

**JANUARY 22, 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., January 22, 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 Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Agenda for January 22, 2013. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the "Revised" Agenda for January 22, 2013.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Consent Agenda for January 22, 2013:

1. Approve the January 8, 2013 board minutes.
2. Approve payment to Gopher State One-Call in the amount of \$100.00 for an annual fee for the Highway Department.
3. Approve payment to Northwestern Mental Health Center, Crookston, MN in the amount of \$300.00 for Evaluation for the Sheriff's Office.
4. Approve payment to MCCC, Minneapolis, MN in the amount of \$2,725.00 for Services and Support Fees for the Finance and Data Processing area.

COUNTY BOARD MEMBER ISSUE FORUM

Dean Vikan appeared before the board regarding the Tilberg Park Options and management possibilities.

SHERIFF

Barb Erdman, Karl Erickson and Brian Lundeen, Polk County Sheriff's Office came before the Board with matters pertaining to the Sheriff's department:

1. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote for the purchase of three (3) patrol vehicles for the Sheriff's Department in the amount of \$84,177.00 in favor of Thane Hawkins Polar Chevrolet LOW STATE CONTRACT PRICE (low quote).
2. An updated list of the Sheriff's Office vehicle fleet was presented to the board.
3. Sheriff Erdman presented her reports to the County Board for the month of December 2012.

DIRECTOR OF ASSESSMENT SERVICES

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

1. The Board discussed a property disposition request for the Former Z-Place (Parcel 82.00592.00), Rocks Jewelry (Parcel 82.00593.00) and the Old Cable TV Property (Parcel 82.00311.00). A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to set the minimum sale value on the Z-Place building (Parcel 82.00592.00) in the amount of \$2,900.00. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the request for property disposition of the Polk County fee owned property Rocks Jewelry (Parcel 82.00593.00) and the Old Cable TV property (Parcel 82.00311.00). A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the request for property disposition of the tax forfeited property Z-Place (Parcel 82.00592.00).
2. Review and approval of Abatements for Terry and Heidi Strom, Keith Danks, and Carey and Elaine Burslie. A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve abatements on Parcel No's 74.00108.01, 74.00182.02 and 90.00234.00.
3. Mr. Wagner provided information regarding the proposed agricultural valuation increases for the 2013 assessment.

CANDIDATE FOR PLANNING & ZONING BOARD

Mr. Robert Franks came before the Board to discuss Planning and Zoning and the Board appointment:

1. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to appoint Robert Franks to the Planning and Zoning Board for a 3 year term to expire December 31, 2015.

COUNTY BOARD/OTHER COMMITTEE APPOINTMENTS

1. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the re-appointment of Curtis Knutson, Fisher, MN to the Red River Valley Development Association Board of Directors for a 3 year term to expire February 25, 2015.

ADMINISTRATION

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

1. Linsey Rood, Human Resources discussed a correction to 2013 Sheriff's Department Chief Deputy Salary:
 - a. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve to correct Chief Deputy Salary of \$68,775.00 for the year of 2013. A discussion was held regarding the emergency management duties and appropriated salaries.

- b. A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the salary offer between the 4th (\$53,362.22) and 5th (\$55,095.86) steps to the Planning and Zoning Administrator candidate due to the experience of the potential candidate's qualifications.
2. Jon Steiner appeared before the board and provided an update on his department regarding staffing levels.
3. Discussion regarding the status of the email functions after the catastrophic event over the prior weekend during scheduled maintenance. Arron Harlow, Polk County IT and Shawn Larson, Morris Electronics provided the update.
4. Discussion of options to Board Room upgrade.
5. Discussion of the MIS Director Position and Department Planning.
6. Discussion of options for Tilberg Park.
7. Discussion of the Tri-County Lease option.
8. Discussion was held on the County Administrator Evaluation Process.

Upon motion the Board retired for lunch.

VETERAN SERVICES

Les Goodwin, Veteran Services Officer came before the Board with a presentation on the Veteran Services Department Operations.

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., February 5, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board