

**JANUARY 21, 2014**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 10:00 o'clock a.m., January 21, 2014 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 Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Revised Agenda for January 21, 2014 which adds an Agreement between the State of Minnesota, Department of Human Services and Polk County Social Services regarding fraud investigation services by the Polk County Attorney's Office.

**CONSENT AGENDA**

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Consent Agenda for January 21, 2014:

1. Approve Commissioner Warrants: General Revenue, \$126,219.86; Public Works Fund, \$73,195.99; Public Safety Fund, \$87,206.99; Public Health Fund, \$20,130.52; Forfeited Tax Sale Fund, \$125.00, Special Assessments (Ditch) Fund, \$930.81; Environmental Services Fund, \$27,490.10; Resource Recovery Fund, \$118,292.53; Landfill Fund, \$37,854.59; Agency Fund, \$14,062.00; Per Diems, \$1,725.00; Meal Reimbursements (w/o overnight lodging), \$73.49 and Sign Audit List.
2. Approve payment to DVS Renewal, St. Paul, MN in the amount of \$16.00 for License Tabs for a 1999 Ford at the Fosston Incinerator.
3. Memorandum of Understanding with Teamsters Law Enforcement Union

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Bunes reported that he had several meetings that were cancelled last week.
2. Commissioner Nicholas reported that he had attended the Tri-Valley meeting and that Jason Carlson will taking over as CEO on February 1, 2014.
3. Commissioner Strandell reported Carol Svendsen his district representative on the Extension Committee will be resigning due to time conflicts. He will be looking for a replacement,
4. Commissioner Affeldt reported that he will be attending a Solid Waste meeting on January 22, 2014. He brought forth discussion regarding the Enbridge pipeline project and easements in his district.
5. Commissioner Diedrich reported that he will be attending a Law Library and Planning and Zoning meeting next week. He reported that he had attended a Mental Health Collaborative Meeting in which an evaluation was done of the executive director.

6. General discussion took place regarding a potential Solid Waste Agreement with Hubbard County. Jon Steiner will be appearing before the Hubbard County Board on January 28, 2014. He will be accompanied by the Commissioner Affeldt.

### **MIDDLE-SNAKE-TAMARAC WATERSHED**

The Board discussed the Middle-Snake-Tamarac Watershed Manager's Redistribution. The redistribution of Managers can only occur once every 10 years. Commissioner Bunes would like it removed from the Board of Water and Soil Resources January 22, 2014 agenda to be added to the March 2014 agenda.

## RESOLUTION OF THE POLK COUNTY BOARD OF COMMISSIONERS

### **Requesting the Board of Water and Soil Resources Remove Consider Polk County's Request to Redistribute Managers for the Middle-Snake-Tamarac Rivers Watershed District from Its January 22, 2014 Meeting Agenda and Place on Its March, 2014 Meeting Agenda**

#### **RESOLUTION (2014-006)**

The following resolution (2014-006) was offered by Commissioner Affeldt:

WHEREAS, at its regular Board meeting of January 21, 2014, the Polk County Board of Commissioners reviewed the Order of Redistribution of Manager Positions for the Middle-Snake-Tamarac Watershed District; and

WHEREAS, concerns may exist in regards to the process and Order to be considered by the Board of Water and Soil Resources for this redistribution of watershed managers; and

WHEREAS, additional time is needed to fully explore all suitable options to resolve Watershed and county representation issues.

BE IT RESOLVED, that the Polk County Board of Commissioners ask that the Board of Water and Soil Resources remove Polk County's request to redistribute managers for the Middle-Snake-Tamarac Rivers Watershed District from its January 22, 2014 meeting agenda and place on its regular March, 2014 meeting agenda.

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

### **SHERIFF**

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

#### **1. Approval to Hire a Temporary Clerical Position**

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve hiring a temporary clerical position to fill for a requested leave of absence in the Sheriff's Office.

**2. Update on Final Leg of 800 Radio Project**

An update was given to the Board regarding the 800 Radio Project.

**3. Update on Hazard Mitigation Project**

An update was given to the Board regarding the Hazard Mitigation Project. Next meeting is set for January 29, 2014.

**DIRECTOR OF PROPERTY RECORDS**

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

**1. Extension Committee Appointments**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to reappoint Kaydi Grunhovd to a second three year appointment representing District V and appointing Amy Theis to a three year term representing District III.

**2. Annual Polk County Extension Lease for Office Space Between Polk County and the City of McIntosh**

A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to authorize the County Administrator and the Chairman of the Board to sign the annual lease for the Extension Office space between Polk County and the City of McIntosh in the amount of \$1,741.50 per quarter.

**ADMINISTRATION**

Sebastian Sullivan, MIS Director came before the Board with matters pertaining to the IS Department:

**1. Approve 2014 Network Support Contract for American Communications Inc., (ACI) Morris, MN**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the 2014 Network Support Contract for American Communications, Inc., (ACI) Morris, MN in the amount of \$59,150.00 for IS services.

Mark Dietz, Building and Grounds Director came before the Board with matters pertaining to Building and Grounds:

**1. Government Center Fuel Tank Update**

An update was given to the Board regarding the fuel tank located at the Polk County Government Center. The fuel is to be removed from the tank and utilized at the Highway Department.

Charles Whiting, Administrator came before the Board with matters pertaining to his department:

**1. Code of Ethics Policy Revision**

A revised Code of Ethics Policy was presented to the Board. A motion was made by Commissioner Affeldt seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the revised Ethics Policy showing the following:

- a. Language changes remove the documentation requirements other than required the County Administrator to record potential conflicts of interest brought to his/her office or to that of a board or committee chair.
- b. Each public official as identified in the policy is responsible for disclosing their conflicts of interest with county business.

**2. County Attorney Contingency Fund for 2014**

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the County Attorney Contingency Fund in the amount of \$7,500.00 for 2014.

**3. Fraud Investigation Agreement**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Agreement between the State of Minnesota, Department of Human Services and Polk County Social Services regarding fraud investigation services by the Polk County Attorney's Office.

**COMMISSIONER WARRANTS**

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

**COMMISSIONER WARRANTS**

DATED 1/24/2014

APPROVED 1/21/2014

<u>Vendor Name</u>	<u>Amount</u>
ACS	5,358.55
Al's Electric Inc	3,348.92
American Solutions For Business	5,531.86
Beltrami Industrial Services	17,534.99
Bert's Truck Equip Of Moorhead	4,742.53
Cardinal Health	3,208.04
Chiller Systems Inc	2,000.00
Code 4 Services LLC	19,904.08
Crookston Fuel Company	3,542.85
Crookston Fuel Company	2,253.80
Eastside Travel Plaza	5,015.33
Emergency Communications	18,113.00
Ferguson Enterprise Inc 3093	5,448.75
GeoComm Inc	18,300.00
Hometown Management Inc	3,991.52
Jsb Engineered Solutions	13,552.14
JT's Station	3,017.59
Lepier Oil Company Inc	2,925.44
Lepier Oil Company Inc	10,058.47
M&I Lockbox Mccc	8,250.00
MCCC MI 33	33,651.93
Minnesota Sheriffs' Association	5,994.76
Mn Counties Information Sys	17,489.00

Mn Resource Recovery Assoc		4,200.00
MN Transportation Alliance		3,265.00
Morris Electronics Inc		19,547.29
Natronx Technologies Llc		8,246.89
North American Salt Co		5,034.96
North Country Business Prod		3,030.48
Northside Express		6,209.69
Nw Mn Household Hazardous		12,567.69
Office of MN.IT Services		2,356.00
Polk County Environmental Services		55,536.74
Polk County Highway Department		10,035.90
Sampletech		9,050.00
Todd's Tire Service Inc		5,071.65
U S Water Services		3,125.48
US Bank Voyager Fleet Sys		4,537.62
Wenck Associates Inc		6,557.60
Wenck Associates Inc		2,464.30
Widseth Smith Nolting & Assoc		21,583.15
Ziegler Inc		2,413.75
273	Payments	2000
	less than	
	<b>Final Total:</b>	<b>505,508.39</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., January 28, 2014.

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Don Diedrich, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board