

WADENA COUNTY BOARD OF COMMISSIONERS ADJOURNED MEETING
OCTOBER 18, 2007/9:00 A.M.

The Wadena County Board of Commissioners Meeting was held on Thursday, October 18, 2007, at the Wadena County Courthouse in the Commissioners Room at 415 Jefferson St. S., Wadena, Minnesota. The meeting was called to order at 9:00 a.m. by Chairman Bill Stearns and the pledge of allegiance to the flag was said.

Also present: Commissioners Orville Meyer, Dave Schermerhorn, Mary Harrison; absent Lane Waldahl.

Motion by Meyer, seconded by Harrison, to approve the Agenda as amended to include k.) Letter of Support for the Wadena Community Center and l.) Perham Resource Recovery Facility, motion carried.

Motion by Harrison, seconded by Schermerhorn, to approve the Board Meeting Minutes of October 2, 2007, as presented, motion carried.

Deana Skov, Zoning/Parks/Solid Waste Director, requested approval from the Board for the annual renewal of the Waste Management hauler's license as well as for a new hauler to Wadena County, from City Sanitation based in Park Rapids, who is under contract to serve Walmart in Park Rapids and Wadena.

Motion by Harrison, seconded by Schermerhorn, to approve the renewal of the Waste Management hauler's license, motion carried.

Motion by Meyer, seconded by Schermerhorn, to approve the issuance of a hauler's license for City Sanitation, Park Rapids, contingent upon receipt of a bond, motion carried.

Ms. Skov informed the Board that the recycling container for Thomastown Township would be delivered in October, Wing River Township's recycling container would be located by the Town Hall and the City of Sebeka's container would be located by the Fire Hall.

Ms. Skov informed the Board that the City of Wadena Utilities Superintendent had requested a different location be found for the recycling container presently under the water tower. Ms. Skov recommended two possible locations; east of the entrance at the Fair Grounds off of Highway 10 or at the Social Services/Maintenance block. She request Board input regarding the matter.

Chairman Stearns stated that he and Ms. Skov would look at the sites.

Chairman Stearns reported that Stearns County had scheduled a meeting on October 26, 2007, of their full Board and their Environmental Officer Don Adams, to discuss at length their position, as it relates to Stearns County's involvement with the Perham Resource Recovery Center, and will offer an official decision at that time.

The Board discussed whether two or three Board members should plan to attend the Perham Incinerator meeting.

Lee Brekke, County Assessor, requested Board approval of the appointment of David Selisker to fill the vacant Appraiser position at a Grade 52, Step 2, after the completion of the six month probationary period to move to Step 3 and the completion of 12 months employment to move to Step 4 with a start date of October 22, 2007.

Motion by Meyer, seconded by Schermerhorn, to approve the appointment of David Selisker to fill the vacant Appraiser position at a Grade 52, Step 2, after the completion of the six month probationary period to move to Step 3 and the completion of 12 months employment to move to Step 4 with a start date of October 22, 2007, motion carried.

Mr. Ulring reported to the Board that he and the City of Staples had finalized the Lease Agreement between the City and Wadena County which would allow the County to lease a stall within the City's public works facility for the winter months of November through April for the housing of the Verndale snow plow truck, rent of \$400 per month, \$2,400 per period of November to April. He stated that the County Attorney had reviewed the Agreement, it had been signed by the Mayor and Administrator of Staples and recommended Board approval.

RESOLUTION

Lease Agreement between Wadena County and City of Staples

Commissioner Harrison offered the following resolution and moved for its adoption.

WHEREAS: The Wadena County Board of Commissioners desire to improve snow removal and winter maintenance services in the southeast part of the county, and

WHEREAS: The City of Staples is willing to enter into a lease agreement with Wadena County to provide space in their public works garage to allow warm storage of a Wadena County snow plow truck, and

WHEREAS: The terms and conditions of the lease are spelled out in the lease agreement between the City of Staples and Wadena County.

NOW THEREFORE BE IT RESOLVED: That Wadena County and the City of Staples have mutually agreed to cooperate and have signed a lease agreement setting forth provisions to house a Wadena County owned plow truck in the City of Staples public works facility located within the City of Staples.

Commissioner Meyer seconded the motion and the same carried.

Adopted at Wadena, Minnesota on this 18th day of October, 2007.

ATTEST: _____
Charleen West, Auditor-Treasurer
Wadena County, Minnesota

William Stearns, Chairman

Mr. Ulring informed the Board that the MnDOT Master Partnership 5-Year Contract was about to expire. He added that this agreement was between MnDOT and Wadena County to partner on transportation related services and recommended Board approval of such.

RESOLUTION

Commissioner Meyer offered the following resolution and moved for its adoption.

WHEREAS: The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS: Mn/DOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS: The parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the County of Wadena enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Board.
2. That the proper County officers are authorized to execute such contract, and any amendments thereto.
3. That the County Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from Mn/DOT, and that the County Engineer may execute such work order contracts on behalf of the County without further approval by this Board.

Commissioner Schermerhorn seconded the motion and the same carried.

Adopted at Wadena, Minnesota on this 18th day of October, 2007.

ATTEST: _____
Charleen West, Auditor-Treasurer
Wadena County, Minnesota

Bill Stearns, Chairman

Mr. Ulring presented to the Board for their approval, a copy of a County Road Revocation Policy which pertained to the high amount of County Road mileage having average daily traffic of 100 vehicles or less per day that may be reviewed for possible revocation to the Township.

RESOLUTION

Commissioner Meyer offered the following resolution and moved for its adoption.

WHEREAS: The Wadena County Board of Commissioners has recognized the fact that Wadena County has a relatively high amount of County Road mileage, and;

WHEREAS: The Wadena County Board of Commissioners desires to reduce the amount of County Road mileage under its jurisdiction by revoking certain designated County Roads to townships, and;

WHEREAS: The Wadena County Board has the authority granted in Minnesota State Statute 163.11 POWERS RELATING TO HIGHWAYS to revoke county roads to a township, and;

WHEREAS: The County Engineer has prepared a County Road Revocation Policy at the direction of the Wadena County Board of Commissioners to accomplish this goal.

NOW THEREFORE BE IT RESOLVED: The Wadena County Board of Commissioners hereby adopts the County Road Revocation Policy as presented to them and authorizes the County Engineer to implement the County Road Revocation Policy.

Commissioner Harrison seconded the motion and the same carried.

Adopted at Wadena, Minnesota on this 18th day of October , 2007.

ATTEST: _____ Charleen West, Auditor-Treasurer Wadena County, Minnesota	_____ Bill Stearns, Chairman
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Mr. Ulring informed the Board of his intent to work individually with the Townships as well as set up a meeting to present the Policy to the Townships for discussion. He added that the County Board would need to hold a Public Hearing within the township where the road revocation would be proposed.

Mr. Ulring updated the Board on the Wensman parking lot project. He stated that Tri-City Paving had agreed to tear out and replace the pavement and gutter on the south side of the building. He added that the west side would remain as is since it would look patched if redone. Mr. Ulring stated that the work should be completed the following week at no extra cost to the County.

Mr. Ulring reported on current construction projects; CSAH 16 Road Repair Project was

going well and the CSAH 23 Reconstruction Project would be paved this year depending on the weather.

Mr. Ullring stated that last spring, he and Ms. Skov came before the Board regarding County Road 13 in Meadow Township being labeled incorrectly as it was not a County road. He added that he had attended a Township meeting and the residents had chosen to name the road "Old Saw Mill Road". Mr. Ullring explained that the formerly named CSAH 14 became County Road 167 after the 911 addressing, which caused a point of confusion. He added that County Road 167 and CSAH 14 would change to 320th Street and 179th Avenue.

Commissioner Meyer questioned whether the reaction from the residents was favorable.

Mr. Ullring and Ms. Skov advised one resident was not in favor, however, overall consensus was favorable.

Mr. Ullring requested Board approval of a resolution regarding the proposed road renaming and address changes within Meadow Township.

RESOLUTION

Proposed Road renaming and Address Changes Meadow Township, Wadena County

Commissioner Schermerhorn offered the following resolution and moved for its adoption.

WHEREAS: Wadena County has an established Emergency 911 address system,

WHEREAS: Meadow Township Road T-101 between Wadena CSAH 23 and CASH 15 is currently labeled Co. Rd. 13, and Wadena CSAH 14 was rerouted resulting in a portion of the roadway being renumbered to County Road 167 without requiring Emergency 911 signing or address changes.

WHEREAS: The current Emergency 911 street signs and resident's addresses reflect Co. Rd. 13 and CSAH 14 in their descriptions which conflicts with actual road jurisdictional designations and signing. This results in confusion for emergency services responders and the traveling public.

NOW THEREFORE BE IT RESOLVED: To clarify the Emergency 911 signing, Wadena County's jurisdictional and transportation system signing and residential addresses;

1. Meadow Township Road T-101 shall have the Co. Rd. 13 name removed and replaced with "Old Sawmill Road" with Emergency 911 signing reflecting this and resident's changing their addresses to also reflect this change. This is a distance of about 2½ miles.
2. That County Road 167 and a segment of CSAH 14 from Co. Rd. 167 to Anderson's Crossing Road retain their current County number designation and be additionally signed

3. with Emergency 911 signing of 320th Street from CSAH 23 to Anderson's Crossing Road with exception to the north-south ½ mile of Co. Rd. 167 which shall be additionally signed as 179th Avenue. This is a distance of about 6 miles.

BE IT FURTHER RESOLVED: These changes shall take effect January 1, 2008. Residents shall have up to one year (12 months), until to December 31, 2008, to make address changes in accordance with U.S. Postal Service guidelines.

Commissioner Harrison seconded the motion and the same carried.

Adopted at Wadena, Minnesota on this 18th day of October, 2007.

ATTEST: _____
Charleen West, Auditor-Treasurer
Wadena County, Minnesota

Bill Stearns, Chairman

The Board recessed at 10:00

The Board reconvened at 10:15 a.m.

Scott McKellep, Emergency Management Service Director, reviewed the policy on County Bomb Threat Procedures which had been approved by consensus at a Department Head meeting. He added that an exercise would be held periodically for training.

Discussion was held as to the Chain of Command during an emergency.

Motion by Meyer, seconded by Harrison, to approve the County Bomb Threat Procedures, as presented, and verify the proper Chain of Command during such an emergency, motion carried.

Mr. McKellep presented the Board with a Resolution addressing the Continuity of Operations Plan. He stated that the current Plan was an old document created by Data Processing which only covered Data procedures. Mr. McKellep added that the Plan included all hazards and that most grants available to the County required such a Plan. He requested Board approval of the Resolution.

RESOLUTION

WHEREAS, members of the board of Commissioners agree that citizens of Wadena County deserve a Government that can maintain functions in times of disaster and emergencies; and

WHEREAS, mitigation of, preparedness for, response to, and recovery from disasters and emergencies are vital functions of Wadena County, Minnesota; and

WHEREAS, at minimum standard of operation, essential County Government functions must continue regardless of circumstance; and

WHEREAS, vital records and county electronic data must be protected, and secured throughout the lifecycle of any catastrophic event; and

WHEREAS, a plan for Continuity of Government, a working document will be maintained by a Program Manager, and an Assistant Program Manager, within the County Department of Emergency Management; and

WHEREAS, a steering committee consisting of the Management Team including two commissioners shall advise and assist with plan development

NOW THEREFORE BE IT RESOLVED: that a document known as the Wadena County Continuity of Government Plan, alias as service continuation plan, be created and maintained By Wadena County Emergency Management;

BE IT FURTHER RESOLVED: a committee be established, utilizing the Heads of Departments to guide, and contribute necessary information for inclusion in the Plan

BE IT FURTHER RESOLVED: any existing individual department continuity plans be adapted to fit the global County Plan

BE IT FURTHER RESOLVED: a goal for completion of the plan be set for June 1, 2008, and regular updated reports be given to the Board of Commissioners by the Program Manager, or Assistant

Commissioner Harrison made motion for adoption.

Commissioner Schermerhorn seconded the motion and the same carried.

Adopted at Wadena, Minnesota.

Attest: _____
Charleen West, Auditor-Treasurer Bill Stearns, Chairman

Mr. McKellep presented a progress report on the transition to 800 MHZ. He stated that he had replaced Deputy Eric Sonneberg in overseeing the project. Mr. McKellep added that the grant agreement had been submitted for the Study.

Chairman Stearns appointed Commissioners Orv Meyer and Dave Schermerhorn to the Continuity Planning Committee, which would be meeting on November 14, 2007 at 9:00 a.m.

Paul Sailer, Social Services Director, informed the Board that during the Social Services Board Meeting discussion was held regarding the Special Needs Basic Care Program. He stated that he was currently interviewing to fill a Social Worker position and that one of the candidates for the position would do very well with the program. Mr. Sailer added that it would be to the County's benefit to fill this position now as he was currently short staffed due to several employees on

FMLA and then training could begin prior to January 1, 2008. He stated that if the Board agreed he would proceed. He also requested Board direction as to whether he should take advantage of the current candidates.

Karen Nelson, Public Health Director, was also present and provided her support of Mr. Sailer's request.

Motion by Meyer, seconded by Harrison, to approve the hiring of a Social Worker to fill the Special Needs Basic Care Program position from the current Social Worker applicants concurrent of the Social Services Board, motion carried.

Mr. Sailer informed the Board that out of two Child Protection positions filled one would be over Step 2. He questioned whether the Board would be in agreement that he discuss the situation with the Social Services Board Chair and reaffirm the offering over Step 2 with the Social Services Board during their November 20th. Mr. Sailer added that this would occur for this situation only.

Motion by Schermerhorn, seconded by Harrison, to appoint Social Services Board Chairman Meyer to assist the Social Services Director in the filling of the Child Protection position and approve step placement based on experience, in this instance only, motion carried.

Ms. Nelson requested Board authorization to sign a contract with the Youth Leadership Institute for \$3,350 effective November 15, 2007 for the Chemical Health Promotion grant.

Motion by Harrison, seconded by Schermerhorn, to authorize the Public Health Director to sign a contract with the Youth Leadership Institute for \$3,350 effective November 15, 2007 for the Chemical Health Promotion grant, motion carried.

Ms. Nelson requested approval to adopt the 2008 Food, Beverage and Lodging Program license fees as recommended by the Public Health Environmental Health Task Force.

Motion by Schermerhorn, seconded by Meyer, to set a 2008 Fee Public Hearing on November 6, 2007 at 9:30 a.m. in the Board of Commissioners Room to address the 2008 fees for Public Health and all County departments, motion carried.

Ms. Nelson updated the Board on the Community Health Assessment and Priority Setting process. She stated that one public meeting has been held and a second meeting had been scheduled for that afternoon.

Chairman Stearns informed the Board that the Wadena Wellness Center was requesting a letter of support from Wadena County.

Ms. Nelson encouraged the Board to provide the letter of support.

Motion by Meyer, seconded by Harrison, to send a letter of support to the Wadena Regional Center, motion carried.

The Board informed Ms. Nelson that on October 26, 2007, a meeting relating to the Perham Incinerator was scheduled in Fergus Falls at the same time as the Board of Health Meeting in Staples.

Ms. Nelson stated that it was her understanding that a quorum of eight was needed for the Public Health Meeting. She will check her records and return to the Board to report on how many participants were necessary for a meeting.

Char West, Auditor/Treasurer, informed the Board that the Building Services Committee was progressing with the hiring of the Building Services Director. She stated that the Committee scheduled a meeting on October 22nd at 8:30 a.m. to screen applications and another meeting on October 29th, at 12:00 p.m. for interviews, but that Commissioners Meyer and Schermerhorn, Committee members, were unable to attend one or the other of the two meetings. The Committee was requesting Board consideration to appoint two available Commissioners to fill these positions on those dates.

Chairman Stearns and Commissioner Harrison are available to fill in for Commissioners Meyer and Schermerhorn during the October 22nd and October 29th Building Services Committee meeting.

Motion by Schermerhorn, seconded by Meyer, to approve the payment of \$50.00 registration fee to the Commissioner of Transportation for D. Heston for Highway Department Training, motion carried.

Motion by Meyer, seconded by Schermerhorn, to approve the payment of \$5,000 to the U.S. Postal Service for postage in the Courthouse postage meter, motion carried.

Motion by Schermerhorn, seconded by Harrison, to approve the payment of \$1.00 from the General Revenue Fund to cover the additional shortfall of the Tobacco Settlement Refund allocation that was approved on September 20, 2007, which was used to reduce employee health insurance premiums for the time period of October 1, 2006 through September 30, 2007, motion carried.

The Board discussed a letter received from Mike Burcham regarding his request for a County contribution to Handicap Ramps for Local Kids. Board direction was for Mr. Burcham to exhaust all other avenues prior to returning to the Board for the request.

Motion by Meyer, seconded by Schermerhorn, to approve the 2nd half 2007 County Allocation to the Wadena County Public Health Department in the amount of \$64,389.00, motion carried.

Motion by Meyer, seconded by Harrison, to approve the payment of \$450.00 to the Association of MN Counties for registration to the AMC Leadership Conference attended by the Highway Engineer and Commissioner Schermerhorn, motion carried.

Ms. Nelson returned to the Board to inform them that the By-Laws stated that a quorum of eight was required for the Board of Health Meeting. She will contact Morrison County to inquire as to how many members were scheduled to attend.

The Board scheduled an hour during the November 27, 2007 Board Meeting for a final review of the Proposed 2008 Budget and Levy prior to the Truth In Taxation Hearing.

Motion by Schermerhorn, seconded by Harrison, to approve payment of the Board of Commissioner bills in the amount of \$153,061.65, motion carried.

Motion by Harrison, seconded by Meyer, to approve the payment of \$7,230.77 to Stoneman Oil for County fuel purchases through October 18, 2007, motion carried.

Board Reports:

Commissioner Harrison: Fair Board Meeting - an open meeting for public on October 24th in Nimrod.

Old Wadena Society – Wetland Walk update.

Kitchigami Regional Library

16-Bed Regional Hospital Meeting – want to form a coalition of people who would liaise for Mental Health with the community at large; they would like a Commissioner on it, the Chief of Police, and concerned citizens.

Chairman Stearns: Region 5 NCEDA Loan Board Meeting
Perham Incinerator

MACAC Meeting - need to send a representative. Commissioner Harrison will attend on November 5, 2007.

Commissioner Schermerhorn: WesMin – no changes.

Commissioner Meyer: No reports

Motion by Harrison, seconded by Meyer, to adjourn the Board of Commissioners Meeting at 12:00 p.m., motion carried.

Charleen West, Auditor/Treasurer

William Stearns, Chairman