

SEPTEMBER 17, 2013
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 10:00 o'clock a.m., September 17, 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, Polk 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 Affeldt and adopted by unanimous vote of the Board to approve the revised Agenda for September 17, 2013 which includes the adding of 2 Eligibility Workers to Social Services shown under Administration.

CONSENT AGENDA

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Consent Agenda for September 17, 2013:

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 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; Meal Reimbursements (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 Removal, Mentor, MN in the amount of \$700.00 for removal of stumps by the Annex.
5. Approve Change Order No. 8 for Electrical changes at the Law Enforcement Center in the amount of \$24,995.00.
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

1. Commissioner Bunes brought forth discussion regarding a letter from US Fish & Wildlife that will be addressed at a later meeting.

PROPERTY RECORDS

Michelle Cote, Director of Property Records came before the Board with matters pertaining to her department:

1. Hard Drive Purchase

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the purchase of additional hard drives in the amount of \$2,443.38 to be paid from the Recorder Technical Fund.

2. Aerial Photos/Plat Book Proof

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to authorize the adding of the aerial maps to the 2013 Polk County Plat Book in the amount of \$2,000.00. A motion was made by Commissioner Diedrich seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to set the price of the 2013 Polk County Plat Book at \$30.00 plus postage.

PUBLIC HEALTH

Sarah Reese, Public Health Director came before the Board with matters pertaining to her department:

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

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to renew the Inter-County Head Start Nurse Consultant and Nutrition Consultant Service Contract.

ASSESSMENT SERVICES

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

1. Forfeitures

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to offer at private sale in accordance to Minnesota Statutes 282.01, Subd 7a, to the surrounding landowner the following forfeit parcels at the listed price:

42.00035.00	\$500.00
42.00062.00	\$500.00

Parcels shall be sold as one unit. If the surrounding landowner does not purchase the parcels, they would be put on the next available public tax forfeited sale.

Forfeiture Sale
RESOLUTION (2013-050)

The following resolution (2013-050) was offered by Commissioner Strandell:

WHEREAS, The County Board of Commissioners of the County of Polk, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited to the state of Minnesota for non-payment of taxes; and

WHEREAS, Said parcels of land have been viewed by the Polk County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners hereby certified that all parcels of land have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461, 282.01 Subd. 8 and 282.018, and other statutes that require the withholding of tax-forfeited lands from sale. The County Board of Commissioner hereby certified that the Soil and Water Conservation Board of the district in which the land is located has reviewed the attached land sale list and identified any and all non-forested marginal land and wetland.

BE IT FURTHER RESOLVED, That the terms of this sale shall be for CASH ONLY.

BE IT FURTHER RESOLVED, That the basic sale price of the property to be offered for sale shall be as stated on the following list of land offered for sale

Parcel 57.00186.01 – Sale Price \$2,500.00;	Parcel 67.00210.00 – Sale Price \$ 100.00
Parcel 82.01199.00 – Sale Price \$5,000.00;	Parcel 82.01822.00 – Sale Price \$ 500.00
Parcel 84.00139.00 – Sale Price TBD;	Parcel 87.00098.00 – Sale Price \$2,500.00
Parcel 89.00043.00 – Sale Price \$ 50.00;	Parcel 90.00435.00 – Sale Price \$1,500.00
Parcel 90.00437.00 – Sale Price \$1,500.00;	Parcel 92.00044.00 – Sale Price \$ 50.00
Parcel 94.00072.00 – Sale Price TBD;	Parcel 94.00073.00 – Sale Price \$ TBD

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners hereby requests approval from the Minnesota Department of Natural Resources of the sale of said lands.

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

2. Penalty and Interest Abatement Request

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt to deny the request for the abatement of 2012 penalty and interest in the amount of \$325.61 for Natasha Boru (Parcel 12.00119.00).

BID OPENING – PROFESSIONAL BUILDING SITE

Bids are to be opened and read at 11:00 a.m., regarding the sale of the Professional Building Site. No bids were received. Discussion was held regarding the sales price and process. Robert Wagner was asked to explore the options available for this county owned property.

SHERIFF

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

1. BCA/DTS Agreement

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the BCA/DTS Agreement as presented to the Board.

2. Hazard Mitigation Plan

Information was presented to the Board regarding the Hazard Mitigation Plan. A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to appoint Commissioner Strandell to the Hazardous Mitigation Committee.

ADMINISTRATION

Linsey Rood, Human Resources Coordinator came before the Board with matters pertaining to Human Resources:

1. Approval of 2014 Health Insurance Rates

A motion was made by Commissioner Affeldt seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve the 2014 Health Insurance rates with the 13.1% rate increase.

2. Approval of Administration Internship

A motion was made by Commissioner Nicholas to approve hiring Jordan Lee (UND student) at the rate of \$10.00 per hour as an Intern to aide in various work projects in Polk County. This position will be 20-22 hours per week/non-benefitted (tentative starting date September 23, 2013 and tentative terminating date April 30, 2014). This motion died for a lack of second.

3. Approval of Job Descriptions:

a. Environmental Services Officer

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the updated and revised job description including all current duties performed for the Environmental Services Officer position as presented to the Board.

b. GIS Coordinator

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the title and job description change for one currently titled and salaried Engineering Tech IIIC position that has been completing and working under the title of GIS Coordinator. No wage adjustment will be given.

c. GIS Specialist

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the title and job description change for one currently titled and salaried Engineering Tech IIIC position that has been completing and working under the title of GIS Specialist. No wage adjustment will be given.

d. Clerk Typist – Highway

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the title and job description change from the currently titled Clerk Typist II position to a Clerk Typist position. This position has taken on additional duties due to the nonfulfillment of the Administrative Secretary at the Highway Department. No wage adjustment will be given.

e. Victim Assistance Specialist (Title Change from the Victim's Services Specialist)

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Victim Services Specialist to be retitled as Victim Assistance Specialist in order to be consistent within the salary grid, titles used within the department, and within Payroll Records.

f. Approval, Advertisement and Replacement of the Victim Assistance Specialist Position.

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 Victim Assistance Specialist position due to a resignation.

Mark Dietz – Building and Grounds came before the Board with matters pertaining to his department:

1. Recycling Center Building Review Proposal

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the proposal from Architectural Resources, Hibbing, MN to evaluate the Recycling Center/Transfer Station wall and water inundation with an estimated fee of \$3,500.00.

2. Highway Department Heaving Floor Issues

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to accept the bid of Hanson Construction, Thief River Falls, MN in the amount of \$56,205.00 for repairs at the Highway Department.

3. Highway Department Roof Review Proposal

A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the proposal from Widseth, Smith & Nolting Grand Forks, ND not to exceed \$3,500.00 to evaluate the Highway Department Building Roof. Discussion was also held regarding the Design Services proposal with Widseth, Smith & Nolting.

4. Juvenile Detention Center Rec Area Improvements

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the bid of Hanson Construction, Thief River Falls, MN in the amount of \$23,002 for repairs to the slab in the recreational area of the Juvenile Center.

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

1. Amendment to Joint Powers Agreement – BCA

A motion was made by Commissioner Nicholas seconded by Commissioner Strandell; and adopted by unanimous vote of the Board to approve the amended updates addressing “eCharging” for court data services (not currently covered in the original joint powers agreement) to the county’s Court Data Services Subscriber Amendment to CJDN Subscriber Agreement for the Bureau of Criminal Apprehension Services.

2. Law Enforcement Center Construction Change Order No. 8

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve Change Order No. 8 for electrical changes at the Law Enforcement Center Construction Project in the amount of \$24,995.00.

3. Emergency Manger Position Discussion

The Emergency Manager position at the Sheriff’s Office was discussed with the Board. This was discussed at the 09/16/2013 meeting. Additional discussion was brought forth regarding the Emergency Management position by Barb Erdman. She will provide additional information at a subsequent meeting.

4. Veterans Service Office Enhancement Grant Program Resolution:

Veterans Service Office Enhancement Grant Program
RESOLUTION (2013-051)

The following resolution (2013-051) was offered by Commissioner Diedrich:

BE IT RESOLVED, by Polk County that the County enter into the attached Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Enhancement Grant Program. The grant must be used to provide outreach to the county’s veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purpose s of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, by the Polk County Board that Leslie Goodwin, the County Veterans Service Officer be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON, the above resolution was adopted at a regular meeting of the County Board this 17th day of September 2013.

Authorized Signature and Title

Date

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

5. Advertise and Fill 2 Eligibility Workers for Social Services

A motion was made by Commissioner Diedrich seconded by Affeldt and adopted by unanimous vote of the Board to authorize the advertising and filling of 2 Eligibility Workers for Social Services.

COMMISSIONER WARRANTS

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

<u>Vendor Name</u>	<u>Amount</u>
AVENET LLC	5,557.50
Braun Intertec Corp	4,753.60
Brost Chevrolet- Cadillac Inc	2,255.16
Central States Wire Products Inc	3,565.00
Christian Brothers Ford Inc	2,341.55
Commissioner Of Transportation	13,458.01
CRA Payment Center	4,316.84
Crookston Daily Times	2,846.56
Crookston Fuel Company	5,031.50
Eastside Travel Plaza	2,869.90
Egf School District 595	3,000.00
ESRI	12,742.93
Hartel's- Dbj Fabrication	18,900.00
Hometown Management Inc	3,991.52
Information Systems Corp	20,880.06
J & S Gravel Inc	3,062.50
Jsb Engineered Solutions	2,794.50
JT's Station	2,664.11
Lepier Oil Company Inc	5,490.73
Lepier Oil Company Inc	10,251.67
Liberty Tire - Mn	5,593.16
Midwest Re- Con LLC	3,206.25
Morris Electronics Inc	21,587.15
Napa Crookston Welding	2,729.58
Natronx Technologies Llc	7,706.65
North Country Business Prod	3,631.72
Northside Express	7,689.73
Nw Mn Household Hazardous	3,887.05
Olson & Sons Excavating	8,000.00
Pavement Resources	23,625.00
Pemberton Sorlie Rufer & Kershner	6,903.85
Peterson Blacksmith Shop	3,729.00
Polk County	3,071.49
Polk County Highway Department	9,809.79
Pro West & Associates Inc	2,000.00
Rieger,Borger,Benson Electric Inc	2,880.00
Rock/David & Karen	2,475.00
Royal Tire	2,726.64
Sebenaler/Tom	3,000.00

Semaan Engineering Solutions LLC	2,050.00
SimplexGrinnell	10,245.26
Stone's Mobile Radio Inc	73,871.79
Titan Machinery	16,227.47
Todd's Tire Service Inc	7,878.64
Voyager Fleet Systems	4,526.14
Widseth Smith Nolting & Assoc	5,142.15
Wilbur Ellis Co	3,902.57
280 Payments less than 2000	99,244.11
Final Total:	478,113.83

SPECIAL 2014 BUDGET MEETING CONTINUED

COUNTY ATTORNEY

Greg Widseth, County Attorney presented his departmental 2014 budgets for review.

TAX PAYER SERVICE CENTER

Rob Wagner, Director of Assessment Services and Michelle Cote, Director of Property Records presented their 2014 budgets for review. Michelle Cote presented her certification regarding compliance to the Board.

TRI-COUNTY COMMUNITY CORRECTIONS

Phillip Greer, Tri-County Community Corrections Executive Director and Paul Bisonnette, Deputy Director presented the TCCC departmental 2014 budget for review.

ADMINISTRATION

Charles Whiting, Administrator presented his departmental 2014 budgets for review.

1. HUMAN RESOURCES

Linsey Rood, Human Resources Coordinator presented her departmental 2014 Budget for review.

2. BUILDING AND GROUNDS

Mark Dietz, Building and Grounds Supervisor presented his departmental 2014 budget for review.

3. IS DEPARTMENT

Sebastian Sullivan, MIS Director presented his departmental 2014 budget for review

4. FINANCE

Ron Denison, Finance Officer presented his departmental 2014 budgets for review.

With no further business the Board adjourned to reconvene at 8:00 a.m., September 24, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board