

WADENA COUNTY BOARD OF COMMISSIONERS
ADJOURNED BOARD MEETING
FEBRUARY 22, 2007/9:00 A.M. MEETING

The Wadena County Board of Commissioners Adjourned Board Meeting was held on Thursday, February 22, 2007, at the Wadena County Courthouse in the Board of 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 Mary Harrison, Lane Waldahl, Dave Schermerhorn and Orville Meyer.

Motion by Meyer, seconded by Harrison, to approve the Agenda as amended to include 1.) County Per Diem Policy, motion carried.

Motion by Harrison, seconded by Schermerhorn, to approve the Board Minutes of January 30, 2007 and February 6, 2007, as presented, motion carried.

Rudy Yglesias, Maintenance Supervisor, and Cody Yglesias, Maintenance, presented the Board with a handout and inform them that the humidifiers in the Law Enforcement and Courthouse were not operational and needed to be replaced. Cody Yglesias stated that the humidifiers would not need to be used once spring came but they had been informed that there would be a 15% price increase for the humidifiers by next year. He stated that they have tried since December to obtain replacement parts for the equipment which are not available. He informed the Board that the price of new humidifiers and installation would be \$4,576.00 for the Law Enforcement Center and \$10,201.00 for the Courthouse.

Motion by Waldahl, seconded by Harrison, to approve the purchase of new humidifiers for the Law Enforcement Center and Courthouse from Graham Refrigeration for a total cost of \$14,777, motion carried.

Mr. Yglesias informed the Board that there was approximately \$1,500 in materials on the Courthouse floors after refinishing them the previous weekend. He stated that they do not have the equipment to keep them maintained so refinishing will have to be done yearly. Mr. Yglesias requested Board approval to purchase a new auto scrubber, which would eliminate the need to refinish the floor for at least five to six years and would be easier to operate by the Janitor than the old machine. He informed the Board that the retail cost of the auto scrubber was \$4,250.00, less \$500.00 trade in on the old machine, plus tax, for a total cost of \$3,993.75.

Motion by Meyer, seconded by Waldahl, to approve the purchase of an Razor SV17 Auto Scrubber, which charger, from Stein's, Inc. at a total cost of \$3,993.75 to be paid from Dept. #111-6410 Custodial Building & Supply Account, motion carried.

Mr. Yglesias pointed out to the Board that the carpet in the Auditorium needed replacing, as well

as the ceiling tile, which would include new lighting. He also stated that new carpet was needed in the EMS Office.

Commissioner Meyer informed them of the need to call for bids and to have a closing date on the bids.

Motion by Harrison, seconded by Waldahl, to authorize the Maintenance Department to proceed with the Auditorium remodeling by requesting Sentence to Serve to install new ceiling tile, Platinum Electric to install new lighting and to call for bids for new carpet in the Auditorium plus installation of such in the Auditorium and EMS Office, with bids to be opened during the April 3, 2007 Board Meeting, motion carried.

Due to another appointment, Rudy Yglesias left the Board Meeting.

Cody Yglesias informed the Board that McNeil, Inc. no longer was providing safety training to the County and that MCIT had provided minimal training without the completion of the record keeping requirements. He stated that the Safety Committee was recommending the hiring of a private firm to provide employee safety trainings, as well as completion of the required records. Mr. Yglesias presented the Board with two quotes, one from Safety Compliance Services in the amount of \$12,000.00 and one from Minnesota Safety, Inc. for \$3,000.00 and informed them that the Safety Committee was recommending the hiring of Minnesota Safety, Inc.

Motion by Waldahl, seconded by Schermerhorn, to approve the hiring of Minnesota Safety, Inc. in the amount of \$3,000.00 for the purpose of providing employee safety training and completion of the necessary OSHA documentation, motion carried.

Jerry Vosen, Buttweiler-Do-All, Inc. representative, came before the Board to discuss the additional charge of \$2,820.00 for the Wensman Reroofing Project and requested payment of such.

Chairman Stearns read a letter from Jerry Vosen of Buttweiler-Do-All which explained that the bill reflected additional labor and material charges due to a change in the scope of work by the County by making the east and west elevations all one height.

Mr. Vosen informed the Board that the additional charge was at cost, he did not make any money on the increase, felt it was fair and it would have probably cost the same if the decision had been made prior to doing the work. He stated that the \$2,820 included an additional 5 inches of rubber and flashing around the entire building.

Mr. Yglesias stated that they had not been made aware of the additional rubber and recommended payment of the additional charge of \$2,820.

Motion by Waldahl, seconded by Schermerhorn, to approve the payment of \$2,820.00 to Buttweiler Do-It-All, Inc. for additional labor and materials relating to the completion of the Wensman Building Reroofing Project, motion carried.

Joel Ulring, Highway Engineer, came before the Board and presented them with an agenda. He stated that County Fuel Bids were received until 12:00 p.m. on February 20, 2007 and recommended the award of the bids as follows;

Bulk Delivery – #1 Diesel Fuel (Cost per Gallon)

<u>Location</u>	<u>Vendor</u>	<u>Fuel</u>	<u>Delivery</u>	<u>Total</u>
Wadena Shop	Stoneman Oil	\$1.893	\$.056	\$1.949
Verndale Shop	Stoneman Oil	\$1.891	\$.059	\$1.950
Sebeka Shop	Stoneman Oil	\$1.881	\$.069	\$1.950
Menahga Shop	Stoneman Oil	\$1.891	\$.089	\$1.980
Nimrod Shop	Stoneman Oil	\$1.911	\$.069	\$1.980

Bulk Delivery – #2 Diesel Fuel (Cost per Gallon)

<u>Location</u>	<u>Vendor</u>	<u>Fuel</u>	<u>Delivery</u>	<u>Total</u>
Wadena Shop	Stigman Oil	\$1.874	\$.07	\$1.944
Verndale Shop	Stigman Oil	\$1.874	\$.07	\$1.944
Sebeka Shop	Stoneman Oil	\$1.896	\$.069	\$1.965
Menahga Shop	Stoneman Oil	\$1.906	\$.089	\$1.995
Nimrod Shop	Stoneman Oil	\$1.926	\$.069	\$1.995

Service Station Unleaded Gasoline (Cost per Gallon)

<u>Location</u>	<u>Vendor</u>	<u>Pump Price</u>	<u>Discount</u>	<u>Total</u>
Wadena	Stoneman Oil	\$1.969	\$.07	\$1.899
Sebeka	Rife Stop-n-Shop	\$1.989	\$.01	\$1.979

Motion by Meyer, seconded by Harrison, to approve the award of the 2007 County Fuel Bids, as presented and recommended by the County Highway Engineer, motion carried.

Mr. Ulring requested a revision of the opening of the 2007 Culvert Bids to Bids being received until 12:00 p.m. March 19, 2007 at the Highway Department and Bid award being done at 9:30 a.m. during the March 22, 2007 Board Meeting.

Motion by Harrison, seconded by Waldahl, to approve the revision of the opening of the 2007 Culvert Bid being received until 12:00 p.m. March 19, 2007 at the Highway Department and Bid award being made at 9:30 a.m. during the March 22, 2007 Board of Commissioners Meeting, motion carried.

Mr. Ulring requested approval of the revised starting date of employment for Jeff Adolphson, newly appointed Wadena County Assistant Engineer from January 29, 2007 to March 19, 2007.

Motion by Meyer, seconded by Schermerhorn, to approve the revised starting date of employment for Jeff Adolphson, Assistant Highway Engineer, from January 29, 2007, to March 19, 2007, motion carried.

Mr. Ulring presented the Board with an Addendum #2: Change in Drug Testing Rates

Agreement received from Minnesota Counties Insurance Trust (MCIT) informing him that, effective 2007, the minimum random pool drug testing rate for “safety sensitive” drivers of transit programs can be reduced from 50% to 25% by the Federal Transit Administration and Federal Motor Carrier Safety Administration and requested Board approval and signing of the Agreement Addendum.

Motion by Meyer, seconded by Schermerhorn, to approve and sign the 2007 Amendment to MCIT Drug and Alcohol Testing Program Participation Agreement Addendum #2, as recommended by the Wadena County Highway Engineer, motion carried.

Mr. Ulring reviewed with the Board the Federal State Transportation Improvement Program (STIP) and informed them of the federally funded projects that were reviewed by the Region 5 Transportation Advisory Commission with a final decision being made in the fall. He stated that Wadena County was recommended for funding of one transit bus in 2011.

Mr. Ulring informed the Board that Commissioner Meyer and he had met with Kelly Kohlman, J.D. Offutt Company, who was inquiring as to what would be involved in providing a 10-ton rated road access to Highway 10 needed for the possible construction of an additional potato warehouse at the Staples facility. Mr. Ulring reviewed his “short term” and “long term” recommendation and requested Board authorization to hire Braun Intertec to conduct pavement testing of the 19 ³/₄ miles of roadway at a cost not to exceed \$5,600. He stated that the expense would be reimbursed to the County by the J.D. Offutt Company.

Motion by Meyer, seconded by Harrison, to authorize the hiring of Braun Intertec, for a price not to exceed \$5,600, to conduct a pavement test on 19 ³/₄ miles of CSAH 30 for the purpose of possibly providing a 10-ton access to Highway 10, as requested and paid for by the J.D. Offutt Company, motion carried.

Mr. Ulring informed the Board that a community-wide safety meeting was required for grant applications submitted through the Comprehensive Highway Safety Plan (CHSP). He stated that he was proposing to coordinate a Safety Meeting for local officials to present highway related safety information relative to Wadena County in early April.

Mr. Ulring requested authorization to spend up to \$15,000 to continue the remodeling at the Highway Department. He stated that due to the low expense of snow removal this season, funds would be available in the Highway budget.

Motion by Waldahl, seconded by Harrison, to approve continuation of the remodeling of the Highway Department Offices at a cost not to exceed \$15,000, to be paid out of the 2007 Highway Department budget, motion carried.

Mr. Ulring and Deana Skov, Zoning/Parks/Solid Waste Director, presented the Board with information regarding the updating of E-911 signing.

Mr. Ulring informed the Board that the Zoning Department, Sheriff’s Department and the

Highway Department had met to discuss three main issues;

- 1.) Process of assigning and erecting E-911 resident signs for new residents.
- 2.) E-911 Road Intersection Signing Responsibilities.
- 3.) Inconsistent E-911 Road Intersection Signing.

He stated that Zoning and Highway have developed a proposed process to streamline future E-911 residential signing. He also stated that the responsibility of maintenance for E-911 road intersection signing was with the Highway on County roads and the individual Townships on Township roads. Mr. Ulring added that there also exists some inconsistent road signing in Meadow Township which was a concern regarding emergency services.

Ms. Skov requested Board authorization for her and Mr. Ulring to follow through with the process of changing the roads on the GIS map to reflect accurately what they should be numbered. She stated that residents that will receive a corrected E-911 address will be provided with plenty of notification and have up to a year to update their personal records affecting mail delivery.

Motion by Harrison, seconded by Schermerhorn, to proceed with the renaming of County roads and residential addresses for the purpose of reflecting the correct E-911 address, as recommended by the Zoning Director and Highway Engineer, motion carried.

Ms. Skov reviewed the current process used for addressing new sites. She stated that the inconsistent road signing has occurred when a resident applies for a new driveway and E-911 sign, indicates where they are going to place the driveway, but doesn't always install the driveway in the designated location. She recommended trying to make it more accurate by working with the Highway Department and Townships to meet with the new resident, stake the driveway and then have the Highway Department GPS the location of the driveway, which will then be entered into the GIS map.

Ms. Skov informed the Board that currently the cost of generating a new E-911 address is \$55. She stated that this fee covers the cost of the new sign ordered by the Highway Department as well as the cost of having STS install the sign. Ms. Skov stated that if the process were implemented, STS would be eliminated and signs would be installed at the time of home construction instead of twice a year. She stated that a fee increase was not being requested at present, but this would be researched. Ms. Skov informed the Board that she and Mr. Ulring would be holding a meeting with Township representatives regarding their E-911 signing proposals on February 27, 2007.

Chairman Stearns called a Special Board Meeting of the Wadena County Board of Commissioners on Tuesday, February 27, 2007, at 7:00 p.m. in the Courthouse Auditorium for the purpose of meeting with Wadena County Township regarding the updating of the E-911 signing system.

Mr. Ulring informed the Board that Representative Jim Oberstar was recommending an increase in the state gas tax of 10 cents phased in over a two year period for Transportation funding. He requested Board approval of the following Resolution in support of the proposal.

Motion by Schermerhorn, seconded by Meyer, to approve the following Resolution:

**A RESOLUTION REQUESTING
COMPREHENSIVE ROAD AND TRANSIT FUNDING IN 2007**

WHEREAS, all Minnesota counties benefit from an efficient and adequately funded transportation system that offers diverse modes of travel; and

WHEREAS, due to budget constraints, counties are increasingly deferring maintenance on their 30,000 miles of county state aid highways, 15,000 miles of county roads, and over 7,000 bridges; and

WHEREAS, local cost participation requirements for trunk highway projects are putting undue pressure on county highway budgets; and

WHEREAS, the main source of funding, County State Aid Highway Funding is declining and property taxes, and local bonding are having to shoulder more of the burden; and

WHEREAS, the recently approved constitutional amendment that phases in dedication of 100 percent of the motor vehicle sales tax (MVST) for transportation purposes will address only a fraction of the transportation funding needs in Minnesota, and total MVST revenues are not meeting projections; and

WHEREAS, transportation analysts in consultation with the Minnesota Department of Transportation (MnDOT) estimate Minnesota will have to invest an additional \$1.5 billion per year in transportation infrastructure for the next ten years in order to meet identified needs; and

WHEREAS, transportation infrastructure maintenance and improvement costs significantly contribute to rising property taxes; and

WHEREAS, lack of state funding has delayed regionally significant road construction and reconstruction projects across Minnesota; and

WHEREAS, Minnesota's transportation system is failing to meet the capacity needs necessary to sustain population growth and promote economic development; and

WHEREAS, congestion, inefficient transportation systems and lack of transportation choices lead to greater dependence on foreign oil, increased environmental degradation, and economic disadvantages for Minnesota's businesses and residents; and

WHEREAS, many rural roads are not built to modern safety standards and are not meeting the needs of industries that depend on the ability to transport heavy loads; and

WHEREAS, current funding for roads and transit systems across all government levels in Minnesota is inadequate, and this under-investment hinders Minnesota's economic

competitiveness.

NOW, THEREFORE, BE IT RESOLVED BY THE WADENA COUNTY BOARD OF COMMISSIONERS that this COUNTY requests that in 2007 the Minnesota Legislature pass a comprehensive transportation funding package that permanently increases dedicated funding for transportation; and

BE IT FURTHER RESOLVED BY THE WADENA COUNTY BOARD OF COMMISSIONERS that this COUNTY requests that in 2007 Governor Tim Pawlenty allow a comprehensive transportation funding package that permanently increases dedicated funding for transportation that is passed by the Legislature to become law; and

BE IT FURTHER RESOLVED BY THE WADENA COUNTY BOARD OF COMMISSIONERS, THE COUNTY OF WADENA supports funding options including, but not limited to, the following:

- An increase in the gas tax of 10 cents phased in over a two year period.
- Indexing of the gas tax;
- Increases in vehicle registration taxes;
- Trunk highway bonding of \$100 million per year over a 10-year period;
- General obligation bonding for local roads and bridge;
- Authority for counties to levy up to a ½ percent increase in the state sales tax dedicated for transportation purposes; and
- Authority for counties to levy up to \$20.00 wheelage fee; and
- Authority for counties to impose a transportation impact fee; and

BE IT FURTHER RESOLVED BY THE WADENA COUNTY BOARD OF COMMISSIONERS that this COUNTY defines a comprehensive transportation funding package as an initiative that permanently increases dedicated funding for state and local road and transit systems in Greater Minnesota and the Metropolitan Area.

ADOPTED by the Wadena County Board of Commissioner on February 22, 2007.

Attest: _____
Charleen West, Auditor/Treasurer William Stearns, Chairman of the Board

Motion carried.

The Board recessed at 10:20 a.m.

The Board reconvened at 10:40 a.m.

Soli Henriksen, County Recorder, came before the Board to request approval to amend the Recorder's Office 2007 Budget. She stated that after reviewing the 2006 expenditures, some of the line items in 2006 were overspent. Ms. Henriksen also requested that, due to the increase in passport applications, Corey Holweg, part-time Recorder's Office Clerk's time be increased

from 60% to 80%, which she included in her amended 2007 Budget. She agreed that the County Compliance Fund could be used for this additional expense of \$3,150 in salaries, but not benefits, to help the Office remain in Compliance.

Commissioner Stearns questioned whether the Compliance Fund could be used for more than one year?

Ms. Henriksen stated that it was her understanding that it could be used every year, if it was need. She stated that her proposal was to use the Compliance Fund this year.

Commissioner Harrison questioned what would occur if there was a reduction in passport applications?

Ms. Henriksen responded that her Office still had to enter Torrens back from 1912 to present and the position may have to go full-time.

Motion by Waldahl, seconded by Schermerhorn, to approve the increase in hours for Cory Holweg, Recorder's Office Clerk, from 60% time to 80% time, beginning March 1, 2007, with salaries to be paid from the Compliance Fund and benefits to be paid from County Funds, to be reviewed on an annual basis, motion carried.

Ms. Henriksen reviewed the amended Budget proposal line items.

After further discussion, the Board tabled action on the Recorder's 2007 Budget amendment request until the March 6, 2007, Board Meeting, at which time additional information will be available.

Ms. Henriksen informed the Board that the previous County Recorder had purchased "E-Recording" software but funds had not been designated by the County Board for payment from the Compliance Fund. She requested Board action to clarify where payment would be made.

Also present was Janet Kern, Senior Accountant, who further clarified expenses that met the Compliance Fund criteria and could be paid out of such.

Motion by Harrison, seconded by Schermerhorn, to approve the 2006 payments totaling \$31,060.73 for Recorder's Office equipment to be made out of the Compliance Fund and balance remaining to go into the Compliance Fund Reserve, motion carried.

Ms. Henriksen informed the Board that she would be out of the office the first two weeks in March and requested Ms. Holweg work full-time during her 10 day absence.

Motion by Waldahl, seconded by Harrison, for Corey Holweg, Recorder's Office Clerk to work full-time in the Recorder' Office in the absence of the Recorder starting March 5, 2007 through March 16, 2007, motion carried.

Chairman Stearns closed the Adjourned Board of Commissioners Meeting at 10:55 a.m. for the purpose of discussing negotiation strategies with the County Labor Attorney.

Chairman Stearns opened the Adjourned Board of Commissioners Meeting at 11:13 a.m.

Motion by Waldahl, seconded by Meyer, to approve using the 2006 Hay Group Salary Scale for the calculation of “additional cash compensation” for the Highway Department 49’ers Union and authorize payment of such, motion carried unanimously.

The Board reviewed information from the Rinke Noonan Law Firm offering their services regarding water and drainage related issues, on a retainer basis. No action was taken.

Commissioners Meyer commented that the County Attorney would be capable of starting the process of abandoning county ditches in Wadena County.

Motion by Meyer, seconded by Harrison, to authorize the County Attorney to begin the process of legally abandoning Wadena County Ditch Systems, motion carried.

Ms. West informed the Board that she had revised the payment process of some County bills that had previously been paid on Auditor’s checks. She stated that expenses such as sales tax, payroll withholdings, etc. would continue to be paid on Auditor’s checks. She stated that the County Board was responsible for the oversight of all County expenditures and by revising the current payment process, the Board would have the opportunity to review and approve them, as recommended by the State Auditors. Ms. West presented the Board with a list of bills for their review and informed them that the bills would have been included in the Commissioners bills check register, but were not received in time. Ms. West requested authorization to pay the County bills listed on the handout.

Motion by Waldahl, seconded by Schermerhorn to approve payment of the following bills:

Wadena County Solid Waste (Fair Grounds Garbage)	\$ 180.00
Embarq	\$1,302.59
Minnesota Energy	\$1,715.79
Pederson & Pederson Law Office	\$2,908.96
Baker, Hogan, Houx Architects	\$ 115.22

Motion carried.

The Board reviewed the Region 5 Development Commission Board minutes, as presented.

Ms. West presented the Board with the Wadena County Warehouse Remodel Master Plan Agreement submitted by Baker, Hogan, Houx Architecture. She stated that the County Attorney had reviewed the Agreement and her only question was whether the Reimbursable Expenses of long distance phone calls was based on an actual expense or a set fee. She has contacted Tony Stoll regarding the County Attorney’s question and has not heard back from him. She stated that Master Plan Questionnaires were being completed and interviews will be scheduled for the

offices involved.

Commissioner Waldahl commented that the County Recorder had requested a window installed in her office and that he would like to see money spent on the upkeep of the Courthouse rather than on the Wensman Building.

Commissioner Meyer suggested a window being installed in the Assessor's Office also.

Chairman Stearns requested Commissioner Schermerhorn, as Maintenance Dept. liason, talk to Cody Yglesias about a service window for the Recorder and Assessor's Office with the STS Crew providing the labor.

Chairman Stearns pointed out that the County Board had already approved the hiring of Baker, Hogan, Houx Architecture to complete a Master Plan for the Wensman Building and that Board action was needed to authorize the County Auditor/Treasurer to sign the Master Plan Agreement.

Motion by Harrison, seconded by Schermerhorn, to authorize the County Auditor/Treasurer to sign the Master Plan Agreement with Baker, Hogan and Houx, Architects, for the Wadena County Warehouse Remodel Master Plan at a cost of up to \$5,500, contingent upon the Auditor/Treasurer's and County Attorney's, acceptance of the phone charges, Harrison, Schermerhorn, Meyer and Stearns voting aye; Waldahl voting naye, motion carried.

Motion by Meyer, seconded by Schermerhorn, to approve the 2007 State of Minnesota Annual County Boat and Water Safety Grant Agreement in the amount of \$2,736, motion carried.

Motion by Waldahl, seconded by Schermerhorn, to accept the State Auditor's Confirmation Letter of Understanding to Conduct the 2006 Audit, motion carried.

Motion by Meyer, seconded by Schermerhorn, to set up a General Fund Repair & Maintenance "Reserve Rollover" account and transfer remaining expenditure budget balance of \$19,197 from the General Fund Department #111 for the year of 2006 and to amend the General Fund Department #112 2007 Revenue and Expenditure Budget to reflect the General Fund Repair & Maintenance "Reserve Rollover" revenue and expenditure in General Department 112, as an annual rollover, motion carried.

Chairman Stearns presented a draft "County Per Diem Policy" for the Board to review.

The Board tabled action on the County Per Diem Policy until the March 22, 2007 Board Meeting.

Motion by Meyer, seconded Harrison, to approve payment of the registration fee and mileage expenses for Commissioner Schermerhorn for his attendance of the MCIT Land Use Seminar, motion carried.

Motion by Harrison, seconded by Schermerhorn, to approve payment of the Board of Commissioner bills in the amount of \$79,310.53, motion carried.

Commissioner Reports:

- Commissioner Waldahl Highway 10 meeting – Fair Grounds not affected.
- Commissioner Harrison Meth Forum – Menahga Public School. Initiative Foundation Visioning Session.
SWCD Banquet March 14, 2007, at Sebeka Legion
Wadena Historical Society considering tax levy
- Commissioner Stearns Highway 10 Meeting
SCHA legislation included in congressional bills
- Commissioner Schermerhorn WesMN RC&D Annual Meeting
- Commissioner Meyer SCHA Satellite Office – Brainerd or Staples
MRCC asking same as AMC to consider renewing dues next Year.

Motion by Harrison, seconded by Meyer, to adjourn the Board of Commissioners Meeting, motion carried.

Charleen West, Auditor/Treasurer

William Stearns, Chairman