

WADENA COUNTY BOARD OF COMMISSIONERS BOARD MEETING
SEPTEMBER 4, 2007/9:00 A.M.

The Wadena County Board of Commissioners Meeting was held on Tuesday, September 4, 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 Dave Schermerhorn, Orville Meyer, Mary Harrison, and Lane Waldahl.

Motion by Meyer, seconded by Waldahl, to approve the day's agenda as presented, motion carried.

Motion by Harrison, seconded by Schermerhorn, to approve the August 22, 2007 Board Minutes, as previously presented, motion carried.

Kevin Stensrude, MIS Director, came before the Board to inform them of the Document Management Committee's recommendation to hire a consultant to educate the Board and Committee on document management. He reminded the Board that in 2007 Social Services budgeted \$20,000 and MIS budgeted \$20,000 to start the process of digitizing County documents and that these dollars have again been budgeted for in 2008. Mr. Stensrude added that due to the time and money of the project it was not feasible to complete in one year so it will be completed over several years. He stated that the Committee approved the spending of \$1,000 maximum for the hiring of Morris Electronics to provide training, but he anticipated the actual cost to be \$300 to \$400 for one visit. Mr. Stensrude added that the industry was changing from single servers to one large server which would provide a storage area network and connect all servers to the one server. He also stated that the Recorder's Compliance Fund dollars could be used to benefit the land records portion of Document Management.

Discussion was held as to what type of documents would be digitized and confidentiality of some of the documents.

The Board questioned whether the \$40,000 budget would continue for three to five years and what the total cost of the project would be?

Mr. Stensrude stated that he did not know the total cost of the project and that it depended on the County's needs. He added that the first question would be whether the current imaging software could be expanded. Mr. Stensrude informed the Board that servers have a four year life cycle and the County's servers were at the end of that cycle. He added that he was also looking at replacing the AS400.

The Board discussed the possible cost of storing paper documents.

Mr. Stensrude requested clarification as to whether he needed to come to the Board for expenditures recommended by the Document Management Committee if funds were budgeted for and approved.

The Board replied that they would like to continue to be informed of the project.

The Board discussed using the 2007 Document Management budget of \$40,000 in 2008 and eliminate the 2008 budget.

Motion by Harrison, seconded by Meyer, to approve the hiring of Morris Electronics to present information regarding Document Management on September 20, 2007, at 1:00 p.m. in the Courthouse Auditorium, motion carried.

Lee Brekke, County Assessor, presented the Board with a list of Abatements in Bullard Township for their consideration for approval. He informed the Board that during the Bullard Township Board of Review the Township reduced their valuation over the 1% State limit, which the State notified him of following the County Board of Review. He added that Abatements were the only option in correcting this situation.

Motion by Waldahl, seconded by Schermerhorn, to approve the following Abatements, as presented by the County Assessor;

Parcel No#	Name	Starting EMV	New EMV	Reduction
03.034.2020	Michael Horstmann	\$21,000	\$15,000	\$6,000
03.014.4040	Robert Wiebesick	\$72,000	\$42,000	\$30,000
03.014.2100	Jeffrey Braith	\$37,500	\$7,500	\$30,000
03.014.2150	Jeffrey Braith	\$37,000	\$7,000	\$30,000
03.014.1160	John Long	\$36,100	\$21,100	\$15,000
03.014.1120	Maurice Erickson	\$41,500	\$26,500	\$15,000
03.014.1130	Maurice Erickson	\$35,500	\$20,500	\$15,000
03.014.1250	Maurice Erickson	\$35,000	\$20,000	\$15,000
03.014.1240	Maurice Erickson	\$35,000	\$20,000	\$15,000
03.014.1270	Maurice Erickson	\$44,100	\$29,100	\$15,000
03.036.3010	C. Martin/K. Waln	\$101,500	\$70,500	\$31,000
03.014.2010	Ernest Brown	\$67,600	\$52,600	\$15,000
03.018.2030	Neal Lobin	\$72,700	\$69,000	\$3,700
03.007.3030	Martin Roby	\$76,800	\$70,800	\$6,000
03.014.1020	Sherrie Wilkin	\$35,000	\$20,000	\$15,000
03.014.1210	Sherrie Wilkin	\$40,600	\$25,600	\$15,000
03.014.1180	Sherrie Wilkin	\$45,800	\$30,800	\$15,000
03.014.2160	Colin Haviland	\$49,600	\$34,600	\$15,000
03.014.1080	Michelle Kliber	\$35,000	\$20,000	\$15,000
03.014.1022	Michelle Kliber	\$35,700	\$20,700	\$15,000
03.014.2130	James Diermier	\$41,700	\$26,700	\$15,000

Motion carried.

Mr. Brekke updated the Board on the progress of filling the vacant County Appraiser position.

The Board reviewed proposals received from Kira Reoh for the bud capping of pine trees on County lands.

Motion by Schermerhorn, seconded by Harrison, to accept the Bud Capping Proposal of \$29.00 per acre-39.2 acres and \$36.00 per acre – 10 acres from Kira Reoh for the bud capping of trees on County land, motion carried.

The Board reviewed a letter from Kitchigami Regional Library requesting their attendance of a strategic planning meeting held in the Wadena City Council Chambers.

Motion by Waldahl, seconded by Harrison, to authorize Chairman Bill Stearns to attend the Kitchigami Regional Library meeting on September 27, 2007, motion carried.

Motion by Harrison, seconded by Schermerhorn, to approve the request by Wadena Soil and Water Conservation District for the second half 2007 allocation in the amount of \$22,709.00, motion carried.

Char West, Auditor/Treasurer, informed the Board that she had received a notification of compliance with the Local Government Pay Equity Act from the Department of Employee Relations.

Motion by Meyer, seconded by Schermerhorn, to approve the following Flexible Benefits Plan Amendment Resolution:

**Resolution
of
Wadena County**

The undersigned, Charleen West, serving as Secretary of the Board of Wadena County (“the County”), duly organized and existing under the laws of the State of Minnesota, does hereby certify that a meeting of the Board of Commissioners held on 4th day of September, 2007 at which a quorum was present, the Board of Commissioners unanimously adopted the following Resolution:

WHEREAS, Wadena County previously adopted the Wadena County Flexible Benefits Plan (“Plan”) on July 1, 1991;

WHEREAS, Wadena County, desires to amend and restate such Plan in the following manner:

- The Plan will have a short plan year from October 1, 2007 through December 31, 2007 thereafter, the Plan shall run from January 1 through December 31.

- The Plan desires to amend and restate the Plan to incorporate all previous Material Modifications and all applicable regulatory changes since the last amendment and restatement of the Plan.

NOW, THEREFORE, BE IT RESOLVED, the Wadena County Flexible Spending Account Plan shall be amended and restated effective October 1, 2007.

BE IT FURTHER RESOLVED, that any proper members of the Board of Commissioners are hereby authorized to make such contributions from the funds of the Employer as are necessary to carry out the provisions of said plan at any time; and

BE IT FURTHER RESOLVED, that in the event any conflict arises between the provisions of said Plan and the Employee Retirement Income Security Act of 1974 (ERISA) or any other applicable law or regulation (as such law or regulation may be interpreted or amended), the Company shall resolve such conflict in a manner which complies with ERISA or such law or regulation.

September 4, 2007

Secretary

The Board recessed at 9:45 a.m.

The Board reconvened at 9:58 a.m.

Joel Ulring, Highway Engineer, informed the Board that he had met with the Staples Public Works Director to discuss the lease payment relating to the County's lease of a stall in the new Staples City Highway Garage. He stated that the Staples Public Works Director was supportive of the lease and would be presenting it to the Staples City Council for action on September 10, 2007.

10:00 a.m. bid opening for SAP 80-616-06. Mr. Ulring opened the following bids;

<u>Contractor</u>	<u>Amount</u>
Engineer's Estimate	\$233,418.55
Midwest Contracting, LCC, Marshall	\$267,060.65
Kern & Tabery, Inc., Wadena	\$230,912.03
Gladen Construction, Inc, Laporte	\$248,206.55
Central Specialties, Inc, Alexandria	\$325,534.14
Hough, Inc., Detroit Lakes	\$267,377.00
Blombeck Construction, Inc., Eagle Bend	\$246,994.03

Mr. Ulring requested conditional approval of the low bid received from Kern & Tabery, Inc.

Motion by Waldahl, seconded by Schermerhorn, to conditionally accept the low bid of \$230,912.03 from Kern and Tabery, Inc., for project S.P. 80-616-06, motion carried.

Mr. Ulring updated the Board on the maintenance projects CSAH 2, CSAH 30, and CR 160 Intersection paving north of Staples; CR 114 Bridge Approach Paving; and Sebeka #8 to Red Eye River Bridge which he is negotiating with Central Specialties.

Mr. Ulring informed the Board that due to his involvement with the American Society of Civil Engineers (ASCE) he will be attending the International Symposium on Cold Region Development Conference (ISCORD) in Tampere, Finland. He added that the cost of the trip was funded by ASCE with exception of his time and some meals. Mr. Ulring stated that he will be out of the office from September 17th through the 28th.

Motion by Harrison, seconded by Schermerhorn, to approve payment of Stoneman Oil invoices in the amount of \$8,735.70, as read by the Auditor, motion carried.

Motion by Meyer, seconded by Waldahl, to approve payment of the Board of Commission bills in the amount of \$66,139.16, motion carried.

Ms. West presented the Board with the Proposed 2008 County Budget and Levy and reviewed the changes previously proposed by the Board. She added that the Final 2007 Levy reflected an 8.87% increase with a tax rate of 80.8950% and with the previous Budget Meeting corrections; the Preliminary 2008 Tax Levy reflected a 9.64% increase with an estimated tax rate of 79.5723%. Ms. West stated that in order for the Board to eliminate the need for a Truth-In-Taxation public hearing the 2008 County Preliminary Levy increase would need to be no greater than 4.29%. She added that if the Board approved all of their previously suggested 2008 Budget cuts they would be very close to meeting the 4.29% increase.

The Board discussed the possibility of cutting the \$40,000 Document Management budget from the 2008 Proposed MIS and Social Services budget and using the \$40,000 2007 budget in 2008. They also commented on the fact that Department Head time and paper would be saved by not holding the Truth-In-Taxation Hearing.

Commissioner Harrison questioned how much would be saved if the Commissioner's wage increase was reduced to the normal cost of living of 2.5% to 3% raise?

Chairman Stearns commented that if the proposed Deputy Sheriff position was eliminated, then the part time budget would increase an estimate \$28,000.

Commissioner Meyer suggested the possibility of waiting to fill the proposed Deputy Sheriff position until July 1st which would reflect a cost savings.

Commissioner Waldahl questioned how much would need to be cut if each Department was requested to reduce their budget by 1%?

The Board commented that another Budget Meeting was scheduled for September 13th and requested the Auditor/Treasurer to provide them with budget information reflecting the following;

- 50% County Administrator/Coordinator budget
- 50% County Administrator/Coordinator budget and cutting the \$40,000 Document Management budget
- 1% cut in each Department's Proposed 2008 budget

Deana Skov, Zoning/Parks/Solid Waste Director, came before the Board to request approval of the August 16, 2007 Planning Commission Meeting Minutes.

Motion by Schermerhorn, seconded by Waldahl, to approve the August 16, 2007 Wadena County Planning Commission Meeting minutes, motion carried.

Ms. Skov requested approval of a Conditional Use Permit Application submitted by William Lundberg. She stated that the Planning Commission had recommended approval of such.

Chairman Stearns called for anyone in the room for or against the proposal or if any written documentation for or against the proposal was received. No one in the audience responded for or against the Resolution.

Ms. Skov responded that written documentation for or against the Resolution had not been received.

RESOLUTION

Commissioner Schermerhorn moved that the following Resolution be adopted:

RESOLVED: That the County Board approves issuance of the following Conditional Use Permit:

William Lundberg application for Conditional Use Permit to authorize the continuation of sand & gravel extraction operation to finish a pond that was started in 2001 with the following condition:

- 1) This permit will have the same stipulations as the Conditional Use Permit in 2002. and with the following findings of fact:
- 2) The requested use will not create an unreasonable excessive burden on the existing roads or other utilities;
- 3) The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties;
- 4) The requested use is consistent with the Wadena County Land Use Control Ordinance; and
- 5) The requested use will not create an unreasonably adverse affect because of noise, odor, glare, or general unsightliness for nearby property owners.

Commissioners Waldahl and Schermerhorn questioned whether ITV was working out and if other Commissioners liked using the ITV? They added that Wadena County has ITV capability and would like to have the ITV meetings in Wadena instead of having to travel.

Mr. Larson will follow up on the request and inform the Board of the response.

Commissioner Waldahl questioned whether the activities of MRCC were similar to the activities of AMC and if so why were there two organizations?

Mr. Larson responded that he hears AMC caters to one group or the other and there are rural and metro perspectives. He added that by having a rural Counties organization that AMC knows they have to deal with, they have to come to MRCC on certain issues. Mr. Larson stated that Commissioners have an opportunity to say what is of importance in their county.

The Board thanked Mr. Larson for his presentation.

Commissioner Waldahl recommended that when the Board reviewed the 2008 Budget they should remember that the Courthouse building was in need of repairs and instead of considering the hiring of an Administrator to consider the hiring of a Human Resources person instead.

Motion by Meyer, seconded by Schermerhorn, to adjourn the Board Meeting at 12:10 p.m., motion carried.

Charleen West, Auditor/Treasurer

William Stearns, Chairman