

**WADENA COUNTY BOARD OF COMMISSIONERS ADJOURNED MEETING**  
**JANUARY 24, 2008, 9/00 A.M.**

The Wadena County Board of Commissioners Adjourned Board Meeting was held on Thursday, January 24, 2008, 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 Orville Meyer and the pledge of allegiance to the flag was said.

Also present: Commissioners Mary Harrison, Bill Stearns, Dave Schermerhorn and Lane Waldahl.

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

Motion by Harrison, seconded by Schermerhorn, to approve the Board Meeting Minutes of January 8, 2008 and the Public Hearing Minutes of January 8, 2008, motion carried.

Karen Nelson, Public Health Director, came before the Board for authorization to sign an amendment to a school contract.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Public Health Director to sign an amendment to the Wadena Deer Creek School District on-call contract to provide coverage for phone consultation effective January 24, 2008 to December 31, 2008 prorated to 15 minute units at the current hourly rate, motion carried.

Ms. Nelson informed the Board that the City of Wadena had requested her to provide inspection services for their proposed Tattoo Ordinance. She stated that the Public Health Sanitarian was a qualified inspector and felt he had time to inspect one parlor in Wadena County. Ms. Nelson stated she had talked with the County Attorney requesting clarification if Public Health contracted with the City and it was the City's Ordinance, the City would set the licensing fee and Public Health would contract for a servicing fee. Ms. Nelson asked the Board if she should pursue this contract.

The Board questioned whether there would be a handling expense for administration.

Ms. Nelson stated that there could be a little overhead in the hourly rate for administration fee.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Public Health Director to proceed with contracting with the City of Wadena to inspect tattoo parlors,

Commissioner Stearns pointed out the need for final enforcement should be spelled out by the City Attorney, not the County Attorney and the County should get paid hourly Court time if the matter should go to Court, which may or may not happen. He added that if the County was to do it for one city, it should do it for all cities in Wadena County.

Ms. Nelson stated that she would have to revisit it with the Board if additional requests were received.

Motion carried.

Ms. Nelson stated Kathy Angus, Wadena and Robert Feuer, Huntersville, terms were up on the Public Health Advisory Committee. She requested Board approval of replacements.

Motion by Harrison, seconded by Waldahl, to make 3-year appointments of Marie Johnson, District 1, and Curt Sumner, District 4, to the Public Health Advisory Committee, motion carried.

Ms. Nelson provided the Board with a draft copy of several changes that the Advisory Committee had made in their By-Laws, which would be put on the February Board Agenda for their consideration.

Randy Mohs, Wadena Pioneer Journal, came before the Board regarding the Official Newspaper Bids.

Char West, Auditor/Treasurer, informed the Board that she had been contacted by Tim Bloomquist, Review Messenger Editor, regarding column width and price charged for the sample ads that were submitted by the bidders with the January 8, 2008 official newspaper bids. She stated that the Pioneer Journal's sample ad column width was small than the Review Messenger's, which resulted in a price of \$17.33 for the Pioneer Journal and \$17.00 for the Review Messenger, thus making the Review Messenger the low bidder. Ms. West read a portion of an e-mail from Mr. Bloomquist stating the difference in publication costs for one year of summary minutes was only about \$170.00 and that he was not going to push the issue if the Board decided to stay with their previous bid award to the Pioneer Journal.

Commissioner Stearns pointed out that he specifically questioned during the previous Board Meeting whether an SAU was the same as per column inch and Mr. Bloomquist responded that they were one in the same.

Randy Mohs informed the Board that about 6-7 years before most papers went with narrower columns and the Wadena Pioneer Journal did not plan on doing additional changes within the next year. Mr. Mohs stated that he came to respectfully request that the Board stay with the bid that was awarded.

Commissioner Stearns stated that Mr. Bloomquist had mentioned an item that Public Health ran on the Alcohol Prevention Promotion that was run in the Pioneer Journal at a higher price and questioned Mr. Mohs if it was part of the bid as it stated "all County Publication". He questioned Ms. Nelson as to whether the information would need to be run again?

Ms. Nelson stated the grant required public educational information be published for targeted populations which needed to run wherever it was targeted regardless of who the Official

Newspaper was; sometimes it was a specific community and sometimes the whole county. She stated that it needed to run where it needed to run regardless and not to be harnessed to run in the Official Newspaper.

Commissioner Stearns questioned whether it was an advertisement or a legal notice?

Ms. Nelson responded that it was a paid insert at the going rate as it was educational information.

Chairman Meyer questioned whether it was by the going rate?

Ms. Nelson and Mr. Mohs responded that it would not.

Motion by Harrison, seconded by Schermerhorn, to stand by the January 8, 2008, 2008 Official Newspaper bid award to the Wadena Pioneer Journal, motion carried.

Bob Johnson, State Auditor, Moorhead Office, came to the Board to present a review of the 2006 Wadena County Audit. He distributed the 2006 Audit Report to the Board as well as several summary handouts.

Mr. Johnson reviewed the "Analysis of Major Funds and Governmental Activities" with the Board and informed them that the General Fund cash balance was lower than the State Auditor's recommendation, the Highway cash balance was higher than average and the Social Services fund cash balance was about average. He added that the lower General Fund cash balance was low due to the fact that it had been subsidizing the other funds.

Mr. Johnson also reviewed the 2006 fund balances for each of the three major funds, reasons for the changes in fund balance and the "Trends of Major Funds" handout which provided a five year history.

Commissioner Stearns requested Solid Waste be included in the comparisons for the next year report.

Mr. Johnson reviewed the Schedule of Findings with the Board and informed them that they had a very good report. He stated that there were three findings, but two of them were a result of SAS 112, which the County staff could do anything about as it came out late. He explained that under SAS 112 government entities were required to prepare Financial Statements in accordance with generally accepted accounting standards and the preparation of Financial Statements would now be the responsibility of County Management.

Ms. West informed the Board that she was already in the process of addressing SAS 112 for the 2007 audit.

The Board thanked Mr. Johnson for his presentation.

The Board recess at 10:10 a.m.

Board reconvened at 10:30 a.m.

Commissioner Waldahl left the Board of Commissioners Meeting.

Motion by Stearns, seconded by Schermerhorn, to continue past practice and approve the payment of \$533.60 to Kristi Nielsen, who had resigned from the Assistant County Attorney position, for 25% of her accumulated sick time while employed with Wadena County, motion carried.

Deana Skov, Zoning/Parks/Solid Waste Director, questioned the Board as to the number of Commissioners there were to be on the Parks Board. She pointed out that there were three listed on the 2008 Committee Appointment list, two in 2007 and previously there was only one.

Commissioner Stearns will be removed from the Parks Board and Commissioners Harrison and Schermerhorn will continue to serve.

Ms. Skov informed the Board that Parks Board terms had expired for Jerry Mevissen and Michael Fraune who were interested in being reappointed. She added that Michael Huotari's had also expired but did not wish to be reappointed.

Commissioner Harrison recommended Lynne Presson to replace Mr. Huotari as she lived near the Out Post and was interested in the outdoors.

Commissioner Stearns questioned how many Board Members were needed and whether they were appointed by District?

Discuss was held regarding the possible appointment of Park Board Members by Commissioner District.

Motion by Stearns, seconded by Harrison, to reappoint Jerry Mevissen and Michael Fraune to the Wadena County Parks Board, increase the Board to five members and in the future attempt to have one Park Board Member from every District, motion carried.

Ms. Skov informed the Board that due to the absence of some County-wide zoning signs, there had been violations by out of towners. She requested Board approval to purchase 10 signs at a cost of \$25.07 each. Ms. Skov proposed paying for the signs from the SSTS grant funds that were set up for future needs.

Motion by Schermerhorn, seconded by Stearns, to approve the purchase of ten County-wide Zoning signs at a cost of \$25.07 each, from account #01-103-5339, motion carried.

Ms. Skov reported to the Board that the MIS Director had purchased a scanner for their

department to produce electronic copies of permits. She added that the cost for the scanner was \$1,059.35, including installation, setup and training and requested the purchase be made from the SSTS grant fund account #01-103-5339.

Motion by Stearns, seconded by Schermerhorn, to approve the payment of a scanner for the Zoning Department in the amount of \$1,059.35 from the SSTS grant fund acct. #01-103-5339, motion carried.

Ms. Skov presented the Board with a copy of the recommended changes for the rules in the Planning & Implementation Process for Inventory of SSTS and Updates for Failed or Non-compliant SSTS in Wadena County. She added that this would be an amendment to the current Ordinance, not the adoption of a new ordinance, and she was requesting Board consensus.

Board consensus was in support of the Planning and Implementation Process for Inventory of SSTS and Updates for Failed or Non-Compliant SSTS, as presented by Ms. Skov.

Ms. Skov stated that February 2009 was the deadline for Ordinance changes reconstructing the SSTS Program in Wadena County.

Ms. Skov reminded the Board of the Perham Incinerator meeting on January 28, 2008, at 9:30 a.m. in Parkers Prairie.

Tony Stoll, Baker, Hogan & Houx Architecture, presented the Board with a Courthouse Master Plan and Capital Improvements handout. Also in attendance with Mr. Stoll were Chad Bormann, Baker, Hogan & Houx Architecture, and Jeremiah Christenson, Overmiller Nelson, mechanical engineers from Fargo.

Mr. Stoll informed the Board that the Plan was two-fold; one to look at existing plans in the Courthouse and the other was master planning for the future in order to obtain more square footage for the County down the road and more efficient use of space for the departments. He stated that the Master Plan included office expansion above the Jail, as it had been confirmed that the space would support a second story; the second option would be adding on to the north; the third option would be relocating to the Wensman Building. He stated that comparable square footage, parking issues, and remodeling costs had been used.

Mr. Christenson reviewed the existing HVAC and plumbing in the Courthouse noting that in general the original systems were at the end of their expected life span. He also reviewed the problems with the design of the existing HVAC, that its deterioration was an issue that would need to be addressed regardless of any master plan options and the estimated replacement cost of the HVAC would be \$390,000. Mr. Christenson also informed the board that the existing Courthouse plumbing was almost 20 years old, that capital dollars should be set aside for future replacement and the current cost estimate was \$750 per access panel times the number of panels installed plus \$5,000 for solenoid valves. He reviewed the heating, ventilation and air conditioning unit and stated that they were also at the end of their expected equipment life, capital dollars should be set aside for replacement in the next 5 years for a current estimated

replacement cost of \$35,000. Mr. Christenson reviewed the condition of the temperature controls in the jail which were in working condition and could continue to be used; a computerized control system could be installed for \$20,000 if a new HVAC system was installed.

Mr. Stoll reviewed three Law Library options. He added that the Committee had recommended relocating the Library to the small courtroom and use the Board of Commissioners Room one day per week for the small courtroom. Mr. Stoll stated that costs had not been applied to any options yet as it had not been determined what direction the Committee would like to go.

Mr. Stoll reviewed the current Courthouse parking conditions and four options to correct the problems. He stated that the City requires one stall per 500 square feet of usable floor area, if the County would build today 62 parking spaces would be required and right now there are only 33. The four options ranged from \$27,000 to \$230,000.

Mr. Stoll addressed miscellaneous capital improvement items; hazardous materials studies, fire sprinkler protection vs. firewalls, restroom updates and accessibility, exterior window replacement or re-caulking and resealing, existing roof condition of Courthouse, Jail, Social Services and Wensman Building, expansion above current generator room and north egress stairs. No costs were provided.

The Board recessed at 11:35 a.m.

The Board reconvened at 11:40 a.m.

Mr. Stoll continued with the review of the Master Plan options for the Courthouse;

-Option A consisted of adding space above the jail. He added that one of the pros of this option was that it added additional square footage while maintaining green space and one of the cons would be the require relocation of Jail inmates at a cost of approximately \$250,000. Total cost of Option A was \$1,163,820.

Option B consisted of expansion to the north. Mr. Stoll pointed out that this option could be designed for a second story but the plan just included one story so the options were comparable. He stated that the pros were that it maintained departments on similar site, single entrance, vacation of existing space, green roof and future second level and the cons were the loss of some green space and on site parking expansion options, need to increase parking stalls and the need to relocate some of the existing offices during construction. Total cost of Option B was \$1,061,512.

Option C consisted of remodeling the Wensman Building into a new Government Services Center. He stated that the pros were; no disruption or relocation of inmates or Courthouse staff during construction, frees up space at existing Courthouse for necessary remodeling to expand sheriffs, Court Administration and County Attorney, sufficient parking, cons were; limitations of existing structure, relocation of County Maintenance vehicles, relocation of file storage, relocation of Friendly Rider. Total cost of Option C \$1,417,000.

Mr. Stoll stated that Baker, Hogan & Houx felt the new Government Services Center was

the preferred option as it was the most cost effective and provided square footage for the future. He pointed out that there still would be capital improvements to deal with at the Courthouse such as the roof above the jail and the HVAC.

Judge Sally Robertson questioned whether a two-story addition to the north of the Courthouse would be more comparable to the Wensman Building. She stated that it would appear that a second story to the north wouldn't cost much more and it would keep all the staff at the Courthouse.

Mr. Stoll noted that it would decrease the cost estimate per square foot approximately \$10 to \$15 if the second level was added, but pointed out that this would increase the parking requirements as well.

Rin Porter, Verndale Sun, questioned which option would cost more to operate and that it appeared that there was nothing "green" included in the Plan.

Mr. Stoll and Mr. Christenson responded that these details had not been figured yet as there were many variables to be considered and discussed.

Judge Robertson stated that it appeared that Option 1 above the jail was not a real consideration as it was not feasible to relocate inmates. She questioned how much would fit north of the Courthouse?

Mr. Stoll responded that approximately 14,000 square feet was available for construction north of the Courthouse.

Chairman Meyer commented that the old Courthouse was buried north of the Courthouse and questioned whether this could be a problem.

Mr. Stoll responded that there would probably be a demo cost of approximately \$15,000 to \$20,000, plus land fill expenses.

The Board thanked Mr. Stoll and Mr. Christenson for their presentation.

Kevin Stensrude, MIS Director, informed the Board he was concerned about the Document Management Project being open ended and that it was his opinion that it was impossible for him to provide a cost for the program. Mr. Stensrude requested Board approval to spend up to \$5,000 to hire a consultant to work with Department Heads to find out what their needs were in the way of Document Management so then a Request For Proposal (RFP) could be developed and a price obtained. He recommended using the same gentlemen that he had used before.

Motion by Stearns, seconded by Harrison, to authorize the MIS Director to spend up to \$5,000.00 of the Document Management reserve funds to hire a consultant to provide the necessary planning, requirements and definition of the perimeters of the Document Management Project, motion carried.

Commissioner Waldahl returned to the Board of Commissioners Meeting.

Ms. West informed the Board that Minnesota CEP had not completed its review of the 2008/2009 Workforce Lease Agreement. She stated that Craig Nathan, MNCEP Operations Manager, was in agreement to have the Commissioners tentatively approve the Lease, but reserve final approval subject to CEP's review. The Committee pointed out that this was a two year lease which included a square foot lease rate of \$13.04 in 2008 and \$13.43 in 2009.

Motion by Waldahl, seconded by Schermerhorn, to tentatively approve the 2008/2009 Workforce Lease Agreement and to reserve final approval subject to MNCEP's approval, motion carried.

Motion by Harrison, seconded by Schermerhorn, to approve the payment of \$36,183.00 to Wadena Soil and Water Conservation District for their first half 2008 Allocation, motion carried.

Motion by Stearns, seconded by Harrison, to authorize the Chairman of the Board and the Auditor/Treasurer to sign the 2008 State of Minnesota Annual Boat and Water Safety Grant Agreement in the amount of \$3,770.00, motion carried.

The HR/Coordinator Committee reviewed a handout of the Committee's findings and recommendation to the Board. Committee Members Meyer, Schermerhorn, Brekke and West were present; absent was Ladd. Following was the Committees recommendation;

- Recommend no further consideration of the hiring of a County Administrator
- Recommend research whether Wadena County has a need for a County Human Resources position, County Coordinator, a combination of the positions, or no change in staffing.
- Recommend the appointment of Mike Gibson as a Human Relations Consultant to conduct this research by meeting with and receiving input from County Departments Heads and the County Board.
- One year part-time appointment
- \$60,000 maximum compensation for profession services.
- Availability of Office Space on temporary, part-time basis.
- Recommend Committee meet with Mike Gibson, if County Board approval is received, to work out the details of a profession services agreement.

Mr. Brekke and Ms. West, Management Team members, and Chairman Meyer, Board representative, informed the Board that the Committee had previously met with the Management Team to update them on the Committees recommendation. They added that the Management Team had passed a motion stating that they encouraged and supported the HR/Coordinator Committees recommendation to hire Mike Gibson to provide Human Relations Consultant profession services to Wadena County on a temporary, part-time basis.

Commissioner Schermerhorn questioned whether all of the Department Heads were in attendance when the motion was made?

He was informed that Department Heads Joel Ullring, Paul Sailer, Kevin Stensrude, Dave Anderson, Karen Nelson, Sean Uselman, Lee Brekke and Char West were in attendance and Kyra Ladd, Sole Hendriksen, Deana Skov, Mike Carr and Jim Carlson were absent.

Commissioner Harrison questioned whether the Board was recommending the appointment of Mike Gibson as a temporary part-time Human Relations consultant to do two things; to act as a Human Relations consultant and determine what the County's needs were.

Chairman Meyer affirmed that Mr. Gibson would serve a dual role.

Commissioner Stearns questioned whether this was a unanimous recommendation of the Committee?

Mr. Brekke commented "yes", unanimous of the Committee and of the Departments Heads present at the Management Team meeting.

Motion by Schermerhorn, seconded by Stearns, to approve the HR/Coordinator Committees following recommendation;

- Recommend no further consideration of the hiring of a County Administrator
- Recommend research whether Wadena County has a need for a County Human Resources position, County Coordinator, a combination of the positions, or no change in staffing
- Recommend the appointment of Mike Gibson as a Human Relations Consultant
  - To conduct this research by meeting with and receiving input from County Departments Heads and the County Board
  - One year part-time appointment
  - \$60,000 maximum compensation for profession services
  - Availability of Office Space on temporary, part-time basis.
- Recommend Committee meet with Mike Gibson, if County Board approval is received, to work out the details of a profession services agreement
- Recommend Mr. Gibson also perform Human Relations functions while researching the County's needs

Commissioner Stearns stated that it was his understanding that this would be a contractual agreement and Mr. Gibson would not be considered an employee that would receive benefits.

The Committee responded that this was a contract agreement that would not include any employee benefits.

Motion carried.

Motion by Harrison, seconded by Schermerhorn, to approve the payment of an additional \$1,212.71 to Graham Refrigeration, Inc. for new humidifiers that were installed in the Law Enforcement Center and Courthouse, which was in addition to the 2/22/07 Board motion approving an expense of \$14,777.00; total expenditure of \$15,989.71, motion carried.

Motion by Stearns, seconded by Schermerhorn, to approve payment to Baker, Hogan and Houx Architecture for the development of the Wadena County Courthouse Master Plan in the amount of \$3,381.35 and the County Law Library in the amount of \$805.00, motion carried.

Ms. Nelson returned to the Board to request approval of a Ratification Statement between the Minnesota Computer Counties Cooperative (MCCC) and ACS to update the current Public Health Doc System software program and commit to the financial obligations associated with the project. Ms. Nelson pointed out that the cost would be the same as it had been over the previous five years, the new expense would be spread over the next five to six years and this expense had been budgeted for 2008.

Motion by Harrison, seconded by Schermerhorn, to approve the Service Engagement Agreement Ratification Statement between ACS State & Local Solutions, Inc. and the Minnesota Counties Computer Cooperative for the development of PH-DOC 2012 and to commit to the financial obligations associated with the project, motion carried.

Motion by Stearns, seconded by Schermerhorn, to approve payment of the Minnesota Counties Computer Cooperative invoice in the amount of \$21,723.10 and Stoneman Oil invoice in the amount of \$5,259.26, motion carried.

Motion by Schermerhorn, seconded by Stearns, to approve the revised 2008 salary for Michael D. Carr, Sheriff, in the amount of \$77,507.50, based on 3% of the correct 2007 salary of \$75,250.00, motion carried.

Commissioner's Reports:

Commissioner Stearns            Perham Incinerator Meeting

Commissioner Schermerhorn MRCC – Annual Convention – Blueberry Pines  
WesMin – Melvin Kinnunen replace Winkels  
Wadena County Fair Board  
Region 5 Development Commission

Commissioner Meyer            NJPA – Mary Theurer replaced by Dave Jesop

Commissioner Harrison        Old Wadena Historical Society  
Kitchigami Regional Library

Motion by Stearns, seconded by Schermerhorn, to approve payment of the Board of Commissioner bills in the amount of \$429,077.71, motion carried.

Ms. West informed the Board that she and Paul Sailer, Social Services Director, had discussed the Social Services Board action to contract with a previous employee for 12 hours of training and the need to abide by the independent contractor regulations provided by MCIT. She stated

That Mr. Sailer had contacted the Merit System regarding the situation who had informed him that the individual could be hired as an emergency employee with no benefits. Ms. West stated that Mr. Sailer also e-mailed that the other option would be to increase the contract amount to cover the liability insurance.

Motion by Schermerhorn, seconded by Stearns, to approve the appointment of Ken Moench to an emergency Social Services employee position, for a total of 12 hours; this action to be included with the Social Services January Board Meeting motion, motion carried.

Motion by Harrison, seconded by Stearns, to adjourn the Board of Commissioners Meeting at 1:05 p.m., motion carried.

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Charleen West, Auditor/Treasurer

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Orville Meyer, Chairman