

JULY 16, 2013
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 10:00 o'clock a.m., July 16, 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, Polk County Administrator, Clerk of the Board. Others present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Agenda for July 16, 2013.

CONSENT AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Consent Agenda for July 16, 2013:

1. Approve the following Commissioner Warrants: General Revenue Fund, \$93,049.84; Public Works Fund, \$208,000.39; Public Safety Fund, \$34,883.96; Public Health Fund, \$58,917.74; Forfeited Tax Sale Fund, \$1,414.89; Special Assessments (Ditch) Fund, \$6,610.30; Environmental Services Fund, \$12,232.08; Resource Recovery Fund, \$135,675.70; Landfill Fund, \$19,214.39; Per Diems, \$1,725.00 and Meal Reimbursements (w/o overnight lodging), \$136.39 and sign the audit list.
2. Approve the July 2, 2013 Board minutes.
3. Approve for payment Lost Warrant No. 178181 in the name of Patricia Erickson, dated March 23, 2012 in the amount of \$66.60.
4. Approve for payment Lost Warrant No. 189161 in the name of Angus Township Treasurer dated June 21, 2013 in the amount of \$21,877.19.
5. Approve payment to St. Louis County Sheriff's Office, Hibbing, MN in the amount of \$50.00 for Service Fee/Guardianship for the Attorney's Office.
6. Approve for payment Lost Warrant No. 171921 in the name of Safe Kids, dated June 24, 2011 in the amount of \$270.00.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Diedrich reported that he had attended an MCIT meeting.
2. Commissioner Nicholas had no report.
3. Commissioner Strandell reported on various items.
4. Commissioner Affeldt had no report.
5. Commissioner Bunes reported he had attended a Maple Lake Improvement Association Meeting where road issues were discussed. In addition he reported that the Polk County Fair went well. Commissioner Bunes directed Mr. Whiting to write a letter to the Polk County Fair Board regarding the success of the event.

SHERIFF

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

1. Request for Approval to Deputy Patrol Replacement

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve hiring a replacement for the Deputy Patrol position at the Sheriff's Office.

Barb Erdman and Brian Lundeen, Polk County Sheriff's Office came before the Board to discuss selling three patrol vehicles.

2. Request to Sell Three Patrol Vehicles Due to Expensive Repairs

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize the Sheriff's Office to sell three patrol vehicles due to expensive repairs on an online sales site.

PROPERTY RECORDS

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

1. Costs of Performing Marriages

The 9th Judicial District will no longer be providing the service of performing civil marriages in Polk County. The Polk County Taxpayer Service Center, Government Center, Crookston, MN is the new location for this service. Michelle Cote, Director of Property Records and Robert Wagner, Director of Assessment Services have received their ordination and are now authorized to perform marriages in Polk County. Discussion was held regarding setting the civil marriage fee in Polk County. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to set the fee for performing civil marriages in Polk County in the amount of \$25.00.

2. Providing Information Regarding Same Sex Marriage Law Change/Extended Hours of Operation for the Taxpayer Service Center on August 1, 2013

News Release handouts were presented to the Board regarding Same-Sex Civil Marriage. Polk County began accepting applications for civil marriage licenses by same-sex couples on July 5, 2013 this license will not be valid until August 1, 2013 per Minnesota Statute. The Polk County Government Center will be open from 11:30 p.m., July 31 to 1:00 a.m., August 1, 2013 to allow couples that wish to be the first in the state to marry under the new law.

3. Findings of Fact and Order concerning the Redetermination of County Ditches 45, 46, 52, 73, 90 and 93

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize the Chairman of the Polk County Board as Drainage Authority to sign the Findings of Fact and Orders regarding the redetermination of Benefits, pursuant to Minnesota Statutes 103E.351 of County Ditches 45, 46, 52, 73, 90, and 93.

4. Review 2 TIF Districts in the City of Fertile for Taxes Payable 2014

Discussion was held regarding final documents on Tax Increment Financing 1 – 1 District Type is Economic Development and Tax Increment Financing 1 – 2 District Type is Housing for the City of Fertile. The Taxpayer Service Center has certified as to the original net tax capacity and original local tax for properties with such districts. These TIF District will be entered for taxes payable in 2014.

ENVIRONMENTAL SERVICES

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

1. Landfill Asphalt Project Approval

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve MinnDak to complete the asphalt work around the scale at the Landfill in order to bring it into compliance.

2. Request to Replace Maintenance Tech Position at the Incinerator

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to hire a Maintenance Tech position at the Incinerator in Fosston, MN.

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to add NON-RESIDENTIAL ABATEMENTS to the Agenda

3. Non-Residential Abatements- 2013

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

**NON-RESIDENTIAL ABATEMENTS - 2013
THRU 7/11/13**

PARCEL #	ABATE CODE	ABATE RATE	ADD CODE	ADD RATE
85.00002.00	SWC-004	\$1,000	SWC-002	\$350
85.00110.00	SWC-008	\$3,000	SWC-005	\$1,500

4. Update on Open Position

Jon Steiner provided an update regarding the open Environmental Tech Position.

5. Stack Repair

Jon Steiner provided information regarding the stack repair. He will bring it for approval at a subsequent meeting.

ASSESSMENT SERVICES

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

1. Professional Building Site

An update was presented to the Board on the sale status and sale options of the Professional Building Site in Crookston, MN. Mr. Wagner recommended a sealed bid process. A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to proceed with the sealed bid process for the Professional Building Site in Crookston, MN with a minimum bid of \$50,000.00.

2. Abatement

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

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
BRADLEY D WANGEN 201 8TH ST E CROOKSTON MN 56716	82.00542.00 Fractional Lots Lot 1 City of Crookston	\$314.00	Homestead Application Reduction for Taxes Payable 2013

3. Aggregate Tax

Mr. Wagner brought forth information regarding the auditing of Aggregate Tax Submitters.

4. Tillberg Park

Mr. Wagner brought forth discussion regarding an adjacent owner to Tillberg Park who wishes to sell his property to the County.

The Board recessed for lunch.

ADMINISTRATION

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to Human Resources and his department.

1. Approval of GIS Software Upgrades

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the GIS Software Updates in the amount of \$11,052.17.

2. Approval of Crack-Filling Proposal for CSAH 19 and 71

A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve payment to Payment Resources, Ham Lake, WI in the amount of \$22,050.00 for crack-filling on CSAH 19 and CSAH 71.

3. Request for Board Support of NW Multi-County HRA Housing Grant Application

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize signing the letter of support for the NW Multi-County HRA Housing Grant Application.

4. Request to Serve as the MCIT Sponsor County for the Union Lake Sarah Improvement District

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board for Polk County to serve as the MCIT Sponsor County for the Union Lake Sarah Improvement District.

5. Request for Approval of Pay Equity Compliance Initiative

A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Pay Equity monthly salary adjustments for the following four positions:

1. Family Based Service Provider (6 employees) \$59.00
2. Victim Assistance Specialist (2 employees) \$276.00
3. Human Resources/Special Projects Coordinator (1 employee) \$786.00
4. Public Health Director (1 employee) \$482.00

6. Resolution Authorizing 2014 Wheel Tax Collection in Polk County for Highway Construction and Maintenance Costs

A Resolution Authorizing a Wheel Tax in Polk County for County Highway Purposes Effective January 1, 2014
RESOLUTION (2013-044)

The following resolution (2013-044) was offered by Commissioner Affeldt:

WHEREAS, the 2013 Minnesota State Legislature has authorized expansion of the Wheel Tax authority (Chapter 117, Article 3, Section 4) to all 87 counties, and

WHEREAS, Minn. Stat. provides, in part, that the Board of commissioners of each county is authorized to levy a wheel tax of \$10.00 on each motor vehicle, except motorcycles as defined in Minn. Stat. 169.011, Subd. 44, which is kept in such county when not in operation and which is subject to annual registration and taxation under Chap. 168, and

WHEREAS, the Polk County has been significantly impacted by increasing costs and demands for improvements and identifies substantial needs for increased transportation funding, and

WHEREAS, funding for highway systems in Minnesota has remained stagnant and is failing to keep pace with growing population and growing demands, and

WHEREAS, it is appropriate to consider a wheel tax as having a direct correlation between vehicle use and highway maintenance costs within Polk County; and

WHEREAS, diversifying revenue sources beyond the County's property tax base is prudent to support highway infrastructure costs; and

WHEREAS, maintaining Polk County's highway system is critical to the economic vitality of Polk County.

WHEREAS, wheel tax monies collected for Polk County stay in Polk County, and

NOW THEREFORE, BE IT RESOLVED, that the Polk County Board of Commissioners authorizes and imposes a wheel tax as provided for in Minnesota State Statute of \$10.00 for the year 2014 and each subsequent year thereafter, on each motor vehicle, except motorcycles as defined in Minn. Stat. 169.01, Subd. 4, which is kept in Polk County when not in operation and which is subject to taxation and registration under Chapter 168, and

BE IT FURTHER RESOLVED, that the county requests the State Registrar of Motor Vehicles to collect the tax, and

BE IT FURTHER RESOLVED, that the Polk County Board of Commissioners hereby directs the County Administrator to certify the tax to the State Registrar of Motor Vehicles for collection on or before August 1, 2013.

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

7. 2014 Budget Update

An update was given to the Board on the 2014 budgeting process. Handouts were presented showing the dates and times in September, 2013 for department heads to meet with the Board to discuss their 2014 budget. A sample appropriation letter was given to the Board for their review.

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS

DATED 07/19/2013

APPROVED 07/16/2013

<u>Vendor Name</u>	<u>Amount</u>
Altru Clinic	2,115.00
Amherst H Wilder Foundation	5,500.00
Angus Coop Elevator Assn	5,097.78
Asphalt Surface Technologies Corp	89,600.00
Beltrami Industrial Services	7,353.66
Building Systems Corporation	6,534.00
Cardinal Health	7,678.47
Christian Brothers Ford Inc	4,998.68
Code 4 Services LLC	5,260.19

Cole Papers Inc	6,321.36
Cra Payment Center	2,642.45
Crookston Daily Times	14,950.44
Crookston Fuel Company	5,425.00
Electric Pump	8,704.60
Essentia Health Fosston	3,000.00
Fore- Ever- Green Landscaping	3,870.00
Hometown Management Inc	3,991.52
Insight Technologies	2,174.91
Jmd Manufacturing Inc	4,375.77
Jsb Engineered Solutions	4,394.00
JT's Station	2,296.57
Kaeser & Blair Inc	2,089.43
Lepier Oil Company Inc	3,021.40
Lepier Oil Company Inc	11,396.35
M R Sign Company	4,077.62
Morris Electronics Inc	35,492.13
Natronx Technologies Llc	15,993.30
Northside Express	7,993.54
Pemberton Sorlie Rufer & Kershner	10,760.52
Polk County Highway Department	15,167.21
Power Generations Service Inc	26,631.31
Powerplan OIB	33,661.54
Ppc Industries	16,316.37
Rinke Noonan	3,546.00
River Cinema	3,720.00
Royal Tire	3,440.36
RTVision Inc	15,633.84
Titan Machinery	11,189.73
Tri- Valley Opportunity Council	2,312.04
Valley Electric Of Crookston LLC	2,710.24
Vogel Paint & Wax Co Inc	44,720.00
Voyager Fleet Systems	5,316.44
Wenck Associates Inc	2,633.65
Widseth Smith Nolting & Assoc	2,514.25
266 Payments less than 2000	93,377.62
Final Total:	569,999.29

With no further business the Board adjourned to reconvene at 8:00 a.m., July 23, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

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