

MARCH 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., March 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: Valerie Bjerk, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Revised March 24, 2015 agenda, adding No. 5 and No. 6 under Jon Steiner Environmental Services.

CONSENT AGENDA

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

1. Approve payment to MCIT, St. Paul, MN in the amount of \$1,560.06 for ½ PNM CHB Insurance-91 for Public Health.
2. Approve payment to Fertile Oil in the amount of \$15,662.10 for a transport of gasoline for the Highway Department.
3. Approve payment to Kustom Kollision, Crookston, MN in the amounts of \$2,497.74 and \$81.00 for repair work done to Unit 180 and Unit 210 at the Sheriff's Office.
4. Approve payment to Card Member Services, St. Louis, MO in the amount of \$19,092.04 for credit card purchases.

COUNTY BOARD MEMBERS ISSUE FORUM

1. A County Program Aid update was given to the Board. Marshall County Auditor Scott Peters met with Chuck Whiting and Craig Bunes at the Polk County Government Center. The AMC Workgroup is working on the County Program Aid. A resolution is being considered regarding this Program.
2. Commissioner Nicholas brought forth the Vanguard meeting at the Government Center on March 24, 2015. Last week a Single Family Loan Housing Program meeting was attended. On March 23, 2015 a conference call with Springsted was held on setting up interviews for the Tri-County Community Corrections Center Director position.
3. Commissioner Strandell brought forth the Vanguard meeting at the Government Center on March 24, 2015. There will be 3 candidates interviewed beginning at 1:30 p.m., March 26, 2015 for the Tri-County Community Corrections Director position. Draft copies of the Polk County Newsletter were distributed. There is a Township Board meeting on March 24, 2015. There is a Planning and Zoning meeting on March 27, 2015. The Red River Valley Development Association is March 28, 2015 at noon at UMC, Crookston.
4. Commissioner Lee brought forth she attended meetings with Inter County – five new members are on the Board. MN Sure – Inter County did not receive the outreach grant

- they applied for. They are also working on writing a grant. Foreclosure issues and the Homeless Program were also discussed. She also attended a meeting with Sarah Reese regarding health services, health equity, vaccinations and other health matters.
5. Commissioner Bunes brought forth he attended the LARL meeting in Moorhead. LARL had an audit which was in excellent shape. The State Regional Library systems recognize there are funding formula issues and are working to create a funding formula that does not penalize smaller library systems.
 6. Commissioner Diedrich brought forth the Township Board meeting March 24, 2015. He attended the One Watershed, One Plan kickoff. After the Board meeting last week he met with Tabor Township.

SHERIFF'S DEPARTMENT

Barb Erdman, Polk County Sheriff and Brian Lundeen, Sheriff's Office came before the Board with matters pertaining to the Sheriff's Office:

1. **(Resolution 2015-12) 2015 State Boat and Water Operations Grants**
2015 State Boat and Water Operations Grants
RESOLUTION (2015-12)

The following resolution (2015-12) was offered by Commissioner Bunes:

WHEREAS, Under the provisions of M.S. Section 86B.105 the Sheriff of each county is require to carry out the provision of Chapter 86B and the Boat an Water Safety Rules promulgated by the Commission of Natural Resources, including patrol, enforcement, search and rescue, watercraft inspection, waterway marking and accident investigation, all included as the Sheriff's duties.

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County, that Polk County, submits a budget to the Commissioner of Natural Resources to carry out the duties of Boat and Water Safety.

BE IT FURTHER RESOLVED, By the Board of County Commissioners of Polk County that the County Sheriff, the Chairman of the Polk County Board and the Polk County Administrator are authorized to sign said agreement and to submit said Agreement on behalf of Polk County.

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

2. **Tait Radio Equipment**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the transfer of equipment (as per list distributed to the Board) to other participating agencies within the original grant, and to allow selling any unused equipment at the upcoming Sheriff's sale.

3. **Out of State Travel – National Sheriff's Conference in June 2015**

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the out-of state travel and related expenses for the Sheriff to attend the National Sheriff's Conference in June 2015 in

Baltimore Maryland. The Sheriff was awarded \$1,000 to be applied towards the travel expenses.

4. Sheriff Reports

The February 2015 Sheriff Report was presented and discussed with the Board.

SOCIAL SERVICES

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

1. Eligibility Worker Resignation – Replacement Request

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

HIGHWAY DEPARTMENT

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

1. Highway GPS Controller

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the purchase of a new Trimble GPS Controller from Frontier Precision, St. Cloud, MN in the amount of \$7,594.00.

2. 2015 Sign Quote

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the purchase of signs to replace the current signs along Polk County roadways to bring them up to the current standards from Lyle Signs, Inc., Jamestown, ND in the amount of \$27,527.00.

3. Certificate of Final Acceptance/Performance

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Certificate of Final Acceptance for SAP-060-617-020, CP 113-233-1113, CP 114-00-1178, CP 114-00-1179, and CP 114-00-1180 and allow the County Administrator and the County Engineer to sign the Final Voucher/Certificate of Performances.

4. Certificate of Final Acceptance/Performance

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Certificate of Final Acceptance for SAP 060-641-026 and SAP 060-641-028 and allow the County Administrator and the County Engineer to sign the Final Voucher/Certificate of Performances.

FINANCE

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

1. February 2015 Cash Balance Reports and Budget Report

Informational handouts were presented and discussed with the Board regarding the 2015 February Cash Balance Reports and the First Quarter Comparisons 2012-2015 Budget Report.

US FISH AND WILDLIFE

Lynn Sebek Fergus Falls, Ryan Frohling, Detroit Lakes US Fish and Wildlife and came before the Board with matters pertaining to the US Fish and Wildlife:

1. Habitat Easement

The U.S. Fish and Wildlife Service recently secured an Easement for Wildlife Habitat Protection from DEJ, LLC a Limited Liability Company under the Laws of Minnesota, of Pine River, Minnesota. The land is located in Section 27 of Rosebud Township. This is a habitat easement protecting the wetlands and uplands, while allowing haying. A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to DENY the above request from the US Fish and Wildlife based on the concerns regarding “perpetual” condition.

ENVIRONMENTAL SERVICES

1. Hauler Requested Contract Amendment #1 – Landfill Loading Surcharge

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to DENY the requested landfill loading surcharge Amendment #1 to the Solid Waste Trailer Hauling Contract 2015-2017 as presented and discussed to the Board.

2. Hauler Requested Contract Amendment #2 – Fuel Surcharge

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to change the fuel surcharge to be based on the grade of fuel used and to eliminate the reference in the Contract to Rosebud Co-op to a local fueling station selected by Polk County.

3. Solid Waste Expansion Project Update

An update was given to the Board regarding the Solid Waste Expansion Project.

4. Departmental Update

An update was given to the Board regarding the Environmental Services Department areas.

5. *Auction Pre-Authorization List – 2015

A list of items (distributed to the Board) would be beneficial to the operations within the Environmental Services Department, should the opportunity to purchase via auction arise, Polk County Environmental Services - Admin (ESA) would be pre-authorized to purchase. A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve pre-authorizing purchases from the 2015 auction list as presented to the Board. Any other items not listed the County Administrator would be authorized to pre-approve upon recommendation of the ESA.

6. *Purchase of Transmission

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve purchasing a ZF 6WG-210 Transmission Repair (Off Road Dump truck) with a 90 day warranty from Centranz, Inc., Buckner, MO in the amount of \$15,375.00.

FACILITIES MANAGEMENT

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

1. Boiler Bid Award

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award the Polk County Government Center Boiler Replacement base bid only to Peterson Sheet Metal, Bemidji, MN in the amount of \$328,000.00.

ADMINISTRATION

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

1. Approval to Fill Position – MIS Systems Administrator

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to authorize advertising and filling the non-union position of MIS Systems Administrator in the MIS Department.

2. Letter to Board of Water and Soil Resources

Discussion was held regarding the letter to the Board of Water and Soil Resources, St. Paul, MN regarding the displeasure with the recommendation of the North Region Committee of BWSR concerning the Redistribution of Managers Petition for the Middle-Snake-Tamarac Rivers Watershed District. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas to approve the letter as written.

COUNTY BOARD WORK SESSION

Josh Holte, Planning and Zoning Administrator came before the Board with matters pertaining to Board of Adjustment and corresponding Planning Commission vacancies and prospective appointments:

1. Planning and Zoning/Board of Adjustment Appointments

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to have the Commissioners recommend appointment of Board of Adjustment & Planning and Zoning members from their respective districts. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to appoint Len Vonasek to the Polk County Planning Commission representing Commissioner District 2 to fill the term of Ozzie Moe that will expire on December 31, 2016. A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to appoint Mike Powers to the Polk County Board of Adjustment representing Commissioner District 2 to fill the term of Ozzie Moe that will expire on December 31, 2016. A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to appoint Rolland Gagner to the Polk County Board of Adjustment representing Commissioner District 4 to a term that that will expire on December 31, 2017. A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to appoint Paul Jore as an alternate member on the Polk County Board of Adjustment. A

motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to appoint Arlet Phillips as an alternate member on the Polk County Board of Adjustment.

2. Buildings Issues Review and Planning

Scott Sosalla and David Jordan, Architectural Resources, Inc. Mark Ditz, Facilities Management Director reviewed buildings and office options for the Government Center, Public Health and the Justice Center. Commissioner Lee left the meeting at 3:30 p.m. The consensus of the Board was to have ARI pursue design work for the vacant space on the second floor of the Justice Center building. Chuck Whiting, Polk County Administrator was directed to check on the Public Health building lease options. The Board discussed County building options in Fosston; Administrator Whiting is to arrange for a Board tour of those buildings at the April 7 County Board meeting.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., April 7, 2015.

Warren Strandell, Chairman

ATTEST:

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