

APRIL 7, 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., April 7, 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.

REVISED AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Revised April 7, 2015 Board agenda, adding No. 3 under Administration.

CONSENT AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the April 7, 2015 consent agenda with corrections to the February 24th minutes as noted.

1. Approve Auditor Warrants.
2. Approve the February 24, March 3, March 17 and March 24, 2015 Board minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he had received a phone call from Doug Planten regarding the improvements Polk County has made to its public parks. Also brought forth was discussion regarding Tri-County Community Corrections Executive Director. Three interviews were conducted. Andy Larson the current Jail Administrator was selected to fill the position.
2. Commissioner Lee brought forth that he received a phone call from Dean Murphy regarding the US Fish and Wildlife request for a permanent easement that was denied at the March 24, 2015 meeting with concerns.
3. Commissioner Nicholas brought forth that he attended the Tri-County Community Corrections meeting. In addition he attended a Drug Task Force meeting where Marshall County is now a participating member. Also brought forth was discussion regarding Tri-Valley and grant funds for Transitional Housing that have not been utilized. It was decided that Inter-County Community Council will administer the grant funds. He also attended an MRCC meeting via ITV/Phone.
4. Commissioner Bunes brought forth that he attended the Township Officer's meeting where there was a change in leadership for District 5. He also attended a negotiations meeting.
5. Commissioner Diedrich brought forth discussion regarding a drainage issue near Oslo and a meeting that he will be unable to attend. He also brought forth that he had received a letter from Erwin Stobbe regarding and a drainage issue.

HIGHWAY DEPARTMENT

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

1. Award Contract CP-115-67-1196

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to award CP 115-67-1196, etc. to Davidson Construction, Newfolden, MN in the amount of \$497,200.00.

2. Award Contract CP 115-00-01

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award CP 115-00-01 to Minn Dak Asphalt, Thief River Falls, MN in the amount of \$49,400.00.

3. Award Contract CP 115-00-00

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to award CP-115-00-00 to DLL Excavating Inc., Little Falls, MN in the amount of \$238,525.00.

ENVIRONMENTAL SERVICES

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

1. Fill Open Position at Resource Recovery Facility

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize advertising and filling the Facility Yard Operator (FYO) position and any subsequent internal open positions.

2. Solid Waste Roll-Off Hauling Contract – Contractor Requested Change #1

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the amendment to the Roll-Off Hauling Contract for the blue roll-off containers to be billed by the rate-per-mile rather than rate-per-ton in the bid between Crookston and Fosston.

3. Property Purchase Option – Landfill

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to authorize the completion of the purchase option agreement of first right of refusal for Parcel No. 29.00174.05 for \$558.00.

4. 2015 Abatements – Non-Residential Solid Waste Fee Assessments

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the abatement of the 2015 Non-Residential Solid Waste Fee Assessment (SWFA) for those on the Abatement List dated 4-7-2015 as presented to the Board.

5. Solid Waste Ordinance Amendments

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize the public notice to amend the Polk County Solid Waste Ordinance. (Overview of Solid Waste Ordinance Changes on file in the office of the Polk County Administrator).

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 Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to open the Public Hearing at 9:52 a.m. to consider abatement of the county tax for parcels qualifying for the Housing Incentive Program in the cities of Crookston and East Grand Forks, MN. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to close the Public Hearing at 9:54 a.m.

ASSESSMENT SERVICES

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

1. Resolution (2015-13) City Housing Property Tax Abatement Program Approval Notice of Public Hearing to Consider Tax Abatement for Parcels Qualifying for the Housing Incentive Program in the County of Polk
RESOLUTION (2015-13)

The following resolution (2015-13) was offered by Commissioner Nicholas:

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	2014 TAX
82.03945.00	Russell C Remick	Alexander St	\$1393.40
82.03946.00	Russell C Remick	505-507 1 st Ave NE	\$1403.35
82.03787.00	Brett Lien & Kelly Thorstad	515 Cedar Ln	\$740.95
82.03953.00	William C & Debra A Peterson	563 1 st Ave NE	\$831.86
82.03952.00	Derek D & Jaclyn A Martin	555 1 st Ave NE	\$569.58
Total for Crookston			<u>\$4939.14</u>

EAST GRAND FORKS			
PARCEL NUMBER	PROPERTY OWNER	PROPERTY ADDRESS	2014 TAX
83.02047.01	Bryan D & Randi K Berger	525 3 rd Ave SE	\$749.75
83.04390.00	Greg J & Kim M Kaiser	1332 17 th Ave SE	\$618.63
83.04023.00	Michael L Pietruszewski & Christy E Phillips	1604 13 th Ave SE	\$783.37
83.04245.00	Dustin M & Karina N Rude	910 13 th St SE	\$987.07
83.00114.12	Catherine M Ryan	2406 Sawgrass Ct NW	\$895.12
83.04022.00	Eric Sand	1606 13 th Ave SE	\$636.84

83.00114.14	Lawrence J & Wendy L Sloan Trustees	2412 Sawgrass Ct NW	\$873.98
83.04200.00	Eric J & Ashley R Stauss	1312 Laurel Dr SE	\$831.18
83.04140.00	Darrin L & Laura A Vatnsdal	607 13 th St SE	\$1315.56
83.01514.00	Anthony H & Heather A Walsh	804 12 th St NW	\$935.98
83.04049.00	Jared M Zak	1508 14 th Ave SE	\$610.30
Total for East Grand Forks			<u>\$9237.78</u>

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. Local Option Disaster Abatement

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to grant the Local Disaster Abatement as requested by Andy Shimpa for taxes payable 2013, 2014, and 2015 on Parcel No. 84.00101.00 as presented.

3. Penalty and Interest Abatement Request

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to deny the penalty and interest abatement requested by Brady Kroening for taxes payable 2014 on Parcel No.'s: 45.00254.00, 65.00175.00, 65.00177.00, 65.00175.01, and 44.00086.00 as presented. It is the consensus of the board to send a letter to Brady Kroening and Bremer regarding the denial of the abatement.

PLANNING AND ZONING

Josh Holte, Planning and Zoning came before the Board with matters pertaining to Planning and Zoning:

Resolution (2015-14) Conditional Use Permit for Fosston Area Sportsman's Club Operation of a Trap Shooting Range in the Agricultural District Earl Hill, MNDOT Representative spoke regarding the potential shooting direction of US HWY 2. Randy Roue, President of the Fosston Sportsman Club spoke regarding the shooting direction which will be parallel with US HWY 2. Ross Jackson, property owner to the northeast spoke regarding noise concerns, his home is 1/3 of a mile from the proposed trap shooting site.

1. Resolution (2015-14) was offered by Commissioner Lee seconded by Commissioner Bunes and adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Bunes, and Nicholas. NAYS: None. See Resolution 2015-14 on file in the office of the Polk County Administrator.

2. Septic Grant/Loan Program

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by the following vote of the Board YEAS: Bunes, Lee and Strandell. NAYS: Diedrich and Nicholas to alter the Septic Fix-Up Loan Program into a Cost Share/Loan Program with the county contributing 25% or \$2,500.00 whichever is larger as a grant utilizing funds from the Clean Water Act.

NORTH COUNTRY FOOD BANK

Food Bank Directors Laurie Wagner, John Thorson and Mike Boelter and Suzie Novak, Executive Director came before the Board with matters pertaining to the North Country Food Bank:

1. Resolution (2015-15) Supporting Official Application for State Capital Appropriation in the 2015/16 Legislative Session for the Development and Construction of a Facility for North Country Food Bank, Inc. to be Located in Polk County
RESOLUTION (2015-15)

The following resolution (2015-15) was offered by Commissioner Diedrich:

WHEREAS, North Country Food Bank, Inc. (hereafter “North Country”) is a 501(c)(3) nonprofit organization currently located and operating in Crookston; and

WHEREAS, North Country provides and distributes over 7.4 million pounds of food to over 220 local agencies in the region; and

WHEREAS, North Country is in the process of finalizing plans to construct a new facility that will enable them to meet their warehousing, distribution and office needs; to remain compliant with state and federal regulations; and to better and more efficiently serve the population in this region; and

WHEREAS, North Country is now in a position to pursue a new building construction project and capital fundraising campaign, including a proposition to partner with Polk County to pursue a three million dollar (\$3,000,000) State of Minnesota Bonding Request in the 2015 and 2016 Bonding Bill.

NOW THEREFORE BE IT RESOLVED THAT the Polk County Board of Commissioners hereby supports, encourages, and welcomes the cooperative effort led by North Country to seek funding for their new capital building and construction project, including making the proposed \$3,000,000 State Bonding Request a County priority on its bonding priority list, and agrees to act as the fiscal agent for the receipt and disbursement of all capital appropriations funds awarded by the State.

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

PUBLIC HEALTH

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

1. Polk-Norman-Mahnomen Community Health Improvement Plan

The Polk-Norman-Mahnomen Community Health Improvement Plan for implementation in 2015-2019 was distributed and discussed with the Board.

2. Legislative Update

A Legislative update was given to the Board regarding the Local Public Health Grant, Targeted Family Home Visiting – TANF and the Statewide Health Improvement Program.

3. Nurse Family Partnership

Kathy Girdler, Angel Korynta and Jodi Scherve, Public Health staff appeared before the Board with matters pertaining to the Nurse Family Partnership. Informational handouts were given to the Board regarding the Nurse Family Partnership.

4. E-cigarettes

Kirsten Fagerlund and Bethany Brandvold, Public Health staff appeared before the Board with matters pertaining to E-cigarettes.

FACILITIES MANAGEMENT

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

1. Justice Center HVAC System Repair Status

An update was given to the Board regarding the HVAC System repair status at the Justice Center.

2. Justice Center 2nd Floor Unfinished Space Design

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to move forward with the design service with A.R.I., to design the unoccupied space located at the Polk County Justice Center, to accommodate the relocation of the attorney area at the Polk County Justice Center.

3. Stanley Security System Repair/Replacement Status

An update was given to the Board regarding the Stanley Security System Repair/Replacement at the Justice Center. There was a consensus of the board to proceed and research the possibility of a maintenance agreement with Unique Security, Inc., to support the Stanley Security System.

4. Government Center Boiler Status

An update was given to the Board regarding the boiler status at the Government Center. This item will be brought to the next meeting.

5. Public Health Building Lease Status

Discussion was held with the Board regarding Public Health building lease that will expire on April 30, 2016 and the possibility of looking at other options for relocation for the Public Health Department.

ADMINISTRATION

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

1. Projects and Bond Refinancing Options

Building projects within the County were discussed with the Board. Informational Bond handouts were also presented and discussed with the Board. This item will be brought to the next meeting.

2. Request to Fill Vacancies – Social Services Accountant Technicians (2)

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve advertising and filling two Social Services Account Technicians.

3. *Eligibility Worker Resignation – Replacement Request

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to re-fill the Eligibility Worker position in Social Services.

4. Special Meeting

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to hold a special board meeting on April 14, 2014 at 1:00 p.m., to discuss buildings and bonding.

AUDITOR WARRANTS

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

AUDITORS WARRANTS 03/03/2015

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	21,473.51
Hagen Construction	6,172.32
Lenes Sand & Gravel Inc	5,178.12
Lithia Chrysler Jeep Dodge of Grand Fork	28,200.00
Marshall County Coop	2,701.40
Thomson Reuters - West	2,531.34
Valley Electric Of Crookston LLC	12,118.89
17 Payments 2000	6,647.08
less than	
Final Total:	85,022.66

AUDITORS WARRANTS 03/03/2015

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	121,234.00
Final Total:	121,234.00

AUDITORS WARRANTS 03/10/2015

<u>Venor Name</u>	<u>Amount</u>
Garden Valley Telephone Co	3,769.39
Great Plains Natural Gas Co	2,094.06
MN Northern Railroad	29,555.50
Powerplan OIB	3,450.00
29 Payments 2000	18,794.42
less than	
Final Total:	57,663.37
Lenes Sand & Gravel Inc	18,461.27
Titus Maintenance	119,252.50

2	Payments less than	2000	1,255.00
		Final Total:	138,968.77

AUDITORS WARRANTS 03/17/2015

<u>Vendor Name</u>	<u>Amount</u>		
Altru Health System	2,653.00		
Christianson Construction Co Inc	20,083.00		
Crookston Water Department	3,670.88		
Fertile Oil Company	16,879.50		
Fischer Law Office PLLC	2,639.18		
Fosston Municipal Utilities	54,383.56		
Hardwick P.C./Brian T	6,962.79		
Hoffman, Philipp, & Knutson	7,722.00		
Lithia Chrysler Jeep Dodge of Grand Fork	25,300.00		
Marshall Polk Rural Water Sys	7,242.18		
Middle-Snake-Tamarac Rivers Wtrshd Dist	2,184.50		
Mn State Treasury	6,811.50		
Norman County Auditor-Treas	2,417.62		
Sather Law Office Ltd	2,345.45		
26	Payments less than	2000	18,470.40
		Final Total:	179,765.56

AUDITORS WARRANTS 03/24/2015

<u>Vendor Name</u>	<u>Amount</u>		
BMC Software Inc	2,256.19		
Cole Papers Inc	3,881.00		
Crookston Driftbusters	5,383.48		
Fertile Oil Company	15,662.10		
Great Plains Natural Gas Co	15,914.58		
Great Plains Natural Gas Co	2,176.17		
Hagen Construction	5,768.10		
Norman Mahnomen Public Health	14,515.83		
Ottertail Power Co	31,343.56		
Polk County	45,903.29		
Polk County Administrator	94,356.45		
Polk County Environmental Services	2,333.30		
Polk County Public Health	54,803.07		
Sandhill Snowcruisers	13,882.76		
U S Bank	3,125.00		
University Of North Dakota	5,242.67		
19	Payments less than	2000	11,569.95
		Final Total:	328,117.50

AUDITORS WARRANTS 03/31/2015

	<u>Vendor Name</u>	<u>Amount</u>
	Cardmember Service	18,584.49
	Centranz, Inc	15,375.00
	Garden Valley Telephone Co	3,881.87
	GreatAmerica Financial Services	9,544.37
	Knife River Materials	191,071.21
	Kustom Kollision	2,578.74
	Lenes Sand & Gravel Inc	12,248.96
	MCCC MI 33	32,788.08
	Norman Mahnomen Public Health	4,257.18
	Polk County Environmental Services	85,646.47
	Polk County Public Health	8,389.10
	Stanley Convergent Security Solutions	2,405.86
	Thomson Reuters – West	3,168.77
17	Payment 2000 s less than	8,750.94
	Final Total:	398,691.04

MANUAL WARRANTS 03/03/2015

VENDOR NAME	AMOUNT
SelectAccount	12,198.67
FINAL TOTAL	\$12,198.67

MANUAL WARRANTS 03/18/2015

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	39,700.86
Mn Revenue	4,030.00
FINAL TOTAL	\$43,730.86

MANUAL WARRANTS 03/03/2015

VENDOR NAME	AMOUNT
SelectAccount	11,981.38
FINAL TOTAL	\$11,981.38

MANUAL WARRANTS 03/20/2015

VENDOR NAME	AMOUNT
SelectAccount	4,629.52
FINAL TOTAL	\$ 4,629.52

MANUAL WARRANTS 03/20/2015

VENDOR NAME	AMOUNT
Internal Revenue Service	295,603.87
Mn Revenue	49,295.00
FINAL TOTAL	\$344,899.77

MANUAL WARRANTS 03/03/2015

VENDOR NAME	AMOUNT
Bremer Bank Na	1,263,600.00
FINAL TOTAL	\$1,263,600.00

TRAVEL AND LUNCH

The Polk County Board of Commissioners traveled to Joe DiMaggio's, Erskine, MN for lunch and to discuss the Wellness Committees work-to-date:

1. Meal at Joe DiMaggio's – Wellness Presentation – Kirsten Fagerlund, Public Health

A Wellness Presentation was given to the Board by Kirsten Fagerlund, Public Health.

TRAVEL TO MCINTOSH & FOSSTON FOR COUNTY BUILDINGS TOUR

The Polk County Board of Commissioners toured buildings in the McIntosh and Fosston area:

1. Public Health Office – McIntosh

The Public Health Office was toured by the Board.

2. Incinerator and Recycling Buildings - Fosston

The Incinerator and Recycling Buildings was toured by the Board.

3. Social Services Office - Fosston

The Social Services Offices was toured by the Board.

4. Sheriff's Department Office - Fosston

The Sheriff's Department Office was toured by the Board.

With no further business the Board adjourned to reconvene for a special meeting at 1:00 o'clock p.m., April 14, 2015.

Warren Strandell, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board