

March 26, 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., March 26, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, 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 Strandell, seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Agenda for March 26, 2013.

AMENDED AGENDA

A motion was made by Commissioner Affeldt, seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Amended Agenda for March 26, 2013. adding Representative Deb Kiel.

CONSENT AGENDA

A motion was made by Commissioner Strandell, seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve Consent Agenda for March 26, 2013:

1. Approve the March 5, 2013 board minutes
2. Approve payment to Wal-Mart for Custodial Supplies for the Fosston Incinerator in the amount of \$60.13
3. Approve payment to Hewlett Packard, Company, Chicago, IL in the amount of \$393.30 for two LCD Monitors for the Finance Department
4. Approve payment to Card Member Services, St. Louis, MO in the amount of \$6,761.99 for Credit Card Purchases

REPRESENTATIVE DEB KIEL

Representative Deb Kiel came before the board to discuss pending legislation and any County Board concerns. Chuck Whiting shared documentation regarding the proposed expansion of sales tax legislation and the potential ramifications for Polk County.

PUBLIC HEALTH

Sarah Reese, Polk County Public Health Director came before the Board with matters pertaining to her department.

1. A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize applying for Crookston Parks and Recreation Matching Funds Program in the amount of \$5,000 (Note: 50/50 Matching Grant – current balance of NPS funds at PCPH \$5,477.96) for Castle Park Natural Play Space 2013.
2. A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to authorize applying for United Way of Crookston for Bonding Transitions Breastfeeding Support – Crookston plus 30 miles in the amount of \$1,500 (NOTE: 2014 campaign year grant. Funding request is to enhance access to information and resources that promote and support breastfeeding. PCPH did not receive \$2,500 federal funding from the HHS Office on Women’s Health).

Commissioner Don Diedrich joined the meeting.

SHERIFF’S DEPARTMENT

Barb Erdman, Polk County Sheriff and Nancy Shafer, Emergency Management came before the Board with matters pertaining to her department.

1. Flood Preparedness Plan. Data is indicating an increase in flood probability due to increase above normal snow pack and snow water content. It was the consent of the Board to continue the policy of making citizens aware there might be a charge for sandbags. Additional updates will be provided as conditions change and progress.
2. Sheriff Erdman provided 800 ARMER update including budget and grant information. Grant applications are due April 26, 2013.
3. Monthly Sheriff Reports for February 2013 were provided to the Board.

ENVIRONMENTAL SERVICES

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

1. Jon Steiner Introduced of the New Zoning Administrator Josh Holte and Environmental Technician Chad Knutson. They were welcomed by the Board.
2. A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the abatement for Non-residential Assessment on Parcel No. 86.00045.00.
3. The Engineering Grant Application was discussed.

Resolution Pertaining to MN Pollution Control Agency Soliciting Proposals for Time Sensitive Grants to Assist Local Governmental Entities with Paying for Needs Analysis and Related Engineering Costs to Modify Existing MRF’s with Upgrades
RESOLUTION (2013-017)

The following resolution (2013-017) was offered by Commissioner Affeldt:

WHEREAS, Polk County is the owner and operator of a Waste to Energy (WTE) located in Fosston, MN; and

WHEREAS, Polk County has enjoyed, through a series of contracts since 1988, a longstanding partnership at the WTE with the counties of Beltrami, Clearwater, Mahnommen and Norman for waste management services; and

WHEREAS, Polk County constructed a Material Recovery Facility (MRF) in 1996 to process incoming waste to extract certain objectionable and recyclable materials prior to waste disposal; and

WHEREAS, Polk County began processing recyclable materials from its partner counties and various local public and private entities on a limited basis beginning in 2012; and

WHEREAS, Polk County has received significant interest from multiple local public and private entities to expand its waste processing and recycling services at the MRF; and

WHEREAS, Polk County's ability to expand its services to additional entities is limited based upon the current infrastructure employed at the MRF; and

WHEREAS, the Minnesota Pollution Control Agency is currently soliciting proposals for Time Sensitive Grants to assist local governmental entities with paying for needs analysis and related engineering costs to modify existing MRF's with upgrades.

THEREFORE BE IT RESOLVED, Polk County desires to evaluate those various possible improvements to its existing MRF in order to expand its service; and

BE IT FURTHER RESOLVED, Polk County believes the expansion of its services would be beneficial to Polk County and its partner Counties; and

BE IT FURTHER RESOLVED, Polk County hereby authorizes the application for a Time Sensitive Grant to pay for a portion of those engineering and needs analysis costs to identify any potential project to meet that need; and

BE IT FURTHER RESOLVED, Polk County hereby authorizes the Polk County Administrator and the County Board Chairman to enter into said Time Sensitive Grant on behalf of Polk County.

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

4. An update of the Polk County Transfer Station roof was provided.
5. A landfill vehicle update was provided.

PLANNING AND ZONING

Josh Holte & Jake Snyder of the Planning and Zoning Office came before the Board to discuss matters pertaining to Planning and Zoning.

INTERIM USE PERMITS:

1. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Interim Use Permit (IUP) to continue operating a Contractor's yard in the General Agricultural District for R.J. ZAVORAL & Sons, Inc., (Parcel 40.00018.03) with the conditions of being a one year extension in addition to permitting through Huntsville Township and dust control provisions. (See Resolution 2013-018) on file in the office of the Polk County Administrator.
2. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Interim Use Permit (IUP) to operate asphalt mixing plants and a contractor yard in a General Agricultural District for Knife River Materials (Parcel 32.00029.00) with the conditions of a time period of ten years and the applicant is bound by all the applicable rules in the Polk County Zoning Ordinance and must maintain compliance with those rules and special conditions as well as State and Federal laws applying to this type of business. (See Resolution 2013-019) on file in the office of the Polk County Administrator.
3. A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Interim Use Permit (IUP) to operate asphalt mixing plants and a contractor yard in a General Agricultural District for Knife River Materials (Parcel 10.00183.00) with the conditions of a time period of ten years and the applicant is bound by all the applicable rules in the Polk County Zoning Ordinance and must maintain compliance with those rules and special conditions as well as State and Federal laws applying to this type of business. (See Resolution 2013-020) on file in the office of the Polk County Administrator.
4. A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Interim Use Permit (IUP) to operate asphalt mixing plants and a contractor yard in a General Agricultural District for Knife River Materials (Parcel 29.00110.00) with the conditions of a time period of ten years and the applicant is bound by all the applicable rules in the Polk County Zoning Ordinance and must maintain compliance with those rules and special conditions as well as State and Federal laws applying to this type of business. (See Resolution 2013-021) on file in the office of the Polk County Administrator.
5. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Interim Use Permit (IUP) to operate asphalt mixing plants and a contractor yard in a General Agricultural District for Knife River Materials (Parcel 48.00070.00) with the conditions of a time period of ten years and the applicant is bound by all the applicable rules in the Polk County Zoning Ordinance and must

maintain compliance with those rules and special conditions as well as State and Federal laws applying to this type of business. (See Resolution 2013-022) on file in the office of the Polk County Administrator.

EXTENSION OFFICE

Deb Zak from the MN Extension Office came before the Board to discuss matters pertaining to the Polk County Extension Office.

1. A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the purchase of a lap top computer and docking station in the amount \$1,117.00 plus tax for the use of Jim Stordahl, Ag Educator which amends the 2013 Extension Budget.

ADMINISTRATION

Charles Whiting, County Administrator came before the Board to discuss matters pertaining to the County Administration.

1. Mr. Whiting discussed with the Board the County Board Room Remodel and electronics for the board. Jan Skyberg, Buildings and Grounds provided clarification of the proposed plans regarding carpeting, audience seating, window blinds, along with the electrical and floor plan. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to proceed with the County Board Room Remodel to be paid out of the Building Maintenance Budget.
2. Mr. Skyberg and Mr. Whiting provided an update of the Professional Building demolition.
3. Mr. Whiting provided a review of AMC Legislative Conference that he, Michelle Cote and Richard Sanders attended March 19, 2013 through March 21, 2013.

COUNTY BOARD MEMBERS ISSUE FORUM

Jon Steiner appeared before the board to discuss the Polk County Township Association at large member of the Polk County Planning and Zoning Committee possible resignation from Crookston Township.

Upon motion the Board adjourned for lunch.

TAX PAYER SERVICE CENTER

Michelle Cote & Robert Wagner came before the Board with matters pertaining to Tax Payer Service Center.

1. A Departmental Operations Presentation was given to the board.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m. on April 2, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board