

November 26, 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., November 26, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, and Commissioner Don Diedrich. Others present: Chuck Whiting, County Administrator and Michelle Cote, Deputy Clerk of the Board.

“REVISED” AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to add the approval of the payment of lunch for the planning session meeting for department heads and the Board to the agenda and approve the November 26, 2013 revised agenda.

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:

1. Approve payment to Walsh County Court Administrator, Grafton, ND in the amount of \$100.00 for certified copies for the County Attorney's Office.
2. Approve Satisfaction of Mortgage by John A. Dorr and Arlene Dorr dated July 19, 1998.
3. Approve payment to Crookston Collision Center, Crookston, MN in the amount of \$8,358.97 for an insurance claim on a 2009 Ford Explorer at the Sheriff's Office.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Nicholas reported that he attended the Crookston Chamber meeting where there was discussion regarding the replacement of Shannon Stassen. In addition there was discussion about separating the United Way administrative Duties from the Crookston Chamber of Commerce.
2. Commissioner Diedrich reported that he and Commissioner Strandell attended a preliminary annexation meeting regarding the City of East Grand Forks and a piece of land on the west side of HWY 220. He also reported that he attended a meeting in Oslo regarding the Oslo Bridge.
3. Commissioner Strandell reported that he attended a RDC meeting that focused on personnel. He also reported that he received a call from a concerned taxpayer that had an 18% increase on his TNT statement. Commissioner Strandell reported he had received a letter from Norman County regarding Tri County Corrections.
4. Commissioner Affeldt reported that he attended a Household Hazard Waste Meeting in Bagley. He also reported that he attended a Drug Task Force Meeting which will now include the Border Patrol. In addition he attended a DAC meeting that concentrated on salaries. Commissioner Affeldt also attended a Solid Waste Advisory Board meeting.
5. Commissioner Bunes reported he attended a LARL board meeting in Moorhead. Discussion was held regarding the executive board the bylaws. Commissioner Bunes feels the 7 person executive board should be primarily elected persons. He also had a

MN USA meeting regarding the snowmobile trails. He also reported that he has had several people approach him regarding the TNT statements. He also brought forth discussion regarding American Crystal Sugar Beet shares and contracts.

SHERIFF'S DEPARTMENT

Barb Erdman, Polk County Sheriff came before the Board with matters pertaining to her department:

1. Sheriff Reports

The October Sheriff Reports were presented to the Board.

2. 800 Mhz Radios Purchase Update

An update was given to the Board regarding the 800 Mhz Radios purchase. Commissioner Bunn commended Sheriff Erdman for her administration of the Radio purchases and the administration of the 911 project.

HIGHWAY DEPARTMENT

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

1. Angus Pit Lease

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the lease between Polk County and Don Strickler for the county owned property known as the Angus Pit for grazing purposes in the amount of \$5,575.00 per year for three years beginning on January 1, 2014 and running through December 31, 2016.

2. CSAH 38 Base One Project

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve final payment due to Thygeson Construction, Inc., (lowest responsible bidder) for Certificate of Performance 113-38-1160 and allow the Polk County Highway Engineer to sign final voucher.

EXTENSION

Jim Stordahl, Kristina Johnson and Deb Zak of the Polk County Extension Service came before the Board with matters pertaining to the Extension Service:

1. Visual Tour of Ag Business in the County

A visual tour regarding Ag business in Polk County was presented to the Board by Jim Stordahl.

2. Extension Program Update

An update regarding the Extension Program was presented to the Board by Deb Zak. She provided an update regarding the nutrition SNAP ED Educator Program cuts and changes.

3. 4-H Enrollment Update

An update on 4-H enrollment was presented to the Board by Kristina Johnson. She indicated that enrollment numbers are just beginning to be available. She also indicated there is interest in starting a new club in the East Grand Forks area.

4. Re-cap of Fall Volunteer Night Update

The Extension Service end of the year update was discussed with the Board.

5. New After School Program and Upcoming Events Update.

Discussion was held with the Board regarding the new after school program along with upcoming events. She provided information regarding the 4-H Pilot Afterschool Program in Fisher. She provided 26 weeks of programming. It is Ms. Johnson's goal to provide afterschool programming next year to 2 additional schools.

ASSESSMENT SERVICES

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

1. Application for Abatement of Penalty and Interest

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept the payment of \$7,266.00 in full settlement of the 2008 through 2013 real estate taxes on Parcel No. 87.00249.01 in the name of the City of Fosston.

2. Request to Approve Vanguard Assessing Services Agreement

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve and sign the contract with Vanguard Appraisals for the reappraisal of Crookston Commercial property for the 2015 assessment.

3. Request to Approve Purchase of Assessing Tablets

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the purchase of tablets for the Assessor's Office for field work in an amount up to \$14,000.00.

4. Set Hearing Date and Time for an Economic Development Abatement

A motion was made by Commissioner Nicholas seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to set the hearing date for the Economic Development Abatement for Parcel No. 82.00628.00 on January 28, 2014 at 11:00 a.m.

ADMINISTRATION

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

1. Law Enforcement Center Emergency Power Distribution System Quote Approval

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote from Wiebolt Electric, Inc., Bemidji, MN in the amount of \$49,507.00 for the Emergency Power Distribution System at the Law Enforcement Center.

2. Law Enforcement Center Emergency Generator Quote Approval

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the board to approve the quote from Wiebolt Electric, Inc., Bemidji, MN, in the amount of \$85,783.00 for the Emergency Generator at the Law Enforcement Center.

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

1. Agassiz Recreational Trail Sponsor Agreement

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the Agassiz Recreational Trail/Polk County, Fertile - Beltrami Snow Cruisers Snowmobile Club Trail Permit Agreement as submitted to the Board.

2. Marshall and Polk County Rural Water System Board Appointment

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to reappoint Paul Driscoll to the Marshall and Polk Rural Water System Board for a four year term to expire December 31, 2017 contingent upon Mr. Driscoll's acceptance of the appointment.

3. 2014 Budget Discussion

Updated 2014 budget and levy information was presented to the Board. There was a board consensus regarding the 2% levy increase.

4. Lunch Work Session

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to pay for lunch during the planning session with the department heads and the Board following the regular portion of the November 26, 2014 meeting.

LUNCH (EAT IN)

The Board moved their meeting to the Level 3 meeting room to have a planning session with the department heads:

- 1. 2014 budget review and significant issues.**
- 2. Essential tools and resources to meet department work needs.**
- 3. Review of Board meetings and work sessions schedule.**
- 4. Administrator position review and policy development options:**
 - a. Department Head and Administrator formalized spending authorities**
 - b. Update of Auditor warrants approval resolution**
 - c. Ethics Policy**
 - d. Data Practices Policy**
 - e. Centralized vehicle purchase and maintenance**
 - f. Coordinated grounds maintenance**

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., December 3, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board