

**JANUARY 19, 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., January 19, 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, County Administrator, Clerk of the Board Others present: Valerie Bjerk, Deputy Clerk of the Board.

**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 January 19, 2016.

**CONSENT AGENDA**

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Consent Agenda for January 19, 2016:

1. Approve Commissioner Warrants: General Revenue Fund, \$473,848.08; Public Works Fund, \$60,291.73; Public Safety Fund, \$92,269.46; Public Health Fund, \$49,191.40; Forfeited Tax Sale Fund, \$70.34; Union/Lake Sarah Bond, \$450.00; Special Assessments (Ditch Fund), \$144.85; Environmental Services Fund, \$34,326.33; Resource Recovery Fund, \$59,558.99; Landfill Fund, \$25,591.86; Agency Fund, \$879.00; Per Diems, \$2,025.00; Meal Reimbursements (without overnight lodging), \$60.38 and Sign Audit List.
2. Approve the January 5, 2016 Board Minutes.
3. Approve for Signature the FY 2015 State of Minnesota Board of Water and Soil Resources MPCA 2014 County Feedlot Performance Grant Agreement.
4. Approve for Payment Lost Warrant No. 212936 in the name of Jerry's Lock & Key Service, Warrant Dated November 20, 2015 in the amount of 70.34.
5. Approve payment to Sarah Reese, Public Health in the amount of \$672.42 for MCL Blinds for the Facilities Management Department.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Nicholas brought forth that he attended a Tri-Valley meeting where housing projects were discussed. Also attended was a Polk-Norman-Mahnomen Public Health meeting in Fertile, MN. Commissioner Nicholas asked if any Board members had received meeting information from Dan Larson/MRCC. Commissioner Nicholas stated he will not be in attendance at the upcoming January 26, 2016 Board meeting.
2. Commissioner Lee brought forth that she spoke with the Rotary Club in Fosston. She also attended a Soil and Water Conservation District meeting where budgeting was discussed. Via-telephone/e-mails 4-H was discussed. A phone call was received from Todd Larson of Enbridge regarding the pipeline.
3. Commissioner Strandell brought forth that he attended a Tri-County Community Corrections meeting where a new food service provider and revenues were discussed. Also attended was the Northwest Regional Development Commission meeting.

4. Commissioner Bunes brought forth that he took part in his first Legislative Radio Board meeting/via conference call. Also attended was the Radio Board meeting in Thief River Falls, MN and the Polk-Norman-Mahnomen Public Health meeting in Fertile, MN. A meeting with Margo Bowerman, 4-H will be held on January 20, 2016. Upcoming January 2016 meetings were also discussed between the Board members.
5. Commissioner Diedrich brought forth that he attended a Tri-Valley meeting where motions for reports were discussed. Also attended was a NW Mental Health meeting where joint cooperation was discussed. Also mentioned was the upcoming Law Library meeting.

### **TAXPAYER SERVICE CENTER**

Rob Wagner, Director of Assessment Services came before the Board with matters pertaining to the Taxpayer Service Center:

- 1. Module to Facilitate Transfer of Data from DOCUPRO to Vanguard**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the purchase of a Data Exporter Module from Tyler Technologies, Lubbock, TX in the amount of \$2,296.00 which includes the first year of maintenance to be paid out of the Recorder Technology Funds.

- 2. 2016 Retainer Agreement – Rinke Noonan**

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize the Director of Property Records to sign the 2016 Retainer Agreement with Law Firm Rinke Noonan in the amount of \$200.00 per month for ditch and drainage issues.

- 3. Temporary Part-Time Employee (Project Based)**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the advertising and hiring of a temporary part-time/non benefitted position for the purpose of scanning and indexing records in the Taxpayer Service Center – Recorder Division.

- 4. Thomson Reuters Tax Contract**

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Ratification of the Master Agreement and Master Schedule for Licensed Software, Hardware, and Services Between Minnesota Counties Computer Cooperative and Thomson Reuters Tax & Accounting, Government (TRTA Gov) (Manatron, Inc., - A Thomson Reuters Business for the maintenance and support of the Aumentum Tax Software).

- 5. Review Request for Homestead Abatement**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the following request for homestead abatement:

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
JASON D FRANKLIN 1622 13TH AVE SE EAST GRAND FORKS MN 56721	83.04018.00 Greenway Crossing 2 <sup>nd</sup> Resub Lot 12 Blk 3 City of East Grand Forks	\$208	Homestead Application Reduction for Taxes Payable 2015

**SOCIAL SERVICES**

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

**1. HealthPartners Participating Provider Agreement, Medicare Cost Addendum, State Public Programs Addendum, Payment Addendum, Services Addendum Intake and Eligibility for Targeted Case Management, Services Addendum Targeted Case Management and Payment Addendum**

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the HealthPartners Participating Provider Agreement along with the Medicare Cost Addendum, State Public Programs Addendum, Payment Addendum, Services Addendum Intake and Eligibility for Targeted Case Management, Services Addendum Targeted Case Management and Payment Addendum as presented to the Board. (Agreement on file in the Administrator’s Office).

**2. CY 2016 Adult and Children’s Crisis Response Service Grants**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the CY 2016 Adult and Children’s Crisis Response Service Grants as presented to the Board. (Grants on file in the Administrator’s Office).

**3. CY 2016 Adult Mental Health Grant Award**

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the CY 2016 Adult Mental Health Grant Award as outlined in the letter from the Minnesota Department of Human Services dated December 31, 2015. (Grant letter on file in the Administrator’s Office).

**4. CY 2016 State/County Child Support Cooperative Agreement**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the CY 2016 Minnesota State/County Child Support Cooperative Agreement (Agreement on file in the Administrator’s Office)

**ENVIRONMENTAL SERVICES**

Josh Holte, Assistant Environmental Services Administrator came before the Board with matters pertaining to Environmental Services:

**1. 2016 Waste Haulers License Application**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the conditional issuance of Polk County 2016 Waste Haulers License to applicants identified upon receipt or update of required information. (Anderson Disposal, Les's Sanitation and T&K Outdoors)

**2. Replace Facility Yard Operator Position/Fosston**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve refilling the Facility Yard Operator position due to a pending retirement and any resulting position that may be created due to internal movement of employee(s).

**ADMINISTRATION**

Charles Whiting, Administrator came before the Board with matters pertaining to his department along with Darin Carlstrom, Project Engineer with matters pertaining to the Highway Department:

**1. Greater Iowa Asphalt Conference - Highway Department**

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 Richard Sanders, Highway Engineer to attend the Greater Iowa Asphalt Conference in Des Moines, IA, March 2 – March 4, 2016.

**2. ESRI Software – Highway Department**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote for renewing ESRI GIS Software for Planning and Zoning, Assessors, Ditch, Highway, and GIS in the total amount of \$11,549.38.

**3. CP 115-00-01 Gravel Stock Pile – Minn Dak Asphalt – Highway Department**

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performance and Certificate of Final Acceptance for CP 115-00-01 and have the Polk County Engineer sign the Certificate of Performance and the Polk County Engineer and Polk County Administrator sign the Certificate of Final Acceptance and Final Voucher.

**4. SP 060-602-019/CSAH 2 Overlay, SP 060-608-013/CSAH 8 Overlay, and SP 060-645-023/CSAH 45 Overlay Minn Dak Asphalt – Highway Department**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performance and Certificate of Final Acceptance for SP 060-602-019/CSAH 2 Overlay, SP 060-608-013/CSAH 8 Overlay, and SP 060-645-023/CSAH 45 Overlay and have the Polk County Engineer sign the Certificate of Performance and the Polk County Engineer and Polk County Administrator sign the Certificate of Final Acceptance and Final Voucher.

**5. Diesel Fuel Quotes – Highway Department**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award the diesel fuel quote to Northdale Oil, Inc., East Grand Forks, MN for 2016.

**6. Resolution (2016-8) MNDOT Agreement 1002278 – Highway Department**

**MNDOT Agreement 1002278**  
**RESOLUTION (2016-8)**

The following resolution (2016-8) was offered by Commissioner Diedrich:

BE IT RESOLVED, That pursuant to Minnesota Statute Section 161.36, the Commissioner of Transportation be appointed as Agent of the County of Polk to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, That the Chairman and the Clerk of the Board are hereby authorized and directed for and on behalf of Polk County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1002278, a copy of which said agreement was before the Polk County Board and which is made a part hereof by reference.

NOW THEREFORE BE IT RESOLVED, That the Chairman of the Board and the Clerk of the Board are hereby authorized to sign on behalf of Polk County.

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

**7. Approval of Labor Agreement – Teamsters #320 Dispatchers Unit**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Labor Agreement between Polk County and the Minnesota Teamsters Public and Law Enforcement Employees’ Union, Local #320 – Representing the Sheriff’s Department Dispatcher Unit from January 1, 2016 through December 31, 2018. (Labor Agreement on file in the Administrators Office).

**8. Authorization to Submit Application for Made In Minnesota Program – Solar Power Tax Credit Lottery**

Discussion was held with the Board regarding Novel Energy Solutions proceeding with the County’s application for the 2016 Made In Minnesota Program and assign the Board Chair and the County Administrator to sign the application paperwork. No action was taken at this time.

Charles Whiting, Administrator along with Kirsten Fagerlund, Public Health came before the Board to discuss the Nutrition Policy:

**9. Nutrition Policy**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the presented Nutrition Policy that was developed by the Polk County Wellness Employee Committee (a collection of county employees under the guidance of Public Health). This policy

will be added to the Polk County Personnel Policy Manual. (Nutrition Policy on file in the Administrator's Office)

**COMMISSIONER WARRANTS**

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

COMMISSIONER WARRANTS  
DATED 01/22/2016  
APPROVED 01/19/2016

<u>Vendor Name</u>	<u>Amount</u>
American Services Corp	3,457.38
American Solutions For Business	5,563.09
Assoc Of Mn Counties	15,010.00
Chiller Systems Inc	4,120.00
Christian Brothers Ford Inc	2,179.68
Code 4 Services LLC	33,431.42
Compass Minerals America	5,737.30
Crookston Fuel Company	2,440.30
Donarski Brothers Inc	5,250.00
Dorsey & Whitney	6,500.00
Helmer Scientific	10,820.80
HN Quality Plumbing Inc	6,117.84
Hometown Management Inc	4,071.75
Honeywell International Inc	5,463.31
HP INC	4,014.28
Information Systems Corp	2,724.38
Johnson Controls Inc	20,742.00
Jsb Engineered Solutions	4,777.00
KRONOS	3,171.80
Lawson Products Inc	2,294.93
Lenes Sand & Gravel Inc	9,483.44
Lepier Oil Company Inc	4,508.02
LMN Contracting	2,350.00
Lunseth Plumbing & Heating	3,010.03
MCCC MI 33	70,638.90
MCCC MI 33	7,596.63
MCIT	2,959.00
McKesson Medical Surgical	2,020.47
Miller Insulation Co Inc	10,000.00
Minnesota Sheriffs' Association	9,410.20
Mn Counties Information Sys	3,640.00
MN Counties Intergov'l Trust	13,370.00
Mn State Auditor	6,916.00
Morris Electronics Inc	2,406.80
Motorola	18,728.00
Natronx Technologies Llc	8,359.05
North Country Business Prod	3,013.19

Northdale Oil	2,442.61
Northern Propane	2,803.90
Northside Express	3,359.36
Otis Elevator Company	6,127.92
Pemberton Sorlie Rufer & Kershner Pllp	29,509.56
Peterson Construction Co Inc	161,900.12
Peterson Sheet Metal	2,909.16
Polk County Administrator	5,799.63
Polk County Highway Department	6,643.03
Polk County Solid Waste	39,656.40
Powerphone Inc	2,006.00
Productivity Plus Account	2,193.80
RDO Truck Centers	5,498.60
Reese Electric	5,392.92
Sampletech	9,450.00
SimplexGrinnell	8,213.53
Team Laboratory Chemical Corp	2,049.50
TheraCom LLC	3,024.36
U S Water Services	3,792.18
Union Lake Sarah Improvement Dist	3,100.00
Urt Llc	3,350.48
US Bank Voyager Fleet Sys	2,650.92
Veit & Company Inc	2,170.00
Wenck Associates Inc	7,691.98
Wenck Associates Inc	11,121.50
Widseth Smith Nolting & Assoc	19,717.25
Xerox Business Services LLC	5,607.77
298 Payments 2000	112,142.57
less than	
<b>Final Total:</b>	<b>796,622.04</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., January 26, 2016.

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Craig Bunes, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board