

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Otter Tail County Courthouse  
Commissioners' Room, Floor 1-B  
Tuesday, February 11, 2003  
9:30 a.m.**

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, February 11, 2003, at 9:31 a.m. at the Otter Tail County Courthouse with Commissioners Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Dennis Mosher, and Roger Froemming present. Commissioner Bob Block was absent.

**Telephone System Update**

Communications Consultant, Jeff Nelson, reported that Phase I of the Courthouse telephone system upgrade has been completed and is being used successfully. Phase I of the project included a system upgrade in the Law Enforcement Center, Courthouse, and both Human Services buildings. A modification of Phase I upgrade incorporated the County Attorney's Office in this phase. The base contract was approved for Phase I in the amount of \$150,027.00, and was awarded to Network Center Communications of Fargo, ND. After a series of meetings, a decision was made to increase the number of extensions and to change from eight-button telephones to sixteen-button phones which was a change from the Request for Proposal. Other additional costs resulted from the need to correct existing building wiring and the addition of headsets. Mr. Nelson requested approval of the change orders in the amount of \$46,762.01. Motion by Mosher, second by Froemming, and unanimously carried to approve substantial completion of the project and change orders in the amount of \$46,762.01.

**Recess Otter Tail County Board of Commissioners  
Call to Order of Human Services Board**

At 9:40 a.m., the Otter Tail County Board of Commissioners recessed. The Otter Tail County Human Services Board convened Tuesday, February 11, 2003, at 9:40 a.m. at the Otter Tail County Courthouse with Commissioners Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Dennis Mosher and Roger Froemming present. Commissioner Bob Block was absent.

**Approval of Agenda**

Motion by Mosher, second by Nelson, and unanimously carried to approve the Human Services agenda of February 11, 2003, with the following addition:  
Human Services Contract Renewal

**Approval of Minutes**

Motion by Froemming, second by Mosher, and unanimously carried to approve the Human Services Board minutes of January 28, 2003, as mailed.

**Court Services Annual Report**

Court Services Director, Chuck Kitzman, and Administrative Assistant, Amy Kampa, presented the Court Services Annual Report for CY2002. The top ten juvenile offenses for CY2002 included: alcohol offense, misdemeanor theft, drug paraphernalia possession, tobacco use, shoplifting, no driver's license, disorderly conduct, possession of marijuana,

burglary, and criminal damage to property. There were a total of 280 juvenile offenders. There were 112 juveniles in the Change Direction - Drug Education Program. Additional programs to help juvenile offenders included the Keys to Innervation, Teen Tobacco Awareness, and Theft Clinic. DWI charges and domestic assaults led in the top adult offenses under supervision in CY2002. Mr. Kitzman reported that a lot of the fines are being turned into Community Service work.

### **Request for Letter of Support County Public Transportation Proposal**

Public Health Director, Diane Thorson, and Steve Skauge, Productive Alternative Director, requested a Letter of Support for a County Public Transportation Proposal. Ms. Thorson reported that she and Mr. Skauge had met with the Long-Range Planning Task Force on January 29, 2003, to discuss this issue. Committee members recommended support from the County Board of Commissioners. Mr. Skauge reported that Productive Alternatives has 15 handicapped accessible vehicles and DOT certified drivers. These vehicles serve PA clients out of Perham, Fergus Falls, and Parkers Prairie and are used for the DAC program. These clients cannot pay for these services; however, PA receives \$10 per person per day from the County. This covers approximately half of the cost, with PA losing about \$150,000 per year. Mr. Skauge reported that PA receives frequent requests for public use of these vehicles. Mr. Skauge explained that there is a grant available that would help provide public transit, but since PA doesn't provide public transit, the grant is not available to them. The grant also requires a 20% local match to be eligible to apply for the grant. PA receives \$260,000 from the County, which the State has agreed would qualify for the 20% local match. PA also receives 5310 grants that allow them to purchase new vehicles. One of the biggest concerns is the liability issue. Currently Productive Alternatives' insurance premiums are \$2,000 per vehicle. If providing public transit, the premium would be \$6,000 per vehicle. A question had been raised as to whether PA could be insured through the County's current carrier. MCIT Senior Account Executive, Sue Dahlhauser, explained that certain criteria are required to qualify under MN Statute §466; and it's unlikely that PA would qualify. Motion by Mosher, second by Nelson, to approve the request for a Letter of Support for County Public Transportation Proposal. Chairman Lee called for a roll call vote:

Commission District 3	Mosher	Yea
Commission District 4	Froemming	Yea
Commission District 1	Nelson	Yea
Commission District 2	Lee	Nay

Motion carried 3 – 1.

### **University of Minnesota Contract for Dental Clinic**

Ms. Thorson requested approval of the University of Minnesota contract for providing a portable dental clinic. Motion by Nelson, second by Froemming, with Commissioner Lee opposed, to authorize the Public Health Director to enter into a contract between Otter Tail County Department of Public Health and the University of Minnesota School of Dentistry for a portable dental clinic in the amount of \$18,000 for February 10<sup>th</sup> through February 21, 2003.

**Legislative Budget Discussion**

Ms. Thorson reported that the Governor's recommendation is to cut the WIC funding and CHS subsidy. WIC is a federal program with added state funding to run the program. She stated that this would affect Otter Tail County WIC funding by about \$44,000 and \$40,000 in CHS funding. A Personnel Committee will be scheduled for February 18, 2003, to discuss these concerns further.

**Approval of Bills and Claims**

Motion by Mosher, second by Froemming, and unanimously carried to approve the Human Services bills and claims as presented.

**Purchase of Service Agreement**

Motion by Froemming, second by Nelson, and unanimously carried to authorize the appropriate county officials' signatures to enter into an agreement between Otter Tail County Department of Human Services and the Thomas House, Perham, MN, for Residential Services/ Assisted Living for the period from June 1, 2003 to December 31, 2003.

**New York Mills Office Remodeling**

Commissioner Nelson introduced discussion regarding the New York Mills office remodeling project. Lengthy discussion followed. Motion by Nelson, second by Mosher, and unanimously carried to rescind the motion from the February 4, 2003 meeting. This motion read as follows:

Motion by Nelson, second by Block, and unanimously carried to approve the cost of furnishings for the remodeling in the New York Mills building at an estimated cost of \$40,000 - \$49,500, with \$15,000 to be paid from the Public Health Department budget and \$5,000 from the Assessor's Department budget.

**Adjournment**

At 11:10 a.m., the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, February 25, 2003.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: \_\_\_\_\_  
Malcolm K. Lee, Human Services Chair

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

**Reconvene County Board**

At 11:10 a.m., the Otter Tail County Board of Commissioners reconvened with all Commissioners present except Commissioner Bob Block.

**Approval of Agenda**

Motion by Froemming, second by Mosher, and unanimously carried to approve the County Board agenda of February 11, 2003, with the following addition:  
Physical Plant Manager, Rick Sytsma – Approval of Rental Lease.

### **Approval of Minutes**

Motion by Froemming, second by Mosher, and unanimously carried to approve the County Board minutes of February 4, 2003, with the following correction under Approval of Final Plats:

Motion by Mosher, second by Froemming, and unanimously carried to approve the Final Plat known as "Moebius Strip"...

Correct the motion to read as follows:

Motion by Lee, second by Froemming, and unanimously carried to approve the Final Plat known as "Moebius Strip"...

### **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.

### **Insurance Report to County**

MCIT Senior Account Executive, Sue Dahlhauser, provided an overview of the 2003 Member Report For Otter Tail County.

### **4-H Update**

Extension Educator, Donna Geiser, thanked the Commissioners for the approval to hire two full time 4-H Coordinators. Ms. Geiser reported on the winter activities for 4-H. A 4-H Project Day was held in New York Mills with about 125 children in attendance. The 4-H Project Day in Underwood was attended by 115 children. Ms. Geiser provided photo calendars for 2003. Some of the photos had been taken by 4-H members.

### **MnDOT Partnership Agreement**

Highway Engineer, Rick West, reported that the County Board of Commissioners had approved a State of Minnesota Partnership Contract between the State of Minnesota Commissioner of Transportation and the County of Otter Tail on December 3, 2002, but a resolution is needed.

### **Resolution Authorizing MnDOT Partnership Agreement Otter Tail County Resolution No. 2003-10**

Commissioner Nelson offered the following and moved its adoption:

BE IT RESOLVED that the County of Otter Tail entered into an agreement previously approved by motion on December 3, 2002, with the State of Minnesota, Department of Transportation, for the following purposes, to wit:

To request that the State perform certain technical, transportation-related services identified in Exhibit A, "Available Services," of the agreement. The County will submit a brief written request for each service in accordance with the terms and conditions set forth and contained in the Partnership Contract, a copy of which was before the board.

BE IT FURTHER RESOLVED that the proper County officers are and were hereby authorized to execute such agreement and any amendments, and thereby assume for and on behalf of the County all of the contractual obligations contained therein.

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

Adopted at Fergus Falls, MN this 11<sup>th</sup> day of February, 2003.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Malcolm K. Lee, County Board Chair

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

**Resolution Temporary Easement on State Property  
County State Aid Highway No. 5  
Otter Tail County Resolution No. 2003-11**

Commissioner Froemming offered the following and moved its adoption:

WHEREAS, the Otter Tail County Highway Department proposes to reconstruct and improve a portion of County Sate Aid Highway No. 5, known as Project No. S.P.56-605-06, located between Trunk Highway No. 210 and 180<sup>th</sup> Street, AND

WHEREAS, the improvements consist of widening, reconstructing, and resurfacing of said highway as determined necessary to provide for the safety of the traveling public, AND

WHEREAS, in addition to the existing highway right of way, temporary construction easements are required, AND,

WHEREAS, The State of Minnesota Department of Natural Resources possesses land along said County State Aid Highway No. 5, in the Southeast Quarter of the Southeast Quarter, Section 6, Township 132 North, Range 39 West.

NOW, THEREFORE, BE IT RESOVED, THAT the Otter Tail County Board of Commissioners authorizes the Otter Tail County Highway Department to obtain a temporary construction easement over said land in accordance with Minnesota Statutes.

Commissioner Mosher seconded the motion, and upon being put to vote, was unanimously carried.

Adopted at Fergus Falls, MN this 11<sup>th</sup> day of February, 2003.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Malcolm K. Lee, County Board Chair

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

### **Approval to Purchase Mower/Loader Tractors**

Motion by Mosher, second by Nelson, and unanimously carried to approve the purchase of two John Deere 6420 Tractors with Loaders from Interstate, Inc., Fergus Falls, MN, at a cost of \$56,402.42 each, for a total amount of \$112,804.84 under MN State Bid Contract No. 430247.

### **Approval of Rental Lease**

Motion by Nelson, second by Froemming, and unanimously carried to authorize the appropriate County officials' signatures to execute a Lease Agreement between the County of Otter Tail and Belltelephone, Inc., of St. Paul, MN, for leased premises located in the City of New York Mills, MN, effective March 1, 2003, for a three-year term

### **Building Committee Meeting**

Commissioners requested a Building Committee meeting in New York Mills at 10:00 a.m., on February 19, 2003, with Rick Sytsma, Diane Thorson, Bob Moe, Jourdan Sullivan, and John Dinsmore..

### **Labor Agreement**

Motion by Mosher, second by Froemming, and unanimously carried to authorize the Chair's signature to execute the Labor Agreement between Otter Tail County and AFSCME Local 1830 for the period of January 1, 2003 through December 31, 2005.

### **Resolution in Support of the Otter Country Trail Association Clubhouse/Storage Facility Otter Tail County Resolution No. 2003 – 09**

Commissioner Froemming offered the following and moved its adoption:

WHEREAS, Otter Tail County has a large potential for multi-use trail expansion, and

WHEREAS, Otter Country Trail Association is working with and has representation on the Regional Trail Planning Committee, which helps plan motorized and non-motorized trails on a regional level, and

WHEREAS, Otter Tail County has constructed a new 17-mile black top multi-use trail that Otter Country Trail Association insures, and

WHEREAS, Otter Country Trail Association has a need to construct a building for meetings and storage with the understanding that the snowmobile season can be quite short, and

WHEREAS, Leaving this building under-used during the off snowmobile season would be non-productive, and

WHEREAS, Using this building to promote healthy outdoor activities and multi-use trail heads would benefit Otter Tail County and its citizens, and

WHEREAS, Other organizations have expressed a need for meeting space and a place to organize and hold events, and

NOW, THEREFORE, BE IT RESOLVED, That the Otter Tail County Board of Commissioners of Otter Tail County hereby supports this concept and encourages potential funding sources to consider this proposed OCTA project favorably. The OCTA understands that this is a volunteer effort and that no funds from Otter Tail County will be used in pursuit of this project.

Commissioner Lee seconded the motion, and upon being put to vote, was unanimously carried.

Adopted at Fergus Falls, Minnesota, this 11<sup>th</sup> day of February, 2003.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Malcolm K. Lee, County Board Chair

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

#### **Law Library Fee Increase**

Motion by Froemming, second by Mosher, and unanimously carried to raise the Law Library fee from \$5.00 to \$10.00, effective July 1, 2003.

#### **Adjournment**

At 12:32 p.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, February 18, 2003.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Malcolm K. Lee, County Board Chair

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