

WADENA COUNTY BOARD OF COMMISSIONERS ADJOURNED MEETING
NOVEMBER 19, 2009/9:00 A.M.

The Wadena County Board of Commissioners Adjourned Meeting was held on Thursday, November 19, 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, Ralph Miller and Auditor/Treasurer Char West.
Absent: Commissioners William Stearns and Lane Waldahl,

Motion by Bounds, seconded by Miller, to amend the day's Agenda to include i.) Commissioner's Request for Clarification on Who was Participating in Solid Waste Interviews, j.) Authorization to Close Transfer Station Saturday Following Thanksgiving Holiday, k.) Request for FMLA, l.) Leave of Absence Clarifications, m.) Workforce Lease Negotiations Update, motion carried.

Motion by Miller, seconded by Bounds, to approve the Board Meeting Minutes of November 3, 2009, motion carried.

Chairman Schermerhorn read correspondence the Board had received from Lois Grant of Staples which indicated her concern over receiving a letter from the County regarding a fine related to illegal dumping of garbage within the County recycling binds.

Commissioner Miller added that he had talked to Ms. Grant regarding the letter she had written.

Karen Nelson, Public Health Director, came to the Board requesting their approval of the Public Health Environmental Health Task Force who recommend no change in license fees for the 2010 Food, Beverage, Lodging, Public Pools, Youth Camps, Campgrounds, Manufactured Home Parks and Special Events.

Motion by Miller, seconded by Bounds, to approve no change in license fees for the 2010 Food, Beverage, Lodging, Public Pools, Youth Camps, Campgrounds, Manufactured Home Parks, and Special Events as per recommendation of the Public Health Environmental Health Task Force, motion carried unanimously.

Ms. Nelson requested authorization to sign a contract with Laboratory Corporation of America Holdings for genetic parentage testing effective November 3, 2009.

Motion by Bounds, seconded by Miller, to authorize the Public Health Director to sign a contract with Laboratory Corporation of America Holdings for genetic parentage testing at \$20 per specimen and \$20 per no show effective November 3, 2009, motion carried.

Ms. Nelson informed the Board that Rising Phoenix had requested use of the Public Health

Building in the case of a disaster such as a fire at the Methodist Church where the Rising Phoenix clients provided janitorial duties. She questioned whether there would be a liability issue for the County if this were approved.

Chairman Schermerhorn recommended Ms. Nelson consult with the EMS Director and County Attorney regarding this request with a decision tabled until the December 1, 2009 Board Meeting.

Chairman Schermerhorn tabled discussion of the proposed new telephone systems at Public Health until the December 17, 2009, Board Meeting since the people involved were unable to attend.

Dave Anderson, Veteran's Service Officer, came before the Board to inform them of Enhancement Grants which required approval of a Contractual Agreement and a Resolution for which he was requesting approval to sign.

Motion by Bounds, seconded by Miller, to approve the following Resolution authorizing Wadena County's participation in the MDVA Enhancement Grant Program;

RESOLUTION OF WADENA COUNTY

BE IT RESOLVED by WADENA COUNTY that the County enter into the attached Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Project: CVSO Veterans Service Enhancement Project. This grant must be used to enhance the operations of the County Veterans Service Office under Minn. Stat. §197.608 Subd. 4 (a), and should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by WADENA COUNTY that the COUNTY VETERANS SERVICE OFFICER, DAVID ANDERSON be authorized to execute the attached Grant Contract for the above-mentioned Project on behalf of the County.

WHEREUPON the above resolution was adopted at a regular meeting of the COUNTY BOARD this 19TH DAY OF NOVEMBER, 2009.

BOARD CHAIR
Authorized Signature and Title

November 19, 2009
Date

Motion carried.

Mr. Anderson pointed out that this grant was customary every three years; the funds were paid up front. He added that he had been able to purchase office supplies, a new computer, new scanner and a monitor the previous year.

The Board reviewed the Wadena County Health Insurance Committee notes of their November 17, 2009 meeting. Health Insurance Committee Members present were Debbie Mursu, Payroll Supervisor, Paul Sailer, Social Services Director and Char West, Auditor/Treasurer.

Ms. Mursu reviewed with the Board the rate changes for the following employee benefits;

- Life and Disability CORE - 2-year rate was guaranteed
- Health Insurance - 4.2% increase
- Long Term Disability - 8% reduction
- Long Term Care – No change
- Dental – 7% increase in 2010 and 2% increase in 2011; this did not include the Essential Unit as they had dental coverage through their Union.

Mr. Sailer advised that Board direction was needed as to where the County would be receiving their CORE insurance; an agreement was in place with the current provider for two years, but the Committee learned that the County was required to receive Requests for Proposals (RFP) every five years for these benefits, which had not been done in Wadena County. He added that the Committee was checking with the Assistant County Attorney to see whether NJPA's Life and Disability coverage could be obtained, of which Wadena County was a member, but several additional questions had come up that had not been answered as of the Board Meeting.

Motion by Bounds, seconded by Miller, to approve the following 2010 renewal Health Insurance Rates through NJPA and HealthPartners;

\$200 Deductible	
Single	\$ 577.00
Employee +1	\$ 921.00
Family	\$1,412.00
\$500 Deductible	
Single	\$ 562.00
Employee +1	\$ 894.00
Family	\$1,374.00
\$2,500 Deductible	
Single	\$ 472.00
Employee +1	\$ 752.00
Family	\$1,154.00

Motion carried.

Motion by Miller, seconded by Bounds, to approve the 2010 Cafeteria Dollars based on 50% of the \$200 Deductible 2010 Health Insurance Premiums, rounded up to the nearest whole dollar as follows;

Single	\$597.00
Employee +1	\$850.00
Family	\$950.00

Motion carried.

Motion by Bounds, seconded by Miller, to approve the following rates for Dental coverage through Delta Dental effective January 1, 2010;

	<u>Current Rate</u>	<u>Renewal Rate</u>
Single	\$20.65	\$22.10
Single + Spouse	\$42.35	\$45.30
Single + Child	\$55.90	\$59.80
Family	\$81.10	\$86.80

Motion carried.

Ms. Mursu advised that Assurant Employee Benefits provided the County with Long Term Disability Insurance through Och's Agency; there would be an 8% reduction in premiums. She pointed out that the Long Term Care premiums are unchanged.

Motion by Miller, seconded by Bounds, to approve the Long Term Disability Insurance through Assurant Employee Benefits (Och's Agency) at an 8% reduction in premiums; to approve the Long Term Care Insurance through CNA Group Benefit (Och's Agency) with no change in premiums, both effective January 1, 2010, motion carried.

Motion by Miller, seconded by Bounds, to continue with the current 2-year agreement for Life Insurance through Fort Dearborn Life Insurance Company (AT Group) with no change in premiums and the Short Term Disability Insurance through Trustmark Voluntary Benefit (AT Group) with no change in premiums, both effective January 1, 2010; and to go out for Requests for Proposal for 2011, motion carried.

Malinda Dexter, Soil & Water Conservation District Director, came before the Board to request approval to apply for the Natural Resource Block Grant through the Board of Water & Soil Resources which provided funds for the local Comprehensive Water Plan - \$21,072, the Wetland Conservation Act - \$22,682, DNR Shoreland Management - \$3,514, and the MPCA County Feedlot - \$11,435.

Motion by Bounds, seconded by Miller, to approve the 2010 Board of Water and Soil Resources Natural Resources Block Grant Agreement, as presented, motion carried.

Ms. Dexter reminded the Board that the Board had previously indicated that if the SWCD financially fell behind the County would consider advancing funds to them. She distributed to the Board a handout of SWCD's balance sheet advising them that the cash balance was okay at present.

Commissioners Reports:

Commissioner Bounds: Public Health Meeting; Otter Tail Community Action Council - sold another house; Ag Society Meeting - the Carnival for the Wadena County Fair was locked in.

Commissioner Miller: Todd Wadena Community Corrections Meeting; Old Wadena Society Meeting - the Bog Walk had been delayed due to weather; Social Services Meeting; Extension Meeting - Community Gardens; Otter Tail Community Action Council; Workforce Lease Negotiation Meeting – tentative 5-year contract with 3% increase; Law Library Committee – budget discussion and noted there was an inquiry regarding accessibility for the Public.

Chairman Schermerhorn: Todd Wadena Community Corrections Annual Meeting; fielding phone calls regarding garbage issues.

The Board recessed at 10:00 a.m.

The Board reconvened at 10:16 a.m.

Jeff Adolphson, Assistant Highway Engineer, came before the Board to inform them that Alvin Schwartz, Highway Maintenance Worker, would be retiring on December 31, 2009 after 21 years of service to Wadena County.

Motion by Miller, seconded by Bounds, to accept, with regret, a Letter of Resignation/ Retirement from Alvin Schwartz, Highway Maintenance Employee, as of December 31, 2009, motion carried.

Mr. Adolphson requested Board approval of the Road Maintenance Agreement with Thomastown Township for road maintenance consisting of snow plowing, summer blading and road side mowing on CR 123 from CSAH 26 to CSAH 29 and CR 124 to CSAH 2; this was not a Township Road Turn Back Agreement but a one year Road Maintenance Agreement.

Motion by Miller, seconded by Bounds, to approve the Roadway Maintenance Agreement for one year with Thomastown Township for road maintenance of CR 123 from CSAH 26 to CSAH 29 and CR 124 to CSAH 2, a total of 4.7 miles, to be revisited again at this time in 2010, motion carried.

Mr. Adolphson read information to the Board advising them that last year Minnesota received an increased amount of snow fall. He pointed out that the work load for the Highway Department was determined by the amount of snow and ice received, time of the snow fall, temperatures at the time of the snow fall and when salt was needed for deicing based on pavement temperatures.

Motion by Bounds, seconded by Miller, to approve the payment of \$45,293.50 to the Kitchigami Regional Library System for their second half 2009 Levy Allocation, motion carried unanimously.

Motion by Miller, seconded by Bounds, to approve the payment of \$75,614.50 to Todd-Wadena Community Corrections for their second half 2009 Allocation, motion carried unanimously.

Motion by Bounds, seconded by Miller, to approve the payment of \$800.00 to the Initiative Foundation for their second half 2009 Appropriation, motion carried unanimously.

Motion by Miller, seconded by Bounds, to approve the payment of \$1,175.00 to the Wadena County Ag Society from their 2009 Construction Allocation for the final invoice for work completed on doors at the Wadena County Fairgrounds by Ament Construction, motion carried unanimously.

Motion by Bounds, seconded by Miller, to approve the 2010-2011 Snowmobile Safety Enforcement Grant Agreement in the amount of \$7,208.00, motion carried.

Commissioner Bounds requested clarification as to who was participating in the Solid Waste interviews as there were so many gray areas. He questioned how in-house employees were promoted, who took charge and informed employees that they were hired.

Ms. West responded that if the question was how employees were informed of their appointment, the Personnel Policy and Union Contract would be followed whether it would be done by a Department Head or a person assigned to be responsible for that position. She added that the employee would respond as to whether they were still interested in the position and then the Board would take final action.

Commissioner Bounds added that there was not a Department Head at Solid Waste and, after discussing the issue with the County Attorney, the Board should appoint an Interim Department Head as it had not been done.

Chairman Schermerhorn responded that the Solid Waste Committee had recommended and the Board approved that Consultant Mike Gibson be appointed to reorganize the Solid Waste Department which would include being the Department Head.

Commissioner Bounds added that the two employees wanted the position they were in and questioned how long a time period before the Board would state that they had the positions because they were in-house; if they do not want the positions then it would go out to the general public.

Chairman Schermerhorn responded that the in-house posting was for 10 days and then advertised but there was no law stating that it could not be done at the same time. He added that the Solid Waste Committee had not met since the application deadline and they had assigned the interview committee which consisted of Mr. Gibson, current Interim Solid Waste Department Head, Mike Hanen, Solid Waste Department Head as of December, Commissioner Stearns as liaison, Chairman Schermerhorn, and Char West, Auditor/Treasurer.

Commissioner Bounds pointed out that the County Attorney indicated that it was the Commissioners responsibility to make sure that an official department head be appointed; Chairman Schermerhorn indicated Mr. Gibson, he should be officially appointed by the Board as the Department Head.

Chairman Schermerhorn responded that he felt this had been done by appointing Mr. Gibson to reorganize the Solid Waste Department.

Commissioner Bounds added Mr. Gibson's appointment as the interim Department Head had not been done by the Board; statutes and different policies of the County state that the Department Head would start the application process.

Chairman Schermerhorn questioned what the documents state would be the procedure if there was not a Department Head.

Chairman Bounds responded that this was the gray area and why the County Attorney stated that the Board should appoint a department head to make it official.

Chairman Schermerhorn requested that the appointment of Mr. Gibson as Solid Waste Interim Department Head be placed on the December 1, 2009 Board Agenda. He pointed out that this was a unique situation as the two current Transfer Station employees had also applied for the Highway Maintenance Worker position.

Commissioner Miller pointed out that it was his understanding that Mr. Hanen would be appointed as the Solid Waste Department Head at the December 1, 2009 Board Meeting.

Chairman Schermerhorn responded that this was correct.

Commissioner Miller further questioned when interviews for the Solid Waste and Highway Department positions would be held; which would be first.

Chairman Schermerhorn responded that they would be conducted after the first of December; he was unaware of which would be first.

Ms. West reviewed the in-house applicant process as well as the interview process; pointing out that if in-house applications were received they would be given first consideration. She added that over two hundred applications had been received that needed to be reviewed; she added that she and her staff were assisting in the development of a spreadsheet that was needed in the process, all of this took some time.

Commissioner Miller pointed out the hiring procedures if current employees did not accept an in-house appointment.

Discussion was held regarding whether the Highway positions were advertised before or after the Solid Waste position.

Motion by Miller, seconded by Bounds, to approve the closing of the Transfer Station on Saturday, November 28, 2009, following the Thanksgiving Holiday, motion carried.

Motion by Miller, seconded by Bounds, to approve the request from Monica Sanford for FMLA beginning November 10, 2009 for up to 12 weeks, motion carried.

Ms. West requested Board action to rescind the September 17, 2009 Board motion granting a reduction of work hours to Tom Aagard, Sheriff's Department, as Board action had later been changed to the granting of a leave of absence to Mr. Aagard.

Motion by Bounds, seconded by Miller, to rescind the September 17, 2009 Board motion requesting a reduction to 60% work schedule for Tom Aagard, Sheriff's Department, motion carried.

Ms. West informed the Board that Board action had been requested during the November 3, 2009 Board Meeting which included several incorrect dates. She requested Board action to correct the November 3, 2009 Board motions.

Motion by Miller, seconded by Bounds, to approve an extension of the Leave of Absence for Keith Milbradt for up to 60 days beginning November 3, 2009 instead of November 4, 2009, motion carried.

Motion by Miller, seconded by Bounds, to approve the retirement/resignation date of Jay Baarstad, Highway Department, as of December 4, 2009 instead of November 6, 2009, motion carried.

Motion by Bounds, seconded by Miller, to approve payment of the Board of Commissioner bills in the amount of \$108,687.46, motion carried unanimously.

Motion by Bounds, seconded by Miller, to approve the payment of \$1,300.00 to Umland Construction for the installation of a boat ramp at Cottingham Park, motion carried unanimously.

Chairman Schermerhorn adjourned the Board of Commissioners Meeting at 11:02 a.m.

Charleen West, Auditor/Treasurer

David Schermerhorn, Chairman