

**OCTOBER 20, 2015**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 10:00 o'clock a.m., October 20, 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.

**AGENDA**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the October 20, 2015 agenda.

**CONSENT AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the October 20, 2015 consent agenda:

1. Approve Commissioner Warrants: General Revenue Fund, \$150,378.78; Public Works Fund, \$82,788.11; Public Safety Fund, \$25,920.99; Public Health Fund, \$52,473.59; Forfeited Tax Sale Fund, \$1,502.99; Special Assessments (Ditch) Fund, \$59,401.10; Environmental Services Fund, \$76,645.30; Resource Recovery Fund, \$82,026.50; Landfill Fund, \$24,742.60. Per Diems, \$1,050.00; Meal Reimbursements (without overnight lodging), \$93.50 and Sign Audit List.
2. Approve the October 6, 2016 Board Minutes.
3. Approve payment to the Minnesota Department of Health, St. Paul, MN in the amount of \$250.00 for Registration & Fees for an Ionization Radiation Meeting for the Facilities Management Department.
4. Approve payment to Johnson Controls, Inc., Dallas, TX in the amount of \$15,014.00 for Installation of New Exhaust Fan and Network Controller for the Facilities Department.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Reappointment to Northwest Regional Development Commission: A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve re-appointing Gerald Amiot to the Northwest Regional Development Commission for the Labor position for a term of 2 years.
2. Commissioner Strandell brought forth that he attended the Tri-County Corrections meeting. Discussion was brought forth that Tri-County Corrections had set their 2016 budget in addition to a new Correctional Facility to be potentially built in Rush City, MN.
3. Commissioner Nicholas brought forth that he attended the Tri-County Corrections meeting where finances were the focus in addition to inmate population. Also brought forth was a discussion about the Prison Population Task Force. Also attended was the Northwest Mental Health meeting where the stability of finances and a wage grid were the focus. He also brought forth that he participated in Polk County negotiations with 3 bargaining units.
4. Commissioner Lee brought forth no discussion regarding any meeting attendance.

5. Commissioner Bunes brought forth that he attended a Radio Board meeting. All counties except Red Lake County have signed ARMER agreements. He also attended a LARL meeting where finances and a Bremer grant were discussed. He also brought forth that he participated in Polk County negotiations with 3 bargaining units.
6. Commissioner Diedrich brought forth that he attended a Tri-Valley Opportunity Council Meeting. Also brought forth was discussion regarding a Middle Snake Tamarac River Watershed ditching issues.

**ASSESSMENT SERVICES**

Rob Wagner, Assessment Services Director came before the Board with matters pertaining to his department:

**1. Resolution (2015-50) Approval of Sale of Forfeited Property**

**Approval of Sale of Forfeited Property**  
**RESOLUTION 2015-50**

The following resolution (2015-50) was offered by Commissioner Diedrich:

WHEREAS The Polk County Board of Commissioners has the authority and responsibility to approve the public sale of tax forfeited lands, (MS 282.01),

THEREFORE BE IT HEREBY RESOLVED: By the Board of County Commissioners of Polk County that parcel 60.00171.01, land forfeited to the State of Minnesota for non-payment of taxes appearing on the list filed with the County Auditor-Treasurer, a copy of which is attached herein by reference, has been classified and appraised as provided by Minnesota Laws 1935, Chapter 368, as amended, shall be offered for private sale in accordance to Minnesota Statutes 282.01, Subd 7a, to the adjacent landowners the following forfeit parcel at the listed price:

60.00171.01	\$500.00
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If an adjacent landowner does not purchase the parcel, the parcel will be reappraised and put on the next available public tax forfeited sale.

BE IT FURTHER RESOLVED: that the terms of this sale shall be for CASH ONLY. That the conditions and terms of the sale shall be as described in the list contained herein and approved by the Polk County Board of Commissioners.

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

**2. Resolution (2015-51) Approval of Sale of Forfeited Property**

**Approval of Sale of Forfeited Property**  
**RESOLUTION (2015-51)**

The following resolution (2015-51) was offered by Commissioner Bunes:

WHEREAS, The Polk County Board of Commissioners has the authority and responsibility to approve the public sale of tax forfeited lands, (MS 282.01).

THEREFORE BE IT HEREBY RESOLVED, By the Board of County Commissioners of Polk County that the parcels of land forfeited to the State of Minnesota for non-payment of taxes appearing on the list filed with the County Auditor-Treasurer, a copy of which is attached herein by reference, which have been classified and appraised as provided by Minnesota Laws 1935, Chapter 368, as amended, shall be offered for sale by the Polk County Auditor-Treasurer is hereby directed to publish a Notice of Sale provided by law.

BE IT FURTHER RESOLVED, That the terms of this sale shall be for CASH ONLY. That the conditions and terms of the public sale shall be as described in the list contained herein and approved by the Polk County Board of Commissioners.

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

NAYS: None.

**3. Approve Forfeit Property/Teardown/Minimum Sale Price**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the minimum sale price and teardown/cleanup of the list of tax forfeited lands held from sale as presented. (Tax Forfeited Land Sale list 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. Case Aide Resignation – Replacement Request**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve refilling the Case Aide position due to a resignation and any internal subsequent position vacancies occurring as a result of this action.

**2. Revised Vulnerable Children & Adult Act (VCCA) Plan Amendment for Child Protection Funding**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Revised Vulnerable Children & Adult (VCCA) Plan Amendment for Child Protection Funding due to a change in the planned use for the increased services instead of staff.

**3. 2016-2017 County Minnesota Family Investment Program (MFIP) Biennial Service Agreement**

A motion was made by Commissioner Nicholas seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize the submission of the 2016-2017

County Minnesota Family Investment Program (MFIP) Biennial Service Agreement to DHS.

### **PUBLIC HEALTH**

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

**1. Fall Flu Shots**

Informational handouts were presented and discussed with the Board regarding Influenza (Flu). (Handouts on file in the office of the Polk County Administrator)

**2. Communities for a Lifetime Invite – October 30, 2015/UMC**

An Agenda for the upcoming People + Partners = Communities for a Lifetime on Friday, October 30, 2015 at the University of Minnesota, Crookston, Bede Ballroom with registration and breakfast beginning at 8:30 a.m., was presented to the Board. (Agenda on file in the office of the Polk County Administrator)

### **HIGHWAY DEPARTMENT**

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

**1. Snow and Ice Control Policy**

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Snow and Ice Control Policy for the Polk County Public Works Department as presented to the Board (Policy on file in the office of the Polk County Administrator)

**2. Snow Removal Government Center Parking Lots**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the quote from Chris Cournia, Crookston, MN to remove snow from the Government Center Parking Lots in the amount of \$85.00 per hour to stockpile the snow and \$135.00 per hour to load and haul away the snow.

**3. Snow Removal Polk County Properties in Crookston**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the quote from Total Lawn Care/Morgan Terpstra for sidewalk snow removal for Polk County Properties in Crookston, MN in the amount of \$370.00 per event. (Amount is subject to change according to snowfall)

**4. Snow Removal Human Service Center Building Parking Lot & Sidewalks/EGF**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to award snow removal at the Human Service Center Building/EGF parking lot and sidewalks to Chad Gibs in the amount of \$260.00 parking lot and sidewalk 1-3 inches of snow/per event and \$400.00 parking lot and sidewalk 4-6 inches/per event and \$65.00 sidewalk only. (Amounts are subject to change according to snowfall)

**5. Seasonal Snow Plow Operator – East Grand Forks**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to advertise and re-fill the Seasonal Snow Plow Operator position for the Highway Department East Grand Forks Shop.

## **6. Nielsville Bridge 5767**

An update for week ending October 16, 2015 was given to the Board regarding the Nielsville Bridge 5767.

## **FACILITIES MANAGEMENT**

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

### **1. Surplus Items**

A listing of surplus items along with pictures were presented to the Board for auction. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to move forward with the process of offering for auction the miscellaneous surplus items as presented. (Listing and pictures on file in the Administrator's Office)

### **2. 1 Exam Table, 2 Medical Refrigerators & 2 Medical Freezers – Public Health**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the quote from American Bio Tech Supply to purchase 1 Exam Table, 2 Medical Refrigerators and 2 Medical Freezers in the amount of \$6,036.00 for Polk County Public Health.

### **3. Update on Polk County Projects**

Pictures were presented and an update was given to the Board regarding the various projects in Polk County. (Pictures on file in the Administrator's Office)

Rob Wagner, Assessment Services and Mark Dietz Facilities Management Director came before the Board to discuss furniture for the Assessor's Office:

### **4. Assessor Office Furniture**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the purchase of office furniture from Norby's, Grand Forks, ND in the amount of \$36,867.00.

## **ADMINISTRATION**

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

### **1. Review of Fertile to Crookston Trail Status**

Discussion was held with the Board regarding the Fertile to Crookston trail status. Since the dissolution of the Agassiz Recreation Trail Joint Powers Agreements, efforts have been made to transfer trail properties to the County. The trail segment between Crookston and Fertile is owned by the Fertile Snowcruisers Snowmobile Club. The Club is seeking compensation for transferring the trail and supplemental properties to the County. Snowcruisers tax statements were also distributed to the Board. By consensus, the Board agreed there was no interest in having the County purchase the trail properties in question.

### **2. 2016 Budget Status**

Discussion was held with the Board regarding the status of the 2016 budget and the State Auditor.

## **COMMISSIONER WARRANTS**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

**COMMISSIONER WARRANTS  
DATED 10/23/2015  
APPROVED 10/20/2015**

<u>Vendor Name</u>	<u>Amount</u>
American Solutions for Business	9,300.00
Beltrami Industrial Services	9,139.24
Brault Construction	8,062.01
Cardinal Health	2,299.69
CHS Ag Services	4,375.83
Contech Engineered Solutions	11,116.04
Crookston Daily Times	3,470.44
Crookston Fuel Company	4,190.45
Dorsey & Whitney	7,000.00
Garden Valley Telephone Co	6,096.16
Government Mgmt Group Inc	4,900.00
GP Excavating LLC	4,615.00
Heppner Consulting Inc	2,225.00
HN Quality Plumbing Inc	5,278.78
Hometown Management Inc	4,071.75
JT's Station	2,532.53
Larson Helicopters, LLC	44,251.00
Lepier Oil Company Inc	7,227.20
Liberty Tire - Mn	4,017.75
LM road Services LLC	5,208.10
Maintenance Engineering Ltd	4,590.63
Malwarebytes	3,528.00
MCCC MI 33	5,806.44
Mn Counties Information Sys	3,912.25
Morgan Printing Inc	3,167.00
Morris Electronics Inc	7,412.91
Natronx Technologies Llc	17,322.48
Northdale Oil Inc	2,004.70
Northside Express	5,285.30
Nova Fire Protection Inc	5,676.00
Olson & Sons Excavating	4,100.00
Petroleum Equipment	5,790.00
Polk County	2,668.20
Polk County Highway Department	7,272.23
Polk County Public Health	3,949.67
PRECISE MRM LLC	2,082.62
Pro West & Associates Inc	2,900.00
Productivity Plus Account	3,703.70
Public Financial Management	19,500.00
ReitRock Paving LLC	2,945.56
Royal Tire	6,123.24
RTVision Inc	2,869.00

Sanofi Pasteur Inc			8,440.71
Setco			25,974.23
SimplexGrinnell			7,222.80
The Door Guy			4,678.90
TheraCom LLC			3,024.36
Thrive Productions, Inc			4,503.38
U S Water Services			7,737.24
Ultramax			2,247.00
Union Lake Sarah Improvement Dist			4,800.00
Unique Security Inc			2,706.31
US Bank Voyager Fleet Sys			4,327.61
Valley Electric Of Crookston LLC			3,103.97
Vanguard Appraisals Inc			4,950.00
Wenck Associates Inc			8,790.90
Wenck Associates Inc			46,853.66
Ye Ole Print Shoppe			2,265.03
Zayo Enterprise Networks			12,253.12
Ziegler Inc			3,174.95
308	Payments	2000	126,838.89
	less than		
	<b>Final Total:</b>		<b>555,879.96</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., October 27, 2015.

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Warren Strandell, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board