

JULY 2, 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., July 2, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Buness, 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 Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Agenda for July 2, 2013.

**CONSENT AGENDA**

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Consent Agenda for July 2, 2013:

1. Approve Auditor Warrants.
2. Approve board minutes dated June 4, June 18 and June 25, 2013 board minutes.
3. Approve payment to Card Member Service, St. Louis, MO in the amount of \$8,827.02 for credit card purchases.
4. Approve for signature the MCIT letter that Polk County agrees to serve as the Sponsor County for the Polk-Norman-Mahnomen Community Health Board.
5. Approve payment to Scott's Radiator Repair, Bemidji, MN in the amount of \$845.90 for a radiator on the forklift in the Up Front Department.
6. Approve payment to the Polk County Fair, Fertile, MN in the amount of \$550.00 for Indoor Vendor Fees for Polk County Environmental Services, Crookston, MN.
7. Approve for payment Lost Warrant No. 177528 in the name of Erskine Echo dated February 24, 2012 in the amount of \$505.50.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Diedrich had nothing to report.
2. Commissioner Nicholas had nothing to report.
3. Commissioner Strandell reported that he attended the Senator Franken's presentation, the focus was veterans.
4. Commissioner Affeldt brought forth discussion regarding the Farm Bill discussion held out at the University of Minnesota Crookston with Senator Klobachar and Representative Peterson.
5. Commissioner Buness reported that he attended the Planning and Zoning Meeting.

**HIGDEM TOWNSHIP REPRESENTATIVES**

Representatives from Higdem Township came before the Board with matters pertaining to the Oslo Area River Crossing. Jim Solem, Chairman of Higdem Township and James Bergman brought forth concerns regarding a "Viable Option for the Oslo Bridge Complex". A group of 4 townships (Higdem, Turtle River, Oak Park, and Walshville) are collaboratively working to find a solution to their high water events. Blake Carlson, Engineer for Widseth,

Smith and Nolting was also present. The Board thanked Mr. Solem and Mr. Bergman for their presentation and by consensus agreed to remain in communication on this issue.

### **POLK COUNTY ADVISORY BOARD MEMBERS**

Erica Hamre, Tammy Sykes along with other members of the Polk County Advisory Board came before the Board to discuss matters pertaining to the Advisory Board. Other members present were: Jerry Jacobson, Wayne Amundson, and Ann Peterson.

#### **1. RSVP's Continued Volunteer Service for Senior Citizens Throughout Polk County**

A discussion was held with the board regarding RSVP's Continued Volunteer Service for Senior Citizens throughout Polk County in addition to a review of the programs/services provided. Funding is provided by the Minnesota Board of Agency and grants. Jerry Jacobson, volunteer member spoke to the Board regarding the RSVP Program and county contributions. August 7 and August 16, 2013 are the dates for the Volunteer Recognitions Programs.

### **SHERIFF**

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

#### **1. Emergency Manager Position**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the new position and job description of a part-time (19 hours per week) Emergency Manager for Emergency Management at the Sheriff's Office. In 2014 Emergency Management will have a separate budget. A discussion was held regarding the separation of Dispatch and Emergency Management.

#### **2. Replacement of Squad Car**

Discussion was held regarding a replacement of a squad car contingent on the MCIT determination of damage extent.

#### **3. Next Generation PSAP Grant Extension Contract**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve for signature Amendment No. 1 - Next Generation PSAP Grant Contract.

#### **4. LEC Update**

Sheriff Erdman provided an update on the LEC remodel project.

### **DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT**

Jacklyn Brekken and Kathy Carney, Department of Employment and Economic Development came before the Board and discussed matters pertaining to their organization.

#### **1. Discuss Deed Program & Grants**

A discussion was held regarding the challenges of the split offices and programs in Crookston and Thief River Falls. Handouts were presented to the board regarding the deed program and grants for Department of Employment and Economic Development.

## **PUBLIC HEALTH**

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

### **1. Polk County Serve as Sponsor County for the Polk-Norman-Mahnomen Community Health Board**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve for signature the MCIT letter stating that Polk County agrees to serve as the Sponsor County for the Polk-Norman-Mahnomen Community Health Board.

### **2. Win-E-Mac School Health Services Agreement Approval**

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to renew the Win-E-Mac School Health Services Agreement in the amount of \$10,125.00.

### **3. UCare Contract**

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to renew the UCare Contract (a health maintenance organization licensed by the State of Minnesota).

## **PLANNING AND ZONING**

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

### **1. Conditional Use Permit – Brian Berg - #74.00494.00**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Resolution approving the Conditional Use Permit for Brian Berg, Parcel 74.00474.00 See RESOLUTION (2013-041) on file in the office of the Polk County Administrator.

### **2. Conditional Use Permit – CHS Ag Services – Erskine Site - #03.00181.00**

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Resolution approving the Conditional Use Permit for CHS AG SERVICES, Parcel 03.00181.00, See RESOLUTION (2013-042) on file in the office of the Polk County Administrator.

### **3. Conditional Use Permit – CHS Ag Services/Mid-Valley Grain Site - #01.00050.00**

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Resolution approving the Conditional Use Permit for CHS AG SERVICES, /Mid Valley Grain Site, Parcel 01.00050.00, See RESOLUTION (2013-043) on file in the office of the Polk County Administrator.

## **ADMINISTRATION**

Linsey Rood, Polk County Human Resources Coordinator came before the Board with matters pertaining to Human Resources.

### **1. Ratification of Teamsters 320 Deputies Contract 2013-2015**

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Ratification of Teamsters 320 Deputies Contract 2013-2015 as presented to the Board.

**2. Ratification of Teamsters 320 Dispatchers Contract 2013-2015**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the board to approve the Ratification of Teamsters 320 Dispatchers Contract 2013-2015 as presented to the Board.

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

**1. Introduction of MIS Director and Building Grounds Supervisor**

Mr. Whiting introduced Sebastian Sullivan, Polk County’s new MIS Director and Mark Dietz, Polk County’s new Building Grounds Supervisor to the Board.

**2. Approval of Motor Grader Rental**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board approve the bid of RDO Equipment in the amount of \$3,950.00 (low bid) Rental of a John Deere Motor Grader (100 hours usage per month - \$40 per hour overtime).

**3. Approval of Countywide Patchwork Bid to MNDak**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the countywide patchwork bid to MNDak in the amount of \$79,150.00.

**4. Approval of CSAH 21 Patchwork Bid to MNDak**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the patchwork bid for CSAH 21 to MNDak in the amount of \$33,000.00.

**5. Oslo Bridge**

A follow up discussion was held regarding the Oslo Bridge with Rich Sanders, Highway Engineer.

**6. Temporary Easement**

Discussion was held regarding a temporary easement on forfeited parcels for MNDOT to install the necessary protection on the HWY2/6<sup>th</sup> Street repairs with Rich Sanders, Highway Engineer.

**7. 2014 Budget – Fund Balances Review, Goals and Objectives**

Mr. Whiting and Ron Denison, Finance Officer presented budget information to the Board for the upcoming 2014 budgeting process.

**AUDITOR WARRANTS**

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

**Auditor Warrant 06/03/2013**

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	3,568.08
Final Total:	3,568.08

**Auditor Warrant 06/04/2013**

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	11,214.73
CROOKSTON CITY	8,027.43

East Grand Forks City	31,672.24
Fischer Law Office PLLC	2,043.75
Halstad Telephone Co	9,987.64
Mii Life - Veba	11,927.00
Norman Mahnomen Public Health	18,833.00
Polk County Public Health	36,139.00
Titan Machinery	29,657.81
US Postal Service (CMRS FP)	5,000.00
25 Payments less than 2000	10,609.62
Final Total:	<b>175,112.22</b>

**Auditor Warrant 06/04/2013**

<u>Vendor Name</u>	<u>Amount</u>
1 payment less than 2000	84.50
Final Total:	84.50

**Auditor Warrant 06/06/2013**

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

**Auditor Warrant 06/10/2013**

<u>Vendor Name</u>	<u>Amount</u>
MN PEIP	12,131.02
MN PEIP	13,111.64
1 Payments less than 2000	169.74
Final Total:	<b>25,412.40</b>

**Auditor Warrant 06/10/2013**

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	2,058.29
Final Total:	<b>2,058.29</b>

**Auditor Warrant 06/11/2013**

<u>Vendor Name</u>	<u>Amount</u>
Fosston Municipal Utilities	38,425.59
Norman Mahnomen Public Health	21,457.46
North Country Security Inc	4,226.14
Ottertail Power Co	3,887.91
Polk County Environmental Services	3,428.00
Polk County Public Health	36,358.99
Rust Stock Rasmusson	2,428.45
22 Payments less than 2000	12,438.39
Final Total:	<b>122,650.93</b>

**Auditor Warrant 06/13/2013**

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

**Auditor Warrant 06/17/2013**

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	1,292.76

Final Total: **1,292.76**

**Auditor Warrant 06/18/2013**

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Fosston Dac	4,392.70
Garden Valley Telephone Co	4,667.13
Kue Contractors Inc	343,889.00
Lenes Sand & Gravel Inc	20,394.99
Liberty Business Systems Inc	5,756.94
Norman Mahnomen Public Health	17,385.18
Ottertail Power Co	3,057.11
SimplexGrinnell	3,126.00
Tri County Community Corr	5,399.32
Verizon Wireless	2,337.75
20 Payments less than 2000	11,871.77
Final Total:	<b>424,930.89</b>

**Auditor Warrant 06/18/2013**

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield of MN	115,206.50
Final Total:	<b>115,206.50</b>

**Auditor Warrant 06/21/2013**

Andover Township Treasurer	67,137.34
Angus Township Treasurer	21,877.19
Badger Township	19,363.75
Belgium Township Treasurer	17,895.17
Beltrami City Clerk- Treasurer	13,955.44
Brandsvold Township Treasurer	30,299.41
Brandt Township Treasurer	21,123.72
Brislet Township Treasurer	22,877.17
Bygland Township	30,686.50
Chester Township Treasurer	33,373.28
Climax City Treasurer	37,790.79
Columbia Township Treasurer	36,972.68
Commissioner Of Revenue	32,701.00
County Emergency Medical Serv.	79,905.14
Crookston Area Ambulance Inc	81,010.55
Crookston City	1,282,826.91
Crookston Township Treasurer	50,325.56
East Grand Forks City	2,186,094.49
Eden Township Treasurer	39,449.64
Erskine City Clerk- Treasurer	87,658.78
Esther Township Treasurer	29,762.97
Euclid Township Treasurer	56,247.13
Fairfax Township Treasurer	41,819.60
Fanny Township Treasurer	35,458.08
Farley Township Treasurer	30,051.76
Fertile City	103,478.24
First Care Medical Services	55,552.14
Fisher City	115,046.36
Fisher Township Treasurer	18,670.84
Fosston City	193,430.13
Garden Township Treasurer	29,482.79

Garfield Township Treasurer	36,303.17
Gentilly Township Treasurer	25,634.81
Godfrey Township Treasurer	59,424.72
Grand Forks Township Treasurer	25,314.56
Grove Park Tilden Township	33,958.95
Gully City	14,945.46
Gully Township Treasurer	41,616.09
Hammond Township Treasurer	32,259.98
Helgeland Township Treasurer	13,192.49
Higdem Township Treasurer	36,517.45
Hill River Township Treasurer	26,438.11

Hubbard Township Treasurer	27,362.05
Huntsville Township Treasurer	42,313.58
Johnson Township	30,443.70
Kertsonville Township Treas	9,240.59
Keystone Township Treasurer	33,483.71
King Township Treasurer	23,868.70
Knute Township Treasurer	60,903.99
Lengby City	5,966.34
Lessor Township Treasurer	24,681.56
Liberty Township Treasurer	27,497.97
Lowell Township Treasurer	56,979.57
Maple Lake Imprvmnt District	27,856.81
Marshall Polk Rural Water Sys	43,128.06
Mcintosh City	127,463.09
Mentor City	19,501.14
Middle- Snake- Tamarac Rivers Wtrshd Di	380,204.23
Nesbit Township Treasurer	17,999.03
Nielsville City	12,927.52
Northland Township Treasurer	31,595.04
Nw Mn Multi County Hra	68,583.22
Nw Regional Development Comm	47,983.24
Onstad Township Treasurer	13,703.59
Parnell Township Treasurer	18,735.65
Queen Township Treasurer	32,828.42
Red Lake Watershed District	780,778.96
Reis Township Treasurer	16,119.88
Rhinehart Township Treasurer	4,757.02
Roome Township Treasurer	30,864.93
Rosebud Township Treasurer	29,358.21
Russia Township Treasurer	31,877.08
Sand Hill River W S District	285,465.94
Sandsville Township Treasurer	29,923.22
Scandia Township Treasurer	24,129.16
Sletten Township Treasurer	38,548.30
Sullivan Township Treasurer	34,419.54
Tabor Township Treasurer	31,308.06
Trail City Treasurer	7,133.56
Tynsid Township Treasurer	12,564.65
Vineland Township Treasurer	33,899.54
Wild Rice Watershed Dist Treas	10,757.95
Winger City Clerk Treasurer	50,397.56
Winger Township Treasurer	29,963.65

Woodside Township Treasurer	116,325.98
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2 Payments less than 2000 483.35

Final Total: 8,032,257.68

**Auditor Warrant 06/21/2013**

<u>Vendor Name</u>	<u>Amount</u>
Crookston City	11,492.05
Grove Park Tilden Township	2,572.38
Red Lake Watershed District	4,774.74
School District 2609 Treas	7,526.47
School District 593 Treas	7,312.89
School District 599 Treas	3,823.13
School District 601 Treas	3,203.23
26 Payments less than 2000	18,717.87
Final Total:	<b>59,422.76</b>

**Auditor Warrant 06/24/2013**

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	1,585.52
Final Total:	<b>1,585.52</b>

**Auditor Warrant 06/25/2013**

<u>Vendor Name</u>	<u>Amount</u>
Geocomm Inc	15,352.50
Hagen Construction	7,037.28
Halstad Telephone Co	9,987.64
Lenes Sand & Gravel Inc	11,585.81
Mn Counties Information Sys	2,584.00
Mn State Treasury	9,278.50
Norman Mahnommen Public Health	2,295.96
North Country Security Inc	4,226.14
Ottertail Power Co	2,105.92
Polk County	82,890.44
Polk County Public Health	5,205.82
Regents Of The Univ Of Mn	24,810.99
Richard Rude Architectural Inc	9,212.20
University Of North Dakota	5,242.67
30 Payments less than 2000	9,808.90
Final Total:	<b>201,624.77</b>

**MANUAL WARRANTS 6/3/2013**

VENDOR NAME	AMOUNT
1 PAYMENTS LESS THAN \$2000	51.44
<b>FINAL TOTAL.....</b>	<b>\$51.44</b>

**MANUAL WARRANTS 6/4/2013**

VENDOR NAME	AMOUNT
1 PAYMENTS LESS THAN \$2000	57.64
<b>FINAL TOTAL.....</b>	<b>\$57.64</b>

**MANUAL WARRANTS 6/14/2013**

VENDOR NAME	AMOUNT
1 PAYMENTS LESS THAN \$2000	75.46
<b>FINAL TOTAL.....</b>	<b>\$75.46</b>

**MANUAL WARRANTS 6/20/2013**

Mn Dept Of Rev Tax Division	58,011.42
Mn Revenue	17,220.79
<b>FINAL TOTAL</b>	<b>\$75,232.21</b>

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m. on July 16, 2013.

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Craig Bunes, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board