

**MARCH 17, 2015**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 10:00 o'clock a.m., March 17, 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: Michelle Cote, Deputy Clerk of the Board.

**AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the March 17, 2015 Agenda.

**CONSENT AGENDA**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Consent Agenda for March 17, 2015:

1. Approve Commissioner Warrants: General Revenue Fund, \$213,550.69; Public Works Fund, \$64,503.69; Public Safety Fund, \$26,445.28; Public Health Fund, \$25,818.04; Environmental Services Fund, \$227,112.79; Resource Recovery Fund, \$205,434.44; Landfill Fund, \$47,186.93; Per Diems, \$1,800.00; Meal Reimbursements (without overnight lodging), \$46.75 and Sign Audit List.
2. Approve payment to Norman County Auditor-Treasurer in the amount of \$2,417.62 for Polk County's share of 2012, 2013, & 2014 share of ditch billing for the ARTS Trail.
3. Approve payment to MCHRMA, St. Paul, MN in the amount of \$90.00 for Spring Conference Registration for Human Resources.
4. Approve payment to Beta Analytic Inc., Miami, FL in the amount of \$390.00 for greenhouse gas testing for the Fosston Incinerator.
5. Approve payment to The Thirteen Towns, Fosston, MN in the amount of \$33.00 for a one-year subscription for the Fosston Incinerator.
6. Approve payment ELE International, Chicago, IL in the amount of \$38.95 for engineering supplies for the Highway Department.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Strandell brought forth discussion the Tri-County Correction meeting where the focus was the cost of the Integrator. The Tri-County Corrections Board will be having a conference call with Sharon Klump of Springsted, Inc., regarding the 4 Executive Director candidate's and interviews. Also attended was the Northwest Regional Radio Board meeting where 911 fees and 911 texting were discussed.
2. Commissioner Lee brought forth discussion that she attended the AMC Legislative Conference. Also attended was the Lessor Township Annual Meeting where the Crystal Lake Purchase was discussed. Also attended the Solid Waste Meeting in Fosston. Discussion was brought forth was regarding a phone call received from a taxpayer with a DNR permit issue.

3. Commissioner Nicholas brought forth that he attended a Northwest Mental Health Meeting where the focus was bylaws and board makeup. Also attended was a Tri-Valley Meeting where a draft of the audit was released. Also attended was a Tri-County Corrections meeting.
4. Commissioner Bunes brought forth that he attended the AMC Legislative Conference. Also attended was a Polk Norman Mahnomen Public Health, Triple A Dancing Sky, MRCC and Solid Waste meetings. Discussion was brought forth regarding a conference call between Commissioner Bunes and the State Executive Director of BWSR John Jaschke and Travis Germundson, BSWR Water Management Specialist regarding the Polk County petition requesting the redistribution of managers for the Middle Snake Tamarac River Watershed.
5. Commissioner Diedrich brought forth that he attended a MCIT work session meeting. He will be attending a One Watershed One Plan kick off meeting. Also brought forth was discussion regarding the Planning and Zoning Ordinance meeting the needs of those who wish to assemble to protest a cause.

### **SOCIAL SERVICES**

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

#### **1. Plan of Cooperation – Public Assistance Fraud**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the CY 2015 Plan of Cooperation Agreement with the Polk County Attorney's Office for effective enforcement and prosecution of Public Assistance Fraud.

#### **2. Eligibility Worker Position**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve advertising and hiring an Eligibility Worker position in Social Services.

### **PUBLIC HEALTH**

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

#### **1. Approval & Renewal for UMC Use and Services Contract for Family Planning**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve and extend the UMC Use and Services Contract for Family Planning for one weekday each month beginning September 2015 through May 2016.

### **HIGHWAY DEPARTMENT**

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

#### **1. Crack Filling Quotes**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award the quote for crack filling to Asphalt Surface Technologies Corporation, St. Cloud, MN in the amount of \$1.34 per pound.

## **2. NACO Conference**

Information was provided to the board regarding the NACO Conference July 10-13, 2015 in Charlotte, NC.

## **FACILITIES MANAGEMENT**

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

### **1. Boiler Operator Contract**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the proposed contract between Polk County and Gary Dahlen, Thief River Falls, MN in the amount of \$1,000.00 per month commencing March 1, 2015 and terminating July 31, 2015.

### **2. Ccure Upgrade**

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the quote as presented to the Board from Simplex Grinnell, Fargo, ND in the amount of \$4,430.00 to upgrade the Ccure install at the Law Enforcement Center.

### **3. Facilities Maintenance Position**

The Facilities Management Department is changing from a building driven department (one maintenance worker/building) to a skillset driven department (one maintenance worker using a special skill in all the Polk County buildings). A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to change the Tri-County Corrections Maintenance position to a Polk County Maintenance I position. A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to allow the advertising and hiring of this full-time position. If needed this position will be advertised a second time as two part-time (19 hours) positions.

## **ADMINISTRATION**

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

### **1. Trail Supplemental Insurance Coverage**

Informational handouts were presented to the Board from Minnesota Counties Intergovernmental Trust regarding supplemental insurance coverage for possible claims to the Agassiz Recreational Trail. A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the purchase of the Minnesota Counties Intergovernmental Trust (MCIT) coverage for 4-years totaling \$1,024.00.

### **2. Polk County Highway Engineer Appointment Term**

Richard Sanders, Polk County Highway Engineer 4-year term of appointment will expire on April 30, 2015. It is recommended that the Board re-appoint Mr. Sanders for another 4-year timer which would expire on April 20, 2019. It is the consensus of the Board to prepare a resolution to re-appoint Mr. Sanders for this position.

### **3. Re-appointment to the MN Red River Valley Development Association**

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to re-appoint Curt Knutson as a representative on the Board Directors of the Red River Valley Development Association for a 3-year term to expire February 25, 2018 contingent upon Mr. Knutson's acceptance.

**COMMISSIONER WARRANTS**

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

**COMMISSIONER WARRANTS**

**DATED 03/20/2015**

**APPROVED 03/17/2015**

<u>Vendor Name</u>	<u>Amount</u>
3 D Specialties	9,920.44
Al's Electric Inc	7,765.00
Architectural Resources Inc	27,926.25
Auto Value - Crookston	2,352.65
Beltrami Industrial Services	54,659.93
Bruce Newhouse	2,225.00
Burggrafs Ace Hardware	2,545.12
Christian Brothers Ford Inc	2,413.60
Compass Minerals America	10,349.49
Crookston Daily Times	2,137.66
Crookston Fuel Company	4,055.50
Csp Delivery	3,000.00
ESRI	10,700.00
Evenaire Systems Inc	56,666.50
Excel Manufacturing Inc	2,725.89
Gaffaney's	2,339.52
Halstad Telephone Co	9,362.70
Hewlett Packard Company	4,621.95
Hoffman, Philipp, & Knutson, PLLC	3,100.00
Hometown Management Inc	4,071.75
Ingersoll Rand Company	7,639.28
Jsb Engineered Solutions	7,054.27
Lepier Oil Company Inc	3,753.86
Lepier Oil Company Inc	3,270.60
Lyle Signs Inc	5,911.96
Mayo Manufacturing Co	2,846.75
MCCC MI 33	9,650.41
McNeilus Steel Inc	3,125.94
Midcontinent Communications	2,524.00
Mn Valley Testing Labs	7,362.00
Morris Electronics Inc	4,349.19
MRCC	2,100.00
Napa Crookston Welding	2,236.58
Natronx Technologies Llc	8,592.85

North Country Business Prod			2,175.75
Northern Propane & Fuel			2,497.00
Northside Express			2,346.79
Office of MN.IT Services			30,520.50
Pemberton Sorlie Rufer & Kershner			15,521.00
Polk County			218,773.28
Polk County Highway Department			14,216.99
Powerplan OIB			2,008.23
Reese Electric			2,386.75
Rock/David & Karen			2,475.00
The Door Guy			2,963.77
Tri-County Community Corr			5,504.79
U S Water Services			7,113.27
Univar Usa Inc			16,424.80
US Bank Voyager Fleet Sys			4,132.38
Valley Electric Of Crookston LLC			6,453.26
Vanguard Appraisals Inc			19,200.00
Wenck Associates Inc			28,966.96
Wideth Smith Nolting & Assoc			22,668.02
Zachariason Construction			2,472.50
Ziegler Inc			2,577.54
272	Paymen	2000	105,296.64
	ts less		
	than		
		<b>Final Total:</b>	<b>810,051.86</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., March 24, 2015.

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Warren Strandell, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board