

**SEPTEMBER 16, 2014**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 10:00 o'clock a.m., September 16, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, and Commissioner Don Diedrich. Others present: Michelle Cote, Deputy Clerk of the Board. Charles S. Whiting, County Administrator, Clerk of the Board and Commissioner Affeldt were absent.

**REVISED AGENDA**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the "Revised" September 16, 2014 agenda, adding Brian Lundeen to the agenda.

**CONSENT AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the September 16, 2014 consent agenda:

1. Approve the September 2, 2014 Board Minutes.
2. Approve Commissioner Warrants: General Revenue Fund, \$155,557.59; Public Works Fund, \$126,370.84; Public Safety Fund, \$46,601.91; Public Health Fund, \$56,169.65; Forfeited Tax Sale Fund, \$988.37; Special Assessments (Ditch) Fund, \$1,706.36; Environmental Services Fund, \$31,582.26; Resource Recovery Fund, \$78,987.61; Landfill Fund, \$25,825.02; Agency Fund, \$1,536.00; Per Diems, \$1,275.00; Meal Reimbursements (w/o overnight lodging), \$287.72 and Sign Audit List.
3. Approve payment to Marshall County Co-op in the amount of \$5,360.00 for diesel fuel for the Angus Shop.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Nicholas brought forth that he attended the Tri Valley Opportunity Council Meeting where a community assessment survey was the focus.
2. Commissioner Strandell provided an organization chart for the Northwest Regional Development Commission. He brought forth that he participated in the Tri County Corrections meeting where budgets and staffing were the focus. Also attended was a Northwest Radio Board Meeting where discussion focused on Marcus Grubbs leaving the organization.
3. Commissioner Bunes brought forth that he participated the AMC Policy Meeting in Alexandria. In addition he also attended a Polk County Building Committee meeting along with Commissioner Nicholas.
4. Commissioner Diedrich brought forth that he participated in the Tri Valley Opportunity Council Meeting. In addition he also attended the AMC Policy Meeting and a MCIT work session in Walker. He also made a site visit to Tilberg Park and viewed the bathhouse project.

## **PUBLIC HEALTH**

Sarah Reese, Polk Health Director came before the Board with matters pertaining to Public Health:

### **1. Inter-County Council Head Start Nurse Consultant and Nutrition Consultant/ Renew Service Contracts.**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Inter-County Council Head Start Nurse Consultant and Nutrition Consultant Services Contracts.

## **SHERIFF**

Brian Lundeen, Polk County Sheriff's Office came before the Board with matters pertaining to the Sheriff's Office:

### **1. Approval to Sell County Law Enforcement Vehicles**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve selling of 5 Law Enforcement Vehicles listed as a 2005 Ford Crown Victoria, 2006 Dodge Durango, 2007 Ford Crown Victoria, 2008 Ford Crown Victoria and 2008 Chevrolet Trail Blazer.

## **ASSESSMENT SERVICES**

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

### **1. Resolution (2014-048) Approve Repurchase of Forfeit Parcel 94.00130.00 in the City of Winger by Ronnie L. and Shirley A. Locken**

#### **Approval of Repurchase of Forfeited Property – Ronnie & Shirley Locken**

#### **RESOLUTION 2014-048**

The following resolution (2014-048) was offered by Commissioner Bunes:

WHEREAS, The Polk County Board of Commissioners has the authority and responsibility to approve or disapprove any written request for the repurchase of tax forfeited lands, (MS 282.241), and,

WHEREAS, Ronnie L. and Shirley A. Locken have filed a written request for the repurchase of parcel 94.00130.00, and

WHEREAS, Ronnie L. and Shirley A. Locken have escrowed with Polk County the total amount for the Delinquent and Current tax,

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that the Board of Commissioners of the County of Polk hereby approves the request of Ronnie L. and Shirley A. Locken to repurchase parcel 94.00130.00.

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

**2. Resolution (2014-049) Approve Sale of Forfeited Lands**  
**Approval of Sale of Forfeited Property**  
**RESOLUTION 2014-049**

The following resolution (2014-049) was offered by Commissioner Strandell:

WHEREAS, The Polk County Board of Commissioners has the authority and responsibility to approve the public sale of tax forfeited lands, (MS 282.01),

THEREFORE BE IT HEREBY RESOLVED, By the Board of County Commissioners of Polk County that the parcels of land forfeited to the State of Minnesota for non-payment of taxes appearing on the list filed with the County Auditor-Treasurer, a copy of which is attached herein by reference, which have been classified and appraised as provided by Minnesota Laws 1935, Chapter 368, as amended, shall be offered for sale by the Polk County Auditor-Treasurer is hereby directed to publish a Notice of Sale provided by law.

BE IT FURTHER RESOLVED, That the terms of this sale shall be for CASH ONLY. That the conditions and terms of the public sale shall be as described in the list contained herein and approved by the Polk County Board of Commissioners.

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

**3. 2013-2014 Value Comparisons**

Discussion was brought forth regarding the comparisons of value between 2013 and 2014.

**REVISED AGENDA**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the "Revised" September 16, 2014 agenda, adding No. 3 under Environmental Services.

**ENVIRONMENTAL SERVICES**

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

**1. Used Equipment Purchase**

Discussion was held regarding an offer on equipment for Polk County from an existing material recovery facility that was decommissioned. The 2012 equipment in this facility being offered for sale are as follows: air compressors/tank, optical sorter, polishing screen, pneumatic conveyors and misc., parts. If acquired, would require after-the fact approval from the Board on the purchase amount and shipping. A motion was made by Commissioner Bunes, seconded by Commissioner Nicholas, and adopted by unanimous vote of the Board to authorize the Environmental

Services Administrator to negotiate and purchase select used equipment from Titus Services Inc. that may be able to be incorporated into the county's existing material recovery facility. Specific equipment eligible for purchase include: air compressors, optical sorters, polishing screen, cardboard screen, bag opener and pneumatic conveyors. The negotiated price paid for selected equipment to be approved by the Board at a subsequent meeting.

**2. Landfill Daily Cover**

Discussion was held regarding acquiring property (approximately 80-95 acres) located directly across (west) of the Landfill for long-term source of daily cover material. It was the consensus of the board to proceed.

**3. Landfill Compacter**

Discussion was held regarding the selling the Al-Jon Compacter to a neighboring County for the use in their demolition landfill.

**PUBLIC HEARING( ITV ROOM 332 )**

Josh Holte, Planning and Zoning brought forth information pertaining to the Public Hearing:

**1. Boundary Commission #1**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to open the Hearing at 1:28 p.m., at the Polk County Government Center, Level 3 ITV Meeting Room #332. The hearing was opened to consider the Boundary Commission #1 plat on a parcel of land described as: Part of Government Lot 9 and part of the Southwest Quarter of the Northwest Quarter, Section 35, Township 148 North, Range 43 West, 5<sup>th</sup> P.M., Polk County, Minnesota, described as follows: All said Government Lot 9, except that part of said Government Lot 9 lying southerly of the south line of a parcel of land described in Document No. 669492 of record in the office of the County Recorder in and for the County of Polk and the State of Minnesota. And, also, that part of said Southwest Quarter of the Northwest Quarter as described in Document No. 375616 of record in the office of the County Recorder and in and for the County of Polk and the State of Minnesota. All property owners within the proposed Boundary Commission #1 Plat were invited to appear at said hearing. Steve Vesledahl, Merri Nelson, Jon Nelson, Steve Nelson, Richard Westacott and Kerry Westacott were present from the public. A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to close the Hearing at 2:12 p.m.

It was the consensus of the Board to approve Option "C" plat as presented at the hearing with language regarding the variance on the setback for south line of Lot 8. The resolution will be addressed at the September 23, 2014 meeting.

**PLANNING AND ZONING**

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

**1. Award Septic Loans**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award a Low Income Septic Fix-Up Loan to Mark and Melissa Melbye to upgrade their failing septic system and to award the bid to Olson and Sons Excavating, who was the low bidder in the amount of \$5,850.00 and will be installing the septic system.

### **HIGHWAY DEPARTMENT**

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

**1. County Wide Patching**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the bills to Reit Rock in the amounts of \$59,345.39 for CSAH No. 66 for patching/shoulder and \$62,036.02 for county-wide patching.

**2. Certificate of Performance**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Certificate of Performance for two contracts awarded to Thygeson Construction, Inc., on CP 114-210-1173, etc., Base One on CR 210 and CR 232 and CP 114-00-00, Gravel Hauling and authorize the County Engineer to sign said contracts.

**3. County Ditch No. 92 Maintenance Request**

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the landowner to install 48” smooth wall pipe 300-500 feet long in County Ditch No. 92, Section 28 of King Township. Cost to install culvert is bore by the landowner.

### **ADMINISTRATION**

Commissioner Diedrich discussed the following with the Board:

**1. Northland Community and Technical College – Advisory Committee Appointment**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to appoint Charles Whiting, Polk County Administrator as a representative on the Northland Community & Technical College Community Advisory Committee – East Grand Forks Campus.

Commissioner Diedrich discussed the following with the Board:

**2. Resolution (2014-046) Proposing a Polk-Norman-Clay Agassiz Recreational Trail Advisory Committee**

**Proposing A Polk-Norman-Clay Agassiz Recreational Trail Advisory Committee**

**RESOLUTION (2014-046)**

The following resolution (2014-046) was offered by Commissioner Bunes:

WHEREAS, Polk County has supported the development of the Agassiz Recreational Trail since 1991 as a member of the Agassiz Recreational Trail (ART) Joint Powers Agreement with Norman and Clay Counties; and

WHEREAS, The ART Joint Powers Agreement will dissolve at the next and final ART Board meeting; and

WHEREAS, Polk County along with Norman and Clay Counties are assuming responsibility for management and maintenance of each of their portion of the trail; and

WHEREAS, Polk County recognizes regional trail issues and opportunities will exist for the future of the trail from end point in Clay County through Norman County to the end point in Polk County; and

WHEREAS, The dissolution of the joint powers agreement leaves absent the forum to address these trail region matters.

THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners desires the formation of an advisory committee comprised of six members, consisting of two commissioners each from Polk, Norman and Clay Counties to review regional trail matters and advise each respective county board through its representatives of these regional trail issues and opportunities as addressed by the advisory board.

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners directs the County Administrator to contact Norman and Clay Counties with this proposal and for consideration of and interest in developing a trail advisory committee.

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

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

**1. Award Annex Building Asbestos Removal Contract**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the quote of Building Systems Corporation, Grand Forks, ND in the amount of \$12,750.00 to remove all asbestos from the Polk County Annex building.

**2. Request to Advertise and Re-Hire A Maintenance Worker Position**

A motion was made by Commissioner Nicholas seconded by Commissioner Buness and adopted by unanimous vote of the Board to advertise and re-hire a Maintenance Worker position in the Facilities Maintenance Department.

Ron Denison, Finance Director came before the Board with matters pertaining to his department:

**1. 2015 Budget Discussion:**

**a. Review Departments Budget Meeting Schedule**

A departmental budget meeting schedule was presented to the Board showing the dates and times for department heads to review their 2015 budgets with the Board.

**b. Set Special Board Meeting for Budget – September 24, 2014**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to set a Special Board meeting for Wednesday, September 24, 2014, 8:00 a.m., in the County Board Room, Government Center to discuss the 2015 Budget.

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to delay the passing of the 2015 Preliminary Property Tax Levy until the subsequent meeting on September 23, 2014.

**c. Setting 2015 Preliminary Tax Levy**

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to delay the passing of the 2015 Preliminary Property Tax Levy until the subsequent meeting on September 23, 2014.

**d. Set 2015 Budget Public Hearing Date and Time**

A motion was made by Commissioner Nicholas seconded by Commissioner Buness and adopted by unanimous vote of the Board to approve setting the 2015 Budget Public Hearing date for Tuesday, December 2, 2014, 6:00 p.m., Polk County Board Room, Government Center, Crookston MN and to set the start time of the regular board meeting at 1:00p.m.

**COMMISSIONER WARRANTS**

A motion was made by Commissioner Strandell seconded by Commissioner Buness and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

**COMMISSIONER WARRANTS  
DATED 09/19/2014  
APPROVED 09/16/2014**

<u>Vendor Name</u>	<u>Amount</u>
3 D Specialties	5,915.30
Al's Electric Inc	4,712.55
AMAZON	2,894.12
Big Jim's E-Side Tire Inc	7,995.00
Brovold Wells	3,579.50
Crookston Fuel Company	5,839.91
Csp Delivery	2,250.00
Eastside Travel Plaza	2,433.86
Erskine Echo	3,461.63
Evaluation Group Llc	8,854.00
Evenaire Systems Inc	3,393.25
Ferguson Enterprise Inc 3093	2,713.79

Fertile Fire Fighters Association	4,469.65
Forklifts Of Minnesota Inc	18,223.95
Heartland Paper Company	5,775.72
Hoffman Dale & Swenson Pllc	4,283.00
Hometown Management Inc	4,031.44
Information Systems Corp	19,790.00
Johnstone Consulting	4,150.47
Jsb Engineered Solutions	12,000.00
JT's Station	2,254.01
Keepsr Inc	2,170.38
Leighton Broadcasting	6,700.00
Lepier Oil Company Inc	2,746.16
Lepier Oil Company Inc	9,908.94
Lyle Signs Inc	4,615.15
M R Sign Company	3,505.85
Morris Electronics Inc	4,306.81
Natronx Technologies Llc	16,777.30
North Country Business Prod	2,303.90
Northern Lumber	4,130.77
Northside Express	8,346.16
Pavement Resources	16,250.00
Polk County	4,202.88
Polk County Administrator	4,467.61
Polk County Highway Department	17,675.50
Powerplan OIB	21,295.24
Powerplan OIB	3,109.18
Pro West & Associates Inc	7,000.00
Regents Of The Univ Of Mn	7,000.00
River Cinema	2,280.00
Rock/David & Karen	2,475.00
Steamatic Of Grand Forks	11,500.00
Stone's Mobile Radio Inc	10,284.00
The Door Guy	3,086.45
Thygeson Construction Co	19,885.40
Todd's Tire Service Inc	15,394.35
Tri County Community Corr	11,728.19
US Bank Voyager Fleet Sys	5,806.41
Valley Electric Of Crookston LLC	26,710.74
Vogel Paint & Wax Co Inc	22,740.00
Wenck Associates Inc	2,484.91
Widseth Smith Nolting & Assoc	19,480.00
277 Payments 2000 less than	95,842.18
<b>Final Total:</b>	<b>525,230.61</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m.,  
September 23, 2014.

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Don Diedrich, Chairman

ATTEST:

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Michelle Cote, Deputy of the Board