

WADENA COUNTY BOARD OF COMMISSIONERS MEETING
OCTOBER 7, 2008, 9:00 A.M.

The Wadena County Board of Commissioners Meeting was held on Tuesday, October 7, 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, and Mary Harrison, absent William Stearns. Also present: HR Consultant Mike Gibson and Auditor/Treasurer Char West.

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 of Commissioners Meeting Minutes of September 25, 2008, as amended on page 4 to read "that the Perham Incinerator Board had allocated up to \$10,000 to accomplish this" in place of "that the Board had allocated up to \$10,000 to accomplish this", motion carried.

Karen Nelson, Public Health Director, came before the Board to request authorization to recruit up to 1.0 FTE staff member, as required for the new Drug Free Communities Grant. She pointed out that the Grant would bring up to \$125,000 per year for 10 years to the County and that she would like to have the position filled by the end of November 2008. Also present was Cindy Pederson, Public Health Family Health Supervisor, who provided information pertaining to the grant.

Ms. Pederson reported that the Grant's primary purpose was to reduce youth use of and access to cigarettes and alcohol. She stated that it was covered by the Grant's but a match was also required in the form of in-kind which would be received from area schools and some from the local Public Health Department in the form of in-kind staffing. Ms. Pederson added that the entire County would be covered, however, this particular Grant was targeted for Verndale and Sebeka as the current Grant covered Wadena and Menahga. She added that Grant funds could be drawn monthly or more often for large expenses.

Ms. Nelson requested the Board include in the motion "up to 1 FTE" as the position could be filled by a person working one-half time and increasing up to full time or two half-time people. She added that this position's qualifications were similar for the Chemical Health Grant and could be either filled by a Public Health Nurse or Health Educator type person. She added that it would be advantageous to hire a Public Health Nurse as this person could help with immunization clinics, etc.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Public Health Director to recruit up to 1.0 FTE staff person for the Drug Free Communities Grant effective November 2008, motion carried unanimously.

Deana Skov, Zoning/Parks/Solid Waste Director, came to the Board to request approval of two Low Income Septic Installation Grant applications through the Clean Water Legacy Grant for septic systems in Nimrod City and North Germany Township.

RESOLUTION

COMMISSIONER Schermerhorn MADE A MOTION TO ADOPT THE FOLLOWING RESOLUTION:

WHEREAS, the County of Wadena has established a program, through funding from the Clean Water Legacy Act, to assist low income property owners with the installation of septic systems to replace systems which are failing to protect ground water and/or are an imminent threat to public health; and,

WHEREAS, an application for said funding has been received by the County of Wadena from the owner of property located in the City of Nimrod, Wadena County, described as: Auditor's Plat Nimrod, Part of residential lot C; Beginning at the Northwest corner of said residential lot C, thence east in the north line thereof 237 feet; thence south at right angles 180.5 feet; thence west parallel with the north line of said residential lot C, 267.7 feet to the west line of said residential lot C; thence northeasterly in the west line of said residential lot C 182.7 feet to the point of beginning and having parcel number 18-300-0570; and,

WHEREAS, the applicant has met all the requirements of the application process; and,

WHEREAS, the applicant has agreed to the stipulations outlined to them through the application process; and,

WHEREAS, the panel appointed by the County Board of Commissioners has reviewed the application and has recommended approval of the application to the County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED, that the County of Wadena authorizes the encumbrance of funds designated for the purpose outlined in paragraph one of this Resolution, in the amount of \$5,450.00, for the installation of a new sub-surface sewage treatment system on the property described above, to be paid upon completion of the installation of the system and final inspection by the County of Wadena, to Gilster Excavating, 21354 320th Street, Sebeka, MN 56477.

BE IT ALSO RESOLVED, that the County of Wadena authorizes the placing of a Mechanic's Lien for said installation, on the property described above, in the amount of \$5,450.00 to be repaid in the following manner:

- In the event the subject property is sold within the first five (5) years of the date of the installation of the new system, 100% of the cost of the system shall be reimbursed to the County.

- In the event the subject property is sold between the fifth (5th) and the seventh (7th) year from the date of installation of the new system, 75% of the cost of the system shall be reimbursed to the County.
- In the event the subject property is sold between the seventh (7th) and tenth (10th) year from the date of the installation of the new system, 50% of the cost of the system shall be reimbursed to the County.
- After the tenth (10th) year, the lien shall be considered satisfied, so long as all other established criteria and conditions are fulfilled and fully complied.

COMMISSIONER Harrison SECONDED, AND THE SAME CARRIED.

ADOPTED THIS 7th DAY OF October, 2008, BY THE WADENA COUNTY BOARD OF COMMISSIONERS.

Orville Meyer, Chairman

ATTEST: _____
Charleen West, Auditor/Treasurer

RESOLUTION

COMMISSIONER Harrison MADE A MOTION TO ADOPT THE FOLLOWING RESOLUTION:

WHEREAS, the County of Wadena has established a program, through funding from the Clean Water Legacy Act, to assist low income property owners with the installation of septic systems to replace systems which are failing to protect ground water and/or are an imminent threat to public health; and,

WHEREAS, an application for said funding has been received by the County of Wadena from the owner of property located in Section 21, Township 136 North, Range 34 West, North Germany Township, Wadena County, described as: the Northeast Quarter of the Northeast Quarter and having parcel number 08-021-1010; and,

WHEREAS, the applicant has met all the requirements of the application process; and,

WHEREAS, the applicant has agreed to the stipulations outlined to them through the application process; and,

WHEREAS, the panel appointed by the County Board of Commissioners has reviewed the application and has recommended approval of the application to the County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED, that the County of Wadena authorizes the encumbrance of funds designated for the purpose outlined in paragraph one of this Resolution, in the amount of \$4,975.00, for the installation of a new sub-surface sewage treatment system on

the property described above, to be paid upon completion of the installation of the system and final inspection by the County of Wadena, to Al Roggenkamp and Sons Excavating & Trenching, 39889 620th Ave., Wadena, MN 56482

BE IT ALSO RESOLVED, that the County of Wadena authorizes the placing of a Mechanic's Lien for said installation, on the property described above, in the amount of \$\$4,975.00 to be repaid in the following manner:

- In the event the subject property is sold within the first five (5) years of the date of the installation of the new system, 100% of the cost of the system shall be reimbursed to the County.
- In the event the subject property is sold between the fifth (5th) and the seventh (7th) year from the date of installation of the new system, 75% of the cost of the system shall be reimbursed to the County.
- In the event the subject property is sold between the seventh (7th) and tenth (10th) year from the date of the installation of the new system, 50% of the cost of the system shall be reimbursed to the County.
- After the tenth (10th) year, the lien shall be considered satisfied, so long as all other established criteria and conditions are fulfilled and fully complied.

COMMISSIONER Schermerhorn SECONDED, AND THE SAME CARRIED.

ADOPTED THIS 7th DAY OF October, 2008, BY THE WADENA COUNTY BOARD OF COMMISSIONERS.

Orville Meyer, Chairman

ATTEST: _____
Charleen West, Auditor/Treasurer

Commissioners Reports:

Commissioner Meyer: Commissioner Stearns was attending Star Lakes Meeting today.

Commissioner Waldahl: None

Commissioner Harrison: Public Health Conference in Breezy Point. Reported interesting statics on climatic changes, etc.

Commissioner Schermerhorn: None

Commissioner Meyer: Water Plan Meeting at Menahga. Toured rain garden in parking lot at new Church in Menahga.

Jeff Adolphson, Assistant Highway Engineer, came to the Board with recommendations from Joel Uring, Highway Engineer, regarding replacement of windows and doors at the Wadena Highway Facility. He stated that due to the County's current financial situation, Mr. Uring recommended the work be done in phases completing some this fall and the rest the following

spring. Mr. Adolphson reported that there was currently \$35,000 in the budget; however, he recommended completing the first phase this fall at a cost of \$10,405 which was from the low bid received from Haataja Construction.

Chairman Meyer stated that this would be an energy preservation project.

Commissioner Waldahl questioned Ms. West as to the current cash flow and stated that perhaps this should be brought up at a Department Head Meeting and then brought back to the Board.

Ms. West responded that she and Mr. Gibson had met with the Department Heads regarding the cash flow concern. She added that she and Mr. Gibson had discussed the process and the timeliness of some situations. Ms. West suggested that possibly the Department Heads could come to she, as she was aware of current cash flow, and Mr. Gibson and if they felt it would be approvable by the Board, it could then come to the Board for final action.

Mr. Gibson added that the word “screening” would be used as opposed to “freeze”. He pointed out that prior to a Department Head spending any sum of money the question should be asked, could the spending be delayed so the money that was not spent now would be generating some interest income. Mr. Gibson questioned the Board as to whether they wanted every single purchase that was made to come before them.

Ms. West advised that it would involve timing, obtaining quotes, etc. before coming to the Board and that what was always brought before the Board would not change.

Motion by Waldahl, seconded by Harrison, to authorize the Highway Engineer to hire Haataja Construction to complete the following work for energy savings at a cost of \$10,405.00:

	<u>Estimated Cost</u>
Replace 4 front windows	
- Engineering Technician Room (1)	
- Engineers Office (2)	\$ 3,050
- Conference Room (2)	
Replace Front Door	\$ 4,455
Replace 2 Entry Doors	
- Engineering Technician Room	
- Lunch/Break Room	<u>\$ 2,900</u>
Total	\$10,405

Commissioner Harrison commented that the Board was juggling situations, however, they do have the responsibility of taking care of the County buildings and it would be wise to make energy savings.

Motion carried unanimously.

Mr. Adolphson requested Board approval of the final payment to Central Specialties, Inc for CSAH 23 work completed in 2007.

Motion by Harrison, seconded by Waldahl, to approve the final payment to Central Specialties, Inc., in the amount of \$72,353.90 for S.P. 80-623-14, CSAH 23 grading, base and bituminous work completed in 2007 from the north County line to CSAH 31, motion carried unanimously.

Mr. Adolphson provided a construction update to the Board on CSAH 23, which would be completed within the next few weeks.

The Board tabled the Agenda item regarding the Wadena County Vendor Policy.

Motion by Schermerhorn, seconded by Waldahl, to approve the renewal of the 2009 Life, Long Term & Short Term Disability, Accidental Death & Dismemberment and Long Term Care Insurance Policies through Ochs, Inc., motion carried.

Mr. Gibson informed the Board that there had been a considerable drop in the premium for Delta Dental Insurance coverage, as well as coverage improvement, which would benefit the employee. He added that it seemed timely and appropriate if the Board wanted to consider approval converting to the proposed Delta Dental Program contingent upon acceptance by the enrolled employees, as the Union contracts read that the employees have the right to accept or reject the change in coverage. Mr. Gibson suggested the motion to include approval contingent upon employee approval.

Motion by Schermerhorn, seconded by Waldahl, to approve the Delta Dental Plan Insurance coverage for 2009, contingent upon employee approval, motion carried.

The Board tabled re-appointment of the County Assessor until the following Board Meeting.

The Board set the following Regular and Adjourned future Board Meeting dates for December 2, 2008 and December 18, 2008.

Ms. West informed the Board that there had been a State-wide recount of the Primary Election results for the Minnesota Supreme Court, Associate Justice Seat 4 which had been held on September 17, 2008 and reflected no change. She added that since it had been 46 years since this had occurred, the action triggered the need to have a Joint Powers Agreement between the State of Minnesota/Secretary of State's Office and each County/County Auditor's Office to define how the recount would be provided. Ms. West pointed out that the County was reimbursed \$100, which did cover the Auditor's Office estimate expenses. She stated that the County Attorney did review the Agreement and stated that it looked in order. Ms. West recommended approval by the Board of the Joint Powers Agreement with the State of Minnesota.

Motion by Waldahl, seconded by Harrison, to approve the Joint Powers Agreement between the MN Secretary of State and Wadena County for the purpose of outlining the process of reimbursement to each county should there be a need for a State wide Election recount, motion carried.

Ms. West presented the Board with a renewal of the Flexible Benefit Plan Service Agreement

with Acclaims Benefit, which reflected no change from the current Agreement other than a reduction of the monthly fee from \$5.00 to \$4.75. She recommended Board approval of the renewal of the Agreement.

Motion by Schermerhorn, seconded by Waldahl, to approve the renewal of the 2009 Flexible Benefit Plan Service Agreement presented by Acclaims Benefit, motion carried.

Ms. West presented the Board with an invoice from Gibb's #10 Sales for the purchase of a 2007 Ford Explorer by the Sheriff's Department.

Mr. Gibson explained that historically the Jail generated a Canteen Fund for the Department to replace fax machines, copiers, etc. and in this case a vehicle specifically used by the Jail Administrator to pick up and drop off prisoners. He added that in the past the Sheriff had purchased this vehicle but two things need to be considered; this was prior to the Department Head Meeting and he now realizes it should be run through the Board prior to purchase. Mr. Gibson pointed out that Canteen funds and Forfeiture funds were paying for this vehicle.

Motion by Harrison, seconded by Waldahl, to approve payment of an invoice from Gibb's #10 Sales for a 2007 Ford Explorer purchased by the Sheriff's Department in the amount of \$14,452.00, motion carried.

Motion by Waldahl, seconded by Schermerhorn, to approve payment of the flooring estimate from Dave's Floor Covering, Sebeka in the amount of \$1,956.18 for linoleum to be installed in the Work Force Center area, motion carried.

The Board recessed at 10:00 a.m.

The Board reconvened at 10:15 a.m.

Mr. Gibson informed the Board of the progress on the HVAC Project stating that he had received the Energy and Waste Reduction Assessment Report prepared by the RETAP Team. He thanked Rin Porter, Verndale Sun, for providing a cover sheet as well as assisting in putting the report together. He stated that he was impressed with the things that could be done over a period of time without high expense that could have an affect on energy costs. Mr. Gibson stated that he had also had some professionals in to look at the Court House HVAC system and that the remark was made that by making some changes with some capital expenditure up front, it was felt that there could be a \$30,000 per year savings in energy with the new equipment that was available. He stated that he will have some suggestions as soon as the quotes are received.

Mr. Gibson also reported to the Board that he had met three times for negotiations with the Essential Unit and two times with the General Unit and that these Unions had requested that several items go to Mediation. He also reported that due to the hard times the Department Heads had consented to meet more often, perhaps monthly instead of quarterly.

Board consensus was for Department Heads to have purchases presented to Ms. West and Mr. Gibson for screening.

Mr. Gibson informed the Board that under the current Essential Unit Contract, for the Sheriff's Department, when an employee works a holiday the intent was that they receive a full 8 hour Holiday pay. He added that the way the contract was written was confusing as to whether an employee receives Holiday pay for the hours worked on the Holiday or for the full 8 hour shift. Mr. Gibson stated that the Sheriff's Department Administrative Assistant was reading the language as written and was only paying Holiday time for the actual hours worked, and as a result, \$3,224.00 in back pay was owed to Sheriff's Department staff. He pointed out that the Board had previously discussed this situation, but the Administrative Assistant did not feel comfortable processing the back pay until she received Board direction that this was the intent and to give direction to process the back pay.

Motion by Harrison, seconded by Waldahl, to confirm the intent of the Essential Unit Contract language stating that when working on a County holiday a full 8 hour Holiday pay would be received and to authorize payment of back pay to the Sheriff's Department staff that were paid only for hours worked instead of the full 8 hour Holiday pay, motion carried unanimously.

Mr. Gibson informed the Board that he had been working with Department Heads in dealing with several personnel issues which he had been able to resolve amicably. He added that these situations would be expected in a business this large.

Mr. Gibson informed the Board that the Master Plan was momentarily in limbo. He added that the part being worked on at this time was the HVAC and that it was critical that this be done now. Mr. Gibson stated that until we know where the funds will come from a lot had not been done.

Ms. West requested approval by the Board of a Property Tax Abatement for Clyde Makela to change his property classification from non-homestead to homestead, which would reduce his property taxes payable 2008. She stated that the County Assessor was not available to present this Abatement but had initiated it and was in agreement with this action.

Motion by Schermerhorn, seconded by Waldahl, to approve a 2008 Property Tax Abatement for Clyde Makela, parcel #17.350.0330, changing the classification from non-homestead to homestead, motion carried.

Chairman Meyer called for a Board consensus to inform South Country Health Alliance of Wadena County's payment plan for the second half cash call in November 2008.

Motion by Waldahl, seconded by Schermerhorn, to advise South Country Health Alliance of Wadena County's payment plan in the amount of \$25,000 per month starting November 2008, motion carried.

Ms. West added that she had discussed this Plan with the Social Services Director, Mr. Gibson and several Board members; the final monthly payment would be less than \$25,000; and this Plan would keep the cash flow more stable.

Motion by Harrison, seconded by Schermerhorn, to approve payment of the Board of Commissioner bills in the amount of \$124,724.79, motion carried.

Chairman Meyer closed the Regular Board Meeting at 10:35 a.m. for the purpose of discussing Negotiation Strategies.

Chairman Meyer reopened the Regular Board Meeting at 11:43 a.m.

Chairman Meyer adjourned the Regular Board of Commissioners Meeting at 11:45 a.m.

Charleen West, Auditor/Treasurer

Orville Meyer, Chairman