

**WADENA COUNTY BOARD OF COMMISSIONERS ADJOURNED BOARD  
MEETING OCTOBER 21, 2009/9:00 A.M.**

The Wadena County Board of Commissioners Meeting was held on Wednesday 21, 2009, 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 Dave Schermerhorn and the pledge of allegiance to the flag was said.

Also present: Commissioners Rodney Bounds, Lane Waldahl, Ralph Miller, William Stearns, and Auditor/Treasurer Char West.

Motion by Stearns, seconded by Miller, to amend the day's Agenda to include 9:15 a.m. Deana Skov, Zoning/Parks Director – Low Income Grant Application, 9:30 a.m. Mike Carr, Sheriff – K-9 donations, f.) Appoint Workforce Center Lease Negotiation Committee, g.) AMC Voting Delegate Appointment, h.) Health Insurance Committee Update, and i.) Correspondence to the Board -Verndale Economic Development Authority, motion carried.

Commissioner Miller commented he was absent during the October 16, 2009 Board Meeting due to it being a closed meeting; he had a conflict of interest on the subject and was unaware of the open session after the closed meeting and requested the Board accept his apology.

Motion by Stearns, seconded by Miller, to approve the Board Meeting Minutes of October 6, 2009, and the Special Board Meeting Minutes of October 16, 2009, as presented, and Commissioner Miller's comments, motion carried.

Chairman Schermerhorn read highlights of a draft of an Agreement between the International Union of Operating Engineers Local No. 49 Union and Wadena County which the membership voted to accept on October 15, 2009; 2010 members would receive a \$500 lump sum payment by January 8, 2010, *voted to decline the \$500 lump sum payment as a way to help the County in 2010*; 2011 and 2012 was subject to salary re-opening, *which was accepted*; benefits of 2010, 2011 and 2012- ½ of the annual increase in \$200 deductible health insurance premium would be paid by the County, *which was accepted*; 2010, 2011 and 2012-25% of accumulated sick leave upon termination be placed in a Health Care Savings Plan, *which was accepted*; holiday – 2010 members agreed to exchange Columbus Day for the day after Thanksgiving, *which was accepted*, and Me Too clause, *which was accepted*. He pointed out that this was an update for the Commissioners and Press that were absent during the October 16<sup>th</sup> Board Meeting.

The Board expressed appreciation to the Local 49er's for their as well as their willingness to work together for the benefit of the County.

Karen Nelson, Public Health Director, came before the Board to inform them that they had recruited a replacement for the Public Health Nurse that resigned as of October 2<sup>nd</sup>; she requested Board approval of the appointment of Julie Brink.

Motion by Waldahl, seconded by Bounds, to approve the appointment of Julie Brink, full time PHN, Grade 54, Step 7, \$24.00 per hour, effective October 22, 2009, motion carried.

Ms. Nelson informed the Board of the EMS Meeting that she and Commissioner Waldahl had attend pointing out that it was the Joint Disaster Preparedness Task Force Meeting and the primary item on the agenda was a required drill of their mass dispensing plan. She added that it was an excellent drill with a very complicated mass dispensing scenario since the vaccine was coming in sparse amounts.

Commissioner Waldahl added that this flu had been designated Pandemic world wide and Minnesota had also declared it wide-spread; school absenteeism was way up and the purpose of the meetings were so the necessary people would be prepared.

Deana Skov, Zoning/Parks Director, requested approval of a Low Income Grant to install a residential septic system on Stocking Lake. She added that the Committee was recommending approval of this grant in the amount of \$5,990.00.

#### RESOLUTION

COMMISSIONER Stearns 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 8, Township 137 North, Range 33 West, Orton Township, Wadena County, described as: Fractional Lot 1 except the West 16 rods of the North 25 rods, and having parcel number 09-008-2030; 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 \$7,225.00, 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 620<sup>th</sup> Ave., Wadena, MN 56482; and

BE IT ALSO RESOLVED, the County of Wadena authorizes the placing of a Mechanic's Lien for said installation, on the property described above, in the amount of \$7,225.00 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 (5<sup>th</sup>) and the seventh (7<sup>th</sup>) 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 (7<sup>th</sup>) and tenth (10<sup>th</sup>) 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 (10<sup>th</sup>) year, the lien shall be considered satisfied, so long as all other established criteria and conditions are fulfilled and fully complied.

COMMISSIONER Waldahl SECONDED, AND THE SAME CARRIED.

ADOPTED THIS 21<sup>st</sup> DAY OF October, 2009, BY THE WADENA COUNTY BOARD OF COMMISSIONERS.

\_\_\_\_\_  
David Schermerhorn, Chairman

ATTEST: \_\_\_\_\_  
Charleen West, Auditor/Treasurer

Motion by Waldahl, seconded by Bounds, to approve the placing of a Mechanic's Lien in the amount of \$7,225.00 from October 14, 2009, for a septic system on fractional Lot 1, except the westerly 16 rods of the north 25 rods, Section 8, Twp. 137 North, Range 33 West, Orton Township, PID #09-008-2030, which was approved for a Low Income SSTS Grant for a septic system installed on October 14, 2009, motion carried.

Ms. Skov recommended two re-appointments to the Planning Commission and Adjustment Board, Rueben Raatikka and David Schissel; both appointments expire the end of October 2009. She added that both gentlemen were willing to serve another term.

Motion by Waldahl, seconded by Stearns, to approve the re-appointment of Rueben Raatikka and David Schissel to the Wadena County Planning Commissioner and Adjustment Board for three year terms, motion carried.

Ms. Skov informed the Board that the landing at Cottingham Park had been completed.

Ms. Skov informed the Board that the Parks Department had received several donations for a memorial bench in memory of Dave Mattila to be place in the Old Wadena Park. She pointed out that the donations were insufficient to place the type of bench that was discussed in the Park and the Old Wadena Society had requested they take on this project for the County. Ms. Skov stated that she was recommending the Board approve the release of the funded donations for this bench to the Old Wadena Society who would raise additional funds to complete the project thus allowing them to place the bench at the Park.

Motion by Miller, seconded by Waldahl, to approve the release of \$130.00 in donations received by the Wadena County Parks Department for the placement of a bench in the Old Wadena Park in memory of Dave Mattila, to the Old Wadena Society, so the project may be completed, motion carried.

Sheriff Mike Carr came to the Board to inform them of the retirement of their K-9, Danny, after seven years of service to the Department. He added that the Department had raised \$7,500 in donations which he was requesting be put into a reserve to be used towards the cost of replacing the K-9, which was approximately \$15,000. Sheriff Carr pointed out that the dogs come from Czechoslovakia.

Motion by Waldahl, seconded by Miller, to establish a reserve account for donations received for the replacement of the current Sheriff's Department K-9 unit dog, motion carried.

Motion by Waldahl, seconded by Stearns, to amend the 2009 Sheriff's Department #201 budget to reflect an increase in expenditures of \$7,500 for reserve expenses relating to the replacement of the Sheriff's Department K-9 dog, motion carried.

Sheriff Carr informed the Board that the Wadena Elks Club had donated \$1,000 towards the replacement of the K-9 dog; they had since received information that restricted them from donating to a Sheriff's Department but the funds could be donated directing to the handler for the cost of the dog. He requested Board approval to refund the \$1,000 donation to the Wadena Elks Club.

Motion by Bounds, seconded Waldahl, to approve the refund of the \$1,000 donation received from the Wadena Elks Club for the replacement of the Sheriff's Department K-9 dog so that the Wadena Elks Club could then redirect the \$1,000 donation towards the dog handler's expenses incurred for the replacement of the Sheriff's Department K-9 dog, motion carried.

Sheriff Carr pointed out that if he was not able to secure sufficient funds for the replacement of the K-9 dog, the donations would then be returned to the donors.

Ken Moyer came before the Board stating his concern over comments made at the previous Board Meeting as to whether he and several other Highway Department employees were in attendance on their own time. He stated that they were on their own time and as a taxpayer they should be attending the meetings.

Chairman Schermerhorn questioned Mr. Moyer as to whether there was a chain of command in their workplace and whether his absence form was signed ahead of time or after the fact.

Mr. Moyer responded that the form was signed by his supervisor ahead of time. He stated that he felt there should be an apology.

Discussion was held as to the procedures followed by Highway Department staff in taking time off.

Commissioner Stearns stated that Mr. Moyer's Department Head did not know Mr. Moyer had the day off. He pointed out that County employees were held to a different standard than a regular taxpayer and if he disagreed with anything there was a set procedure in the Personnel Policy that needed to be followed.

Commissioner Waldahl added that there was a grievance procedure to follow in the Personnel Policy and the Chain of Command needed to be followed.

Mike Gibson, Consultant, stated that the County Personnel Policy was vague and had some contradictions in it but if an employee was unhappy they needed to follow the Chain of Command.

Mr. Moyer stated that he, Vern Kemper and Joe Pierce had met with Mr. Ulring but none of their concerns were ever addressed.

Commissioner Waldahl recommended the Personnel Committee review the Personnel Policy and update it as needed.

Ms. West informed the Board that Sean Uselman, Building Services Director, was unable to attend the Board Meeting but was requesting approval of the proposal submitted by Nardini Fire Equipment Company for Wadena County's annual fire inspection services. She stated that Mr. Uselman had pointed out that there were no changes in cost or services from the previous year.

Motion by Stearns, seconded by Waldahl, to accept the proposal submitted by Nardini Fire Equipment for Wadena County's Annual Fire Alarm inspection, motion carried.

Chairman Schermerhorn rescheduled the December 1, 2009 Meeting Date to start at 3:00 p.m. instead of 9:00 a.m. so that the time set aside for public input of the County's 2010 Budget and Levy could be held at 6:00 p.m., as required.

Ms. West informed the Board that the Management Team had designated a sub-committee to review and give recommendation on various Department fees. She request the Board postpone the previously set November 3, 2009 Fee Public Hearing until the sub-committee had a recommendation available for the Hearing.

Chairman Schermerhorn cancelled the November 3, 2009 Fee Public Hearing until a future date.

Chairman Schermerhorn appointed Commissioner Ralph Miller and himself to the 2010 Workforce Center Lease Negotiation Committee.

The Board discussed the need for a replacement of Joel Ulring, Highway Engineer, as an AMC Voting Delegate.

Commissioner Waldahl and Ms. West, Health Insurance Committee members, provided an update of the recent activities of the Committee. They reported that an employee survey would be distributed the following week requesting input pertaining to several coverage options; a report would be provided to the Board during the November 3, 2009 Board Meeting.

The Board recessed at 9:58 a.m.

The Board reconvened at 10:16 a.m.

The Board reviewed a letter they had received from the Verndale Economic Development Authority advising they were withdrawing their offer of \$15,000 to purchase the Wadena County Highway Department Shop No.2 Parcel #21.019.4100 in Verndale with the understanding that the parcel was no longer for sale. The letter pointed out that, in the future, if Wadena County no longer utilized the Shop, the City of Verndale EDA would like the opportunity to purchase the property.

#### Commissioners Reports:

Commissioner Waldahl: Health Insurance Meeting; SHIP – the Emporium would be developing a Community Kitchen; NJPA; Emergency Management Services Meeting.

Commissioner Bounds: Fair Board Meeting – they were working on the Midway; Otter Tail Community Action Council.

Commissioner Miller: Fair Board Meeting, Otter Tail Community Action Council.

Commissioner Stearns: SWCD – West Central Telephone Association received a \$17,042 Challenge Grant for a pervious parking lot at their new Menahga office; SCHA; Four–County Solid Waste Collaborative Meeting.

Commissioner Schermerhorn: None

Commissioner Stearns, Highway Department Liaison, distributed a handout entitled “Highway Department Continuation Plan Effective 10/24/09”. He stated that with the resignation of Joel Ulring, Highway Engineer, he had met with Chairman Schermerhorn, Mr. Ulring and Jeff Adolphson, Assistant Highway Engineer, to discuss the Highway Departments operations until a new Highway Engineer could be hired. Commissioner Stearns pointed out that the groups’ consensus was to request a neighboring County loan them their Professional Engineer (P. E.) for 4-8 hours per week. He added that he had contacted Otter Tail County regarding this request but Otter Tail County was in a different DOT District than Wadena County and that Todd County was in Wadena County’s MnDot District. He stated that Todd County would be willing to lend their Assistant Engineer, Ryan Oden, who was a licensed P.E.; he could possibly represent Wadena County at the AMC Conference.

Chairman Schermerhorn and Commissioner Waldahl pointed out they had also had discussions with several Todd County Commissioners about the possibility of Todd County loaning their licensed P.E. to Wadena County during the interim prior to filling the Highway Engineer position.

Commissioner Stearns added that Todd County was willing to loan out Mr. Oden at approximately \$40.00 per hour for up to one day per week; he would not be in the chain of command or deal with human resource issues; he would represent Wadena County at the TAC

Committee; contract would have to end on or before March 12, 2010 as spring construction opened up then. He stated that he had questioned Todd County as to the possibility of sharing their Highway Engineer permanently, but they did not appear to be interested in the request. Commissioner Stearns pointed out that when the Highway Engineer position was previously vacant the Board held a working meeting to discuss various options that were available; County Engineer, County Administrator, County Coordinator/Engineer; by statute a County Engineer was required. He concluded that the handout represented his recommendation as Liaison, which he felt he should bring to the Board in light of the limited time available. Commissioner Stearns reviewed the chain of command; Mr. Adolphson would serve interim Department Head, Vern Kemper as Maintenance Foreman, himself as Liaison and Chairman Schermerhorn as Board Chair.

Discussion was held regarding the possibility of Mr. Oden being available as a resource; District State Aid Engineer, Calvin Howison, would be capable of answering questions; other resources available to assist the Highway Department.

Mr. Ulring pointed out that all was in order at present and there should not be any problems unless something unforeseen came up; the plans for 2010 were ready to go. He added that there were not a lot of documents requiring a P.E.'s signature and that Mr. Adolphson was capable of addressing the partial payment documents.

Commissioner Stearns pointed out that there were several issues the Board needed to address that day such as naming Mr. Adolphson as interim Department Head as well as acting on Todd County's offer, if the Board felt comfortable with this.

Commissioner Bounds questioned the need to act on Todd County's offer that day and suggested contacting Hubbard County or other counties.

Mr. Ulring pointed out that Hubbard County was not in Wadena County's MnDOT District; Cass County and Crow Wing County were in the same MnDOT District as Wadena County.

Board discussion was held regarding the need to appoint Mr. Adolphson as interim Department Head; the need to have a licensed P.E. available to the Wadena County Highway Department; the Todd County Assistant Highway Engineer could represent Wadena County at the AMC Conference in December; following the State's avocation of the consolidation of County Departments and collaboration between counties.

Motion by Waldahl, seconded by Miller, to appoint Jeff Adolphson as interim Department Head of the Wadena County Highway Department; Chain of Command - Commissioner Stearns, Liaison, Chairman Schermerhorn, Ryan Odden, Todd County Assistant Highway Engineer, and Calvin Howison, District State Aid Engineer; and the "Highway Department Continuation Plan Effective 10/24/09" handout with the inclusion of the State Aid Engineer, motion carried.

Commissioner Waldahl pointed out that he felt the Board needed to start the process of replacing Mr. Ulring as soon as possible.

Chairman Schermerhorn added a “Board Discussion Session” relating to the filling of the Highway Engineer position as an agenda item during the November 3, 2009 Board Meeting.

Commissioner Stearns pointed out that several Commissioners had suggested contacting other counties within the Region 5 TAC Committee area to inquire about their interest in sharing a Highway Engineer; he recommended the Auditor/Treasurer send a letter to each one of the four counties; Cass, Crow Wing, Morrison and Todd, requesting their consideration of doing such.

Mr. Ulring presented the Board with the following quotes for the maintenance of 34 miles of road designated within Aldrich and Wing River Townships:

<u>Contractor</u>	<u>Summer Blading</u>	<u>Winter Plowing</u>	<u>Rate/Hour</u>
Josh Nanik	\$90.00	\$90.00	\$80.00
Corbin Pickar Excavating	\$87.50	\$95.50	\$70.00
Braaten Aggregate, Inc.	\$95.00	\$120.00	\$75.00
D & J Excavating	\$70.00	\$70.00	\$65.00

Mr. Ulring recommended for approval by the Board the quote from D&J Excavating for the work contingent upon them providing the required certificate of insurance and signing of an agreement.

Commissioner Miller stated that he had received a letter from the Chairman of Aldrich Township stating that she had received letters from residents against out-sourcing of the road maintenance and possibly delaying action.

Commissioner Bounds stated that he had some of the same thoughts; with a 5-year contract he would rather wait to see what the new engineer wanted to do as the Maintenance Foreman already had a plan figured out.

Commissioner Waldahl stated that he had also received comments from Aldrich Township requesting that this be tabled as future business.

Commissioner Stearns stated that in order to move things along he would make a motion.

Motion by Stearns to outsource the road maintenance of 34 miles of road designated within Aldrich and Wing River Townships and to accept the low quote for the maintenance from D&J Excavating;

Chairman Schermerhorn called for a second to the motion three times; as a second to the motion was not received, the motion died for lack of a second.

Mr. Ulring thanked the contractors in attendance for presenting their quotes.

Mr. Ulring informed the Board that the Road Maintenance Agreement between Wadena County and the City of Wadena had been approved by the City. He pointed out that similar Agreements with the City of Staples and Thomastown Township were still pending as they needed to be

taken it to their Boards, but Mr. Adolphson would bring them before the Board within the next several weeks. Mr. Ullring requested Board approval of the City of Wadena's Road Maintenance Agreement.

Motion by Stearns, seconded by Waldahl, to approve the City of Wadena 2010 Road Maintenance Agreement;

Commissioner Miller questioned whether this was a typical Agreement and questioned what the compensation was.

Mr. Ullring responded that it was a typical agreement and that under this Agreement the City of Wadena would be better compensated for the work provided. He pointed out that the compensation was \$1,600 per mile for the streets and \$3,200 per mile for the downtown streets due to the business district traffic, for a total compensation of \$6,928. Mr. Ullring added that the Agreement included snow plowing, street sweeping, minor pot hole patching, storm sewer cleaning; basically all the maintenance except for overlays, chip seals etc.; the City had to haul the snow away.

Motion carried.

Mr. Ullring informed the Board that the December 1, 2009 bid opening date for the Bride #269 replacement, SP 80-602-08 had to be postponed; Mr. Adolphson would contact Ms. West as to the scheduling of a future bid opening time.

Mr. Ullring informed the Board that the pneumatic post installer that was used for installing sign posts, needed to be replaced as it was no longer repairable; cost for the replacement was approximately \$1,500.00.

Jay Perius, Wadena County resident, came before the Board regarding an approach onto CR 4. Mr. Perius stated that he had discussed the approach with Mr. Ullring; they agreed it was a dangerous approach; Mr. Ullring provided another culvert allowing him to install a new approach with the stipulation that the old approach be removed. He stated that his daughter owned the property where the new approach was located but she may be selling the property so it may be hard for him to use the second approach. Mr. Perius stated that he was requesting to leave the old approach in for his convenience; the approaches were 560' apart and both were on CR 4.

Mr. Ullring stated that from a safety standpoint it was best to reduce the number of accesses to a property and have a shared approach; since the property had not sold yet, he would stay with his original recommendation of removing the original approach.

Further discussion was held regarding the location of the two approaches.

Motion by Stearns, second by Miller, to allow both approaches to Jay Perius property on CR 4,

Commissioner Waldahl stated that his only concern was that an Agreement was in place.

Motion carried unanimously.

The Board recessed at 11:15 a.m.

The Board reconvened at 11:34 a.m.

Mike Gibson, Consultant, and Mike Hanen, Otter Tail County Solid Waste Director, came before the Board to provide a Solid Waste report.

Mr. Gibson introduced Lana Zander, Long Prairie Sanitation Service, who was requesting Board approval of a Wadena County Haulers License for her business as they had received requests to provide the service in Wadena County since Killian Sanitation had sold out.

Commissioner Stearns pointed out that the concern was that Wadena County's waste loads needed to be delivered to the Perham Incinerator so the County received credit for the tonnage. He added that mixed loads would also be a concern for the County.

Ms. Zander responded that they planned on hauling several loads to determine the amount of waste from the City of Staples and Wadena County; the waste would then be hauled to Todd County Transfer Station which also was delivered to the Perham Incinerator.

Mr. Hanen stated that Otter Tail County had a similar situation where the haulers pick up on both sides of the borders; they requested a list of the number of customers in Todd County and how many in Otter Tail, which could be done in the City of Staples. He added that the truck could then be weighed before and after delivering the waste which would provide a starting point.

Motion by Stearns, seconded by Miller, to approve the Application for a Wadena County Hauler's License for Long Prairie Sanitary Service, Inc., motion carried.

Mr. Gibson updated the Board on the new waterline replacement options at the Transfer Station; it was suggested that a price be obtained if the Highway Department installed the waterline in a dug trench, which would be approximately \$570 for the labor; he did not have an estimate on the materials but estimated it to be approximately \$1,000 to \$1,100. He added that he had also receive quotes from Johnson & Son Well Drilling and Dan Gilster Excavating who could directionally drill under the building and come up into the heated part of the building for a cost of \$2,091.61; this would be the most ideal and efficient way to install the waterline.

Motion by Waldahl, seconded by Bounds, to accept the quote from Johnson & Son and Gilster Excavating in the amount of \$2,091.61 to directionally drill and install a new Transit Station waterline; copper line in a plastic tube so it would not freeze, motion carried.

Mr. Gibson updated the Board on the Transfer Station Office remodeling. He stated that he had received a quote of \$6,748.60 for desks and materials; however, if the existing desks were used with another desk of like material, as well as a door they already had, the cost could be reduced

by \$2,438.32. Mr. Gibson stated that he had received two quotes from only one company, NJPA (National Joint Powers Alliance); the first estimate was just for the labor and the second estimate was for labor and materials.

Mr. Gibson reported to the Board that letters to the waste violators were ready to be signed and mailed; he would keep the Board informed of the matter.

Mr. Gibson reported that he had received a rough draft from the Assistant County Attorney for the Otter Tail/Wadena County Shared Department Head Agreement, which needed several minor changes. He stated that as soon as the Agreement was completed he would mail copies to Mr. Hanen to provide to the Otter Tail County Commissioners for their review and approval at their next Board meeting.

Mr. Gibson informed the Board that in order to convert the old hook truck into a yard truck/semi it would cost \$6,000, which he felt, was too much. He added that someone was interested in purchasing the old hook truck but since it was government property, it would need to be sold on bids.

Motion by Stearns, seconded by Bounds, to authorize the selling of the old Transfer Station cable truck to the highest bidder, motion carried.

Mr. Gibson stated that following a meeting with Mr. Hanen and the staff, it was proposed to advertise for two Solid Waste Attendants at a non-supervisory level with equal authority and to change the position in the office to a full-time supervisory position that would do the bookkeeping, assist the vehicles coming in, collection of the monies, closing at the end of the day, overseeing the whole operation.

Mr. Hanen advised that the person would basically be responsible for all of the record keeping activities.

Mr. Gibson read the position description to the Board. He pointed out that the supervisory person would be responsible for public relations; they would obtain a commercial drivers license in case they ever had go out to pick up a recycling bin.

Chairman Schermerhorn stated that his concern would be that if the supervisor was on the road picking up bins then there would be no one in charge; was it necessary for the on-site supervisor to have a license.

Mr. Hanen pointed out that there would always be times that the person in charge would not be at the Station; it would be rare for the supervisor to have to go out, but in a small operation it would be nice to have that flexibility in case of illness, etc.

Commissioner Waldahl stated that the position description points he liked was the idea of reports and a strong background in bookkeeping, which was based on the previous situations at the Transfer Station. He pointed out the statement of "including hiring"; this position would not be

able to hire, but he did like the duties being clearly defined.

Mr. Gibson pointed out that he had used Otter Tail County's position description. He added that the State Auditor had pointed out concerns over the unclear flow of cash which the proposed description would define.

Commissioner Stearns recommended including "will assist in the participation of hiring Department employees". He also questioned Ms. West whether the changes would fulfill what the State Auditors were requesting.

Ms. West responded that the current half-time positions' duties filled the accounting requirements but the expansion to a full-time position would make it even more acceptable.

Motion by Waldahl, seconded by Stearns, to approve the revised Solid Waste Lead Supervisor position description, as presented,

Rin Porter, Verndale Sun Reporter, questioned whether the new description met with the required Hay points.

Mr. Gibson responded that the accounting requirements offset the heavy equipment requirements.

Discussion was held as to who may apply and who would qualify for the Supervisor position.

Commissioner Stearns commented that applicants for the Supervisor position would have up to six months to obtain a CDL or other required certifications.

Further discussion was held as to whether the hired employee would have the training and license fees paid for by the County.

Mr. Hanen clarified that they would not use a Household Hazardous Waste License somewhere else and the County would be expected to pay for that license; the County would pay to maintain credentials, however, it would originally be the employees' responsibility to obtain a CDL. He added that in this case, the County had equipment available to let them use to take the test. He recommended including the wording that the employee would not become a permanent Wadena County employee until the licensing requirements were met, however, they would be given a limited amount of time in which to meet the requirements.

Mr. Gibson stated that he would include the recommended license requirement wording in the advertisement.

Motion carried.

Motion by Stearns, seconded by Waldahl, to clarify the advertising for one Solid Waste Lead Supervisor and approve the hiring of two Solid Waste Attendants, motion carried.

Mr. Gibson reminded the Board that county representatives would be meeting the following week with Legislators to discuss available grants. He pointed out to the Board that Wadena County had to decide if they wanted to sign a Letter of Intent to participate in the Prairie Lakes Municipal Solid Waste Authority.

Mr. Hanen advised the Board that the last paragraph of the Letter of Intent summarized the Boards action “to participate in the process of developing and moving forward the goals of the Prairie Lakes Municipal Solid Waste Authority as determined”. He reported that Todd, Otter Tail and Becker County’s had previously approved the Letter of Intent.

Motion by Miller, seconded by Bounds, to accept the Letter of Intent to Participate in the Prairie Lakes Municipal Solid Waste Authority, motion carried.

Motion by Stearns, seconded by Bounds, to approve payment of the Board of Commissioner bills in the amount of \$177,953.94, motion carried unanimously.

Commissioner Miller commented that when the MIS Director left on a Leave of Absence there was a line of responsibilities set up, those lines had not been followed through with and he would like this looked into; any developments were to be brought to the local MIS Department and if they could not be resolved there then they were to be passed on to Mr. Larson.

Motion by Stearns, seconded by Waldahl, to adjourn the Board of Commissioner Meeting at 12:55 p.m., motion carried.

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Charleen West, Auditor/Treasurer

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David Schermerhorn, Chairman