

POLK COUNTY BOARD
MEETING LOCATION: GOVERNMENT CENTER, CROOKSTON, MN
AGENDA

SEPTEMBER 17, 2013

10:00 A.M.

MEETING OPEN/CONVENE

CALL TO ORDER

PLEDGE ALLEGIANCE TO FLAG

REVIEWAL AND APPROVAL OF THE AGENDA

CONSENT AGENDA

1. Approve Commissioner Warrants: General Revenue Fund, \$115,225.93; Public Works Fund, \$104,160.62; Public Safety Fund, \$97,903.99; Public Health Fund, \$34,000.35; Forfeited Tax Sale Fund, \$354.36; Special Assessment (Ditch) Fund, \$4,018.36; Environmental Services Fund, \$54,711.40; Resource Recovery Fund, \$39,980.34; Landfill Fund, \$27,699.10; Agency Fund, \$59.38; Per Diems, \$1,875.00 and Meal Reimbursement (w/o overnight lodging), \$72.90 and Sign Audit List.
2. Approve payment to TAPCO, Brown Deer Wisconsin in the amount of \$2,571.68 for sales tax and freight fees that was excluded in the previous board approval date of August 20, 2013 for the Highway Department.
3. Approve payment to Bert's Truck Equipment, Moorhead, MN in the amount of \$11,151.94 for sales tax that was excluded in the previous board approval date of December 6, 2012 for the Highway Department.
4. Approve payment to Jim Andringa Stump Grinding, Mentor, MN in the amount of \$700.00 for stump removal by the Annex.
5. Approve payment to Sebastian Sullivan, MIS Director in the amount of \$1,789.50 for moving expenses.
6. Approve payment to Polk County Administrator in the amount of \$32.43 for Mortgage Registration Tax for two parcels (pertaining to the SSTS Lien).
7. Approve payment to the Polk County Recorder in the amount of \$92.00 for recording the SSTS Documentation/Lien on two parcels).

COUNTY BOARD MEMBERS ISSUE FORUM

10:10

MICHELLE COTE – PROPERTY RECORDS

1. Hard Drive Purchase
2. Aerial Photos/Plat Book Proof

10:20

SARAH REESE – PUBLIC HEALTH

1. Inter-County Head Start Nurse Consultant and Nutrition Consultant - Renew Service Contract

10:30

ROB WAGNER – DIRECTOR OF ASSESSMENTS SERVICES

1. Forfeitures
2. Penalty and Interest Abatement Request

10:50

BREAK

11:00

BID OPENING

1. Professional Building Site Sale

11:20 **BARB ERDMAN - SHERIFF**

1. BCA/DTS Agreement
2. Hazard Mitigation Plan

11:40 **CHUCK WHITING – ADMINISTRATOR**

Linsey Rood - Human Resources Coordinator

1. Approval of 2014 Health Insurance Rates
2. Approval of Administration Internship
3. Approval of Job Descriptions:
 - i. Environmental Services Officer
 - ii. GIS Coordinator
 - iii. GIS Specialist
 - iv. Clerk Typist-Hwy
 - v. Victim Assistance Specialist (Title Change From Victim's Services Specialist)
 - vi. Approval, Advertisement and Replacement of the Victim Assistance Specialist position.

Mark Dietz – Buildings Operations Director

1. Recycling Center Building Review Proposal
2. Highway Department Heaving Floor Issues
3. Highway Department Roof Review Proposal
4. Juvenile Detention Center Rec Area Improvements

Chuck Whiting – Administrator

1. Amendment to Joint Powers Agreement – BCA
2. LEC Construction Change Order #8
3. Emergency Manager Position Discussion
4. Veterans Service Office Enhancement Grant Program Resolution

LUNCH

SPECIAL 2014 BUDGET MEETING:

1:00 P.M. **GREG WIDSETH – POLK COUNTY ATTORNEY**

1:30 **ROB WAGNER & MICHELLE COTE – TAX PAYER SERVICE CENTER**

2:15 **BREAK**

2:30 **PHILLIP GREER – TRI-COUNTY COMMUNITY CORRECTIONS**

3:00 **CHUCK WHITING – POLK COUNTY ADMINISTRATOR**

- a. Linsey Rood – Human Resources Coordinator
- b. Mark Dietz – Building and Grounds Supervisor
- c. Ron Denison – Finance Officer
- d. Sebastian Sullivan – MIS Director

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.