

WADENA COUNTY ADJOURNED BOARD OF COMMISSIONERS MEETING
April 23, 2010/9:00 A.M.

The Wadena County Board of Commissioners Adjourned Meeting was held on Friday, April 23, 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 Lane Waldahl, Rodney Bounds, Dave Schermerhorn, Ralph Miller, Auditor/Treasurer Char West. County Attorney Kyra Ladd was periodically in attendance.

Special Board of Commissioners Meeting: Chairman Stearns set a Special Board of Commissioners Meeting for Thursday, April 29, 2010 at 9:00 a.m. in the Board of Commissioners Room for the purpose of receiving an update on the financial condition of South Country Health Alliance and Closed Board Meeting to update the Board of an on going investigation of a Grievance.

Agenda: Motion by Schermerhorn, seconded by Bounds, to approve the day's Agenda as amended to include i.) Pay Equity Classification Consultant Information, motion carried.

Minutes: Motion by Bounds, seconded by Miller, to approve the Board of Commissioners Meeting minutes of March 18, 2010, March 31, 2010, and April 6, 2010, motion carried unanimously.

Public Health Department: Karen Nelson, Public Health Director, and Kevin Stensrude, MIS Director, came before the Board regarding acceptance of an updated telephone system for the Public Health Department. Ms. Nelson reviewed the history of the Public Health phone situation and pointed out that the current system was 20 years old.

Mr. Stensrude informed the Board that he had a discussion with Diversified, but due to a breakdown in communications; they did not have an exact cost estimate for the Board. He reviewed a handout which outlined the Public Health Departments Needs, County Phone System History and Public Health Options Proposed; Option #1 – approximately \$11,000 – 19 new digital DID phones including conference room phone, no courthouse connections; Option #2 - \$15,000 – 19 new IP phones including conference room phone, courthouse connection. Mr. Stensrude pointed out that under Option #1, Public Health did not have the required phone lines for DID (Direct Inward Dialing) such as in the Courthouse; he would have to work with Sprint, Quest or ACS, depending on who was controlling the wiring in Wadena, to discuss changing the wiring to the Public Health Building which would cost about \$100. He added that Option #2 included a IP phone system and would connect the phone system to the Courthouse; the cost was about \$4,000 more than Option #1 and would not provide a quick return on the investment. Ms. Nelson and Mr. Stensrude recommended Option #1.

Discussion was held as to the pros and cons of Option #1 and Option #2; whether Option #2 would take the County further into the future and what budgeted funds would be used to purchase the new Public Health phone system.

Mr. Stensrude responded to whether Option #2 would take the County further in the future; he advised that now the County had the potential of hooking up a brand new system versus hooking up to a 10 year old system (Courthouse system) and there may be a problem.

The Board requested Mr. Stensrude obtain more definite figures by the next Board Meeting. The Board also requested Ms. West to return with a Building Improvement Reserve cash balance for Board consideration to purchase the new Public Health phone system from.

Ms. Nelson requested Board approval to sign the revised EH Delegation Agreement with the MN Department of Health for Food & Beverage, Lodging, Public Swimming Pools, Youth Camps, Manufactured Home Parks and Recreational Camping Areas. She reviewed the key difference in the revised Agreement which stipulated there had to be a fully qualified Registered Environmental Health Specialist/Sanitation person on staff. Ms. Nelson pointed out that the Public Health Advisory Committee recommended approval of the revised Agreement.

Chairman Stearns questioned if the Board did not sign the revised Agreement and did not enter into a delegation with the State to do their Sanitary inspections, would the State have to do the inspections themselves. He clarified that the County was incurring a cost for the State at this time.

Ms. Nelson responded that this was correct and about 2/3 of the counties were doing this now. She pointed out that the reason the Advisory Committee recommended that Wadena County continue doing this was because Wadena County's license fees were about one-half the price of the State Health Department's fees; it would be an economic disadvantage to the County's businesses to have the State Health Department people come to inspect them at one-half to two-thirds more of the cost. Ms. Nelson added that the businesses prefer having a local person work with them and the fees paid for the Sanitarian and a percent of the secretary's time.

Motion by Schermerhorn, seconded by Waldahl, to authorize the Board to sign the revised EH Delegation Agreement with the MN Department of Health for Food & Beverage, Lodging, Public Swimming Pools, Youth Camps, Manufactured Home Parks and Recreational Camping Areas;

Commissioner Miller questioned if Ms. Nelson had on staff a qualified person with a biology degree.

Ms. Nelson responded that this was correct and that the Sanitarian had a degree in Food Safety Sciences.

Motion carried.

Motion by Bounds, seconded by Waldahl, to authorize the Public Health Director to sign a contract with Douglas County Public Health to be available as a back up for Registered Environmental Health/Sanitarian services for Douglas County at the rate of \$40/hr plus mileage and expenses effective 4-1-10 to 12-31-10, motion carried.

River Valley Enduro Riders: Kraig Hinkemeyer, President of the River Valley Enduro Riders, came before the Board to request a Special Use Permit to hold their dirt bike event on June 4th, 5th, and 6th and the additional weekend dates in May to do trail signing. He informed the Board that there would be 180 riders that would be using the County ditches in the Huntersville State Forest.

Commissioner Schermerhorn questioned if Mr. Hinkemeyer had talked with the Township people in the area to see that there were still good relations.

Mr. Hinkemeyer responded that he had talked with the Township representatives as well as the County Highway Engineer.

Discussion was held as to the lack of rain and the need to have spotters checking for any hot spots that might occur.

Motion by Waldahl, seconded by Schermerhorn, to approve a Special Use Permit for the River Valley Enduro Riders for their Event that would be held in the Huntersville State Forest from June 4, 2010, through June 6, 2010, and to do trail signing on the weekends in May 2010, motion carried.

Veteran's Service Officer: David Anderson, Veterans Service Officer, came before the Board to present his Annual Report. He reviewed the growth in Veteran contacts he had over the past four years; transported 39 veterans in 36 runs to their appointments in Fargo, St. Cloud, Brainerd and Minneapolis; more that doubled in 2009 the use of dental, optical and special needs grants from the Minnesota Dept. of Veterans Affairs which ranked them at 23rd of 87 of the counties in Minnesota. Mr. Anderson added that he had wrote a grant in the amount of \$5,000 from the Minnesota Dept of Veterans Affairs to continue TV site and website advertisements.

The Board thanks Mr. Anderson for his work as Wadena County Veteran's Service Officer.

Veterans Memorial Tree Planting: Bill Weber came before the Board requesting that trees or shrubs be planted at the back of the Veterans' Memorial, at the Courthouse, to block the view of cars in the parking lot.

Chairman Stearns recommended that Mr. Weber meet with the Building Services Director to discuss his proposal so that Mr. Weber's information could be brought to the Building Services Committee Meeting.

Reappointment of Veterans' Service Officer: Motion by Schermerhorn, seconded by Waldahl, to reappoint David Anderson as Veterans' Service Officer for another four-year term, motion carried.

The Board recessed at 9:50 a.m.

The Board reconvened at 10:08 a.m.

MCIT Annual Report: Kevin Balfanz, MCIT Representative, came before the Board to review the annual Minnesota Counties Intergovernmental Trust (MCIT) Report to the Board. He noted the company's name change from Minnesota Counties Insurance Trust to Minnesota Counties Intergovernmental Trust. He pointed out that the 2010 mod rate for Wadena County was 1.044, which was good since it was close to the average of 1.0. Mr. Balfanz informed the Board of the Risk Management Regional Workshops that would be held in the near future.

South Country Health Alliance: Paul Sailer, Social Services Director, and Commissioner Schermerhorn updated the Board on the SCHA Finance Committee Meeting that they had attended in the absence of Chairman Stearns. Mr. Sailer reminded the Board that SCHA provided counties with an option to withdraw on December 31, 2009 or April 30, 2010; two of the 14 counties, Cass County and Crow Wing County, did give notice to opt out as of December 2009. He informed the Board that, year to date, financial information indicated a substantial gain over the quarter; January and February was not so good, but March was great, which was attributed to the fact that there was a 5% reduction in payment to the providers. Mr. Sailer pointed out that the Steele County Treasurer's comment was that the real issue would be the believability of the figures by the counties. He added that there was no point for resolution to leave at this time as Wadena County would then not have the right to vote during the April 26, 2010 SCHA Meeting.

The Board recommended tabling Board action regarding Wadena County's participation in SCHA until the April 29, 2010 Special Board of Commissioners Meeting.

Chairman Stearns commented that the Finance Committee previously rubber stamped whatever SCHA management did and he wished this year had been last year. He requested Mr. Sailer's attendance during the SCHA April 26, 2010 Meeting.

Forfeited Land Tree Planting Bid: Ms. West presented the Board with a bid from Reoh Forestry for tree planting on Tax Forfeited land, which the Nimrod DNR Forestry Office had reviewed, no other bids were received. She pointed out that this expense was paid for with funds obtained from a percentage of logging proceeds from Tax Forfeited land.

Motion by Schermerhorn, seconded by Bounds, to approve the Tree Planting Contract between Wadena County and Reoh Forestry for the planting of 14,500 trees at .08 per tree for a total cost of \$1,160.00 located in Section 23, Twp. 135, Range 33, motion carried.

Wadena Soil & Water Conservation District Allocation: Ms. West presented the Board with a revised SWCD 1st Half 2010 Allocation, provided by the SWCD Director, which reflected the County's 2010 budget. She reminded the Board that they had previously approved an advance of the allocation in the amount of \$20,000 and pointed out that the remaining balance was \$10,670.00.

Motion by Schermerhorn, seconded by Waldahl, to approve payment of the balance of the first half 2010 Wadena Soil & Water Conservation District Allocation in the amount of \$10,670.00, motion carried unanimously.

Twin Lake Lodge 3.2 Beer License Application Renewal: Motion by Schermerhorn, seconded by Miller, to approve the 3.2 Beer License Renewal Application for the Twin Lakes Lodge, motion carried unanimously.

Auditor/Treasurer: Motion by Schermerhorn, seconded by Waldahl, to approve a 2010 Budget amendment increase in the amount of \$575.00 to account #01-041-6260/Auditor/Treasurer's Office Professional Services for HR services provided by Gibson Consulting, LLC, motion carried unanimously.

Board Approval - Issuance of Auditor's Check #29068: Motion by Waldahl, seconded by Schermerhorn, to approve the prepayment of \$175.00/check #29068, to the Clerk of Court for a County Attorney Filing Fee, motion carried unanimously.

Amendment to Wadena County Tax Abatement Policy: Ms. West informed the Board that she had met with the County Assessor and Deputy Auditor/Treasurer regarding the need for an Amendment to the County's Property Tax Abatement Policy to address clerical errors on homestead classifications; she presented them with a proposed Amendment.

Motion by Waldahl, seconded by Schermerhorn, to approve the Amendment to the Wadena County Property Tax Abatement Policy; "#9 Abatements for a clerical error on homestead classification will be approved for current year plus one year only", motion carried unanimously.

Highway Department: Ryan Odden, Highway Engineer, presented the Board with an agenda. Also present was Jeff Adolphson, Assistant Highway Engineer, and Vern Kemper, Highway Maintenance Foreman.

Mr. Odden informed the Board that the Highway Department 2010 Budget included the purchase of several vehicle; he reviewed the quotes as follows and requested approval of each low bid;

Quote #1 – heavy half ton extended cab short box, 4x4 XLT package for Survey Crew;

Nyhus Chevrolet: 2010 Chevrolet Silverado 1500 Ext Cab 4x4 6 1/2' box	\$27,934.00
Elk River (State Bid): 2010 Ford F150 SC 4x4 SRW XLT 6 1/2' box–X1E	\$26,620.40
Park Rapids Ford: 2010 Ford F150 SC 4x4 SRW XLT 6 1/2' box–EF1	\$25,923.00

Rife Chevrolet	No Bid
Theilen Chevrolet	No Bid

Motion by Waldahl, seconded by Miller, to approve the low bid of \$25,923.00, plus tax and license, for the purchase of a 2010 Ford F150 4x4 SRW XLT 6 ½' box-EF1 from Park Rapids Ford, motion carried unanimously.

Quote #2 – ¾ ton extended cab, 4x4 gas engine for Maintenance Department;

Nyhus Chevrolet: Chevy Silverado: 2500 Ext Cab 4x4 8' box	\$31,876.00
Park Rapids Ford: 2011 Ford F250 SC 4x4 SRW XLT 8' box	\$28,640.00
Elk River (State Bid): 2011 Ford F250 SC 4x4 SRW XLT 8' box	\$26,663.49
Rife Chevrolet	No Bid
Theilen Chevrolet	No Bid

Motion by Waldahl, seconded by Schermerhorn, to approve the low bid of \$26,663.49, plus tax and license, for the purchase of a 2011 Ford F250 SC 4x4 SRW XLT 8' box from Elk River Ford (State bid), motion carried unanimously.

Quote #3 - 2011 Utility Truck

Nelson Auto Center (State Bid) 2011 Dodge Ram 5500 ST	\$37,730.98
Nelson Auto Center (State Bid) 2011 Ford F550 XL	\$35,673.01
Theilen Chevrolet	No Bid

Motion by Schermerhorn, seconded by Bounds, to approve the low bid of \$35,673.01, plus tax and license, for the purchase of a 2011 Ford F550 XL from Nelson Auto Center, motion carried unanimously.

Mr. Odden requested approval by the Board to accept the low quote from Nelson Auto Center (State bid) for a dump body, hoist, hydraulic system, controls, lighting and snow fighting equipment as follows;

Towmaster Truck Equipment	\$11,400.98
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Motion by Schermerhorn, seconded by Waldahl, to accept the low quote of \$11,400.98 for the purchase of a Towmaster Truck Equipment package from Nelson Auto Center, motion carried unanimously.

Mr. Odden recommended selling culverts to individuals, townships and cities which would allow Wadena County townships and cities to charge; all others would have to pay by cash or check. He added that culvert prices were calculated and updated by the Highway Department.

Motion by Schermerhorn, seconded by Miller, to approve of the Highway Department Culvert Policy, which recommended selling culverts to individuals, townships and cities; only Wadena County townships and cities would be allowed to charge, all others would have to pay by cash or check, motion carried.

Mr. Odden requested approval by the Board for an extension of the Leave of Absence for Keith Milbradt for 60 days starting April 30, 2010.

Motion by Schermerhorn, seconded by Waldahl, to approve the request for an extension of the Leave of Absence for Keith Milbradt for 60 days starting April 30, 2010, motion carried.

Mr. Odden reviewed the March Cash Balance Report with the Board.

Mr. Odden reviewed the Bridge Bonding Projects; he informed the Board that Wadena County had been approved for Bridge Bonding in the amount of \$354,857 to be matched with local funds in the amount of \$177,685 with construction scheduled for later this fall.

Mr. Adolphson provided information on the current deficiencies of these bridges.

Mr. Odden informed the Board that the Highway Department had an old shouldering machine with value which they would like to sell it.

Discussion followed on the disposition of this item and if there were any parts that could be used.

Motion by Waldahl, seconded by Schermerhorn, to approve the removal of any usable parts from an old Highway Department shouldering machine and then sell the remainder of the machine for scrap, motion carried unanimously.

Pay Equity Classification Consultant Information: Ms. West reminded the Board that they had requested that she contact six of the neighboring counties to inquire as to their process in conducting pay equity job classifications. She reported that she had received responses from three of the six counties and reviewed a 2005m Agreement between Wadena County and AMC for various HR services, which included pay equity job classifications. Ms. West commented that she would contact the consultant previously supported by AMC to inquire as to their current cost of conducting classifications.

Zoning & Parks: Deana Skov, Zoning/Parks Director, requested Board acceptance of the Parks Board Annual Meeting minutes of April 12, 2010, as previously distributed.

Motion by Waldahl, seconded by Miller, to accept the April 12, 2010 Annual Meeting minutes of the Wadena County Parks Board, motion carried.

Ms. Skov informed the Board that Parks Board Member Jim White was asked to serve another term, as his term was up, and that he had stated that he would be pleased to do this. She reviewed the terms of the Parks Board membership stating that the Parks Board decided to stagger the

terms in order to avoid a large turnover in the future:

Motion by Miller, seconded by Schermerhorn, to approve the following Park Board Member appointments as recommended;

<u>Member</u>	<u>Term Completion</u>
Jim White	October 2014
Gary Knosalla	October 2014
Mike Fraune	October 2013
Jerry Mevissen	October 2013

Motion by Schermerhorn, seconded by Bounds, to approve payment of the Board of Commissioner bills in the amount of \$182,010.82, motion carried unanimously.

County Recorder: Sole Henriksen, County Recorder, requested a one year extension of one extra day per week for the part time position of Corey Holweg in the Recorder's Office, which had been provided for in her 2010 budget.

Motion by Miller, seconded by Schermerhorn, to approve the annual request by the County Recorder for 1 extra day per week, a total of 32 hours per week, for part time employee Corey Holweg in the Recorder's Office, motion carried.

Ms. Henriksen informed the Board that the MIS Director had presented a request to her office for use of the Recorders Compliance Fund to purchase a new jukebox to disperse record information which would benefit all the County land record offices for a cost of \$13,941.05.

Motion by Waldahl, seconded by Schermerhorn, to approve the purchase of a Classman G24 Series Optical Jukebox, for dispersing County land record information, from Information Systems Corporation in the amount of \$13,941.05 to be paid for from the Recorder's Compliance Fund, motion carried unanimously.

Commissioners Reports:

Commissioner Schermerhorn: SCHA; Region 5 Development Commission - grant application for Community Gardens, \$500 per application; 3-County Board of Health Meeting.

Commissioner Waldahl: 3-County Board of Health Meeting.

Commissioner Miller: Law Library Meeting; CHAMPS; Old Wadena Annual Meeting; Parks Board Meeting; Otter Tail-Wadena Community Action Council Meeting; Township Annual Meeting.

Commissioner Schermerhorn commented he would like to congratulate the Sebeka Basketball team who took 2nd place in State; Commissioner Waldahl stated that was reiterated by the entire Board.

Commissioner Stearns: Highway Department Committee Meeting; SCHA.

Commissioner Bounds: Otter Tail-Wadena Community Action Counsel Meeting; Annual Township Meeting - couple of the townships would like to hold their Equalization Meetings earlier in the day; they also discussed who determined the assessed value of the river frontage.

It was pointed out that the Township Boards determines what time their Equalization Meetings were held.

Commissioner Waldahl: SHIPS Meeting; NJPA Meeting; Juvenile Detention Board Meeting - incarcerations were down.

Motion by Bounds, seconded by Waldahl, to adjourn the Board of Commissioners Meeting at 12:10 p.m., motion carried.

Charleen West, Auditor/Treasurer

William Stearns, Chairman