

**WADENA COUNTY BOARD OF COMMISSIONERS MEETING**  
**JULY 22, 2010, 9:00 A.M.**

The Wadena County Board of Commissioners Meeting was held on Thursday, July 22, 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, Lane Waldahl, Ralph Miller, Auditor/Treasurer Char West.

**Agenda:** Motion by Miller, seconded by Schermerhorn, to approve the Agenda as presented, motion carried.

**Minutes:** Motion by Bounds, seconded by Miller, to approve the Board of Equalization Meeting Minutes of June 14, 2010, and Adjourned Board of Commissioners Meeting Minutes of June 17, 2010 motion carried.

**Wadena County Ag Society:** Sheldon Monson, Ag Society representative, came before the Board to inform them of various items at the Fairgrounds that would be completed prior to the Wadena County Fair. He added that the walk-through by MN Counties Insurance Trust (MCIT) Loss Prevention Division noted four items of concern that would be completed by the end of the week. Mr. Monson requested that the Board and County Attorney review the Fairgrounds Lease Agreement between Wadena County and the Ag Society and state statutes, regarding ownership of infrastructure on the property; the 2000 Lease Agreement and 1975 Lease Agreements both stipulate that the Grand Stand was jointly owned by the County, the Ag Society and the City.

Chairman Stearns commented that he had sent a memo to the Wadena City Administrator, the County Attorney, the Wadena City Attorney, the City of Wadena Mayor and the Auditor/Treasurer advising that this issue must be resolved; the original document does stated one-third ownership by the County, Ag Society and the City, however, there was no signature by the City on the recent Document.

Chairman Stearns set the August 3, 2010 Board of Commissioners meeting to start at 8:30 a.m. for the purpose of meeting with Wadena City and Wadena County representatives to discuss the matter of the Fairgrounds Lease Agreement.

Mr. Monson informed the Board that originally the Lease Agreement stipulated that the Baseball Association owned the dugouts, the fencing and the lighting, all of which were lost due to the June 17<sup>th</sup> tornado.

Mr. Monson and Rosalie Miller, Auditor's Office Elections Coordinator, reviewed Fairground building ownership and insurance information, with the Board.

Chairman Stearns referred the Board to the Engineering Report of the Grand Stand, which in the Engineers opinion, was not salvageable.

**Emergency Management Services:** Scott McKellep, Emergency Management Director, came before the Board to present them with a Contract between the MN Department of Transportation (DOT), the Central MN Radio Board and Wadena County. He pointed out that the Contract's purpose was to establish who owned what on their towers, who had rights to the facilities, etc. Mr. McKellep informed the Board that they were not hanging anything on the towers; just using the channels. He added that the Contract had been submitted to the County Attorney for review; he recommended Board approval of signing the Contract and then have it reviewed by the County Attorney when she was available.

Commissioner Waldahl confirmed this was a normal Contract which had also been done by other counties.

Motion by Waldahl, seconded by Schermerhorn to approve entering into and signing a Contract between Wadena County, the Central Minnesota Regional Radio Board and the State of MN Department of Transportation for the design, procurement, construction and operation of an 800 MHz County/Regional Integrated Public Safety Radio Communication Subsystem, based on review of the contract by the Wadena County Attorney, motion carried.

Mr. McKellep informed the Board that the Sebeka tower should be completed by this fall and the Aldrich tower was in the process of being constructed. He advised the Board that the City of Wadena would benefit greatly from the tower in Todd County and that he estimated full use of the system mid-summer 2011.

**England Prairie Pioneer Club Exempt Gambling Permit:** Motion by Waldahl, seconded by Miller, to approve the application from England Prairie Pioneer Club for an Exempt Gambling Permit, motion carried.

**Huntersville Outpost Liquor License Renewal:** Motion by Waldahl, seconded by Schermerhorn, to approve the Renewal of the 7/31/10 Liquor License for Huntersville Outpost, Inc. motion carried.

**Blueberry Pines Golf Club Liquor License Renewal:** Motion by Schermerhorn, seconded by Miller, to approve the Renewal of the 7/31/10 Liquor License for Blueberry Pines Golf Club, Inc., motion carried.

**Mid-MN Draft Horse Assn. Application for Temporary On-Sale 3.2 Beer License:** Motion by Miller, seconded by Schermerhorn, to approve the application for a Temporary On-Sale 3.2 Beer License submitted by the Mid-MN Draft Horse Assn. for the period of September 3, 2010 though September 5, 2010, motion approved.

**West Central Telephone Assn. Correspondence:** The Board reviewed a letter from the West Central Telephone Association CEO requesting Wadena County's financial support for the purpose of hiring a rural development person.

Commissioner Schermerhorn pointed out that this was not just for Wadena County, but extended into Otter Tail, Hubbard, Becker, Cass County's.

Board discussion was held as to the County's current financial condition as well as the County areas served by West Central Telephone Association. The Board tabled action on the request.

Commissioner Schermerhorn requested it be made known for record that he was in favor of supporting this request.

**Wadena Soil and Water Conservation District Request for Second Half Allocation:** Motion by Schermerhorn, seconded by Waldahl, to authorize the payment of \$30,670.00 to the Wadena Soil and Water Conservation District for their second half 2010 allocation, motion carried unanimously.

**Commissioners Reports:**

Commissioner Waldahl: Todd-Wadena Community Corrections - meeting was held at the National Joint Powers building in Staples as Todd County was considering the purchase of the Building to house several County offices as well as Community Corrections.

Commissioner Bounds: Otter Tail Wadena Community Action Council.

Commissioner Stearns: "Trees for Wadena" Meeting - donations starting to be accepted at the website, which was through the Initiative Foundation; County Budget Committee Meeting, Wadena County Department Head Meeting - Todd County Administrator provided a power point presentation to the Department Heads; Wadena County Highway Department Committee.

Commissioner Miller: Comprehensive Water Resource Management Task Force Meeting - Crow Wing Water Shed; Soil and Water Conservation District - addressing budget concerns; Wadena County Ag Society; Kitchigami Regional Library – there was discussion regarding elimination of the Regional Mobile Library Service, about 99.9% consensus to eliminate this service due to the large budget, U.S. mail, UPS, etc. had the ability to provide the same service; Old Wadena Society Meeting - Old Wadena "Rendezvous" would be held August 14<sup>th</sup> & 15<sup>th</sup>.

Commissioner Schermerhorn: Kitchigami Regional Library – pointed out the County would still be paying \$90,000 a year for the Regional Library without benefit from it and that the Kitchigami Regional Library was a State mandated item.

Chairman Stearns recessed the Board of Commissioners Meeting at 10:00 a.m.

Chairman Stearns reconvened the Board of Commissioners Meeting at 10:15 a.m.

**Pay Equity Report – Solid Waste and GIS:** Mike Gibson, HR Consultant, came before the Board to distribute and reviewed the GIS Department Pay Equity Report.

Also present were Joanne Derby, Teamsters Business Agent, Deana Skov, Planning/Parks Director and Gina Dahms, GIS Coordinator.

Mr. Gibson pointed out that the Committee consisted of the Planning/Parks Director, Highway Engineer, Assistant Highway Engineer, and the Teamsters Business Agent/Local 320. He advised that the Committee determined a full-time position was justified and recommended GIS become an independent County department that would budget for one full-time employee; other County Departments needing GIS services would be charged for the service. Mr. Gibson added that the duties, responsibilities and required skills justified a Minnesota State Job Matching evaluation grade level 53, however the GIS employee was currently at grade 52. He pointed out to the Board that this did not affect the “me too” as responsibilities and requirements were completely different from what the employee was originally hired for.

Commissioner Stearns pointed out that Ms. Dahms was, at one time half time Zoning/Planning and half time Solid Waste, then became half time Zoning/Planning and half time GIS; Todd County indicated they had three staff in GIS and now reduced to two people as a major project had been completed. He pointed out that he appreciated Mr. Gibson’s report which indicated going to Grade 53 based on knowledge and expertise and not on being at a Department Head level; this leaves Wadena County open to working with other counties if it was decided to combine the GIS Department with Todd County or Otter Tail County and use their expertise.

Ms. Derby commented that the position would remain in the union.

Board discussion was held relating to the charging for services to other Departments.

Ms. Skov pointed out that Departments that had a separate revenue source, such as the Highway Department or Sheriff’s Department, would be charged; there would be a charge to i.e. Assessor’s Office for materials, which would be at a lesser rate.

Further discussion was held relating to the charging for GIS services provided to Departments.

Commissioner Schermerhorn inquired as to whom this person would be accountable to.

Board discussion was held as to who the GIS Coordinator position would report to as well as what Grade 53 step the position would be placed on.

Motion by Waldahl, seconded by Schermerhorn, to approve the Pay Equity grade change for the GIS Coordinator position from a Grade 52 to a Grade 53, to be the one person in the GIS Department and report to her County Board Liaison, Commissioner Bounds, Grade 53, Step 5, \$19.36 per hr. effective July 1, 2010, motion carried unanimously.

Mr. Gibson informed the Board that a Pay Equity re-evaluation was also requested for the Planning/Zoning Secretarial position; they had met with the Union and no change was recommended.

Mr. Gibson informed the Board that a Pay Equity re-evaluation had also been requested for the Solid Waste Attendant position; originally the position scored 148 points, however, due to the description of the work and demands of the position, a score of 210 points was justified. He pointed out that the position was currently at Grade 49 and the recommendation was to increase to Grade 51 retroactive to January 1, 2010; this would not affect the "me too" clause.

Discussion was held regarding the process in earning additional cash compensation.

Motion by Schermerhorn, seconded by Bounds, to approve a Pay Equity grade change for the Solid Waste Attendant position from Grade 49 to Grade 51, and to place current Solid Waste Attendant employees Chris Harshaw and Michael Pete at step 1, Grade 51, retroactive to January 1, 2010, motion carried unanimously.

**County Recorder:** Sole Henriksen, County Recorder, came before the Board to inform them that she had authorized the purchase of five additional Application Extender licenses as well as maintenance fees until February 2011 for a cost of \$5,559.64, to be paid for through the Recorder's Technology Fund.

Motion by Waldahl, seconded by Schermerhorn, to accept the Recorder's disbursement of Technology Funds for the purpose of purchasing five Application Extender Licenses, motion carried unanimously.

**Pine Cove Inn Liquor License:** Motion by Waldahl, seconded by Miller, to approve the 8/1/10 Liquor License Application submitted by the Pine Cove Inn, motion carried unanimously.

**Highway Department:** Ryan Odden, Highway Engineer, and Mike Carr, Sheriff came before the Board to request approval of the low bid to insulate the west half of the Sebeka Highway Shop.

Mr. Odden explained that the Parks Department and the Sheriff's Department store vehicles in the Sebeka Shop. The Sheriff's Department stores their SWAT vehicles that had to be plugged in which increased the utility bill by \$920 per year; by lining and insulating the west wall of the shop there should be a significant reduction in this bill.

Sheriff Carr further emphasized the need for the SWAT vehicles to be in a heated garage; the building would become a multi purpose facility for both Departments and advised Sebeka was a central location for the vehicles because in a joint effort they were also used in Hubbard County.

Mr. Odden requested the funds be paid from General Fund #114 Building Fund. The following bids were received:

Sebeka Lumber Sales	\$6,248.72
Menahga Building Center	\$5,754.07
Northwest Building Center	\$5,258.15
Central Building Supply	\$4,227.32

Motion by Waldahl, seconded by Schermerhorn, to accept the low bid of \$4,227.32 from Central Building Supply for materials to line and insulate the west half of the Sebeka Shop, to be paid from General Fund #114 Building Fund, motion carried unanimously.

Mr. Odden reviewed the following quotes for the installation of a natural gas heating system:

Ted's Hardware	\$2,781.93
Keith Waln Heating and Air	\$1,900.00

Motion by Miller, seconded by Schermerhorn, to accept the low quote for \$1,900.00 from Keith Waln Heating and Air for installation of a natural gas heating system in the west half of the Sebeka Highway Shop, to be paid for from the General Fund #114 Building Fund, motion carried unanimously.

**Sheriff's Department:** Bryan Savaloja, Deputy Sheriff, came before the Board to request approval of a resolution authorizing the renewal of the Safe & Sober Contract for the purpose of receiving a 2011 grant in the amount of \$12,000.00 for overtime expenses; to be shared with the Wadena and Menahga Police Departments; Wadena County would oversee the grant.

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

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT**

Be it resolved that the Wadena County Sheriff's Office enter into a grant Agreement(s) with the Minnesota Department of Public Safety, Office of Traffic Safety or the Minnesota State Patrol for Traffic Safety Enforcement projects during the period from October 1, 2010 through September 30, 2011.

The Sheriff of Wadena County is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Wadena County Sheriff's Office and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Board of Commissioners of Wadena County on July 22, 2010.

\_\_\_\_\_  
Chairman of the Board of Commissioners

\_\_\_\_\_  
Wadena County Auditor/Treasurer

Motion carried unanimously.

**Public Health Department:** Karen Nelson, Public Health Director, came before the Board to request Board approval to sign a contract with the Freshwater Education District.

Motion by Schermerhorn, seconded by Miller, to authorize the Public Health Director to sign a contract with Freshwater Education District to provide School Health Nursing Services at \$35.98/hr plus mileage at the Federal rate effective July 1, 2010 to June 30, 2011 for the following schools:

Freshwater Education District Leaf River Academy  
White Pines Academy located in the Deer Creek School

Motion carried unanimously.

**Highway Department:** Mr. Odden presented the Board with a Highway Department agenda. He requested payment to Minnesota Pollution Control Agency for permits for bridge construction.

Motion by Waldahl, seconded by Miller, to approve the payment of \$400.00 to the Minnesota Pollution Control Agency to obtain a permit to construct the bridge replacement for projects SAP 80-598-15 and SAP 80-598-16, motion carried unanimously.

Mr. Odden requested approval by the Board to accept the low quote for painting the exterior of the Wadena Shop from the following quotes:

Scott's Paint & Tile Works	\$13,735.00
Andy Froelich	\$ 2,802.00

Motion by Miller, seconded by Schermerhorn, to approve the low quote of \$2,802.00 from Andy Froelich to paint the exterior of the Wadena Highway Department Shop, motion carried unanimously.

Mr. Odden distributed maps to the Board and informed them of possible Fairground Projects:

- a) Construct a drainage ditch cost would be \$7,990.00 based off annual equipment rate quotes from Kern and Tabery. This would be a very mow-able shallow ditch.
- b) Fix the water issue in front of the 4-H Building it is recommended paving the street in front of it to channel the water to the edge of the Street. We received a quote from Howard's Driveway. The cost would be \$4,500.00 and they would not be able to complete the work before the fair.
- c) Seed the area around the Grand Stand and north 5<sup>th</sup> track. Estimated material and rental cost for the project is \$5,500.00. The Highway Department with Board permission could do the seeding and mulching including rental of equipment that would be needed.

Board discussion was held as to the need to address the water problems and possible funding of the project. Discussion was also held relating to the reseeding of the Fairgrounds property and whether these items needed to be completed in 2010.

The Board tabled action on the proposed Fairground projects until the Auditor/Treasurer reviewed state statute relating to the use of the County Building funds with the County Attorney.

Mr. Odden presented the Board with the 2009 Annual Highway Report.

Mr. Odden requested Board approval to change the current Culvert Replacement Policy so the County Engineer could determine if a culvert had failed during a normal life span or if the replacement was due to property owners driving over them and causing the damage.

Motion by Miller, seconded by Bounds, to approve the following wording for the revised policy: "Once constructed and accepted by inspection, all culvert materials shall become the property of the Highway Department and the entrances may be maintained by the Highway Department to the right of way line. If determined by the County Engineer an entrance culvert has failed due to a normal life span and conditions the cost of a new culvert and installation of the culvert shall be the Highway Department responsibility.", motion carried.

Mr. Odden requested Board consent for him to change their current cleaning supply company to Hillyards who had the current contract through the National Joint Powers Alliance (NJPA); based on actual purchases in 2010 the Highway Department would save \$303.80 annually which would be a reduction of 43% in cleaning supply costs.

Board discussion was held regarding NJPA's 2% rebate for purchases and questioned what savings would be recognized County-wide.

Mr. Odden responded that there would be a savings of \$9,500 County-wide.

Chairman Stearns recommended the matter be reviewed by the Building Maintenance Service Committee during their August meeting.

Motion by Bounds, seconded by Waldahl, to approve the purchase of Highway Department cleaning supplies from Hillyards, who had the current contract with the National Joint Powers Alliance, motion carried.

Mr. Odden updated the Board on current Highway Department Projects. He also informed them that Highway Maintenance employee Perry Schmidt had completed his probationary period as of July 4, 2010 and was now a full time Highway Maintenance Worker II.

**Resolutions - Acceptance of Donations:** Amie Spartz, Human Services Financial Supervisor, informed the Board of several donations received by the Human Services Department in response to assist victims of the June 17, 2010 tornado. She reviewed a Resolution for the acceptance of donated funds in the amount of \$10,000.00 from Russ Davis Wholesale, Inc. retroactive to June 21, 2010.

Motion by Waldahl, seconded by Miller, to approve of the following Resolution;

#### **RESOLUTION BY THE WADENA COUNTY BOARD**

WHEREAS, Wadena County Human Services managed the supply/donation center at the Friendly Rider Transit Facility, collecting and disbursing donations to tornado victims from June 18, 2010 through June 28, 2010, and

WHEREAS, on June 20, 2010, Russ Davis Wholesale Inc. gave Wadena County Human Services a check dated June 21, 2010, payable to Wadena County Human Services, in the amount of \$10,000.00 as a donation to the center to purchase supplies for tornado victims, and

WHEREAS, Wadena County Human Services deposited the donation in the agency's Mental Health Initiative checking account to immediately access the funds, and

WHEREAS, Wadena County Human Services used \$4,186.76 of the donation for the tornado victims and the remaining balance of \$5,813.24 was provided to the County Auditor, and

WHEREAS, Minnesota Statute 465.03 states the acceptance of the gift has to be by resolution of the governing body, adopted by a two-thirds majority of its members, and distributed according to the terms of the donor, and

WHEREAS, the funds were needed before the next County Board meeting could accept the gift by resolution, it is necessary to make the resolution retro active to June 21, 2010.

NOW THEREFORE BE IT RESOLVED, the Wadena County Board hereby accepts the \$10,000.00 donation from Russ Davis Wholesale Inc., effective June 21, 2010, agrees to the terms of the donor to use the funds for tornado victims, and recognizes the deposit made into the Mental Health Initiative checking account was appropriate under the given circumstances.

---

William Stearns, Chairman

---

Char West, Auditor/Treasurer

Motion carried.

Ms. Spartz also reviewed a Resolution for the acceptance of donated funds in the amount of \$10.00 from an anonymous donor.

Motion by Waldahl, seconded by Schermerhorn, to approve of the following Resolution;

**RESOLUTION BY THE WADENA COUNTY BOARD**

WHEREAS, Wadena County Human Services managed the supply/donation center at the Friendly Rider Transit Facility, collecting and disbursing donations to tornado victims from June 18, 2010 through June 28, 2010, and

WHEREAS, on or about June 20<sup>th</sup> or 21<sup>st</sup>, 2010, Wadena County Human Services received an anonymous, \$10 cash donation while distributing supplies to tornado victims, and

WHEREAS, Wadena County Human Services turned over the \$10 cash donation to the County Auditor on June 28, 2010, and

WHEREAS, Minnesota Statute 465.03 states the acceptance of the gift has to be by resolution of the governing body, adopted by a two-thirds majority of its members, and distributed according to the terms of the donor, and

WHEREAS, the funds were received before the next County Board meeting could accept the gift by resolution, it is necessary to make the resolution retro active to June 21, 2010.

NOW THEREFORE BE IT RESOLVED, the Wadena County Board hereby accepts the \$10.00 donation, effective June 21, 2010.

---

William Stearns, Chair

---

Charleen West, Auditor/Treasurer

Motion carried.

Ms. Spartz also requested the transfer of one donated generator and two chain saws from their jurisdiction over to the Sheriff's Department.

Motion by Waldahl, seconded by Miller, to transfer ownership of one donated generator and 2 chain saws from the Human Services Department to the Sheriff's Department, motion carried.

**2009 Budget Amendment:** Ms. West reminded the Board that the Management Team had presented the Board with a budget amendment on June 2, 2009 to address the 2009 reduction in County Program Aid pointing out that a lot of time and effort had gone into the budget amendment by many individuals. She added that when the State Auditor's had conducted their audit of the County's 2009 financial records they pointed out that the total budget amendment dollar amount stated in the June 2, 2009 Board motion did not reflect the actual budget amount reflected in the County's accounting system or published budget. Ms. West pointed out that the discrepancy was in the General Fund dollars that were reflected on the spreadsheet that was presented to the Board; she requested Board approval of the following June 2, 2009 total Budget Amendment changes: General Fund decrease in revenue - \$30,000 and decrease in expenses - \$245,261; Human Services increase in revenues - \$73,000 and decrease in expenses - \$95,500 and Road & Bridge decrease in revenues - \$107,000 for a total County revenue decrease of \$64,500 and total County expense decreased of \$340,761.

Board discussion was held regarding the various adjustments to the June 2, 2010 budget amendment motion.

Motion by Waldahl, seconded by Miller, to approve the following correction to the 6/2/09 2009 Budget Amendment motion; General Fund decrease in revenue - \$30,000 and decrease in expenses - \$245,261; Human Services increase in revenues - \$73,000 and decrease in expenses - \$95,500 and Road & Bridge decrease in revenues - \$107,000 for a total County revenue decrease of \$64,500 and total County expense decreased of \$340,761, motion carried unanimously.

Chairman Stearns informed the Board that he had received a Notice of Grievance from the Teamsters Business Agent and called on Mike Gibson, HR Consultant, to address the issue.

Mr. Gibson recommended that a Closed Board of Commissioners Meeting be held.

Chairman Stearns set a Special Closed Board of Commissioners Meeting for July 28, 2010 at 8:30 a.m., for the purpose of discussing the Teamsters Notice of Grievance and 2011 Wage Negotiations.

Motion by Miller, seconded by Schermerhorn, to approve payment of the Board of Commissioner bills in the amount of \$282,926.56, motion carried.

Chairman Stearns recessed the Board of Commissioners Meeting at 12:15 p.m.

Chairman Stearns reconvened the Board of Commissioners Meeting at 12:20 p.m.

Mike Willis, Pine Cove Inn owner, came before the Board to request an Off-sale Liquor License for the establishment.

The Board informed Mr. Willis that it had been approved previously during the Meeting.

Chairman Stearns adjourned the Board of Commissioners Meeting at 12:25 p.m.

---

William Stearns, Chairman

Charleen West, Auditor/Treasurer