

NOVEMBER 4, 2014
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 4, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commission Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, Commissioner Don Diedrich and Charles S. Whiting, Polk County Administrator. Others present: Michelle Cote, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Revised November 4, 2014 agenda, adding No. 2 under Planning and Zoning.

CONSENT AGENDA

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the November 4, 2014 consent agenda:

1. Approve Auditor Warrants.
2. Approve the October 28, 2014 Board minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$7,075.44.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Review of Letter of Support for Enbridge Sandpiper Pipeline Route and Press Release
A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to send the letter regarding the pipeline as presented to the Board.
2. 2014 General Election Canvassing Board on November 10, 2014 at 10:00 will be served by Commissioner Nicholas and Diedrich.
3. Commissioner Nicholas had nothing to bring forth.
4. Commissioner Bunes brought forth that he attended the AMC District meeting in Newfolden. He also attended the Township Officer's Meeting. He also attended a regional leadership group meeting for the Radio Board in St. Cloud.
5. Commissioner Strandell brought forth that he had attended a Northwest Regional Development Commission meeting where salaries were the focus.
6. Commissioner Diedrich brought forth that he attended the AMC District meeting in Newfolden. He also attended the Township Officer's Meeting. Discussion was brought forth about drain tile and if there is any interest of the board to have an informational presentation.
7. Commissioner Affeldt brought forth that he had the opportunity to visit the Veterans medical facility in Fargo, ND. He also attended the AMC District Meeting in Newfolden in addition to the Township Officer's Meeting.

HIGHWAY DEPARTMENT

1. **Snow Removal Human Service Center Building Parking Lot East Grand Forks**

Two quotes were received for snow removal at the Human Service Center Building, East Grand Forks, MN. It is the recommendation of the Highway Department to accept the Zavoral quote. A motion was made by Commissioner Strandell. to accept the snow removal quote from RJ Zavoral & Sons, Inc., for the following hourly rates: Blade - \$100, Loader - \$100, Quad/Quint Dump Truck - \$105, Pick-up w/plow - \$85 and Skid Steer/Sidewalk Removal - \$95; to be billed monthly for services rendered. Motion died for a lack of a second. A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the quote from Chad Gibbs Snow for the following hourly rates: Truck w/plow - \$65.00, Loader Tractor -\$85.00, Skidsteer - \$85.00, Wheel Loaders - \$115.00, Hauling - \$70.00, Sanding (80:20 sand/salt) - .15 per pound, and Salting (granular or liquid) - .30 per pound.

2. Snow Removal Sidewalks for County Facilities Crookston

Two quotes were received for sidewalk snow removal for county facilities in Crookston, MN. It is the recommendation of the Highway Department to accept the Lawn Craftsman quote. A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the quote from Lawn Craftsman in the amount of an estimated amount of \$420.00 this amount is subject to change depending on snow accumulations.

3. County Ditch No. 72 Maintenance Request

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Ditch Inspector to contract for tree and brush removal on the south side of County Ditch No. 72 for approximately 300 yards and dozing into a pile and burying on site.

4. Fertile Salt Shed

Two quotes were received for materials and labor to construct a 2- Bay Salt Shed in Fertile, MN. A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to accept the quote from Christiansen Construction Inc., Bemidji, MN in the amount of \$88,550.00.

5. SP-60-070-004

Century Fence Company, Forest Lake, MN was awarded and constructed the centerline and edge line rumble along with grooved in paint stripes on CSAH 11 from TH 2 to Red Lake County line. A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performance allowing the Polk County Engineer to sign said Certificate and allowing the Polk County Administrator and the Polk County Engineer to sign the final voucher in the amount of \$143,342.00.

PLANNING AND ZONING

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

1. Final Plat – Hideaway Cove

A motion was made by Commissioner Bunes seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Hideaway Cove First Additional Final Plat as presented to the Board.

2. Resolution (2014-058) Conditional Use Permit - “Premier Signs, LLP – Digital Billboard”

Resolution (2014-058) was offered by Commissioner Strandell seconded by Commissioner Bunes and adopted upon the following vote: YEAS: Strandell, Affeldt, Diedrich, Bunes, and Nicholas. NAYS: None. See Resolution (2014-058) on file in the office of the Polk County Administrator.

PUBLIC HEALTH

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

1. Approval to Advertise and Rehire a Public Health Nurse/RN II Position

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize advertising and rehiring a Public Health Nurse with the flexibility of 1 FTE or 2 positions with 19 hours each.

FACILITIES MANAGEMENT

1. Removal & Disposition of Old Water Chiller Unit

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept the disposition of the old water chiller unit, Serial #VT100 CL 678 that is located on the roof of the Polk County Government Center, to be sold to the scrap facility.

ADMINISTRATION

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

1. One Watershed One Plan Commissioner Appointee

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to appoint Commissioner Diedrich as the Board’s representative to the One Watershed One Plan workgroup.

2. Request To Advertise and Fill Vacancy – Dispatcher Position

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the advertising and filling of a full-time Dispatcher vacancy due to a resignation. Prior approval was given by the Polk County Administrator to begin the process prior to the Board meeting.

3. 2015 Budget Issues

Discussion was held regarding the 2015 Budget focusing on Commissioner Healthcare Benefits as elected officials. A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by following vote YEAS: Strandell, Affeldt, Diedrich, and Nicholas. NAYS: Bunes of the Board to consider a Polk County Commissioner a full time employee for the purpose of the Cafeteria Plan benefits.

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by and adopted by unanimous vote of the Board to allow a Polk County Commissioner the option to waive the cafeteria plan benefit but are not entitled to cash in lieu payments.

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to allow a Polk County Commissioner who is eligible for a Medicare supplement may submit for reimbursement of the Medicare supplement not to exceed the amount of County Cafeteria Plan benefit.

REVISED AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Revised November 4, 2014 agenda, adding No. 4 under Administration

4. Satisfaction of Mortgage

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to authorizing the Chairman of the Board to sign a Satisfaction of Mortgage for John R. and Debra A. Gerszewski.

AUDITOR WARRANTS

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board that the following October Auditor Warrants were approved for payment:

AUDITOR WARRANTS 10/01/2014

<u>Vendor Name</u>	<u>Amount</u>
Allan Company	327,500.00
Final Total:	327,500.00

AUDITOR WARRANTS 10/07/2014

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	3,991.77
Cole Papers Inc	3,411.28
Crookston City	3,000.00
Halstad Telephone Co	18,725.40
Knife River Materials	367,792.50
Norman Mahnomen Public Health	11,564.00
Polk County Public Health	11,776.00
ReitRock Paving LLC	7,667.28
Survey Systems	3,750.00
TAC 10 Inc	3,822.00
Thomson Reuters - West	2,531.34
Titan Machinery	160,488.75
University Of North Dakota	5,242.67
34 Payments 2000 less than	18,649.50
Final Total:	622,412.49

AUDITOR WARRANTS 10/14/2014

<u>Vendor Name</u>	<u>Amount</u>
Fosston Dac	2,530.50
Hagen Construction	42,123.83
Lenes Sand & Gravel Inc	22,750.00
Mn Counties Information Sys	3,427.00

Mn State Treasury			8,191.50
Schmitz Builders Inc			39,826.80
26	Payments	2000	10,791.36
	less than		
	Final Total:		129,640.99

AUDITOR WARRANTS 10/17/2014

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield Of Mn	122,255.00
Final Total:	122,255.00

AUDITOR WARRANTS 10/21/2014

<u>Vendor Name</u>	<u>Amount</u>		
Altru Health System	2,653.00		
Dvergsten/Ron	4,000.00		
East Pc Soil & Water	20,580.00		
Fosston Municipal Utilities	45,899.49		
Garden Valley Telephone Co	4,910.82		
Gordon Construction of Mahnomen Inc	357,330.67		
Great Plains Natural Gas	6,999.16		
GreatAmerica Financial Services	8,713.16		
Marshall County Coop	6,080.00		
North Country Security Inc	9,623.19		
Ottertail Power Co	9,295.07		
Polk Co Historical Society	7,500.00		
Polk County Environmental Services	2,575.30		
Tri County Community Corr	1,143,251.25		
University Of North Dakota	5,242.67		
US Postal Service (CMRS FP)	5,000.00		
West Polk Soil & Water	19,600.00		
Wilkens Inc/Lyle	11,988.00		
29	Payments	2000	15,205.55
	less than		
	Final Total:		1,686,447.33

AUDITOR WARRANTS 10/24/2014

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	604,849.20
School District 2176 Treas	41,664.85
School District 2311 Treas	6,856.72
School District 2609 Treas	392,593.86
School District 2906 Treas	6,909.21
School District 592 Treas	43,233.18
School District 593 Treas	981,491.16
School District 599 Treas	212,216.94
School District 600 Treas	91,264.54
School District 601 Treas	253,628.92
School District 630 Treas	6,010.62
Final Total:	2,640,719.20

AUDITOR WARRANTS 10/28/2014

<u>Vendor Name</u>	<u>Amount</u>
Granite City Roofing Inc	130,772.00

	Hagen Construction		6,257.89
	Lenes Sand & Gravel Inc		16,100.94
	Mcglynn Fence		6,977.00
	Norman Mahnomen Public Health		10,589.81
	Polk County		87,642.03
	Polk County Public Health		33,406.99
	Thomson Reuters - West		2,531.34
22	Payments less than	2000	8,552.66
	Final Total:		302,830.66

MANUAL WARRANTS 10/03/2014

VENDOR NAME	AMOUNT
Internal Revenue Service	11.70
FINAL TOTAL	\$11.70

MANUAL WARRANTS 10/07/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	6,275.28
FINAL TOTAL	\$6,275.28

MANUAL WARRANTS 10/14/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	1,755.63
FINAL TOTAL	\$1,755.63

MANUAL WARRANTS 10/17/2014

VENDOR NAME	AMOUNT
Mn Dept Of Revenue	95,387.09
Mn Revenue	7,470.22
FINAL TOTAL	\$102,857.31

MANUAL WARRANTS 10/20/2014

Mn Revenue	25.00
FINAL TOTAL	\$25.00

MANUAL WARRANTS 10/20/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	100.74
FINAL TOTAL	\$100.7

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MANUAL WARRANTS 10/24/2014

Mn Dept of Rev Tax Division	1,143,130.16
FINAL TOTAL	\$1,143,130.16

MANUAL WARRANTS 10/27/2014

VENDOR NAME	AMOUNT
Bremer Bank NA	1,823.16
FINAL TOTAL	\$1,823.16

MANUAL WARRANTS 10/31/2014

VENDOR NAME	AMOUNT
Internal Revenue Service	282,672.26
MN Revenue	48,998.45
FINAL TOTAL	\$331,670.71

With no further business the Board adjourned to reconvene at 10:00 o'clock a.m.,
November 18, 2014.

Don Diedrich, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board