

**FEBRUARY 2, 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., February 2, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, and Commissioner Joan Lee, Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Don Diedrich and Charles S. Whiting, County Administrator, Clerk of the Board were absent.

**REVISED AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Revised February 2, 2016 Board agenda changing the dollar amount on No. 3 and adding No. 5 under the Consent Agenda.

**REVISED CONSENT AGENDA**

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Revised February 2, 2016 consent agenda.

1. Approve Auditor Warrants.
2. Approve the January 26, 2016 Board Minutes.
3. \*Approve payment to Card Member Services, St. Louis, MO in the amount of \$3,498.55 for Credit Card Purchases.
4. Approve payment SHI International Corporation, Somerset, NJ in the amount of \$12,150.00 for Microsoft Licensing/Software for the IT Department.
5. \*\*Approve payment to ProWest, Walker, MN in the amount of \$360.00 for Legal Description Training.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended the Northland Community College 40<sup>th</sup> Anniversary event.
2. Commissioner Nicholas brought forth that he attended a Drug Task Force Meeting where grant amounts were the focus. Also brought forth was that he participated in Negotiations/Personnel Committee meeting with several bargaining units.
3. Commissioner Lee brought forth that she attended an Aquatic Species meeting where public education was the focus.
4. Commissioner Bunes brought forth that he participated in the Negotiations/Personnel Committee meeting with several bargaining units.
5. Commissioner Diedrich was absent.

**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 Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve conditional issuance of Polk

County 2016 Waste Haulers License to applicants identified upon receipt or update of required information. (TC Lighting, Lenex Sand and Gravel, Sani-Max and Tipton Grease Service, Inc.)

### **SOCIAL SERVICES**

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

#### **1. CY 2016 Adult Mental Health Grants**

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve acceptance of the CY 2016 Adult Mental Health Grants/CSP Grant Award outlined in the Department of Human Services acceptance letter. (Letter on file in the Administrator's Office)

### **VALLEY MED FLIGHT**

Jacob Narlock and Rob Miller Valley Med Flight Personnel came before the Board regarding The Valley Med Flight Proposal:

#### **1. Valley Med Flight Proposal**

A proposal/contract and membership fees were presented to the Board along with discussion regarding Valley Med Flight. (Proposal/Contract on file in the Administrator's Office)

### **FACILITIES MANAGEMENT**

Mark Dietz, Facilities Management Director came before the Board with matters pertaining to his department:

#### **1. Polk County DEED Lease**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the lease between Polk County and the State of Minnesota Department of Employment and Economic Development (DEED) Office located in East Grand Forks, MN. (Lease on file in the Administrator's Office)

#### **2. Polk County Justice Center HVAC Project**

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the proposal offered by Johnson Controls, Fargo, ND in the amount of \$14,790.00 to clean air handler coils No. 3, No. 4 and No. 6 in the Polk County Justice Center.

#### **3. Justice Center Construction Project Change Order No. 002**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve Change Order No. 002 to provide access control into the new Polk County Attorney and Polk County Public Health spaces at the Justice Center in the amount of \$77,153.00.

### **PUBLIC HEALTH**

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

**1. UMC Student Experience/Internship**

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the University of Minnesota Crookston (UMC) Agreement allowing Rachel Freund a public health experience with the Polk County Public Health Department.

**2. Amended and Restated Joint Powers Agreement**

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the amended and restated Joint Powers Agreement between Polk, Norman and Mahnommen Counties establishing a Joint Community Health Board. (Agreement on file in the Administrator’s Office)

**HIGHWAY**

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

**1. Retro-Reflectometer**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve purchasing a Retro-Reflectometer from Professional Pavement Products, Inc., Houston, TX in the amount of \$7,586.75.

**2. Trailer Purchase**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to purchase a Tow Master, T-50 2016 Equipment Transport Trailer from RDO Equipment, Grand Forks, ND in the amount of \$24,339.00 (Includes Trade-In)

**3. Engineering Pickup Purchase**

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve purchasing a Ram Tradesman/Express 2015 4x4 ½ Ton Crew Cab Pickup Truck from Lithia CJDR, Grand Forks, ND in the amount of \$27,946.00.

**AUDITOR WARRANTS**

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

**AUDITOR WARRANTS 12/30/2015**

<u>Vendor Name</u>	<u>Amount</u>
MN Counties Intergov'l Trust	528,846.00
<b>Final Total:</b>	<b>528,846.00</b>

**AUDITOR WARRANTS 12/31/2015**

<u>Vendor Name</u>	<u>Amount</u>
Hoffman, Philipp, & Knutson	19,068.00
<b>Final Total:</b>	<b>19,068.00</b>

**AUDITOR WARRANTS 01/05/2016**

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	10,592.62
Donarski Brothers Inc	98,775.95
Mn Dept Of Corrections	2,651.40
14            Payments            2000	6,852.39
less than	
<b>Final Total:</b>	<b>118,872.36</b>

#### AUDITOR WARRANTS 01/15/2016

<u>Vendor Name</u>	<u>Amount</u>
Cheryl's Cleaning Service	2,350.00
Emergency Communications Network LLC	18,113.00
Fitzgerald,Reynolds & Harbott PLLP	2,973.30
GeoComm Inc	12,053.00
Global Software	30,007.00
Halstad Telephone Co	9,362.70
Hardwick P.C./Brian T	4,388.95
Information Systems Corp	9,408.00
M&I Lockbox Mccc	10,326.32
Mn State Treasury	8,048.00
Norman Mahnomen Public Health	14,523.62
Northland Business Systems	3,308.00
Peterson Sheet Metal	63,355.50
Polk County Public Health	144,823.04
Sather Law Office Ltd	6,659.81
Total Lawn Care & Landscaping	2,227.50
Tri County Community Corr	1,178,167.25
Veripic Inc	7,055.00
Wilkens Inc/Lyle	8,503.20
Zayo Enterprise Networks	12,003.81
27            Payments            2000	11,895.87
less than	
<b>Final Total:</b>	<b>1,559,552.87</b>

#### AUDITOR WARRANTS 01/19/2016

<u>Vendor Name</u>	<u>Amount</u>
American Communications Inc	30,180.00
Crookston Water Department	2,860.51
Fosston Municipal Utilities	45,621.90
Great Plains Natural Gas Co	11,406.62
Ottertail Power Co	15,686.57
Polk County Environmental Services	2,701.61
RDO Equipment Company	3,950.00
27            Payments            2000	10,626.46
less than	
<b>Final Total:</b>	<b>123,033.67</b>

#### AUDITOR WARRANTS 01/19/2016

<u>Vendor Name</u>	<u>Amount</u>
Northwest Minnesota Service Cooperative	121,370.00
<b>Final Total:</b>	<b>126,477.00</b>

AUDITOR WARRANTS 01/21/2016

<u>Vendor Name</u>	<u>Amount</u>
Brandsvold Township Treasurer	4,461.36
Bremer Bank Na	45,634.88
Climax City Treasurer	2,464.79
Columbia Township Treasurer	3,120.87
County Emergency Medical Serv.	6,809.27
Crookston Area Ambulance Inc	2,967.98
Crookston City	31,552.19
East Grand Forks City	70,841.88
Erskine City Clerk-Treasurer	6,736.58
Farley Township Treasurer	2,379.58
Fertile City	5,845.82
First Care Medical Services	3,661.59
Fisher City	3,870.45
Fosston City	3,010.30
Garden Township Treasurer	2,080.15
Garfield Township Treasurer	2,929.87
Hill River Township Treasurer	3,877.85
Huntsville Township Treasurer	2,071.14
Keystone Township Treasurer	3,155.92
Knute Township Treasurer	4,204.41
Mcintosh City	6,529.42
Mentor City	2,830.62
Middle-Snake-Tamarac Rivers Wtrshd Dist	8,392.53
NWMN HRA	3,139.19
Queen Township Treasurer	3,605.53
Red Lake Watershed District	21,384.16
Sand Hill River W S District	16,712.90
Sandsville Township Treasurer	2,802.92
Scandia Township Treasurer	2,275.91
School District 2176 Treas	11,165.09
School District 2311 Treas	3,860.76
School District 2609 Treas	47,242.44
School District 592 Treas	8,857.12
School District 593 Treas	36,878.01
School District 599 Treas	17,699.46
School District 600 Treas	13,599.10
School District 601 Treas	28,325.16
School District 630 Treas	2,051.50
Sletten Township Treasurer	2,825.98
Winger City Clerk Treasurer	3,690.61
Winger Township Treasurer	7,108.36
Woodside Township Treasurer	4,619.25
55 Payments 2000	42,141.44
less than	
<b>Final Total:</b>	<b>509,414.34</b>

AUDITOR WARRANTS 01/25/2016

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
GreatAmerica Financial Services	9,676.29
Hagen Construction	6,932.67
Hardwick P.C./Brian T	2,270.60
KRONOS	3,175.65
Lenes Sand & Gravel Inc	15,738.21
Minn Dak Asphalt Inc	56,369.85
Minn Dak Asphalt Inc	3,756.93
Norman County Public Health	5,360.30
Office of MN.IT Services	2,404.00
Ottertail Power Co	11,239.42
Polk County	75,258.08
Polk County Public Health	16,664.53
Safety Compliance Services	2,200.00
29 Payments 2000 less than	14,844.46
<b>Final Total:</b>	<b>228,543.99</b>

**MANUAL WARRANTS 12/30/2015**

VENDOR NAME	AMOUNT
Internal Revenue Service	138,120.65
<b>FINAL TOTAL</b>	<b>\$138,120.65</b>

**MANUAL WARRANTS 12/31/2015**

VENDOR NAME	AMOUNT
MN Revenue	22,784.73
<b>FINAL TOTAL</b>	<b>\$22,784.73</b>

**MANUAL WARRANTS 12/31/2015**

VENDOR NAME	AMOUNT
MN Department of Revenue	333.14
<b>FINAL TOTAL</b>	<b>\$333.14</b>

**MANUAL WARRANTS 01/04/2016**

VENDOR NAME	AMOUNT
CMS	9,636.00
<b>FINAL TOTAL</b>	<b>\$9,636.00</b>

**MANUAL WARRANTS 01/04/2016**

VENDOR NAME	AMOUNT
SelectAccount	10,565.27
<b>FINAL TOTAL</b>	<b>\$10,565.27</b>

**MANUAL WARRANTS 01/05/2016**

VENDOR NAME	AMOUNT
MN Department of Revenue	170.41
<b>FINAL TOTAL</b>	<b>\$170.41</b>

**MANUAL WARRANTS 01/12/2016**

VENDOR NAME	AMOUNT
SelectAccount	8,843.56

<b>FINAL TOTAL</b>	<b>\$8,843.56</b>
<b>MANUAL WARRANTS 01/15/2016</b>	
VENDOR NAME	AMOUNT
Internal Revenue Service	141,384.00
MN Revenue	23,369.22
<b>FINAL TOTAL</b>	<b>\$164,753.22</b>
<b>MANUAL WARRANTS 01/19/2016</b>	
VENDOR NAME	AMOUNT
SelectAccount	6,253.03
<b>FINAL TOTAL</b>	<b>\$6,253.03</b>
<b>MANUAL WARRANTS 01/20/2016</b>	
VENDOR NAME	AMOUNT
Mn Revenue	7,348.68
MN Dept of Revenue	76,965.16
<b>FINAL TOTAL</b>	<b>\$84,313.84</b>
<b>MANUAL WARRANTS 01/21/2016</b>	
VENDOR NAME	AMOUNT
Internal Revenue Service	34.25
MN Revenue	3.43
<b>FINAL TOTAL</b>	<b>\$37.68</b>
<b>MANUAL WARRANTS 01/22/2016</b>	
VENDOR NAME	AMOUNT
MN Department of Revenue Tax Division	27,096.07
<b>FINAL TOTAL</b>	<b>\$27,096.07</b>
<b>MANUAL WARRANTS 01/25/2016</b>	
VENDOR NAME	AMOUNT
SelectAccount	3,729.90
<b>FINAL TOTAL</b>	<b>\$3,729.90</b>

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., February 16, 2016.

---

Craig Bunes, Chairman

ATTEST:

---

Charles S. Whiting, County Administrator  
Clerk of the Board