

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

The Wadena County Board of Commissioners Meeting was held on Tuesday, March 22, 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 Mary Harrison, Orville Meyer, Dave Schermerhorn and Lane Waldahl.

Motion by Harrison, seconded by Schermerhorn, to approve the Agenda as presented, motion carried.

Commissioner Harrison pointed out that on page 4 of the March 6, 2007 minutes it indicated that mail box supports could only be sold to townships and cities and recommended the wording be changed to reflect that anyone could purchase mail box supports.

Motion by Harrison, seconded by Schermerhorn, to approve the March 6, 2007 Board Minutes with the correction that the minutes read “that anyone could purchase a mail box support”, and to approve the March 7, 2007 Board Minutes, and March 20, 2007 Board Minutes, as presented, motion carried.

Commissioner Stearns informed the Board that he had contact Jim Mulder, AMC Director, regarding per diem policies, who informed him that each county determined their own policy and the statutes appeared to be gray and ambiguous. He reported that he had requested County Attorney Kyra Ladd to review the draft Per Diem Policy that he had previously distributed to the Board.

Kyra Ladd, County Attorney, stated that if AMC would be developing a global per diem policy then the discussion may be a moot point. She did point out that, by statute, any changes to the payment of Commissioner per diems would only take affect as of January 1, 2008. Ms. Ladd recommended including the dollar amount of the per diem in the draft Per Diem Policy, which was currently \$75.00, and that AMC reported the per diem rates across the state to be from \$30 - \$80 per day. She also stated that the Commissioners Meeting on the 3<sup>rd</sup> Thursday of the month was considered an “adjourned meeting” of the Board or a continuation of the regular meeting and that, by statute, did not necessarily qualify for a per diem payment.

Commissioner Stearns stated that Mr. Mulder had indicated that there was no consistency in per diem payment throughout the state, and that statute eluded to only one County Board meeting a year, which was the first meeting in January with every other meeting throughout the year considered an adjourned meeting.

Ms. Ladd also recommended that the second regularly scheduled meeting of the month, which is

currently called an adjourned meeting, be scheduled as a regularly scheduled Board Meeting. Ms. Ladd also questioned the Board whether the payment of per diems were paid from each department when the Commissioner liaison met with the Department Head, as she had not budgeted for such an expenditure?

Commissioner Waldahl stated that he felt that, as liaison to the County Attorney, the money should come out of his Commissioner salary.

Ms. Ladd pointed out that statute addressed the number of per diems received in one day, depending on who was paying the per diem.

Commissioner Stearns commented that there was money in the Commissioners Budget to cover per diems that were not covered under specific department budgets.

Commissioners Harrison and Meyer pointed out that they had never requested per diem when meeting as a liaison.

Ms. Ladd recommended the Board tighten the liaison meeting statement in the Draft to define what budget the per diem would be paid out of.

Commissioner Stearns stated that it would come from the Commissioners Budget. He stated that Mr. Mulder had stated that per diems could be received when conducting County business and indicated there was to be a County Board Policy on collecting per diems.

Commissioner Meyer commented that AMC had no authority in setting a Per Diem Policy. He stated that AMC had tried before and it didn't happen.

The Board stated further consideration of a Per Diem Policy would be done the fall of 2007 for implementation January 1, 2008.

Ms. Ladd reminded the Board that she had been requested to compile an Ordinance as it related to Adult Usage in the County. She stated that she had received Morrison County's Ordinance as an example and will provide a rough draft for their review, but questioned when they would like it to come before the Board for review. Ms. Ladd also questioned what the time line was for consideration in the abandonment of County ditches?

The Board recommended Ms. Ladd circulate a rough draft Adult Usage Ordinance as soon as possible and ditch abandonment by July 1, 2007.

Motion by Meyer, seconded by Waldahl, to authorize the payment of \$5,000 in postage for the Courthouse postage machine, motion carried unanimously.

Motion by Meyer, seconded by Harrison, to set a Special Four-County Commissioner Board Meeting for April 4, 2007, at 10:00 a.m. to be held in the Todd County Commissioner's Room, Long Prairie, regarding the Perham Incinerator Expansion Project, motion carried.

Ms. West presented the Board with a handout listing the 2007 Tree Planting Bids for the tree planting of County property.

Hand Planting;	Reoh Forestry	\$.07 per tree
	Snowy Pines Reforestation	\$.15 per tree
Machine Planting;	Snowy Pines Reforestation	\$.12 per tree
	Paul's Services	\$.07 per tree
	Glenn Pederson	\$.09 per tree

Ms. West stated that the Nimrod DNR Forestry Station had reviewed the bids who stated that all bidders were competent contractors and recommended the award to the low bidders.

Motion by Harrison, seconded by Schermerhorn, to accept the 2007 Tree Planting bids from Reoh Forestry at .07 per tree for hand planting and Paul's Services at .07 per tree for machine planting, motion carried.

Motion by Waldahl, seconded Meyer, to approve the renewal of the Liquor License for The Vintage Golf Course at Staples for the period of 4/1/07 through 10/31/07, motion carried.

Joel Ulring, Highway Engineer, presented the Board with an agenda listing several items requesting Board action. He informed the Board that he had received bids from Contech Construction Products, Inc. and Johnston Fargo Culvert, Inc. for the annual County culvert supply. He recommended award to Johnston Fargo Culvert, Inc., as low bidder.

Motion by Waldahl, seconded by Schermerhorn, to accept the low culvert bid from Johnston Fargo Culvert, Inc., Fargo, ND, as recommended by the Highway Engineer, motion carried.

Mr. Ulring informed the Board that two candidates had been interviewed for the Senior Technician position and recommended the hiring of Diana Heston at Grade 54, Step 8, \$21.51 per hour. He stated that Ms. Heston had previously worked for the County in 2000 for about one year then went on to Cook County.

Motion by Meyer, seconded by Harrison, to appoint Diana Heston to the permanent full-time Highway Senior Technician position at Grade 54, Step 8, start date of April 23, 2007, as recommended by the County Engineer, motion carried.

Mr. Ulring informed the Board that had set the 2007 summer work schedule for the maintenance workers at 10-hour days, 4-day work week, which will begin on April 16, 2007 and extend through October 11, 2007.

Mr. Ulring requested authorization to hire two maintenance and two engineering/construction workers as temporary full-time seasonal help.

Ms. Harrison questioned whether this was included in the 2007 Highway Budget?

Mr. Ulring informed the Board that he had included the expense in the 2007 Highway Budget.

The Board requested that the filling of the positions return to the Board for approval.

Motion by Harrison, seconded by Waldahl, to authorization the Highway Engineer to advertise and hire up to four full-time seasonal employees during the 2007 summer season, motion carried.

Mr. Ulring informed the Board that federal funding in the amount of \$62,500.00 had been awarded for intersection lighting at various intersections around the county and a intersection realignment on the north side of Verndale.

Mr. Ulring informed the Board that the first phase of three phases of CASH 23 was on schedule. He stated that the first segment was north of CSAH 31 to the Hubbard County line and that the projected cost estimate for this phase was greater than the total Federal funds and State Aid construction apportionment awarded. Mr. Ulring informed the Board that after reviewing the project, he recommended delaying the final layer of bituminous surfacing until 2008 when the second phase would be constructed. He requested approval of a Resolution approving the delay.

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

### **RESOLUTION**

**WHEREAS:** Wadena County has been awarded federal transportation funds through the State Transportation Improvement Program (STIP) for the years of 2007 – 2010. The funds are divided between three (3) projects as follows:

SP 80-623-13 (2007) Mn Proj. No. STPX 8006(058)  
SP 80-623-14 (2007) Mn Proj. No. STPX 8006(071)  
SP 80-623-16 (2010)

**WHEREAS:** Cost estimates for each of the projects were calculated several years ago when the projects were proposed for federal funding. When the projects were selected for funding, the funding amounts were capped at 80% of the projected project estimated cost.

**WHEREAS:** Significant increases in the cost of construction materials has been realized in the past few years. Since the federal funds are capped, the local cost share for each of the projects has increased. For the initial project, SP 80-623-14 scheduled to be constructed in the summer of 2007; the local cost share increase is estimated to exceed the county's annual state aid construction allotment.

**THEREFORE, BE IT RESOLVED:** It is proposed to delay placement of the final bituminous wearing course pavement layer by one year. It will be placed as a separate project in the 2008 construction season. This project will be tied to the second federally funded project, SP 80-623-13.

Adopted this 22<sup>nd</sup> day of March, 2007.

Motion to adopt by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Motion carried.

Mr. Ullring requested authorization to purchase an Airlessco line striper from EZ-Liner at a cost of \$4,100.00. He stated that the machine would be used to paint "STOP AHEAD" and stop bars at higher volume bituminous paved roadway intersection, which would improve intersection safety. Mr. Ullring stated that it could also be used to strip county owned parking lots and other areas where pavement markings were needed.

Motion by Harrison, seconded by Schermerhorn, to authorize the Highway Engineer to purchase an Airlessco Line Striper from EZ-Liner including message stencils, at a cost of approximately \$4,100, motion carried.

Mr. Ullring informed the Board that he has been invited to attend the Area Transportation Partnership (ATP Outreach) meeting on April 12, 2007 at MnDOT in St. Cloud. He stated that the purpose of the meeting was to engage central Minnesota transportation stakeholders in dialogue with MNDOT's new leadership team and to address Statewide Transportation Plan issues for the future. Mr. Ullring stated that Board Members were welcome to attend with him.

Mr. Ullring requested Board authorization to attend the National Association of County Engineers meeting to be held April 22<sup>nd</sup> through the 26<sup>th</sup> in Milwaukee, WI.

Motion by Waldahl, seconded by Meyer, to authorize the Highway Engineer to attend the National Association of County Engineers (NACE) meeting April 22 – 26, 2007 in Milwaukee, WI, motion carried.

Mr. Ullring updated the Board on the transportation funding proposals.

Mike Carr, Sheriff, came before the Board to present them with a handout outlining County expenses relating to boarding out of prisoners from January 2006 through February 2007. He stated that Tom Speed, Jail Administrator, had informed him that there may be a decline in boarding of prisoners out of County as detention orders were down. Sheriff Carr pointed out that \$14,480 had been spent in 2007 for boarding fees.

Sheriff Carr informed the Board that he had one spare squad car and two new squad cars coming in. He requested Board input as to whether the old squad car should be placed on the Verndale Auction.

The Board recommended Sheriff Carr contact the Wadena City Administrator or Police Chief

to obtain a name of a vendor that purchases old squad cars and investigate whether the County would be paid more for the vehicle if it was sold or placed on the Verndale Auction.

Sheriff Carr stated that he has a second spare squad car, which he will keep until he finds out whether the Department will receive a forfeiture vehicle, which the Assessor's Office would like. He stated that this will be brought back to the Board at the next meeting.

Motion by Waldahl, seconded by Schermerhorn, to authorize the County Sheriff to contact the vendor recommended by the City of Wadena and inquire whether the County would be paid more for the old squad car from the vendor versus the Verndale Auction, to authorize the Sheriff to place the squad car on the Auction if selling it outright was less and report back to the Board on where the vehicle was sold, motion carried unanimously.

Sheriff Carr informed the Board that Walmart did not allow the County to charge purchases and requested Board authorization of a Walmart credit card to be used only at the local store and only by full-time employees.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Sheriff's Department to set up an individual credit card for the Wadena Walmart Store only with limited use of personnel access, motion carried.

Sheriff Carr updated the Board on the remodeling of the Sally Port. He suggested the Board conduct a walk through to view the improvements during an April Board Meeting.

The Board recessed at 9:56 a.m.

The Board reconvened at 10:11 a.m.

Char West, Auditor/Treasurer presented the Board with a "draft" motion from Labor Attorney Tom Fitzpatrick relating to a proposed increase from \$300 to \$500 for General Unit employees who did not receive a \$500 increase that resulted from the implementation onto the 2006 County salary scale. She stated that the Board had previously approved the \$300 "lump sum" payment for the General Unit only. Ms. West also presented the Board with a cost estimate of the increase for the General Unit as well as the other County employee groups.

Motion by Waldahl, seconded by Meyer, to approve the payment to all Wadena County employees whose implementation onto the new Wadena County wage schedule in 2006 or 2007 resulted in less than a \$500.00 increase in wages for 2006 or 2007 will receive the difference in a lump sum payment up to \$500.00, motion carried unanimously.

Scott Miller, Central MN Emergency Medical Services Coordinator, reviewed a handout outlining the previous Central MN EMS activities and requested continued support from the Board. Mr. Miller pointed out that their services had broadened since 911 and emergency preparedness was their concern. He stated that the Central MN EMS offered First Responder and

EMS training and worked with the Homeland Security Regularity Board and EMS to obtain federal funding.

The Board requested Mr. Miller inform them as to which cities were or were not participating in the service.

Motion by Waldahl, seconded by Meyer, to approve the submission of a letter of support of the Central MN Emergency Medical Service Region's application for grant funding for the next two years, motion carried.

Rudy Yglesias, Maintenance Superintendent, came before the Board to request the Courthouse Auditorium remodeling project be delayed until this fall, at which time funds available for the project would be known. He stated that the Maintenance budget had sufficient funds to purchase and install the carpet in the EMS Office area, at this time, for a cost of \$794.

Board consensus was to table the Auditorium carpet project until August 2007.

Karen Nelson, Public Health Director, and Mr. Yglesias, came before the Board to discuss the cleaning of the Public Health Building. Mr. Yglesias informed the Board that, due to the remodeling projects, the Maintenance Department has fallen behind and requested part-time custodial help for cleaning at the Health Department for an approximate cost of \$3,200 through the end of the year, which was available in the Maintenance budget.

Commissioner Waldahl commented that he thought the remodeling was being completed by Sentenced to Serve.

Ms. Nelson informed the Board that she had met with Commissioner Schermerhorn, Public Health liaison, along with Mr. Yglesias and Cody Yglesias, regarding the cleaning needs at the Public Health Building. She stated that she was in full support for additional cleaning time. She stated that the cleaning that the Maintenance Department had been doing was just fine, but she had been cleaning for some time as she would not have been unable to hold public clinics otherwise.

Commissioner Schermerhorn responded that this reflected on the County.

Mr. Yglesias informed the Board that the Sheriff's Department was using 30% of their time weekly. Mr. Yglesias commented he had some bad health, which had not helped.

Commissioner Waldahl stated that he had been contacted by citizens who were concern about the number of janitorial staff.

Mr. Yglesias responded that the maintenance job was cleaning and maintenance, but maintenance had to be a priority.

Motion by Harrison, seconded by Schermerhorn, to authorize the Maintenance Superintendent to

hire a temporary part-time custodian for two hours per day, five days per week to clean the Public Health Building and to review the issue on October 1, 2007 to see how the regular custodial staff might integrate this work into their work schedule, motion carried.

Ms. Nelson informed the Board that she had to sign a Chemical Health Coalition Agreement, as required by Mower County, with the deadline being last Wednesday. She stated that Mower County was to mentor two other agencies associated with the Chemical Health Coalition and that the Public Health Department was required to provide match in-kind, no cash match involved.

Ms. Nelson requested Board approval for her to sign a Memorandum of Understanding with Isanti County Public Health.

Motion by Waldahl, seconded by Meyer, to authorize the Health Department Director to sign a Memorandum of Understanding with Isanti County Public Health to pay Wadena Public Health for staff time and expenses for MN Responds Team Central from February 2007 to August 2007 for Central MN Public Health Preparedness, motion carried.

Ms. Nelson requested authorization to sign a Memorandum of Understanding with Todd County Public Health.

Motion by Harrison, seconded by Schermerhorn, to authorize the Public Health Director to sign a Memorandum of Understanding with Todd County Public Health to transfer to Wadena Public Health funds received from UCare for Wadena residents that were Wadena County care management responsibility, motion carried.

Ms. Nelson requested Board approve for the appointment of Sue Pauly to the full-time Public Health Department Medical Secretary position and to set her salary at Grade 49, Step 5, \$12.79 per hour with a start date of April 23, 2007.

Motion by Meyer, seconded by Waldahl, to approve the appointment of Sue Pauly to the permanent full-time Public Health Medical Secretary position at Grade 49, Step 5, with a start date of April 23, 2007, motion carried

Tony Stoll, Baker, Hogan & Houx Architecture, presented the Board with two preliminary Master Plan Options for the development of the Wensman Building. Mr. Stoll informed the Board that he had met with each department, except the County Recorder. He stated that he had talked with Joel Uling, Highway Engineer, regarding the parking lot plans, which was the item that was pushing the project. Mr. Stoll informed the Board that he proposed a change from a 3' sidewalk on the south side to 6' for green space beside the building. Mr. Stoll presented two options. He stated that Option A was to phase in 28,000 sq feet and that phase 1 would be to relocate the Commissioner's Board Room, the Extension Office and the Veterans Service offices to the building. Mr. Stoll pointed out that Option B would be to do the project at one time, which would involve moving over to the Building all at once. He stated that phasing would probably be more expensive, however it could be spread out over a longer period of time. Mr. Stoll pointed out that Option B would increase office size allowing for future expansion.

He stated that the cost would be approximately \$55 - \$90 sq feet. Mr. Stoll informed the Board that Department Head concerns were parking space and rats in the building.

The Board recommended that the next step for Mr. Stoll was to bring this information to the Department Head meeting on April 11, 2007 and then return to the full Board on April 19, 2007.

Mr. Ulring pointed out that he would need information regarding the sidewalk and green space, that effected the Highway road project, no later than May 1, 2007.

Rin Porter, Verndale Sun reporter, questioned whether there were any provisions for security in the building?

Mr. Stoll stated that there were many options available, however this would be an office complex away from the Sheriff's Department, which should reduce safety concerns.

Ms. Porter questioned what the energy conservation plan would be?

Mr. Stoll reviewed provisions and commented that floor heat would not be cost effective in this building.

Chairman Stearns pointed out that the Wadena Technical College School had indicated an interest in providing the electrical, telecommunications, heating, ventilating and air conditioning in the building, as a school project, which would provide a savings of no labor cost. He stated that the only expense would be for materials. Chairman Stearns also pointed out that the Technical College also had all of the necessary licenses.

Mr. Stoll stated that an Electrical and Mechanical Engineer would still be required. He also informed the Board that Department Heads had expressed a concern about the quality of workmanship with Sentenced To Serve and that perhaps STS could be involved in the roughing in and not the final finishing.

Deana Skov, Zoning/Parks/Solid Waste Director, recommended to the Board the appointment of Dave Schissel to the Wadena County Planning Commission.

Motion by Waldahl, seconded by Schermerhorn, to approve the appointment of Dave Schissel to the Wadena County Planning Commission, as recommendation by the Zoning/Parks/Solid Waste Director, motion carried.

Lee Brekke, County Assessor, came before the Board to request approval of the following property tax abatements.

Motion Schermerhorn, seconded by Harrison, to approve the following abatements, as per the County Assessor:

<u>Parcel Number</u>		<u>Comments</u>
02-032-3010	Peter Hendrickson	Estimated value was correct but the taxable value was incorrect therefore needs to be corrected.
09-008-1010	Elaine Lindell	Estimated value was correct but the taxable value was incorrect therefore needs to be corrected.
09-016-4030	Jeffery Clements	Estimated value was correct but the taxable value was incorrect therefore needs to be corrected.
09-016-4040	James Coffland	Estimated value was correct but the taxable value was incorrect therefore needs to be corrected.
13-001-3010	D B G Properties	Estimated value was correct but the taxable value was incorrect therefore needs to be corrected.

Motion carried.

Motion by Waldahl, seconded by Meyer, to approve the following abatement, as per the County Assessor,

13-010-2010	Karen Kimel	Valued the property owner for a basement and there was not one on this property.
-------------	-------------	--

Motion carried.

Motion by Waldahl, seconded by Schermerhorn, to approve the following abatement, as per the County Assessor,

13-233-2020	Cynthia Chase	Valued the property for a garage and there was not one on the property.
-------------	---------------	---

Motion carried.

Motion by Meyer, seconded by Schermerhorn, to approve the following abatements, as per the County Assessor,

13-241-0050	Vintage Villa Holding	This property was under construction and was not complete and should have been partial complete.
13-241-0060	Vintage Villa Holding	This property was under construction and was not complete and should have been partial complete.

Motion carried.

Motion by Harrison, seconded by Schermerhorn, to approve the following abatement, as per the County Assessor,

21-300-0320	James Neueburg	This property is valued on the front foot and the incorrect front foot figure was entered.
-------------	----------------	--

Motion carried.

Motion by Waldahl, seconded by Schermerhorn, to approve the following abatement, as per the County Assessor,

22-360-0345	Heritage Jabez IV LLC	This property was purchased from railroad and a value was omitted.
-------------	-----------------------	--

Motion carried.

Motion by Schermerhorn, seconded by Waldahl, to approve the following abatement, as per the County Assessor,

22-600-120 Harlyn Hanson	Property had commercial on it in the past and the commercial use is no longer there so it should be removed.
--------------------------	--

Motion carried.

Scott McKellep, Emergency Management Services Director, presented the Board with a Mutual Aid Agreement between Wadena County and other counties within the Region. He informed the Board that MN Counties Insurance Trust and the County Attorney had reviewed and approved the Mutual Aid Agreement and requested Board approval and signing of such.

Motion by Waldahl, seconded by Schermerhorn, to approve the signing of the Mutual Aid Agreement between Wadena County and counties involved in Homeland Security Region 4, motion carried.

Motion by Harrison, seconded by Schermerhorn, to approve the Board of Commissioner bills in the amount of \$140,891.20, motion carried.

Commissioner Reports:

Commissioner Meyer	Ottertail/Wadena Community Action Todd/Wadena Community Correction Informational Meeting
--------------------	---

Commissioner Schermerhorn	Ottertail/Wadena Community Action Todd/Wadena Community Correction Information Meeting
---------------------------	---

Commissioner Stearns	Pre Tac Highway 10 Meeting
----------------------	----------------------------

Commissioner Harrison	Old Wadena Society Annual Meeting on April 15 <sup>th</sup> at 1:00 p.m. at Wahoo Valley Wadena County Ag Society Soil and Water Conservation District Kitchigami Regional Library
-----------------------	---

Commissioner Waldahl	WCTCC – Tri County Hospital bill to legislature State approved a 65 bed Chemical Treatment Center in Brainerd Bell Hill Annual Meeting - lost \$40,000 in 2006
----------------------	--

Commissioner Waldahl informed the Board that the State now required all Court facilities to have a computer accessible to the public, which was completely funded by the State. He added that a safety gate by the computer desk had to be installed and would be paid for by the County.

Board direction was to refer this to the Maintenance Superintendent who would work with the Court Administrator on the installation of gate.

Commissioner Meyer inquired whether the County was eligible for Administration Fees instead of Court Fines and Traffic tickets.

The Board directed the Auditor/ Treasurer to contact the County Attorney regarding the matter.

Mr. Brekke informed the Board that there were no certified Township Board or City Council Members for the Board of Equalization Meetings in Leaf River Township and the City of Sebeka. He stated that classes were required for certification.

Commissioner Harrison informed the Board that she had attended the Annual Township meeting in Rockwood Township and had been reminded of the County's promise to the township that in four years they would be given the cost difference between the old and new method of assessing, even though they knew they would never go back to the old way.

Mr. Brekke informed the Board that Rising Phoenix had received a letter back from the Department of Revenue informing them that the property they had previously purposed was taxable. He stated this occurred due to a change in their by-laws.

Motion by Harrison, seconded by Waldahl, to adjourn the Board of Commissioners Meeting at 12:40 p.m., motion carried.

---

Charleen West, Auditor/Treasurer

---

William Stearns, Chairman