

**NOVEMBER 17, 2015**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 10:00 o'clock a.m., November 17, 2015 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, 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. Commissioner Warren Strandell was absent.

**AGENDA**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the November 17, 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 November 17, 2015 consent agenda:

1. Approve Commissioner Warrants: General Revenue Fund, \$139,330.33; Public Works Fund, \$104,224.95; Public Safety Fund, \$27,297.19; Public Health Fund, \$36,528.42; Forfeited Tax Sale Fund, \$4,805.34; Special Assessments (Ditch) Fund, \$5,080.86; Environmental Services Fund, \$11,972.77; Resource Recovery Fund, \$61,300.57; Landfill Fund, \$99,023.00; and Agency Fund, \$22,320.74. Per Diems, \$1,050.00; Meal Reimbursements (without overnight lodging), \$266.01 and Sign Audit List.
2. Approve the October 27 and November 3, 2015 Board Minutes with corrections as noted on the 27<sup>th</sup>.
3. Approve payment to MN Department of Labor & Industry, St. Paul, MN in the amount of \$100.00 for Pressure Vessel Permits/Licenses.
4. Approve payment to the United States Postal Service for the Fosston Incinerator mailbox rent in the amount of \$144.00 for twelve months.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. MN Department of Natural Resources letter regarding Land Acquisition Project update regarding the Keith Danks purchase. Mr. Danks has declined to sell his property to the Department of Natural Resources at this time.
2. Commissioner Nicholas brought forth that he attended the Tri-County Community Corrections meeting where population and revenue were the discussion. He also attended a MRCC meeting where the focus was the possibility of MRCC coming under the AMC umbrella. He also brought forth that he attended the NW Mental Health meeting where health insurance costs were the focus. They are slated to receive a 16% increase.
3. Commissioner Lee brought forth that she attended no meetings but has spent significant time fielding phone calls regarding gravel road conditions and safety issues. She also received a call regarding the difficulty of pages being received from dispatch. She spoke to Sheriff Erdman and would like to commend the Sheriff's Office regarding a vacant piece property that had unwanted activity. Deputies caught

- suspects on site. Commissioner Lee also brought forth discussion about the Red Lake Watershed Polk County appointee. An ad has been placed to garner interest.
4. Commissioner Bunes brought forth that he attended a Triple A Dancing Sky meeting in addition to the Radio Board meeting. He also participated in negotiations with Law Enforcement Teamsters.
  5. Commissioner Diedrich brought forth that he attended a MCIT meeting where servers/computers were the focus. He also attended the Middle Snake Tamarac River Watershed Advisory Board meeting where the Buffer Zone legislation was the focus. He invited Bob Kovar the Polk County Representative to a board meeting.

### **SOCIAL SERVICES**

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

1. **Joint Powers Agreement – Department of Employment and Economic Security (DEED)**

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 – Department of Employment and Economic Security (DEED) to provide employment and training services to MFIP/DWP recipients for calendar year 2016.

### **PROPERTY RECORDS**

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

1. **Extension Lease – Bjella Building McIntosh**

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to authorize the signing of the lease between Polk County University of Minnesota Extension Service (Tenant) and the City of McIntosh (Lessor) for 2016 by the Polk County Chairman of the County Board and the Polk County Administrator.

### **SHERIFF'S OFFICE**

James Tadman, Chief Deputy came before the Board with matters pertaining to his department:

1. **Resolution (2015-57) Grant Agreement with the MN Department of Public Safety for Traffic Safety Projects**

**Grant Agreement with the MN Department of Public Safety  
for Traffic Safety Projects**

**RESOLUTION 2015-57**

The following resolution (2015-57) was offered by Commissioner Diedrich:

BE IT RESOLVED, that the Polk County Sheriff's Office enter into a Grant Agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from November 15, 2015 through September 30, 2016.

NOW THEREFORE BE IT RESOLVED, that the Polk County Sheriff's Office Chief Deputy is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Polk County Sheriff's Office and to be the fiscal agent and administer the grant.

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

**Commissioner Lee left the meeting.**

**ASSESSMENT SERVICES**

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

- 1. Resolution (2015-59) Re-Purchase of Tax Forfeited Property – 85.00418.00 & 85.00422.01**

**Repurchase of Tax Forfeited Property – 85.00418.00 & 85.00422.01**

**RESOLUTION (2015-59)**

The following resolution (2015-59) was offered by Commissioner Diedrich:

WHEREAS, the Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS, Troy Tadych has made proper application for the repurchase of Parcels 85.00418.00 and 85.00422.01, and

BE IT RESOLVED, that the Board of Commissioners of the County of Polk hereby approves the conveyance of parcels 85.00418.00 and 85.00422.01 to Troy Tadych.

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

- 2. Resolution (2015-60) Purchase of Tax Forfeited Property – 04.00024.00**

**Purchase of Tax Forfeited Property – 04.00024.00**

**RESOLUTION (2015-60)**

The following resolution (2015-60) was offered by Commissioner Bunes:

WHEREAS The Polk County Board of Commissioners has the authority to approve the purchase of tax forfeited lands to governmental units, and

WHEREAS Red Lake Watershed has made proper application for the purchase of Parcel 04.00024.00, and

BE IT RESOLVED That the Board of Commissioners of the County of Polk hereby approves the conveyance of Parcel 04.00024.00 to the Red Lake Watershed.

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

**Commissioner Lee returned to the meeting.**

**3. 2016 Truth in Taxation**

An update was given to the Board regarding the 2016 Truth in Taxation Notices.

**4. Set Date for County Board of Appeal and Equalization**

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to set the Polk County Board of Appeal and Equalization for June 21, 2016 convening at 6:00 p.m., in the Polk County Board Room, Government Center, 612 N. Broadway, Crookston, MN. Appointments are required to appear.

**HIGHWAY DEPARTMENT**

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

**1. Out of State Travel for 2016**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve out of state travel for Richard Sanders, Polk County Highway Engineer to attend the NACo Legislative Conference in Washington DC, February 19 – February 22, 2016 and the NACE Annual Conference in Tacoma Washington, April 22 – April 28, 2016.

**2. SAP 060-599-271 and SAP 060-599-272 Olson Construction TRF, Inc.**

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 SAP 060-599-271 and SAP 060-599-272 and have the Polk County Engineer sign the Certificate of Performance and the Polk County Engineer and the Polk County Administrator to sign the Final Voucher and Certificate of Final Acceptance.

**NORTHWEST SERVICE CO-OP/BCBS**

Dan Weir, Northwest Service Co-Op/BCBS came before the Board regarding the Retirement VEBA Option:

**1. Retirement VEBA Option**

Discussion was held with the Board regarding the Retirement VEBA Option where Polk County employees who wish to have their severance deposited into a VEBA account rather than get paid severance. The VEBA account would then be available for post-retirement health care costs.

**Commissioner Strandell joined the meeting at 11:04 a.m.**

**PEMBERTON LAW OFFICE**

Mike Rengel, Pemberton Law Office came before the Board with matters pertaining to elected department head wages:

- 1. Resolution (2015-58) Elected Department Heads Wages Determination Process Consideration of the Appropriate Process for Setting of the 2016 salaries of Polk County's Elected Officials (County Attorney and Sheriff).**

**RESOLUTION (2015-58)**

The following resolution (2015-58) was offered by Commissioner Bunes:

BE IT RESOLVED, the Polk County Board of Commissioners authorizes Labor Attorney Michael T. Rengel to gather pertinent information for the Board to consider at its December 15, 2015 meeting in order for the Board to set the 2016 salaries of Polk County's elected officials.

Information to be collected and provided to this Board shall include, but not be limited to, comparable salary information for eight larger and eight smaller counties by population, as well as for counties located in the Ninth Judicial District in geographical proximity to Polk County.

Additional comparable information to be collected and provided to this Board pertaining to the Polk County attorney shall include, but not be limited to, experience in office in comparison to other counties, caseload in comparison to other counties, and office staff size (assistant county attorneys) in comparison to other counties.

Additional comparable information to be collected and provided to this Board pertaining to the Polk County sheriff shall include, but not be limited to, the number of law enforcement personnel being supervised by the Polk County sheriff in comparison to other counties.

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

**FACILITIES MANAGEMENT**

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

- 1. Approval of RFP for Annex Building Demolition**

Discussion was held with the Board regarding the demolition of the Annex Building in Crookston and the two wells located near the Annex building. A sample proposal/quote was distributed to the Board for their review. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to proceed with the request for bids to demolish the Annex building and handling of the two wells located near the Annex building.

- 2. Board Office Space**

Discussion was held with the Board regarding the Board office space located next to the Board room. It is recommended that this space be utilized as a multi-purpose room.

**3. Boiler Project – Closing**

Discussion and informational handouts were presented to the Board regarding the Government Center boiler project. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the new boilers installed at the Polk County Government Center with the declaration of warranty from Mulcahy Company, Eagan, MN and the declaration of equipment warranty for an additional 5 years for boiler #B02 along with the statement of approval from Scott B. Bekkedahl, Senior Loss Control Engineer/Boiler Inspector and that the final payment of \$94,400.13 to be made to Peterson Sheet Metal, Company, Bemidji, MN. (Handouts on file in the office of the Polk County Administrator)

**4. Government Center Transformers**

The replacement of step-down transformers at the Government Center building was discussed with the Board.

**5. County Lease Schedule**

Discussion and informational handouts were presented to the Board regarding the Human Service Center, East Grand Forks, MN, operating expense worksheets, a lease rate comparison worksheet and the Facilities Management Department fee schedule. A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the Polk County lease rate schedule, with this schedule to begin January 1, 2016 and end January 1, 2021, as presented to the Board and make any appropriate adjustments or credits. (Handouts on file in the office of the Polk County Administrator)

**ADMINISTRATION**

**1. Re-appointment to the Marshall & Polk Rural Water System**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to re-appoint Rodger Stordahl, East Grand Forks, MN to the Marshall Polk Rural Water System Board of Director's for a 4 year term to expire December 31, 2019.

**2. County CIP Bonding Projects Update**

An update was given to the Board regarding the County CIP Bonding Projects.

**3. 2016 Budget Status**

An update was given to the Board regarding the 2016 Budget.

**COMMISSIONER WARRANTS**

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

**COMMISSIONER WARRANTS  
DATED 11/20/2015  
APPROVED 11/17/2015**

<u>Vendor Name</u>	<u>Amount</u>
3 D Specialties	12,854.53
Al's Electric Inc	3,842.40
Architectural Resources Inc	32,342.50
Assoc Of Minnesota Counties	2,100.00
Beltrami Industrial Services	18,357.56
Building Systems Corporation	13,500.00
Cardinal Health	2,029.90
Central States Wire Products Inc	3,565.00
Chiller Systems Inc	2,612.99
Christian Brothers Ford Inc	3,116.76
Compass Minerals America	13,443.67
Crookston Daily Times	2,429.75
Crookston Fuel Company	2,424.40
Dale CPA/Gordon	3,100.00
GP Excavating LLC	2,080.00
Grainger	4,013.33
Halstad Telephone Co	27,268.75
HN Quality Plumbing Inc	2,087.32
Hometown Management Inc	4,071.75
Jobs HQ	2,188.95
Jsb Engineered Solutions	6,244.00
Lepier Oil Company Inc	3,906.85
Mac Auto Body	2,208.44
Morris Electronics Inc	35,188.97
Northside Express	2,750.63
Nyvold/Mark D	4,522.29
Pemberton Sorlie Rufer & Kershner Pllp	12,457.25
Polk County Environmental Services	11,668.89
Polk County Highway Department	9,497.20
QuickMedical	2,375.92
ReitRock Paving LLC	11,774.38
Rick's Electric Inc	4,710.00
Service Pro Parts Inc.	2,227.61
SimplexGrinnell	7,517.99
Strata Corporation	2,635.87
Todd's Tire Service Inc	2,169.06
U S Water Services	2,922.36
Urt Llc	6,394.36
US Bank Voyager Fleet Sys	4,029.21
Valley Electric Of Crookston LLC	2,438.62
Valley Electric Of Crookston LLC	4,188.11
Widseth Smith Nolting & Assoc	4,288.00
Zayo Enterprise Networks	9,772.58
Ziegler Inc	87,079.73
297 Payments 2000 less than	111,486.29
<b>Final Total:</b>	<b>511,884.17</b>

**RECESS - TRAVEL TO TRAILL COUNTY, 114 CALEDONIA HILLSBORO, ND**

**JOINT MEETING WITH TRAILL COUNTY, NORTH DAKOTA BOARD**

**1. Nielsville Bridge**

Commissioner Diedrich, Commissioner Lee and Commissioner Bunes, Administrator Whiting, Highway Engineer Sanders and Deputy Clerk of the Board Cote traveled to the Joint Meeting held between the Traill County, North Dakota Board of Commissioners and the Polk County Board of Commissioners regarding the Nielsville Bridge. Also present at the meeting representing Traill County was Chairman Thomas Eblen, Commissioner Kurt Elliot, Commissioner Kendall Nesvig and Commissioner Steve Larson in addition to Traill County Auditor Rebecca Braaten and Cory Martin Road Superintendent. Options regarding the repair or replacement of the Nielsville Bridge which was closed in September of 2015 were discussed in addition to funding options. It was the consensus of both Boards that a joint resolution be drafted to solidify the Boards willingness to move forward with the replacement of the bridge.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., November 24, 2015.

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Nick Nicholas, Vice Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board