

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS**  
Government Services Center, 500 Fir Ave. W.  
Commissioners' Room  
Tuesday, July 6, 2004  
9:30 a.m.

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, July 6, 2004, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners Syd Nelson, Chair; Bob Block, Vice-Chair; Roger Froemming, Dennis Mosher, and Malcolm Lee present.

**Approval of Agenda**

Motion by Lee, second by Mosher, and unanimously carried to approve the County Board agenda of July 6, 2004, with the following additions:

Rick West, Chuck Kitzman, Mike Hanan, - Personnel Board Stipend  
Dennis Mosher, Wendy Metcalf – Clarification of Recorder's Office Financial Policy  
John Dinsmore – Request to Fill Two Positions  
Larry Krohn – County Defenders Budget

**Approval of Minutes**

Motion by Froemming, second by Lee, and unanimously carried to approve the County Board minutes of June 29, 2004, as mailed.

**Approval to Pay Bills**

Motion by Mosher, second by Block, and unanimously carried to approve payment of the County Board bills per Attachment A of these minutes, which includes the following lodging payment:

Holiday Inn, St. Paul                      Detention Facility Administrative Secretary, Renee Saurer

**Wetland Discussion**

County Coordinator, Larry Krohn, reported on a phone conversation that he had with Lorijayne Grahn. Mrs. Grahn owns a small dairy farm near Lake Crystal. An adjoining property owner is building a home 15 feet from wetlands. Ms. Grahn was requesting an immediate moratorium. Mr. Krohn informed her that since the wetland is less than 10 acres, it doesn't fall under building set back restrictions, and the County would have no official control of those bodies of water. Otter Tail County does not have county-wide zoning. A long term potential would be to form a committee for cluster developments, but this would be at least a year. Assistant County Attorney, Kurt Mortenson, will research this further. No County Board action was taken.

**Public Defenders' Budget**

County Coordinator, Larry Krohn, reported that Judge Stringer had spoke with him last week regarding the Public Defenders' Budget. This did not pass in the Legislative Session leaving a 25% - 29% deficit. If there is no special session, a date of August 10, 2004, has been set to commence with lay-offs. This will be about 1 in every 4 full-time Public Defenders who will receive a lay-off notice. At a Judge's meeting it was discussed, as an option, to have counties make up the shortfalls in the State's budget.

### **Highway Bid Award – CSAH No. 5 Overlay**

After previously advertising for bids, the Highway Engineer opened the following bids for S.A.P. 56-605-08, CSAH No. 5 Overlay, at 1:00 p.m. on June 30, 2004:

Central Specialties, Inc. Alexandria, MN	\$775,872.55
Bauerly Companies, Inc. Sauk Rapids, MN	\$776,961.80
Mark Sand & Gravel Co. Fergus Falls, MN	\$781,680.30

Motion by Mosher, second by Froemming, and unanimously carried to award S.A.P. 56-605-08 (Grade, Agg. Base, Bit. Surface & Agg. Shoulders) to the low bidder Central Specialties, Inc., Alexandria, MN, at the bid price of \$775,872.55, as recommended by the Highway Engineer.

### **Approval of Change Order No. 3 – CSAH 88 Reconstruction**

Motion by Mosher, second by Block, and unanimously carried to approve Change Order No. 3, for S.A.P. 56-688-03, CSAH 88 Reconstruction for a total increase of \$328,055.00.

### **“The Friends of Phelps Mill”**

Highway Engineer, Rick West, reported on a letter that had been received from “The Friends of Phelps Mill” organization, stating their concern for security of the building and equipment at Phelps Mill. The organization suggested that the Mill be open to the general public on a limited and supervised basis. Discussion followed with possible options such as having volunteers to supervise the Mill when it is open. It was suggested that if restrictions were placed on the Mill, it could cause problems since it has been open and unsupervised in the past. Mr. West will respond to the letter from “The Friends of Phelps Mill” and will also talk with the Caretaker, Lynd lunghuhn, for his suggestions.

### **Pelican Rapids Transfer Station Update**

Solid Waste Director, Mike Hanan, gave a quick update of the Pelican Rapids Transfer Station. Contracts have been signed. The completion date of August 20<sup>th</sup> will need to be extended by approximately one month, as the steel building will not be available until August 19<sup>th</sup>, due to the shortage of steel. Mr. Hanan is in the process of obtaining quotes to install a hopper and compactor.

### **Request for Forgiveness of Penalty**

County Treasurer, Steve Andrews, had received a request for forgiveness of penalty from Johnson Hopkins Canfield Partnership. The parcel was missed when recorded with the rest of the property they had purchased in November 2003. Motion by Mosher, second by Block, and unanimously carried to approve the request for forgiveness of penalty, in the amount of \$96.08, due to County error, as recommended by the County Treasurer.

### **Personnel Board Stipend**

Personnel Board Members Rick West, Chuck Kitzman, and Mike Hanan reported that the Personnel Board consists of four Department Heads who are elected to serve on the

Personnel Board. The Chair of the Employees' Committee also serves on this Board. The County Coordinator, serves as an ex-officio non-voting member, and the County Attorney provides legal advice. The four Department Heads and the Chair of the Employees' Committee are voting members. The Department Heads receive a \$50 per month stipend for serving on the Personnel Board; however, the Chair of the Employees' Committee does not. When the per diem was set, the Personnel Board was known as the Wages Committee. It was only in recent years that the Employees' Committee Chair was added to serve on the Personnel Board. Personnel Board members requested that the Employees' Committee Chair also receive a stipend for serving on the Personnel Board. Motion by Lee, second by Mosher and unanimously carried to clarify that the Employees' Committee Chair also receive a \$50 a month stipend for serving on the Personnel Board, retroactive to the start of the current Chair's term which was January, 2004.

**Recess and Reconvene**

At 10:14 a.m. Chairman Nelson declared the meeting the Otter Tail Board of Commissioners recessed for a Personnel Committee meeting. The meeting was reconvened at 10:27 a.m.

**Request to Fill Open Positions**

Motion by Mosher, second by Lee, and unanimously carried to authorize the Human Services Director to recruit and fill two, full-time Child Protection Social Worker positions, due to recent resignations. Total cost of these positions is \$120,000. The functions these positions perform are mandated by state statutes.

**Recorder's Office Financial Policy Clarification**

Commissioner Mosher read a notice that was received at an area bank, "Effective July 1, 2004, the recording fee for documents recorded in the Recorder's Office will decrease by fifty cents. The money was used for electronic real estate recordings. It was scheduled to sunset on June 30, 2004." Commissioner Mosher stated that with that notice, a high majority of readers misunderstood it to mean all documents. Recorder, Wendy Metcalf, reported that a new notice will be sent out to clarify that this was for real estate documents only.

**Adjournment**

At 10:45 a.m., Chair Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, July 13, 2004. At 10:47 a.m., Chair Nelson reopened the meeting to set a meeting date in New York Mills. Motion by Froemming, second by Mosher, and unanimously carried to schedule a meeting for the Otter Tail County Board of Commissioners to meet on August 10, 2004, in New York Mills, which is the same day for the County Employees' Picnic. Chair Nelson adjourned the meeting at 10:48 a.m.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

Sydney Nelson, County Board Chair

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

Larry Krohn, Clerk