

**NOVEMBER 18, 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., November 18, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, Commissioner Don Diedrich and Charles S. Whiting, Polk County Administrator, Clerk of the Board. Others present: Michelle Cote, Deputy Clerk of the Board.

**REVISED AGENDA**

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Revised November 18, 2014 agenda adding No. 4 under the Consent Agenda, adding Number 2 under Social Services and adding Number 3 under Administration.

**CONSENT AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the November 18, 2014:

1. Approve Commissioner Warrants: General Revenue Fund, \$208,849.78; Public Works Fund, \$158,682.58; Public Safety Fund, \$58,730.56; Public Health Fund, \$27,360.63; Forfeited Tax Sale Fund, \$368.40; Special Assessments (Ditch) Fund, \$715.00; Environmental Services Fund, \$27,947.10; Resource Recovery Fund, \$108,503.56; Landfill Fund, \$20,056.02; Agency Fund, \$76.00; Per Diems, \$2,625.00; Meal Reimbursements Without Overnight Lodging, \$41.40 and Sign Audit List.
2. Approve payment to the Fosston Post Office, Fosston, MN in the amount of \$140.00 for the annual P.O. Box Rental Fee for the Incinerator.
3. Approve payment to Marshall County Cooperative, Warren, MN in the amount of \$20,820.06 for a transport of gasoline for the Highway Department.
4. \*Approve payment to Kustom Kollision, Crookston, MN for an insurance claim on a 2013 Chevrolet Impala in the amount of \$9,169.52.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Introductions were made to Commissioner Elect Joan Lee.
2. Commissioner Nicholas brought forth that he participated in the 2014 General Election Canvassing Board. He also attended the NW Mental Health meeting where budgets and health insurance was the focus.
3. Commissioner Strandell brought forth that he attended a Tri-County Community Corrections meeting where the fund balance was discussed in addition for October there was a peak prisoner count of 195 with an average of 181. A special TCCC Board meeting will be held regarding the replacement of Executive Director Phil Greer. He also attended an MPO meeting regarding two bridge remodels.
4. Commissioner Bunes brought forth that he attended a Triple A Dancing Sky meeting. Also brought forth was discussion regarding the LARL Board and a reduction of their board size.

5. Commissioner Affeldt brought forth that he attended the Tri-County Community Corrections meeting.
6. Commissioner Diedrich brought forth that he attended a meeting at MCIT and that he is currently up for election for a seat on the MCIT Board. He also attended the Middle Snake Tamarac River Advisory Board meeting. He also attended the NW Mental Health meeting.

### **HEARING**

#### **1. Union Lake Sarah Improvement District Order Amending Hearing**

The public hearing was opened at 10:00 a.m. by Chair Diedrich, to consider the proposed amendment to Paragraph 5 of the order dated May 19, 1998 establishing the Union Lake Sarah Improvement District in accordance with Minnesota Statutes 103B.501 through 103B.581. Jack Bailey, Oralee Bailey, Richard Rock and Lonnie Paradis were present for the hearing. No written comments were submitted prior to the hearing. Jack Bailey addressed the board with concerns regarding the allocation of 17% to the camper sites. Also of concern for Mr. Bailey is that not all of the camper sites utilize the lake. Mr. Bailey also clarified that camp site residents pay tax on any improvement to their site such as sheds and decks. Richard Rock representing the Union Lake Sarah Improvement District addressed the Board regarding the Association functions. Lonnie Paradis addressed the Board also regarding the functions of the District. The hearing was closed at 10:28 a.m., by the Chair Diedrich.

### **Resolution (2014-059) Public Hearing for Amending Paragraph 5 of the Union Lake Sarah Improvement District Order**

#### **Public Hearing for Amending Paragraph 5 of the Union Lake Sarah Improvement District Order RESOLUTION (2014-059)**

The following resolution (2014-059) was offered by Commissioner Strandell:

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 approve the amendment to Paragraph 5 of the Order dated May 19, 1998 establishing the "Union Lake Sarah Improvement District", in accordance with Minnesota Statutes 103B.501 through 103B.581 as follows:

5. Manner of financing programs and services:

The administrative budget of the Union/Lake Sarah Improvement District shall be financed as provided in Minnesota Statute §103B.555 through user fees, special assessments or ad valorem tax.

Operation of the District shall be financed by a service charge or obligation to be assessed in the following manner: Seventeen percent of the budget shall be charged to campground and resort owners real estate parcels to be distributed at a uniform rate on the basis of number of camper pads, as determined by the county assessment data as of the date that the County Board approves the Lake Improvement District budget for the next year. The amount representing seventeen percent of the District's budget shall be subtracted from the District's total budget as approved by the County Board and the balance of the budget shall be assessed at a uniform rate on the remaining improved lots within the district.

An improved lot is defined as a platted or unplatted tract which contains a permanent or seasonal dwelling, mobile home, or trailer or other occupiable structure, as further defined by the Bylaws of the District. The Directors of the District shall have the authority to determine whether a tract is subject to assessment as an improved lot. Special research projects may also be funded through grants and other resources when available.

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

**PLANNING AND ZONING**

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

**1. Septic Fix-Up Fund Loan Request**

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to award a Low Income Septic Fix-Up Loan to Roger and Geraldine Dahl to update their failing septic system and to award the bid to Patricia Stock who was the low bidder (\$7,200.00) and will be installing the septic system for parcel 72.00236.00.

**SOCIAL SERVICES**

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

**1. Joint Powers Agreement – MN Department of Employment & Economic Security (DEED)**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the CY 2015 Joint Powers Agreement with DEED to provide DHS grant funding for employment and training

services to Minnesota Family Investment Program (MFIP) and Diversionary Work Program participants. Agreement is in the amount of \$547,484.00.

**2. \*\*Resignations – Replacement Request**

There will be a one Case Aide and two Eligibility Worker resignations within the Social Services Department in November & December, 2014. A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept these three resignations and approve to refill these positions and any subsequent positions created by internal reassignments to these positions.

**PUBLIC HEALTH**

Sarah Reese, Sue Thompson & Leah Winjum, Public Health came before the Board with matters pertaining to Public Health:

**1. Social Host Ordinance**

An informational handout was presented to the Board regarding the Social Host Ordinance.

**ASSESSMENT SERVICES**

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

**1. Resolution (2014-060) Approval of Repurchase of Forfeited Property**

**Approval of Repurchase of Forfeited Property**

**RESOLUTION (2014-060)**

The following resolution (2014-060) was offered by Commissioner Affeldt:

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 Animesh Banerjee has filed a written request for the repurchase of parcel 87.00263.00, and

WHEREAS Animesh Banerjee has 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 Animesh Banerjee to repurchase parcel 87.00263.00.

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

**2. Special Agricultural Applications**

An update regarding Special Agricultural Application deadline was provided to the Board.

**3. Truth and Taxation Notice**

An update regarding Truth and Taxation Notices was provided to the Board.

**4. Gravel Audit**

An update regarding the Gravel Audit was provided to the Board

**TAXPAYER SERVICE CENTER**

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

**1. PILT Payments**

Informational handouts were presented to the Board regarding the PILT payments that have been received from The Nature Conservancy for 2011, \$29,552.00; Northwest Multi-County Housing (HUD Units) 2013/2014 \$10,398.42; Northwest Multi-County Housing (NON HUD Units) 2013/2014, \$3,963.46.

**ADMINISTRATION**

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

**1. Request to Change Full-Time Maintenance Position to Two Part-Time Positions**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to proceed with changing the current one 40 hour per week full-time Maintenance I position to two 19 hours per week part-time Maintenance I positions.

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

**1. Financial Reports**

Informational handouts were presented to the Board regarding the Financial Reports.

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

**1. Sand Hill River Watershed Request**

A letter of request was presented to the Board from the Sand Hill River Watershed District. A motion was made by Commissioner Bunes seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to change the Sand Hill River Watershed Board anniversary date from May 17<sup>th</sup> to January 1<sup>st</sup> effective this upcoming 2015 calendar year.

**2. 2015 Budget**

Information handouts were presented to the Board regarding the 2015 budget. The Board discussed levy options for the 2015 budget.

**3. \*\*\*Approval to Fill a Clerk Typist Cashier IV Position in the Finance Department.**

Due to a retirement within the Finance Department there will be an opening for a Clerk Typist Cashier IV position. A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve re-filling and hiring a Clerk Typist Cashier IV position within the Finance

Department and any subsequent positions created by internal reassignment to this position.

**4. Taxpayer Concerns**

Joe Skorpak addressed the Board regarding the lack ability to pay property taxes though ACH withdrawal.

**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 11/21/2014**

**APPROVED 11/18/2014**

| <u>Vendor Name</u>                 | <u>Amount</u> |
|------------------------------------|---------------|
| Advanced Engineering &             | 4,314.93      |
| Assoc Of Mn Counties               | 2,100.00      |
| Beltrami Industrial Services       | 39,606.30     |
| Brault Construction                | 4,785.00      |
| Commissioner Of Transportation     | 4,961.69      |
| Crookston Fuel Company             | 6,211.15      |
| Csp Delivery                       | 2,250.00      |
| Dakota Wholesale Tire              | 3,087.68      |
| Donarski Brothers Inc              | 7,259.03      |
| Epiphany Community Services        | 2,407.96      |
| Ferguson Enterprise Inc 3093       | 2,408.48      |
| Gladen Construction Inc            | 2,628.50      |
| H & L Mesabi Inc                   | 74,913.00     |
| Hometown Management Inc            | 4,031.44      |
| Jsb Engineered Solutions           | 22,047.95     |
| JT's Station                       | 2,696.06      |
| Keeps Inc                          | 5,736.04      |
| Lepier Oil Company Inc             | 6,004.62      |
| Liberty Tire – Mn                  | 6,499.99      |
| Morris Electronics Inc             | 87,316.86     |
| Natronx Technologies Llc           | 8,653.79      |
| North Star Door & Supply LLC       | 6,247.50      |
| Northern Lumber                    | 8,079.66      |
| Northern Propane & Fuel            | 2,400.75      |
| Northwest Iron Fireman Inc         | 2,293.00      |
| Nw Mn Household Hazardous          | 2,964.40      |
| Palmer Masonry & Concrete          | 4,986.00      |
| Pemberton Sorlie Rufer & Kershner  | 4,082.75      |
| Polk County Administrator          | 4,986.47      |
| Polk County Highway Department     | 25,113.06     |
| Pro West & Associates Inc          | 2,775.00      |
| Productivity Plus Account          | 3,161.37      |
| Professional Pavement Products Inc | 2,000.00      |

|                                  |                     |      |                   |
|----------------------------------|---------------------|------|-------------------|
| RDO Truck Centers                |                     |      | 2,275.29          |
| ReitRock Paving LLC              |                     |      | 9,896.67          |
| RRA                              |                     |      | 5,766.50          |
| RTVision Inc                     |                     |      | 2,961.19          |
| SimplexGrinnell                  |                     |      | 2,409.39          |
| Skinner Roofing & Insulation     |                     |      | 6,588.00          |
| Standard And Poor's              |                     |      | 14,000.00         |
| Stone's Mobile Radio Inc         |                     |      | 3,242.08          |
| The Door Guy                     |                     |      | 4,870.28          |
| Thief River Glass Inc            |                     |      | 9,635.00          |
| Titus Maintenance                |                     |      | 3,125.00          |
| Todd's Tire Service Inc          |                     |      | 5,505.41          |
| U S Water Services               |                     |      | 5,130.79          |
| US Bank Voyager Fleet Sys        |                     |      | 4,944.08          |
| Valley Electric Of Crookston LLC |                     |      | 2,029.66          |
| Valley Electric Of Crookston LLC |                     |      | 3,401.74          |
| Vanguard Appraisals Inc          |                     |      | 18,930.00         |
| Western Detention                |                     |      | 9,529.57          |
| Widseth Smith Nolting & Assoc    |                     |      | 6,368.29          |
| Ziegler Inc                      |                     |      | 6,350.52          |
| 293                              | Payments            | 2000 | 115,319.74        |
|                                  | less than           |      |                   |
|                                  | <b>Final Total:</b> |      | <b>611,289.63</b> |

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., November 25, 2014.

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Don Diedrich, Chairman

ATTEST:

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Charles S. Whiting, Administrator  
Clerk of the Board