

APRIL 5, 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., April 5, 2016 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.

REVISED AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the April 5, 2016 Board revised agenda adding Enbridge – Sandpiper Correspondence under the County Board Members Issue Forum.

CONSENT AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the April 5, 2016 consent agenda:

1. Approve Auditor Warrants.
2. Approve for payment lost Warrant No. 200855 in the name of Antonio Alston, payment dated October 24, 2014 in the amount of \$28.32.
3. Approve for payment lost Warrant No. 178861 in the name of Heath Hanson, payment dated April 20, 2012 in the amount of \$3.67.
4. Approve for payment lost Warrant No. 212035 in the name of Nancy Shafer, payment dated November 20, 2015 in the amount of \$21.79.
5. Approve for payment lost Warrant No. 210461 in the name of Woodside Township, payment dated September 25, 2015 in the amount of \$737.58
6. Approve payment to Card Member Services, St. Louis, MO in the amount of \$20,575.92 for credit card purchases.

COUNTY BOARD MEMBERS ISSUE FORUM

1. *Enbridge – Sandpiper Pipeline Correspondence from Christine Davis.
2. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Enbridge letter as presented and signed by Commissioner Lee.
3. Commissioner Strandell brought information regarding Valley Golf. He brought forth that he attended a probation meeting with Tri-County Corrections where the focus was the probation reduction. He also brought forth discussion regarding the Nielsville Bridge and a potential meeting with Traill County, ND.
4. Commissioner Nicholas brought forth that he attended a Tri-Valley meeting regarding early child care. In addition he also attended a Pine to Prairie Drug Task Force meeting where an inspection at the jail was the focus.
5. Commissioner Lee brought forth that she attended an Aquatic Invasive Species meeting where marketing was the focus. She also brought forth that she met with Senator Eken through AMC regarding home based services.

6. Commissioner Bunes brought forth that he attended the Polk County Township Officer's meeting where he had brought the ATV ordinance for discussion.
7. Commissioner Diedrich brought forth that he attended the Polk County Township Association meeting. In addition he attended the Emerging Leaders Awards Banquet. He also brought forth discussion regarding and MCIT meeting.

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the April 5, 2016 Board revised agenda adding Robert Wagner, Director of Assessments – Property tax and valuation updates.

TAXPAYER SERVICE CENTER

Robert Wagner, Assessment Services Director came before the Board with updates regarding tax and value statements.

PLANNING AND ZONING

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

1. Resolution (2016-22) Conditional Use Permit For David N. & Marielle J. Eischens For An Accessory Structure Larger Than 800 Sq. Ft. And For Hookup To Septic System In The Shoreland Zoning District

Resolution (2016-22) was offered by Commissioner Strandell seconded by Commissioner Diedrich and adopted upon the following vote: YEAS: Lee, Diedrich, Bunes, Strandell and Nicholas. NAYS: None. (See Resolution (2016-22) on file in the Administrator's Office).

2. Resolution (2016-23) Conditional Use Permit For Christian Lambright To Operate A Dog Breeding Business In The Agricultural Zoning District

Resolution (2016-23) was offered by Commissioner Diedrich seconded by Commissioner Nicholas and adopted upon the following vote: YEAS: Lee, Diedrich, Bunes, Strandell and Nicholas. NAYS: None. (See Resolution (2016-23) on file in the Administrator's Office).

3. Training

Information regarding the Planning Commission and Board of Adjustment upcoming training session to be held on April 20, 2016 was discussed with the Board.

SHERIFF

Barb Edman, Polk County Sheriff and Nancy Schafer, Dispatch came before the Board with matters pertaining to her department:

1. Resolution (2016-21) 2016 State Boat and Water Operations Grant
2016 State Boat and Water Operations Grants

RESOLUTION (2016-21)

The following resolution (2016-21) was offered by Commissioner Nicholas:

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

2. Resolution (2016-24) Recognition of 2016 National Public Safety

Telecommunicators Week April 10 – April 16, 2016

Recognition of 2016 National Public Safety
Telecommunicators Week April 10 – April 16, 2016
RESOLUTION (2016-24)

The following resolution (2016-24) was offered by Commissioner Diedrich:

WHEREAS, Polk County Dispatchers daily serve the citizens of Polk County by answering emergency calls for police, fire, and emergency medical services, and by dispatching the appropriate assistance as quickly as possible; and

WHEREAS, Public safety Telecommunicators are the vital link between the citizens calling for help and the agencies which assist them; and

WHEREAS, Public safety Telecommunicators are professionals whose behind-the-scenes and often unrecognized actions are responsible for helping protect people and property; and

WHEREAS, Professional Telecommunicators work to improve the emergency response capabilities of these communications systems through their leadership and participation in training programs to improve their skills; and

WHEREAS, The Polk County 9-1-1 Emergency Network wishes to join with other 9-1-1 entities across the United States in setting aside the second week of April 2016 to recognize Telecommunicators for their crucial role in protection of life and property;

NOW THEREFORE BE IT RESOLVED, By the Polk County Board of Commissioners, this 5th day of April, 2016, that the week of April 10 – 16, 2016, be designated as NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK in

Polk County in honor and recognition of our County's 9-1-1 Telecommunicators, and the vital contribution they make to the safety and wellbeing of our citizens.

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

SOCIAL SERVICES

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

1. CY 2016 Adult Mental Health Grant Amendment

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the CY 2016 Mental Health Grant Amendment as outlined in the letter from the Minnesota Department of Human Services dated March 10, 2016. (Letter on file in the Administrator's Office)

HIGHWAY DEPARTMENT

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

1. Award SP 060-620-017 Knife River Materials

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award SP 060-620-017 to Knife River Materials, Bemidji, MN in the amount of \$992,710.50 and allow the Chair of the Board and the County Administrator to sign said contracts.

2. Calcium Chloride Quote

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award Tri-City Paving, St. Cloud, MN the calcium chloride quote in the amount of \$1.055 per gallon.

3. Local Roads and Bridges Highway Users Tax Distribution Fund 2016

Informational handouts were presented to the Board regarding the Local Roads and Bridge Highway Users Tax Distribution Fund for 2016.

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the April 5, 2016 Board revised agenda adding No. 4 under Highway Department. Commissioner Lee was absent from the room at the time of the vote.

4. Nielsville Bridge

An update was provided to the Board regarding the status and funding of the Nielsville Bridge.

PROPERTY RECORDS

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

1. Election Judge Online Training

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize the Director of Property Records/Election Administrator to enter into a professional services agreement with DS Solutions, St. Cloud, MN to provide Online Election Judge Training for \$1,500.00. (Agreement on file in the Administrator’s Office)

ADMINISTRATOR

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

1. Approval of 2016-2018 Collective Bargaining Agreement – Teamsters Sheriff’s Department Essential Employees (Deputies) Unit

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the 2016-2018 Collective Bargaining Agreement for the Teamsters Sheriff’s Department Essential Employees (Deputies) Unit.

2. Out of State Travel Request – ICMA Conference, Kansas City, MO – September 25 – September 28, 2016

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve out of state travel for Charles Whiting to attend the ICMA Conference, Kansas City, MO in September 2016.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 03/01/2016

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	10,755.04
Cole Papers Inc	8,169.58
Crookston Driftbusters	14,074.76
Gaffaney's	48,696.04
Garden Valley Telephone Co	5,744.94
Hagen Construction	6,315.80
Lenes Sand & Gravel Inc	14,157.26
Lenes Sand & Gravel Inc	5,492.52
Peterson Construction Co Inc	400,938.00
Polk County Public Health	2,103.67
Professional Pavement Products Inc	7,586.75
Service Pro Parts Inc.	6,099.00
University Of North Dakota	5,944.50
22 Payments 2000	11,786.22
less than	

Final Total: 547,864.08

AUDITOR WARRANTS 03/01/2016

<u>Vendor Name</u>	<u>Amount</u>
3 Payments 2000 less than	920.75

Final Total: 920.75

AUDITOR WARRANTS 03/02/2016

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

Final Total: 30.00

AUDITOR WARRANTS 03/08/2016

<u>Vendor Name</u>	<u>Amount</u>
Christian Brothers Ford Inc	113,500.88
Crookston City	8,879.30
East Grand Forks City	23,271.62
EGF Water & Light Dept	2,037.95
Powerplan OIB	3,950.00
US Postal Service (CMRS FP)	5,000.00
22 Payments 2000 less than	10,188.90

Final Total: 166,828.65

AUDITOR WARRANTS 03/11/2016

<u>Vendor Name</u>	<u>Amount</u>
Northwest Minnesota Service Cooperative	126,214.50

Final Total: 126,214.50

AUDITOR WARRANTS 03/15/2016

<u>Vendor Name</u>	<u>Amount</u>
Brost Chevrolet Inc	31,715.75
Crookston Water Department	4,075.17
Fosston Municipal Utilities	2,378.02
Garden Valley Telephone Co	3,087.95
Great Plains Natural Gas Co	11,057.33
GreatAmerica Financial Services	9,676.29
Halstad Telephone Co	18,725.40
KRONOS	3,175.65
Norman County Public Health	10,911.00
Ottertail Power Co	7,239.35
Polk County Public Health	26,393.98
Safety Compliance Services	3,275.00
Verizon Wireless	2,602.28
Zayo Enterprise Networks	11,075.41
17 Payments 2000 less than	8,954.40

Final Total: 154,342.98

AUDITOR WARRANTS 03/22/2016

<u>Vendor Name</u>	<u>Amount</u>
Fitzgerald, Reynolds, Harbott	3,664.35
Fosston Municipal Utilities	58,148.84

	Hardwick P.C./Brian T		12,536.33
	Mn State Treasury		6,795.00
	Ottertail Power Co		3,296.47
	Sandhill Snowcruisers		36,152.52
17	Payments	2000	8,026.48
	less than		
	Final Total:		128,619.99

AUDITOR WARRANTS 03/29/2016

	<u>Vendor Name</u>		<u>Amount</u>
	Cole Papers Inc		4,396.94
	Hagen Construction		5,378.85
	Lenes Sand & Gravel Inc		11,827.08
	Lenes Sand & Gravel Inc		5,893.07
	Marshall County Coop		2,490.00
	Norman County Public Health		4,035.43
	Northdale Oil		7,558.95
	Ottertail Power Co		15,051.98
	Polk County		51,756.57
	Polk County Administrator		121,078.64
	Polk County Public Health		7,761.00
	Regents Of The Univ Of Mn		37,004.22
	University Of North Dakota		5,944.50
20	Payments	2000	8,538.93
	less than		
	Final Total:		288,716.16

MANUAL WARRANTS 02/26/2016

VENDOR NAME	AMOUNT
Internal Revenue Service	146,206.15
MN Revenue	24,573.03
FINAL TOTAL	\$170,779.18

MANUAL WARRANTS 02/29/2016

VENDOR NAME	AMOUNT
MN Department of Revenue	44.20
FINAL TOTAL	\$44.20

MANUAL WARRANTS 03/01/2016

VENDOR NAME	AMOUNT
SelectAccount	6,193.62
FINAL TOTAL	\$6,193.62

MANUAL WARRANTS 03/04/2016

VENDOR NAME	AMOUNT
Internal Revenue Service	2,299.22
MN Revenue	113.95
FINAL TOTAL	\$2,413.17

MANUAL WARRANTS 03/07/2016

VENDOR NAME	AMOUNT
SelectAccount	7,453.68
FINAL TOTAL	\$7,453.68

MANUAL WARRANTS 03/11/2016	
VENDOR NAME	AMOUNT
Internal Revenue Service	147,334.74
MN Revenue	24,864.60
FINAL TOTAL	\$172,199.34

MANUAL WARRANTS 03/15/2016	
VENDOR NAME	AMOUNT
SelectAccount	7,818.11
FINAL TOTAL	\$7,818.11

MANUAL WARRANTS 03/18/2016	
VENDOR NAME	AMOUNT
Mn Revenue	4,600.50
MN Dept of Revenue	51,309.52
FINAL TOTAL	\$55,910.02

MANUAL WARRANTS 03/21/2016	
VENDOR NAME	AMOUNT
SelectAccount	6,911.28
FINAL TOTAL	\$6,911.28

MANUAL WARRANTS 03/25/2016	
VENDOR NAME	AMOUNT
Internal Revenue Service	147,386.42
MN Revenue	24,798.43
FINAL TOTAL	\$172,184.85

MANUAL WARRANTS 03/29/2016	
VENDOR NAME	AMOUNT
SelectAccount	6,333.28
FINAL TOTAL	\$6,333.28

MANUAL WARRANTS 03/29/2016	
VENDOR NAME	AMOUNT
Bremer Bank NA	1,251,450.00
FINAL TOT	\$1,251,450.00

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., April 19, 2016.

Craig Buness, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

April 5, 2016

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