

WADENA COUNTY BOARD OF COMMISSIONERS ADJOURNED MEETING
JUNE 17, 2010/9:00 A.M.

The Wadena County Board of Commissioners Meeting was held on Thursday, June 17, 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 Vice Chairman Rodney Bound and the pledge of allegiance to the flag was said.

Present: Commissioners Dave Schermerhorn, Lane Waldahl, Ralph Miller, Auditor/Treasurer Char West; absent Chairman William Stearns

Agenda: Agenda approved as presented.

Board Minutes: Commissioner Miller pointed out regarding the June 1, 2010 Board Minutes that the temporary Highway Maintenance person hired by the Highway Department was not a Wadena County resident and he would like this information clarified in the minutes.

Motion by Miller, seconded by Schermhorn, to approve the June 1, 2010 Board Meeting Minutes as amended to reflect that the address given by the Highway Maintenance Supervisor for the temporary Highway Maintenance person hired reflected he was not a Wadena County resident, motion carried.

Solid Waste Department: Mike Hanan, Wadena County Solid Waste Administrator, and Tammy Ehrmantraut, Transfer Station Lead Supervisor, came to the Board regarding Household Hazardous Waste. Mr. Hanan informed the Board that they had discussed conducting multiple collections and possibly doing two communities on the same day. He proposed the following dates and times: Friday, August 6, 2010 - 3 hours, Friday, August 20, 2010 - 3 hours and Friday, August 27, 2010 in Wadena – 4 to 6 hours.

Mr. Hanan requested input from the Board and contact information in each proposed community.

Board discussion was held regarding possible HHW collection sites; Staples Airport, Staples Tech School, Old Community Building in Aldrich and County Garages in Nimrod, Menahga, Sebeka, Verndale and Wadena.

Mr. Hanan pointed out that a paved area was needed due to possible spills. He added that volunteers were also needed and advised that volunteers would be covered under the HHW State Program. Mr. Hanan suggested the possibility of joint collections at Sebeka/Menahga and Nimrod/Verndale and then one at Wadena that could be open for 4 to 6 hours.

Board consensus to have a collection site at Verndale instead of Aldrich.

Mr. Hanan informed the Board that expansion discussions were held at the Prairie Lakes Municipal Solid Waste Authority Meeting; funding from the Legislature was 5.057 million and upon completing additional addendums to their grant applications they were provided an

additional 2.8 million making a total of 7.875 million dollars. He pointed out that Otter Tail County would act as fiscal agent for the group. Mr. Hanan added that the Prairie Lakes Board had made a motion to designate \$200,000 in a fund, with each county contributing based on their percentage of waste delivery, of which Wadena County's share would be 12.19% or around \$24,000. He pointed out that Otter Tail County, as fiscal agent, would be sending each of the counties a bill for their amount.

Mr. Hanan reminded the Board of a previous discussion regarding staffing issues; the utilization of Sentence to Serve persons, Minnesota CEP or the hiring of a County employee. He pointed out that this hiring had been approved and then later requested postponement of this action. Mr. Hanan informed the Board that they had recently been contacted by Rural Minnesota CEP, met with them and interviewed an employee; this person would be paid by CEP. He added that CEP would allow the person to work on Saturdays, up to 25 to 30 hours per week for no more than three months.

Motion by Waldahl, seconded by Miller, to contract with Rural Minnesota CEP to hire a person for employment at the Transfer Station for up to three months, 25 to 30 hours per week with wages to be paid by CEP,

Commissioner Schermerhorn commented that it was understood that they would wait to hire a permanent County employee until the Pay Equity Study was completed so this would work well.

Motion carried.

Mr. Hanan informed the Board that they had obtained information from local cleaning companies to have someone come in and clean the restrooms, floors, etc. at the Transfer Station.

Ms. Ehrmantraut informed the Board that after the office remodeling was finished they had contacted Building Maintenance Services, at the recommendation of the Solid Waste Committee, to clean the floors and they were very satisfied with their work. She added that their proposal would be to clean the office, the two bathrooms, hallways and break room once a week at a cost of \$183.40 per month; the initial cleaning would probably be double that for the first time to insure it was clean to start with and thereafter the initial cleaning cost would be \$183.40 per month.

Discussion was held regarding the County Building Maintenance Department or Rising Phoenix providing the Transfer Station cleaning services.

Motion by Miller, seconded by Waldahl, to accept the proposal from Building Maintenance Services to clean the Transfer Station facilities once a week which included the Office, two restrooms, hallway and break room at a cost of \$183.40 per month with double the amount for the initial cleaning, motion carried.

Highway Department: Jeff Adolphson, Assistant Highway Engineer, came before the Board and presented them with an agenda.

Mr. Adolphson requested approval of the Certificate of Performance for the Knife River Corporation contract on S.P. 80-623-16 (CSAH 23) with the final value of work being certified in the amount of \$1,742,192.76.

Motion by Waldahl, seconded by Schermerhorn, to approve the Certificate of Performance for the contract with Knife River Corporation on S.P. 80-623-16 (CSAH 23) with the final value of work being certified in the amount of \$1,742,192.76, motion carried.

Mr. Adolphson requested Board approve of the low bid for County Project No. C.P. 80-01-10, Pavement Markings Contract. He pointed out that the engineer's estimate was \$19,719.15; bids received were as follows;

Traffic Markings Service, Inc., Maple Lake, MN	\$13,596.40
AAA Striping Service Co., S. Michael, MN	\$14,788.52

Motion by Waldahl, seconded by Schermerhorn, to approve of the low bid of \$13,596.40 submitted by Traffic Markings Service, Inc. for County Project C.P. 80-01-10 Pavement Markings Contract, motion carried.

Mr. Adolphson informed the Board that the actual purchase price for the 2011 Ford 150 that was previously approved by the Board, was \$24,873.00, a savings of \$1,050.00.

Mr. Adolphson updated the Board on current County Highway Department projects; Tri City Paving was currently working on CSAH 21, Dunnick Corporation construction of the County Road 2 bridge over the Partridge River, Highway maintenance forces graveling schedule, County Road ditch mowing and magnesium chloride application.

Building Services Department: Sean Uselman, Building Services Director, informed the Board that the County Courthouse water heater had sprung a leak and a replacement quote from the plumber was \$6,658.00.

Motion by Waldahl, seconded by Schermerhorn, to approve the purchase of a new water heater for the Courthouse from Hanson Plumbing at a cost of \$6,658.00, payment to come from the County Building Fund #114, motion carried.

Mr. Uselman reminded the Board of the Phase I Remodeling Project and the plans to move the Board Room to the Auditorium and the MIS Department to the Board Room. He pointed out that the MIS Department did not move to the Board Room as they were able to make some changes to improve their noise situation, however, there were some issues within the Department Office that needed to be addressed such as loose floor tiles caused by the old air conditioner, and leakage in the ceiling from the rusted pipes above. Mr. Uselman recommended using the \$5,864.40 budgeted for the MIS Department move that was previously approved, to repair the

floor, paint, repair the ceiling and improve the lighting, which should complete the Phase I Remodeling Project.

Discussion was held regarding the Recorder's request for an office that was included in the Phase II Remodeling Project.

Motion by Waldahl, seconded by Schermerhorn, to approve spending up to \$5,864.40 to repair the floor, paint, repair of the ceiling and improve the lighting in the MIS Office, motion carried.

Sheriff's Department SUV Purchase: Ms. West reminded the Board that they had previously approved the purchase of a 2007 Ford Explorer for the Sheriff's Department not to exceed \$18,000. She pointed out that the cost of the SUV was under the \$18,000 but the payment of the sales tax made the total purchase price to be \$18,675.79 which exceeded the previous Board motion. Board approval of the total Sheriff's Department purchase price of \$18,675.79 was requested.

The Board noted that future quotes must include sales tax.

Motion by Schermerhorn, seconded by Waldahl, to approve the purchase of a 2007 Ford Explorer SUV for the Sheriff's Department at a cost of \$18,675.79, including sales tax, from Genesis Auto Sales, Wadena, motion carried.

Juvenile Delinquent Counsel Contract & Misd Public Defender Contract Payments:

Motion by Schermerhorn, seconded by Miller, to approve the June 1, 2010 contract payment for the Misdemeanant Public Defender Contract in the amount of \$1,000 to Harry Taves, Attorney at Law, Auditor's check #29326, and the June 1, 2010 contract payment for the Juvenile Delinquent Counsel Contract in the amount of \$300 to Ryan Ries, Attorney at Law, Auditor's check #29325, motion carried.

Wadena County Historical Society Allocation: Motion by Miller, seconded by Schermerhorn, to approve payment of the first half 2010 allocation to the Wadena County Historical Society in the amount of \$2,000, motion carried.

The Board recessed at 10:00 a.m.

The Board Reconvened at 10:15 a.m.

Public Health-Public Health Ordinance Revisions: Vice Chairman Bounds opened the Public Hearing for the Public Health Environmental Health FBL Program at 10:15 a.m.

Karen Nelson, Public Health Director, explained the purpose of the Public Hearing and reviewed the proposed Ordinance revisions; Wadena County has a Delegation Agreement with the State Health Department to inspect, enforce and license the following establishments 1) Food & Beverage, 2) Youth Camps, 3) Manufactured Home Parks and Recreational Camping, 4) Lodging and 5) Public Pools effective July 1, 2010; the Ordinance was being revised to meet

new State Health Department regulations, which was the first revision since 1993; the Ordinance had changed so lodging and home parks, recreation camping areas, public swimming pools had to be checked every 12 months instead of checked every year. Ms. Nelson noted she had added Abigail Taylor Pool Safety Act Standards and Spa, Wading Pools and Special Purpose Pools (therapeutic) for State approval.

As no one was present with questions or comments regarding the proposed Ordinance revisions, Ms. Nelson proceeded with the Public Health Department agenda.

Ms. Nelson requested a motion to participate in a 3-County Board of Health application for Nurse Family Partnership program with Wadena County joining in 2011 if adequate grant/foundation funding could be found. She recommended participation at this time.

Motion by Waldahl, seconded by Schermerhorn, to approve participation in a 3-County Board of Health application for the Nurse Family Partnership Program effective 10-1-11 with Wadena County joining in 2011 if adequate grant/foundation funding could be found and if the other members of the Board of Health would accept Wadena County's participation on a contingency start date,

Ms. Nelson pointed out that there was a potential as the Department of Human Services (DHS) had given \$300,000 to eight counties to get the program started.

Motion carried.

Vice Chairman Bounds closed the Public Hearing for the Public Health Environmental Health FBL Program Ordinance Revisions at 10:50 a.m.

Motion by Schermerhorn, seconded by Waldahl, to adopt the revised Ordinances for the Public Health Environmental Health FBL Program including 1) Food and Beverage, 2) Youth Camps, 3) Manufactured Home Parks and Recreational Camping, 4) Lodging and 5) Public Pools, effective July 1, 2010, motion carried.

Motion by Waldahl, seconded by Miller, to adopt the policy for Administrative Penalties and Fee Schedule for the FBL Program for establishments with repeated non-compliance on orders effective July 1, 2010, motion carried.

Motion by Schermerhorn, seconded by Miller, to approve the signing of a two year South Country Health Alliance Delegation Agreement on behalf of Public Health effective January 1, 2010 to December 31, 2012,

Discussion was held as to whether this action would obligate Wadena County to something that the County may not want to be a part of in the future.

Ms. Nelson responded that Wadena County was committed to be in South Country Health Alliance through 2011; if Wadena County voted to get out of the Joint Powers Agreement then

the delegation would be dead.

Motion carried.

Ms. Nelson informed the Board that she had contract renewals that were due July 1, 2010; she noted that St. Ann's School had closed so their contract had been discontinued. She pointed out that the rate reflected an anticipated 1% increase.

Motion by Schermerhorn, seconded by Miller, to authorize the Public Health Director to sign renewal contracts effective July 1, 2010 to June 30, 2011 for School Health Services at \$35.98/hour plus travel for the Verndale School, Wadena Deer Creek Public School and St. Ann's School (discontinued), motion carried.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Director to sign a renewal contract with Family Service Collaborative effective July 1, 2010 to June 30, 2011 for the following services; Coordinator - \$8,266, Universal Home Visiting - \$13,703 and Chemical Health Grant (discontinued match), motion carried.

Vice Chairman Bounds recessed the Adjourned Board of Commissioners Meeting at 11:00 a.m.

Vice Chairman Bounds reconvened the June 14, 2010 Board of Equalization Meeting at 11:00 a.m.

Jeri Scheller, Assistant Court Administrator, provided the Board of Appeal and Equalization Oath of Office to Commissioner Dave Schermerhorn.

Present was Shaun Beck, Assessor's Office Appraiser, due to the absence of the County Assessor.

Ms. Beck informed the Board that she had met with Russell Kangas – parcel #02.015.4090 and re-assessed his property; adjustments were made and they were recommending a decrease in valued from \$259,400 to \$173,600.

Motion by Miller, seconded Schermerhorn, to approve a reduction in valuation for Russell Kangas – parcel #02.015.4090 from \$259,400 to \$173,600, motion carried.

Ms. Beck informed the Board that the property of Kevin and Tammy Lupkes – parcel #05.004.1045 was listed for an adjustment but was not included in the Board of Equalization book. They were recommending an valuation reduction on the unfinished basement and square footage from \$223,800 to \$194,000.

Motion by Waldahl, seconded by Miller, to approve a reduction in valuations for Kevin and Tammy Lupkes – parcel #05.004.1045 from \$223,800 to \$194,000, motion carried.

Vice Chairman Bounds adjourned the Board of Equalization Meeting at 11:11 a.m.

Vice Chairman Bounds reconvened the Adjourned Board Meeting at 11:12 a.m.

HealthPartners 2010 Plan Documents: Ms. West presented the Board with a Summary of the HealthPartners 2010 Plan Document changes, which she reviewed.

Motion by Schermerhorn, seconded by Waldahl, to approve the HealthPartners 2010 HRA Administrative Services Agreement Amendment, motion carried.

Motion by Schermerhorn, seconded by Miller, to authorize the Vice Chair to sign the HealthPartners 2010 Sign-Off Sheet for the HRA Summary Plan Description, motion carried.

Motion by Waldahl, seconded by Miller, to authorize the Vice Chair to sign the HealthPartners 2010 Sign-Off Sheets for the following Summary Plan Description: Open Access (OA) Choice \$200 Deductible Plan; Open Access (OA) Choice \$500 Deductible Plan; NationalONE Plan \$2,500 High Deductible Plan, motion carried.

Motion by Schermerhorn, seconded by Miller, to authorize the Vice Chair to sign the HealthPartners 2010 Amendment to the Summary Plan Description NationalONE Plan \$2500 High Deductible Plan effective June 1, 2010 Amendment, motion carried.

Resolution - Designation of Wadena County Absentee Ballot Board: Ms. West informed the Board that since the 2008 Election the Legislature had changed the absentee balloting process and required that the County designate an Absentee Ballot Board. She reviewed a Resolution designating the Wadena County Auditor's staff as the Wadena County Absentee Ballot Board; she recommended approval of such.

Motion by Waldahl, seconded by Schermerhorn to approve the following Resolution:

Resolution Authorizing Wadena County

Absentee Ballot Board

Whereas, significant changes in 2010 to Minnesota Election Law affect how absentee ballots are issued, accepted and counted with the counties;

WHEREAS, Minnesota Statute 203B.13 Absentee Ballot Boards, authorizes the Wadena County Board to establish an Absentee Ballot Board by resolution;

WHEREAS, the Absentee Ballot Board shall consist of a sufficient number of trained election judges as provided in Minnesota Statute Sections 204B.19 to 204B.22;

WHEREAS, the duties of the Absentee Ballot Board are set forth in Section 203B.13 subd. to 204B.22;

WHEREAS, the Ballot Board shall perform all election related duties as outlined in Minnesota Election Law;

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of Wadena County hereby authorizes Wadena County Elections to implement a County Absentee Ballot Board that would consist of staff from the Auditor's office to perform the task set forth in Minnesota Statute Section 203B.13 subd 2 for elections held within Wadena County.

Adopted this 17th day of June 2010, by the Wadena County Board of Commissioners.

Rodney Bounds, Vice Chairman

Charleen West, Auditor/Treasurer

Motion carried.

Schedule Special Closed Board Meeting: Motion by Waldahl, seconded by Miller, to schedule a Special Closed Board Meeting on June 21, 2010 at 8:00 a.m. in the Board of Commissioners Room for the purpose of strategizing for the 2011 Labor Negotiations, motion carried.

Future Board Meeting Dates: The Board set the following Board of Commissioners Meeting dates; August 3, 2010 – 9:00 a.m., August 19, 2010 – 9:00 a.m., September 7, 2010 – 9:00 a.m. and September 21, 2010 - 12:00 p.m.

Commissioners Reports:

Commissioner Schermerhorn: None

Commissioner Miller: Kitchigami Regional Library Meeting – Beltrami County representative proposed to discontinue the Mobile Library; Extension Committee - tour and Meeting was held on June 16, 2010; Old Wadena Society Meeting - involving some U of M students and faculty.

Commissioner Bounds: Management Team Meeting; Risk Assessment Committee Meeting.

Commissioner Waldahl: Public Health Meeting - Minnesota Department of Health, Wadena County Sanitarian, Region 5 Development Commission and Wadena County Soil & Water Conservation District met to discuss arsenic wells in a Wadena County Trailer Court and how to solve the problem; NJPA -conducting CEO interviews; Todd-Wadena Community Corrections; Bell Hill Recovery Center - concern over length of stay for individuals which seemed to be shorter.

Board Bills: Motion by Miller, seconded by Schermerhorn, to approve payment of the Board of Commissioner's bills in the amount of \$158,642.71, motion carried.

Motion by Miller, seconded by Schermerhorn, to adjourn the Board of Commissioners Meeting at 11:52 a.m., motion carried.

Charleen West, Auditor/Treasurer

Rodney Bounds, Vice Chairman
6/17/10-pg. 8