

**NOVEMBER 15, 2016**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 10:00 o'clock a.m., November 15, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich, and Commissioner Joan Lee. Others present: Charles S. Whiting, Polk County Administrator, Clerk of the Board and Michelle Cote, Deputy Clerk of the Board.

**AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the November 15, 2016 agenda.

**CONSENT AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the November 15, 2016 Consent Agenda:

1. Approve the November 1, 2016 Board minutes.
2. Approve Commissioner Warrants: General Revenue Fund, \$152,916.30; Public Works Fund, \$72,482.39; Public Safety Fund, \$20,061.16; Public Health Fund, \$17,467.70; Forfeited Tax Sale Fund, \$1,426.01; CAP Grant Project, \$1,881.00; Special Assessments (Ditch) Fund, \$12,525.00; Environmental Services Fund, \$16,040.69; Resource Recovery Fund, \$45,644.41 and Landfill Fund, \$48,473.36. Per Diems, \$1,575.00; Meal Reimbursements (w/o overnight lodging) \$77.94 and Sign Audit List.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Bunes brought forth that he attended the Triple A Dancing Sky meeting. He also brought forth that he met with Ross Hier of DNR regarding the Hovland Marsh.
2. Commissioner Strandell brought forth that he participated in the Tri-County Community Corrections meeting where the census and finances were the focus. Also brought forth was discussion regarding the election room at the Law Enforcement Center Community Room and the location of the election equipment.
3. Commissioner Nicholas brought forth that he participated in the Drug Task Force meeting where grants were the focus. He also participated in Tri-County Community Corrections meeting.
4. Commissioner Diedrich brought forth discussion regarding the 2016 General Election. In addition he brought forth that he attended an MCIT meeting where ramifications of the election to the MCIT Board and cyber security were the focus.
5. Commissioner Lee brought forth that she received a phone call regarding a ditch issue and is still receiving feedback regarding the Hovland Marsh project.
6. AMC Conference – Discussion was brought forth regarding the AMC Conference and the preference of the Board to offer the commissioner elect(s) to attend. Commissioner Elect Jerry Jacobson indicated he would pay for his own transportation and lodging.

## **HIGHWAY**

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

### **1. Nielsville Bridge**

Discussion was held with the Board regarding the meeting with the Traill County Board of Commissioners on November 15, 2016 at 8:00 a.m., to discuss grant options.

### **2. OHV Grant Funds**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve applying for the OHV Grant Funds from DNR for the Polk County Agassiz Recreational Trail.

### **3. Resolution (2016-60) Approving Polk County as Legal Sponsor for Application for DNR Trail Assistance Programs Effective Fiscal Year 2017**

## **Approving Polk County as Legal Sponsor for Application for DNR Trail Assistance Programs Effective Fiscal Year 2017** **RESOLUTION (2016-60)**

The following resolution (2016-60) was offered by Commissioner Lee:

WHEREAS, Polk County desires to maintain trails for the enjoyment of the public and will act as legal sponsor for an application for the DNR Trails Assistance Program, the MN DNR Grant-in-aid Trail Permit; and

WHEREAS, Polk County may enter into agreement with the State of Minnesota for the Polk-Norman-Clay Agassiz Recreational Trail, heretofore known as the Agassiz Recreational Trail, for the portion of the trail existing in Polk County; and

WHEREAS, Polk County will comply with all applicable laws and regulations as stated in the grant contract agreement(s), permits and by all applicable federal and state laws and regulations; and

WHEREAS, Polk County recognizes and assigns Polk County Administrator Charles Whiting who will act as a fiscal agent on behalf of Polk County; and

WHEREAS, Polk County approves this resolution to be effective for acting as the legal sponsor for trail administration annually for future grant applications and permits.

NOW THEREFORE BE IT RESOLVED, That Polk County agrees to continue to act as legal sponsor for the above applications and agreements of the DNR Trails Assistance Program until such time that Polk County rescinds this sponsorship beginning Fiscal Year 2017.

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

**4. Review of Retirements in 2017**

The Polk County Highway Department is anticipating four retirements in 2017. As part of the retirement plan there is a needed overlap that will allow for on the job training with those that are retiring. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to allow the Polk County Highway Engineer to replace the employees on the Employee Retirement Replacement Plan (1 Accountant and 3 Engineering Tech IIC positions) and authorize advertising for these positions. (Employee Retirement Replacement Plan list on file in the Administrator’s Office).

\*\* Commissioner Lee left the meeting at 11:27a.m.

**VETERANS**

Kurt Ellefson, Polk County Veterans Service Officer came before the Board with matters pertaining to his department:

**1. Resolution (2016-59) Veterans Service Office Operational Enhancement Grant Program**

**Veterans Service Office Operational Enhancement Grant Program**  
**RESOLUTION (2016-59)**

The following resolution (2016-59) was offered by Commissioner Strandell:

BE IT RESOLVED, By Polk County that the County enter into the attached Grant Agreement with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county’s veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the County Veterans Service Office, as specified in Minnesota Laws 2015, Chapter 77, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, By the Polk County Board that Kurtis Ellefson, the Polk County Veterans Service Officer be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON, the above resolution was adopted at a regular meeting of the Polk County Board this 15th day of November, 2016.

\_\_\_\_\_  
*Authorized Signature and Title*

\_\_\_\_\_  
*Date*

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

## **SOCIAL SERVICES**

Kent Johnson, Social Services Director came before the Board with matters pertaining to his department:

### **1. CY 2017-2018 State of Minnesota Department of Human Services Grant Contract**

Polk County is fiscal host for Adult Mental Health Grant for the NW8 that includes the counties of Kittson, Roseau, Marshall, Red Lake, Pennington, Norman, Mahnomen and Polk. A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the State of Minnesota Department of Human Services County Grant Contract as presented to the Board. (Contract on file in the Administrator's Office)

\*\* Commissioner Lee returned to the meeting 11:34a.m.

### **2. CY 2017 Joint Powers Agreement – Minnesota Department of Employment and Economic Security (DEED)**

CY 2017 Joint Powers Agreement with DEED provides Department of Human Services grant funding for employment and training services to the Minnesota Family Investment Program (MFIP) and Diversionary Work Program participants. A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the CY 2017 Joint Powers Agreement – Minnesota Department of Employment and Economic Security (DEED) as presented to the Board. (Agreement on file in the Administrator's Office)

## **FACILITIES**

Mark Dietz, Facilities Management Director along with Scott Sosalla, Architectural Resources came before the Board with matters pertaining to the Facilities Department:

### **1. Polk County Fosston Sheriff's Office Project**

Discussion was held with the Board regarding the Polk County Fosston Sheriff's Office project. The Board reviewed the project proposals as presented. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by the following vote of the Board YEAS: Lee, Diedrich, Nicholas, and Strandell. NAYS: Bunes to accept the proposals for the 1<sup>st</sup> Level Sheriff's Office project in the amount of \$117,262.50.

The Board reviewed the project proposals as presented. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the proposals for the 2<sup>nd</sup> Floor Environmental Services project in the amount of \$105,945.08.

### **2. Review of Polk County Projects**

Discussion was held with the Board regarding the project status of the ongoing Polk County projects.

## **ASSESSMENT SERVICES**

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

### **1. Resolution (2016-61) Repurchase of Tax Forfeited Property – 42.00004.02**

**Repurchase of Tax Forfeited Property – 42.00004.02**  
**RESOLUTION (2016-61)**

The following resolution (2016-61) was offered by Commissioner Diedrich:

WHEREAS, The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS, Marlene Miller has made proper application and payment for the repurchase of parcel 42.00004.02.

THEREFORE BE IT RESOLVED, That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 42.00004.02 to Marlene Miller.

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

**2. TNT Overview**

Discussion was held with the Board regarding the TNT notices.

**ADMINISTRATION**

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

**1. Annex Grading Cost Reconciliation**

The Polk County Highway Department incurred costs for fill and grading of the Annex building demolition site. A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve payment to the Polk County Highway Department in the amount of \$68,486.90 from the Facilities Management budget line item 01-111-185-6602.

**2. Approval of Updated Polk County Data Practices Guidelines and Procedures**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the updated Polk County Data Practices and Guidelines Procedures with the addition of Appendix E regarding Data Security Breach Protocol to the County's Data Practice Guidelines and Procedures Policies as presented to the Board. (Polk County Data Practices Guidelines and Procedures handout on file in the Administrator's Office)

**3. 2017 Budget**

Discussion was held with the Board regarding the 2017 budget.

**COMMISSIONER WARRANTS**

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

**COMMISSIONER WARRANTS  
DATED 11/18/2016  
APPROVED 11/15/2016**

<u>Vendor Name</u>	<u>Amount</u>
Architectural Resources Inc	2,489.53
Assoc Of Mn Counties	2,250.00
Bergstrom Electric Inc	8,757.88
Central States Wire Products Inc	3,565.00
Church & Dwight Co Inc	16,572.08
Climate Makers	10,322.73
County Pet Foods, LLC	3,545.64
Crookston Fuel Company	8,713.44
CSP Delivery Inc	2,604.00
DeBoer Industries Inc	8,449.12
DS Solutions Inc	2,867.00
GP Excavating LLC	11,960.00
Grove Mechanical Inc	2,144.36
Harlan's Boats R Us	3,032.68
Inmate Services Corporation	2,993.00
Jobs HQ	2,394.00
Johnson Controls Inc	2,298.50
Jsb Engineered Solutions	2,956.50
Kris Engineering	7,379.16
Kustom Kollision	5,352.41
Lepier Oil Company Inc	4,689.84
Morris Electronics Inc	7,646.51
North Country Business Prod	2,455.65
Northside Express	2,112.60
Pemberton Sorlie Rufer & Kershner PLLP	6,275.67
Polk County	4,811.43
Polk County Highway Department	58,086.82
ReitRock Paving LLC	7,250.00
Royal Tire	2,551.26
Sampletech	2,875.00
Scan Air Filters Inc	2,001.56
Todd's Tire Service Inc	3,717.44
True North Steel	5,025.00
US Bank Voyager Fleet Sys	3,316.61
Wenck Associates Inc	29,562.85
Ziegler Inc	23,370.70
272 Payments less than 2000	112,522.05
<b>Final Total:</b>	<b>388,918.02</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m.,  
November 22, 2016.

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Nick Nicholas, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board