

**DECEMBER 2, 2014**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 1:00 o'clock p.m., December 2, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, Commissioner Don Diedrich and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Craig Bunes was absent.

**REVISED AGENDA**

A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Revised December 2, 2014 agenda adding No. 2 under the Consent Agenda.

**CONSENT AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the December 2, 2014 consent agenda:

1. Approve payment to Card Member Services, St. Louis, MO in the amount of \$5,314.02 for Credit Card Purchases.
2. \*Approve payment to the Minnesota Pollution Control in the amount of \$400.00 for the Landfill Storm water Permit application.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Nicholas brought forth that he attended no meetings in the prior week.
2. Commissioner Strandell brought forth that he attended the Northwest Regional Advisory Board meeting where the bids on the Oslo Bridge was discussed. In addition the flood study is to be done by Houston Engineering.
3. Commissioner Diedrich brought forth that he attended no meetings in the prior week.
4. Commissioner Affeldt brought forth he attended the Solid Waste Advisory Board meeting.

**PUBLIC HEALTH**

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

**1. Request Approval to Apply for the ATOD Regional Prevention Coordinator Grant**

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the request to apply for the ATOD Regional Preventions Coordinator Grant with an application deadline of January 26, 2015, the term of this contract will be for 5 years starting July 1, 2015 – June 30, 2020. The award amount will be \$125,000.00 each year with no match by applicant.

**ENVIRONMENTAL SERVICES**

Jon Steiner, Environmental Services Director came before the Board with matters pertaining to his department:

- 1. Bid Opening - S.W.M. - 01 - Trailer Hauling Contract 2015**  
Bids were opened and read publicly at 2:02 p.m., regarding the S.W.M. - 01 Trailer Hauling Contract – 2015 is a bid for CY 2015-2017.
- 2. Bid Opening - S.W.M. - 02 - Roll-Off Hauling Contract 2015**  
Bids were opened and read publicly at 2:07 p.m., regarding the S.W.M. – 02 - Roll-Off Hauling Contract – 2015 is a bid for CY 2015-2017.
- 3. Abatement – Non-Residential Solid Waste Fee Assessment – 2014**  
The US Fish & Wildlife acquired 3 properties which were subsequently leased, with 2 of the 3 properties containing buildings/operations which are currently in use. The 3<sup>rd</sup> property No. 32.01020.00 has not contained any improvements for many years. US Fish & Wildlife is a tax exempt entity though the entities using the properties are not. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to abate SWC-001 for each year of delinquency plus penalty.
- 4. Solid Waste Ordinance Amendments – 2015 Haulers License**  
A motion was made by Commissioner seconded by Commissioner and adopted by unanimous vote of the Board to authorize continuation of 2014 Waste Haulers License into 2015. A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize Environmental Services to draft and begin the notice period for the Solid Waste Ordinance Amendment(s) related to Haulers License.
- 5. EAW and Permit Modification Polk County Landfill**  
Information was brought forth regarding the cost regarding the EAW and Permit Modification for the Polk County Landfill. Additional information and discussion will be brought forth at a subsequent meeting.

## **HIGHWAY DEPARTMENT**

- 1. Award Quote for 1 Patch Trailer**  
A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the lowest responsible quote to Ruffridge Johnson, Minneapolis, MN for 1 Patch Trailer – TM425 in the amount of \$86,329.00 to be paid for from the 2015 Capital Budget.
- 2. Award Quote for 1 Gravel Body for Patch Truck**  
A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award the lowest responsible quote to Bert's Truck Equipment, Moorhead, MN for 1 Gravel Body for Patch Truck - Crysteel/9'Deuce in the amount of \$12,365.00 to be paid for from the 2015 Capital Budget.
- 3. Award Quote for 1 2016 Two Wheel Drive Crew Cab Patch Truck**  
A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to award the lowest responsible quote to I-State Truck Center, Inver Grove Heights, MN for 1 2016 Two-Wheel Drive Crew Cab Patch Truck – Freightliner – M2-106 in the amount of \$74,016.00 to be paid for from the 2015 Capital Budget.

**4. Award Quote for Mower Tractor Rental**

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to award the lowest responsible quote to Valley Plains Equipment, Crookston, MN for the 2015 mowing season at a cost of \$15.00 per hour for 3 John Deere Tractors.

**5. Award Quote for 1 Woods Flex Wing Rotary Mower**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award the lowest responsible quote to Tri Steel, Grand Forks, ND for 1 Woods Flex Wing Rotary Mower – Woods – BW1800 in the amount of \$20, 950.00 less 2010 Woods BW1800 trade-in \$7,200.00 for a net cost of \$13,750.00.

**6. Award Quote for 1 Kuhn Multi Disc Rotary Mower**

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award the lowest responsible quote to Titan Machinery, Crookston, MN for 1 Kuhn Multi Disc Rotary Mower – Kuhn – GMD 240 in the amount of \$15,060.00 less a used Kuhn Multi Disc Rotary Mower trade-in \$4,000.00 for a net cost of \$11,060.00.

**7. Certificate of Performance/Acceptance for SAP 60-070-005, 60-070-006 and 60-070-007**

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performance/Acceptance on SAP 60-070-005 in the name of Knife River Materials for the original contract amount of \$481,749.72 and SAP 60-070-006 in the name of Knife River Materials for the original contract amount of \$210,383.46 and SAP 60-070-007 in the name of Knife River Materials in the original contract amount of \$184,722.90 and authorize the County Engineer and County Administrator to sign the final voucher.

**8. County Land Surveyor Position for 2015-2018**

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award the County Land Surveyor position to Widseth, Smith and Nolting for January 1, 2015 – December 31, 2018.

**MIS DEPARTMENT**

Sebastian Sullivan, MIS Director came before the Board with matters pertaining to his department:

**1. Review of Telephone System Requests for Proposals**

Discussion was held with the Board regarding the proposals for the telephone system. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to proceed with the RFP process for the telephone system. A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to hold a special County Board Meeting on December 30, 2014 at 2:00 p.m. to review the bids for the phone system which will be opened on December 29, 2014 at 8:30 a.m.

**SHERIFF**

Barb Erdman, Polk County Sheriff came before the Board with matters pertaining to her department:

### **1. Pine to Prairie Drug Task Force Joint Powers Agreement**

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Pine to Prairie Drug Task Force Joint Powers Agreement as presented to the Board to be signed by the Chairman of the Board and the Administrator.

### **SOCIAL SERVICES**

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

#### **1. Temporary Position Coverage (Part-time)**

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the coverage of Case Aide work assignments through temp service for the time period of December 2014 through February 2015 due to a vacant Case Aide position and upcoming leave of a Case Aide in the Social Services Department.

### **ADMINISTRATION**

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

#### **1. 2015 Budget**

##### **a. Review of Draft Resolutions**

Various draft resolutions were discussed and reviewed with the Board.

A motion was made by Commissioner Strandell to advise the County Administrator to use the salary figure of \$107,000.00 for Greg Widseth, Polk County Attorney in the 2015 final budget. Motion died for a lack of a second.

A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to advise the County Administrator to use the salary figure of \$105,500.00 for Greg Widseth, Polk County Attorney in the 2015 final budget.

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to advise the County Administrator to use the salary figure of \$89,200.00 for Barb Erdman, Polk County Sheriff in the 2015 final budget.

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the levy at an increase of 3%.

##### **Review of 2015 Committee Appointments**

Various Committee appointments were discussed with the Board.

The Board adjourned to reconvene at 6:00 p.m., for the 2015 Budget Public Hearing at the Government Center.

The hearing was opened at 6:02 p.m. Chuck Whiting presented an overview of the 2015 budget.

Gene Tiedemann, 13099 310th Avenue SW, Euclid, MN Avenue, appeared at the meeting with valuation and tax questions. His questions were answered by Robert Wagner, Director of Assessment Services.

Richard Luckow, 31440 190<sup>th</sup> Street SW, Fisher, MN appeared at the meeting with valuation and tax questions asking if tax can be redistributed in any other manner. His questions were answered by Chuck Whiting, County Administrator.

Roger Omdahl, 2015 10th Street SE, East Grand Forks, MN addressed the board regarding his valuation of agricultural property. His concerns were addressed by Robert Wagner, Director of Assessment Services.

Mark Knox, 23705 390th Avenue SW, Fisher, MN addressed the board regarding his valuation and decreasing agricultural sale amounts.

Francis Ayotte addressed the board regarding his residential property in the City of East Grand Forks which had a 45% increase in tax which he feels is in error.

Philip Hamre, 36370 460th Street SW, Nielsville, MN addressed the board regarding the Sandhill Watershed Project 24 ditch liens on his property. Michelle Cote, Director of Property Records addressed his concerns.

Tom Wald, 38412 US HWY 2 SW, East Grand Forks, MN addressed the board regarding county and state processes.

Lawrence Ricard, 18580 400th Street S, Beltrami, MN addressed the board regarding his taxes.

Ann Smith, 807 S 17th Street, Grand Forks, ND addressed the board regarding her tax and valuation of property in the name of her father Elmer Miska, etal.

With no further business the Board closed the Public Hearing at 6:58 p.m., to re-adjourn at 10:00 o'clock a.m., December 16, 2014.

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Don Diedrich, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board