

**DECEMBER 17, 2013**  
**BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 10:00 o'clock a.m., December 17, 2013 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, Polk 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 Nicholas and adopted by unanimous vote of the Board to approve the revised December 17, 2013 agenda.

**CONSENT AGENDA**

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Consent Agenda for December 17, 2013:

1. Approve Commissioner Warrants: General Revenue Fund, \$131,233.26; Public Works Fund, \$237,031.76; Public Safety Fund, \$75,918.11; Public Health Fund, \$34,594.08; Forfeited Tax Sale Fund, \$290.50; Special Assessments (Ditch) Fund, \$16,259.94; Environmental Services Fund, \$13,273.71; Resource Recovery Fund, \$69,528.82; Landfill Fund, \$7,742.76; Per Diems, \$1,500.00; Meal Reimbursements (without overnight lodging), \$114.08 and Sign Audit List.
2. Approve the November 5, November 19 and November 26, 2013 board minutes.
3. Approve payment to Beta Analytic Inc., Miami, FL in the amount of \$390.00 for Greenhouse Gas Monitoring for the Fosston Incinerator.
4. Approve payment to Crookston Fuel, Crookston, MN in the amount of \$6,212.48 for the Angus Shop Tank.
5. Approve payment to Minnkota Power Cooperative, Inc., Grand Forks, ND in the amount of \$60.00 for Registration Fees for 2014 Electrical Code Changes for Building and Grounds.
6. Approve payment to Zebra MMA and Marshall Arts Outfitters, Maple Grove, MN in the amount of \$5,621.50 for floor mats for the Sheriff's Office.
7. Approve payment to GeoComm, Inc., St. Cloud, MN in the amount of \$15,352.50 for completion of Phase II (radio consulting) for Systems Procurement for the Sheriff's Office.
8. \*Approve the 2014 Professional Service Agreement between Safety Compliance Services and the Polk County Highway Department in the amount of \$12,500.00.

**COUNTY BOARD MEMBERS ISSUE FORUM**

1. Commissioner Diedrich reported that he attended the AMC Conference.
2. Commissioner Nicholas reported that he attended the AMC Conference. He also reported that he attended a NW Mental Health meeting where the 2014 Budget was approved.
3. Commissioner Strandell reported that he had attended a Tri-County Corrections meeting. He reported that Phil Greer, Director of Tri-County Corrections and Paul

Bissonette, Deputy of Tri-County Corrections have met with the Red Lake County Board of Commissioners. He brought forth discussion that there continues to be issues at the LEC with power. He also attended an Area Transportation meeting and discussed the Highway 2/6<sup>th</sup> Street repair project which is scheduled to begin in the summer of 2014.

4. Commissioner Affeldt reported that he attended the AMC Conference.
5. Commissioner Bunes reported that he attended a NW Regional Radio Board meeting. He also reported that he attended the Extension Committee Meeting. He also attended a Planning and Zoning Committee Meeting. He brought forth discussion regarding the board committee assignments for 2014.

## **ENVIRONMENTAL SERVICES**

Jon Steiner, Polk County Environmental Services Director came before the Board with matters pertaining to his department:

### **1. 2014 Waste Haulers License Applications**

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the following 2014 Waste Haulers Licenses: Al's Disposal, Anderson Disposal, City of Crookston, City of Fosston, Fuch's Sanitation, Listrom's Disposal, Waste Management of MN – Bemidji, Hagen Trucking, Stuhaug Sanitation, and White Earth Sanitation.

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the following 2014 Waste Haulers Licenses conditionally to applicants identified upon receipt or update of required information: Bacon's Regional Sanitation and Waste Management of ND – Grand Forks.

### **2. Adoption of the 2013 Solid Waste Plan Resolution (2013-056)**

#### **Adoption of the 2013 Solid Waste Plan Resolution (2013-056)**

The following resolution (2013-056) was offered by Commissioner Affeldt:

WHEREAS, the State of Minnesota requires Counties to develop and adopt a Solid Waste Plan in accordance with MS 115A.46, MS 115A.471, MS 115A.551 subd 6-7, MS115A.552, MS 115A.557 subd 2-3, MS 115A.63, MS 115A.84, MS 115A.914, MS115A.96 subd 6-7, MS 115A.917; MS 115A 97 and MR 9215 and all other applicable Statutes and Rules; and

WHEREAS, the State of Minnesota requires said Solid Waste Plans to be reviewed and/or modified periodically. Said timeline for Solid Waste Plan update is every 10 calendar years;

WHEREAS, Polk County recognizes the need and responsibility to plan for and practice environmentally sound methods for managing its solid waste streams; and

WHEREAS, Polk County recognizes the need to plan for and implement various strategies, programs or facilities to promote the proper management and disposition of solid waste generated within the County, and encourage the reduction, reuse, recycling, composting and/or advanced processing of that solid waste as may be available based upon the type of solid waste material generated and the integrated solid waste management system in place; and

WHEREAS, the draft 2013 Polk County Solid Waste Plan does describe the integrated solid waste management system currently in place to meet the needs of Polk County's citizens and the requirements of the State of Minnesota; and

WHEREAS, the State of Minnesota has placed on public notice that draft of the 2013 Polk County Solid Waste Plan in accordance with the requirements for publication, notice and comment period; and

WHEREAS, upon completion of the public comment period no comments were received in objection to the adoption of the draft 2013 Polk County Solid Waste Plan from any member of the public.

THEREFORE BE IT RESOLVED, that the Polk County Board of Commissioners hereby adopts the 2013 Polk County Solid Waste Plan; and

BE IT FURTHER RESOLVED, that the Polk County Board of Commissioners hereby submits the 2013 Polk County Solid Waste Plan to the Minnesota Pollution Control Agency for final approval pursuant to applicable Minnesota Statutes and Rules.

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

**3. Tax Forfeit Demolition and Asbestos Removal Quotes:**

The following Tax Forfeit Demolition quotes were presented to the Board:

Project #1: Tabor Tax Forfeit Project - #67.00210.00 - Low Quote for Demolition: Lenex @ \$7,200.00 and Low Quote for Asbestos Removal by Building Systems Corporation in the amount of \$6,200.00; Project #2: Crookston Tax Forfeit Project - #82.01199.00 - Low Quote: Lenex @ \$ 6,400.00 and Low Quote for Asbestos Removal by Building Systems Corporation in the amount of \$9,775.00 ; Project #3: Fosston Tax Forfeit Project - #87.00098.00 - Low Quote: Lenex @ Price: \$ 4,750.00; Project #4: Lengby Tax Forfeit Project - #89.00043.00 - Low Quote: Lenex @ Price: \$ 4,400.00. A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to award Project #1 – Project #4 to Lenex Sand & Gravel supplying the lowest quote for each Project and the Asbestos Removal for Projects #1 and #2 to Building Systems Corporation supplying the lowest quote.

**4. Transfer Station Operator Position – Status Change**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the vacant Transfer Station Operator position to be changed from a part-time position to a full-time position and authorize advertising and filling this full-time position.

**5. Transfer Station Radio System Replacement**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the purchase of 3 mobile radios from Stones Mobile Radio, Grand Forks, ND for the Transfer Station.

**6. East Polk County Development Achievement Center, Inc.,**

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to add the consideration of a solid waste abatement for the East Polk County Development Achievement Center, Inc. to the Agenda.

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the abatement of the solid waste fee for the East Polk County Development Achievement Center, Inc (Parcel 87.00776.01) from \$1,000.00 to \$120.00 for taxes payable in 2013.

**ASSESSMENT SERVICES**

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

**1. Assessment Changes**

An informational update was given to the Board that all changes in the 2013 Assessments for taxes payable 2014 are on file in the Taxpayer Service Center. The majority of the changes were the allowable non-homestead to homestead.

**2. Local Option Abatement**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the homestead abatement for the following:

<b>Name/Parcel Address</b>	<b>Parcel #/Legal Description</b>	<b>Amount of Tax Reduction</b>	<b>Reason</b>
Shawn A & Sandra J Hanson 522 Summit Avenue Crookston, MN 56716	82.02011.00 Highland Park Addition Lot 8 Block 2 Crookston City	\$390	Local Option Abatement for Taxes Payable 2013, Fire in 2012

**SHERIFF**

James Tadman, Nancy Shafer and Brian Lundeen came before the Board with matters pertaining to the Sheriff’s Office:

**1. Sheriff Reports**

The November Sheriff Reports were presented to the Board at this time.

**2. Law Enforcement Contract with the City of Fosston**

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve for signature the Law Enforcement Contract with the City of Fosston as presented to the Board.

**3. 800 Radio Project Update**

Nancy Shafer, Sheriff's Office gave an update to the Board regarding the 800 Radio Project at the Sheriff's Office.

**4. 2013/2014 Department Vehicles Purchase**

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the following purchase of (3) 2014 Chevrolet Tahoe SSV vehicles from Nelson Ford, Fergus Falls, MN in the amount of \$31,963.10 per vehicle.

Discussion was brought forth regarding the purchase of additional vehicles in 2014.

**PUBLIC HEALTH**

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

**1. Public Health Department Social Media Policy**

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Public Health Department Social Media Policy as presented to the Board.

**PLANNING AND ZONING**

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

**1. Re-Zoning Conditional Use Permit**

Discussion was brought forth regarding the Jack Lorshbough (Parcel 33.00124.00) application for Re-Zoning that was tabled at the Planning and Zoning meeting. No action was taken.

**PROPERTY RECORDS**

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

**1. 2012 Nature Conservancy PILT Payment**

Information was presented to the Board regarding the \$99,366.89 2012 Nature Conservancy PILT payment that Polk County received.

**2. Tobacco Licenses**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the following 2014 Tobacco Licenses as presented for county businesses:

<b>2014</b>		
<b>CITY OR TWP</b>	<b>TOBACCO VENDOR</b>	<b>OWNER/CONTACT</b>
<b>Climax City</b>	The Corner Bar & Café	Jennifer Nesvig, Owner
	Stortroen Convenience, LLC	Shanna Stortroen, Owner
	dba Pete's One Stop	
<b>Euclid Township</b>	One N Only of Euclid, In.c,	Christopher Weiland
<b>Fisher City</b>	Farmers Coop Fuel/Fisher C-Store	Andrea J. Marschall, Mgr
<b>Gentilly Township</b>	Deb's Snow Sled Inn	Deborah Wilmot
<b>Knute Township</b>	Win-E-Mac Travel Center	Ryan Strem, President
		John Schmalenberg, Partner
		Dan Strem, Partner
<b>Lengby City</b>	Clinic Bar & Grill of Lengby, Inc	Jennifer Godtland, President
	Lengby Oil Company	Glen Anderson
<b>Mentor City</b>	Mentor Municipal Liquor Store	Tami Halley, Clerk-Treasurer
	Toupin's Grocery	Greg Toupin, Owner
	Mentor C Store, LLC	Christopher Motteberg
<b>Trail City</b>	Trail's End Bar	Leasha Clark

### **3. Extension Committee Discussion**

Discussion was held regarding the Extension Committee.

### **ADMINISTRATION**

Linsey Rood, Polk County Human Resources came before the Board with matters pertaining to Human Resources;

#### **1. Memorandum of Understanding with AFSCME regarding Finance Department Reorganization**

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Memorandum of Understanding between Polk County and AFSCME Local #1353 for the removal of the Finance Officer position and for this position to be re-titled and transferred to the Non-Union Salary Grid as the Finance Director effective January 1, 2014.

#### **2. Memorandum of Understanding – Collective Bargaining Units regarding 2014 Wage Adjustments**

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Memorandum of Understanding between Polk County and the AFSCME Union Group for 2014 wage changes that are outside of the already negotiated wage scale as presented to

the Board.

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Memorandum of Understanding between Polk County and the Teamsters Supervisor Unit for 2014 wage changes that are outside of the already negotiated wage scale as presented to the Board.

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Memorandum of Understanding between Polk County and the Teamsters Dispatchers Union Group for 2014 wage changes that are outside of the already negotiated wage scale as presented to the Board.

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Memorandum of Understanding between Polk County and the Teamsters Deputies Union Group for 2014 wage changes that are outside of the already negotiated wage scale as presented to the Board.

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich to approve the Memorandum of Understanding between Polk County and the Operating Engineers (Solid Waste Management) Union Group for 2014 wage changes that are outside of the already negotiated wage scale as presented to the Board.

**3. Approval of Advertising and Filling the Replacement Position of Administrative Assistant I – County Attorney’s Office**

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve advertising and filling the Administrative Assistant I position in the Polk County Attorney’s Office due to a resignation.

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

**1. 2014 Budget Approvals:**

**a. 2014 Levy Resolution (2013-057)**

**Setting the Net Levy  
Resolution (2013-057)**

The following resolution (2013- 057) 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 2014, be and they hereby are approved and accepted by this Board as the budget for Polk County for the year 2014 and that the following dollar amount be and the same is hereby levied on the taxable property in Polk County for year 2013, payable 2014:

<u>FUND</u>	<u>NET LEVY</u>
General Revenue	\$11,565,405
Human Services	\$ 4,480,439
R&B	\$ 2,396,455
Library	\$ 228,799
Bond Redemption	\$ 1,382,194
TOTAL	\$20,053,292

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

**b. 2014 Budget Resolution (2013-058)**

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve amending the 2014 Budget to include an appropriation in the amount of \$1,600 for the Red River Valley Development Association.

**Adopting the 2014 Budget  
Resolution 2013-058**

The following resolution (2013-058) was offered by Commissioner Nicholas:

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 2014, be and they hereby are accepted by this Board as the budget for Polk County for the year 2014. The budget dated 12-12-17 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 2014 and is adopted at the fund level.

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

**c. 2014 Commissioners Salary/Per Diem Meeting List Approval Resolution (2013-059)**

**Setting Commissioner Salary and Per Diem  
Resolution (2013-059)**

The following resolution (2013-059) was offered by Commissioner Affeldt:

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 2014 be and hereby is set at \$27,505.42.

BE IT FURTHER RESOLVED that the per diem for Commissioners be set for 2014 at \$75.00, the same as 2013, per meeting for the following committees:

Water Study & Planning Committee/Joint Powers Comprehensive Local Water Planning  
Extension Committee  
NW Resource, Conservation and Development 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  
Annual Road inspection meetings  
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  
9th Judicial Liaison Committee Meetings  
Lake Agassiz Regional Library Meetings (LARL)  
Wetland Mitigation Meetings  
Tilden/Vesledahl/Nature Conservancy/Glacial Ridge National Wildlife Refuge Meetings  
Board Testimony at Legislature  
Polk County Single Family Loan Meetings

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  
Northern Land Use Coordinating Board & Consolidated Conservation/Natural Resources Board Joint Meeting  
Area Regional Trail System  
Polk County Social Service Provider Meeting  
City of Fosston Law Enforcement Committee Agreement  
Drug Task Force  
Development Achievement Center  
Housing and Redevelopment Authority (HRA)  
ICCC Meetings  
Household Hazardous Waste (HHW)  
NW Radio 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

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

**d. 2014 Non-Union and Personnel Salary Resolution (2013-060)**

**A Resolution Setting 2014 Base Salaries for the County Administrator, Department Heads, Non-Union and Social Services Personnel, and Approving New Positions and Position Changes Effective in the 2014 Budget Resolution 2013-060**

The following resolution (2013-060) was offered by Commissioner Strandell:

WHEREAS, the Polk County Board of Commissioners has approved the 2014 budget and has collective bargaining agreements in place for 2014 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 base salaries for the County Administrator, Department Heads, and non-represented and Social Services positions effective January 1, 2014 as follows:

<b>POSITION</b>	<b>2014 BASE SALARY</b>
Director of Assessment Services	\$85,278.38
Director of Property Tax Records	\$85,278.38
County Sheriff	\$83,355.02
County Attorney	\$98,144.00
County Engineer	\$101,172.94
County Administrator	\$114,000.00
Finance Director	\$79,627.08
Veteran Service Officer	\$54,044.43
Public Health Director	\$82,859.80
Environmental Services Officer	\$90,685.30
Social Services Director	\$95,351.31
Victim's Assistance Specialist	\$45,423.84
Assistant County Attorney	\$84,404.76
Office Manager – Attorney's Office	\$42,373.52
Emergency Manager/County Ag & Ditch Inspector	\$63,072.12
Construction Engineer	\$82,294.58
Project Engineer	\$65,734.57
Highway Maintenance Supervisor	\$68,196.64
Confidential Secretary	\$43,924.99
Human Resources Coordinator	\$70,559.86
Taxpayer Service Center Supervisor/Tax System Administrator	\$55,458.95
Assistant Facilities Manager/Hourly	\$24.45
Maintenance/Landfill Supervisor /Hourly	\$24.45
Facilities Operations Manager	\$68,196.54
Planning and Zoning Administrator	\$59,740.38
Chief Deputy Sheriff	\$73,152.59
Management Information Systems Director	\$63,031.86
Buildings & Grounds Director	\$70,867.80
Administrative Assistant – Public Health	\$45,608.52
Wellness/Health Educator	\$67,129.81

Administrative Assistant/Social Services	\$63,031.85
Social Worker (MSW)	\$58,221.43
Social Service Supervisor	\$69,815.14
Social Worker (CPS)	\$59,502.00
Support Services Supervisor	\$55,571.13
Financial Assistant Supervisor I	\$55,571.13
Financial Assistant Supervisor II	\$63,031.85
Fiscal Supervisor II	\$63,031.85
Accounting Technician	\$42,045.60
Case Aide	\$44,463.36
Child Support Supervisor I	\$55,571.13
Child Support Officer	\$45,315.06
Eligibility Worker	\$44,463.36
Family Based Service Provider	\$42,767.76
Social Worker	\$56,133.96
Support Enforcement Aide	\$37,273.21
Lead Eligibility Worker	\$49,959.00
Office Support Specialist	\$35,219.16
LPN'S/Hourly	\$16.51

BE IT FURTHER RESOLVED that the following personnel changes and additions are also effective January 1, 2014:

- a. The Finance Officer Position is eliminated and replaced with the Finance Director Position.
- b. The Accounting Clerk II position in the Finance Department is replaced with an Accounting Clerk III position.
- c. Full-time (1.0 FTE) employees will receive \$785 per month towards their health insurance premium. Employees less than 1.0 FTE and more than or equal to .5 FTE will also receive an equivalent pro-rated amount for health insurance benefits. Employees less than or equal to .49 FTE do not qualify for County benefits.

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

**2. Code of Ethics Policy for Polk County Public Officials Resolution (2013-061)**

**Code of Ethics Policy**  
**For Polk County Public Officials**  
**Resolution (2013-061)**

The following resolution (2013-061) was offered by Commissioner Nicholas:

**Code of Ethics for Public Officials in Polk County**

WHEREAS, It is imperative that the officials in the public service not only maintain the highest possible standards of ethical conduct in their transactions of public business, but that such standards be clearly defined and known to the public as well as to the public officials;

NOW THEREFORE BE IT RESOLVED, By the Polk County Board of Commissioners that Attachment A titled as “Code of Ethics for Public Officials in Polk County” is the Code of Ethics Policy for the public officials of Polk County (On file in the office of the Polk County Administrator).

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

**3. Setting 2014 Spending Authorities for the County Administrator and Department Heads Resolution (2013-062)**

**Setting 2014 Spending Authorities for the  
County Administrator and Department Heads  
Resolution (2013-062)**

The following resolution (2013-062) was offered by Commissioner Strandell:

THEREFORE BE IT RESOLVED That Polk County Board of Commissioners hereby authorizes spending authorities for the County Administrator and Department Heads for the year 2014 be and hereby are set as follows:

<b>POSITION</b>	<b>2014 Spending Authority</b>
County Administrator	\$10,000
County Attorney	\$5,000
County Engineer	\$5,000
County Sheriff	\$5,000
Director of Social Services	\$5,000
Director of Environmental Services	\$5,000
Director of Property Tax Records	\$3,000
Director of Assessment Services	\$3,000
Finance Director	\$3,000
Human Resources Coordinator	\$3,000
Building & Ground Director	\$3,000
Management Information Systems Director	\$3,000
Public Health Director	\$3,000
Veterans Service Officer	\$3,000

And WHEREAS, the following procedures will be followed regarding the above limits:

- A. All purchases within the spending authority limitations are required to be within departmental budgetary constraints; if the purchase(s) are out of the constraints of the departmental budget the purchase(s) must be brought to the County Administrator where it will be determined if the purchase will go before the County's Board for approval.
- B. The County Administrator is able to authorize departmental purchases that are under the County Administrator spending authority of \$10,000 if the purchase is within the departmental budget.
- C. All County vouchers/reimbursement forms that are within the restrictions of the department's budget and spending authority can be authorized by the department head.
- D. Vendor accounts payable per the approved Auditor Warrant Listing in Resolution 2013-055 are excluded from these spending limits.

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

**4. Re-appoint Terri Eidenschink to the Lake Agassiz Regional (LARL) Board for a 3 year term (2014-2016)**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve re-appointing Terri Eidenschink, Climax, MN to the Lake Agassiz Regional (LARL) for a 3-year term 2014-2016.

**5. Authorization for County Administrator to Attend MCMA Mid-Winter Professional Development Workshop Bloomington February 13 and February 14, 2014.**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to authorize expenses for the Polk County Administrator to attend the MCMA Mid-Winter Workshop in Bloomington, MN on February 13 and February 14, 2014.

**COMMISSIONER WARRANTS**

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

COMMISSIONER WARRANTS  
DATED 12/20/2013  
APPROVED 12/17/2013

<u>Vendor Name</u>	<u>Amount</u>
A & S LLC	2,030.00
Amherst H Wilder Foundation	15,364.00
Apex Equipment Llc	2,486.77
Atlas Copco Compressors LLC	2,038.80

CabinetMakers Inc	8,175.94
Christian Brothers Ford Inc	2,343.13
Commissioner Of Transportation	4,006.64
Cretex Concrete Prod. Midwest	9,272.97
Crookston Fuel Company	9,454.38
Diamond Surface Inc	4,972.79
Evenaire Systems Inc	2,071.00
Ferguson Enterprise Inc 3093	2,162.65
Gaffaney's	3,753.31
Garden Valley Telephone Co	4,919.85
Higher Ground	3,910.00
Hometown Management Inc	3,991.52
Honeywell International Inc	2,918.43
J & S Gravel Inc	3,625.00
Jim Vaessen Limited	2,190.51
Jsb Engineered Solutions	8,751.91
K & L Inc	4,202.83
Kiecker Coatings	4,806.00
Lepier Oil Company Inc	2,290.66
Liberty Tire – Mn	2,489.97
Lunseth Plumbing & Heating	2,263.95
MCCC MI 33	20,854.49
Morris Electronics Inc	35,643.22
Natronx Technologies Llc	8,246.89
North American Salt Co	32,935.65
Pemberton Sorlie Rufer & Kershner	5,422.20
Polk County Highway Department	30,107.95
PRECISE MRM LLC	2,144.12
Psi Engineering Llc	6,092.42
Red Lake County Treasurer	84,425.11
RJ Zavoral & Sons Inc	29,100.00
Rock/David & Karen	2,475.00
Roll Form Group (Us) Inc	27,110.84
Sand Hill River W S District	3,390.75
Stanley Convergent Security Solutions	2,325.00
Stone's Mobile Radio Inc	30,415.55
U S Water Services	18,618.15
US Bank Voyager Fleet Sys	4,376.15
Valley Electric Of Crookston LLC	3,202.84
Wenck Associates Inc	5,484.33
Widseth Smith Nolting & Assoc	11,493.75
Wilkens Inc/Lyle	6,000.00
261 Payments 2000 less than	101,515.52
<b>Final Total:</b>	<b>585,872.94</b>

With no further business the Board adjourned to reconvene at 8:00 a.m., January 7, 2014.

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Craig Bunes, Chairman

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board