

DECEMBER 3, 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., December 3, 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.

REVISED AGENDA

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Revised Agenda adding No. 5 under the consent agenda for December 3, 2013.

CONSENT AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Consent Agenda for December 3, 2013.

1. Approve November Auditor Warrants.
2. Approve payment to Card Member Service, St. Louis, MO in the amount of \$10,136.20 for credit card purchases.
3. Approve for Signature State of Minnesota Board of Water and Soil Resources MPCA 2012 County Feedlot Performance Grant Agreement.
4. Approve payment to Hanson Construction, Thief River Falls, MN in the amount of \$2,460.00 for requested additional work at the Polk County Highway Department beyond the original quoted amount.
5. *Approve payment to Fertile Oil, Fertile, MN in the amount of \$10,837.29 for the Highway Department.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell reported that Phil Greer, Director of Tri County Corrections has been requested to appear before the Red Lake County Board on December 12, 2013. He also reported that due to a death in the family he would be unable to attend the AMC conference scheduled for the following week. In addition he reported that the RDC had approved the employee handbook.
2. Commissioner Affeldt reported that Kingo Lutheran Church in Fosston had contact him regarding a duplicate solid waste assessment.
3. Commissioner Diedrich reported that received a call from Duane Kovar regarding the Truth and Taxation Meeting.
4. Commissioner Nicholas reported that he has an upcoming meeting for RSVP.
5. Commissioner Bunes reported that he had attended an ART Trail meeting in Twin Valley. There will be upcoming elections for the Trail Administrator and Secretary to the ART Trail in January.

ENVIRONMENTAL SERVICES

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

1. Request for Cost-Share/Erskine School Demo Project

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to have Polk County split the cost of disposal at the Landfill equally with the City of Erskine.

ASSESSMENT SERVICES

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

1. PRISM Grant Application

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the application and signing of the PRISM Grant Application by the Board Chairman.

PROPERTY RECORDS

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

1. Audit of the Polk County License Center

An informational letter from the Minnesota Department of Public Safety was presented to the Board. The audit disclosed no inconsistencies, which resulted in a complete balance between money on hand and Motor Vehicle transactions.

ADMINISTRATION

Ron Denison, Finance Officer came before the Board with matters pertaining to Finance:

1. Auditor Warrant Listing Resolution

The following resolution was brought forth by Mr. Denison for consideration:

Auditor Warrant Listing Resolution (2013-055)

The following resolution (2013-055) was offered by Commissioner Nicholas:

BE IT RESOLVED, That pursuant to Minnesota Statutes 375.18, Subd. 1b. that the Polk County Board of Commissioners and Polk County Administrator will allow the following claims be paid as an Auditor Warrant upon internal accounting processing:

Utilities (Gas, Lights, Garbage, Telephone, Postage, P.O. Box Fees)

Contracts

Specific Items Pre-Approved by the Board

Court Orders

Grants

Lease Agreements

Maintenance Agreements

Billing Being Paid with Drug Forfeiture Funds

County Attorney Contingency Fund Payments

County Attorney Fines & Fees Fund Payments
 Polk County Attorney/Victim Services (Medical Services for Victims)
 Court Administration (Court Appointed Attorney Fees/Medical Evaluations)
 Polk County Public Health (Walmart Purchases)
 Cole Papers, Inc., Fargo, ND
 Fertile Oil, Fertile, MN
 Crookston Fuel, Crookston, MN
 Late/Past Due Claims for Various Vendors

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

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

1. 2014 Budget Discussion

Discussion was held with the Board regarding the 2014 budget. Whiting previewed the budget presentation for the public hearing.

AUDITOR WARRANTS

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the November 2013 Auditor Warrants for payment:

Auditor Warrant 11/04/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	4,599.47
Final Total:	4,599.47

Auditor Warrant 11/05/2013

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	7,133.46
Crookston Fuel Company	3,150.00
Fosston Dac	5,817.90
Hanson Construction	23,352.00
Knife River Materials	877,177.88
Lenes Sand & Gravel Inc	17,513.91
Minn Dak Asphalt Inc	403,490.52
Polk County Administrator	8,682.00
24 Payments less than 2000	11,240.27
Final Total:	1,357,557.94

Auditor Warrant 11/06/2013

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

Auditor Warrant 11/12/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	4,658.88

Final Total: 4,658.88

Auditor Warrant 11/12/2013

<u>Vendor Name</u>	<u>Amount</u>
Cole Papers Inc	5,305.10
Fosston Municipal Utilities	51,788.90
Halstad Telephone Co	9,987.64
Liberty Business Systems Inc	6,048.68
North Country Security Inc	4,610.33
Northland College	2,800.00
Softree Technical Systems Inc	9,400.00
University Of North Dakota	10,485.34
Vogt's Dirt Service	39,187.50
20 Payments less than 2000	9,123.97
Final Total:	148,737.46

Auditor Warrant 11/13/2013

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

Auditor Warrant 11/14/2013

<u>Vendor Name</u>	<u>Amount</u>
HANSON/GEORGE	2,500.00
HANSON/ORLAND L & VIVIAN M	2,500.00
HASTY/MAE ILENE	6,400.00
Hawkins/Charles	10,000.00
MEYER/GEORGE W	5,000.00
REITMEIER/EVERTT	5,000.00
Solheim Farms	10,000.00
VANHORN/WILLARD D	5,000.00
Final Total:	46,400.00

Auditor Warrant 11/14/2013

<u>Vendor Name</u>	<u>Amount</u>
DEBOER/KAREN D	4,900.00
Tollefson/Raymond & Marian E	2,400.00
TOLLEFSON/ROBERT D	2,700.00
TOLLEFSON/TODD	5,400.00
1 Payments less than 2000	1,020.00
Final Total:	16,420.00

Auditor Warrant 11/14/2013

<u>Vendor Name</u>	<u>Amount</u>
BILLING ETAL LE/JOLENE	3,200.00
3 Payments less than 2000	4,060.00
Final Total:	7,260.00

Auditor Warrant 11/15/2013

<u>Vendor Name</u>	<u>Amount</u>
1 payments less than 2000	1500.00
Final Total:	1500.00

Auditor Warrant 11/15/2013

<u>Vendor Name</u>	<u>Amount</u>
Hoffman Dale & Swenson Pllc	18,570.00
Final Total:	18,570.00

Auditor Warrant 11/18/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	3,525.14
Final Total:	3,525.14

Auditor Warrant 11/18/2013

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield of MN	119,999.00
Final Total:	119,999.00

Auditor Warrant 11/19/2013

<u>Vendor Name</u>	<u>Amount</u>
15 payments less than 2000	8694.32
Final Total:	8694.32

Auditor Warrant 11/19/2013

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Century Fence Company	3,396.63
Crookston Fuel Company	2,366.00
Kue Contractors Inc	144,119.00
Minn Dak Asphalt Inc	137,837.50
Norman Mahnomen Public Health	36,514.88
Ottertail Power Co	9,387.43
Polk County Public Health	14,670.60
Rust Stock Rasmusson	2,407.50
Sather Law Office Ltd	5,221.60
29 Payments less than 2000	15,829.34
Final Total:	374,403.48

Auditor Warrant 11/26/2013

<u>Vendor Name</u>	<u>Amount</u>
Crookston Collision Center LLC	8,358.97
Hagen Construction	6,358.11
Lenes Sand & Gravel Inc	8,997.40
Minn Dak Asphalt Inc	2,688.98
Mn State Treasury	10,659.50
Norman Mahnomen Public Health	3,510.14
Polk County	87,148.00
Polk County Public Health	6,050.19
24 Payments less than 2000	8,026.69
Final Total:	141,797.98

MANUAL WARRANTS 11/01/2013

<u>VENDOR NAME</u>	<u>AMOUNT</u>
Internal Revenue Service	6.54
FINAL TOTAL	\$6.54

MANUAL WARRANTS 11/19/2013

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	104,199.48
Mn Dept Of Revenue	3,425.00
Mn Revenue	8,955.00
1 Payments less than 2000	832.49
Final Total:	117,411.97

MANUAL WARRANTS 11/25/2013

<u>VENDOR NAME</u>	<u>AMOUNT</u>
Bremer Bank NA	2473.55
FINAL TOTAL	\$2473.55

MANUAL WARRANTS 11/27/2013

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	264,347.12
Mn Revenue	44,518.71
Final Total:	308,865.83

The Board recessed at 2:40 p.m., and will reconvene at 6:00 p.m., at the Polk County Government Center, Commissioners Room for the 2014 Budget Hearing.

Cecilia Plante, 423 Woodland Avenue, Crookston, MN appeared at the meeting with valuation and tax questions regarding parcel 42.0024.00. Her questions were answered by Robert Wagner, Director of Assessment Services.

Christopher Cournia 28403 250th Avenue SW, Crookston, MN appeared on behalf of his parents Robert and Linda Cournia with value and tax questions regarding parcel 20.00156.02 and 20.00147.01. His questions were answered by Robert Wagner, Director of Assessment Services.

With no further business the Board adjourned at 6:28 p.m. and will reconvene at 10:00 o'clock a.m. on December 17, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board