

**WADENA COUNTY COMMISSIONERS SECOND ADJOURNED BOARD MEETING**  
**DECEMBER 29, 2009/9:00 A.M.**

The Wadena County Board of Commissioners Second Adjourned Board Meeting was held on Tuesday, December 29, 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, Auditor/Treasurer Char West, Paul Sailer, Social Services Director, Karen Nelson, Public Health Director, and Craig Folkestad.

**Agenda:** Motion by Bounds, seconded by Miller, to approve the day's Agenda as amended to include f.) Reschedule Solid Waste Ordinance Public Hearing g.) Set minimum salary for the County Attorney, County Recorder, County Sheriff, and County Auditor/Treasurer Positions, h.) Set Wage for Interim Highway Department Head and Assistant Highway Foreman, motion carried.

**South Country Health Alliance:** Commissioner Stearns presented handouts and reviewed the previous days South Country Health Alliance (SCHA) Meeting; 2010 Consolidated Budget, SCHA Income Statement by Product-Projected 2009, SCHA Projected Capital & Surplus by County 2008 – 2012, SCHA Projected Capital & Surplus by County 2008 – 2012 Allocated Based on Total 2008 Member Months, and SCHA Joint Powers Board Resolution allowing member counties until April 30, 2010 to give notice to withdraw at end of 2010

Motion by Stearns, to approve the following Resolution;

**RESOLUTION**  
**SOUTH COUNTRY HEALTH ALLIANCE**

**WHEREAS**, the Second Amended Joint Powers Agreement sets forth the procedure by which counties may withdraw from South Country Health Alliance, and by which additional counties may be admitted; and

**WHEREAS**, under the terms of that Second Amended Joint Powers Agreement, counties wishing to withdraw at the end of 2010, must give notice by December 31, 2009; and

**WHEREAS**, South Country Health Alliance has suffered several years of financial reverses, due in large measure to rating decisions by the State, which has failed to reimburse SCHA for the actual costs of care of its Members; and

**WHEREAS**, certain counties may be considering withdrawal; and

**WHEREAS**, the Board of South Country Health Alliance wishes to afford the Member Counties the greatest opportunity possible to enter into a well-informed decision as to whether to withdraw, without prejudicing the contracting and planning processes for the 2011 calendar year; and

**WHEREAS**, the Board of Directors of South Country Health Alliance recommended to the Boards of SCHA's Member Counties the following resolution, which, if adopted by two-thirds of those Boards, shall constitute the Third Amendment to the Joint Powers Agreement of South Country Health Alliance;

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of Wadena County, that this county approves the further amendment of the Second Amended Joint Powers Agreement of South Country Health Alliance, amending Section 12.1 of that Agreement by inserting a new third sentence to allow Member Counties until April 30, 2010 to give notice to withdraw at the end of 2010, such that Section 12.1 will read as follows:

12.1 Method of Withdrawal

A Member County may withdraw from this Amended Agreement by filing with The Joint Powers Board Chair a written notice of intent to withdraw by December 31, one year prior to the year of withdrawal. The effective date of Withdrawal shall be December 31 of the year following the written notice ("Effective Date"). Notwithstanding the foregoing, any county wishing to Withdraw effective December 31, 2010, shall have until April 30, 2010, to provide its written notice of withdrawal, effective on December 31, 2010. Upon receipt of the resolution of a withdrawal, the Chair shall send a copy of said resolution to each Member County.

Seconded by Commissioner Waldahl, motion carried unanimously.

Adopted at Wadena, Minnesota this 29<sup>th</sup> day of December, 2009.

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Charleen West, Auditor/Treasurer

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David Schermerhorn, Chairman

**WesMin RC&D:** Board discussion regarding the \$400 WesMin RC&D annual dues, which had previously been paid by the Wadena Soil & Water Conservation District until 2009 when they had requested Wadena County pay 50% of the dues, which was done. Board discussion was also held regarding the benefits of membership in the organization.

Motion by Miller, seconded by Bounds, to notify WesMin RC&D that Wadena County will be transferring their dues obligation entirely to the Wadena Soil & Water Conservation District and will no longer be sending a representative from the Wadena County Board to the WesMin RC&D Meetings, motion carried unanimously.

**Wadena County Ditch Committee:** Chairman Schermerhorn appointed Commissioner Miller and himself to serve on the Wadena County Ditch Committee.

**Kitchigami Regional Library:** The Board reviewed and discussed the Kitchigami Regional Library Joint Powers Agreement, which had been reviewed by the County Attorney. Board discussion was held regarding the language pertaining to a citizen representative and the pros and cons of the County's inability to have both a County Commissioner and citizen representative serving on the Board at the same time.

Motion by Waldahl, second by Miller, to approve the Kitchigami Regional Library Joint Powers Agreement, as presented, and to appoint Commissioner David Schermerhorn as Committee Member and Marcy Olson as alternate, motion carried unanimously.

**Solid Waste Ordinance Public Hearing:**

Motion by Stearns, seconded by Waldahl, to reschedule the Solid Waste Ordinance Public Hearing from January 21, 2010 to February 2, 2010 at 10:30 a.m., motion carried.

The Board recessed at 9:59 a.m.

The Board Reconvened at 10:15 a.m.

**Highway Department:** Jeff Adolphson, Assistant Highway Engineer, requested approval of the County Engineer position description, pay range and advertisement of the vacant position in the County newspapers and various websites. The Transportation Committee did review the information and did not make any changes; start advertising January 4, 2010; applications would be accepted through 4:00 p.m. Friday, January 29, 2010.

Motion by Waldahl, seconded by Stearns, to approve the Wadena County Highway Engineer job description, pay range and advertisement in County newspapers and websites from January 4, 2010; applications to be accepted through 4:00 p.m. Friday, January 29, 2010, motion carried.

Mr. Adolphson requested Board approval of the appointment of Perry Schmidt to the vacant Highway Maintenance III Worker position at the Menahga Shop, Grade 51, Step 1, to start January 4, 2010.

Motion by Stearns, seconded by Bounds, to approve the appointment of Perry Schmidt to the vacant Highway Maintenance III Worker position, contingent upon a favorable pre-employee physical, Grade 51, Step 1, start date of January 4, 2010, motion carried.

Mr. Adolphson requested permission to fill the vacant Highway Maintenance III position as a result of a retirement on December 31, 2009 in the Sebeka Shop; to be taken from the established Eligibility List at Grade 51, Step 1.

Motion by Miller, seconded by Stearns, to authorize the filling of the Highway Maintenance III position December 31, 2009 vacancy from the Highway Eligibility List, starting at Grade 51, Step 1, motion carried.

Mr. Adolphson and Deana Skov, Zoning/Parks Director, discussed with the Board their suggestion of the possible sharing of the Planning & Zoning/GIS position with the Highway Department. Also present was Gina Dahms, Assistant Planning & Zoning Director/GIS. Ms. Skov reviewed a handout outlining the details: position duties would include upkeep of electronic sign inventory, continuation of duties involved with the GPS and marking of driveways for E-911 signage by other Highway Department personnel, and work with County Surveyor on an as needed basis; paid from 50% General Fund and 50% Highway Fund; position would continue to be based at County Courthouse with travel to Highway Department on an as needed basis; position submitted to Hay Group for evaluation and possible reclassification based on current job duties as well as additional duties.

Commissioner Stearns pointed out that the County was currently using a Pay Equity Study that included Hay standards and points, which was being done by the County's Human Resource Consultant Mike Gibson.

Ms. Skov pointed out that these duties were contingent upon Board authorization to advertise for a full time Administrative Assistant.

Motion by Waldahl, seconded by Bounds, to authorize the concurrent posting and advertising for a full time Zoning Administrative Assistant position at Grade 49, Step 1, motion carried.

Motion by Bounds, seconded by Stearns, to approve the development of a shared 50% Zoning/GIS and 50% Highway Department position, to be paid 50% from the General Fund and 50% from the Highway Fund and to conduct a Hay Equity Study to determine classification, to be conducted by the Human Resource Consultant, motion carried.

Mr. Adolphson requested approval of the following Budget Balance Rollovers from 2009 to 2010 for the following accounts:

314-6520 – Gravel Stockpile	\$68,608.83
314-6603 – Equipment	\$98,458.11
324-6603 – Infrastructure County Road – Local)	\$150,000.00

Ms. West recommended the Board approve Mr. Adolphson's request without listing the dollar amounts due to the possibility of payables still being recognized.

Motion by Stearns, seconded by Waldahl, to bring forward the net 2009 Highway Budget balance into the 2010 Highway Budget for the following expenditure accounts;

314-6520 – Gravel Stockpile	
314-6600 – Equipment	
324-6603 – Infrastructure County Road – Local)	- \$150,000

Motion carried unanimously.

Mr. Adolphson requested Board authorization to prepare the plans and specs for Federal Project SP 80-070-01, which was a County-Wide Pavement Marking Project.

Motion by Waldahl, seconded by Miller, to authorize the preparation of plans and specifications for Federal Project SP 80-070-01; County-Wide Pavement Marking Project, which would be funded through a \$94,100 grant, motion carried unanimously.

Mr. Adolphson informed the Board that the Highway crew worked much of Christmas Eve and Christmas Day due to the amount of snow received and ice on the roads.

Ms. Skov requested Board input as to when the combined position of Assistant Zoning/GIS with the Highway Department would begin. It was determined that the new combined position would start following the development of a new job description, completion of the Pay Equity Study and the filling of the vacant Administrative Assistant position around February 15<sup>th</sup>.

Mr. Adolphson was informed that the Pay Equity Study conducted by the Human Resources Consultant would be paid for with Highway Department funds.

**2010 Final Budget and Levy Adoption:** Commissioner Stearns and Chairman Schermerhorn met with the Department Heads to discuss the need for an increase in revenues or a reduction of expenditures in the 2010 General Fund Budget equal to \$123,459. Commissioner Stearns distributed the Payable 2004, Payable 2005 and Payable 2009 Tax Levies, pointing out the shift of Tax Levy from the General Fund to the Highway Fund in Payable 2005 due to a low cash and fund balance in the Highway Fund. He pointed out that the Highway Fund had built up a cash balance through 2008 and 2009. Commissioner Stearns added that discussions had been held with previous Highway Engineer Ullring, as well as Interim Highway Department Head Adolphson, regarding the probability of having to shift some of the tax levy back to the General Fund from the Highway Fund, which they were in agreement of. He suggested that now was probably the time to shift the tax levy due to the low cash and fund balances in the General Revenue Fund, which had been criticized by the State. The Board's intention was to carry a \$233,000 surplus into the new year through a one time Special Levy of \$233,000 for the State un-allotment of County Program Aid that occurred in 2008 and 2009; it had been pointed out that the State Department of Revenue had indicated the potential for an additional \$203,000 2010 un-allotment, which may not be known until after the Legislative session, this un-allotment could be dealt with in May and July as was done in 2009. Commissioner Stearns added that shifting the tax levy revenue from the Highway Fund to the General Fund would help right now, also recognizing a potential \$203,000 County Program Aid un-allotment in 2010; but the County would be facing this with General Fund revenue in excess of expenses for 2010. Commissioner Stearns advised that the Un-allotment Special Levy in the amount of 233,459 was a one time opportunity and it was prudent that it went towards a reserve as it would not be available in 2011 and would not be a part of the County's levy base.

Mr. Adolphson added that the Highway Department had also recognized savings generated through the Early Retirement Incentive Program, the elimination of one seasonal position, reduction in the sign budget, a new lower paid employee, one employee out on an unpaid leave of absence and the vacancy in the Highway Engineer position; all of these situations had helped provide this opportunity.

**2009/PAYABLE 2010  
FINAL LEVY RESOLUTION**

Commissioner Waldahl offered the following Resolution and moved for its adoption.

NOW THEREFORE BE IT RESOLVED: That the Wadena County Board of Commissioners adopt and certify the Final 2009 Property Tax Levy for Taxes Payable in 2010. Distributed to the various funds as follows;

	<u>LEVY</u>	<u>LESS COUNTY PROGRAM AID</u>	<u>LEVY LIMIT</u>	<u>PLUS SPEC. LEVIES</u>	<u>TOTAL LEVY</u>
Revenue	\$4,227,293.00	(568,221.00)	\$3,659,072.00	\$852,564.00	\$4,511,636.00
Road & Bridge	\$1,506,841.00	(171,000.00)	\$1,335,841.00	\$ 15,951.00	\$1,351,792.00
Social Services	\$1,909,037.00	(255,728.00)	\$1,653,309.00	\$ 72,729.00	\$1,726,038.00
Library	\$ 90,587.00		\$ 90,587.00	\$ 0.00	\$ 90,587.00
<b>Total</b>	<b>\$7,733,758.00</b>	<b>(\$994,949.00)</b>	<b>\$6,738,809.00</b>	<b>\$941,244.00</b>	<b>\$7,680,053.00</b>

Commissioner Stearns seconded the motion, motion carried.

Board discussion was held regarding the 3.23% Payable 2010 Levy increase; concern over the increase as well as the concern over the need to replenish the County's low reserves. Board discussion was also held regarding the Payable 2010 property tax shift to the MinnCan Pipeline as a result of new construction.

Commissioner Miller commented that he had received information indicating that the MinnCan Pipeline property tax increase would only be \$37,000 to \$38,000 dollars; the Board had received previous information indicating that the Pipeline property tax increase would be \$860,000, which would cover the County's levy increase.

Craig Folkestad, City of Wadena property owner, commented that he felt the Board had done a fairly good job in making cuts; a lot of businesses were informing their employees that everyone's hours had to be reduced or someone would have to be laid off. He added that he felt it was ironic that the State Auditor would criticize the Board for the County's financial situation with the financial situation that the State was currently in. Mr. Folkestad commented that reserves were needed, but he felt it was not prudent to levy for reserves.

Commissioner Stearns clarified that the Special Levy was a one-time levy only and the County would have to make cuts again.

Chairman Schermerhorn called for the vote; Commissioner Stearns aye, Commissioner Miller aye, Chairman Schermerhorn aye, Commissioner Bounds nay, Commissioner Waldahl aye, motion carried.

Adopted at Wadena, Minnesota this 29<sup>th</sup> day of December, 2009.

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Charleen West, Auditor/Treasurer

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David Schermerhorn, Chairman

**Commissioner Reports:**

Commissioner Waldahl: None

Commissioner Bounds: None

Commissioner Miller: Otter Tail Wadena Community Action Council.

Commissioner Stearns: SCHA Joint Powers Meeting-already reported.

Chairman Schermerhorn: Extension Committee – Committee Member vacancies; Kay Browne’s term was up (Commissioner Stearns District) and would not be available to serve another term; Kyle Schultz’s term was also up (Commissioner Bounds District), had already served two terms.

**Set Minimum Salary for County Attorney, County Recorder, County Sheriff, and County Auditor/Treasurer:** tabled until first meeting of the year; January 5, 2010.

**GIS Request:** Craig Folkestad requested the Board consider making the GIS on the County website a little more accessible, as it was in some other counties, so that users could search by name; he also commented that web access to the Assessor’s field cards would also be appreciated.

Ms. West responded that the Committee that initiated GIS on the website had initially expressed concerns over providing a search by name; she would inform the Committee of his request.

**2010 Final Revenue/Expenditure Budgets:**

Motion by Waldahl, seconded by Stearns, to approve the 2010 Final Revenue/Expenditure Budgets by Fund, as follows;

	Revenues	Expenditures
General Revenue	\$5,935,883.00	\$5,825,998.00
Public Health	\$1,393,570.00	\$1,368,770.00
Road & Bridge	\$5,124,400.00	\$5,124,279.00
Social Services	\$5,197,384.00	\$5,197,384.00
Solid Waste	<u>\$1,093,485.00</u>	<u>\$ 948,975.00</u>
Total 2010 Budget	\$18,744,722.00	\$18,465,406.00

Motion carried unanimously.

Motion by Waldahl, seconded by Stearns, to amend the County Personnel Policy to authorize a 10% wage increase, based on current wage, for employees temporarily working out-of-class, motion carried.

Motion by Stearns, seconded by Bounds, to approve a 10% wage increase for Joe Pierce, Highway Maintenance Worker III, for working out of class as Assistant Highway Foreman, during a current Leave of Absence for the Highway Foreman, starting December 14, 2009 at \$20.94 per hour, and ending upon the return of the current Highway Foreman, motion carried.

Motion by Stearns, seconded by Miller, to approve a 10% wage increase for Jeff Adolphson, Assistant Highway Engineer, for working out of class as Interim Highway Department Head, starting October 23, 2009 at \$35.68 per hour, and ending upon the filling of the Highway Engineer position, motion carried.

Motion by Stearns, seconded by Miller, to approve payment of the Board of Commissioner bills in the amount of \$100,151.80, motion carried.

Commissioner Miller brought up the issue of increasing the time for the Extension 4-H Coordinator position from one-half to three-fourth's time, he stated that he had received many comments indicating that kids involved in 4-H and other reputable activities, had less time to get in trouble; compare this with the money spent on Law Enforcement.

Motion by Miller, seconded by Waldahl, to approve the increase in the 4-H Coordinator from one-half time to three-fourths time starting January 1, 2010;

Board discussion was held as to whether the approval of the 2010 Budget, which included the expense of a three-fourth's time 4-H Coordinator, also approved the increase in the 4-H Coordinator's time. It was pointed out that the Extension Educator would be presenting the Board with the annual Memorandum of Agreement during the January 5, 2010 Board Meeting that would address this increase, which the Board would act on at that time.

Commissioner Waldahl further emphasized the necessity of kids being involved in reputable organizations such as 4-H, Scouts, etc. due to past experience in Law Enforcement.

Motion carried.

The Board recessed at 11:54 a.m.

The Board reconvened at 12:12 p.m.

Chairman Schermerhorn Closed the Adjourned Board Meeting at 12:12 p.m. for the purpose of strategizing for the 2010 wage and benefit negotiations. Present: Chairman Schermerhorn, Commissioners Stearns, Bounds, Waldahl, Social Services Director Sailer and Auditor/Treasurer West. Absent: Commissioner Miller.

Chairman Schermerhorn reconvened the Adjourned Board Meeting at 1:06 p.m.

Motion by Stearns, seconded by Bounds, to authorize the Board Chair to sign the 2010 Wage and Benefit Agreement between Wadena County and with the Local 49'ers Union, motion carried.

Chairman Schermerhorn thanked the Board for their support during his time as Board Chairman.

Chairman Schermerhorn adjourned the Second Adjourned Board of Commissioner's Meeting at 1:08 p.m.

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Charleen West, Auditor/Treasurer

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David Schermerhorn, Chairman