

FEBRUARY 25, 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., February 25, 2014 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, and Commissioner Don Diedrich, and Charles Whiting, Polk County Administrator, Clerk of the Board. Others present: Michelle Cote, Deputy Clerk of the Board. Commissioner Warren Affeldt was absent.

REVISED AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the February 25, 2014 revised agenda adding No. 2 under Highway Department and adding Sebastian Sullivan under Administration.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Consent Agenda:

1. Approve payment to Card Member Services, St. Louis, MO in the amount of \$6,823.13 for credit card purchases.
2. Approve payment to VeriPic, Santa Clara, CA in the amount of \$6,718.63 for a one year renewal maintenance agreement for the Sheriff's Office.
3. Approve payment to the MN Dept. of Transportation in the amount of \$55.00 for Manuals for Uniform Traffic Control Devices for the Highway Department.
4. Approve payment to the Minnesota Pollution Control Agency, St. Paul, MN in the amount of \$400.00 for the Annual Industrial Storm Water Permit Fee for the Fosston Incinerator.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Nicholas brought forth that he attended the Polk-Norman-Mahnomen Community Health Board. Commissioner Bunes was re-elected Vice Chairperson of the Community Health Board. He also attended the Extension Committee meeting.
2. Commissioner Diedrich brought forth that he attended the Extension Committee meeting held at Valley Technological Park. Kaydi Grunhovd was elected Chairperson of the Extension Committee.
3. Commissioner Strandell brought forth discussion regarding the 2nd Vice President nominees for AMC. He also brought forth information regarding the public information meetings for the pipelines. In addition discussion was brought forth discussion regarding the IS position request for clarification.
4. Commissioner Bunes brought forth that the scheduled LARL Board meeting was canceled. Upcoming he has the an ART Trail meeting this week in addition to a meeting regarding the Middle Snake Tamarac River Watershed.

SHERIFF'S DEPARTMENT

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

1. Sheriff Reports

The January Sheriff Report were presented and discussed with the Board.

2. Year End Civil and Overtime Report

A Document Service Statistics Report showing year end civil and overtime was presented to the Board.

3. Transport Court Security Bailiff Unit Discussion

The Transport Court Security Bailiff Unit discussion was tabled until a later meeting.

4. Purchase of 800 Radios for Public Safety Agencies Discussion

Discussion was held with Board regarding purchasing 800 radios for Public Safety agencies in Polk County. The Polk County Sheriff's Office is in the process of collecting information from Fire and Ambulance agencies in Polk County.

5. Software Module Purchase

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve purchasing software module on Polk County Sheriff's Office Records Management Software in the amount of \$7,645.00; adding an evidence module to the current system.

HIGHWAY DEPARTMENT

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

1. Tilberg Park Upgrades

Discussion was held regarding Tilberg Park. The park currently holds 30 sites. The improvements will bring 5 new sites. The park will then contain 15 sites with full amenities which include electric, water and sewer; 10 sites with limited amenities which include electric and water and 10 primitive sites with no amenities. A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the bid from Schmitz Builders, Red Lake Falls, MN in the amount of \$445,000 to make upgrades to Cross Lake Tilberg Park.

2. Roller Packers

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve purchasing two roller packers for mounting to the rear of the motor graders from RDO Equipment in the amount of \$55,330.00.

PROPERTY RECORDS

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

1. Extension Committee Appointment

A motion was made by Commissioner Strandell seconded by Commissioner Bunes and adopted by unanimous vote of the Board to appoint Dustin McDonald, Fisher, MN to the Extension Committee representing District II with a term to expire December 31, 2014.

ADMINISTRATION

Ron Denison, Finance Director and Michelle Snyder, Taxpayer Service Center Supervisor-Tax Administrator came before the Board with matters pertaining to Finance and Ditch Administration:

1. Ditch Levy Assessments Payable 2014

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Ditch Levy Assessments Payable 2014 totaling \$186,500.00 as presented to the Board.

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

1. Replacement Coil Bundle at the Justice Center Building

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to purchase the replacement coil bundles from Lattner Manufacturing Company, Inc., Cedar Rapids, IA in the amount of \$12,229.64.

2. Wiring at the Law Enforcement Center

A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote from Valley Electric of Crookston, LLC in the amount of \$11,950.46 for the completion of electrical work for the Information Systems (IS) wing at the Law Enforcement Center building.

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

1. Approval of Position Description and Hiring Authorization

Discussion was held regarding the staffing levels and organizational structure of the IS Department for the years of 2013, 2014 and 2015. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Systems Analyst II position description and authorize advertising and filling this position.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., March 4, 2014.

Don Diedrich, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board