

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 W. Fir Avenue, Fergus Falls, MN  
Tuesday, August 5, 2008  
9:30 a.m.**

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, August 5, 2008, at 9:30 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 Board of Commissioners agenda of August 5, 2008, with the following additions:

10:45 a.m. – Budget Committee Meeting  
Proposed Order for Alcohol Violation  
Discussion – Proposed Vehicle Policy  
Proposed Delayed Payroll Ballot  
Stadsvold Case Ruling

**Approval of Minutes**

Motion by Froemming, second by Erickson, and unanimously carried to approve the Board of Commissioners meeting minutes of July 29, 2008, as presented.

**Approval to Pay Bills**

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

**Assessor's Department**

Assessor, Bob Moe, briefed the Board regarding new appraisal laws. He noted that letters have been sent to County residents in reference to the Forest Management Lands and the Assessor's Department is assisting people with questions in regards to the new program. His Department has also sent letters to restaurants located on lakeshore and the VFW and Legion establishments who need to apply for new classifications. Mr. Moe discussed the implementation process and noted that he will be meeting with the software provider.

Motion by Mosher, second by Block, and unanimously carried to promote two Assessment Technician I employees currently on Step 2 of that classification in the 2008 GST Collective Bargaining Agreement (\$12.54 per hour) to a Secretary/Assessment Technician II classification in the 2008 GST CBA at Step 1 (\$13.11 per hour). This promotion is a result of progress displayed to meet the next level of skills and abilities for the position.

**Veterans Service Office**

Motion by Mosher, second by Froemming, and unanimously carried to accept a Letter of Resignation from VSO Director, Jourdan Sullivan, citing October 16, 2008 as his official date of retirement from Otter Tail County. Commissioners thanked Mr. Sullivan for his years of service helping veterans obtain their entitled benefits and wished him well in his retirement.

Mr. Sullivan provided an update regarding the grants available to the VSO and discussed outreach advertising that has been implemented. He discussed the VSO upcoming budget and noted that this year, through the Otter Tail County VSO, veterans' pension and health care benefits have exceeded 20 million dollars.

#### **Lake Olaf Project**

Highway Engineer, Rick West, requested approval for engineering services for the Drawdown of Lake Olaf. Motion by Erickson, second by Block, and unanimously carried to approve design/engineering services for the Drawdown of Lake Olaf including final PS&E Preparation. The design services will be performed by Houston Engineering, Inc. at an estimated cost of \$66,014.00 to be paid out of the General Fund. Mr. West noted that approximately \$30,000.00 will be payable in 2008 with the balance payable in CY2009.

Motion by Mosher, second by Erickson, and unanimously carried to authorize the appropriate County officials' signatures to execute an agreement between the County of Otter Tail and the Minnesota Department of Natural Resources to upgrade the public access along Highway 78 in conjunction with the Rush Lake Bridge Project. The estimated cost of \$50,000.00 for the public access upgrade is to be reimbursed from the MN DNR to Otter Tail County.

#### **Facility Project Updates**

Physical Plant Manager, Rick Sytsma, reported that the Ottertail Operations Center is largely complete with details being worked out. A Law Enforcement Open House and an Open House for the public are being planned. Mr. Sytsma stated that a final budget for the facility will be provided to Commissioners within the next couple of weeks. He reported that the 60-bed CD Facility is progressing but will not meet the first target date for completion. The State will not make payments for the CD Facility to the County until occupancy has been certified.

#### **Recess & Reconvene**

At 10:37 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 10:45 a.m.

#### **Payment Approval**

Motion by Froemming, second by Erickson, and unanimously carried to approve payment from the Construction Fund for the following Ottertail Operations Center:

Insight Public Sector	Lenovo Think Pad 90W Adapter	\$70.29	1100036309
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#### **Findings and Order Regarding Alcohol License**

Motion by Erickson, second by Block, and unanimously carried to approve the Findings and Order regarding the Alcohol License of Steve Wolff/Stalker Lake Golf Course related to the liquor license violation hearing held on the 29<sup>th</sup> of July, 2008. The Order applied an administrative penalty for a first violation in the amount of \$500.00.

#### **Stadsvold Case**

County Attorney, David Hauser, reported that the decision in the case of Otter Tail County Board of Adjustment denying a variance to Cyril and Cynara Stadsvold will stand as previously reported. He briefed the Board regarding treatment of use variances and area variances as related to this case.

**Delayed Payroll Ballot**

Mr. Hauser presented a sample "Ballot For Delayed Payroll Method" for the Board's review.

**Otter Tail County Vehicle Policy**

Mr. Hauser presented a draft Otter Tail County Vehicle Policy dated August 4, 2008. Lengthy discussion took place. The draft Vehicle Policy will be reviewed on August 26, 2008 with the Board of Commissioners and Department Heads before final approval.

**Performance Evaluation Summaries**

Motion by Erickson, second by Block, and unanimously carried to approve the summaries of the Performance Evaluations for MIS Director, Tim Brand, and GIS Coordinator, Sherry Leabo. The summaries will be placed in their respective files.

**Adjournment**

At 11:38 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, August 12, 2008.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Syd Nelson, Board of Commissioners Chair

Attest: \_\_\_\_\_  
Larry Krohn, Clerk

CB/kd



**WARRANTS APPROVED ON 8/05/2008 FOR PAYMENT 8/05/2008**

<b><u>VENDOR NAME</u></b>	<b><u>AMOUNT</u></b>
A-1 TROPHY	15.98
A'VIANDS LLC	2,850.51
AL'S REFRIGERATION	221.64
AMERICAN INSTITUTIONAL SUPPLY	92.55
ARAMARK	113.79
BRIAN ARMSTRONG	319.41
AUTO VALUE FERGUS FALLS	173.58
B & D FOODS INC	55.95
BEYER BODY SHOP INC	1,073.68
BLUESTONE TECHNOLOGIES INC	8,085.00
CENTRAL SPECIALTIES INC	2,786.75
CHARTER COMMUNICATIONS	65.55
RYAN CHESHIRE	152.46
COLLEGE WAY AUTO INC	330.54
COMMISSIONER OF TRANSPORTATION	3,753.65
COOPERS TECHNOLOGY GROUP	217.32
CORMORANT STORE INC	60.88
D & E TRAVEL INC	723.98
DIAMOND VOGEL PAINTS	1,442.16
EHLERS & ASSOCIATES INC	1,000.00
ERIC'S ODD JOBS PLUS	1,469.70
WAYNE ERICKSON	290.48
FERGUS ELECTRIC	163.79
CITY FERGUS FALLS	12,102.03
FERGUS TIRE CENTER	87.81
FERRELLGAS	132.37
FRAZEE FORUM INC	43.20
FREMONT INDUSTRIES INC	70.94
GOODIN COMPANY	1,341.14
GOPHER STATE ONE CALL	41.25
GRAINGER INC	1,580.63
LARRIS GREWE	89.25
PATRICK GRIFFIN	95.45
ROGER HALVORSON	477.51
HEDAHLS HEADQUARTERS	39.86
DANIELLE HENDRICKX	441.00
HINTERMEISTER INC	32.66
IMAGETECH SERVICES	43.20
INNOVATIVE OFFICE SOLUTIONS	2,905.07
INSIGHT PUBLIC SECTOR	15,178.59
INTERSTATE INC	213.28
WAYNE JACOBS D.V.M. TRUSTEE	4,719.74
KEEPRS INC CY'S UNIFORMS	77.33
ALLAN KELLER	29.13
KELLY SERVICES INC	1,378.80
LAB SAFETY SUPPLY INC	1,029.40
LAKES X-TERM LLC PEST CONTROL	75.00
PAT LARUM	134.39
MARIE LEVANG	85.40
LOCATORS & SUPPLIES INC	267.52
MARCO	58.90
MARCO INC ST LOUIS	433.65
CHARLES MEYER	7,540.62
DARRAN MEYER	119.95
MN MOTOR COMPANY	83.77
MN SHERIFFS' ASSOCIATION	575.00
MN SWAA	50.00

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Attachment A, Page 2

NELSON BROS PRINTING	173.04
SUSAN NELSON	39.99
NETWORK CENTER COMMUNICATIONS	5,409.29
NORTHERN SAFETY TECHNOLOGY INC	85.59
OFFICEMAX INCORPORATED	77.06
OTIS ELEVATOR CO	107.77
OTTERTAIL TRUCKING INC	8,139.40
PACE ANALYTICAL SERVICES INC	62.00
PELICAN RAPIDS PRESS	108.97
GERALD PETERSON	4,414.28
PRODUCTIVE ALTERNATIVES INC	264.62
REVIEW ENTERPRISES INC	318.01
RIVER BEND INDUSTRIES	609.86
ROBERT B HILL CO	204.27
SBLC-FF	13.81
SCHWAB VOLLHABER LUBRATT SERVI	31.05
PAUL SIMENGAARD	159.73
SIMPLEXGRINNELL LP	1,042.50
SOUTH MILL SERVICE	117.85
SOUTHTOWN C-STORE	340.17
THE STATE CHEMICAL MFG CO	252.42
STEINS INC	3,436.21
STREICHERS	318.40
SUPERIOR LAMP INC	400.96
ULTEIG ENGINEERS	261.85
UNIFORMS UNLIMITED	240.57
VICTOR LUNDEEN COMPANY	263.54
VIKING COCA-COLA	236.27
VOSS LIGHTING	12.51
JO WEATHERLY	1,174.40
RICHARD WEST	42.47
WHITE BANNER UNIFORM SHOP	90.00
XEROX CORPORATION	168.03
<u>**** FINAL TOTAL.....</u>	<u>\$105,650.08 ****</u>