

April 16, 2013
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 10:00 o'clock a.m., April 16, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, and Commissioner Don Diedrich. Others present: Michelle Cote, Deputy Clerk of the Board and Charles S. Whiting, Polk County Administrator.

AGENDA

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the April 16, 2013 Agenda.

CONSENT AGENDA

A motion was made by Commissioner Diedrich and seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Consent Agenda for April 16 2013:

1. Approve Commissioner Warrants: Approve Commissioner Warrants: General Revenue Fund, \$103,533.93; Public Works Fund, \$129,823.29; Public Safety Fund, \$61,394.30; Public Health Fund, \$44,642.84; Special Assessments (Ditch) Fund, \$12,060.13; Environmental Services Fund, \$17,013.64; Resource Recovery Fund, \$126,999.60; Landfill Fund, \$5,352.03; Agency Fund, \$742.20; Per diems, \$1,425.00; Meal Reimbursements, \$80.56, and sign the Audit List.
2. Approve payment to Morris Electronics, Morris, MN in the amount of \$1,789.23 for Forensic Hard drive Recovery of date (to be paid from Recorder's Technical Fund)

HIGHWAY DEPARTMENT

Richard Sanders, Polk County Highway/Ditch Engineer came before the Board to discuss matters pertaining to his department.

1. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Certificate of Performance/Acceptance SP 60-617-019 in the name of Anderson Brothers Construction in the amount of \$892,695.19.
2. A motion was made by Commissioner Nicholas seconded by Commissioner and adopted by Affeldt unanimous vote of the Board to approve the Certificate of Performance/Acceptance SP 60-646-007 in the name of Anderson Brothers Construction in the amount of \$489,685.46.
3. A motion was made by Commissioner Strandell seconded by Commissioner and adopted by Diedrich unanimous vote of the Board to award the Crackfill quote to Northwest Asphalt & Maintenance, Goodrich, MN in the amount of \$1.26 per pound (low quote).

4. A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve software purchase from RtVision in the amount of \$29,985.00 for budgeting/row.
6. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award the Project No. 060-619-015 to Minn Dak Asphalt in the amount of \$1,211,715.90.
7. A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award the SAP 060-594-002, SAP 060-597-001, SAP 060-612-013, SAP 063-612-009, SAP 063-612-010, SAP 063-649-007 contingent upon the approval of the Red Lake County Board of Commissioners to Knife River Materials in the amount of \$3,027,390.03.
8. A motion was made by Commissioner Diedrich seconded by Commissioner and adopted by Affeldt unanimous vote of the Board to award the Calcium Chloride quote to Envirotech Services, Inc., Randolph, MN in the amount of \$1.06 per gallon. (low quote).
9. Mr. Sanders provided an update to the board regarding the MN DOT Jurisdictional meeting he attended in the prior week.

TRI-COUNTY COMMUNITY CORRECTIONS

Phillip Greer, Director of Tri-County Community Corrections came before the Board with matters pertaining to National Corrections Officer Week Proclamation Mr. Greer introduced staff members to the board.

1. Resolution pertaining Correctional Officers Week:

**Proclamation Tri-County Community Corrections
Correctional Officers Week May 06 - 10, 2013
(RESOLUTION 2013-24)**

The following resolution (2013-024) was offered by Commissioner Strandell:

WHEREAS, May 06 through May 10, 2013, will be celebrated across the United States as National Correctional Officers Week, and;

WHEREAS, the corrections profession is one of the most challenging professions one can pursue, it is also one of the most noble. Corrections staff help keep our citizens and our communities safe – not simply by securing jails and juvenile detention facilities and the offenders confined there. Correctional employees serve admirably throughout the Northwest Regional Corrections Center and Red River Valley Juvenile Center as custody officers, counselors, teachers, healthcare professionals, support staff and supervisors. They are amongst the most capable, committed, patient and persistent public servants in our nation, and;

WHEREAS, few truly understand the difficulties and challenges these corrections professionals face daily, often at personal risk. They are given those who engaged in dangerous and addictive behaviors, along with the responsibility to reform and rehabilitate. They are given society's illiterate and unskilled and the task to educate.

They are given those who lack medical care or who are in poor health and must help to make them well. They are given the mentally ill and the responsibility to diagnose, treat and protect. Corrections staff are in a position to offer offenders a better example and a new path. These staff do so with limited resources and often with little awareness or acknowledgement from those outside the field of corrections. Yet, correctional employees continue to rise to the challenge time and again, and;

WHEREAS, it is appropriate we honor the Corrections staff in our local correctional facilities for their invaluable contributions to our society.

NOW, THEREFORE, We, the Board of County Commissioners, County of Polk, do hereby proclaim the week of May 06 through May 10, 2013, as:

**TRI-COUNTY COMMUNITY CORRECTIONS
CORRECTIONAL OFFICERS WEEK**

And encourage the citizens of Polk County to share in acknowledging the outstanding job the staff of the Northwest Regional Corrections Center and Red River Valley Juvenile Center perform on a daily basis in serving the entire community.

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

COUNTY BOARD MEMBER ISSUE FORUM

11:00 A.M. OFF SALE LIQUOR LICENSE HEARING ONE N ONLY, EUCLID MN

April 16, 2013 11:02 A.M. the hearing was opened to take testimony and comments from interested parties concerning an Off Sale Liquor License application received from Christopher Weiland dba One N Only, 13267 US HWY 75 SW, Euclid, MN 56722 as per M.S. 340A.405. Gene Tiedemann on appeared on behalf of Euclid Township indicating the Township Officers had no issue with the Off Sale Liquor License. No others appeared.

DIRECTOR OF PROPERTY RECORDS

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

1. A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve a Temporary Liquor License for the Knights of Columbus for May 26, 2013 at the Maple Lake Pavilion.

SANDHILL WATERSHED DISTRICT INTERVIEW/APPOINTMENT

Stuart Christian appeared before the board. He provided an update on the succession planning of Dan Wilkens the Watershed Administrator. He also provided an update of several projects. He has been on the board since 1999.

1. A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to re-appoint Stuart Christian to the Sandhill Watershed District Board of Advisors for a term of 3 years to expire May 17, 2016.

DIRECTOR OF ASSESSMENT SERVICES

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

**Resolution Sponsoring the Crookston Drift Busters &
the Fertile Snowcruisers Snowmobile Clubs
RESOLUTION (2013-025)**

The following resolution (2013-025) was offered by Commissioner Nicholas:

BE IT RESOLVED, that the County of Polk agrees to act as the legal sponsor for funding to the State of Minnesota Department of Natural Resources for the Crookston Driftbusters and the Sandhill Snowcruisers Snowmobile Clubs and Trails.

BE IT FURTHER RESOLVED, that upon approval of its application by the state, the County of Polk may enter into an agreement with the State of Minnesota and will comply with all applicable federal and state laws and regulations and conditions as stated in the agreement.

BE IT FURTHER RESOLVED, that the County of Polk hereby agrees to serve as the fiscal agent for the Crookston Driftbusters and Sandhill Snowcruisers Snowmobile Clubs and Trails and authorizes the assignee to sign all related documents on behalf of Polk County.

This resolution carries forward for three years unless rescinded by this board.

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

2. Mr. Wagner provided the 2012 Gravel Tax Totals and Distribution.
3. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the following abatements:

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
CHARLES & SHIRLEY BOUSHEY 42520 190TH ST SW EAST GRAND FORKS MN 56721	Parcel #40.00122.01 Gov't Lot 9 (Ex Boushey Estates) Huntsville Township	\$232.00	Homestead Application Reduction for Taxes Payable 2013
BARBARA COURNIA 421 ELM ST CROOKSTON MN 56716	Parcel #82.00405.00 OT Crookston City Nly 50' Lot 3, Blk 28	\$450.00	Homestead Application Reduction for Taxes Payable 2013
OBERT & JANE MOEN 408 GOLF TERRACE CROOKSTON MN 56716	Parcel #82.02724.00 Golf Terrace Addition City of Crookston Lot 13	\$452.00	Homestead Application Reduction for Taxes Payable 2013
MARY D LIND 424 2ND AVE NE EAST GRAND FORKS MN 56721	Parcel # 83.00395.00 Traills Addn City of East Grand Forks Lots 2 & 4, Blk 23	\$376.00	Homestead Application Reduction for Taxes Payable 2013
GARY G & CATHY C CASKEY 615 5TH ST SE EAST GRAND FORKS MN 56721	Parcel # 83.03860.00 HD Ryan 2 nd Addn City of East Grand Forks Lot 19, Blk 1	\$300.00	Homestead Application Reduction for Taxes Payable 2013

- Mr. Wagner presented a letter and application of abatement of Penalty & Interest Application from Carol L. Janousek, 36799 115th AVE SE, Mentor, MN 56736 (Parcel 30.00267.00). A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the abatement of penalty only on Parcel 30.00267.00.

Upon motion the Board adjourned for lunch.

PUBLIC HEALTH

Sarah Reese, Polk County Public Health Director came before the Board to discuss matters pertaining to her department.

1. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize the signing of the Polk-Norman-Mahnommen Community Health Board Amendment.
2. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the signing of the Inter-County Nurse Consultant Agreement for up to 25 hours of services.

SHERIFF'S DEPARTMENT

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

1. Nancy Schafer, Emergency Management provided a flood update to the Board.
2. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize the signing of Prisoner Transportation Services – Interagency Agreement.
3. Sheriff Erdman provided a Law Enforcement Center remodel update to the Board.

ADMINISTRATION

Charles Whiting, County Administrator came before the Board with matters pertaining to his department.

1. Linsey Rood-Human Resources Coordinator appeared before the Board.
 - a. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize the Voluntary Long Term Disability Carrier change request to Madison National which will provide a decrease in the coverage rates.
 - b. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the IT summer 2013 Intern request at \$10.00 per hour for a maximum of 400 hours.
2. Ron Denison, Finance Officer and Mr. Whiting appeared before the board to discuss the Review of Tri-County Community Corrections Lease adjustment. There was a consensus of the board to make the budgetary adjustments and move forward with a resolution to finalize the lease adjustments. In addition the refinancing of the bonds financing the Justice Center was also discussed. In addition discussion was also held regarding PFM, the designated financial advisement firm to Polk County and other options.
3. Follow up to Middle Snake Tamarac Watershed Ditch 25-1 discussion. There was board consensus for Commissioner Buness to initiate discussion with Roger Hille, Middle Snake Tamarac Watershed District Board Chair regarding financial reports.

4. A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to close out the Professional Building demolition project.
5. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize the storage of the Professional Building Cornerstone with the Polk County Historical Society for safekeeping with Polk County retaining ownership of the cornerstone.
6. Discussion was also held regarding the sale of the Professional Building Property.

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

COMMISSIONER WARRANTS

DATED 04/19/201

APPROVED 04/16/2013

<u>Vendor Name</u>	<u>Amount</u>
Amherst H Wilder Foundation	10,828.00
Angus Coop Elevator Assn	8,334.18
Beltrami Industrial Services	36,357.46
Cargill Incorporated	5,250.59
Christian Brothers Ford Inc	2,013.83
Code 4 Services Llc	12,513.01
CRA Payment Center	2,469.64
Dfc Consultants Ltd	2,081.55
Digital Ally	5,025.00
Eastside Travel Plaza	8,505.63
Evenaire Systems Inc	3,806.50
Ferguson Enterprise Inc 3093	6,600.36
Gaffaney's	3,638.56
Geocomm Inc	5,243.00
Hometown Management Inc	4,031.04
Houston Engineering Inc	10,747.13
Insight Technologies	2,263.62
Jsb Engineered Solutions	7,377.68
JT's Station	3,798.60
K & L Auto Repair	2,165.66
Keeps Inc	2,448.50
Kris Engineering	3,014.39
Lepier Oil Company Inc	2,346.91
Lepier Oil Company Inc	12,001.23
Little Falls Machine Inc	4,218.41
Martin Mechanical Design Inc	5,957.50
Mccc Mi 33	4,603.01
Mn Office Of Enterprise Tech	2,281.00
Morgan Printing Inc	3,313.13
Morris Electronics Inc	11,814.69
Natronx Technologies Llc	8,344.21
North Country Business Prod	3,707.80
Northern Propane & Fuel	4,949.38
Northside Express	8,144.77
Off the Wall Advertising Inc	2,091.00
Pemberton Sorlie Rufer & Kershner	13,014.50

Polk County	2,008.56
Polk County Highway Department	10,731.96
Powerplan OIB	35,311.20
Reese/Sarah	4,326.47
Richard Rude Architectural Inc	21,801.54
Rock/Richard	6,177.50
Stone's Mobile Radio	7,531.84
Taser International Inc	4,498.06
U S Water Services	2,386.19
Voyager Fleet Systems	5,446.03
Wenck Associates Inc	2,921.09
Wenck Associates Inc	4,121.40
Widseth Smith Nolting & Assoc	8,608.16
Wrigley Mechanical Inc	41,850.00
Ziegler Inc	5,377.82
278 Payments less than 2000	103,162.67
Final Total:	501,561.96

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m. on April 23, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board