

March 19, 2013
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 10:00 o'clock a.m., March 19, 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 Nicholas and adopted by unanimous vote of the Board to approve the revised Agenda for March 19, 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 March 19, 2013:

1. Approve Commissioner Warrants and Sign Audit List.
2. Approve the February 26, 2013 board minutes.
3. Approve payment to the Polk County Township Association, Crookston, MN in the amount of \$6.00 for the reservation/meal meeting expense for the Polk County Administrator.
4. Approve payment to Society for Human Resource Management (SHRM) Baltimore, MD in the amount of \$165.00 for a 12 month membership for the Human Resources Special Project Coordinator.
5. Approve payment to the MN Supreme Court, St. Paul, MN in the amount of \$304.00 for two registration fees for the County Attorney's Office.

EMERGENCY MANAGEMENT

Nancy Schafer, Polk County Emergency Management came before the Board to discuss matters pertaining to her department.

1. Hazard Mitigation Plan Update/Resolution

**Resolution Authorizing Participation In The Planning Process
And Execution Of Sub-Grant Agreement
RESOLUTION (2013-015)**

The following resolution (2013-015) was offered by Commissioner Diedrich:

WHEREAS, the County of Polk is participating in a hazard mitigation planning process as established under the Hazard Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a county hazard mitigation plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, the plan must include a risk assessment including past hazards, hazards that threaten the county. maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and development trends; and

WHEREAS, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, approval of the all hazard mitigation will make the county eligible to receive Hazard Mitigation Assistance Program grants and other funding sources; and

NOW THEREFORE BE IT RESOLVED, that Polk County enter into a sub-grant agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance Programs for Development or update of the Polk County Hazard Mitigation plan. Charles S. Whiting, Polk County Administrator is hereby authorized to execute and sign such sub-grant agreements and any amendments hereto as are necessary to implement the plan on behalf of Polk County.

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

ENVIRONMENTAL SERVICES

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

1. The Engineering Grant Application/Resolution was discussed. Mr. Steiner will be submitting the application based on a consensus of the board. The resolution will follow at a later meeting.
2. Discussion was held regarding the purchase of an excavator.
3. Introduction of New Employee Chad Knudson, Environmental Tech.

THE CITY OF ERSKINE

1. Request to Waive Tip Fee for City Demolition Project for a property purchased by the City of Erskine located next to the Erskine Community Center. A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the waiving of the demolition tip fee for the City of Erskine.

COUNTY BOARD MEMBERS ISSUE FORUM

MN POWER

Mr. Jim Atkinson of MN Power in Duluth came before the Board.

1. Great Northern Transmission Line Project Update as is situated partially in Polk County.

DARRAL ALTEPETER-LAND OWNER & MARK GRAINGER-NEIL LAW FIRM EGF

1. Darral Altepeter, Daniel Altepeter and Mark Grainger appeared before the board to discuss a culvert and drainage on Mr. Darral Altepeter's farmland in Fanny Township – County Ditch No. 126. Mr. Altepeter feels the water and flow pattern is doing damage to his farmland and creating planting and harvesting limitations. Rich Sanders, Polk County Highway Engineer provided the Construction Plan of CSAH 17 from 1988. Mr. Grainger feels there was a lack of due process to the Altepeters. Mr. Jody Beauchane, Polk County Ditch Inspector provided commentary regarding the drainage. The request of the Altepeters and their counsel was to plug the culvert at the intersection of Sections 3, 4, 9 and 10 along south side CSAH 17 in question. The Board took no specific action but took the matter under advisement.

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 Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the CTC/CCC/School Nurse Staffing proposal which moves Melissa Hayes to a Roster Nurse position and includes a RN II replacement for her.
2. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve Health Services Fee/Donation Schedule for 2013.
3. NWRCC Prescription Medication Costs discussion.
4. Public Health Services-Health Screening and Disease Prevention Schedule discussion.

The Board recessed for lunch.

HIGHWAY DEPARTMENT

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

1. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Public Easement – City of Crookston to Polk County – Fisher Ave. East of Crookston Sports Arena which will allow them to build a frontage road.
2. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performance/Final Acceptance on SAP 60-641-027 for City of McIntosh for Sellin Bros. in the amount of \$211,928.00.
3. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Chairman of the Board and County Administrator to sign the Cooperative Constructive Agreement with Red Lake County for SAP 60-612-013, SAP 63-612-009, SAP 63-612-010 and SAP 63-649-007.

ADMINISTRATION

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

1. Mr. Craig Hoiseth and Tony Chadlek, City of Crookston along with Mr. Whiting appeared before the Board in regards a Tax Abatement for New Housing within the City of Crookston for up to 15 years to Robert Herkenhoff. City of Crookston Mayor Dave Genereux addressed the Board regarding the housing needs of the City of Crookston.
 - a. A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to proceed with the hearing and the preparation of the resolution.
2. Human Resources-Linsey Rood Human Resources/Special Projects Coordinator:
 - a. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to amend the December 18th 2012 Salary Resolution (2012-12-69) which amends the title and corrects the salary of the Public Health Director.

**Resolution Amending to Change the Nursing Service Director Job Title to
Public Health Director and Correcting the Base Salary for this Position
RESOLUTION 2013-016**

The following resolution (2013-016) was offered by Commissioner Strandell:

THEREFORE BE IT RESOLVED That Polk County Board of Commissioners hereby sets salaries for Department Heads, Non-Union personnel and Social Services for the year 2013 be and hereby are set as follows:

| POSITION | 2013 SALARY |
|--|--------------------|
| Director of Assessment Services | \$83,606.25 |
| Director of Property Tax Records | \$83,606.25 |
| County Sheriff | \$78,786.93 |
| Emergency Manager | \$5,865.25 |
| County Attorney | \$96,219.61 |
| County Engineer | \$99,189.16 |
| County Administrator | \$114,000.00 |
| Veteran Service Officer | \$52,984.74 |
| Public Health Director | \$75,451.10 |
| Environmental Services Officer | \$88,907.16 |
| Social Services Director | \$93,481.68 |
| Victim's Services Specialist | \$41,221.18 |
| Assistant County Attorney | \$74,648.21 |
| Office Manager – Attorney's Office | \$41,542.67 |
| County Ditch Inspector | \$61,461.20 |
| Construction Engineer | \$80,680.96 |
| Project Engineer | \$64,445.66 |
| Highway Maintenance Supervisor | \$66,859.45 |
| Confidential Secretary | \$43,063.72 |
| Human Resources/Special Projects Coordinator | \$59,744.33 |
| Taxpayer Service Center Supervisor/Tax System Administrator | \$54,371.52 |
| Assistant Facilities Manager/Hourly | \$23.97 |
| Maintenance/Landfill Supervisor /Hourly | \$23.97 |
| Facilities Operations Manager | \$66,859.35 |
| Planning and Zoning Administrator | \$58,569.00 |
| Chief Deputy | \$62,373.75 |
| Building Ground Supervisor | \$53,233.09 |
| Administrative Assistant – Public Health | \$44,714.24 |
| Wellness/Health Educator | \$65,813.54 |
| Management Information Systems Director | \$61,795.93 |
| Administrative Assistant/Social Services | \$61,795.94 |
| Social Worker (MSW) | \$57,079.83 |
| Social Service Supervisor | \$68,446.22 |
| Social Worker (CPS) | \$57,079.83 |
| Support Services Supervisor | \$54,481.50 |
| Financial Assistant Supervisor I | \$54,481.50 |

| | |
|-----------------------------------|-------------|
| Financial Assistant Supervisor II | \$61,795.94 |
| Fiscal Supervisor II | \$61,795.94 |
| Social Work Team Leader | \$57,740.27 |
| Accounting Technician | \$41,221.18 |
| Case Aide | \$41,221.18 |
| Child Support Supervisor I | \$54,481.50 |
| Child Support Officer | \$44,426.53 |
| Eligibility Worker | \$41,221.18 |
| Family Based Service Provider | \$41,221.18 |
| Social Worker | \$53,387.94 |
| Support Enforcement Aide | \$36,542.36 |
| Lead Eligibility Worker | \$44,426.53 |
| Office Support Specialist | \$33,841.23 |
| LPN'S/Hourly | \$16.51 |

AND WHEREAS, the following personnel changes and additions are also effective in the 2013 budget and calendar year:

- a. Compensation for the County Board will increase by 5% for 2013.
- b. The Director of Property Tax Records position description will be amended to include the responsibilities of acting as lead administrative staff in the absence of the County Administrator, and providing County Board support for meeting minutes and Board action records.
- c. The Finance Officer position description will be modified to reflect managerial levels of responsibilities required of the position.
- d. The budget and staffing addition of an Assistant to the Building & Grounds Supervisor reporting to the Building & Grounds Supervisor is budgeted in the amount of \$42,000.00 for the annual salary.
- e. The budget and staffing addition of a Management Information Systems position reporting to the County Administrator budgeted in the amount of \$61,795.65 for the annual salary.
- f. Current Assistant County Attorneys now paid at the entry pay step will move to the 18 month pay step on their six month anniversary pending a satisfactory performance evaluation and recommendation for each by the County Attorney.
- g. The two Victim Services staff positions are approved and included in the 2013 budget.
- h. The WIC Consultant position in Public Health was reduced in September, 2012 to .9FTE and is budgeted as a full-time equivalent position in the 2013 Budget utilizing program funds and no tax levy.
- i. The WIC Coordinator position in Public Health was a .8FTE position in 2012 and is budgeted as a full-time equivalent position in the 2013 budget utilizing program funds and no tax levy.
- j. An Account III position in Public Health is in the 2013 Budget reclassification from the existing Account II position.

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

- b. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to adopt 2013 Highway Seasonal Salary Grid.
3. Finance – Ron Denison, Finance Officer
 - a. Mr. Denison presented the February Cash Report. A discussion was held regarding the RT Vision product and ability to integrate with payroll in addition to the lack of time card capabilities. A discussion was also held regarding risk management.

REVISED CONSENT AGENDA

4. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the addition of the reimbursement of expense for Bob Altringer's retirement reception to Velma Axtell in the amount of \$128.44 to the consent agenda.

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised Consent Agenda for March 19, 2013.

ADMINISTRATION CONTINUED

5. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set December 3, 2013 as a board meeting date.
6. A motion was made by Commissioner Strandell seconded by Commissioner Nicholas that the foregoing motion was declared passed upon the following vote. YEAS: Nicholas, Diedrich, and Strandell. NAYS: Affeldt to approve Website Development Agreement with Gov Office.
7. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve Change Order No. 002 for the Law Enforcement Remodel in the amount of \$13,515.00 and authorize the Chairman of the Board and County Administrator to sign said Change Order.
8. A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to set the hearing date of April 16, 2013 at 11:00 AM for the Off Sale Liquor License for Christopher Weiland dba One N Only of Euclid, MN.

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

COMMISSIONER WARRANTS
DATED 03/22/2013
APROVED 03/19/2013

| <u>Vendor Name</u> | <u>Amount</u> |
|------------------------------------|-------------------|
| Al's Electric Inc | 2,068.30 |
| Angus Coop Elevator Assn | 4,566.58 |
| Beltrami Industrial Services | 32,680.31 |
| Braun Intertec Corp | 4,784.00 |
| Cargill Incorporated | 10,755.77 |
| Cra Payment Center | 4,611.57 |
| Crookston Daily Times | 2,903.41 |
| Crookston Fuel Company | 2,372.53 |
| Custom Aire | 6,359.16 |
| Eastside Travel Plaza | 5,472.56 |
| Erskine City | 3,378.75 |
| Grove Mechanical Inc | 4,367.22 |
| Hometown Management Inc | 3,952.00 |
| Houston Engineering Inc | 7,880.00 |
| John Deere Financial | 2,388.82 |
| Jsb Engineered Solutions | 13,008.12 |
| JT's Station | 3,041.60 |
| Kris Engineering | 6,968.65 |
| Lepier Oil Company Inc | 14,853.53 |
| Midwest Helicopters Inc | 12,738.00 |
| MN Counties Intergov'l Trust | 2,500.00 |
| Mn Dept Of Rev Tax Division | 2,500.00 |
| Morris Electronics Inc | 18,014.34 |
| Natronx Technologies Llc | 16,045.05 |
| North American Salt Co | 5,034.96 |
| Northside Express | 6,655.48 |
| Nw Mechanical Of Bemidji Inc | 2,691.69 |
| Pemberton Sorlie Rufer & Kershner | 5,764.82 |
| Polk County | 26,199.73 |
| Polk County Environmental Services | 57,266.55 |
| Polk County Highway Department | 7,607.21 |
| Polk County Highway Dept | 4,990.42 |
| Thane Hawkins Polar Chevrolet | 84,177.00 |
| Univar Usa Inc | 23,404.80 |
| Vanguard Appraisals Inc | 3,780.00 |
| Voyager Fleet Systems | 6,333.36 |
| Wagner Trucking Inc | 4,958.79 |
| Widseth Smith Nolting & Assoc | 20,515.30 |
| Worshek/Mark | 2,475.00 |
| Ziegler Inc | 4,773.62 |
| 249 Payments less than 2000 | 85,067.86 |
| Final Total: | 539,906.86 |

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m. on March 26, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board