

**WADENA COUNTY BOARD OF COMMISSIONERS MEETING**  
**JUNE 1, 2010/9:00 A.M.**

The Wadena County Board of Commissioners Meeting was held on Tuesday, June 1, 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, and Auditor/Treasurer Char West.

**Agenda:** Motion by Miller, seconded by Schermerhorn, to amend the day's Agenda to include g.) County Capital Assets Software Program and h.) Breakdown of HR Consultant and Labor Attorney Services, motion carried.

Chairman Stearns reported on the progress of the possible purchase of the Wadena Feed Supply building by the Buck Wheat Growers.

Commissioner Miller clarified that 2011 would be recognized as the 'Year of the County Fair' by State Declaration not for promotion of the Wadena County Fair.

**Minutes:** Motion by Miller, seconded by Schermerhorn, to approve the Board of Commissioners Meeting Minutes of May 20, 2010, as distributed, motion carried.

**Kitchigami Regional Library:** The Board reviewed a letter received from Kitchigami Regional Library clarifying the appointment of alternate representatives on their Board. Commissioner Schermerhorn advised that it would be good to appoint an alternate. Chairman Stearns appointed Commissioner Miller as alternate to the Kitchigami Regional Library Board.

**Twin Lakes Lodge-N-Resort:** Motion by Schermerhorn, seconded by Waldahl, to approve the renewal of Consumption & Display Permit for the Twin Lakes Lodge-N-Resort, motion carried.

**2010 Tobacco License Renewals:** Motion by Schermerhorn, seconded by Waldahl, to approve the issuance of the following Tobacco Licenses for 2010:

- Orton's Menahga Citgo, Walker MN
- Shell Sport & Bait, Menahga, MN
- Huntersville Outpost, Inc., Menahga MN
- Chuck's Country Foods, Menahga MN
- Blueberry Pines Golf Club, Menahga MN
- Menahga C-Store, Menahga MN

Ms. West pointed out that cities had the option of licensing retail businesses for the sale of tobacco, which included compliance checks and enforcement; the City of Menahga had opted to turn this responsibility over to Wadena County and the license fees paid for the compliance checks and enforcement done by the Wadena County Sheriff's Department.

**HealthPartners 2010 Plan Renewal Document: Tabled**

**County Capital Assets Software Program:** Ms. West requested Board approval for the purchase of CPUI Capital Assets software to replace the current outdated ASC Capital Assets software which included: Initial Software cost - \$1,499.00; Data Conversion - \$500.00; Monthly Maintenance Charge - \$77.00. Ms. West explained that the data conversion was necessary so they did not have to re-enter all the County asset data into the new software and the purchase was necessary in order to fulfill all of the State Auditors requirements.

Motion by Waldahl, seconded by Schermerhorn, to approve the purchase of the CPUI Capital Assets software; Initial Software cost - \$1,499.00, Data Conversion - \$500.00 and Monthly Maintenance Charge - \$77.00, for the Auditor’s Office, motion carried unanimously.

**Breakdown of Human Resource Consultant and Labor Attorney Services:** Chairman Stearns reported that he had met with the Auditor/Treasurer and Senior Accountant to determine how to separate costs in the Budget relating to HR Consultant and Labor Attorney expenses currently budgeted for under General Fund account #01-062-6245. He pointed out that the Board needed to have more detail on how the money was being spent and this breakdown would be reflected in the General Fund, Road and Bridge Fund, Human Services Fund, Public Health Fund and Solid Waste Fund budgets. The Board reviewed a handout listing the following expenditure breakdown;

Acct Object Code #6271	Labor Attorney - Contract & Grievance
Acct Object Code #6272	Labor Attorney – Negotiations
Acct Object Code #6283	HR Consultant – Professional Service/Grievances
Acct Object Code #6284	Hr Consultant – Negotiations
Acct Object Code #6289	HR Consultant Pay Equity Studies

Motion by Waldahl, seconded by Schermerhorn, to establish the proposed account breakdown for the payment of HR Consultant and Labor Attorney fees to be reflected in the General Fund, Highway Department Fund, Social Services Fund, Public Health Fund and Solid Waste Fund budgets as follows;

Acct Object Code #6271	Labor Attorney - Contract & Grievance
Acct Object Code #6272	Labor Attorney – Negotiations
Acct Object Code #6283	HR Consultant – Professional Service/Grievances
Acct Object Code #6284	Hr Consultant – Negotiations
Acct Object Code #6289	HR Consultant Pay Equity Studies

Motion carried unanimously.

**Zoning/Parks Department:** Deana Skov, Zoning/Parks Director, read to the Board a Resolution and Amendment regarding Septic Systems. She pointed out that these amendments did coincide with standards which were going to be presented to the Minnesota Legislature by the MPCA and had been pre-approved for Board adoption. Ms. Skov added that this would lower the cost of installation of septic systems to recipients in the County and would still provide necessary treatment and protection of the environment.



Motion by Waldahl, seconded by Schermerhorn, to approve the low bid from AAA Stripping Service Company, St. Michael, MN in the amount of \$131,899.18 for Federal Project No. S.P. 80-070-01, Pavement Markings Contract, County State Aid Roads, motion carried unanimously.

Mr. Adolphson informed the Board that the Transportation Committee was recommending the approval of a quote for a 1995 R-Way Belle Dump Trailer from Holt Truck & Trailer, Cokato, MN for \$20,767.50 and that funds were available in their 2010 budget. Mr. Adolphson pointed out that the cost of renting a belle dump trailer for two months would cost approximately \$24,000.00 per year; this purchase would provide long term savings and increase the effectiveness of their own forces.

Commissioner Waldahl pointed out that if the County would purchase the belle dump trailer this year for \$21,000 and, anticipating a tighter budget next year, the 2011 Highway Department Budget should show a savings in rental equipment.

Motion by Schermerhorn, seconded by Waldahl, to approve the purchase of a 1995 R-Way Belle Dump Trailer from Holt Truck & Trailer, Cokato, MN for the amount of \$20,767.50, including sales tax,

Mr. Kemper advised that he had checked eight different company websites for cost and quality comparison and that a new piece of equipment such as this would cost approximately \$48,000.

Motion carried unanimously.

Mr. Adolphson requested Board approval of a contract between Wadena County and Meadow Township for the replacement of Township Bridge No. L7125. He pointed out that he and the Highway Engineer had met with Meadow Township regarding the severely deficient Township Bridge; Meadow Township was obligation to pay for the first \$10,000 of the cost of the Project due to their tax capacity being at or below \$300,000. Mr. Adolphson added that the Highway Department would provide all of the engineering on the Project and would receive State reimbursement for such; there was approximately \$300,000 presently in the Bridge Account and the cost of the Project was estimated to be \$60,000 to \$70,000. He pointed out that the Highway Engineer developed the Contract between the County and Meadow Township outlining the responsibilities and services.

Board discussion was held as to safety concerns over the deficient bridge and whether there was a possibility of replacing the bridge in 2010 instead of the following year.

Mr. Adolphson responded that they felt sure it would be safe for one year, but not beyond. He added that he did look at previous records which indicated that it was proposed to be replaced back in 1995 and at that time the road was considered minimum maintenance, which was no longer the case. Mr. Adolphson advised it was very unlikely they could complete the Project in the current year due to all of the projects currently underway and involvements to get prepared for the replacement.

The Board requested an inspection of the bridge be conducted to assure that it was safe for the school buses using it.

Chairman Stearns informed the Board that, based on the information provided by Mr. Adolphson, there was a concern that the Township did not have the funds needed for the Project. He suggested the County withhold \$2,000 back from the Township's State Gas Tax funds for the next five years, interest free, so the bridge could be replaced as soon as possible.

Ms. West commented that the total amount of the gas tax should be paid to the Township but the Board could possibly consider an advance of funds to the Township outside of the Gas Tax Payment.

Mr. Adolphson added that Meadow Township did not seem to see a problem with repaying the County \$2,000 a year for five years interest free.

Motion by Waldahl, seconded by Schermerhorn, to approve the Contract between Wadena County and Meadow Township for replacement of Township Bridge No. L7125, and to approve the County advancement of \$10,000.00 to Meadow Township for their financial commitment to the Project, the Township would repay \$2,000.00 per year for five years, interest free, to the County, motion carried unanimously.

Board discussion was held as to whether other Township bridges should be evaluated and whether the County should continue advancing funds to the Townships, if their funds were insufficient for the replacement of deficient bridges; if County funds were available.

Mr. Adolphson responded that the Highway Department was reviewing other Township bridges; they had checked bridges in Wing River and Leaf River Townships for possible replacements.

Mr. Adolphson informed the Board that Maintenance Operations plan to complete graveling on County Road 10 between CSAH 23 and County Road 118 the following day and that the Highway Engineer had filled the previously approved Highway position of the Seasonal Temporary Maintenance Worker with Brett Barthel.

Motion by Waldahl, seconded by Schermerhorn, to approve the appointment of Brett Barthel to the Seasonal Temporary Highway Maintenance Worker position at \$10 per hour,

Board discussion was held as to whether Mr. Barthel was a Wadena County resident and whether there were any other Wadena County residents that applied for the position.

Mr. Adolphson and Mr. Kemper responded that they were not sure if Mr. Barthel was a Wadena County resident but confirmed that applications had been received from Wadena County residents.

Schermerhorn – aye, Waldahl – aye, Bounds – aye, Stearns – aye, Miller – nay, motion carried.

The Board recessed at 10:00 a.m.

The Board reconvened at 10:15 a.m.

**Fee Public Hearing:** Chairman Stearns opened the Fee Public Hearing at 10:15 a.m. stating that the purpose of the Hearing was to give the public an opportunity to ask questions and provide comments regarding proposed 2010 Wadena County Fees.

Sole Henriksen, County Recorder, presented a Recorder Office fees handout to the Board. She pointed out that these Copy and Search Fees had been in place, in the Recorder's Office, for the past 10 to 15 years, but she could not find where they had been presented to the Board during a Public Hearing.

Mike Hanan, Otter Tail-Wadena Solid Waste Director, and Tammy Ehrmantraut, Transfer Station Supervisor, presented the Board with a handout listing Transfer Station fees that were currently in place and proposed fee changes that had been reviewed and recommended by the Solid Waste Committee.

Mr. Hanan informed the Board of various reasons why the Committee felt some of the fees needed to be increased, as well as new fees added.

Board discussion was held regarding the new Scale Fee "Per Set of Axles" - \$5.00.

Mr. Hanan recommended changing the Scale Fee from "per set of Axles" to "per weigh" with "single weigh" fee of \$5.00 and "split weigh" fee of \$10.00.

Chairman Stearns continued with Board Meeting agenda items as no other County fee changes were presented and no additional Board or Public questions or comments were received.

**Solid Waste Department:** Mr. Hanan informed the Board that the Wing River Township recycling canister continued to be filled with almost everything except recyclables; it had been removed and they were not sure how to handle the situation, however, they wanted the Board Members to be aware of the issue. He also informed the Board that there was no new information regarding the situation with the wells at the facility; the State indicated that they were going to conduct geo probing in July and test pits would be installed following the State's information to determine where to locate them.

Ms. Ehrmantraut informed the Board that they would like to publish a list of approved and non-approved recyclables in the newspapers.

Board discussion was held as to the need to be specific, such as the example of West Central Telephone Company who would like their phone books returned to them instead of recycling them at the Transfer Station; they did not want phone books from other companies. Discussion was also held as to why some recycling bins state plastic, glass, tin, etc., and some allow everything in one container.

Mr. Hanan clarified what was expected to be co-mingled under the existing program. He added that the new containers were compartmentalized and they requested recyclables separated with the hope that the selling of recyclables in Wadena County would be in place by 2011.

Commissioner Stearns pointed out that Otter Tail County had a conveyor, but Wadena County's current recycling program was not set-up for sorting; the main difference was that Otter Tail County was selling recyclables and Wadena County was paying to haul them away, hopefully Wadena County could work towards selling them as well.

Mr. Hanan added that Otter Tail County was currently processing recyclables for Grant, Wilkin, Traverse and Otter Tail Counties; Otter Tail County sorted, baled and marketed them and then paid the Counties a percentage of the proceeds less expenses.

Mr. Hanan informed the Board that the Prairie Lakes Solid Waste District had discussed installing a "Materials Recover Facility" (MIRF) up front of the Combustion Facility; the primary reason was to remove things that caused wear and tear on the incinerator. He added that they had gone to the Legislature the last session to request additional funding to install a MIRF, which would reduce operating costs of the facility and add recyclable products for resale.

Mr. Hanan informed the Board that the Prairie Lakes Solid Waste Board had recently met with Overland Insurance, who was developing an insurance package for the Facility as MCIT was not willing to provide insurance.

Chairman Stearns informed the Board that Mr. Hanan had been named Executive Director of the Prairie Lakes Joint Powers and had also been named the Solid Waste Director of Todd County.

Chairman Stearns closed the Fee Public Hearing at 10:48 a.m.

Motion by Miller, seconded by Waldahl, to approve the Wadena County Solid Waste fee changes effective July 1, 2010 and reaffirm the Recorder's fees, as follows,

Recorder Copy and Search Fees;

Xerox Copy	\$1.00 per page
Certified Copy	\$10.00 per document
Fax Fee/E-Mail Fee	\$5.00
Copy of Official Plan	\$10.00
Add Certification	\$15.00
Copy of Survey	\$5.00
Attested Copy	\$2.00
Tract Search	\$10.00
Federal Tax Lien Search	\$10.00
State Tax Lien Search	\$10.00

Solid Waste Fees;		
	Resident	Out of County
-Garbage;		
15 gallon bag	\$1.50	\$3.00
30 gallon bag	\$2.50	\$5.00
Pick-up load (level)	\$37.50	\$42.50
Per Ton	\$72.00	\$72.00
Cubic Yard (uncompacted)	\$11.80	
Cubic Yard (compacted)	\$23.60	
Minimum (1/2 yd) demo	\$4.30	
-Unsorted Waste Hauler Loads;		
Sorting Cost per Ton	\$39.33	
-Compost Loading Fee;		
Per Loader Bucket	\$15.00	
Per Skid Steer Bucket	\$5.00	
-Scale Fee;		
Single Weigh	\$5.00	
Split Weigh	\$10.00	

motion carried.

Mr. Hanan reminded the Board that Wadena County was a member of the Becker County Regional County Household Hazardous Waste Program until the end of June 2010; the Sebeka facility had been closed and discussions held about having mobile collections in July or August. He pointed out that if Board Members had any ideas of what communities they would want to conduct a Household Hazardous Waste (HHW) collection in to contact Ms. Ehrmantraut so it could be discussed at the next Solid Waste Committee Meeting. Mr. Hanan commented that Otter Tail County conducted HHW collections for five counties and that the grant funds that were received from the State were pooled together for the five counties; each County was then charged back their cost associated with the amount of product that was collected and a fee associated with the disposal of the product, which was a State Contract. He added that based on the tonnage or poundage of material that was collected, a percentage was determined and each County was billed an administrative fee accordingly. Mr. Hanan pointed out that Wadena County currently did not have a holding facility for HHW.

Board consensus was to have Otter Tail County conduct Wadena County's HHW collection, have Mr. Hanan draw-up a proposal outlining such and return to the Board Meeting on June 17, 2010 with the information.

**Board Of Commissioner Bills:** Motion by Schermerhorn, seconded by Waldahl, to approve payment of the Board of Commissioners bills in the amount of \$47,457.86, motion carried.

### **Commissioners Reports:**

Commissioner Schermerhorn: None.

Commissioner Miller: After noting a Brainerd paper article, there was discussion on Cass County clothing allowance and employing the use of a vehicle; these were taxable if used for personal time.

Commissioner Stearns: Transportation Committee Meeting; Budget Committee Meeting – compiling additional figures and the Board would probably be holding a Closed Board Meeting regarding this information as it related to Labor Negotiations.

Commissioner Bounds: Family Service Collaborative Meeting - Cyber Café reported on their services, they received a grant.

Commissioner Waldahl: Family Service Collaborative; NJPA Meeting - they would be conducting interviews of the top 10 Executive Director applicants.

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

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Charleen West, Auditor/Treasurer

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William Stearns, Chairman