

**WADENA COUNTY BOARD OF COMMISSIONERS BOARD MEETING**  
**AUGUST 4, 2009 9:00 A.M.**

The Wadena County Board of Commissioners Meeting was held on Tuesday, August 4, 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 Lane Waldahl, William Stearns, Ralph Miller, and Auditor/Treasurer Char West. Absent: Commissioner Rodney Bounds.

Motion by Miller, seconded by Stearns, to amend the day's Agenda to delete 9:30 a.m. Lee Brekke, Assessor, and to include c.) Wadena County Humane Society Request for 2008 and 2009 Appropriation, d.) South Country Health Alliance Cash Call Payment Resolution, e.) 7/24/09 Old Wadena Society motion to approve payment of 2009 Appropriation, f.) 7/24/09 motion allocating Consultants Billed Services – Clarification, and g.) Designation of Individual Reviewing Assistant EMS Director's Hay Points, motion carried.

Motion by Stearns, seconded by Waldahl, to approve of the 7/24/09 Board Meeting Minutes, motion carried.

Karen Nelson, Public Health Director, updated the Board on the revised Environmental Health Delegation Agreement with the Minnesota Department of Health effective July 1, 2010 pointing out that the implications for Public Health was for them to update the Ordinances from 1985 to the present time.

Ms. Nelson informed the Board of the potential need for use of other County Staff in the H1N1 Mass Dispensing Plan. She pointed out that the County Continuity of Operations Plan outlined how the County would operate during a disaster and that she was interested in the Emergency Management Services Director continuing in the completion of the Plan. Ms. Nelson stated that she was recently notified that by September 30<sup>th</sup> Wadena County would need to be a "Full Service County" which required three staff deep; she could accomplish this by using other County Staff. She advised that she needed an additional person to record immunizations, which were to be reported to the State, and during a disaster a third person could do this during the months of October and November 2009; if H1N1 came to Wadena County they were expected to treat everyone within 48 hours. Ms. Nelson stated that she had requested the Safety Director to include this training in one of the Wadena County Employee Safety Training Classes the end of September or the beginning of October which would cover individual and family preparedness so staff would have a plan for themselves and their family and be able to be at work. She added that additional help may be needed October 15<sup>th</sup> through December 31<sup>st</sup> and that there may be supplemental preparedness funds received to help pay for the additional expense. Ms. Nelson pointed out that the target population would be children 0-5 years old, children in grades 6-12, adults with complicating health problems and pregnant women.

Commissioner Waldahl pointed out that the Emergency Management Services Director now had as Assistant Emergency Management Services Director who may be able to assist.

Further discussion was held as to the vaccine dispensing procedures.

Ms. Nelson reminded the Board of the State Board of Health Conference. She pointed out that the Conference was usually attended by all Commissioners, but she budgeted for only one person to attend this year, however, the State Board of Health had decided not to charge a fee.

Ms. Nelson recommended Commissioner Bounds, as liaison, attend this conference.

The Board reviewed a letter from the Wadena County Humane Society advising that they had neglected to request their 2008 Appropriation and were now requesting payment of the 2008 Appropriate of \$750 and 2009 of \$600.

Motion by Stearns, seconded by Waldahl, to approve payment to the Wadena County Humane Society for their 2008 Appropriation in the amount of \$750.00 and 2009 Appropriation in an amount of \$600.00; in the future agencies must make their request within the current budget year, motion carried.

Ms. West presented the Board with a Resolution authorizing the early payment of the South Country Health Alliance Cash Call Payment for their review and approval.

Motion by Stearns, seconded by Miller, to approve the following Resolution,

## **Wadena County Board of Commissioners Resolution**

### **Interfund Loan Transfer from Solid Waste Fund to Social Services Fund**

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

**WHEREAS**, on December 31, 2007, following recognition of a "premium deficiency reserve" anticipating losses for 2008, SCHA's risk-based capital was approximately 133%, rather than the 300% required by the Addendum to SCHA's By-Laws; and

**WHEREAS**, additional capital was necessary to restore financial health to SCHA; and

**WHEREAS**, SCHA was empowered to require additional contributions from its Member Counties for capital; and

**WHEREAS**, on May 12, 2008 the SCHA Joint Powers Board made a capital call upon its Member Counties in the amount of \$11,000,000, with Wadena County obligated to pay \$587,489; and

**WHEREAS**, one-half of the respective amount payable by each county was paid, in immediately available funds, on May 27, 2008;

**WHEREAS**, on May 22, 2008 the Wadena County Board of Commissioners approved the transfer of \$98,744.50 from its Solid Waste Fund to its Social Services Fund for the partial payment of the first half SCHA capital obligation to be paid back to the Solid Waste Fund from the Social Services Fund in three installments on or before June 1, 2010 - \$37,500.00; November 1, 2010 - \$37,500.00; June 1, 2011 - \$23,744.50;

**WHEREAS**, a Payment Plan was agreed upon between the Wadena County Commissioners and SCHA for the \$334,816.00 remaining cash call payment requiring a cash payment of \$127,557.00 to SCHA on January 2, 2009; a interest payment of \$2,551.00 on June 30, 2009; and a \$167,408.00 principal payment and \$3,348.00 interest payment on January 2, 2010;

**WHEREAS**, on December 18, 2008 the Wadena County Board of Commissioners approved the transfer of \$127,557.00 from its Solid Waste Fund to its Social Services Fund for the January 2, 2009 partial payment of the second half SCHA capital obligation to be paid back to the Solid Waste Fund from the Social Services Fund in three annual installments on or before May 22<sup>nd</sup> of each year for three consecutive years as outlined; May 22, 2012 - \$42,519.00, May 22, 2013 - \$42,519.00, May 22, 2014 - \$42,519.00.

**WHEREAS**, on June 18, 2009 the Wadena County Board of Commissioners approve the June 30, 2009 cash payment of \$2,708.00 for interest to SCHA out of the General Revenue Fund which was later transfer out of the Social Services Fund to the General Fund,

**THEREFORE BE IT RESOLVED**, on August 4, 2009, the Wadena County Board of Commissioners considered and approved the early cash payment to SCHA of \$167,344.50 plus \$506.62 of interest to be paid August 5, 2009 for the purpose of obtaining an interest savings of \$2,841.38,

**BE IT FURTHER RESOLVED**, on August 4, 2009, the Wadena County Board of Commissioners approved the transfer of \$170,559.12 from its Solid Waste Fund to its Social Services Fund for the June 30, 2009 interest payment of \$2,708.00 and for the August 5, 2009 principal and interest payment of \$167,851.12 for the final payment of the second half SCHA capital obligation; to be paid back to the Solid Waste Fund from the Social Services Fund in three annual installments on or before May 22<sup>nd</sup> of each year for three consecutive years as outlined below;

May 22, 2015	\$56,853.00
May 22, 2016	\$56,853.00
May 22, 2017	\$56,853.12

Adopted this 4<sup>th</sup> day of August, 2009, by the Wadena County Board of Commissioners.

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David Schermerhorn, Chairman

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Charleen West, Auditor/Treasurer

Motion Carried.

Motion by Stearns, seconded by Miller, to amend the July 24, 2009 motion to approve payment of the second half of the 2009 Appropriation to the Old Wadena Society for the corrected amount of \$750.00 instead of \$1,250.00, motion carried.

Ms. West stated that during the July 24, 2009 Board Meeting, in her absence, the Board had discussed and clarified the date to start the allocation of Consultant Mike Gibson's charge for services. She pointed out that the July 24, 2009 Board discussion indicated that the motion should reflect the May 21, 2009 Board action which allocated the expense by Fund but the July 24, 2009 motion specified by Department. Ms. West stated that she had previously questioned Commissioner Miller as to his intent for the July 24, 2009 Board motion.

Commissioner Miller stated that his intent of the motion was to have the services charged to the Departments.

Commissioner Waldahl stated that this was also his intent.

Ms. West clarified that the Board's intent was then to rescind the May 21, 2009 motion allocating the expense between County Funds. She pointed out that if this was correct, General Fund Departments did not have Professional Services expenses such as this budgeted within their Department budget as it was budgeted as a Central Services General Fund budget. Ms. West added that the Board could approve budget amendments for each Department budget to include this expense or if their intent was to know which Departments were using the service, an additional note stating the Department name could be included in the expenditure description.

Commissioner Waldahl stated that he felt Commissioner Miller's motion was to know which Department was using Mr. Gibson's services.

Chairman Schermerhorn requested clarification that budget dollars would have to be moved around if the motion stated by Department otherwise additional information could be provided to indicate which Department was using the service even if it was paid out of the General Fund budget.

Ms. West responded that this was correct.

Commissioner Miller questioned whether the expense for the Consultant's services at the Highway Department would come from the General Fund.

Commissioner Stearns responded that it would not come from the General Fund but would be paid from the Highway Fund.

Further discussion was held as to the difference between a Fund and a Department.

Commissioner Waldahl stated that he did want to see which Department was using the services and stated that he felt Department Heads should consider budgeting for it.

Further discussion was held regarding Department Heads budgeting for the service in 2010, the possibility of not knowing if the service would be needed or budgeting for it and not using it. The Board reviewed the Central Services budget which currently included Professional Services

Union Negotiations with a budget of \$75,000, where previous General Fund expenditures such as this were paid.

Commissioner Stearns recommended splitting the Professional Services – Union Negotiations \$75,000 budget; \$5,000 under a new account number for Fund wide Professional Services expenditures; \$70,000 budget for negotiations would remain under the current account number. He added that if a Department, within the General Fund, would use a Human Resource person, that Department would be charged and then there would be a budget amendment to the Department's budget at that time, which would eliminate over budgeting.

Motion by Stearns, second by Miller, to break out \$5,000 for Professional Services and \$70,000 for Union Negotiations within the General Fund Central Services Department, motion carried.

Ms. West stated that during the July 24, 2009 Board Meeting discussion was held regarding the additional duties that the Assistant Emergency Management Services Director may be performing and the possible need for a Hay Study review of the position. She added that Commissioner Stearns had commented on the need to appoint someone to conduct the study but no Board direction was given as to who would do the study.

Commissioner Stearns stated that it appeared to him that the Board only had two choices; to use Hay Group themselves or Consultant Gibson who had done a study in house for Social Services, which had been done cheaper than the Hay Group.

Motion by Waldahl, seconded by Stearns, to move to authorize Consultant Mike Gibson, with the assistance of the Emergency Management Services Director or the County Sheriff, to conduct a study of the Assistant Emergency Management Services Director job classification and/or job description, based on the Hay Study guidelines, motion carried.

The Board recessed at 10:00 a.m.

The Board reconvened at 10:18 a.m.

Chairman Schermerhorn called the Fee Public Hearing to order at 10:19 a.m.

Mike Willie, Social Service Worker, reviewed the Chemical Dependency Assessment fee change with the Board, pointing out that the change was necessary due to a change in State policy. He requested the change be made retro-active to July 1, 2009. Mr. Willie stated that the Region 5 Development Commission had agreed on a \$200 rate to maintain consistency within the area.

A \$200.00 fee would be assessed to clients who have health insurance, PPHP or a court ordered assessment. Payment could be made in full the day of the assessment. If full payment could not be made, a \$50.00 payment was due the day of the assessment and a repayment agreement must be signed; the offender shall pay the cost of a chemical assessment directly to the entity conducting the assessment, but may not waive the cost of the assessment paid directly to the entity conducting the assessment.

Lee Brekke, County Assessor, distributed and reviewed a handout outlining the copying, faxing, e-mailing and report completion fees his Department currently charged. He pointed out that he had contacted other County Departments regarding their charges for these services, which in some cases were different. Mr. Brekke added that he currently was not charging for the e-mailing of documents which required special software; several other County Departments did charge for e-mailing documents. He stated that he felt the Board should consider making such fee charges standard throughout the County.

Copies:

Letter/legal	Black/White	.25 per side
Letter/legal	Color	.50 per side
Ledger	Black/White	.50 per side
Ledger	Color	1.00 per side

Fax: 5.00 for first 10 pages  
.50 per page over 10

e-mail: field card 2.00 per field card

Reports: minimum 50.00 for ½ hr  
Over ½ 70.00 per hour

Board consensus was for copy, faxing, etc. fees be referred to the Management Team, to contact Department Heads to request they bring their current fees to the Meeting scheduled for the following day and provide a County wide fee structure.

Ms. West informed the Board that she had also received, from the Sheriff's Department, a fee change relating to the mileage rate of .50 per mile to .55 per mile for Civil Process Fees.

Civil Mileage:

Aldrich	20 miles @ 55	11.00
Menahga	50 miles @ 55	27.50
Nimrod	50 miles @ 55	27.50
Sebeka	26 miles @ 55	14.30
Staples	40 miles @ 55	22.00
Verndale	15 miles @ 55	8.25
Wadena	Flat Fee	5.00

Ms. West requested Board consideration to authorize the payment of ComData, Inc. invoices, which was the credit card company who processed the purchase of County gas, to be paid upon receipt; several other utility bills had previously been authorized to be prepaid. She informed the Board that several weeks ago the County experienced a shortage in the credit limit for the card, which had now been increased, but felt the payment of the invoice upon receipt, with Board approval following, would completely eliminate the occurrence of this situation again.

Discussion was held regarding the pros and cons of the use of the ComData credit card for gas purchases.

Commissioner Stearns stated that the County used to receive a .07 per gallon discount when gas purchases were put out on bids. He pointed out that when Friendly Rider purchased gas at

Stoneman Oil they received a .07 per gallon discount and filed the gas tax refund for them. Commissioner Stearns recommended the matter be revisited as it may benefit some Departments but not all.

Commissioner Waldahl recommended the subject be brought up at the Department Head Meeting for discussion as he had been told by some Departments that they liked the credit card.

Chairman Schermerhorn also recommended the subject be discussed by the Department Heads and consider only using the cards by the Departments that benefit from it.

Motion by Stearns, seconded by Waldahl, to approve payment of the Board of Commissioner bills in the amount of \$148,137.83, motion carried.

Chairman Schermerhorn closed the Fee Public Hearing at 10:49 a.m. and questioned if anyone in attendance was in favor of or opposed to the fee changes. No response was received.

Motion by Waldahl, seconded by Stearns, to approve the Social Services Chemical Dependency Assessment fee change as follows; "A \$200.00 fee would be assessed to clients who had health insurance, PPHP or a court ordered assessment. Payment could be made in full the day of the assessment. If full payment could not be made a \$50.00 payment was due the day of the assessment and a repayment agreement must be signed" and approve the Sheriff's Department fee change to .55 per mile for Civil Processing Fees, motion carried.

Board direction was for Mr. Brekke's fees to go before the next Department Head Meeting.

Joel Ullring, Highway Engineer, came to the Board regarding the burying of the underground electrical service at a \$1,500 estimate in the area needing to be paved at the Highway and Extension Departments. He stated that since the previous Board Meeting he had been informed that the price had doubled due to it being a 400 amp service instead of a 200 amp service for an estimated cost of \$3,200. He pointed out that there were two options; the burying of the electrical service be done for the higher cost or bury the conduit at this time and install the service the following year; the problem would then be that the power pole would still be in the way for paving. He pointed out that the paving bids came in at \$26,000 instead of the estimated \$30,000 as well as the Highway Gravel Pit had previously been sold for \$4,000, so there were funds to cover the expense.

Discussion was held as to the additional expense if the installation of the electric service was completed the following year. Further discussion was held as to the fact that the proceeds from the sale of the Highway Gravel Pit had been deposited within the General Fund and whether it should be transferred to the Highway Fund.

Ms. West stated that the Board could consider leaving the sale proceeds within the General Fund and paying for the electrical service from that fund as the Highway Department Fund had paid for some of the improvements made for the Extension Department, which was within the General Fund.

Commissioner Waldahl pointed out that the paving bids were \$4,000 under what was budgeted so the funds for the electrical service were within the Highway Department budget.

Ms. West stated that the issue of whether the proceeds from the Highway Gravel Pit should be transferred to the Highway Department should still be addressed.

Mr. Ulring pointed out that \$2,700 of Highway Department funds were spent for the surveying and fence installation at the Highway Gravel Pit so he understood that the proceeds from the land sale were to be returned to the Highway Fund to reimburse for those expenses, which was a separate issue.

Motion by Stearns, seconded by Miller, to approve the burying of the electrical cable at the Highway Department at a cost of \$3,200, motion carried.

Deana Skov, Zoning/Parks Director, requested Board acceptance of the previously distributed July 16, 2009 Planning Commission Meeting Minutes.

Motion by Stearns, seconded by Waldahl, to accept the July 16, 2009 Planning Commission Meeting Minutes, motion carried.

Ms. Skov requested Board approval of a Conditional Use Permit Resolution for the Gerald Olson Property located in Red Eye Township, as recommended by the Planning Commission.

### **RESOLUTION**

Commissioner Waldahl moved that the following Resolution be adopted:

**RESOLVED: That the County Board approves issuance of the following Conditional Use Permit:**

**Gerald W. & Janette E. Olson** application for Conditional Use Permit to permit the temporary operation of an asphalt plant, mining, processing & stockpiling of sand & gravel with the following findings of fact:

- 1) The requested use will not create an unreasonable excessive burden on the existing roads or other utilities.
- 2) The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties because there are other gravel pits in the area.
- 3) The structure and the use shall have an appearance that will not have an unreasonable adverse effect on nearby properties because the majority of it is screened by trees.
- 4) The requested use, in the opinion of the Planning Commission, is reasonably related to the existing land use and environment and the issue of dust is addressed in their request.
- 5) The requested use is consistent with the Wadena County Land Use Control Ordinance.
- 6) The requested use is not in conflict with the Wadena County Comprehensive Plan.
- 7) The requested use will not create an unreasonably adverse affect because of noise, odor,



Adopted this 4<sup>th</sup> day of August, 2009.

Attest: \_\_\_\_\_  
Charleen West, Auditor/Treasurer                      Chairperson

Motion carried.

Chairman Schermerhorn called for anyone in attendance in opposition or in support of either Conditional Use Permit. No response was received.

Ms. Skov informed the Board that the inspections on the Stocking Lake Association/Blueberry Township Project had been completed. She stated that Lee Hendrickson, who completed the inspections, had done a good job and submitted a good report, which she reviewed with the Board. Ms. Skov pointed out that Mr. Hendrickson had used the County's GIS maps to complete the reports.

#### Commissioners Reports:

Commissioner Stearns: Perham Resource Recovery Center - Mr. Gibson was attending a Solid Waste Collaboration meeting; South Country Health Alliance (SCHA) Board - had been determined SCHA was in black for the first 6 months of 2007, the Board decided not to end Ability Care, however, it was a program that lost money, he had voted to end the program as it was projected to lose 2.6 million dollars, they are still expected to be in the black by the end of next year.

Commissioner Miller; Law Library Meeting – discussed payment of per diem and Law Library but main focus was the possibility of incorporating in Phase II office expansion for the Court staff, he was requested by Judge Robertson and the Court Administrator to suggest to the County Board if something for expansion could be inserted into Phase II, another issue was a security concern as there had been a controversy between defendants and family members, he stated he would bring this to the Board to see if something could be done to make sure the Bailiff did not let things get out of hand both in the Court Room and the Lobby of the Courthouse; MnDot Tower – may be able to use tower by Aldrich.

Commissioner Schermerhorn; Regional Radio Board - by 2010 all towers would be complete and by 2013 95% would be on-line, listed 31 sites that needed a tower and Wadena County was not one of them, 2010 budget same as 2009.

Commissioner Waldahl; Emergency Management Services Meeting - two year grant just ended in June 2009 and were under budget, discussion on revising the new 2009 to 2011 budgets due to reduction in new grant, consider reduction in personnel, Year End report training reimbursement - for 2008 and 2009 Wadena County did not use any of the funds, Legislative consideration to flex grant up to \$25,000 to do research to allow townships do a tax levy for EMS, seat belt fine budget.

Commissioner Stearns pointed out that the Court's request for expansion of office space would be discussed by the Building Services Committee the following day.

Board discussion was held regarding the previously discussed inclusion of the relocation of the Law Library in Phase II but that the Board had never taken action on a Phase II remodeling plan.

Chairman Schermerhorn adjourned the Board of Commissioners Meeting at 11:45 a.m.

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Charleen West, Auditor/Treasurer

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David Schermerhorn, Chairman