

**MINUTES OF THE  
 OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
 Government Services Center, Commissioners' Room  
 500 Fir Avenue W., Fergus Falls, MN  
 Tuesday, September 4, 2007  
 9:30 a.m.**

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, September 4, 2007, at 9:31 a.m. at the Otter Tail County Government Services Center with Commissioners Dennis Mosher, Chair; Syd Nelson, Vice-Chair; Bob Block, Roger Froemming, and Everett Erickson present.

**Approval of Agenda**

Motion by Froemming, second by Block, and unanimously carried to approve the County Board Agenda of September 4, 2007.

**Approval of Minutes**

Motion by Froemming, second by Nelson, and unanimously carried to approve the County Board Minutes of August 28, 2007, as presented.

**Approval to Pay Bills**

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

**Approval of Amended EOP Plan**

Emergency Management Director, Tiny Holm explained to the Board that the Emergency Operations Plan (EOP) has been reviewed by committee and has been updated and refined. Mr. Holm requested Board approval of the amended plan. Motion by Nelson, second by Froemming, and unanimously carried to approve the Amended Emergency Operations Plan.

**Memo of Understanding**

Motion by Mosher, second by Erickson and unanimously carried to approve the Memo of Understanding between Otter Tail County and Minnesota Teamsters Union Local 320 Supervisory Unit regarding Sheriff Office pay grades for Lieutenants.

**County Ditch 39**

Ditch Inspector, Randy Wasvick discussed with the Board cleaning of County Ditch 39 in Western Township. The Board directed Mr. Wasvick to get an estimate on the cost of the cleaning.

**County Ditch 16**

Discussion took place regarding County Ditch 16. The Board asked David Hauser to send a letter responding to the petitions and then more discussion can take place.

**Bid Review and Recommendation for Award – Henning Garage Fencing**

After previously advertising for quotes, quotations were received by August 27, 2007 at 5:00 p.m. for the Henning Garage Fencing project as follows:

Vendor	Bid Amount
Oberg Fence Co Deerwood, MN	\$13,630.00
Century Fence Co. Forest Lake, MN	\$13,930.00
Dakota Fence	

Fargo, ND	\$17,670.00
Town & Country Fence Brooklyn Park, MN	\$19,424.00

Motion by Froemming, second by Erickson and unanimously carried to award the Henning Garage Fencing project to the company with the lowest quotation, Oberg Fence Co. of Deerwood, MN, at the price of \$13,630.00.

**Regular to Municipal Advance Resolution**  
**Otter Tail County Resolution No. 2007-61**

Upon a motion by Froemming, seconded by Nelson, and unanimously carried to adopt the following resolution:

WHEREAS, the County of Otter Tail has obtained the Commissioner's approval of the plans for the following County State-Aid Project(s):

Project # S.P. 56-619-11

Project # S.A.P. 56-651-17

Project # S.A.P. 56-698-01

AND, WHEREAS, said County is prepared to proceed with the construction of said project(s) by providing county regular funds to supplement the available funds in the County Municipal Account, and

WHEREAS, repayment of the funds so advanced by the County is desired in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5, & 7 and Minnesota Rules 8820.1500, Subp. 9.

NOW, THEREFORE, BE IT RESOLVED: That the Commissioner of Transportation be and is hereby requested to approve this basis for financing said construction project(s) and to authorize repayments from subsequent accruals to said Account, in the amounts as herein indicated.

Transfer the Yearly Municipal Construction Allotment, beginning in 2008, to the Regular Construction Allotment until the borrowed funds are repaid in full to the Regular Construction Allotment Account.

Adopted at Fergus Falls, Minnesota, this 4th day of September, 2007.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Dennis R. Mosher, County Board Chair

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

**Lake Olaf Discussion**

Rick West discussed, with the Board, the Lake Olaf situation and suggested using the services of Houston Engineering. Motion by Erickson, seconded by Block and unanimously carried to contact Houston Engineering.

**Township Road Sign Replacement Program**

Rick West briefed the Board on information he has received regarding a Township Road Sign Replacement Program. This program was run a couple of years ago as a pilot program and would

ensure uniformity of all township road signs. All townships would have to agree to participate in the program and would need to respond by October 26 if a letter was sent. The County Board directed the Highway Engineer to send a letter to the townships stating that the project is there and that 100% participation is needed, and then see if the townships respond by the deadline.

**Recess & Reconvene**

At 10:32 a.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 10:36 a.m.

**Fund Transfer**

Motion by Nelson, second by Block and unanimously carried to approve a transfer to the Road and Bridge Fund from the Capital Improvement Fund for the Following 2007 Capital Expenditures:

Mauldin 1750-C Paver	\$88,288.50
Equipment Rental	39,673.03
Trimble Equipment and Software	25,000.00
Four JD 265 Disc Mowers	17,466.00
Erhard Garage Improvements	4,400.00
<u>Henning Lot Overlay (Balance)</u>	<u>560.00</u>
Grand Total	\$175,387.53

**Payment Otter Tail Operations Center**

Motion by Froemming, second by Erickson and unanimously carried to approve payment in the amount of \$424,616.03 to Comstock Construction Inc. of MN for Otter Tail County Operation Center Payment Request No. 3 as detailed below:

Original Contract	\$4,451,000.00
Change Orders	37,148.79
Adjusted Contract	4,488,148.79
Total Completed as of 08/28/2007	1,499,293.80
5% Retainage	74,964.74
Less Previous Payments	999,713.03
<u>Current Payment Due</u>	<u>424,616.03</u>
Balance to Finish	3,063,819.73

**Revenue Bond Payment**

Motion by Nelson, second by Froemming and unanimously carried to approve payment in the amount of \$1,150.00 to US Bank for trustee administration fees for Otter Tail County's Lease Revenue bonds.

**Premise Permit**

**Otter Tail County Resolution No. 2007-62**

Commissioner Nelson offered the following and moved its adoption:

WHEREAS, the responsibility for the regulation of lawful gambling and the issuance of licenses and permits for the conduct of lawful gambling lies with the Minnesota Gambling Control Board; and

WHEREAS, the Frazee Lions, Frazee, MN, has made an application to the Gambling Control Board for the purpose of conducting lawful gambling at Josh Hanson's Spanky's, located at 34785 County Road 4 in Hobart Township of Otter Tail County; and

WHEREAS, Minnesota Statute 349.213 provides that the Gambling Control Board may not issue a premise permit unless they receive a resolution from the Otter Tail County Board of Commissioners approving the application for a permit; and

WHEREAS, the Otter Tail County Board of Commissioners is aware of no reason to oppose the conduct of lawful gambling by the Frazee Lions, Frazee, MN, at Josh Hanson's Spanky's, located at 34785 County Road 4 in Hobart Township of Otter Tail County.

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners hereby approves the conduct of lawful gambling by the Frazee Lions, Frazee, MN, at Josh Hanson's Spanky's, located at 34785 County Road 4 in Hobart Township of Otter Tail County, provided the applicant meets all the necessary criteria for the licenses and permits as required by the Gambling Control Board.

IT IS FURTHER RESOLVED, that notice of this application and approval shall be provided to the Township of Hobart by sending them a copy of this resolution.

Commissioner Erickson seconded the motion, and upon being put to a vote, was unanimously carried.

Adopted and signed this 4th day of September 2007.

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

By: \_\_\_\_\_

Attest: \_\_\_\_\_ Dennis R. Mosher, County Board Chair

Larry Krohn, Clerk

#### **US Bank Property**

Discussion on the sale of the US Bank Property was held. New parties have expressed interest in the purchase of the property. Motion by Froemming, second by Block and unanimously carried to proceed with the advertising for bids for the sale of the US Bank Building located at 220 W Cavour in Fergus Falls.

#### **Request for Proposal – Job Classification System**

Larry Krohn briefed the Board on the RFP for the Job Classification System. The RFP is ready to be sent out to the companies that would bid. Motion by Nelson, second by Erickson and unanimously carried to send out the RFP.

#### **Performance Evaluation Summary**

By consensus, the Board of Commissioners approved a commendable performance evaluation for GIS Coordinator, Brian Armstrong, and requested that the Performance Evaluation summary be placed in his personnel file.

#### **Recess & Reconvene**

At 11:06 a.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 11:18 a.m.

#### **Contract Approval 800 MHz Radio**

Motion by Nelson, second by Block and unanimously carried to approve a contract with GeoComm, Incorporated for Radio Communications Study Services.

**Insurance Discussion**

Members of the Insurance Committee, a sub committee of the County Wide Labor Management Committee were present to discuss with the Board the bids and recommendations of the Insurance Committee for the recent Request for Proposal. Three bids were received, with two companies choosing not to bid and one could not bid because they could not meet State mandates. One plan, bid by PEIP, was not recommended because of the complex provider level issues. The Insurance Committee recommended the proposal of a High Deductible Health Plan with a Health Savings Account (HDHP w/HSA). The committee has set up informational sessions to educate employees about HDHP w/HSA. Discussion followed. Motion made by Nelson, seconded by Froemming and unanimously carried, with Mosher stating he would like to see more funds provided, to take \$600 of the annual employer contribution and put those funds in each qualified employee's Health Savings Account at the beginning of year 2008 to help fund the employee's HSA, IF the HDHP w/HSA is approved by union vote.

**Closed to the Public**

At 12:46 p.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners closed to the public for purposes of discussing labor negotiation strategies regarding the Human Services Support Specialist Unit. Present were all five seated Commissioners, County Attorney, County Coordinator, and Acting Board Secretary.

**Adjournment**

Upon completion of the closed session, at 12:56 p.m., Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, September 11, 2007.

Dated: \_\_\_\_\_

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_

Dennis R. Mosher, Board of Commissioners Chair

Attest: \_\_\_\_\_

Larry Krohn, Clerk

CB/kc

OTC Board of Commissioners' Minutes  
September 4, 2007  
Attachment A, Page 1

WARRANTS APPROVED ON 9/04/2007 FOR PAYMENT 9/04/2007

<u>VENDOR NAME</u>	<u>AMOUNT</u>
AMERICAN INSTITUTIONAL SUPPLY	320.90
APPLE TIME INC	1,395.56
AUTO VALUE FERGUS FALLS	213.75
BATTLE LAKE TOWING	285.49
BOUND TREE MEDICAL LLC	155.71
MARSHA BOWMAN	16.30
HEATHER BRANDBORG	254.78
BRANDON COMMUNICATIONS INC	574.05
SANDRA BROWN	29.50
C & C POWER INC	35.79
COOPERS TECHNOLOGY GROUP	79.98
CUTLER MAGNER COMPANY	16,245.86
DAKOTA PRINTER REPAIR LLC	310.98
DAN'S TOWING & REPAIR	228.98
DEPT OF LABOR & INDUSTRY	60.00
DLUNDS	481.00
KATHY DOMHOLT	43.65
DOREL TRAVEL GROUP	2,836.35
ELLINGSON BRENDEN POST	376 100.00
FERGUS FALLS POLICE DEPT	4,596.10
FERGUS INTERNATIONAL INC	511.39
FERRELLGAS	84.05
FLINT HILLS RESOURCES LP	12,816.79
GR GRAPHICS INC FARGO	58.01
HINTERMEISTER INC	70.99
HITESMAN & ASSOCIATES PA	186.00
INNOVATIVE OFFICE SOLUTIONS	6,585.15
INSIGHT PUBLIC SECTOR	247.08
J & K MARINE	53.20
GARY JOHNSON	29.91
KELLY SERVICES INC	1,727.12
LAB SAFETY SUPPLY INC	296.61
LAKE REGION HEALTHCARE CORP	150.00
LARRY OTT INC TRUCK SERVICE	870.00
PAT LARUM	168.07
LEGAL DIRECTORIES PUBLISHING C	41.90
LITTLE BEAR TOWING	175.73
MARK SAND & GRAVEL CO	8,200.50
MICROAGE	1,603.89
MN DEPT OF TRANSPORTATION	125.00
MN FRAUD INVESTIGATORS ASSOC	100.00
MN OFFICE OF ENTERPRISE TECHNO	1,200.00
MN STATE BAR ASSOCIATION	187.00
MNCITLA	95.00
NANCY MOEN	379.95
ELDON MOREY PHD	395.00
NELSON DODGE GMC	80.07
NELSON FORD LINCOLN MERCURY IN	654.84
NETWORK CENTER INC	2,334.09
OFFICEMAX CONTRACT INC	265.34
OTC EMPLOYEES COMMITTEE	43.00
OVERLAND MECHANICAL SERVICES	503.39
PELICAN RAPIDS PRESS	135.00
PETE'S AMOCO	207.68
PITNEY BOWES	162.38
RELIABLE OFFICE SUPPLIES	70.35
ROYAL TIRE INC	1,969.18
SHESHUNOFF INFORMATION SERVICE	274.95
SIGELMAN STEEL & RECYCLING INC	37.80
STEINS INC	51.42
STREICHERS	93.70
TODD'S WELDING SHOP INC	1,913.22
UNIFORMS UNLIMITED	91.25
UPTOWN MENTAL HEALTH CENTER IN	1,175.00
VICTOR LUNDEEN COMPANY	71.91
ZIEGLER INC	192.64
210 LUBE EXPRESS	91.23
**** FINAL TOTAL	\$75,041.51****