

***Revised**
POLK COUNTY BOARD
MEETING LOCATION: GOVERNMENT CENTER, CROOKSTON, MN
COMMISSIONERS ROOM
AGENDA
JANUARY 8, 2013

8:00 A.M.

MEETING OPEN/CONVENE

1. *Administration of Oath of Office for Commissioners Nicholas, Bunes & Diedrich by Judge Remick
2. Administration of Oath of Office for County Assessor Robert Wagner by Judge Remick

CALL TO ORDER
PLEDGE ALLEGIANCE TO FLAG
REVIEWAL & APPROVAL OF THE AGENDA

ELECTION OF OFFICERS

1. Chair
2. Vice Chair

CONSENT AGENDA

1. Approve Auditor Warrants.
2. Approve the December 2012 Electronic Fund Transfers for Publication.
3. Approve the December 18, 2012 board minutes.
4. Approve payment to Joanne Johnson, IT Department in the amount of \$28.86 for mileage expenses.
5. Approve Polk County's Financial Membership Contribution to the Northwest Minnesota Radio Board (Joint Powers Agreement) as per their 2013 budget, in the amount of \$3,000.00.
6. Approve payment to Card Member Services, St. Louis, MO in the amount of \$5,651.91 for Credit Card Purchases.
7. Approve payment to Building Systems Corporation, Grand Forks, ND in the amount of \$66,650.00 for Asbestos Removal in the Professional Building, Crookston.
8. Approve payment to Walmart in the amount of \$63.33 for Office & Custodial Supplies for the Fosston Incinerator.

COUNTY BOARD MEMBERS ISSUE FORUM

9:20

SARAH REESE – PUBLIC HEALTH

1. Request to submit a proposal for breastfeeding supports
2. UMC Agreement for Student Experience (Jensen Sanders)
3. Update on the Family Planning Special Projects Grant (RFP anticipated to be out January 23-25)

9:40

RICHARD SANDERS – HIGHWAY DEPARTMENT

1. Certificate of Performance – CP 110-00-01 – Vogt Dirt Service
2. Certificate of Performance – CP 112-00-01 – Vogt Dirt Service
3. Certificate of Performance /Final Acceptance – SAP 60-605-008 – Knife River Materials
4. Approve Dumpster Quote Tilberg Park – Listrom's Disp. Inc.
5. Approve (4) Woods BW 1800 Mower Quotes – Tri-Steel Grand Forks
6. Approval to Attend Annual NACE Conference, Des Moines, IA

10:00

BREAK

10:10

MICHELLE COTE – DIRECTOR OF PROPERTY RECORDS

1. Agreement for Services with Mapping Solutions – Printing of New Polk County Plat Books
2. Lamination & Covers for 6 Grantor/Grantee Index Books in the amount of \$7,598.81
3. Extension Committee Appointments

10:45

JON STEINER (CHUCK WHITING – ADMINISTRATOR)

1. Approval to Order a Minimum of 138 Boiler Tubes in the amount of \$11,950.00 for the Fosston Incinerator.

11:00

BID OPENING – OFFICIAL NEWSPAPER

11:10

CHUCK WHITING– ADMINISTRATOR

1. Polk County’s Website/Designated as the Official Site:
 - a. Resolution to Designate Polk County’s Website for Publications of Invitations to Bid on Polk County Transportation Projects (2013-1)
2. Official Newspaper:
 - a. Resolution for the Designation of the Polk County Official Newspaper/First Publication of the 2013 Financial Statement & Delinquent Tax List (2013-2)
3. 2012 Financial Statement:
 - a. Resolution accepting the Second Publication of the 2012 Financial Statement (2013-3)
4. Association of Minnesota Counties 2013 Dues:
 - a. Resolution for Naming of Official Delegates to the Association of Minnesota Counties & Dues (2013-4)
5. Appointments – Committees, Boards and Organization Representatives
6. Registration for Red River Basin & Water Summit Conference
7. Crookston Housing Incentive Program – City Administrator Chladek
 - a. A Resolution to Participate in the City of Crookston’s Housing Incentive Program Which Includes Property Tax Abatements (2013-5)
8. Demolition Quotes and Options for Professional Building
9. Finance – Ron Denison, Finance Officer
 - a. Approval of Committed Fund Balances for Year End 2012
10. Human Resources – Linsey Rood, Human Resources Coordinator
 - a. Position Description for Management Information Systems Director
 - b. Position Description for Finance Officer
 - c. Position Description for Director of Property Tax Records
 - d. Position Description for Director of Assessment Services
 - e. Step Adjustment for Clerk Typist Cashier III Incumbent
 - f. Replacement of Landfill Tech/Operator and Subsequent Department Vacancies
 - g. Review of 2012 Employee Wellness Program Utilization

LUNCH

1:20 P.M.

BARB ERDMAN – SHERIFF’S DEPARTMENT

1. 800 MHz Radio Study and Participation Plan

If you need any type of accommodation to participate in the Polk County Board meeting, please contact Chuck Whiting at (218) 281-5408 by noon on Monday. This board agenda is subject to change without notice.