

JUNE 3, 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., June 3, 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 and Joan Lee, Candidate for Commissioner District IV.

Joan Lee addressed the Board introducing herself as a candidate for the Board.

REVISED AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Revised June 3, 2014 agenda adding No. 6 under the consent agenda, adding Environmental Services and adding No. 4 and 5 under Charles Whiting, Polk County Administrator.

REVISED CONSENT AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the June 3, 2014 revised consent agenda with 2 corrections to the May 27, 2014 Board minutes:

1. Approve Auditor Warrants.
2. Approve the May 27, 2014 Board Minutes.
3. Approve payment to Card Member Service, St. Louis, MO in the amount of \$10,720.37 for credit card purchases.
4. Approve payment to Terri Oliver, Public Health in the amount of \$617.12 for meeting expenses to Atlanta, GA.
5. Approve payment to United Rentals, Fargo, ND in the amount of \$8,740.00 for a Push Around 26-36' for Building and Grounds.
6. *Approve for payment Lost Warrant No. 197124 dated May 20, 2014 issued to Don Diedrich in the amount of \$715.40.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Nicholas brought forth discussion regarding the DNR and ART Trail meeting.
2. Commissioner Strandell brought forth that he will be attended a budget meeting for Regional Development this week.
3. Commissioner Bunes brought forth discussion regarding an Enbridge letter he had received. He brought forth that he had participated in the forfeited viewing where minimum bids were set. In addition he, Chuck Whiting and Nick Nicholas met with DNR regarding the ART Trail.
4. Commissioner Diedrich brought forth that he attended the Middle-Snake-Tamarac River Watershed meeting.

5. Commissioner Affeldt brought forth that he attended a Drug Task Force meeting where the focus of the meeting was grant funding. In addition he attended a MRCC meeting that focused on the legislative wrap-up.

BUILDING AND GROUNDS

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

- 1. Cabinet for Smart Board in Boardroom**

Quotes were presented to the Board regarding constructing a cabinet for the Smart Board located in the Boardroom. Discussion was held regarding the feasibility of a wall mount Smart Board rather than a cabinet held unit.

- 2. Katolight Generator**

There was a Board consensus to determine a minimum bid in the amount of \$10,000.00 allowing the Polk County Administrator; Ron Denison, Finance Director and/or Mark Dietz, Building and Grounds Director to make a counter bid on behalf of Polk County for the agreed minimal bid amount, should the minimum accepted bid not be reached during the normal bidding process for a 1975 Twin Turbo V16 Detroit Diesel, Model D450FRX4, 3 Phase, 4Wire, 450Kw, 277/480 Volt, 677 Amp. Katolight Generator.

- 3. Morse Watchmans Smart Key Box Purchase**

Information was presented to the Board regarding the Morse Watchmans Smart Key Box System proposed for the Law Enforcement Center building to be used as part of an emergency response plan in the amount of \$14,064.00. No action was taken.

- 4. Government Center HVAC Controls**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to except the proposal in the amount of \$14,260.00 to install a Metasy HVAC Control System on the Polk County Government Center HVAC heating/cooling infrastructure provided by Johnson Controls Inc., Fargo, ND.

Scott Sosalla – Architectural Resources came before the Board to discuss Highway Department and Transfer Department Repairs:

- 1. Polk County Highway Department and Transfer Station Building Repair**

Scott Sosalla, Architectural Resources, Hibbing, MN reviewed plans to repair the roofs and exteriors of the Highway Department and Transfer Station buildings. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to proceed with the bid process for roof replacements for the Highway and Transfer Station buildings, set as alternate bid items.

- 2. Polk County Transfer Station Department Repair (Exterior Skin Issue)**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the proposal from Scott Sosalla, Architectural Resources, Hibbing, MN to repair the damage to the Transfer Station Department exterior and proceed with the bid process.

ENVIRONMENTAL SERVICES

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

1. Bacon Dray Waste Hauling License Status

The Board was updated on the ongoing matter regarding Bacon Dray Lines efforts to gain compliance with the Solid Waste Management Tax (SWMT) owed to the Minnesota Department of Revenue (DoR) for their services rendered from 2007 to present. Per DoR, to date Bacon Dray Lines has not filed any paperwork with, nor remitted any payment to DoR since representatives of Polk County met with Bacon Dray Lines on April 10, 2014. Since that time additional months of SWMT are owed to DoR. Polk County will issue a final deadline to comply with DoR requirements and will send a Notice of Pending License Suspension to Bacon Dray Lines. If compliance is not achieved by the June 23, 2014 deadline their Polk County Haulers License will be suspended and a special hearing of the Board will be scheduled to address these violations. At that special hearing the Polk County Board may take additional action regarding Bacon Dray Lines which may include the revocation of their Waste Haulers License. In the interim, a notice will be sent to affected local communities which currently depend upon Bacon Dray Lines for service alerting them to this issue, and to other area waste haulers and interested parties so that they are aware that their service may be interrupted and/or discontinued.

2. Waste Compactor – Landfill Purchase

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the purchase of a used 2006 Bomag Compactor from the MarKit Landfill, Hallock, MN in the amount of \$150,000.00.

ADMINISTRATION

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

1. Resolution (2014-029) Adopting County Guidelines and Procedures for Administrating Minnesota Government Data Practices Act

Adopting County Guidelines and Procedures for Administering
Minnesota Government Data Practices Act
RESOLUTION (2014-029)

The following resolution (2014-029) was offered by Commissioner Nicholas:

WHEREAS, Polk County is subject to the Data Practices Act, Government, Minn. Statutes 2013 13.01 to 2013 13.90; and

WHEREAS, From time to time the County's Data Practices guidelines and procedures are reviewed and updated; and

WHEREAS, Those Data Practices guidelines have been reviewed, modified and updated for presentation to the County Board of Commissioners for review and adoption.

BE IT HEREBY RESOLVED, That the Polk County Board of Commissioners adopts this resolution approving the Polk County Guidelines and Procedures for Minnesota Government Data Practices Act dated June 3, 2014 as attached to this resolution. (Data Practices Guidelines on file in the office of the Polk County Administrator)

BE IT FURTHER RESOLVED, that these guidelines and procedures replace all previous County guidelines and procedures, but do not replace statutory data practice requirements not covered by these guidelines or procedures.

Commissioner Bunes seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Strandell, Affeldt, Diedrich, Bunes and Nicholas. NAYS: None.

1. Out of State Travel Request – ICMA Conference, September in Charlotte, NC

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve out-of-state travel for Charles Whiting, Polk County Administrator to attend the ICMA Conference in Charlotte, NC in September 2014.

2. Adoption of 2015 Budget Calendar

A 2015 budget calendar schedule breakdown was presented to the Board. A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the 2015 budget calendar breakdown schedule.

3. Action to Move Tabled Item – Mowing East Grand Forks Facilities

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to act on the previously tabled motion regarding mowing in East Grand Forks.

4. Action to Award East Grand Forks Facilities Mowing Bid

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to award the bid to Aubree Carlstrom in the amount of \$25 per mowing to mow the Highway Department Shop and the Human Resources Building in East Grand Forks.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 04/29/2014

<u>Vendor Name</u>	<u>Amount</u>
Belgium Township Treasurer	3,956.96
Chester Township Treasurer	3,404.88
Chester Township Treasurer	9,892.40
Gentilly Township Treasurer	2,723.89
Gentilly Township Treasurer	5,935.44
Grove Park Tilden Township	3,404.88
Grove Park Tilden Township	9,892.40

	Hill River Township Treasurer		3,956.96
	Kertsonville Township Treas		3,956.96
	Liberty Township Treasurer		3,956.96
	Onstad Township Treasurer		2,042.93
	Onstad Township Treasurer		3,956.96
11	Payments	2000	14,723.77
	less than		
	Final Total:		71,805.39

AUDITOR WARRANTS 05/02/2014

<u>Vendor Name</u>	<u>Amount</u>		
1	Payments	2000	615.72
	less than		
	Final Total:		615.72

AUDITOR WARRANTS 05/06/2014

<u>Vendor Name</u>	<u>Amount</u>		
	Cardmember Service		8,484.37
	Fischer Law Office PLLC		3,018.75
	Odland Fitzgerald, Reynolds		2,637.00
	Polk County Solid Waste		9,997.24
	Rust Stock Rasmusson		3,037.50
28	Payments	2000	11,388.90
	less than		
	Final Total:		38,563.76

AUDITOR WARRANTS 05/12/2014

<u>Vendor Name</u>	<u>Amount</u>		
	UNITED HEALTHCARE INS COMPANY		2,917.14
1	Payments	2000	386.82
	less than		
	Final Total:		3,303.96

AUDITOR WARRANTS 05/13/2014

<u>Vendor Name</u>	<u>Amount</u>		
	City Of Erskine		8,179.66
	Fosston Dac		2,445.00
	Great Plains Natural Gas Co		2,132.27
	Kue Contractors Inc		19,000.00
	Maves/Delores		4,665.06
	Norman Mahnomen Public Health		19,632.01
	North Country Security Inc		3,968.47
	Ottertail Power Co		6,714.65
	Penguin Management Inc		4,176.00
	Polk County Public Health		36,699.59
	Rust Stock Rasmusson		2,890.00
	SimplexGrinnell		6,691.22
33	Payments	2000	9,821.43
	less than		
	Final Total:		127,015.36

AUDITOR WARRANTS 05/15/2014

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

AUDITOR WARRANTS 05/15/2014

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	127,233.50
Final Total	127,233.50

AUDITOR WARRANTS 05/20/2014

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Cole Papers Inc	3,061.15
East Pc Soil & Water	20,580.00
East Polk Heritage Center	4,000.00
Egf Heritage Foundation	4,000.00
Fosston Municipal Utilities	59,503.92
Halstad Telephone Co	9,362.70
Mn State Treasury	8,352.50
Northland Community & Tech College	4,000.00
Occupational Development Ctr	7,500.00
Ottertail Power Co	2,632.54
PC Committee On Aging	2,200.00
Pemberton Sorlie Rufer & Kershner	2,927.50
Polk Co Historical Society	7,500.00
Polk County Fair Assoc	20,000.00
Safety Compliance Services	4,407.68
Thomson Reuters - West	3,102.79
Tri-Valley Opportunity Council	6,250.00
University Of Minn R S V P	2,000.00
University Of North Dakota	5,242.67
Vanguard Appraisals Inc	4,253.00
West Polk Soil & Water	19,600.00
39 Payments 2000 less than	20,097.09
Final Total:	223,226.54

AUDITOR WARRANTS 05/20/2014

<u>Vendor Name</u>	<u>Amount</u>
Mile-X Equipment Inc	7,569.00
US Postal Service (CMRS FP)	15,000.00
Final Total:	22,569.00

AUDITOR WARRANTS 05/23/2014

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	931,883.03
School District 2176 Treas	134,606.77
School District 2311 Treas	116,568.29
School District 2609 Treas	624,423.80
School District 2906 Treas	138,174.09
School District 592 Treas	153,246.40
School District 593 Treas	1,749,530.36
School District 599 Treas	330,844.72
School District 600 Treas	374,091.53
School District 601 Treas	482,815.34
School District 630 Treas	15,761.93

Final Total: 5,051,946.26

AUDITOR WARRANTS 05/27/2014

<u>Vendor Name</u>	<u>Amount</u>
Crookston Fuel Company	6,372.00
Garden Valley Telephone Co	3,792.82
Hagen Construction	6,006.87
Hardwick P.C./Brian T	2,094.40
Lenes Sand & Gravel Inc	18,267.33
Lenes Sand & Gravel Inc	8,301.30
Liberty Business Systems Inc	5,659.58
Norman Mahnomen Public Health	10,444.91
North Country Security Inc	3,968.47
Polk County	79,841.81
Polk County Public Health	8,163.32
32 Payments 2000 less than	14,717.56
Final Total:	167,630.37

MANUAL WARRANTS 5/01/2014

VENDOR NAME	AMOUNT
Internal Revenue Service	276,432.50
MN Revenue	47,462.74
FINAL TOTAL	\$323,895.24

MANUAL WARRANTS 5/01/2014

VENDOR NAME	AMOUNT
MN Revenue	59.97
FINAL TOTAL	\$59.97

MANUAL WARRANTS 5/05/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	7552.96
FINAL TOTAL	\$7552.96

MANUAL WARRANTS 5/12/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	3692.21
FINAL TOTAL	\$3692.21

MANUAL WARRANTS 5/19/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	2109.17
FINAL TOTAL	\$2109.17

MANUAL WARRANTS 5/19/2014

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	46,307.96
Mn Revenue	6,573.97
FINAL TOTAL	\$52,881.93

MANUAL WARRANTS 5/20/2014

VENDOR NAME	AMOUNT
Internal Revenue Service	232.30
MN Revenue	6.32
FINAL TOTAL	\$238.62

MANUAL WARRANTS 5/23/2014

VENDOR NAME	AMOUNT
MN Dept of Revenue Tax Division	2,174,972.26
FINAL TOTAL	2,174,972.26

MANUAL WARRANTS 5/27/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	1180.23
FINAL TOTAL	\$1180.23

MANUAL WARRANTS 5/30/2014

VENDOR NAME	AMOUNT
MN Dept of Revenue Tax Division	36,463.00
FINAL TOTAL	36,463.00

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., June 17, 2014.

Don Diedrich, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board