

**JUNE 16, 2015**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 3:00 o'clock p.m., June 16, 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.

**REVISED AGENDA**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Revised Agenda for June 16, 2015 adding No. 2 under Kent Johnson – Social Services and adding Chuck Whiting, Administration.

**CONSENT AGENDA**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Consent Agenda for June 16, 2015:

1. Approve Commissioner Warrants: General Revenue Fund, \$210,231.51; Public Works Fund, \$129,299.63; Public Safety Fund, \$29,279.28; Public Health Fund, \$60,027.09; Forfeited Tax Sale Fund, \$860.96; Special Assessments (Ditch Fund), \$702.50; Environmental Services Fund, \$21,673.27; Resource Recovery Fund, \$49,060.55; Landfill Fund, \$41,569.99; Per Diems, \$1,050.00; Meal Reimbursements (without overnight lodging), \$180.77 and Sign Audit List.
2. Approve payment to Polk County Administrator, Crookston, MN in the amount of \$1.65 for Deed Tax – Parcel No. 82.02026.00/Grove.
3. Approve payment to ECOLAB Pest Elimination Division, Chicago, IL in the amount of \$138.12 for a Maintenance/Rodent Program.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended the Tri-County Community Corrections meeting. David Casanova has been hired to fill the Jail Administrator position and will start in July. Also attended was a Grand Forks/East Grand Forks Chamber of Commerce meeting.
2. Commissioner Lee brought forth that she attended and testified at the Land Exchange Hearing regarding the US Fish & Wildlife hearing regarding the Murphy perpetual easement. US Fish & Wildlife was granted the permission for the perpetual easement from the Land Exchange. She also attended a Law Enforcement meeting in the City of Fosston. She indicated the City of Fosston leaders are pleased with the deputies assigned to Fosston. Also discussed was the inadequacy of the space assigned to the deputies.
3. Commissioner Nicholas brought forth discussion regarding an AMC District III meeting. He also attended the Community Health Board meeting. Also attended was the Tri-County Community Corrections meeting where per diems, the new Jail Administrator and an inspection by the Department of Corrections was the focus. Also attended was a NW Mental Health Center meeting where a payroll conversion

- was discussed. In addition he attended the Tri-Valley Opportunity Council meeting where Commissioner Don Diedrich was elected Treasurer.
4. Commissioner Bunes brought forth that he attended the AMC District III meeting and was disappointed by attendance. He also attended the NW Regional Emergency Communications Board.
  5. Commissioner Diedrich brought forth that he attended the Tri-Valley Opportunity Council meeting. He indicated the Tri-Valley Board is complete with no vacancies. Also attended was the NW Mental Health meeting where Kathy Peterson was nominated to fill a position on the Board. The Executive Director Shawna Reitmeier has expressed interest in a work session with the County Board. It was brought forth that Albert Mandt, Red Lake Watershed appointee has passed away.

### **SOCIAL SERVICES**

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

- 1. Re-Appointment of Paula Waters to the Polk County Social Services Board**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to re-appoint Paula Waters to the Polk County Social Services Board for the term of July 6, 2015 thru July 5, 2017.

- 2. Child Support Supervisor I Retirement – Replacement Request**

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve refilling the Child Support Supervisor I position and any internal subsequent position vacancies occurring as a result of this action.

### **PUBLIC HEALTH**

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

- 1. Moore Family Theatre Ad Contract**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve Strategic Prevention Framework State Incentive Grant funds to pay for \$4,560.00 to Moore Family Theatre for a 30 second ad contract for 12 months in the Fosston, East Grand Forks and Crookston theaters.

- 2. Premier Signs Contract**

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve Strategic Prevention Framework State Incentive Grant funds to pay for \$10,000.00 for Premier Sign's contract for 2 six month billboards located in East and West Polk County.

- 3. Multijurisdictional Prevention Coalition**

Information was presented to the Board regarding Multijurisdictional Prevention Coalition. A Community Partners Group which is represented by various organizations were brought together following a reported increase in synthetic fentanyl over doses in the area. Public Health and the City Public Information Office will lead the overall community effort to educate the public as the Communication Plan is developed.

#### **4. Out of State Travel Request**

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve out of state travel expenses for Melissa Perreault, Public Health to participate in the 2015 Montana Summer Institute in Big Sky, Montana from July 7 – July 10, 2015 all expenses will be paid through the DHS funding source.

#### **5. NMPH Succession Planning Introduction**

Information was presented to the Board regarding the NWPH Succession Planning Introduction. Discussion was held to determine if Polk County is interested now or in the future in exploring additional cross-jurisdictional sharing opportunities with NWPH.

### **PLANNING AND ZONING**

Josh Holte, Planning and Zoning came before the Board with matters pertaining to Planning and Zoning:

#### **1. Award Septic Loans/Fred & Kristina Wentzel**

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award a Low Income Septic Fix-Up Funding to Fred & Kristina Wentzel to upgrade their failing septic system and to award the bid to Olson and Sons Excavating, who was the low bidder in the amount of \$7,990.00 and will be installing the septic system. A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to award installation of a lift station that is needed for installation of the new septic system to HN Quality Plumbing, Inc., who was the low bidder in the amount of \$4,907.46 and will be installing the lift station.

#### **2. Award Septic Loans/Harold V. Olson**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award a Low Income Septic Fix-Up Funding to Harold V. Olson to upgrade his failing septic system and to award the bid to Olson and Sons Excavating, who was the low bidder in the amount of \$4,250.00 and will be installing the septic system.

#### **3. Award Septic Loans/Thomas C. DeBoer & Annette M. DeBoer**

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award a Low Income Septic Fix-Up Funding to Thomas C. DeBoer & Annette M. DeBoer to upgrade their failing septic system and to award the bid to Olson and Sons Excavating, who was the low bidder in the amount of \$5,990.00 and will be installing the septic system.

#### **4. Award Septic Loans/Donald & Suzanne Creeman**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to award a Low Income Septic Fix-Up Funding to Donald & Suzanne Creeman to upgrade their failing septic system and to award the bid to Olson and Sons Excavating, who was the low bidder in the amount of \$4,850.00 and will be installing the septic system.

**ENVIRONMENTAL SERVICES**

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

**1. 2015 Solid Waste Agreement – Addendum**

2015 Solid Waste Agreement Proposed Addendums #1, #2, #3, and #4 were presented to the Board. It was the consensus of the Board to release Addendums for Partner County Board action, pending recommendation by the Advisory Board.

**2. Replacement Tires – RRF Pay Loader**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve replacing the set of four (4) tires for the John Deere (large) pay loader from SETCO, Inc., Idabel, OK in the amount of \$6,135.68 each plus freight.

**3. Polk County Regional Solid Waste Expansion Project Update**

An update was given to the Board regarding the Polk County Regional Solid Waste Expansion Project and the Special Session Bond Bill Status, Phase I funding proposed and project status.

**ASSESSMENT SERVICES**

**1. Applications for Repurchase of Forfeited Lands**

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the applications for purchase of forfeited lands for 89.00085.00 Daryl N. Larson in the amount of \$4,500.74 & 36.00043.02 Kristen Sobolik in the amount of \$3,908.93.

**2. Homestead Property Tax Abatement(s)**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to grant the following homestead abatements:

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
DANIEL & FLORENCE WALLER 1809 S MAIN ST CROOKSTON MN 56716	82.00145.00 State Subd Lots 14 & 15 W of Minn St & Lot 22 (Ex tr conveyed) City of Crookston	\$294	Homestead Application Reduction for Taxes Payable 2015
DAVID D THOMPSON & BAILEY N SMITH 1603 7TH AVE NW EAST GRAND FORKS MN 56721	83.01767.00 Surprenants 3 <sup>rd</sup> Addn Lot 12, Blk 1 City of EGF	\$250	Homestead Application Reduction for Taxes Payable 2015

FLOYD & EVELYN WOOLLISCROFT 404 N EATON FOSSTON MN 56542	87.00077.00 Auditors Outlots Lot L 150' E & W X 67' N & S in SW Cor of City of Fosston	\$290	Homestead Application Reduction for Taxes Payable 2015
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**PROPERTY RECORDS**

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

**1. Scan Project Update**

An update was given to the Board regarding scanning the tax books in the Tax Payer Service Center.

**\*ADMINISTRATION**

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

**1. Authorization to Fill Custodian I Position**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve advertising and hiring a Custodian I position in the Facilities Management Department.

**COMMISSIONER WARRANTS**

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

**COMMISSIONER WARRANTS  
DATED 06/16/2015  
APPROVED 06/19/2015**

<u>Vendor Name</u>	<u>Amount</u>
3 D Specialties	3,029.46
Al's Electric Inc	3,218.00
American Solutions For Business	13,580.52
Architectural Resources Inc	9,113.75
Braun Intertec Corp	2,865.25
Code 4 Services LLC	3,344.14
Computerized Fleet Analysis	2,095.00
Contech Engineered Solutions	36,805.52
Crookston Daily Times	10,506.58
Crookston Fuel Company	4,029.00
Csp Delivery	2,250.00
Hewlett Packard Company	12,037.22
Hometown Management Inc	4,071.75
Interstate Power Systems Inc	2,419.68
Johnson Controls Inc	4,045.80
Jsb Engineered Solutions	13,090.00
KRONOS	5,100.20

Kustom Kollision	2,440.52
Leighton Broadcasting	3,300.00
Lepier Oil Company Inc	5,822.60
Liberty Tire - Mn	9,810.90
M R Sign Company	10,747.70
Midcontinent Communications	2,395.00
Minn Dak Asphalt Inc	4,610.70
Morris Electronics Inc	56,488.89
Mosher Landscaping & Lawn Service	4,000.00
Natronx Technologies Llc	17,060.48
Northside Express	2,924.25
Physio-Control Inc	2,535.55
Polk County Highway Department	68,189.03
Potters Industries Inc	3,528.00
Premier Signs	10,000.00
Productivity Plus Account	14,042.57
Professional Pavement Products Inc	2,000.00
Service Pro Parts Inc.	2,477.58
Springsted Inc	3,500.00
TheraCom LLC	6,971.46
U S Water Services	2,078.72
Urt Llc	4,995.55
US Bank Voyager Fleet Sys	3,631.99
Vogel Paint & Wax Co Inc	22,740.00
Wenck Associates Inc	14,675.10
Widseth Smith Nolting & Assoc	24,253.66
Ziegler Inc	3,867.78
284 Payments 2000	102,014.88
less than	
<b>Final Total:</b>	<b>542,704.78</b>

With no further business the Board adjourned to reconvene at 6:00 p.m., for the Board of Equalization meeting at the Polk County Government Center. The regular scheduled Board meeting will reconvene at 8:00 o'clock a.m., June 23, 2015.

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Warren Strandell, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board