

MAY 20, 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., May 20, 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.

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 May 20, 2014 agenda adding No. 5 under Public Health and adding No. 2 under Administration.

CONSENT AGENDA

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the May 20, 2014 consent agenda:

1. Approve the May 6, 2014 Board minutes.
2. Approve Commissioner Warrants: General Revenue Fund, \$161,346.44; Public Works Fund, \$170,299.64; Public Safety Fund, \$57,926.55; Public Health Fund, \$29,617.42; Special Assessments (Ditch) Fund; \$6,180.98; Environmental Services Fund, \$20,281.08; Resource Recovery Fund, \$158,478.10; Landfill Fund, \$70,738.54; Agency Fund, \$2,666.45; Per Diems, \$3,000.00; Meal Reimbursements (without overnight lodging), \$348.80 and Sign Audit List.
3. Approve payment to the 13 Towns Newspaper for a one year subscription in the amount of \$33.00 for the Fosston Incinerator.
4. Approve for payment Lost Warrant No. 194754 in the name of GLTC Premium Payment dated January 31, 2014 in the amount of \$187.18.
5. Approve payment to Safety Compliance Services, Plummer, MN in the amount of \$4,407.68 for county building safety inspections.
6. Approve payment to the Crookston Times, Crookston, MN in the amount of \$463.91 for publishing fees.
7. Approve payment to MN Counties Intergovernmental Trust, St. Paul, MN in the amount of \$124.00 for insuring Handy Hitch Rollers.
8. Approve payment to the Exponent, East Grand Forks, MN in the amount of \$117.42 for publishing fees.
9. Approve payment to the Exponent, East Grand Forks, MN in the amount of \$651.99 for proceedings publication.
10. Approve payment to Docu Shred Inc., East Grand Forks, MN in the amount of \$60.00 for container shredding fees.
11. Approve payment to Pemberton, Sorlie, Rufer & Kershner, Attorneys at Law, Fergus Falls, MN in the amount of \$2,927.50 for labor law service fees.
12. Approve payment to Richards Publishing, Gonvick, MN in the amount of \$210.00 for publishing fees.

13. Approve payment to Times and Watch, Thief River Falls, MN in the amount of \$160.00 for publishing fees.
14. Approve payment to Select Account, St. Paul, MN in the amount of \$1,067.44 for administration fees.
15. Approve payment to the Shopper, Halstad, MN in the amount of \$188.55 for publication inserts.
16. Approve payment to JOBSHQ, Fargo, ND in the amount of \$229.00 for publishing fees.
17. Approve payment to North Country Business Products, Bemidji, MN in the amount of \$1,611.54 for office supplies.
18. Approve payment to Don Diedrich, Polk County Commissioner in the amount of \$1,165.30 for meeting and insurance expenses.
19. Approve payment to Warren Affeldt, Polk County Commissioner in the amount of \$426.60 for meeting expenses.
20. Approve payment to Warren Strandell, Polk County Commissioner in the amount of \$1,091.64 for meeting and insurance expenses.
21. Approve payment to Nick Nicholas, Polk County Commissioner in the amount of \$706.40 for meeting and insurance expenses.
22. Approve payment to Craig Bunes, Polk County Commissioner in the amount of \$983.00, \$753.48, \$9.94, and \$9.99 for meal reimbursement without overnight lodging expenses.

COUNTY BOARD MEMBER ISSUE FORUM

1. AMC District 3 Meeting – June 5, 2014 in Ada, MN.
2. Commissioner Nicholas brought forth that he attended a Tri Valley meeting where an election of officers was held. In addition he attended a NW Mental Health Meeting.
3. Commissioner Strandell brought forth that he attended a Tri County Corrections Meeting. Additional discussion regarding the transport unit was also brought forth.
4. Commissioner Bunes brought forth that he attended the Region 1 Advisory Triple A Dancing Sky Meeting. Information was also brought forth regarding the ART Trail status.
5. Commissioner Diedrich brought forth that he attended a Law Library meeting. In addition he attended a NW Mental Health and Tri Valley Meeting.
6. Commissioner Affeldt brought forth that he attended a DAC meeting where the discussion focused on the retirement of the director. In addition that he attended an Inter County Meeting which has experienced extensive personnel changes.

REVISED AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Revision of the May 20, 2014 agenda adding Deb Kiel, MN House of Representatives – District 1B.

DEB KIEL – MN HOUSE OF REPRESENTATIVES – DISTRICT 1B

Deb Kiel, MN House of Representatives – District 1 B came before the Board and discussed the recent Legislative session.

AMANDA GRZADZIELEWSKI - NW PRIVATE INDUSTRY COUNCIL

Amanda Grzadzielewski, NW Private Industry Council came before the Board with matters pertaining to the Council:

1. Renew Joint Powers Agreement for 7 Counties in NW MN for Workforce Investment Act Funding

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Joint Powers Agreement for the Northwest Workforce Service Area and authorize signatures.

PUBLIC HEALTH

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

1. Approval and Renewal for UMC Use and Services Agreement for Family Planning

Polk County Public Health will be conducting medical services to UMC students on Clinic Days. A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the renewal for UMC Use and Services Agreement for Family Planning and authorize signatures.

2. Medical Consultant Update

Information was presented to the Board regarding the Medical Consultant Update. Dr. Hanson the current Medical Consultant will be retiring on June 4, 2014. The proposed contract for Dr. Ronald Dorman to serve as the new Medical Consultant is in final reviews by Altru Health, Dr. Dorman, NWRCC, and the Polk County Attorney. The final contract will be presented at the May 27, 2014 Board meeting for approval with an effective date of June 1, 2014.

3. Approval of the Toward Zero Deaths Safe Roads Grant Addenda

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Toward Zero Deaths Safe Roads Grant Addenda as presented to the Board and authorize signatures.

4. Emergency Preparedness Summit Recap – Terri Olivier

Terri Oliver, Polk County Public Health gave a recap to the Board regarding the Emergency Preparedness Summit meeting she attended in Atlanta, Georgia.

5. Approval to Apply for 2014 Medica Foundation Organizational Core Mission Support Grant

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the 2014 Medica Foundation Organizational Core Mission Support Grant application for \$5,000.00 to purchase and disperse “Be Well” Kits for 150 licensed child care and foster home providers in Polk County.

ASSESSMENT SERVICES

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

1. Tax-Forfeited Property To Be Offered For Sale

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve and classify the forfeited parcels as non-conservation as presented to the board. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to view and set the sales price(s) of the forfeited parcels presented to the board.

2. Forfeited Issue

Information was brought forth regarding a parcel(s) in the City of East Grand Forks owned by Ray Musgrove that has an issue with ownership and forfeiture that is not being covered by Title Insurance. The City of East Grand Forks is reviewing the significant special assessments.

REVISED AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Revision of the May 20, 2014 agenda adding items No. 4, 5 and 6 under Environmental Services.

ENVIRONMENTAL SERVICES

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

1. Approve 2014 Non-Residential Solid Waste Abatement List

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the 2014 Non-Residential Abatement list that was presented to the Board.

2. Approve 2014 Waste Haulers License for Sani-Max Inc.

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the 2014 Waste Haulers License for Sani-Max Inc.

3. Update of Bacon Dray Lines Compliance Efforts Regarding MN DOR Issues

An update was given to the Board regarding Bacon Dray Lines compliance actions with Minnesota Department of Revenue issues.

4. Paint Care Draft Contract Update

An update was provided to the Board regarding the Paint Care Contract.

5. Lawn Mower – Rescind Motion

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to rescind the motion made on May 6, 2014 to purchase a Lawn mower for Environmental Services.

6. Oil Filter Crusher

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to Authorization to make the payment on the purchase of the Oil Filter Crusher in the amount \$7,556 to Mile-X Equipment

SHERIFF'S OFFICE

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

1. Funds for 800 Radio Purchases

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to authorize \$75,000.00 in county funds to be made available for the purchase of 800 MGH radios for Fire, Police and other First Responder agencies in Polk County that have completed the required training.

HIGHWAY DEPARTMENT

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

1. Mowing East Grand Forks Facilities

As part of the Building/Grounds switch over the Polk County Highway Department has taken over the mowing operations for all Polk County Buildings. A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to table hiring Aubrie Carlstrom to mow the Highway Shop and the Human Service Center building at a cost of \$25.00 per building per time until the June 3, 2014 County Board Meeting so the appropriate advertising could be completed.

2. Why Not My Road Video

A Why Not My Road Video was presented to the Board as an educational piece on how decisions can and should be made regarding roads.

3. Braun Intertec Proposal

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the proposal from Braun Intertec Corporation, St. Paul, MN for the years of 2014 \$12,350.00, 2015 \$10,400.00 and 2016 \$10,400.00.

4. Ditch Maintenance Request

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve Jody Beauchane, Ditch Inspector to survey and do periodical maintenance as requested along a stretch of County Ditch No. 121.

ADMINISTRATION

Sebastian Sullivan, MIS Director came before the Board with matters pertaining to the MIS Department:

1. Approval of Revised Position Description – IS Service Desk Technician and Approval to Fill Vacancy

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the job description changes from former IT Analyst position to an IS Service Desk Technician and authorize advertising and filling of this position.

PROPERTY RECORDS

Michelle Cote, Director of Property Records came before the Board with matters pertaining to the Taxpayer Service Center:

1. Approval of Liquor Licenses.

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve Liquor Licenses as presented.

2014 - 2015				
3.2 % Malt Liquor Licenses				
Name	Type of License	Township	Date	Fee
The One and Only of Euclid, Inc. 13267 US HWY &% /P.O. BOX 246 Euclid, MN 56722	Off Sale 3.2% Malt Liquor On Sale 3.2% Malt Liquor	Euclid	June 4, 2014 to June 4, 2015	\$ 125.00
Deborah Kay Wilmot 26035 180th AVE SW Crookston, MN 56716	Off Sale 3.2% Malt Liquor	Gentilly	June 4, 2014 to June 4, 2015	\$ 25.00
LIQUOR LICENSES				
Joe DiMaggios Grill & Pizza, Inc. 22594 347th ST SE Erskine, MN 56535	On Sale/Sunday	Knute	June 4, 2014 to June 4, 2015	\$ 1,300.00
The One and Only of Euclid, Inc. 13267 US HWY &% /P.O. BOX 246 Euclid, MN 56722	On Sale/Sunday/Of f Sale	Euclid	June 4, 2014 to June 4, 2015	\$ 1,800.00
Lakeview Resort, Inc. 16233 340th ST SE Mentor, MN 56736	On Sale/Off Sale/Sunday	Woodside	June 4, 2014 to June 4, 2015	\$ 1,800.00

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS
DATED 05/20/2014
APPROVED 05/20/2014

<u>Vendor Name</u>	<u>Amount</u>
Al's Electric Inc	2,239.00
American Solutions For Business	13,437.68
Architectural Resources Inc	3,700.00
Auto Value - Crookston	2,170.49
Beltrami Industrial Services	98,260.27
Bergstrom Electric Inc	2,192.50
Christian Brothers Ford Inc	3,726.66

Code 4 Services LLC	5,882.86
Contech Engineered Solutions	36,505.33
Crookston Fuel Company	5,696.00
Eastside Travel Plaza	2,007.35
Election Systems & Software Inc	19,524.35
Evenaire Systems Inc	8,618.75
Ferguson Enterprise Inc 3093	2,415.50
Halls Auto Body	2,047.01
Hewlett Packard Company	6,360.41
Hometown Management Inc	4,031.44
Insight Technologies	2,520.00
J & S Gravel Inc	2,600.00
Jsb Engineered Solutions	5,727.00
Kelly Services Inc	2,696.12
Lepier Oil Company Inc	4,268.21
Lepier Oil Company Inc	2,503.14
Little Falls Machine Inc	3,709.29
Morris Electronics Inc	10,271.50
Motorola	3,725.00
Natronx Technologies Llc	8,453.22
New Vision Truck Accessories	2,947.95
North American Salt Co	4,755.24
North American Salt Co	8,990.99
North Country Business Prod	5,962.11
Northern Technologies Inc	33,061.00
Oertwich/Michael	9,743.00
Otis Elevator Company	2,647.70
Polk County Administrator	4,922.25
Polk County Highway Department	11,632.38
Potters Industries Inc	25,872.00
Powerphone Inc	10,838.00
Premier Signs	3,945.00
PTS Of America LLC	2,611.00
Reese Electric	2,809.63
Springsted Inc	2,500.00
Stericycle	2,242.50
The Exponent	6,904.33
Tri County Community Corr	16,537.75
U S Water Services	4,613.41
Ultramax	2,237.00
US Bank Voyager Fleet Sys	5,812.02
Valley Electric Of Crookston LLC	2,972.78
Vogel Paint & Wax Co Inc	44,530.00
Wenck Associates Inc	24,365.04
Widseth Smith Nolting & Assoc	44,084.16
Ziegler Inc	3,582.39
Ziegler Inc	5,088.80
309 Payments less than 2000	116,037.69
Final Total:	677,535.20

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., May 27, 2014.

Don Diedrich, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board