

JUNE 7, 2016
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 7, 2016 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, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the June 7, 2016 Board agenda.

CONSENT AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the June 7, 2016 consent agenda:

1. Approve Auditor Warrants.
2. Approve the May 17 and May 24, 2016 Board minutes.
3. Approve payment to Beta Analytic Inc., Miami, FL in the amount of \$390.00 for standard delivery – CO2 Content Analysis for the Fosston Incinerator.
4. Approve payment to Cardmember Services, St. Louis, MO in the amount of \$16,573.56 for credit card purchases.
5. Approve payment to Johnson Controls, Inc., Dallas, TX in the amount of \$35,174.28 for labor and material supplies for the air handling project at the Justice Center.
6. Approve rental of equipment from Komptech Americas for a Trommel Screen in the amount of \$17,400.00 to the Polk County Landfill.
7. Approve rental of equipment from Theco Inc., for a radial stacking conveyor in the amount of \$6,395.00 to the Polk County Landfill.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the Transportation Advisory Committee meeting.
2. Commissioner Nicholas brought forth that he attended a meeting regarding Bremer grants.
3. Commissioner Lee brought forth that she attended the East Polk Soil and Water Conservation meeting where information was brought forth regarding a grant that had been received. In addition she brought forth that she has been in contact with Ross Heir, DNR regarding the Hovland Marsh.
4. Commissioner Bunes brought forth that he attended a Red River Corridor meeting. He brought forth that he participated in a legislative call to review the session. He brought forth information that he had received a letter from the Red Lake Watershed regarding a plan for Pine Lake. In addition he received a letter from Minnesota Pollution Control Agency regarding the proposed landfill expansion. Also received was a letter regarding equipment rental.

5. Commissioner Diedrich brought forth that he attended a meeting regarding the Oslo Bridge with information brought forth by Danny Omdahl of the Middle Snake Tamarac River Watershed. In addition he attended a NW Mental Health meeting.

OAK COVE RESORT

Cindy Tyler, Owner of Oak Cove Resort along with Michael Tyler came before the Board with matters pertaining to a concert event:

1. Concert Event

Concerns were discussed with the Board regarding the Johnny Holms event held at the Maple Lake Pavilion on May 29, 2016. The Board took the matter under advisement.

PLANNING AND ZONING

Josh Holte, Assistant Environmental Services Administrator came before the Board with matters pertaining to Planning and Zoning:

1. Tax Forfeit Demo Quote – 210 3rd Avenue South, Crookston, MN

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award the quote to Donarski Brother's Inc., in the amount of \$5,250.00 for the demolition of tax forfeited structures located at 210 3rd Avenue South, Crookston, MN.

2. Tax Forfeit Demo Quote – 12240 320th St. SE, Mentor, MN

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the quote to MDS Services LLC in the amount of \$4,750.00 for the demolition of tax forfeited structures located at 12240 320th St. SE, Mentor, MN.

3. Award Septic Loans – Andrew & Ana Bramer

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to award Low Income Septic Fix-Up Funding to Andrew D. and Ana A. Bramer to upgrade their failing septic system and to award the bid to Ryan's Backhoe Service – low bidder in the amount of \$8,962.78 and will be installing the septic system.

4. Award Septic Loans – James & Valerie Sears

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award Low Income Septic Fix-Up Funding to James and Valerie Sears to upgrade their failing septic system and to award the bid to Hedlund Backhoe – low bidder in the amount of \$11,845.40 and will be installing the septic system.

5. Award Septic Loans – Lee & Dianne Narum

This items was removed from the list.

6. Award Septic Loans – Sharon Goldsmith

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award Low Income Septic Fix-Up Funding to Sharon Goldsmith to upgrade her failing septic system and to award the bid to Dick's Backhoe Service – low bidder in the amount of \$7,500.00 and will be installing the septic system.

UNIVERSITY OF MINNESOTA EXTENSION – MCINTOSH

Deb Zak, Regional Director University of Minnesota Extension came before the Board with matters pertaining to the Extension Office:

1. Extension Update

An update was given to the Board regarding the University of Minnesota Extension Service. Jim Stordahl, Agriculture Educator will be retiring at the end of the June. Ray Bisek retired Agriculture Educator will be providing interim services.

FACILITIES

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

1. Stenberg Building Quotes

An update was provided to the Board regarding the Stenberg Building quotes.

2. Justice Center CCure Project Update

An update was given to the Board regarding the Justice Center CCure Project.

3. Justice Center Heating System Isolation Valves

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the quote from Climate Makers, Fargo, ND in the amount of \$8,170.00 to install the heating system isolation valves at the Justice Center.

4. Polk County Public Health Canopy

A proposed design was presented to the Board for the Polk County Public Health entrance canopy. (Canopy entrance design on file in the Administrator's Office)

5. Review of Old Invoice – Bydal Signs.

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve for payment the invoice to Bydal Signs, East Grand Forks, MN as presented to the Board in the amount of \$23,884.86 for the past Law Enforcement Center project.

NORTHWEST PRIVATE INDUSTRY COUNCIL

Kristine Anderson, Northwest Private Industry Council came before the Board with matters pertaining to the Council:

1. Northwest Private Industry Council Information Letter

An informational letter from the Northwest Private Industry Council was presented and discussed with the Board. (Letter on file in the Administrator's Office)

2. Northwest Private Industry Council Board Members Update

A listing of the Northwest Private Industry Council Board Members was presented and discussed with the Board. (Listing on file in the Administrator's Office)

3. Proposed Amendments to the Joint Powers Agreement for the Northwest Workforce Service Area

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the proposed amendments to the Joint Powers Agreement for the Northwest Workforce Service Area between the Board of Commissioners of the following counties of the State of Minnesota:

Kittson, Marshall, Norman, Pennington, Polk, Red Lake and Roseau. (Agreement on file in the Administrator's Office)

SOCIAL SERVICES

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

1. CY 2016 Sanford Medical Center Thief River Falls – Adult Mental Health Initiative Purchase of Services Agreement Amendment

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the CY 2016 Sanford Medical Center Thief River Falls – Adult Mental Health Initiative Purchase of Services Agreement Amendment as presented to the Board. (Amendment to Purchase of Services Agreement on file in the Administrator's Office)

2. CY 2016 Northwestern Mental Health Center, Inc., Adult Mental Health Initiative Purchase of Services Agreement Amendment

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the CY 2016 Northwestern Mental Health Center, Inc. – Adult Mental Health Initiative Purchase of Services Agreement Amendment as presented to the Board. (Amendment Purchase of Services Agreement on file in the Administrator's Office)

3. UCare Minnesota – Delegation Agreement and Amendment to County Participation Agreement

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Delegation Agreement and Amendment to County Participation Agreement between UCare and Polk County Social Services as presented to the Board. (Agreement on file in the Administrator's Office)

4. Health Partners – Care Coordination Services Addendum

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Care Coordination Services Addendum between Health Partners, Inc., and Polk County. (Addendum on file in the Administrator's Office)

PUBLIC HEARING

1. Property Tax Abatement – Northridge Assets, LLC

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to open the Public Hearing at 11:00 a.m., relating to Polk County's participation in the use of property tax abatement with the City of Crookston to abate the County share of property taxes for Northridge Assets, LLC on Parcel No. 82.03977.00 and Parcel No. 82.03978.00 for a period of 5 years in an amount estimated at \$14,300.00 per year pursuant to Minnesota Statutes, Section 469.1812 through and including 469.1815, as amended.

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to close the Public Hearing at 11:02 a.m.

PROPERTY RECORDS

Michelle Cote, Director of Property Records came before the Board with matters pertaining to the Public Hearing:

Abate County Share of Property Taxes for Northridge Assets, LLC
City of Crookston

RESOLUTION (2016-33)

The following resolution (2016-33) was offered by Commissioner Nicholas:

WHEREAS, The County of Polk has held a public hearing on the use of property tax abatement to participate with the City of Crookston to abate the County share of property taxes for Northridge Assets, LLC on parcels 82.03977.00 and 82.03978.00 for a period of 5 years in the City of Crookston pursuant to Minnesota Statutes, Section 469.1812 through and including 469.1815, as amended and;

WHEREAS, The Polk County Board finds that the proposed abatements are in the best interest of the County and its residents and that the City of Crookston desires to offer such program pursuant to said statutes.

BE IT RESOLVED, By the Board of County Commissioners of Polk County that Polk County does authorize to participate with the City of Crookston and Independent School District 593 to abate the County's share of property taxes on the aforementioned parcels in an amount estimated at \$14,300.00 per year for five years upon the improvements reaching full valuation by the Polk County Assessor's Office records and subject to the conditions set forth in the City of Crookston's Resolution.

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

PUBLIC HEALTH

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

1. Delegation Agreement

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the updated Delegation Agreement between the Polk-Norman-Mahnomen Community Health Board and the Polk County Local Board of Health as presented to the Board. (Agreement on file in the Administrator's Office)

2. Koble Minnesota Participation Agreement

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Koble Minnesota

Participation Agreement as presented to the Board. (Agreement on file in the Administrator's Office)

PUBLIC HEARING

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

1. Review of Proposed Social Host Ordinance

Consideration to adopt the Social Host Ordinance relating to protecting the health, safety and welfare of persons living in and visiting Polk County by prohibiting and establishing penalties for any person hosting an event or gathering where alcohol is present and being possessed or consumed by persons under 21 years of age. The proposed Social Host Ordinance includes finding such an ordinance acts as a deterrent to underage alcohol consumption, and includes definitions relating to the ordinance, identifies prohibited acts, exceptions, enforcement and penalties for violations of the Ordinance.

2. Open of Public Hearing

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to open the Public Hearing at 11:30 a.m.

3. Close of Public Hearing

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to close the Public Hearing at 11:40 a.m.

4. Board Consideration of Adopting of Social Host Ordinance

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Social Host Ordinance as presented to the Board. (Social Host Ordinance on file in the Administrator's Office)

SHERIFF

1. Request to Sell 7 Forfeited Vehicles and 4 PCSO Patrol Vehicles

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the sale of 7 forfeited vehicles and 4 Polk County Sheriff's Office patrol vehicles. An online auction service will be used for the sale to be scheduled in June or July of 2016.

ADMINISTRATION

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

1. NACo Conference Credentials Voting – Assigning County Engineer Richard Sanders

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to assign Richard Sanders, Polk County Highway Engineer as the county's designated delegate for the annual NACo Conference July 22-25, 2016 in Los Angeles, CA.

2. 2017 Budget – Preliminary Goals and Objectives

Discussion was held with the Board regarding the goals and objectives in laying the foundation for the 2017 Budget.

AUDITOR WARRANTS

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

<u>AUDITOR WARRANTS 05/03/2016</u>			
<u>Vendor Name</u>			<u>Amount</u>
EGF Water & Light Dept			2,051.56
Otis Elevator Company			6,098.29
Polk County Administrator			16,727.95
15	Payments	2000	7,827.49
	less than		
	Final Total:		32,705.29

<u>AUDITOR WARRANTS 05/10/2016</u>			
<u>Vendor Name</u>			<u>Amount</u>
Altru Health System			7,959.00
East Grand Forks City			5,484.75
Halstad Telephone Co			9,362.70
Johnson Controls Inc			12,000.70
Polk County Administrator			3,683.00
SimplexGrinnell			8,502.10
Smiths Detection Danbury			11,549.00
49	Payments	2000	14,436.89
	less than		
	Final Total:		72,978.14

<u>AUDITOR WARRANTS 05/16/2016</u>	
<u>Vendor Name</u>	<u>Amount</u>
Northwest Minnesota Service Cooperative	130,012.00
Final Total:	130,012.00

<u>AUDITOR WARRANTS 05/17/2016</u>	
<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	13,600.91
Chiller Systems Inc	3,900.00
Crookston Water Department	4,108.23
East Pc Soil & Water	19,600.00
East Polk Heritage Center	5,000.00
Egf Heritage Foundation	5,000.00
Fitzgerald, Reynolds, Harbott	2,031.50
Garden Valley Telephone Co	2,657.11
Great Plains Natural Gas Co	7,121.61
Hannaher's Inc	2,017.77
Mn State Treasury	7,627.00
Norman County Public Health	30,183.00
Occupational Development Ctr	7,500.00
PC Committee On Aging	2,500.00
Peterson Construction Co Inc	152,969.00
Polk Co Historical Society	7,500.00

Polk County Fair Assoc	20,000.00
Polk County Public Health	65,084.09
Safety Compliance Services	2,200.00
Thygeson Construction Co	191,216.00
Tri-Valley Opportunity Council	6,750.00
University Of Minn R S V P	2,400.00
University Of North Dakota	5,944.50
Verizon Wireless	2,837.22
West Polk Soil & Water	19,600.00
Zayo Enterprise Networks	11,349.58
21 Payments 2000 less than	11,842.88
Final Total:	612,540.40

AUDITOR WARRANTS 05/24/2016

<u>Vendor Name</u>	<u>Amount</u>
Chester Township Treasurer	13,149.05
Cole Papers Inc	6,080.23
Columbia Township Treasurer	7,889.43
Fosston Municipal Utilities	53,134.63
Gentilly Township Treasurer	18,408.67
GreatAmerica Financial Services	10,190.53
Grove Park Tilden Township	10,519.24
Kertsonville Township Treas	2,629.81
KRONOS	3,175.65
Lessor Township Treasurer	2,629.81
Liberty Township Treasurer	5,259.66
Marshall County Coop	2,625.00
Norman County Public Health	21,032.69
Northdale Oil	9,214.72
Onstad Township Treasurer	2,629.81
Ottetail Power Co	23,932.13
Polk County	63,258.31
Polk County Environmental Services	2,255.89
Polk County Public Health	29,011.34
Queen Township Treasurer	2,629.81
Trail City Treasurer	2,629.81
Woodside Township Treasurer	2,629.81
22 Payments 2000 less than	6,831.41
Final Total:	301,747.44

AUDITOR WARRANTS 05/25/2016

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	1,734,489.76
School District 2176 Treas	232,016.52
School District 2311 Treas	184,450.27

School District 2609 Treas	701,855.41
School District 2906 Treas	144,499.07
School District 592 Treas	164,057.42
School District 593 Treas	1,624,742.62
School District 599 Treas	344,491.57
School District 600 Treas	440,654.36
School District 601 Treas	622,889.73
School District 630 Treas	18,085.17
Final Total:	6,212,231.90

AUDITOR WARRANTS 05/31/2016

<u>Vendor Name</u>	<u>Amount</u>
Hagen Construction	6,337.13
Hardwick P.C./Brian T	3,937.43
Lenes Sand & Gravel Inc	13,191.18
Lenes Sand & Gravel Inc	7,305.46
Norman County Public Health	7,610.00
Polk County Public Health	14,255.00
ReitRock Paving LLC	17,513.00
Thygeson Construction Co	259,602.48
15 Payments 2000 less than	7,349.36
Final Total:	337,101.04

MANUAL WARRANTS 05/02/2016

VENDOR NAME	AMOUNT
SelectAccount	4,149.46
FINAL TOTAL	\$4,149.46

MANUAL WARRANTS 05/06/2016

VENDOR NAME	AMOUNT
Internal Revenue Service	150,301.30
MN Revenue	25,175.78
FINAL TOTAL	\$175,477.08

MANUAL WARRANTS 05/09/2016

VENDOR NAME	AMOUNT
SelectAccount	3,696.09
FINAL TOTAL	\$3,696.09

MANUAL WARRANTS 05/13/2016

VENDOR NAME	AMOUNT
Internal Revenue Service	5,993.05
MN Revenue	486.57
FINAL TOTAL	\$6,479.62

MANUAL WARRANTS 05/02/2016

VENDOR NAME	AMOUNT
SelectAccount	3,537.31

FINAL TOTAL	\$3,537.31
MANUAL WARRANTS 05/20/2016	
VENDOR NAME	AMOUNT
Internal Revenue Service	155,296.50
MN Revenue	25,974.90
FINAL TOTAL	\$181,271.40
MANUAL WARRANTS 05/20/2016	
VENDOR NAME	AMOUNT
Mn Revenue	5,824.67
MN Dept of Revenue	80,220.89
FINAL TOTAL	\$86,045.56
MANUAL WARRANTS 05/23/2016	
VENDOR NAME	AMOUNT
SelectAccount	3,839.55
FINAL TOTAL	\$3,839.55
MANUAL WARRANTS 05/25/2016	
VENDOR NAME	AMOUNT
MN Dept of Rev Tax Division	2,513,492.48
FINAL TOTAL	\$2,513,492.48
MANUAL WARRANTS 05/31/2016	
VENDOR NAME	AMOUNT
SelectAccount	2,668.07
FINAL TOTAL	\$2,668.07

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., June 21, 2016.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board