

WADENA COUNTY BOARD OF COMMISSIONERS MEETING
FEBRUARY 2, 2010/9:00 A.M.

The Wadena County Board of Commissioners Meeting was held on Tuesday, February 2, 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, Dave Schermerhorn, Lane Waldahl, Ralph Miller, Auditor/Treasurer Char West.

Court Administrator: Interim Court Administrator Rhonda Bot came before the Board to introduce herself; she would be overseeing the Wadena County Court Administrator's Office as Ms. Ouren had taken a different position in North Dakota.

Agenda: Motion by Miller, seconded by Waldahl, to amend the day's Agenda to include 10:45) Deana Skov, Zoning/Parks Director, Introduce new Administrative Assistant, f.) HR Correspondence, g) Region 5 Administrator's Group Meeting Report, motion carried.

Minutes: Motion by Bounds, seconded by Miller, to approve the Board Meeting minutes of January 5, 2010, as submitted and approve the Board Meeting Minutes of January 21, 2010, as amended, motion carried unanimously.

Trailbreakers Snowmobile Club: Paul Friedrich, Trailbreakers Snowmobile Club representative, came before the Board to request the Board's support of an application for a Bridge Permit as well as Two-Way Trail Permit for a snowmobile trail located east of the State Hwy. 210/29 Junction in Ottertail County under the jurisdiction of MnDot. He also informed them that he would be submitting the 2nd Benchmark for Certification of Satisfactory Grooming to the DNR in the amount of \$17,330.40.

Motion by Waldahl, seconded by Schermerhorn, to support, as a sponsor of the Trailbreakers Club, an Application for a Bridge Permit and Two-Way Trail located at the intersection of State Hwy. 210 and State Hwy. 29, motion carried.

Community Corrections Quarterly Report: Motion by Waldahl, seconded by Schermerhorn, to accept the October 1, 2009 through December 31, 2009 Community/Corrections Quarterly Financial Report, motion carried.

Compliance Committee Recommendation: Ms. West informed the Board that Sole Henriksen, County Recorder, who was unable to be in attendance of the Meeting, had requested her to present a handout to the Board informing them of the Compliance Fund Committee's recommendation approving an expenditure of funds, which required final approval of the Board. The information stated that the Recorder's Office was updating their current software for Land Records; however, they were in need of more memory for the main storage; the MIS Director requested that the Compliance Fund cover this expense which would total \$489.96 to CPS

Technology. Ms. West pointed out that Ms. Henriksen had received approval for this expense from the Recorders Compliance Fund Committee and was now requesting Board approval as well.

Motion by Waldahl, seconded by Bounds, to approve the recommendation of the Recorder's Compliance Fund Committee to purchase extra memory for the IT Department, for the upgraded Land Records software from CPS Technology at a cost of \$489.96 to be paid for out of the Recorder's Compliance Fund, motion carried unanimously.

In her correspondence, Ms. Henriksen informed the Board that due to Information Systems Corporation's inability to meet the time schedule for converting their old microfilm to imaging she had made arrangements with FNTI Company to fill this obligation at a cost slightly lower than the original bid; this expenditure had previously been approved by the Board during their March 4, 2008 Meeting.

Board Approval of Auditor's Check: Motion by Schermerhorn, seconded by Miller, to approve the issuance of Auditor's check #28839 in the amount of \$200.00 to the Wadena County Recorder for the recording of the Auditor/Treasurer and Deputy Auditor/Treasurer's Notary Commission stamps, motion carried.

Planning & Zoning: Ms. Skov came before the Board to introduce Linda Youngbauer as the new Administrative Assistant in the Planning/Zoning Office. She requested Board approval of the appointment of Linda Youngbauer to the Administrative Assistant position at a Grade 49, Step 1, start date of February 2, 2010.

Motion by Waldahl, seconded by Miller, to approve the appointment of Linda Youngbauer to the Planning/Zoning Administrative Assistant position, Grade 49, Step 1, \$11.22 per hr., start date of February 2, 2010, motion carried unanimously.

Region 5 Administrator's Group Meeting Report: Commissioner Schermerhorn reported on the Administrator's Group Meeting, hosted by the Region 5 Director, which he and Ms. West had attended. He commented that they found out what they were missing by not having a County Administrator after reviewing County by County of how they were dealing with their problems; he reviewed some of the topics discussed by the group.

Ms. West added that the Region 5 Administrator's had initiated a Human Resources Group which was hosted by the Crow Wing County HR Coordinator; this would be very helpful in negotiations; several counties were working on coordinating/combining different County Departments for a cost savings as well as working into the new government structure; new concept of setting goals; various software that could be shared between counties; 7080 rules for Sewage Treatment.

Commissioner Schermerhorn added that it really seemed to make a difference when there was one person in the County who had the time to devote to looking into issues and what would benefit the County.

Chairman Stearns questioned whether anyone of the County Department Heads could serve as a part time Administrator.

Discussion was held regarding the possibility of the Social Services Director or the Family Health Supervisor for her grant writing skills.

Karen Nelson, Public Health Director, who was also in attendance, commented that this matter could be discussed at the Department Head Meeting the following day. She added that certain Department Heads might be interested in certain Region 5 Administrator's Meeting agenda items and then they could attend the meeting pertaining to their point of interest or concern.

Chairman Stearns added that during this meeting the Department Head's could also be questioned as to their interest in serving as a half-time Administrator.

Public Health: Ms. Nelson requested Board authorization for the Director to sign a contract with Winning Edge Seminars for youth education; appoint persons to Public Health Advisory Committee; and to sign a Memorandum of Understand with Isanti County.

Motion by Waldahl, seconded by Bounds, to authorize the Public Health Director to sign a contract with Winning Edge Seminars, Inc., for youth education at all four schools for \$3,750 plus overnight expenses effective February 1st, 2nd and 3rd, 2010, to be paid by the Drug Free Communities grants, motion carried.

Motion by Schermerhorn, seconded by Miller, to appoint the following persons to 3-year terms on the Public Health Advisory Committee for 2010-2012:

District 2	Commissioner Miller	Darlene Leonard, Verndale
District 3	Commissioner Stearns	Lois Lawson, Wadena
District 4	Commissioner Bounds	Janet Mattson, Sebeka

And to reappoint the following person to a 2nd 3-year term for 2010-2012:

District 5	Commissioner Schermerhorn	Robert Allebach, Menahga
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Motion carried.

Motion by Schermerhorn, seconded by Bounds, to authorize the Public Health Director to sign a renewal Memorandum of Understanding with Isanti County Public Health to be reimbursed with HRSA Federal funds to cover time and miles to participate on the Central Regional MN Responds Task Force for volunteer recruitment for public health disasters and to receive payment for time and expenses for up to 52 hours effective January 1, 2010 to December 31, 2010, motion carried.

Building Services: Sean Uselman, Building Services Director, presented the Board with a handout outlining his request to designate certain 2009 budgeted but unspent funds in Departments #112 and #111. He pointed out that certain electronics and furniture had been approved for the Auditorium remodeling but Department #114, Building Fund, could not be used for the purchase of such. Mr. Uselman estimated the total of the designation to be \$61,561.

Motion by Waldahl, seconded by Schermerhorn, to designate the 2009 net (budget less expenditures) for Department #112 – 6302 and 6611 and Department #111 – 6480, 6560, 6302 and 6660 and to name the new designation “Building and Equipment”, motion carried.

Mr. Uselman informed the Board that tiles in 13 of the jail cells and one bathroom were stained and loose and should be replaced. He added that the Sheriff had indicated that Sentence To Serve could do the removal of the tiles so the County would only have to purchase the tiles and pay for installation costs; it did not appear that the inmates would have to be moved out as the work could be done cell by cell. Mr. Uselman reviewed the following quotes for tiles and installation he had received;

Smith Furniture	\$2,465.10
Dave’s Flooring	\$2,241.53

Motion by Bounds, seconded by Miller, to accept the low quote from Dave’s Flooring in the amount of \$2,241.53 for materials and installation for tile replacement in 13 jail cells and one jail bathroom, motion carried.

Human Resources Correspondence: Ms. West reported that several letters, addressed to the Board Chairman from the Teamsters Business Agent, had been received requesting responses relating to personnel issues. She pointed out that most recently correspondence such as this was responded to by the HR Consultant and prior to that the County’s Labor Attorney; she requested Board direction as to who would be responding to these letters.

Commissioner Bounds questioned whether the Social Services Director could respond to the correspondence.

Commissioner Waldahl commented that he felt an Attorney needed to be involved.

Chairman Stearns suggested that the Social Services Director could consult with the Labor Attorney that was used for 2010 negotiations. He recommended that Ms. West contact the Social Services Director to request a meeting with him to discuss the matter of HR correspondence.

Board Bills: Motion by Waldahl, seconded by Bounds, to approve payment of the Board of Commissioner bills in the amount of \$84,634.23, motion carried unanimously.

Emergency Management – 800 MHZ Grant: Scott McKellep, Emergency Management Director, and Mike Carr, Sheriff, came before the Board to report that the 2008 Homeland Security Grant and the PSIC Grant (includes 20% County match of approximately \$10,000) the County was to receive would total approximately \$79,849.

Mr. McKellep recommended using the grant to purchase 15 Mobile Radios at a cost of \$52,500 and 8 Portable Radios at a cost of \$20,000, leaving a balance of approximately \$4,984 for miscellaneous equipment. He pointed out that the 15 Mobile Radios would cover the entire Sheriff’s Department including the SWAT man, the Jailer Administrator’s vehicle, his vehicle

and one for each Police Department in the County.

Sheriff Carr commented that this was a huge accomplishment for the Sheriff's Department as Wadena County was way ahead of the goal. He pointed out that the Dispatch Center had previously been updated to 800 Mhz with the use of E911 funds; he did not see that there would be a need to go to the taxpayers for further funding of this upgrade.

Board discussion was held regarding the need for a repeater on a water tower or additional towers.

Sheriff Carr advised that he did not think it would be necessary.

Commissioner Waldahl reported that he was informed during the Regional Radio Board Meeting that the current towers were sufficient as projected. He pointed out that 65 out of 87 counties were on Board; 60% of the central area of the state were completed. Commissioner Waldahl added that there were grants available that needed to be followed up on.

Mr. McKellep commented that he had been informed that the possibility existed that they may be able to upgrade all towers in the Central Minnesota Region with one additional channel.

Motion by Waldahl, seconded by Schermerhorn, to approve the purchase of 15 Mobile Radios and 8 Portable Radios with 800 Mhz PSIC Grant funds and 2008 Homeland Security Grant fund for a total cost of \$72,500.00, motion carried unanimously.

The Board recessed at 10:06 a.m.

The Board reconvened at 10:23 a.m.

Highway Department: Jeff Adolphson, Assistant Highway Engineer, presented the Board with an agenda. He requested Board approval of the CSAH 30 Maintenance Agreement with the City of Staples; the City would provide winter snow and ice removal maintenance on CSAH 30 from 4th Street to the junction of CSAH 2 plus cross walk maintenance; this Agreement had been approved by the Transportation Committee, the City of Staples and the Interim Highway Engineer.

Motion by Waldahl, seconded by Schermerhorn, to approve the CSAH 30 Maintenance Agreement with the City of Staples;

Rin Porter, Verndale Sun Reporter, questioned how this Agreement came about.

Mr. Adolphson responded that it was his understanding that this discussion was initiated by the former Highway Engineer and the City; the City could respond more quickly than the County could.

Motion carried unanimously.

Mr. Adolphson informed the Board that nine applications for the County Highway Engineer position had been received and suggested that the interviews be conducted by the Transportation Committee, which consisted of Chairman Stearns, Commissioner Schermerhorn, Consultant Mike Gibson and himself, with the addition of the Auditor/Treasurer and Calvin Howieson, MnDot District State Aid Engineer.

Commissioner Bounds questioned how Mr. Gibson work into the equation.

Chairman Stearns responded that he was the County's Human Resource Consultant at this point and time and was paid on an as needed basis; as Commissioner Miller suggested, each Department that used Mr. Gibson's services paid for it out of their funds; so in this case he would be paid by the Highway Department.

Commissioner Bounds questioned when Mr. Gibson's contract had been extended as he did not recall this action.

Chairman Stearns responded that he was not on a contract but on an as needed basis at \$50 per hour; a motion was made to put Mr. Gibson on the Highway Committee on an as needed basis.

Motion by Waldahl, seconded by Schermerhorn, to clarify those involved in the Highway Engineer interview process as being the Transportation Committee, which included Chairman Stearns, Commissioner Schermerhorn, the Assistant Highway Engineer, the HR Consultant, also included were the Auditor/Treasurer and the MnDot District State Aid Engineer, motion carried unanimously.

Mr. Adolphson informed the Board of the bid opening for SAP 80-621-11, CSAH 21 on March 1, 2010, at 1:30 p.m. in the Board Room; bid recommendation and award would be scheduled for the March 2, 2010 Board Meeting.

Mr. Adolphson informed the Board that the Annual Bridge Inspection Report and updates should be completed and submitted to the State Bridge Office the following week.

Mr. Adolphson informed the Board that the County's Web Page had been updated to include the Highway Department's fax number, 5 year Road Plan Map, Snow & Ice Control Policy, and pdfs of permit forms for Moving, Driveway and Utilities. He pointed out that they were also setting up a link to the Revision e-Gram site so their Advertisements for Bids could be viewed which would save approximately \$1,000 per project in advertising in the Construction Bulletin.

Mr. Adolphson informed the Board that a Sign Retro-Reflectivity Workshop for townships would be held at the Sebeka American Legion on March 8,2010 at no cost; the MnDot would be providing the training for this unfunded mandate that would be coming out in the next two years. He added that the Minnesota Township Association informed him that a total cost to the Minnesota townships was approximately 70 million dollars and the deadline to have the signs in place was January 1, 2012.

Mr. Adolphson informed the Board that the five counties in the District were hosting a Safety Workshop for intersection signs on March 3, 2010 at the new Hospital in Staples; the purpose of the Workshop was to improve intersection safety within the counties. He suggested the Board Members on the Transportation Committee attend this workshop.

COMMISSIONER REPORTS:

Commissioner Schermerhorn: Region 5 Development Commission - Community Gardens, Standard Health Improvement System (SHIPS) had availability of their grants.

Commissioner Miller: Otter Tail Wadena Community Action Council - Audit Report; Extension Committee Meeting - Penny Nelsen found sweet corn seed and a Board Member was donating one acre for planting purposes, the 4-H Coordinator had a schedule already made up for the increase in her hours.

Commissioner Waldahl: Community Gardens was a part of SHIPS-grant funds were available, Farm to School conference call to be held February 18th; EMS Meeting - County would be receiving more funds than expected from the new Seat Belt Law; AMC - Redesign requested that Commissioner Waldahl be the contact person; he would be unable to attend the March 18th Board Meeting.

Commissioner Bounds: Otter Tail Wadena Community Action Council – wage settled.

Chairman Stearns: Appointed Commissioner Schermerhorn to the Extension Committee in the Chair’s place; AMC Legislative Steering Committee Meeting – distributed a handout of the FY 2010 and 2011 State General Fund Cash Flow Statement, the County would probably receive County Program Aid in full in July 2010, but it may be eliminated altogether by 2011, the counties, cities and school districts were getting together to make some PERA changes, all need legislative help for funds; GAMC, MN Care and CCSA update.

Motion by Bounds, seconded by Waldahl, to adjourn the Board of Commissioners Meeting at 11:19 a.m., motion carried.

Charleen West, Auditor/Treasurer

William Stearns, Chairman