

SEPTEMBER 1, 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., September 1, 2015 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Joan Lee, Commissioner Don Diedrich, and Charles S. Whiting, County Administrator, Clerk of the Board. 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 September 1, 2015 Revised Board agenda adding No. 5 under the Consent Agenda and adding No. 6a under County Administrator.

REVISED CONSENT AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the September 1, 2015 consent agenda:

1. Approve Auditor Warrants.
2. Approve the August 4, August 18, and August 25, 2015 Board Minutes with corrections as noted.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$10,242.76 for Credit Card Purchases.
4. Approve payment to Beta Analytic Inc., Miami, FL in the amount of \$390.00 for Greenhouse Gas Testing for the Incinerator in Fosston, MN.
5. * Approve payment to Minnesota Unemployment Insurance Fund in the amount of \$1,855.00.

Commissioner Diedrich entered the meeting at 8:10 am.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended a Planning Commissioner Meeting.
2. Commissioner Lee brought forth information regarding letter she has a received from the Cities of Erskine, Winger and Fosston regarding the Wellhead Protection Program. She also brought forth that she had attended the Pitch to the Commissioner of Health. Also attended was a Soil and Water Conservation Meeting where the focus was water quality.
3. Commissioner Nicholas brought forth that he attended a Drug Taskforce Meeting.
4. Commissioner Diedrich brought forth that he participated in viewing the forfeited properties. Also brought forth was information regarding a meeting with Mark Jones and the Warren Ambulance Service funding structure.
5. Commissioner Bunes brought forth that he attended the Pitch the Commissioner of Health.

PUBLIC HEALTH

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

1. PHDOC Conversation and Charting Training

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to support the Polk-Norman-Mahnomen Community Health Board's recommendation to move forward with the proposed plans of Norman-Norman-Mahnomen Public Health joining Polk County Public Health on PHDOC and associated training contributions not to exceed \$15,700.00 for Polk County Public Health.

ADMINISTRATION

Chuck Whiting, Polk County Administrator, Mark Dietz, Facilities Management Director and Scott Sosalla, Architectural Resources came before the Board and discussed the remodeling project at the Justice Center:

1. Justice Center Office Remodeling Project

The Justice Center remodeling project options and guidance on subsequent steps the County will be taking were discussed with the Board.

Mark Dietz, Facilities Management Director came before the Board with matters pertaining to his department:

2. Justice Center HVAC Project

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the quote from Johnson Controls, Fargo, ND in the amount of \$45,349.00 to upgrade air handler #5 at the Justice Center.

3. Justice Center Boiler Project

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the quote from Johnson Controls, Fargo, ND in the amount of \$24,615.00 to upgrade the Johnson Control System valves for the Justice Center boilers.

Chuck Whiting, Polk County Administrator came before the Board and discussed matters pertaining to his department and Environmental Services:

4. Solid Waste Agreement Addendum #1

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to authorize the Chairman of the Board to sign and execute Addendum #1 to the Polk County Solid Waste Contracts with the Counties of Beltrami, Clearwater, Mahnomen and Norman.

5. 2016 MSW Tip Fees

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to set the tip fee for MSW at the Landfill and Resource Recovery Facility at \$65/ton for 2016.

6. Capital Improvements Plan Bonding Status

*a. Draft CIP Plan

A draft copy of the 2015-2019 Five-Year Capital Improvement Plan for Capital Improvement Plan Financing Purposes was presented to the Board regarding the Capital Improvements Plan Bonding Status. (Draft copy on file in the office of the Polk County Administrator)

7. 2016 Budget Status

a. Appropriation Requests

Appropriation letter requests were presented and discussed with the Board for the upcoming 2016 budget year. (See letter of requests on file in the office of the Polk County Administrator).

b. County Program Aid

Discussion was held with the Board regarding the County Program Aid projected from the Department of Revenue for Polk County in 2016. Polk County is seeing a reduction from 2015 in County Program Aid from the State. Information was also presented to the Board showing the County Program History from 2012 – 2016 (on file in the office of the Polk County Administrator).

c. MCIT Premium and Dividends

Informational handouts and discussion regarding the premiums and dividends were discussed with the Board for the upcoming 2016 budget year.

d. Preliminary Levy Options

Discussion was held with the Board regarding the Preliminary Levy Options. Various levy options were presented to the Board (on file in the office of the Polk County Administrator).

PLANNING AND ZONING

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

1. Resolution (2015-44) Conditional Use Permit – Roger & Debra Grimsley to Connect a Compliant Septic System to an Accessory Structure

Resolution (2015-44) was offered by Commissioner Diedrich seconded by Commissioner Bunes and adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Bunes and Nicholas NAYS: None. See Resolution (2015-44) on file in the office of the Polk County Administrator.

NORTH COUNTRY FOOD BANK

Susie Novak, Executive Director of the North Country Food Bank came before the Board and discussed matters pertaining to the North Country Food Bank:

1. Review of North Country Food Bank CAP Project

Questions regarding the North Country Food Bank CAP Project were raised during the House Investment Committee's visit to Crookston during the month of August 2015. Discussion and clarification regarding these issues were given to the Board regarding fiscal sponsorship responsibility and risk. Polk County will own the building for 25 years or the life of the bond project.

HIGHWAY

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

1. Exhaust Vent for Crookston Vehicle Storage Pressure Washer

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the quote from Grove

Mechanical Inc., Crookston, MN in the amount of \$9,715.04 to perform the necessary work to vent the Crookston Vehicle Storage Pressure Washer.

2. CD 166 Maintenance Request

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to have the Ditch Department survey and clean if necessary County Ditch No. 116 in Section 34 of Roome Township and name Richard Sanders as the Engineer for this project.

3. Certificate of Performance CP 115-00-00 Gravel Hauling

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the County Engineer signing the Certificate of Performance for CP 115-00-00 (Gravel Hauling) and the Final Voucher for DLL Excavating in the amount of \$235,990.06.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 7/31/2015

<u>Vendor Name</u>	<u>Amount</u>
1 Payments 2000	682.24
less than	
Final Total:	682.24

AUDITOR WARRANTS 8/04/2015

<u>Vendor Name</u>	<u>Amount</u>
DLL Excavating Inc	159,328.34
Hagen Construction	12,587.08
Hardwick P.C./Brian T	6,963.45
Knife River Materials	1,782,996.52
Norman Mahnomen Public Health	12,705.24
Olson Construction Trf Inc	89,958.35
Peterson Sheet Metal	41,281.93
Polk County Public Health	42,787.20
Ruffridge Johnson Equipment	86,329.00
Thomson Reuters - West	2,076.99
17 Payments 2000	7,840.31
less than	
Final Total:	2,244,854.41

AUDITOR WARRANTS 8/11/2015

<u>Vendor Name</u>	<u>Amount</u>
Asphalt Surface Technologies Corp	95,642.50
Fertile Oil Company	16,490.29
Halstad Telephone Co	9,362.70
Hoffman, Philipp, & Knutson	4,870.00
Knife River Materials	6,082.72
Marshall County Coop	3,381.00
Ryans's Backhoe Service LLC	7,197.15
US Postal Service (CMRS FP)	5,000.00

	Wild Rice Elec Co-Op Inc		2,832.21
24	Payments	2000	8,747.17
	less than		
	Final Total:		159,605.74

AUDITOR WARRANTS 8/17/2015

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	117,122.50
Final Total:	117,122.50

AUDITOR WARRANTS 8/18/2015

<u>Vendor Name</u>	<u>Amount</u>		
Altru Health System	2,653.00		
Cole Papers Inc	2,863.11		
Crookston Water Department	3,794.46		
Fosston Municipal Utilities	34,817.62		
Great Plains Natural Gas Co	3,894.09		
Minn Dak Asphalt Inc	57,716.43		
Norman Mahnomen Public Health	50,241.61		
Ottertail Power Co	32,840.82		
Polk County Administrator	23,832.00		
Polk County Administrator	155,175.00		
Polk County Public Health	60,836.46		
Verizon Wireless	2,497.87		
22	Payments	2000	10,483.19
	less than		
	Final Total:		441,645.66

AUDITOR WARRANTS 8/25/2015

<u>Vendor Name</u>	<u>Amount</u>		
Century Link	2,020.31		
Chester Township Treasurer	17,895.70		
Columbia Township Treasurer	8,947.84		
Fertile Oil Company	18,696.00		
Gentilly Township Treasurer	26,843.52		
GreatAmerica Financial Services	9,374.32		
Grove Park Tilden Township	17,895.70		
Gully Township Treasurer	4,473.92		
Hagen Construction	7,125.88		
Hill River Township Treasurer	4,473.92		
Kertsonville Township Treas	8,947.84		
Knife River Materials	367,927.97		
Liberty Township Treasurer	4,473.92		
Mn State Treasury	9,363.00		
Ottertail Power Co	2,171.75		
Polk County	77,745.45		
Queen Township Treasurer	4,473.92		
Trail City Treasurer	4,473.92		
21	Payments	2000	7,713.85
	less than		
	Final Total:		605,038.73

MANUAL WARRANTS 07/31/2015

VENDOR NAME	AMOUNT
Internal Revenue Service	157,643.51
MN Revenue	26,499.81
FINAL TOTAL	\$184,143.32

MANUAL WARRANTS 07/31/2015

VENDOR NAME	AMOUNT
Bremer Bank NA	3,166,826.47
FINAL TOTAL	\$3,166,826.47

MANUAL WARRANTS 08/04/2015

VENDOR NAME	AMOUNT
SelectAccount	572.00
FINAL TOTAL	\$572.00

MANUAL WARRANTS 08/04/2015

VENDOR NAME	AMOUNT
Internal Revenue Service	66.42
MN Revenue	11.18
FINAL TOTAL	\$77.60

MANUAL WARRANTS 08/04/2015

VENDOR NAME	AMOUNT
SelectAccount	1568.58
FINAL TOTAL	\$1568.58

MANUAL WARRANTS 08/14/2015

VENDOR NAME	AMOUNT
Internal Revenue Service	142,877.43
MN Revenue	23,624.19
FINAL TOTAL	\$166,501.62

MANUAL WARRANTS 08/17/2015

VENDOR NAME	AMOUNT
SelectAccount	4127.20
FINAL TOTAL	\$4127.20

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., September 15, 2015.

Warren Strandell, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board