

MAY 6, 2014
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., May 6, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, and 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 Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Revised May 6, 2014 agenda, under Planning and Zoning and adding No. 3 under Highway Department, also included is a correction under Josh Holte.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the May 6, 2014 consent agenda:

1. Approve Auditor Warrants.
2. Approve the April 22, 2014 Board minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$8,816.62 for credit card purchases.
4. Approve payment to Grand Forks Herald, Grand Forks, ND in the amount of \$227.00 for a one year subscription for the Solid Waste Incinerator, Fosston, MN.
5. Approve payment to Luther Family Ford, Fargo, ND in the amount of \$539.43 for repair work to vehicle at the Sheriff's Office.
6. Approve payment to Tanner Motors, Brainerd, MN in the amount of \$327.00 for repair work to vehicle at the Sheriff's Office.
7. Approve payment to Madsen's Precision Collision, Verndale, MN in the amount of \$210.00 for towing charges to Tanner Motors in Brainerd, MN.
8. Approve payment to the Postmaster in the amount of \$147.00 for postage for Victim Services.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Nicholas brought forth discussion regarding the Foster Parent Banquet. He also attended Public Health Meeting in addition to the JD 66 Hearing. He also attended a LARL meeting where finances were the focus. He also brought forth that he attended the Boundary Commission Informational Meeting.
2. Commissioner Strandell brought forth that he attended the Paradigm Pipeline meeting. He thought the material was well represented. He brought forth discussion regarding the inspection of the jail facility and the recommendation to hire an assistant jail administrator due to our high population numbers.
3. Commissioner Bunes brought forth that as a member of the ART Trail he met with the DNR.
4. Commissioner Diedrich brought forth that he attended the Boundary Commission Meeting and that he thought is well prepared, presented and received. He also

attended the Foster Parent Banquet. The Law Library Meeting was postponed. He brought forth discussion about a meeting with Marshall County in addition to viewing our buildings.

5. Commissioner Affeldt brought forth no discussion.

BUILDING & GROUNDS

Mark Dietz, Building and Grounds Director and Scott Sosalla came before the Board with matters pertaining to the Building and Grounds Department:

Scott Sosalla, Architectural Resources – County Buildings Review:

- 1. County Highway Building – Authorization for Design and Bid**

A motion was made by Commissioner Bunes seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the utilization of services from Architectural Resources, Inc. of Hibbing, MN to design the roof repair project for the County Highway Building not to exceed \$18,000.00.

- 2. County Transfer Station – Options Status**

Discussion was brought forth regarding the Transfer Station Facility.

- 3. General Facilities Review – Identify Crookston Facilities Operational Cost Options and Development Plan, Authorization for Services**

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the utilization of services from Architectural Resources, Inc. of Hibbing, MN to complete a Facilities Assessment and Utilization Study for the Polk County Government Center, Justice Center, and Public Health not to exceed \$19,500.00.

Mark Dietz, Building and Grounds Director came before the Board to discuss matters pertaining to the Building and Grounds Department:

- 1. Maintenance Position – Request to Add Position and Fill Vacancy**

Discussion was held regarding changing the two Tri-County Maintenance positions to Polk County positions in order to provide better unity allowing the Maintenance Department to operate with a greater efficiency by designating workload according to Maintenance employee expertise. A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to change the two Tri-County Maintenance positions to Polk County positions as the present Tri-County employees retire.

- 2. LEC Generator Project – Change Order #1**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve Change Order No. 1 in the amount of \$4,655.20 for the Law Enforcement Center Generator Project.

- 3. Final LEC Conversions – Former Dispatching Area, IS Offices and Server Room – Authorization for Services**

Discussion was held with the Board regarding the project funding for repurposing the former Dispatch area. There was a consensus of the Board to move forward and include Phil Greer in the discussion regarding the former dispatch area.

PLANNING AND ZONING

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

1. (Resolution 2014-023) Conditional Use Permit for R.J. Zavoral & Sons, Inc., for the Operation of a Contractors Yard in Section 4 of Huntsville Township

Resolution (2014-023) was offered by Commissioner Affeldt seconded by Commissioner Bunes and adopted upon the following vote: YEAS: Strandell, Affeldt, Diedrich, Bunes and Nicholas. NAYS: None. See Resolution (2014-023) on file in the office of the Polk County Administrator.

PLANNING AND ZONING

Josh Holte, Planning and Zoning and Michelle Cote, Director of Property Records came before the Board with matters pertaining to Planning and Zoning:

1. (Resolution 2014-022) Establishing a Boundary Commission

Resolution (2014-022) was offered by Commissioner Bunes seconded by Commissioner Nicholas and adopted upon the following vote: YEAS: Strandell, Affeldt, Diedrich, Bunes and Nicholas. NAYS: None. See Resolution (2014-022) on file in the office of the Polk County Administrator.

HIGHWAY DEPARTMENT

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

1. Award Equipment Rental Bids

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept on call the Equipment Rental Bids for 2014.

2. CSAH 66 Flood Repair

A motion was made by Commissioner Bunes seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the quote of Thygeson Construction in the amount of \$14,697.00 to repair CSAH 66 that is washed out north of CSAH 23.

3. Calcium Chloride Quote

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the 38% quote calcium chloride to Tri-City Paving, Inc., in the amount of \$1.093 per gallon.

ASSESSMENT SERVICES

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

1. Collect Max Program

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by the following vote of the Board YEAH: Strandell, Diedrich, Bunes and Nicholas, NAY: Affeldt to approve the purchase of the Collect Max Program by the Taxpayer Service Center in the amount of \$7,200.00 with yearly maintenance in the amount of \$6,695.00.

2. Homestead Abatements

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the following homestead abatements:

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
RICKY MARVIN CHANDLER ETAL 13241 275TH AVE SW EUCLID MN 56722	19.00193.00 STUHRS ADD LOTS 3 – 10 BLK 002	\$2	Homestead Application Reduction for Taxes Payable 2014
RICKY CHANDLER ETAL DOROTHY TIEDEMANN 13241 275TH AVE SW EUCLID MN 56722	19.00195.01 STUHRS ADD LOT 6 BLK 3	\$0	Homestead Application Reduction for Taxes Payable 2014
RICKY MARVIN CHANDLER ETAL 13241 275TH AVE SW EUCLID MN 56722	19.00196.00 STUHRS ADD LOTS 7, 8, 9 & 10 BLK 3	\$158	Homestead Application Reduction for Taxes Payable 2014
MICHAEL S & CARRIE ANN ZAVORAL 41072 150TH ST SW EAST GRAND FORKS MN 56721	66.00135.01 SEC 28 TWP 152 RG 49 PT SE4 BEG AT SE COR; W 500', N 441.71', E 500', S 441.71' TO POB	\$162	Homestead Application Reduction for Taxes Payable 2014
TIMOTHY L & STACY M BRANDNER 14508 MAPLE DR SE MENTOR MN 56736	74.00577.00 SYKES SUBD PT OF G L 2 & 3, SEC 8- 148-43 & PT OF G L 6, SYKES 2ND SUBD, COM 193.70' W OF SE COR OF LOT 6, NLY 486' TO SHORE OF MAPLE LAKE, WLY ALONG SHORE 208', SELY 206', SLY 140.46' TO S LINE OF LOT 6 & ELY 121.86' TO PT OF BEG	\$330	Homestead Application Reduction for Taxes Payable 2014
JED HENDRICKSON & KAITLYN KELLY 805 20TH ST NW EAST GRAND FORKS MN 56721	83.02072.01 WURDENS 5 TH ADDN WLY 65' OF LOT 7 BLK 2	\$358	Homestead Application Reduction for Taxes Payable 2014
KATHRYN J HOI ALMEN 416 2ND ST NE FOSSTON MN 56542	87.00355.00 E FOSSTON ADDN LOT 1 & E 35' LOT 2 BLK 6	\$388	Homestead Application Reduction for Taxes Payable 2014

ENVIRONMENTAL SERVICES

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

1. Riding Mower – Resource Recovery Facility

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote for purchasing a 42” riding lawn mower in the amount of \$1815.00 from Fosston Tri-Coop.

2. 2014 Surplus Equipment – Environmental Services/SW

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the 2014 surplus equipment list as presented to the Board to be offered for sale at the public auction.

3. Purchase Used Roll-Off Compactor Containers – Recycling Program

Prairie Lakes Sanitary District (Resource Recovery Facility – Perham, MN) is currently taking offers on six cubic yard roll-off compactor containers. A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve making an offer up to \$6,500 per container.

4. Bacon Sanitation Hauler’s License

An update was provided on the hauler’s license status regarding Bacon Sanitation.

5. Solid Waste Contracts

An update was provided on the Solid Waste Contracts.

6. Solid Waste Expansion Project

An update was given regarding the bonding bill for the Solid Waste Expansion Project.

ADMINISTRATION

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

1. ARTS Trail Financial Assistance Request

Discussion was held regarding a financial assistance request in the amount of \$10,000.00 per three member counties to the Agassiz Recreation Trail Board. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to deny the Agassiz Recreation Trail Board financial request in the amount of \$10,000.00.

2. County Electronic Payment Services – Value Payments Processing Agreement

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by the following vote of the Board YEAH: Strandell, Diedrich, Bunes and Nicholas, NAY: Affeldt to approve Polk County entering into a Value Payment Systems Payment Processing Agreement and directing staff to take steps necessary to implement electronic payment systems.

Ron Denison – Finance Director came before the Board with matters pertaining to the Finance Department:

1. Review of Fund Balances

Information was presented to the Board regarding Polk County’s fund balances.

AUDITOR WARRANTS

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the April Auditor Warrants for payment:

AUDITOR WARRANTS 04/01/2014

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	6,592.93
Lenes Sand & Gravel Inc	13,890.90
Motor Vehicle	2,242.29

	Norman Mahnomen Public Health		6,156.26
	Polk County Public Health		23,494.34
19	Payments	2000	9,150.92
	less than		
	Final Total:		61,527.64

AUDITOR WARRANTS 04/01/2014

<u>Vendor Name</u>	<u>Amount</u>
1	Payments 2000
	less than
	Final Total:
	321.06

AUDITOR WARRANTS 04/03/2014

<u>Vendor Name</u>	<u>Amount</u>
UNITED HEALTHCARE INS COMPANY	2,781.71
	Final Total:
	2,781.71

AUDITOR WARRANTS 04/04/2014

<u>Vendor Name</u>	<u>Amount</u>
MN PEIP	17,919.83
	Final Total:
	17,919.83

AUDITOR WARRANTS 04/04/2014

<u>Vendor Name</u>	<u>Amount</u>
1	Payments 2000
	less than
	Final Total:
	54.00

AUDITOR WARRANTS 04/08/2014

<u>Vendor Name</u>	<u>Amount</u>
Aurora Storage Products Inc	8,764.12
Crookston Fuel Company	27,379.67
Fosston Municipal Utilities	52,158.27
Frontier Precision Inc	46,835.55
Great Plains Natural Gas	4,265.37
Knife River Materials	145,970.92
Norman Mahnomen Public Health	32,537.35
North Country Security Inc	3,682.66
Ottertail Power Co	3,248.65
Polk County Administrator	9,129.00
Polk County Administrator	22,501.43
Polk County Public Health	59,495.96
Rafferty/Glenn	2,568.25
Tri County Community Corr	1,143,251.25
18	Payments 2000
	less than
	Final Total:
	1,568,349.73

AUDITOR WARRANTS 04/08/2014

<u>Vendor Name</u>	<u>Amount</u>
Crookston City	5,743.33
Grove Park Tilden Township	2,085.22
School District 593 Treas	4,259.64
10	Payments 2000
	less than
	Final Total:
	18,965.55

AUDITOR WARRANTS 04/15/2014

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Integrated Solutions Consulting	8,208.77
Lenes Sand & Gravel Inc	17,546.36
Liberty Business Systems Inc	5,659.58
Mn State Treasury	7,275.00
Ottertail Power Co	4,140.77
Polk County Environmental Services	3,510.00
Tri County Community Corr	17,432.01
28 Payments 2000	15,503.29
less than	
Final Total:	81,928.78

AUDITOR WARRANTS 04/16/2014

<u>Vendor Name</u>	<u>Amount</u>
U S Bank	2,225.00
1 Payments 2000	1,070.00
less than	
Final Total:	3,295.00

AUDITOR WARRANTS 04/21/2014

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	130,359.00
Final Total:	130,359.00

AUDITOR WARRANTS 04/22/2014

<u>Vendor Name</u>	<u>Amount</u>
Cole Papers Inc	3,493.57
Garden Valley Telephone Co	4,869.48
Great Plains Natural Gas Co	3,716.64
Halstad Telephone Co	9,362.70
Lake Agassiz Regional Library	59,953.75
Mn UI Fund	7,615.34
North Country Security Inc	4,254.28
Ottertail Power Co	3,250.71
Powerplan OIB	7,900.00
RDO Trust Account #80-5800	218,635.84
University Of North Dakota	5,242.67
14 Payments 2000	8,276.97
less than	
Final Total:	336,571.95

AUDITOR WARRANTS 04/22/2014

<u>Vendor Name</u>	<u>Amount</u>
Rosebud Township Treasurer	2,025.29
School District 601 Treas	2,499.35
3 Payments 2000	722.88
less than	
Final Total:	5,247.52

AUDITOR WARRANTS 04/29/2014

<u>Vendor Name</u>	<u>Amount</u>
Building Systems Corporation	15,975.00
Fertile Oil Company	25,592.00

Great Plains Natural Gas	5,059.06
Hagen Construction	4,924.31
Hardwick P.C./Brian T	2,456.88
Information Systems Corp	81,800.00
Lenes Sand & Gravel Inc	4,827.69
Norman Mahnomen Public Health	5,399.32
Otis Elevator Company	6,775.10
Polk County	65,040.46
Polk County Administrator	5,566.00
Polk County Public Health	28,447.61
TAC 10 Inc	10,000.00
39 Payments 2000	11,464.05
less than	
Final Total:	273,327.48

MANUAL WARRANTS 4/01/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	3776.86
FINAL TOTAL	\$3776.86

MANUAL WARRANTS 4/01/2014

VENDOR NAME	AMOUNT
Internal Revenue Service	271,179.22
MN Revenue	46,406.71
FINAL TOTAL	\$317,585.93

MANUAL WARRANTS 4/02/2014

VENDOR NAME	AMOUNT
Internal Revenue Service	1,119.12
MN Revenue	156.62
FINAL TOTAL	\$1,275.74

MANUAL WARRANTS 4/07/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	7602.62
FINAL TOTAL	\$7602.62

MANUAL WARRANTS 4/14/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	4617.19
FINAL TOTAL	\$4617.19

MANUAL WARRANTS 4/18/2014

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	62,308.20
Mn Revenue	5,519.13
FINAL TOTAL	\$67,827.33

MANUAL WARRANTS 4/18/2014

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	\$785.00
FINAL TOTAL	\$785.00

MANUAL WARRANTS 4/21/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	2244.75
FINAL TOTAL	\$2244.75

MANUAL WARRANTS 4/28/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	4919.74
FINAL TOTAL	\$4919.74

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., May 20, 2014.

Don Diedrich, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board