

APRIL 28, 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 28, 2015 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Buness, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Joan Lee was absent.

AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the April 28, 2015 agenda.

CONSENT AGENDA

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

1. Approve the April 7, April 14 and April 21, 2015 Board Minutes.
2. Approve payment to City of Crookston, Crookston, MN in the amount of \$10,961.51 for the Housing Incentive Program.
3. Approve payment to the City of McIntosh, McIntosh, MN in the amount of \$359.89 for the Housing Incentive Program.
4. Approve payment to the City of East Grand Forks, East Grand Forks, MN in the amount of \$18,411.99 for the Housing Incentive Program.
5. Approve a 2014 Waste Hauler License for Countywide Sanitation of Grand Forks, ND.

COUNTY BOARD MEMBERS ISSUE FORUM

1. County Committee Per Diems – Discussion was brought forth regarding the per diems paid to the Planning Commission and Extension Committee members. A motion was made by Commissioner Diedrich seconded by Commissioner Buness and adopted by unanimous vote of the Board to raise per diems for County Board Committee appointees that are currently being paid \$50.00 to \$75.00 and to raise per diems for County Board Committee appointees that are currently being paid \$25.00 to \$35.00.
2. Fish and Wildlife Service letter – Information was brought forth regarding a letter that Commissioner Strandell received from the United States Department of Interior Fish and Wildlife Service regarding the Polk County Board decision to deny the easement on property owned by Dean Murphy.
3. AMC District 3 Meeting – Information was brought forth regarding the upcoming AMC District Meeting on June 4, 2015 at the Red Lake Falls City Hall.
4. Commissioner Nicholas brought forth that he attended the negotiations/personnel meeting. He also brought forth that he has been asked to sit on an interview committee for NW Mental Health Center.
5. Commissioner Strandell brought forth that the scheduled Planning Commission meeting was cancelled.

6. Commissioner Bunes brought forth that he attended a negotiations/personnel meeting. Discussion was brought forth regarding transportation funding in the legislature. He also brought forth that Jamie Hennen, Director Norman-Mahnomen Public Health is leaving to go to a position at Clay County Public Health.
7. Commissioner Diedrich brought forth discussion regarding the Warren Ambulance Service appropriations. He also attended the Law Library Meeting. He also brought forth that he had a conversation with Carol Svendsen of Bremer Bank, NA of Grand Forks, ND regarding Polk County Investments.

SHERIFF'S DEPARTMENT

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

- 1. Monthly Sheriff Reports**

The March Sheriff Reports were presented and discussed with the Board.

PUBLIC HEALTH

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

- 1. Approval to Apply for 2015 Medica Foundation Organizational Core Mission Support Grant**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the 2015 Medica Foundation Organizational Core Mission Support Grant Application for the amount of \$5,000.00.

- 2. Approval to Apply for 2015 Medica Foundation Early Childhood Grant**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the 2015 Medica Foundation Early Childhood Grant Application for the amount of \$30,000.00.

- 3. Approval to Apply for Center for Prevention – BCBS of MN – Tobacco Prevention Grant**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the 2015 Center for Prevention – BCBS of MN – Tobacco Prevention Grant Application for the amount of \$125,000.00 per year for 3 years with the expectation that when funding ceases staffing levels will be adjusted accordingly.

- 4. Request to Apply for UCare Foundation Community Grant**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the UCare Foundation Community Grant Application for the amount of \$50,000.00 (no required local match).

- 5. Staffing Update**

An update was given to the Board regarding staffing at Polk County Public Health. A motion as made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to continue employment with 2 full-time Wellness Coordinator positions through December 31, 2015 to be funded by a reallocation of the Public Health Grant.

6. Nurse Practitioner Job Description and Advertisement

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the job description and advertising for the Nurse Practitioner within Polk County Public Health.

7. PNM Community Health Services Update

An update was given to the Board regarding PHM Community Health Services, it was relayed to the Board that Jamie Hennen, Director Norman-Mahnomen Public Health will be resigning from her position. A committee has been formed for the NMPH OBH to recommend/determine the next steps.

HIGHWAY DEPARTMENT

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

1. NACo Annual Conference – Charlotte, NC

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve out of state travel and all related expenses for Richard Sanders to attend the NACo Annual Conference, July 9-13, 2015 in Charlotte, NC.

2. Equipment Rental Bids

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award all the equipment rental rates bid by all contractors as noted and presented in the abstract.

FINANCE

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

1. March 2015 Cash Balance Reports & Budget Report

Informational handouts were presented and discussed with the Board regarding the 2015 March Cash Balance Reports and Budget Report. Discussion was brought forth regarding the creating of a capital improvement fund. Also brought forth was additional discussion about investment returns.

ADMINISTRATION

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

1. Veterans Services Officer Reappointment

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to re-appoint Leslie Goodwin as the Polk County Veterans Services Officer for another 4 year term starting August 1, 2015 and ending July 31, 2019.

2. Authorization to Refinance Jail and Watershed Bonds

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to proceed to refinance Polk County's 2005, 2006, and 2007 bonds through Public Financial Management.

3. Authorization to Finance Red Lake Watershed Improvement Bonds

Discussion was held regarding a motion to authorize staff to work with PFM to determine the correct steps for Board consideration to finance Red Lake Watershed Improvement Bonds at a future Board meeting. No action was taken until documentation is received from the Administrator of the Red Lake County Watershed District as recommended by Chuck Whiting, County Administrator.

4. Approval to Send Nonrenewal Notice for Public Health Building Lease

Discussion was held with the Board regarding the Polk County Public Health Building Lease and relocating options to move Public Health to the Justice Center Building, 816 Marin Avenue, Crookston, MN. The Board will plan on sending the nonrenewal notice letter to Mr. John Ball, Hometown Management showing a lease termination date of April 30, 2016 for Public Health at 721 South Minnesota Street, Crookston, MN.

5. Review of Capital Improvement and Buildings Options with Johnson Controls and Scott Sosalla & David Jordon of Architectural Resources

Scott Sosalla of Architectural Resources came before the Board and discussed Capital Improvement and Building Options of the Polk County Justice Center with the Board. Informational handouts were presented to the Board from Mark Dietz, Facilities Management Director. A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by the following vote YEAS: Strandell, Bunes and Nicholas. NAYS: Diedrich of the Board to proceed with the Building Options and design phase as presented which includes moving the County Attorneys, Public Defenders and Victim Assistance to the 2nd Floor and moving Public Health to the 1st floor of the Polk County Justice Center. County Administrator Chuck Whiting asked to have it noted in the record that he did not recommend the plan the board approved, rather instead the plan that moved Public Health into the Government Center.

6. Review of Justice Center HVAC Project – Johnson Controls and David Jordon, of Architectural Resources

Chad Clemetson and Steven R Hegg of Johnson Controls and David Jordon of Architectural Resources came before the Board and reviewed the Justice Center HVAC Project specifically Air Handler No. 5. Informational handouts were presented to the Board from Mark Dietz, Facilities Management Director. A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to proceed with the flushing of the Heating System loop along with cleaning and testing of the glycol in the amount of \$25,400 to be completed by Agassiz Chemical and Equipment, Fargo, ND. There was a consensus of the Board to authorize Johnson Controls and Architectural Resources to proceed with the design phase of the Johnson Controls Metasys System for controlling air handler numbers 3, 4, 5, 6, and 7 in the Justice Center. There was a consensus of the Board to authorize Johnson Controls and Architectural Resources to proceed with the design phase of Johnson Controls Metasys System for controlling the air handlers in the Justice Center.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., May 5, 2015.

Warren Strandell, Chairman

ATTEST:

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