

FEBRUARY 24, 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 24, 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, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the February 24, 2015 agenda.

CONSENT AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Consent Agenda:

1. Approve Board minutes dated January 6, January 20, January 27, February 3 and February 17, 2015 with corrections as discussed.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Nicholas brought forth that he attended a Tri-Valley meeting where strategic planning, policy manual and a new board member was the focus.
2. Commissioner Diedrich brought forth information about a discussion he had with State Trooper Mike Theis that the County Commissioners and County Staff are very good to work with. Also brought forth was information that he attended regarding a Red Lake Watershed Advisory Board Committee Meeting. Also brought forth was information regarding that One Watershed One Plan Committee is looking for Advisory members. Commissioner Diedrich brought forth that Dennis Goodyke might be interested. Also brought forth was discussion about the Red River Basin board and the lack of a Polk County appointee. Also brought forth was discussion regarding a Joint Ditch Drainage Authority meeting held in Red Lake County where Red Lake County Ditch No 2 was the focus. Discussion was brought forth regarding the committee structure of our joint ditches as to if they should be by the particular ditch or by the county.
3. Commissioner Strandell brought forth that he attended a MPO, ATP, and the Red Lake Watershed Advisory Board Meetings.
4. Commissioner Lee brought forth discussion regarding that she has been selected as vice chair of the Household Hazardous Committee. Also a focus of the meeting was the OSHA fines which have been negotiated down to \$1,437.50 for the Household Hazardous Waste Facility in Bagley.
5. Commissioner Bunes brought forth that he attended the Northwest Radio Board in Thief River Falls where he was appointed Chair. Also attended a LARL Executive meeting where finances were the focus. In addition he attended a Buildings and Grounds meeting. Also attended was the Joint Ditch Drainage Authority Meeting in Red Lake Falls.

PLANNING AND ZONING COMMITTEE APPOINTEE

1. Board to Meet Paul Jore, McIntosh, MN

Paul Jore, McIntosh, MN came before the Board and discussed being appointed to the Planning and Zoning Committee. A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the appointment of Paul Jore to the Planning Commission for a 3 year term to end on December 31, 2017.

SHERIFF'S DEPARTMENT

Barb Erdman, Polk County Sheriff came before the Board with matters pertaining to her department:

1. Sheriff Reports

The January 2015 Sheriff Report was presented and discussed with the Board. Discussion was also brought forth regarding excess radio inventory.

PUBLIC HEALTH

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

1. Out of State Travel Request

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve out of state travel for Jodi Sherve, Family Visiting Public Health Nurse to attend a required one-week Nurse Family Partnership Training in Denver, Colorado (Spring of 2015). Grant funded by the Northwest Minnesota Foundation & Temporary Assistance for Needy Families (TANF) at no cost to Polk County.

2. UND Public Health Student Experience

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve UND Public Health Student Experience for Shannon Kaiser for 450 hours unpaid internship during the summer of 2015 to assist with community events, quality improvement initiatives, marketing/outreach activities, and other activities as needed.

3. Bemidji State University and Northwest Technical College Memorandum of Agreement

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Memorandum of Agreement with Bemidji State University and Northwest Technical College to allow student nurses a clinical experience with a Polk County Public Health Nurse.

4. Approval to Accept for Medica Foundation Organizational Core Mission Support Grant

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the \$5,000.00 Medical Foundation Organization Core Mission Support Grant for purchase and disbursement of "Be Well" Kits.

5. Approval to Accept Health Partners Gift

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve accepting the one-time gift of \$10,000.00 from Health Partners to support the Home Visiting Program.

6. Resolution (2015-8) Supporting Polk County Public Health Vision and Mission
Supporting Polk County Public Health Vision and Mission

RESOLUTION (2015-8)

The following resolution (2015-8) was offered by Commissioner Nicholas:

WHEREAS, From the Strategic Plan, Polk County Public Health's vision and mission are:

Vision Statement: Communities where all people achieve their optimum health potential

Mission Statement: To prevent illness, promote wellness and protect health within our communities

WHEREAS, The health plans offer to gift and/or donate towards programs that assist Public Health in attaining it's vision and mission; and

WHEREAS, It would be beneficial to Public Health department and the clients served to accept the gift/donation.

WHEREAS, The Polk County Board of Commissioners supports this programming support.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners (acting as the Polk County Local Board of Health) authorizes Polk County Public Health to accept gift/donations from health plans that are in alignment with the agencies mission and appropriate the funds accordingly.

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

7. Polk-Norman-Mahnomen Community Health Board Meeting Update

An update was given to the Board regarding the Polk-Norman-Mahnomen Community Health Board meetings that were held on December 19, 2014 and January 16, 2015 in Fertile, MN.

8. Approval to Apply for Drug Free Communities (PNM CHS)

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Drug Free Communities (PNM CHS) grant application for an amount up to \$125,000.00 for a 5-year period starting January 1, 2016.

FINANCE

Ron Denison, Polk County Finance Director came before the Board with matters pertaining Finance:

- 1. December 2014 Cash Balance Reports**

Ron Denison and Chuck Whiting presented informational handouts to the Board regarding the December 2014 Cash Balance Reports.

- 2. County Ditch Levy Request for 2015**

Ron Denison and Michelle Snyder presented informational handouts to the Board regarding the County Ditch Levy Request for 2015. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Ditch Levy Assessments Payable 2015 totaling \$325,000.00 as presented.

SOCIAL SERVICES

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

- 1. CY 2015 Adult Mental Health Grant Award – CSP**

Polk County is fiscal host for the Adult Mental Health Grant – Community Services Program (CSP) that includes the counties of Kittson, Marshall, Red Lake, Norman, Mahnomen and Polk County. A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the CY 2015 Adult Mental Health Grant - CSP award as outlined in the DHS letter on file in the office of the Polk County Administrator.

- 2. CY 2015 Adult Mental Health Grant – Amendment**

Polk County is fiscal host for the Adult Mental Health Grants of the NW 8 that includes the counties of Kittson, Roseau, Marshall, Red Lake, Pennington, Norman, Mahnomen and Polk. A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the CY 2015 Adult Mental Health Grant – Award Amendment as outlined in the DHS letter on file in the office of the Polk County Administrator.

ASSESSMENT SERVICES

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

- 1. Set Date for County Board of Appeal and Equalization**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to set the date and time for the Polk County Board of Appeal and Equalization as June 16, 2015 at 6:00 p.m., in the Polk County Board Room at the Polk County Government Center, 612 N. Broadway, Crookston, MN.

PROPERTY RECORDS

Michelle Cote, Property Records Director came before the Board with matters pertaining to her department:

- 1. License Center Transactions**

Informational handouts were presented to the Board regarding the License Center transactions for various years.

- 2. Proposed Crystal Lake Project**

Informational handouts were presented to the Board regarding the proposed Crystal Lake Project.

3. The Nature Conservancy 2015 Annual Report

Informational handouts were presented to the Board regarding the Nature Conservancy 2015 Annual Report.

FACILITIES MANAGEMENT

Mark Dietz, Facilities Management Director, Scott Sosalla, and David Jordan both of ARI came before the Board with matters pertaining to the Facilities department:

1. Justice Center HVAC System Repair

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the quote from Lunseth Plumbing and Heating Co. in the amount of \$19,675.00 for ARI Project #15-015 to put in filtration to safeguard the Polk County Justice Center Heating System during further repairs.

2. Stanley Security System Repair/Replacement

Discussion was brought forth regarding the needed work to repair/replace the Stanley Security System at the Justice Center

3. Government Center Boiler Design Proposal

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the new boiler design for the Government Center and begin the bidding process according to a schedule provided by Architectural Resources.

4. Government Center Space Allocation Options

Informational handouts from Architectural Resources were presented to the Board regarding the Government Center Space Allocation. It was the consensus of the Board to explore the Government Center Space Allocation.

5. Polk County Lease Arrangement

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to authorize the use of the lease table as presented below:

LEASE PERIOD	SQUARE FEET	RATE PER SQ. FT.	MONTHLY PAYMENT	RENT FOR LEASE PERIOD
3/1/2015 – 2/28/2016	_____	\$18.50	_____	MONTHLY PAYMENT X 12
3/1/2016 – 2/28/2017	_____	\$18.65	_____	MONTHLY PAYMENT X 12
3/1/2017 – 2/28/2018	_____	\$18.80	_____	MONTHLY PAYMENT X 12
3/1/2018 – 2/28/2019	_____	\$18.95	_____	MONTHLY PAYMENT X 12
3/1/2020 – 2/28/2019	_____	\$19.10	_____	MONTHLY PAYMENT X 12

ADMINISTRATION

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

1. Onstad Township Agreement

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Onstad Township Agreement to replace two bridges within Onstad Township and allow the Polk County Administrator and the Chair of the Board and Polk County Attorney to sign said Agreement.

2. Potential Land Acquisition – Ross Heir, DNR

Ross Heir, DNR Wildlife Manager and Emily Hutchins, appeared before the Board to present information on a potential land acquisition for land surrounding Crystal Lake to be a wildlife area for public use.

Also brought forth was information on the Hovland Wildlife Management Area near Fosston.

FIELD DRAINAGE INC.

Jess Determan, Field Drainage Inc., Brooks, MN came before the Board with a presentation on Drainage Tiling.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., March 3, 2015.

Warren Strandell, Chairman

ATTEST:

Charles S. Whiting, Polk County Administrator
Clerk of the Board