

**WADENA COUNTY BOARD OF COMMISSIONERS ADJOURNED MEETING**  
**OCTOBER 23, 2008, 9:00 A.M.**

The Wadena County Adjourned Board of Commissioners Meeting was held on Thursday, October 23, 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 Lane Waldahl, Dave Schermerhorn, William Stearns, and Mary Harrison, HR Consultant Mike Gibson and Auditor/Treasurer Char West.

Motion by Schermerhorn, seconded by Harrison, to amend the day's Agenda to include K.) MRCC Annual Meeting, motion carried

Motion by Harrison, seconded by Schermerhorn, to approve the Board Meeting Minutes of October 7, 2008, as presented, motion carried.

Cheryl Hills, Executive Director, Region 5 Development Commission, came before the Board to thank them for their support and to review the Region 5 Annual Report, Work Plan and SEDS Comprehensive Economic Development Strategy Report.

Ms. Hills pointed out the following information in regard to Wadena County in comparison to the State: decrease of 137 residents, population aging faster than the State as a whole, wages are lower than in the State, trade, transport and utilities wages are higher than average, unemployment 2% higher than Minnesota, educational attainment – 20.5% of the population 25 years of age and older had diplomas which was an increase from 1980, poverty rate - less living in poverty but it was still above the State, crime rate was low - lower than in the Region and the State, which was a selling point for Wadena County,

Ms. Hills also reviewed a handout from a Township Workshop which included GIS Trails mapping of Region 5 with funding possibly by the University of Minnesota, \$50,000 grant for Alternative Energy Collaborative, ISTS septic system upgrading and a \$650,000 grant to build an Incubator Project in Long Prairie.

Sean Uselman, Building Services Director, came to the Board to request approval of the annual fire alarm inspection. He distributed a handout of the pricing and stated that there was no change from the previous year.

Motion by Stearns, seconded by Waldahl, to approve the annual Fire Alarm Inspection Contract with Nardini, Inc. for fire alarm inspection - \$550.00, fire extinguisher inspection - \$3.85 per extinguisher, and sprinkler system inspection - \$240.00, motion carried.

Mr. Uselman also informed the Board that a new controller had been installed in the jail, as well as new electric heat coils. He added that the new equipment had not included a way to adjust the temperature in the jail and was recommending the purchase of a thermostatic controller

for the jail air handling unit from Climate Control for a cost of \$1,100.00.

Motion by Waldahl, seconded by Stearns, to approve the purchase of a thermostatic controller for the jail air handling unit from Climate Control for a cost of \$1,100.00, motion carried.

Mike Carr, Sheriff, came before the Board with Bev Paavola, Court Administrator, and Bryan Savaloja, Deputy Sheriff. Sheriff Carr informed the Board that as of January 30, 2009 Wadena County would have a full time sitting judge on the bench which hopefully would cut down on the Out-of-County Boarding costs.

Ms. Paavola explained that with a full time judge every 9 weeks 6 more days of Court time would be available. She added that the in-custody people would hopefully move through the system faster.

Commissioner Meyer questioned who made the decision to increase the judge's days in Wadena County.

Ms. Paavola responded that the District Judges increased the days as they looked at the case load for each County and determined that Wadena County did not have enough Judge time. She added that this would also reduce Public Defender time if the cases were moved through faster.

Sheriff Carr commented that it was his responsibility to provide Court time security and that this change was unknown at budget time. He provided the Board with a revised Preliminary Proposed Budget for 2009 noting that he increased the Bailiff budget item from \$15,000 to \$30,000 and reduced the Out-of-County budget item from \$170,000 to \$155,000.

Motion by Stearns, seconded by Schermerhorn, to approve the revised 2009 Sheriff's Department Preliminary Budget which reflected an increase in the Bailiff budget item from \$15,000 to \$30,000 and reduction of the Out-of-County Boarding budget item from \$170,000 to \$155,000, motion carried.

Sheriff Carr informed the Board that Deputy Bryan Savaloja had been working on a grant application, Internet Crime Against Children (ICAC), which required Board authorization for the Chairman to sign. He pointed out that the grant would help the Department focus more on internet crimes against children and would also pay for the software and computer in the office.

Deputy Savaloja informed the Board that the Grant was through the City of St. Paul. He stated that the City would furnish training for the program and then the Sheriff's Department would be able to get on the tip lines and receive information through the public. Deputy Savaloja added that if problems are found in our area an investigation could be done.

Motion by Waldahl, seconded by Harrison, to authorize the Board Chairman to sign the Internet Crime Against Children (ICAC) Grant application, as requested by the Sheriff, motion carried.

Joel Ullring, Highway Engineer, came to the Board presenting them with an agenda outlining several Highway Department issues.

Mr. Ullring reminded the Board of the Public Hearing at the Shell River Town Hall on October 28, 2008 at 7:00 p.m. regarding the proposed road revocations in Shell River Township. He pointed out that the following roads were being considered for revocation;

CR 149	2 miles in length	ADT = 15
CR 150	6 miles in length	ADT = 25
CR 152	3 miles in length	ADT = 45

Mr. Ullring informed the Board that MnDot was proceeding with their plans to overlay TH 10 between Staples and Wadena this coming summer. He also noted the need to repair five unpaved gravel road crossings (2 county and 3 township) within Wadena County, the cost of which was estimated at \$22,500 or \$4,500 per crossing. Mr. Ullring stated that he had communicated with both Wadena and Aldrich Townships and had requested Resolutions from both Town Boards in agreement for this work, which would be brought to the Board at the November 4, 2008, Board Meeting.

Mr. Ullring informed the Board that three projects had been completed and requested Board approval of the Certificate of Performance for each. He updated the Board on the project totals as follows;

- CP 80-080-08 Aggregate Crushing by Braaten Aggregate, Inc., over run by \$10,000 – just under \$40,000 for gravel crushing.
- CP 80-104-08 CR 104 Bituminous Overlay, \$4,000 over – 1% over the contract
- SP 80-030-02 CHSP Farwell Int. w/CSAH 23, Verndale, 3% under the contract

Motion by Waldahl, seconded by Harrison, to approve the Certification of Performance for the following projects;

<u>Project Number</u>	<u>Contractor</u>	<u>Amount</u>	<u>Contract Number</u>
C.P. 80-080-08	Braaten Aggregate, Inc.	\$ 39,958.80	0803
C.P. 80-104-08	Tri-City Paving, Inc.	\$331,239.60	0408
C.P. 80-030-02	Tri-City Paving, Inc.	\$ 43,946.55	3002

Motion carried unanimously.

Mr. Ullring updated the Board on the following construction projects:

- Wadena Depot – All Federal funds for the project had been received from the State and the \$50,000 fronted for the project from the General Fund had been repaid. Mr. Ullring expected to have the final project paper work completed by the end of 2008.
- CSAH 23 – Project was complete with exception to pavement markings.
- CSAH 21 – Met with the Consultant and they were on schedule with the project time line.

Commissioner Stearns questioned whether the Highway Department was in charge of inspection of the pipeline going through the County and asked for a quick report from Mr. Ullring.

Mr. Ulring reported his Department's main concerns were the County road crossings, but if a landowner had issues the Department received and forwarded them directly to the Pipeline. He stated that everything looked okay and MinnCan had completed their work.

The Board recessed at 10:00 a.m.

The Board reconvened at 10:15 a.m.

Chairman Meyer called the Fee Public Hearing to order at 10:15 a.m.

Kathy Johnson, Social Services Department, came to the Board to provide information regarding a One-Time Collection Fee Policy, previously approved by the Social Service Board. She stated that this was a one-time collection fee on accounts more than 90 days overdue, and would be in the amount of \$50.00 per account without expense of court action and a \$100.00 fee per account with expense of court action. She added that the fee was to be paid prior to paying on the principal.

Ms. West informed the Board that Karen Nelson, Public Health Director, had e-mailed the Public Health Department's 2009 fee changes as she was unable to attend the Board Meeting. She stated that Ms. Nelson's e-mail advised that CTC (Child Health Screenings) was all paid by Medical Assistance; the fee was \$242.34/screening; the FBL (Food/Beverage/Lodging) fees reflected a 1% increase, as recommended by the Public Health Advisory Committee.

The Board reviewed the fee changes.

Chairman Meyer called for any comments from the audience.

Rin Porter, Verndale Sun, commented just as an interested party, about the Collection Fee. She stated that she had a number of friends in the area who were poor and it was an outrageous burden to place on someone who was already suffering economic hardship.

Ms. Johnson responded that the Department was always willing to set up a repayment plan with the individual as long as the individual showed that they are trying to repay the overpayment and a collection fee would not be assessed in this case. She pointed out that currently some payment plans were as little as \$5.00 per month.

Motion by Harrison, seconded Schermerhorn, to approve payment of the 2009 NACo Dues in the amount of \$400.00, motion carried.

Motion by Schermerhorn, seconded by Waldahl, to approve the request from the Wadena Historical Society for their first and second half 2008 Allocation in the amount of \$5,000.00, plus Courthouse tower renovation expenses in the amount of \$924.00, for a total \$5,924.00, motion carried unanimously.

Motion by Waldahl, seconded by Schermerhorn, to approve Family Medical Leave for Cody Yglesias starting September 29, 2008, for two weeks, and to approve Family Medical Leave for Tom Aagard starting September 25, 2008 for up to twelve weeks, motion carried.

Ms. West updated the Board on the rewriting of the Kitchigami Regional Library Joint Powers Committee meetings. She stated that the Library Board had hired Consultant Mark Ranum to work through this process with City and County Administrators, Coordinators and herself.

Ms. West pointed out that the Committee was getting close to presenting a draft of the revised Joint Powers Agreement to the Library Board.

Ms. West also informed the Board that Marion Ridge, Kitchigami Regional Library Director, had contacted her to obtain the 2009 budget appropriation that the Board of Commissioners had approved for the 2009 Preliminary Budget. She stated that she had informed Ms. Ridge that the Board had approved the minimum, as certified by the Department of Education. Ms. West stated that Ms. Ridge responded by stating, as per the current Joint Powers Agreement, the County was required to pay the dollar amount that had been paid the previous year, which was higher than what the Department of Education had certified. She stated that her response to Ms. Ridge was that this increase would cause Wadena County to exceed the required levy limit, which it legally could not do. Ms. West pointed out that the Joint Powers Rewrite Committee was recommending that the new Joint Powers Agreement mirror the state statute, which the current Agreement did not do.

Commissioner Harrison, Kitchigami Regional Library Board Member, added that she did inform Ms. Ridge that she should not count on the additional funds from Wadena County as the Board would not approve the final 2009 Budget until December and it was not known whether the County will have the funds to pay more than the State required the County to pay.

Motion by Schermerhorn, seconded by Stearns, to table the Wadena County Vendor Policy item on the Agenda, motion carried.

Chairman Meyer closed the Fee Public Hearing at 10:45 a.m.

Motion by Stearns, seconded by Waldahl, to approve the following Wadena County Fee changes;

WADENA COUNTY SOCIAL SERVICES COLLECTION FEE POLICY

Effective 11/1/08

A. Adoption of one-time collection fee to be applied to collection accounts which:

1. Are more than 90 days overdue,  
And;
2. Are not following a satisfactory repayment agreement
3. Authorized by M.S. §373.41

B. Fee determined to be:

1. \$50.00 fee per account (without expense of court action)
2. \$100.00 fee per account (with expense of court action)

- C. Fee would apply to both existing and future accounts
1. Fee would be applied to existing Social Service debts i.e: Detox, Elderly Waiver / MA Spenddown, Child Welfare, CW/Corrections, etc.
  2. Fee would be applied to Maxis claims when client has been off the program for 90 days and there have been no payments for 90 days.
  3. Fee would be applied to future accounts on a case-by-case basis.
  4. Fee is subject to Revenue Recapture and court action.
  5. Fee will be paid first before principal.
- D. Collections Officer would attempt to contact client regarding the account and the fee prior to authorizing posting of fee
1. Existing accounts would be sent a notice mailer with monthly billing statement.
  2. Future accounts would be sent a notice letter upon referral to collections.
  3. Clients would be given no more than 30 days to either pay in full or to make and keep satisfactory repayment arrangements to avoid the fee.
  4. In payment arrangement situations, one missed or late payment would immediately incur the collection fee.

WADENA COUNTY PUBLIC HEALTH  
ANNUAL ENVIRONMENTAL HEALTH LICENSE FEE SCHEDULE  
Effective 1/1/09

I. <u>LICENSE CATEGORIES</u>	<b>2009</b>
1. <u>Food Service</u> per food service and dining area	
Limited Food (heated pre-packaged foods)	\$75.75
Small Restaurant seating less than 25	\$98.98
Medium Restaurant seating from 25-75	\$175.74
Large Restaurant seating over 75	\$250.48
Special Event with approved class	\$12.63
Special Event without approved class	\$30.30
Seasonal Temporary or Permanent Food Stand	\$88.88
2. <u>Catering</u> -with another food service category	\$22.22
- Catering food service only	\$97.97
3. <u>Alcohol Beverage Service</u> – per service area	
Beer or Wine Only	\$97.97
Alcohol service from bar (includes beer)	\$123.22
4. <u>Lodging</u>	\$76.76
Add: per unit fee 1-100 units	\$4.44
per unit fee 100 or more units	\$1.41
5. <u>Public Swimming Pool</u> - at a licensed establishment	
1 <sup>st</sup> pool	\$36.36
for each additional pool add	\$17.17
Public Swimming Pool - <u>With no other licensed category</u>	
1 <sup>st</sup> pool	\$70.70
for each additional pool	\$36.36

6. <u>Manufactured Home Park or Campground</u>	\$58.58
Add: Fee per Seasonal Site	\$1.41
Fee per Annual Site	\$2.53
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7. <u>School Food Service</u> per inspection - seating 75 and under	\$89.89
- seating over 75	\$264.62
II. <u>Late Fees</u> - Jan 1- Jan 31 per license category	\$22.22
- After Jan 31 per license category	\$45.45
III. <u>New Establishment opening after Oct 1 pay ½ of annual license fee</u>	
IV. <u>Plan Review</u> - New	\$144.43
- Major remodel (over 50%)	\$87.87

Motion carried.

Deana Skov, Zoning/Parks/Solid Waste Director, came to the Board regarding several requests.

Motion by Waldahl, seconded by Harrison, to approve the renewal of Haulers' Licenses for G&T Sanitation, Nisswa Sanitation, City Sanitation, City Dray, Killian Sanitation, and Wadena Hide & Fur, motion carried.

Ms. Skov stated that, per the Board's request, she was presenting a proposal for splitting the Solid Waste portion of her office into a separate department with a separate department head by November 1, 2008. Also present was Scott Carpenter, Transfer Station Supervisor. Ms. Skov reviewed the proposal.

Rin Porter, Verndale Sun, question as to when the Board had made the request to split off from the Solid Waste Department.

Chairman Meyer advised that the Board had never requested the split off as it was just brought before the Board at this time. He added that some time earlier Commissioner Stearns had talked about it.

Commissioner Stearns stated that it was during a Liaison meeting between he and Ms. Skov and he had stated that now may be the time to do this while all circumstances were favorable and everyone was in agreement.

Ms. Porter also questioned that if all the files were transferred out to the Transfer Station would the Bookkeeper be able to complete the work.

Ms. Skov responded that Ms. Ehrmantraut would retain the information she needed for billing.

### **RESOLUTION**

Commissioner Stearns moved to adopt the following resolution to approve the separation of the Solid Waste Department from the Planning & Zoning, GIS, and Parks Department under the direction of a separate department head:

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**WHEREAS**, the Solid Waste program for Wadena County, as a whole, has grown extensively in the services it administers and provides; and,

**WHEREAS**, the increasing focus on the environment will also increase the demand for more and better services and education to provide protection of the environment; and,

**WHEREAS**, no change or increase in the number of staff necessary to perform the duties of the Solid Waste Department will be necessary in this division of departments; and,

**WHEREAS**, the requested budget for 2009 will not be altered due to the promotion of the current Supervisor to Department Head and any change in wages will be determined and administered through the budgeting process for 2010; and,

**WHEREAS**, the present Director of Solid Waste will remain in an advisory capacity until December 31, 2009, to the new Director of Solid Waste,

**NOW, THEREFORE, BE IT RESOLVED**, that the Wadena County Board of Commissioners hereby approves the separation of the Solid Waste Department from the Planning & Zoning, GIS, and Parks Department under the direction of a separate department head, as proposed under the Board's request for action, effective November 1, 2008.

Commissioner Schermerhorn seconded the motion and the same carried unanimously.

Adopted this 23<sup>rd</sup> day of October, 2008, by the Wadena County Board of Commissioners.

Attest:

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Charleen West, Auditor/Treasurer

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Orville Meyer, Chairman

Ms. Skov informed the Board that Gina Dahms, Assistant Planning & Zoning Administrator, had nearly completed a third of the inventory of the historical data for septic systems in the townships to determine if there was a need to replace the systems. She stated that she would like to do a mailing to encourage owners to replace their system, if necessary, or to provide some education as far as care and maintenance of a system if it was compliant. Ms. Skov added that she would like to use ISTS funds for preprinted envelopes for this correspondence.

Motion by Waldahl, seconded by Harrison, to approve the use of ISTS funds to purchase preprinted envelopes, 6,500 for \$317.45, from Spectrum Printing, to be used for mailings regarding the findings of the septic system inventory and encourage replacement, if necessary, motion carried.

Ms. Skov informed the Board that she had contacted Potlatch (as previously approved by the Board) regarding an easement to access property in section 14 of Thomastown Township which contained the site to the historic Cadotte Post. She stated that she had learned from Potlatch that they would give the County an easement but they would prefer to give it over the north 33 feet of

their parcel as opposed to meandering it across the entire parcel. Ms. Skov pointed out that this would save the County approximately \$2,400 in surveying costs, but it would cost some money to build a road at some point, and until a road/trail could be established, the County could continue to use the trail if it were necessary. She added that she will look into the cost of a rudimentary trail which could be improved upon should the County have the funding and wish to do so.

Commissioner Stearns stated that he would like to thank Ms. Skov on behalf of the Board for her years of work in Solid Waste. He pointed out that Wadena County would not be at the point of needing this change if it had not been for her work. All Commissioners reiterated Commissioner Stearns words of thanks.

Lee Brekke, County Assessor, presented the Board a list of Requests for Abatement which he reviewed. He requested Board approval of such.

Motion by Harrison, seconded by Stearns, to approve the following Requests for Abatement:

<u>Name</u>	<u>Parcel #</u>	<u>Reason</u>	<u>Value Change</u>
Darrin Whitaker	03.014.3010	The house on the property was to be Relative Homestead and was not.	0
Lottie Marie Bering	14.340.1290	Should have been a 100% disability and not 50%.	0
Emil Burgau	07.001.3070 07.012.1014	This property has no river frontage per survey so value should be adjusted to correct error.	-49,000 -4,500
Rodney & Chester Anderson	13.131.3020 15.036.4020	These properties were to be 100% homestead	0
Herman Finn	14.310.0450	The house size was incorrectly entered in CAMA and needed to be adjusted	-62,200
Tana Ehrmantraut	22.600.0270	The value of land had been incorrectly entered in CAMA	-36,500

Motion carried.

Motion by Stearns, seconded by Waldahl, to reappoint Lee Brekke as Wadena County Assessor for the period from January 1, 2009 through December 31, 2013, motion carried.

Motion by Harrison, seconded by Stearns, to replenish the Courthouse postage machine in the amount of \$5,000.00, motion carried.

The Annual MRCC Meeting, to be held at the Blueberry Pines Golf Club, would be attended by all five Commissioners.

Commissioners Reports:

Commissioner Stearns                      Star Lakes Advisory Board; Senator Mary Olson, Bemidji, instigated the Star Lakes Program. Perham Resource Recovery Facility, a law firm was hired and an agreement was being worked on.

Commissioner Schermerhorn              None

Commissioner Meyer	South County Health Alliance Board Meeting; there was confidence that things would turn around.
Commissioner Harrison	Annual Fair Board Meeting Kitchigami Regional Library Board Old Wadena would be holding an Installation Bogwalk Workshop Wadena County Soil & Water Conservation District Annual Township Meeting Community Behavioral Health Meeting
Commissioner Waldahl	Otter Tail Wadena Community Action Counsel-fine from IRS had been forgiven. Bell Hill Recovery Center – electrical upgrade would be completed CHAMPS Family Collaborative Meeting

Motion by Stearns, seconded by Waldahl, to amend the motion regarding the reappointment of the County Assessor to read “to reappoint Lee Brekke as Wadena County Assessor for the period from January 1, 2009 through December 31, 2012”, motion carried.

Motion by Schermerhorn, seconded by Stearns, to approve payment of the Board of Commissioner Bills in the amount of \$131,435.50, motion carried.

Motion by Waldahl, seconded by Harrison, to approve payment of the 2<sup>nd</sup> Half 2008 Allocation for the Wadena County Crisis and Referral Program in the amount of \$2,025.00, motion carried.

Chairman Meyer adjourned the Board of Commissioners Meeting at 12:00 p.m.

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Charleen West, Auditor/Treasurer

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Orville Meyer, Chairman