

OCTOBER 25, 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., October 25, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich, Commissioner Joan Lee and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Revised October 25, 2016 agenda adding No. 10 under the consent agenda and adding Wayne Capistran, Crookston Township.

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:

1. Approve the October 18, 2016 Board minutes.
2. Approve payment to Grove Mechanical Inc., Crookston, MN in the amount of \$47.25 for supplies for the Facilities Department.
3. Approve payment to MCM Electronics, Cincinnati, OH in the amount of \$195.20 for storage bins and supplies for the MIS Department.
4. Approve payment to Amazon, Atlanta, GA in the amount of \$681.59 for staff education/reference books for the MIS Department.
5. Approve payment to Breezy Point, Breezy Point, MN in the amount of \$602.00 for lodging for Jody Beauchane/Emergency Management.
6. Approve payment to Win E Mac Travel Center, Inc., Erskine, MN in the amount of \$40.00 for car washes for the Sheriff's Office.
7. Approve payment to Hugo's, Crookston, MN in the amount of \$16.97 for rolls for a training session through the Sheriff's Office.
8. Approve payment to Todd's Tire Service, Inc., Crookston, MN in the amount of \$192.00 for vehicle maintenance for the Sheriff's Office.
9. Approve payment to Becky Kofoed, Human Resources Coordinator in the amount of \$213.84 for mileage expenses to the MACA/MCHRMA Fall Conference.
10. *Approve for signature that the Polk County Coordinated Victim Services will enter into a the Cooperative Agreement with the Office of Justice Programs in the MN Department of Public Safety

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Bunes brought forth that he participated in the LARL Meeting where the focus of discussion was the 9 library systems within Minnesota which are collaborating to change the state system of funding. Discussion was also brought forth about a pending retirement in Beltrami County in Emergency Management. He also brought forth information about the Sandhill Watershed and that Board member Bill Brekke had submitted his resignation.

2. Commissioner Nicholas brought forth that he participated in the NW Mental Health meeting.
3. Commissioner Diedrich brought forth that he participated in a NW Mental Health meeting where finances were the focus. He also participated in a Law Library meeting where the Probono Program was discussed. It will begin December 1, 2016 and be led by Jim Fischer.

Joan Lee entered the meeting at 8:15a.m.

4. Commissioner Lee brought forth that she participated in a Red River Corridor meeting where requests for funding was the focus. Also attended was a DAC meeting where training was provided regarding about the specific role of the DAC. Also brought forth was the information that the Ag Educator position formerly held by Jim Stordahl has been posted.
5. Commissioner Strandell brought forth that he attended a MPO meeting where Board makeup was discussed. He also brought forth discussion regarding the Nielsville Bridge referencing Traill County, ND and North Dakota lack of funding.

****CROOKSTON TOWNSHIP ROAD**

Wayne Capistran, Crookston Township came before the Board regarding a petition:

1. Crookston Township Road Petition

A petition was presented to the Board regarding a Crookston Township road.

SHERIFF'S OFFICE

Barb Erdman, Polk County Sheriff came before the Board with matters pertaining to the Sheriff's Office:

1. Approval of Polk County 911 Plan

The Polk County 911 Plan was presented and discussed with the Board. A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to adopt the Polk County 911 Plan as presented to the Board. (Polk County 911 Plan on file in the Administrator's Office).

2. Designate the Polk County 911 Planning Commission

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to designate the Public Safety representatives being Commissioner Nicholas and Commissioner Strandell to the Polk County 911 Planning Commission.

3. Monthly Sheriff Reports

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

FINANCE

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

1. September 2016 Cash Balance Reports and 3rd Quarter 2016 Budget Reports

Informational handouts and discussion was held with the Board regarding the Month End Cash Balance Report from September 2010 – September 2016, the Third Quarter Comparisons Report from July 2013 – September 2016 and the Budget to Actual Comparison 3rd Quarter 2016 report. (Handouts on file in the Administrator’s Office).

PUBLIC HEALTH

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

1. Proposed RNI/II Position

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the advertisement and hiring of a RNI/RNII Waivered Services/Jail Health position within Polk County Public Health.

STABLE DAYS

Rob & Laura Raymond came before the Board with matters pertaining to Stable Days:

1. Stable Days Issues

Stable Days issues were discussed with the Board. (Handouts on file in the Administrator’s Office). Comments were requested from Josh Holte, Assistant Environmental Services Administrator and County Attorney Greg Widseth. Mike Powers, Planning Commission member addressed the Board.

PROPERTY RECORDS

Michelle Cote, Property Records Director came before the Board with matters pertaining to her department:

1. Watershed Levy Requests 2017 and Various Tax Authority Requests for 2017

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Watershed Levy requests for 2017 in the amount of \$2,422,427.49.

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the NWRDC and HRA levy requests for 2017 in the amount of \$316,631.00.

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 2017 as presented.

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the 2017 Maple Lake Improvement and Union Lake Sarah Improvement budgets in the amount of \$53,270,.00 and \$10,000.00, respectively.

FACILITIES MANAGEMENT

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

1. Polk County Justice Center C-Cure Project

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to move forward with the Polk County C-Cure project at the Justice Center and to approve Change Order No. 1 to replace the existing card readers in the amount of \$12,780.00.

ADMINISTRATION

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

1. 2017 Administrator's Proposed Budget

The 2017 Administrator's proposed budget was discussed with the Board. A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board accept the 2017 Administrator's Proposed Budget as presented to the Board. (2017 Administrator's Proposed Budget on file in the Administrator's Office).

Nick Nicholas, Chairman

ATTEST:

Charles S. Whiting, Clerk of the Board