

NOVEMBER 5, 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., November 5, 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 Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Agenda for November 5, 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 November 5, 2013 with typographical corrections made to the minutes.

1. Approve October Auditor Warrants.
2. Approve Board minutes dated October 1, October 15 and October 22, 2013.
3. Approve payment to CardMember Services, St. Louis, MO in the amount of \$10,997.20 for credit card purchases.
4. Approve payment to Crookston Fuel Company, Crookston, MN in the amount of \$3,150.00 for fuel for the Angus Highway Shop.
5. Approve additional amount of \$350.00 for previous bid on September 17, 2013 to Hanson Construction, Thief River Falls, MN for repairs to the slab in the recreational area of the Juvenile Center.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Diedrich brought forth discussion regarding the 4-H Federation banquet to be held November 17, 2013 at the Community Building in McIntosh. Commissioner Diedrich also brought forth discussion regarding law library funds and spending limitations. He also brought forth discussion about the Otto Bremer Foundation grants that will be focusing on libraries for the year of 2014. It was discussed that the current funding formula for the Lake Agassiz Regional Library system is not sustainable.
2. Commissioner Strandell brought forth discussion regarding the NW Regional Development Commission indicating their move to their new location has been delayed. He brought forth that the Redetermination Hearing of County Ditch #40 went well.
3. Commissioner Affeldt reported that he attended an appreciation dinner for the 5 manufacturers in Fosston. He accepted a certificate of commendation signed by Governor Dayton for the Polk County Incinerator. He also brought forth discussion regarding the gas tax.
4. Commissioner Bunes reported that he has been working with the ART Trail Encroachment issues. He reported that on October 24, 2013 he attended a meeting at

DigiKey in Thief River Falls regarding transportation. He commented that he thought the Redetermination of County Ditch #40 went well. He reported that he will be attending a transportation meeting in St. Cloud on November 7. The Middle Snake Tamarac Rivers Watershed redistribution of directors meeting is November 13.

5. Commissioner Nicholas reported that he had attended the AMC district meeting.

CITY OF ERSKINE

1. Request to Waive Demolition Tipping Fee

Sharon Kotrba, Clerk/Treasurer for the City of Erskine came before the Board to request waiving tipping fees for the disposal of demolition from the old school building located on Elm Avenue, Erskine, MN. The City of Erskine is liable for the demolition and asbestos removal costs. A permit to bury the debris is being pursued from MPCA which would then eliminate the need to waive the tipping fees. Jon Steiner, Environmental Services Director provided structural information regarding the building. It is the intent to demolish the original portion of the school and the single story attachment to the gymnasium. The gymnasium will not be demolished. There was a consensus of the Board that they are open to providing assistance but would like to have the MPCA permit request completed first.

PROPERTY RECORDS

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

1. Fosston TIF Information

Information and handouts from David Drown Associates, Inc., Garrison, MN was presented to the Board regarding the City of Fosston TIF Districts.

US FISH AND WILDLIFE

Ryan Frohling, US Fish and Wildlife Service came before the Board and discussed county ditch assessments on US Fish and Wildlife property.

1. County Ditch Assessments on Fish and Wildlife Property Discussion

Discussion was held and background information was presented to the Board regarding the County Ditch Assessments on Fish and Wildlife Property.

PUBLIC HEALTH

Sarah Reese, Public Health Director and Terri Oliver, Public Health came before the Board with matters pertaining to Public Health:

1. Flu Information

An informational handout was presented to the Board from the Minnesota Department of Health regarding Influenza (Flu).

2. Community Health Assessment Presentation

Informational handouts were presented to the Board pertaining to the Community Health Assessment and Planning Process.

3. Health Information Exchange Agreement and Licensing Agreement

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the HIE – Bridge Licensing

Agreement and associated services and fees to be paid by grant funds as presented to the Board.

4. 2014 Towards Zero Deaths Safe Roads Grant Approval

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the 2013 Toward Zero Deaths Safe Roads Grant Agreement Amendment, Project No. 14-06-05 to extend the term to September 30, 2014 and allowing Polk County Public Health to accept a funding award of \$23,685.00 for the time period of October 1, 2013 – September 30, 2014.

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to add Ron Jasme of Widseth, Smith and Nolting to discuss the Highway Department Building to the Agenda for November 5, 2013.

HIGHWAY DEPARTMENT

Ron Jasmer, Widseth, Smith and Nolting appeared before the Board with the repair options which also include plans for additional office space for the Polk County Highway Department Building.

ADMINISTRATION

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

1. Software Purchase/Highway Department

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the purchase of Softree RoadEng Software as design software for the Highway Department in the amount of \$9,425.00.

2. Temporary Maintenance Supervisor Compensation/Incinerator

Jon Steiner, Environmental Services provided information regarding a temporary position. A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve compensation in the amount of \$1.00/hr for the senior Mechanical Maintenance position at the Fosston Incinerator while assuming temporary duties of the Mechanical Maintenance Supervisor due to a medical leave.

3. 2014 Budget Discussion

Reviewal of 2014 Budget issues and options were discussed with the Board at this time.

AUDITOR WARRANTS

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

Auditor Warrant 09/30/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	2,340.07
Final Total:	2,340.07

Auditor Warrant 10/01/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	73,400.42
Brost Chevrolet Inc	25,045.60
Cardmember Service	4,535.17
Hoffman Dale & Swenson Pllc	19,405.00
Mn Counties Information Sys	2,584.00
Mn State Treasury	9,573.50
Norman Mahnomen Public Health	4,019.15
Polk County Public Health	37,360.14
Regents Of The Univ Of Mn	24,810.99
Richard Rude Architectural Inc	4,636.40
Thygeson Construction Co	8,986.86
Vanguard Appraisals Inc	4,950.00
Wiebolt Electric	2,315.00
30 Payments less than 2000	14,198.14
Final Total:	235,820.37

Auditor Warrant 10/02/2013

<u>Vendor Name</u>	<u>Amount</u>
4 payments less than 2000	2939.93
Final Total:	2939.93

Auditor Warrant 10/07/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	6,568.43
Final Total:	6,568.43

Auditor Warrant 10/07/2013

<u>Vendor Name</u>	<u>Amount</u>
Badger Township	2,456.02
Brandt Township Treasurer	18,236.88
Godfrey Township Treasurer	2,456.60
Grove Park Tilden Township	4,746.68
Liberty Township Treasurer	2,160.06
Onstad Township Treasurer	8,213.49
School District 2609 Treas	13,930.72
School District 593 Treas	4,029.58
School District 599 Treas	5,596.49
School District 601 Treas	2,331.01
27 Payments less than 2000	15,475.99
Final Total:	79,633.52

Auditor Warrant 10/08/2013

<u>Vendor Name</u>	<u>Amount</u>
Cole Papers Inc	4,833.04
Fosston Municipal Utilities	43,759.75
Lenes Sand & Gravel Inc	38,874.23
Minn Dak Asphalt Inc	1,165,773.70
North Country Security Inc	7,721.81
US Postal Service (CMRS FP)	5,000.00
Wild Rice Elec Co- Op Inc	2,392.50
17 Payments less than 2000	8,353.65
Final Total:	1,276,708.68

Auditor Warrant 10/10/2013

<u>Vendor Name</u>	<u>Amount</u>
Tri County Community Corr	1,026,812.25
Final Total:	1,026,812.25

Auditor Warrant 10/10/2013

<u>Vendor Name</u>	<u>Amount</u>
1 payments less than 2000	322.00
Final Total:	322.00

Auditor Warrant 10/11/2013

<u>Vendor Name</u>	<u>Amount</u>
1 payments less than 2000	500.00
Final Total:	500.00

Auditor Warrant 10/14/2013

<u>Vendor Name</u>	<u>Amount</u>
Donald & Gaye Sodke	18,500.00
Final Total:	18,500.00

Auditor Warrant 10/14/2013

<u>Vendor Name</u>	<u>Amount</u>
2 payments less than 2000	612.70
Final Total:	612.70

Auditor Warrant 10/14/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	2,071.09
Final Total:	2,071.09

Auditor Warrant 10/15/2013

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Crookston Fuel Company	24,407.88
Crookston Fuel Company	3,150.00
Dorsey & Whitney	7,500.00
East Pc Soil & Water	19,600.00
Garden Valley Telephone Co	4,484.36
Halstad Telephone Co	9,987.64
Knife River Materials	1,168,183.65
Lenes Sand & Gravel Inc	15,691.68
Norman Mahnomen Public Health	18,825.82
Office of the State Public Defender	2,375.00
Ottertail Power Co	4,168.88
Polk Co Historical Society	7,500.00
Reese/Sarah	3,382.97
Sanford Clinic Fargo Region	2,165.00
Springsted Inc	23,604.83
Standard And Poor's	10,300.00
Tri County Community Corr	4,901.18
US Postal Service (CMRS FP)	5,000.00
West Polk Soil & Water	19,600.00

25	Payments less than 2000	16,504.68
Final Total:		1,373,986.57

Auditor Warrant 10/21/2013

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield of MN	119,029.50
Final Total:	119,029.50

Auditor Warrant 10/21/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	2,640.13
Final Total:	2,640.13

Auditor Warrant 10/22/2013

<u>Vendor Name</u>	<u>Amount</u>
Lake Agassiz Regional Library	54,999.75
Lappegaard/Roger	3,000.00
Mn State Treasury	7,739.00
North Country Security Inc	4,301.96
Ottertail Power Co	4,702.10
Polk County Public Health	23,241.00
Rust Stock Rasmusson	2,865.00
Sather Law Office Ltd	9,129.30
28 Payments less than 2000	12,793.11
Final Total:	122,771.22

Auditor Warrant 10/23/2013

<u>Vendor Name</u>	<u>Amount</u>
1 payments less than 2000	23.25
Final Total:	23.25

Auditor Warrant 10/24/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	682,124.92
School District 2176 Treas	45,153.98
School District 2311 Treas	10,279.58
School District 2609 Treas	367,673.28
School District 2906 Treas	4,816.85
School District 592 Treas	38,941.16
School District 593 Treas	1,058,868.21
School District 599 Treas	220,106.47
School District 600 Treas	55,774.65
School District 601 Treas	179,901.15
School District 630 Treas	4,324.32
Final Total:	2,667,964.57

Auditor Warrant 10/25/2013

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

Auditor Warrant 10/28/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	1,152.31
Final Total:	1,152.31

Auditor Warrant 10/29/2013

<u>Vendor Name</u>	<u>Amount</u>
American Solutions for Business	8,900.00
Cardmember Service	3,476.55
Clippert/Charles F	2,375.00
E- 911 Independent Emerg Svcs	116,458.28
Fertile Oil Company	24,820.00
GeoComm Inc	15,352.50
Hagen Construction	5,719.69
Kue Contractors Inc	169,655.00
Lenes Sand & Gravel Inc	6,778.96
Liberty Business Systems Inc	6,048.68
Mn UI Fund	3,705.00
Norman Mahnomen Public Health	8,665.67
Polk County	83,345.67
Polk County Environmental Services	3,803.00
Polk County Public Health	9,406.26
PRECISE MRM LLC	27,404.77
Richard Rude Architectural Inc	5,774.05
18 Payments less than 2000	6,358.00
Final Total:	508,047.08

MANUAL WARRANTS 10/01/2013

VENDOR NAME	AMOUNT
Internal Revenue Service	265,661.57
MN Revenue	45,084.80
FINAL TOTAL	\$310,746.37

MANUAL WARRANT 10/09/2013

VENDOR NAME	AMOUNT
Internal Revenue Service	20.86
FINAL TOTAL	\$20.86

MANUAL WARRANT 10/16/2013

VENDOR NAME	AMOUNT
MN Revenue	109.22
FINAL TOTAL	\$109.22

MANUAL WARRANTS 10/18/2013

VENDOR NAME	AMOUNT
Mn Dept Of Rev Tax Division	92,456.76
Mn Revenue	6,266.58
MN Dept of Revenue	5,282.00
FINAL TOTAL	\$104,005.34

MANUAL WARRANT 10/21/2013

VENDOR NAME	AMOUNT
MN Revenue	485.00
FINAL TOTAL	\$485.00

MANUAL WARRANTS 10/24/2013

VENDOR NAME	AMOUNT
Mn Dept Of Rev Tax Division	1,137,209.40
FINAL TOTAL	\$1,137,209.40

MANUAL WARRANTS 10/31/2013

VENDOR NAME	AMOUNT
Internal Revenue Service	269,338.93
MN Revenue	45,516.95
FINAL TOTAL	\$314,855.88

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m. on November 19, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board