

OCTOBER 27, 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 27, 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.

AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the October 27, 2015 Agenda.

CONSENT AGENDA

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

1. Approve the October 20, 2015 Board Minutes with corrections as noted.
2. Approve payment to Metta Technologies, Toledo, OH in the amount of \$25,570.00 for Bull Litter Fencing with Canopy for the Fosston Incinerator.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended a MPO meeting. He also attended the Sorlie Bridge dedication. He also brought forth that he attended the Planning Commission meeting. Discussion was brought forth regarding a committee member for a Northwest Regional Development Commission Enterprise Fund Committee.
2. Commissioner Lee brought forth that she attended an AIS Taskforce meeting where education, budget and purchases was the focus. Also attended was a DAC meeting where client and employee updates were provided.
3. Commissioner Nicholas brought forth that he attended no meetings since the prior board meeting.
4. Commissioner Bunes brought forth that he attended an AMC Truck Weight Committee meeting. Also attended was a Regional Leadership meeting for the Radio Board
5. Commissioner Diedrich brought forth that he attended the Sorlie Bridge dedication. Also attended was an MCIT Governance Committee meeting.

SHERIFF'S DEPARTMENT – EMERGENCY MANAGEMENT

Barb Erdman, Polk County Sheriff and Jody Beauchane, Emergency Management Director came before the Board with matters pertaining to the Sheriff's Office and Emergency Management:

1. Region 3 Homeland Security & Emergency Management Joint Powers Board Mutual Aid Agreement/Jody Beauchane

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve for signature the Region 3 Homeland Security & Emergency Management Joint Powers Board Mutual Aid Agreement as presented.

2. Emergency Operations Plan Board Review Form/Jody Beauchane

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve for signature the Emergency Operations Plan Board Review Form as presented.

3. IPAWS (Integrated Public Alert Warning System) Addendum/Jody Beauchane

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve for signature the IPAWS Addendum/Northwest Emergency Managers Joint Powers Board as presented.

4. Approve the Joint Powers Agreement between the State of Minnesota/Minnesota Bureau of Criminal Apprehension and the Polk County Sheriff's Office

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Joint Powers Agreement between the State of Minnesota/Minnesota Bureau of Criminal Apprehension and the Polk County Sheriff's Office as presented. (Agreement on file in the office of the Polk County Administrator)

5. Resolution (2015-52) Approving State of Minnesota Joint Powers Agreement With The County of Polk On Behalf of Its County Attorney and County Sheriff

RESOLUTION (2015-52)

Approving State Of Minnesota Joint Powers Agreement With The County Of Polk On Behalf Of Its County Attorney And County Sheriff

The following resolution (2015-52) was offered by Commissioner Nicholas:

WHEREAS, The County of Polk on behalf of its County Attorney and Sheriff desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

NOW THEREFORE BE IT RESOLVED, By the County Board of Polk, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Polk on behalf of its County Attorney and Sheriff are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.
2. That the Sheriff, Barb Edman, or his or her successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Chief Deputy Jim Tadman is appointed as the Authorized Representative's designee.

3. That the County Attorney, Greg Widseth, or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Pam Cournia is appointed as the Authorized Representative's designee.

4. That Warren Strandell, the Chair of the County of Polk, and Chuck Whiting, the County Board Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

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

6. Court Data Services Subscriber Amendments to CJDN Subscriber Agreement

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Court Data Services Subscriber Amendments to CJDN Subscriber Agreement as presented to the Board. (Agreement on file in the office of the Polk County Administrator)

7. Monthly Sheriff Reports

The September 2015 Sheriff Reports were presented and discussed with the Board.

PLANNING AND ZONING

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

1. Resolution (2015-53) Conditional Use Permit for Construction of a Grain Leg and Support System Over 100 Feet in Height in the Agricultural District – Ross Seed Company/D.B.A. Agrimax

Resolution (2015-53) was offered by Commissioner Diedrich seconded by Commissioner Bunes and adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Bunes and Nicholas. NAYS: None. See Resolution (2015-53) on file in the office of the Polk County Administrator.

FINANCE

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

1. September 2015 Cash Balance Reports and Budget Report

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

2. Agassiz Recreational Trail Loan Receivable

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to write-off the \$15,000 Agassiz Recreational Trail loan receivable as an expense in the General Revenue Fund.

3. Tri-County Corrections Lease Payment 2015 and Jail Debt Service

An informational handout was presented to the Board showing the 2006 – 2015 Tri-County lease payments and information pertaining to Jail Bond Debt Service. (Handout 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. Social Worker Resignation – Replacement Request

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

2. Approve the State of Minnesota Joint Powers Agreement Between the State of Minnesota/Minnesota Bureau of Criminal Apprehension and Polk County Social Services

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Joint Powers Agreement between the State of Minnesota/Minnesota Bureau of Criminal Apprehension and Polk County Social Services as presented. (Agreement on file in the office of the Polk County Administrator)

3. Resolution (2015-55) Approving State of Minnesota Joint Powers

RESOLUTION (2015-55)

**Approving State Of Minnesota Joint Powers Agreements With
The County Of Polk On Behalf Of Its Social Services Department**

The following resolution (2015-55) was offered by Commissioner Lee:

WHEREAS, The County of Polk on behalf of its Social Services Department enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement.

NOW THEREFORE BE IT RESOLVED, By the County Board of Polk, Minnesota as follows:

That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Polk on behalf of its Social Services Department is hereby approved. Copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.

That Warren Strandell, the Chair of the Polk County Board of Commissioners, County of Polk, and Charles Whiting, the Clerk of the Board are authorized to sign the State of Minnesota Joint Powers Agreements.

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

PROPERTY RECORDS

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

1. Temporary Part-Time Employee

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the hiring of a temporary part-time employee (up to 19 hours per week) to terminate June 1, 2016 in the Tax Payer Service Center.

ADMINISTRATION

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

1. 2015 Audit

Discussion was held with the Board regarding the State Auditor's letter regarding the 2015, 2016 and 2017 audits. A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich to direct the County Administrator to draft a letter to the State Auditor relaying their position asking for a one year engagement.

2. Assistant Environmental Services Administrator

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to assign Josh Holte the additional duties with added compensation effective November 1, 2015 through December 31, 2015 and to approve his new position title of Assistant Environmental Services Administrator effective January 1, 2016.

3. County Administrator's Proposed 2016 Budget

A motion was made by Commissioner Nicholas seconded by Commissioner Buness and adopted by unanimous vote of the Board to accept the proposed 2016 Administrator's budget as presented to the Board.

ADMINISTRATION

Chuck Whiting, Polk County Administrator and Mark Dietz, Facilities Management Director came before the Board with matters pertaining to the Justice Center:

1. Justice Center Attorney and Public Health Relocation Project Bid Award

Specifications were let for remodeling the Polk County Attorneys' areas and space for Polk County Public Health at the Justice Center, 816 Marin Avenue, Crookston, MN. Bids were received and opened on October 21, 2015. After Architect Scott Sosalla reviewed the bids a motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the base bid from Peterson Construction, Grand Forks, ND in the amount of \$1,480,687.00.

ADMINISTRATION

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

1. Resolution (2015-54) Authorizing Issuance, Awarding Sale, Prescribing the Form and Details and Providing for the payment of General Obligation Capital Improvement Bonds, Series 2015C

Resolution (2015-54) was offered by Commissioner Nicholas seconded by Commissioner Lee and adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Bunes and Nicholas. NAYS: None See Resolution (2015-54) on file in the office of the Polk County Administrator.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., November 3, 2015.

Warren Strandell, Chairman

ATTEST:

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