

SEPTEMBER 27, 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., September 27, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich, and Commissioner Joan Lee. Charles S. Whiting, Polk County Administrator was absent. Others present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the September 27, 2016 agenda.

CONSENT AGENDA

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

1. Approve the September 20, 2016 Board meeting minutes and the September 21, 2016 Special Board meeting minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Bunes brought forth that he had no meetings the prior week.
2. Commissioner Nicholas brought forth that he attended the audit exit interview for Polk County. The results will be presented at an upcoming October meeting.
3. Commissioner Diedrich brought forth that he participated in the Law Library meeting where approval was granted for pro bono work to be done for clients who are attempting to navigate the court system without representation of which compensation is to be made to the firm providing the services from Law Library funds.
4. Commissioner Lee brought forth that she attended an Inter Community Council meeting where salaries and insurance were the focus. Also brought forth was discussion regarding an email that referenced an issue with pagers and the Marcoux Corner Tower that took place during a fire in the City of Fosston MN.
5. Commissioner Strandell brought forth that the Polk County Newsletter is being printed.

SHERIFF'S OFFICE

Barb Erdman, Polk County Sheriff came before the Board with matters pertaining to her department:

1. Monthly Sheriff Reports

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

WEST POLK SOIL & WATER CONSERVATION DISTRICT

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

1. Natural Resources Block Grant Allocation Delegation for SWCD's

Discussion was held with the Board regarding the Disbursement of Natural Resource Block Grant (2016) Allocation for the Soil and Water Conservation Districts. (Handout on file in the Administrator's Office)

HIGHWAY DEPARTMENT

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

1. County Ditch Maintenance Request

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the work and name Richard Sanders, Polk County Highway Engineer over the maintenance request projects on the following: County Ditch No. 42, Sections 19, 20, 21 and 22 of Farley Township; County Ditch No. 144, Section 24 of Andover Township; County Ditch No. 39, Sections 14, 15, 16 17, and 18 of Sullivan Township. They are asking for the ditch to be surveyed and cleaned if needed County Ditch No. 2, Section 19 of Northland Township TH 220 to replace bridge with similar bridge, similar opening under bridge.

2. CP 116-00-00 Mtc. Gravel Hauling Contract – Thygeson Construction, Inc.

Thygeson Construction has completed the 2016 Mtc. Gravel Hauling Contract. The total work certified was \$113,217.05 or \$86,132.95 under estimate. A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Certificate of Performance and the Certificate of Final Acceptance and allow the Polk County Engineer to sign the Certificate of Performance and the Polk County Engineer and the Polk County Administrator to sign the Certificate of Final Acceptance and Final Voucher.

3. SAP 060-668-004, CP 116-214-1212 Knife River Materials

The total work certified was \$992,442.21 or \$49,288.21 over estimate. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performance for SAP 060-668-004, Certificate of Performance for CP 116-214-1212 and the Certificate of Final Acceptance and allow the Polk County Engineer and the Polk County Administrator to sign the final voucher.

TAX PAYER SERVICE CENTER

Michelle Cote, Property Records Director came before the Board with matters pertaining to the Tax Payer Service Center:

1. Re-appointment of Robert Wagner – Director of Assessment Services (Polk County Assessor) 4 Year Term

Re-appointment of Robert Wagner - Director of Assessment Services

(Polk County Assessor)

RESOLUTION (2016-52)

The following resolution (2016-52) was offered by Commissioner Strandell:

THEREFORE BE IT RESOLVED, That pursuant to Minnesota Statute 273.061 the Polk County Board of Commissioners hereby re-appoints Robert L. Wagner as the

Director of Assessment Services (Polk County Assessor) for a four-year term of office to begin January 1, 2017 and to end December 31, 2020.

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

FACILITIES MANAGEMENT

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

1. Polk County Canopy Project

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to authorize the Polk County Health Canopy project at the Justice Center to be managed internally by Polk County and not to exceed \$17,500.00.

2. Polk County Stenberg Building Project

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to authorize the Polk County Stenberg Building project to managed internally by Polk County and not to exceed \$98,500.00.

FINANCE

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

1. Resolution (2016-50) Setting Preliminary 2017 Property Tax Levy

The following resolution (2016-50) was offered by Commissioner Lee:

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, 2016 for taxes payable in 2017.

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 2017, be and they hereby are preliminarily accepted by this Board as a proposed budget for Polk County for the year 2017 dated September 27, 2016 and that the proposed levy on the taxable property for Polk County for Year 2016 payable in 2017 be ***preliminarily*** set as follows:

Net Levy	\$22,445,477;
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an increase of \$1,068,832, or 5% over the 2016 levy.

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

2. Set 2017 Budget Public Hearing Date, Time and Location

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve setting the 2017 Budget Public Hearing for Tuesday, November 29, 2016 at 6:00 p.m., at the Polk County Government Center, Board Room Crookston MN.

3. Disposition of Sheriff's Department Inventory

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the 2016 Polk County Sheriff's Office Online Auction Inventory list for disposition through an auction process as presented to the Board. (List on file in the Administrator's Office).

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., October 4, 2016.

Nick Nicholas, Chairman

ATTEST:

Michelle Cote, Deputy Clerk of the Board