

DECEMBER 19, 2017
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 10:00 o'clock a.m., December 19, 2017 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Don Diedrich and Charles S. Whiting, County Administrator, Clerk of the Board. Others present: Michelle Cote, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the December 19, 2017 revised Board agenda changing the amount in No. 7 on the consent agenda from \$4,559.02 to \$5,939.02.

CONSENT AGENDA

A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the December 19, 2017 consent agenda:

1. Approve Commissioner Warrants: General Revenue Fund, \$183,595.85; Public Works Fund, \$104,405.54; Public Safety Fund, \$32,076.11; Public Health Fund, \$20,940.43; Forfeited Tax Sale Fund, \$4,813.54; CAP Grant Project, \$44,429.87; Special Assessments (Ditch) Fund, \$30,300.40; Environmental Services Fund, \$15,941.52; Resource Recovery Fund, \$67,645.41; Landfill Fund, \$43,841.99; Agency Fund, \$319.83; Per Diems \$675.00, and Meal Reimbursements (w/o overnight lodging), \$143.83 and Sign Audit List.
2. Approve Auditor Warrants for the Polk County Facilities Department for 2017 budgeted items.
3. Approve payment to Kiecker Coatings, McIntosh, MN in the amount of \$1,200.00 for patched jail shower floors.
4. Approve payment to Morris Electronics, Morris, MN in the amount of \$205.85 for laptop memory and adapter cable for the MIS Department.
5. Approve payment to Insight Technologies, Grand Forks, ND in the amount of \$955.82 for replacement PC display monitors and HP keyboard for the MIS Department.
6. Approve payment to Morris Electronics, Morris, MN in the amount of \$1,151.61 for Intel Chassis & Power Supply for the MIS Department.
7. Approve payment to SHI International Corporation, Somerset, NJ in the amount of \$5,939.02 for SQL Server Licenses & Windows 10 PC Upgrade Licenses for the MIS Department.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Diedrich brought forth that he attended the Northwestern Mental Health Center meeting where the per diems were increased. He also attended the Middle Snake Tamarac River Watershed Advisory meeting where the rules of operation were the focus.

2. Commissioner Jacobson brought forth that he participated in the Solid Waste Advisory meeting where the available labor force was the focus. He also attended Northwestern Mental Health Center meeting.
3. Commissioner Strandell brought forth that he attended no meetings in the prior week.
4. Commissioner Willhite brought forth that he attended no meetings in the prior week.
5. Commissioner Lee brought forth that she attended the Solid Waste Advisory meeting. Quorums were a topic of conversation in addition to the concrete under the new scale. She also attended the DAC Christmas event. She also participated in the East Polk Soil and Water Conservation meeting where funding was the focus in addition to staffing. In addition she participated in the SCHSAC meeting where she was elected as district representative. Discussion was brought forth regarding a taxpayer concern which focused on sidewalks and snow in the City of Erskine.
6. Dwight Peterson addressed the Board regarding the disparity of taxes between Polk and Marshall County.

PUBLIC HEALTH

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

1. **Breastfeeding Friendly Health Department Designation – Holly Glaubitz/Minnesota Department of Health Worksite Wellness Coordinator**

Polk County Public Health has submitted documentation to the Minnesota Department of Health and is being designated as a Breastfeeding Friendly Health Department at the bronze level. This designation represents Polk County's commitment to breastfeeding families in Polk County. Holly Glaubitz, MDH, Worksite Wellness Coordinator came before the Board and presented Polk County the award as a Breastfeeding Friendly Public Health Department.

FEEDLOT

Sarah Mielke, District Technician, East Polk County Soil and Water Conservation District. Polk County Feedlot Officer came before the Board regarding the Feedlot Agreement:

1. **Approval and Signature for the MPCA County Feedlot Program Delegation Agreement Work Plan for 2018-2019**

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve and sign the MPCA County Feedlot Program Delegation Agreement Work Plan for 2018-2019 as presented to the Board. (Agreement on file in the Administrator's Office).

SOCIAL SERVICES

Kent Johnson, Social Services Director came before the Board with matters pertaining to his department:

1. **CY 2018 Child Welfare/Juvenile Justice Screening Grant Award**

A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the CY 2018 Child Welfare/Juvenile Justice Screening Grant Award as presented to the Board. (Grant Award on file in the Administrator's Office)

2. CY 2018 Northwestern Mental Health Center, Inc., - Adult & Children's Mental Health Crisis Purchase of Services Agreement

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the CY 2018 Northwestern Mental Health Center, Inc., Adult & Children's Mental Health Crisis Purchase of Services Agreement as presented to the Board. (Agreement on file in the Administrator's Office).

3. CY 2018 Northwestern Mental Health Center, Inc., - Adult Mental Health Initiative Purchase of Services Agreement

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the CY 2018 Northwestern Mental Health Center Inc., Adult Mental Health Initiative Purchase of Services Agreement as presented to the Board. (Agreement on file in the Administrator's Office)

4. CY 2018 Polk County Family Service/Children's Mental Health Collaborative Support Services Agreement

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the CY 2018 Polk County Family Service/Children's Mental Health Collaborative Support Services Agreement as presented to the Board. (Agreement on file in the Administrator's Office)

SHERIFF

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

1. Text To 911 Update

An update was given to the Board regarding Text to 911 in Minnesota.

2. Update on Transition To New Records Management System/Zeurcher

An update was given to the Board regarding the Polk County's Sheriff's Office along with the East Grand Forks and Crookston Police Departments which have all moved to the shared Zeurcher System the week of November 27, 2017.

3. Transport Report

Handouts pertaining to the Transport Report for the Sheriff's Office was presented and discussed with the Board. (Handouts on file in the Administrator's Office)

4. Decommissioned Squad – Ford Crown Victoria Request To Transfer to Tri-County Community Corrections

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve transferring the older model decommissioned Ford Crown Victoria squad car to Tri-County Community Corrections. This squad is scheduled to be taken out of service in 2018 and sold.

PLANNING AND ZONING

Josh Holte, Assistant Environmental Services Administrator came before the Board with matters pertaining to Planning and Zoning:

1. 2018 Waste Haulers License Application

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve and conditionally approve the

Polk County 2018 Waste Haulers License to applicants identified on the handout upon receipt or update of required information as presented to the Board. (2018 Waste Haulers License Applications handout list on file in the Administrator's Office)

FACILITIES

Mark Dietz, Facilities Management Director came before the Board along with Sebastian Sullivan, MIS Director with matters pertaining to the Facilities Department:

1. Data Space Security

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to accept the quote from Simplex Grinnell, Fargo, ND in the amount of \$19,186.03 for equipment needed for data space security.

2. Furniture for New Social Service Receptionist Space in the Human Service Center Building

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to accept the quote as presented from Hannaher's Workplace Interiors, Grand Forks, ND in the amount of \$10,499.46 for the needed furniture for the new Social Services receptionist space in the Human Service Center Building in East Grand Forks, MN. (Handouts and quote on file in the Administrator's Office)

PROPERTY RECORDS

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

1. Extension Committee Appointees

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to appoint Danny Anderson, Fisher, MN to the Polk County Extension Committee for a three year term to expire December 31, 2020.

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to appoint Scott Balstad, Fosston, MN to the Polk County Extension Committee for a three year term to expire December 31, 2020.

2. Lease for Extension – McIntosh

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to authorize the signing of the lease between Polk County University of Minnesota Extension Services (Tenant) and the City of McIntosh (Lessor) for 2018 by the Polk County Chairman of the County Board and the Polk County Administrator. (Lease on file in the Administrator's Office)

3. Tax Court Stipulation BNSF

Discussion along with handouts were presented to the Board regarding the Tax Court Stipulation BNSF. The MN Department of Revenue has entered into a stipulation agreement with the BNSF Railroad for the 2017 Estimated Market Values. (Handouts on file in the Administrator's Office)

4. Tobacco License

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the following 2018 Tobacco

Licenses as presented to the Board of which the renewal applications and payment have been received:

CITY OR TWP	TOBACCO VENDOR	OWNER/CONTACT	PAID FOR 2018
Climax City	The Corner	Jennifer Nesvig, Owner	Yes
	Stortroen Convenience LLC	Shanna Stortroen, Owner	Yes
Fisher City	Fisher C-Store	Farmers Coop Fuel Andrea J. Marschall General Manager	Yes
Garfield Twp	Dollar General Corporation	Tracy L. Givens Licensing Specialist	Yes
Knute Twp	Win-E-Mac Travel Center	Win-E-Mac Travel Center, Inc., Ryan Strem, President John Schmalenberg, Ptnr Dan Strem, Partner	Yes
Lengby City	Clinic Bar & Grill of Lengby	The Clinic of Lengby, Inc Jennifer Godtland, Pres	Yes
Mentor City	Mentor Municipal Liquor Store	City of Mentor Peggy Miller, Clerk-Treasurer	Yes
	Mentor C Store	Amy Motteberg Mentor C Store, LLC	Yes

5. Resolution (2017-75) Conveyance Of Tax Forfeited Land Parcel No. 82.03759.02, 82.02352.00 and 82.00129.00
Conveyance of Tax Forfeited Land Parcel No. 82.03759.02, 82.02352.00 and 82.00129.00
RESOLUTION (2017-75)

The following resolution (2017-75) was offered by Commissioner Willhite:

WHEREAS, The Polk County Board of Commissioners has the authority to approve the conveyance of tax forfeited lands to local governments for authorized public use, MS 282.01, and

WHEREAS, The City of Crookston has requested the conveyance of parcel(s) 82.03959.02 to the City to use for the purpose of public service facilities in conjunction with a water tower site and:

WHEREAS, The City of Crookston has requested the conveyance of parcel(s) 82.02352.00 and 82.00129.00 to the City to provide additional right of way;

BE IT RESOLVED, That the Board of Commissioners of the County of Polk hereby approves the conveyance of Parcel 82.03959.02, 82.02352.00, and 82.00129.00 to the City of Crookston for the authorized public use.

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

6. Resolution (2017-73) Conveyance Of Tax Forfeited Land Parcel No. 87.00406.00
Conveyance of Tax Forfeited Land Parcel No. 87.00406.00
RESOLUTION (2017-73)

The following resolution (2017-73) was offered by Commissioner Lee:

WHEREAS, The Polk County Board of Commissioners has the authority to approve the conveyance of tax forfeited lands to local governments for authorized public use, MS 282.01, and

WHEREAS, The City of Fosston has requested the conveyance of parcel(s) 87.00406.00 to the City for expansion of an existing multi-use biking/walking trail:

BE IT RESOLVED, That the Board of Commissioners of the County of Polk hereby approves the conveyance of Parcel 87.00406.00 to the City of Fosston for the authorized public.

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

7. Resolution (2017-74) Conveyance Of Tax Forfeited Land Parcel No. 92.00042.01 and 92.00047.00
Conveyance of Tax Forfeited Land Parcel No. 92.00042.01 and 92.00047.00
RESOLUTION (2017-74)

The following resolution (2017-74) was offered by Commissioner Strandell:

WHEREAS, The Polk County Board of Commissioners has the authority to approve the conveyance of tax forfeited lands to local governments for authorized public use, MS 282.01, and

WHEREAS, The City of Nielsville has requested the conveyance of parcel(s) 92.00042.01 and 92.00047.00 to the City for off street parking with a small picnic area, and:

BE IT RESOLVED, That the Board of Commissioners of the County of Polk hereby approves the conveyance of Parcel 92.00042.01 and 92.00047.00 to the City of Nielsville for the authorized public.

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

8. Resolution (2017-75) Support For The Maintenance Of Local License Bureaus
Support For The Maintenance Of Local License Bureaus
RESOLUTION (2017-80)

The following resolution (2017-80) was offered by Commissioner Strandell:

WHEREAS, The State of Minnesota established a deputy registrar network to provide our citizens with motor vehicle titling and registration services, including driver license transactions; and,

WHEREAS, Deputy registrars are required to operate as agents on behalf of the State of Minnesota without compensation from the State for the services they offer; and,

WHEREAS, In 1949, the State of Minnesota established in statute a user-based filing fee on motor vehicle and driver license transactions to be retained by the deputy registrar to defray all their costs to provide this localized service to our citizens for the State; and,

WHEREAS, The State of Minnesota now receives over \$1 billion annually in state fees and taxes collected through the deputy registrar network; and,

WHEREAS, The State of Minnesota has now shifted substantial clerical and auditing responsibilities onto the deputy registrar network due to the State's conversion to their new MNLARS (Minnesota Licensing and Registration System) program; and,

WHEREAS, The new MNLARS regimen is now documented to have multiple shortcomings which have severely strained normal deputy registrar operations with longer processing times that greatly limit their typical volume of daily business; and,

WHEREAS, Other MNLARS shortcomings have frequently forced deputies to conduct “no-(filing) fee” services for customers which acerbates the deputy business model; and,

WHEREAS, Deputy registrar offices are now forced to invest in additional staff, office equipment, and more space to meet customer demand due to the MNLARS conversion; and,

WHEREAS, The filing fee revenue no longer covers the operational costs to maintain deputy registrar offices such that many local government-based deputies are seeking local property tax subsidies and private operators are applying for lines of credit to stave off complete closure,

NOW THEREFORE BE IT RESOLVED, That Polk County calls upon the State Legislature and our Governor to enact legislation in 2018 to provide deputy registrars with proper compensation by reallocating from existing state fee structures or other appropriate filing fee adjustments to ensure their valued service and continued presence remains in our local community to serve our citizens and the State.

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

ADMINISTRATION

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

1. 2018 Diesel Fuel Quotes

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the 2018 diesel fuel quote to Fertile Oil Co, Fertile MN in the amount of \$1.92 for the Polk County Highway Department.

2. Temporary Human Resources Support Position

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to extend the Human Resources intern position of Mariah Frisk’s employment with Polk County as a temporary employee beginning January 1, 2018 and ending March 31, 2018.

3. Out of State Travel Request to Attend NACE President Installation in Wisconsin Dells, April 25, 2018

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the out-of-state travel request of Chuck Whiting, Polk County Administrator to attend the NACE Conference in Wisconsin Dells on April 25, 2018 to show support for Richard Sanders, Polk County Highway Engineer as he is installed as President for the National Association of County Engineers.

4. 2018 Budget Approval

a. Resolution (2017-76) Setting The 2018 Net Levy

Setting The 2018 Net Levy
RESOLUTION (2017-76)

The following resolution (2017-76) was offered by Commissioner Strandell:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the statement of expenses and anticipated receipts on file in the office of the County Administrator, for year 2018, be and they hereby are approved and accepted by this Board as the budget for Polk County for the year 2018 and that the following dollar amount be and the same is hereby levied on the taxable property in Polk County for year 2017, payable 2018:

<u>FUND</u>	<u>NET LEVY</u>
General Revenue	\$20,956,769
Library	\$ 259,205
Bond Redemption	<u>\$ 1,573,499</u>
TOTAL	\$22,789,473

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

b. Resolution (2017-77) Adopting The 2018 Budget

Adopting The 2018 Budget

RESOLUTION (2017-77)

The following resolution (2017-77) was offered by Commissioner Willhite:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the proposed statement of expenses and anticipated receipts on file in the office of the County Administrator for 2018 be and they hereby are accepted by this Board as the budget for Polk County for the year 2018. The budget dated 12-19-17 on file in the office of the Polk County Administrator's Office, signed by the Polk County Chairman of the Board, shall be the official budget of Polk County for 2018 and is adopted at the fund level.

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

c. Resolution (2017-78) Setting 2018 Commissioners Salary/Per Diem/Meeting List Approval

RESOLUTION (2017-78)
Setting Commissioner Salary/Per Diem/Meeting List

The following resolution (2017-78) was offered by Commissioner Strandell:

WHEREAS, It is the duty of the County Board of Commissioners to set their salaries and per diem for committee work pursuant to M.S. Chapter 375.055.

NOW THEREFORE BE IT RESOLVED, That the salary of each County Commissioner for 2018 be and hereby is set at \$30,657.04, and each shall be afforded the standard full time equivalent employee cafeteria plan for benefits.

BE IT FURTHER RESOLVED, That the per diem for Commissioners be set for 2018 at \$75.00, the same as 2017, per meeting for the following committees:

- i. Board Assignment: Board assignments as approved at the annual Board business meeting (first meeting of the year);
- ii. District Representations: Meetings in a Commissioner District where a Commissioner presence may represent the County's interest;
- iii. Board/Commissioner Discretion: Meetings at which a Commissioner represents him/herself as a County Commissioner or attends/participates as a County Commissioner at the Commissioner's discretion.

A list of meetings that fall under these three per diem eligible meetings is attached as "Attachment A". Attendance at meetings which are not on this list but which fall under one of the three eligible types of per diem meetings will be eligible for a per diem.

Attachment A

BOARD ASSIGNMENTS

Extension Committee
Forfeited Land Tax Sale, Appraisals & Other Forfeited Property Issues
Planning and Zoning Commission Meetings/Land Use
County Board of Health Meetings
Law Library Meetings
Solid Waste Committees
Negotiations/Salary/Personnel Interview Committees
Building Committees
Retired Senior Volunteer Program Committee
MN Rural Counties Caucus (MRCC)
Metropolitan Planning Organization (MPO)
Lake Agassiz Regional Library Meetings (LARL)
Red Lake River Corridor Meetings
Municipal Contract Police Advisory Board

Park Committee Meetings
Public Safety Committee Meetings
City of Fosston Law Enforcement Committee Agreement
Drug Task Force Meetings
Housing and Redevelopment Authority (HRA)
Household Hazardous Waste (HHW)
NW Emergency Communications Board
AAA Dancing Sky Meetings
Tri-Valley Meetings
Polk-Norman-Mahnomen/CHB (Health Meetings)
Public Works Committee
Inter-County Community Council Meetings
Solid Waste Advisory Committee Meetings
Polk, Norman, Clay Agassiz Trail Advisory Committee Meetings
One Watershed, One Plan Committee Meetings
Finance and Budget Committee Meetings
Radio Board Meetings
Emergency Management Meetings
Public Health Meetings
AIS Meetings

DISTRICT REPRESENTATIONS

Water Study & Planning Committee/Joint Powers Comprehensive Local Water Planning
Drainage/Watersheds and County Ditch Meetings & Hearings
Joint ND/MN Six County Red River Study Group
Soil and Water Conservation District Managers Meetings
Flood/Water Management Committees
County-Township Officer Meetings
Wetland Mitigation Meetings
Tilden/Vesledahl/Nature Conservancy/Glacial Ridge National Wildlife Refuge
Citizen Advisory Committee/Watershed Districts
Municipal Airport Commissions
Bridge Meetings

BOARD/COMMISSIONER DISCRETION

State Community Health Services Advisory Committee
Polk County Community Health Services Advisory Committee
Community Action Program Meetings
AMC Committees
Minnesota Social Services Administration (MSSA)
Local City Council, Township and School Board Meetings
Intergovernmental Meetings
Polk County Family Service Children's Mental Health Collaborative
Board Testimony at Legislature
Transportation Advisory Committee

Polk County Social Service Provider Meetings
Development Achievement Center
Annexing Meetings
Union Lake Sarah Meetings
Maple Lake Improvement District
Polk County Senior Providers Meetings
Minnesota USA Snowmobile
Fire Department Meetings
Commissioner Training Meetings
Buffer Meetings
Department of Natural Resources (DNR) Meetings
Brain Gain – Rural Narrative Meetings
Legislative Conferences & Legislative Staff Meetings
Water Resource Advisory Committee Meetings
Enbridge & Line 3 & Pipeline Meetings
Farm Forum Meetings
Town Hall Meetings
Dispatcher Meetings
River Tours Meetings
Opioid Meetings
Rotary Speakers Meetings
Leadership Summit/Leadership Meetings
Polk County Fair Meetings/Livestock Meetings
MN CAP Meetings

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

d. Resolution (2017-79) Setting 2018 Wage Grid for the County Administrator, Department Heads, Non-Union and Social Services Personnel, and Approving New Positions and Position Changes Effective in the 2018 Budget

Setting 2018 Wage Grid for the County Administrator, Department Heads, Non-Union and Social Services Personnel, and Approving New Positions and Position Changes Effective in the 2018 Budget

RESOLUTION (2017-79)

The following resolution (2017-79) was offered by Commissioner Lee:

WHEREAS, The Polk County Board of Commissioners has approved the 2018 budget and commits to collective bargaining agreements for 2018 represented employees' compensation; and

WHEREAS, The Board is responsible for setting wages and benefits for non-represented positions.

THEREFORE BE IT RESOLVED, That Polk County Board of Commissioners sets annual wages for the County Administrator, Department Heads, and non-represented and Social Services positions effective January 1, 2018 according to the following hourly rate wage grid and administered by the County Administrator. The County Attorney and County Sheriff wages are not set by this grid:

Grade	Step								
	1	2	3	4	5	6	7	8	9
1	11.71	12.07	12.45	12.83	13.23	13.63	14.04	14.46	14.89
2	12.42	12.80	13.19	13.60	14.02	14.44	14.88	15.32	15.78
3	13.16	13.57	13.99	14.42	14.87	15.31	15.77	16.24	16.73
4	13.95	14.38	14.83	15.28	15.76	16.23	16.72	17.22	17.73
5	14.79	15.24	15.72	16.20	16.70	17.20	17.72	18.25	18.80
6	15.67	16.16	16.66	17.17	17.70	18.24	18.78	19.35	19.93
7	16.61	17.13	17.66	18.20	18.77	19.33	19.91	20.51	21.12
8	17.61	18.16	18.72	19.30	19.89	20.49	21.10	21.74	22.39
9	18.67	19.25	19.84	20.45	21.09	21.72	22.37	23.04	23.73
10	19.79	20.40	21.03	21.68	22.35	23.02	23.71	24.42	25.16
11	20.98	21.62	22.29	22.98	23.69	24.40	25.14	25.89	26.67
12	22.23	22.92	23.63	24.36	25.11	25.87	26.64	27.44	28.27
13	23.57	24.30	25.05	25.82	26.62	27.42	28.24	29.09	29.96
14	24.98	25.75	26.55	27.37	28.22	29.07	29.94	30.84	31.76
15	26.48	27.30	28.14	29.01	29.91	30.81	31.73	32.69	33.67
16	28.07	28.94	29.83	30.76	31.71	32.66	33.64	34.65	35.69
17	29.75	30.67	31.62	32.60	33.61	34.62	35.66	36.73	37.83
18	31.54	32.51	33.52	34.56	35.63	36.69	37.79	38.93	40.10
19	33.43	34.47	35.53	36.63	37.76	38.90	40.06	41.26	42.50
20	35.44	36.53	37.66	38.83	40.03	41.23	42.47	43.74	45.05
21	37.56	38.73	39.92	41.16	42.43	43.70	45.01	46.36	47.76
22	39.82	41.05	42.32	43.63	44.98	46.33	47.72	49.15	50.62
23	42.21	43.51	44.86	46.24	47.67	49.11	50.58	52.10	53.66
24	44.74	46.12	47.55	49.02	50.54	52.05	53.61	55.22	56.88
25	47.42	48.89	50.40	51.96	53.57	55.17	56.83	58.53	60.29
26	50.27	51.82	53.43	55.08	56.78	58.48	60.24	62.05	63.91

BE IT FURTHER RESOLVED, That the following positions are new, added or changed in the 2018 budget, effective as of date the position is filled:

Department	New Position or Revised Position Title	Grade	New/Added/Replaces/Grade Change	Effective Date	Exempt/Nonexempt	Union
Social Services	Child Support Supervisor I	14	Change from Grade 13 to 14	1/1/2018	Exempt	None
Highway	GIS Coordinator	15	Change from Grade 14 to 15	1/1/2018	Non-exempt	49ers
Highway	GIS Specialist	13	Change from Grade 12 to 13	1/1/2018	Non-exempt	49ers
Solid Waste	Maintenance Supervisor	14	Change from Grade 13 to 14	1/1/2018	Exempt	None
Solid Waste	Maintenance/Landfill Supervisor	14	Change from Grade 13 to 14	1/1/2018	Exempt	None
Public Health	Lead Coordinator	17	Change from Grade 16 to 17	1/1/2018	Non-exempt	AFSCME
Public Health	Registered Nurse I	14	Change from Grade 13 to 14	1/1/2018	Non-exempt	AFSCME
Human Resources	Human Resources Director	18	Change from Coordinator to Director, Grade 17 to 18	1/1/2018	Exempt	None
Human Resources	Human Resources Generalist	13	New position	4/1/2018	Non-exempt	None
Veterans Services	Veterans Services Officer	14	Change from Grade 13 to 14	1/1/2018	Exempt	None
Veterans Services	Administrative Assistant II	10	Change from Grade 9 to 10	1/1/2018	Non-exempt	AFSCME
Administrator	Administrative Assistant II	10	Change from Grade 9 to 10	1/1/2018	Non-exempt	AFSCME
Sheriff	Lead Dispatcher	12	Change from Grade 11 to 12	1/1/2018	Non-exempt	Teamsters
Sheriff	Dispatcher	11	Change from Grade 10 to 11	1/1/2018	Non-exempt	Teamsters
Attorney's Office	First Assistant County Attorney	22	New position, replaces one Assistant	1/1/2018	Exempt	None

BE IT FURTHER RESOLVED, That the grades for non-represented positions are assigned as below and administered by the County Administrator:

Grade	Position Title
4	Jury Attendant
5	Office Support Specialist
6	Evidence & Property Technician
7	Support Enforcement Aide
9	Accounting Technician (SS), Case Aide, Eligibility Worker, Family Based Service Provider
10	Child Support Officer, Victim Assistance Specialist
11	Lead Eligibility Worker, Office Manager - (CAO), Office & Support Services Manager (SO)
12	Assistant Facilities Manager
13	Assistant Facility Operations Manager (SW), HR Generalist, Social Worker, TPSC Supervisor/Tax Systems Administrator
14	Child Support Supervisor I, Financial Assistance Supervisor I, Landfill Supervisor, Maintenance Supervisor (SW)
15	Social Worker (CPS), Support Services Supervisor, Veteran Services Office
16	Financial Assistance Supervisor II, Highway Maintenance Superintendent, Fiscal Supervisor I
17	Emergency Manager/Ditch/Ag. Inspector, Office & Support Services Supervisor
18	Assistant Environmental Services Administrator, County Assessor, Facilities Management Director
19	Facilities Operations Manager (SW), Social Services Supervisor, Systems Administrator (MIS)
20	Human Resources Director
21	Management Information Systems Director
22	Assistant County Attorney, Chief Deputy, Construction Engineer, Finance Director, Public Health Director
23	Director of Property Tax Records, Environmental Services Director, First Assistant County Attorney
24	Social Services Director
25	County Engineer
26	County Administrator

BE IT FURTHER RESOLVED, That the Board sets the compensation of the County Administrator at Step 9, Grade 26 of the 2018 Wage Grid, equivalent to \$133,444.08 annually; and

BE IT FURTHER RESOLVED, That the Board sets the compensation of the County Attorney at \$125,885.52, equivalent to Step 9, Grade 25 of the 2018 Wage Grid; and

BE IT FURTHER RESOLVED, That the Board sets the compensation of the County Sheriff at \$112,042.08, equivalent to Step 8, Grade 23 of the 2018 Wage Grid; and

BE IT FURTHER RESOLVED, That the Board sets the County's 2018 non-represented employee cafeteria plan contribution at \$850 per month.

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

COMMISSIONER WARRANTS

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

**COMMISSIONER WARRANTS
DATED 12/22/2017
APPROVED 12/19/2017**

<u>Vendor Name</u>	<u>Amount</u>
Acme Tools - Grand Forks	2,569.51
Brault Construction LLC	9,028.53
Brink Lawyers	31,595.64
Central States Wire Products Inc	2,715.00
Church & Dwight Co Inc	17,352.86
Clark Dailey Construction	5,220.00
Cole Papers Inc	2,630.16
Compass Minerals America	3,823.08
Crookston Daily Times	5,181.35
Crookston Fuel Company	2,475.10
CSP Delivery Inc	2,604.00
Dakota Wholesale Tire	2,468.36
Fremont Industries	2,016.95
GHA Technologies Inc	3,860.07
Higher Ground	18,762.50
HN Quality Plumbing Inc	10,223.04
Iteris Inc	18,000.00
J & S Gravel Inc	2,871.00
Jsb Engineered Solutions	14,119.64
Kustom Kollision	2,559.50
Lepier Oil Company Inc	2,495.06
McKesson Medical Surgical	3,772.56
Mn State Auditor	70,744.02
Morris Electronics Inc	17,072.01
Napa Crookston Welding	3,178.00
Northdale Oil	2,637.22
Nw Mn Household Hazardous	2,470.80
Palmer Masonry & Concrete	13,037.00
Peterson Sheet Metal Inc	2,041.76
Polk County Highway Department	14,169.53
Productivity Plus Account	3,509.87
Proulx Refrigeration	4,678.22
Red Lake County Auditor	2,037.31
Red Lake Electric Co-Operative	3,830.00
Reese Electric	4,250.46
RMS Tritec LLC	3,300.00
Sampletech	13,925.00
Sanofi Pasteur Inc	3,451.50
Streicher's	9,576.00
Thief River Glass Inc	2,497.00
Todd's Tire Service Inc	5,929.49
Tri-County Community Corr	2,020.50
U S Water Services	6,727.37
US Bank Voyager Fleet Sys	4,576.70
Valley Plains Equipment	21,595.22

	Walters Climate		5,749.00
	Wenck Associates Inc		6,358.50
	Wenck Associates Inc		46,346.37
260	Payments	2000	106,257.73
	less than		
	Final Total:		548,310.49

With no further business the Board adjourned to reconvene at 8:00 a.m., January 2, 2018.

Don Diedrich, Chairman

ATTEST:

Charles S. Whiting, Polk County Administrator
Clerk of the Board