

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners' Room
500 W. Fir Avenue, Fergus Falls, MN
Tuesday, March 17, 2009
9:15 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, March 17, 2009, at 9:15 a.m., at the Otter Tail County Government Services Center in Fergus Falls, MN, with Commissioners Everett Erickson, Chair; Roger Froemming, Vice-Chair; John Lindquist, Doug Huebsch and Lee Rogness present.

Approval of Agenda

Motion by Rogness, second by Froemming, and unanimously carried to approve the Board of Commissioners agenda of March 17, 2009, with the following additions:

11:30 a.m. – Recorder Fee Request
2:00 p.m. – Land & Resource WCA Discussion

Approval of Minutes

Motion by Froemming, second by Lindquist, and unanimously carried to approve the Board of Commissioners meeting minutes of March 10, 2009, as mailed.

Approval to Pay Bills

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

Committee of the Whole Discussion

The County's Weather Policy was discussed. County Attorney, David Hauser, explained that the policy allows all employees to make their own weather-related decisions in deciding to go home early or not come to work. The employees take a corresponding number of hours from their paid leave time or make up the hours during the payroll period. Individual offices can be closed without the building being closed. Generally, buildings are not closed. This policy allows individuals to make decisions based on where they work and where they live. Commissioner Lindquist noted that a Green Acres Bill is being introduced in the legislature which would remove the seven year payback provision. Commissioners requested that the Ditch Inspector brief the Board on Ditch No. 16.

800 Megahertz Communication Project

Lieutenant, Mark Englund, discussed the current situation related to tower locations for the ARMER system. Locations for towers are in the New York Mills, Parkers Prairie, and Amor areas with a potential need for a tower near Deer Creek. Mr. Englund presented a memorandum from the Central Minnesota Regional Board regarding Public Safety Interoperable Communications (PSIC) grant money. He reported regional grant dollars available as \$1,053,528 for the region with a 20% match requirement. Total grant dollars available for each entity is \$52,676 with a match requirement of \$10,535. A letter stating that Otter Tail County will participate is required in order to access grant dollars. Fire Chief, Mark Hovland, reported on a grant available for the Fire Departments totaling 1 million dollars also requiring a 20% match. Mr. Hovland is waiting for new program guidance to complete the grant request. He discussed the challenges small fire departments will have raising the dollars for the 20% match. A Participation Plan needs to be completed and a Local Radio Group is being developed to discuss some of the issues. The Central Minnesota Regional Radio Board is developing an Owners and Operators Committee. Motion by Rogness, second by Froemming, and

unanimously carried to appoint 911 Dispatch Supervisor, Judy Siggerud as Otter Tail County's delegate and Lieutenant Englund as the alternate on the Owners and Operators Committee.

Highway Department

Seasonal Employees:

Motion by Rogness, second by Huebsch, and unanimously carried to proceed with hiring 3 seasonal employees in the Highway Department as recommended by the Highway Engineer. The Highway Department had budgeted for 6 seasonal positions for 2009 which is being reduced to 3 positions due to necessary budget reductions.

Weight Restrictions:

Highway Engineer, Rick West stated that Spring Weight Restrictions will be effective for Otter Tail County at 12:01 a.m. on March 18, 2009.

Sheriff's Department

Boat & Water Grant:

Motion by Froemming, second by Lindquist, and unanimously carried to authorize the Chairman's signature to execute the "State of Minnesota Federal Boating Safety Supplement Grant Agreement" which provides \$8,000 to Otter Tail County for the Boat and Water Safety Program for the period of May 9, 2009 through September 7, 2009.

Vehicle Purchase:

Sheriff, Brian Schlueter, identified approximately \$190,000 of Sheriff Department budget cuts for 2009. He requested purchase of seven squad cars instead of eight that were in the budget. Motion by Rogness, second by Huebsch, and unanimously carried to authorize purchase of seven squad cars in 2009 with the necessary equipment.

Gun Range:

Sheriff Schlueter reported that fencing and concrete work needs to be completed at the Gun Range that is used in conjunction with the City of Fergus Falls Police Department. The project was scheduled to be completed in 2008 with Capital Improvement Funds budgeted in the amount of \$37,000. By consensus, the County Board agreed that the project should be completed based on the previous agreement between the two entities.

Court Security Positions:

Sheriff Schlueter requested approval to fill a Court Security Officer position at 75% full time equivalent and to upgrade the court system to include individuals trained as Detention Officers who would serve in a dual capacity as Officer and Bailiff in the courtroom. The increased cost to hire four part time employees trained at a Detention Officer level was estimated at \$50,000 per year. Discussion followed. A motion was offered by Commissioner Rogness, for public safety purposes, to approve part time Court Security Officer position(s) not to exceed 75% FTE hours. The motion was seconded by Froemming and carried unanimously. No action was taken regarding changes to the current Bailiff system.

COPS Grant:

Sheriff Schlueter requested authority to apply for a federal COPS grant because he will have a vacant Deputy position. Motion by Huebsch, second by Rogness, and unanimously carried to authorize the Sheriff to submit an application for two Deputy positions through a federal grant program as recommended by the Sheriff. If accepted, the grant will fund the salaries for the positions for three years and the County is committed to keeping the position for one additional year.

Sentence to Service Program Agreement:

Motion by Froemming, second by Rogness, and unanimously carried to authorize the Chairman's signature to execute a Joint Powers Agreement between Otter Tail County and the State of Minnesota Department of Corrections which provides \$113,882 from the State for the Sentence to Service Program for the period of July 1, 2009 through June 30, 2011.

Recess & Reconvene

At 10:34 a.m., Chair Erickson declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 10:37 a.m.

Long Range Facility Plan Discussion

Physical Plant Manager, Rick Sytsma, submitted an overview of the square footages at each County building/complexes and the corresponding energy costs at the various sites. Mr. Sytsma reported that a more efficient cooling system at the Government Services Center and upgraded high efficiency boilers at the Courthouse would pay back in four to five years by way of reduced monthly utility bills. He recommended completion of a Commissioning process to evaluate the buildings. Mr. Sytsma will return to the Board with estimates of cost for Commissioning and other facility upgrade recommendations at an upcoming meeting.

**SUPPORTING THE FAMILY HOMELESS ASSISTANCE AND PREVENTION
PROGRAM GRANT APPLICATION SUBMITTED BY OTTER TAIL-WADENA
COMMUNITY ACTION COUNCIL, INC.**

Otter Tail County Resolution No. 2009 - 13

Commissioner Froemming offered the following resolution:

- WHEREAS,** Otter Tail County has a commitment to establish a collaborative and comprehensive system for addressing the housing needs of families, youth and single adults who are homeless, or imminently at risk of becoming homeless, and
- WHEREAS,** Otter Tail County recognizes that there is a need to continually improve the coordination of existing services currently made available by homeless service providers in Otter Tail County to assure a "continuum of care"; and
- WHEREAS,** Otter Tail County recognizes the need to stabilize and maintain in their homes, families, youth and single adults at risk of becoming homeless; and
- WHEREAS,** Otter Tail County recognizes the need to shorten the amount of time that families, youth and single adults stay in emergency shelters; and
- WHEREAS,** Otter Tail County recognizes the need to eliminate repeat use of emergency shelters by families, youth and single adults; and
- WHEREAS,** Otter Tail County recognizes the need to provide support services to homeless and high risk population.

NOW THEREFORE BE IT RESOLVED, by the Otter Tail County Board of Commissioners, that they support Otter Tail-Wadena Community Action Council, Inc. in submitting the "*Family Homeless Assistance and Prevention program*" Grant Application to the Minnesota Housing Finance Agency.

Commissioner Rogness seconded the motion to adopt the above resolution, and upon being put to a vote, the resolution was unanimously adopted.

Adopted at Fergus Falls, Minnesota, this 17th day of March, 2009.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Everett P. Erickson, Board of Commissioners Chair

Attest: _____
Larry Krohn, Clerk

Extension Ag Educator Position

University of MN Extension Regional Director, Nancy Frosaker-Johnson and Ag Advisory Committee Members discussed the Ag Educator position funded by Otter Tail County. Lengthy discussion took place regarding: 1) can the new Ag position meet broader needs, 2) could this position collaborate with other agencies or other counties in a regional concept, 3) budget concerns as County Departments are being asked to cut 5% for their 2009 budgets, 4) could this position assist with a potential Feedlot program, and 5) the importance of Ag in Otter Tail County.

Fee Established

Recorder, Wendy Metcalf, reported that she has purchased a camera to take pictures for the passports and requested the Board to establish a fee for the pictures. Motion by Rogness, second by Lindquist, and unanimously carried to charge \$15.00 for each picture taken for passports.

Recess & Reconvene

At 12:00 p.m., Chairman Erickson declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:00 p.m.

County Coroner Briefing

Coroner, Dr. Greg Smith, briefed the Board regarding his duties and responsibilities and referred to Minnesota Statute 390. He provided budget documentation and noted that the Coroner position is an appointed position. The Board thanked him for his services and requested that he return to the County Board prior to June 30, 2010 (date 4-year term expires).

Perham Resource Recovery Facility

Solid Waste Director, Mike Hanan, submitted several documents including an outline for discussion regarding the PRRF. Mr. Hanan requested direction from the Board for an upcoming PRRF Coordinating Committee meeting on March 25, 2009. The outline identified two main topics: 1) Governance for the PRRF, and 2) Expansion. An e-mail dated March 4, 2009 identified a compromise to move forward with all entities involved with the facility and provides agreement regarding Governance of the facility. Commissioners agreed with the proposal and requested a copy of the proposed Governance Structure.

Pomme de Terre River Association

WOTSWCD Director, Brad Mergens and Board member, Rod Wenstrom presented several documents regarding the Pomme de Terre River Association: 1) Pomme de Terre Watershed Counties map, 2) Pomme de Terre River JPB Agreement dated August 11, 1981 and Ratification of the JPB Agreement dated March 20, 2000, 3) Updated By-laws for the Association, 4) Budget information, and 5) Pomme de Terre River Watershed Impairments map. Mr. Mergens briefed the Board regarding the impairment projects. County Attorney, David Hauser, reported that Otter Tail County's contribution for the impairment projects was approved for a three-year period (2008, 2009 & 2010). Otter Tail County's allotment to the Pomme de Terre River Association for 2009 was not included in the County's Budget. Motion by Rogness, second by Huebsch, and unanimously carried to send this issue back to the Budget Committee. Motion by Erickson, second by Froemming, and

unanimously carried to appoint Commissioner John Lindquist to the Pomme de Terre River Association Joint Powers Board.

Wetland Conservation Act

Land & Resource Director, Bill Kalar, introduced discussion relating to Otter Tail County's Wetland Conservation Act procedures. The Land & Resource Office was assigned the responsibility to enforce the permanent rules of WCA; however, there is no documentation that delegates the statutory authority of the Local Government Unit to the Land & Resource Office staff. If an individual wants to appeal a WCA decision, the appeal must be heard by a local body of elected or appointed officials as delegated by the LGU. If the decision of the public body is also appealed, the appeal then goes to the State Board of Water and Soil Resources. Mr. Hauser verified that there is no formal delegation to the Land & Resource Office and the delegation that was completed by resolution did not include required appeal procedures. He stated that there is a specific appeal that needs to be heard before April 4, 2009. The David Stock WCA Appeal will be scheduled on March 31, 2009 with the Board of Commissioners.

Flexible Benefits Plan

Motion by Huebsch, second by Rogness, and unanimously carried to authorize the Chairman's signature to execute the "Otter Tail County Flexible Benefits Plan" effective January 1, 2009. This is the County's Plan Document that governs the benefit package.

Otter Tail County Picnics

Motion by Huebsch, second by Froemming, and unanimously carried to approve a one hour lunch for employees attending the Otter Tail County picnics which are held generally, in August (one in Fergus Falls and one in New York Mills). Employees attending the picnics will not be required to make up the time because this is a County sponsored activity.

Adjournment

At 2:56 p.m., Chairman Erickson declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, March 24, 2009.

Dated: _____

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____

Everett P. Erickson, Board of Commissioners Chair

Attest: _____

Larry Krohn, Clerk

CB/kd

WARRANTS APPROVED ON 3/17/2009 FOR PAYMENT 3/17/2009

<u>VENDOR NAME</u>	<u>AMOUNT</u>
A-1 LOCK & KEY LLC	12.78
A'VIANDS LLC	3,131.97
AL'S REFRIGERATION	194.14
AMERICAN INSTITUTIONAL SUPPLY	91.71
TOM ANDERSON	954.53
ARVIG COMMUNICATION SYSTEMS	200.00
AT&T MOBILITY	853.03
AUTO VALUE FERGUS FALLS	5.95
BATTLE LAKE AUTO PARTS	7.33
BATTLE LAKE HARDWARE & RENTAL	6.59
BCA BTS	100.00
BLUE BOOK	30.95
HEATHER BRANDBORG	15.00
BRANDON COMMUNICATIONS INC	4,734.84
BRIGGS CORPORATION	112.81
CARR'S LAKE COUNTRY SUPERMARKE	589.07
CASS CO SHERIFF	26.00
CDW GOVERNMENT INC	684.21
CO OP SERVICES INC	3,282.10
CODE 4 SERVICES LLC	431.00
COOPERS TECHNOLOGY GROUP	454.40
COUNTRY HEATING & AIR COND	192.00
CRAGUNS LODGE AND CONFERENCE C	126.74
CULLIGAN WATER COND	227.02
D & T VENTURES LLC	464.00
DAKOTA PRINTER REPAIR LLC	116.40
DIVE RESCUE INTERNATIONAL INC	1,125.00
KATHY DOMHOLT	191.49
EGGE CONSTRUCTION INC	106.25
EVERGREEN EQUIPMENT INC	189.25
EVERTS LUMBER CO	372.75
MAYNARD FALK	380.00
FARMERS CO OP OIL ASSN	2,286.27
FARNAM'S GENUINE PARTS INC	968.66
FARNAM'S GENUINE PARTS INC PR	4.14
FERGUS ELECTRIC	162.00
FERGUS FALLS DAILY JOURNAL	3,301.48
FERGUS TIRE CENTER	381.91
FERRELLGAS	321.44
FLEET SUPPLY	142.67
FRAZEE ELECTRIC INC	861.60
GOODIN COMPANY	203.72
GRAINGER INC	1,090.59
PAT GRIESER	133.95
KATHRYN HANSON	21.00
HEDAHL'S HEADQUARTERS	287.20
HENNING AUTO PARTS INC	1,202.32
HENNING HARDWARE	112.62
HERZOG ROOFING INC	589.35
HIGH PLAINS TECHNOLOGY	46.48
HITESMAN & ASSOCIATES PA	40.00
SHELDON HOLM	199.10
INDEPENDENT EMERGENCY SERVICES	64.00
THE INDEPENDENT	87.75
JOHN'S HEATING & AC INC	100.00
KELLY SERVICES INC	611.99

MARCIE KNUDSEN	104.94
KNUTSON ELECTRIC REBUILDING	555.16
LARRY KROHN	404.31
LAB SAFETY SUPPLY INC	36.34
LAKE REGION HEALTHCARE CORP	960.00
LAKES COUNTRY SERVICE CO OP	71.89
LAKEWAY MARKET LLC	3,535.22
ELIZABETH LAPOS	99.99
LARRY OTT INC TRUCK SERVICE	625.00
MANNY'S - ROCKY'S BAIT	1,792.91
MARCO	63.70
MERIGEN MEDICAL	660.00
MFIA	150.00
MIDWEST PRINTING CO	228.98
MIDWESTERN MAT RENTAL & SUPPLY	74.07
MINNKOTA	29.00
MNCITLA	250.00
NAPA FERGUS FALLS	6.59
NAPA OF PERHAM	551.44
NAPA STANDARD PARTS OF WADENA	392.29
NELSON AUTO CENTER	2,343.35
NELSON BROS PRINTING	119.78
KEVIN NEWBORG	791.30
NORTHERN STATES SUPPLY INC	1,252.16
NORTHWEST DIVERS	100.78
OFFICE DEPOT	278.64
OFFICEMAX INCORPORATED	2,419.14
OK TIRE STORES	40.00
OLSON OIL CO INC	514.92
KIRSTEN OLSON	62.52
RICHARD OLSON	3,998.55
OTTER TAIL CO PUBLIC HEALTH	396.00
OUTDOOR RENOVATIONS LANDSCAPE	7,191.25
PARK REGION CO OP	508.96
PENROSE OIL COMPANY	1,394.07
PERHAM ENTERPRISE BULLETIN	193.50
PERHAM PRINTING & SUPPLY	7.14
PETE'S AMOCO	1,312.17
POSTMASTER	98.00
PRAIRIE IMPLEMENT INC	84.83
PREMIUM WATERS INC	13.08
PRO AG FARMERS CO OP	747.47
PROACTION UNIFORMS	19.99
QUICK'S NAPA AUTO PARTS	98.44
RDO EQUIPMENT CO FARGO	41.35
RDO TRUCK CENTERS	920.67
REED BUSINESS INFORMATION	964.32
RELIABLE OFFICE SUPPLIES	56.23
THE RENTAL STORE	79.98
REVIEW ENTERPRISES INC	658.45
ROTHSAY FARMERS CO OP	41.43
CHERI SCHULTZ	42.48
SERVICE FOOD SUPER VALU	15.50
SHOOTING STAR CASINO LODGE	692.25
JERRY SHULTZ	169.99
SOUTH MILL SERVICE	26.10
SOUTHTOWN C-STORE	895.51
STATE INDUSTRIAL PRODUCTS	259.23

JESS STEINBRENNER	107.33
STEINS INC	1,185.18
STEVE'S SANITATION INC	280.80
SWANSTON EQUIPMENT CORP	40.85
THYSSEN KRUPP ELEVATOR CORPORA	1,556.96
U S POSTMASTER	84.00
ULTIMATE OFFICE	92.71
UNIFORMS UNLIMITED	72.60
US BANK	431.25
KEITH VAN DYKE	20.00
VERGAS ACE HARDWARE	60.88
VERGAS 66	2,086.84
VICTOR LUNDEEN COMPANY	37.26
VIKING COCA-COLA	273.17
VOSS LIGHTING	560.00
WADENA PIONEER JOURNAL	166.50
WALLWORK TRUCK CENTER	762.67
WEST PAYMENT CENTER	618.49
XEROX CORPORATION	168.03
ZIEGLER INC	462.34
<u>**** FINAL TOTAL.....</u>	<u>\$81,138.77 ****</u>

approved minutes