

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners' Room
500 W. Fir Avenue, Fergus Falls, MN
Tuesday, March 4, 2008
9:30 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, March 4, 2008, at 9:31 a.m. at the Otter Tail County Government Services Center with Commissioners Syd Nelson, Chair; Everett Erickson, Vice-Chair; Bob Block, Roger Froemming and Dennis Mosher present.

Approval of Agenda

Motion by Froemming, second by Block, and unanimously carried to approve the County Board agenda March 4, 2008, with the following changes:

Addition – Sheriff Brian Schlueter at 9:50 a.m. with Detention Facility Administrator, Richard Akerman
Move Solid Waste Director to 12:00 pm

Approval of Minutes

Motion by Mosher, second by Block, and unanimously carried to approve the County Board minutes of February 26, 2008, as presented.

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.

Years of Service Awards

Employees Committee Members: Connie Oliphant, Mavis Samuelson, and Cindy Thompson presented Years of Service Awards to County employees who have completed 5, 10, 15, 20, 25, 30, and 35 years of service to Otter Tail County. The Board thanked employees for their dedicated work.

Recess & Reconvene

At 9:48 a.m., Board members took a short recess to congratulate employees and reconvened the meeting in open session at 10:00 a.m.

Staffing – Sheriff's Department

Motion by Mosher, second by Erickson, and unanimously carried to approve advertising to develop a part-time Corrections Officer eligibility list for future hires.

Motion by Block, second by Erickson, and unanimously carried to approve advertising to replace a part-time dispatcher position and to include the possibility of hiring two positions for different shifts.

Motion by Block, second by Mosher, and unanimously carried to approve advertising for a Records Technician at the Fergus Falls office location due to an upcoming transfer of a current Records Technician to the Ottertail Operations Center.

Closed to the Public

At 10:06 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners closed to the public for the purpose of evaluating the performance of Solid Waste Director, Mike Hanan, pursuant to M.S. Chapter 13D.05 Subd. 3. Commissioners Mosher, Nelson, Froemming, and Block, were present for the evaluation. A summary of performance conclusions will be provided at the next regular County Board meeting.

Reconvene

Upon conclusion of the Performance Evaluation, at 10:35 a.m., Chairman Nelson reconvened in open session at 10:35 a.m.

Credit Card Approval

Motion by Block, second by Mosher, and unanimously carried to approve the issuance of an Otter Tail County Credit Card with a 30 day limit of \$500.00 to Social Worker, Carla Johnson-Rownd.

Payment Approvals

Motion by Mosher, second by Froemming, and unanimously carried to approve payment in the amount of \$1,150.00 to US Bank for trustee administration fees (Government Services Center Lease Revenue Bonds) for the period of February 1, 2008 through July 31, 2008.

Motion by Mosher, second by Froemming, and unanimously carried to approve payment in the amount of \$431.25 to US Bank for trustee administration fees (General Obligation Veterans Home Refunding Bonds) for the period of February 1, 2008 through January 31, 2009.

Motion by Froemming, second by Erickson, and unanimously carried, to approve final payment for the upgrade of the existing fire alarm system in Law Enforcement Center/Justice Facility from the Capital Improvement fund as follows:

Fergus Electric	Invoice No. 57436	January 22, 2008	\$8,682.63
Simples Grinnell	Invoice No. 63062773	January 7, 2008	\$ 658.15

Motion by Mosher, second by Block and unanimously carried, to approve payment of the following invoices from the Construction Fund:

Ottertail Operations Center:

Reed Business Information	02/06/2008	Invoice 3861444	\$224.64
Reed Business Information	02/14/2008	Invoice 3868665	\$224.64
Reed Business Information	02/21/2008	Invoice 3870716	\$224.64
Grand Total (legal advertisements)			\$673.92

Chemical Dependency Building:

Braun Intertec (Project FA-07-04304)	11/13/2007	Invoice 287052	\$ 387.25
Braun Intertec (Project FA-07-04304)	12/11/2007	Invoice 288203	\$3,831.00
Braun Intertec (Project FA-07-04304)	01/03/2008	Invoice 288786	\$2,822.50

Braun Intertec (Project FA-07-04304)01/30/2008 Invoice 289599 \$1,365.75

Grand Total \$8,406.50

Concrete Observations and Testing \$3,211.50
Masonry Observations and Testing \$2,521.75
Soil Observations and Testing \$2,559.50
Project Management \$ 113.75

Grand Total \$8,406.50

Exempt Permit

Motion by Froemming, second by Erickson, and unanimously carried, to approve with no waiting period the LG220 Application for Exempt Permit as submitted by Maidens of the Prairie-to-Lakes Ducks Unlimited for an event scheduled for Tuesday, April 29, 2008 at The Peak Supper Club located at 43517 County Highway 38 in Leaf Mountain Township.

Reimbursement

Motion by Erickson, second by Block, and unanimously carried, to approve reimbursement in the amount of \$24,921.14 to the Otter Tail County Road and Bridge Fund from the Capital Improvement Fund for the construction of liquid systems used for spraying magnesium chloride in the winter and herbicides in the summer.

Ottertail Operations Center – Bid Recommendations

Physical Plant Manager, Rick Sytsma and Architect, David Shultz, submitted a Bid Tabulation of Landscaping Package and Furniture Package Proposals for the Ottertail Operations Center and reviewed with the Board.

Motion by Erickson, second by Block, and unanimously carried to award the Ottertail Operations Center Landscaping Package to low bidder, Pro Landscapers, for a bid in the amount of \$37,546.94 as recommended.

Motion by Mosher, second by Froemming, and unanimously carried to award the furniture packages to the low bidders as follows:

Coopers	Other Storage Components	\$18,793.50
	Task Seating	<u>\$14,515.95</u>
		\$33,309.45
Intereum	Personal Workstation Storage	\$18,187.59
	Conf & Occas. Tables	\$24,729.15
	Carts & LECTERNS	\$6,284.26
	Conf, Train & Lounge Seating	\$31,132.29
	Training Mats	\$3,068.98
	Miscellaneous Furniture	<u>\$5,080.30</u>
		\$88,482.57

Motion by Mosher, second by Froemming and unanimously carried to have Coopers refurbish the current unused inventory of Systems Furniture, using new parts when necessary, at a cost of \$36,526.35.

Closed to the Public

At 11:27 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners closed to the public for the purpose of evaluating the performance of GIS Address Coordinator, Brian Armstrong, pursuant to M.S. Chapter 13D.05 Subd. 3. Commissioners Mosher, Nelson, Froemming, and Block, were present for the evaluation. A summary of performance conclusions will be provided at the next regular County Board meeting.

Reconvene

Upon conclusion of the Performance Evaluation, at 12:05: p.m., Chairman Nelson reconvened in open session.

Perham Resource Recovery Facility Joint Powers Agreement Draft

Solid Waste Director, Mike Hanan reviewed the Joint Powers Agreement Draft and discussed it with the Board.

Adjournment

At 12:35 p.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, March 11, 2008.

Dated: _____

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Syd Nelson, Board of Commissioners Chair

Attest: _____
Larry Krohn, Clerk

WARRANTS APPROVED ON 3/04/2008 FOR PAYMENT 3/04/2008

VENDOR NAME	AMOUNT
A-1 TROPHY	210.00
A'VIANDS LLC	4,054.00
JANICE AABERG	130.65
AMERICAN INSTITUTIONAL SUPPLY	159.55
ATLANTIC SIGNAL LLC	1,060.00
BATTLE LAKE STANDARD	68.28
BELTRAMI COUNTY SHERIFF'S OFFI	50.00
BOUND TREE MEDICAL LLC	84.40
HEATHER BRANDBORG	40.40
DACOTAH PAPER COMPANY	757.26
DARLING'S SALES & SERVICE CO	44.68
MICHAEL EULL	6,020.00
FERGUS ELECTRIC	6,558.45
FERGUS FALLS MEDICAL GROUP	4,228.00
FERGUS TIRE CENTER	147.59
GALL'S INC	157.59
GENERAL PARTS LLC	89.46
GR GRAPHICS INC ST LOUIS	653.37
PAT GRIESER	387.59
PATRICK GRIFFIN	26.11
HIGH PLAINS TECHNOLOGY	5,538.00
HONEYWELL	726.80
INFORMATION SYSTEMS CORP	657.80
INNOVATIVE OFFICE SOLUTIONS	2,788.38
INSIGHT PUBLIC SECTOR	1,196.00
INTERNATIONAL TRANSLATION SERV	164.63
INTERSTATE INC	155.79
J C'S GENERAL STORE	23.19
BRANDON JACOB	90.90
JK SPORTS	171.75
K-MART	31.93
KEEPRS INC CY'S UNIFORMS	104.98
KELLY SERVICES INC	1,200.72
KOEP'S CLITHERALL CORNER	79.50
KUSTOM SIGNALS INC	117.50
LAKE REGION HEALTHCARE CORP	1,462.33
LAKELAND MENTAL HEALTH CENTER	1,524.25
PAT LARUM	222.77
LIEBERMAN CO INC	37.28
MCCOLLOUGH WELDING	235.37
MN MOTOR COMPANY	51.89
MN STATE BAR ASSOCIATION	396.73
MN VIEWERS ASSOCIATION	125.00
ELDON MOREY PHD	730.00
JIM MYHRE	30.94
NELSON FORD LINCOLN MERCURY IN	1,562.87
NORTHSTAR TECHNOLOGY GROUP INC	4,500.00
NOVA FIRE PROTECTION	742.00
OFFICEMAX CONTRACT INC	54.83
OTIS ELEVATOR CO	101.91
OTTER TAIL CO PUBLIC HEALTH	291.41
OTTER TAIL CO TREASURER	27,823.88
OVERLAND MECHANICAL SERVICES	469.79
PAMIDA PHARMACY	3,696.46
PELICAN RAPIDS PRESS	74.56
PEPSIAMERICAS	137.60
RAY'S OIL COMPANY	1,030.84
ROBERT B HILL CO	53.78
CHERI SCHULTZ	55.65

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SHERWIN WILLIAMS	10.63
PAUL SIMENGAARD	51.26
SIMPLEXGRINNELL LP	365.94
THE STATE CHEMICAL MFG CO	251.35
STEINS INC	1,447.06
STENERSON LUMBER	431.32
STRATEGIC EQUIPMENT	763.30
STREICHERS	48.22
TOOL CRIB OF THE NORTH	59.59
TRANE	407.70
CHRISTINE TUNGSETH	39.00
UNIFORMS UNLIMITED	322.20
VIKING COCA-COLA	236.27
GAIL WELLS	212.00
WEST CENTRAL JAIL ADMIN ASSOC	20.00
WEST PAYMENT CENTER	588.93
XEROX CORPORATION	139.67
FINAL TOTAL	\$88,781.83