

MARCH 1, 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., March 1, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Buness, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Joan Lee, and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Don Diedrich was absent.

REVISED AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Revised March 1, 2016 Board agenda adding Representative Debra Kiel.

CONSENT AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the March 1, 2016 consent agenda.

1. Approve Auditor Warrants.
2. Approve the February 23, 2016 Board Minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$11,030.50 for Credit Card Purchases.
4. Approve payment to Gaffaney's Grand Forks, ND in the amount of \$48,696.04 for furniture for the new office space at the Justice Center/Public Health.

***REPRESENTATIVE KIEL**

Representative Debra Kiel came before the Board with matters pertaining to Legislation:

1. Legislative Update

A Legislative update was given to the Board.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the Planning Commission meeting. In addition he attended ATP (Area Transportation Partnership) in McIntosh meeting where traffic safety was discussed.
2. Commissioner Nicholas reviewed his upcoming schedule.
3. Commissioner Lee brought forth information that she participated in an AIS meeting. She also attended the 4-H banquet.
4. Commissioner Buness brought forth that he attended no meetings.
5. Commissioner Diedrich was absent.

PLANNING AND ZONING

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

- 1. Resolution (2016-18) Conditional Use Permit for Premier Signs 12'x48'Lighted, Double Faced Billboard in the Industrial District**

Resolution (2016-18) was offered by Commissioner Strandell seconded by Commissioner Lee and adopted upon the following vote: YEAS: Lee, Bunes, Strandell and Nicholas. NAYS: None. See Resolution (2016-18) on file in the office of the Polk County Administrator.

PROPERTY RECORDS

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

1. The Nature Conservancy Annual Report

The Nature Conservancy Annual Report was discussed and presented to the Board. (Report on file in the Administrator's Office)

2. Clerk Typist Cashier III – License Center

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve advertising and filling the Clerk Typist Cashier III position within the License Center due to a resignation.

PUBLIC HEARING

1. Public Hearing to Consider Tax Abatement for Parcels Qualifying for the Housing Incentive Program in the County of Polk

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to open the Public Hearing at 9:30 a.m., to consider abatement of the county tax for parcels qualifying for the Housing Incentive Programs in the cities of Crookston and East Grand Forks, MN. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to close the Public Hearing at 9:33 a.m.

ASSESSMENT SERVICES

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

**1. Resolution (2016-17) City of Crookston & City of East Grand Forks Abatements
RESOLUTION (2016-17)**

City Of Crookston & City of East Grand Forks Abatements

The following resolution (2016-17) was offered by Commissioner Strandell:

WHEREAS, The County of Polk has held a public hearing on the proposed abatements in the City of Crookston and City of East Grand Forks pursuant to Minnesota Statutes, Section 469.1812 through and including 469.1815, and;

WHEREAS, The Polk County Board of Commissioners has proposed to abate the County's share of property taxes on the following parcels for two years:

PAYABLE COUNTY TAX

CROOKSTON			
PARCEL NUMBER	PROPERTY OWNER	PROPERTY ADDRESS	2015 TAX
CROOKSTON			
PARCEL NUMBER	PROPERTY OWNER	PROPERTY ADDRESS	2015 TAX
82.03819.00	Janessa Deboer & Jared Quanrud	520 Cedar Ln	\$736.84
82.03970.00	Mark R & Geralyn Klevgaard	815 Eickhof Blvd	\$934.41
82.03950.00	Jacob Michael & Jenna L Reese	539 1 st Ave NE	\$664.49

Total for Crookston **\$2,335.74**

EAST GRAND FORKS			
PARCEL NUMBER	PROPERTY OWNER	PROPERTY ADDRESS	2015 TAX
83.04417.00	Jacob O & Sara M Bondy	115 Riverview Ln SE	\$685.63
83.04194.00	Michael D Branby & Lisa D Tocchio	4 Riverview Ln SE	\$1,249.92
83.04061.00	Dale O & Connie A Dahlen	2321 Pebble Beach Rd NW	\$1,066.58
83.04018.00	Jason D Franklin	1622 13 th Ave SE	\$903.75
83.04209.00	Shaun & Kristen Havis	1612 Laurel Dr SE	\$1,493.49
83.04035.00	Brent V Lindstrom	1607 13 th Ave SE	\$636.25
83.04098.00	Chad M & Brita K Lubinski	2402 St Andrews Dr NW	\$1,377.51
83.03914.00	Matthew & Nicole Lukach	707 13th St SE	\$1,893.08
83.04021.00	Charles W & Karen T Miller	1612 13 th Ave SE	\$737.97
83.04369.00	Casey J & Jennifer L Olson	1329 Laurel Dr SE	\$1,240.35
83.04244.00	Matthew D & Melissa A Sjostrom	904 13 th St SE	\$1,477.34
83.04270.00	Thomas & Tera Solem	910 Greenway Blvd SE	\$1,054.94
83.04195.00	Barry S & Rachel A Traub	126 Riverview Ln SE	\$1,274.90
83.04034.00	Thomas & Andrew Zejdlik	1605 13 th Ave SE	\$654.00
Total for East Grand Forks			<u>\$15,745.71</u>
Grand Total			<u>\$18,081.45</u>

NOW THEREFORE BE IT RESOLVED, By the Board of Polk County Commissioners to approve the above listed parcels for this abatement.

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

ADMINISTRATOR

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

1. Temporary Employment

Information was brought forth regarding a Family Medical Leave situation that will require the temporary employment of a replacement. More information will be provided at a later meeting if Board action is required.

SHERIFF

James Tadman, Chief Deputy Sheriff came before the Board with matters pertaining to the Sheriff's Office:

1. Third Amended and Restated Joint Powers Agreement for the Pine to Prairie Drug and Violent Crime Task Force.

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Third Amended and Restated Joint Powers Agreement for the Pine to Prairie Drug and Violent Crime Task Force as presented to the Board. (Agreement on file in the Administrator's Office).

HIGHWAY DEPARTMENT

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

1. Award CP 116-00-00 Maintenance Gravel Hauling

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to award CP 116-00-00 to Thygeson Construction, Inc., Thief River Falls, MN in the amount of \$199,350.00 and allow the Polk County Administrator and the Polk County Chair of the Board to sign said Contracts.

2. Award CP 116-00-01 Maintenance Gravel Stockpile

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to award CP 116-00-01 to Wm. D. Scepaniak, Inc., Holdingford, MN in the amount of \$130,450.00 and allow the Polk County Administrator and the Polk County Chair of the Board to sign said Contracts.

3. Award CP 116-065-1214 , CP 116-067-1215 and CP 116-212-1216 BASE1

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award CP 116-065-1214, CP 116-067-1215 and CP 116-212-1216 BASE 1 to Thygeson Construction, Inc., Thief River Falls, MN in the amount of \$532,575.00 and allow the Polk County Administrator and the Polk County Chair of the Board to sign said Contracts.

4. Street Sweeping

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the quote of Asphalt Preservation, Thief River Falls, MN at \$110.00 per hour for street sweeping roads in urbanized areas in Polk County for 2016 based on the recommendation of Rich Sanders, Polk County Highway Engineer.

5. Motorgrader Purchase – Used

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the quote of RDO, Grand Forks, ND for a used low hour 870GP 2015 Motorgrader at a net bid of \$199,515.97.

6. Motorgrader Purchase – New

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the quote of Ziegler for a new 160M2 Motorgrader at a net bid of \$205,840.00 based on the recommendation of Rich Sanders, Polk County Highway Engineer.

7. Dock for East Shore

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to donate \$500.00 to DNR for the purchase/construction/installation of the dock on Maple Lake East Shore.

8. NACo Annual Conference – Out of State Travel

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to allow out of state travel for Richard Sanders, Polk County Highway Engineer to attend the NACo Annual Conference from July 22 – July 26, 2016 in Long Beach California.

9. NACo Legislative Conference Report/Handouts

A brief overview along with handouts was given to the Board regarding the NACo Legislative Conference in Washington DC that was attended by Richard Sanders, Polk County Highway Engineer.

FINANCE

Ron Denison, Finance Director and Arla Meyer, Account Officer came before the Board with matters pertaining to the Finance Department:

1. MCCC & TRIMIN, IFS Contract 2016-2018.

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to ratify the Professional Services Agreement between Minnesota Counties Computer Cooperative and TRIMIN Systems, Inc., dated January 1, 2016 for maintenance and support of IFS.

2. December 2015 Cash Balance Reports and 2015 Budget Report

Informational handouts and discussion was held regarding the Month End Cash Balance Report from December 2005 – December 2015, the Fourth Quarter Comparisons Report from October 2012 – December 2015, the Fourth Quarter Loan Comparisons Report from October 2012 – December 2015 and the Polk County Budget to Actual Comparison Report as of December 31, 2015 were presented to the Board. (Handouts on file in the Administrator’s Office).

3. Polk County Ditch Levy Request for 2016

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Polk County Ditch Levy Assessments Payable 2016 in the amount of \$143,000.00 as presented. (Assessment Report on file in the Administrator’s Office).

FACILITIES MANAGEMENT

Mark Dietz, Facilities Management Director along with Scott Sosalla, Architectural Resources, Inc., came before the Board with matters pertaining to projects within Polk County:

1. Polk County Projects Update

Discussion was held with the Board regarding the following: Polk County Justice Center remodeling project for the new office space for Public Health and the

Attorneys Office; Justice Center windows; Sheriff's Office project in Fosston; Fosston City building remodel for future Polk County Social Services location; and possible remodeling of restrooms at the Government Center in 2017.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 02/02/2016

<u>Vendor Name</u>	<u>Amount</u>
Arnold Heating & Cooling LLC	2,742.00
Cardmember Service	3,498.55
Cole Papers Inc	3,090.77
Gordon Construction of Mahnommen Inc	58,468.88
Johnson Controls Inc	34,729.00
Lake Agassiz Regional Library	63,123.75
Lenes Sand & Gravel Inc	7,244.85
Lithia Chrysler Jeep Dodge of Grand Fork	27,946.00
Marshall County Coop	2,070.00
Minn Dak Asphalt Inc	3,054.03
Mn Dept Of Finance	4,524.30
Mn UI Fund	4,214.36
SHI International Corp	12,150.00
Streamworks LLC	19,000.00
Thomson Reuters - West	2,482.79
17 Payments 2000	9,516.18
less than	
Final Total:	257,855.46

AUDITOR WARRANTS 02/09/2016

<u>Vendor Name</u>	<u>Amount</u>
Architectural Resources Inc	11,897.50
Lunseth Plumbing & Heating	41,770.00
Mn State Treasury	6,925.50
Norman County Public Health	6,114.00
Peterson Construction Co Inc	440,740.15
Polk County Public Health	39,875.00
Powerplan OIB	3,950.00
University Of North Dakota	5,944.50
25 Payments 2000	13,612.76
less than	
Final Total:	570,829.41

AUDITOR WARRANTS 02/11/2016

<u>Vendor Name</u>	<u>Amount</u>
2 Payments 2000	30.00
less than	
Final Total:	30.00

AUDITOR WARRANTS 02/16/2016

<u>Vendor Name</u>	<u>Amount</u>
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Altru Health System	2,653.00
Crookston Water Department	4,543.87
Great Plains Natural Gas Co	11,340.01
INFO-TECH RESEARCH GROUP	3,575.00
Norman County Public Health	3,794.35
Northland Community & Tech College	5,410.50
Ottertail Power Co	6,877.57
Polk County Environmental Services	62,581.97
Polk County Public Health	10,594.27
SHI International Corp	36,984.00
US Postal Service (CMRS FP)	10,000.00
24 Payments 2000 less than	17,782.04
Final Total:	176,136.58

AUDITOR WARRANTS 02/19/2016

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	21,723.56
Angus Township Treasurer	18,050.65
Badger Township	18,138.17
Belgium Township Treasurer	13,516.29
Brandsvold Township Treasurer	25,234.44
Brandt Township Treasurer	12,625.19
Brislet Township Treasurer	14,039.96
Bygland Township	21,521.74
Chester Township Treasurer	10,235.40
Columbia Township Treasurer	35,038.01
Crookston Township Treasurer	34,222.14
Eden Township Treasurer	21,061.01
Esther Township Treasurer	15,330.31
Euclid Township Treasurer	23,829.08
Fairfax Township Treasurer	22,543.05
Fanny Township Treasurer	20,120.73
Farley Township Treasurer	11,940.94
Fisher Township Treasurer	20,176.41
Garden Township Treasurer	25,835.51
Garfield Township Treasurer	36,802.14
Gentilly Township Treasurer	24,269.55
Godfrey Township Treasurer	26,799.65
Grand Forks Township Treasurer	13,291.32
Grove Park Tilden Township	29,632.10
Gully Township Treasurer	16,783.42
Hammond Township Treasurer	20,797.03
Helgeland Township Treasurer	11,276.96
Higdem Township Treasurer	14,225.84
Hill River Township Treasurer	21,298.98
Hubbard Township Treasurer	16,582.35
Huntsville Township Treasurer	35,508.88
Johnson Township Treasurer	13,360.05
Kertsonville Township Treas	10,629.60
Keystone Township Treasurer	18,128.77

King Township Treasurer	21,473.29
Knute Township Treasurer	39,706.90
Lessor Township Treasurer	20,704.42
Liberty Township Treasurer	15,727.41
Lowell Township Treasurer	26,383.03
Nesbit Township Treasurer	14,134.71
Northland Township Treasurer	21,698.24
Onstad Township Treasurer	12,796.60
Parnell Township Treasurer	15,913.30
Queen Township Treasurer	20,817.26
Reis Township Treasurer	12,385.04
Rhinehart Township Treasurer	9,340.67
Roome Township Treasurer	24,007.74
Rosebud Township Treasurer	29,252.35
Russia Township Treasurer	15,948.75
Sandsville Township Treasurer	9,800.70
Scandia Township Treasurer	14,578.09
Sletten Township Treasurer	22,174.17
Sullivan Township Treasurer	22,563.30
Tabor Township Treasurer	18,414.47
Tynsid Township Treasurer	5,875.35
Vineland Township Treasurer	22,015.78
Winger Township Treasurer	23,175.21
Woodside Township Treasurer	40,137.99
Final Total:	1,173,594.00

AUDITOR WARRANTS 02/23/2016

<u>Vendor Name</u>	<u>Amount</u>
Davidson Construction	24,647.56
Fertile Oil Company	7,672.00
Fosston Municipal Utilities	52,743.37
GreatAmerica Financial Services	9,676.29
KRONOS	3,175.65
Norman County Public Health	10,667.99
Ottertail Power Co	18,965.14
Polk County	56,028.30
Polk County Public Health	5,959.02
Safety Compliance Services	2,200.00
Zayo Enterprise Networks	11,447.84
24 Payments 2000 less than	15,881.55
Final Total:	219,064.71

MANUAL WARRANTS 01/29/2016

VENDOR NAME	AMOUNT
Bremer Bank	1,992,354.10
FINAL TOTAL	\$1,992,354.10

MANUAL WARRANTS 01/15/2016	
VENDOR NAME	AMOUNT
Internal Revenue Service	145,168.00
MN Revenue	24,344.22
FINAL TOTAL	\$169,512.22

MANUAL WARRANTS 02/01/2016	
VENDOR NAME	AMOUNT
SelectAccount	3,875.53
FINAL TOTAL	\$3,875.53

MANUAL WARRANTS 02/09/2016	
VENDOR NAME	AMOUNT
SelectAccount	10,395.10
FINAL TOTAL	\$10,395.10

MANUAL WARRANTS 02/12/2016	
VENDOR NAME	AMOUNT
Internal Revenue Service	140,608.13
MN Revenue	23,254.31

MANUAL WARRANTS 02/16/2016	
VENDOR NAME	AMOUNT
SelectAccount	5,620.00
FINAL TOTAL	\$5,620.00

MANUAL WARRANTS 02/19/2016	
VENDOR NAME	AMOUNT
Mn Revenue	5,983.08
MN Dept of Revenue	52,245.32
FINAL TOTAL	\$58,228.40

MANUAL WARRANTS 02/22/2016	
VENDOR NAME	AMOUNT
SelectAccount	9,128.35
FINAL TOTAL	\$9,128.35

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., March 15, 2016.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

March 1, 2016