

FEBRUARY 18, 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., February 18, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: 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. Members absent: Commissioner Bunes.

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 February 18, 2014 agenda adding number 6 & 7 under the consent agenda.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Consent Agenda for February 18, 2014:

1. Approve Commissioner Warrants: General Revenue Fund, \$150,021.28; Public Works Fund, \$185,335.08; Public Safety Fund, \$77,032.23; Public Health Fund, \$25,047.19; Special Assessments (Ditch) Fund, \$7,954.49; Environmental Services Fund, \$38,269.63; Resource Recovery Fund, \$74,009.82; Landfill Fund, \$24,521.07; Agency Fund, \$9,057.94; Per Diems, \$1,275.00 and Meal Reimbursements (w/o overnight lodging), \$41.99 and Sign Audit List.
2. Approve Satisfaction of Mortgage between Richard A. Lee and Nancy Lee a married couple and Polk County.
3. Approve payment to Integrated Solutions Consulting, Prospect Heights, IL, in the amount of \$10,992.74 for hazard mitigation planning duties for the Sheriff's Office.
4. Approve payment to Beta Analytic Inc., Miami, FL in the amount of \$390.00 for CO2 Content Analysis for the Fosston Incinerator.
5. Approve payment to Morris Electronics, Morris, MN in the amount of \$9,641.71 for 3 Panasonic Toughbooks for the Highway Department.
6. *Approve payment to Crookston Collision Center in the amount of \$2,053.90 for damage to a 2009 Ford Explorer at the Sheriff's Office.
7. *Approve payment to Info Tech Research Group, London, ON in the amount of \$2,400 for annual fees for Information Technology Research Advisory Group Professional Services for the IS Department.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Nicholas brought forth that he had attended the NW Mental Health meeting. He indicated that NW Mental Health is seeking certification. He also attended the Tri-Valley Opportunity Council Meeting.
2. Commissioner Strandell brought forth discussion regarding the status of the Professional Building site. In addition he brought forth discussion regarding Hubbard County and renting out beds in their jail facility. The Tri-County Corrections facility

- is nearing capacity. The Tri-County fund balance at the end of the year was \$424,000.00. Commissioner Strandell also attended a NW Regional Radio Board meeting. Discussion was also brought forth regarding the prospective pipeline, easements and the Public Utilities Commission. He also brought forth he is still seeking a replacement for Carol Svendson on the Extension Committee.
3. Commissioner Bunes was absent.
 4. Commissioner Diedrich also brought forth discussion regarding the Enbridge Pipeline project. In addition he brought forth discussion about the County Ditch 2 and County Ditch No. 66 informational meeting regarding a redetermination.
 5. Commissioner Affeldt brought forth that he had attended an Agricultural Forum in Fosston.

MIDDLE-SNAKE-TAMARAC WATERSHED

1. Review of Middle-Snake-Tamarac Watershed District Managers Redistribution Process

The Board discussed the Middle-Snake-Tamarac Watershed District Managers Redistribution Process.

PUBLIC HEALTH

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

1. RN II Advertisement & Replacement

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve advertising and replacing an RN II position.

2. Disease Prevention & Control Framework

Information was presented to the Board by Sarah Reese, Public Health Director and Amanda Hennen, Licensed School Nurse regarding the Disease Prevention & Control Framework which is a foundation for local public health providing disease surveillance, prevention and control resources and services as mandated by MN Statute 145A, the Local Public Health Act.

3. Accept Medica Foundation Grant

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the \$5,000.00 Medica Foundation Organizational Core Mission Support Grant.

SHERIFF

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

1. Prisoner Transport Plan and Position Update

An update was given to the Board regarding the prisoner transport plan. An update was also given to the Board regarding positions at the Sheriff's Office.

HIGHWAY DEPARTMENT

Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to his department:

1. Motor Grader Purchase

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve purchasing a motor grader from RDO in the amount of \$163,305.84 for the Highway Department.

2. Tilberg Park/Cross Lake Bathhouse Bid

Mr. Sanders brought forth information about the bid letting regarding Tilberg Park/Cross Lake bath house. He indicated he thought they were high and he would be bringing additional information to the board at a later meeting.

DIRECTOR OF PROPERTY RECORDS

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

1. Resolution (2014-011) Second Publication of the Financial Statement Quote

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

Second Publication of the 2013 Financial Statement
RESOLUTION (2014-011)

The following resolution (2014-011) was offered by Commissioner Strandell:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the quote of the McIntosh Times for \$2.99 per column inch be and the same is hereby accepted for the second publication of the 2013 Financial Statement of Polk County to be published in 2014.

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

2. PILT Payments

Information was presented to the Board regarding 2 PILT payments that were received from the Crookston Housing Authority and MnDOT (Vesledahl).

3. Enhanced Driver’s License/Identification Card Information

Information was presented to the Board regarding the new Enhanced Driver’s License and Identification Cards being issued by Driver and Vehicle Services.

4. Approval to Purchase X2 File Cabinets

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the purchase of an X2 Rotary base and 3 add on units in the amount of \$8,764.12 for the Tax Payer Service Center.

ADMINISTRATION

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

1. Approval of Position Description and Hiring Authorization

No action taken.

2. Staffing Strategy

A staffing strategy of the IS Department was provided.

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS DATED 2/21/2014 APPROVED 2/18/2014

<u>Vendor Name</u>	<u>Amount</u>
Applied Concepts Inc	4,935.00
Assoc Of Mn Counties	13,892.00
Christian Brothers Ford Inc	5,274.27
Code 4 Services LLC	6,813.32
Cra Payment Center	5,941.97
CROOKSTON CITY	9,041.51
Crookston Fuel Company	3,393.73
East Grand Forks City	15,000.00
East Grand Forks City	26,391.66
Eastside Travel Plaza	5,250.52
ESRI	10,228.00
Evaluation Group Llc	8,854.00
Fertile Oil Company	2,159.33
Gaffaney's	13,998.76
H & L Mesabi Inc	6,746.18
Hanson Construction	6,182.00
Hewlett Packard Company	2,045.55
Hometown Management Inc	3,991.52
Jsb Engineered Solutions	18,917.12
JT's Station	2,809.29
Kris Engineering	4,468.28
L&V Hoefer Family Limited Partnership	39,676.20
Lepier Oil Company Inc	5,225.58
Lepier Oil Company Inc	10,361.22
Mac Auto Body	2,149.00
Mn Valley Testing Labs	4,299.00
Morris Electronics Inc	3,895.83
Natronx Technologies Llc	16,493.78
Northern Overhead Door Co	3,575.00
Northside Express	6,269.79
On Target Training & Consulting LLC	4,876.00
Pemberton Sorlie Rufer & Kershner	2,487.60
Polk County Highway Department	17,922.24
Red Lake County Treasurer	7,634.49
Stone's Mobile Radio Inc	11,315.81
Team Laboratory Chemical Corp	59,437.50

	The Door Guy		7,007.21
	Titan Machinery		9,300.00
	Tri County Community Corr		4,835.71
	Trudeau/Ronald		12,653.00
	Tyler Technologies Inc		9,057.94
	U S Water Services		7,504.34
	US Bank Voyager Fleet Sys		4,682.23
	Valley Electric Of Crookston LLC		2,679.11
	Wangen/Bruce & Peggy		5,000.00
	Watch Guard Video		15,745.00
	Wenck Associates Inc		10,192.10
	Widseth Smith Nolting & Assoc		16,507.73
	Ye Ole Print Shoppe		4,935.35
288	Payments	2000	109,195.96
	less than		
	Final Total:		591,248.73

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., February 25, 2014.

Don Diedrich, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board