

WADENA COUNTY BOARD OF COMMISSIONERS ADJOURNED MEETING
MAY 20, 2010/9:00 A.M.

The Wadena County Board of Commissioners Meeting was held on Thursday, May 20, 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, Lane Waldahl, Rodney Bounds, Ralph Miller, Auditor/Treasurer Char West.

Agenda: Motion by Miller, seconded by Schermerhorn, to approve the day's Agenda as amended to include m.) Resolution – Government Records Depository Agreement, n.) Amendment to Personnel Policy, o.) Solid Waste, and p.) South Country Health Alliance Letter, motion carried.

Board Minutes: Motion by Waldahl, seconded by Schermerhorn, to approve the Board of Commissioners Meeting minutes of April 4, 2010, May 3, 2010, and May 4, 2010 with the addition of quotation marks on Commissioner Miller's comment on page 3, motion carried.

2011 Budget Schedule and Board Direction: Discussion was held regarding the 2011 Budget schedule and Board direction relating to the Budget. The Board agreed that the Budget Committee, while providing recommendation for the 2010 Budget and state aid cuts, would also discuss and provide recommendation relating to the development of the 2011 Budget.

Cash Advance from Tax and Penalty Fund to General Fund: Ms. West informed the Board that General Fund cash flow had improved over 2009 but was still not sufficient to carry through until the May 15, 2010 tax settlement was distributed. She requested Board approval to advance \$400,000 from the Tax and Penalty Fund to the General Fund retroactive to April 30, 2010; pointing out that it would be repaid to Tax & Penalty Fund once settlement was complete.

Motion by Schermerhorn, seconded by Waldahl, to approve the cash advance of \$400,000 from the Tax and Penalty Fund to the General Revenue Fund for cash flow purposes as of April 30, 2010, motion carried unanimously.

Ms. West informed the Board that a \$50,000 cash advance was also needed for the Public Health Fund from the General Fund retroactive to April 30, 2010; pointing out that Public Health had submitted, for approval during the 5/20/10 Board meeting, the request for their first half 2010 Levy allocation; the \$50,000 cash advance would then be repaid to the General Fund.

Motion by Schermerhorn, seconded by Miller, to approve the cash advance of \$50,000 from the General Revenue Fund to the Public Health Fund for cash flow purposes as of April 30, 2010, motion carried unanimously.

Public Health First Half Levy Allocation Request: Motion by Waldahl, seconded by Schermerhorn, to approve the first half 2010 County levy allocation to the Public Health Fund in the amount of \$99,892.50, motion carried unanimously.

Public Health Department: Karen Nelson, Public Health Director, and Kevin Stensrude, MIS Director, came to the Board requesting approval of an updated telephone system option and estimated for the Public Health Department. Ms. Nelson pointed out that they were no longer recommending the DID system as it would double the monthly cost; the Courthouse currently had this system but received a volume discount.

Discussion was held as to the possibility of bidding out the County phone service.

Mr. Stensrude advised that the County currently paid for their line charges through the Minnesota Office of Enterprise Technology (OET); the long distance service expense was quite low and did not feel the cost for phone service was out of line considering the number of County employees. He recommended Option 1-\$11,000-19 new digital phones including conference room phone, which was a basic phone system similar to the Highway Department.

Motion by Schermerhorn, seconded by Waldahl, to approve the purchase of Option #1 -19 new digital phones, including conference room phone, from Diversified Phone Systems in the amount of \$11,000 for the Public Health Department; to be paid from #01-112 department budget – Maintenance and Equipment, motion carried.

Ms. Nelson requested the Board set a Public Hearing for June 17, 2010 for Ordinance revisions to the Public Health Environmental Health Program which had to be done to meet State changes; the Public Health Advisory Committee had reviewed and recommended the changes. She reviewed the schedule of adoption of the Ordinance revisions.

Motion by Miller, seconded by Waldahl, to set a Public Hearing for June 17, 2010 at 10:15 a.m. for the purpose of receiving public input regarding Ordinance revisions to the Public Health Environmental Health Program, motion carried unanimously.

Ms. Nelson informed the Board that two Public Health employees had requested a temporary decrease in employment during the summer months, which would reduce Public Health expenses; she recommended approval of their requests.

Board discussion was held regarding the unknown possibility of needing the employees at their regular hours prior to the end of their requested temporary decrease in employment.

Motion by Schermerhorn, seconded by Miller, to approve a temporary decrease in employment for the following Public Health employees: Sue Pauly, support staff, from 100% to 80% from June 1, 2010, through August 31, 2010, as requested, or earlier at the discretion of the Public Health Director, and Jill Davis, PHN, from 60% to 40% from June 1, 2010 through August 31, 2010, as requested, or earlier at the discretion of the Public Health Director, motion carried.

Ms Nelson informed the Board that Maxine Norman, Public Health Advisory Committee Member, had resigned from the Committee due to her many commitments. She requested the Board sign a Certificate of Appreciation for Ms. Norman.

Motion by Bounds, seconded by Schermerhorn, to authorize the Board to sign a Certificate of Appreciation for Maxine Norman for her services on the Public Health Advisory Committee, motion carried.

Ms. Nelson called the Boards' attention to a copy of her annual evaluation for their information.

Region Five ISTS Agreement Amended: Ann Hanson, Region 5 Development Commission, came before the Board to request an amendment to the Agreement between Wadena County and Region 5 relating to the Individual Sewage Treatment System (ISTS) Program. She pointed out that of the 50 participants only one had gone into default. Ms. Hanson presented the Board with the original Agreement signed in 2001 between the two entities illustrating the current wording; "should the borrower be in default in excess of 12 months, lender may certify the default to the County Auditor/Treasurer", and the proposed wording; "in default in excess of 12 months or if the property is abandoned". She advised that abandonment was involved in this one case.

Motion by Waldahl, seconded by Schermerhorn, to approve an amendment to the Individual Sewage Treatment System (ISTS) Program Agreement between Wadena County and the Region 5 Development Commission to read "in default in excess of 12 months or if the property is abandoned", motion carried.

Ms. Hanson informed the Board that Region 5 was applying for a USDA Water Well Grant with terms of 1% for up to \$11,000 for 20 years. She inquired as to the Board's interest in this Program and questioned whether they would sign an Agreement similar to the ISTS Agreement. Ms. Hanson stated that Region 5 would rely on Public Health, and the Wadena Soil & Water Conservation District for recommendations; funds would be available for low to mid income people to repair or replace an existing household water well; this was a USDA grant that required a 10% match and had secured over \$6,000 in matching funds which would allow them up to \$57,000 in initial funding. She added that, unlike the ISTS Program, this grant had to be paid back after 10 years and as it was repaid it would create a revolving fund.

Motion by Waldahl, seconded by Schermerhorn, to approve Wadena County's participation in the USDA Water Well Grant through the Region 5 Development Commission,

Ms. Hanson pointed out that the matching funds had come from the Well Capping Fund of \$200-\$400 in Wadena County; Cass County had pledged \$500 cash, the Initiative Foundation had pledged \$2,500 cash and the Region 5 Director had indicated that Region 5 would contribute towards any gap.

Ms. Nelson expressed her support of the USDA grant application.

Motion carried.

The Board recessed at 9:48 a.m.

The Board reconvened at 10:00 a.m.

Wadena Feed Supply Property Tax Abatement: Ms. West reminded the Board that they had supported the abatement of property taxes for the Wadena Feed and Supply property, as requested by the City of Wadena Economic Development Authority; which would assist the City in the removal of the unsafe building and future economic development. She added that the Wadena Economic Development Director had informed her that they were unable to complete the purchase of the property and removal of the building in 2009, as anticipated, which resulted in 2010 property taxes in the amount of \$145 being calculated on the property. Ms. West presented the Board with a copy of their 8/20/09 Board action and similar proposed Board action in support of the Wadena Feed Supply property tax abatement.

Motion by Waldahl, seconded by Schermerhorn, that the Board was in agreement with the Auditor/Treasurer's decision to abate the property taxes on parcels #22.990.0280 and #22.990.0600 of Wadena Feed Supply, Waldahl, Schermerhorn, Bounds and Miller voting aye, Stearns abstain, motion carried.

Board discussion was held regarding the possibility of the Buck Wheat Growers purchase of the property.

Menahga C&C Request to Relocate Gambling Permit: Motion by Schermerhorn, seconded by Waldahl, to approve the Menahga Civic & Commerce request to relocate their current State Gambling License, for a raffle drawing to be held on July 11, 2010, from the City of Menahga to 14580 Co. Rd. 31 within Wadena County, motion carried.

Old Wadena Society First Half Allocation Request: Motion by Miller, seconded by Schermerhorn, to approve payment of \$1,000.00 to the Old Wadena Society for their first half 2010 Allocation, motion carried unanimously.

Board Authorization for Payment of MPCA Permit Fee: Motion by Schermerhorn, seconded by Bounds, to authorize the payment of \$400.00 on an Auditor's Check to the Minnesota Pollution Control Agency for the annual Solid Waste Industrial Stormwater Permit Fee, motion carried unanimously.

Todd Wadena Community Correction First Half Allocation Request: Motion by Waldahl, seconded by Schermerhorn, to approve payment of \$75,614.50 to the Todd Wadena Community Corrections for the first half 2010 Allocation, motion carried.

NJPA Monetary Rebates: Commissioner Waldahl and Ms. West informed the Board that Wadena County was entitled to rebates in the amount of \$2,397.50 and \$150.00 from the National Joint Powers Alliance.

Government Records Depository Agreement: Ms. West informed the Board that she had non-permanent records in her office that the Wadena Historical Society was interested in caring for; an Agreement authorizing the transfer of these records had to be adopted by Wadena County, the Wadena Historical Society and the State Historical Society. She requested Board approval of such.

Motion by Schermerhorn, seconded by Waldahl, to approve the Government Records Depository Agreement between Wadena County, Wadena Historical Society and the State Historical Society, for the transfer of Wadena County non-permanent records to the Wadena Historical Society, motion carried.

Twin City Trail Riders Special Use Permit Request: Tom Stronczer, Twin City Trail Riders, came before the Board to request approval of a Special Use Permit for September 25 and September 26, 2010 for a recreational trail ride at Huntersville State Forest. He pointed out that this event was open to the public, only included motorcycles and had been held in this location for several years.

Ms. West added that the Highway Engineer had indicated no concern over issuance of this Special Use Permit.

Motion by Waldahl, seconded by Schermerhorn, to approve a Special Use Permit for the Twin City Trail Riders for a recreational trail ride in the Huntersville State Forest on September 25 and September 26, 2010, as well as weekends in August and September 2010, to do arrowing and mileage, motion carried.

Amendment to Personnel Policy: Ms. West distributed to the Board an Amendment to the County Personnel Policy, which was developed by the County's Labor Attorney, which would clarify the length of time of a "leave of absence".

Motion by Waldahl, seconded by Schermerhorn, to amend the Wadena County Personnel Policy as follows: Leave of Absence, in cases where an employee is unable to work due to physical injury or illness, shall be limited to one year. This shall be inclusive of all legally mandated leave of absences, including leave authorized by the Family Medical Leave Act.

Solid Waste: Chairman Stearns informed the Board that the hiring of a part-time Transfer Station employee had been delayed and reviewed reasons for the delay; one of the full time employees were considering leaving and a full-time position might be easier to fill, the pay equity re-evaluation had not been completed and Sentence to Service was able to provide several individuals to bail cardboard and other duties around the grounds. Chairman Stearns requested Board approval of the delay in hiring a part-time Transfer Station employee.

Discussion was held as to the possibility of obtaining some good applications for the part-time position due to the current economic times.

Motion by Waldahl, seconded by Schermerhorn, to approve the delay in filing one part-time Transfer Station position until further approval, motion carried.

Chairman Stearns the Board with a letter, for Board consideration, from the Wadena County Board of Commissioners to the South Country Health Alliance (SCHA) Board Chair requesting the inclusion to the SCHA retreat Agenda; ways to deal with a reduction in members and revenue in 2012 and beyond. He requested Board approval to sign and submit the letter to the SCHA Board Chair.

Motion by Schermerhorn, second by Miller, to approve the signing and submission of a letter from the Wadena County Board of Commissioners to the SCHA Board Chair requesting inclusion of certain items to the SCHA Retreat Agenda, motion carried.

Highway Department: Jeff Adolphson, Assistant Highway Engineer, came before the Board with the following quotes for the current year gravel stockpile:

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| Central Specialties, Inc., Alexandria | \$33,345.00 |
| Larry Hanson County Road Construction, Staples | \$30,993.75 |
| Sanders Construction, Randall, | \$29,070.00 |
| Braaten Aggregate, Bertha | \$36,123.75 |

Mr. Adolphson recommended acceptance of the low bid from Sanders Construction in the amount of \$29,070.00.

Motion by Waldahl, seconded by Miller to approve the low bid of \$29,070.00 from Sanders Construction for the 2010 gravel stockpile, motion carried.

Mr. Adolphson reported the following for the Board's information: construction project for SAP 80-621-10 and 80-621-11, CSAH 21, and the Twin Lake Road in Menahga and to CSAH 23 was scheduled to start the second week of June with completion around June 30, 2010; S.P. 80-602-08, construction of the new bridge over the Partridge River on CSAH 2 scheduled to begin shortly after June 1, 2010 with the new bridge open for traffic again late August; maintenance operations plan to complete graveling on County Road 120 between CSAH2 and County Road 114 today; April Cash Statement was distributed to the Board.

ARMER: Scott McKellep, EMS Director, came before the Board to request approval to complete the updating of the Sheriff's Department Dispatch Center to the ARMER Radio System at a cost of \$34,751.09, which qualified as a E-911 Reserve expense. He pointed out that this would be for the console and additional control station radios for the use of 800 Mhz.

Motion by Waldahl, seconded by Schermerhorn, to approve the expense of \$34,751.09 to update the Sheriff's Department Dispatch Center console and control station radios for the use of 800 Mhz., to be purchased with E-911 Reserve Funds, motion carried unanimously.

Zoning Department: In the absence of Deana Skov, Zoning/Parks Administrator, Ms. West informed the Board that Ms. Skov was requesting approval of a Grant Application for a low income septic system installation and the recording of a Mechanics Lien in the amount of \$4,575 on property located in Section 18, Wadena Township.

Motion by Schermerhorn, seconded by Ralph, to approve a Grant Application for a low income septic system installation and to record a Mechanics Lien in the amount of \$4,575.00 on property located in Section 18 of Wadena Township. Motion carried.

Ms. West presented the Board with a Resolution for the approval of a Conditional Use Permit submitted by Clifford Schoon for temporary gravel extraction, crushing and asphalt plant for improving Wadena County Road 21, Menahga, which she read aloud. She stated that it was her understanding that Ms. Skov and the Planning Commission were in support of the Application.

Chairman Stearns called for anyone in attendance opposed to the Conditional Use Permit, none; anyone in attendance in favor of the Conditional Use Permit, none; any written correspondence received by the Zoning Office, none.

RESOLUTION

Commissioner Schermerhorn moved that the following Resolution be adopted:

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

Clifford Schoon application for Conditional Use Permit to permit a temporary gravel extraction, crushing and asphalt plant for the purpose of improving Wadena County Road 21, Menahga, East to Hubbard Co. Line with the following provisions:

1. Crushing and asphalt will be from two to four weeks, for 24 hours a day for the purpose of the County Road #21 project in Menahga, for Tri City Paving only.
2. To extend the gravel extraction and material stock piling for Tri-City Paving for five (5) years and material stock piling and storage for Wadena County for five (5) years.
3. After completion of the Hwy 21 project, a letter to be received from the township and the county stating the roads are acceptable.

With the following findings of fact:

1. It will be a little excess burned on the existing roads temporarily, but will be restored;
2. The use is compatible with the surrounding area as we have had a rock crushing operation in there before;
3. The structure and use shall have an appearance that will not have an unreasonable adverse effect on nearby properties;
4. The requested use, in the opinion of the Planning Commission, is reasonably related to the existing land use and environment;
5. The requested use is consistent with the Wadena County Land Use Control Ordinance;

Commissioner Waldahl: Wadena County Public Health Meeting, CHAMPS - had an excellent speaker who reported on how she dealt with her disease; West Central Juvenile Treatment Center – Director was retiring.

Motion by Bounds, seconded by Waldahl, to adjourn the Board of Commissioners Meeting at 11:49 a.m., motion carried.

Charleen West, Auditor/Treasurer

William Stearns, Chairman