

AUGUST 25, 2015
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 25, 2015 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Joan Lee, and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Don Diedrich was absent.

REVISED AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the August 25, 2015 revised agenda adding No. 6 under Public Health.

CONSENT AGENDA

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

1. Approve payment to the Crookston Times, Crookston, MN in the amount of \$155.00 for a one-year subscription for the Incinerator, Fosston, MN
2. Approve payment to MNCVSO Assistants & Secretaries Association, Grand Rapids, MN in the amount of \$107.00 for Membership Dues, Conference Meals & Registration for the Veterans Office.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended a MPO meeting.
2. Commissioner Lee brought forth her recent trip to Ireland. Also brought forth was discussion regarding 4-H and membership participation.
3. Commissioner Nicholas brought forth that he participated in a negotiations meeting.
4. Commissioner Bunes brought forth that he attended a negotiations meeting where initial requests were reviewed from the Dispatch and Deputy groups. Also attended was a LARL meeting in addition to a Polk-Norman-Mahnomen Public Health Meeting.

SHERIFF'S DEPARTMENT

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

1. 2015 Emergency Management EMPG Grant Contract

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize and sign the new Emergency Management (EMPG) grant contract for 2015, the award amount is in the amount of \$23,799.00.

2. Request to Extend Temporary Part-Time Dispatch Position Through December 2015

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize the extension for the temporary part-time dispatch position through December 31, 2015.

3. Monthly Sheriff Reports

The July Sheriff Reports were presented and discussed with the Board.

NORTHWEST MINNESOTA FOUNDATION

Nancy Vyskocil, President and Lisa Peterson, Senior Development Officer before the Board with matters pertaining to the Northwest Minnesota Foundation.

1. Proposal for Donations for the Northwest Minnesota Foundation

A request of support was made to the Board for the Northwest Minnesota Foundation for 2016.

PUBLIC HEALTH

Sarah Reese, Public Health Director and Melissa Hayes, Polk County Nurse Practitioner came before the Board with matters pertaining to the Public Health Department:

1. NW MN E-Health Collaborative MOU

Discussion was held with the Board regarding NW MN E-Health Collaborative MOU which is a collaborative of thirteen entities comprised of behavioral health, public health, social services, primary care, long term care an ACO and the three leading health plans spanning a three-county regional that includes Mahnommen, Norman and Polk.

2. Follow Along Program Amendment

Discussion was held with the Board regarding the Follow Along Program Amendment which is a statewide child find service that supports young children who are at-risk for experiencing developmental delays.

3. Emergency Preparedness Amendment

Discussion was held with the Board regarding the Emergency Preparedness Amendment which is responsible for and responding to local PH emergencies by implementing and executing the CDC's Public Health Preparedness Capabilities.

4. NMPH Succession Planning Update

An update was given to the Board regarding the NMPH Succession Plan. An overview of proposed plans are being presented to Norman and Mahnommen County Boards in August. The proposed plan is for NMPH to become a department within Norman County with a service agreement to serve Mahnommen County.

5. Out-of-State Travel Request

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve out-of-state travel for Sarah Reese and Bethany Brandvold to attend the American Public Health Association Annual Meeting and Exposition Training in Chicago, IL on October 31 – November 4, 2015. Reese and Brandvold will personally cover a portion of the costs to defray costs. SHIP funds have been approved to cover a portion of Brandvold's time given the Health in All Policies focus.

6. *Approve Altru Health System Agreement for Independent Contracted Services

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Altru Health System Agreement for Independent Contracted Services.

FINANCE

Ron Denison, Finance Director and Chuck Whiting, Administrator came before the Board with matters pertaining to the Finance department:

1. July 2015 Cash Balance Reports and Budget Report

Informational handouts were presented and discussed with the Board regarding the 2015 July Cash Balance Reports and Budget Report.

Commissioner Diedrich joined the meeting at 10:15am.

ASSESSMENT SERVICES

Michelle Cote, Director of Property Records appeared before the Board on behalf of Rob Wagner, Assessment Services Director with matters pertaining to their department:

1. Fill Appraiser Vacancy

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve posting and filling/advertising for the vacant Appraiser position in the Assessor's Office.

2. 2014 Aggregate Material Tax Report

Informational handouts were presented to the Board regarding the 2014 Aggregate Material Tax Report and the History of Polk County Gravel Tax Collections from 1997-2014.

3. Resolution (2015-41) Repurchase of Tax Forfeited Property - 94.00072.00

Repurchase of Tax Forfeited Property – 94.00072.00

RESOLUTION (2015-41)

The following resolution (2015-41) was offered by Commissioner Diedrich:

WHEREAS, The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS, William B. Kaupang has made proper application for the repurchase of parcel 94.00072.00, and

BE IT RESOLVED, That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 94.00072.00 to William B. Kaupang.

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

4. Preliminary List of Forfeits To Be Offered For Sale

A preliminary list of tax forfeited lands in the County of Polk – appraised and to be offered by sale was presented to the Board.

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to classify the presented forfeited list of parcels as Non-Conservation. A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve viewing and setting of basic sale prices on the forfeited list of parcels as

presented to the Board. (Complete list on file in the office of the Polk County Administrator)

ADMINISTRATION

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

1. Review of 2016 Health Insurance Renewal – Becky Kofoed, Human Resources Coordinator

Discussion was brought forth regarding the Health Insurance Renewal rates for 2016 from the Northwest Minnesota Cooperative. Their increase will be 6.8%. There are currently 4 plans offered by the Cooperative. PEIP rates will be known in September.

2. 2016 Budget Status

a. Personnel Positions

Discussion was brought forth regarding possible positions for the 2016 budget.

b. Board Schedule of Department Budgets September 15 and September 16, 2015

A review of the Board Schedule pertaining to budgets was brought forth.

c. Set Special County Board Meeting for September 15 and September 16, 2015

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to set a special board meeting for the purpose of department budget reviews on September 16, 2015 to begin at 8:00am.

3. Review of CIP Bonding Options and Project List

Discussion was brought forth regarding the Bonding Options and the Capital Improvement and Maintenance List

4. Resolution (2015-42) Calling Public Hearing on the Intention to Issue General Obligation Capital Improvement Plan Bonds and the Property Adopt a Capital Improvement Plan Therefor

**Resolution Calling Public Hearing On The Intention
To Issue General Obligation Capital Improvement Plan Bonds
And The Proposal To Adopt A Capital Improvement Plan Therefore**

RESOLUTION (2015-42)

The following resolution (2015-42) was offered by Commissioner Bunes:

BE IT RESOLVED, by the Board of Commissioners of Polk County, Minnesota, as follows:

WHEREAS, pursuant to Minnesota Statutes, Section 373.40 the County may issue bonds to finance capital expenditures under its capital improvement plan without an election provided that, among other things, prior to issuing general obligation capital improvement plan bonds the County adopts the Plan after holding a public hearing thereon and publishing a notice of its intention to issue the Bonds and the date and

time of a hearing to obtain public comment on the issuance of the Bonds and adoption of the Plan; and

WHEREAS, the Board will hold a public hearing at in the County Board Room, Polk County Government Center, at 11:00 a.m. on September 22, 2015, on its intention to issue the Bonds and to adopt the Plan; and

NOW, THEREFORE, BE IT RESOLVED, that the County calls for a public hearing on its intent to issue the Bonds and to adopt the Plan, the public hearing to be held on the date and time set forth in Exhibit A attached hereto (See Exhibit A on file in the office of the Polk County Administrator). The Board is hereby directed to cause the notice of public hearing to be published at least 14 but not more than 28 days before the date of the public hearing in the official newspaper of the County or a newspaper of general circulation in the County.

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

5. Resolution (2015-43) Veterans Service Office Operational Improvement Grant Program

Veterans Service Office Operational Improvement Grant Program

RESOLUTION (2015-43)

The following resolution (2015-43) was offered by Commissioner Diedrich:

BE IT RESOLVED, By Polk County that the County enter into the attached Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Improvement Grant Program. The grant must be used to enhance the operations of the County Veterans Service Office under Minn. Stat. 197.608 Subd. 4 (a), and should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, By the Polk County Board that Leslie Goodwin, the County Veterans Service Officer be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON, the above resolution was adopted at a regular meeting of the County Board this 25th day of August 2015.

Authorized Signature and Title

Date

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

- 6. a. Performance Review – Closed Session (Pursuant to MN Statutes 13D.05, Subd. 3(a)) – Evaluate the Performance of Individual Subject to the Board’s Authority, County Administrator Chuck Whiting** A motion was made by Commissioner Diedrich, seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to move into closed session at 2:35pm.
- b. Reconvene into Open Session**
A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to reconvene into regular session at 4:15p.m.
- c. Report Conclusion of Closed Session Evaluation**
Discussion was brought forth regarding the evaluation of Administrator Chuck Whiting. All areas discussed were either good or excellent. No areas of improvement were noted. It was the consensus of the Board that Mr. Whiting is doing an excellent job and has the full support of the Board.

With no further business the Board adjourned to reconvene at 8:00 o’clock a.m., September 1, 2015.

Warren Strandell, Chairman

ATTEST:

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