

JUNE 17, 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., June 17, 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 Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Revised June 17, 2014 Agenda, adding No. 7 under the Consent Agenda, adding No. 2 under Public Health and re-numbering Planning and Zoning agenda items in addition to adding Randy Driscoll at 10:30 a.m.

REVISED CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Revised June 17, 2014 Consent Agenda adding No. 7:

1. Approve Commissioner Warrants: General Revenue Fund, \$88,627.72; Public Works Fund, \$152,874.54; Public Safety Fund, \$36,816.23; Public Health Fund, \$28,682.86; Forfeited Tax Sale Fund, \$416.31; Special Assessment (Ditch) Fund, \$3,180.00; Environmental Services Fund, \$16,165.44; Resource Recovery Fund, \$106,432.42; Landfill Fund, \$53,655.10; Per Diems, \$1,500.00; Meals, \$37.34 and Sign Audit List.
2. Approve the June 3, 2014 Board Minutes.
3. Approve payment to Fertile Oil, Fertile, MN in the amount of \$26,558.10 for the Polk County Highway Department.
4. Approve payment to Elemental Air, Medina, MN in the amount of \$9,382.00 for RATA Boilers 1&2/Stack Testing for the Fosston Incinerator.
5. Approve payment to University of Minnesota, Crookston, MN in the amount of \$325.00 for the Facility Use Agreement for Election Training.
6. Approve payment to Minnesota State Bar Association, Minneapolis, MN in the amount of \$781.00 for membership dues for the County Attorney's Office.
7. *Approve payment to Matthew Bender & Company, Inc., in the amount of \$261.10 for Sexual Assault Trial 4th Edition & Shipping for the County Attorney's Office.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Nicholas brought forth that he attended a Tri-Valley meeting where the discussion focused on their IT needs. In addition he attended a Northwest Mental Health Meeting.
2. Commissioner Strandell brought forth information regarding Tri-County Corrections meeting. A bed count of 193 was reached prior this month being a record number of inmates housed at a single time. A staff analysis was recently conducted and reviewed. Also discussed at the Tri-County Corrections meeting was the possibility

- of additional Mahanomen County joining the Joint Powers Agreement. Also discussed was the use of the old dispatch space for juvenile education.
3. Commissioner Bunes brought forth information regarding the AMC district meeting. In addition he also attended a NW Regional Radio Board Meeting and also a Triple A Dancing Sky Meeting. Upcoming he will be attending a LARL Board meeting where the focus will be finances.
 4. Commissioner Diedrich brought forth information that he attended a MCIT meeting and 13 million will be distributed as dividends. He also attended the Tri-Valley and Northwest Mental Health meetings.
 5. Commissioner Affeldt brought forth discussion regarding Tri County Corrections regarding the staff analysis that was completed. Also brought forth was discussion about the revolving loan fund through the Northwest Multi County Housing and the availability of funds.

RESIDENT CONCERNS

Randy Driscoll came before the Board with resident concerns regarding the RJ Zavoral Construction Contractor's Yard:

1. Request for Action

Discussion was held regarding the contractor yard area located in Section 4 of Huntsville Township that is the location for the demolition landfill used from the 1997 flood. Mr. Driscoll alleges that Zavoral Construction is in violation of the Conditional Use Permit issued as they have not completed the conditions of the permit. He requested the Board to investigate and document the violation of the Conditional Use Permit resulting in a revocation. This matter will appear before the Huntsville Township Board on July 10, 2014. The Board took the matter under advisement until it could be reviewed by the Planning and Zoning staff.

PUBLIC HEALTH

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

1. Public Health Nurse FTE Status Update

Discussion was held regarding the RN II replacement position that was approved at the May 27, 2014 board meeting. The position was approved at 1.0 FTE status instead of the original FTE status of .8 FTE. The .2 difference is balanced due to two RN II positions decreasing their FTE status effective July 1, 2014.

2. Approval for Strategic Prevention Framework – State Incentive Grant (Alcohol Prevention) – Amendment #2

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Strategic Prevention Framework – State Incentive Grant (Alcohol Prevention) Amendment #2 for \$314,094.00 as presented to the Board.

HIGHWAY DEPARTMENT

Darin Carlstrom Polk County Highway Department came before the Board with matters pertaining to the Highway Department:

1. Fosston Bike Path Project

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the contract to Hagen Construction and Trucking, LLC in the amount of \$251,138.03 to construct a bike path north of CSAH 1 on the east end of Fosston, MN.

2. Fosston 2nd Street Project

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the contract to Gordon Construction of Mahnommen Inc., in the amount of \$1,153,124.49 for reconstruction of 2nd Street from the Fosston Elevator to CSAH 6.

3. CSAH 17 Letting

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to award the contract to Knife River Materials in the amount of \$1,967,680.35 to overlay CSAH 17, Crookston Township Road, CR 233, Transfer Station Parking Lot and Landfill Road.

4. Award Quote for Traffic Signs

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to award the quote for signs to replace the signs that no longer meet the standards to Newman Traffic Signs in the amount of \$4,136.10.

5. Red Lake Watershed District

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to sell the Red Lake Watershed District 0.72 acres from Polk County's CSAH 39 Wetland Bank in the amount of \$12,149.00 for the Brandt Channel Project.

6. County Ditch No. 15 Maintenance Request

A motion was made by Commissioner Bunes seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the requested ditch maintenance in Section 13 of Fairfax Township which involves removing brush and a beaver dam made by Curtis Hoppe.

PLANNING AND ZONING

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

1. Award Septic Loan

A motion was made by Commissioner Bunes seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to award a Low Income Septic Fix-Up Loan to Sharon G. Escue to update her failing septic system. Hedlund Backhoe Service was the low bidder and will be installing the septic system and to award the bid to Hedlund Backhoe Service and authorize check to be made for payment in the amount of \$8,424.93 for installation of septic system. Check will be held by Planning and Zoning until after the septic is installed and inspected.

2. Asbestos Hauler's License

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Asbestos Waste Haulers License and Single Project Permit to Minnesota Limited LLC.

ASSESSMENT SERVICES

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

1. Request Permission to Fill Appraiser Tax Officer Vacancies

A motion was made by Commissioner Bunes seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to advertise and fill two Appraiser Tax Officer vacancies in the Assessor's Office.

2. Forfeited Land Sale

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the forfeited sale list/teardown/minimum sale price listing as presented to the Board.

3. Approval of Property Tax Abatements

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the following homestead abatements. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the following Local Option Abatement.

| <u>Name/Address</u> | <u>Parcel #/Legal Description</u> | <u>Amount of Tax Reduction</u> | <u>Reason</u> |
|---|---|--------------------------------|--|
| PHILLIP D HAMRE TRUSTEE 36370 460TH ST SW NIELSVILLE MN 56568 | 39.00208.00 Sec 31 Twp 147 Rg 48 SE4 (EX R/W) & S2 SW4 | \$3,444 | Homestead Application Reduction for Taxes Payable 2014 |
| PHILLIP D HAMRE TRUSTEE 36370 460TH ST SW NIELSVILLE MN 56568 | 39.00234.00 Sec 36 Twp 147 Rg 48 S2 SW4, W2 SE4 & N2 SW4 | \$1,320 | Homestead Application Reduction for Taxes Payable 2014 |
| RUSSELL E BLOMDAHL 34454 455TH ST SE FOSSTON MN 56542 | 61.00241.01 Sec 34 Twp 147 Rg 40 Lot 2 | \$386 | Homestead Application Reduction for Taxes Payable 2014 |
| PHILLIP D HAMRE TRUSTEE 36370 460TH ST SW NIELSVILLE MN 56568 | 64.00092.00 Sec 27 Twp 147 Rg 47 N2 NW4 & NW4 NE4 | \$1,202 | Homestead Application Reduction for Taxes Payable 2014 |
| JOYCE BALSTAD 33259 280TH AVE SE MCINTOSH MN 56556 | 65.00187.03 Sec 33 Twp 147 Rg 41 SE4 SE4 NW4 & E2 E2 SW4 SE4 NW4 | \$172 | Homestead Application Reduction for Taxes Payable 2014 |
| AG PROPERTIES OF MN LLC 104 N JOHNSON AVE FOSSTON MN 56542 | 87.00244.00 W Fosston N 5' OF LOT 14 & ALL LOT 15 BLK 8 | \$224 | Local Option Abatement Fire in 2013 |

SOCIAL SERVICES

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

1. Reappointment Request to the Social Services Board

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve reappointing Kathy

Gutterud to the Polk County Social Services Board for a two year term beginning July 6, 2014 and ending on July 5, 2016.

ADMINISTRATION

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

1. Katolight Generator Disposition

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the bid from Daniel Wilkens in the amount of \$6,500.00 for the purchase of Polk County's 450 Kw, Katolight Generator, Serial No. 72316H-24473.

2. Old Dispatch Area Resurfacing, Fire Alarm Move

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the quote given by Valley Electric, Fisher, MN in the amount of \$51,205.86 to complete the work for relocating the fire alarm circuits now located in the old dispatch area panel, and to install new alarm devices in the Juvenile Building.

3. Government Center Elevator Update

An update was given to the Board regarding the current events/problems involving the Government Center Elevator and Otis Elevator Company.

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

1. Review of ART Board Resolution Regarding ART JPA Dissolution

A copy of the Agassiz Recreational Trails Joint Powers Board resolution that was drafted by Clay County was presented to the Board. After discussion the Polk County Board of Commissioners agreed to support the proposed ART Board resolution to dissolve the Agassiz Recreational Trail Joint Powers Board and Agreement.

2. Resolution (2014-030) Reassigning Department Work Responsibilities between the Highway Department and Building & Grounds Department, and Renaming Building & Grounds Department

Reassigning Department Work Responsibilities between the Highway Department and Building & Grounds Department, and Renaming Building & Grounds Department
RESOLUTION (2014-030)

The following resolution (2014-030) was offered by Commissioner Strandell:

WHEREAS, Staff has reviewed the respective work responsibilities and equipment inventory of the Highway Department and the Building & Grounds Department; and

WHEREAS, Staff's review recognizes efficiencies in building maintenance and grounds maintenance can be better achieved through reassignment of responsibilities and equipment management; and

WHEREAS, The Board of Commissioners approval of these reassignment of responsibilities and equipment management should be sought.

BE IT HEREBY RESOLVED, That the following responsibilities of the Highway Department and the Building & Grounds Department be reassigned as listed in Attachment A.

BE IT FURTHER RESOLVED, That from henceforth, the Building & Grounds Department will be titled the Facilities Management Department, with that title referred to in all county budget, accounting and personnel documentation.

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

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS

DATED 06/20/2014

APPROVED 06/17/2014

| <u>Vendor Name</u> | <u>Amount</u> |
|----------------------------------|---------------|
| Al's Electric Inc | 2,765.75 |
| Architectural Resources Inc | 2,962.50 |
| Asphalt Preservation Company Inc | 9,845.00 |
| Beltrami Industrial Services | 24,949.98 |
| Brost Chevrolet Inc | 2,015.51 |
| Cardinal Health | 4,075.15 |
| Christian Brothers Ford Inc | 2,002.19 |
| Code 4 Services LLC | 4,110.15 |
| Commissioner Of Transportation | 3,486.59 |
| Computerized Fleet Analysis | 2,095.00 |
| Contech Engineered Solutions | 3,829.00 |
| Cra Payment Center | 2,134.98 |
| Dakota Fence | 6,418.00 |
| Evenaire Systems Inc | 4,258.00 |
| Fleet Supply | 20,263.27 |
| Hagen Construction | 7,675.00 |
| Hometown Management Inc | 4,031.44 |
| Integrated Process Solutions | 3,106.29 |
| Jsb Engineered Solutions | 3,571.88 |
| JT's Station | 2,620.40 |
| Kris Engineering | 5,816.96 |
| Lenes Sand & Gravel Inc | 2,700.00 |
| Lepier Oil Company Inc | 2,219.84 |
| Lepier Oil Company Inc | 4,376.83 |
| M R Sign Company | 7,628.00 |
| Mayo Manufacturing Co | 2,101.07 |

| | |
|-----------------------------------|-------------------|
| Natronx Technologies Llc | 8,163.22 |
| North American Salt Co | 13,694.27 |
| Nw Mn Household Hazardous | 3,058.12 |
| Pemberton Sorlie Rufer & Kershner | 4,173.14 |
| Polk County Administrator | 3,504.03 |
| Polk County Highway Department | 16,596.29 |
| Potters Industries Inc | 16,464.00 |
| Powerplan OIB | 3,079.27 |
| Proulx Refrigeration | 11,048.17 |
| Rock/David & Karen | 2,475.00 |
| Royal Tire | 2,651.47 |
| RTVision Inc | 8,135.00 |
| Sampletech | 4,025.00 |
| Schulz Carpeting | 4,844.00 |
| Springsted Inc | 9,199.84 |
| Team Laboratory Chemical Corp | 2,040.00 |
| Thygeson Construction Co | 34,378.00 |
| Todd's Tire Service Inc | 5,225.90 |
| Tri County Community Corr | 7,264.18 |
| Trudeau/Ronald | 11,326.97 |
| U S Water Services | 3,139.82 |
| US Bank Voyager Fleet Sys | 5,718.94 |
| Valley Electric Of Crookston LLC | 4,341.31 |
| Valley Electric Of Crookston LLC | 3,049.38 |
| Wenck Associates Inc | 17,536.77 |
| Widseth Smith Nolting & Assoc | 2,511.50 |
| Wrigley Mechanical Inc | 29,481.67 |
| 283 Payments 2000 | 108,666.58 |
| less than | |
| Final Total: | 486,850.62 |

With no further business the Board adjourned to reconvene at 1:00 o'clock p.m., June 24, 2014.

Don Diedrich, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board