

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 W. Fir Avenue, Fergus Falls, MN  
Tuesday, October 21, 2008  
9:30 a.m.**

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, October 21, 2008, at 9:30 a.m., at the Otter Tail County Government Services Center in Fergus Falls, MN, with Commissioners Syd Nelson, Chair; Everett Erickson, Vice-Chair; Bob Block, Roger Froemming, and Dennis Mosher present.

**Meeting Attendance Approved**

Motion by Mosher, second by Froemming, and unanimously carried to authorize Chairman Nelson to attend a round table discussion on different levels of government being held in Detroit Lakes on Saturday, October 25, 2008.

**Approval of Agenda**

Motion by Erickson, second by Block, and unanimously carried to approve the Board of Commissioners agenda of October 21, 2008, with the following addition:  
Wayne Stein – 10:05 a.m.

**Approval of Minutes**

Motion by Mosher, second by Froemming, and unanimously carried to approve the Board of Commissioners meeting minutes of October 14, 2008, as mailed.

**Approval to Pay Bills**

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

**Perham Resource Recovery Facility**

Solid Waste Director, Mike Hanan, referred to a recent letter written to the Commissioners dated October 15, 2008 regarding the Perham Resource Recovery Facility. He stated that the County Coordinating Committee would be meeting October 22<sup>nd</sup>. A proposal from Stoel Rives Law Firm has been received to assist in the formation of a Joint Powers Board for the facility with an estimated cost of \$7,000 to \$10,000. Mr. Hanan has asked the City of Perham if they have changed their opinion in regards to the formation of a JPB being tied to an expansion of the facility. They indicated that they had not changed that opinion. Discussion took place as to the purpose of expending dollars to draft a JPB agreement if the City of Perham does not agree. Commissioners agreed, by consensus, that if the City of Perham will only accept the Joint Powers Board governance if an expansion is supported by Otter Tail County, the Board does not wish to move forward with a Joint Powers Board. Discussion followed regarding operation of the facility with the current practices and the possibility of updating the current agreements. Mr. Hanan also briefed the Board regarding the construction progress at the Fergus Falls Transfer Station.

**Approval of Highway Contract**

Motion by Mosher, second by Erickson, and unanimously carried to authorize the Chairman's signature to execute the Highway Contract and Bonds between the County of Otter Tail and Landwehr Construction, Inc. of St. Cloud, for the Central Lakes Trail Culvert Replacement project subject to the approval of the County Attorney.

**Payment Approvals**

Motion by Erickson, second by Block, and unanimously carried to approve payment from the Construction Fund for the following Ottertail Operation Center Expenditures:

|                           |                          |                    |             |
|---------------------------|--------------------------|--------------------|-------------|
| Cooper's Technology Group | Furnishing               | Invoice No. 205854 | \$36,483.75 |
| Heartland Audio, Inc.     | Paging and Sound System  | Invoice No. 1507   | 7,562.22    |
| Cooper's Technology Group | Additional Storage Units | Invoice No. 211684 | 1,056.52    |

Motion by Froemming, second by Mosher, and unanimously carried to approve payment from the Capital Expenditure Fund to Shultz and Associates, LTD for the following:

|                 |                  |                 |            |
|-----------------|------------------|-----------------|------------|
| Master Planning | Invoice No. 2127 | August 1, 2008  | \$4,214.00 |
| Master Planning | Invoice No. 2167 | October 3, 2008 | \$8,837.00 |

**Tobacco License Application**

Motion by Erickson, second by Block, and carried with Mosher abstaining to approve the following tobacco license applications:

|   |  |
|---|--|
| Dalton Liquor Store<br>104 Sunset Drive<br>Dalton, MN 56324 | Vergas 1 Stop LLC<br>32031 County Road 115<br>Vergas, MN 56587 |
|---|--|

**Reimbursement for Compliance Checks**

Motion by Froemming, second by Nelson, and unanimously carried to approve payment, in the amount of \$1,636.31, to the Otter Tail County Department of Public Health for 2008 Tobacco Compliance Checks.

**Payment Approvals**

Motion by Block, second by Froemming, and unanimously carried to approve the following expenses payable to Heartland Audio, Inc. for an emergency notification system:

|                  |  |             |
|------------------|--|-------------|
| Invoice No. 1503 | Emergency Notification System                      | \$17,716.89 |
| Invoice No. 1504 | for GSC, 505 Bldg, Courthouse & Solid Waste Center | \$ 5,820.31 |

**Change Order Approved**

Motion by Froemming, second by Block, and unanimously carried to approve Change Order No. 6, in the amount of \$41,301.68, for 13 various project directives for the Ottertail Operations Center (project Number 0603).

**Project Update**

Physical Plant Manager, Rick Sytsma, briefed the Board on the resolution of several subcontractor and supplier issues relative to the Ottertail Operations Center and the 60 Bed CD construction project.

**Recess & Reconvene**

At 10:52 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 11:00 a.m.

**Resolution to Amend the Otter Tail County Personnel Rules**  
**Otter Tail County Resolution No. 2008 - 58**

Commissioner Froemming offered the following and moved its adoption:

**WHEREAS**, Otter Tail County proposes revisions to the Personnel Rules to align provisions with labor agreements and include consistent language for administration of the Post Employment Health Care VEBA Plan; and

**WHEREAS**, the Seniority Provisions are clarified; and

**WHEREAS**, a new County Vehicle Policy is included; and

**WHEREAS**, the following sections of the Personnel Rules contain proposed revisions:

- 4.10 E.- Overtime
- 5.15 A. & D. – Work Related Injuries
- 6.25 A., B., C., & D. – Seniority Provisions
- 8.35 -Use of County Vehicles
- 8.40 -Lodging and Expense Reimbursement
- 9.10 A. – Vacations
- 9.15 G. – Sick Leave
- 10. C. & E. – Leaving County Employment
- 12. E & F. – Personnel Board
- 13. - Acceptance

**THEREFORE, IT IS HEREBY RESOLVED**, that the Otter Tail County Personnel Rules be amended effective December 1, 2008, after the proposed revisions have been posted in accordance with the rules as stated in Section 1.10 of the Personnel Rules.

Commissioner Erickson seconded the motion and upon being put to vote, the resolution was unanimously adopted:

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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

Syd Nelson , Board of Commissioners' Chair

Larry Krohn, Clerk

**Personnel Board**

Motion by Erickson, second by Mosher, and unanimously carried to discontinue, effective January 1, 2009, the past practice of paying additional compensation to members of the Otter Tail County Personnel Board.

**Adjournment**

At 12:08 p.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, October 28, 2008.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

Syd Nelson, Board of Commissioners Chair

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

Larry Krohn, Clerk



**WARRANTS APPROVED ON 10/21/2008 FOR PAYMENT 10/21/2008**

| <u>VENDOR NAME</u>             | <u>AMOUNT</u> |
|--------------------------------|---------------|
| A-1 TROPHY                     | 59.64         |
| ABG MAINTENANCE INC            | 90.53         |
| AMERICAN INSTITUTIONAL SUPPLY  | 281.33        |
| JEFFREY ARNDT                  | 8.00          |
| ARVIG COMMUNICATION SYSTEMS    | 40.00         |
| BREITBACH CONSTRUCTION CO      | 881,220.00    |
| BRIGGS CORPORATION             | 73.66         |
| BTI                            | 4,945.00      |
| JOHN BUSHMAN                   | 6.75          |
| CARQUEST AUTO PARTS            | 137.81        |
| CARQUEST OF FERGUS FALLS MN 21 | 1.27          |
| CERTIFIED AUTO REPAIR          | 10.00         |
| CIT TECHNOLOGY FIN SERV INC    | 189.86        |
| CO OP SERVICES INC             | 4,731.72      |
| COMMISSIONER OF TRANSPORTATION | 2,966.42      |
| CONVERGENT SOLUTIONS GROUP LLC | 19,832.58     |
| COOPERS TECHNOLOGY GROUP       | 63.01         |
| CRONATRON WELDING SYSTEMS INC  | 144.06        |
| DENZEL'S REGION WASTE INC      | 183.69        |
| MICHELLE ELDIEN                | 25.95         |
| ELECTION SYSTEMS & SOFTWARE IN | 1,127.70      |
| FARNAM'S GENUINE PARTS INC     | 308.84        |
| FERGUS ELECTRIC                | 54.00         |
| FERGUS FALLS MEDICAL GROUP     | 82.24         |
| CITY FERGUS FALLS              | 1,631.77      |
| FERRELLGAS                     | 256.67        |
| MICHAEL FIEDLER                | 107.01        |
| FOTH & VAN DYKE                | 10,485.37     |
| G & K SERVICES                 | 2,557.35      |
| GE CAPITAL (CA)                | 372.74        |
| GENERAL PARTS LLC              | 122.22        |
| GOAM MEDIA                     | 459.95        |
| GODFATHERS EXTERMINATING INC   | 87.22         |
| GOPHER STATE ONE CALL          | 34.00         |
| MYRON GRAFF                    | 6.75          |
| GRAINGER INC                   | 299.04        |
| HEALTHCARE ENVIRONMENTAL SERVI | 174.60        |
| HEDAHL'S HEADQUARTERS          | 72.34         |
| HENRY'S FOODS INC              | 1,889.85      |
| HERZOG ROOFING INC             | 175.50        |
| INNOVATIVE OFFICE SOLUTIONS    | 18.63         |
| JK SPORTS                      | 8.00          |
| LAURA JOHNSON                  | 2,782.50      |
| KELLY SERVICES INC             | 671.78        |
| JEREMIAS KRUPICH               | 38.87         |
| LAKE REGION HEALTHCARE CORP    | 2,852.67      |
| LAKELAND MENTAL HEALTH CENTER  | 135.00        |
| LARRY OTT INC TRUCK SERVICE    | 2,450.00      |
| LEN'S REPAIR                   | 7,100.00      |
| LOCATORS & SUPPLIES INC        | 29.94         |
| M-R SIGN COMPANY INC.          | 600.50        |
| MARCO INC ST LOUIS             | 310.02        |
| MINNKOTA                       | 29.00         |
| MN ATTORNEY GENERAL'S OFFICE   | 437.97        |
| MN DEPT OF LABOR AND INDUSTRY  | 20.00         |
| MN FALL MAINTENANCE EXPO       | 625.00        |
| MN OFFICE OF ENTERPRISE TECHNO | 268.54        |

|                                |                            |
|--------------------------------|----------------------------|
| NAPA FERGUS FALLS              | 268.33                     |
| NAPA STANDARD PARTS OF WADENA  | 219.63                     |
| OFFICE DEPOT                   | 949.92                     |
| OFFICEMAX INCORPORATED         | 214.64                     |
| KIRSTEN OLSON                  | 20.13                      |
| OTTERTAIL TRUCKING INC         | 6,961.30                   |
| OVERHEAD DOOR CO OF FERGUS FAL | 478.00                     |
| PAMIDA INC 008                 | 16.79                      |
| PAMIDA PHARMACY                | 4,585.89                   |
| SALLY PEHRSON                  | 35.27                      |
| PEPSIAMERICAS                  | 891.62                     |
| PERHAM CO OP CREAMERY          | 4,616.19                   |
| HENRY PRICE                    | 67.00                      |
| PROFESSIONAL TRAINING SERVICES | 1,200.00                   |
| RELIABLE OFFICE SUPPLIES       | 118.24                     |
| AARON SALO                     | 142.45                     |
| CHERI SCHULTZ                  | 1.57                       |
| PETER SCOTT                    | 120.00                     |
| SERVICE FOOD SUPER VALU        | 16.14                      |
| SON'S APPLIANCE & REFRIGERATIO | 241.63                     |
| SPRINT                         | 662.70                     |
| STEINS INC                     | 2,500.69                   |
| STEVE'S SANITATION INC         | 3,714.82                   |
| STREICHERS                     | 581.22                     |
| TCC DISTRIBUTORS INC           | 411.96                     |
| TNT REPAIR INC                 | 1,201.32                   |
| GARY TORGERSON                 | 7.82                       |
| VERGAS 66                      | 3,411.51                   |
| VOSS LIGHTING                  | 219.74                     |
| WADENA CO AUDITOR TREASURER    | 1,873.25                   |
| WALLWORK TRUCK CENTER          | 262.54                     |
| WASTE MANAGEMENT               | 44,341.60                  |
| ROBERT WEATHERLY               | 765.60                     |
| ZIEGLER INC                    | 393.10                     |
| <u>**** FINAL TOTAL.....</u>   | <u>\$1,035,207.47 ****</u> |

approved minutes