

**WADENA COUNTY BOARD OF COMMISSIONERS ADJOURNED MEETING**  
**NOVEMBER 18, 2010/9:00 A.M.**

The Wadena County Board of Commissioners Meeting was held on Thursday, November 18, 2010, 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 William Stearns and the pledge of allegiance to the flag was said.

Present: Commissioners Rodney Bounds, Ralph Miller, Dave Schermerhorn, Lane Waldahl, and Auditor/Treasurer Char West.

**Agenda:** Motion by Miller, seconded by Waldahl, to approve the day's Agenda as amended to include g.) Report on Fair Board Lease, h.) Snowmobile Trail Re-routing, motion carried.

**Approval of Minutes:** Motion by Miller, seconded by Schermerhorn, to approve Board of Commissioners Meeting Minutes of October 21, 2010, motion carried.

**Remodeling of County Recorder Office:** Sole Henriksen, Recorder, came to the Board regarding the previously approved remodeling of the Recorder's office. She questioned whether it would be possible to hire an architect to draw up plans for the office which would promote better service to the public, more staff efficiency and safety. Ms. Henriksen suggested the use of architect Tony Stoll of Baker, Haugen and Haux from Perham.

Ms. West requested Board consideration to also have Mr. Stoll revisit his previous evaluation of the Auditor/Treasurer's Offices.

Commissioner Waldahl suggested Mr. Stoll's review of other offices near the Recorder's Office as well. He pointed out he had been questioned regarding the starting of Phase II remodeling, however, there were other areas that needed to be completed before Phase II was initiated.

Motion by Waldahl, second by Miller, to hire Tony Stoll of Baker, Haugen and Haux to view the Recorder's office and the Auditor/Treasurer offices for renovation, motion carried.

**Wadena County Historical Society:** Rich Paper and Sandy Pratt, Wadena County Historical Society representatives, came before the Board to reiterate their previous requested that one member of the County Board serve as an ex-officio member on the Historical Society Board for the Historical Society's benefit as well as the County Board's benefit.

Discussion was held regarding the possibility of a Commissioner attending on a quarterly basis.

Motion by Waldahl, seconded by Schermerhorn, to appoint Commissioner Miller to serve on the Wadena County Historical Society Board and to attend their meetings, motion carried.

**Pay Equity and Negotiation Updates:** Mike Gibson, Human Resource Consultant, came to the Board to report to the Board that negotiations had gone well and that he and Commissioner

Bounds had met with all segments of the County. He pointed out that the Department Heads voted to accept the two year offer by the Board; Teamsters General and Essential Units had ratified a 2-year agreement, as set forth by the Board and Highway 49'ers and Social Services would be going to their group for a vote.

Mr. Gibson referred to an August 13, 2010 letter from the Local #320 Business Agent indicating that she had just become aware of the Sheriff's Department Investigator position and requested a Pay Equity evaluation be done on the position. He advised the Board that the job description was updated and a Pay Equity Evaluation done on the new description. Mr. Gibson added that he had reviewed the results of the Evaluation with the Teamster representatives which reflected the final outcome of higher points for the Investigator position than the Deputy Sheriff position that the position was currently rated under. He pointed out that Amy Ament currently served in the Investigator's position at a Grade 54, Step 4 and had earned Step 5 as of August 1, 2010; the Pay Equity evaluation reflected the position should be at a Grade 55 and she would be paid on a Step 3 and earning Step 4. Mr. Gibson commented that Ms. Ament had been in the Investigator's position for three years but the Union and Ms. Ament were in agreement that back pay would only be paid back to August 1, 2010, the date the Union became aware of the situation.

Motion by Waldahl, seconded by Schermerhorn, to approve the Pay Equity Evaluation for the Sheriff's Department Investigator position at Grade 55 as negotiated with the Teamsters #320 Essential Unit, motion carried.

**U of M Extension 2011 Agreement:** Motion by Schermerhorn, seconded by Waldahl to approve the 2011 Agreement between the University of Minnesota and Wadena County for Providing Extension Programs Locally and Employing Extension Staff, motion carried.

**Humane Society 2010 Allocation:** Motion by Bounds, seconded by Miller, to approve payment of the 2010 allocation to Wadena County Humane Society in the amount of \$600.00, motion carried unanimously.

**Fairgrounds Cattle Barn Invoice:** Motion by Waldahl, seconded by Bounds, to approve payment to Northwest Building Center in the amount of \$99.65 for purchases made by the Wadena Ag Society for repairs to the Fairgrounds Cattle Barn, motion carried unanimously.

**Correction to the July 22, 2010 Board Minutes:** Ms. West informed the Board that a typographic error had occurred in the July 22, 2010 Board minutes reflecting an incorrect pay step for the GIS Coordinator; the motion was correctly made by the Board and the July 22, 2010 minutes now reflect the correct step 5, \$19.36 per hr.

**Report on the Fair Board Lease:** Chairman Stearns advised the Board that he had discussed the Lease between Wadena County and the Ag Society with the County Attorney as to ownership of the lights at the Fair Ground; the lights were originally owned by the Baseball Association but their Lease with the Ag Society had expired April 2010. He added that Wadena County was the

owner of the land, however, it was felt that the Wadena Ag Society would be first in line for ownership of the lights and the County would be last in line; Ms. Ladd would be looking into this matter further.

**Pay Equity Evaluation (continued):** Mr. Gibson returned to the Board with additional information relating to the Sheriff's Department Investigator Pay Equity Evaluation step change.

Motion by Schermerhorn, seconded by Waldahl, to approve Pay Equity Evaluation results for the Sheriff's Department Investigator position Grade 55 and approve Amy Ament, Sheriff's Department Investigator, be advanced on a Grade 55, Step 4, retro-action to August 1, 2010 and to be paid Step 5, Grade 55, as of January 1, 2011, motion carried unanimously.

The Board recessed at 10:05

The Board reconvened at 10:22.

**Solid Waste Department:** Tammy Ehrmantraut, Solid Waste Supervisor, came before the Board to present them with a letter from Mike Hanan, Solid Waste Director, which she publicly read. Mr. Hanan's letter indicated that the pre-employment physical and background check for the hiring of the Transfer Station Recycling Operator had been completed, as requested by the Board and his request for the hiring of Shawn Denman, highest scoring applicant, with the effective hiring date of November 19, 2010. Ms. Ehrmantraut pointed out that this position would be paid at a Grade 51, Step 1.

Motion by Waldahl, second by Schermerhorn, to appoint Shawn Denman to the Wadena County Transfer Station Recycling Operator position, Grade 51, Step 1, \$13.48 per hr. with a start date of November 19, 2010, motion carried unanimously.

Mr. Hanan's letter also requested the Transfer Station be closed the Saturday following Thanksgiving, which the Board had previously approved in 2008 and 2009.

Motion by Schermerhorn, seconded by Miller, to approve the Transfer Station be closed on Saturday, November 27, 2010, following the Thanksgiving and Friday County holidays, motion carried.

Ms. Ehrmantraut questioned the Board whether Board action to close the Transfer Station on the Saturday following the Thanksgiving Holiday could be made for upcoming years or would they prefer this be approved each year.

Motion by Schermerhorn, second by Waldahl, to approve the closing of the Transfer Station the Saturday following the Thanksgiving Holiday provided the Friday following Thanksgiving continued as a County Holiday, motion carried.

**Public Health Department:** Karen Nelson, Public Health Director, came before the Board to request approval to sign a contract with The Lodge at Brainerd Lakes as a meeting site for the

Youth Leadership Academy at an estimated cost of \$2,829 to Wadena County.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Public Health Director to sign a contract with The Lodge at Brainerd Lakes for a meeting site December 3<sup>rd</sup> and 4<sup>th</sup>, 2010 to hold the Youth Leadership Academy for the Wadena County Chemical Prevention Health Grant at an estimated cost of \$2,829.00, motion carried.

**Snowmobile Trail Rerouting:** Commissioner Schermerhorn informed the Board that he had received multiple phone calls from a Blueberry Township resident stating that the Trailbreakers snowmobile route had apparently been changed from south of 380<sup>th</sup> St. to north of 380<sup>th</sup> St. He pointed out that her concern was that the snowmobiles were now crossing two of their asphalt driveways which were consequently being torn up, as well as crossing seven approaches on their land; she had talked with the President of the Trailbreakers Snowmobile Association several times but nothing had been done. Commissioner Schermerhorn added that the owners of the property were requesting that the snowmobile route be change back to where it should belong. He commented that the County was the sponsor of the Trailbreakers Snowmobile Club.

The Board was in agreement that the Auditor/Treasurer contact the President of the Snowmobile Club, advise him of the complaint and the Board's consensus that the Trail should be moved back to its original location.

#### **Commissioners Reports:**

Commissioner Waldahl: SHIPS Meeting; Fairgrounds Re-building Meeting; Youth Asset Program.

Commissioner Bounds: Ag Society Meeting.

Commissioner Waldahl advised that he felt there was a need to review and rewrite the County and Ag Society Lease Agreement for the Fairgrounds.

Commissioner Stearns: Youth Asset Meeting; Fairgrounds Re-building Meeting; SCHA; toured the Rochester incinerator addition and expressed a desire to have the County Board tour the Polk County, Pope County and Douglas County facilities after first of the year for helpful information.

Commissioner Miller: Building Services Committee Meeting; Old Wadena Meeting; Water Quality Meeting; Community Action Council Meeting; Soil & Water Conservation District Meeting.

Motion by Schermerhorn, seconded by Bounds, to approve payment of the Board of Commissioner bills in the amount of \$151,970.62, motion carried.

Motion by Miller, seconded by Schermerhorn, to adjourn the Board of Commissioners meeting at 11:02 a.m., motion carried unanimously.

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Charleen West, Auditor/Treasurer

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William Stearns, Chairman