

March 5, 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 5, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Don Diedrich, and Charles S. Whiting, County Administrator, Clerk of the Board. Absent: Commissioner Warren Affeldt. Others present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

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

CONSENT AGENDA

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

1. Approve the February 19, 2013 Board Minutes.
2. Approve Auditor Warrants.
3. Approve payment to GeoComm, Inc., St. Cloud, MN in the amount of \$15,729.00 for Radio Consulting/ARMER Participation Plan for the Sheriff's Office.
4. Approve payment to Beta Analytic Inc., Miami, FL in the amount of \$985.00 for Greenhouse Gas Testing for the Incinerator.
5. Approve payment to Clay County Recorder – Workshop, Moorhead, MN for Land Description Training for 5 Staff Members in the Tax Payer Service Center in the amount of \$500.00.

COUNTY BOARD MEMBERS ISSUE FORUM

Commissioner Warren Affeldt joined the meeting.

SHERIFF'S DEPARTMENT

Barb Erdman, Polk County Sheriff along with Nancy Schafer and Karl Erickson came before the Board with matters pertaining to her department.

1. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve appointment by the Polk County Sheriff of James Tadman to the position of Chief Deputy effective April 1, 2013.
2. ARMER Radio System discussion was held. Sheriff Erdman, Chief Deputy Erickson and Emergency Management Coordinator Schafer reviewed the proposed resolution clarifying the County's commitment to the ARMER Radio System.

**A Resolution to Extend Contract with GEO-Com for Project Management Concerning the
Polk County Sheriff's Office Migration to the ARMER Radio System
RESOLUTION (2013-014)**

The following resolution (2013-014) was offered by Commissioner Diedrich:

WHEREAS, the Polk County Board of Commissioners has accepted and approved the updated full participation plan concerning the Allied Radio Matrix for Emergency Response (ARMER) Radio system prepared and presented by GEO-Com at the January 8, 2013 County Board meeting; and

WHEREAS, the Polk County Board of Commissioners is committed to transitioning to the ARMER radio system to include the Polk County Sheriff's Department; and

WHEREAS, the Polk County Board of Commissioners is committed to working with all other law enforcement and emergency response agencies, departments and any others included in the Polk County full participation plan as they are able come onto the system; and

WHEREAS, the Polk County Sheriff has already made substantial progress towards equipping the Sheriff's Office with portable and mobile radio equipment compatible with the ARMER Radio System; and

NOW THEREFORE BE IT RESOLVED, that the Polk County Board of Commissioners authorizes the Polk County Sheriff to begin full migration to the ARMER Radio System; and

BE IT FURTHER RESOLVED, that the Polk County Board of Commissioners understands the Sheriff must proceed in a timely manner for any possibility of reimbursement of any eligible costs through funding of State Homeland Security Grant; and

BE IT FURTHER RESOLVED, that the Polk County Board of Commissioners authorizes the Polk County Sheriff to extend its current contract with GEO-Com for Project management concerning the Polk County Sheriff's Department migration to the ARMER Radio System as referenced in the Project Cost Sheet reviewed by the Polk County Board at the February 26, 2013 Board meeting (see attached Project Cost Sheet); and

BE IT RESOLVED, that the Polk County Board of Commissioners will financially support transition to the ARMER Radio System by the Polk County Sheriff for costs incurred where grant funds, and other possible funding is not secured or available.

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

PUBLIC WORKS

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

1. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Polk/Red Lake County Cooperative Agreement to Excavate, Crush, Stockpile and Extract Aggregate, Hoefer Pit.

MIDDLE-SNAKE-TAMARAC RIVER WATERSHED DISTRICT (-6)
LANDOWNERS

1. Landowners Loren Zutz and Jim Stengrim from the Middle-Snake –Tamarac River Watershed area came before the Board with Ditch Fund concerns regarding JD #25-1 in addition to the all ditches within the Middle-Snake-Tamarac River Watershed jurisdiction. Administrator Whiting was directed to consult with Greg Widseth, Polk County Attorney regarding the Middle- Snake- Tamarac River Watershed ditches with in Polk County as to the responsibility and liability of Polk County in this matter. No specific action was taken. Others Present: Larry Laudal, Richard Bergeron, Wally Diedrich and Larry Rud.

ADMINISTRATION

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

Ron Denison – Finance came before the board.

1. The NW MN Multi-County HRA Lease update was discussed. Mr. Denison indicated the bonds have been paid. A discussion regarding the title/abstract was held. A report will follow at a subsequent meeting.

Linsey Rood-Human Resources Coordinator came before the board to discuss the Central Pension Fund for Highway Engineers:

1. A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve and have the Chairman and the County Administrator sign the Memorandum of Understanding to implement the Central Pension Fund for the Polk County Highway Department – Engineering Division.
2. Request for MIS Director Advertisement and Hire. A discussion was held regarding the salary for the MIS Director position being potentially low. Discussion was also held regarding the potential reduction of current IT consulting upon the implementation of this position. A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the advertisement and hiring of the MIS Director.
3. Request for a Social Worker Replacement Position for Social Services. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the advertisement and hiring of a replacement Social Worker.

AUDITOR WARRANTS

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the February 2013 Auditor Warrants for payment:

Auditor Warrant 01/31/2013

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	3589.04
Final Total:	3589.04

Auditor Warrant 02/04/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	6773.35
Final Total:	6773.35

Auditor Warrant 02/05/2013

<u>Vendor Name</u>	<u>Amount</u>
Hagen Construction	5,220.05
Lake Agassiz Regional Library	54,999.75
Lenes Sand & Gravel Inc	4,978.95
Occupational Development Ctr	9,000.00
Polk County	58,268.75
Powerplan OIB	4,809.38
Telvent DTN LLC	2,028.00
University Of North Dakota	5,266.74
West Payment Center	7,026.24
28 Payments less than 2000	14,106.27
Final Total:	165,704.13

Auditor Warrant 02/07/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	36,776.25
Final Total:	36,776.25

Auditor Warrant 02/11/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	9,652.90
Final Total:	9,652.90

Auditor Warrant 02/12/2013

<u>Vendor Name</u>	<u>Amount</u>
Crookston Driftbusters	8,610.84
Fosston Municipal Utilities	52,418.58
Gladen Construction Inc	100,496.28
Great Plains Natural Gas Co	3,188.22
Halstad Telephone Co	9,987.64
Liberty Business Systems Inc	5,870.60
Ottertail Power Co	9,400.25
Rust Stock Rasmusson	3,468.50
Swingen Construction Co	39,923.52

Us Postal Service (CMRS FP)	5,000.00
19 Payments less than 2000	8,479.86
Final Total:	246,844.29

Auditor Warrant 02/13/2013

<u>Vendor Name</u>	<u>Amount</u>
2 Payments less than 2000	45.00
Final Total:	45.00

Auditor Warrant 02/14/2013

<u>Vendor Name</u>	<u>Amount</u>
Blue Cross & Blue Shield of MN	111,040.50
Final Total:	111,040.50

Auditor Warrant 02/19/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	5136.48
Final Total:	5136.48

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Great Plains Natural Gas Co	4,185.25
Mn State Treasury	2,396.00
MPCA	4,275.70
Ottertail Power Co	2,995.11
Red Lake County Treasurer	2,426.06
Sather Law Office Ltd	2,342.39
Verizon Wireless	3,541.87
13 Payments less than 2000	10,235.43
Final Total:	35,050.81

Auditor Warrant 02/19/2013

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	19,222.72
Angus Township Treasurer	16,252.41
Badger Township	16,754.37
Belgium Township Treasurer	12,776.86
Brandsvold Township Treasurer	22,252.88
Brandt Township Treasurer	11,049.41
Brislet Township Treasurer	12,573.71
Bygland Township	19,043.62
Chester Township Treasurer	9,292.62
Columbia Township Treasurer	33,140.56
Crookston Township Treasurer	30,691.03
Eden Township Treasurer	18,395.76
Esther Township Treasurer	13,635.24
Euclid Township Treasurer	21,499.75
Fairfax Township Treasurer	20,195.97
Fanny Township Treasurer	17,897.50
Farley Township Treasurer	9,795.10
Fisher Township Treasurer	18,307.87
Garden Township Treasurer	22,413.54
Garfield Township Treasurer	32,799.65
Gentilly Township Treasurer	21,573.28
Godfrey Township Treasurer	24,399.92

Grand Forks Township Treasurer	11,932.00
Grove Park Tilden Township	26,219.86
Gully Township Treasurer	14,749.55
Hammond Township Treasurer	17,585.01
Helgeland Township Treasurer	10,882.84
Higdem Township Treasurer	13,678.80
Hill River Township Treasurer	19,133.90
Hubbard Township Treasurer	14,831.53
Huntsville Township Treasurer	32,705.84
Johnson Township	12,283.59
Kertsonville Township Treas	9,341.56
Keystone Township Treasurer	16,156.76
King Township Treasurer	19,041.40
Knute Township Treasurer	36,470.91
Lessor Township Treasurer	19,131.13
Liberty Township Treasurer	13,550.65
Lowell Township Treasurer	24,371.10
Nesbit Township Treasurer	11,840.56
Northland Township Treasureer	19,226.79
Onstad Township Treasurer	11,264.00
Parnell Township Treasurer	12,613.97
Queen Township Treasurer	19,156.27
Reis Township Treasurer	10,930.85
Rhinehart Township Treasurer	8,307.77
Roome Township Treasurer	21,288.31
Rosebud Township Treasurer	25,493.56
Russia Township Treasurer	13,843.15
Sandsville Township Treasurer	9,563.53
Scandia Township Treasurer	12,850.54
Sletten Township Treasurer	19,296.79
Sullivan Township Treasurer	20,147.95
Tabor Township Treasurer	16,298.60
Tynsid Township Treasurer	5,425.36
Vineland Township Treasurer	20,057.43
Winger Township Treasurer	20,174.00
Woodside Township Treasurer	34,950.37
Final Total:	1,048,760.00

Auditor Warrant 02/20/2013

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	820.04
Final Total:	820.04

Auditor Warrant 02/25/2013

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank NA	7,352.97
Final Total:	7,352.97

Auditor Warrant 02/26/2013

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	8,846.70
East Grand Forks City	15,000.00
Expedite! Direct Mail	18,400.00
Fertile Oil Company	27,112.00

Great Plains Natural Gas Co	2,167.47
Hagen Construction	5,269.20
Kue Contractors Inc	246,771.00
Lenes Sand & Gravel Inc	21,528.48
Liberty Leasing	2,992.50
Polk County	166,156.64
Polk County Environmental Services	52,980.10
Tri County Community Corr	17,592.10
Vanguard Appraisals Inc	14,650.00
Vogt's Dirt Service	6,955.50
24 Payments less than 2000	7,226.99
Final Total:	613,648.68

MANUAL WARRANTS 2/05/2013

VENDOR NAME	AMOUNT
1 PAYMENTS LESS THAN \$2000	58.92
FINAL TOTAL.....	\$58.92

MANUAL WARRANTS 2/20/2013

VENDOR NAME	AMOUNT
1 PAYMENTS LESS THAN \$2000	475.00
FINAL TOTAL.....	\$475.00

MANUAL WARRANTS 2/20/2013

VENDOR NAME	AMOUNT
MN Dept of Rev Tax Division	71,414.00
MN Revenue	5,428.46
1 PAYMENTS LESS THAN \$2000	814.00
FINAL TOTAL.....	\$77,656.46

MANUAL WARRANTS 2/28/2013

VENDOR NAME	AMOUNT
Internal Revenue Service	261,504.69
MN Revenue	44,966.14
FINAL TOTAL.....	\$306,470.83

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

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board