

WADENA COUNTY BOARD OF COMMISSIONERS ADJOURNED MEETING
DECEMBER 17, 2009/9:00 A.M.

The Wadena County Board of Commissioners Adjourned Meeting was held on Thursday, December 17, 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, William Stearns, Lane Waldahl and Auditor/Treasurer Char West.

Motion by Miller, seconded by Stearns, to amend the day's Agenda to include m.) 2010 IRS Mileage Rate, motion carried.

Motion by Waldahl, seconded by Bounds, to approve the Board Meeting Minutes of December 1, 2009, as amended, motion carried.

Scott McKellep, Emergency Management Director, came before the Board to inform them that every four years the Board needed to review and approve the Wadena County Emergency Operation Plan. He explained the other three reviews that the Plan had gone through pointing out that the Plan passed the additional three reviews. Mr. McKellep added that he was before the Board to answer any questions they may have had when reviewing the Plan he had previously distributed to them.

Motion by Waldahl, seconded by Miller, to approve the Wadena County Emergency Operation Plan, as presented, motion carried.

Deana Skov, Zoning/Parks Director, came before the Board with several agenda items. She pointed out that Tammy Ehrmantraut, part-time Zoning Administrative Assistant, had been hired as the Solid Waste Supervisor at the Transfer Station as of January 2, 2010, which created a vacancy in her Department. Ms. Skov added that Solid Waste had previously accounted for about 25% to 30% of Ms. Ehrmantraut's full-time position; however, she was paid 50% from Solid Waste and 50% from Zoning. She also added that since a change was not anticipated for 2010 the Zoning budget did not include a full-time position; a full time position was justified but under the current budgetary circumstances, she was requesting Board authorization to post and concurrently advertise, due to time constraints, for a half-time administrative assistant at Grade 49, Step 1. Ms. Skov reiterated that she could easily justify a full time position due to the Septic Inventory and electric document management; she had also submitted a grant application to BOWSR to support that position but probably would not hear if the application had been funded until February 2010.

Commissioner Stearns informed Ms. Skov and the Board that he, Commissioner Bounds, Liaison, and Jeff Adolphson would like to talk to her about the position before the Board made any decision on her request.

The Board tabled action on Ms. Skov's request to advertise for a part-time Zoning Administrative Assistant.

Ms. Skov informed the Board that she had received correspondence from Chuck Wocken, Stearns County Parks Department, regarding an organization they were trying to put together called the Greater MN Regional Park and Trails; its purpose was to work with the Legislature on Legacy funding to make sure the non-metropolitan areas in the state had equal access to the funds. She added that they were asking counties to be a part of it but not asking for membership or dues at this time.

Board consensus was to participate in the Greater MN Regional Park and Trails Program.

Bob Johnson, Office of the State Auditor, came before the Board to present them with the 2008 Wadena County Audit Report, which he reviewed with the Board. He noted that Wadena County's 2008 Audit was completed in 50 hours less than the previous Audit; it went very well with no disagreement with management. He reviewed the Analysis of Major Funds and Government Activities handout pointing out there was an increase in County assets in 2008 but a decrease in Government-Wide Assets that were available for spending. Mr. Johnson referred to the Fund levels; the State Auditor recommended there be enough cash in the General Fund to sustain a County for six months, Wadena County had about 42% of what was recommended; Wadena County's cash balance was significantly lower than counties used in comparison, Norman, Mahnomen, Wilkin, Stevens and Douglas. He pointed out that the Unreserved Fund Balance for the General Revenue Fund was at about 3% of operating revenue which was significantly lower than the 35% to 50% recommendation; the Road and Bridge Fund was 12% of operating revenue and the Social Services fund was 2.5 % of operating revenue; all Funds were quite a bit lower than State Auditor recommendations.

Commissioner Stearns informed Mr. Johnson that the Board had approved a 2010 Preliminary Levy that included a levy back of \$233,000 of the State Un-Allotment; what was his opinion of this and did he recommend this Special Levy.

Mr. Johnson responded that, given the finances of Wadena County, personally and unofficially, the Board should look to any source of revenue they could possibly obtain.

Mr. Johnson reviewed the Trends of Major Funds over the past five years for all of Wadena County's Governmental Funds; the Cash Balance decreased approximately \$464,000, the Fund Balance decreased approximately \$880,000 and the Unreserved Fund Balance decreased approximately \$1,913,000.

Commissioner Waldahl questioned how many other counties were in the same situation as Wadena County.

Mr. Johnson responded that Mahnomen County had some declines but of the 9 or 10 counties he audited, Wadena County was in about the toughest shape. He pointed out that Wadena County did not have the tax base that some of the other counties, such as lake shore property.

Mr. Johnson reviewed the Schedule of Findings pointing out that it was a very good report in that an unqualified opinion was received. He added that Wadena County had been reliant on the State Auditor's Office to ensure all information was put in the correct format and prepare notes for the Financial Statement making sure they were in compliance with GAP; by definition the State Auditor's could not be part of the County's internal controls. Mr. Johnson advised that Wadena County had worked very hard the previous few years to be less and less reliant on the State Auditor's and were moving in the right direction.

Sean Uselman, Building Services Director, came before the Board to request Board action on several items. He requested Board approval of the 2010 MN Safety Inc. OSHA Training Contract for all County employees, other than the Highway Department, in the amount of \$3,465.00 and a similar Contract for the Highway Department Employees in the amount of \$1,305.00.

Motion by Stearns, seconded by Waldahl, to approve the 2010 MN Safety Inc. OSHA Training Contract for all County employees, other than the Highway Department, in the amount of \$3,465.00 and a similar Contract for the Highway Department Employees in the amount of \$1,305.00, motion carried unanimously.

Sean Uselman informed the Board that the Building Services Committee had been approached by the Court Administrator requesting the removal of a section of wall between the Court Administration office and the Jury Assembly Room, to move two offices in the Jury Assembly Room and put cubicles in for privacy.

Kathy Ouren, Court Administrator, added that she could postpone the installation of the permanent walls in view of the County's financial situation; they had the availability of temporary walls and the employees new work stations were available. She added that old cubicles and her office cubical were available for the County to use.

Judge Sally Robertson further advised that the Court Administrator's employees were closer together than any other office and she wanted to give her support to this project.

Motion by Waldahl, seconded by Miller, to approve the Building Services Committee recommendation to open a rectangular hole in the wall between the Court Administration Office and the Jury Assembly Room;

Commissioner Miller questioned what the projected cost would be.

Mr. Uselman responded that he expected it to cost approximately \$500 to \$1,000.

Discussion was held as to whether the carpet should be replaced with the conclusion that a threshold could be put down and then replace the carpet when permanent walls were erected at a later time.

Commissioner Stearns questioned whether this would permanently give up the Jury Selection Room.

Ms. Ouren responded that there were only 4 or 5 trials per year and that the Auditorium could be used for this purpose.

Commissioner Miller informed the Board that the Building Services Committee had received a request from the County Recorder to obtain the Court Administrator's cubical office.

Motion carried.

The Board recessed at 10:02 a.m.

The Board reconvened at 10:15 a.m.

Jeff Adolphson, Assistant Highway Engineer, and Kelvin Howieson, District 3 State Aid Engineer, came before the Board. Mr. Adolphson informed the Board that he and the County Auditor held a bid opening on December 16, 2009 for Federal Project No. S.P. 80-602-08 to replace Bridge #269 over the Partridge River, bid results are as follows;

Duininck Construction	\$363,686.70
Structural Specialties, Inc.	\$400,222.60
Dallco, Inc.	\$417,978.32
M & K Construction	\$425,682.00
Robert R. Schroeder Construction	\$433,005.30
Redstone Construction Co., Inc.	\$435,215.70
Korby Contracting Co., Inc.	\$457,478.00
Swingen Construction Company	\$517,506.10

Mr. Adolphson pointed out that Dunnick Construction was low bidder at \$363,686.70 and the Highway Department was recommending the acceptance of the low bid.

Motion by Waldahl, seconded by Miller, to accept the low bid for Federal Project No. S.P. 80-602-09 to replace Bridge #269 over the Partridge River, submitted by Dunnick Construction in the amount of \$363,686.70;

Mr. Adolphson added that the actual award was contingent upon MnDOT's approval.

Motion carried.

Mr. Adolphson introduced Kelvin Howieson, MnDOT District 3 State Aid Engineer, and Wes Jovik, retired MnDOT District 2 Engineer and retired County Highway Engineer. Mr. Adolphson presented the Board with several handouts relating to a County Highway Engineer position, non-traditional state and federal funds the Wadena County Highway Department had received, County Engineer's job description and 2006 Board minutes relating to the previous Board discussion prior to deciding to hire Joel Uring as the County Engineer.

Mr. Howieson informed the Board that he was coming before them to answer any questions relating to the State Aid system or how it worked pointing out that he had requested Mr. Jovik, who currently worked for Winseth, Smith and Nolting, to attend to answer questions relating to County Engineers. Mr. Howieson reviewed the various funding options for county highway departments; some were quite competitive; each county should have someone to stand up for their county. He pointed out that between previous Highway Engineers Joel Ulring and Russ Larson they had secured 8.3 million dollars for Wadena County in 13 years. Mr. Howieson also pointed out that Wadena County competed against two large counties; Crow Wing and Morrison Counties; Wadena County needed an advocate at the TAC Meetings.

Chairman Schermerhorn pointed out that the Region 5 TAC group took care of Wadena County in that they saw that Wadena County received their share of state and federal funds.

Commissioner Waldahl commented that it would be nice if MnDOT could assist in getting the Hwy 10 4-lane through Wadena completed for safety purposes.

Mr. Howieson responded that this was a priority in District 3 but not as high a priority in District 4.

Commissioner Stearns commented that the County Auditor/Treasurer had contacted the other four counties within the Region 5 TAC as to their interest in sharing a County Engineer and their response was that they would not be able to participate in this. He added that he had also contacted Hubbard County and Otter Tail County regarding their interest in participating and their answer was the same. Commissioner Stearns stated that, based on the other county responses and Mr. Howieson's information, he felt it was time to start advertising for a Highway Engineer.

Commissioner Waldahl pointed out that by state statute counties were required to have a County Engineer.

Mr. Howieson commented that this was correct but the State had work with counties who were interested in sharing a county engineer; but other than that the position required a full-time engineer.

Discussion was held regarding the improved job market for county engineers and the pros and cons of hiring an experienced county engineer versus a non-experienced highway engineer.

Mr. Jovik informed the Board that he had served as a joint county highway engineer; pointing out that it was very stressful, two strong assistant engineers were needed and that he would recommend sharing a county engineer for only a short time.

Commissioner Stearns pointed out that Wadena County did have a temporary Highway Engineer from Todd County through March 12, 2010. He reviewed a possible time table of advertising, interviewing and appointment of the position.

Motion by Stearns, seconded by Waldahl, to authorize advertising to fill the vacant Wadena County Highway Engineer position; advertise from January 5, 2010 through January 30, 2010, conduct interviews for the position in February, 2010 with appointment prior to March 12, 2010, motion carried unanimously.

Mr. Adolphson informed the Board that background checks were still being done on the top applicant for the Maintenance III position at the Menahga Shop; he would like to follow up at the December 29, 2009 Special Board Meeting.

Motion by Miller, seconded by Bounds, to approve an extension of the Leave of Absence for Keith Milbradt, Highway Department Maintenance, for an additional 60 days starting January 1, 2010, motion carried.

Motion by Waldahl, seconded by Stearns, to approve Family Medical Leave for Vern Kemper, Highway Department Foreman, effective December 14, 2009, for up to 12 weeks, motion carried.

Mr. Adolphson informed the Board that he had questioned the Highway Department Engineering Technicians if they would be interested in being cross-trained as contingency snow plow operators in the event of an emergency which would require some training, mentoring and obtaining licensing; two of the Technicians reported that they were interested.

Mr. Adolphson informed the Board that Wadena City had requested that the 4-Way Stop at the intersection of Colfax Avenue and 1st St. SE be left permanently at this location; the 4-Way Stop had been established temporarily the past summer during the construction detour of TH 71. He pointed out that the Highway Department Committee recommended moving forward with the Engineering Study, as required by the Minnesota Manual of Uniform Traffic Control rules, in order to warrant a 4-way stop; the Engineering Study would involve about 10 hours of engineering time or approximately \$500, and the traffic count would require 9 to 10 hours of staff time for the City plus a vehicle.

Motion by Waldahl, seconded by Stearns, to authorize an Engineering Study be conducted regarding the permanent placement of a 4-way Stop at Colfax Avenue and 1st Ave SE in Wadena, as requested by the City of Wadena, motion carried.

Mr. Adolphson updated the Board on the Shop Office remodeling pointing out that the following quotes had been received and the low quotes would be used:

Windows:	Merickel Lumber	\$2,343.61
	Northwest Bldrs	\$2,127.75
Doors:	Merickel Lumber	\$512.39
	Northwest Bldrs	\$936.13
Conference Room cabinet and sink:	Merickel Lumber	\$685.64
	Northwest Bldrs	\$725.70

Mr. Adolphson commented that the Board had previously discussed the Assistant Foreman wage.

Mike Gibson, Consultant, reminded the Board that during the previous Board Meeting the County Attorney had recommended that a system be put in place for this situation as well as into the future when compensating employees when temporary duties were added to their current duties. He added that Mr. Adolphson had obtained a copy of Hubbard County's policy addressing this situation; "a temporary position being filled within or between departments shall be compensated with a 10% increase of the employees' present salary, provided that the temporary position was at a higher classification and for a duration of more than 20 days". Mr. Gibson pointed out that based on this, he had conducted a Hay Study on the current position of the Assistant Foreman which was a Grade 51 and reviewed the temporary job duties of the position which resulted in a Grade 52. He added that he had also reviewed the information with the County Attorney who was in agreement with the information. Mr. Gibson commented that the Board should consider rewriting their Personnel Policy and adopting the 10% language. He added that based on the information, it appeared that the Assistant Foreman position and the Assistant Highway Engineer, serving as Interim Highway Engineer; both warranted the 10% increase.

Commissioner Waldahl recommended that the wage increase coincide with the County Salary Scales Grade and Step.

Discussion was held relating to the use of Grades and Steps versus a 10% increase when granting additional compensation to employees performing additional temporary duties.

Board direction was to table Board action on the additional compensation for the Assistant Foreman and Assistant Highway Engineer until the December 29, 2009 Board Meeting and to direct Mr. Gibson and County Auditor/Treasurer to present the Board with a recommendation of the closest Grade and Step that would not exceed a 10% increase for both positions.

Chairman Schermerhorn called the Wadena County Fee Public Hearing to order at 11:09 a.m.

Ms. West proposed to the Board the development of a \$3.00 per parcel fee for the set up of any new special assessment that was certified to the County Treasurer's Office. Also present was Deputy Auditor/Treasurer Tammy Lupkes. Ms. West pointed out that some time was spent in the set up and annual maintenance of City and Township special assessments. She added that Ms. Lupkes had researched similar fees in surrounding counties and found that some counties charged an annual fee and some charged just a set up fee. Ms. West recommended the development of a Special Assessment set up fee of \$3.00.

Deana Skov, Zoning/Parks Director, requested a \$25.00 Permit Fee increase for Building and Septic Systems or Septic Systems Only starting in 2010, pointing out that the total fee would then be \$100.00. She added that the increase was justified and reviewed the average time involved in the Permitting of such.

Ms. Skov also informed the Board that there was a need to increase the GIS/Highway Department E-911 Address Generation and Sign Materials/Installation Fee for 2010. She reviewed the travel and time involved for the Highway Department and GIS Department for this service; a \$50.00 Fee increase was warranted resulting in a total Fee of \$125.00; the Highway Department would receive \$63.00 and the GIS Department would receive \$62.00.

Chairman Schermerhorn continued with the day's Agenda seeing as there were no other fee changes proposed and no questions regarding the proposed fees received.

Mr. Gibson presented the Board with a Solid Waste Report. He advised the Board that the County had been notified by the Perham Resource Recovery Facility that they had increased their tipping fee to \$71.35 or \$72; he pointed out that historically Wadena County's tipping fee had matched the tipping fee being charged by the Resource Recovery Facility. Mr. Gibson explained that when Waste Management no longer hauled the debris, the haulers went to Perham and a \$5 stipend was awarded by the Board to the haulers bringing their cost down to a \$67 tipping fee. He recommended the Board make a change in the County tipping fee.

Also present were Gary Burgau, G & T Sanitation, John Herr, City Dray, Tammy Ehrmantraut, Wadena County Solid Waste, and Mike Hanen, Otter Tail County Solid Waste Administrator.

Mr. Herr commented that if the natural gas price increased then the tipping fee would go down.

Commissioner Stearns replied that it depended on whether the Facility would sell steam or electricity for power.

Mr. Hanen added that it probably would be addressed as a part of next year's budget and there would be no decrease until 2011.

Mr. Burgau pointed out that his concern was that a 23% increase all at one time would be a substantial increase; currently the haulers were paying \$54 per ton which would go up to \$66.35 per ton.

Commissioner Waldahl questioned whether the Recovering Facility had ever considered an increase over a two year period.

Commissioner Stearns commented that Wadena County could use part of the Solid Waste Special Assessment revenues and only raise it to \$60 for 2010.

Mr. Gibson advised there was a saving of \$142,000 over the past year by Waste Management not hauling waste for Wadena County.

Commissioner Stearns pointed out that the savings was necessary in order to replace equipment but it may be a prudent use of the funds at this time.

Mr. Hanen pointed out that the fee at the Perham Recovery Facility had not increase over the past several years.

Motion by Waldahl, seconded by Bounds, to increase the Wadena County Tipping Fee charge \$60.00 per ton beginning January 1, 2010, motion carried.

Commissioner Miller clarified that the remaining \$6.35 would be subsidized with Solid Waste funds.

Commissioner Stearns responded that this was correct; along with the other \$5.00 per ton that the Board had previously reduced the tipping fee for the haulers.

Motion carried, unanimously.

Mr. Gibson informed the Board that the Solid Waste Committee highly recommended approval of the Revised Solid Waste Ordinance, which the Board had received earlier for their review. He also advised the Board that he was reminded that a Public Hearing needed to be held in regard to this Ordinance.

Motion by Waldahl, seconded by Stearns, to set a Public Hearing for January 21, 2010, for consideration of the Revised Wadena County Solid Waste Ordinance, motion carried.

Mr. Gibson informed the Board that at present the Highway Department picked up debris from ditches, etc. and would bring it to the Transfer Station, which the Highway Department had been billed for in the past. He questioned whether the Board wanted to continue this practice.

Mr. Herr pointed out that he picked up garbage in the ditches and did not bill the County.

Commissioner Waldahl advised Mr. Herr to contact Law Enforcement when he found garbage in the ditch so they could go through it for identification purposes.

Mr. Hanen pointed out that the question was if one Department does something for another department, do they bill each other; in Otter Tail County they do.

Ms. West pointed out that this would be the proper accounting procedure between Funds.

Commissioner Miller commented the problem with charging; the Highway Department picked up someone's junk along the road and then was billed because they cleaned up something they were totally un-responsible for.

Commissioner Stearns recommended this subject be discussed at a different time due to the complexity of the issue.

Mr. Gibson brought Board's attention to the Otter Tail/Wadena Solid Waste Agreement; this Agreement was written by the Assistant County in Wadena County and included specific duties for Mr. Hanen.

Motion by Bounds, seconded by Stearns, to approve the Otter Tail/Wadena Solid Waste Agreement with addendum, effective January 1, 2010, motion carried unanimously.

Mr. Gibson informed the Board that the two Solid Waste Attendant positions were offered to the two current Temporary Solid Waste Attendant employees, which they did accept in writing; a motion was needed to make them officially employed by Wadena County Solid Waste.

Motion by Stearns, seconded by Miller, to approve the appointment of Chris Harshaw and Michael Pete to the two vacant, permanent full-time Solid Waste Department Attendant positions, Grade 49, Step 1, \$10.98 per hour, start date of December 18, 2009, motion carried unanimously.

Motion by Waldahl, seconded by Stearns, to approve the appointment of Tammy Ehrmantraut to the vacancy, permanent full time Solid Waste Supervisor position, Grade 51, Step 1, \$13.24 per hour, motion carried unanimously.

Ms. Gibson pointed out that Ms. Ehrmantraut had several tasks to finish up in the Zoning Office before to the end of the month, unless the Board had some concern over this dual roll.

Discussion was held regarding Ms. Ehrmantraut temporary completion of tasks in the Zoning Office; start date of December 18, 2009 with pay based on actually hours worked in each Department, start date January 1, 2010.

Commissioner Miller questioned whether there was a six-month probationary period for the position.

Mr. Gibson responded that the Board could consider this based on this being a new position for the employee. He added that this could also be considered for the two Attendants but they had already completed a probationary period under their temporary positions; it was not clear in any County policies.

Chairman Schermerhorn pointed out that in the advertisement for the positions it was stated that there was a six month period to obtain several requirements for the position.

Ms. Ladd was in attendance; she commented that if this statement was part of the job criteria then a 6-month probationary period would meet the criteria. She pointed out that this was another example of a grey area in the County's policy and procedure manuals.

Commission Stearns commented that December 18th could be used as the start date and continue with the 50% Zoning at her old grade and step and 50% Solid Waste at her new grade and step and then go to a full-time status at Solid Waste at the new grade and step.

Ms. Ladd pointed out that the start and end of the 6 month probationary period was critical.

Mr. Hanen commented that the Board motion was to approve Ms. Ehrmantraut's start date of December 18th so the 6 month probationary period would probably start on December 18th. He suggested the second motion answer the question of how she would be reimbursed for her duties between now and when she finished her duties in the Zoning Office.

Further discussion was held regarding Ms. Ehrmantraut's start date; suggestion of start date for all three employees on January 3, 2010, payroll processing ease, employees finally being appointed to permanent positions, start date affected retirement date.

Motion by Waldahl, seconded by Stearns, to include in the previous motion appointing Tammy Ehrmantraut to the full-time Solid Waste Supervisor position, the start date of December 18, 2009; role call vote: Stearns aye, Miller, nay, Schermerhorn, aye, Bounds aye, Waldahl, aye, motion carried.

Mr. Gibson reminded the Board that a number of letters had been sent to recycling violators with about \$1,800 collected from this procedure; there had been a number of violators who had not responded to the letters. He added that he had contacted the Sheriff's Department and their recommendation was to send out a second letter to those who had not paid the fines; he questioned whether the Board would consider giving them another 14 days to respond and if no response was received within that time period, it would then be turned over to the Sheriff's Department for further action, which would then go to the County Attorney.

Motion by Waldahl, seconded by Miller, to approve the mailing of a second warning letter to the recycling violators who had not responded, which would state that there could be additional expense if they did not respond; if no response was received, they would be turned over to the County Attorney, motion carried.

Mr. Gibson pointed out that he had about 14 days of overseeing the Solid Waste Department remaining, at that time it would officially be turned over to Mike Hanen.

Chairman Schermerhorn closed the Wadena County Fee Public Hearing at 11:39 a.m.

Motion by Bounds, seconded by Waldahl, to approve of the following January 1, 2010 Fee changes:

- Auditor/Treasurer's Department – First Year Special Assessment Set-Up Fee in the Treasurer's - \$3.00 per parcel.
- Planning/Zoning Department - Permit fee for Building and Septic System or Septic System Only - \$100.00 fee. (\$63.00 for Highway Department/\$62.00 to Zoning)
- Planning/Zoning Department and Highway Department - E911 address generation sign materials and installation - \$125.00 fee.

Motion carried unanimously.

The Board recessed at 12:15 p.m.

The Board reconvened at 1:16 p.m.

Ms West reviewed a 2010 Budget/Levy handout; first page was similar to the handout present to the Board on September 14, 2009 for the setting of the 2010 Preliminary Levy; revenue and expenditures were updated to date which reflected a \$109,885 of 2010 revenues over expenditures for the General Fund. She read the narrative which stated “Road and Bridge Fund and Social Services Fund 2010 Preliminary Budgets reflected the 2010 CPA anticipated un-allotment. The Department of Revenue’s certified Levy Base reflected the total CPA, not reflecting the 2010 un-allotment of \$203,629. The unbudgeted certified CPA had been credited to the General Fund in anticipation that it would not all be un-alloted as forecasted, thus the General Fund had the additional revenue. If the anticipated \$203,629 un-allotment did occur the entire reduction would come from the General Fund, thus the General Fund must have at least the \$203,629 un-allotment reflected in it’s 2010 revenues over expenditures”.

Ms. West also reviewed a comparison of the 2009 Original Budget expenditures, 2009 Amended Budget expenditures and the 2010 Proposed Budget expenditures for each Department and Fund, a breakdown of the 2010 Preliminary Budget, a copy of the DOR’s proposed 2010 CPA un-allotment for Wadena County and a copy of the 2009/Payable 2010 Final Levy Resolution for Board consideration. She pointed out that the Final 2010 Levy could not be greater than the Preliminary 2010 Levy of \$7,680,053. Ms. West commented that Board options would be to increase revenues in the General Fund, decrease expenditures in the General Fund or shift Tax Levy from one Fund to the General Fund.

Commissioner Bounds commented that he was of the understanding that the Departments were not to go over their 2009 budgets, but it appeared that some went over.

Ms. West pointed out that there were certain instances where the Department’s were unable to do this; MIS – the Department Head was on a leave of absence in 2009 and had now returned in 2010; Planning/Zoning – a portion of the wages had previously been paid by the Solid Waste Fund which was no longer appropriate.

Commissioner Bounds suggested going back to the Department Heads to see if additional cuts could be made.

Ms. West pointed out that she and the Board Chair had discussed the possibility of the Board’s need for additional time to discuss the 2010 Budget and Levy; Board action on the matter could be made during the December 29, 2009 Special Meeting, if needed.

Commissioner Waldahl pointed out that Department Heads had recommended over \$450,000 in cuts to offset the 2008/2009 un-allotment, which was \$117,000 more than the Governor had un-alloted; the \$117,000 should still be available.

Board discussion was held regarding the 2010 Preliminary Tax Levy which reflected a 3.23% increase over the 2009 Final Tax Levy.

Ms. West pointed out that the Board needed to act on two separate issues; one being the 2010 Final Tax Levy and the other being the 2010 Budget; they are separate but did affect each other.

Commissioner Stearns clarified that the 2010 Preliminary Levy the Board used to work on the 2010 Budget was .0098 – almost 1%; there was another amount added to this that equaled \$233,344 - the 2008/2009 un-allotment by the Governor; that amount plus the .0098 equaled 3.23%, which includes special levies. He pointed out that the Board could not increase the .0098 levy limit; the additional \$233,344 the Board decided to levy, which brought the Levy up to 3.23%, was to back off the State un-allotments in 2008/2009, which basically resulted in a balanced budget for 2010 at that time. Commissioner Stearns added that now the Board was being told by the Department of Revenue, and the Governor had indicated, that there was possibly going to be a \$203,629 2010 un-allotment; this was an unsure amount; the Board did know that the DOR had tentatively promised Wadena County \$994,949 in CPA. He added that in 2009, when the Board requested Department Heads cut their budgets because the County CPA was being un-allotted, the Board had no knowledge of the 2010 un-allotment.

Commissioner Stearns continued by stating; right now we have a suspected un-allotment of \$203,629; the Board originally had a balanced 2010 budget, plus \$109,885 General Fund revenues over expenditures; if the Board did nothing to the 2010 Budget that day the \$109,885 revenues over expenditures could be put towards any potential un-allotment that would happen in 2010. He pointed out that Ms. West was presenting information to the Board and indicating that the Board may want to increase the cushion by cutting the 2010 Budget; this was something the Board could do now or a year from now.

Ms. West responded that the Board's decision to reduce the 2010 County Budget for the anticipated 2010 un-allotment would not affect the 2010 Tax Levy.

Further Board discussion was held as to how the \$233,344 Special Levy, the \$109,885 2010 revenues over expenditures and the \$203,629 2010 proposed 2010 un-allotment affected the 2010 General Fund Budget.

Commissioner Bounds commented that he felt the Board should begin cutting the 2010 Budget at this time.

Commissioner Stearns pointed out that, with the inclusion of the \$233,344 Special Levy for the 2008/2009 un-allotment in the 2010 Levy, only \$109,885 of the Special Levy was available instead of the entire \$233,344.

Chairman Schermerhorn questioned the Board what they felt needed to be done to put the County in a position in 2010 to be able to live through 2011. He pointed out that there were only two weeks left of the year.

Commissioner Stearns commented that he felt first the Board needed to set the County's 2010 Levy for a starting point and then bring the potential 2010 Budget in line.

Board discussion was held regarding the need for an additional 2010 Budget Meeting, the need to meet with Department Heads requesting further 2010 Budget reduction, possible sources of funds for the General Fund, areas in the General Fund Budget that could be reduced and revenues over expenditures from the 2009 Budget that could be remaining in the General Fund.

Chairman Schermerhorn recessed the Adjourned Board Meeting at 2:00 p.m. for the purpose of Strategizing for the 2010 Wage Negotiations. Present were Chairman Schermerhorn, Commissioners Bounds, Waldahl and Stearns, Social Services Director Paul Sailer and Auditor/Treasurer Char West. Absent was Commissioner Miller due to a conflict of interest.

Chairman Schermerhorn reconvened the Adjourned Board Meeting at 2:45 p.m.

The Board approved the following 2010 Wadena County Commissioner Compensation and Committees Per Diem Resolution, which reflected no wage increase;

RESOLUTION
2010 Wadena County Commissioner Compensation and Committees Per Diem

Commissioner Stearns offered the following and moved its adoption.

WHEREAS, Minnesota Statutes 375.055 provides that County Commissioners may receive per diem payments and reimbursement for necessary expenses incurred in performance of the duties of the office and shall receive compensation of annual salaries, as set by resolution of the County Board; and

WHEREAS, the current per diem rate for Wadena County Commissioners is \$75.00 per day; and

WHEREAS, the current annual salaries for Wadena County Commissioners is \$13,390.00 per year and for Wadena County Board Chair is \$14,590.00 per year; and

NOW, THEREFORE BE IT RESOLVED, that the per diem rate for the Wadena County Commissioners is \$75.00 per day effective January 1, 2010; and

NOW, THEREFORE BE IT FURTHER RESOLVED, that the annual salary for the Wadena County Commissioners is \$13,390.00 effective January 1, 2010, and for the Wadena County Board Chair is \$14,590.00, effective January 1, 2010.

Commissioner Wahdahl seconded the motion, motion carried unanimously.

Dated: December 17, 2009 WADENA COUNTY BOARD OF COMMISSIONERS

Attest: _____ By _____
Charleen West, Auditor/Treasurer David Schermerhorn, Board of Commissioners Chair

Commissioner Waldahl questioned whether Commissioner salaries could be reduced in the future.

Ms. West read the statute addressing his question which pointed out that Commissioner salaries could be reduced.

Motion carried.

Chairman Schermerhorn left the Adjourned Board Meeting at 3:15 p.m.

Vice-Chairman Stearns presided over the remainder of the Board Meeting.

Motion by Waldahl, seconded by Miller, to approve the 2010 Public Defender Contract between Harry Taves and Wadena County for professional services, which reflected no increase, motion carried.

Motion by Waldahl, seconded by Miller, to approve the 2010 Juvenile Delinquency Advocate Contract between Ryan Ries and Wadena County for professional services, which reflected no increase, motion carried.

Vice-Chairman Stearns tabled Board action on the Kitchigami Regional Library Joint Powers Agreement until the December 29, 2009 Special Board Meeting.

Ms. West clarified with the Board that the bid opening of the 2010 Official Newspaper would be held on Monday, January 4, 2010 at 9:30 a.m., as done the previous year, with award of the Bid by the Board on January 5, 2010.

Vice-Chairman Stearns tabled Board action on the WesMin RC&D 2010 dues and appointment of a County Commissioner to their Board until the December 29, 2009 Special Board Meeting.

Board discussion was held as to what benefits were seen by Wadena County's participation in the WesMin RC&D.

Vice-Chairman Stearns tabled the appointment of the Wadena County Ditch Committee until the December 29, 2009 Special Board Meeting.

Motion by Waldahl, seconded by Bounds, to approve the payment of \$283.40 to Kyra Ladd for reimbursement of her payment of a hotel reservation, motion carried.

The Board reviewed information received from AMC regarding their 2010 County Dues.

Motion by Miller, seconded by Bounds, to approve the IRS mileage rate of .50 per mile for Wadena County business miles driven, motion carried.

The Board requested a Special Meeting of the Department Heads prior to the December 29, 2009 Special Board Meeting for the purpose of discussing and recommending additional 2010 Budget reductions.

Vice-Chairman Stearns pointed out that Mr. Gibson and Mr. Hanen had requested that the Board clarify that they still would like Mr. Gibson to continue to represent Wadena County at the meetings held for the consideration of a possible organization of a Solid Waste District as Mr. Hanen would not be able to represent Wadena County at these meetings.

Commissioner Bounds recommended waiting to take any action.

Vice-Chairman Stearns set an Adjourned Board of Commissioners Meeting for December 29, 2009 at 9:00 a.m. to be held in the Board of Commissioner's Room, which would replace the December 29, 2009 Special Board Meeting.

Motion by Waldahl, seconded by Bounds, to approve payment of the Board of Commissioner bills in the amount of \$96,950.95, motion carried unanimously.

Commissioner's Reports:

Commissioner Waldahl: CHAMPS Meeting; Bell Hill Recovery Center.

Commissioner Bounds: None

Commissioner Miller: Building Services Committee Meeting.

Commissioner Stearns: Highway Department Committee Meeting; SCHA.

Commissioner Miller: Ottertail Community Action Council – MCIT may drop their coverage.

Motion by Waldahl, seconded by Bounds, to adjourn the Board of Commissioners Meeting at 3:40 p.m., motion carried.

Charleen West, Auditor/Treasurer

David Schermerhorn, Chairman

12/17/09-16