

**JULY 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., July 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 Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the July 26, 2016 agenda.

No Consent Agenda.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Bunes brought forth that he attended the retirement party for Jim Stordahl. Also brought forth was information regarding the Legislative Leadership Group for the Emergency Communication Network where he attended the meeting in St. Cloud. The 5 year strategic plan is due by the end of the year for the Emergency Communication Network. As a part of this meeting the regional committee discussed the lack of county participation and possible funding ramifications.
2. Commissioner Strandell brought forth that he attended the Planning Commission meeting. Member Dennis Yell has resigned and a replacement will be needed. He also attended the Public Safety meeting where dispatch education was discussed in addition to records software/hardware upgrades costs.
3. Commissioner Nicholas brought forth that he attended the Public Safety meeting. Also attended was the Polk County Emergency Preparedness quarterly meeting.
4. Commissioner Diedrich brought forth that he attended the One Watershed One Plan where the draft of the plan was reviewed prior to printing. In addition he attended a West Polk County Soil and Water meeting where buffer zones and funding were discussed.
5. Commissioner Lee brought forth that she attended a DAC meeting where upgrades to the building and finances were discussed. The DAC Board authorized Holly Lenex, the Executive Director to attend training in the metro area regarding 245D forms. Also attended was an Inter-County Community Council meeting where student at risk employment challenges regarding benefits were the focus. In addition the feasibility study in Thief River Falls for an expanded DAC facility remains a priority.
6. A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve adding the East and West Soil and Water Conservation District to the County Board's list of approved meetings that generate per diems.

## SHERIFF'S OFFICE

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

### **1. Monthly Sheriff Reports**

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

### **2. 2016 Emergency Management Performance Grant (EMPG)**

The 2016 Emergency Management Performance Grant (EMPG) was discussed and presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to sign and approve the (EMPG) Grant as presented to the Board. (Grant on file in the Administrator's Office)

## PLANNING AND ZONING

Josh Holte, Assistant Environmental Services Administrator came before the Board with matters to his department:

### **1. Resolution (2016-39) Conditional Use Permit for David Rock for an Accessory Structure Larger Than 800 Sq. Ft. in the Shoreland Zoning District**

Resolution (2016-39) was offered by Commissioner Bunes seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Lee, Diedrich, Nicholas, Bunes and Strandell. NAYS: None. See Resolution (2016-39) on file in the office of the Polk County Administrator.

### **2. Resolution (2016-40) Conditional Use Permit for Robert Klave to Hook a Compliant Septic System to a New Accessory Structure in the Shoreland Zoning District**

Resolution (2016-40) was offered by Commissioner Bunes seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Lee, Diedrich, Nicholas, Bunes and Strandell. NAYS: None. See Resolution (2016-40) on file in the office of the Polk County Administrator.

### **3. Resolution (2016-41) Conditional Use Permit for Alan Melvie for an Accessory Structure Larger Than 2500 Sq. Ft. in the Agricultural Zoning District**

Resolution (2016-41) was offered by Commissioner Strandell seconded by Commissioner Diedrich and adopted upon the following vote: YEAS: Lee, Diedrich, Nicholas, Bunes and Strandell. NAYS: None. See Resolution (2016-41) on file in the office of the Polk County Administrator.

### **4. Resolution (2016-42) Conditional Use Permit for Mitch Johnson for an Operation of a Home Based Business in the Agricultural Zoning District**

Resolution (2016-42) was offered by Commissioner Strandell seconded by Commissioner Diedrich and adopted upon the following vote: YEAS: Lee, Diedrich, Nicholas, Bunes and Strandell. NAYS: None. See Resolution (2016-42) on file in the office of the Polk County Administrator.

### **5. Planning Commission Appointment**

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the resignation of Dennis Yell as the representative of the Maple Lake Improvement District on the Polk County Planning Commission and to appoint Mike Schulz to fill the created vacancy until the expiration of the term on December 31, 2016.

**PUBLIC HEALTH**

Sarah Reese, Public Health Director, along with the Polk County Public Health Family Home Visiting Nurses (Kathy Girdler, Angel Korynta, Lynn Boese, and Kathy Luckow) came before the Board with matters pertaining to Public Health:

**1. Family Home Visiting/Nurse Family Partnership**

The Family Home Visiting/Nurse Family Partnership was discussed and presented to the Board. (Handout on file in the Administrator’s Office)

**ASSESSMENT SERVICES**

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

**1. Resolution (2016-43) Repurchase of Tax Forfeited Property – 82.1155.00**

**Repurchase of Tax Forfeited Property – 82.01155.00**

**RESOLUTION (2016-43)**

The following resolution (2016-43) 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 Haley H. Hall has made proper application for the repurchase of parcel 82.01155.00.

THEREFORE, BE IT RESOLVED, That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 82.01155.00 to Haley H. Hall conditionally upon the payment of all current and back taxes, penalties, fees due for the repurchase.

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

**2. Resolution (2016-44) Ratify MCCC Bylaws and Joint Powers Agreement**

**Ratify MCCC Bylaws and Joint Powers Agreement**

**RESOLUTION (2016-44)**

The following resolution (2016-44) was offered by Commissioner Bunes:

WHEREAS, The Polk County Board of Commissioners has the authority to approve contracts for the County, and

WHEREAS, The MCCC membership at its 2016 Annual Membership Meeting, approved new Bylaws and Joint Powers Agreement, therefore

BE IT RESOLVED, That the Board of Commissioners of the County of Polk hereby ratifies the MCCC Bylaws as amended June 8, 2016 and Joint Powers Agreement as amended June 8, 2016.

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

**3. Review Abatement Requests**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the below list of abatements:

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
JOHN HAYNES 5700 GATEWAY DR GRAND FORKS ND 58203	32.71014.00 Maple Lake Camper Site Grove Park Twp	\$95	Reduction for Taxes Payable 2016 Remove all 2016 tax. Late display of license on camper/trailer.
LARRY & SHELA GANDER 918 PARK AVE PORTLAND ND 58274	45.70118.00 Lake Sarah Camper Site Knote Township	\$151	Reduction for Taxes Payable 2016 Remove all 2016 tax. Late display of license on camper/trailer.
TYLER R JOHNSON JR & WHITNEY L DUDEN 1126 11TH AVE SE EAST GRAND FORKS MN 56721	83.03343.00 Absey's 2 <sup>nd</sup> Lot 12 East Grand Forks	\$182	Homestead Application Reduction for Taxes Payable 2016

**ADMINISTRATION**

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

**1. State Auditor Auditing Services Notification**

A “draft” letter to the State Auditor, St. Paul, MN was presented and discussed with the Board. (Draft letter on file in the Administrator’s Office) A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the “draft” letter as presented.

**2. Request to Fill the Veterans Service Officer Position Vacancy**

Due to the recent passing of Veterans Service Officer, Leslie Goodwin this position is currently vacant. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve filling the vacant position of Veterans Service Officer in the Polk County Veterans Service Office.

**3. Request to Fill the Assistant County Attorney Vacancy**

Due to the recent resignation of Assistant County Attorney, Andrew Johnson this position is currently vacant. A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve filling the vacant position of Assistant County Attorney in the Polk County Attorney’s Office.

**4. County Administrator Performance Evaluation Preparation**

Discussion was held with the Board regarding the process and selection of a meeting date for the actual evaluation of Charles Whiting, Polk County Administrator. It was the consensus of the Board to set the date for August 16, 2016 for this evaluation.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., August 2, 2016.

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Nick Nicholas, Chairman

ATTEST:

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