

AUGUST 2, 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., August 2, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Buness, 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 Lee seconded by Commissioner Buness and adopted by unanimous vote of the Board to approve the August 2, 2016 agenda.

CONSENT AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the August 2, 2016 consent agenda:

1. Approve Auditor Warrants.
2. Approve for payment Lost Warrant No. 212446 in the name of Nesbit Township payment dated December 1, 2015 in the amount of \$21,346.25.
3. Approve payment to the US Treasury in the amount of \$683.55 for PCORI Fees.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he had no meetings the prior week but did bring forth information regarding mailings he had received which included a pipeline mailing, buffer zone upcoming meeting and City of Fosston Housing. Also brought forth was information regarding an email received from Laura Raymond property owner near the former River Bend Property with concerns regarding neighboring property.
2. Commissioner Lee brought forth that she had met with Ross Hier of DNR regarding the Hovland Marsh. Also attended was an East Polk County Soil and Water Conservation meeting where the Hovland Marsh project was discussed in addition to the grant received for the work on the Carlson Coulee. Also attended was the Red River Corridor meeting where grants were the focus. Also brought forth was information regarding a taxpayer phone call regarding a variance procedure. Also received a call from Jim Palubicki regarding the space which Social Services currently lease which concludes in September 2016.
3. Commissioner Nicholas brought forth that he attended the Northwest Mental Health Committee where he further elaborated on the potential collaboration and the challenges. Also attended was the Pine to Prairie Drug Task Force Committee meeting where the statistics were reviewed from 2015 and 2016.
4. Commissioner Buness brought forth that he attended an AMC Truck Weight Committee where road conditions due to truck weights were the focus.
5. Commissioner Diedrich brought forth that he attended the Northwest Mental Health Center meeting where the potential collaboration was discussed.

FINANCE

Ron Denison, Finance Director came before the Board with matters pertaining to his department:

1. June 2016 Cash Balance Reports and 2nd Quarter 2016 Budget Report

Informational handouts and discussion was held with the Board regarding the Month End Cash Balance Report from June 2010 – June 2016, the Second Quarter Comparisons Report from April 2013 – June 2016 and the Budget to Actual Comparison 2nd Quarter 2016 report. (Handouts on file in the Administrator's Office).

ENVIRONMENTAL SERVICES

Jacob Snyder, Environmental Services Technician came before the Board with matters pertaining to Environmental Services:

1. Tax Forfeit Demo Quote – 21566 460th St. SE, Winger

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to award the quote to Lyle Wilkens, Inc., in the amount of \$3,571.00 for the demolition of tax forfeited structures located at 21566 460th St. SE, Winger, MN (Parcel No. 72.00230.00). The property has the remains of a burned mobile home and some small out buildings.

2. Tax Forfeit Demo Quote – 202 Vance Avenue N., Erskine, MN

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award the quote to Lyle Wilkens, Inc., in the amount of \$4,472.00 for the demolition of tax forfeited structures located at 202 Vance Avenue N., Erskine, MN (Parcel No. 84.00227.00). The property has a 1 ½ story home and a small detached garage.

HIGHWAY DEPARTMENT

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

1. Welder for Crookston Shop

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the quote to Bill Osborne, Sales Representative for Lawson Products Chicago, IL in the amount of \$5,266.50 for a new Millermatic 350P Mig Welder with Aluminum Gun for the Highway Department Crookston Shop.

2. Certificate of Performance/Final Acceptance SAP 060-615-010

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performance and have the County Engineer sign the Certificate and to approve the Certificate of Final Acceptance and have the County Engineer sign the final voucher. Original contract amount was \$2,213,127.85 with the final contract amount being \$2,261,418.52 due to an overrun in the amount of \$48,290.67.

3. MNDOT and Funding

Lou Tasa, MNDOT discussed what has been happening district wide in MNDOT and other counties with the Board.

FACILITIES MANAGEMENT

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

1. New Polk County Server Room

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the bid offered by Lunseth Plumbing and Heating Company, Grand Forks, ND in the amount of \$248,200.00 for the base bid with a \$25,800.00 add alternate #1 (Clean Agent Fire Suppression System) to construct a new Polk County Server Room per the design offered by Architectural Resources and accepted by the Polk County Board of Commissioners and the Polk County Administrator.

2. Polk County Government Center Heating and Control Upgrade

A motion was made by Commissioner Bunes seconded by Commissioner Strandell to reject the bid offered by Johnson Controls, Inc., Fargo, ND in the amount of \$819,000.00 to complete the heating and control upgrade for the Polk County Government Center. A motion was made by Commissioner Diedrich seconded by Commissioner Lee to move forward with the rebidding of the Polk County Government Center Heating and Control upgrade.

3. Justice Center C-Cure Door Security/Camera System

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept the bid offered by Bergstrom Electric, Inc., to complete the installation of the new C-Cure Security System/Camera System in the Polk County Justice Center Building in the amount of \$265,600.00.

ADMINISTRATION

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

1. 2017 Budget Status

Discussion was held with the Board regarding the status of the 2017 Budget.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 07/05/2016

<u>Vendor Name</u>	<u>Amount</u>
BNSF Railway Company	32,000.00
Donarski Brothers Inc	5,250.00
ELEMENTAL AIR	43,259.00
Jones Lang LaSalle Americas, Inc	2,000.00
Knife River Materials	910,850.46
Polk County Administrator	27,513.00
ReitRock Paving LLC	5,200.00

Union Lake Sarah Improvement Dist			10,344.65
11	Payments	2000	4,968.30
	less than		
	Final Total:		1,041,385.41

AUDITOR WARRANTS 07/12/2016

<u>Vendor Name</u>	<u>Amount</u>		
Architectural Resources Inc	6,783.00		
Crookston Driftbusters	5,026.70		
EGF Water & Light Dept	2,103.79		
KRONOS	3,175.66		
Polk County Administrator	3,597.00		
Safety Compliance Services	3,275.00		
Theco Inc	13,305.94		
Tri City Paving Inc	241,832.38		
Tri County Community Corr	1,178,167.25		
Voyant	11,488.63		
26	Payments	2000	15,734.82
	less than		
	Final Total:		1,484,490.17

AUDITOR WARRANTS 07/18/2016

<u>Vendor Name</u>	<u>Amount</u>
Northwest Minnesota Service Cooperative	125,597.00
	Final Total:
	125,597.00

AUDITOR WARRANTS 07/19/2016

<u>Vendor Name</u>	<u>Amount</u>		
Altru Health System	2,653.00		
Cardmember Service	24,097.59		
Crookston Water Department	4,903.74		
Fertile Oil Company	14,441.50		
Fosston Municipal Utilities	48,198.21		
Garden Valley Telephone Co	2,732.07		
GreatAmerica Financial Services	10,343.27		
Halstad Telephone Co	9,362.70		
Hardwick P.C./Brian T	3,887.98		
MDS Services LLC	4,750.00		
MDSolutions Inc	9,614.00		
Mn State Treasury	8,981.00		
Ottertail Power Co	28,412.60		
Rude/Jerry	2,609.55		
Sather Law Office Ltd	16,213.55		
Verizon Wireless	2,101.77		
31	Payments	2000	14,383.43
	less than		
	Final Total:		207,685.96

AUDITOR WARRANTS 07/26/2016

<u>Vendor Name</u>	<u>Amount</u>
Hagen Construction	6,708.39

	Lake Agassiz Regional Library		63,123.75
	Lenes Sand & Gravel Inc		16,147.04
	Lenes Sand & Gravel Inc		11,136.82
	Polk County		78,313.78
	Ryans's Backhoe Service LLC		6,867.15
	University Of North Dakota		5,944.50
23	Payments	2000	9,005.06
	less than		
	Final Total:		197,246.49

MANUAL WARRANTS 07/06/2016

VENDOR NAME	AMOUNT
SelectAccount	1,996.24
FINAL TOTAL	\$1,996.24

MANUAL WARRANTS 07/15/2016

VENDOR NAME	AMOUNT
Internal Revenue Service	161,967.98
MN Revenue	27,202.60
FINAL TOTAL	\$189,170.58

MANUAL WARRANTS 07/18/2016

VENDOR NAME	AMOUNT
SelectAccount	2,936.39
FINAL TOTAL	\$2,936.39

MANUAL WARRANTS 07/19/2016

VENDOR NAME	AMOUNT
Mn Revenue	7,570.02
MN Dept of Revenue	1,887.00
FINAL TOTAL	\$9,457.02

MANUAL WARRANTS 07/25/2016

VENDOR NAME	AMOUNT
SelectAccount	1,280.69
FINAL TOTAL	\$1,280.69

MANUAL WARRANTS 07/29/2016

VENDOR NAME	AMOUNT
Internal Revenue Service	158,922.87
MN Revenue	26,279.88
FINAL TOTAL	\$185,202.75

MANUAL WARRANTS 07/25/2016

VENDOR NAME	AMOUNT
Bremer Bank, NA	243.329.59
FINAL TOTAL	\$243,329.59

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., August 16, 2016.

Nick Nicholas, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board