

SEPTEMBER 6, 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., September 6, 2016 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.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the September 6, 2016 agenda.

CONSENT AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the September 6, 2016 consent agenda:

1. Approve Auditor Warrants.
2. Approve the August 23, 2016 Board minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$11,559.51 for credit card purchases.
4. Approve payment to HP Inc., Chicago, IL in the amount of \$1,230.24 for a computer for the Polk County Administrator.
5. Approve payment to MCIT, St. Paul, MN in the amount of \$60.00 for Managing Cyber Security and Liability Workshop for the IT Department in September 2016.
6. Approve payment to the MN Deputy Registrar's Association in the amount of \$30.00 for the 2016 MDRA Annual Meeting Registration for Mary Kaye Erickson/License Center.
7. Approve payment to Chiller Systems, Fargo, ND in the amount of \$1,854.86 for parts/labor/furnish/installation/service supplies and freight for the Facilities Management Department.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Kip Fontaine – Candidate for State Senate appeared before the Board.
2. Commissioner Strandell brought forth that he participated in the BWSR tour.
3. Commissioner Lee brought forth that she participated in the BWSR tour. In addition she attended an AIS meeting where the prevention of additional species was the focus. She also attended the Founders Day Celebration. Also brought forth were her continued conversations with Kristine Davis of Enbridge.
4. Commissioner Nicholas brought forth that he attended the DUI court graduation. He reviewed the Drug Task Force potential grants.
5. Commissioner Bunes brought forth that he participated in Valley Talk.
6. Commissioner Diedrich brought forth that he attended the Goose Lake Marsh DNR hearing in regards to the intent to drain the South half to aid of killing the cattails. He also participated the Planning Commission meeting.

SHERIFF

Barb Erdman, Sheriff along with Jim Tadman, Chief Deputy came before the Board with matters pertaining to the Sheriff's Office:

1. Firearms Range

Discussion was held with the Board regarding a quote that was received from the Fertile Building Center, Ltd, Fertile, MN. A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by the following vote of the Board YEAS: Lee, Diedrich, Nicholas NAYS: Bunes, Strandell to accept the quote from Lakeside Lumber, Erskine, MN in the amount of \$11,970.00 (includes tax and labor) for the improvements on the Firearms Range.

PLANNING AND ZONING

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

1. Resolution (2016-47) Conditional Use Permit – Randy & Marjorie Scheving

Resolution (2016-47) 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 (2016-47) on file in the office of the Polk County Administrator.

2. Resolution (2016-48) Conditional Use Permit – Anthony Sorum

Resolution (2016-48) was offered by Commissioner Diedrich seconded by Commissioner Strandell and adopted upon the following vote: YEAS: Lee, Diedrich, Nicholas, Bunes and Strandell. NAYS: None. See Resolution (2016-48) on file in the office of the Polk County Administrator.

3. Resolution (2016-49) Conditional Use Permit – Nancy Gunderson, Tracy & Chris Sorvig

Comments were received from John Rakowski and Jodi Bachand, Lake Sarah residents and neighbors regarding the Planning Commission process of multiple motions that occurred during the meeting. In addition Mr. Rakowski feels his ability to sell is diminished. Also of a concern was how close in proximity the campers (less than 50 feet) were to each other in the prior weekend.

Comments were received from Mark Sobolik who owns 7.5 acres in the vicinity and the precedent that is potentially being set by approval.

Comments were received from Richard Rock representing Union Lake Sarah Improvement District regarding private campgrounds should not be considered. He feels there should be a minimum lot size or a limited time frame while a permanent structure is being built. In addition he feels the number of private animals should be limited by the ordinance. Also brought forth was concern regarding the number of campers that have been on the lot during the 2016 season which has been up to four (4) without a conditional use permit in place.

Comments were received from Gerald Olson, Lake Sarah resident and neighbor regarding the existing structure which can be considered a cabin which changes the criteria then not allowing the campground.

Comments were received from Ted Dvorack, Lake Sarah resident and neighbor regarding the regulations of an existing cabin. He feels the structure should be considered a cabin.

Comments were received from Greg Widseth, Polk County Attorney regarding the criteria and specifics of the ordinance. In addition he clarified that public opposition is not sufficient to deny the request. The Board must indicate what criteria have not been met to deny the request.

Josh Holte, Assistant Environmental Services Administrator clarified what is currently being allowed to the lot which is a single camper and storing an additional camper. There is also a Guest House waiver in place.

Chairman Nicholas called for a motion to approve Resolution (2016-49) as presented. No motion was offered.

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A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to table the decision on Resolution (2016-49) until a special meeting on Monday September 12, 2016 at 8:00a.m.

SOCIAL SERVICES

Kent Johnson, Social Services Director came before the Board with matters pertaining to his department:

1. 2016 Supplemental Nutrition Assistance Program (SNAP) – Acceptance of Revised Award Allocation & Contract Amendments

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the revised award allocation with the Minnesota Department of Employment and Economic Development (DEED) for the additional available funding for FFY 2016.

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the 2 contract amendments as presented with the Minnesota Department of Employment and Economic Development (DEED) for the additional available funding for FFY 2016.

2. Donated Funds Received for Children’s School Supplies

Funds were received from the VFW Post #3817 (EGF) in the amount of \$300.00 and from the American Legion Post #153 (EGF) in the amount of \$150.00 for children’s school supplies. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the acceptance and designation of funds to be used for the purchase of children’s school supplies by Polk County Social Services for children registered in local school districts.

3. Social Worker – Child Protection Specialist (CPS) Resignation and Replacement Request

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve refilling the Social Worker – Child Protection Specialist (CPS) position, and any internal subsequent position vacancies occurring as a result of this action.

MIDDLE-SNAKE-TAMARAC RIVERS WATERSHED DISTRICT

Ben Kleinwachter, President of the MSTRWD Board of Managers along with Robert Kovar, Polk County Representative to the MSTRWD and Brent Silvis Administrator of the MSTRWD came before the Board with matters pertaining to the MSTRWD:

1. MSTRWD Project Updates

An update was given to the Board regarding the sloughing along three sections of Judicial Ditch No. 75 and proposed solutions to the problem. Discussion was also held regarding the landowner disagreement regarding how to handle poor drainage in County Ditch 175 and the District's intention to hold a public meeting to address this problem. The new state buffer law and the roles of the County and the District in complying with and enforcing the law was also discussed with the Board. In addition CD's of the Middle Snake Tamarac River Watershed District 2015 annual report was provided.

OCCUPATIONAL DEVELOPMENT CENTER (ODC)

Tori Peterson, ODC Division Coordinator came before the Board to discuss the ODC 2017 budget:

1. ODC 2017 Budget Discussion

Discussion was held with the Board regarding the 2017 Budget for the Occupational Development Center.

COMMITTEE ON AGING

David Bertils, Committee on Aging Chairman came before the Board to discuss the Committee on Aging 2017 budget:

1. Committee on Aging 2017 Budget Discussion

Discussion was held with the Board regarding the 2017 Budget for the Committee on Aging.

HIGHWAY DEPARTMENT

Darin Carlstrom came before the Board with matters pertaining to the Highway Department:

1. County Ditch No. 109 Branch B

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the culvert extension and riprap in County Ditch No. 109 Branch B and assign Richard Sanders engineer of this project.

2. Bituminous Patching

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the quote from Minn-Dak Asphalt, Inc., Thief River Falls, MN in the amount of for a total of \$52,200.000 for 232 tons at \$225.00 per ton for bituminous patching on CSAH 23, CSAH 41 and CSAH 53.

HOUSING & REDEVELOPMENT AUTHORITY

Lee Meier, HRA along with Mark Finstad HRA Board Member came before the Board with matters pertaining to the Housing & Redevelopment Authority:

1. HRA 2016 Levy and Program Review

An update was given to the Board regarding the 2017 HRA levy along with an update regarding the HRA Programs. (Handouts on file in the Administrator's Office)

UNIVERSITY OF MINNESOTA EXTENSION – MCINTOSH

Deb Zak, Regional Director University of Minnesota Extension came before the Board with matters pertaining to the Extension Office:

1. 2017 Extension Budget

An update was given to the Board regarding the 2017 University of Minnesota Extension Service – McIntosh Budget.

PROPERTY RECORDS

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

1. Taxpayer Service Center Fees

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the service fees for the following: Filing of an ordination to \$20.00, Solemnization with the use of 1 office personnel as a witness \$35.00, Solemnization with the use of 2 office personnel as witnesses \$45.00 and Re-issuing of Marriage License Documents \$20.00.

2. License Center Fees

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the service fee for the Dealer notification of sale to an out-of-state buyer, Dealer notification on vehicle held for resale and Dealer notification of vehicle to be dismantled or destroyed at \$5.00 per item. A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to set the fee for the Class D. Driver's Manual at \$5.00, Motorcycle Manual at \$5.00 and the CDL Manual at \$8.00.

ADMINISTRATION

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

1. 2017 Budget

a. Preliminary Levy Options

A draft preliminary levy resolution that the Board needs to act on before September 30, 2016 was presented to the Board. Levy figures for consideration

were also presented to the Board. (Resolution and levy figures on file in the Administrator's Office)

b. Employee Health Insurance Renewal

Discussion was held with the Board regarding the employee health insurance. Renewal for non-law enforcement personnel has come in with a 0% increase over 2016. The County's insurance contribution for 2017 is \$875.00 per employee per month.

c. Appropriations

A list of 2017 appropriation requests were distributed and discussed with the Board. (List on file in the Administrator's Office)

d. Department Budgets Development

Discussion was held with the Board regarding the continued work on the 2017 individual departmental budget/s and the preparation for the September 20-21, 2016 Board budget review meetings.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 08/02/2016

			<u>Amount</u>
	<u>Vendor Name</u>		
	EGF Water & Light Dept		2,139.46
	Knife River Materials		327,811.33
	Marshall County Coop		2,727.57
	Norman County Public Health		21,898.55
	Northdale Oil		9,901.33
	Peterson Construction Co Inc		136,100.77
	Polk County Administrator		68,328.00
	Polk County Public Health		31,573.27
16	Payments	2000	6,509.61
	less than		
	Final Total:		606,989.89

AUDITOR WARRANTS 08/08/2016

			<u>Amount</u>
	<u>Vendor Name</u>		
	Cole Papers Inc		2,619.61
	Hardwick P.C./Brian T		5,504.42
	Knife River Materials		121,479.23
	Voyant		10,676.02
	Wild Rice Elec Co-Op Inc		2,210.34
	Wm D Scepaniak Inc		84,063.14
24	Payments	2000	6,239.94
	less than		
	Final Total:		232,792.70

AUDITOR WARRANTS 08/16/2016

<u>Vendor Name</u>			<u>Amount</u>
		Altru Health System	2,653.00
		Cardmember Service	15,072.40
		Crookston Water Department	2,929.13
		Fitzgerald,Reynolds,Harbott	2,157.30
		Great Plains Natural Gas Co	3,710.45
		Halstad Telephone Co	9,362.70
		Hedlund Backhoe Service	9,000.00
		Mn State Treasury	8,688.50
		Norman County Public Health	27,668.09
		Polk County Public Health	49,069.20
		Theco Inc	10,687.50
		Verizon Wireless	2,093.27
		Verizon Wireless	2,494.15
28	Payments	2000	16,712.38
	less than		
		Final Total:	162,298.07

AUDITOR WARRANTS 08/23/2016

<u>Vendor Name</u>			<u>Amount</u>
		Fosston Municipal Utilities	37,540.57
		Headwaters Regional	2,500.00
		Knife River Materials	265,169.51
		Midwest Playscapes Inc	19,147.16
		Morris Electronics Inc	10,505.30
		Norman County Public Health	69,757.37
		Ottertail Power Co	34,409.63
		Polk County Administrator	3,614.13
		Polk County Public Health	110,742.73
		RJ Zavoral & Sons Inc	20,400.00
		Safety Compliance Services	2,200.00
		Thygeson Construction Co	137,342.72
		University Of North Dakota	5,944.50
		Wm D Scepaniak Inc	43,099.98
26	Payments	2000	7,441.13
	less than		
		Final Total:	769,814.73

AUDITOR WARRANTS 08/23/2016

<u>Vendor Name</u>		<u>Amount</u>
	Northwest Minnesota Service Cooperative	130,761.50
	Final Total:	130,761.50

AUDITOR WARRANTS 08/24/2016

<u>Vendor Name</u>			<u>Amount</u>
1	Payments	2000	15.00
	less than		
		Final Total:	15.00

AUDITOR WARRANTS 08/29/2016

<u>Vendor Name</u>	<u>Amount</u>
1 Payments 2000 less than	38.00
Final Total:	38.00

AUDITOR WARRANTS 08/30/2016

<u>Vendor Name</u>	<u>Amount</u>
GreatAmerica Financial Services	10,343.27
Hagen Construction	6,059.22
Ottertail Power Co	2,879.51
Polk County	65,959.27
Polk County Public Health	10,508.33
RJ Zavoral & Sons Inc	163,039.00
Titan Machinery	40,000.00
US Postal Service (CMRS FP)	5,000.00
Ziegler Inc	205,840.00
18 Payments 2000 less than	8,107.41
Final Total:	517,736.01

MANUAL WARRANTS 08/01/2016

VENDOR NAME	AMOUNT
SelectAccount	521.94
FINAL TOTAL	\$521.94

MANUAL WARRANTS 08/08/2016

VENDOR NAME	AMOUNT
SelectAccount	4,544.85
FINAL TOTAL	\$4,544.85

MANUAL WARRANTS 08/12/2016

VENDOR NAME	AMOUNT
Internal Revenue Service	155,201.61
MN Revenue	25,868.95
FINAL TOTAL	\$181,070.56

MANUAL WARRANTS 08/15/2016

VENDOR NAME	AMOUNT
SelectAccount	3,640.97
FINAL TOTAL	\$3,640.97

MANUAL WARRANTS 08/16/2016

VENDOR NAME	AMOUNT
Internal Revenue Service	322.96
MN Revenue	54.44
FINAL TOTAL	\$377.40

MANUAL WARRANTS 08/19/2016

VENDOR NAME	AMOUNT
Mn Revenue	8,144.97
MN Dept of Revenue	1,584.00
FINAL TOTAL	\$9,728.97

MANUAL WARRANTS 08/22/2016

VENDOR NAME	AMOUNT
SelectAccount	2,225.29
FINAL TOTAL	\$2,225.29

MANUAL WARRANTS 08/12/2016

VENDOR NAME	AMOUNT
Internal Revenue Service	155,462.69
MN Revenue	25,991.92
FINAL TOTAL	\$181,454.61

MANUAL WARRANTS 08/08/2016

VENDOR NAME	AMOUNT
SelectAccount	1,165.27
FINAL TOTAL	\$1,165.27

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., September 20, 2016.

Nick Nicholas, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board