

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS**  
Government Services Center, Commissioners' Room  
500 Fir Ave W, Fergus Falls, MN  
Tuesday, July 5, 2005  
9:30 a.m.

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, July 5, 2005, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners, Bob Block, Chair; Roger Froemming; Vice-Chair, Dennis Mosher, Malcolm Lee, and Syd Nelson present.

**Approval of Agenda**

Motion by Mosher, second by Froemming, and unanimously carried to approve the County Board agenda of July 5, 2005, with the following addition:

Court Services Director – Request to Replace Probation Agent Position

**Approval of Minutes**

Motion by Froemming, second by Nelson, and unanimously carried to approve the County Board minutes of June 28, 2005, as mailed.

**Approval of Special Meeting Minutes**

Motion by Lee, second by Froemming, and unanimously carried to approve the County Board minutes of the Special Meeting held on June 20, 2005, with officials from Otter Tail, Wadena and Todd Counties.

**Bills & Claims**

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

**Request to Develop an Eligibility List for Dispatch Center**

Sheriff, Brian Schlueter, requested authorization to develop an eligibility list for the Dispatch Center and to hire from this list. Motion by Lee, second by Mosher, and unanimously carried to develop an eligibility list and hire from this list to fill a part-time position in the Dispatch Center.

**Food Service Contract**

Jail Administrator, Richard Akerman, requested approval of Amendment Number One to the food service contract dated May 11, 2004, between the County of Otter Tail and A'Viands, LLC, which reflects a revised pricing schedule of a 3.5 percent increase. Motion by Nelson, second by Froemming, and unanimously carried to authorize the Chair's signature to Amendment Number One for the food service contract with A'viands, LLC, effective July 1, 2005. The amended reflects the following pricing schedule:

<u>Number of inmates</u>	<u>Price Per Meal</u>
50 – 65	\$2.43
66 – 80	\$2.33
81 and above	\$2.17

**Request for Temporary Position – Scanning/Records**

Mr. Akerman requested approval to hire a half-time position, through a temporary service agency, for scanning/records. He reported that money had been budgeted for this position, and explained that, by law, hard copies need to be kept for two years. Motion by Mosher, second by Lee, and unanimously carried, to authorize the Jail Administrator to hire through a temporary service agency a position for scanning/records.

**Request to Hire Corrections Officers**

Mr. Akerman requested approval to hire two additional part-time Corrections Officers for the Detention Facility. There are currently nine part-time Corrections Officers; however, there have been numerous occasions where full-time Corrections Officers have had to work extra hours to fill shifts. Motion by Mosher, second by Lee, and unanimously carried to authorize the Jail Administrator to hire two part-time Corrections Officers.

**County Ditch No. 21**

Ditch Inspector, Randy Wasvick, reported that property owner, Richard Pachel, lives on Little Lake Anna in Sverdrup Township and part of the property is split by County Ditch No.21. There are two parcels that he cannot get to. He has requested to put in culverts and an approach on two separate areas. These would need to be 36 inch culverts. Mr. Pachel will pay all costs and maintain the culverts to keep them open. Motion by Mosher, second by Froemming, and unanimously carried to approve installing culverts and approaches at the owner's expense and the owner's obligation to maintain.

**Health Care Facilities Revenue Note  
Productive Alternatives, Inc. Project**

Motion by Lee, second by Nelson, and unanimously carried to authorize the Chair's signature on the Application for Approval of Industrial Development Bond Project pursuant to Minnesota Statute 469.152-165. The application will be sent to the State of Minnesota, MN Department of Employment and Economic Development. Proceeds from the sale of the Industrial Development Bonds will be used to refinance commercial indebtedness incurred by Productive Alternatives, Inc., to construct a facility for chemical dependency services.

**Performance Evaluation Summary**

Motion by Lee, second by Mosher, and unanimously carried to approve a positive performance evaluation summary for Physical Plant Manager, Rick Sytsma, as presented, and to include the summary in his personnel file.

**Local Equipment Plan**

County Auditor, Wayne Stein, reported that Otter Tail County's allocation of the \$29 Million HAVA Equipment Grant is \$642,405.06, which is approximately \$7,059.40 per precinct. There is also a second grant in the amount of \$6 million that the County may be able to receive funding from through an application process. Mr. Stein explained that a law was passed stating the County Auditor is to convene a working group of all city, town, and school district election officials to create the local equipment plan. Once the plan is completed a public hearing must be held to discuss the plan before the plan is officially adopted by the County Board. Items that must be covered in the plan include the following: 1) how the voting systems will be implemented, 2) who is responsible for any capital/operating costs

related to the equipment that is not covered by the grant funds, 3) how the grant funds will be used, 4) equipment storage, 5) programming costs, 6) maintenance costs, 7) training, 8) backup units, and 9) insurance. Another item to be considered is testing of the machines. The timetable for this plan is September 15<sup>th</sup> or 45 days after the equipment has been certified.

**Gravel Tax**

Mr. Stein reported that he is sending out letters to counties to request information regarding gravel tax. The information he is requesting includes: total revenue generated from the gravel tax program, type of rate being imposed (cubic yard or per ton), how they determine which town and cities they are allocating the 30% to, how much is being imported into their county and which county it came from, examination of records, and copies of forms or policies in place.

**Tax Forfeited Parcel**

Mr. Stein reported on property located near 42556 Pleasure Park Road on Otter Tail Lake. In 1968 this was tax forfeited and was sold and then forfeited a second time. Mr. Stein is sending a letter to the township for approval of a private sale to an adjacent land owner. Mr. Stein will return to the County Board with a Resolution to establish a sale price and DNR approval.

**Recess & Reconvene**

At 10:17 a.m. Chairman Block declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The Board of Commissioners meeting was reconvened at 10:22 a.m. with Vice-Chair, Roger Froemming, conducting the meeting in Chairman Block's absence. Commissioner Block was absent for the remainder of the meeting.

**Oscar Lake Project**

Highway Engineer, Rick West, sent quotation packets to three contractors for Construction of Oscar Lake Outlet. He received two quotes as follows:

	<u>Amount of Quote</u>
Delzer Construction, Inc. Fergus Falls, MN	\$47,790.00
Riley Bros. Construction, Inc. Morris, MN	\$55,884.00

Motion by Mosher, second by Lee, and unanimously carried to award the Construction of Oscar Lake Outlet to the low bidder, Delzer Construction, in the amount of \$47,790.00.

**Right of Way Payments**

Motion by Mosher, second by Lee, and unanimously carried to approve Right of Way payments as follows:

Bruce A. & Barbara Finkelson	\$7,155.00
Erwin & Evelyn Jensen	\$200.00
Duane A. & Deborah K. Swenson	\$850.00
Marty & Denise Harms	\$1,837.00
Bert & Cecile Kinzler	<u>\$962.00</u>
Total R/W S.A.P. 56-635-30	\$11,004.00

Stanley B. & Shelley K. Overgaard	\$2,859.00
Thomas E. & Holly Hiedeman	<u>\$3,949.00</u>
Total R/W C.P. 04:12 RG	\$6,808.00

**Final Payment for Remodeling of 505 South Court Building**

Motion by Lee, second by Nelson, and unanimously carried to approve Final Payment to Manning Mechanical, Inc., in the amount of \$16,243.85, for completion of mechanical construction on Project Number 0202-6 at the 505 South Court Street Building.

Physical Plant Manager, Rick Sytsma, reported that approval was previously given on Project No. 0202-6, 505 South Court Building for Final Payment to Wahpeton Electric in the amount of \$29,351.81. Mr. Sytsma requested approval of Change Order No. 3, which was 5% over the original contract. This figure was included in the final payment request. Motion by Mosher, second by Lee, and unanimously carried to approve Change Order No. 3, which is 5% over the original contract for Project No. 0202-6, 505 South Court Building.

**Request to Fill Position**

Court Services Director, Chuck Kitzman, reported that he had received a resignation from a Probation Agent who was located in the New York Mills office building. Motion by Mosher, second by Lee, and unanimously carried to authorize Court Services Director to replace a Probation Officer position located in the New York Office building.

**Adjournment**

At 10:40 a.m., Vice-Chair Froemming declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, July 12, 2005.

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

By: \_\_\_\_\_  
Robert Block, County Board Chair

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

7/05/2005 12:12:03 OTTER TAIL COUNTY AUDITOR  
PANELSON RECEIPTS AND DISBURSEMENTS SYSTEM COUNTY 56 IFD66  
WARRANTS FOR PUBLICATION PAGE 1

WARRANTS APPROVED ON 7/05/2005 FOR PAYMENT 7/05/2005

VENDOR NAME	AMOUNT
AGGREGATE INDUSTRIES INC	38,103.38
ALL CREATURES VET HOSPITAL	118.20
AMERICAN SOLUTIONS FOR BUSINES	1,468.75
AMERICAN TOWER CORPORATION	237.12
APPLE TIME INC	599.38
RUDOLPH AUCH	70.00
ERIC BABOLIAN	16.70
CARR'S TREE SERVICE	830.70
CULLIGAN WATER COND	112.80
DELZER CONSTRUCTION INC	2,267.05
ECONO SALES AND SERVICE	99.43
ELLINGSON-BRENDEN AMER LEGION	100.00
HELEN ERKENBRACK	50.00
FERGUS ELECTRIC	564.00
FERGUS FALLS MEDICAL GROUP	2,928.00
FERGUS FALLS POLICE DEPT	1,007.96
FERGUS INTERNATIONAL INC	731.56
FLOOR TO CEILING STORE	648.10
FREMONT INDUSTRIES INC	923.56
GOODIN COMPANY	19.62
GOPHER STATE ONE CALL	2.70
GRAINGER INC	378.14
NEILL HARDINA	175.00
HENRY'S FOODS INC	600.26
HILL TOP TOWING	110.00
INDIGO SIGNWORKS INC	1,360.50
INNOVATIVE OFFICE SOLUTIONS LL	585.10
INTERSTATE INC	2,765.45
INTOXIMETERS INC	2,496.36
ERWIN JOHNSON	100.00
JOHNSTON FARGO CULVERT INC	2,485.26
KELLY SERVICES INC	833.48
KRIS ENGINEERING INC	711.92
LAB SAFETY SUPPLY INC	29.63
LAKES COUNTRY SERVICE CO OP	11,422.13
LARRY OTT INC TRUCK SERVICE	295.00
PAT LARUM	61.91
LAWSON PRODUCTS INC	65.20
LINK REC INC	56.86
LOCATORS & SUPPLIES INC	105.40
MATTHEW BENDER & COMPANY INC	741.25
THE MIDWEEK	36.48
MINNCOR INDUSTRIES	487.77
MN POLLUTION CONTROL AGENCY	400.00
MN SHERIFFS ASSOC	260.00
NELSON DODGE GMC	721.10
NORTHERN IRRIGATION CONTRACTOR	58.89
NORTHWEST DIVERS	112.33
OTIS ELEVATOR CO	90.48

7/05/2005 12:12:03 OTTER TAIL COUNTY AUDITOR  
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WARRANTS FOR PUBLICATION PAGE 2

WARRANTS APPROVED ON 7/05/2005 FOR PAYMENT 7/05/2005

VENDOR NAME	AMOUNT
OTTER POST 874	100.00
OTTER TAIL CO TREASURER	41.75
OTTER TAIL POWER COMPANY	720.00
OTTER TAIL TELCOM	210.00
OVERHEAD DOOR COMPANY	674.98
OVERLAND MECHANICAL SERVICES	1,455.69
PAUL PUTNAM AMERICAN LEGION PO	100.00
PELICAN RAPIDS PRESS	77.25
PEPSIAMERICAS	140.00
PITNEY BOWES CREDIT CORP	1,584.72
PRODUCTIVE ALTERNATIVES INC	123.54
RELIABLE OFFICE SUPPLIES	189.83
THE RENTAL STORE	73.00
SIMPLEXGRINNELL LP	324.64
SOUTH MILL SERVICE	266.11
SOUTHERN FOLGER DETENTION	56.00
SOUTHTOWN C-STORE	11.00
STEINS INC	2,067.73
SUPERIOR LAMP INC	137.73
DAVID THOMPSON	190.00
THYSSEN KRUPP ELEVATOR CORPORA	631.00
TONY DOOM SUPPLY CO INC	220.51
TRI STAR RECYCLING	1,196.00
UAP-TIMBERLAND LLC	10,375.32
VICTOR LUNDEEN COMPANY	907.70
VICTORY CORPS	273.04
VIKING COCA-COLA	106.25
VIKING OFFICE PRODUCTS	25.43
VINING, CITY OF	500.00
VOSS LIGHTING	370.83
WOESSNER CONSTRUCTION INC	34,033.75

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FINAL TOTAL..... \$135,628.71 \*\*\*\*