

BOARD SUMMARY
MARCH 4, 2014

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1. Approved the agenda, as submitted.

CONSENT AGENDA

2. Approved the Consent Agenda, as submitted to include the following:
 - Approve minutes of the February 18, 2014 Regular Meeting;
 - Approve the minutes of the February 11, 2014 Board Work Session;
 - Approve the bills & Auditor's Warrants dated 02/21/14 & 02/28/14;
 - Review the General Revenue Cash Balance Report dated 01/31/14 and 2014 Designated Monies (806) Report;
 - Approve License Applications as follows: Tobacco – E-Cig City, City of Park Rapids and Sunday Liquor and On Sale Liquor – Companeros/Dorset House, Henrietta Township;
 - Approve the Social Services bills
 - Review Departmental Overtime Report – February, 2014

ISC PRESENTATION

3. Independent System Corporation representative, Wayne Altenbernd provided information regarding the Nexon by Imation data archiving solution.
4. Approved purchase of the Assureon Data Archiving System in an amount up to \$52,121 plus any associated taxes and shipping, as recommended by the Technology Committee, with payment to be from the Records Equipment monies including the first year of maintenance. Future maintenance payment in an approximate amount of \$4500/year to be discussed with the Social Services Department representing the current largest user of the storage system.

LAND RECORDS

5. Approved the Planning Commission/Board of Adjustment By-Laws pursuant to Shoreland Management Ordinance Section 1101.6.b, as recommended by the PC/BOA.
6. The Board expressed support for the alternate submission date of the tax statements to the "out sourcer" as presented contingent upon meeting all required deadlines.
7. The Board was informed that there would not be a request to renew the Phased Retirement Option (PRO) agreement effective 04/02/14.

PUBLIC WORKS

8. Accepted quote of Knife River, Bemidji, MN for **culverts, aprons and end sections** in the amount of \$16,057.55, as recommended by the Public Works Coordinator, with payment from R & B County Funds.
9. Adopted the resolution establishing the 2014 Road Restrictions, as recommended by the Public Works Coordinator.
10. Approved the filling of the following seasonal positions, per proper policy procedure: one Land Survey position; two Park/Rec positions; and two Solid Waste positions.
11. Accepted the low quotes for two new docks, as recommended by the Land Commissioner, with payment to be from recreational monies: Bemidji Marine, Bemidji, MN – 4'x32', \$3,658.56 and 6'x32', \$5,430.56.

SHERIFF

12. Approved the payment to Independent Emergency Services, Hutchinson, MN for the Next Generation E 911 upgrade by the Auditor's Warrant, as recommended by the Sheriff, in the amount of \$1,285.01 with payment to be from E911 monies subject to reimbursement.

COMMITTEE REPORTS

13. Information was shared regarding meetings attended, materials obtained at the recent AMC Legislative Days and security provided at other courthouses.

FINANCE

14. Approved utilization of Forte credit card service, as recommended by the Auditor/Treasurer including the purchase of at least one (1) point of sale credit card machine, as presented. Additional credit card machines to be determined by respective departments based on need.

HERITAGE LIVING CENTER

15. Adopted the resolution supporting the proposed NMTC financing for skilled nursing facility project to be included in the funding application, as recommended.
16. Approved HLC application to MN Department of Health for nursing home license renewal and authorized the signature of same by the chair.

FRIENDS OF THE HEADWATERS

17. Adopted a resolution requesting the PUC to extend the public comment period regarding Sandpiper Docket #PL6668/PPL-13-474 scheduled to conclude on 04/04/14 to 08/01/14.

COORDINATOR

18. Consideration was given to the topic of the 03/25/14 Department Manager meeting including the continued review of Webpage Design and provision of a status report on the authorized Compensation Study. The Board expressed support for obtaining the services of a writer to compose the webpage departmental descriptions to provide uniformity, as discussed.
19. Implementation of the proposed Transportation Sales and Use Tax was referred to further consideration during 2015 budget preparation.
20. Approved the Polk County Solid Waste contract, pending satisfactory review by the County Attorney.
21. A comparison of surrounding county Maintenance Manger job descriptions and local facilities was completed and the Coordinator was requested to explore the services of Fox Lawson for development of the job description and what time line will be required with a report to the Board.
22. Directed the Coordinator to submit the RSVP for commissioner attendance of the MHB Prioritization Planning meeting on 04/02/14 in Walker, MN at Chase on the Lake.
23. Adopted the “Social Work Month 2014 Proclamation” as presented.
24. Approved the commissioner attendance of the “Navigating Key Land Use Issues” training, as respective schedules permit, on 04/17/14 in St. Cloud, MN.

COMMITTEE REPORTS

25. Requested the Coordinator provide a copy of the “Courthouse Violence 2010 – 2012” report received at the AMC Legislative Days to all the commissioners and an acknowledgement of a “job well done” was expressed regarding the manner Commissioner Grell conducted the public hearings held on 02/18/14.
26. There being no further business before the Board, the meeting was adjourned at 2:13 p.m.