

WADENA COUNTY BOARD OF COMMISSIONERS ADJOURNED MEETING
MAY 22, 2008, 9:00 A.M.

The Wadena County Board of Commissioners Meeting was held on Thursday, May 22, 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.

Present: Commissioners Lane Waldahl, Dave Schermerhorn, Mary Harrison, and William Stearns. Also present was Consultant Mike Gibson.

Motion by Schermerhorn, seconded by Harrison, to approve the day's Agenda as amended to include n.) Auditor/Treasurer's request for approval of the hiring of the Accountant Assistant, motion carried.

Motion by Harrison, seconded by Waldahl, to approve the Board Meeting Minutes of April 28, 2008 and the Board Meeting Minutes of May 6, 2008, as presented, motion carried.

Mike Carr, Sheriff, and Tom Speed, Jail Administrator, came before the Board to discuss out-of-county boarding of prisoners.

Sheriff Carr reported that he and the Hubbard County Sheriff had come to an agreement on an Out-of-County Boarding Contract but he was recommending that it not be signed at this time due to the fact that the out-of county boarding was the lowest it had been in four years.

Mr. Speed reported that approximately two months ago they were boarding out 19 prisoners and over the past year there had been a minimum of 10 at all times during the year. He added that this year it had dropped down to four per day. Mr. Speed stated that he recommended to Sheriff Carr to hold off for a month or two as once the contract was signed, the County would be required to pay for the space whether or not it was used.

Sheriff Carr stated that he had discussed some strategies with Mr. Gibson. He recommended that when the County's out-of-county board expenses reach over \$100,000.00 Hubbard County would only charge \$50.00 a bed after that showing a commitment that the prisoners would be brought to their County, which the Hubbard County Sheriff was in agreement to.

Mr. Speed added that currently the housing out expenses were \$109,070 to May 1, 2008, which does not include medical.

Commissioner Stearns stated his concerned over the current expense of \$64,000 through April, and if that was taken times three it would be \$193,000 for out-of-county boarding, and there was only \$122,000 in the budget. He added that if you took the \$100,000 times three it would be \$300,000. He also expressed concerned over the budget report reflecting \$99,000 being spent from 911.

Ms. West added that reserves used were not reflected in the report as they were typically transferred in at the end of the year.

Mr. Speed informed the Board that prisoners that were mentally ill could no longer go into a State Facility, they were on high cost medications and soon after they enter the jail their medical assistance stops and the medications are the County's responsibility.

Chairman Meyer questioned if they had looked at the NaCO drug plan for jail prisoners.

Mr. Speed commented they had looked into this and it was helpful at larger facilities of 100 beds or more, but not necessarily for Wadena County.

Commissioner Stearns stated that the State currently paid the County \$30 per day for people who had been remanded back and questioned how many prisoners such as this were in the County's jail.

Mr. Speed responded that they currently had two to three.

Commissioner Stearns added that the State payment would be reduced to \$10.00 next year.

Mr. Speed replied that it would be reduced to \$9.08 per day however the State will pay for all medical expenses.

Sheriff Carr informed the Board that he had talked to Ed Miller, A'viands Food Service District Manager, stating that due to inflation they were requesting a 4.5% increase as of June 1, 2008 when the current Contract expired. Sheriff Carr stated that he informed Mr. Miller that his budget was on a calendar year and he did not have funds available in the 2008 budget for this increase. He added that Mr. Miller responded that if the County Board would approve an 18 month contract from June 1, 2008, through December 31, 2009, the increase would not be effective until January 1, 2009. Sheriff Carr pointed out that this would mean an increase of \$2,857.95 for 2009 for a total cost of \$66,367.95 for the food service.

Motion by Schermerhorn, seconded by Waldahl, to approve a Contract with A'viand's Food Service starting on June 1, 2008 through December 31, 2009, provided the 4.5% increase would not be effective until January 1, 2009, motion carried.

Kevin Stensrude, MIS Director, came before the Board to request approval to purchase an IBM System 15 from CPS to replace the current AS400 and migration services from the current provider of maintenance for a total cost of \$30,805.00. He added that the State had a contract for IBM equipment. Mr. Stensrude reported that funds had been reserved over the past 6 years for the purchase of this item and at present there was \$36,000 balance.

Motion by Waldahl, seconded by Harrison, to approve the purchase of a IBM System 15 from CPS and migration services from Service 400 through State Bid, to replace the current AS400 at a cost of the System 15 Server at \$27,805.00, labor for migration at \$3,000.00 for a total cost

including sales tax of \$30,805.00,

Mr. Stensrude commented the migration cost was a maximum amount and could be less depending on the time it takes to restore all data from the old server to the new one.

Chairman Meyer questioned what would happen if the purchase was delayed until December.

Mr. Stensrude reported that he had waited one year already and that he was seeing an unusual amount of growth on the hard drive space taken up in the last six months due to the Assessor's Office increased of the CAMA software. He added that we have grown to use up to 80% of the hard drive space and it was running out.

Motion carried unanimously.

Mr. Stensrude reported that Rick Schwartz, Wadena City Power, informed him that the City was considering a street project on Emerson Street in about three years and they were looking at moving power lines under ground. He pointed out that the problem being that the County's fiber cables from the Courthouse to Public Health and Social Services runs on the current power poles.

Mr. Stensrude stated that there were basically four options:

- 1) Pull fiber cable – if have enough spare cable in this building and don't think we have.
- 2) Buy more and splice the cable if possible (currently 10 years old).
- 3) Replace line to Social Services.
- 4) Use Conduit with City line

He added that the initial cost for the present cables done in about 1998, was \$20,000 and the cost now would be similar as it was used more prevalently. He stated that the Community College provided the labor when the initial installation was done.

Ms. West questioned whether wireless would work.

Mr. Stensrude stated it would work for 10 computers, but would not support 50, so this option would not work for us.

Chairman Meyer opened the Fee Public Hearing at 9:35 a.m. for the purpose of providing an opportunity for questions and comments regarding the proposed Wadena County fee changes.

Joel Ulring, Highway Engineer, presented information relating to a fee increase for a Highway Department Entrance Permit. He pointed out that presently a fee of \$250 damage/security deposit was being charged and when the Entrance was completed satisfactorily the \$250 was returned. Mr. Ulring proposed \$150 of the \$250 fee be retained to help offset costs.

Deana Skov, Zoning/Parks/Solid Waste Director, informed the Board that the Parks Board was proposing an increase to the County Parks camping fees from \$8 to \$10 a night per site. She added that, with the amendment of the County's Septic Ordinance, they were required to issue Operating Permits for holding tanks installed in the County. Ms. Skov stated that the Operating Permit would be renewable every three years and with the renewal they would be

required to pump the tank, check it for cracks, etc, and provide proof of this along with a \$10 fee. The fee would cover costs involved.

Karen Nelson, Public Health Director, had e-mailed Ms. West her proposed fee increase pertaining to Dental Varnish in the amount of \$20.00 per treatment. Her e-mail stated that no one was denied based on ability to pay, donations were accepted and that there should be at minimum the cost of the purchased supplies.

Motion by Harrison, seconded by Schermerhorn, to add the word "treatment" to the Dental Varnish Fee, motion carried.

Motion by Stearns, seconded by Waldahl, to approve payment for the first half 2008 Allocation to Todd Wadena Community Corrections in the amount of \$67,679.50, motion carried.

Motion by Waldahl, seconded by Schermerhorn, to approve replenishing postage in the Courthouse Postage Meter in the amount of \$5,000.00, motion carried.

Ms. West read a Resolution approving payment of additional capital to South Country Health Alliance.

Rin Porter, Verndale Sun, questioned who made the error, DHS.

Chairman Meyer responded that the State decided to pay the hospitals more and charge it to South Country Health Alliance without raising the rates.

**WADENA COUNTY
RESOLUTION APPROVING PAYMENT OF
ADDITIONAL CAPITAL TO
SOUTH COUNTRY HEALTH ALLIANCE**

The following Resolution was offered by Commissioner Schermerhorn and moved for adoption:

WHEREAS, the Counties of Brown, Cass, Crow Wing, Dodge, Freeborn, Goodhue, Kanabec, Morrison, Sibley, Steele, Todd, Wabasha, Wadena, and Waseca have formed a Joint Powers Board to implement and administer County-Based Purchasing for certain state and federal programs, which Joint Powers Board operates under the name "South Country Health Alliance" ("SCHA"); and

WHEREAS, the Minnesota Department of Human Services (DHS) in 2007 "rebased" in-patient hospitalization rates in an attempt to reallocate payments to hospitals statewide on the basis of those hospitals' cost structures, but the method chosen by DHS to implement this significantly increased the amount which SCHA was required to pay to its hospitals, but did not raise rates paid by the State to DHS commensurately, which cost SCHA between \$4,000,000 to \$6,000,000 in unreimbursed additional costs; and

WHEREAS, the method used by DHS to rate the risks of new members, including all of the members from the new counties, understated the actual health risks of those members, and therefore reduced payments due to SCHA, which also had a multi-million dollar adverse impact; and

WHEREAS, as a consequence, SCHA is anticipated to incur a loss of between \$6.8 and \$11 million dollars this year, and is expected to operate at a loss until the closing months of the year, when it may return to a break-even position; and

WHEREAS, this County has entered into a Guarantee Agreement by which it obligated itself to make additional cash contributions in order to meet solvency requirements; and

WHEREAS, this Board approved an Amended Joint Powers Agreement in 2006, whereby it agreed to make additional capital contributions if requested by the Joint Powers Board; and

WHEREAS, the Joint Powers Board has made an additional capital call at a special meeting of the Board of Directors of SCHA on May 12, 2008, and under the terms of the Joint Powers Agreement, this County's share of that contribution is \$587,489; and

WHEREAS, the capital call made by the Joint Powers Board provides for two payments, one in the amount of \$293,744.50 on May 27, 2008, with a second installment due on November 25, 2008.

NOW, THEREFORE, BE IT RESOLVED, that this County hereby approves a further capital investment of \$293,744.50 in SCHA.

NOW, THEREFORE BE IT RESOLVED, that the Wadena County Board of Commissioners will contribute a total of \$98,744.50 from its Solid Waste Fund Balance toward the installment of \$293,744.50 due to SCHA on May 27, 2008 and transfer the \$98,744.50 to the Social Services Fund for payment.

NOW, THEREFORE BE IT RESOLVED, that the Wadena County Social Services Board will contribute a total of \$195,000 from its Income Maintenance Fund Balance toward the installment due to SCHA on May 27, 2008.

BE IT FURTHER RESOLVED, that the Treasurer of this County is directed to make payment of the first installment to South Country Health Alliance, by wire transfer or by such other means as specified by South Country Health Alliance, not later than May 27, 2008.

BE IT FURTHER RESOLVED, that the Treasurer of this County is further directed to make payment of the second installment in the amount of \$293,744.50, or such lesser amount as may be later specified by South Country Health Alliance (should SCHA's financial circumstances improve to the point where a lesser amount is required by SCHA board action), by wire transfer or by such other means as specified by South Country Health Alliance, not later than November 25, 2008.

Seconded by Commissioner Waldahl and the same being put to a vote was duly carried.

This Resolution shall become effective immediately and without publication.

Adopted by the following vote: Ayes -5 Nays -0

Dated this 22nd day of May, 2008.

Attest: _____

Auditor/Treasurer

Chairman

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Commissioner Meyer commented that it was SCHAs intent to be in the black by the end of the year.

Motion carried unanimously.

Ms. West requested Board direction on the 2009 budgets.

Board consensus; tentative direction was to strongly encourage Department Heads to budget a zero percent increase in their 2009 budgets.

Commissioner Harrison informed the Board that she had been contacted by the Initiative Foundation requesting the County act as fiscal agent for an Initiative Foundation grant applied for by the Old Wadena Society from the Staples Community Foundation in the amount of \$2,000. She added that the funds would be used towards the construction of the wet-walk in Old Wadena Park. Commissioner Harrison added that they had previous used NJPA but were not completely comfortable with this.

Motion by Stearns, seconded by Schermerhorn, to approve the request by the Old Wadena Society to use Wadena County as fiscal agent pass-through for an Initiative Foundation grant in the amount of \$2,000.00, motion carried.

The Board set the following dates for future Board Meetings: July 1, 2008, July 24, 2008, August 5, 2008 and August 21, 2008.

Chairman Meyer closed the Public Fee Hearing at 10:05 a.m.

Motion by Waldahl, seconded by Harrison, to approve the following County fees changes:

| | <u>Previously</u> | <u>Change to</u> |
|------------------------------------|-------------------|--------------------------------------|
| Highway Department Entrance Permit | \$250-refundable | \$250 & retain \$150 to offset costs |
| Parks Camping Fees | \$8 | \$10 |
| Solid Waste Operating Permits | N/A | \$10 every 3 years to renew |
| Public Health Dental Varnish | N/A | \$20 per Treatment |

Motion carried.

The Board recessed at 10:05 a.m.

The Board reconvened at 10:15 a.m.

Joel Ullring, Highway Engineer, came before the Board at 10:15 a.m. to open sealed bids for the CSAH 23 SP 80-623-013 Reconstruction Project and CP 80-104-08 Bituminous Overlay Project.

CSAH 23, SP 80-623-013 Grading, Aggregate Base and Bituminous Surfacing. The following bids were received:

| <u>Name of Bidder</u> | <u>Amount</u> |
|---------------------------------------|----------------|
| Engineer's estimate | \$1,322,207.23 |
| Central Specialties, Inc., Alexandria | \$1,362,708.16 |
| Knife River Corporation, Sauk Rapids | \$1,312,698.44 |
| Lakes Paving, Detroit Lakes | \$1,475,296.35 |
| Mark Sand & Gravel Co., Fergus Falls | \$1,231,806.94 |
| Tri City Paving, Little Falls | \$1,284,093.64 |

CR 104, CP80-1004-08 Aggregate Base and Bituminous Surfacing. The following bids were received.

| <u>Name of Bidder</u> | <u>Amount</u> |
|--------------------------------------|---------------|
| Engineer's estimate | \$279,989.00 |
| Central Specialties, Alexandria | \$372,303.09 |
| Knife River Corporation, Sauk Rapids | \$337,789.02 |
| Lakes Paving, Detroit Lakes | \$410,324.50 |
| Mark Sand & Gravel Co., Fergus Falls | \$360,715.89 |
| Tri-City Paving, Little Falls | \$327,004.30 |

Mr. Ulring presented the Board with the Driveway and Entrance Policy for their review and requested an adoption of this policy as presented with future consideration of adopting it as an ordinance for stronger enforcement.

Motion by Stearns, seconded by Harrison, to approve the recommendation by the Highway Engineer to adopt the Driveway and Entrance Policy and that the Highway Engineer work with the County Attorney to set up the proper procedures to adopt said policy as an Ordinance, motion carried.

Mr. Ulring recommended the approval of the Thomastown Township Road Maintenance Agreement.

Motion by Waldahl, seconded by Schermerhorn, to approve the Highway Engineer's request to accept Thomastown Township's proposal to maintain 6 ½ miles of CR 114 and CR 124 in-lieu of the County Highway Department maintaining the roads at a cost of \$1,000/mile per year, with one payment in 2008 of \$4,333.33 and a second payment in 2009 for \$6,500.00, motion carried.

Mr. Ulring informed the Board more work was needed on 1 ½ miles of CSAH 2 north of Hwy 10 on County 124 before turn back to Thomastown Township. He added that the Township was willing to maintain this road as well.

Motion by Schermerhorn, seconded by Stearns, to approve the Highway Engineer's recommendation to approve Thomastown Township's proposal to maintain 1 ½ miles of CSAH2 north of Hwy. 10 on County 124 at a cost of \$2,500.00, motion carried.

Mr. Ullring requested a workshop with the Board to discuss transportation issues and a long term capital improvement plan for the Highway Department.

The Board set a Special Board Meeting for July 17, 2008 at 9:00 a.m., to meet with Mr. Ullring to discuss a Highway Department Capital Improvements Plan. Board consideration was also given to the possibility of including, in that meeting, discussion of the 2009 Proposed Budgets.

Mr. Ullring updated the Board on the SAP 809-621-10 CSAH 21 project. He stated that a public informational meeting was held in Menahga regarding this project and that bid opening would be held in February or March 2009.

Mr. Ullring informed the Board that he had been contacted by Todd County regarding CSAH 3 east of Staples where it intersected with Todd County Road 83 which extends southward down to the new Lakewood Hospital. He stated that there has been a much larger amount of traffic due to the hospital and Todd County would be installing a turning lane and bypass lane. Mr. Ullring added that the Wadena County Highway Department was in agreement to participate in this and that Lakewood Hospital would be contributing to this project in the amount of \$5,000. He added that the Todd County maintenance crew would be completing the work, this was a State Aid route and State Aid Construction funds were available.

Motion by Stearns, seconded by Schermerhorn, to advance \$125,00.00 of 2008 Tax Revenue to the General Revenue Fund retroactive to May 9, 2008; to be reimbursed prior to distribution of May 15, 2008, Tax Settlement by the County Auditor/Treasurer, motion carried.

The Board reviewed an informational letter from the Department of Veterans Affairs regarding a summary of Wadena County Veteran benefits.

The Board reviewed information from the Region 5 Development Commission pertaining to a Rural Healthcare Summit presented by Rural Minnesota Healthcare. They will contact the Public Health Director for further information.

Deana Skov, Zoning/Parks/Solid Waste Director, came before the Board to request approval of the Park Board Meeting minutes.

Motion by Harrison, seconded Waldahl, to accept the Park Board Minutes, motion carried.

Ms. Skov informed the Board of an Ordinance Amendment regarding hunting within park camp ground areas. She added that this was addressed at the Parks Board Meeting as a Public Hearing.

Commissioner Schermerhorn commented that 100' off the mowed area was considered as the confines of the Park.

Chairman Meyer questioned whether this could include bow.

Ms. Skov responded "yes".

Chairman Meyer stated a concern that the amendment should state that there be only elevated stands.

The Board held discussion regarding hunting near campsites. The Board recommended Ms. Skov have the County Attorney review the proposed Ordinance Amendment to provide correct language and return to the Board during their June 3, 2008 Board Meeting.

Bob Johnson, State Auditor's Office, Moorhead, came before the Board to review changes in auditing standards. He stated that one change dealt with Auditing Standard #114; the State required their spending more time with the County Board. Mr. Johnson informed the Board that the plan was to have a County Governance Entrance Conference and Final Exit Conference. Mr. Johnson reviewed a handout of auditing stands with the Board and pointed out that there needed to be sufficient documentation monitoring internal controls and establishing the communication requirements with individuals responsible for your organizations governance which was considered to be the County Board as well as the managers the County Board has delegated, including the Auditor and financial people. He informed the Board that they needed to designate a qualified management level individual to be responsible and accountable for overseeing their services.

Chairman Meyer called for a motion to designate an individual to be responsible and accountable for overseeing the County's auditing services.

Motion by Waldahl, seconded by Harrison, to designate Char West, Auditor/Treasurer, to be responsible and accountable for overseeing County auditing services, motion carried unanimously.

Mr. Johnson informed the Board that he had met with the County Auditor and people responsible for financial reporting and have come up with a detailed plan on what needed to be prepared by the County for the 2007 audit.

Ms. West requested Board approval of the appointment of Keona Snedker to the Auditor's Office Accounting Assistant position. She reported that she had received 48 applications for the position.

Motion by Harrison, seconded by Stearns, to approve the appointment of Keona Snedker to the Permanent Part-time Auditor's Office Accounting Assistant position, 32 hours per week, Grade 49, Step 1 at \$10.98 per hour as of June 2, 2008,

Commissioner Waldahl commented that the Board did not approve two other Department requests for hiring and that a hiring freeze had even been mentioned, so he was somewhat hesitant about this hiring.

Chairman Meyer stated that this was part of a State requirement.

Ms. West commented that the other option would be to pay the State Auditor's to complete the required work.

Commissioner Stearns stated that it would cost the County a lot more per hour for the State Auditors to do the required work.

Motion carried unanimously.

Commissioners Reports:

| | |
|---------------------------|--|
| Commissioner Stearns | Ottertail Wadena Community Action Council |
| Commissioner Schermerhorn | None |
| Chairman Meyer | None |
| Commissioner Harrison | Wadena County Fair Board; Professional Landscape Designer involving the use of 4-H Club and Master Gardeners Huntersville Township; sponsor the Trail Clubs who are applying for a Trail Enhancement Grant Kitchigami Regional Library; second attempt to Restructure the old Joint Powers Agreement. |
| Commissioner Waldahl | Todd Wadena Community Corrections 800 Mhz; State was going to 800 Mhz by 2013, County wide ban will be turned off 1/1/2013, no need for towers in Wadena County, County expense for 800 Mhz would be 2 to 2.3 million; narrow ban would be about \$225,000, when GeoCom receives final plan and dollar amount, they will return to the Board. Bell Hill Recovery Center; can not make improvements Until electrical problems corrected, waiting for Attorney to complete paper work |

Chairman Meyer recessed the Board of Commissioners Meeting at 11:40 a.m.

Chairman Meyer convened at 11:43 a.m. a Closed Board Meeting for the purpose of strategizing for 2009 Wage Negotiations. Present were Chairman Meyer, Commissioners Stearns, Schermerhorn, Harrison and Waldahl, Consultant Mike Gibson and Auditor/Treasurer Char West.

Chairman Meyer adjourned the Closed Board Meeting at 12:36 p.m.

Chairman Meyer reconvened the Board of Commissioners Meeting at 12:38 p.m.

Motion by Harrison, seconded by Schermerhorn, to amend original motion of October 18, 2007, "Motion by Meyer, seconded by Schermerhorn, to approve the appointment of David Selisker to fill vacant Appraiser position at a Grade 52, Step 2, after the completion of the six month probationary period to move to Step 3 and the completion of 12 months employment to move to Step 4 with a start date of October 22, 2007, motion carried." to state "set starting salary at Step 3, Grade 52, as of start date of October 22, 2007" and authorize payment of back pay to start date, motion carried.

Karen Nelson, Public Health Director, came before the Board requesting approval to set the salary for Mary Pieper, PHN.

Motion by Stearns, seconded by Schermerhorn, to approve the request by the Public Health Director to hire Mary Pieper, PHN, and set the salary at Grade 54, Step 7 at \$24.00 per hour, full time effective July 1, 2008, motion carried.

Ms. Nelson informed the Board of the following Public Health Disaster drills for the summer of 2008: June 4 - State Communication; pretend that all communication in the metro is lost and will do their communication through St. Cloud; all 87 Counties will be contacted and asking them to respond in some way; June 24 - Regional Distribution Node: July 16 - Minnesota Department of Health Pre-Pan Flu Vaccine.

Mr. Urling returned to the Board with the recommendation to accept the low bid for CSAH 23 SP 80-623-013 from Mark Sand and Gravel at a cost of \$1,231,806.94.

Motion by Waldahl, seconded by Harrison, to accept the low bid as recommended by the Highway Engineer for CSAH 23 SP 80-623-013 received from Mark Sand and Gravel at a cost of \$1,231,806.94, motion carried.

Mr. Urling informed the Board that the low bid from Tri City Paving for CR 104, CP 80-104-08 was about 17% over the engineer's estimate. Mr. Urling expressed his concern since this would be paid from local funds and requested to review the budget and table the decision until the Board Meeting of June 3, 2008.

Motion by Stearns, seconded by Schermerhorn, to approve payment of the Board of Commissioner bills in the amount of \$156,009.86, motion carried.

Chairman Meyer adjourned the Board of Commissioners Meeting at 1:00 p.m.

Charleen West, Auditor/Treasurer

Orville Meyer, Chairman