

AUGUST 23, 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 23, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich, Commissioner Joan Lee and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Revised August 23, 2016 agenda, adding No. 4 under Administration.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Consent Agenda:

1. Approve the August 16, 2016 Board minutes with corrections as noted.
2. Approve payment to Ye Ole Print Shoppe in the amount of \$308.50 for Boat & Water Permits for the Sheriff's Department.
3. Approve payment to Morris Electronics, Morris, MN in the amount of \$10,505.30 for 5 -Toughbook Computers for the Sheriff's Office.
4. Approve payment to Headwaters, Bemidji, MN in the amount of \$2,500.00 for Regional Radio Board Membership for the Sheriff's Office.
5. Approve payment to Stuhaug Sanitation Services, Fertile, MN in the amount of \$30.42 for Dumpster Rent Firearm Range for the Sheriff's Office.
6. Approve payment to Northside Express, Fertile, MN in the amount of \$16.78 for Fuel for the Sheriff's Office.
7. Approve payment to Hugo's, Crookston, MN in the amount of \$16.96 for EM -prep meeting refreshments for the Sheriff's Office.
8. Approve payment to Hardware Hank, Crookston, MN in the amount of \$2.49 for a Key for Cold Storage for the Sheriff's Office.
9. Approve payment to Stericycle, Inc., Carol Stream, IL in the amount of \$167.09 for 3rd Quarter Fees for the Sheriff's Office.
10. Approve payment to Pierce Tire Service, Crookston, MN in the amount of \$77.00 for Tires for the Sheriff's Office.
11. Approve payment to Win E Mac Travel Center, Erskine, MN in the amount of \$70.00 for Car Washes for the Sheriff's Office.
12. Approve payment to Fuel 'N Things, Erskine, MN in the amount of \$4.05 for a Wiper for the Sheriff's Office.
13. Approve payment to Fleetmatics USA, Pittsburgh, PA in the amount of \$313.80 for 4 Vehicle Tracking Subscription/s for the Sheriff's Office.
14. Approve payment to Beta Analytic Inc., Miami, FL in the amount of \$390.00 for Green House Gas Testing for the Incinerator.

REVISED AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Revised August 23, 2016 agenda, adding Mark Johnson, Senate District 1 candidate.

MARK JOHNSON

Mark Johnson, Republican endorsed Senate District 1 candidate came before the Board. Chairman of the Board Nick Nicholas made the clarification that by amending the agenda to add Mark Johnson, Republican endorsed State Senate District 1 candidate it in no way is an endorsement from the Polk County Board of Commissioners. The Polk County Administrator was requested to send a letter to the Democratic endorsed candidate Kip Fontaine extending an invitation to appear before the Board to provide an introduction.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Bunes brought forth that he attended a LARL executive meeting where health care insurance was the focus. The increase for 2017 will zero.
2. Commissioner Strandell brought forth information regarding the Middle Snake Tamarac River Watershed. Matt Silva is the new administration. In addition he attended a MPO meeting.
3. Commissioner Nicholas brought forth that he attended the NW Mental Health meeting. The 7 counties under NW Mental Health are being reallocated. The northern 4 counties will be under Sanford Mental Health Services. He also brought forth discussion about the City of East Grand Forks and Law Enforcement Dispatch.
4. Commissioner Diedrich brought that he had spoken with Scott Peters, Marshall County Auditor-Treasurer. Information was brought forth regarding the RSVP Program and lack of participation from Marshall County. Marshall County indicated they provide financial support to the LAH Program. LAH is a Program with a mission similar to Tri-Valley. Also brought forth was that he attended a Transit Meeting for Tri-Valley. He also attended the Polk County Extension Meeting where 4-H was the focus.
5. Commissioner Lee brought forth that she attended the Polk County Extension Meeting. The 4-H participation numbers are stable. Ray Bisek the interim Agricultural Educator was introduced to the committee. She also attended a Household Hazardous Waste meeting in Thief River Falls which was well attended.
6. Ground Breaking for Altru – Crookston
7. Traill County, ND Board of Commissioners request for meeting.
8. AMC Fall Conference – Alexandria, MN

SHERIFF'S OFFICE

Barb Erdman, Polk County Sheriff along with Jim Tadman, Chief Deputy came before the Board with matters pertaining to the Sheriff's Office:

1. Monthly Sheriff Reports

The July 2016 Sheriff Report was presented to the Board. (Report on file in the Administrator's Office).

2. Approval of Quote for PCSO Firearms Range Improvements

Discussion was held with the Board regarding the quotes for the completion of worked budgeted for the Firearms Range in the 2016 budget. Original quotes were obtained in 2010. An update for the Lakeside Building Center, Inc., Erskine, MN in the amount of \$11,970.00 (includes tax and labor) was provided. It was the consensus of the Board to get new quotes from the prior participants. A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to reject the quote from Lakeside Building Center, Inc., Erskine, MN in the amount of \$11,970.00 (includes tax and labor) that was provided.

3. Dispatch Update

Sheriff Erdman was asked to provide a dispatch update. The hiring process is moving into the candidate testing phase as interviews were recently held. Discussion was also held regarding administrative phone calls coming into the dispatch center.

ASSESSMENT SERVICES

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

1. Review Abatement Requests

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the below list of abatements:

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
KEVIN BALLARD 10947 140TH AVE NE THIEF RIVER FALLS MN 56701	45.70103.00 Baileys Lake Sarah Camp Site Knutte Twp	\$120	Camper Site Proof of License 2016
TOM & KARI BROUSE 11658 220TH ST SE THIEF RIVER FALLS MN 56701	45.70407.02 Baileys Union Lake Camp Site Knutte Twp	\$44	Camper Site Proof of License 2016
DEBORA A STRANDE 211 ADAM ST CROOKSTON MN 56716	45.72002.00 Farmers Union Camp Site Grove Park Twp	\$138	Camper Site New for 2016
MAURA A ONYAMBU 2219 COUNTRY CT NW EAST GRAND FORKS MN 56721	83.03498.00 Country Ct Patio Homes #2219 East Grand Forks	\$306	Homestead Application Reduction for Taxes Payable 2016

FACILITIES

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

1. Polk County Government Center Heating Controls Upgrade

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the quote from Johnson Controls, Inc., Fargo, ND in the amount of \$317,100.00 for the Polk County Government Center Heating and Control Upgrade.

An update to other building projects was also provided.

PUBLIC HEALTH

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

1. Toward Zero Deaths

Polk County Public Health in conjunction with the Highway Department and the Sheriff's Office facilitate a Toward Zero Deaths (TZD) Safe Roads Coalition. Discussion was held with the Board regarding the coalition, staffing, funding and next steps regarding Toward Zero Deaths. A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to decline the Towards Zero Death (TZD) Safe Roads Coalition funding.

ADMINISTRATION

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

1. Sheriff's Office New Position – Office and Support Services Manager

Due to a resignation the Administrative Assistant II/Records Supervisor AFSCME union position was vacated in June of 2016. A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve and fill the new non-union Office Support Services Manager position at the Sheriff's Office. (Job Description on file in the Administrator's Office)

2. Review of Finance Process Evaluation – Jean McGann, Abdo, Eick & Meyers

The Financial Management Process Evaluation Report from Abdo, Eick & Meyers, LLP was presented and discussed with the Board. (Evaluation Report on file in the Administrator's Office)

3. 2017 Budget Status

The status of the 2017 Budget and appropriations was discussed with the Board.

4. * County Ditch 93 Survey and Clean

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve surveying and cleaning of County Ditch No. 93 in Hammond Township and assign Richard Sanders engineer of the project.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., September 6, 2016.

Nick Nicholas, Chairman

ATTEST:

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