

**OCTOBER 6, 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., October 6, 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: Valerie Bjerk, Deputy Clerk of the Board.

**REVISED AGENDA**

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the October 6, 2015 revised Board agenda adding No. 6 under Administration.

**CONSENT AGENDA**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the October 6, 2015 consent agenda:

1. Approve Auditor Warrants.
2. Approve the September 15 (with a correction under the County Board Members Issue Forum changing the meeting location under Craig Bunes from St. Paul to St. Cloud) September 16, and September 22, 2015 Board Minutes.
3. Approve payment to Olson Construction, Fertile, MN in the amount of \$3,795.00 for Labor and Materials for the Public Health Building Project in McIntosh, MN.
4. Approve for Signature the FY 2016 & 2017 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended a Planning & Zoning meeting. Also attended was the Tri-County Community Corrections Negotiations meeting where a tentative wage settlement was made.
2. Commissioner Lee brought forth that she attended the Inter-County Meeting where the focus of discussion was the Head Start Program. Also attended was the Rural Counties meeting in Bemidji where Tribal Air Quality Initiative matters were discussed. Also attended was an Inter-County meeting at UMC, a presenter from Minneapolis was present, non-profit information was discussed.
3. Commissioner Nicholas brought forth that he attended a Drug Task Force meeting. Also attended was the Tri-County Community Corrections, MRCC and a Food Bank meeting.
4. Commissioner Bunes brought forth that he attended the 49'ers Negotiations meeting. Also commented that the beet harvest was going well. Information was received regarding the AMC District meeting which will be held at the Crookston Inn, October 29, 2015 from 8:00 a.m. – 12:00 p.m.
5. Commissioner Diedrich brought forth that he was invited to a Tri-Valley Transportation meeting where updates were given.

## **REVISED AGENDA**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the October 6, 2015 revised agenda adding Dan Larson, MRCC to the agenda:

Dan Larson, Executive Director, MRCC came before the Board with matters pertaining to MRCC:

### **1. MRCC Update**

An update was given to the Board regarding MRCC. A video is in the progress of being made regarding the beet traffic and other traffic on the roads.

## **PLANNING AND ZONING**

Josh Holte, Planning and Zoning Administrator came before the Board with matters pertaining to his department:

### **1. Resolution (2015-47a) Conditional Use Permit for Becky Charuk – 32’x48’ Accessory Storage Building on Lake Sarah**

Resolution (2015-47a) was offered by Commissioner Bunes seconded by Commissioner Lee adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Bunes and Nicholas. NAYS: None. See Resolution (2015-47) on file in the office of the Polk County Administrator.

## **SOCIAL SERVICES**

Kent Johnson, Social Services Director came before the Board with matters pertaining to his department:

### **1. Supplemental Nutrition Assistance Program Contract**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Supplemental Nutrition Assistance Program Contract/Employment & Training Contract for Polk, Kittson, Marshall, Roseau, Pennington, and Red Lake Counties for October 15, 2015 through September 30, 2016 in the amount of \$37,296 with the MN Department of Employment and Economic Development and authorizing Polk County to be the fiscal host for the program funding.

## **ENVIRONMENTAL SERVICES**

Jon Steiner, Polk County Environmental Services Director came before the Board with matters pertaining to his department:

### **1. TK Outdoors – 2015 Polk County Haulers License**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve a 2015 Solid Waste Haulers License for TK Outdoors, Hubbard County to haul waste to Polk County disposal facilities.

### **2. Capital Assistance Program Project (CAP) Update**

An update on the progress made to date was given to the Board regarding the preliminary design, the CAP grant application and the 2016 Capital Investment Committee Tours.

### **3. (Resolution 2015-48) Capital Assistance Program (CAP) Grant**

**Capital Assistance Program (CAP) Grant**  
**RESOLUTION (2015-48)**

The following resolution (2015-48) was offered by Commissioner Bunes:

WHEREAS, Polk County has made application for a capital assistance program grant (Grant) on behalf of itself and its partner Counties of: Beltrami, Clearwater, Hubbard, Mahnommen and Norman; and

WHEREAS, Polk County intends to utilize Grant funds to make specific modifications, upgrades or construct new components of its regional Integrated Solid Waste Management System (System); and

WHEREAS, major component of the System for which the Grant is sought includes the equipment for, and construction of a new, or modification of existing, Transfer Stations serving the Polk County Resource Recovery Facility (RRF) in Fosston, MN. The RRF includes a Waste-to-Energy facility. The Transfer Stations are located in Beltrami County, MN, Hubbard County, MN and Polk County, MN; and

WHEREAS, a major component of the System for which the Grant is sought includes the expansion or improvement of the RRF building and related improvements, including the auxiliary boiler, storage areas, the tip floor which supplies material to the Material Recovery Facility (MRF), and upgrade, replacement or addition of new material processing and related equipment at the MRF; and

WHEREAS, a major component of the System for which the Grant is sought includes the equipment and improvements for, and construction of, a Source Separated Organic Material (SSOM) Compost Facility at the Polk County Landfill Complex and/or RRF; and

BE IT RESOLVED, by the Polk County Board of Commissioners that Polk County will implement the project, provide necessary local financing, and accept and exercise the governmental powers necessary to develop and operate the project; and

BE IT FURTHER RESOLVED, Recycling and composting components of the System are located at, and operated out of, common property, equipment or buildings which also serve disposal related purposes or activities. However, Polk County will not accept recyclable materials for the purpose of disposal at its facilities unless no other person is willing to accept the recyclable materials; and

BE IT FURTHER RESOLVED, Polk County pledges to use all funds made available exclusively for the eligible capital-related costs of the project and to pay any additional amount by which the cost of the project exceeds the estimate by appropriation to the construction fund of additional funds or proceeds of additional bonds of Polk County. Polk County recognizes that in any subsequent withdrawal of allocated or additional

funds of Polk County will impair the obligation of contract between the state of Minnesota, Polk County and the bondholders; and

BE IT FURTHER RESOLVED, the Polk County Board of Commissioners authorizes the County Administrator to sign the Final Capital Assistance Program Grant Application and the Capital Assistance Program Grant Agreement on behalf of Polk County.

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

**4. Resolution (2015-49) Polk County Market Price for Solid Waste Disposal for 2016**  
**Polk County 2016 Market Price for Solid Waste Disposal**  
**RESOLUTION (2015-49)**

The following resolution (2015-49) was offered by Commissioner Diedrich:

WHEREAS, MS Ch. 297H.02 requires certain political subdivisions to identify by Resolution a Market Price for solid waste management tax purposes if the political subdivision subsidizes the cost of Municipal Solid Waste (MSW) disposal at a facility, or directly bills for organized collection of MSW on property tax statements; and

WHEREAS, the political subdivision will be liable for any Solid Waste Management Tax (SWMT) based only on the Market Price identified by Resolution; and

WHEREAS, Market Price is defined in State Statute as the “lowest price available in the area”; and

WHEREAS, Polk County has researched and identified the lowest viable Market Price available in the area; and

WHEREAS, the County of Polk declares the Market Price for all MSW generated in Polk County during CY 2016 to be \$37.27 per ton, based upon the lowest price available in the area. Polk County’s identified Market Price includes both the cost per ton-mile for transportation and the cost per ton for disposal, assuming disposal at the Gwinner Landfill. All costs were calculated using current hauling and tip fee rates offered in the region.

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

**FINANCE**

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

**1. August 2015 Cash Balance Reports and Budget Report**

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

### **FINANCE & TAX PAYER SERVICE CENTER**

Ron Denison, Finance Director and Michelle Snyder, Tax Payer Service Center came before the Board with matters pertaining to Special Assessments:

#### **1. Special Assessment for Red Lake Watershed Ditch No. 15 Project No. 175**

Discussion was held with the Board and it was noted that the Red Lake Watershed has asked that the damages be offset against the amortized benefitted amounts. Red Lake Watershed has detailed the specific tracts of land (from the Viewer's Report) in which the County is to perform this offset. A letter and amortization schedule will be mailed to all benefitted land owners that will provide them a stated timeframe in which they are able to pay off a tract or parcel. Additionally, Polk County will plan to mail the land owners that have damages offsetting, a supplemental letter along with a "before" and "after" amortization report in an attempt to provide a good audit trail and communication. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve an assessment totaling \$1,877,930.72 (which represents principal on bonds of \$1,495,000 plus net damages of \$461,753.00 + \$15,976.11 - \$94,798.39 = \$382,930.72) against all benefitted lands of Red Lake Watershed Ditch No. 15 Project No. 175, with an interest rate of 4.2% for a term of 20 years.

### **TAX PAYER SERVICE CENTER**

Michelle Snyder, Tax Payer Service Center came before the Board with matters pertaining to the Tax Payer Service Center:

#### **1. Review of Watershed Levy Requests for 2016**

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Watershed Levy requests for 2016 in the amount of \$2,351,820.79.

#### **2. Review of NWRDC and HRA Levy Requests for 2016**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the NWRDC and HRA Levy requests for 2016 in the amount of \$298,322.00.

#### **3. Review of Ambulance Special Assessment Requests for 2016**

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Ambulance Districts Special Assessment requests for 2016 as presented (On file in the office of the Polk County Administrator)

#### **4. Review of Lake Improvement District Budgets for 2016**

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Maple Lake Improvement budget of \$55,270.00. A motion was made by Commissioner Bunes, seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Union Lake Sarah Improvement District budget of \$10,000.00.

## ADMINISTRATION

Becky Kofoed, Human Resources Director came before the Board with matters pertaining to Human Resources:

### **1. Life Insurance Carrier Change**

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the life insurance project offered by OCHS, Inc., effective in 2016 and to terminate the US Able contract effective December 31, 2015.

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

### **2. County Ditch No. 35 North Branch Maintenance Request**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to have the Ditch Department survey and clean if necessary County Ditch No. 35 North Branch and name Richard Sanders as the Engineer for this project.

### **3. SP 060-090-002 Fosston Multi-Use Recreational Trail**

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Certificate of Performance and Certificate of Final Acceptance for SP 060-090-002 and have the County Engineer sign the Certificate of Performance and the County Engineer and County Administrator sign the Certificate of Performance and Final Voucher.

### **4. Review of Letter of OSA Regarding Auditing Services**

At the last Board meeting the Board of Commissioners reviewed the letter from the State Auditor's Office regarding performing County auditing services. A "draft" letter in response to the State Auditor's letter was discussed and presented to the Board. It was the consensus of the Board that the letter be submitted pending minor edits. The edited letter will be mailed after the Board meeting. (On file in the office of the Polk County Administrator).

### **5. 2016 Budget Status**

Discussion was held with the Board regarding the status of the 2016 Budget. Ron Denison, Finance Director was also present to answer questions as needed.

### **6. \*Nielsville Bridge Status**

A brief update was given to the Board regarding the status of the Nielsville Bridge. The North Dakota Department of Transportation recently took samples of the concrete. The Senate Capital Investment Committee also viewed the Nielsville bridge.

## AUDITOR WARRANTS

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

### AUDITOR WARRANTS 9/01/2015

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	9,762.76
Fitzgerald, Reynolds & Harbott PLLP	3,627.90
Garden Valley Telephone Co	5,994.98

	Hardwick P.C./Brian T		2,849.04
	Knife River Materials		226,675.41
	Lenes Sand & Gravel Inc		10,217.46
	Lunseth Plumbing & Heating		4,665.00
	Moody's Investors Service		9,900.00
	Sather Law Office Ltd		5,076.74
	University Of North Dakota		5,242.67
19	Payments less than	2000	7,641.16
	<b>Final Total:</b>		<b>291,653.12</b>

#### AUDITOR WARRANTS 9/08/2015

	<u>Vendor Name</u>		<u>Amount</u>
	Architectural Resources Inc		14,751.25
	Crookston City		3,000.00
	DLL Excavating Inc		11,799.50
	EGF Water & Light Dept		2,058.88
	Lenes Sand & Gravel Inc		19,526.83
	Marshall County Coop		2,625.00
	Norman Mahnomen Public Health		8,416.00
	Polk County Administrator		72,051.00
	Polk County Public Health		31,705.00
	Sather Law Office Ltd		10,728.71
	Thomson Reuters - West		2,614.31
	US Postal Service (CMRS FP)		5,000.00
	Wild Rice Elec Co-Op Inc		3,059.21
15	Payments less than	2000	4,493.42
	<b>Final Total:</b>		<b>191,829.11</b>

#### AUDITOR WARRANTS 9/08/2015

	<u>Vendor Name</u>		<u>Amount</u>
1	Payments less than	2000	330.00
	<b>Final Total:</b>		<b>330.00</b>

#### AUDITOR WARRANTS 9/15/2015

	<u>Vendor Name</u>		<u>Amount</u>
	Altru Health System		2,653.00
	Cole Papers Inc		3,416.96
	Crookston Water Department		3,232.91
	Fosston Municipal Utilities		39,096.13
	Great Plains Natural Gas Co		2,647.49
	Halstad Telephone Co		9,362.70
	Ottertail Power Co		29,486.96
26	Payments less than	2000	11,867.64
	<b>Final Total:</b>		<b>101,763.79</b>

AUDITOR WARRANTS 9/22/2015

<u>Vendor Name</u>	<u>Amount</u>
Fosston Dac	3,341.00
GreatAmerica Financial Services	9,374.32
Knife River Materials	383,101.99
Lenes Sand & Gravel Inc	16,773.23
Mn State Treasury	8,992.00
Schmitz Builders Inc	13,978.00
University Of North Dakota	5,242.67
Zayo Enterprise Networks	34,223.94
27            Payments            2000	15,083.45
less than	
<b>Final Total:</b>	<b>490,110.60</b>

AUDITOR WARRANTS 9/23/2015

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	120,926.00
<b>Final Total:</b>	<b>120,926.00</b>

AUDITOR WARRANTS 9/25/2015

<u>Vendor Name</u>	<u>Amount</u>
Badger Township	2,634.41
Crookston City	23,967.90
Erskine City Clerk-Treasurer	3,245.09
Fertile City	3,861.87
Fisher City	4,640.18
Fosston City	5,134.31
Godfrey Township Treasurer	2,742.84
Grove Park Tilden Township	6,197.61
Liberty Township Treasurer	2,234.69
Onstad Township Treasurer	8,108.43
Red Lake Watershed District	5,175.84
Rosebud Township Treasurer	4,111.29
School District 2609 Treas	16,525.85
School District 593 Treas	19,688.12
School District 599 Treas	7,566.02
School District 601 Treas	11,003.79
34            Payments            2000	17,642.72
less than	
<b>Final Total:</b>	<b>144,480.96</b>

AUDITOR WARRANTS 9/29/2015

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,870.25
Cardmember Service	6,317.29
Fischer,Rust & Stock, PLLC	3,230.00
Fitzgerald,Reynolds & Harbott PLLP	2,737.00
Hagen Construction	6,562.60
Hardwick P.C./Brian T	2,305.01
Hoffman, Philipp, & Knutson	19,820.00

Lenes Sand & Gravel Inc			8,817.37
Norman Mahnomen Public Health			3,248.00
Olson Construction			3,795.00
Polk County			64,878.85
Polk County Administrator			23,832.00
Polk County Public Health			17,512.00
Regents Of The Univ Of Mn			36,274.77
ReitRock Paving LLC			20,982.00
16	Payments	2000	3,561.55
	less than		
	<b>Final Total:</b>		<b>226,743.69</b>

**AUDITOR WARRANTS 9/29/2015**

<u>Vendor Name</u>	<u>Amount</u>		
3	Payments	2000	45.00
	less than		
	<b>Final Total:</b>		<b>45.00</b>

**MANUAL WARRANTS 08/31/2015**

VENDOR NAME	AMOUNT
SelectAccount	1389.05
<b>FINAL TOTAL</b>	<b>\$1389.05</b>

**MANUAL WARRANTS 09/08/2015**

VENDOR NAME	AMOUNT
SelectAccount	1983.30
<b>FINAL TOTAL</b>	<b>\$1983.30</b>

**MANUAL WARRANTS 09/14/2015**

VENDOR NAME	AMOUNT
Internal Revenue Service	141,275.04
MN Revenue	23,723.97
<b>FINAL TOTAL</b>	<b>\$164,999.01</b>

**MANUAL WARRANTS 09/15/2015**

VENDOR NAME	AMOUNT
SelectAccount	952.38
<b>FINAL TOTAL</b>	<b>\$952.38</b>

**MANUAL WARRANTS 9/18/2015**

VENDOR NAME	AMOUNT
Mn Revenue	6,179.48
MN Dept of Revenue	175,054.68
<b>FINAL TOTAL</b>	<b>\$181,234.16</b>

**MANUAL WARRANTS 09/21/2015**

VENDOR NAME	AMOUNT
SelectAccount	5023.04

FINAL TOTAL **\$5023.04**

**MANUAL WARRANTS 09/21/2015**

<u>Vendor Name</u>	Amount
1        Payments        2000 less than	25.00
<b>Final Total:</b>	<b>25.00</b>

**MANUAL WARRANTS 09/25/2015**

VENDOR NAME	AMOUNT
Internal Revenue Service	143,775.58
MN Revenue	23,931.27
<b>FINAL TOTAL</b>	<b>\$167,706.85</b>

**MANUAL WARRANTS 09/28/2015**

VENDOR NAME	AMOUNT
SelectAccount	960.25
<b>FINAL TOTAL</b>	<b>\$960.25</b>

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m., October 20, 2015.

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Warren Strandell, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board