

May 21, 2013  
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 10:00 o'clock a.m., May 21, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, and Commissioner Don Diedrich. Others present: Michelle Cote, Deputy Clerk of the Board and Charles S. Whiting, Polk County Administrator.

**AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the May 21, 2013 revised Agenda.

**CONSENT AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the revised Consent Agenda for May 21, 2013:

1. Approve Commissioner Warrants: Approve Commissioner Warrants: General Revenue Fund, \$117,917.46; Public Works Fund, \$147,008.11; Public Safety Fund, \$40,940.21; Public Health Fund, \$35,773.48; Forfeited Tax Sale Fund, \$180.00; Special Assessments (Ditch) Fund, \$1,540.00; Environmental Services Fund, \$16,478.86; Resource Recovery Fund, \$115,218.31; Landfill Fund, \$30,696.06; Agency Fund, \$17,919.87; Per diems, \$1,425.00; Meal Reimbursements, \$63.19, and sign the Audit List.
2. Approval of IPAD training in the amount of \$175-Linsey Rood, Human Resources Coordinator.
3. Approval of MCIT training in the amount of \$50-Linsey Rood, Human Resources Coordinator.
4. Approve Payment to the MN Society of Professional Engineers in the amount of \$335 for dues for the Highway Engineer.
5. Approval/signature on the Asbestos Demolition/Transportation License Application from Environmental Services.

**PLANNING AND ZONING**

Josh Holte, Planning and Zoning came before the board and discussed matters pertaining to the Planning and Zoning Department:

1. Mr. Holte presented a resolution regarding an IUP Permit for Clifford Nelson and Richard Nelson regarding Parcel 18.00111.00. (See Resolution (2013-035) on File in the Office of the Polk County Administrator.
2. A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the board to approve the appointment of Arlet Phillips to fill out the remainder of Delores Myerchin's term on the Planning & Zoning Commission as the Polk County Township Association Representative. The appointment for this position will expire in 2013.

**PUBLIC HEARING**

1. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board for the Chairman to close the regular meeting and open the Public Hearing on tax abatements for parcels qualifying for the Housing Incentive Program in the County of Polk 10:38 AM
2. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board for the Chairman to close the hearing after hearing all discussion at 10:41 a.m.

**ASSESSMENT SERVICES**

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

1. Resolution for Tax Abatements for the Cities of Crookston and East Grand Forks:

**Tax Abatements in the Cities of Crookston & East Grand Forks**  
**RESOLUTION (2013-036)**

The following resolution (2013-036) was offered by Commissioner Nicholas:

WHEREAS, The County of Polk has held a public hearing on the proposed abatements in the City of Crookston and the City of East Grand Forks pursuant to Minnesota Statutes, Section 469.1812 through and including 469.1815, and;

WHEREAS, The Polk County Board of Commissioners has proposed to abate the County's share of property taxes on the following parcels for two years:

**PAYABLE COUNTY TAX**

<b>CROOKSTON</b>			
<b>PARCEL NUMBER</b>	<b>PROPERTY OWNER</b>	<b>PROPERTY ADDRESS</b>	<b>2012 TAX</b>
82.03854.00	Magsam, Dennis G and Sylvia M	514 Spruce Lane	\$ 797.26
82.03922.00	Nielsen, Brandon L and Sandra D	1103 Wilson Ave	\$ 290.34
82.03488.00	Nelson, Michael D and Jennifer	1119 Walsh St	\$ 960.79
82.03820.00	Klevgaard Mark R and GERALYN	514 Cedar Lane	\$ 997.32
<b>Total for Crookston</b>			<b><u>\$3,045.71</u></b>

<b>EAST GRAND FORKS</b>			
<b>PARCEL NUMBER</b>	<b>PROPERTY OWNER</b>	<b>PROPERTY ADDRESS</b>	<b>2012 TAX</b>
83.00288.00	Barrett, Tyler E and Barrett Thomas J	706 Central Ave NE	\$ 663.36
83.00114.23	Christianson, Gary and Lisa M	1615 Valley Golf Way NW	\$ 1027.17
83.04248.00	Danielson, Paul and Kristine	1002 13 <sup>TH</sup> ST SE	\$ 1001.27
83.03997.00	Edvall, Wayne and Carol	1620 Park Drive SE	\$ 967.48
83.01510.01	Fettig, Ludwig F	1315 18 <sup>TH</sup> Ave NW	\$ 1400.68
83.04210.00	Fredlund, William M and Molly M	1624 Laurel Drive SE	\$ 1397.05
83.03996.00	Grinde, Josh and Nicole	1622 Park Drive SE	\$ 976.66
83.03910.00	Hjelle, Jerod M and Tanya M	608 11 <sup>TH</sup> ST SE	\$ 1775.40
83.04176.00	Hurst, David and Jennifer	1218 20 <sup>TH</sup> Ave SE	\$ 1118.16
83.04204.00	McDonald, Thomas and Brenda	1424 Laurel Drive SE	\$ 1446.94
83.04256.00	Noyes, Brian and Laurie	905 Greenway BLVD SE	\$ 1160.96
83.04214.00	Quirk, Corey M and Michelle L	520 13 <sup>TH</sup> ST SE	\$ 1807.92
83.04030.00	Rudy, Christopher and Amanda	1509 13 <sup>TH</sup> Ave SE	\$ 953.44
83.00114.21	Rudd, Thomas K	1604 Valley Golf Way NW	\$ 1026.60
83.00114.22	Rude, Jan C and Laurel K	1610 Valley Golf Way NW	\$ 1147.13
83.03646.00	Stern, Jerald and Laura	1405 Park Drive SE	\$ 890.58
83.04029.00	Walter, Daniel R and Jessica L	1503 13 <sup>TH</sup> Ave SE	\$ 1066.52
<b>Total for East Grand Forks</b>			<b><u>\$19,827.32</u></b>

**Grand Total:** **\$22,873.03**

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

- A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the board to approve the following application of Tax Abatements (Homestead):

<b>Name/Address</b>	<b>Parcel #/Legal Description</b>	<b>Amount of Tax Reduction</b>	<b>Reason</b>
VIRGIL & JOYCE POOLE 1132 WENDT DR THIEF RIVER FALLS MN 56701	01.00150.01  Sec 36 Twp 149 Rg 47 Pt of SE 4 com 170' S of NE Cor; 540' N 7 S X 460' E & W  Andover Twp	\$300	Homestead Application Reduction for Taxes Payable 2013
WAYNE L MILLER 18218 430TH AVE SW EAST GRAND FORKS MN 56721	40.00142.01  Sec 18 Twn 151 Rg 49  Huntsville Twp	\$184	Homestead Application Reduction for Taxes Payable 2013

	1 Acre		
TYLER COTA 236 4TH AVE N CROOKSTON MN 56716	82.00828.00  STEARNS ADDN LOT 18, BLK 4  CITY OF CROOKSTON	\$436	Homestead Application Reduction for Taxes Payable 2013
ESTEVAN F BALBOA 110 GOLF TERRACE DR CROOKSTON MN 56716	82.02699.00  Golf Terrace Addn Lot 6  City of Crookston	\$362	Homestead Application Reduction for Taxes Payable 2013
NATHAN T & NICOLE S BLAIR 822 CENTRAL AVE NE EAST GRAND FORKS MN 56721	83.00208.00  Traills Addn Lots 2 & 4 Blk 5  City of East Grand Forks	\$1501.86	Homestead Application Reduction for Taxes Payable 2013
DARREN C & TRACEY LOMEN 106 CORMONTON AVE N FOSSTON MN 56542	87.00391.00  East Fosston Addn N 95' of Lot 5 & N 95' of W 5' of Lot 6, Blk 10  City of Fosston	\$891.81	Homestead Application Reduction for Taxes Payable 2013

3. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the board to approve the following application for Abatement of Penalty only:

<b>Name/Address</b>	<b>Parcel #/Legal Description</b>	<b>Amount of Tax Reduction</b>	<b>Reason</b>
WENDY M HIPSHER 916 S 9TH ST GRAND FORKS ND 58201	83.01340.00  Block 003, Lot 013, Subdivision Code 83025, Subdivision Name Surprenants Addition  City of East Grand Forks	Penalty 142.55  Interest 47.11	Abatement of Penalty & Interest

4. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the board to approve the following application of Abatement for Special Homestead Exclusion:

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
JESSE J & KATHRYN R SCHULTES 110 3RD ST S FISHER MN 56723	86.00048.00  Block 003 Lots 10,11,12,13 Subdivision Code 86002 Original Townsite  City of Fisher	2009 \$609.37  2010 \$1,062.02  2011: \$3,264.16  2012: \$2,994.88  2013: \$2,548.00  (amounts as of 5-15-13)	Special Homestead Exclusion

**SHERIFF**

Barb Erdman, Polk County Sheriff came before the board with matters pertaining to the Sheriff's Office:

1. A discussion was held with the board regarding the 800 MGH Grant Update and Project Status.
2. A discussion was held with the board regarding retirements and new hire status(s).
3. A review of the Public Safety Committee meeting was discussed along with the Dispatch Center
4. Improvements option with the Board.
5. Sergeant Brian Lundeen, Polk County Sheriff's Office came before the board to discuss the increasing trends pertaining to the Court/Transport Activity and Staffing. Sergeant Lundeen has had to assign mandatory overtime due to the increase of court activity and the required staffing.

**PUBLIC HEALTH**

Sarah Reese, Public Health Director came before the board with matters pertaining to her department:

1. A motion as made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the board to approve advertising for an RN II replacement position at Public Health. Advertising will begin in August of 2013 with a projected hire date in September 2013.
2. A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the board to approve for signature the Family Planning UMC Contract Renewal Agreement for Polk County Public Health to provide the following medical services to UMC students on PCPH Clinic Days: (a) family planning; (b) STD/HIV screening; and (c) pelvic exams (collectively, the "Medical Services").
3. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the board to approve for signature the Strategic Prevention Framework- State Incentive Grant (Alcohol Prevention) Amendment No. 1, which includes the following Amendments: (a) Amendment to the MN DHS Contract to continue for Year 2, (b) Original grant contract amount \$201,643.00, amendment amount \$257,321.00.
4. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the board to apply for the 2013 Medica Foundation Organizational Core Mission Support Grant in the amount of \$5,000.00 for a 12 month grant period with no matching funds.
5. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the board to approve out-of-state travel for:
  - a. Montana Summer Institute, June 18-June 21, 2013, Big Sky, Montana for Marley Melbye, Chemical Health employee, as required by grant funders and paid their respective funding sources and;
  - b. CADA Mid-Year Training Institute, July 21-25, 2013, Austin, Texas for Melissa Perreault, Marley Melbye, Sue Thompson and Leah Reitmeier Chemical Health employees, as required by grant funders and paid their respective funding sources.

## **PROPERTY RECORDS**

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

1. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the board to approve the 3.2 On-Sale and Wine On-Sale Liquor License for the Inn at Maple Crossing, contingent upon the approval of the Polk County Sheriff and the Polk County Attorney.

## **ADMINISTRATION**

Office: Chuck Whiting, Polk County Administrator came before the board with matters pertaining to the Administrator's

1. Linsey Rood-Human Resources Coordinator came before the board to discuss Human Resources matters:
  - a. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the board to approve adding MNDCP.
  - b. An update was presented to the board regarding Madison Life Long Term Disability.

## **ENBRIDGE PRESENTATION**

1. Katie Haarsager, Community Relations Advisor for Enbridge North Dakota and Kevin O'Connor, Community Relations Consultant for Enbridge Energy Company, Inc., appeared before the board with information regarding the projected Sandpiper project.

## **ASSESSMENT SERVICES CONTINUED...**

6. Mr. Wagner came before the board to discuss the minimum bid for the Professional Building Site sale. A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the board to set the minimum bid at \$50,000 for the two parcels for the Professional Building Site with the terms of the sale being 10% down and the balance due within 30 days from the date of the sale.

## **ADMINISTRATION CONTINUED...**

2. Charles Whiting, Polk County Administration discussed the following:
  - a. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the board to approve out-of-state travel expenses for Richard Sanders, Polk County Highway Engineer for 2013 for the following:
    - i. July 15-19, 2013 MAASTO Conference In Milwaukee, WI paid for by MNDOT State Aid (MN County Engineers President)
    - ii. July 19-25, 2013 2013 NACE Executive Board Meeting in Fort Worth, TX NACO Conference paid for by NACE (NACE NC Vice President)
    - iii. July 21-25, 2013 NLTAPA Conference In Boise, ID paid for by the MN Local Road Research Board (Member of LRRB/RIC Board)
    - iv. October 16-21, 2013 AASHTO Conference in Denver, CO paid for by MNDOT State Aid (MN County Engineer's President)
    - v. November 5-9, 2013 NACE Executive Board Meeting in Laughlin, NV NACE Western Conference paid for by NACE (NACE Vice President)
    - vi. December 9-12, 2013 Iowa County Engineers Association Annual Meeting in Ames, IA. Room and Board paid for by ICEA, will use county vehicle to travel there and back, Polk County will pay travel expenses. (MN County Engineer's President) Every year MN and IA have the Presidents attend each conference.
  - b. A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the board to approve out-of-state travel for Charles Whiting, Polk County Administrator for the ICMA Conference in Boston, MA from September 22-25, 2013.
  - c. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the board to approve the Social Services Agency Board re-appointment of Paula Waters.
  - d. A motion was made by Commissioner Strandell second by Commissioner Nicholas and adopted by unanimous vote of the board to utilize Springsted as the advisor for the proposed highway bonds.
  - e. An update was given to the board regarding the Law Enforcement Center construction and planning process.
  - f. A meeting with the Clay County Board was discussed with the board regarding costs related to the American Crystal Tax court case.

## WARRANTS

1. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board that the following Commissioner warrants were approved:

### COMMISSIONER WARRANTS

DATED 05/24/2013

APPROVED 05/21/2013

Al's Electric Inc	2,137.10
American Solutions For	13,434.86
Angus Coop Elevator Assn	3,843.10
Bert's Truck Equip Of	3,972.66
Cardinal Health	2,943.10
Chiller Systems Inc	3,674.00
Christian Brothers Ford Inc	6,588.51
Computerized Fleet Analysis	2,095.00
Cra Payment Center	10,850.92
Creative Product Sourcing	2,479.25
Crookston Fuel Company	5,702.85
Digital Ally	5,025.00
Eastside Travel Plaza	2,985.49
Election Systems & Software	19,567.04
ELEMENTAL AIR	40,217.00
Falls Electric Inc	20,000.00
Hometown Management Inc	3,991.52
Information Systems Corp	2,943.63
Inter County Nursing Service	8,437.00
Jsb Engineered Solutions	15,208.00
JT's Station	2,710.34
Kris Engineering	2,403.62
Lenes Sand & Gravel Inc	20,058.62
Lepier Oil Company Inc	3,445.11
Lepier Oil Company Inc	5,297.28
Lunseth Plumbing & Heating	5,942.53
Mayo Manufacturing Co	2,606.16
Natronx Technologies Llc	8,027.94
North Country Business	2,957.27
Northern Overhead Door Co	4,089.25
Northside Express	2,626.73
Nw Mn Household	2,840.89
Pemberton Sorlie Rufer &	7,727.25
Polk County Highway	12,476.05
Polk County Transfer Station	4,281.01
Potters Industries Inc	12,936.00
Ppc Industries	7,632.85
PTS Of America LLC	2,100.00
Richard Rude Architectural	12,002.80
RTVision Inc	9,618.75
Stericycle	2,242.50
Team Laboratory Chemical Corp	2,175.44
Titan Machinery	16,107.94
Tri- Valley Opportunity	2,346.03
Tyler Technologies Inc	7,325.81
U S Records Midwest	7,650.43
Valley Electric Of Crookston	4,928.62
Vanguard Appraisals Inc	2,000.00
Veit & Company Inc	2,030.00
Vogel Paint & Wax Co Inc	21,600.00
Voyager Fleet Systems	5,207.29
Wagner Trucking Inc	4,500.00
Widseth Smith Nolting &	22,434.97

316	Payments less than	115,246.85
	Final	<b>523,672.36</b>
	Total	

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., May 28, 2013.

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Craig Bunes, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board