

WADENA COUNTY BOARD OF COMMISSIONERS MEETING
JANUARY 2, 2007/9:00 A.M.

The Wadena County Board of Commissioners Meeting was held on Tuesday, January 2, 2007, at the Wadena County Courthouse in the Courthouse Auditorium at 415 Jefferson St. S., Wadena Minnesota. The meeting was called to order at 9:00 a.m.. by Chairman Lane Waldahl and the pledge of allegiance to the flag was said.

Also present: Commissioners Mary Harrison, Orville Meyer, Dave Schermerhorn and Bill Stearns.

Char West, Auditor/Treasurer, called for nominations for the position of Chair of the Wadena County Board of Commissioners for 2007.

Commissioner Harrison nominated Commissioner Bill Stearns to serve as the Chairman of the Board of Commissioners for 2007.

Ms. West questioned whether there were any other nominations for the position? She stated that, if not, she would call for the motion.

Motion by Harrison, seconded by Meyers, to move that nominations cease and to cast an unanimous vote for Commissioner Stearns to serve as Chairman of the Wadena County Board of Commissioners for 2007, motion carried.

Ms. West called for nominations for the position of Vice-Chair of the Wadena County Board of Commissioners for 2007.

Commissioner Waldahl nominated Commissioner Orville Meyer to serve as the Vice-Chairman of the Board of Commissioners for 2007.

Ms. West questioned whether there were any other nominations for the position? She stated that, if not, she would call for the motion.

Motion by Harrison, seconded by Waldahl, to move that nominations cease and to cast an unanimous vote for Commissioner Meyer to serve as Vice-Chair of the Wadena County Board of Commissioners for 2007, motion carried.

Motion by Meyer, seconded by Harrison, to approve the day's agenda as amended to delete 9:00 a.m. - Public Health Director and 9:30 a.m. - County Assessor, and to include g.) Wensman Space Needs, and h.) Social Services Negotiations, motion carried.

Motion by Harrison, seconded by Meyer, to approve the December 7, 2006, Truth-in-Taxation Board Minutes, as sent, motion carried.

MISAC – Harrison & Stearns
MN Rural County Caucus – Delegate: Schermerhorn and Alternate - Waldahl
Negotiating – Meyer and Waldahl
Old Wadena Board – Harrison
Ottertail Community Action – Meyer and Waldahl
Perham Recover Resource Facility – Stearns; alternate-Harrison
Personnel – Meyer and Waldahl
Region 5 Development Commission - Schermerhorn
Regional Library Board – Harrison
Soil and Water Conservation District Board – Harrison
South Country Health Alliance - Delegate - Meyer
- Alternate - Stearns
Todd Wadena Corrections Board, Advisory Bd and other related Committees-Meyer and
Waldahl
Wadena County Agricultural Society – Harrison; alternate - Stearns
Wadena County Parks Board – Harrison and Stearns
Water Plan Committee – Meyer
WesMin Resource Conservation and Development – Schermerhorn
West Central Chemical Dependency Treatment and Correctional Center - Delegate – Meyer
- Alternate -Waldahl
Zoning and Planning Commission - Schermerhorn

Liaison Appointment for 2007:

Assessor, Data Processing, Extension – Harrison
Sheriff, Recorder, Auditor/Treasurer – Meyer
Highway, Zoning and Solid Waste – Stearns
Public Health, Maintenance – Schermerhorn
County Attorney, Court Administration, Veterans Services, EMS – Waldahl

All Commissioners:

Association of MN Counties & Committees
Board of Equalization
Board of Health
Budget – All Executive Committee
Internal Governmental Affairs
Legislative
Overall Economic Development
Special Needs Master Planning Committee
Tax Forfeiture Land

Motion by Schermerhorn, seconded by Harrison, to approve the Liaison and Committee Appointments for 2007 and for the Auditor/Treasurer to check on the need for an Internal Government Affairs Committee, motion carried.

Deana Skov, Zoning/Parks/Solid Waste Director, came before the Board to recommend the appointment of Tammy Ehrmantraut to the Planning/Zoning Administrative Assistant position at a Grade 49, Step 1 with a starting date of January 2, 2007.

Motion by Waldahl, seconded by Harrison, to approve the appointment of Tammy Ehrmantraut to the Planning/Zoning Administrative Assistant position, at Grade 49, Step 1, with a start date of January 2, 2007, motion carried.

Motion by Waldahl, seconded by Harrison, to appoint Commissioner Schermerhorn as the Wadena County representative on the WesMin RC&D Council for 2007, motion carried.

Sheriff Carr came before the Board to inform them that the 10 day posting period for the full-time Deputy Sheriff vacancy had been completed. He stated that he had received one application from temporary full-time Deputy Sheriff Luke Manderscheid. He stated that Mr. Manderscheid had also taken over the K-9 responsibilities. Sheriff Carr requested Board approval to appoint Luke Manderscheid to fill the full-time Deputy Sheriff position at Grade 54, Step 1, with a start date of January 2, 2007. He also requested an anniversary date of September 6, 2006 for Deputy Manderscheid, as that was when he began his duties as temporary full-time Deputy.

Board requested the Auditor/Treasurer to research the requested anniversary date difference from Deputy Manderscheid's date of permanent employment.

Motion by Meyer, seconded by Waldahl, to approve the appointment of Luke Manderscheid to fill the Deputy Sheriff position as of January 2, 2007, at Grade 54, Step 1, motion carried.

Sheriff Carr stated that he would be using part-time deputies for the next 5 months instead of filling the vacant temporary full-time Deputy position.

Sheriff Carr informed the Board that he had researched the past County Sheriff's wage, which was \$80,000 and that the previous Sheriff and Chief Deputy wage had been included in the 2007 budget. He stated that past practice showed that the new County Attorney, Highway Engineer and County Board Members were paid at the same wage that the previous County Attorney, Highway Engineer and County Board Members had left at. Sheriff Carr also informed the Board that the previous Sheriff had not completed the Hay Job Questionnaire so the added duties of overseeing Emergency Management were not considered when placing the position at a Grade 58.

Chairman Stearns commented that the \$80,000 was negotiated by the former Sheriff as part of a buy out of the food preparation and Boarding of Prisoners, so there was a one-time adjustment of his salary based upon him giving up the Board of Prisoner's lunch program, hire the cook, and make the meals, as under the old system that the Sheriffs used to do.

Sheriff Carr responded that he still had the same duties and responsibilities as the previous Sheriff.

Commissioner Meyer stated that Wadena County has always paid our Sheriff's Department very adequately in the past and felt they were one of the top departments in the area. He questioned Sheriff Carr what the salary was that he was requesting?

Sheriff Carr stated that he was requesting \$75,000 or \$76,000.

Commissioner Harrison questioned what grade and step the Chief Deputy had been hired at?

Sheriff Carr stated that the Chief Deputy was hired at \$58,434, Grade 57, Step 6.

Commissioner Meyer suggested paying Sheriff Carr \$75,000 and then when the Hay Questionnaire was submitted and correct grade returned, the salary could then be adjusted.

The Board discussed whether Sheriff Carr should be paid at Grade 58, step 10 and if the Hay results come back at a Grade 59, then increase the wage.

Motion by Meyer, seconded by Harrison, to approve the 2007 salary of \$75,250 for Sheriff Michael D. Carr, motion carried unanimously.

The Board recessed at 10:17 a.m.

The Board reconvened at 10:35 a.m.

Soledad Henriksen, County Recorder, came before the Board to present them with a Resolution outlining her request for a Leave of Absence from her previous position of Deputy County Recorder, as per MN Statute 3.088, which states that an elected official is entitled to a leave of absence.

Motion by Waldahl, seconded by Meyer, to approve the following Leave of Absence Resolution, as presented by the County Recorder;

RESOLUTION

Pursuant to MS 3.088 I hereby invoke my statutory right to a leave of absence from my current position, effective December 31, 2006, for the purpose of accepting the full time position of the Wadena County Recorder.

It is hereby resolved that the Wadena County Board of Commissioners on January 2, 2007 grant a leave of absence to Soledad Henriksen to take effect on December 31, 2006.

Wadena County Board Chairman

The Board held further discussion on the length of time of the leave of absence, as outlined in MS 3.088.

Motion carried.

Ms. Henriksen requested Board consideration to increase her salary to a Step 5 from a Step 1, Grade 55. She stated that her current pay did not reflect the increase in responsibility or her 15 years of experience as Deputy Recorder. She stated that by her being elected to the County Recorder position the County has experienced a savings in training costs, as the previous County Recorder did not need to train her. She concluded that she has been and will remain dedicated to providing the very best service to citizens who come to her office and that she feels it would be reasonable to grant this request based on her experience and proven performance record.

The Board discussed Ms. Henriksen's request and questioned how many employees were in her office, what her wage was as Deputy Recorder and whether the wage she was requesting was in her 2007 budget.

Ms. Henriksen stated that she had two employees in her office, her Deputy Recorder wage was based on a Grade 52, Step 4 and that her budget will need to be amended as the previous County Recorder did not budget for several expenses.

Motion by Meyer, seconded by Harrison, to approve the 2007 annual salary of \$42,806.40 for the County Recorder Soledad Henriksen, Grade 55, Step 4, motion carried.

Jim Carlson, Extension Director, came before the Board to present them with the 2007 Memorandum of Agreement between the University of Minnesota and Wadena County. He also presented the Memorandum of Intent for the Nutrition Education Program.

Mr. Carlson informed the Board that the AMC Extension Committee recommended an annual agreement instead of the previous three year agreement, as well as the removal of the 3% cost of living for each of the three years, which was replaced with an annual review of salary.

Motion by Harrison, seconded by Waldahl, to approve the "Memorandum of Agreement Between the University of Minnesota and Wadena County For providing Extension programs locally and Employing County Extension Staff" and the "Memorandum of Intent" for the Nutrition Education Program, motion carried unanimously.

Mr. Carlson also informed the Board that there were vacancies on the Extension Committee. He stated that Commissioner Stearns district representative's appointment was up in 2006, but could be reappointed, and Commissioner Meyer's district had a vacancy because of the resignation of the Member at Large, whose appointment would have been up December 31, 2008. Mr. Carlson also stated that Commissioner Harrison's district representative's term was up.

The Board requested Mr. Carlson to contact the current representatives, that could continue to serve, regarding their continued membership on the Extension Committee.

Kyra Ladd, County Attorney, came before the Board to inform them that she had contacted Smith Furniture in Wadena regarding carpet for her office. She stated that they had informed her that they could not lay the carpet until the first part of February. She stated that she had also contacted Japke Carpeting in Staples, who provided her with a quote of \$1,779.94 for the County

Attorney's Office and \$576.62 for the Veteran's Office, with installation the middle of January.

Motion by Waldahl, seconded by Meyer, to approve the purchase of carpet from Japke Carpeting in the amount of \$1,779.94 for the County Attorney's Office and \$576.62 for the Veteran's Service Office, with installation the middle of January, motion carried.

The Board informed Ms. Ladd that they would like to discuss her 2007 wage and questioned her as to what her current salary was.

Ms. Ladd informed the Board that her 2006 prorated salary was based on an annual salary of \$79,009.92. She stated that when she prepared her 2007 budget she was informed to add an additional 3%, which she included.

Motion by Waldahl, seconded by Schermerhorn, to approve the annual 2007 salary of \$81,380.22 for County Attorney Kyra Ladd, which reflected a 3% increase, motion carried.

The Board informed Ms. West that they would like to discuss her 2007 wage relating to the Auditor/Treasurer position and questioned her as to what her current salary was.

Ms. West informed the Board that she had been placed on the current salary scale at a Grade 57, Step 3 which reflected an annual salary of \$51,422. She stated that a 3% increase of that wage would be \$52,965.

Motion by Meyer, seconded by Harrison, to approve the annual 2007 salary of \$57,574.40 for Auditor/Treasurer Char West, reflecting Grade 57, Step 5, motion carried unanimously.

Motion by Waldahl, seconded by Schermerhorn, to approve the Board of Commissioner Bills for December 28, 2006, in the amount of \$50,854.09, and for January 2, 2007 in the amount of \$18,007.19, motion carried unanimously.

Motion by Harrison, seconded by Schermerhorn, to approve payment of mileage and meal reimbursement vouchers in the amount of \$248.72 to Commissioner Waldahl and \$50.18 to Debra Mursu, motion carried.

Commissioner Meyer informed the Board that he had talked with Tom Fitzpatrick, Labor Attorney, during the break, regarding Social Services negotiations. He stated that the Negotiating Committee had agreed to stay on the 2006 Merit System through December 31, 2006, and start on the County pay scale for 2007. He also stated that Mr. Fitzpatrick was requesting Board consideration of this proposal, with final action being taken by the Social Services Board.

Motion by Meyer, second by Harrison, to agree, in principal, to the Negotiating Committee recommendation for Social Services employees to remain on the 2006 Merit System through December 31, 2006 and to go forward with the calculation of the 2006 back pay accordingly, motion carried.

Motion by Waldahl, seconded by Harrison, to allow Sheriff Michael D. Carr to use Baker, Hogan, and Houx Architectural Firm, for consulting on the Jail and record storage changes, motion carried.

The Board relocated the Board of Commissioners Meeting to the Jail Sally Port to view the changes proposed by Sheriff Carr.

The Board returned to the Courthouse Auditorium.

Kathy Langer, Todd-Wadena Community Corrections Director, came before the Board to present them with the 2007 Resolutions appointing the Executive Committee members and the Advisory Committee members.

Motion by Waldahl, seconded by Schermerhorn, to approve the following Resolutions

RESOLUTION

WHEREAS,

The Todd County Board of Commissioners and the Wadena County Board of Commissioners, on November 1, 2006, reviewed the 2007 Comprehensive Community Corrections Plan Updates and 2007 Budget for Todd and Wadena Community Corrections and

WHEREAS,

In compliance with the regulations contained in the Community Corrections Plan, it is required that membership of the Executive Committee be confirmed by the Todd and Wadena Counties Boards of Commissioners and the Community Corrections Advisory Board for Todd and Wadena Counties.

THEREFORE,

IT IS RESOLVED that the members of the Executive Committee are appointed as follows:

1. _____, Todd County Commissioner.
2. _____, Todd County Commissioner.
3. Orville Meyer _____, Wadena County Commissioner.
4. Lane Waldahl _____, Wadena County Commissioner.
5. James Hofer, Chairperson of the Community Corrections Advisory Board.
6. Judy Denny, Vice-Chairperson of the Community Corrections Advisory Board from Todd County.
7. Honorable Sally Ireland Robertson, Todd and Wadena Counties Court Judge.

BE IT FURTHER JOINTLY RESOLVED, the Todd and Wadena Counties Boards of Commissioners vest authority in the Executive Committee, by this resolution, to implement and maintain the Comprehensive Community Corrections Plan for Todd and Wadena Counties.

IN TESTIMONY WHEREOF THE WADENA COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this 2nd day of _____, _____.

ATTEST:

WADENA COUNTY BOARD OF COMMISSIONERS

Wadena County Auditor

By _____
Chairperson

RESOLUTION

WHEREAS,

The Todd County Board of Commissioners and the Wadena County Board of Commissioners, on May 4, 1974, and on May 5, 1974, respectively, duly caused a resolution to be adopted wherein they declared it their intention to the State of Minnesota, pursuant to Minnesota Laws of 1973, Chapter 401, to participate in the Community Corrections Act subject to the preparation and approval of a comprehensive plan by the Counties of Todd and Wadena and the Commissioner of Corrections for the State of Minnesota and

THEREFORE,

IT IS RESOLVED pursuant to the revision of said law, that the following persons are hereby appointed by the Chairperson of each County Board of Commissioners, with the advice and consent of each, to the Community Corrections Advisory Board.

1. Serving in the capacity of Citizen Member shall be Mark Hepokoski.
2. Serving in the capacity of Citizen Member shall be Ralph Lorentz.
3. Serving in the capacity of Ethnic Minorities shall be Judy Denny.
4. Serving in the capacity of Victim Services shall be Connie Nelson.
5. Serving in the capacity of Todd County Commissioner shall be
6. Serving in the capacity of Todd County Commissioner shall be
7. Serving in the capacity of Wadena County Commissioner shall be Orville Meyer
8. Serving in the capacity of Wadena County Commissioner shall be Lane Waldahl
9. Serving in the capacity of District Court Judge shall be Honorable Sally Ireland Robertson.
10. Serving in the capacity of Prosecuting Attorney shall be Jane Gustafson.
11. Serving in the capacity of Public Defender shall be Gregory Peters.
12. Serving in the capacity of Police Chief shall be Kyle Huber.
13. Serving in the capacity of Wadena County Sheriff shall be Michael Carr, Jr.
14. Serving in the capacity of Todd County Sheriff shall be Peter Mikkelson.
15. Serving in the capacity of Health Professional shall be Cheryl Schneider.
16. Serving in the capacity of Social Services Director shall be Frank Sandelin.
17. Serving in the capacity of Educational Administrator shall be James Hofer.
18. Serving in the capacity of Corrections Agent shall be Daniel Benning.
19. Serving in the capacity of Correctional Administrator shall be Katherine Langer.

IN TESTIMONY WHEREOF THE WADENA COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this _____ day of _____, _____.

ATTEST:

WADENA COUNTY BOARD OF COMMISSIONERS

Wadena County Auditor

By _____
Chairperson

The Board tabled discussion on the Wensman Space Needs until the February 6, 2006, Board Meeting.

Commissioner Reports:

Commissioner Wahdahl	None
Commissioner Harrison	Meeting at Northern Pine; in need of an outside Business Consultant.
Commissioner Stearns	Perham Recovery Resource Center- the auxiliary gas boiler is still creating some problems.
Commissioner Meyer	Emergency Management Service meeting in St. Cloud-Seat Belt money has leveled off; this money used for equipment for ambulances and other EMS Equipment.

Motion by Meyer, seconded by Schermerhorn, to adjourn the Board of Commissioners Meeting at 11:55 a.m., motion carried.

Charleen West, Auditor/Treasurer

William Stearns, Chairman