

**NOVEMBER 3, 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., November 3, 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 Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the November 3, 2015 Board agenda.

**CONSENT AGENDA**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the November 3, 2015 consent agenda:

1. Approve Auditor Warrants.
2. Approve Payment to Card Member Services, St. Louis MO in the Amount of \$7,189.62 for Credit Card Purchases.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended the Township Association Meeting and the AMC District Meeting.
2. Commissioner Lee brought forth that she attended the Township Association Meeting. Also brought forth was discussion regarding several phone calls she has received in reference to gravel road conditions.
3. Commissioner Nicholas brought forth that he participated in negotiations for three different bargaining units. Also brought forth was discussion regarding a phone call he received concerning stop signs at all roads intersecting with the North/South Railroad.
4. Commissioner Diedrich brought forth that he attended the Township Association Meeting and the AMC District Meeting. Also brought forth was information regarding the Middle Snake Tamarac Meeting and the evaluation of their Administrator.
5. Commissioner Bunes brought forth that he attended the Township Association Meeting and the AMC District Meeting. Also brought forth was his attendance to a Public Health Forum at University of Minnesota Crookston where community health was the focus.

**HOFFMAN, PHILIPP, & KNUTSON, PLLC**

Colleen Hoffman, Hoffman, Philipp, & Knutson PLLC came before the Board with matters pertaining to the 2014 Audit Report:

**1. 2014 Audit Report**

The Polk County Year End (December 31, 2014) Audit Report and Management Statement was discussed and presented to the Board. A motion was made by

Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the Polk County 2014 Audit Report as presented with corrections as noted. (2014 Audi Report and Management Statement on file in the Polk County Administrator’s Office).

**HIGHWAY**

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

1. **SAP 60-630-010 – CSAH 30 Overlay, SAP 060-601-058 – CSAH 1 Overlay, SAP 060-601-060 – CSAH 1 Reconstruct in Fosston, 513C0102 – Brandt Avenue in Fosston, SAP 063-605-010 – CSAH 5 in Red Lake County, SAP 063-607-006 – CSAH 7 in Red Lake County, and SAP 063-608-010 – CSAH 8 in Red Lake County/Knife River Materials**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Certificate of Performance and Certificate of Final Acceptance for SAP 60-630-010, SAP 060-601-058, SAP 060-601-060, 513C0102, SAP 063-605-010, SAP 063-607-006, and SAP 063-608-010, 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.

2. **Resolution (2015-56) Bridge Replacement Priority List**

**Bridge Replacement Priority List**  
**RESOLUTION (2015-56)**

The following resolution (2015-56) was offered by Commissioner Diedrich:

WHEREAS, Polk County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and

WHEREAS, Polk County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

WHEREAS, Polk County has determined that the following deficient bridges on the County State Aid Highway, County Road and Township systems are a high priority and require replacement or rehabilitation and

Bridge No.	Road No.	Estimated Proj. Cost	Federal	Local	Bridge Funds	Proposed Const. Yr.
L5832	Esther	50,000		5,000	45,000	2016
L7510	Euclid	65,000		5,000	60,000	2016
L5792	Kertsonville	75,000		5,000	70,000	2016
L7624	Lessor	75,000		5,000	70,000	2016

L7522	Scandia	300,000		20,000	280,000	2016
5767	CSAH 1	4,000,000		500,000	3,500,000	2016
LT10 (60L38)	CSAH 19	70,000		10,000	60,000	2016
L5788	Chester	3,000,000		20,000	280,000	2017

WHEREAS, local roads play an essential role in the overall state transportation network and local bridges are the critical component of the local road systems, and

WHEREAS, the State’s support for the replacement or rehabilitation of local bridges continues to be crucial to maintaining the integrity of the local road systems and is necessary for the county and townships to proceed with the replacement or rehabilitation of the high priority deficient bridges described above; and

WHEREAS, Polk County intends to proceed with replacement or rehabilitation of these bridges as soon as possible when Funds are available.

FURTHERMORE, Polk County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Polk County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

NOW, THEREFORE, BE IT RESOLVED, that Polk County commits that it will proceed with the design and contract documents for these bridges immediately after being notified that funds are available in order to permit construction to take place within one year of notification.

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

**ADMINISTRATION**

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

**1. ART Trail – Transaction of Trail Property, Assumption of Taxes Owed**

Polk County will assume the liability for the delinquent and current taxes in the amount of \$3,362.00 - payable to the Polk County Administrator, recording fees in the amount of \$92.00 – payable to the Polk County Recorder, and Deed Tax in the amount of \$280.50 – payable to the Polk County Administrator. The County Attorney will facilitate the transactions needed with Clay and Norman counties to put the Trail into Polk County’s ownership. Informational handouts were also presented to the Board. (On file in the Polk County Administrator’s Office) A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous

vote of the Board to approve the transaction conveying trail property to the Agassiz Recreational Trail (ART) and assume costs associated with taxes and fees.

**2. 2016 Budget Status**

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

**AUDITOR WARRANTS**

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

**AUDITOR WARRANTS 10/06/2015**

<u>Vendor Name</u>	<u>Amount</u>
Cole Papers Inc	2,444.21
Fitzgerald, Reynolds & Harbott PLLP	5,369.45
Hardwick P.C./Brian T	10,343.14
Olson Construction Trf Inc	6,346.00
Wild Rice Elec Co-Op Inc	2,230.23
11 Payments 2000 less than	7,080.61
<b>Final Total:</b>	<b>33,813.64</b>

**AUDITOR WARRANTS 10/13/2015**

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Bremer Bank Na	35,858.23
Fertile Oil Company	17,352.00
Norman Mahnomen Public Health	4,886.20
Polk County Administrator	3,800.00
Polk County Public Health	33,136.27
Tri County Community Corr	1,179,976.25
33 Payments 2000 less than	13,686.34
<b>Final Total:</b>	<b>1,291,348.29</b>

**AUDITOR WARRANTS 10/15/2015**

<u>Vendor Name</u>	<u>Amount</u>
1 Payments 2000 less than	15.00
<b>Final Total:</b>	<b>15.00</b>

**AUDITOR WARRANTS 10/15/2015**

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	118,575.00
<b>Final Total:</b>	<b>118,575.00</b>

**AUDITOR WARRANTS 10/20/2015**

<u>Vendor Name</u>	<u>Amount</u>
Crookston Water Department	3,423.88
East Pc Soil & Water	19,600.00
Great Plains Natural Gas Co	4,542.37
GreatAmerica Financial Services	9,374.32
Halstad Telephone Co	9,362.70
Johnson Controls Inc	15,014.00
Knife River Materials	1,395,576.93

Marshall County Coop			16,555.92
Mn State Treasury			8,787.50
Ottertail Power Co			31,452.80
Polk Co Historical Society			7,500.00
West Polk Soil & Water			19,600.00
YorHom			2,268.00
22	Payments	2000	8,771.23
	less than		
<b>Final Total:</b>			<b>1,551,829.65</b>

**AUDITOR WARRANTS 10/26/2015**

<u>Vendor Name</u>	<u>Amount</u>	
Bremer Bank Na	685,883.91	
School District 2176 Treas	52,207.41	
School District 2311 Treas	7,707.07	
School District 2609 Treas	382,632.32	
School District 2906 Treas	5,419.94	
School District 592 Treas	42,891.50	
School District 593 Treas	784,397.82	
School District 599 Treas	193,682.72	
School District 600 Treas	117,118.94	
School District 601 Treas	249,152.15	
School District 630 Treas	4,804.71	
<b>Final Total:</b>		<b>2,525,898.49</b>

**AUDITOR WARRANTS 10/27/2015**

<u>Vendor Name</u>	<u>Amount</u>		
Fosston Municipal Utilities	40,639.97		
Hagen Construction	7,079.84		
Hagen Construction	23,419.84		
Lake Agassiz Regional Library	61,512.50		
Metta Technologies	25,570.00		
Norby's Work Perks	14,747.00		
Norman Mahnomen Public Health	2,087.66		
Northland Community & Tech College	4,209.50		
Ottertail Power Co	2,371.37		
Polk County	73,328.85		
Polk County Administrator	400,000.00		
Polk County Public Health	39,676.55		
Steamatic Of Grand Forks	14,500.00		
21	Payments	2000	7,175.78
	less than		
<b>Final Total:</b>			<b>716,318.86</b>

**MANUAL WARRANTS 09/30/2015**

VENDOR NAME	AMOUNT
Bremer Bank NA	36,450.00
<b>FINAL TOTAL</b>	<b>\$36,450.00</b>

**MANUAL WARRANTS 10/05/2015**

VENDOR NAME	AMOUNT
SelectAccount	1881.98

<b>FINAL TOTAL</b>	<b>\$1881.98</b>	
<b>MANUAL WARRANTS 10/08/2015</b>		
VENDOR NAME	AMOUNT	
Red Lake Watershed District	1,430,000.00	
<b>FINAL TOTAL</b>	<b>\$1,430,000.0</b>	<b>0</b>
<b>MANUAL WARRANTS 10/09/2015</b>		
VENDOR NAME	AMOUNT	
Internal Revenue Service	146,613.38	
MN Revenue	24,718.57	
<b>FINAL TOTAL</b>	<b>\$171,331.95</b>	
<b>MANUAL WARRANTS 10/13/2015</b>		
VENDOR NAME	AMOUNT	
SelectAccount	1633.20	
<b>FINAL TOTAL</b>	<b>\$1633.20</b>	
<b>MANUAL WARRANTS 10/19/2015</b>		
VENDOR NAME	AMOUNT	
Mn Revenue	6,338.84	
MN Dept of Revenue	80,891.85	
<b>FINAL TOTAL</b>	<b>\$81,564.85</b>	
<b>MANUAL WARRANTS 10/19/2015</b>		
VENDOR NAME	AMOUNT	
SelectAccount	2996.79	
<b>FINAL TOTAL</b>	<b>\$2996.79</b>	
<b>MANUAL WARRANTS 10/23/2015</b>		
VENDOR NAME	AMOUNT	
Internal Revenue Service	138,553.90	
MN Revenue	23,098.44	
<b>FINAL TOTAL</b>	<b>\$161,652.34</b>	
<b>MANUAL WARRANTS 10/26/2015</b>		
VENDOR NAME	AMOUNT	
MN Dept of Rev Tax Division	1,094,099.99	
<b>FINAL TOTAL</b>	<b>\$1,094,099.9</b>	<b>9</b>
<b>MANUAL WARRANTS 10/26/2015</b>		
VENDOR NAME	AMOUNT	
Bremer Bank NA	2,609.49	
<b>FINAL TOTAL</b>	<b>\$2,609.49</b>	
<b>MANUAL WARRANTS 10/27/2015</b>		
VENDOR NAME	AMOUNT	
MN Dept of Revenue	339.78	
<b>FINAL TOTAL</b>	<b>\$339.7</b>	<b>8</b>

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m.,  
November 17, 2015.

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Warren Strandell, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board