

JUNE 18, 2013
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 1:00 o'clock p.m., June 18, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich, and Charles S. Whiting, County Administrator, Clerk of the Board Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Affeldt was absent.

PAUL STEINMAN – SPRINGSTED, INC.

Mr. Steinman, Springsted, Inc., came before the board and presented the following General Obligation State-Aid Highway Bonds Resolution.

Resolution Relating To \$6,075,000 General Obligation State-Aid Highway Bonds Series
2013A; Authorizing The Issuance And Calling For The Sale Thereof
RESOLUTION (2013-038)

The following resolution (2013-038) was offered by Commissioner Strandell:

BE IT RESOLVED by the Board of Commissioners of Polk County, Minnesota (the County), as follows:

SECTION 1. Purpose. It is hereby determined to be in the best interests of the County to issue its General Obligation State-Aid Highway Bonds, Series 2013A (the Bonds), in the aggregate principal amount of \$6,075,000, pursuant to Minnesota Statutes, Section 162.181 and Chapter 475. The proceeds of the Bonds will be used, together with any additional funds of the County which might be required, to finance state-aid street improvement projects within the County (the Projects).

SECTION 2. Terms of Proposal. Springsted Incorporated, financial advisor to the County, has presented to this Board a form of Terms of Proposal for the sale of the Bonds which is attached hereto and hereby approved and shall be placed on file by the County Administrator. Each and all of the provisions of the Terms of Proposal are hereby adopted as the terms and conditions of the Bonds and of the sale thereof. Springsted Incorporated, as independent financial advisor, pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9) is hereby authorized to solicit proposals for the Bonds on behalf of the County on a negotiated basis.

SECTION 3. Sale Meeting. This Board shall meet at the time and place shown in the Terms of Proposal, for the purpose of considering sealed proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the County.

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

AGENDA

A motion was made by Commissioner Strandell, seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the revised Agenda for June 18, 2013.

CONSENT AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Consent Agenda for June 18, 2013:

1. Approve Commissioner Warrants: General Revenue Fund, \$125,097.72; Public Works Fund, \$185,579.14; Public Safety Fund, \$32,815.81; Public Health Fund, \$30,480.79; Forfeited Tax Sale Fund, \$694.25; Special Assessments (Ditch) Fund, \$17,629.69; Environmental Services Fund, \$27,039.59; Resources Recovery Fund, \$52,751.17; Landfill Fund, \$18,440.66; Agency Fund, \$4,061.25; Per diems, \$1,275.00; Meal Reimbursements \$135.93 and Sign Audit List.
2. Approve the April 16, April 23, May 7, May 21, and May 28, 2013 board minutes.
** Item 2 was removed from the consent agenda as copies of the minutes were not in the board packets prior to approval.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell reported that he attended the MNDOT 20 year Highway Planning Meeting in Bemidji. It was reported that Senator Franken is having a public forum on June 27th at 2:30 in the East Grand Forks City Hall.
2. Commissioner Diedrich reported that he attended a MCIT meeting. He reported that the open position on the MCIT board was offered to Randy Schreifels, Stearns County Auditor. He also reported he attended a meeting regarding the Brandt Channel Project.
3. Commissioner Nicholas reported he attended the RSPV meeting. He reported that on August 7, 2013 they will be having the West Polk Recognition Program.
4. Commissioner Bunes reported that he attended the NW Regional Radio Board. In addition he reported that he and Chuck Whiting attended a Solid Waste Meeting in Fosston. He reported that the Redetermination Hearing on June 17, 2013 went well.

ADMINISTRATION

Mr. Charles Whiting, Polk County Administrator came before the Board to discuss matters pertaining to his department.

1. LEC Construction Status

Mr. Whiting presented to the Board the Law Enforcement Construction Status. In addition Dick Rude, Architect, Arron Harlow, Nancy Shafer and Barb Erdman appeared.

a. Potential change orders were discussed.

b. Dispatch Center Option.

Mr. Whiting presented to the Board a drawing showing remodeling options for the Dispatch Center at the Law Enforcement Center. A motion was made by Commissioner Strandell, seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to move forward with the preparing of the change orders in order to proceed with the Dispatch Center remodeling.

Linsey Rood – Human Resources Coordinator came before the board with matters pertaining to Human Resources.

1. Attend Background Investigations for Public Sector Employers at University of Minnesota, Crookston on July 24-25, 2013 in the amount of \$200.00

A motion was made by Commissioner Diedrich, seconded by Commissioner Nicholas, and adopted by unanimous vote of the board to approve Linsey Rood, Human Resources Coordinator to attend the Background Investigations for Public Sector Employers at University of Minnesota, Crookston on July 24-25, 2013 in the amount of \$200.00. Commissioner Strandell was absent from the vote.

2. Attend the MPELRA Summer Conference at Arrowwood Resort, Alexandria, MN on August 14-16, 2013 to include \$235.00 registration plus hotel and travel reimbursement expenses (Approximate total \$585.00)

A motion was made by Commissioner Diedrich, seconded by Commissioner Nicholas, and adopted by unanimous vote of the board to approve Linsey Rood, Human Resources Coordinator to attend the MPELRA Summer Conference at Arrowwood Resort, Alexandria, MN on August 14-16, 2013 to include \$235.00 registration plus hotel and travel reimbursement expenses (Approximate total \$585.00). Commissioner Strandell was absent from the vote.

3. Attend the MCIT Risk Management Workshop at Thief River Falls, MN on September 18, 2013 to include \$25.00 registration plus travel reimbursement expenses

A motion was made by Commissioner Diedrich, seconded by Commissioner Nicholas, and adopted by unanimous vote of the board to approve Linsey Rood, Human Resources Coordinator to attend the MCIT Risk Management Workshop at Thief River Falls, MN on September 18, 2013 to include \$25.00 registration plus travel reimbursement expenses. Commissioner Strandell was absent from the vote.

Commissioner Strandell rejoined the meeting.

Mr. Charles Whiting, Polk County Administrator came before the Board to discuss matters pertaining to his department.

1. Set Hearing Dates for Consolidation Hearing for Ditches 45/93, Redetermination of Ditch 40 and Adding Benefitted Area (Lands) to County Ditch 126

Rich Sanders and Chuck Whiting appeared to discuss ditch matters.

A motion was made by Commissioner Strandell, seconded by Commissioner Nicholas, and adopted by unanimous vote of the board to set the Consolidation Hearing Dates for August 13, 2013 beginning at 1:30 p.m., at the Youngquist Auditorium, Crookston, MN for Ditches 45/93 and 46/52, Redetermination of Ditch 40 and Adding Benefitted Area (Lands) to County Ditch 126.

2. Letter from Oslo Area Townships Regarding Red River Crossing

Mr. Whiting and Mr. Sanders presented a letter from the Oslo area townships regarding the Red River Crossing. The board by consensus acknowledged the letter received and instructed Mr. Whiting to develop a response.

3. Review of Legislative Sales and Wheelage Tax Options for Transportation

Mr. Whiting and Mr. Sanders discussed with the Board the Legislative Sales and Wheelage Tax Options for Transportation.

PUBLIC HEALTH

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

1. Renew Northern Dental Access Center MOU

A motion was made by Commissioner Strandell, seconded by Commissioner Diedrich, and adopted by unanimous vote of the board to renew the Northern Dental Access Center MOU.

2. Renew Tri-Valley Head Start Nutrition Consultant Contract

A motion was made by Commissioner Diedrich, seconded by Commissioner Nicholas, and adopted by unanimous vote of the board to renew the Tri-Valley Head Start Nutrition Consultant Contract.

3. TZD (Towards Zero Death) Contract Approval

A motion was made by Commissioner Nicholas, seconded by Commissioner Diedrich, and adopted by unanimous vote of the board to approve the TZD (Towards Zero Death) Contract.

4. Renew Fisher and Climax School Health Services Agreements

A motion was made by Commissioner Strandell, seconded by Commissioner Nicholas, and adopted by unanimous vote of the board to renew the Fisher and Climax School Health Services Agreement.

5. 2013 Legislative Update – Local Public Health

Sarah Reese, Polk County Public Health presented to the board the 2013 Legislative Update for Local Public Health.

6. Update Family Planning Special Projects Funding Awarded 2013-2015

Sarah Reese, Polk County Public Health updated the board on Family Planning Special Projects Funding Awarded 2013-2015. Public Health was awarded this funding for an additional 2 years in the amount of \$168,718.00.

ENVIRONMENTAL SERVICES

Jon Steiner, Polk County Environmental Services Director came before the board with matters pertaining to his department.

1. Transfer Station Yard Care

Jon Steiner discussed concerns regarding the Transfer Station yard care. Environmental Services is to collect quotes for a lawn mower and represent at future meeting. Action on a part-time position will also be required at that time.

2. Transfer Station and Landfill Vehicle Replacement.

Jon Steiner discussed purchasing a new truck with the board. When the State Contract is renewed, Environmental Services shall bring forward quotes to replace the Chevrolet Silverado 1500 HD at the Transfer Station. That vehicle will be moved to the Landfill to replace the Ford F-250, which will be later auctioned off. The GMC Sierra 1500 will be budgeted for replacement in 2014.

3. Roll-off Container Replacement

Jon Steiner discussed purchasing 4- 58 cubic yard roll-off containers due to wear and tear. A motion was made by Commissioner Diedrich, seconded by Commissioner Strandell, and adopted by unanimous vote of the board to authorize Environmental Services to purchase 4 new 58-yard roll-off containers to replace the worst in the fleet. The lowest quote being \$18,900 per pair (delivered) from DJB Hartel’s, Proctor, MN.

4. Landfill Office Repairs & Additions

Jon Steiner discussed an addition to the Landfill with the board. A motion was made by Commissioner Strandell, seconded by Commissioner Nicholas, and adopted by unanimous vote of the board to authorize the Landfill to repair shop walls and replace sheet metal on the building as follows: (1) new addition foundation and exterior work in 2013 (quote: \$19,943.00), (2) fix walls and sheet metal on existing building in 2013 (quote: \$8,695.00), and (3) new addition interior finish in 2014 (not quoted).

5. Approval of Application for Inclusion in 2014 State Bonding Bill for Solid Waste Facilities Retrofit Project

Jon Steiner discussed the application for Inclusion in 2014 State Bonding Bill for Solid Waste Facilities Retrofit Project with the board regarding an authorization application for state funding in 2014.

a. MN Capital Assistance Program (CAP) Grant Request to Secure Funding for the Modification and/or Expansion of Polk County Solid Waste Facilities Project

Jon Steiner presented the following resolution to the board:

MN Capital Assistance Program (CAP) Grant Request to Secure Funding for the Modification and/or Expansion of Polk County Solid Waste Facilities Project
RESOLUTION (2013-039)

The following resolution (2013-039) was offered by Commissioner Strandell:

WHEREAS, Polk County is the owner and operator of a Waste to Energy (WTE) and Material Recovery Facility (MRF) located in Fosston, MN and Municipal Solid Waste Landfill (Landfill) in Gentilly, MN ; and

WHEREAS, Polk County has owned and operated a Landfill in Gentilly, MN since 1974 from Polk County and its neighboring communities; and

WHEREAS, Polk County has owned and operated a WTE in Fosston, MN since 1988, processing waste through a longstanding contractual partnership with the counties of Beltrami, Clearwater, Mahnommen and Norman; and

WHEREAS, Polk County has owned and operated a MRF in Fosston, MN since 1996, process incoming waste to extract certain objectionable and recyclable materials prior to deposit at the WTE; and

WHEREAS, Polk County began processing recyclable materials from its partner counties and various local public and private entities on a limited basis beginning in 2012; and

WHEREAS, Polk County has received significant interest from multiple local public and private entities to expand its waste processing and recycling services at the MRF and WTE; and

WHEREAS, Polk County's ability to expand its services to additional entities is limited based upon the current infrastructure available at the MRF; and

WHEREAS, Polk County has undertaken significant evaluation and preliminary design of necessary improvements to the existing solid waste infrastructure; and

WHEREAS, Polk County has determined that said improvements would make more efficient use of that existing infrastructure which would allow for the expansion of recycling services and removal of recyclable materials from the waste prior to use at the WTE or disposal at the Landfill.

THEREFORE BE IT RESOLVED, Polk County supports the Polk County Solid Waste Facility Expansion Project; and

BE IT FURTHER RESOLVED, Polk County desires to secure adequate CAP Grant funding to pay for a portion of the costs associated with the Polk County Solid Waste Facility Expansion Project; and

BE IT FURTHER RESOLVED, Polk County hereby authorizes the submission of an application for Preliminary CAP Grant funding for the Polk County Solid Waste Facility Expansion Project; and

BE IT FURTHER RESOLVED, Polk County pledges to fund its portion of this public project should the required CAP funding be allocated for that purpose.

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

6. Updates

Jon Steiner gave the board updates regarding Environmental Services.

PROPERTY RECORDS

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

1. Plat Book Pricing and Information

A motion was made by Commissioner Diedrich, seconded by Commissioner Strandell, and failed by a tied vote of the board YEAS: Strandell and Diedrich, and

Nicholas. NAYS: Nicholas and Bunes to set the price in the amount of \$25 for the New Edition of the 2013 Polk County Plat Book.

A motion was made by Commissioner Strandell, seconded by Commissioner Nicholas, and adopted by unanimous vote of the board to set the price in the amount of \$30 for the New Edition of the 2013 Polk County Plat Book.

COMMISSIONER WARRANTS

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:

<u>Vendor Name</u>	<u>Amount</u>
Acme Tools - Grand Forks	2,236.37
Angus Coop Elevator Assn	3,157.71
Bob's Lawn Care	2,110.35
Code 4 Services LLC	3,021.41
Crookston Collision Center LLC	5,276.86
Crookston Daily Times	2,679.92
Csp Delivery	2,454.76
D & H Associates	3,347.03
Donarski Brothers Inc	3,462.75
Hewlett Packard Company	5,736.26
Hometown Management Inc	3,991.52
Houston Engineering Inc	10,090.50
Insight Technologies	2,040.24
J & S Gravel Inc	3,000.00
Jsb Engineered Solutions	5,886.40
JT's Station	2,540.37
Lenes Sand & Gravel Inc	6,575.00
Lepier Oil Company Inc	3,038.11
Lepier Oil Company Inc	8,177.30
Liberty Tire - Mn	4,735.19
Minn Dak Asphalt Inc	5,430.64
Morris Electronics Inc	13,012.32
Natronx Technologies Llc	8,007.08
North American Salt Co	5,034.96
Northside Express	3,347.09
Nw Mechanical Of Bemidji Inc	2,176.01
Pemberton Sorlie Rufer & Kershner	7,007.35
Penguin Management Inc	3,715.00
Polk County Administrator	2,616.80
Polk County Highway Department	44,717.85
Potters Industries Inc	39,984.00
Rock/David & Karen	2,475.00
Sampletech	3,900.00
Schulz Carpeting	3,190.00
Squeegee Clean Windows	3,408.26
Swingen Construction Co	19,250.00
Todd's Tire Service Inc	2,542.90
TWEDT SWEEPERS INC	8,450.00
Tyler Technologies Inc	4,061.25
U S Water Services	3,322.65
Vogel Paint & Wax Co Inc	44,150.00
Voyager Fleet Systems	6,554.49

Waste Management	2,000.00
Wangen/Bruce & Peggy	20,000.00
Wenck Associates Inc	9,261.32
Widseth Smith Nolting & Assoc	20,665.08
Win- E- Mac Travel Center Inc	2,337.69
Ziegler Inc	6,848.33
302 Payments less than 2000	113,565.95
Final Total:	494,590.07

With no further business the Board adjourned to reconvene at 6:00 p.m., for the Board of Equalization meeting at the Polk County Government Center. The regular scheduled board meeting will reconvene at 8:00 o'clock a.m., June 25, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board