

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS**  
Otter Tail County Courthouse  
Commissioners' Room, Floor 1-B  
Tuesday, June 4, 2002  
9:30 a.m.

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, June 4, 2002, at 9:30 a.m. at the Otter Tail County Courthouse with Dennis Mosher, Chair; Malcolm Lee, Vice-Chair; Syd Nelson, Roger Froemming, and Bob Block present.

**Approval of Agenda**

Motion by Froemming, second by Nelson, and unanimously carried to approve the County Board agenda of June 4, 2002, with the following additions:

Auditor, Wayne Stein – add at 9:30 a.m.

GIS Coordinator, Sherry Leabo – add “Request for Lakeshore Parcel Mapping Grant Support Letter”

**Approval of Minutes**

Motion by Lee, second by Block, and unanimously carried to approve the County Board minutes of May 28, 2002, as presented.

**Approval to Pay Bills**

Motion by Lee, second by Froemming, and unanimously carried to approve payment of County Board bills per Attachment A of these minutes.

**License Applications**

Motion by Nelson second by Froemming, and unanimously carried to approve the following applications for license:

**Clear Lake Resort Dalton, MN	On/Off Sale 3.2 Malt Liquor
Fair Hills Resort Inc. PO Box 6 Detroit Lakes, MN	Wine
*Hamburger Hollow 43077 County Highway 53 New York Mills, MN	On/Off Sale 3.2 Malt Liquor
Lakeside Market 28465 County Highway 145 Battle Lake, MN	Off Sale 3.2 Malt Liquor Tobacco
Madsen's Resort 27102 State Highway 78 Battle Lake, MN	On/Off Sale 3.2 Malt Liquor

Rolling Hills  
Pelican Rapids, MN

On/Off Sale 3.2 Malt Liquor

\*Waterfront Groceries  
23738 Edlynn Beach Trail  
Pelican Rapids, MN

Off Sale 3.2 Malt Liquor

\*Woody's Blue Horizon  
Highway 78 South  
Perham, MN

On/Off Sale 3.2 Malt Liquor

\*Subject to the approval of the County Attorney's office.

\*\*Subject to the approval of the County Attorney's office and to the County Sheriff's office.

### **Payment Approvals**

Motion by Nelson, second by Block, and unanimously carried to approve reimbursement to the City of Perham for a payment made to the Perham Hospital, in the amount of \$234.05, for services provided under the provision of Minnesota Statute §609.35.

Motion by Lee, second by Froemming, and unanimously carried to approve payment, in the amount of \$3,633.75, to Egge Construction, Inc. for the demolition and disposal of a house located on a Pelican Rapids Tax Forfeited site.

### **Proposed LPD Lake Improvement District**

Chairman Mosher stated that, as of last week, the County Board has not adopted an Order to Establish a Lake Improvement District; therefore, at this time, the proposed District has been denied. Ambrose and David Moenkedick presented a handout requesting that lands in constant family name be excluded from the Lake Improvement District similar to agricultural land. They explained that the cost of lowering the level of the lakes, which is the main objective of the LID, may become so costly that families could be forced to sell property outside of the family. County Attorney, David Hauser, summarized the actions of the County Board relative to the proposed LID. Paul Grinnell stated that the mechanisms of the LID need to be in place to proceed with detailed costs for lowering the lakes. The proposed LID is that mechanism. Input on the proposed LID is scheduled on the next County Board agenda.

### **Building Remodeling Update**

Physical Plant Manager, Rick Sytsma, requested approval of several recommendations regarding the County building at the RTC location as follows:

- 1) Request for approval to proceed with a bid process for demolition requirements at an approximate cost of \$225,000 with inclusion in the process of the Solid Waste Committee. Motion by Block, second by Lee, and unanimously carried to approve the request to proceed with bids for the demolition package as recommended by the Architect.
- 2) Request for approval to proceed with an RFP (Request for Proposal) for the civil package including dirt work, earthmoving, parking lots, sewer, water service connections, etc. Mr. Systema stated a need to complete this work before the weather is too cold and estimated the cost at \$400,000. Motion by Lee, second by Froemming, and unanimously carried to authorize the Plant Manger and Architect to proceed with a Request for Proposal for the civil package at the County building at the RTC location as recommended by the Building Remodeling Committee.

- 3) Request for approval to proceed with a Request for Proposal for the cabling and boring package (install fiberoptics), which will be the communication link between the courthouse campus and the building at the RTC location. Motion by Lee, second by Block, and unanimously carried to authorize the Plant Manager and Architect to proceed with a Request for Proposal for the cabling and boring package to provide communication between the courthouse and the building at the RTC location at an estimate of \$125,000.
- 4) Mr. Sytsma discussed several different methods of project delivery, i.e. the County acting as its own general manager for the remodeling project, hiring a general contractor for the project, or hiring a construction manager. Discussion followed. Motion by Lee, second by Block, and unanimously carried to retain the services of Shultz, Torgerson Architects to act as the project manager for the remodeling project of the County building at the RTC location at a cost of \$140,000. Project management services will begin immediately to ensure complete project specifications.
- 5) Mr. Systma requested that commissioners review several options for the layout of the proposed Commissioners' room at the RTC location. Discussion followed.

#### **Recess & Reconvene**

At 10:40 a.m., Chairman Mosher recessed the meeting of the Otter Tail County Board of Commissioners for a committee meeting. The County Board meeting was reconvened at 10:50 a.m. for consideration of the remainder of the agenda items.

#### **Web Developer**

Motion by Lee, second by Mosher, and unanimously carried to authorize the GIS Coordinator to proceed with advertising of the Web Developer position at a compensation grade 17.

#### **Parcel Mapping Funding**

GIS Coordinator, Sherry Leabo, requested a letter of support from the County Board for an application for funding for lakeshore parcel mapping through the Legislative Commission on Minnesota Resources (LCMR). The proposal would provide \$5.00 per parcel cost share for counties wishing to create digital maps of lakeshore parcels. Motion by Froemming, second by Block, and unanimously carried to authorize the Chair's signature on a letter of support for Proposal (C-2)4 – Lakeshore Parcel Matching Grant.

#### **Courthouse Campus Telephone Proposal**

Communications Consultant, Jeff Nelson, reported that last October, the County proceeded with a Request for Proposal for a new phone system. That proposal was to layout some future needs. The process has taken longer than expected; however, it has exhaustively looked at different options for the County's voice communication system. He provided documents that detailed the phone improvement process. The process provided department meetings to assess growth potential, remote access, and voice mail. Specifications were published for the vendor community, vendor tours were conducted, and two proposals were received, one from Network Center and the other from Corporate Technologies. Proposals were opened February 14, 2002, and after a preliminary analysis, County representatives had a meeting with each vendor, posed questions to the vendors, and held several subsequent meetings. Mr. Nelson recommended an award to Network Center for Phase I of the telephone system implementation with a not to exceed value of

\$155,000. Phase I of the project includes the courthouse, 505 Court Street building, 121 Washington Avenue building, Highway, Detention, and Sheriff's Department. Discussion followed with comment from County employees. Motion by Lee, second by Froemming, and unanimously carried to authorize Mr. Nelson, on behalf of Otter Tail County, to negotiate a Phase I contract with Network Center at a not to exceed cost of \$155,000, for a new telephone communications system for the courthouse campus.

**Grant Application Approved**

Motion by Lee, second by Froemming, and unanimously carried to authorize the Chair's signature to execute a Grant Award Agreement between the County of Otter Tail Emergency Management and the State of Minnesota Division of Emergency Management. The Agreement provides federal funding, in the amount of \$9,639.00, to assist local governments in providing the capability to deal effectively with catastrophic disasters. Motion by Lee, second by Block, and unanimously carried to authorize County Board Secretary, Kathy Domholt, to sign this grant agreement on behalf of Clerk, Larry Krohn.

**Contract Approval**

Motion by Nelson, second by Froemming, and unanimously carried to authorize the Chair's signature to execute a contract with Highway Engineer, Rick West, and the County of Otter Tail. The contract extends Mr. West's appointment until May of 2006.

**Adjournment**

At 11:50 a.m., Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, June 11, 2002.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Attest: \_\_\_\_\_ By: \_\_\_\_\_  
Larry Krohn, Clerk Dennis Mosher, County Board Chair