

NOVEMBER 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., November 19, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Buness, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, Commissioner Don Diedrich, and Charles S. Whiting, Polk County Administrator, Clerk of the Board. Others present: Linsey Rood, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Agenda for November 19, 2013 with the following change added under Charles S. Whiting, County Administrator for the approval of advertisement and replacement of the Human Resources/Special Projects Coordinator. A motion was made Commissioner Nicholas, seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Agenda for November 19, 2013 with an additional change added under Jon Steiner, Environmental Services to authorize Landfill Operator Oversight on Demo Project

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 November 19, 2013:

1. Approve Commissioner Warrants: General Revenue Fund, \$198,564.64; Public Works Fund, \$107,104.38; Public Safety Fund, \$33,921.90; Public Health Fund, \$32,223.22; Forfeited Tax Sale Fund, \$581.37; Special Assessments (Ditch) Fund, \$3,180.10; Environmental Services Fund, \$22,425.65; Resource Recovery Fund, \$93,675.33; Landfill Fund, \$10,059.10, Agency Fund, \$2,444.38; Per Diems, \$2,175.00 and Meal Reimbursements (w/o overnight lodging), \$21.77 and Sign Audit List.
2. Approve payment to Crookston Fuel Company, Crookston, MN in the amount of \$2,366.00 for fuel for the Angus Highway Shop.
3. Approve payment to the Fosston Post Office, Fosston, MN in the amount of \$130.00 for annual P.O. Box rent for the Fosston Incinerator.
4. Approve payment to MinnDak Asphalt, Thief River Falls, MN in the amount of \$25,687.50 for additional patching of roads for the Highway Department.
5. Approve payment to Nova Fire Protection, Inc., Fargo, ND in the amount of \$555.00 for annual fire inspections.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Affeldt-MN Housing Loan Pool member voted no in a situation due to the applicant not completing the Home Loan Application Course. There is a discrepancy whether this application was for a new building and/or remodeling a building.
2. Commissioner Strandell reported that he attended a funeral of a family member in Fisher on Saturday. He also had another family member pass away, that funeral will be on Saturday. Public Safety Committee on November 6, 2013 it appears that the LEC is

coming together. He attended the Middle River Tamarac Watershed Annual Advisory meeting on November 18, 2013 in Warren, MN. Nothing to report is was an update. Commissioner Strandell will speak to the EDA Committee tomorrow in East Grand Forks, MN. Commissioner will attend the Oslo Flood Meeting at 6:30, November 21, 2013 at the Oslo Community Center.

3. Commissioner Nicholas reported that he went to the NW Mental Health Meeting earlier this week.
4. Commissioner Diedrich reported that the performance evaluation of Shauna Reitmeier will take effect this month she is the Director of the Northwest Mental Health Center. He attended a MCIT meeting last week. He also attended a computer crime seminar and that will be presented at the AMC Conference in December. MCIT has seen over 2000 claims related to violation of DVS access.
5. Board Chair, Craig Bunes reported that he attended the Triple A Dancing Board and informed the Board of the 30 percent decrease in funds for programs. On November 7th Bunes travelled to St. Cloud for MDOT Conference.

ENVIRONMENTAL SERVICES

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

1. Landfill Hydrogeological Study

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to proceed with the proposal from Wenck Associates, Fargo, ND to complete the required Hydrogeological Study for the quoted price of \$78,000.00 plus associated well-related costs. Up to \$150,000 dollars could be spent with this project.

2. Environmental Services Vehicle Replacement/Rotation

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept MN Service Cooperative Contract pricing on a 2014 Ram 1500 Crew Cab 4x4 in the amount of \$33,869.42. A motion was made by Commissioner seconded by Commissioner and adopted by unanimous vote of the Board to approve a vehicle rotation of a Chevy Silverado 1500 HD from Environmental Services to the Landfill Department.

3. Authorize Landfill Operator Oversight on Demo Project

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board authorizing Polk County Certified Landfill Employee(s) to act as the required Certified Landfill Operator for this project which would allow the City of Erskine to utilize the PBR process this Fall.

HIGHWAY DEPARTMENT

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

1. Mower Tractor(s) Rental Quote

A quote from Crookston Implement and Titan Machinery were presented to the Board regarding rental for mower tractors for the 2014 mowing season. A motion was made by Commissioner Nicholas seconded by Commissioner Affeldt and adopted by

unanimous vote of the Board to accept the low quote from Titan Machinery for 8 Case IH tractors at 10 cents per hour for a total \$2,720.00.

2. Cross Lake Tilberg Park Information

An update was presented to the Board regarding the construction of the bath house along with other options.

3. GIS Agreements

A list of organizations that Polk County has parcel data use agreements with and also a list of organizations that Polk County has contracted with to generate and update parcel data/maps for was presented to the Board.

4. Frost Video

A road frost informational video was presented to the Board at this time.

PROPERTY RECORDS/ASSESSMENT SERVICES

Rob Wagner, Director of Assessment Services on behalf of Michelle Cote, Director of Property Records came before the Board with matters pertaining to the Taxpayer Service Center:

1. PILT Payment Information

2013 Northwest Multi-County Housing and Redevelopment Authority PILT Payment Information was presented to the Board.

2. Findings of Fact and Order – County Ditch No. 40

A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to authorize the Chairman of the Board to sign the Findings of Fact and Order regarding the Redetermination of Benefits for County Ditch No. 40.

3. Taxpayer Service Center Customer Surveys

Various customer taxpayer survey forms were presented and reviewed by the Board regarding the Taxpayer Service Center.

4. Set Hearing Date Regarding the Petition to Name DOW 60-288 to “Schulstad Lake”

A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to rescind the motion approving the naming of DOW 60-288 to “Schulstad Lake” at the October 15, 2013 Board meeting. A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the Hearing Date for the naming of DOW 60-288 to “Schulstad Lake” on January 7th at 11:00 a.m.

ADMINISTRATION

Mark Dietz, Building and Grounds Supervisor came before the Board with matters pertaining to Building and Grounds:

1. Law Enforcement Center Emergency Power Distribution System Proposal

No motion was made and will be an item on the agenda for next week due to some additional follow up requests from the Board.

2. Law Enforcement Center Emergency Power Generator Proposal

No motion was made and will be an item on the agenda for next week due to some additional follow up requests from the Board.

3. Highway Department Building Remodeling

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board securing Architectural Resources to evaluate further for the remodeling project at the Polk County Highway Department.

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

1. Set 2014 Board Meeting Dates

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the following Board meeting dates for 2014 as follows:

<u>DATE:</u>	<u>MEETING OPENS AT:</u>
January 7	8:00 a.m.
January 21	10:00 a.m.
January 28	8:00 a.m.
February 4	8:00 a.m.
February 18	10:00 a.m.
February 25	8:00 a.m.
March 4	8:00 a.m.
March 18	10:00 a.m.
March 25	8:00 a.m.
April 1	8:00 a.m.
April 15	10:00 a.m.
April 22	8:00 a.m.
May 6	8:00 a.m.
May 20	10:00 a.m.
May 27	8:00 a.m.
June 3	8:00 a.m.
June 17	10:00 a.m.
June 24	8:00 a.m.
July 1	8:00 a.m.
July 15	10:00 a.m.
July 22	8:00 a.m.
August 5	8:00 a.m.
August 19	10:00 a.m.
August 26	8:00 a.m.
September 2	8:00 a.m.
September 16	10:00 a.m.

September 23	8:00 a.m.
October 7	8:00 a.m.
October 21	10:00 a.m.
October 28	8:00 a.m.
November 4	8:00 a.m.
November 18	10:00 a.m.
November 25	8:00 a.m.
December 2	8:00 a.m.
December 16	10:00 a.m.

Note that 8:00 a.m., will be the official starting time for the Board meetings but official business will begin at 8:15 am.

2. Resolution 2013-054 Amending Job Descriptions and Appointing County Emergency Manager

Resolution 2013-054 Amending Job Descriptions and Appointing County Emergency Manager

The following resolution (2013-054) was offered by Commissioner Strandell:

WHEREAS, Minnesota counties are required under MN St. 12.25 to establish an emergency management organization and appoint a director by the County Board; and

WHEREAS, the county organization for emergency management has jurisdiction throughout the county outside of a city or of a town that has a local emergency management organization; and

WHEREAS, in addition to the other powers granted by this statute subdivision, county emergency management organizations shall:

- (1) coordinate the activities of and may assist in the training of emergency management organizations of political subdivisions throughout the county;
- (2) plan for the emergency operations of county government in cooperation with the county attorney, who shall give legal advice to the county organization, and with other appropriate county government officials and private sector representatives;
- (3) acquire equipment necessary in connection with these activities; and
- (4) expend funds provided by the county Board out of general revenue funds for such purposes; and

WHEREAS, each county emergency management organization must have a director and

one or more deputy directors to be appointed by the county Board, and

WHEREAS, Polk County has performed its required emergency management responsibilities and is now seeking to modify its staffing and position descriptions to better meet these responsibilities.

THEREFORE BE IT RESOLVED, that the Polk County Board of Commissioners approve the following modifications to the County's emergency management organization:

- a. Position description included as Attachment A combining the duties of an emergency manager with the Ditch/Ag Inspector to be entitled Emergency Manager & Ditch /Ag Inspector
- b. Designating as deputy directors the positions of Sheriff, Sheriff Chief Deputy, Dispatch Supervisor, Environmental Specialist/Planning & Zoning Administrator, Management Information Services Director and Building & Grounds Director. Amendments to the Planning & Zoning Administrator, Management Information Systems Director and Building & Grounds Director position descriptions are included as Attachment B
- c. The Board of Commissioners will include an appropriate operations budget and staffing compensation for emergency management in the 2014 budget.

BE IT FURTHER RESOLVED, that the Polk County Board of Commissioners to appoint Jody Beauchane to the position of Emergency Manager & Ditch/Ag Inspector effective January 1, 2014.

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

3. Request for Approval for One 2014 Public Health RN Position

A motion was made by Commissioner Nicholas seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the advertising and hiring of an RN II position at Public Health with a hiring date of on-or-after January 1, 2014.

4. Request for Approval for Two 2014 Sheriff Department Deputies

A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to authorize advertising and hiring two Deputy Sheriff positions to be filled in early 2014.

5. Request for Approval of the MOU for the Sheriff's Department Supervisor Group

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the adoption of the Memorandum of Understanding between Polk County and MN Teamster's Public and Law Enforcement Employees' Union, Local No. 320 (Sheriff's Department Essential Employees Unit).

6. 2014 Budget Discussion

Informational handouts were presented to the Board regarding the 2014 Fund Levy.

7. November 26, 2013 Board/Department Head Planning Session

A memo outlining the upcoming November 26, 2013 planning session was presented to the Board along with a handout on Leadership Roles and Responsibility Levels. Chairman of the Board requested that Department Heads as to if the the Board has given the Department Heads the essential tools to do what they need to do.

8. Approve Advertisement and Replacement of the Human Resources Special Projects Coordinator

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the advertisement and replacement of the Polk County Human Resources Special Projects Coordinator.

COMMISSIONER WARRANTS

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

**COMMISSIONER WARRANTS
DATED 11/22/2013
APPROVED 11/19/2013**

<u>Vendor Name</u>	<u>Amount</u>
3 D Specialties	12,513.80
Architectural Resources Inc	2,456.25
Assoc Of Mn Counties	2,550.00
Beltrami Industrial Services	20,702.61
Berhow Sodding Llc	3,876.00
Bert's Truck Equip Of Moorhead	5,770.88
BMC Software Inc	2,749.61
BNSF Railway Company	2,681.46
Commissioner Of Transportation	4,192.24
Crookston Collision Center LLC	2,572.57
Crookston Fuel Company	3,710.00
Dakota Supply Group	2,338.71
Evaluation Group Llc	4,000.00
Fertile Building Center Ltd	2,126.53
Government Mgmt Group Inc	4,900.00
Higher Ground	3,780.00
Hometown Management Inc	3,991.52
Jsb Engineered Solutions	12,809.94
JT's Station	3,696.99
K & L Inc	2,522.83
Lepier Oil Company Inc	4,592.42
Lepier Oil Company Inc	8,974.95
Lexipol, LLC	2,500.00
Mayo Manufacturing Co	6,597.26
MCCC MI 33	2,030.67
Morgan Printing Inc	3,974.09
Morris Electronics Inc	47,631.65
Natronx Technologies Llc	16,264.40
North American Salt Co	12,214.97

North Country Business Prod	2,864.58
Northern Propane & Fuel	2,880.28
Northside Express	6,201.65
OK Tire Stores	7,716.00
Pemberton Sorlie Rufer & Kershner	16,814.70
Polk County	2,105.32
Polk County Administrator	3,296.77
Polk County Highway Department	9,427.23
Psi Engineering Llc	3,003.30
Safety Compliance Services	5,500.00
Sanders/Jensen	5,676.75
Schwab Vollhaber Lubratt	2,664.00
SimplexGrinnell	2,026.35
St Hilaire Supply Co	2,948.15
Stone's Mobile Radio Inc	8,344.02
Strata Corporation	4,013.73
Todd's Tire Service Inc	4,514.69
Trudeau/Ronald	2,000.00
US Bank Voyager Fleet Sys	4,108.61
Valley Electric Of Crookston LLC	2,128.06
Wenck Associates Inc	2,895.66
Widseth Smith Nolting & Assoc	5,786.68
Wright Line	62,259.36
293 Payments less than 2000	126,280.83
Final Total:	504,179.07

With no further business the Board adjourned to reconvene at 8:00 a.m., November 26, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board