

**APRIL 15, 2014**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 10:00 o'clock a.m., April 15, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, 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 Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the April 15, 2014 agenda.

**CONSENT AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the April 15, 2014 consent agenda:

1. Approve the April 1, 2014 board minutes.
2. Approve Commissioner Warrants: General Revenue Fund, \$179,011.21; Public Works Fund, \$59,729.85; Public Safety Fund, \$36,481.33; Public Health Fund, \$37,251.37; Forfeited Tax Sale Fund, \$1,056.78; Environmental Services Fund, \$17,101.79; Resource Recovery Fund, \$63,041.78; Landfill Fund, \$41,951.29; Agency Fund, \$623.46; Per Diems, \$1,425.00; Meal Reimbursements (without overnight lodging) \$33.76 and Sign Audit List.
3. Approve payment to Sarah Reese, Public Health in the amount of \$1,351.31 for meeting expenses to San Diego, CA.
4. Approve payment to Tamperproof Screw Co., Inc., Hicksville, NY in the amount of \$119.33 for Button HD Torx Security for the Building and Grounds Department.
5. Approve payment to Jon Steiner, Polk County Environmental Services in the amount of \$701.12 for mileage expenses.
6. Approve payment to NPELRA, Oceanside, CA in the amount of \$200.00 for NPELRA membership dues for the Human Resources Coordinator.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Nicholas brought forth discussion regarding MCIT. He also brought forth that he attended an RSVP meeting. They did receive their federal grant allowing for continued operation. He also attended a Tri-Valley meeting.
2. Commissioner Strandell brought forth that he attended an MPO meeting where the discussion focused on the remodeling of Grand Forks City Hall. The Grand Forks MPO will be moved to the East Grand Forks City Hall location for the duration of the remodeling project which is expected to be over a period of 2 years. He also brought forth that he attended a Tri-County Community Corrections meeting which focused on an employee issue. The employee has resigned. Discussion was also brought forth regarding the funding of probation agents through the DUI Court. He also attended a Public Safety meeting where the security of the Justice Center was the primary focus.

3. Commissioner Bunes brought forth that he had attended an MCIT work session in Warren that was well attended. In addition he brought forth that he and Gordy Gudvangen made an ART Trail presentation to the Norman County Board regarding the finances of the ART Trail. He indicated they would be making the same presentation in Clay County. The ART Trail Joint Powers members are meeting with the Department of Natural Resources on Wednesday April 16, 2014. He brought forth that he had received a call regarding that a section of the trail near Syre had been blocked off. He also attended the NW Regional Radio Board. He also brought forth that he has been called to serve on jury duty.
4. Commissioner Diedrich brought forth that he attended the Grand Marais Joint meeting. He also brought forth that he attended an MCIT meeting. He also attended a Middle Snake Tamarac Rivers Watershed meeting in Warren where a data practices request was discussed. He also brought forth discussion regarding Marshall County viewing several of our departments and buildings.
5. Commissioner Affeldt brought forth additional discussion regarding the Tri-County Community Corrections meeting he also attended. He indicated the jail population numbers are down.

#### **HIGHWAY DEPARTMENT**

Darin Carlstrom and Gerald Kovar of the Polk County Highway Department came before the Board with matters pertaining to the Highway:

1. **Award Bid Letting on SP 60-070-005 (Federal Safety Project)**

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to award the bid on SP 60-070-005 (Federal Safety Projects) to Knife River Materials, Bemidji, MN in the amount of \$912,252.20 and allow the Polk County Administrator and the Polk County Board Chair to sign said contracts.

2. **Approval of Quote for Mowing Grass**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the quote for mowing grass on county properties in Crookston to Morgan Terpstra, Crookston, MN in the amount of \$395.00/each mowing.

3. **Construction and Maintenance Update**

An update was given to the Board regarding construction and maintenance at the Highway Department.

#### **ASSESSMENT SERVICES**

Robert Wagner, Polk County Director of Assessment Services came before the Board with matters pertaining to his department:

1. **Aggregate Tax Information**

Information was presented to the Board regarding the 2012 fourth quarter and the 2013 aggregate tax collections and distributions.

2. **Local Boards of Appeal and Equalization Update**

Discussion was held regarding the upcoming Local Boards of Appeal and Equalization.

**PUBLIC HEALTH**

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

**1. Approval to Rehire and Advertise for a Full-Time Wellness Coordinator**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve advertising and rehiring the grant funded position of a Wellness Coordinator for Public Health.

**PLANNING AND ZONING**

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

**1. Septic Loan Program**

Information was presented to the Board regarding the Low Income Septic System Fix-Up Loan Program; if Planning and Zoning has interested applicants that qualify Mr. Holte will bring those loans before the Board for approval. Available funds for 2014 are \$37,900.00.

**COUNTY ATTORNEY**

Greg Widseth, Polk County Attorney came before the Board with matters pertaining to his department:

**1. Resolution (2014-017) Approving the DWI Court Program and Attorney Position**

**Approving the DWI Court Program and Attorney Position**

**RESOLUTION (2014-017)**

The following resolution (2014-017) was offered by Commissioner Nicholas:

WHEREAS, Several Minnesota counties have developed specialty courts to address criminal offenders with success in achieving positive changes in the offender’s life; and

WHEREAS, These successful programs have found support in county prosecuting offices, judicial branches, law enforcement agencies and correctional facilities for their development and continuation; and

WHEREAS, Polk County’s related public safety and judicial management have met and reviewed the opportunity to develop a DWI Court program in Polk County with the support of grant funding from the Minnesota Department of Public Safety (“State”); and

WHEREAS, As Polk County Attorney Greg Widseth’s role as the County’s prosecuting attorney is the lead office in coordinating a County DWI Court program, and has reviewed the staffing necessary to facilitate this program with the funding available from the State; and

WHEREAS, Attorney Widseth has concluded that the addition of one staff attorney will be required to facilitate the DWI Court program with half of its cost being reimbursed through the State's grant program; and

WHEREAS, A County DWI Court program will be coordinated with the regional Problem Solving Court Coordinator for this area.

BE IT HEREBY RESOLVED, That the Polk County Board of Commissioners approves the formation of a Polk County DWI Court program to be facilitated by the County Attorney's office and a DWI Court team to be represented by the County Attorney, Judicial Offices, Probation, Law Enforcement, Public Defense and other County representatives appropriate for the facilitation of this program; and

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners approves the application for and the entering into a grant agreement with the Minnesota Department of Public Safety for eligible funding of the Polk County DWI Court program, including for covering costs of one half of a County Attorney staff position; and

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners approves the addition of one Assistant County Attorney position effective no sooner than July 1, 2014 for the purposes of facilitating the DWI Court program and other department prosecutions, remaining as a department staff position with reconsideration at a future date if State grant funding diminishes or ceases to be awarded, or if the DWI Court is disbanded.

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

### **ADMINISTRATION**

Charles Whiting, Polk County Administrator came before the Board with matters pertaining to the Building and Grounds Department and Administration:

#### **1. Approval of Department Assets Disposition – Vehicles and Equipment**

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to allow Mark Dietz, Building and Grounds Director permission for disposition of (1) 1996 Chevrolet ½ ton pickup (1) 1999 ¾ ton Van, (1) 750 DW Katolight Generator and (1) Salt Dog Spreader.

#### **2. Approval to Advertise and Fill a Position Vacancy – Custodian I**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve advertising and hiring the vacant Custodian I position in the Building and Grounds Department.

#### **3. Approval of Purchase of Powerphone “Total Response” Training/Certification Program for 911 Dispatchers**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the purchase of Powerphone

“Total Response” Training/Certification Program for 911 Dispatchers in an amount just over \$10,000 to be paid from dedicated 911 funds.

**Robert Brekke, Jr., - Appointment to the Sand Hill Watershed Board**

Mr. Brekke, Jr., appeared before the board. A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to re-appoint Robert Brekke, Jr., Nielsville, MN to the Sand Hill Watershed Board with a term to expire 5-17-2017.

**1. Resolution (2014-015) Support for Application to Board of Water and Soil Resources (BSWR) for One Watershed, One Plan Pilot Program in the Sand Hill River Watershed**

**Board of Commissioners Support for Application to Board of Water and Soil Resources (BWSR) for One Watershed, One Plan Pilot Program in the Sand Hill River Watershed**

**RESOLUTION (2014-015)**

The following resolution (2014-015) was offered by Commissioner Bunes:

WHEREAS, in 2013, the Minnesota Legislature passed Chapter 137-HF 1183 (Clean Water Fund Appropriations) which provided authorization and funding to BWSR for assistance and grants to local governments to transition local water management plans to a watershed approach as provided for in Minnesota Statutes, chapters 103B, 103C, 103D, and 114D; and

WHEREAS, BWSR created the One Watershed, One Plan Program and is seeking nominations for the purpose of selecting six to eight pilot watershed areas in 2014; and

WHEREAS, priority will be given to watershed areas where a WRAPS has been completed or will be completed before the third quarter of 2015 and can demonstrate a high level of commitment from the involved counties, soil and water conservation districts, watershed districts, and water management organizations; and

WHEREAS, the representatives of the Polk County, East Polk SWCD, West Polk SWCD, Mahnomen SWCD and the Sand Hill River WD, met on March 28, 2014 in Fertile, MN agreed to pursue an application for a pilot project to develop a Comprehensive Watershed Management Plan;

NOW THEREFORE BE IT RESOLVED that the Polk County Board of Commissioners hereby supports the development of a Comprehensive Watershed Management Plan for the Sand Hill River Watershed as a partner.

Commissioner Strandell seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Strandell, Affeldt, Diedrich, Bunes and

Nicholas. NAYS: None.

**2. Review of County Website GIS Flood Interactive Map**

A review of the GIS Flood Interactive Map on the County website was made.

**3. Resolution (2014-016) Joint Powers Agreement – February 2014 Amendments  
Northwest Minnesota Regional Emergency Communications Board**

**Joint Powers Agreement – February 12, 2014 Amendments  
Northwest Minnesota Regional Emergency Communications Board**

**RESOLUTION (2014-016)**

The following resolution (2014-016) was offered by Commissioner Bunes:

WHEREAS, Polk County is a participating member in the Northwest Minnesota Regional Radio Board formed pursuant to Minnesota Statutes 471.59 and 403.39, and;

WHEREAS, This Joint Powers Agreement amendment creates the Northwest Minnesota Regional Emergency Communications Board pursuant to Minnesota Statutes 403.392, and;

WHEREAS, These amendments were approved by the Board on February 12, 2014 to facilitate the incorporation of NG911 technology, public safety wireless broadband technologies, and other emerging public safety communication technologies.

Commissioners approves the modifications to the Joint Powers Agreement recommended by the Northwest Regional Radio Board and attached hereto, and

BE IT FURTHER RESOLVED, That the Board Chair is hereby authorized to execute the Joint Powers Agreement.

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

**4. Polk County/City of Erskine School Tip Fee Cost Share**

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to refund the City of Erskine \$8,179.66 which is the difference between what the City of Erskine actually paid less one-half of the total disposal cost (tip fee + tax).

**5. Used Equipment Purchase**

A list of equipment was generated in 2013 that the Board would pre-authorize Environmental Services/Solid Waste to bid upon at auctions/sales upon consent of the County Administrator. Environmental Services is currently tracking the sale of a

radial stacking conveyor, tub grinder and transfer trailer. If a purchase is made it will require approval for payment after the purchase is made.

**COMMISSIONER WARRANTS**

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

**COMMISSIONER WARRANTS  
DATED 04/18/2014  
APPROVED 04/15/2014**

<u>Vendor Name</u>	<u>Amount</u>
Amherst H Wilder Foundation	15,364.00
Architectural Resources Inc	3,134.75
Beltrami Industrial Services	6,939.93
BMC Software Inc	5,064.21
Central States Wire Products Inc	3,565.00
Christian Brothers Ford Inc	2,201.79
Code 4 Services LLC	3,661.88
Crookston City	6,713.32
Crookston Fuel Company	3,160.00
Csp Delivery	2,414.72
Eastside Travel Plaza	4,002.47
Ferguson Enterprise Inc 3093	4,636.27
GRG Analysis	11,550.00
Hewlett Packard Company	9,123.10
Hometown Management Inc	4,031.44
Jsb Engineered Solutions	11,279.53
Kennedy Scales	16,007.34
KRONOS	4,053.76
Lepier Oil Company Inc	5,933.30
Liberty Tire - Mn	2,920.94
Luneth Plumbing & Heating	2,900.44
Mn Counties Information Sys	3,427.00
Moore Medical LLC	2,095.00
Morgan Printing Inc	3,178.00
Natronx Technologies Llc	8,246.89
North American Salt Co	4,978.66
North Country Business Prod	3,731.62
Northside Express	3,444.75
Northwest Iron Fireman Inc	3,547.40
Nuss Truck & Equipment	2,531.99
Pemberton Sorlie Rufer & Kershner	2,416.89
Polk County Administrator	5,206.78
Polk County Highway Department	11,488.18
Richard Rude Architectural Inc	31,469.97
Smiths Detection Danbury	5,310.15

Squeegee Clean Windows			3,220.26
The Exponent			4,597.93
Thomson Reuters - West			3,236.26
Titan Rentals			3,530.00
Trudeau/Ronald			7,000.00
U S Water Services			2,008.44
US Bank Voyager Fleet Sys			4,993.85
Valley Electric Of Crookston LLC			33,090.45
Vanguard Appraisals Inc			2,000.00
Wenck Associates Inc			13,533.25
Wenck Associates Inc			7,834.73
Widseth Smith Nolting & Assoc			27,774.51
Ziegler Inc			4,892.96
272	Payments	2000	98,804.75
	less than		
	<b>Final Total:</b>		<b>436,248.86</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., April 22, 2014.

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Don Diedrich, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board