

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners' Room
500 W. Fir Avenue, Fergus Falls, MN
September 1, 2009
9:15 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, September 1, 2009, at 9:16 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 September 1, 2009, with the following additions:

10:50 a.m. – Discussion regarding Fort Juelson

11:00 a.m. – Budget Committee Meeting

1:15 p.m. – Probation Director Agenda Items

Approval of Minutes

Motion by Huebsch, second by Lindquist, and unanimously carried to approve the Board of Commissioners meeting minutes of August 25, 2009, as mailed.

Approval to Pay Bills

Motion by Lindquist, 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

Commissioner, John Lindquist, referred to a map of the Otter Tail River and reported that he recently attended a Red River Basin Commission Board meeting. Mr. Lindquist is also involved with the Bois de Sioux Watershed District meetings. He discussed the Mustinka River Project and reported on grant dollars that may be available to hold water back on the Mustinka River system for the Red River Valley. Mr. Lindquist requested the Board's direction on how much involvement is expected with the various watershed districts and if the Board wants attendance at the upcoming Red River Basin Commission meeting September 3rd. Commissioners Huebsch and Rogness expressed the need to be involved with the Red River Basin Commission. They stated that Otter Tail County's greatest resource is its water and how water is stored in the County and how it leaves the County is very important.

Outlet Fee for County Drainage System #56

Ditch Inspector, Randy Wasvick, submitted a map of Trondhjem Township showing the area that is proposed to join County Drainage System #56. Discussion took place regarding; 1) the dotted area where work will be completed to add capacity, 2) easement requirements, and 3) the process required to set an outlet fee. County Attorney, David Hauser, explained the petition process pursuant to M.S. 103E.401 including the petition, public hearing, and notice requirements. The Highway Department will proceed with the process.

Otter Tail County Gravel Pits

Highway Engineer, Rick West, referred to a County map identifying 30 county-owned gravel pits. Mr. West identified seven of the gravel pits that are to be sold. The Auditor is responsible for the process to sell the pits. Commissioners accepted the report as presented.

Disaster Account Approval

Mr. West reported that the Disaster Board approved the Highway Department's request for Disaster Account funds for the Highway 24 and Highway 30 pumping projects that are necessary due to several years of high water/flooding. The Disaster Board reviewed the sites and recommended release of funds in the amount of \$1,299,700 from the Disaster Account. Mr. West reported that there will be full reimbursement depending upon the final project costs. Commissioners thanked Mr. West for his work in this grant application and identified this as substantial assistance to the County.

Transportation Investment Generating Economic Recovery

Mr. West reported that Grant County is pursuing a TIGER grant for a drainage project on the Mustinka River involving Traverse, Otter Tail, Grant and Wilkin counties. The grant application is due September 15, 2009. Grant County has hired an Engineering Firm to write the grant and they have requested a Letter of Support for the project and a financial contribution for the grant writing from all counties involved. Motion by Huebsch, second by Froemming, and unanimously carried to authorize the Highway Engineer to write a letter of support for the TIGER grant application for the Mustinka River project and additionally, authorize the payment of \$1,000 to Grant County as Otter Tail County's contribution for the grant writing expense.

Snowmobile Trail Grants

Motion by Froemming, second by Rogness, and unanimously carried to authorize the appropriate County officials' signatures to execute the following 2010 Minnesota Snowmobile Trail Assistance Program, Performance-Based Grant Agreement with the Minnesota Department of Natural Resources:

| | |
|---|-------------|
| Otter Trail Riders Snowmobile Trail | \$53,671.00 |
| Prairie Snow Drifters Snowmobile Trail | \$12,491.40 |
| Henning Sno Cruisers Snowmobile Trail | \$18,068.60 |
| Otter Country Trail Association (OCTA) Snowmobile Trail | \$76,361.80 |
| Lake Runners Trail Association (LRTA) Snowmobile Trail | \$25,021.00 |

Recess & Reconvene

At 10:11 a.m., Chairman Erickson declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 10:17 a.m.

Budget Management Discussion

Commissioners discussed management of the overall County budget. County Attorney, David Hauser, referred to a list of considerations to address the state unallotment situation. Discussion occurred regarding reduction of salaries by voluntary furloughs, standardized cell phone usage, and the authority of management to set work schedules and operate and maintain employee hours. Mr. Hauser drafted a letter to the unions' business agents to request a meeting to discuss the difficult budgetary circumstances. The County has about nineteen positions that have not been filled due to the current hiring freeze. Discussion took place on the need to re-identify or modify the hiring freeze. The number of vehicle purchase requests for the 2010 budget was discussed in addition to the need for central management of the fleet. County Coordinator, Larry Krohn, suggested a rule to keep all vehicles with less than 150,000 miles.

**RESOLUTION RELATING TO CONTRACTED ADMINISTRATIVE SERVICES
FOR SOLID WASTE MANAGEMENT**

Otter Tail County Resolution No. 2009 - 46

Commissioner Froemming offered the following and moved its adoption:

WHEREAS, Otter Tail County, Wadena County and other counties within the region are currently evaluating the possibility of forming a Joint Powers Board and working collectively and cooperatively to plan, administer, and implement solid waste management programs and services; and

WHEREAS, Otter Tail County and Wadena County both see that there are potential long term economic and administrative advantages to working together collectively and cooperatively to administer and implement solid waste management programs and services; and

WHEREAS, Wadena County is currently in a period of transition and without the services of a County Solid Waste Administrator; and

WHEREAS, Wadena County has expressed the desire to contract with Otter Tail County to provide solid waste management administrative services during this transition period; and

WHEREAS, Otter Tail County has, in place, staff and programs that Otter Tail County can make available to assist Wadena County during this transition period; and

WHEREAS, Wadena County has an intact, comprehensive and mature solid waste management system (including programs, services, and staff) which would allow such a transition to be implemented relatively easily; and

WHEREAS, Otter Tail County would be in a position to provide administrative services and work with the existing staff (including operational staff and clerical staff) to continue and to enhance the programs and services already developed by Wadena County.

BE IT NOW, THEREFORE RESOLVED, that Otter Tail County and Wadena County wish to contract to allow Otter Tail County to provide administrative services for solid waste management to Wadena County.

BE IT FURTHER RESOLVED, that administrative services shall be intended to include program oversight, staff oversight and facility oversight.

BE IT ALSO FURTHER RESOLVED, that as this transition progresses, Wadena County may wish to contract for additional services from Otter Tail County, including Household Hazardous Waste Services, Recycling Services, and Educational Services.

BE IT FINALLY RESOLVED, that both Otter Tail County and Wadena County recognize that this is a new venture for both counties and that a venture such as this where counties begin to work together more collectively and cooperatively may be a direction where county government is headed into the future and that the success of this venture relies on an open line of communications between all parties involved.

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

Adopted at Fergus Falls, Minnesota, this 1st day of September, 2009

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

Attest: _____
Larry Krohn, Clerk

Fort Juelson Discussion

County Attorney, David Hauser, briefed the Board regarding the encumbrance that was identified on the Fort Juelson property when the title opinion was completed. Lengthy discussion took place regarding the situation. Cliff Knutson, President of The Friends of Fort Juelson, spoke to the Board about fund raising events which are allowing small enhancements on the site while waiting for the title opinion issue to be resolved.

Recess

At 11:00 a.m., Chairman Erickson declared the meeting of the Otter Tail County Board of Commissioners recessed for committee meetings.

Reconvene in Closed Session

At 11:36 a.m. Chairman Erickson declared the meeting of the Otter Tail County Board of Commissioners closed to the public for purposes of discussing labor negotiation strategies relative to the four bargaining units whose contracts end December 31, 2009. Present were Commissioners Erickson, Froemming, Lindquist, and Huebsch, the County Attorney, County Coordinator, and Board Secretary. Commissioner Rogness was present at 11:43 a.m.

Recess & Reconvene

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

U.S. Census

U.S. Census Bureau Partnership Specialist, Cindy Madigan, requested that Otter Tail County form a Complete Count Committee comprised of 5 to 12 members to ensure an accurate 2010 census count. The Census Bureau would assist the committee with materials and support but would not run the committee. The Complete Count Committee is a new strategy that has not been used before. Ms. Madigan explained that every household will receive a short census form with 9 questions. Census takers will visit households that do not return a questionnaire by mail or households that use a post office box. Discussion followed. GIS Coordinator, Brian Armstrong suggested that a liaison for Otter Tail County to contact organizations and disseminate educational material may be a good alternative to forming a committee. Sherry Leabo has been the liaison in the past and would be willing to continue in that role for the 2010 census. Motion by Rogness, second by Lindquist, and unanimously carried to offer a motion of agreement with the concept to encourage education through Otter Tail County's liaison and collaborate with other organizations throughout the County to ensure an accurate 2010 census count.

DWI Court Surveillance Officer Position Request

Probation Director, Chuck Kitzman, met with the Personnel Committee to request filling a .5 FTE Surveillance Officer position. This position was initially filled during the hiring freeze because of the need for the DWI Court Program and the minimal cost due to FY2010 grant dollars of \$18,519.00. The person in the position has submitted a letter of resignation and the hours are being filled by the Probation Officers. In light of the presentation and minimal cost to the County, a motion was offered by Rogness and seconded by Lindquist to authorize the Probation Director to proceed with filling the .5 FTE DWI Court Surveillance Officer Position. Motion carried unanimously.

Vehicle Commuting Request

Mr. Kitzman requested authorization for two Probation Officers, Joan Gontarek and Melinda Sachs, to commute with a county vehicle to and from the employee's residence during their temporary assignment to provide evening and nighttime surveillance for DWI participants. Motion by Erickson, second by Lindquist, and unanimously carried to authorize this temporary commuting request until a part time DWI Surveillance Officer is hired.

Payment Approval

Motion by Lindquist, second by Froemming, and unanimously carried to authorize payment to the First Lutheran Church for parking in their lot west of the Courthouse during CY 2008, in the amount of \$9,428.40.

Red River Basin Commission

Motion by Erickson, second by Huebsch, and unanimously carried to authorize per diem and mileage expenses to Commissioners Lindquist and Rogness to attend the Red River Basin Commission Board meeting September 3, 2009 in Moorhead, MN.

Adjournment

At 1:42 p.m., Chairman Erickson declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, September 15, 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 9/01/2009 FOR PAYMENT 9/02/2009

| <u>VENDOR NAME</u> | <u>AMOUNT</u> |
|--------------------------------|---------------|
| AMERIGAS | 6.41 |
| APPLELAND LAW ENFORCEMENT | 643.42 |
| ASSOCIATION OF MN COUNTIES | 200.00 |
| BOB'S STANDARD BULK SERVICE | 80.33 |
| STEVE BRANDNER | 212.95 |
| CENTRAL STATES WIRE PRODUCTS I | 5,357.18 |
| COMMISSIONER OF TRANSPORTATION | 3,259.28 |
| CONCEPT FINANCIAL GROUP | 166.68 |
| NANCY DEN BOER | 157.66 |
| DIAMOND VOGEL PAINTS | 506.89 |
| DIVERSION AUTO | 265.94 |
| WAYNE ERICKSON | 34.09 |
| FERGUS ELECTRIC | 114.48 |
| FERGUS FALLS MEDICAL GROUP | 5,280.00 |
| CITY FERGUS FALLS | 13,456.74 |
| FLINT HILLS RESOURCES LP | 71,592.89 |
| FOTH & VAN DYKE | 14,726.07 |
| FREMONT INDUSTRIES INC | 1,458.33 |
| GALL'S INC | 67.29 |
| GODFATHERS EXTERMINATING INC | 263.13 |
| GOODIN COMPANY | 306.53 |
| GRAINGER INC | 65.76 |
| HANSON'S PLUMBING & HEATING IN | 112.22 |
| HEDAHLS HEADQUARTERS | 31.77 |
| HOOTS SPORTS | 50.85 |
| HUMANE SOCIETY OF OTTER TAIL C | 166.13 |
| JON KARGER | 26.15 |
| KELLY SERVICES INC | 1,097.44 |
| LAB SAFETY SUPPLY INC | 229.12 |
| LAKES X-TERM LLC PEST CONTROL | 75.00 |
| LARRY OTT INC TRUCK SERVICE | 2,000.00 |
| LARRY'S SUPERMARKET | 15.44 |
| LYNN LARSON | 150.70 |
| LAW ENFORCEMENT TARGETS INC | 74.95 |
| JANET LINDBERG | 15.02 |
| MARCO INC ST LOUIS | 232.06 |
| MIDWESTERN MAT RENTAL & SUPPLY | 79.99 |
| MILLS MACHINING & WELDING | 10.00 |
| MINNKOTA | 58.00 |
| MN OFFICE OF ENTERPRISE TECHNO | 1,200.00 |
| NAPA FERGUS FALLS | 80.71 |
| NARDINI FIRE EQUIPMENT | 199.03 |
| NETWORK CENTER COMMUNICATIONS | 215.00 |
| KEVIN NEWBORG | 469.81 |
| NORTHWEST DIVERS | 125.53 |
| OFFICEMAX INCORPORATED | 327.89 |
| OTIS ELEVATOR CO | 113.04 |
| OTTER TAIL CO TREASURER | 691.07 |
| OTTER TAIL TELCOM | 582.89 |
| OTTERTAIL TRUCKING INC | 26,606.00 |
| PACE ANALYTICAL SERVICES INC | 312.00 |
| KRISTIE PARTAIN | 8.65 |
| PERHAM CO OP CREAMERY | 142.68 |
| PETE'S BODY SHOP & TOWING | 153.90 |
| PRO TAINER | 40,800.00 |
| PRODUCTIVE ALTERNATIVES INC | 85.80 |
| QUALITY INN | 471.96 |

| | |
|-------------------------------|--------------------------|
| QWEST | 923.40 |
| RAINBOW TREECARE CO | 892.41 |
| RAY'S OIL COMPANY | 1,665.10 |
| SBLC-FF | 3.25 |
| SIMPLEXGRINNELL LP | 1,036.75 |
| SRF CONSULTING GROUP INC | 7,932.46 |
| STATE INDUSTRIAL PRODUCTS | 138.38 |
| STEINS INC | 1,161.75 |
| STRAND HARDWARE & RADIO SHACK | 6.41 |
| STREICHERS | 62.99 |
| SUNMART FOODS | 179.97 |
| KELLY THOMAS | 56.90 |
| TNT REPAIR INC | 1,088.26 |
| TOOL CRIB OF THE NORTH | 74.80 |
| TRANQUILITY BUILDING SERVICES | 905.26 |
| TRI STAR RECYCLING | 3,631.70 |
| TRITECH FORENSICS | 435.50 |
| ULTEIG ENGINEERS | 199.88 |
| UNIFORMS UNLIMITED | 7.36 |
| VICTOR LUNDEEN COMPANY | 131.59 |
| VOSS LIGHTING | 289.17 |
| WADENA HIDE & FUR COMPANY | 25.54 |
| XEROX CORPORATION | 168.42 |
| ZEE MEDICAL SERVICE | 1,064.73 |
| ZIEGLER INC | 4,095.93 |
| <u>**** FINAL TOTAL.....</u> | <u>\$221,410.76 ****</u> |

approved minutes