

OCTOBER 18, 2016
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 10:00 o'clock a.m., October 18, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich, and Commissioner Joan Lee. Others present: Charles S. Whiting, Polk County Administrator, Clerk of the Board and 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 October 18, 2016 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 October 18, 2016 Consent Agenda:

1. Approve Commissioner Warrants: General Revenue Fund, \$276,879.02; Public Works Fund, \$94,555.87; Public Safety Fund, \$42,346.83; Public Health Fund, \$43,177.76; CAP Grant Project, \$1,342.00; Special Assessments (Ditch) Fund, \$69,253.02; Environmental Services Fund, \$26,909.84; Resource Recovery Fund, \$73,704.31; Landfill Fund, \$59,725.71; and Agency Fund, \$1,658.00. Per Diems, \$1,200.00; Meal Reimbursements (w/o overnight lodging) \$234.08 and Sign Audit List.
2. Approve the October 4, 2016 Board minutes.
3. Approve payment to DeBoer Industries Inc., Crookston, MN in the amount of \$637.00 for labor and materials for the canopy at the Public Health Office.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Bunes brought forth that he participated in an AAA Dancing Sky Meeting.
2. Commissioner Strandell brought forth that he participated in the Tri-County Community Corrections meeting where the 2017 budget was approved. The 2017 budget was \$183,000 more than the 2016 budget. He also brought forth that he had received a letter from Faye Auchenpaugh regarding an upcoming meeting NW MN Council of Collaboratives meeting.
3. Commissioner Nicholas brought forth that he participated in a Tri-County Community Corrections meeting. In addition, he also attended the Tri-Valley meeting. Also brought forth was information regarding the Polk County Affordable Housing Advisory meeting which he attended. Polk County has \$126,000 remaining in the available funds pool but 3 closings are set to happen prior to the end of the year.
4. Commissioner Diedrich brought forth that he attended the Tri-Valley meeting.
5. Commissioner Lee brought forth that she attended a meeting at the DAC where the focus was the Disability Waiver Rate System which decreases the amount providers will receive. She also attended the benefit for Jim Stordahl, former Extension Ag Educator. In addition, she received a call from Nancy Norr, Executive Director for Jobs for Minnesotans working with Enbridge to assist with public relations.

MN STATE AUDITORS

Bob Johnson of the Minnesota State Auditor's Office came before the Board with matters pertaining to the Audit:

1. 2015 County Audit – Exit Conference

Discussion was held with the Board and handouts were presented regarding the 2015 County Audit. (Handouts on file in the Administrator's Office)

PLANNING AND ZONING

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

1. Solid Waste License Approval

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve issuance of Polk County 2016 Waste Haulers License to Spicer Container and Salvage.

ENVIRONMENTAL SERVICES

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

1. Resource Recovery Facility – Property Acquisition

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to authorize the Polk County Resource Recovery Facility to negotiate on the price and terms with the neighboring landowner to secure the property necessary for the expansion of the Material Recovery Facility in Fosston, MN. The expansion of the building will be directly to the east of the existing MRF.

2. Landfill – Property Acquisition

Polk County acquired property to the west of the Landfill in 2015 and took a "first-right-of-refusal" on the 10 acre homestead located within that property acquired. The owner of the 10 acre homestead is recently deceased. The property is pending probate using a local attorney. The attorney for the estate, on behalf of the heir, has inquired if they could deal direct with the county on selling the property. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize the Polk County Landfill to negotiate on the price and terms of the purchase of the aforementioned property.

3. General Solid Waste Program Updates

Updates were given to the Board regarding the progress made with regard to Phase I of the CAP Grant and other projects and initiatives.

4. Landfill Permit Renewal Update

An update was given to the Board regarding the progress made with regard to the 2015 Landfill Permit Renewal application.

PROPERTY RECORDS

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

1. 2016 General Election Canvassing Board

Discussion was brought forth regarding the 2016 General Election Canvassing Board. It was the consensus of the Board that Commissioners Lee and Strandell will participate.

2. Resolution (2016-53) Approval of Public Sale of Forfeited Property
Approval of Public Sale of Forfeited Property

RESOLUTION (2016-53)

The following resolution (2016-53) was offered by Commissioner Diedrich:

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 October 18, 2016 , 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: Lee, Diedrich, Nicholas, Bunes and Strandell. NAYS: None.

3. Resolution (2016-54) Approval of Sale of Forfeited Property
Approval of Sale of Forfeited Property

RESOLUTION (2016-54)

The following resolution (2016-54) was offered by Commissioner Bunes:

WHEREAS, The Polk County Board of Commissioners has the authority and responsibility to approve the public sale of tax forfeited lands, (MS 282.01), and that the parcels of land described in the list of tax-forfeited land which is contained herein shall be sold to the highest bidder at the Polk County Government Center in the City of Crookston at private sale. The sale will be governed by the provisions of M.S. 282.01 and by the resolution of the Polk County Board of Commissioners authorizing such sale. The resolution reads as follows:

THEREFORE BE IT HEREBY RESOLVED, By the Board of County Commissioners of Polk County that parcels 83.03049.02 and 83.03049.03, 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, has been classified and

appraised as provided by Minnesota Laws 1935, Chapter 368, as amended, shall be offered for private sale in accordance to Minnesota Statutes 282.01, Subd 7a, to the adjacent landowners the following forfeit parcel at the listed price:

83.03049.02	\$1,000.00
83.03049.03	\$1,000.00

If an adjacent landowner does not purchase the parcel, the parcel will be reappraised and put on the next available public tax forfeited sale.

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

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

Review Abatement Requests

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the following application abatement requests:

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
TIMOTHY L & MYKL L PALMER 218 NELSON ST N CROOKSTON MN 56716	82.01489.00 Sampson Woodland Addn Lots 9-12 City of Crookston	\$342	Homestead Application Reduction for Taxes Payable 2016
CHELSEY PARADIS & DANE KJONO 1017 9TH AVE SE EAST GRAND FORKS MN 56721	83.02595.00 Robertson Subd Lot 3 Blk 4 East Grand Forks	\$248	Homestead Application Reduction for Taxes Payable 2016
JOHN MOORE PO BOX 67 MENTOR MN 56736	91.90041.00 1993 Century MH 26 x 40 Mentor City	\$44	Homestead Application Reduction for Taxes Payable 2016

ADMINISTRATION

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

1. CP 116-065-1214, CP 116-067-1215, and CP 116-212-1216 Base One Projects – Thygeson Construction Inc., Thief River Falls, MN

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/Certificate of Final Acceptance for CP 116-065-1214, CP 116-067-1215, and CP 116-212-1216 and allow the County Engineer to sign the Certificate of Performance for each project and the County Engineer and the County Administrator to sign the Final Voucher.

2. CP 116-00-01 Gravel Stockpile – WM.D. Scepaniak, Inc., Holdingford, MN

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performance/Certificate of Final Acceptance for CP 116-00-01 and allow the County Engineer to sign the Certificate of Performance and the County Engineer and County Administrator to sign the Final Voucher in the amount of \$133, 852.90.

3. County Ditch Maintenance Request

Red Lake Watershed District needs to install a crossing in County Ditch No. 123, Section 14 of Bygland Township for access into their property. The work and cost of installation will be the responsibility of the Red Lake Watershed District. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the work and name Richard Sanders as Engineer over the project.

4. Appointment of Veterans Services Officer

Discussion was held with the Board regarding the four-year appointment of a new Polk County Veterans Services Officer. A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the appointment of Kurtis Ellefson as the Veterans Services Officer effective November 2, 2016 and ending November 2, 2020.

5. 2017 Budget

Discussion was held with the Board regarding the 2017 budget.

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS

DATED 10/21/2016

APPROVED 10/18/2016

<u>Vendor Name</u>	<u>Amount</u>
3 D Specialties	13,240.34
Architectural Resources Inc	7,870.45
Beltrami Industrial Services	23,640.28
Bergstrom Electric Inc	97,043.60
CDW Government Inc	2,593.16
Chiller Systems Inc	2,400.00
Christian Brothers Ford Inc	2,887.33
Church & Dwight Co Inc	8,244.32
Commissioner Of Transportation	3,071.79
Dale CPA/Gordon	3,100.00
Donarski Brothers Inc	3,958.08
Ferguson Enterprise Inc 3093	7,549.16
Fortman/Jason	11,752.00
GeoComm Inc	18,053.00
Government Mgmt Group Inc	4,900.00
Heppner Consulting Inc	7,735.54

Jsb Engineered Solutions	2,691.40
K & L Inc	2,769.90
L&M Road Services LLC	2,111.50
Larson Helicopters, LLC	60,838.00
Lepier Oil Company Inc	4,950.18
Lunseth Plumbing & Heating	21,877.38
Lyle Signs Inc	5,017.65
Mayo Manufacturing Co	2,261.36
MCCC MI 33	6,578.82
Mn State Auditor	24,594.50
Morgan Printing Inc	3,385.00
Morris Electronics Inc	4,176.98
Northside Express	5,703.05
Nuss Truck & Equipment	2,382.73
Pemberton Sorlie Rufer & Kershner PLLP	13,708.07
Polk County Administrator	2,046.08
Polk County Highway Department	15,483.04
Pro West & Associates Inc	2,650.00
Reese Electric	2,176.56
Reese Electric	7,629.17
RJ Zavoral & Sons Inc	20,935.00
RTVision Inc	2,931.07
Sanofi Pasteur Inc	10,457.89
SeaChange Printing & Marketing	21,174.48
Skinner Roofing & Insulation Inc	2,650.00
TheraCom LLC	2,419.04
True North Steel	23,160.13
U S Water Services	8,754.50
Urt Llc	3,972.50
US Bank Voyager Fleet Sys	3,341.22
Wenck Associates Inc	36,308.63
Wenck Associates Inc	7,019.60
Widseth Smith Nolting & Assoc	7,759.00
Ye Ole Print Shoppe	4,077.60
317 Payments 2000	123,521.28
less than	
Final Total:	689,552.36

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., October 25, 2016.

Nick Nicholas, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board