

SEPTEMBER 22, 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 22, 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, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the September 22, 2015 Agenda, adding No. 4 under the Consent Agenda, adding Darin Carlstrom/Trail County Commissioners at 11:30 a.m., and adding No. 5 under the Administrator.

REVISED CONSENT AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Revised Consent Agenda with an additional explanation to be made on item No. 1.

1. Approve payment to YorHom, Grand Forks, ND in the amount of \$2,268.00 for 2 T-4 Manual Wheelchairs for the Facilities Department.
2. Approve payment to Insight Technologies, Grand Forks, ND in the amount of \$125.00 for a Portable Hard Drive for the Facilities Department.
3. Approve payment to the Polk County Attorney, Crookston, MN in the amount of \$139.67 for petty cash voucher items.
4. *Approve payment to Card Member Service, St. Louis, MO in the amount of \$6,479.87 for Credit Card Purchases.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth discussion regarding the Nielsville Bridge and that additional guests would be attending.
2. Commissioner Lee brought forth that she attended a DAC meeting where staff compensation, organization name change, and the budget were the focus.
3. Commissioner Nicholas brought forth that he had attended no meetings.
4. Commissioner Bunes brought forth that he attended the MRCC Board of Directors meeting where transportation was the focus. Also attended was a meeting with BWSR regarding PRAP and the Middle Snake Tamarac River Watershed.
5. Commissioner Diedrich brought forth that he attended the BWSR meeting.

SHERIFF'S DEPARTMENT

Brian Lundeen, Polk County Sheriff's Office Sergeant came before the Board with matters pertaining to the Sheriff's Department:

1. Polk County Sheriff's Office Fall Auction of Vehicles & Other Property

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to authorize the sale of Unit 171, Unit 173,

Unit 174 and Unit 180 which have been taken out of service, forfeited vehicles and other property on a date to be determined by Sergeant Brian Lundeen.

2. Monthly Sheriff Reports

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

FACILITIES

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

1. Government Center Employee Entrance Doors Replacement

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the quote from Sterling Carpet One, Grand Forks, ND in the amount of \$5,758.10 to replace the two employee entrance doors on the east side of the building at the Polk County Government Center.

FINANCE

Ron Denison, Finance Director came before the Board with matters pertaining to his department:

1. State Auditor Letter Presentation

Discussion was held with the Board regarding a letter that was received from Greg Hierlinger, CPA/Deputy State Auditor. (Letter on file in the office of the Polk County Administrator).

TAX PAYER SERVICE CENTER

Michelle Snyder and Becky Halvorson, Tax Payer Service Center came before the Board and discussed matters pertaining to the Tax Payer Service Center:

1. Approve Private Sale of Forfeit Property Parcel

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to offer a private sale in accordance with Minnesota Statutes 282.01, Subd. 7a, to the adjacent landowners the forfeit Parcel No. 84.00101.00 in the amount of \$500.00. If an adjacent landowner does not purchase the parcel, it would be put on the next available public tax forfeited sale.

2. Resolution (2015-47) Repurchase of Tax Forfeited Property – 82.00935.00

Repurchase of Tax Forfeited Property – 82.00935.00

RESOLUTION (2015- 47)

The following resolution (2015-47) was offered by Commissioner Nicholas:

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

WHEREAS, Linda Swenson has made proper application for the repurchase of parcel 82.00935.00, and

WHEREAS, The Polk County Board of Commissioners at its September 22, 2015 meeting unanimously approved the conveyance by motion.

BE IT RESOLVED, That the Board of Commissioners of the County of Polk hereby approves the conveyance of parcel 82.00935.00 to Linda Swenson.

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

ADMINISTRATION

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

1. Resolution (2015-45) Setting 2016 Preliminary Tax Levy
Setting Preliminary 2016 Property Tax Levy
RESOLUTION 2015-45

The following resolution (2015-045) was offered by Commissioner Bunes:

WHEREAS, The Minnesota State Legislature passed and the Governor of the State of Minnesota signed into law, Minnesota Laws 2001, Special Session Chapter 5, and;

WHEREAS, M.S. 275.065, subd. 1 requires local taxing authorities in the State of Minnesota to establish a proposed levy on or before September 30, 2015 for taxes payable in 2016, and;

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that the proposed statement of expenses and anticipated receipts on file in the office of the County Administrator, for the year 2016, be and they hereby are preliminarily accepted by this Board as a proposed budget for Polk County for the year 2016 dated September 22, 2015 and that the proposed levy on the taxable property for Polk County for Year 2015 payable in 2016 be preliminarily set as follows:

Net Levy	[\$21,687,636 (+5%) (increase of \$1,032,745)]
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Commissioner seconded Nicholas the foregoing resolution and it was declared adopted upon the following vote: YEAS Lee, Diedrich, Strandell, Bunes and Nicholas. NAYS: None.

2. Set 2016 Budget Public Hearing Date and Time

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to set the 2016 Budget Public Hearing on December 1, 2015 at 6:00 p.m .

3. Approve Steamatic Bid for Cleanup of Forfeit Property 83.01617.00

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the cleanup bid from Steamatic of Grand Forks, ND for the cleanup of forfeited property 83.01617.00 for the amount of \$15,496.90 with work to commence as soon as possible.

4. MOU Teamsters Union – Dispatcher Contract

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the MOU Teamsters Union – Dispatch Contract as presented to the Board.

5. Clerk Typist II Position – Highway Department

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve advertising and re-filling the Clerk Typist II position at the Highway Department.

6. Justice Center Renovation Bid

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve advertising and receiving bids for the renovation of the Justice Center to accommodate the relocation of Public Health, County Attorney’s Office and the Public Defender’s offices.

PUBLIC HEARING

Public Hearing – Intent to Issue General Obligation Capital Improvement Bonds And Adopt Proposed Capital Improvement Plan (Changed No. 1 and No. 2 around due to order of presentation)

1. Open Public Hearing

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to open the Public Hearing at 11:03 a.m., on Intention to Issue General Obligation Capital Improvement Plan Bonds and the Proposal to Adopt a Capital Improvement Plan Therefor.

2. Presentation of Capital Improvement Plan

The Proposed Draft Five-Year (2015-2019) Capital Improvement Plan for Capital Improvement Plan Financing Purposes was presented and discussed with the Board. (Capital Improvement Plan on file in the office of the Polk County Administrator)

3. Close Public Hearing

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to close the Public Hearing at 11:15 p.m., on Intention to Issue General Obligation Capital Improvement Plan Bonds and the Proposal to Adopt a Capital Improvement Plan Therefor.

4. Resolution (2015-46) Authorizing the Adoption of a Capital Improvement Plan and Issuance of General Obligation Capital Improvement Plan Bonds

RESOLUTION (2015-46)

**RESOLUTION AUTHORIZING THE ADOPTION OF A
CAPITALIMPROVEMENT PLAN AND ISSUANCE OF GENERAL
OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS**

The following resolution (2015-46) was offered by Commissioner Nicholas:

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of

a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on September 22, 2015.

County Administrator

RESOLUTION NO. (2015-46)

**RESOLUTION AUTHORIZING THE ADOPTION OF A
CAPITAL IMPROVEMENT PLAN AND ISSUANCE OF
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN
BONDS**

WHEREAS, the Board of County Commissioners (the Board) of Polk County, Minnesota (the County) has prepared the Capital Improvement Plan for 2015 through 2019 (the CIP) pursuant to Minnesota Statutes, Section 373.40; and

WHEREAS, during the course of the preparation and review of the CIP, the Board has considered, for each capital improvement and for the CIP overall: the condition of the County's existing infrastructure, including the projected need for repair or replacement; the likely demand for the improvements; the estimated cost of the improvements; the available public resources; the level of overlapping debt in the County; the relative benefits and costs of alternative uses of the funds; operating costs of the proposed improvements; and alternatives for providing services most efficiently through shared facilities with other counties or local government units; and

WHEREAS, the CIP covers at least a five-year period beginning with the date of its adoption; sets forth the estimated schedule, timing, and details of specific capital improvements by year, together with the estimated costs, the need for the improvements, and sources of revenue to pay for the improvements; and

WHEREAS, the County intends to issue its capital improvement plan bonds (the Bonds) in a principal amount not to exceed \$3,100,000 to finance various capital projects described in the CIP, pursuant to Minnesota Statutes, Section 373.40; and

WHEREAS, pursuant to Minnesota Statutes, Sections 373.40, the County has published notice of its intent to adopt the CIP, its intent to issue the Bonds thereunder, and the time and date of the hearing to obtain public comment on the matter at least fourteen (14) but not more than twenty-eight (28) days prior to the date hereof; and

WHEREAS, the County has held a public hearing to obtain public comment on its intent to adopt the CIP and to issue the Bonds on the date hereof.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF POLK COUNTY, MINNESOTA:

SECTION 1. ADOPTION. The CIP is hereby adopted.

SECTION 2. ISSUANCE OF BONDS. It is hereby determined to be in the best interests of the County to issue the Bonds in a principal amount not to exceed \$3,100,000, pursuant to Minnesota Statutes, Section 373.40 and Chapter 475, to finance capital improvements as described in the CIP.

BE IT FINALLY RESOLVED, that this resolution shall be in full force and effect from and after its passage.

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

****HIGHWAY DEPARTMENT**

Darin Carlstrom, Polk County Highway Department and the Trail County Commissioners came before the Board with Bridge Matters:

1. Nielsville Bridge

Discussion was held with the Board regarding the hole in the Nielsville Bridge which has resulted in the closing of the bridge. In attendance were James Vraa, Mayor of Nielsville MN, James Tronnes, Nielsville MN, Francis Spokely, Nielsville MN, Les Amb, Trail County ND Commissioner, Kendall Nesvig, Trail County ND Commissioner and Deb Kiel, State Legislator.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., October 6, 2015.

Warren Strandell, Chairman

ATTEST:

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