

AUGUST 27, 2013
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., August 27, 2013 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, County Administrator, Clerk of the Board. Others present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt to add an item under the County Administrator to include Middle Snake Tamarac River Watershed/BWSR and approve the revised August 27, 2013 Agenda.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Consent Agenda:

1. Approve payment to Law Offices of Patrick D. Moren, Roseau, MN in the amount of \$1,900.00 for labor related services.
2. Approve payment to the Crookston Daily Times, Crookston, MN in the amount of \$145.00 for a one-year subscription for the Fosston Incinerator.
3. Approve payment of 2013 Minnesota Deputy Registrar's Association Annual Meeting Fee of \$20.00 for Mary Kaye Erickson.
4. Approve payment of Crookston Fuel Co. in the amount of \$3,132.00 for the Angus Shop.
5. Approve payment of Bob's Lawn Care Forfeit Property Mowing in the amount of \$684.65.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell reported that he had viewed forfeited property with Jon Steiner, Rob Wagner and Michelle Cote and in addition had the opportunity to view the property that has been offered to the county for sale next to Tilberg Park in Queen Township.
2. Commissioner Affeldt reported that he had attended a NRCS meeting in McIntosh. Coming up he has MRCC in Alexandria in which Julie Ring the new AMC deputy director will be in attendance.
3. Commissioner Diedrich had no information to report.
4. Commissioner Nicholas had no information to report.
5. Commissioner Bunes reported that he had attended a MDHS meeting at the Mt St. Benedict regarding healthcare. In addition he attended an Inter County meeting in Oklee. He also had attended a Polk County Planning and Zoning Meeting. He also attended an ARTS Trail Meeting. An issue regarding a ditch recently built on ARTS property in Norman County was discussed. Commissioner Bunes also reported that he had received a call from Dennis Larson a resident of Angus Township with tax concerns. He also reported that an incident had occurred at a REM group home located

in Crookston where the staff had left the resident unattended for a period of time. An investigation is ongoing.

SHERIFF'S DEPARTMENT

Barb Erdman, Polk County Sheriff came before the Board with matters pertaining to her department.

1. Sheriff Reports

The July Sheriff Reports were presented to the Board at this time. Discussion was brought forth regarding the cost of out-of-state transports and the parameters for warrants.

2. Updates – LEC, 911 and 800 Mhz Radio Projects

An update was given to the Board regarding Law Enforcement Center Remodel, 911 and the 800 Mhz Radio Projects.

ENVIRONMENTAL SERVICES

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

1. Incinerator Updates

An update was given to the Board regarding the conceptual plan and cost estimates proved by Titus Services under the Time Sensitive Grant issued by MPCA. Information was also presented regarding the waste contracts for 2015 and beyond and issues related to the current contracts that are in place. Mr. Steiner also informed the Board on the SunOpta Organic System Project quote and the status of Beltrami County's waste delivery schedule for 2013.

PLANNING AND ZONING

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

1. Conditional Use Permit-Frank Walski - Accessory Structure

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the resolution approving the Conditional Use Permit for Frank Walski to build an accessory structure, on a riparian lot on Union Lake, Parcel No. 45.00230.00. See RESOLUTION (2013-048) on file in the office of the Polk County Administrator.

2. Plat – Miles Osland – Osland's Third Addition

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Final Plat for Miles Osland, Osland's Third Addition, Parcel No. 74.00201.01 to include the following conditions that an updated road agreement be provided before the recording of the plat and that the Final Plat must be recorded within 60 days of receiving an updated road agreement.

3. Conditional Use Permit-Robert Umphrey – 48 Unit Campground

The Conditional Use Permit for Robert Umphrey to establish a 48 unit campground, Parcel No. 32.00193.00 which was tabled at the Planning and Zoning meeting was discussed.

ASSESSMENT SERVICES

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

1. Homestead Application Reduction for Taxes Payable 2013

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the following application:

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
MICHAEL W SULLIVAN 507 N ASH ST CROOKSTON MN 56716-3019	82.00342.00 N2 (Ex N 10') Original Tst Crookston Lot 4 Blk 21 Crookston City	\$524	Homestead Application Reduction for Taxes Payable 2013

COUNTY ADMINISTRATION

Sebastian Sullivan, MIS Director, Arron Harlow, Ryan Melsa, JoAnne Johnson, IS Department came before the Board with matters pertaining to Polk County’s Website:

1. Website Introduction

An overview of Polk County’s new website was presented to the Board.

Linsey Rood, Human Resources Coordinator came before the Board with matters pertaining to Human Resources:

1. Military Leave Approval

Information was presented to the Board pursuant to Polk County Personnel Policy 22.3.3 leave without pay, a military leave of absence for a period of active duty in excess of 15 compensated work days shall be subject to approval by the Board of County Commissioners. A Polk County employee has exceeded the 15 days for 2013 and a request is made to the Board to approve an additional four days without payout but with the option of taking vacation (38 U.S.C. 4316(d); 20 C.F. R. § 1002.153) but is not required to take vacation. A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to allow the above request approving the 4 days of leave for the Polk County Employee who has exceeded the 15 day limitation. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to amend the Polk County Personnel Policy to have this type of leave be reviewed by the Polk County Administrator instead of the Polk County Board of Commissioners.

Charles Whiting, County Administrator came before the Board to discuss matters pertaining to his department:

1. LEC Construction Project Change Order #5

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve Change Order No. 5 in the amount of \$18,007.00 for the Law Enforcement Center.

2. Follow Up on Tilberg Park Area Property

Follow up discussion was held regarding the request for Polk County to consider purchasing Donald and Gaye Sodke's property, Parcel No. 57.00251.00 on Cross Lake adjacent to Tilberg Park containing 1.28 acres. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the purchase of the above property for the purchase price \$19,000.00 contingent upon proof of a marketable title.

3. Annual MACA Conference Approval – October 2-4, 2013, Deerwood, MN

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve Chuck Whiting, Polk County Administrator to attend the Minnesota Association of County Administrator's at Ruttger's in Deerwood, MN on October 2 –October 4, 2013.

4. 2014 Budget Discussion

An update was given to the Board on the 2014 budgeting process and levy limits.

5. Middle Snake Tamarac River Watershed/BWSR Letter Update

An update was provided regarding the letter sent to BWSR regarding the Middle Snake Tamarac River Watershed and the request for the redistribution of managers.

TRI-COUNTY COMMUNITY CORRECTIONS

Phillip Greer, Tri-County Community Corrections Director came before the Board to discuss matters pertaining to his department.

1. Departmental Operations Presentation (Level 3, ITV Room, Government Center)

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., September 3, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

July 23, 2013

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