

**FEBRUARY 5, 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 5, 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 Others present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Agenda for February 5, 2013.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Consent Agenda for February 5, 2013:

1. Approve Auditor Warrants.
2. Approve the January 15 and January 22, 2013 board minutes.
3. Approve payment to the Northwest Research & Outreach Center (UMC), Crookston, MN in the amount of \$150.00 for Facility Rental for a Polk County meeting through the Administrator's Office.
4. Approve payment to Cardmember Services, St. Louis, MO in the amount of \$3,589.04 for Credit Card Purchases.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Board Recognition of County Maintenance Department.

PUBLIC WORKS

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

1. A discussion was held on the transfer of County Ditch #40. Mike Krejci, Keystone Township was present for the discussion. A hearing date for the final determination of benefits was set for April 2, 2013 at 1:30 pm.
2. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performance CP 112 – in the name of Gladen Construction, Inc. in the amount of \$86,196.00.
3. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Certificate of Performance SP 60-622-006 – in the name of MinnDak Asphalt (Previously approved on 6-12-2012 discuss local options) in the amount of \$1,771,131.17 to correct the amount of the prior approval.
4. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performance SP 60-670-003 in the name of Swingen Construction, Inc. in the amount of \$798,470.40.

5. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Certificate of Performance SAP 60-599-267 etc in the name of Gladen Construction, Inc. in the amount of \$286,005.50.
6. A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the purchase of a 3250 Gallon Water Tank from Fleet Supply, Crookston in the amount of \$6,064.05
7. A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the purchase of a 2013 Four Wheel Drive Half Ton Regular Cab Truck from Nelson Auto Center, Fergus Falls, MN (State Contract) in the amount of \$24,266.22.
8. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and it was declared failed upon the following vote: YEAS: Diedrich, Nicholas. NAYS: Strandell, Affeldt, and Bunes to approve the purchase of a 2013 Four Wheel Drive One Ton Crew Cab Truck from Rydell GM, Grand Forks, ND in the amount of \$24,865.00.
9. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the purchase of a 2013 Four Wheel Drive One Ton Crew Cab Truck from Nelson Auto Center, Fergus Falls, MN (State Contract) in the amount of \$24, 682.35.

REVISED AGENDA

10. A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the “Revised” Agenda for February 5, 2013 to add County State Highway 14 and Road Restriction Map.

**Designating A Ten Ton County Highway Route
(RESOLUTION (2013-008))**

The following resolution (2013-008) was offered by Commissioner Affeldt:

WHEREAS, The Board of County Commissioners of Polk County desire to designate an efficient transportation system of County Highways within Polk County.

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that the following route be and hereby is designated a Ten Ton County Highway Route: County State Aid Highway 14 from County State Aid Highway 1 north 15.5 miles to US Trunk Highway 75 at Crookston.

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

11. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the 2013 Road Restriction Map as presented.

PUBLIC HEALTH

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

1. A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the request to submit for a Family Planning Special Project Grant Application to the Minnesota Department of Health.

REVISED AGENDA

2. A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the "Revised" Agenda for February 5, 2013 to add out of state travel for Sarah Reese.
3. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the request for out of state travel for Sarah Reese to Kansas City, KS to represent the Polk, Norman Health Board funded by the Robert Wood Foundation.

ADMINISTRATION

1. Richard Rude – Architect and Jan Skyberg, Polk County Buildings and Grounds.
 - a. Review of LEC Construction Project. Rude and Skyberg reviewed the progress of construction at the LEC and noted the contractor KUE is doing excellent work for the County.

DIRECTOR OF PROPERTY RECORDS

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

1. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the replacement of a scanner for Tax Receipts.

ADMINISTRATION CONTINUED

Charles Whiting, County Administrator came before the Board to discuss matters pertaining to his department.

2. Linsey Rood – Human Resources:
 - a. Settlement Form Correction for Maintenance was review as presented.
 - b. Public Health Accounting Clerk III Job Description.
 - A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Job Description for the Public Health Accounting Clerk III position
 - c. Approval of Amended 12/18/2012 Salary Resolution
 - A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the amended 12/18/2012 Salary Resolution correcting the

- annual wages for the Chief Deputy position and noting position title change to “County Agriculture/Ditch Inspector”.
- d. Approval of Revised Finance Officer Job Description
 - A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the revised Job Description for the Finance Officer.
 - e. Approval of the 2012 Pay Equity Report. The report completed for submittal to the state was reviewed and noted that the initial interpretation of the 2012 Pay Equity Report indicates the County is out of compliance.
 - A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept and submit the 2012 Pay Equity Report.
 - f. Conference Review – Linsey Rood reported on the NPELRA conference she attended in Minneapolis.
3. Ron Denison – Finance:
- a. Resolution Designating 2013 Bank Depositories. Finance Officer Ron Denison presented the follow resolution for the Board’s consideration:

**Designation of Bank Depositories
(RESOLUTION (2013-009))**

The following resolution (2013-009) was offered by Commissioner Diedrich:

WHEREAS, The Bremer Bank, N.A. of Crookston, The Crookston National Bank of Crookston, The Ultima Bank Minnesota of Fosston/Winger, The First State Bank of Fertile, The Northern State Bank of Gonvick, The American State Bank of Erskine, The First National Bank of Bagley/Fosston, The First National Bank of McIntosh, Frandsen Bank & Trust of East Grand Forks, The Unity Bank North of Red Lake Falls/Mentor, and The Minnesota Association of Governments Investing for Counties (MAGIC) have submitted their proposals to be designated as a County depository; and

WHEREAS, Said proposals are accompanied by collateral duly assigned to Polk County and security of County Funds to be deposited in said Banks; and

WHEREAS, The Polk County Board of Commissioners have approved of the various securities and the assignment thereof.

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County, that the aforementioned Banks be and hereby are designated as depositories of County Funds;

BE IT FURTHER RESOLVED, That the designation of such depositories together with the securities given by said Banks and the assignment of such securities to Polk County be and the same are hereby approved by this Board.

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

- b. The Cash Trial Balance for December was presented by Mr. Denison.

LEE MEIER HRA DIRECTOR & MARK FINSETH, HRA BOARD REP

- 1. Request for Support for an HRA Levy Extension.
 - a. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve a letter of support for the HRA Levy Extension.

ADMINISTRATION CONTINUED

- 4. Committee's Appointments.
 - a. A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the appointment of Dean Adams, Crookston, MN to the Agassiz Recreational Trail Committee for a 3 year term to expire December 31, 2015.
 - b. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the appointment of Cheryl Burns to the Polk County Extension Committee as the District I representative for a 3 year term to expire December 31, 2015 and to approve the appointment of Nancy Capistran to the Polk County Extension Committee as the at large member for a 3 year term to expire December 31, 2015.
- 5. Review of Governor's Proposed Budget. Mr. Whiting and the Board reviewed Governor Dayton's proposed budget. Whiting is to invite local legislators to attend a future county board meeting.
- 6. Finance Officer Ron Denison reported to the Board that Polk County does have funds at The Security State Bank of Oklee and should be noted in the resolution approved earlier in the meeting.
 - a. A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to rescind resolution 2013-009 in order to add The Security State Bank of Oklee.

**Designation of Bank Depositories
(RESOLUTION (2013-010))**

The following resolution (2013-010) was offered by Commissioner Strandell:

WHEREAS, The Bremer Bank, N.A. of Crookston, The Crookston National Bank of Crookston, The Security State Bank of Oklee, The Ultima Bank Minnesota of Fosston/Winger, The First State Bank of Fertile, The Northern State Bank of Gonvick, The American State Bank of Erskine, The First National Bank of Bagley/Fosston, The First National Bank of McIntosh, Frandsen Bank & Trust of East Grand Forks, The Unity Bank North of Red Lake Falls/Mentor, and The Minnesota Association of

Governments Investing for Counties (MAGIC) have submitted their proposals to be designated as a County depository; and

WHEREAS, Said proposals are accompanied by collateral duly assigned to Polk County and security of County Funds to be deposited in said Banks; and

WHEREAS, The Polk County Board of Commissioners have approved of the various securities and the assignment thereof.

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County, that the aforementioned Banks be and hereby are designated as depositories of County Funds;

BE IT FURTHER RESOLVED, That the designation of such depositories together with the securities given by said Banks and the assignment of such securities to Polk County be and the same are hereby approved by this Board.

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

7. Review of AMC Newly Elected Officials Conference. Commissioners Bunes and Nicholas and Administrator Whiting reviewed the conference they attended.

The Board recessed for lunch.

SHERIFF

Karl Erickson, Polk County Sheriff's Office and Nancy Shafer, Dispatch Supervisor came before the Board with matters pertaining to the Sheriff's department. ECN Director Jackie Mines and Bill Bernhjelm were introduced.

1. Discussion was held on the 800 MHz Radio System ARMER.

AUDITOR WARRANTS

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the January 2013 Auditor Warrants for payment.

Auditor Warrant 01/03/2013

<u>Vendor Name</u>	<u>Amount</u>
East Polk Soil & Water	36,661.50
North Country Security Inc	3,703.52
Sand Hill River W S District	29,449.49
Titan Machinery	9,725.63
University Of North Dakota	5,266.66
West Polk Soil & Water	36,661.50
Wilkins Inc/Lyle	13,076.75
14 Payments less than 2000	6,091.45
Final Total:	140,636.50

Auditor Warrant 01/03/2013

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	5,651.91
Final Total:	5,651.91

Auditor Warrant 01/04/2013

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield of MN	115,630.50
Final Total:	115,630.50

Auditor Warrant 01/04/2013

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	15.00
Final Total:	15.00

Auditor Warrant 01/07/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	4458.50
Final Total:	4458.50

Auditor Warrant 01/04/2013

<u>Vendor Name</u>	<u>Amount</u>
2 Payments less than 2000	30.00
Final Total:	30.00

Auditor Warrant 01/08/2013

<u>Vendor Name</u>	<u>Amount</u>
Fosston Municipal Utilities	39,081.80
Goodpointe Technology Inc	4,730.00
Headwaters Regional	3,000.00
Kennedy Scales	33,742.50
North Country Security Inc	3,689.15
Powerplan OIB	4,809.38
TAC 10 Inc	24,466.00
Tri County Community Corr	1,093,013.96
West Payment Center	2,668.34
19 Payments less than 2000	10,105.69
Final Total:	1,219,306.82

Auditor Warrant 01/08/2013

<u>Vendor Name</u>	<u>Amount</u>
MN PIEP	11,977.42
Final Total	11,977.42

Auditor Warrant 01/14/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	6036.37
Final:	6036.37

Auditor Warrants 01/15/2013

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Cole Papers Inc	3,391.73
Garden Valley Telephone Co	6,985.37
Great Plains Natural Gas Co	4,757.03
Knife River Materials	65,325.22

Kue Contractors Inc	28,867.00
Lenes Sand & Gravel Inc	16,163.59
Otis Elevator Company	5,663.88
Ottertail Power Co	8,553.45
Polk County Environmental Services	2,459.20
Sandhill Snowcruisers	22,205.40
21 Payments less than 2000	15,663.39
Final Total:	182,688.26

Auditor Warrants 01/16/2013

1 Payments less than 2000	99.00
Final Total:	99.00

Auditor Warrants 01/18/2013

3 Payments less than 2000	45.00
Final Total:	45.00

Auditor Warrants 01/22/2013

<u>Vendor Name</u>	<u>Amount</u>
Fosston Dac	4,354.00
Gaffaney's	2,432.39
Halstad Telephone Co	9,987.64
Johnson Controls Inc	14,409.00
Mccc Mi 33	2,725.00
North Country Security Inc	4,254.48
Simplexgrinnell	2,591.72
Wilkins Inc/Lyle	14,989.45
23 Payments less than 2000	11,675.96
Final Total:	67,419.64

Auditor Warrants 01/22/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	7,776.36
Final Total:	7,777.36

Auditor Warrants 01/24/2013

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield MN	117,041.50
Final Total:	117,041.50

Auditor Warrants 01/24/2013

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	15.00
Final Total:	15.00

Auditor Warrants 01/25/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	35,572.47
Climax City Treasurer	2,067.45
County Emergency Medical Serv.	5,457.69
Crookston Area Ambulance Inc	3,050.81
Crookston City	29,652.94
East Grand Forks City	67,848.53
Erskine City Clerk- Treasurer	7,863.83
Fairfax Township Treasurer	2,035.89

First Care Medical Services	4,078.98
Fisher City	6,612.16
Fosston City	4,966.15
Godfrey Township Treasurer	2,809.56
Higdem Township Treasurer	4,727.17
Hill River Township Treasurer	4,782.26
Johnson Township	3,604.53
Knute Township Treasurer	3,462.34
Mcintosh City	4,264.47
Mentor City	2,401.63
Middle- Snake- Tamarac Rivers Wtrshd Di	9,488.65
Nielsville City	2,655.38
Nw Mn Multi County Hra	2,319.53
Queen Township Treasurer	2,228.03
Red Lake Watershed District	21,399.78
Sand Hill River W S District	12,522.39
School District 2176 Treas	7,862.69
School District 2311 Treas	3,962.82
School District 2609 Treas	29,809.12
School District 592 Treas	5,781.91
School District 593 Treas	39,637.74
School District 599 Treas	19,482.62
School District 600 Treas	10,615.85
School District 601 Treas	18,553.47
Winger City Clerk Treasurer	3,541.09
Winger Township Treasurer	4,364.65
Woodside Township Treasurer	3,482.73
60 Payments less than 2000	49,123.53
Final Total:	442,090.84

Auditor Warrants 01/29/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	3,065,430.01
Jacks/Sharon E	2,796.00
Kue Contractors Inc	135,052.00
Mn State Treasury	15,403.00
Mn UI Fund	4,300.32
16 Payments less than 2000	9,422.02
Final Total:	3,232,403.35

MANUAL WARRANTS 01/03/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Service Center	47.42
Final Total:	47.42

MANUAL WARRANTS 01/18/2013

<u>Vendor Name</u>	<u>Amount</u>
1 Payment less than 2000	644.00
Final Total:	644.00

MANUAL WARRANTS 01/18/2013

<u>Vendor Name</u>	<u>Amount</u>
MN Dept of Rev Tax Division	125,603.80
Final Total:	125,603.80

MANUAL WARRANTS 01/18/2013

<u>Vendor Name</u>	<u>Amount</u>
MN Revenue	5884.83
1 Payment less than 2000	1294.00
Final Total:	7178.83

MANUAL WARRANTS 01/31/2013

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	271,574,03
MN Revenue	46,440,52
Final Total:	318,014,55

Commissioners Strandell and Diedrich left the meeting.

With no further business the Board adjourned until 10:00 o'clock a.m. on February 19, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board