

NOVEMBER 1, 2016
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., November 1, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Joan Lee, Commissioner Don Diedrich and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the November 1, 2016 revised agenda adding Sarah Reese, Public Health and Jon Steiner, Environmental Services.

CONSENT AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the November 1, 2016 consent agenda:

1. Approve Auditor Warrants.
2. Approve the October 25, 2016 Board minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$11,635.44 for credit card purchases.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth his upcoming schedule.
2. Commissioner Lee brought forth that she attended the AMC district meeting. Also brought forth was discussion regarding the increasing immigrant population. In addition, she attended the Polk County Association of Townships. Also brought forth was discussion regarding the Hovland Marsh which is apparently moving forward.
3. Commissioner Nicholas brought forth that he attended the AMC district meeting. In addition, he participated the emergency preparedness meeting.
4. Commissioner Bunes brought forth that he attended the AMC district meeting.
5. Commissioner Diedrich brought forth that he participated in the AMC district meeting. In addition, he attended the Polk County Township Association meeting and participated in the planning commission.

RED LAKE RIVER CORRIDOR

Linda Kingery, Executive Director of the Red Lake River Corridor and Shannon Stassen, City of Crookston Administrator came before the Board with matters pertaining to the Red Lake River Corridor:

1. Red Lake River Corridor Project Update

An update was given to the Board regarding the Red Lake River Corridor.

PLANNING AND ZONING

1. Resolution (2016-55) Conditional Use Permit Bruce & Jennifer Otteson to Hook a Compliant Septic System to an Accessory Structure in the Shoreland Zoning District

Resolution (2016-55) was offered by Commissioner Diedrich seconded by Commissioner Bunes and adopted upon the following vote: YEAS: Lee, Diedrich, Nicholas, Bunes and Strandell. NAYS: None. See Resolution (2016-55) on file in the office of the Polk County Administrator.

2. Resolution (2016-56) Conditional Use Permit – Robert & Judy Johnson to Hook a Compliant Septic System to an Accessory Structure in the Shoreland Zoning District

Resolution (2016-56) was offered by Commissioner Bunes seconded by Commissioner Diedrich and adopted upon the following vote: YEAS: Lee, Diedrich, Nicholas, Bunes and Strandell. NAYS: None. See Resolution (2016-56) on file in the office of the Polk County Administrator.

3. Resolution (2016-57) 2016 Polk County Aquatic Invasive Species Plan 2016 Polk County Aquatic Invasive Species Plan

RESOLUTION (2016-57)

The following resolution (2016-57) was offered by Commissioner Lee:

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Polk County was allocated \$24,932 for 2014, \$55,405 for 2015, \$55,187.00 for 2016, \$65,563 for 2017 and years following, and

WHEREAS, the legislation requires that Polk County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of AIS at water access sites within the County, and

WHEREAS, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received, and

WHEREAS, the threat of the introduction and spread of AIS is acknowledged as a serious concern to the health of the environmental and economic health of Polk County, and

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners designates oversight of Polk County's AIS prevention efforts to the Polk County Environmental Services Department and delegates to them the responsibility to prepare, implement and report annually a plan to allocate the funding in accordance with the above legislation. Allocation of funding, grant requests and plan updates are to be approved by the Polk County AIS Taskforce. A copy of the approved AIS plan will be kept on file in the Polk County Environmental Services Department.

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

HIGHWAY

Rich Sanders, Polk County Highway Engineer came before the Board with matters pertaining to his department:

1. Crookston Township Road Petition

Discussion was held with the Board regarding the Crookston Township Road Petition. Minnesota Statutes 163.16 regarding Impassable Roads was distributed and also discussed with the Board. (Statute on file in the Administrator's Office). It is the recommendation of Rich Sanders that no action be taken as the road is not impassable.

2. Snow Removal Polk County Properties in Crookston

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept the quote from Total Lawn Care/Morgan Terpstra for sidewalk snow removal for Polk County properties in Crookston, MN in the amount of \$400.00 per event. (Amount is subject to change according to snowfall).

3. Snow Removal Polk County Properties in East Grand Forks

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the quote from Chad Gibs for the next 3 years for sidewalk and parking lot snow removal for Polk County properties in East Grand Forks, MN in the amount of \$260.00 per 1-3" snowfall/per event, \$400 per 4-6" per event. (Each additional inch lots and shovel \$65.00) (Sidewalk only \$65.00). (Amounts are subject to change according to snowfall)

TAX PAYER SERVICE CENTER

Michelle Cote, Tax Payer Service Center came before the Board with matters pertaining to the Assessor's Department:

1. Fill Appraiser Vacancy

Due to a resignation in the Assessor's Office a motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve posting/refilling the Appraiser Tax Officer position.

SHERIFF

Barb Erdman, Polk County Sheriff along with Jim Tadman, Chief Deputy and Brian Lundeen, Sergeant came before the Board with matters pertaining to the Sheriff's department:

1. 2017 Vehicle Purchase Request

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Polk County Sheriff's Office to request quotes for 2017 vehicle purchases.

2. 2017 Position Request

Discussion was brought forth for consideration regarding the addition of 1 full-time Deputy Sheriff position to the 2017 budget.

NW MN LIASON/OFFICE OF TRAFFIC SAFETY

Becky Putzke, NW MN Liason/Office of Traffic Safety came before the Board regarding an award:

1. Toward Zero Death (TZD) Award of Equipment

A Traffic Radar Award was presented to the Polk County Board and the Polk County Sheriff's Office acknowledging the outstanding performance of patrol deputies working TZD shifts promoting traffic safety in Polk County. A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the Traffic Radar Award of radar equipment with gratitude for the recognition.

***PUBLIC HEALTH**

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

1. Out of State Travel

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve out of state travel for Judy Ophus, Public Health Nurse to attend the Unit 2 Nurse Family Partnership training in Denver, CO from December 5 – December 9, 2016. All expenses paid by MDH MIECHV and Nurse Family Partnership Expansion funds.

****ENVIRONMENTAL SERVICES**

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

1. Resolution (2016-58) MPCA Environmental Assistance Grant

MPCA ENVIRONMENTAL ASSISTANCE GRANT

RESOLUTION (2016-58)

The following resolution (2016-58) was offered by Commissioner Strandell:

WHEREAS, Polk County Environmental Services has applied for one or more grants from the Minnesota Pollution Control Agency (MPCA), under its FY 2017 Environmental Assistance Grant Program; and

WHEREAS, If MPCA funding is received, Polk County Environmental Services is committed to implementing the proposed project(s) as described in the Grant Application; and

WHEREAS, MPCA requires that Polk County Environmental Services would enter into one or more Grant Agreements with the MPCA that identifies the terms and conditions of the funding award;

BE IT THEREFORE RESOLVED, Polk County hereby agrees to enter into and sign a Grant Agreement(s) with the MPCA to carry out the project specified therein and to comply with all terms, conditions, and matching provisions of the Grant Agreement on its behalf.

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

ADMINISTRATION

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

1. 2017 Budget

Discussion was held with the Board regarding 2017 budget developments.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 10/04/2016			
<u>Vendor Name</u>			<u>Amount</u>
		Cardmember Service	2,089.45
		Cardmember Service	9,819.49
		Cole Papers Inc	2,674.13
		Crookston Daily Times	3,480.88
		Lenes Sand & Gravel Inc	9,002.50
		Norman County Public Health	9,694.00
		Polk County Public Health	65,586.57
		RJ Zavoral & Sons Inc	210,168.11
		Sackett/James	2,996.86
13	Payments	2000	6,711.93
	less than		
		Final Total:	322,223.92

AUDITOR WARRANTS 10/05/2016

<u>Vendor Name</u>	<u>Amount</u>
2 Payments 2000 less than	30.00
Final Total:	30.00

AUDITOR WARRANTS 10/11/2016

<u>Vendor Name</u>	<u>Amount</u>
EGF Water & Light Dept	2,172.54
GreatAmerica Financial Services	10,702.82
Halstad Telephone Co	9,408.52
Knife River Materials	375,252.34
KRONOS	3,271.66
Lenes Sand & Gravel Inc	19,883.68
Malwarebytes Corporation	3,685.90
Mn Counties Information Sys	3,640.00
Norman County Public Health	7,431.80
Polk County Administrator	7,978.58
Polk County Public Health	19,074.03
Regents Of The Univ Of Mn	32,578.44
Safety Compliance Services	5,475.00
Streamworks LLC	9,300.00
Thygeson Construction Co	5,660.85
University Of North Dakota	5,944.50
US Postal Service (CMRS FP)	10,000.00
Vanguard Appraisals Inc	4,950.00
Voyant	10,754.74
16 Payments 2000 less than	5,648.21
Final Total:	552,813.61

AUDITOR WARRANTS 10/17/2016

<u>Vendor Name</u>	<u>Amount</u>
Northwest Minnesota Service Cooperative	124,926.00
Final Total:	124,926.00

AUDITOR WARRANTS 10/18/2016

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Camrud Law Trust Account	7,875.15
Crookston Water Department	4,640.67
East Pc Soil & Water	19,600.00
Fosston Municipal Utilities	50,397.05
Great Plains Natural Gas Co	6,071.69
Hardwick P.C./Brian T	2,895.24
Minn Dak Asphalt Inc	42,694.40
Mn State Auditor	72,644.55
Northland Community & Tech College	5,194.00
Ottertail Power Co	24,615.20
Polk Co Historical Society	7,500.00

	Polk County Administrator		21,090.00
	West Polk Soil & Water		19,600.00
26	Payments	2000	12,432.40
	less than		
	Final Total:		299,903.35

AUDITOR WARRANTS 10/25/2016

<u>Vendor Name</u>	<u>Amount</u>
D & B Construction & Landscaping	7,100.45
Fitzgerald, Reynolds, Harbott	3,898.05
Hagen Construction	6,386.79
Hardwick P.C./Brian T	6,319.23
KRONOS	3,271.66
Lake Agassiz Regional Library	63,123.75
Marshall County Coop	2,538.00
Norman County Public Health	12,613.42
Polk County	69,489.08
Polk County Administrator	3,009.00
Polk County Public Health	31,480.19
Tri County Community Corr	1,178,167.25
26 Payments 2000	10,120.49
less than	
Final Total:	1,397,517.36

AUDITOR WARRANTS 10/25/2016

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	1,033,329.37
School District 2176 Treas	54,081.73
School District 2311 Treas	7,109.71
School District 2609 Treas	386,724.63
School District 2906 Treas	5,394.55
School District 592 Treas	47,367.61
School District 593 Treas	826,527.31
School District 599 Treas	205,360.27
School District 600 Treas	109,967.94
School District 601 Treas	275,153.33
School District 630 Treas	8,331.75
Final Total:	2,959,348.20

MANUAL WARRANTS 09/30/2016

VENDOR NAME	AMOUNT
Bremer Bank NA	24,300.00
FINAL TOTAL	\$24,300.00

MANUAL WARRANTS 10/03/2016

VENDOR NAME	AMOUNT
SelectAccount	2,712.09
FINAL TOTAL	\$2,712.09

MANUAL WARRANTS 10/07/2016

VENDOR NAME	AMOUNT
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Internal Revenue Service	153,820.53
MN Revenue	25,765.61
FINAL TOTAL	\$179,586.14

MANUAL WARRANTS 10/11/2016

VENDOR NAME	AMOUNT
SelectAccount	1,850.80
FINAL TOTAL	\$1,850.80

MANUAL WARRANTS 10/17/2016

VENDOR NAME	AMOUNT
SelectAccount	3,135.21
FINAL TOTAL	\$3,135.21

MANUAL WARRANTS 10/20/2016

VENDOR NAME	AMOUNT
Mn Revenue	6,880.98
MN Dept of Revenue	72,201.72
FINAL TOTAL	\$79,082.70

MANUAL WARRANTS 10/21/2016

VENDOR NAME	AMOUNT
Internal Revenue Service	154,236.11
MN Revenue	25,823.60
FINAL TOTAL	\$180,059.71

MANUAL WARRANTS 10/24/2016

VENDOR NAME	AMOUNT
SelectAccount	4,345.26
FINAL TOTAL	\$4,345.26

MANUAL WARRANTS 10/25/2016

VENDOR NAME	AMOUNT
MN Department of Revenue Tax Division	1,202,680.16
FINAL TOTAL	\$1,202,680.16

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., November 15, 2016.

Nick Nicholas, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

November 1, 2016