

OCTOBER 7, 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., October 7, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commission Craig Bunes, Commissioner Nick Nicholas, Commissioner Warren Affeldt, Commissioner Don Diedrich and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Warren Strandell was absent.

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 October 7, 2014 agenda, adding No. 4 under Administration.

CONSENT AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the October 7, 2014 consent agenda:

1. Approve Auditor Warrants.
2. Approve the September 16, September 23 and September 24, 2014 Board minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$4,204.02 for Credit Card Purchases.
4. Approve Satisfaction of Mortgage between DuWayne M. Rarick & Arla J. Rarick a married couple & William A. Rarick a single person and Polk County dated April 30, 1998.
5. Approve payment to Reit Rock Paving, Crookston, MN in the amount of \$7,667.28 for patching county roads.
6. Approve payment to Survey Systems, New Brighton, MN in the amount of \$3,750.00 for postage for MN NW County Health Survey for SHIP Grant.
7. Approve payment to Architectural Resources Inc., Hibbing, MN in the amount of \$780.00 for professional services for the Facilities Management Department.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Nicholas brought forth he attended the retirement of Denny DeMers, Tri-Valley Opportunity Council.
2. Commissioner Bunes brought forth he received an anonymous letter regarding a well done job of demolition done by Donarski Brothers of a forfeited property in Erskine. He also viewed a portion of County Road 39 regarding taxpayer concerns. Also brought forth was he attended a Solid Waste meeting and the building projects were reviewed. He also brought forth he will be attending a meeting where Senator Dibble, Chairperson of the Transportation Committee on October 8, 2014 at 2:00 p.m. in the Government Center.
3. Commissioner Diedrich brought forth that he attended the Planning Commission meeting. He also brought forth regarding a taxpayer concern regarding a road ditch along County Road 19. He reported that Jody Beauchane and Loren Sanderson are to view the area of concern.

4. Commissioner Affeldt brought forth that he attended the Solid Waste meeting. He also attended a Drug Task Force meeting.

PLANNING AND ZONING

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

1. **Premier Signs – CUP for New Billboard Discussion (Keith Driscoll)**

Informational handouts were presented to the Board regarding an update on Premier Signs requesting a Conditional Use Permit to replace a billboard sign with 12'x24' Digital Billboard on a parcel of land owned by Keith Driscoll Trust in the Industrial District. No action was taken until after Huntsville Township approves request.

2. **Resolution (2014-054) Premier Signs – CUP for Replacement Billboard with Digital Screen (Jim Goss)**

Resolution (2014-054) was offered by Commissioner Affeldt seconded by Commissioner Bunes and adopted upon the following vote: YEAS: Affeldt, Diedrich, Bunes and Nicholas NAYS: None. See Resolution (2014-054) on file in the office of the Polk County Administrator.

3. **Resolution (2014-055) - CUP for Accessory Structure on Lake Sarah (Wallace Sparby)**

Resolution (2014-055) was offered by Commissioner Bunes seconded by Commissioner Affeldt and adopted upon the following vote: YEAS: Affeldt, Diedrich, Bunes and Nicholas NAYS: None. See Resolution (2014-055) on file in the office of the Polk County Administrator.

4. **Final Plat – Hideaway Cove First Addition**

Informational handouts were presented to the Board regarding an update on Hideaway Cove First Addition – Final Plat. No action was taken until after road verification is received from the Township).

5. **Boundary Commission #2**

Informational handouts were presented to the Board regarding an update on Boundary Commission #2 Informational Meeting. No action taken until an additional informational meeting is held.

ENVIRONMENTAL SERVICES

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

1. **Used Equipment – Resource Recovery Facility**

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to purchase the following 2012 equipment from an existing material recovery facility (Titus Services, Inc.,) that was decommissioned: (2) air compressors w/dryers, air tank, piping and ancillary equipment, (3) pneumatic conveyors, SpydIR 72" Optical Sorter w/acceleration conveyor, scaffolding, platforms and accessory conveyors in the amount of \$327,000.00.

2. **Daily Cover – Landfill**

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve purchasing Parcel No.

29.00174.00 a 82.5 acre parcel of property located on County Road No. 44 directly across (west) of the Landfill for the use of daily cover material in the amount of \$60,000.00.

3. Landfill Compactor

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve selling a 1997 Al-Jon 81K Landfill Compactor to Hubbard County in the amount of \$60,000.00 upon approval of the Hubbard County Board of Commissioners.

PROPERTY RECORDS

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

1. PILT Payments Received

Informational handouts were presented to the Board regarding the PILT payments that have been received from US Fish and Wildlife, Minnesota Department of Transportation and Minnesota Department of Natural Resources.

TAXPAYER SERVICE CENTER

Michelle Cote, Director of Property Records and Rob Wagner, Director of Assessment Services came before the Board with matters pertaining to the Taxpayer Service Center:

1. Watershed Levy Requests 2015 & Various Tax Authority Requests for 2015

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Watershed Levy Requests for 2015 in the amount of \$1,954,615.12 A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the NWRDC, Ambulance, Lakes and HRA levy (or special assessments) requests for 2015 in the amount of \$313,730.00.

ASSESSMENT SERVICES

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

1. (Resolution 2014-053) Set Hearing for Amendment to Union Lake Sarah Improvement District Order

Set Public Hearing for Amending Paragraph 5 of the Union Lake Sarah Improvement District Order

RESOLUTION (2014-053)

The following resolution (2014-053) was offered by Commissioner Affeldt:

WHEREAS, The Polk County Board of Commissioners has the authority and responsibility to approve the amendment to the Order establishing the Union Lake Sarah Improvement District, MN Statutes 103B.501 through 103B.581, and

WHEREAS, At the 2014 annual meeting of the Union Lake Sarah Improvement

District a motion was passed by a quorum of members and requested by letter to the Polk County Board to amend Paragraph 5 of the Order Establishing, then

THEREFORE BE IT HEREBY RESOLVED, By the Board of County Commissioners of Polk County to give notice of a hearing on November 18, 2014 at 11:00 am at the Polk County Government Center for the purpose of hearing the proposed amendment to the Order dated May 19, 1998 establishing the “Union Lake Sarah Improvement District”, in accordance with Minnesota Statutes 103B.501 through 103B.581. A copy of notice which is attached herein by reference. The Director of Assessment Services is hereby directed to publish a Notice of Hearing as provided by law.

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

2. Application for Abatement

A motion was made by Commissioner Affeldt seconded by Commissioner Buness and adopted upon the following vote to approve the following application:

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
JASON R & KELLY HOLM PO BOX 605 EAST GRAND FORKS MN 56721	40.00172.03 Sec 19 Twp 151 Rg 49 Pt NE4 NE4 Huntsville Twp	\$22	Homestead Application Reduction for Taxes Payable 2014
MARILYN GRAFF PO BOX 35 MCINTOSH MN 56556	44.00034.00 Sec 7 Twp 148 Rg 41 SW4 (Ex R/W & 8 a lying S of R/W) King Twp	\$1374	Homestead Application Reduction for Taxes Payable 2014

2015 DEPARTMENT BUDGET REVIEWS

Michelle Cote, Director of Property Records and Rob Wagner, Director of Property Records came before the Board and discussed their 2015 budgets.

PUBLIC FINANCIAL MANAGEMENT

Myron Knutson, Public Financial Management (PFM) came before the Board regarding the bond sale (Certification of Minutes Relating To \$9,670,000 General Obligation Jail Refunding Bonds, Series 2014) See Resolution (2014-052) on file in the office of the Polk County Administrator:

1. **Resolution (2014-052) Authorizing Issuance, Awarding Sale, Prescribing The From And Details And Providing For The Payment of \$9,670,000 General Obligation Jail Refunding Bonds, Series 2014**

Resolution (2014-052) was offered by Commissioner Affeldt seconded by Commissioner Bunes and adopted upon the following vote: YEAS: Affeldt, Diedrich, Bunes and Nicholas NAYS: None. See complete Resolution (2014-052) on file in the office of the Polk County Administrator.

AUDIT REPORT

Colleen Hoffman, Hoffman, Dale & Swenson, PLLC came before the Board and presented the 2013 Audit Report.

1. A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Audit as presented to the Board.

WEST POLK SOIL & WATER CONSERVATION DISTRICT

Nicole Bernd, West Polk Soil & Water Conservation District & Matt Fischer, BWSR came before the Board and presented the One Watershed One Plan Memorandum of Agreement:

1. **One Watershed One Plan Memorandum of Agreement Approval**

A motion was made by Commissioner Bunes seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Agreement as presented to the Board.

ADMINISTRATION

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

1. **Amendment to MOU with University of Minnesota – Extension**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Addendum to the 2014-2015 Memorandum of Understanding between the University of Minnesota-Extension and Polk County for Staff Support costs.

2. **Approval of Highway Department Materials Disposition**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the disposition of the following at the next county sales auction: 5-Liquid Holding Tailgate Tanks, 9-Packer Tires – 8.5 900/15 w/rims, 1-184R30 Tractor Tire, 1-16.9 24 Tractor w/rim, 2-Heat Retaining Tarps, 3-Fuel Tanks w/out pumps – 120/130 Gallons, 1-Propane Generator, 1-Pallet Old Radio Equipment, 1-Pallet Water Pump Suction Hoses, 1-50 Gallon Tank – Plastic, 1-Barrel Cart-Steel Wheels.

3. 2015 County Budget

Discussion was held with the Board regarding the 2015 County Budget in addition to discussion about phone systems.

4. Approval to fill Human Resources Coordinator Vacancy

A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to fill the Human Resources Coordinator position due to Nate Ellingson (HR) resignation.

AUDITOR WARRANTS

A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board that the following September Auditor Warrants were approved for payment:

AUDITOR WARRANTS 09/02/2014

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	8,055.04
Marshall County Coop	5,360.00
Odland Fitzgerald,Reynolds	2,001.00
Polk County Administrator	68,410.00
Titan Machinery	155,230.00
Valley Electric Of Crookston LLC	9,571.08
9 Payments 2000 less than	2,775.03
Final Total:	251,402.15

AUDITOR WARRANTS 09/09/2014

<u>Vendor Name</u>	<u>Amount</u>
Garden Valley Telephone Co	4,350.00
Gordon Construction of Mahnomen Inc	283,100.38
Hagen Construction	83,229.50
J D Peterick Inc	61,134.00
Knife River Materials	1,009,756.67
North Country Security Inc	3,594.80
Office of MN.IT Services	2,765.56
Wild Rice Elec Co-Op Inc	2,799.36
26 Payments 2000 less than	9,874.29
Final Total:	1,460,604.56

AUDITOR WARRANTS 09/15/2014

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	130,856.00
Final Total:	130,856.00

AUDITOR WARRANTS 09/16/2014

<u>Vendor Name</u>	<u>Amount</u>
Architectural Resources Inc	8,187.50
Fertile Oil Company	24,981.50
Garden Valley Telephone Co	4,807.46
Great Plains Natural Gas	2,935.91
GreatAmerica Financial Services	8,567.08

	Ottertail Power Co		11,017.89
	Reit Rock Paving		121,381.41
	Schmitz Builders Inc		31,747.50
25	Payments	2000	14,006.39
	less than		
	Final Total:		227,632.64

AUDITOR WARRANTS 09/23/2014

	<u>Vendor Name</u>		<u>Amount</u>
	Altru Health System		2,653.00
	Fosston Municipal Utilities		35,550.57
	Hagen Construction		7,219.99
	Hardwick P.C./Brian T		2,546.45
	J D Peterick Inc		36,846.00
	Mn State Treasury		7,776.50
	Norman Mahnomen Public Health		15,898.10
	Polk County		90,886.40
	Polk County Administrator		9,129.00
	Polk County Environmental Services		2,374.50
	Polk County Public Health		31,969.13
	Thygeson Construction Co		13,543.83
	Thygeson Construction Co		7,880.95
	US Postal Service (CMRS FP)		5,000.00
26	Payments	2000	11,758.39
	less than		
	Final Total:		281,032.81

AUDITOR WARRANTS 09/29/2014

	<u>Vendor Name</u>		<u>Amount</u>
	Donarski Brothers Inc		12,150.00
	Fertile Oil Company		23,625.00
	Lenes Sand & Gravel Inc		17,940.69
	Lenes Sand & Gravel Inc		7,192.96
	Norman Mahnomen Public Health		2,245.00
	Polk County Public Health		2,230.00
	Regents Of The Univ Of Mn		25,182.51
17	Payments	2000	6,036.51
	less than		
	Final Total:		96,602.67

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., October 21, 2014.

Don Diedrich, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

October 7, 2014