

**MAY 17, 2016**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 10:00 o'clock a.m., May 17, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich, Commissioner Joan Lee, 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 Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the May 17, 2016 Agenda.

**CONSENT AGENDA**

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

1. Approve Commissioner Warrants: General Revenue Fund, \$149,842.70; Public Works Fund, \$97,938.99; Public Safety Fund, \$58,686.16; Public Health Fund, \$20,471.34; Forfeited Tax Sale Fund, \$13,297.25; Watershed/Ditch Debt Service, \$450.00; Special Assessments (Ditch) Fund, \$477.00; Environmental Services Fund, \$31,485.11; Resource Recovery Fund, \$56,970.87; Landfill Fund, \$40,277.54; Agency Fund, \$1,736.00; Per Diems, \$975.00; Meal Reimbursements (w/o overnight lodging) \$75.55 and Sign Audit List.
2. Approve the April 26 and May 3, 2016 Minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$13,980.14 for credit card purchases.
4. Approve payment to Robert Wagner, Assessment Services Director for mileage expenses in the amount of \$470.34.
5. Approve for payment lost Warrant No. 217841 in the name of Nationwide payment dated April 22, 2016 in the amount of \$2,116.87.
6. Approve for payment lost Warrant No. 217632 in the name of Nationwide payment dated April 22, 2016 in the amount of \$5,805.87.
7. Approve for payment lost Warrant No. 39228 in the name of Nationwide payment dated April 22, 2016 in the amount of \$577.50.
8. Approve payment to St. Louis County Sheriff's Office, Duluth, MN in the amount of \$150.00 for Service Fees for the County Attorney's Office.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Bunes brought forth that he participated in an AMC transportation conference call regarding transportation funding. He also participated in a combined Radio Board meeting where a radio request for the Red River Dispatch Center of which the City of Moorhead, Clay County are members was the focus. He was strongly opposed to their request and voted no because of the present funding formula he feels is not representative of the population for the Red River Dispatch area served. It was the consensus of the Board to send a letter to the ECN Chairperson

- Jackie Mines in support of the Polk County position. He also participated in an AMC transportation meeting.
2. Commissioner Strandell brought forth that he attended the Public Safety and Tri-County Regional Corrections meetings.
  3. Commissioner Nicholas brought forth that he attended the Public Safety Committee meeting where a software discussion was the focus. He also attended the Tri-County Regional Corrections meeting where a 1<sup>st</sup> Quarter Report was provided. The average census was 183. Also attended was the Tri-Valley meeting where a new Drug Policy for bus drivers was discussed.
  4. Commissioner Diedrich brought forth that he attended the Tri-Valley Meeting. Also attended was a governance committee meeting for MCIT where cyber security was the focus.
  5. Commissioner Lee brought forth that she attended the Soil and Water Conservation Meeting where the discussion focused on the Buffer Strip Law in addition to the swimming area in the City of Erskine. Also attended was a Law Enforcement meeting in Fosston where deputy shifts were the focus. She also received a call from the mayor of Winger regarding safety issues of a forfeited building.

**ARCHITECTURAL RESOURCES**

Scott Sosalla, Architectural Resources along with Mark Dietz, Facilities Management Director came before the Board with matters pertaining to projects in Polk County:

**1. Project Updates**

An update was given to the Board regarding Ccure (door access control) at the Justice Center, the Government Center heating controls, the new Polk County server room and comments regarding the Stenberg building project schedule.

**ASSESSMENT SERVICES**

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

**1. Review Homestead Abatement Requests**

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

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
CATHERINE LUBINSKI ETAL, LIFE ESTATE 516 HOLLY AVE CROOKSTON MN 56716	19.00062.00 Sec 16 Twp 152 Rg 47 NE4 Euclid Twp		Homestead Application Reduction for Taxes Payable 2015
CATHERINE LUBINSKI ETAL, LIFE ESTATE 516 HOLLY AVE CROOKSTON MN 56716	19.00062.01 Sec 16 Twp 152 Rg 47 N2 SE4 & NE4 SW4 Euclid Twp		Homestead Application Reduction for Taxes Payable 2015

CATHERINE LUBINSKI ETAL, LIFE ESTATE 516 HOLLY AVE CROOKSTON MN 56716	19.00064.00 Sec 16 Twp 152 Rg 47 NW4 Euclid Township		Homestead Application Reduction for Taxes Payable 2015
JOHN BUCHNER 37618 200TH ST NW WARREN MN 56762	22.00004.00 Sect 8 Twp 154 Rg 48 Tr in SW4 com 591.6' W of SE cor; 802.06' N & S X 4728' E & W Farley Twp		Homestead Application Reduction for Taxes Payable 2016
JOHN P & ESTHER E YODER 44451 120TH AVE SE FERTILE MN 56540	28.00210.01 Sec 26 Twp 147 Rg 44 NW4 NE4 Lying Ely of Larson's 2 <sup>nd</sup> Addn, & NE4 NE4 (Ex tr in Se cor * Hwy R/W) Garfield Twp		Homestead Application Reduction for Taxes Payable 2016
JOHN P & ESTHER E YODER 44451 120TH AVE SE FERTILE MN 56540	28.00210.02 Sec 26 Twp 147 Rg 44 Ely 769' of SE4 NE4 & Tr in NE4 NE4 com at SE cor: 208' N & S S 416' E & W Garfiled Twp		Homestead Application Reduction for Taxes Payable 2016
GEORGE & DELORES KAML 17500 230TH AVE NW WARREN MN 56762	36.00051.00 Sec 22 Twp 154 Rg 46 NW4 Helgeland Twp		Homestead Application Reduction for Taxes Payable 2016
GEORGE & DELORES KAML 17500 230TH AVE NW WARREN MN 56762	36.00055.00 Sec 23 Twp 154 Rg 46 W2 SW4 Helgeland Twp		Homestead Application Reduction for Taxes Payable 2016
DELORES R KAML 17500 230TH AVE NW WARREN MN 56762	36.00068.00 Sec 26 Twp 154 Rg 46 NW4 Helgeland Twp		Homestead Application Reduction for Taxes Payable 2016
JACOB SPELDRICH 711 SAMPSON ST CROOKSTON MN 56716	82.00153.00 Sec 36 Twp 150 Rg 47 Tr out of Gov Lot 7 City of Crookston		Homestead Application Reduction for Taxes Payable 2016
YANETH MEYO & JOSE ANGEL FUENTES 349 S BROADWAY CROOKSTON MN 56716	82.00749.00 L Fletchers Add Lot 15 Blk 5 (ex Nly 25', 15 X 29' in rear & 25' X 20') City of Crookston		Homestead Application Reduction for Taxes Payable 2016
KATIE OLSON	83.02528.00		

801 RHINEHART DR SE EAST GRAND FORKS MN 56721	Kembles Outlots Lot 11 City of East Grand Forks		Homestead Application Reduction for Taxes Payable 2016
BRANDON MERCK 1023 RHINEHART DR SE EAST GRAND FORKS MN 56721	83.03467.00 Dudgeons 1st Addn Lot 7 Blk 1 City of East Grand Forks		Homestead Application Reduction for Taxes Payable 2016
DANIEL E & PAULA J CURRAN 2123 10TH ST SE EAST GRAND FORKS MN 56721	83.04180.00 Riverview 9 <sup>th</sup> Addn Lot 3 Blk 2 City of East Grand Forks		Homestead Application Reduction for Taxes Payable 2016
TOM N & STEPHANIE KULIKOV 415 2ND AVE S ERSKINE MN 56535	84.00257.00 Johnson & Krogstad Addn S 10' of Lot A & N 50' of Lot B City of Erskine		Homestead Application Reduction for Taxes Payable 2016
CHARLENE E SLOUGH 913 5TH ST NE FOSSTON MN 56542	87.00772.00 Holts Subd Lots 5 & 6 (Ex 41' of 6) and vac port of 5 <sup>th</sup> St NE City of Fosston		Homestead Application Reduction for Taxes Payable 2016
FERNANDO S SOTO 520 CLEVELAND AVE SW MCINTOSH MN 56556	90.00079.00 Auditors Plat of Outlots OL V & W City of McIntosh		Homestead Application Reduction for Taxes Payable 2016
FERNANDO S SOTO 520 CLEVELAND AVE SW MCINTOSH MN 56556	90.00290.00 S McIntosh Lot 4 & N2 Lot 3 Blk 3 City of McIntosh		Homestead Application Reduction for Taxes Payable 2016

**2. Valuation Abatement Parcel 74.00274.00**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the abatement of the \$35,000.00 site value on Parcel No. 74.00274.00 for taxes payable for the years of 2014, 2015 and 2016 based upon the recommendation of the Director of Assessment Services.

**3. Proposed Crookston Economic Development Abatement for New Apartment**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to set a hearing date on June 7, 2016 at 11:00 a.m., in the Polk County Board Room, Polk County Government Center, Crookston, MN, 612 N. Broadway for the approval of Property Tax Abatement – Northridge Assets, LLC. A “draft” resolution regarding the Property Tax Abatement was also presented to the Board.

**4. Gravel Tax Report**

Informational handouts were distributed and discussed with the Board regarding the 2015 Gravel Tax collection and disbursements. (Handouts on file in the Administrator’s Office)

**5. Crookston City Water Department Request for Easement**

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to grant a permanent easement to the City of Crookston Water Department for water line replacement on the south ten feet of Lot 20, Block 39, Original Townsite Crookston City.

**6. Appoint County Board Member for Forfeit Viewing**

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to appoint Commissioner Diedrich to view and establish suggested minimum selling price of forfeited parcels. Viewing date is scheduled for May 20, 2016.

**SOCIAL SERVICES**

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

**1. FFY 2016 Supplemental Nutrition Assistance Program (SNAP) Employment and Training – Additional Funding**

Additional funding is available for employment and training services for Polk, Kittson, Marshall, Roseau, Pennington, and Red Lake County/SNAP participants. Polk County is the fiscal host for this program funding. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the new additional funds for Polk County’s allocation for FFY 2016 in the amount of \$60,000.00 in program and administrative funding and \$1,296.00 in support service funds for the Supplemental Nutrition Assistance Program (SNAP).

**HIGHWAY DEPARTMENT**

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

**1. SAP 60-634-011 Etc. (Award Contract)**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award Project No. CP 116-206-1185, SAP 060-634-011, SAP 060-636-007 to Knife River Materials, in the amount of \$2,044,584.50.

**2. MnDOT Contract No. 1002983 - Approve State of MN Professional and Technical Service Contract**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the MnDOT Contract No. 1002983 - State of MN Professional and Technical Service Contract

**3. County Wide Patching – Approve Quote**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell to approve the quote of Minn-Dak Asphalt, Inc. of Thief River Falls, MN in the amount of \$44,400.00 for the mill and overlay of CSAH 66 between CSAH 23 and the Polk/Marshall County Line where the road was previously patched. And the Mill and Overlay of CSAH 14 in the vicinity of the Weigh in Motion. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas to award the Bituminous Patching Quote for various areas in the county to Reit Rock Paving LLC.

**FACILITIES MANAGEMENT**

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

**1. Public Health Window Treatments**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the quote offered by Offisource, Inc., St. Paul, MN in the amount of \$7,100.00 to provide the needed window treatments for the new Public Health space at the Justice Center.

**2. Human Service Center Leases/EGF**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the following leases as presented to the Board for office space at the Polk County Human Service Center, East Grand Forks, MN: NW Mental Health Center, Occupational Development Center and the Inter-County Community Council.

**PROPERTY RECORDS**

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

**1. 2016-2017 Liquor License Renewals**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the 2016-2017 Liquor Licenses conditional upon the approval of the Polk County Sheriff and the Polk County Attorney. (List of liquor licenses on file in the Administrator's Office).

**2. Back Up Software**

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the purchase of 2 Buffalo TerraStations from Insights Technologies, Grand Forks ND in the amount of \$2,898.00 to be paid from the Recorder's Technology Fund.

**3. Election Equipment Lease**

A motion was made by Commissioner Strandell 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 lease agreement for the 2016 Primary and General Election for (2) DS200 Precinct Tabulators.

**4. Election Services Agreement**

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 an Election Services Agreement with SeaChange, Plymouth, MN expiring May 31, 2020. (Agreement on file in the Administrator’s Office)

**5. Temporary Part-Time Employee**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the advertising and filling of a vacant temporary part-time project oriented scan clerk for the Taxpayer Service Center to be funded from the Recorder’s Technology Fund.

**ADMINISTRATION**

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

**1. Set Public Hearing Date for Social Host Ordinance**

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the Public Hearing date for the Proposed Social Host Ordinance on June 7, 2016 at 11:30 a.m., at the regular scheduled County Board meeting.

**COMMISSIONER WARRANTS**

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

**COMMISSIONER WARRANTS**

**DATED 05/20/2016**

**APPROVED 05/17/2016**

<u>Vendor Name</u>	<u>Amount</u>
3 D Specialties	29,300.00
American Solutions For Business	15,116.23
Architectural Resources Inc	9,586.25
Bemidji Sports Centre	8,500.00
Bergstrom Electric Inc	5,050.68
Christian Brothers Ford Inc	2,521.28
Clark Equipment Co	3,058.50
County Pet Foods, LLC	5,022.99
Crookston Fuel Company	3,074.11
Custom Stripes Inc	2,560.00
Dept Of Transportation	3,779.71
Hanson/Vivian	2,106.00
HP INC	10,125.79
Information Systems Corp	5,775.07
Insight Technologies	2,482.00
Jsb Engineered Solutions	9,791.32

Lenes Sand & Gravel Inc	2,800.00
Lepier Oil Company Inc	3,480.65
Ltp Enterprises Inc	2,805.00
Lyle Signs Inc	2,696.22
Mn State Auditor	8,587.66
Morris Electronics Inc	4,894.44
National Recovery Technologies	4,303.49
Natronx Technologies Llc	8,503.89
Pemberton Sorlie Rufer & Kershner PLLP	29,928.83
Polk County Environmental Services	13,297.25
Polk County Highway Department	5,702.17
Productivity Plus Account	5,510.12
PS Doors	5,091.00
RDO Equipment Company	7,200.00
Reese Electric	2,262.91
RTVision Inc	6,650.00
Service Pro Parts Inc.	2,509.30
SHI International Corp	7,254.00
Snap on Tools	2,495.00
Stericycle	2,242.50
Team Laboratory Chemical Corp	2,041.50
TheraCom LLC	3,024.36
Thirteen Towns Of Fosston Inc	2,181.85
U S Water Services	5,772.78
Urt Llc	8,718.42
US Bank Voyager Fleet Sys	3,113.14
Valley Electric Of Crookston LLC	3,419.51
Vanguard Appraisals Inc	2,000.00
Varidesk LLC	7,275.00
Wenck Associates Inc	32,332.05
Wenck Associates Inc	9,297.80
Widseth Smith Nolting & Assoc	27,632.35
Ziegler Inc	3,951.75
282 Payments 2000	114,808.09
less than	
<b>Final Total:</b>	<b>471,632.96</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., May 24, 2016.

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Craig Bunn, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board