

**JUNE 2, 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., June 2, 2015 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Joan Lee, Commissioner Don Diedrich, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present: Michelle Cote, Deputy Clerk of the Board.

A moment of silence and condolences were given for Neil Parkin, Polk County Highway Department employee and his family. Neil passed away unexpectedly Monday, June 1, 2015.

**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 June 2, 2015 Board agenda adding No. 5 under the Consent Agenda and No. 2 under Sarah Reese, Public Health Director.

**REVISED CONSENT AGENDA**

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Revised June 2, 2015 consent agenda with corrections as noted to May 26, 2015 minutes.

1. Approve the May 19 and May 26, 2015 Board Minutes.
2. Approve Auditor Warrants.
3. Approve payment to Card Member Services, St. Louis Mo in the amount \$8,505.22 for Credit Card Purchases.
4. Approve payment to Roto Rooter, Grand Forks, ND in the amount of \$375.00 for Jet Storm Drain/Mileage for the Facilities Management Department.
5. \*Approve payment to Minnesota Northern Railroad, Inc., Crookston, MN in the amount of \$3,000.00 for a Lighting Project Permit Fee (CSAH 45) for the Highway Department.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth information that he attended the Public Safety Meeting where vehicles and the Fosston Stenberg space were the discussed. Also brought forth was a discussion about a taxpayer issue regarding the Solid Waste fee.
2. Commissioner Lee brought forth that she participated in the Point of View with Chris Berg where the focus was the Sandpiper Project. She will be attended the hearing regarding the US Fish and Wildlife purchase June 3, 2015 in St. Paul, MN.
3. Commissioner Nicholas brought forth information that he attended a meeting where the focus was a 30 unit housing project in the City of Crookston and tax credits. In addition he attended a Public Safety meeting where the 2016 budget was the focus.
4. Commissioner Bunes brought forth that he had attended no meetings.
5. Commissioner Diedrich brought forth that he had attended no meetings.

## **PUBLIC HEALTH**

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

### **1. Regional Prevention Coordinator Contract Agreement**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the Region 1 Alcohol, Tobacco and Other Drugs (ATOD) Prevention Coordinator Grant from the Minnesota Department of Human Services.

### **2. \*\*New Lease for Public Health in McIntosh**

Polk County Public Health's current building lease expires June 30, 2015 in McIntosh, MN. Public Health is proposing to relocate to a space owned by the City of McIntosh, also known as the Bjella Building. A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize staff to enter into the proposed lease beginning July 1, 2015 and expiring June 30, 2018 contingent upon reasonable ancillary moving costs.

## **ARCHITECTURAL RESOURCES, INC.**

Scott Sosalla, Architectural Resources, Inc., came before the Board and discussed the buildings projects report:

### **1. Justice Center Plans Status**

Discussion and updated floor plans for the Justice Center Building were presented to the Board.

### **2. Court Rooms**

Kathy Narlock, Court Administrator and Kip Fontaine, Managing Attorney of the Public Defenders came before the Board regarding the proposed remodel of the second floor and the existing court rooms at the Justice Center Building. Speaking on behalf of the judges, she and the judges are opposed to using the unfinished space for the County Attorney's Office as it limits any expansion. Ms. Narlock indicated that she is of the opinion Trial Centers are future for Court Administration. Discussion was also brought forth regarding Polk County Court Administrative staff providing service to other counties. Ms. Narlock also brought forth concerns regarding courtroom technology, security, juror furniture, and after hours elevator access. The Board will recess later and view the Justice Center.

### **3. Government Center Boilers Project**

Discussion along with an update was given to the Board regarding the progress of the Government Center Boilers Project.

### **4. Solar Options**

Discussion along with an update was given to the Board regarding solar options.

## **HIGHWAY DEPARTMENT**

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

### **1. Judicial Ditch No. 66, Branch 1**

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve cleaning and surveying if

required in Judicial Ditch No. 66, Branch 1 and name Richard Sanders, as the Engineer for this project.

**2. Riparian Protection & Water Quality Practices (Buffer-103F.48)**

Informational handouts were presented to the Board regarding the Riparian Protection & Water Quality Practices.

**REVISED AGENDA**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the revised June 2, 2015 agenda adding No. 3 and 4 under Administration.

**ADMINISTRATION**

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

**1. Approval of 2016 Budget Calendar**

Discussion was held with the Board regarding the 2016 Budget Calendar along with goals and objectives for the upcoming budget year. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the 2016 Budget Calendar as presented.

**2. NACo Conference Credentials Voting – Assigning to County Engineer Sanders**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to assign Polk County Highway Engineer, Richard Sanders as Polk County’s voting credentials for the annual NACo Conference this summer in Charlotte, North Carolina.

**3. \*Biweekly Payroll**

Discussion was held with the Board regarding the biweekly payroll implementation.

**4. \*Clerk Typist Cashier III – Sheriff’s Office**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve filling the Clerk Typist Cashier III position vacancy and any internal subsequent position vacancies occurring as a result of this action.

**PUBLIC FINANCE MANAGEMENT**

Myron Knutson, Public Finance Management came before the Board with matters pertaining to his department:

**1. Resolution (2015-22) Authorizing Issuance, Awarding Sale, Prescribing the Form and Details and Providing for the Payment of \$2,855,000 General Obligation Refunding Bonds, Series 2015A.**

The following resolution (2015-22) was offered by Commissioner Diedrich:

**RESOLUTION NO. 2015-22**  
RESOLUTION AUTHORIZING ISSUANCE, AWARDING  
SALE, PRESCRIBING THE FORM AND DETAILS AND  
PROVIDING FOR THE PAYMENT OF \$2,855,000 GENERAL  
OBLIGATION REFUNDING BONDS, SERIES 2015A

(See Complete Resolution 2015-22 on file in the Polk County Administrator's Office)

Commissioner Nicholas seconded the foregoing resolution and it was declared adopted upon the following vote at 11:46 am. YEAS: Lee, Diedrich, Strandell, Bunes and Nicholas NAYS: None.

**AUDITOR WARRANTS**

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the following Auditor Warrants for payment:

**AUDITOR WARRANTS 5/05/2015**

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	6,923.98
Code 4 Services LLC	13,263.72
Fitzgerald, Reynolds & Harbott PLLP	2,418.25
Marshall County Coop	3,712.50
Norman Mahnomen Public Health	3,334.53
Polk Co Historical Society	10,000.00
Polk County Public Health	6,096.71
Sather Law Office Ltd	3,005.15
Titan Machinery	11,060.00
41 Payments 2000 less than	9,843.88
<b>Final Total:</b>	<b>69,658.72</b>

**AUDITOR WARRANTS 5/12/2015**

<u>Vendor Name</u>	<u>Amount</u>
Asphalt Preservation Company	8,395.00
Garden Valley Telephone Co	4,203.38
Great Plains Natural Gas Co	5,171.05
Norman Mahnomen Public Health	5,739.00
Ottertail Power Co	7,908.93
Polk County Administrator	2,456.32
Polk County Administrator	6,299.46
Polk County Public Health	16,038.00
SimplexGrinnell	3,369.96
University Of North Dakota	5,242.67
29 Payments 2000 less than	10,365.95
<b>Final Total:</b>	<b>75,189.72</b>

**AUDITOR WARRANTS 5/13/2015**

<u>Vendor Name</u>	<u>Amount</u>
2 Payments 2000 less than	30.00
<b>Final Total:</b>	<b>30.00</b>

**AUDITOR WARRANTS 5/19/2015**

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Cole Papers Inc.	3,730.88
Crookston Water Department	3,762.46

East Pc Soil & Water	19,600.00
East Polk Heritage Center	5,000.00
EGF Heritage Foundation	5,000.00
Fosston Municipal Utilities	35,980.96
Great America Financial Services	9,374.32
Halstad Telephone Co	9,362.70
MN State Treasury	8,120.50
Norman Mahnomen Public Health	29,815.86
Occupational Development Center	7,500.00
Ottertail Power Co	20,752.48
PC Committee On Aging	2,400.00
Polk Co Historical Society	7,500.00
Polk County Fair Assoc.	20,000.00
Polk County Public Health	70,708.94
Polk County Solid Waste	4,417.80
Tri-Valley Opportunity Council	6,500.00
University Of Minnesota R S V P	2,200.00
US Postal Service (CMRS FP)	5,000.00
West Polk Soil & Water	19,600.00
26 Payments 2000 less than	12,760.39
<b>Final Total:</b>	<b>311,740.29</b>

#### AUDITOR WARRANTS 5/21/2015

<u>Vendor Name</u>	<u>Amount</u>
1 Payments 2000 less than	15.00
<b>Final Total:</b>	<b>15.00</b>

#### AUDITOR WARRANTS 5/26/2015

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	1,017,962.88
School District 2176 Treas.	189,574.17
School District 2311 Treas.	147,283.36
School District 2609 Treas.	579,178.67
School District 2906 Treas.	123,240.97
School District 592 Treas.	128,354.49
School District 593 Treas.	1,436,892.58
School District 599 Treas.	294,495.45
School District 600 Treas.	382,949.24
School District 601 Treas.	456,286.69
School District 630 Treas.	11,203.96
<b>Final Total:</b>	<b>4,767,422.46</b>

#### AUDITOR WARRANTS 5/26/2015

<u>Vendor Name</u>	<u>Amount</u>
Hagen Construction	7,214.83
Lenes Sand & Gravel Inc.	9,771.20
Marshall County Coop	17,841.53
Norman Mahnomen Public Health	46,010.32
Polk County	64,560.93
Polk County Public Health	49,086.59
Thomson Reuters – West	3,022.71

18	Payments less than	2000	7,743.09
		<b>Final Total:</b>	<b>205,251.20</b>

**MANUAL WARRANTS 05/01/2015**

<u>Vendor Name</u>	<u>Amount</u>
1      Payments      2000	816.00
less than	
<b>Final Total:</b>	<b>816.00</b>

**MANUAL WARRANTS 04/07/2015**

VENDOR NAME	AMOUNT
SelectAccount	3,931.13
<b>FINAL TOTAL</b>	<b>\$3,931.13</b>

**MANUAL WARRANTS 05/11/2015**

VENDOR NAME	AMOUNT
SelectAccount	6,522.16
<b>FINAL TOTAL</b>	<b>\$6,522.16</b>

**MANUAL WARRANTS 05/18/2015**

VENDOR NAME	AMOUNT
SelectAccount	2,333.41
<b>FINAL TOTAL</b>	<b>\$2,333.41</b>

**MANUAL WARRANTS 5/19/2015**

VENDOR NAME	AMOUNT
Mn Dept Of Rev Tax Division	57,967.47
Mn Revenue	9,101.52
MN Dept of Revenue	4,117.00
<b>FINAL TOTAL</b>	<b>\$71,185.99</b>

**MANUAL WARRANTS 05/26/2015**

VENDOR NAME	AMOUNT
SelectAccount	2,008.26
<b>FINAL TOTAL</b>	<b>\$2,008.26</b>

The board recessed to relocate to the Justice Center for a review of the proposed plans.

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., June 16, 2015.

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Warren Strandell, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board