

**AUGUST 6, 2013**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., August 6, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, 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 Nickolas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the "Revised" Agenda for August 6, 2013.

**CONSENT AGENDA**

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Consent Agenda for August 6, 2013:

1. Approve Auditor Warrants.
2. Approve payment of the Minnesota State Bar Association, Minneapolis, MN in the amount of \$910.00 for MSBA Dues & District Dues for the County Attorney's Office.
3. Approve payment to Titus Maintenance & Installation Services, Concord, CA in the amount of \$9,750.00 for Engineering Services as part of the MPCA Grant received for the Material Recovery Facility (MRF) Retrofit Project.
4. Approve payment to Quill Corporation, Philadelphia, PA in the amount of \$414.55 for Office Supplies for the County Attorney's Office.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Diedrich reported he has an upcoming MCIT meeting on Thursday in addition to a Tri-Valley meeting. He also reported that he had attended a Law Library Meeting. In addition he also attended an Extension Committee meeting held at the Valley Technology Building in Crookston. He indicated there was discussion about a weed resolution for gravel pits in Clearwater County. Commissioner Diedrich received a phone call from Steve Nelson a resident of Higdem Township regarding a Planning and Zoning issue. He also received a call from Tony Filipi a resident of Tabor Township regarding the Township of Tabor clean up.
2. Commissioner Nickolas reported that he has an upcoming RSVP Meeting.
3. Commissioner Strandell reported that attended an MPO meeting in addition to a Climax City Council Meeting. He indicated that discussion is still ongoing regarding Tri-County Corrections and Red Lake County. He indicated there is a Sand Piper Pipeline meeting upcoming in East Grand Forks on August 22, 2013. He reported that he will be attending a NW Regional Commissioner Meeting on August 6, 2013 where there will be an office space discussion. He also indicated that he had several calls regarding the midnight ceremony on August 1, 2013 and the potential costs involved.

4. Commissioner Affeldt reported that he attended a meeting in McIntosh regarding Vesledahl MNDOT property being turned over to MNDNR.
5. Commissioner Bunes reported that he had attended a Planning and Zoning Board of Adjustment meeting. In addition he was a part of the emergency management interviews. He also met with Darrell Altepeter regarding the adding of lands to County Ditch #126. Commissioner Bunes brought forth discussion regarding gravel tax methodology.

### **HIGHWAY DEPARTMENT**

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

**1. Award CSAH 32 Base Contract to Thygeson Construction – \$4.95/ton**

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award CSAH 32 Base Contract to Thygeson Construction for 12,000 ton CL5 Aggregate at \$4.95 per ton for a total amount of \$59,400.00.

**2. Award Polk County Engineer Vehicle to Brost Chevrolet - \$25,045.60**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award the bid to Brost Chevrolet, Crookston, MN in the amount of \$25,056.60 for a 2014 All-Wheel Drive Sport Utility Vehicle for the Polk County Highway Engineer. The existing vehicle being used will be utilized by the Polk County Attorney's Office.

**3. Ditch Maintenance Request – CD 144, Section 19 Fairfax**

A motion was made by Commissioner Strandell seconded by Commissioner Nickolas and adopted by unanimous vote of the Board to accept Drainage System No. 144 C.O., Maintenance Request - Bruce Hanson, Section 19, Fairfax Township to repair washout, lay slopes back and install Class 5 rip-rap.

**4. MAASTO Annual Conference and LTAP/TTAP Annual Conference**

Mr. Sanders provided information regarding the MAASTO Conference he attended in Milwaukee, WI from July 16 – 19, 2013 and the LTAP/TTAP Conference he attended on July 22 – July 25, 2013 in Boise, ID.

### **ASSESSMENT SERVICES**

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

**1. Application for Repurchase of Forfeited Lands**

A motion was made by Commissioner Diedrich seconded by Commissioner Nickolas and adopted by unanimous vote of the Board to approve the Application for Repurchase of Forfeited Lands for Oliver Deschene, Erskine, MN, Parcel No. 74.00588.00, Lots 1, 2, 3, & 4, Woodland Subdivision. \$9,618.49.

### **ADMINISTRATION**

Linsey Rood, Polk County Human Resources Coordinator came before the Board to discuss Human Resources matters:

**1. Request Approval of Polk County Workplace Wellness Initiative and Formation of a Wellness Committee**

A request was made to the Board to engage in Workplace Wellness for Polk County by Linsey Rood, Human Resources and Sarah Reese, Public Health Director. A motion was made by Commissioner Nickolas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the creation/adoption of a Polk County Workplace Wellness Initiative and the formation of a Wellness Committee as presented to the Board. Ms. Reese provided additional information regarding the SHIP Initiative.

**2. Updated Vacation Leave Donation Policy Approval**

A request was made to the Board to update the existing Vacation Leave Donation Policy that was adopted in 2008, these updates include: (1) An employee may donate up to 16 hours per year but is able to donate more per approval of the Polk County Administrator (2) Each event requires approval of the County Administrator instead of approval of the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the updated changes to the Vacation Leave Donation Policy as presented. The Board requested an annual update.

**3. Job Description Approval**

Updated job descriptions for the following positions were presented to the Board: Sergeant, Deputy, Dispatch Records Supervisor. A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the above listed job descriptions as presented.

**4. Loader Operator Replacement Approval**

A request was made to the Board to replace a Loader Operator position at the Fosston Incinerator due to internal movements. A motion was made by Commissioner Diedrich seconded by Commissioner Nickolas and adopted by unanimous vote of the Board to approve advertising and filling the Loader Operator position in addition to any other position opening related directly to the filling of this position internally.

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

**1. 2014 Budget**

Mr. Whiting reviewed the status of the 2014 budget development with the Board. He also informed the Board that the Finance Officer along with himself will be conducting departmental meetings scheduled for August 7, August 8, August 12 and August 13, 2013 to discuss their 2014 proposed budgets.

**SHERIFF**

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

**1. 800 Radio Project Updates (Motorola Dispatch Console & Microwave Link)**

An update on the 800 Radio Project was presented to the Board.

**2. Assign Radio Equipment.**

It was the consensus of the Board to approve the transfer of radio equipment to the Crookston Fire Department.

**HISTORICAL SOCIETY**

Gerald Amiot, President of the Polk County Historical Society along with other Historical Society Board members Kristina Gray and Dean Vikan came before the Board to discuss matters pertaining to the Historical Society:

**1. Historical Society Update**

An update was given to the Board regarding the Polk County Historical Society.

**2. 2014 Appropriation Request**

An increase to the 2014 appropriation for the Polk County Historical Society was requested. The Board informed the members from the Historical Society they will take this request into consideration during the 2014 budgeting process. No action was taken at this time.

**PLANNING AND ZONING**

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

**1. Conditional Use Permit**

The following resolution (2013-046) was offered by Commissioner Diedrich seconded by Commissioner Affeldt the foregoing resolution and it was declared adopted upon the following vote: YEAS: Strandell, Affeldt, Diedrich and Nickolas. NAYS: None. See Resolution (2013-046) on file in the office of the Polk County Administrator.

**2. Approve Low Income Septic System Fix-Up Loan Program Applications**

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Low Income Septic System Fix-Up Loan Programs Applications for Meranda Lelonek and Amy Erickson for the replacement of their failing septic systems up to the amount of the \$8,000 cap.

**AUDITOR WARRANTS**

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the July Auditor Warrants for payment:

**Auditor Warrant 07/01/2013**

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	3,468.72
Final Total:	3,468.72

**Auditor Warrant 07/02/2013**

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	8,143.23
Fertile Oil Company	25,350.00
Knife River Materials	82,642.15
Mii Life - Veba	12,529.00
Minn Dak Asphalt Inc	974,385.25
Norman Mahnommen Public Health	16,243.48
Polk County Administrator	3,693.56

Polk County Environmental Services	4,014.90
Polk County Public Health	9,225.36
Sather Law Office Ltd	2,646.75
School District 2176 Treas	2,859.34
School District 2609 Treas	3,801.81
School District 593 Treas	7,997.51
School District 595 Treas	8,635.39
School District 599 Treas	3,736.06
School District 600 Treas	2,885.81
School District 601 Treas	2,422.01
Wild Rice Elec Co- Op Inc	2,197.90
26 Payments less than 2000	15,093.07
Final Total:	<b>1,188,502.58</b>

**Auditor Warrant 07/03/2013**

<u>Vendor Name</u>	<u>Amount</u>
1 payment less than 2000	21.93
Final Total:	21.93

**Auditor Warrant 07/08/2013**

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	4,628.54
Final Total:	4,628.54

**Auditor Warrant 07/09/2013**

<u>Vendor Name</u>	<u>Amount</u>
American Communications Inc	3,787.50
Cole Papers Inc	4,497.36
Crookston Driftbusters	5,381.78
Fosston Municipal Utilities	42,580.06
MN PEIP	13,486.16
Ottertail Power Co	4,355.11
Sandhill Snowcruisers	13,878.38
SimplexGrinnell	5,279.63
TAC 10 Inc	30,000.00
Tri County Community Corr	1,026,940.29
US Postal Service (CMRS FP)	5,000.00
19 Payments less than 2000	9,104.51
Final Total:	<b>1,164,290.78</b>

**Auditor Warrant 07/15/2013**

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	2,030.53
Final Total:	2,030.53

**Auditor Warrant 07/16/2013**

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Envirotech Services	116,369.52
Fosston Dac	2,379.30
Liberty Business Systems Inc	5,756.94
Norman Mahnomon Public Health	2,181.00
North Country Security Inc	4,226.14
Polk County Public Health	14,874.00

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Tri- County Community Corr	40,789.59
29 Payments less than 2000	16,974.03
Final Total:	<b>206,203.52</b>

**Auditor Warrant 07/22/2013**

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	2,856.73
Final Total:	2,856.73

**Auditor Warrant 07/23/2013**

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	384,188.76
Fertile Oil Company	25,721.57
Garden Valley Telephone Co	3,836.82
Lake Agassiz Regional Library	54,999.75
Lakeland Mental Health Center Inc	3,199.00
Lenes Sand & Gravel Inc	23,264.44
Norman Mahnomen Public Health	20,644.53
North Country Security Inc	3,457.75
Polk County Environmental Services	3,211.20
Rust Stock Rasmusson	3,080.00
University Of North Dakota	5,242.67
17 Payments less than 2000	8,525.08
Final Total:	<b>539,371.57</b>

**Auditor Warrant 07/24/2013**

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield of MN	112,801.50
Final Total:	<b>112,801.50</b>

**Auditor Warrant 07/01/2013**

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	2,151.83
Final Total:	2,151.83

**Auditor Warrant 07/30/2013**

<u>Vendor Name</u>	<u>Amount</u>
Hagen Construction	5,405.38
Knife River Materials	134,604.62
Knute Township Treasurer	5,490.72
Minn Dak Asphalt Inc	108,752.45
Mn State Treasury	8,214.00
Mn UI Fund	7,384.00
Motor Vehicle	10,900.60
Norman Mahnomen Public Health	22,274.00
Nuss Truck & Equipment	166,540.00
Polk County	73,570.48
Polk County Public Health	36,862.00
22 Payments less than 2000	10,594.74
Final Total:	<b>590,592.99</b>

**MANUAL WARRANTS 6/27/2013**

VENDOR NAME

AMOUNT

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August 6, 2013

Mn Dept Of Rev Tax Division \$242,350.76  
**FINAL TOTAL \$242,350.76**

**MANUAL WARRANTS 6/28/2013**

VENDOR NAME	AMOUNT
Internal Revenue Service	268,244.10
MN Revenue	45,700.98
<b>FINAL TOTAL</b>	<b>\$313,945.08</b>

**MANUAL WARRANTS 7/10/2013**

VENDOR NAME	AMOUNT
Internal Revenue Service	14,243.94
MN Revenue	3,636.33
<b>FINAL TOTAL</b>	<b>\$17,880.27</b>

**MANUAL WARRANTS 7/19/2013**

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	10,358.00
Mn Revenue	6,582.44
<b>FINAL TOTAL</b>	<b>\$16,940.44</b>

**MANUAL WARRANTS 7/24/2013**

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	68.67
<b>FINAL TOTAL</b>	<b>\$68.67</b>

**MANUAL WARRANTS 7/31/2013**

VENDOR NAME	AMOUNT
Internal Revenue Service	283,955.55
MN Revenue	48,722.43
<b>FINAL TOTAL</b>	<b>\$332,677.98</b>

**COUNTY ATTORNEY**

Greg Widseth, Polk County Attorney came before the Board to discuss matters pertaining to his department:

**1. Departmental Operations Presentation (Level 3, ITV Room, Government Center)**

Mr. Widseth presented County Attorney departmental operations with the Board.

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m. on August 20, 2013.

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Craig Bunes, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board

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