

AUGUST 5, 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., August 5, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commission Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, 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 Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the August 5, 2014 revised agenda adding No. 3 under 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 August 5, 2014 consent agenda:

1. Approve Auditor Warrants.
2. Approve the July 22, 2014 Board minutes.
3. Approve payment to First Lab, Chicago, IL in the amount of \$35.00 for testing for the Highway Department.
4. Approve payment to Duane Filipi, Vergas, MN in the amount of \$75.00 for Facilitator Fees for MCIT meeting on April 2, 2014.
5. Approve payment to Marshall County Auditor-Treasurer, Warren, MN in the amount of \$284.31 (1/2 payment) for meal expenses for the Board to attend the MCIT meeting on April 2, 2014 in Warren, MN.
6. Approve payment to Marshall County Cooperative, Warren, MN in the amount of \$6,084.00 for diesel fuel for the Angus Shop.
7. Approve payment to Card Member Services, St. Louis, MO in the amount of \$14,995.25 for credit card purchases.
8. Approve Satisfaction of Mortgage between Judith Staff and Polk County.
9. Approve for payment Lost Warrant No. 197395 in the name of Polk County Fair Board dated May 23, 2014 in the amount of \$175.00.
10. Approve payment to the Polk County Administrator in the amount of \$11.48 and the Polk County Recorder in the amount of \$46.00 for Filing Fees for Septic Loans (Kaster SSTS Loan).

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Nicholas brought forth that he attended the Drug Task Force Meeting. In addition he attended the County Extension Meeting.
2. Commissioner Strandell brought forth he will be attending NW Regional Development Commission meeting by phone this evening. In addition he brought forth that he will be absent for a couple of meetings due to a medical procedure. He also brought forth discussion regarding a letter received from Northland Community

- Technical College creating an advisory board and a possible appointee from the county board.
3. Commissioner Bunes brought forth that he attended the Drug Task Force Meeting. A review of the Commissioner's August calendar was done. He also brought forth discussion regarding the East Polk County Soil and Water Conservation District.
 4. Commissioner Diedrich brought forth that he attended the Law Library Annual Meeting. He will be attending MCIT later this week. Discussion was also brought forth about the dividend of \$201,000. This amount is down from prior years. He also brought forth that he attended the County Extension meeting. He brought forth discussion regarding the numbers of 4-H youth participants, 4-H Food Stand and 4-H Volunteers. He was pleased with the direction the program is going. He also attended the Emergency Management meeting where tornado procedures and outcomes were reviewed.
 5. Commissioner Affeldt brought forth that he attended the Drug Task Force meeting. In addition he attended an Inter County Meeting. Also brought forth was discussion regarding a meeting he attended with Minnesota DNR.

PLANNING AND ZONING

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

1. **Resolution (2014-038) Conditional Use Permit for Randy Pecka**

Resolution (2014-038) was offered by Commissioner Bunes seconded by Commissioner Nicholas and adopted upon the following vote: YEAS: Strandell, Affeldt, Diedrich, Bunes and Nicholas. NAYS: None. See Resolution (2014-038) on file in the office of the Polk County Administrator

2. **Boundary Commission #1 – Set Public Hearing Date**

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the Public Hearing date for Boundary Commission #1 on September 2, 2014 1:20 p.m., at the Polk County Government Center, Level 3, ITV Meeting Room #332.

ENVIRONMENTAL SERVICES

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

1. **Bacon Dray Lines – Haulers License Violation Compliance Measures Update**

Discussion was held with the Board regarding Bacon Dray that they will retain their license to haul waste in Polk County as long as it abides by the terms of the payment plan agreed upon and complaint with all other Polk County Solid Waste Ordinances.

2. **Asbestos Haulers License**

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award the Asbestos Haulers License to Lenex Sand & Gravel, Fosston, MN contingent upon the appropriate application being submitted.

3. **Tax Forfeit Demolition Quotes**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to award the Tax Forfeit Demolition

Quote on Parcel No. 82-01638.00 to Lyle Wilkens, Inc., in the amount of \$5,994.00; Parcel No. 84-00139.00 to Donarski Brothers in the amount of \$12,150.00 and Parcel No. 85-00088.00 to Lyle Wilkens, Inc., in the amount of \$5,994.00.

4. Forklift Quotes – Transfer Station

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the quote to replace a forklift at the Transfer Station to Forklift of North Dakota, Fargo, ND for a used 2012 Toyota in the amount of \$19,950.00 plus transportation, less \$2,000.00 trade-in contingent upon inspection.

LOU TASA – MNDOT DISTRICT STATE AID ENGINEER & RICHARD SANDERS POLK COUNTY HIGHWAY ENGINEER

Lou Tasa, MnDOT District State Aide Engineer, Brad Norland, Minnesota State Touper and Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to Toward Zero Deaths:

1. Proposed Construction Program MnDOT District 2

Informational handouts were presented to the Board regarding the 2014 and 2015 Proposed Construction Program for District 2.

2. Toward Zero Deaths

Informational handouts were presented to the Board regarding the 2012 and 2013 Toward Zero Deaths Belt Use Rates by Region.

3. County Wide Bituminous Patching

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award bituminous patching to Reit Rock Paving, Crookston MN in the amount of \$60,760.00.

PUBLIC HEALTH

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

1. 2013 Annual Report

The 2013 Annual Report was presented to the Board.

2. Polk-Norman-Mahnomen (CHB) Strategic Plan

The 2015-2019 Polk-Norman-Mahnomen (CHS) Strategic Plan was presented to the Board.

3. Responding and Receiving Agreement

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Responding and Receiving Agreement between Polk County Public Health and Norman-Mahnomen Public Health as part of the Polk-Norman-Mahnomen Community Health Board.

4. Polk-Norman-Mahnomen SHIP Staff Proposal

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to hire a Health Educator to jointly serve the PNM CHS three county region for chronic disease prevention.

5. Resolution (2014-037) 2015 Toward Zero Deaths Safe Roads

2015 Toward Zero Deaths Safe Roads Program
RESOLUTION (2014-037)

The following resolution (2014-037) was offered by Commissioner Strandell:

WHEREAS, Local agencies formed a Toward Zero Death (TZD) coalition by partnering with others to address issues in Polk County communities through a multifaceted approach; and

WHEREAS, The Minnesota Department of Public Safety, Office of Traffic Safety reviewed and accepted the Polk County TZD Safe Roads grant application for Polk County Public Health to improve its community health programming by increasing local involvement in traffic safety issues in Polk County communities; and

WHEREAS, By entering into a partnership with the Minnesota Department of Public Safety, Office of Traffic Safety; Polk County Public Health, the Highway Department and Sheriff's Office will benefit from the 2015 Toward Zero Deaths (TZD) Safe Roads Program; and

WHEREAS, The Polk County Board of Commissioners supports this programming initiative.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners approves Polk County Public Health to enter into a grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety for the project entitled 2105 Toward Zero Deaths (TZD) Safe Roads Program during the period from October 1, 2014 through September 30, 2015. The Polk County Public Health Director is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Polk County Public Health department and to be the fiscal agent and administer the grant.

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

BID OPENING

Bids were opened and read publicly at 11:00 a.m., regarding the sale of the Professional Building Site, Parcel No. 82.00371.00, Original Townsite, City of Crookston, Lots 1 & 2, Block 25 and Parcel No. 82.00772.00, Stearns Addition to the City of Crookston, Lots 9, 10, 11, and 12 Block 1. The minimum bid is \$25,000.00. One bid was received from Crookston and Housing Economic Development Authority in the amount of \$25,000. A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the bid in the amount of \$25,000 from the Crookston and Housing Economic Development Authority.

ADMINISTRATION

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

1. County Administrator Evaluation Prep

A performance evaluation form was distributed to the Board. The process and selection of a Board meeting date for the actual evaluation of Chuck Whiting, Polk County Administrator was set for August 26, 2014.

2. Review of ART Board Meeting

An outline of issues regarding the ART Board was distributed and discussed with the Board.

3. Approval to Advertise and Fill Clerk III – Sheriff’s Department

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to advertise and fill a Clerk III position open due to a resignation in the Sheriff’s Department.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 07/01/2014

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	9,623.96
Cole Papers Inc	3,613.47
Knife River Materials	2,266,372.68
Morris Electronics Inc	4,588.89
Norman Mahnomen Public Health	13,206.00
Polk County	2,743.61
Polk County Public Health	17,662.00
Schmitz Builders Inc	102,600.00
Thomson Reuters – West	4,943.14
26 Payments 2000 less than	9,795.85
Final Total:	2,435,149.60

AUDITOR WARRANTS 07/14/2014

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	129,704.00
Final Total:	129,704.00

AUDITOR WARRANTS 07/14/2014

<u>Vendor Name</u>	<u>Amount</u>
1 Payments 2000 less than	126.00
Final Total:	126.00

AUDITOR WARRANTS 07/15/2014

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00

Cole Papers Inc	2,690.96
Dvergsten/Ron	10,000.00
Fertile Oil Company	23,775.00
Garden Valley Telephone Co	4,949.66
GreatAmerica Financial Services	8,567.08
Halstad Telephone Co	9,362.70
Mn Counties Information Sys	3,427.00
North Country Security Inc	3,954.28
Odland Fitzgerald,Reynolds	2,115.00
Ottertail Power Co	3,805.10
Polk County Administrator	100,000.00
Polk County Administrator	2,287.00
Sackett/James	2,460.24
Thygeson Construction Co	65,448.31
Tri County Community Corr	1,143,251.25
University Of North Dakota	5,242.67
Valley Electric Of Crookston LLC	33,683.24
45 Payments 2000 less than	20,135.96
Final Total:	1,447,808.45

AUDITOR WARRANTS 07/22/2014

<u>Vendor Name</u>	<u>Amount</u>
Century Fence Company	130,328.22
Fertile Oil Company	25,400.52
Fischer Law Office PLLC	4,458.90
Fosston Municipal Utilities	51,462.41
Gordon Construction of Mahnomen Inc	147,203.66
Knife River Materials	2,471,205.03
Mn State Treasury	9,374.00
Norman Mahnomen Public Health	13,746.87
North Country Security Inc	3,651.56
Ottertail Power Co	5,502.60
Polk County Environmental Services	5,570.00
Polk County Public Health	48,338.73
Schmitz Builders Inc	132,341.40
University Of North Dakota	5,242.67
US Postal Service (CMRS FP)	5,000.00
22 Payments 2000 less than	15,173.55
Final Total:	3,074,000.12

AUDITOR WARRANTS 07/29/2014

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	170,023.82
Hagen Construction	6,374.30
Lake Agassiz Regional Library	59,953.75
Lenes Sand & Gravel Inc	25,194.47
Lenes Sand & Gravel Inc	10,776.94
Mn UI Fund	6,109.38
Norman Mahnomen Public Health	4,451.71
Polk County	88,274.75
Polk County Public Health	7,762.65

Tri City Paving Inc		214,740.62
20	Payments less than 2000	5,225.97
	Final Total:	598,888.36

MANUAL WARRANTS 7/01/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	4594.16
FINAL TOTAL	\$4594.16

MANUAL WARRANTS 7/08/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	2124.69
FINAL TOTAL	\$2124.69

MANUAL WARRANTS 7/14/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	347.51
FINAL TOTAL	\$347.51

MANUAL WARRANTS 7/18/2014

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	8,405.00
Mn Revenue	7,609.30
FINAL TOTAL	\$16,014.30

MANUAL WARRANTS 7/21/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	3542.89
FINAL TOTAL	\$3542.89

MANUAL WARRANTS 7/28/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	1430.80
FINAL TOTAL	\$1430.80

MANUAL WARRANTS 7/31/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	360,205.01
Mn Revenue	50,991.77
FINAL TOTAL	\$706,052.41

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., August 19, 2014.

Don Diedrich, Chairman

ATTEST:

Charles S. Whiting, Polk County Administrator
Clerk of the Board