

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS**  
Government Services Center, Commissioners' Room  
Tuesday, February 3, 2004  
9:30 a.m.

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, February 3, 2004, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners Bob Block, Vice-Chair; Dennis Mosher, Roger Froemming, and Malcolm Lee present. Chairman, Syd Nelson, was absent.

**Approval of Agenda**

Motion by Froemming, second by Lee, and unanimously carried to approve the County Board agenda of February 3, 2004, as mailed.

**Approval of Minutes**

Motion by Lee, second by Froemming, and unanimously carried to approve the County Board minutes of January 27, 2004, as presented.

**Approval to Pay Bills**

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

**Extension Educator Update**

Regional Extension Educator, Donna Geiser, presented a summary update of the University of Minnesota Extension Service Regional System. The summary identified regional and local county extension positions currently in place after the reorganization of the Minnesota Extension Service. Ms. Geiser briefed the Board on 4-H activities and presented a handout showing participation in the Recycling with Fleece project.

**Employees' Committee Recommendations**

Employees' Committee Chair, Ardell Bolles, presented a list of recommendations relative to the future functions of the Committee. Lengthy discussion took place regarding the recommendations as well as discussion about the need for a County-wide vending policy. Motion by Froemming, second by Block, to approve the recommendation that all food services, vending sales, and coffee service be turned over to County operations (recommendation #1 of the handout). Motion failed with Lee and Mosher opposed. Commissioner Mosher stated that he is not opposed to the Employees' Committee but is opposed to County-owned vending operations. Commissioners requested that the following County employees develop recommendations for a County-wide Vending Policy: Physical Plant Manager, Rick Sytsma; County Attorney, David Hauser; County Coordinator, Larry Krohn; Accountant, Mitzi Pederson; and Highway Engineer, Rick West.

**Highway Contract Approvals**

Motion by Froemming, second by Mosher, and unanimously carried to authorize the Highway Engineer's signature to execute a contract between the County of Otter Tail and Cloud Cartographics, Inc. of St. Cloud, MN, subject to the County Attorney's approval. Cloud Cartographics will provide 10,000 County maps at an estimated cost of \$11,000.00.

Motion by Mosher, second by Froemming, and unanimously carried to authorize the Highway Engineer's signature to execute an agreement between the County of Otter Tail and Barr Engineering of Minneapolis, MN. Barr Engineering will provide a foundation study of the Mill building at the Phelps Mill Park with the cost to be paid from the Phelps Mill Capital Outlay Budget. The study will provide recommendations for repair as well as approximate cost of repairs needed.

**Highway Maintenance Worker Eligibility List**

Highway Engineer, Rick West, reported that the Maintenance Worker Hiring Eligibility List is no longer current. He requested permission to advertise for the hiring process only to develop an eligibility list. He stressed that the Highway Department does not have current openings. The eligibility list is good for two years. Motion by Lee, second by Froemming, and unanimously carried to authorize the Highway Engineer to advertise through the Coordinator's office, to develop an Eligibility List only, for Highway Maintenance Workers as presented by the Highway Engineer.

**Approval of Final Payment**

Motion by Lee, second by Mosher, and unanimously carried to authorize Final Payment, in the amount of \$26,448.90, to Multiple Concepts Int., of Waite Park, MN, for Project No. 0202 (Government Services Building) for floor materials and labor.

**Performance Evaluation Summary**

Motion by Lee, second by Froemming, and unanimously carried to approve the positive performance evaluation summary of County Assessor, Bob Moe, and direct the placement of the summary into Mr. Moe's personnel file.

**West Central Initiative Seminar**

Motion by Froemming, second by Mosher, and unanimously carried to approve Commissioner Bob Block's attendance at the West Central Minnesota Labor Force Development Council sponsored by West Central Initiative.

**Adjournment**

At 10:55 a.m., Vice-Chairman Block declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, February 10, 2004.

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

By: \_\_\_\_\_  
Sydney Nelson, County Board Chair

Attest: \_\_\_\_\_  
Larry Krohn, Clerk