

**DECEMBER 15, 2015**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 10:00 o'clock a.m., December 15, 2015 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Joan Lee, 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 Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the revised December 15, 2015 agenda: changing the dollar amount on No. 6 on the consent agenda; adding No. 10 & 11 on the consent agenda; adding No. 5 & 6 under James Tadman – Chief Deputy Sheriff and adding Sebastian Sullivan – IS Department and No. 4 under Kent Johnson

**REVISED CONSENT AGENDA**

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the revised December 15, 2015 consent agenda changing the dollar amount on No. 6 and adding No. 10 & 11:

1. Approve Commissioner Warrants: General Revenue Fund, \$114,514.16; Public Works Fund, \$130,985.76; Public Safety Fund, \$25,791.69; Public Health Fund, \$34,748.14; Forfeited Tax Sale Fund, \$1,271.46; Special Assessments (Ditch) Fund, \$3,895.00; Environmental Services Fund, \$21,855.88; Resource Recovery Fund, \$52,493.63; and the Landfill Fund, \$33,871.91. Per Diems, \$2,025.00; Meal Reimbursements (without overnight lodging), \$22.12 and Sign Audit List.
2. Approve/Signature on the 2016-2017 MPCA County Feedlot Program Delegation Agreement Work Plan.
3. Approve payment to the University of ND in the amount of \$175.00 for Jake Snyder, Environment Services to attend training to renew his Asbestos Inspector's License.
4. Approve payment to Rowekamp Associates, Bloomington, MN in the amount of \$400.00 for Maintenance & Support for SimpleSigns & RoweMap Software for the Highway Department.
5. Approve payment to Minnesota Supreme Court, St. Paul, MN in the amount of \$258.00 for Attorney Registration Fees for Charles Curtis, Polk County Attorney's Office.
6. \*Approve payment to Greg Widseth, Attorney's Office in the amount of \$82.90 for meal expenses for the MN County Attorney's Association Annual Meeting held December 2-4, 2015.
7. Approve payment to Scott Buhler, Attorney's Office in the amount of \$423.31 for meal and mileage expenses for the MN County Attorney's Association Annual Meeting held December 2-4, 2015.
8. Approve payment to Charles Curtis, Attorney's Office in the amount of \$393.50 for meal and mileage expenses for the MN County Attorney's Association Annual Meeting held December 2-4, 2015.

9. Approve payment to Hans Larson, Attorney's Office in the amount of \$455.87 for meal and mileage expenses for the MN County Attorney's Association Annual Meeting held December 2-4, 2015.
10. \*\* Approve payment to North Country Business Products, Bemidji, MN in the amount of \$274.12 & \$528.88 for Shop Accessories and a File Cabinet for the IS Department.
11. \*\*\*Approve payment to Insight Technologies, Grand Forks, ND in the amount of \$264.00 for Technical Supplies for the IT Department.

### **COUNTY BOARD MEMBER ISSUE FORUM**

1. Traill County Resolution – The Commitment to Seek Improvements to Bridge 412 (Neilsville/Cummings Bridge, AKA the Neilsville Bridge Resolution from the Traill County Board was presented and discussed with the Board.
2. Sandhill River Watershed Appointment Interest – A letter of interest for Stuart Christian to be re-appointed to the Sand Hill River Watershed Board was presented to the Board. A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to reappoint Stuart Christian, Erskine, MN to the Sandhill River Watershed Board of Managers for a three year term to expire January 1, 2019.
3. Commissioner Nicholas brought forth that he attended the 2015 AMC Conference. Also brought forth was that he attended the RSVP meeting. He also attended Tri Valley Meeting where the Head Start audit was discussed. Also attended was Tri County Corrections where per diems were discussed. He also participated in Polk County Negotiations.
4. Commissioner Lee brought forth that she attended the 2015 AMC Conference. Also attended was the Solid Waste meeting where budgets were the focus. The Aquatic Species meeting was cancelled. She also brought forth that she received road condition phone calls.
5. Commissioner Bunes brought forth that he attended the 2015 AMC Conference. Also attended was the Solid Waste Meeting. He also participated in Polk County Negotiations. Also brought forth was that he has received emails from Bruce Newhouse regarding agriculture trends. Copies of the emails are available in the board packet.
6. Commissioner Strandell brought forth that he attended the Tri County Corrections meeting where the food vendor and per diems were the focus.
7. Commissioner Diedrich brought forth that he attended the 2015 AMC Conference. Also attended was the Northwest Mental Health Board Meeting where a 3% salary increase was approved for the Executive Director. Discussion was brought forth regarding the Oslo Area Comprehensive Transportation Solutions.

### **RED LAKE WATERSHED APPOINTMENT**

Terrance Sorenson, Mentor, MN came before the Board stating his interest in serving on the Red Lake Watershed Board of Managers. A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to appoint Terrance Sorenson, Mentor, MN to the Red Lake Watershed Board of Managers for a three year term to expire January 10, 2019.

## **HIGHWAY DEPARTMENT**

Darin Carlstrom, Polk County Highway Department came before the Board with matters pertaining to the Highway Department:

### **1. Resolution (2015-69) MN DOT Agreement 1001974**

#### **MN DOT Agreement 1001974** **RESOLUTION (2015-69)**

The following resolution (2015-69) was offered by Commissioner Diedrich:

BE IT RESOLVED, That Polk County enter into MN DOT Agreement No. 1001974 with the State of Minnesota, Department of Transportation for the following purposes:

To provide payment by the state to the County for the use of County State Aid Highway's 19, 20 and 21 as a detour route during the contact construction to be performed upon, along and adjacent to Trunk Highway No. 75 from 350 feet South of County State Aid Highway No. 19 in Euclid, MN to 0.2 miles South of Trunk Highway No. 1 in Warren, MN Under State Project No. 6011-24 (T.H. 75=006).

BE IT FURTHER RESOLVED, That Charles S. Whiting, Polk County Administrator and Warren Strandell, Polk County Board Chairman are authorized to execute the Agreement and any amendments to the Agreement.

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

### **2. Approve Certificate of Performance and Certificate of Final Acceptance on SAP's/CSAH's/Knife River Materials**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Certificate of Performance and Certificate of Final Acceptance for SAP 060-617-021 – CSAH 17 Overlay; SAP 060-613-006 – CSAH 13 Overlay; SAP 060-655-003 – CSAH 55 Overlay; SAP 060-658-014 – CSAH 58 Overlay; and SAP 060-659-003 – CSAH 59 Overlay and have the County Engineer sign the Certificate of Performance and the County Engineer and the County Administrator sign the Certificate of Performance and Final Voucher.

### **3. Safety Compliance Services Agreement**

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the 2016 Professional Service Agreement between Safety Compliance Services and the Polk County Highway Department in the amount of \$12,900.00. (Agreement on file in the Administrator's Office).

## **PLANNING AND ZONING**

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

**1. Tax Forfeit Demolition Quotes**

Demolition quotes were received for the 2015 Tax Forfeited Demolition Project No. 2 for Parcel No. 82.00463.00 and Parcel No. 82.00464.00 on North Front Street, Crookston, MN. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to award the Demolition Project No. 2 quote to Lyle Wilkens, Inc., Crookston, MN in the amount of \$9,448.00.

**2. Resolution (2015-70) Conditional Use Permit – Jon and Junelle Hjelmstad To Connect a New Septic System To A New Accessory Structure**

Resolution (2015-70) was offered by Commissioner Diedrich seconded by Commissioner Bunes and adopted upon the following vote: YEAS Lee, Diedrich, Strandell, Bunes and Nicholas. NAYS: None. See Resolution (2015-70) on file in the office of the Polk County Administrator.

**3. Resolution (2015-71) Conditional Use Permit – Ben & Carly Lester – Stable Days Youth Ranch Operation of a Horse Boarding, Training & Recreational Property/Facility**

Resolution (2015-71) was offered by Commissioner Bunes seconded by Commissioner Diedrich and adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Bunes and Nicholas. NAYS: None. See Resolution (2015-71) on file in the office of the Polk County Administrator.

**FINANCE**

Ron Denison, Finance Director came before the Board with matters pertaining to his department:

**1. Petty Cash Polk County Attorney**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the increase in the County Attorney’s Petty Cash Fund to \$500.00 from the current \$200.00.

**2. Procurement Policy Motion**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board declaring Polk County’s intention regarding the 2 year extension for updating the Procurement Policy to meet the latest Federal requirements. The county will address the new Procurement requirements under the Uniform Administrative Requirements prior to the end of the extension period.

**PEMBERTON LAW OFFICE – LABOR ATTORNEY**

Mike Rengel, Labor Attorney, Pemberton Law Office came before the Board with matters pertaining to elected department head wages:

Final Consideration of Information Regarding Polk County’s Elected Officials (County Attorney and County Sheriff) and Determination of 2016 Salaries After Consideration of Information:

**a. Resolution (2015-73) Establishing The 2016 Salary of the Polk County Attorney  
Establishing The 2016 Salary Of The Polk County Attorney**

**RESOLUTION (2015-73)**

The following resolution (2015-73) was offered by Commissioner Diedrich:

WHEREAS, Polk County engaged in a comprehensive process to set the 2016 salary for the Polk County Attorney pursuant to Minnesota Statutes §388.18.

WHEREAS, with respects to the Polk County Attorney, the Board first determined the comparative groups to be analyzed would be: (1) counties of similar size as measured by population, including the eight counties closest to Polk County with greater population and the eight counties closest to Polk County with a smaller population (hereinafter “Population Comparative Group”); and (2) counties geographically located near Polk County located in the Ninth Judicial District (hereinafter “Ninth District Comparative Group”).

WHEREAS, after determining the comparative groups, the Board gathered information on each county with respects to their population, whether the county attorney was full or part time, years as an attorney, years as county attorney, 2015 salary, number of assistant county attorneys, number of felonies sentenced from 2010-2013, number of felonies filed in 2012-2013, and general information regarding responsibilities and duties, experience, qualifications, and performance while carrying out the duties of a county attorney.

WHEREAS, the Board also analyzed relevant salary information from an internal comparative basis, i.e. the salary of the Polk County Attorney if it was being determined solely by the Polk County Wage Grid process.

WHEREAS, the following information of the Polk County Attorney’s Office was considered in comparison with the information gathered for the comparative groups:

1. The Polk County Attorney has been licensed as an attorney for 21.5 years.
2. The Polk County Attorney has been in the Polk County Attorney’s Office for 12 years.
3. The Polk County Attorney has five Assistant County Attorneys whom he supervises.
4. The 2015 salary of the Polk County Attorney is \$112,000.00.
5. The number of felonies sentenced by the Polk County Attorney’s Office from 2010-2013 was 202.
6. The number of felonies filed by the Polk County Attorney’s Office from 2012-2013 was 744.
7. Input regarding the relevancy of this information from individuals in the Polk County legal community.

WHEREAS, the information obtained for the Population Comparative Group was analyzed and the following findings were made:

1. The average adjusted salary for county attorneys in 2015 is \$105,031.73.
2. The average years’ experience as a practicing attorney is 20.8.

3. The average number of years of experience in a county attorney's office is 16.6.
4. The average number of assistant county attorneys is four.
5. The average amount of felonies sentenced from 2010-2013 is 95.

WHEREAS, the information obtained for the Ninth District Comparative Group was analyzed and the following findings were made:

1. The average adjusted salary for county attorneys in 2015 is \$98,773.25.
2. The average years' experience as a practicing attorney is 20.
3. The average number of years of experience in a county attorney's office is 13.4.
4. The average number of assistant county attorneys is three.
5. The average amount of felonies sentenced from 2010-2013 is 79.
6. The average amount of felonies filed from 2012-2013 is 323.

WHEREAS, the following information relating to the Polk County Wage Grid was considered:

At the end of 2014, the Polk County Attorney's salary was \$98,144.00. If the Polk County Wage Grid and no other source was utilized for setting the Polk County Attorney's salary going forward, the following process would have taken place: In 2015, the Polk County Attorney's salary would have been adjusted two percent (2%) totaling \$100,106.88. The Polk County Attorney would then have been placed on the appropriate step relative to Grade 25 (the appropriate grade for the County Attorney), said step being the next highest step above the Polk County Attorney's salary after a two percent (2%) adjustment. This would have placed the Polk County Attorney on Step 5. During the course of the year (in fact, on January 1, 2015), the Polk County Attorney would have been entitled to an additional step, moving the County Attorney to \$105,434.95, which is Step 6. In 2016, the Polk County Wage Grid would be adjusted three percent (3%) per anticipated Board resolution, and the Polk County Attorney would receive a step increase, moving the Polk County Attorney to Step 7 at \$53.57 per hour, which equates to \$111,854.16 for 2016.

WHEREAS, voluminous information received from the Polk County Attorney was considered, including an email communication of December 9, 2015 whereas the Polk County Attorney consents to being placed on the 2016 Polk County Wage Grid.

BE IT HEREBY RESOLVED by the Polk County Board of Commissioners that upon consideration of the above-referenced information, as well as the Polk County Attorney's responsibilities and duties, experience, qualifications, and performance, that the Polk County Attorney's 2016 salary shall be set in the amount of \$112,000 per year.

Commissioner Lee seconded the foregoing resolution and it was declared failed upon the following vote. YEAS: Strandell and Diedrich. NAYS: Lee, Buness and Nicholas.

**b. Resolution (2015-73a) Establishing The 2016 Salary of the Polk County Attorney  
Establishing The 2016 Salary Of The Polk County Attorney  
RESOLUTION (2015-73a)**

The following resolution (2015-73a) was offered by Commissioner Bunes:

WHEREAS, Polk County engaged in a comprehensive process to set the 2016 salary for the Polk County Attorney pursuant to Minnesota Statutes §388.18.

WHEREAS, with respects to the Polk County Attorney, the Board first determined the comparative groups to be analyzed would be: (1) counties of similar size as measured by population, including the eight counties closest to Polk County with greater population and the eight counties closest to Polk County with a smaller population (hereinafter “Population Comparative Group”); and (2) counties geographically located near Polk County located in the Ninth Judicial District (hereinafter “Ninth District Comparative Group”).

WHEREAS, after determining the comparative groups, the Board gathered information on each county with respects to their population, whether the county attorney was full or part time, years as an attorney, years as county attorney, 2015 salary, number of assistant county attorneys, number of felonies sentenced from 2010-2013, number of felonies filed in 2012-2013, and general information regarding responsibilities and duties, experience, qualifications, and performance while carrying out the duties of a county attorney.

WHEREAS, the Board also analyzed relevant salary information from an internal comparative basis, i.e. the salary of the Polk County Attorney if it was being determined solely by the Polk County Wage Grid process.

WHEREAS, the following information of the Polk County Attorney’s Office was considered in comparison with the information gathered for the comparative groups:

1. The Polk County Attorney has been licensed as an attorney for 21.5 years.
2. The Polk County Attorney has been in the Polk County Attorney’s Office for 12 years.
3. The Polk County Attorney has five Assistant County Attorneys whom he supervises.
4. The 2015 salary of the Polk County Attorney is \$112,000.00.
5. The number of felonies sentenced by the Polk County Attorney’s Office from 2010-2013 was 202.
6. The number of felonies filed by the Polk County Attorney’s Office from 2012-2013 was 744.
7. Input regarding the relevancy of this information from individuals in the Polk County legal community.

WHEREAS, the information obtained for the Population Comparative Group was analyzed and the following findings were made:

1. The average adjusted salary for county attorneys in 2015 is \$105,031.73.
2. The average years' experience as a practicing attorney is 20.8.
3. The average number of years of experience in a county attorney's office is 16.6.
4. The average number of assistant county attorneys is four.
5. The average amount of felonies sentenced from 2010-2013 is 95.

WHEREAS, the information obtained for the Ninth District Comparative Group was analyzed and the following findings were made:

1. The average adjusted salary for county attorneys in 2015 is \$98,773.25.
2. The average years' experience as a practicing attorney is 20.
3. The average number of years of experience in a county attorney's office is 13.4.
4. The average number of assistant county attorneys is three.
5. The average amount of felonies sentenced from 2010-2013 is 79.
6. The average amount of felonies filed from 2012-2013 is 323.

WHEREAS, the following information relating to the Polk County Wage Grid was considered:

At the end of 2014, the Polk County Attorney's salary was \$98,144.00. If the Polk County Wage Grid and no other source was utilized for setting the Polk County Attorney's salary going forward, the following process would have taken place: In 2015, the Polk County Attorney's salary would have been adjusted two percent (2%) totaling \$100,106.88. The Polk County Attorney would then have been placed on the appropriate step relative to Grade 25 (the appropriate grade for the County Attorney), said step being the next highest step above the Polk County Attorney's salary after a two percent (2%) adjustment. This would have placed the Polk County Attorney on Step 5. During the course of the year (in fact, on January 1, 2015), the Polk County Attorney would have been entitled to an additional step, moving the County Attorney to \$105,434.95, which is Step 6. In 2016, the Polk County Wage Grid would be adjusted three percent (3%) per anticipated Board resolution, and the Polk County Attorney would receive a step increase, moving the Polk County Attorney to Step 7 at \$53.57 per hour, which equates to \$111,854.16 for 2016.

WHEREAS, voluminous information received from the Polk County Attorney was considered, including an email communication of December 9, 2015 whereas the Polk County Attorney consents to being placed on the 2016 Polk County Wage Grid.

BE IT HEREBY RESOLVED by the Polk County Board of Commissioners that upon consideration of the above-referenced information, as well as the Polk County Attorney's responsibilities and duties, experience, qualifications, and performance, that the Polk County Attorney's 2016 salary shall be set in the amount of \$111,854.16 per year.

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

**c. Resolution (2015-74) Establishing The 2016 Salary of the Polk County Sheriff**  
**Establishing The 2016 Salary Of The Polk County Sheriff**  
**RESOLUTION (2015-74)**

The following resolution (2015-74) was offered by Commissioner Nicholas:

WHEREAS, Polk County engaged in a comprehensive process to set the 2016 salary of the Polk County Sheriff pursuant to Minnesota Statutes §387.20.

WHEREAS, with respects to the Polk County Sheriff, the Board first determined the comparative groups to be analyzed would be: (1) counties of similar size as measured by population, including the eight counties closest to Polk County with greater population and the eight counties closest to Polk County with a smaller population (hereinafter “Population Comparative Group”); and (2) counties geographically located near Polk County located in the Ninth Judicial District (hereinafter “Ninth District Comparative Group”).

WHEREAS, after determining the comparative groups, the Board gathered information on each county with respects to their population, size (square miles), state location, years of service, 2015 salary, and number of staff, which included Deputies, Sergeants, Lieutenants, and Investigators, and general information regarding responsibilities and duties, experience, qualifications, and performance while carrying out the duties of a county sheriff.

WHEREAS, the Board also analyzed relevant salary information from an internal comparative basis, i.e. the salary of the Polk County Sheriff if it was being determined solely by the Polk County Wage Grid process.

WHEREAS, the following information of the Polk County Sheriff’s Office was considered in comparison with the information gathered for the comparative groups:

1. The 2015 salary of the Polk County Sheriff is \$89,200.00.
2. The Polk County Sheriff has four years of service.
3. The Polk County Sheriff’s Office covers 1,970.37 square miles.
4. The Polk County Sheriff supervises 29 staff officers.

WHEREAS, the information obtained for the Population Comparative Group was analyzed and the following findings were made:

1. The average salary for county sheriffs in 2015 is \$92,436.85.
2. The average number of years of service as sheriff is seven.

3. The average size in square miles of the comparative group is 823.04.
4. The average number of staff officers is 19.72.

WHEREAS, the information obtained for the Ninth District Comparative Group was analyzed and the following findings were made:

1. The average salary for county sheriffs in 2015 is \$83,568.34.
2. The average number of years of service as county sheriff is 6.5.
3. The average size in square miles of the comparative group is 1,519.13.
4. The average number of staff officers is 17.73.

WHEREAS, the following information relating to the Polk County Wage Grid was considered:

At the end of 2014, the Polk County Sheriff's salary was \$83,355.00. If the Polk County Wage Grid and no other source was utilized for setting the Polk County Sheriff's salary going forward, the following process would have taken place: In 2015, the Polk County Sheriff's salary would have been adjusted two percent (2%) totaling \$85,022.10. The Polk County Sheriff would then have been placed on the appropriate step relative to Grade 23 (the appropriate grade for the County Sheriff), said step being the next highest step above the Polk County Sheriff's salary after a two percent (2%) adjustment. This would have placed the Polk County Sheriff on Step 3. During the course of the year (in fact, on January 1, 2015 and on July 1, 2015), the Polk County Sheriff would have been entitled to two additional steps, moving the County Sheriff to \$88,370.52 on Step 4 on January 1, 2015, and moving the County Sheriff to \$91,103.62 on Step 5 on July 1, 2015. In 2016, the Polk County Wage Grid would be adjusted three percent (3%) per anticipated Board resolution, and the Polk County Sheriff would receive a step increase, moving the Polk County Sheriff to Step 6 at \$46.28 per hour, which equates to \$96,632.64 in 2016.

WHEREAS, information received from the Polk County Sheriff was considered, including an email communication of December 10, 2015 whereas the Polk County Sheriff consents to being placed on the 2016 Polk County Wage Grid.

BE IT HEREBY RESOLVED by the Polk County Board of Commissioners that upon consideration of the above-referenced information, as well as the Polk County Sheriff's responsibilities and duties, experience, qualifications, and performance, that the Polk County Sheriff's 2016 salary shall be set in the amount of \$96,632.64 per year.

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

**SHERIFF**

James Tadman , Polk County Chief Deputy Sheriff and Brian Lundeen, came before the Board with matters pertaining to the Sheriff's Department:

**1. Snowmobile Grant – Overview of Grant and Use of Snowmobile**

Discussion was held with the Board regarding the Snowmobile Grant - snowmobile use.

**2. 2016 Vehicle Purchase**

Discussion was held with the Board regarding the 2016 vehicle purchases for the Sheriff's Office. A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the purchase of 6 vehicles to include 1 Chevrolet Tahoe, 1 Chevrolet Pickup, 4 Ford Explorers in the amount of \$177,595.52.

**3. Pine to Prairie Drug Task Force – Status Report**

An update was given to the Board regarding the Pine to Prairie Drug Task Force.

**4. Monthly Sheriff Reports**

The November Monthly Sheriff reports were presented and discussed with the Board.

**5. \*\*\*\*Request for an Extension of Temporary Part-Time Dispatcher Jolene McCollum for January through June 2016**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the extension of the temporary part-time Dispatcher Jolene McCollum for the period of January through June 2016.

**6. \*\*\*\*\*City of Fosston – 2016 Law Enforcement Contract**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the 2016 Law Enforcement Contract with the City of Fosston as presented to the Board (Contract on file in the Polk County Administrator's Office)

**ASSESSMENT SERVICES**

Rob Wagner, Assessment Services Director came before the Board with matters pertaining to his department:

**1. Review of Tax Authority 2016 Requests**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Fertile Ambulance levy request in the amount of \$85.00 per household for the 2016 payable tax year.

**2. City of Fosston Tax Increment Financing District (TIF)**

Discussion was held with the Board regarding that the Tax Payer Service Center has received the final documents on a TIF District for the City of Fosston. This TIF district will be entered for taxes payable 2016. TIF 1-11B type is redevelopment (Map on file in the office of the Polk County Administrator).

**3. Tax Abatements**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the following Homestead Abatements:

| Name/Address   | Parcel #/Legal Description  | Amount of Tax Reduction | Reason   |
|--|---|-------------------------|--|
| % ELIZABETH OVERGAARD<br>ORRIS & ALICE HEGGE<br>1523 PARK DR SE<br>EAST GRAND FORKS MN 56721 | 60.00173.00<br>S2 NE4, N2 SE4 & SE4<br>SE4<br>Sec 33 Twp 149 Rg 48<br>Roome Twp | \$3828                  | Homestead Application<br>Reduction for Taxes<br>Payable 2015 |
| ORRIS ODIN HEGGE<br>1523 PARK DR SE<br>EAST GRAND FORKS MN 56721                             | 71.00175.00<br>SE4<br>Sec 15 Twp 148 Rg 48<br>Vineland Twp                      | \$2454                  | Homestead Application<br>Reduction for Taxes<br>Payable 2015 |
| LAURA A EVANS<br>140 STATE ST NE<br>MCINTOSH MN 56556  | 90.00194.00<br>N McIntosh Addn<br>Lots 1, 2, & 3 Blk 7<br>McIntosh City         | \$172                   | Homestead Application<br>Reduction for Taxes<br>Payable 2015 |

A motion was made by Commissioner Lee seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the following Local Option Disaster Abatement:

| Name/Address                                | Parcel #/Legal Description                                 | Amount of Tax Reduction | Reason                                    |
|---|--|-------------------------|---|
| JAMES E HESS<br>PO BOX 61<br>GULLY MN 56646 | 88.00051.00<br>OT Gully<br>Lots 3 & 4, Blk 6<br>Gully City | \$92                    | Local Option<br>Abatement<br>Payable 2015 |

**4. Resolution (2015-72) Repurchase of Tax Forfeited Property 83.01251.00**

**Repurchase of Tax Forfeited Property – 83.01251.00**  
**RESOLUTION (2015-72)**

The following resolution (2015-72) was offered by Commissioner Diedrich:

WHEREAS, The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS, Bobbi Egeland has made proper application for the repurchase of Parcel 83.01251.00, therefore

BE IT RESOLVED, That the Board of Commissioners of the County of Polk hereby approves the conveyance of Parcel 83.01251.00 to Bobbi Egeland.

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

### **SOCIAL SERVICES**

Kent Johnson, Social Services Director came before the Board with matters pertaining to his department:

**1. CY 2016 TriMin Systems, Inc., - Service Agreement**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the CY 2016 TriMin Systems, Inc., Service Agreement to purchase professional services for the FAS, Collections, and Social Welfare System in accordance to the service cost structure outlined in the Agreement as presented to the Board. (Agreement on file in the Polk County Administrator's Office).

**2. CY 2016 Northwestern Mental Health Center, Inc., - Integrated Services Contract**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the CY 2016 Northwestern Mental Health Center, Inc., - Integrated Services Contract for the purchase of services contract to provide mental health services to residents of Polk County and to provide Community Support Services to Polk County and other Northwestern Mental Health Center member counties in the region with Polk County as fiscal host. The other NWMHC counties are: Kittson, Mahnomen, Marshall, Norman, and Red Lake.

**3. CY 2016 Northwestern Mental Health Center, Inc., - NW 8 Adult Mental Health Initiative Agreement**

A motion was made by Commissioner Nicholas seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the CY 2016 Northwestern Mental Health Center, Inc., - NW 8 Adult Mental Health Initiative Agreement. Polk County is fiscal host for the NW 8 Adult Mental Health Grant and Adult Crisis Grant. The NW eight includes: Kittson, Marshall, Red Lake, Norman, Mahnomen, Pennington, Polk and Roseau.

**4. Medica Funding**

A motion was made by Commissioner Bunes seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to authorize Kent Johnson, Social Services Director to send notification to Medica health plan that Polk County is not accepting the Amended and Reinstated Agreement and is choosing to Terminate for Amendment at this time as provided in the agreement with 125 day notice.

### **FACILITIES**

Mark Dietz, Facilities Management Director came before the Board with matters pertaining to his department:

**1. Pharmacy Refrigerator**

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the quote from Helmer Scientific Noblesville, IN for a pharmacy refrigerator for Polk County Public Health in the amount of \$6,188.00.

**2. Laboratory Freezer**

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the quote from Helmer

Scientific Noblesville, IN for a laboratory freezer for Polk County Public Health in the amount of \$4,632.80.

**3. Polk County Annex Building Demolition**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the quote from Donarski Brothers, Inc., Crookston, MN for the demolition of the Polk County Annex Building, Crookston, MN in the amount of \$98,775.95.

**PROPERTY RECORDS**

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

**1. MOU University of Minnesota Extension/Deb Zak**

A motion was made by Commissioner Lee seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the 2016 Memorandum of Understanding between the University of Minnesota – Extension and Polk County for staff support costs.

**2. Annual PILT Report**

The 2015 PILT Report was presented and discussed with the Board. (On file in the Administrator’s Office).

**3. 2015 Tobacco Licenses**

A motion was made by Commissioner Diedrich seconded by Commissioner Buness and adopted by unanimous vote of the Board to approve the following 2016 Tobacco Licenses of which the renewal applications and payment have been received:

| CITY OR TWP              | TOBACCO VENDOR  | OWNER/CONTACT                          | PAID FOR 2016 |
|--------------------------|---|--|---------------|
| <b>Climax City</b>       | The Corner Bar & Café                                 | Jennifer Nesvig, Owner                 | \$75          |
|                          | Stortroen Convenience LLC<br>dba Pete's One Stop, Inc | Shanna Stortroen, Owner                | \$75          |
| <b>Euclid Township</b>   | One N Only of Euclid, Inc                             | Christopher Weiland                    | \$75          |
| <b>Fisher City</b>       | Farmers Coop Fuel<br>Fisher C-Store                   | Andrea J. Marschall<br>General Manager | \$75          |
| <b>Gentilly Township</b> | Slow Sled Inn   | Deonne Maygra                          | \$75          |
| <b>Knute Township</b>    | Win-E-Mac Travel Center                               | Ryan Strem, President                  | \$75          |

John Schmalenberg, Ptnr  
Dan Strem, Partner

|                    |                                       |                              |             |
|--------------------|---------------------------------------|------------------------------|-------------|
| <b>Lengby City</b> | Clinic Bar & Grill of Lengby, Inc     | Jennifer Godtland, Pres      | <b>\$75</b> |
| <b>Mentor City</b> | Mentor Municipal Liquor Store         | Tami Halley, Clerk-Treasurer | <b>\$75</b> |
|                    | Toupin's Grocery                      | Greg Toupin                  | <b>\$75</b> |
|                    | Mentor C Store, LLC<br>Mentor C Store | Amy Motteberg                | <b>\$75</b> |

**\*\*\*\*\*IS DEPARTMENT**

Sebastian Sullivan, IS Director came before the Board with matters pertaining to his department:

**1. Approval of Morris Electronics Billings**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to approve the Morris Electronics, Morris, MN billing in the amount of \$12,930.00 to provide 12 days of supplemental advanced technical support services, to complete systems and infrastructure technical work left partially completed, due to departure of Network Administrator and to approve the Morris Electronics, Morris, MN billing in the amount of \$15,085.00 to provide 14 days of supplemental advanced technical support services, to complete open tickets for network and related technical work, until vacant Network Administrator position can be filed.

**ADMINISTRATION**

**1. Set the 2016 Board Meeting Dates**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the 2016 Board meeting dates as presented to the Board with the addition of November 29 and deleting December 6. (Complete list of dates and times on file in the office of the Polk County Administrator)

**2. Approve of 2016 Medical Examiner Services Agreement**

A motion was made by Commissioner Bunes seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the 2016 Medical Examiner Services Agreement (University of North Dakota School of Medicine and Health Sciences/ Dr. Mary Ann Sens) as presented to the Board. (Agreement on file in the Administrator's Office).

**3. Approval of 2016 Health & Safety Services Agreement**

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the 2016 Safety Compliance Services Agreement with Barb Schmitz, Plummer, MN in the amount of \$26,400.

**4. 2016 Budget Approval**

**a. Resolution (2015-65) Setting the 2016 Net Levy**

**Setting the 2016 Net Levy**  
**RESOLUTION (2015-65)**

The following resolution (2015- 65) was offered by Commissioner Nicholas:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the statement of expenses and anticipated receipts on file in the office of the County Administrator, for year 2016, be and they hereby are approved and accepted by this Board as the budget for Polk County for the year 2016 and that the following dollar amount be and the same is hereby levied on the taxable property in Polk County for year 2015, payable 2016:

| <u>FUND</u>     | <u>NET<br/>LEVY</u> |
|-----------------|---------------------|
| General Revenue | \$19,930,124        |
| Library         | \$ 232,495          |
| Bond Redemption | <u>\$ 1,214,026</u> |
| <b>TOTAL</b>    | <b>\$21,376,645</b> |

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

**b. Resolution (2015-66) Adopting the 2016 Budget**

**Adopting the 2016 Budget**  
**RESOLUTION (2015-66)**

The following resolution (2015-66) was offered by Commissioner Diedrich:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the proposed statement of expenses and anticipated receipts on file in the office of the County Administrator for 2016, be and they hereby are accepted by this Board as the budget for Polk County for the year 2016. The budget dated 12-15-15 on file in the office of the Polk County Administrator’s Office, signed by the Polk County Chairman of the Board, shall be the official budget of Polk County for 2016 and is adopted at the fund level.

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

**c. Resolution (2015-67) 2016 Commissioners Salary/Per Diem/Meeting List Approval**

**Setting Commissioners Salary/Per Diem/ Meeting List**  
**RESOLUTION (2015-67)**

The following resolution (2015-67) was offered by Commissioner Diedrich:

WHEREAS, it is the duty of the County Board of Commissioners to set their salaries and per diem for committee work pursuant to M.S. Chapter 375.055.

NOW THEREFORE BE IT RESOLVED, that the salary of each County Commissioner for 2016 be and hereby is set at \$28,897.20, and each shall be afforded the standard full time equivalent employee cafeteria plan for benefits.

BE IT FURTHER RESOLVED that the per diem for Commissioners be set for 2016 at \$75.00, the same as 2015, per meeting for the following committees:

- Water Study & Planning Committee/Joint Powers Comprehensive Local
- Water Planning
- Extension Committee
- Drainage/Watersheds and County Ditch Meetings & Hearings
- Forfeited Land Tax Sale, Appraisals & other forfeited property issues
- Planning and Zoning Commission meetings/Land use
- County Board of Health
- State Community Health Services Advisory Committee
- Polk County Community Health Services Advisory Committee
- Community action program meetings
- Law Library meetings
- Solid Waste Committees
- Negotiations/Salary/Personnel Interview Committees
- AMC Committees
- Board Appointments/assignments/travel
- Building Committees
- Retired Senior Volunteer Program Committee
- Minnesota Social Services Administration (MSSA)
- Joint ND/MN Six County Red River Study Group
- MN Rural Counties Caucus (MRCC)
- Soil and Water Conservation District Managers meetings
- Flood/Water Management Committees
- Metropolitan Planning Organization (MPO)
- Local City Council, Township and School Board Meetings
- County-Township Officer Meetings
- Intergovernmental Meetings
- Polk County Family Service Children's Mental Health Collaborative
- Lake Agassiz Regional Library Meetings (LARL)
- Wetland Mitigation Meetings
- Tilden/Vesledahl/Nature Conservancy/Glacial Ridge National Wildlife Refuge Meetings

Board Testimony at Legislature  
Transportation Advisory Committee  
Red Lake River Corridor  
Municipal Contract Police Advisory Board  
Citizen Advisory Committee/Watershed Districts  
Park Committee meetings  
Public Safety Committee meetings  
Municipal Airport Commissions  
Polk County Social Service Provider Meeting  
City of Fosston Law Enforcement Committee Agreement  
Drug Task Force  
Development Achievement Center  
Housing and Redevelopment Authority (HRA)  
Household Hazardous Waste (HHW)  
NW Emergency Communications Board  
AAA Dancing Sky Meetings  
Tri-Valley Meetings  
Polk-Norman-Mahnomen/CHB (Health Meetings)  
Public Works Committee  
Annexing Meetings  
Bridge Meetings  
Union Lake Sarah Meetings  
Inter-County Community Council Meetings  
Maple Lake Improvement District  
Polk County Senior Providers Meeting  
Solid Waste Advisory Committee meetings  
Polk, Norman, Clay Agassiz Trail Advisory Committee meetings  
One Watershed, One Plan Committee meetings

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

- d. Resolution (2015-068) Adopting 2016 Salaries for County Administrator, Department Heads, Non-Union and Social Services Personnel, and Approving New Positions and Position Changes Effective January 1, 2016.**

**Setting 2016 Wage Grid for the County Administrator, Department Heads, Non-Union and Social Services Personnel, and Approving New Positions and Position Changes Effective in the 2016 Budget**

**RESOLUTION 2015-068**

The following resolution (2015-68) was offered by Commissioner Lee:

WHEREAS, the Polk County Board of Commissioners has approved the 2016 budget and commits to collective bargaining agreements for 2016 represented employees' compensation; and

WHEREAS, the Board is responsible for setting wages and benefits for non-represented positions.

THEREFORE BE IT RESOLVED, that Polk County Board of Commissioners sets annual wages for the County Administrator, Department Heads, and non-represented and Social Services positions effective January 1, 2016 according to the following hourly rate wage grid and administered by the County Administrator. The County Attorney and County Sheriff wages are not set by this grid:

| Grade | Step  |       |       |       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|       | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     |
| 1     | 11.04 | 11.38 | 11.73 | 12.10 | 12.47 | 12.84 | 13.23 | 13.63 | 14.04 |
| 2     | 11.70 | 12.06 | 12.44 | 12.82 | 13.22 | 13.61 | 14.02 | 14.44 | 14.88 |
| 3     | 12.40 | 12.79 | 13.18 | 13.59 | 14.01 | 14.43 | 14.86 | 15.31 | 15.77 |
| 4     | 13.15 | 13.55 | 13.97 | 14.41 | 14.85 | 15.30 | 15.76 | 16.23 | 16.72 |
| 5     | 13.94 | 14.37 | 14.81 | 15.27 | 15.74 | 16.22 | 16.70 | 17.20 | 17.72 |
| 6     | 14.77 | 15.23 | 15.70 | 16.19 | 16.69 | 17.19 | 17.70 | 18.24 | 18.78 |
| 7     | 15.66 | 16.14 | 16.64 | 17.16 | 17.69 | 18.22 | 18.77 | 19.33 | 19.91 |
| 8     | 16.60 | 17.11 | 17.64 | 18.19 | 18.75 | 19.31 | 19.89 | 20.49 | 21.10 |
| 9     | 17.60 | 18.14 | 18.70 | 19.28 | 19.88 | 20.47 | 21.09 | 21.72 | 22.37 |
| 10    | 18.65 | 19.23 | 19.82 | 20.44 | 21.07 | 21.70 | 22.35 | 23.02 | 23.71 |
| 11    | 19.77 | 20.38 | 21.01 | 21.66 | 22.33 | 23.00 | 23.69 | 24.40 | 25.13 |
| 12    | 20.96 | 21.60 | 22.27 | 22.96 | 23.67 | 24.38 | 25.11 | 25.87 | 26.64 |
| 13    | 22.21 | 22.90 | 23.61 | 24.34 | 25.09 | 25.84 | 26.62 | 27.42 | 28.24 |
| 14    | 23.55 | 24.27 | 25.03 | 25.80 | 26.60 | 27.40 | 28.22 | 29.06 | 29.94 |
| 15    | 24.96 | 25.73 | 26.53 | 27.35 | 28.19 | 29.04 | 29.91 | 30.81 | 31.73 |
| 16    | 26.46 | 27.28 | 28.12 | 28.99 | 29.89 | 30.78 | 31.71 | 32.66 | 33.64 |
| 17    | 28.04 | 28.91 | 29.81 | 30.73 | 31.68 | 32.63 | 33.61 | 34.62 | 35.65 |
| 18    | 29.73 | 30.65 | 31.59 | 32.57 | 33.58 | 34.59 | 35.62 | 36.69 | 37.79 |
| 19    | 31.51 | 32.49 | 33.49 | 34.53 | 35.59 | 36.66 | 37.76 | 38.89 | 40.06 |
| 20    | 33.40 | 34.43 | 35.50 | 36.60 | 37.73 | 38.86 | 40.03 | 41.23 | 42.46 |
| 21    | 35.41 | 36.50 | 37.63 | 38.79 | 39.99 | 41.19 | 42.43 | 43.70 | 45.01 |
| 22    | 37.53 | 38.69 | 39.89 | 41.12 | 42.39 | 43.66 | 44.97 | 46.32 | 47.71 |
| 23    | 39.78 | 41.01 | 42.28 | 43.59 | 44.94 | 46.28 | 47.67 | 49.10 | 50.58 |
| 24    | 42.17 | 43.47 | 44.82 | 46.20 | 47.63 | 49.06 | 50.53 | 52.05 | 53.61 |
| 25    | 44.70 | 46.08 | 47.51 | 48.98 | 50.49 | 52.00 | 53.57 | 55.17 | 56.83 |
| 26    | 47.38 | 48.85 | 50.36 | 51.91 | 53.52 | 55.13 | 56.78 | 58.48 | 60.24 |

BE IT FURTHER RESOLVED that the grades for non-represented positions are assigned as below and administered by the County Administrator:

| Grade | Position Title  |
|-------|---|
| 4     | Jury Attendant  |
| 5     | Office Support Specialist   |
| 6     | Evidence & Property Technician  |
| 7     | Support Enforcement Aide  |
| 9     | Accounting Technician (SS), Case Aide, Eligibility Worker, Family Based Service Provider  |
| 10    | Child Support Officer, Victim Assistance Specialist   |
| 11    | Lead Eligibility Worker, Office Manager - County Attorney's Office  |
| 12    | Assistant Facilities Manager  |
| 13    | Child Support Supervisor I, Landfill Supervisor, Maintenance Supervisor (SW), Social Worker, Support Services Supervisor, TPSC Supervisor/Tax Systems Administrator, Veteran Services Officer           |
| 14    | Financial Assistance Supervisor I, Fiscal Supervisor I, Social Worker (CPS)   |
| 15    | Financial Assistance Supervisor II, Highway Maintenance Superintendent  |
| 16    | Emergency Manager/Ditch/Ag. Inspector, Office & Support Services Supervisor   |
| 17    | Assistant Environmental Services Administrator, Facilities Management Director, Facilities Operations Manager (SW) Human Resources Coordinator, Social Services Supervisor, Systems Administrator (MIS) |
| 19    | Management Information Systems Director   |
| 20    | Assistant County Attorney, Chief Deputy, Construction Engineer, Finance Director, Public Health Director  |
| 21    | Director of Assessment Services, Director of Property Records   |
| 22    | Environmental Services Director   |
| 23    | Social Services Director  |
| 24    | County Engineer   |
| 26    | County Administrator  |

BE IT FURTHER RESOLVED, that the Board sets the compensation of the County Administrator at Step 8 of the 2016 Wage Grid, equivalent to \$122,106 annually, effective January 1, 2016, and Step 9 of the 2016 Wage Grid, equivalent to \$125,781 annually, pending satisfactory performance on the Administrator's anniversary date of August 20, 2016.

BE IT FURTHER RESOLVED, that the following positions are new, added or changed in the 2016 budget, effective as of date the position is filled:

| Department  | New or Revised Position Title                  | Grade | New/Added/Replaces/Grade Change                                  | Effective Start Date | Exempt/Nonexempt | Union             |
|-------------|--|-------|--|----------------------|------------------|-------------------|
| Facilities  | Assistant Facilities Manager                   | 12    | NEW position   | 1/1/2016             | Exempt           | None              |
| Facilities  | Lead Custodian                                 | 8     | NEW position   | 1/1/2016             | Non-Exempt       | AFSCME            |
| Facilities  | Custodian I                                    | 5     | Grade Change (was grade 3)                                       | 1/1/2016             | Non-Exempt       | AFSCME            |
| Pub Health  | Office & Support Services Supervisor           | 16    | Replaces PH Administrative Assistant                             | 1/1/2016             | Exempt           | None              |
| EnvServices | Assistant Environmental Services Administrator | 17    | Replaces Planning & Zoning Administrator                         | 1/1/2016             | Exempt           | None              |
| EnvServices | Waste Combustion/Boiler Operator               | 12    | Grade Change (was grade 11)                                      | 3/1/2016             | Non-Exempt       | 49er Solid Waste  |
| EnvServices | Loader Operator I                              | 8     | Grade Change (was grade 6)                                       | 3/1/2016             | Non-Exempt       | 49er Solid Waste  |
| EnvServices | Loader Operator II                             | 9     | NEW position   | 3/1/2016             | Non-Exempt       | 49er Solid Waste  |
| EnvServices | Secretary/Bookkeeper                           | 7     | Replaces Secretary/Receptionist                                  | 1/1/2016             | Non-Exempt       | 49er Solid Waste  |
| MIS         | System Analyst II                              | 14    | Added/Replace Help Desk Technician                               | 1/1/2016             | Non-Exempt       | AFSCME            |
| Highway     | Highway Maintenance                            | 9     | Replaces Maintenance II  | 1/1/2016             | Non-Exempt       | 49er Maintenance  |
| Highway     | Mechanic                                       | 10    | Replaces Preventive Maintenance Tech/ Grade Change (was grade 9) | 3/1/2016             | Non-Exempt       | 49er Maintenance  |
| Highway     | Maintenance Foreman                            | 11    | NEW position   | 3/1/2016             | Non-Exempt       | 49er Maintenance  |
| Highway     | Accounting Clerk III                           | 9     | Replaces Accountant  | 1/1/2016             | Non-Exempt       | 49er Maintenance  |
| Sheriff     | Dispatcher                                     | 10    | Grade Change (was grade 8)                                       | 3/1/2016             | Non-Exempt       | Teamster Dispatch |
| Sheriff     | Lead Dispatcher                                | 11    | Grade Change (was grade 9)                                       | 3/1/2016             | Non-Exempt       | Teamster Dispatch |

BE IT FURTHER RESOLVED, that the Board sets the County's 2016 non-represented employee cafeteria plan contribution at \$900 per month.

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

**5. Retirement VEBA**

Whiting reviewed steps for starting a retirement VEBA option for County employee groups. Action sought from the Board will allow further policy development for each specific employee group. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote to approve a Retirement VEBA Option for employee groups.

**COMMISSIONER WARRANTS**

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

**COMMISSIONER WARRANTS  
DATED 12/18/2015  
APPROVED 12/15/2015**

| <u>Vendor Name</u>               | <u>Amount</u> |
|----------------------------------|---------------|
| 3 D Specialties                  | 4,802.64      |
| Architectural Resources Inc      | 48,090.00     |
| Braun Intertec Corp              | 5,704.05      |
| Carlson Inc/Re                   | 4,615.00      |
| Carquest Auto Parts -Gf          | 4,500.00      |
| Chiller Systems Inc              | 5,361.17      |
| City of McIntosh                 | 2,449.43      |
| Clearwater County Hwy Dept       | 10,864.05     |
| Commissioner Of Transportation   | 5,665.42      |
| Compass Minerals America         | 2,319.79      |
| Crookston Fuel Company           | 2,162.00      |
| Csp Delivery                     | 2,250.00      |
| Evenaire Systems Inc             | 2,929.00      |
| GeoComm Inc                      | 5,800.00      |
| Higher Ground                    | 11,975.52     |
| Hometown Management Inc          | 4,071.75      |
| Interstate Billing Service       | 3,016.88      |
| Interstate Power Systems Inc     | 14,573.19     |
| Jsb Engineered Solutions         | 6,851.68      |
| KRONOS                           | 3,214.55      |
| Lawson Products Inc              | 2,364.07      |
| Lepier Oil Company Inc           | 2,042.38      |
| MCCC MI 33                       | 15,704.63     |
| Minn Dak Asphalt Inc             | 5,150.00      |
| Mn Counties Insurance Trust      | 2,500.00      |
| MN Division of Homeland Security | 21,942.37     |
| Moody's Investors Service        | 9,900.00      |
| Morris Electronics Inc           | 3,908.95      |

|                                  |                   |
|----------------------------------|-------------------|
| Natronx Technologies Llc         | 25,367.15         |
| North Star Door & Supply LLC     | 3,646.65          |
| Northern Propane                 | 2,445.30          |
| Polk County                      | 3,486.22          |
| Polk County Administrator        | 2,787.62          |
| Polk County Highway Department   | 16,855.37         |
| Red Lake County Auditor          | 3,097.63          |
| Reese Electric                   | 2,615.38          |
| Steamatic Of Grand Forks         | 3,664.07          |
| US Bank Voyager Fleet Sys        | 3,290.87          |
| Valley Electric Of Crookston LLC | 4,196.39          |
| Vogel Paint & Wax Co Inc         | 7,580.00          |
| Wenck Associates Inc             | 3,893.30          |
| Wenck Associates Inc             | 11,105.25         |
| Wilkens Inc/Lyle                 | 10,411.25         |
| ZOHO Corporation                 | 2,659.00          |
| 255 Payments 2000<br>less than   | 97,597.66         |
| <b>Final Total:</b>              | <b>419,427.63</b> |

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., January 5, 2016.

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Warren Strandell, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board