

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

The Wadena County Board of Commissioners Meeting was held on Tuesday, July 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 Lane Waldahl, Rodney Bounds, Dave Schermerhorn, Ralph Miller, and Auditor/Treasurer Char West.

**Agenda:** Motion by Miller, seconded by Bounds, to amend the day's Agenda to include i.) Board Approval of List of Auditor's Checks and j.) Board Approval of Extension of Vacation Hours for Auditor's Office Employee, motion carried.

**Approval of Minutes:** Tabled

**Public Health Department:** Cindy Pederson, Public Health Department, came to the Board to request Board approval of several agenda items.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Public Health Director to sign a contract with Otter Tail Wadena Community Action Council Early Head Start for \$8,065 effective July 1, 2010 to June 30, 2011, motion carried.

Ms. Pederson discussed Chemical Health Grant funding with the Board explaining that the following 4-year contract ends June 30<sup>th</sup> with some additional expenses showing up at the end of the year; however, their goal was to have the funds reimbursement prior to expenses coming due. She pointed out that there was the potential that a short-term advance of funds to Public Health may have to be done to cover some of the expenses.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Public Health Director to sign a contract with Johnson Group Advertising & Design for a Chemical Health Grant for \$20,000 effective July 1, 2010 to June 30, 2011, motion carried unanimously.

Motion by Miller, seconded Waldahl, to authorize the Public Health Director to sign a contract with Craig Hillier for the Chemical Health Grant in the amount of \$1,771.00 effective July 1, 2010 to June 30, 2011, motion carried unanimously.

Motion by Schermerhorn, seconded by Waldahl, to authorize the Public Health Director to sign the following prevention marketing contracts for the Chemical Health Grant:

- Lamar Companies for outdoor prevention marketing in an amount not to exceed \$9,096 effective July 25, 2010 to July 24, 2011;
- Tri-Art Inc. Outdoor Advertising for outdoor prevention marketing in an amount not to exceed \$4,100 effective July 1, 2010 to June 20, 2011;

- Calm Computers for indoor prevention marketing in an amount not to exceed \$2,090 effective October 2, 2010 to October 1, 2011.

Motion carried unanimously.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Public Health Director to sign the following youth advisor contracts for Chemical Health Grant for:

- Menahga Public School in an amount not to exceed \$5,000 effective July 1, 2010 to June 30, 2011;
- Wadena Deer Creek Schools in the amount not to exceed \$5,000 effective July 1, 2010 to June 30, 2011.

Motion carried unanimously.

Motion by Waldahl, seconded by Schermerhorn, to authorize the Public Health Director to sign the following alcohol and tobacco compliance checks contracts:

- City of Wadena Police Department in an amount not to exceed \$900 effective July 1, 2010 to June 30, 2011.
- Wadena County Sheriff's Office in an amount not to exceed \$1,000 effective July 1, 2010 to June 30, 2011.

Motion carried unanimously.

**Review of Scheduled Board Meeting Dates:** The Board reviewed the previously scheduled Board Meeting dates.

Chairman Stearns advised of the AMC Policy Committee Meeting on September 16<sup>th</sup> and 17<sup>th</sup>; he would be attending the Leadership Conference on August 12<sup>th</sup> and 13<sup>th</sup> and recommended Commissioner Bounds attendance as well.

Commissioner Schermerhorn reminded the Board of the Region 5 Development Commission event on July 23<sup>rd</sup> in Leader.

**Blueberry Pines Golf Club Liquor Licensed Renewal:** Tabled until all documents were received.

**Postage Meter Replenished:** Motion by Miller, seconded by Schermerhorn, to approve to replenish the Courthouse Postage Meter in the amount of \$5,000, motion carried unanimously.

**Commissioner Involvement in Union Negotiations:** Commissioner Bounds commented that he felt there should be a Commissioner involved in the negotiations.

Commissioners Schermerhorn, Miller, Waldahl and Chairman Stearns pointed out that they would not be assisting Mr. Gibson with the negotiations. Board direction was for Commissioner Bounds to assist Mr. Gibson.

**Hiring Freeze:** Commissioner Bounds commented that he felt there should be a hiring freeze so department heads would need to justify a position before they hired.

Chairman Stearns pointed out that this would be a hardship as there may be a need to hirer additional employees to deal with the Tornado Disaster. He added that in a small county, such as Wadena, no Department Head could hire without Board approval.

Commissioner Bounds commented on his concern over the number of County employees hired over the previous years.

Commissioner Waldahl requested written documentation verifying the number of employees hired and return to the Board for discussion.

No action taken.

**Labor Attorney Appointment for Union Negotiations – Tabled.**

**Board Approval of Auditor’s Checks:** Ms. West informed the Board that the following invoices needed to be paid but were unable to be included in the June 6, 2010 Board of Commissioners bills; she requested approval of such.

Motion by Schermerhorn, seconded by Waldahl, for Board approval for payment of the following Auditor’s Checks:

Check #	Vendor	Amount
29412	Felhaber, Larson, Fenton & Vogt	\$2,146.47
29413	Kennedy, Nervig & Carlson, LLP	\$2,500.00
29414	Marco Business Products	\$ 237.48
29415	Matthew Bender & Co.	\$ 107.06
29416	Svingen, Karkela, Cline, Haugrud	\$1,500.00
29417	Treasurer City of Menahga	\$ 50.41
29418	West Group	\$1,458.00

Motion carried unanimously.

**Extension of Vacation Hours:** Ms. West recommended approval by the Board to carry over 19.5 hours of vacation for Janet Kern, Senior Accountant in the Auditor’s Office, until August 13, 2010.

Motion by Waldahl seconded by Schermerhorn, to carry over 19.5 hours vacation until August 13, 2010 for Janet Kern, Senior Accountant, Auditor’s Office, motion carried unanimously.

**Recorder’s Office:** Sole Henriksen, County Recorder, inform the Board of the new Minnesota Business and Lien System and requested approval of the 2010 Satellite Agreement with the Secretary of State.

Motion by Schermerhorn, seconded by Waldahl, to approve the signing of the State of MN Satellite Office Agreement with the Minnesota Secretary of State for the Minnesota Business and Lien System in the Recorder’s Office, motion carried.

## **Commissioners Reports:**

Commissioner Schermerhorn: Region 5 Development Commission Meeting.

Commissioner Miller: Fair Board Meeting.

Commissioner Stearns: Meeting with the City of Wadena and Governor Pawlenty – Wadena County did receive the Disaster Declaration for Public Buildings; Fair Board Meeting.

Commissioner Bounds: None

Commissioner Waldahl: NJPA – hired a new CEO; Wadena County Tornado Disaster – reported that he and many others worked long hours responding to the Disaster and that he would like to thanked all the County employees and numerous agencies and organizations for their time following the Disaster.

Chairman Stearns informed the Board that the Highway Department would be working at the Fairgrounds the next four days removing trees and that a website had been set up through the Initiative Foundation to raise money to purchase and replace trees the following spring.

**Board of Commissioner Bills:** Motion by Bounds, seconded by Schermerhorn, to approve the payment of Board of Commissioner bills in the amount of \$74,051.46, motion carried unanimously.

The Board recessed at 9:47 a.m.

The Board reconvened at 10:10 a.m.

**Solid Waste Department:** Mike Hanan, Solid Waste Director, informed the Board that Tammy Ehrmantraut, Solid Waste Supervisor, had accumulated 65 hours of comp time following the tornado disaster and the Personnel Policy only authorizes up to 40 hours of comp time accumulation. He requested Board approval to extend to the end of the year, the use of the hours over the 40 hours allowed accumulated comp time hours earned by Ms. Ehrmantraut until December 31, 2010.

Motion by Waldahl, seconded by Schermerhorn, to authorize Tammy Ehrmantraut, Transfer Station Supervisor, to accumulate comp time as need until the end of this year, over the 40 hours allowed, and to use this comp time by December 31, 2010, motion carried.

Mr. Hanan informed the Board that they had hired two temporary emergency employees, as approved by the Board. He noted that up until that day they had remained open from 7:00 a.m. to 7:00 p.m., which now had been reduced to 9:00 a.m. to 6:00 p.m., which still allowed the Debris Management Site to be open nine hours per day, as well as open on Saturdays from 9:00 a.m. to 4: p.m. Mr. Hanan requested Board approval to hire two additional temporary emergency

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employees to get through this period of time as the County's MPCA Permit required that a Certified Operator needed to be at the Transfer Station site and the Debris Management Site at all times. He pointed out that Solid Waste had three Certified Operators; a schedule needed to be made for this to work, which could not be accomplished with the employees at present.

Motion by Schermerhorn, seconded by Waldahl, to authorize the Solid Waste Director to hire two additional emergency temporary employees for the Solid Waste Department for the Debris Management Site, up to 67 days,

Discussion was held as to the staff hours at the Debris Management Site, how long the additional staff would be needed and the length of time the Debris Management Site might be in operation.

Motion carried unanimously.

Mr. Hanan reviewed the new "Tornado Debris Management Site" handout that he would like to publish as a one-fourth page Public Service ad in the Wadena, Verndale and Sebeka newspapers as well as the Henning and New York Mills newspapers which Otter Tail County would pay for.

Motion by Miller, seconded by Schermerhorn, to purchase a quarter page ad in the Wadena County Newspapers for the "Tornado Debris Management Site" information, as presented by the Solid Waste Director, motion carried unanimously.

Ms. West, after talking with Mr. Hanan, informed the Board that an hourly rate needed to be set for the temporary emergency employees. She pointed out that one of these employees was working at the Transfer Station and the other three would be working at the Debris Management Site; none of the employees would fall under the Union Contract or the County salary scale but the salary scale could be used as a guideline. Ms. West added that she and Mr. Hanan were recommending that the three temporary emergency employees, that would be doing the same duties listed in the Transfer Station Attendant job descriptions, be paid \$11.00 per hr. and the fourth temporary emergency employee, that would be tracking the number and location of debris loads at the Debris Management Site, be paid \$9.00 per hr.

Mr. Hanan pointed out that one of the temporary employees would strictly be a Gate Attendant and the others would be working with the trucks and operating some equipment.

Motion by Schermerhorn, seconded by Waldahl, to approve the hourly rate of pay for the Temporary Emergency Gate Attendant at \$9.00 per hr. and the workers duplicating the Transfer Station Attendant job duties at \$11.00 per hr., motion carried unanimously.

**Highway Department:** Ryan Odden, Highway Engineer, came to the Board to request approval of several agenda items. He requested Board approval of overage of compensation time for the County Engineer, Assistant Engineer and Maintenance Foreman until December 31, 2010, at which time they would lose any hours over the 40 hours allowed. He pointed out that the extra hours were earned during the tornado disaster.

Motion by Waldahl, seconded by Bounds, to approve the overage of compensation time for the County Engineer, Assistant Engineer and Maintenance Foreman until December 31, 2010, due to the tornado disaster, motion carried.

Mr. Odden advised the Board the Highway Department's work at the County Fairgrounds would be billed to the General Fund with anticipated FEMA reimbursement of 75%.

Chairman Stearns commented that after the debris and trees were removed from the Fairgrounds, there needed to be some shaping of the grounds by the Highway Department for proper water flow. He recommended this be paid out of the Building Improvement Fund as the Highway Department would need to be reimbursed which would not be reimbursed by FEMA; action would be taken at a later time.

Mr. Odden requested Board authorization to advertise for bridge replacements. The projects were planned to be completed by mid October 2010.

Motion by Waldahl, seconded by Miller, to approve the advertisement for bid of SAP 80-598-15 and SAP 80-598-16 Bridge Replacement Projects to be let as one contract, motion carried unanimously.

Mr. Odden informed the Board that the Highway Department used a labor additive when billing to other Departments which covered the expense of employee benefits. He pointed out that the Highway Department additive was 1.6% which was a higher additive due to the high worker compensation rate on equipment operators; this was used in all billings as was the normal procedure for determining operating costs.

Chairman Stearns commented that this had been discussed between the Solid Waste Department and Highway Department and that the Solid Waste Director, due to the high additive, felt this should come before the Board.

Discussion was held as to the details of the calculation of the Highway Department compensation additive.

Mr. Hanan commented that this question came up following work the Solid Waste Department had requested the Highway Department to do at the Transfer Station the end of 2009; the Highway Department was requested to provide the service when they had time to fit it into their schedule. He added that there was no problem with the hourly rate or reimbursement for the equipment they used, but it was felt that the 60% overhead fee, that was used to pay the employee regardless of where they were working, seemed quite high. Mr. Hanan suggested the possible development of a County Use Rate and a Non-County Use Rate. He pointed out that this was a 2009 bill that had not been paid and he and Mr. Odden would like to see it resolved based on whatever the Board's decision was.

Ms. West pointed out that proper accounting procedures needed to be followed; the Highway Department and Solid Waste Department were two separate funds that needed to be accounted for separately. She added that she was in support of a Board Policy, whether a Inner County rate was developed or not, but a Policy would define the procedure.

Mr. Hanen and Mr. Odden reviewed several examples where each of their respective Department's provided services for other County Departments.

The Board recommended the matter be brought before the Management Team for discussion and recommendation.

Mr. Odden presented the Board with two State bids for the purchase of a Tandem Plow Truck for the Highway Department;

Astleford International (2010 State Bid)	\$204,725.37
Maney International, Inc. (2009 State Bid)	\$193,188.50

Mr. Odden pointed out that the primary difference between the two bids was that the 2010 State Bid had new emission controls; the 2009 State bid truck was also in full compliance with emission standards and could be at the Highway facility within two weeks. He recommended the low quote from Maney International, Inc, plus tax and license; which was included in the 2010 Department budget.

Motion by Schermerhorn, seconded by Miller, to accept the low bid of \$193,188.50, plus tax and license, from Maney International, Inc. for the purchase of one Tandem Plow Truck for the Highway Department, motion carried unanimously.

Mr. Odden pointed out the Informational Items listed on his agenda, which they could review at a later time. He also informed the Board that Keith Milbradt, Highway Maintenance Worker, was able to return to work beginning July 1, 2010.

**Wadena County Ag Society:** Sheldon Monson and Mike Olson, Wadena Ag Society, came before the Board regarding the Fairground property.

Mr. Monson informed the Board that Young Excavating had expressed their desire to haul debris to the Debris Management Site before 9:00 a.m. as they started working at 7:00 a.m.

Chairman Stearns pointed out that the Site was still open 9 hours a day; the reason the Site was open until 6:00 p.m. was to accommodate the people who wanted to haul their own debris after work hours.

Mr. Sheldon informed the Board that he had received several quotes from vendors to process the scrap metal on the Fairgrounds property which could possibly be removed in one to two weeks.

Chairman Stearns pointed out that the Fair Board would not receive those funds as it would be used to by the County to offset the expenses FEMA would be incurring. He recommended working with Mr. Hanan on the bidding process for the removal of the scrap metal.

Mr. Hanan commented that bidding out for the removal of metal from the Debris Management Site would probably not be done for awhile; their process would be to send out Request for Proposals and publicly advertise the RFP with time to receive and evaluate the bids.

Chairman Stearns questioned whether it would be cost effective to hire Young Excavating to haul the metal from the Fairgrounds to the Debris Management Site.

Mr. Hanan was in agreement of this suggestion.

The Board emphasize the need to follow the County guidelines so as not to jeopardize reimbursement by FEMA.

Mr. Olson questioned why the money would not be paid to the Fair Board as they lease the property.

Board response was due to the Fairgrounds being County property as outlined in State Statute. Further discussion was held as to the reimbursement process used by FEMA; revenues from the debris off set the expenses of debris removal.

Motion by Waldahl, seconded by Schermerhorn, to approve an extension to the current Young Excavating, Inc. contract for the removal of all metal from the County Fairgrounds and hauling it to the Debris Management Site, motion carried.

Mr. Monson informed the Board of the need to replace the fencing along Highway 10 for safety reasons during the County Fair. He commented that a verbal quote was received that morning for 500 feet of straight fencing, 6 feet high, in the amount of \$6,700 installed. He advised that before they proceed they would obtain at least three quotes.

Discussion was held regarding the replacement of all of the damaged fencing and what fencing replacement was necessary prior to the County Fair.

Motion by Bounds, seconded by Schermerhorn, to authorize the Agriculture Society to obtain quotes for replacement of fencing at the Fairgrounds along Highway 10 and proceed, with their judgment as to where else fencing was needed, motion carried.

Mr. Monson requested Board approval to advance the 2010 Agriculture Society's appropriation of \$13,000 for building maintenance and authorize them to use those funds for bleacher rental, tents and temporary electrical wiring.

Motion by Bounds, seconded by Miller, to approve payment of the 2010 Wadena County Agriculture Society building maintenance appropriation of \$13,000 to be used for tent rental, bleacher rental, and temporary electrical wiring or plumbing, motion carried.

Mr. Monson informed the Board of an Agreement the Agriculture Society and the Wadena Baseball Association had dating back to 2000 which spelled out which entity owned what; it stipulated that the Baseball Association owned the lights, the dugouts and the fences, all of their assets were destroyed.

Mr. Monson noted that the Grand Stand, as stated in the Lease, was jointly owned by the Agriculture Society, the County and the City and the Insurance Adjuster had total the Grand Stand at approximately \$19,000. He pointed out that they were planning on renting bleachers for the Fair events; Ziegler had offered portable lights for the Fair for free.

Mr. Monson informed the Board that the Insurance Adjustor estimated \$166,000 worth of damage to the Dairy Barn, which was insured for about \$109,000. He added that the barn had a lot of nostalgic, historical value but the Fair Board was unsure as to whether they could use it considering the damage. Mr. Monson advised that they had received two quotes from contractors for demolish of the building, but they needed direction from the Board.

Commissioner Waldahl questioned whether a Structural Engineer had looked at the building.

Mr. Monson responded that a Structural Engineer had been there, but he had decided to only look at the uninsured buildings.

Discussion was held regarding the need to have the Dairy Bard inspected for safety reasons, possibly hiring a structural engineering firm that would provide a report as to whether the building was salvageable and, if so, what an estimated replacement cost would be. Further discussion was held regarding FEMA repair and replacement guidelines of historical buildings.

Discussion was held as to what was included in a formal written report from a structural engineer, the possible cost, the timeframe to obtain the report and the available options if the Dairy Barn was not available for the Fair.

Mr. Olson pointed out that the dairy cows could come to the Fair for the show and be returned home to be milked.

Motion by Waldahl, seconded by Schermerhorn, to provide the payment of the 2010 Wadena Ag Society operating appropriation in the amount of \$10,000, motion carried unanimously.

Malinda Dexter, County Fair Horse Project Leader, informed the Board that it had been discussed that about 6" of the dirt in the Horse Arena should be removed due to the nails and other debris and then 3" of sand hauled in.

Mr. Odden will assist them in obtaining the sand needed.

Discussion was held regarding the possibility of having the parking lot graded, to grade the area so the water flowed north, the possible use of Department #114 Building Fund to pay for the expense and the need to use a magnet across the parking lot to remove the small metal debris.

Mr. Olson pointed out that someone who had access to a magnet had volunteered to drag the parking lot.

Mr. Monson and Mr. Olson will check out various possibilities to remove the small metal debris in the parking lot.

Chairman Stearns adjourned the Wadena County Board of Commissioner Meeting at 12:00 p.m.

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Charleen West, Auditor/Treasurer

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William Stearns, Chairman