

OCTOBER 1, 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., October 1, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich, and Charles S. Whiting, County Administrator, Clerk of the Board Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Affeldt was absent.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Agenda for October 1, 2013.

CONSENT AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Consent Agenda for October 1, 2013:

1. Approve September Auditor Warrants.
2. Approve payment to CardMember Services, St. Louis, MO in the amount of \$4,897.24 for credit card purchases.
3. Approve payment to Crookston Fuel Co., Crookston, MN in the amount of \$1,440.00 for diesel fuel for the Angus Shop.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Diedrich brought forth discussion regarding a taxpayer and crossings in Higdem Township.
2. Commissioner Nicholas brought forth discussion regarding Erica Hamre the Director of RSVP and her resignation.
3. Commissioner Strandell reported that he attended the NW Regional Development Commission quarterly meeting in Kennedy, MN. He also reported that he attended a MACAC Conference in Nisswa, MN. He reported that the transport services for corrections are scheduled to start October 1. In addition he reported that he took part in the negotiating session for the deputies and dispatch manager's separate bargaining unit. He indicated the newsletter is at the printer.
4. Commissioner Bunes reported that he attended a Community Health Conference in Brainerd. As a part of the conference he attended a SCHSAC meeting. In addition he attended a Polk County Planning and Zoning Hearing.

PROPERTY RECORDS

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

1. PILT Information

Informational handouts were presented to the Board regarding the PILT payments for 2012 and 2013.

2. Presentation of the Redetermination for County Ditch No. 40/Set Hearing Date

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept the Redetermination of County Ditch No. 40 as presented.

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the hearing date for the Redetermination of County Ditch No. 40 on October 29, 2013 at 10:00 a.m., at the University of Minnesota Crookston at Youngquist Auditorium.

PLANNING AND ZONING

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

1. Conditional Use Permit – Kyle and Lori Peterson/45.00408.00

The following resolution (2013-052) was offered by Commissioner Strandell seconded by Commissioner Diedrich that Resolution (2013-052) on file in the office of the Polk County Administrator was declared adopted upon the following vote: YEAS: Strandell, Diedrich and Nicholas. NAYS: None.

U.S. FISH AND WILDLIFE

Lynn Sebek, U.S. Fish and Wildlife came before the Board to discuss matters pertaining to the U.S. Fish and Wildlife:

1. Property Acquisition Certification Request – Rosebud Township

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept and approve the request certification from the U.S. Fish and Wildlife Service that recently secured an option to purchase 24.88 acres of land from Olaf A. Engebretson & Jesse L. Walton Engebretson, Fosston, MN (land located in Section 24 of Rosebud Township, Polk County Minnesota). A onetime payment will be made to Polk County in the amount \$12,425.00. This payment is expected to be received in 2014. A revenue sharing payment is estimated for \$214.24 and will be made annually.

ASSESSMENT SERVICES

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

1. Approve Levies/Fees for NWRDA, Crookston, Fertile & Fosston Ambulances, Maple Lake Improvement Districts.

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the levies/fees for 2014 taxes payable as presented to the Board.

The Union Lake Sarah Improvement District budget was presented. They are not asking for any levy for the year of 2014.

2. Present Watershed District Levies

Discussion was held regarding the Watershed District levies. The levy information was provided to the Board.

3. Tax Court Update

An update was provided regarding pipelines and utilities that have filed for Tax Court with the State Minnesota Energy Resources Group, Enbridge and Ottetail Power Company.

4. Appraiser Update

An update was provided regarding the open Appraiser position and licensing requirements.

ENVIRONMENTAL SERVICES

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

1. 2015 Advisory Board Draft Contracts

The 2009 – 2014 Contract between Polk and Beltrami, Clearwater, Mahnomen and Norman is set to expire on December 31, 2014. Discussion was held with the Board regarding information and updates to the 2015 Advisory Board Draft Contracts.

2. Part-Time Transfer Station Operator Position

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to authorize re-advertising and filling the position for a part-time Transfer Station Operator position at .75 FTE rather than .49 FTE that was previously approved at the June 18, 2013 board meeting.

3. 2013 Solid Waste Plan

The current Polk County Solid Waste Management Plan has expired. The 2013 “Draft” Solid Waste Management Plan was presented to the Board for their reviewal.

4. Authorize Cover Letter Setting the 2014 Market Price for Polk County and Adopt Polk County 2014 Market Price Resolution:

The cover letter from the Minnesota Pollution Control Agency, St. Paul, MN regarding the 2014 Solid Waste Management Tax Resolution was authorized for Jon Steiner’s signature. The Set Market Price for 2014 Solid Waste Management Tax Rates Resolution (2013-053) was presented to the Board:

POLK COUNTY
BOARD OF COMMISSIONERS
Set Market Price for 2014 Solid Waste Management Tax Rates
RESOLUTION (2013-053)

The following resolution (2013-053) was offered by Commissioner Nicholas:

WHEREAS, MS Ch. 297H.02 requires certain political subdivisions to identify by Resolution a Market Price for solid waste management tax purposes if the political subdivision subsidizes the cost of Municipal Solid Waste (MSW) disposal at a facility, or directly bills for organized collection of MSW on property tax statements; and

WHEREAS, the political subdivision will be liable for any Solid Waste Management Tax (SWMT) based only on the Market Price identified by Resolution; and

WHEREAS, Market Price is defined in State Statute as the “lowest price available in the area”; and

WHEREAS, Polk County has researched and identified the lowest viable Market Price available in the area; and

WHEREAS, the County of Polk declares the Market Price for all MSW generated in Polk County during CY 2014 to be \$39.72 per ton, based upon the lowest price available in the area. Polk County’s identified Market Price includes both the cost per ton-mile for transportation and the cost per ton for disposal, assuming disposal at the Fargo Landfill. All costs were calculated using current hauling and tip fee rates offered in the region.

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

ADMINISTRATION

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

1. Northwest Regional Development Commission Board Nominations

Membership information from the Northwest Regional Development Commission was presented to the Board. The Board will decide on nominations during one of the October 2013 board meetings.

2. Review of Law Enforcement Center Project Status

Mark Dietz, Building & Grounds Supervisor provided an update on the LEC project. Discussion was also brought forth regarding the Annex. In addition he provided an update for the Highway Department repairs.

3. 2014 Budget Discussion

Reviewal of 2014 Budget issues and options were discussed with the Board at this time. Mr. Whiting indicated he will present an administrator’s budget on October 22, 2013.

AUDITOR WARRANTS

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the September Auditor Warrants for payment:

Auditor Warrant 08/29/2013

<u>Vendor Name</u>	<u>Amount</u>
2 payments less than 2000	200.00
Final Total:	200.00

Auditor Warrant 09/03/2013

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	3,341.22
Fischer Law Office Pllc	2,374.35
Minn Dak Asphalt Inc	47,861.76
Mn State Treasury	11,159.00
Motorola	111,962.75
Norman Mahnomen Public Health	31,056.68
Polk County Public Health	12,783.18
Thomson Reuters - West	4,299.99
19 Payments less than 2000	4,483.31
Final Total:	229,322.24

Auditor Warrant 09/03/2013

<u>Vendor Name</u>	<u>Amount</u>
1 payments less than 2000	641.39
Final Total:	641.39

Auditor Warrant 09/04/2013

<u>Vendor Name</u>	<u>Amount</u>
1 payments less than 2000	1072.06
Final Total:	1072.06

Auditor Warrant 09/04/2013

<u>Vendor Name</u>	<u>Amount</u>
SelectAccount	2075.50
1 payments less than 2000	805.50
Final Total:	2881.00

Auditor Warrant 09/05/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	21,925.41
Final Total:	21,925.41

Auditor Warrant 09/06/2013

<u>Vendor Name</u>	<u>Amount</u>
3 payments less than 2000	64.86
Final Total:	64.86

Auditor Warrant 09/09/2013

<u>Vendor Name</u>	<u>Amount</u>
1 payments less than 2000	1789.50
Final Total:	1789.50

Auditor Warrant 09/09/2013

<u>Vendor Name</u>	<u>Amount</u>
1 payments less than 2000	120.01
Final Total:	120.01

Auditor Warrant 09/10/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	3,984.02
Final Total:	3,984.02

Auditor Warrant 09/10/2013

<u>Vendor Name</u>	<u>Amount</u>
Bert's Truck Equip Of Moorhead	173,431.94
Bremer Bank Na	260,000.00
Crookston City	3,000.00
Fosston Municipal Utilities	35,094.65
North Country Security Inc	4,226.14
Ottertail Power Co	4,741.71
Rust Stock Rasmusson	2,992.50
Sanford Clinic Fargo Region	2,872.00
TAPCO	39,977.92
Thygeson Construction Co	111,937.06
Thygeson Construction Co	51,499.80
Wild Rice Elec Co- Op Inc	2,342.64
21 Payments less than 2000	12,630.16
Final Total:	704,746.52

Auditor Warrant 09/11/2013

<u>Vendor Name</u>	<u>Amount</u>
1 payments less than 2000	15.00
Final Total:	15.00

Auditor Warrant 09/13/2013

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield of MN	121,490.50
Final Total:	121,490.50

Auditor Warrant 09/16/2013

<u>Vendor Name</u>	<u>Amount</u>
1 payment less than 2000	15.00
Final Total:	15.00

Auditor Warrant 09/16/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	2,189.82
Final Total:	2,189.82

Auditor Warrant 09/17/2013

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Envirotech Services	8,826.48
Garden Valley Telephone Co	5,368.11
JD Peterick Inc	94,500.00
Knife River Materials	195,324.84
Kue Contractors Inc	43,267.00
Lakeland Mental Health Center Inc	3,502.00
Norman Mahnomen Public Health	2,793.00

Ottertail Power Co	5,956.60
Polk County Public Health	16,509.00
Vogt's Dirt Service	27,360.00
28 Payments less than 2000	17,678.54
Final Total:	423,738.57

Auditor Warrant 09/17/2013

<u>Vendor Name</u>	<u>Amount</u>
1 payments less than 2000	24.00
Final Total:	24.00

Auditor Warrant 09/23/2013

<u>Vendor Name</u>	<u>Amount</u>
2 payments less than 2000	1602.71
Final Total:	1602.71

Auditor Warrant 09/24/2013

<u>Vendor Name</u>	<u>Amount</u>
Hagen Construction	6,071.67
Halstad Telephone Co	9,987.64
Liberty Business Systems Inc	6,048.68
Polk County	87,627.57
Polk County Administrator	8,682.00
Polk County Environmental Services	3,567.00
Tri County Community Corr	5,200.29
University Of North Dakota	5,242.67
25 Payments less than 2000	10,176.57
Final Total:	142,604.09

MANUAL WARRANTS 9/12/2013

VENDOR NAME	AMOUNT
Bremer Service Center	66.26
FINAL TOTAL	\$66.26

MANUAL WARRANTS 9/20/2013

VENDOR NAME	AMOUNT
Mn Dept Of Rev Tax Division	91,980.67
Mn Revenue \	7,445.30
MN Dept of Revenue	3,522.00
FINAL TOTAL	\$102,947.97

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m. on October 15, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

October 1, 2013