

WADENA COUNTY BOARD OF COMMISSIONERS MEETING
APRIL 6, 2010, 9:00 A.M.

The Wadena County Board of Commissioners Meeting was held on Tuesday, April 6, 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 Dave Schermerhorn, Rodney Bounds, Ralph Miller, Auditor/Treasurer Char West. Absent: Commissioner Lane Waldahl.

Agenda: Motion by Miller, seconded by Schermerhorn, to approve the day's Agenda to include g.) WesMin RC&D, h.) Recycling Light Bulb Petty Cash, and i.) SWCD 2010 Allocation Request, motion carried.

Minutes: Approval of the Board Minutes for March 18, 2010 and March 31, 2010 were tabled until the April 23, 2010 Board Meeting.

Public Health: Karen Nelson, Public Health Director, came before the Board presenting them with an agenda, which she reviewed.

Motion by Schermerhorn, seconded by Bounds, to authorize the Public Health Director to sign five (5) year renewal agreements to provide Public Health nursing clinical experience for students from Wadena County with the following two universities;

Bemidji State University – August 1, 2010 – July 31, 2015

Moorhead State University – June 1, 2010 – May 21, 2015.

Motion carried.

Ms. Nelson requested Board authorization to sign a Business Partner Agreement with Availity for clearing house service for electronic billing and remittance effective June 6, 2010. She informed the Board that this was a new company for them so she had this cleared by the County Attorney. Ms. Nelson pointed out that it was an extreme responsibility to be a clearing house, so the decision was made several years ago that the Public Health Department would not be their own clearing house. She pointed out that it was already in the budget and Public Health had been paying for this service for about 25 years.

Motion by Schermerhorn, seconded by Miller, to authorize the Public Health Director to sign a Business Partner Agreement with Availity as the Wadena County Public Health Clearing House service for electronic billing and remittance effective April 6, 2010, or the date Availity signed the Agreement, motion carried.

Ms. Nelson requested Board input in a decision to apply for a grant to hire a Regional Prevention Coordinator; the person's duties would be to deal with chemical health grants and similar prevention grants that were funded through the Department of Human Services (DHS).

Ms. Nelson added that Wadena County could be paid \$105,000 per year for 5 years effective July 1, 2010. She pointed out that the Wadena County Public Health Department meet the requirements for applying for this grant; it was possible for existing staff advancement, Public Health would have the ability to hire a qualified person and the grant covered 100% of salary and fringe costs. Ms. Nelson continued by saying one county out of the 14 counties would house the person, however this person would be responsible for the 14 County Region and DHS had the final say in the hiring.

Motion by Schermerhorn, seconded by Bounds, to authorize the Public Health Director to apply for the Regional Prevention Coordinator grant for \$105,000 per year for five (5) years effective July 1, 2010,

The Board requested additional clarification from Ms. Nelson; whether she felt Wadena County should apply for this grant; what expenses the grant would cover; if sufficient office space was available for an additional staff person; what would be the employees status at the end of the grant and whether the grant could become an unfunded mandate.

Ms. Nelson responded that Public Health felt they had a good chance of being awarded the grant as they had previously received a Chemical Health Grant and had an experienced person for the past four years; they already have a supervisor on staff and 10% of her time would also be covered for supervising the Regional Prevention Coordinator as well as 100% of the Regional Prevention Coordinator; with the possible additional employee, staff would again have to double up; at the end of the 5 years unemployment costs would be incurred but they had never had to pay unemployment with past grants and Public Health had never been forced to continue a service paid by grants once the grant period ended. Ms. Nelson pointed that she did not anticipate it to be an unfunded mandate.

Ms. Nelson questioned the Board that if her staff would receive any additional information indicating this grant would be a hurdle the Wadena Public Health Department could not accomplish, was the Board's motion a mandate to apply or permission to apply.

Chairman Stearns clarified that the motion was giving Ms. Nelson 'permission' to apply, not a mandate to apply.

Motion carried.

Highway Department: Ryan Odden, Wadena County Highway Engineer, and Jeff Adolphson, Assistant Highway Engineer, came before the Board presenting them with an Agenda requesting Board action.

Mr. Odden presented the Board with the following 2010 Gravel Stabilization quotes and recommended acceptance of the low quote from Dustcoating, Inc., which was the same quote as in 2009;

Fergus Power Pump Inc, Fergus Falls, MN	Calcium Chloride		No Bid
	Mag. Chloride	\$.79	\$27,529.92
Dustcoating, Inc. Savage, MN	Calcium Chloride		No Bid
	Mag. Chloride	\$.75	\$26,136.00

Motion by Miller, seconded by Schermerhorn, to accept the low quote from Dustcoating, Inc. for 2010 Gravel Stabilization in the amount of \$.75 per gallon for a total quote of \$26,136.00, motion carried unanimously.

Mr. Odden presented the Board with a revised 2010 Highway Department budget; he requested Mr. Adolphson review it with the Board as he had worked on the revisions.

Mr. Adolphson reviewed the revised 2010 Highway Department Budget with the Board; he pointed out that he had worked with the County Auditor/Treasurer, Auditor's Office Senior Accountant and Highway Accountant on the revisions. He added that the revised 2010 Budget had been reduced, even though the Department ended with a \$20,000 balance.

Ms. West reminded the Board that during the December 29, 2009 Special Board Meeting the Board approved a Final 2010 Levy and Budget that reflected a shift in the Highway Department's 2010 Levy and revenues to the General Fund 2010 Levy and revenues which reflected a deficit in revenues, at that time, for the Highway Department. She added that the amended 2010 Highway Department Budget reflected the December 29th Board action and the Highway Department's adjustment of revenues and expenditures to reflect a positive balance for the 2010 Highway Department Budget.

Motion by Schermerhorn, seconded by Bounds, to approve the Wadena County Highway Department amended 2010 Budget, as presented, motion carried unanimously.

Mr. Odden informed the Board that he, as Wadena County Highway Engineer, had been added as a member of the Highway Department Transportation Committee.

Mr. Adolphson presented the Board with a list of items the Highway Department would like to sell at the Verndale Auction; he requested Board approval to bring the items to the Auction.

Motion by Bounds, seconded by Schermerhorn, to place the following items on the 2010 Verndale Auction,

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|---|------------------|
| 1 – 5 HP used air compressor | 1 – Wood Desk |
| 5 – 225/70R 19.5 used tires | 8 – Chairs |
| 3 – Metal Desks | 2 – Small tables |
| 1 – Wood cabinet | |
| 1 – Used telephone and master board (previously approved for auction) | |

Motion carried unanimously.

Mr. Adolphson presented the Board with the Highway Department Cash Balance Report and advised that they would like to continue to provide this to the Board each month.

Solid Waste Committee Report: Chairman Stearns informed the Board that the Solid Waste Committee had met; which Mr. Odden and Mr. Adolphson were a member of. He commented that during several meetings the Committee had discussed the replacement of the yard truck and pay loader; the staff's opinion was that the yard truck was in worse condition than the pay loader at that time. Chairman Stearns reminded the Board that they had previously authorized Mike Hanen, Wadena County Solid Waste Director, to sell the yard truck and he did have a party interested in purchasing it. He added that he had contacted Polman Transfer, who was familiar with what the truck would be used for; they recommended he contact Fargo Freightliner. Chairman Stearns indicated that he had contacted Fargo Freightliner who provided him with quotes on two trucks they had and recommended for County use; quotes as follows;

Freight Liner	\$21,500
Blue Volvo	\$10,000 (originally asking \$14,000)

Chairman Stearns informed the Board that he had requested the Highway Department Maintenance Foreman view the two vehicles, as he was knowledgeable in this area. He replayed his phone message from the Maintenance Foreman, regarding the trucks, for the Board; the Maintenance Foreman had drove the Fargo Freight Liner advising that it was in good shape and could be updated to MNDot standards. Chairman Stearns pointed out that the Committee then recommended purchasing the Volvo for \$10,000, if the Maintenance Foreman checked it out first, as it would take care of the Solid Waste Transfer Station's present needs.

Commissioner Miller questioned the Volvo's speeds as there could be problems. He talked with the Maintenance Foreman via phone during the Board Meeting. Commissioner Miller reported to the Board, following his phone conversation, that the Volvo was a 10 speed, but did have two lower gears. He also questioned Chairman Stearns as to what the probability of pulling trailers would be.

Chairman Stearns responded that Solid Waste would have to hire an additional person if the County would go to the landfills in Clay County or Gwinner, ND in the future, but the possibility would be there. He added that contracting the hauling should be considered if needed.

Motion by Miller, seconded by Bounds, to approve the purchase of the used Volvo from Fargo Freightliner at a cost of \$10,000, motion carried unanimously.

Mr. Adolphson reported that the gate at the Solid Waste Transfer Station had been completed and installation would be coordinated with the Solid Waste employees.

Mr. Adolphson reported that the contractor to replace the bridge over the Partridge River had reported they would like to start in June and there would be an official detour set up for through-traffic involving Trunk Hwy 10 and CR 26 with the unofficial detour to be CR 120.

Zoning/Parks Department: Deana Skov, Zoning/Parks Director, came before the Board to present them with a Resolution approving an Application for the Low Income Septic System Replacement Grant for a property owner in West Brook Addition in Wadena Township; the review panel consensus was to recommend approval of the Application to the County Board to allow the grant and place a Mechanics Lien against the property until the owner's obligation had been fulfilled. She added that the cost of the system was \$4,575 of grant funds; following this approval the balance of the available grant funds would be \$25,400 which would need to be expended before the end of June 2010.

Motion by Schermerhorn, seconded by Bounds, to approve of the following Resolution:

RESOLUTION

COMMISSIONER _____ Schermerhorn _____ MADE A MOTION TO ADOPT THE FOLLOWING RESOLUTION:

WHEREAS, the County of Wadena has established a program, through funding from the Clean Water Legacy Act, to assist low income property owners with the installation of septic systems to replace systems which are failing to protect ground water and/or are an imminent threat to public health; and,

WHEREAS, an application for said funding has been received by the County of Wadena from the owner of property located in Section 18 of Wadena Township, Wadena County, described as: The East 100 feet of Lot 5, Block 6, Westbrook Addition, and having parcel number 14-310-0470; and,

WHEREAS, the applicant has met the minimum requirements of the application process; and,

WHEREAS, the applicant has agreed to the stipulations outlined to them through the application process; and,

WHEREAS, the panel appointed by the County Board of Commissioners has reviewed the application and has recommended approval of the application to the County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED, that the County of Wadena authorizes the encumbrance of funds designated for the purpose outlined in paragraph one of this Resolution, in the amount of \$4,575.00, for the installation of a new sub-surface sewage treatment system on the property described above, to be paid upon completion of the installation of the system and final inspection by the County of Wadena, to Bluffton Hardware, P.O. Box 56, Bluffton, MN, 56518, in the amount of \$4,575.00 for the installation of the system; and,

BE IT ALSO RESOLVED, that the County of Wadena authorizes the placing of a Mechanic's Lien for said installation, on the property described above, in the amount of 4,575.00 to be repaid in the following manner:

- In the event the subject property is sold within the first five (5) years of the date of the installation of the new system, 100% of the cost of the system shall be reimbursed to the County.
- In the event the subject property is sold between the fifth (5th) and the seventh (7th) year from the date of installation of the new system, 75% of the cost of the system shall be reimbursed to the County.
- In the event the subject property is sold between the seventh (7th) and tenth (10th) year from the date of the installation of the new system, 50% of the cost of the system shall be reimbursed to the County.
- After the tenth (10th) year, the lien shall be considered satisfied, so long as all other established criteria and conditions are fulfilled and fully complied.

COMMISSIONER Bounds *SECONDED, AND THE SAME CARRIED.*

ADOPTED THIS 6th DAY OF July , 2010, BY THE WADENA COUNTY BOARD OF COMMISSIONERS.

Bill Stearns, Chairman

ATTEST: _____
Charleen West, Auditor/Treasurer

Motion carried unanimously.

Ms. Skov reminded the Board that several years ago the County was required to update their Zoning Ordinance to include the new Septic System rules which Wadena County had adopted. She pointed out that over the past two years several counties were having serious issues with the new rules and during this legislative session she would anticipate passage of a two year extension for the counties that had not adopted the new rules. Ms. Skov informed that Board that she had discussed this with Senator Dan Skogen who informed her that counties that adopted the new rules could revert back to their old plan. Ms. Skov pointed out that reverting back would be a difficult thing for Wadena County to do as the County had been enforcing the new rules for the past two years. She commented that her recommendation to the Board was that gravity fed systems be allowed in sandy textured soils as long as no part of the drain field area was no greater than 15%. Ms. Skov added that she had discussed her recommendation with MPCA, who was in agreement of such. She pointed out that one additional change would be to eliminate the need for 50% greater capacity for a septic tank if a dish washer would be involved. Ms. Skov also recommended to the Board that the County look at amending the Ordinance to allow the gravity fed systems in sand under those conditions as long as no part was greater than 15% or there was a 5 foot separation distance from the bottom of the drain field to the seasonal high water.

Motion by Schermerhorn, seconded by Miller, to authorize the Zoning/Parks Director to move forward on a proposed language amendment to the Zoning Ordinance Section 17, as it pertained to Onsite Sewage Treatment Systems; bring proposed language changes to the County Planning Commission and hold a Public Hearing on such, motion carried.

Ms. Skov presented the Board with a draft of the Blueberry Township's Comprehensive Plan; she wanted to make them aware of the Township's development of this Plan and her response to the initiatives they are proposing to achieve their goals.

Ms. Skov, referring back to the Zoning Ordinance Amendment relating to Onsite Sewage Treatment Systems, she requested Board approval to adopt the practices under MN Statute 394.34, as interim practices between now and the time when the Board adopted those practices, as the Planning Commission would be reviewing the proposed language and holding the Public Hearing.

Motion by Schermerhorn, seconded by Miller, to adopt Onsite Sewage Treatment System practices in accordance with MN Statute 394.34 in the interim between Planning Commission review of the proposed language and holding the Public Hearing, motion carried.

The Board recessed at 10:13 a.m.

The Board reconvened at 10:30 a.m.

Boat & Water 2010 Grant Agreement: Motion by Schermerhorn, seconded by Bounds, to approve the 2010 Annual County Boat and Water Safety Grant Agreement, motion carried.

2010 Budget Amendment-Dept. #202 Boat & Water Grant: Motion by Bounds, seconded by Schermerhorn, to approve the amendment to the 2010 #202 Boat & Water Sheriff's Department Budget to reflect the grant decrease; amended 2010 revenues and expenses to \$4,354.00 from original 2010 revenues and expenses of \$4,875.00, motion carried.

Postage Machine Replenished: Motion by Miller, seconded by Schermerhorn, to replenish the Courthouse Postage Meter in the amount of \$5,000.00, motion carried.

Pay Equity Classification/Reclassification: Tabled

Verndale Auction-List of Sale Items: The Board reviewed a list, provided by the Building Services Director, of County items recommended for sale at the Verndale Auction.

Commissioner Miller commented that he continued to receive concerns from the Auditor's Office, Treasurer's Office, MIS Office and Records Office of the hardness of the chairs in the Courthouse breakroom. He questioned whether the chairs from the auditorium were listed on the Verndale auction list; if so he then had an issue with this.

Sean Uselman, Building Services Director, came before the Board.

Chairman Stearns questioned Mr. Uselman whether the auditorium chairs on the Verndale auction list were the old chairs in the Courthouse break room.

Commissioner Miller informed Mr. Uselman that he had received a lot of input from various departments about the removal of the old chairs in the Courthouse break room and that they did not like the new chairs.

Mr. Uselman responded that the Building Committee consensus was to remove the chairs; they were a safety hazard and tore up the floor. He suggested that, if there was an issue with the new chairs, the Board could decide to purchase different chairs for the Courthouse break room.

Motion by Schermerhorn, seconded by Miller, to approve the purchase of six chairs, at a cost not to exceed \$100 per chair, for the Courthouse break room, motion carried.

Board discussion was held relating to the Ford Taurus; currently used by Solid Waste, would be placed on the Verndale Auction, be replaced with a Sheriff's Department vehicle currently used by the Assessor's Office.

Chairman Stearns commented that it was his understanding that Mr. Uselman was looking for a different plow truck for the following fall.

Board discussion followed relating to the Building Maintenance Department's request for a different plow truck and the possibility of transferring a disposed of Highway Department vehicle; the Highway Department vehicle would not work well for the use of the Building Maintenance Department.

Motion by Schermerhorn, seconded by Miller, to place the following items on the Verndale Auction, as presented by the Building Services Director; 1989 Chevy-Caprice (Social Services), 2001 Ford Taurus, Miscellaneous office furniture, 5-desks; 9 office chairs, old cupboards from Jail, old work stations from dispatch, chairs from auditorium, big screen TV from auditorium, motion carried.

Petty Cash Recycling Light Bulb Fund: Motion by Bounds, seconded by Schermerhorn, to abolish the Recycling Light Bulb petty cash funds as of April 1, 2010, motion carried.

WesMin RC & D: Commissioner Miller informed the Board that he received a letter advising him that a formal letter was necessary indicating withdrawal from the RC&D. He read a letter he had developed that he would send informing WesMin RC&D of the County's withdrawal.

Board consensus was for Commissioner Miller to send his letter and also to direct the Auditor/Treasurer to also send a withdrawal letter from the Board.

Board Bills: Motion by Bounds, seconded by Schermerhorn, to approve payment of the Board of Commissioner bills in the amount of \$167,346.71, motion carried.

Commissioner Reports:

Commissioner Bounds: Otter Tail Wadena Community Action Meeting - one more house sold.

Commissioner Schermerhorn: Solid Waste Committee Meeting; Extension Committee Meeting - Community Gardens –someone was needed to coordinate the group; Todd-Wadena Community Corrections - two State STS funds proposed to be reduced, program could carry on without State money.

Commissioner Miller: Circus at Fair Grounds; Annual Soil & Water Conservation District Meeting; Otter Tail Wadena Community Action Council - Community Gardens and Farmer's Market; Extension Committee Meeting – Farm Family of the year had been chosen; Water Plan Meeting.

Commissioner Stearns: AMC Legislative Conference - information on GAMC compromised Legislation advising they would not pay for mental health services at a State owned hospital, only at a private hospital which would be a major cost to Wadena County; met with Senator Skogen regarding Complete Streets Program; SCHA Finance Committee; Solid Waste Committee - Mike Hanen was proving his invaluable knowledge; Highway Transportation Committee - they were making maps of every city in the County, each City Council would receive this for identification of the County road systems.

Wadena Soil & Water Conservation District 2010 Allocation: Motion by Schermerhorn, seconded by Bounds, to advance \$20,000 to Wadena Soil & Water Conservation District (SWCD) from their first half 2010 allocation. The SWCD Director and Auditor/Treasurer would meet and return to the April 23, 2010 Board Meeting to present updated SWCD payment request figures, motion carried.

Board discussion was held regarding the need for Commissioners to attend Department of Revenue training relating to Board of Equalization; Statute required that one person attend, but it would be beneficial for more to attend. Several Commissioners and the Auditor/Treasurer had received the training but it was agreed that it would be beneficial if additional Commissioners receive the training when available in a convenient location.

Motion by Schermerhorn, seconded by Bounds, to authorize the pre-payment of the “Re-registration fee US District Court” invoice for the County Attorney’s office in the amount of \$40.00, Auditor’s check # 29100, motion carried.

Chairman Stearns adjourned the Board of Commissioners Meeting at 11:40 a.m.

Charleen West, Auditor/Treasurer

William Stearns, Chairman