

WADENA COUNTY BOARD OF COMMISSIONERS MEETING
DECEMBER 11, 2007/9:00 A.M.

The Wadena County Board of Commissioners Meeting was held on Tuesday, December 11, 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.

Present: Commissioners Lane Waldahl, Dave Schermerhorn, Mary Harrison, and Orville Meyer.

Motion by Schermerhorn, seconded by Waldahl, to approve the November 27, 2007, Board Meeting Minutes, as presented, motion carried.

Motion by Waldahl, seconded by Schermerhorn, to amend the days Agenda to include; k.) Sheriff's Bill and d.) MN Heartland Tourism Request, motion carried.

Karen Nelson, Public Health Director, came before the Board to reviewed 2008 contracts and request approval of such.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Public Health Director to sign the following one-year contracts for January 1, 2008 through December 31, 2008:

- 1) Bell Hill Health Promotion-Community rate of \$42.25/hour + mileage at the prevailing County rate.
- 2) On Call Nursing-\$58.76/hour + mileage at prevailing County rate
 - a) Freshwater
 - b) Wadena Deer Creek School
- 3) Early Childhood Screening (ECS) for Verndale, Wadena, Menahga, Sebeka Schools:
(Rate set by State Department of Education)
 - \$50.00 – child age 3
 - \$40.00 – child age 4
 - \$30.00 – child age 5
- 4) Medical Consultant (Dr. Lamberty) - \$125.
- 5) Back-up Sanitarian from Morrison County Public Health at \$40.00/hour portal to portal plus mileage, meals, lab tests and materials
- 6) Wadena County Sanitarian at \$108.15/inspection and \$23.70/hour not to exceed \$20,128
- 7) Infectious Waste – HWS Healthcare Waste Solutions, Inc., at \$50 per 32 gallon barrel, plus waste management tax of 0.004 per pound plus fuel surcharge of \$4.25 per collection.
- 8) CHIC, NE Regional Immunization Registry to pay Public Health for PH Immunization outreach for Medical Assistance children based on the % of MA children in our County
- 9) Central MN Council on Aging for Title III funds for Senior Health Clinics at \$27.8256/hour for a maximum total of \$8,320 effective 1-1-08 to 12-31-08

- 10) Wadena County Social Services for as needed nurse time for LTCC and case management and availability of the Public Health Medical Consultant for LTCC/Case Management consultation effective 1-1-08 to 12-31-08.

Motion carried unanimously.

Motion by Harrison, seconded by Schermerhorn, to authorize the Public Health Director to sign the following two-year contracts for January 1, 2008 through December 31, 2009:

- 1) WIC Physicians – (no pay)
 - Shaneen Schmidt, MD – Wadena Medical Center
 - Greg Sperle, MD – Menahga Clinic
- 2) WIC Clinic Sites – \$65/day
 - 1st English Lutheran Church – Menahga
 - Assembly of God Church – Menahga back up
 - Christian Missionary Alliance Church – Staples
 - Our Saviour's Lutheran Church – Sebeka

Motion carried.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Public Health Director to sign the following Rural Health Outreach Service contract amendments effective May 1, 2007 to April 30, 2008:

- A. Cass County Public Health Services to Wadena County Public Health an additional \$15,293, increased from \$28,032 to \$43,325.
- B. Wadena County Public Health to Dakota Clinic Ltd, Menahga for site and practitioner services an additional \$900, increased from \$3,180 to \$4,080.
- C. Wadena County Public Health to Wadena Medical Center for site services an additional \$420, increased from \$1,740 to \$2,160.

Motion carried.

Ms. Nelson requested authorization from the Board to promote Erica Keppers from RN to PHN effective December 17, 2007; which has been reviewed with the Union Agent and are in agreement.

Motion by Harrison, seconded by Waldahl, to authorize the Public Health Director to promote Erica Keppers from RN to PHN effective December 17, 2007, as PHN Step 7 at \$23.30/hr, motion carried.

Motion by Waldahl, seconded by Harrison, to authorize the Public Health Director to re-appoint the following persons to the Public Health Advisory Committee for a 2nd 3-year term effective January 1, 2008: Pat Lorentz, District 1; Gingie Schmitt, District 3, motion carried.

Motion by Waldahl, seconded by Harrison, to adopt the Wadena County Public Health Nuisance Policy effective December 11, 2007, as delegated to each member county of the Morrison-Todd-Wadena Community Health Board, motion carried.

Chairman Stearns questioned whether the \$5,000 extermination expense at the Peterson-Biddick building would be charged against the land or the building?

Ms. Nelson will talk with the County Attorney and the Auditor/Treasurer regarding this.

Deana Skov, Zoning/Parks/Solid Waste Director, came before the Board to request approval of a new Hauler's License for Nisswa Sanitation that has been contracted to haul for Stearns Rubber.

Motion by Meyer, seconded by Harrison, to approve the issuance of a Hauler's License for Nisswa Sanitation, motion carried.

Cody Yglesias and Greg Malone, Maintenance Department, came before the Board and presented them with a list of items they were requesting Board approval of for the Maintenance Department.

Mr. Yglesias informed the Board that the current plow they had on the 1989 Ford truck was purchased in 1992 or 1993 for \$300; they have had to weld it several times during the year and it probably would not make another snow. He added that there was a V-plow already on the diesel truck and the skidster, a V-plow saves a lot of time and costs approximately \$1200 more than a straight plow.

Discussion was held regarding the old Highway Department dump truck; the plow had been removed from the truck and was currently being used to haul snow by the Maintenance Department.

Mr. Yglesias pointed out that if the truck plow was not replaced the Department would have less plows than they previously had.

Mr. Yglesias informed the Board of the need for repair of the rusted areas on the 92 Ford F-350 at a cost of \$2,595.35.

Chairman Stearns questioned the emergency part-time snow removal at \$12.00 per hour and what it constituted.

Mr. Yglesias responded that when they had the large snow, he called in Rudy Yglesias, former Maintenance Director, to plow and haul snow away for Maintenance at the hourly rate the City used.

Ms. West informed the Board that she was out of the office on December 4th when she was contacted by one of her staff who informed her that Mr. Yglesias had stated the need for emergency help with the snow. She added that her response was they had to do what they had to do for the safety of the public and staff and it was her understanding the need was due to the storm that day.

Chairman Stearns reported that this matter would be covered at another meeting since a bill had had not been presented to date.

Mr. Yglesias stated that he was looking for an emergency part-time snow removal hourly rate, as it would cost less to hire someone instead of paying overtime.

Chairman Stearns recommended that the Maintenance Department requests be reviewed by Commissioner Schermerhorn as he was the Liaison for the Department.

Mr. Yglesias informed the Board of the need to repair the smoke duct detector.

Chairman Stearns noted that this repair was a life-saving repair and was necessity due to the fact that the detector did not pass the safety inspection this year.

Motion by Harrison, seconded by Schermerhorn, to authorize the hiring of Nardini Fire Equipment to replace the smoke duct detectors in the amount of \$7,765.00, to be paid for out of the Building Repair 2008 Budget, motion carried.

Mr. Yglesias stated that the water softener also needed to be replaced as it had caused flooding and parts to repair it are no longer available.

Motion by Waldahl, seconded by Schermerhorn, to authorize the purchase of a new water softener for the Courthouse from Culligan Water Softener at a cost of \$2,995.00 to be paid for from budget #111-6302 and transfer available budgeted funds from #111-6480 to #111-6302, motion carried.

Mr. Yglesias informed the Board of the need to replace the Courthouse front entry heater as the floor heat had not worked for some time.

Discussion was held regarding the Courthouse front entry heat.

Motion by Schermerhorn, seconded by Harrison, to authorize the purchase and installation of a new Courthouse front entry heater through Platinum Electric at a cost of \$1,200, to be paid for from budget #111-6302 and transfer available budgeted funds from #111-6480 to #111-6302, motion carried.

Greg Malone, informed the Board that the County was currently under a safety training contract with Minnesota Safety, Inc., which needed to be renewed for 2008. He added that the Highway Department had been added to the 2008 contract for additional training time as a cost of \$900, which the Highway Engineer had agreed to pay for from the Highway Department budget.

Motion by Harrison, seconded by Waldahl, to approve the 2008 safety contract with Minnesota Safety, Inc., motion carried unanimously.

Part-time emergency snow removal will be tabled until the December 20, 2007, Board Meeting in order to obtain a Wadena County Policy regarding this.

Motion by Meyer, seconded by Waldahl, to table the Maintenance Department's request for a V-Plow for the 1989 Ford and auto body repair on the 1992 Ford F-350, until the December 20, 2007 Board Meeting, motion carried.

Mr. Yglesias reported that Cathy Smith, Janitorial, had never filled out a job questionnaire for the Janitorial position, which would affect her salary.

Ms. West responded that she will call Hay Group to obtain a copy of the Janitorial Job Questionnaire that had been completed by the previous employee in that position.

Mr. Yglesias stated that there were no job descriptions for the Maintenance Department which was a Union issue. He added that the reason the subject came up was that if they don't have a current job description they can not be promoted or demoted.

The Board responded that job descriptions were being developed at the time of filling new or vacated positions.

Chairman Stearns request Commissioner Schermerhorn meet with the Maintenance Department regarding the tabled items.

The Board recessed at 10:20 a.m.

The Board Reconvened 10:35 a.m.

The Board discussed the Proposed 2008 Budget.

Commissioner Waldahl reported that he had reviewed the Proposed 2008 Budget line item by line item and noted several ways to reduce the budget. He added that he was still concerned about the large budgeted increase in Commissioner's salaries.

Board consensus was to table action on the 2008 Commissioner's salaries until the December 20, 2007 Board Meeting.

Commissioner Harrison stated that she recommended a 3% increase, the same as what was given to County employees.

Motion by Meyer, seconded by Schermerhorn, to approve the purchase of Norway Pine trees from the Minnesota State Forest Nursery in the amount of \$1,800.00 for the reforestation of County lands in 2008, motion carried.

Motion by Harrison, seconded by Waldahl, to approve payment of the 2nd half 2007 allocation to the Wadena County Crisis & Referral Program in the amount of \$2,075.00, motion carried.

Motion by Waldahl, seconded by Harrison, to continue past practice and approve the payment of \$1,630.77 to William Ness, who had resigned from the Administrative Highway Engineer position, for 25% of his accumulated sick time while employed with Wadena County, motion carried.

Motion by Meyer, seconded by Schermerhorn, to continue past practice and approve the previous payment of \$4.90 to Rudy Yglesias, who had retired from the Maintenance Superintendent position, for 25% of his accumulated sick time while employed with Wadena County, motion carried.

Motion by Schermerhorn, seconded by Harrison, to approve the 2008 IRS standard mileage rate of 50.5 cents per mile for business miles driven, effective January 1, 2008, motion carried.

Motion by Meyer, seconded by Schermerhorn, to approve from HealthPartners Insurance the Wadena County Open Access Choice-\$500 Deductible Summary Plan Description, the Wadena County Empower HRA NationalONE Summary Plan Description the Amendment to the Wadena County Medical Benefit Plan Empower HRA NationalONE Summary Plan Description and the Administrative Service Agreement between HealthPartners Administrators, Inc. and Wadena County effective October 1, 2007 through September 30, 2008, motion carried.

Ms. West informed the Board that a check was issued on December 7, 2008 to Contact Radio Communication in the amount of \$14,000.00 as a down payment for a Zetron model 4000 2 position dispatch console in the Sheriff's Department which would replace the dispatch console that had previously gone down. She requested Board authorization of this payment as time was of the essence in getting this equipment replaced.

Motion by Waldahl, seconded by Schermerhorn, to approve the payment of \$14,000 to Contact Radio Communication on December 7, 2008, check #25656, for the down payment on a Zetron Model 4000 2 dispatch console with associated controls, motion carried.

Brian Nasi, South County Health Alliance CEO and Jim Barkhaus, SCHA Provider Relations, came before the Board to meet with them and answer any questions or concerns they had. Mr. Nasi distributed information on South Country Health Alliance and pointed out that the key event in 2007 was the addition of 5 northern counties which grew from 15,000 to 25,000 enrollees during the year. He also reported that the budget for 2008 was projected to be \$165,000,000. Mr. Nasi outlined some of the challenges SCHA would be facing in 2008.

Commissioner Waldahl questioned Mr. Nasi as to whether SCHA could advertise?

Mr. Nasi reported that they were very regulated by the State and the ability to market was very restricted. He stated that there was a need to strengthen their relationships with the Provider which would increase advertising.

Commissioner Harrison questioned whether the need for a name/logo change would compound SCHA's problem of recognition?

Further discussion was held regarding changing the name of South Country Health Alliance.

Rin Porter, Verndale Sun, questioned what Mr. Nasi was trained in.

Mr. Nasi responded he was an attorney and informed the audience of the previous positions he had held.

Mr. Nasi advised the Board to contact him if they had any further questions.

The Board agreed to review 2008 Committee Assignments during the December 20, 2007 Board Meeting.

The Board set the following future Board Meeting dates: January 8, 2008, January 24, 2008, February 5, 2008, February 21, 2008, March 4 2008 and March 20, 2008.

Motion by Meyer, seconded by Schermerhorn, to authorize the Auditor/Treasurer to Call for Bids for the 2008 Official County Publications, bids to be opened on January 8, 2008 at 9:00 a.m. in the Board of Commissioners Room, motion carried.

Chairman Stearns informed the Board that the Minnesota Heartland Tourism Association was requesting a \$250 membership fee for 2008.

No action taken.

Motion by Waldahl, seconded by Harrison, to approve payment of \$187.50 to Commissioner David Schermerhorn in reimbursement for hotel and mileage expenses relating to his attendance of the Minnesota Rural Counties Caucus, motion carried.

Chairman Stearns closed the Board of Commissioners Meeting at 11:32 a.m. for the purpose of discussing a personnel matter. In attendance were Chairman Stearns, Commissioners Meyer, Harrison, Waldahl and Schermerhorn, Joel Ulring Highway Engineer and Auditor/Treasurer West.

Chairman Stearns reopened the Board of Commissioners Meeting at 11:56 a.m.

Chairman Stearns called for a motion to rescind past Board action pertaining to the use of a Personal Day during a probationary period and amend the current Personnel Policy to reflect such, as submitted by Joel Ulring, Highway Engineer.

Motion by Meyer, seconded by Harrison, moved to;

- rescind the September 6, 1994 motion "Commissioner Nolte made the following motion and called for its adoption: A personal day is to be used as an 8/hr day, no partial day is to be used, personal day of 8/hrs plus 2/hrs of vacation time is to be used. A personal day cannot be used until that person has worked for one year. Commissioner Meyer
- seconded the motion and the same passed unanimously."

- rescind the October 20, 1994 motion “Motion by Freer, seconded by Kangas, to grant a personal leave day after 6 month probation. Motion passed.”
- amend the Wadena County Personnel Policy Article 30, Section 30.06 to further clarify the use of an employee Personal Leave Day, the day is to be used as follows:
 - It shall be used as an 8 hour day, no partial day shall be allowed.
 - No days may be accumulated from year to year.
 - In case of a 10 hour work day, the 8 hours of personal leave shall be complemented with 2 yours of vacation or compensatory time.
 - It maybe used during an employee’s probationary period at the discretion of the Department Head.

Motion carried.

Mr. Ulring reminded the Board that they had previously authorized his attendance of the TRB meeting in Washington DC in January with the County covering expenses not covered by ASCE. He stated that he had been requested to obtain clarification of the dates of the conference.

Motion by Waldahl, seconded by Schermerhorn, to approve the Highway Engineer the use of Wadena County Expense money for those expenses not covered by ASCE while attending the TRB meeting in Washington DC January 13th thru 16th, 2008, motion carried.

Mr. Ulring informed the Board that occasionally, when he attends meetings, his wife also goes along. He added that he could use his personal vehicle and charge mileage but questioned whether there would be an issue if she rode in the County vehicle.

Chairman Stearns advised that in case of an accident in the County Vehicle, under Personal Injury, Mr. Ulring’s insurance would cover up to \$20,000 then health insurance would cover.

The Board recommended that a release form be obtained and signed by anyone riding in a County vehicle but not covered under County insurance as an employee.

Motion by Meyer, seconded by Schermerhorn, to approve the Board of Commissioner bills in the amount of \$108,479.61, motion carried unanimously.

Ms. West informed the Board that last year at this time the Board had authorized the payment of Board of Commissioner bills up to the end of the year and authorization the Board Chair to sign the checks. She questioned whether the Board would consider granting approval of this practice again this year.

Motion by Meyer, seconded by Schermerhorn, to authorize the Auditor/Treasurer to pay Board of Commissioner bills up until checks being printed the morning of December 28, 2007 and to authorize the Board Chair to review and sign them on or before December 31, 2007, with Board approval of the bills on January 8, 2008, motion carried.

Chairman Stearns questioned whether an alternate should periodically attend particular meetings in order to understand what was going on in meetings, i.e. the Perham Incinerator Meetings.

Commissioner Harrison reported that she reads all the information given to her and the few times she had to fill in for Commissioner Stearns at a Perham Incinerator meeting, she did not feel it was over her head as to what was going on. Commissioner Harrison also commented on her alternate appointment for Commissioner Waldahl on the 800 MHZ Board and that she felt she had no handle on the information

Commissioners Reports: None.

Commissioner Harrison reported that a Fair Board Meeting had been held the prior evening, which she and Commissioner Schermerhorn had attended. She stated that the Fair Board had agreed that they spend no more than \$300 for a new Fair Board door.

Motion by Meyer, seconded by Schermerhorn, to adjourn the Board of Commissioners Meeting at 11:35 a.m., motion carried.

Charleen West, Auditor/Treasurer

William Stearns, Chairman