

**AUGUST 18, 2015**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 10:00 o'clock a.m., August 18, 2015 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich and Charles S. Whiting, County Administrator, Clerk of the Board. Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Joan Lee was absent.

**REVISED AGENDA**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the revised Agenda for August 18, 2015 adding No. 5 under the Administrator.

**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 August 18, 2015:

1. Approve Commissioner Warrants: General Revenue Fund, \$98,209.70; Public Works Fund, \$96,487.46; Public Safety Fund, \$31,918.89; Public Health Fund, \$32,600.90; Special Assessments (Ditch) Fund, \$52.50; Environmental Services Fund, \$14,456.95; Resource Recovery Fund, \$41,701.58; Landfill Fund, \$46,027.23; Agency Fund, \$9,740.26; Per Diems, \$1,575.00; Meal Reimbursements (without overnight lodging), \$55.41 and Sign Audit List.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended a Tri-County Community Corrections meeting. He participated in a capital investment tour for the state bonding project. He also brought forth discussion regarding Polk County being the fiscal agent for the North County Food Bank and the potential risks. Also attended was a Northwest Regional Development Commission meeting, the size of this organization is now 21 staff.
2. Commissioner Nicholas brought forth that he attended a Tri-County Community Corrections meeting. The facility is currently at 90% capacity. Also attended was a Northwest Mental Health Meeting where the CEO evaluation was conducted. In addition he attended a North County Food Bank meeting where capital improvements were the focus. Also attended was a Tri-Valley Opportunity Council meeting where budgets were the focus. He also attended a MRCC meeting. Discussion was brought forth regarding the Buffer Strip legislation.
3. Commissioner Bunes brought forth that he attended the Union Lake Sarah Improvement Meeting where the boundary commission process and conditional use permits were the focus in addition to the reorganization of officers. He brought forth that he has been asked to participate in a Truck Weight Enforcement Committee for AMC.
4. Commissioner Diedrich brought forth that he attended an MCIT meeting.

## **SOCIAL SERVICES**

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

### **1. Vulnerable Children & Adult ACT (VCAA) Plan Amendment for Child Protection Funding**

The Minnesota State Legislature appropriated additional Child Protection Program funding for counties. A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Polk County Social Services Vulnerable Children and Adult Plan Amendment for Child Protection Funding reflecting the new allocated funds.

## **PROPERTY RECORDS**

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

### **1. Upgrade to Imaging System**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the purchase of a server and licensing for the Recorder Division of the Taxpayer Service Center in the amount of \$22,320.74 from Morris Electronics, Morris, MN.

### **2. License Center Closing for Training**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize the closing of the Polk County License Center on September 22, 2015 for an all-day training in Bemidji provided by the Department of Public Safety – Driver and Vehicle Services Division.

## **WEST & EAST POLK SOIL & WATER CONSERVATION DISTRICT**

Nicole Bernd, West Polk Soil & Water Conservation District Manager and Lisa Newton, East Polk Soil & Water Conservation District Manager came before the Board with matters pertaining to the Soil & Water Conservation Districts:

### **1. Introduction of District Employees**

Lisa Newton – District Manager, Jonah Olson-Technician, Aaron Havermehl - Technician, Carla Byklum -Administrative Assistant were introduced to the Board.

### **2. Budget Proposals**

The 2016 East Polk Soil and Water Conservation District Budget was presented and discussed with the Board. An update was provided on the One Watershed One Plan budget. At this time it is estimated to be a shortfall of \$20,000.00. Discussion was brought forth regarding Polk County's ability to provide stable funding by providing \$50,000 per district, up from \$39,200.00 for 2015.

## **ADMINISTRATION**

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

### **1. Maintenance Man II Position – Highway Department**

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve posting internally and

advertising externally if needed the Maintenance Man II position at the Highway Department due to a resignation with a review of the workload for this position.

**2. Wenck Professional Services Agreement – CAP Project**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Professional Services Agreement as presented to the Board offered by Wenck Associates for Preliminary Design and CAP Grant Application on behalf of the Advisory Board for work on the Regional Expansion Project.

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Professional Services Agreement as presented to the Board offered by Wenck Associates for Preliminary Design and CAP Grant Application on behalf of Polk County for work on the Polk County Transfer Station.

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve payment to Wenck Associates in the amount of \$30,000.00 for Preliminary Design and CAP Grant Application preparation/submittal. The amount is \$15,000.00 each for the work on the Polk County Transfer Station and the Regional Expansion Project.

**3. 2016 Budget and Capital Outlay**

Discussion was brought forth regarding the 2016 Budgets and Capital Improvements and Outlays.

**4. CIP Bonding – Schedule and Items**

Discussion was brought forth regarding the Capital Improvement Plan and possible bonding.

**5. Replacement of Sheriff’s Office Vehicle Squad 145**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the replacement of the 2005 Suburban with a 2015 Ford Utility off state bid pricing.

**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 08/21/2015**

**APPROVED 08/18/2015**

<u>Vendor Name</u>	<u>Amount</u>
3 D Specialties	3,026.79
Al's Electric Inc	2,396.95
Bergstrom Electric Inc	2,853.42
Brandner Printing	2,648.80
Cardinal Health	3,256.28
City of Mahanomen	3,000.00
Code 4 Services LLC	8,340.16
Compass Minerals America	5,754.76
Crookston Daily Times	3,130.27

Crookston Fuel Company	3,352.32
Crookston Paint & Glass	2,194.84
HN Quality Plumbing Inc	4,294.56
Home Of Economy	3,300.00
Hometown Management Inc	4,071.75
Johnson Controls Inc	2,580.71
Kustom Kollision	6,669.19
Lepier Oil Company Inc	7,651.51
Liberty Tire - Mn	4,925.25
Linderman/Rosemary S.	3,200.00
Lunseth Plumbing & Heating	2,527.52
Mcglynn Fence	6,360.15
Morris Electronics Inc	15,308.88
Natronx Technologies Llc	8,661.24
Northdale Oil	3,370.30
Northern Lumber	9,293.49
Northern Propane & Fuel	5,285.05
Northside Express	4,630.53
Palmer Masonry & Concrete	4,190.00
Penguin Management Inc	3,132.00
Polk County Highway Department	10,725.30
Powerplan OIB	3,818.24
Prairie Wind Bg Inc	3,020.60
Productivity Plus Account	9,414.16
ReitRock Paving LLC	7,125.00
Squeegee Clean Windows	3,050.00
TheraCom LLC	3,024.36
Todd's Tire Service Inc	2,063.09
Tri-Valley Opportunity Council	2,142.00
U S Records Midwest	9,740.26
U S Water Services	3,344.10
Urt Llc	3,230.40
US Bank Voyager Fleet Sys	4,460.15
Vanguard Appraisals Inc	2,000.00
Vogel Paint & Wax Co Inc	22,360.00
Wenck Associates Inc	22,038.75
Widseth Smith Nolting & Assoc	2,549.12
Ziegler Inc	2,319.22
294 Payments 2000	115,364.00
less than	
<b>Final Total:</b>	<b>371,195.47</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., August 25, 2015.

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Warren Strandell, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board