

FEBRUARY 3, 2015
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 3, 2015 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 Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the February 3, 2015 Board agenda.

REVISED AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the revised February 3, 2015 agenda adding Joanne Johnson and Joanne Olson, IS Department.

CONSENT AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the February 3, 2015 consent agenda:

1. Approve Auditor Warrants.
2. Approve payment to Card Member Services, St. Louis, MO in the amount of \$9,513.62 for Credit Card Purchases.
3. Approve payment to Batteries Plus Bulbs, Savage, MN in the amount of \$397.97 for batteries for Facilities Management.
4. Approve payment to Excel, St. Charles, MN in the amount of \$5,525.89 for Baler Repairs for the Incinerator.

MIDDLE SNAKE TAMARAC RIVER WATERSHED APPOINTMENT

Bob Kovar, East Grand Forks, MN came before the Board to express his interest in serving on the Middle Snake Tamarac River Watershed Board. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to appoint Bob Kovar to the Middle Snake Tamarac River Watershed District Board of Director's for a term to expire January 1, 2018.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended a Hazard Mitigation Hearing last Thursday at the LEC no one from public attended. Bruce Roed, County Fire Chief presented a report and a plan to name assistant fire chiefs. A Naco representative congratulated Polk County on our membership. The AMC Joint Legislative Conference will be held on March 4 and 5th, 2015. He also brought forth the upcoming East Grand Forks Retreat.
2. Commissioner Lee brought forth that she attended the AMC County Government 101 Conference. She met with various commissioners throughout the state. Points of

discussion were Robert Rules, the Open Meeting Laws as well as a break out session on unions. Also brought forth was that the Soil and Water Conservation will have changes due to personnel. There will be a Farm Forum in Fosston, MN on Saturday Collin Peterson will be in attendance.

3. Commissioner Nicholas brought forth that he toured the Command Center for the jail. There was also an MRCC meeting regarding funding and auditing. Richard Sanders, Polk County Highway Engineer agreed to serve on the committee as the Engineer on MRCC. State auditing and independent auditing information was also discussed.
4. Commissioner Bunes brought forth he met with Architectural Resources as part of the Polk County Building Committee, they addressed issues and concerns regarding the meeting. The plan on HVAC system at the jail was also discussed. A study was done and the pumps are ok, there is blockage in the coil. Johnson Control will look into the current issue involving the heating coil for No. 5. Lieutenant Peterson mentioned there should be better cameras in the high traffic areas at the Justice Center. The Kiwanis met and I spoke at the meeting and recapped 2014 and where they will be in 2015, they are happy with the direction of the county. Also brought forth was the East Polk Soil and Water meeting in McIntosh, four of the five East Polk County Soil and Water District area supervisors were in attendance. Some of the issues are with CRP, rainfall monitoring, nitrogen management in various townships in the county. Ditch encroachment issues were discussed. BWSR also had 2 employees in attendance.
5. Commissioner Diedrich brought forth he went to a Law Library meeting last Wednesday the jail security received good reviews from everyone. A lawyer brought up access to the Law Library on weekends during the meeting. A Tiling meeting was set up for February 24, 2015 at 1:30 p.m., in the Board Room. Newsletter distribution was brought up regarding the north end of the county.

SOCIAL SERVICES

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

1. Adult Mental Health Grants

Polk County is a fiscal host for Adult Mental Health Grants of the NW8 that includes the counties of Kittson, Roseau, Marshall, Red Lake, Pennington, Norman, Mahnommen and Polk. A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the 2015 Adult Mental Health Grants Agreement as presented to the Board and approve for signature.

FACILITIES MANAGEMENT

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

1. Polk County Committee Update

An update regarding the Polk County Committee meeting that was held on January 28, 2015 was given to the Board regarding the Jail/Justice Center Security System, the Justice Center HVAC repair work, the new Government Center Boilers. A motion as made by Commissioner Diedrich seconded by Commissioner Strandell and

adopted by unanimous vote of the Board to move ahead with the proposed project work schedule as presented to the Board for the Justice Center HVAC system.

2. Polk County/Tri-County Jail/Juvenile Center Security System

The existing Stanley Security System used in the Jail and Juvenile Center are outdated as well as the cameras used by the security system and no longer fulfill the facility's needs. A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve Architectural Resources to complete a study and proposal addressing the repair or replacement of the Polk County/Tri-County, Jail/Juvenile Center Security System. This proposal will be presented at the February 24, 2015 Polk County Board meeting.

3. Polk County Lease Schedules

Polk County lease handouts and rate schedules were presented and discussed with the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to draw up a 6 month lease for the DEED office located at the Human Service Center in East Grand Forks for \$11.00 per square foot. Chuck Whiting, Polk County Administrator and Mark Dietz, Facilities Management Director will present lease program proposals at a later date.

HIGHWAY DEPARTMENT

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

1. Out of State Travel

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve out of state travel expenses for Rick Thomson and Nate Smith, Polk County Highway Department to attend the GIS Professionals Conference in San Diego, CA from July 20 – July 24, 2015.

2. ESRI Software

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the renewal of GIS Software for GIS, Ditch, Highway, Planning and Zoning, Land Records Offices from ESRI, Redlands, CA in the amount of \$10,700.00.

3. Transmission Fluid Exchanger

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the purchase of a PF-19 Big Dawg Transmission Fluid Exchanger from Prairie Wind BG, Inc., Rapid City, SD in the amount of \$5,000.00.

4. 2015 Road Restriction Map

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the updated 2015 Road Restriction Map as presented to the Board.

5. Asphalt Plate Compactor

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the purchase of an Asphalt Plate Compactor, Model No.WP1550AW in the amount of \$2,069.00 from ACME Electric.

6. Resolution (2015-5) CSAH 19 10 Ton Designation

**County State Aid Highway 19 from County State Aid Highway 73 East 9.0 miles
to County State Aid Highway 20 South
Designated a Ten Ton County Highway Route
RESOLUTION (2015-5)**

The following resolution (2015-5) was offered by Commissioner Diedrich:

WHEREAS, The Board of County Commissioners of Polk County desire to designate an efficient transportation system of County Highways within Polk County.

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that the following route be and hereby is designated a Ten Ton County Highway route: County State Aid Highway 19 from County State Aid Highway 73 East 9.0 miles to County State Aid Highway 20 South.

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

7. Resolution (2015-6) Jerry Kovar Retirement

**JERRY KOVAR RETIREMENT
RESOLUTION (2015-6)**

The following resolution (2015-6) was offered by Commissioner Diedrich:

WHEREAS, Jerry F. Kovar will officially retire as a Maintenance Employee of the Polk County Highway Department, effective January 31, 2015, and;

WHEREAS, Jerry has faithfully and diligently served the residents of Polk County for the past 39 years.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners does hereby accept the retirement of Jerry Kovar from the Polk County Highway Department with regret, and;

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners wishes to extend a hearty thank you for a job well done, and;

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners want to extend to you, best wishes for a long, active and enjoyable retirement.

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

8. Resolution (2015-7) Larry Ranum Retirement

**LARRY RANUM RETIREMENT
RESOLUTION (2015-7)**

The following resolution (2015-7) was offered by Commissioner Diedrich:

WHEREAS, Larry D. Ranum will officially retire as a Maintenance Employee of the Polk County Highway Department, effective January 31, 2015, and;

WHEREAS, Larry has faithfully and diligently served the residents of Polk County for the past 29 years.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners does hereby accept the retirement of Larry Ranum from the Polk County Highway Department with regret, and;

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners wishes to extend a hearty thank you for a job well done, and;

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners want to extend to you, best wishes for a long, active and enjoyable retirement.

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

IS DEPARTMENT

Joanne Johnson and Joanne Olson, IS Department came before the Board and distributed computer tablets to the Commissioners. They also assisted the Board with any questions they had pertaining to their computers.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 12/31/2014		
<u>Vendor Name</u>		<u>Amount</u>
Crookston City		10,896.51
Fertile City		3,994.01
Fisher City		3,632.03
Fosston City		4,518.38
Grove Park Tilden Township		11,245.13
Onstad Township Treasurer		2,752.33
Red Lake Watershed District		8,673.35
School District 593 Treas		9,771.13
School District 599 Treas		9,498.96
School District 601 Treas		2,684.52
11 Payments 2000		9,900.10
less than		
	Final Total:	77,566.45

AUDITOR WARRANTS 12/31/2014

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	126,772.00
Final Total:	126,772.00

AUDITOR WARRANTS 01/06/2015

<u>Vendor Name</u>	<u>Amount</u>
American Communications Inc	30,180.00
Cardmember Service	12,582.61
Hagen Construction	3,260.92
Information Systems Corp	8,700.00
Minnowa Construction Inc	40,090.50
North Country Business Prod	33,638.37
Sather Law Office Ltd	2,577.07
Tyler Technologies Inc	2,313.00
Valley Electric Of Crookston LLC	21,753.45
11 Payments 2000 less than	6,676.16
Final Total:	161,772.08

AUDITOR WARRANTS 01/06/2015

<u>Vendor Name</u>	<u>Amount</u>
1 Payments 2300 less than	97.83
Final Total:	97.83

AUDITOR WARRANTS 01/13/2015

<u>Vendor Name</u>	<u>Amount</u>
North Country Business Prod	3,000.00
Northland Business Systems	3,150.00
Ottertail Power Co	7,492.53
Powerplan OIB	3,450.00
Rust Stock & Knutson, P.A.	2,587.50
TAC 10 Inc	27,401.00
Tri County Community Corr	1,179,976.25
US Postal Service (CMRS FP)	10,000.00
31 Payments 2000 less than	14,645.79
Final Total:	1,251,703.07

AUDITOR WARRANTS 01/13/2015

<u>Vendor Name</u>	<u>Amount</u>
Crookston Driftbusters	9,690.26
Crookston Water Department	2,753.58
Fertile Oil Company	12,996.50
Fosston Municipal Utilities	46,619.24
Great Plains Natural Gas	7,794.02
Halstad Telephone Co	9,362.70
Mn Dept Of Finance	2,497.50
Mn State Treasury	8,789.50
Ottertail Power Co	17,986.62
Polk County Public Health	17,163.64
Sandhill Snowcruisers	24,988.95
19 Payments 2000 less than	10,325.93

Final Total: 170,968.44

AUDITOR WARRANTS 01/23/2015

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	2,220.78
Bremer Bank Na	35,531.06
Climax City Treasurer	2,901.32
Columbia Township Treasurer	2,629.67
County Emergency Medical Serv.	5,070.21
Crookston Area Ambulance Inc	3,150.96
Crookston City	19,864.26
East Grand Forks City	60,366.04
Erskine City Clerk-Treasurer	9,201.55
Fertile City	2,488.96
First Care Medical Services	5,110.31
Fisher City	7,175.92
Fosston City	7,869.93
Godfrey Township Treasurer	2,036.94
Hill River Township Treasurer	3,241.56
Knute Township Treasurer	2,869.85
Marshall Polk Rural Water Sys	2,504.14
Mcintosh City	7,785.77
Middle-Snake-Tamarac Rivers Wtrshd Dist	8,448.07
Nielsville City	2,815.32
NWMN HRA	2,544.94
Red Lake Watershed District	25,515.54
Roome Township Treasurer	2,547.08
Russia Township Treasurer	2,523.84
Sand Hill River W S District	13,548.18
School District 2176 Treas	5,565.19
School District 2311 Treas	2,031.58
School District 2609 Treas	35,843.06
School District 592 Treas	11,770.83
School District 593 Treas	38,815.50
School District 599 Treas	14,908.19
School District 600 Treas	15,050.21
School District 601 Treas	24,219.09
Sletten Township Treasurer	2,692.04
Winger City Clerk Treasurer	2,611.42
Winger Township Treasurer	3,645.89
Woodside Township Treasurer	3,977.77
60 Payments 2000 less than	47,431.65
Final Total:	448,524.62

AUDITOR WARRANTS 01/27/2015

<u>Vendor Name</u>	<u>Amount</u>
Christianson Construction Co Inc	34,854.00
Fischer Law Office Pllc	4,889.59
Great Plains Natural Gas	12,842.81
Ottertail Power Co	3,366.43
SHI International Corp	8,748.00

University Of North Dakota	5,242.67
17 Payments 2000	7,532.65
less than	
Final Total:	77,476.15

AUDITOR WARRANTS 01/29/2015

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

AUDITOR WARRANTS 01/30/2015

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	111,062.50
Final Total:	111,062.50

MANUAL WARRANTS 01/02/2015

VENDOR NAME	AMOUNT
CMS	19,152.00
FINAL TOTAL	\$19,152.00

MANUAL WARRANTS 01/05/2015

VENDOR NAME	AMOUNT
Bremer Bank NA	7313.58
FINAL TOTAL	\$7313.58

MANUAL WARRANTS 01/12/2015

VENDOR NAME	AMOUNT
Bremer Bank NA	1792.35
FINAL TOTAL	\$1792.35

MANUAL WARRANTS 01/20/2015

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	61,732.05
Mn Revenue	5,784.73
FINAL TOTAL	\$67,516.78

MANUAL WARRANTS 01/23/2015

Mn Dept of Revenue Tax Division	30,246.41
FINAL TOTAL	\$30,246.41

MANUAL WARRANTS 01/26/2015

VENDOR NAME	AMOUNT
SelectAccount	10,546.01
FINAL TOTAL	\$10,546.01

MANUAL WARRANTS 01/30/2015

VENDOR NAME	AMOUNT
Internal Revenue Service	299,987.41
MN Revenue	50,372.16
FINAL TOTAL	\$350,359.57

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m.,
February 17, 2015.

Warren Strandell, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board