5,703.04
Lessor Township Treasurer	25,096.32
Liberty Township Treasurer	26,272.70
Lowell Township Treasurer	57,462.53
Maple Lake Imprvmnt District	29,507.43
Marshall Polk Rural Water Sys	45,375.54
Mcintosh City	155,301.46
Mentor City	20,567.83
Middle-Snake-Tamarac Rivers Wtrshd Dist	267,514.60
Nesbit Township Treasurer	21,132.76
Nielsville City	16,982.38

Northland Township Treasurer	27,364.97
NW Regional Development Comm	48,552.48
NWMN HRA	86,499.53
Onstad Township Treasurer	12,828.68
Parnell Township Treasurer	25,198.39
Queen Township Treasurer	37,527.09
Red Lake Watershed District	691,449.53
Reis Township Treasurer	16,476.24
Rhinehart Township Treasurer	4,794.77
Roome Township Treasurer	31,224.67
Rosebud Township Treasurer	32,379.77
Russia Township Treasurer	53,425.16
Sand Hill River W S District	306,098.79
Sandsville Township Treasurer	29,565.51
Scandia Township Treasurer	24,118.08
School District 2176 Treas	27,147.46
School District 2176 Treas	4,073.78
School District 2311 Treas	4,448.67
School District 2609 Treas	109,708.12
School District 2609 Treas	3,341.18
School District 592 Treas	17,698.60
School District 592 Treas	2,382.02
School District 593 Treas	155,552.87
School District 593 Treas	8,373.89
School District 599 Treas	43,792.52
School District 599 Treas	3,422.45
School District 600 Treas	48,744.55
School District 600 Treas	3,643.24
School District 601 Treas	105,890.68
School District 601 Treas	2,226.21
School District 630 Treas	3,952.64
Sletten Township Treasurer	39,557.96
Sullivan Township Treasurer	35,654.81
Tabor Township Treasurer	38,206.07
Trail City Treasurer	7,279.72
Tynsid Township Treasurer	11,920.43
Union Lake Sarah Improvement Dist	5,385.65
Vineland Township Treasurer	35,385.91
Wild Rice Watershed Dist Treas	14,093.07
Winger City Clerk Treasurer	47,911.82
Winger Township Treasurer	30,807.35
Woodside Township Treasurer	123,370.38
6 Payments 2000	3,415.84
less than	
Final Total:	8,624,125.79

AUDITOR WARRANTS 6/22/2015

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	123,912.00
Final Total:	123,912.00

AUDITOR WARRANTS 6/23/2015

<u>Vendor Name</u>	<u>Amount</u>
American Communications Inc	3,787.50
Crookston Driftbusters	5,383.48
GreatAmerica Financial Services	9,374.32
Marshall County Coop	3,658.95
Ottertail Power Co	18,657.24
Regents Of The Univ Of Mn	36,274.77
Stanley Convergent	2,550.20
University Of North Dakota	5,242.67
Zayo Enterprise Networks	32,385.36
14 Payments 2000	8,086.39
less than	
Final Total:	125,400.88

AUDITOR WARRANTS 6/30/2015

<u>Vendor Name</u>	<u>Amount</u>
Hagen Construction	6,197.25
Lenes Sand & Gravel Inc	15,992.94
Lenes Sand & Gravel Inc	9,631.82
Minn Dak Asphalt Inc	1,080,817.93
Mn State Treasury	8,415.50
Peterson Sheet Metal	113,212.45
Polk County	67,756.09
Polk County Public Health	2,600.00
Sather Law Office Ltd	2,861.62
23 Payments 2000	6,664.54
less than	
Final Total:	1,314,150.14

MANUAL WARRANTS 5/26/2015

VENDOR NAME	AMOUNT
Mn Dept Of Rev Tax Division	2,067,013.14
FINAL TOTAL	\$2,067,013.14

MANUAL WARRANTS 05/29/2015

VENDOR NAME	AMOUNT
Internal Revenue Service	297,718.14
MN Revenue	49,433.22
FINAL TOTAL	\$347,151.36

MANUAL WARRANTS 06/05/2015

VENDOR NAME	AMOUNT
SelectAccount	1,617.52
FINAL TOTAL	\$1,617.52

MANUAL WARRANTS 06/08/2015

VENDOR NAME	AMOUNT
SelectAccount	4,624.14
FINAL TOTAL	\$4,624.14

MANUAL WARRANTS 06/15/2015

VENDOR NAME	AMOUNT
SelectAccount	3,002.55

FINAL TOTAL	\$3,002.55
MANUAL WARRANTS 6/19/2015	
VENDOR NAME	AMOUNT
Mn Dept Of Rev Tax Division	63,360.76
Mn Revenue	6,234.51
MN Dept of Revenue	5300.00
FINAL TOTAL	\$71,185.99
MANUAL WARRANTS 06/22/2015	
VENDOR NAME	AMOUNT
SelectAccount	5,604.48
FINAL TOTAL	\$5,604.48
MANUAL WARRANTS 6/22/2015	
VENDOR NAME	AMOUNT
Mn Dept Of Rev Tax Division	199,247.10
FINAL TOTAL	\$199,247.10
MANUAL WARRANTS 6/26/2015	
VENDOR NAME	AMOUNT
Mn Dept Of Rev Tax Division	80,558.50
FINAL TOTAL	\$80,558.50
MANUAL WARRANTS 06/29/2015	
VENDOR NAME	AMOUNT
SelectAccount	1,131.19
FINAL TOTAL	\$1,131.19
MANUAL WARRANTS 06/30/2015	
VENDOR NAME	AMOUNT
Internal Revenue Service	311,734.98
MN Revenue	52,126.80
FINAL TOTAL	\$363,861.78

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., July 21, 2015.

Warren Strandell, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

July 7, 2015

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