

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Courthouse
Commissioners' Room, Floor 1-B
Tuesday, January 21, 2003
9:30 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, January 21, 2003, at 9:30 a.m. at the Otter Tail County Courthouse with Commissioners Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Dennis Mosher, Roger Froemming, and Bob Block present.

Approval of Agenda

Motion by Mosher, second by Nelson, and unanimously carried to approve the County Board agenda of January 21, 2003, as mailed.

Approval of Minutes

Motion by Froemming, second by Nelson, and unanimously carried to approve the County Board minutes of January 14, 2003, as presented.

Approval to Pay Bills

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

Contract Administration Guidelines

Motion by Nelson, second by Block, and unanimously carried to approve the Contract Administration Guidelines as presented by Accountant, Mitzi Pederson.

County Ditch No. 53

Auditor, Wayne Stein, reported that he received the Ditch Viewers Report for County Ditch No. 53 and that he has converted the report into total benefits due. The total benefits due have been allocated to property owners benefiting from the ditch. Copies of the Auditor's Report for Ditch No. 53 were presented. The next step in the process is to schedule a Public Hearing and provide the required notices.

Tobacco Licenses

Motion by Froemming, second by Mosher, and unanimously carried to approve the following applications for license:

| | |
|-------------------------------------------------------|---------|
| Interstate Fuel & Food Inc. Fergus Falls, MN 56537 | Tobacco |
|-------------------------------------------------------|---------|

| | |
|--------------------------------------------|---------|
| Bluffton Oil Company Bluffton, MN 56518 | Tobacco |
|--------------------------------------------|---------|

Certificate of Correction to Plat

Motion by Nelson, second by Block, and unanimously carried to approve the attached (Attachment B to the Official Minutes) Land Surveyor's Certificate of Correction to the Plat of "Long Lake Shores Third Addition" in Section 28 of Hobart Township.

Credit Card Requests

Motion by Froemming, second by Block, and unanimously carried to approve the following applications for a credit card:

| | | |
|--------------------------------------------|-----------------------------|---------------|
| Veterans Service Officer, Bernie E. Gamber | NYM Veterans Service Office | \$1,000 Limit |
| Assistant OTC Attorney, Cherie L. Clark | Attorney's Office | \$1,000 Limit |

Professional Consulting Services

Motion by Mosher, second by Block, and unanimously carried to authorize the signatures of the County Board Chair and the County Board Clerk on the 2002-2003 Agreement to Provide Professional Consulting Services between the Minnesota Counties Research Foundation and Otter Tail County, at an annual cost of \$11,400. The purpose of the agreement is for the development of Otter Tail County's indirect cost allocation plans based on 2002 and 2003 financial data for which the County will receive reimbursements.

Approval to Pay Bills

Motion by Froemming, second by Mosher, and unanimously carried to approve payment to Denzel's Region Waste, Inc., in the amount of \$1,654.00, for demolition removal from a Clitherall City Tax Forfeited Site.

Motion by Froemming, second by Nelson, and unanimously carried to approve payment to the Minnesota Counties Insurance Trust, in the amount of \$8,942.00, for additional workers compensation contribution resulting from the audit of our actual 2002 payroll.

RECAP & Conference Report

Mr. Stein briefed the County Board regarding RECAP, which is a component of the property tax system that deals with collection of taxes. He has attended training for this new MCCC tax package, which would provide additional capabilities over the current tax software. He also reported on the annual conference he recently attended.

Recess & Reconvene

At 10:25 a.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners recessed for a Personnel Committee meeting. At 10:57 a.m., the Board of Commissioners' meeting was reconvened.

Approval of Closure of Drug Task Force Account

Sheriff, Brian Schlueter, requested that Fund 19, which is the Drug Task Force Fund, be closed. He reported, that before he took office as Sheriff, the Drug Task Force was moved to Douglas County; therefore, the funds need to be transferred. Motion by Mosher, second by Lee, and unanimously carried to authorize transfer of \$156,535.70 (Fund 19) to Douglas County and to authorize disbursements of \$12,334.07 and \$100.00 recently received by Otter Tail County. After appropriate disbursements have been completed, Fund 19 will be closed.

Detention Facility Administrator Position Compensation for Matrons

Sheriff, Brian Schlueter reported that he met with the Personnel Committee regarding the Jail Administrator's compensation. The new Detention Facility Administrator was promoted to a position nine grades above his previous pay grade. Responsibilities of the position are more than what would be appropriate for the standard promotional policy of 6% increase, then to the next higher step on the range. Richard Akerman has 21 years of

experience in the detention/corrections field. Motion by Mosher, second by Lee, and unanimously carried to move the Jail Administrator's compensation from Step 2 to Step 5 effective January 1, 2003.

Motion by Block, second by Nelson, and unanimously carried to approve an increase in compensation for Matrons hired intermittently for traveling when transporting female prisoners from \$8.00 per hour to \$9.00 per hour.

Perham Resource Recovery Agreement

Solid Waste Director, Mike Hanan, and County Attorney, David Hauser, briefed the County Board regarding the Perham Resource Recovery Facility and an Amendment to the Facility's agreement regarding bonding. Mr. Hanan expressed concern with a larger dollar amount that is in the proposed bonding agreement as well as lengthening the term of the contract. He will report additional information after an upcoming meeting.

Request for Letter of Support

Otter Country Trails Association President, Brian Armstrong, requested a letter of support from the County Board for grant dollars which would be used to build an O.C.T.A. club house/storage facility. Motion by Froemming, second by Nelson, and unanimously carried to authorize a Letter of Support from Otter Tail County for O.C.T.A. to received grant dollars to build a club house subject to Otter Tail County not being responsible financially for any portion of the project.

Adjournment

At 12:19 p.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, January 28, 2003.

Dated: _____

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____

Malcolm K. Lee, County Board Chair

Attest: _____

Larry Krohn, Clerk