

**MARCH 22, 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 22, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Don Diedrich, Commissioner Joan Lee and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Nick Nicholas was absent.

**AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the revised March 22, 2016 agenda where No. 3 was added under the County Board Members Issue Forum.

**CONSENT AGENDA**

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

1. Approve the March 1 and March 15, 2016 Board minutes.
2. Approve payment to Aqua Pure Water Solutions, Grand Forks, ND in the amount of \$221.25 for Bottled Water for the Facilities Department.
3. Approve payment to Chase on the Lake, Walker, MN in the amount of \$277.88 for Lodging Expenses for Training for the Veteran's Office on March 15, 16 and 17, 2016.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. The Mayor and County Official's Day of Recognition of National Service was discussed, it was the consensus of the Board there was no issue for the Board Chair to sign said paperwork.
2. The AMC Transportation letter was discussed.
3. Broad Band discussion.
4. Commissioner Bunes brought forth that he participated in negotiations. He also brought forth that he participated in the MNDOT and Food Shelf tour with the Lt. Governor and Commissioner of Transportation. He also participated in the LARL meeting where it was reported that a \$42,000 grant was received from the Otto Bremer Foundation. Also attended was an AAA Dancing Sky meeting in Mahnomen.
5. Commissioner Strandell reviewed his upcoming calendar.
6. Commissioner Lee brought forth that she participated in the Polk County Extension Meeting where much of the focus was on the 4-H Coordinator goals. She also participated in the Food Bank tour with the Lt. Governor.
7. Commissioner Diedrich brought forth that he participated in a One Watershed One Plan meeting. In addition he brought forth that he attended the Polk County Extension Meeting where it was reported that the 4-H enrollment numbers are up to approximately 170.
8. Commissioner Nicholas was absent.

## **SHERIFF'S DEPARTMENT**

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

### **1. Monthly Sheriff Reports**

The February 2016 Sheriff Report was presented and discussed with the Board.

## **FACILITIES**

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. Projects Construction Status**

Discussion was held with the Board regarding the status of construction projects in Polk County. A 2016 bond projects status report was also distributed to the Board. (Report on file in the Administrator's Office).

### **2. Government Center Transformer Replacement**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the quote from Bergstrom Electric, Grand Forks, ND to install a 150KVA transformer at the Government Center in the amount of \$22,725.00.

### **3. Justice Center Projects:**

#### **a. Building Security System**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board for authorization to obtain quotes for a building security system for the Justice Center.

#### **Building Windows Repair**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board for authorization to obtain quotes for the necessary repairs on the windows at the Justice Center.

#### **b. Ductwork and Diffuser Revisions**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the request for proposal PR-005 (A) from Peterson Construction Company, Inc., Grand Forks, ND in the amount of \$18,171.00 to reposition the diffusers in the new Public Health area at the Justice Center.

#### **c. Air Handling Units Repair**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept the quote from Johnson Controls, Fargo, ND in the total amount of \$83,072.00 to make the needed repairs to air handlers at the Justice Center.

#### **d. Public Health Offices Parking**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the Public Health parking diagram as presented to the Board and to authorize the obtaining of bids to complete the necessary work. (Diagram on file in the Administrator's Office)

#### **e. Public Health Office Water Control Valves Replacement**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the request for

proposal PR-005 (B) from Peterson Construction Company, Inc., Grand Forks, ND in the amount of \$21,967.00 to replace the existing VAV water control valves in the new Public Health area at the Justice Center.

### **DEPARTMENT OF NATURAL RESOURCES**

Ross Hier and Emily Hutchins of the Department of Natural Resources came before the Board with matters pertaining to DNR:

#### **1. Hovland Marsh Wildlife Lake Designation and Structure Replacement**

Discussion regarding the Hovland Marsh Wildlife Lake Designation and Structure Replacement along with handouts were presented to the Board. (Handouts on file in the Administrator's Office)

### **SOCIAL SERVICES**

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

#### **1. Occupational Development Center Inc., CY 2016 Contract Amendment**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the contract amendment with the Occupational Development Center for CY 2016 effective January 1, 2016. (Amendment on file in the Administrator's Office)

#### **2. Social Worker Resignation and Replacement Request**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to refill the Social Worker position and any internal subsequent position vacancies occurring as a result of this action.

### **HIGHWAY DEPARTMENT**

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

- 1. A. Resolution (2016-19) Approving Polk County as Legal Sponsor for Application for DNR Trail Assistance Programs Effective Fiscal Year 2016**  
**Approving Polk County as Legal Sponsor for Application for DNR Trail Assistance Programs Effective Fiscal Year 2016**

### **RESOLUTION (2016-19)**

The following resolution (2016-19) was offered by Commissioner Diedrich:

WHEREAS, Polk County desires to maintain trails for the enjoyment of the public and will act as legal sponsor for an application for the DNR Trails Assistance Program, the MN DNR Grant-in-aid Trail Permit; and

WHEREAS, Polk County may enter into agreement with the State of Minnesota for the Polk-Norman-Clay Agassiz Recreational Trail, heretofore known as the Agassiz Recreational Trail, for the portion of the trail existing in Polk County; and

WHEREAS, Polk County will comply with all applicable laws and regulations as stated in the grant contract agreement(s), permits and by all applicable federal and state laws and regulations; and

WHEREAS, Polk County recognizes and assigns Polk County Administrator Charles S. Whiting who will act as a fiscal agent on behalf of Polk County; and

WHEREAS, Polk County approves this resolution to be effective for acting as the legal sponsor for trail administration annually for future grant applications and permits.

NOW THEREFORE BE IT RESOLVED, That Polk County agrees to continue to act as legal sponsor for the above applications and agreements of the DNR Trails Assistance Program until such time that Polk County rescinds this sponsorship beginning Fiscal Year 2016.

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

**2. Sign Quote**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the quote to MD Solutions, Plain City, OH for signs for the Highway Department in the amount of \$9,614.00.

**3. Equipment Rental Quotes**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to award all the 2016 quotes for use by Polk County Public Works which include Highway, Ditch and Parks for Equipment Rental.

**4. Crack Fill Quotes**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award Northwest Asphalt and Maintenance, Grygla, MN the Crack Fill quote in the amount 1.30 per pound.

**5. Resolution (2016-20) Speed Zones Rural Polk County**

**Speed Zones Rural Polk County**

**RESOLUTION (2016-20)**

The following resolution (2016-20) was offered by Commissioner Strandell:

WHEREAS, the following Polk County roads were posted at 30mph due to Statute:

CSAH 10 from Polk/Norman County Line to ¼ mile North  
CSAH 11 from West Limits to East Limits of Gentilly, MN  
CSAH 12 from 0.1 mi. West to 0.1 mi. North of CR 231  
CSAH 21 from 0.15 mile W. to 0.15 mi. E. of CSAH 20  
CSAH 23 from West Limits to East Limits in Tabor, MN  
CSAH 23 from TH 75 to 0.25 miles West.  
CR 231 from CSAH 12 to ½ mile South  
CR 231 from CSAH 12 to CSAH 10

WHEREAS, The Statute pertaining to rural speed limits has changed.

WHEREAS, State Statutes and the Minnesota Department of Transportation regulation govern speed zoning on local roads.

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that the Minnesota Department of Transportation restudy the posted limits on the roads above.

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

**ENVIRONMENTAL SERVICES**

Jon Steiner, Polk County Environmental Services Director came before the Board with matters pertaining to his department:

**1. Polk Solid Waste Contract – Addendum #2**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve Addendum #2 to the 2015 Solid Waste Agreement between Polk County and the counties of Beltrami and Hubbard. The Addendum stipulates a guarantee to deliver waste from those counties to the Polk County RRF for a minimum of 10 years.

**2. Professional Services Agreement – Wenck Phase I**

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept the Professional Services Agreement from Wenck for Phase I of the Regional Solid Waste Expansion Project. The price will vary dependent upon modifications to the Phase I Capital Assistance Program (CAP) Grant with MPCA.

**3. Design/Engineering Agreement – Titus MRF Services**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize Environmental Services to enter into a Design/Engineering Agreement with Titus MRF Services for the work related to process equipment. The cost of the project will be based on time/materials and scope of the project.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., April 5, 2016.

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Craig Bunes, Chairman

ATTEST:

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