

FEBRUARY 26, 2013
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 26, 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, County Administrator, Clerk of the Board.

AGENDA/CONSENT AGENDA

A motion was made by Commissioner Strandell, seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Agenda. A motion was made by Commissioner Affeldt, seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve and Consent Agenda for February 26, 2013:

1. Approve payment to Card Member Services, St. Louis, MO in the amount of \$8,846.70 for Credit Card Purchases.
2. Approve payment to Polk County Environmental Services, Crookston, MN in the amount of \$52,980.10 for Jon Steiner's wages and benefits breakdown for billing to the Incinerator/Landfill for 2012.
3. Approve payment to the City of East Grand Forks, in the amount of \$15,000.00 for SCORE Allocation/Solid Waste Management.
4. Approve payment to the MN Department of Health in the amount of \$100.00 for Jon Steiner and \$100.00 for Jake Snyder, Environmental Services for Asbestos License Fees.
5. Approve payment to Lyon County, Marshall, MN in the amount of \$50.00 for 2012 SWAA Annual Dues and \$50.00 for 2013 SWAA Annual Dues for Environmental Services.
6. Approve payment to Liberty Leasing, Fargo, ND in the amount of \$192.50 for Sales Tax for a Lanier Copier Purchased through the Veteran's Office Grant.

COUNTY BOARD MEMBERS ISSUE FORUM

Commissioner Strandell attending the Intergovernmental Committee meeting in East Grand Forks and noted County dispatch was reviewed.

Commissioner Affeldt attending the MRCC meeting where the Vulnerable Children and Adults Act was reviewed. He noted funding has changed to favor the metro area. Legacy parks and trail funds were also reviewed. He was also reelected Chair of the regional household hazardous waste committee.

Commissioner Nicholas attended the Triad Board meeting where organization was reviewed.

Chair Bunes noted the upcoming Township Board meeting March 26. He attended the LARL Executive Committee meeting noting Liz Lynch begins as LARL Executive March 9. He also attended the Intergovernmental Committee meeting and commended Chief Deputy Erickson for his discussion of dispatch and radio matters. Bunes also attended the Planning and Zoning Board meeting.

Commissioner Diedrich requested Administrator Whiting to review Government Center parking.

PLANNING & ZONING

Jake Snyder, Planning and Zoning Administrator and Jon Steiner came before the Board with matters pertaining to Planning and Zoning:

1. Upon Resolution (2013-012) was approved for the Conditional Use Permit for Donna Malarkey for kenneling facility in Ag district – staff recommended approval, P&Z Committee recommends approval. A motion was made by Commissioner Strandell, seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve Resolution 2013-012. See Resolution on file in the office of the Polk County Administrator.
2. Upon Resolution (2013-013) was approved for a Conditional Use Permit for Dwight Peterson – for a grain leg and tower in Ag district – staff recommends approval, P&Z Committee recommends approval. A motion was made by Commissioner Diedrich, seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to adopt Resolution 2013-013. See Resolution on file in the office of the Polk county Administrator.

HIGHWAY DEPARTMENT

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

1. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote of Fertile Oil Company for Diesel Fuel in the amount of \$3.40. (low quote)

SHERIFF'S DEPARTMENT

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

1. 2012 Year-End report from the Medical Examiner, Dr. Mary Ann Sens.
 - a. Dr. Sens provided an overview of her activity for 2012 of her Medical Examiner's contract.

2. Century Link Services for the States Next Generation 911 Upgrade.
 - a. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to authorize the Polk County Sheriff to sign said contract relating to Century Link Services for the States Next Generation 911 Upgrade.
3. Discussion with the Board about the ARMER Radio System.
 - a. Follow-up from the discussion relating to information the Board received from Emergency Communications Network Director Jackie Mines and the NW Regional Representative Bill Bernhjelm at the 2/5/13 Board meeting. Discussion of the number of consoles, likely increases in 911 calls after consolidation, costs for Motorola radios and service, the grant application process and projected room space were reviewed. The Board agreed to tour the dispatch center at the conclusion of agenda business. Staff was directed to return with a resolution for action by the Board at the March 5 meeting.

ADMINISTRATION

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

1. Performance Review – Closed Session (Pursuant to MN Statutes 13D.05, subd. 3(a) – Evaluate the performance of individual subject to the Board’s authority, County Administrator Charles Whiting – Continued from February 19 meeting. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to go into closed session per MN Statutes 13D.05, subd. 3(a) at 11:55 a.m.
2. Reconvene into Open Session. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to reconvene the Board meeting in open session at 12.52 p.m.
3. Board report of County Administrator Performance Evaluation. Chair Bunes summarized Mr. Whiting’s performance review stating his six month review was positive and identified issues to address for the rest of 2013.
4. County Finance Officer Ron Denison came before the Board with matters pertaining to his department.
 - a. NW Multi-County HRA Debt Payoff – Denison presented information for early payoff of HRA debt for the LEC bonds. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve early payoff of the NW Multi-County HRA bonds.
 - b. 2013 Ditch Levy Assessments – Denison and Financial Assistant Arla Meyer reviewed 2013 ditch levy assessments. The Board discussed reviewing ideal ditch balances at a Board meeting in March. A motion was made by Commissioner

Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the 2013 Ditch Levy Assessments as presented:

COUNTY	BENEFITTED	LENGTH OF	Cash Bal	2013	Est. Avg.			
DITCHES	ACRES	DITCH	12/31/2012	New Levy	COST			
		IN MILES		Amount	Per Acre	Explanation		
#37	12,293.00	10.00	(5,960.00)	6,000.00	\$ 0.49	Prior work, done 2007, 2010, 2011		
#49	2,277.19	3.20	(2,335.91)	5,000.00	\$ 2.20	2011 work		
#51	3,600.00	4.00	(1,547.90)	3,000.00	\$ 0.83	2011 work		
#55	5,108.97	10.10	(18,952.00)	15,000.00	\$ 2.94	2011 work		
#59	8,536.16	11.70	387.08	1,000.00	\$ 0.12	2012 work \$ 27,116		
#67	2,594.66	2.40	(61.68)	1,000.00	\$ 0.39	2011 work		
#69	3,754.00	5.00	(14,142.25)	12,500.00	\$ 3.33	2011 work		
#78	1,440.00	1.50	(763.71)	1,000.00	\$ 0.69	Prior work, done 2009, 2010		
#83	1,754.70	4.20	(4,071.04)	5,000.00	\$ 2.85	2012 work \$ 4,500, 2011 \$ 13,300		
#86	15,076.74	3.00	(2,675.19)	3,000.00	\$ 0.20	2012 work \$ 8,400		
#93	15,839.95	8.50	(1,425.58)	2,000.00	\$ 0.13	2012 work \$ 2,900		
#106	5,854.80	Burnham Creek	(270.41)	1,000.00	\$ 0.17	2012 work & expenses \$ 600		
#115	2,120.00	3.50	(2,416.84)	3,000.00	\$ 1.42	2011 work		
#122	3,098.40	3.00	(876.93)	1,500.00	\$ 0.48	Prior work & expenses		
#130	4,603.00	Burnham Creek	(17,367.08)	5,000.00	\$ 1.09	2012 work \$ 16,800		
#139	3,785.00	Burnham Creek	(10,860.66)	5,000.00	\$ 1.32	Prior work, done 2008, 2009		
#161	2,610.77	1.50	(3,343.08)	2,000.00	\$ 0.77	Prior work, done 2007,- 2010		
#163	2,080.13	3.50	(153.71)	1,000.00	\$ 0.48	2011 work		
#167	1,437.45	1.10	(4,256.19)	3,500.00	\$ 2.43	Prior work, done 2010, 2011		
State Ditch 61 (main & branches)	40,863.67	11.00	(46,030.91)	15,000.00	\$ 0.37	2012 work \$ 51,460		
Joint County Ditch 60	21,581.71	20.0	(24,174.79)	10,000.00	\$ 0.46	Prior work, done 2010, 2011		
		TOTAL LEVY		101,500.00				

The Board recessed for lunch at 12:55 p.m.

ENVIRONMENTAL SERVICES

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

1. Departmental Operations Presentation – Level 3 ITV Room, Government Center. Mr. Steiner reviewed Environmental Services department issues and discussed with the Board until 4:15 p.m.

The Board recessed to the dispatch center for a tour of the facility. With no further business the Board adjourned at 5:00 p.m. to reconvene at 8:00 o'clock a.m. March 5, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board