

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
New York Mills Courtroom, 118 N. Main  
Tuesday, August 10, 2004  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, August 10, 2004, at 9:30 a.m. at the Otter Tail County New York Mills Courtroom with Commissioners Syd Nelson, Chair; Bob Block, Vice-Chair; Dennis Mosher, and Malcolm Lee present. Commissioner Roger Froemming was absent.

**Approval of Agenda**

Motion by Mosher, second by Lee, and unanimously carried to approve the Human Services agenda of August 10, 2004, as mailed.

**Approval of Minutes**

Motion by Lee, second by Nelson, and unanimously carried to approve the Human Services Board minutes of July 27, 2004, as mailed.

**Court Services**

Court Services Director, Chuck Kitzman, reported that the Court Services Advisory Board members, Commissioners, Judges, and others have been invited to the St. Croix Camp Tour on September 2, 2004.

Mr. Kitzman provided a map showing the new Department of Corrections Districts in the State of Minnesota. Otter Tail County is now in the Detroit Lakes District. He briefed the Board regarding the current Court Services Advisory Board membership and Commissioners agreed that the Advisory Board should continue with its current make up and focus.

Mr. Kitzman and Human Services Director, John Dinsmore, discussed the Children's Mental Health Screening Grants with the County Board. Mr. Kitzman stated that the balance of the grant for CY2004, in the amount of \$13,390.00, will remain in the Human Services budget. For CY2005, the Court Services Department will receive 56% of the grant, in the amount of \$17,993.00, which will be shown as income (revenue) in the Court Services Department Budget. The remainder of the grant dollars, \$14,137.00, will stay with the Human Services Budget.

**Public Health**

Public Health Director, Diane Thorson, presented a draft Otter Tail County Cleanup of Clandestine Drug Lab Site(s) Ordinance. She reviewed recommended changes to improve administration of the Ordinance. A motion was offered by Block and seconded by Nelson to approve the Cleanup of Clandestine Drug Lab Sites (Methamphetamine) Ordinance as presented. Discussion followed. Commissioner Block and Nelson withdrew their motion and second respectively. Motion by Mosher, second by Lee, and unanimously carried to table a decision on adoption of the Cleanup of Clandestine Drug Lab Sites Ordinance for two weeks and requested that the Sheriff and Auditor be invited to be present at that time.

Ms. Thorson provided copies of a draft entitled "Defining Local Public Health in Minnesota" dated 7/7/04 and requested that commissioners review the document and provide input.

**Human Services**

Motion by Lee, second by Mosher, and unanimously carried to authorize the Chair's signature to execute a Purchase of Service Agreement between Otter Tail County and SigridLinda Tweeton for the period of July 1, 2004 through June 30, 2005. The programs being contracted are residential services/homes plus/foster care services to eligible persons receiving services under the AC/EW, CADI, or TBI programs.

Motion by Nelson, second by Lee, and unanimously carried to authorize the Chairman's signature to execute an Interagency Purchase of Service Agreement between Otter Tail County, Perham School District #549, and Lakeland Mental Health Center, Inc. for the period of July 1, 2004 through June 30, 2005. The purpose of the contract is to provide day treatment and individual, group, and family services to qualified students with disabilities.

Motion by Mosher, second by Lee, and unanimously carried to authorize the appropriate County officials' signatures to execute the federal FY2005 Grant Contract between the State of Minnesota Department of Commerce and Otter Tail County for the period of October 1, 2004 through September 30, 2005. The contract is to allow Otter Tail County to administer the Low Income Home Energy Assistance Program.

Motion by Mosher, second by Lee, and unanimously carried to authorize the Chairman's signature to execute a Purchase of Service Agreement between Otter Tail County and Perham Memorial Home Care for the period of July 1, 2004 through June 30, 2005. The purpose of the agreement is to provide residential services/assisted living to eligible persons receiving services under AC/EW, CAC and CADI programs.

Mr. Dinsmore reported an anticipated growth in the area of care management services. He also briefed the Board on the State Department of Human Services reinstating some funding previously taken from County Human Services by looking at projects of regional significance.

**Approval of Human Services Bills & Claims**

Motion by Lee, second by Block, and unanimously carried to approve the Human Services bills & claims as presented

**Adjournment**

At 10:36 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, August 24, 2004.

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

By: \_\_\_\_\_  
Sydney Nelson, Human Services Board Chair

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

**Call to Order – County Board**

The Otter Tail County Board of Commissioners convened Tuesday, August 10, 2004, at 11:05 a.m. at the Otter Tail County New York Mills Courtroom with Commissioners Sydney Nelson, Chair; Bob Block, Vice-Chair; 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 August 10, 2004, with the following addition:

1:00 p.m. - Budget Discussion

**Approval of Minutes**

Motion by Mosher, second by Lee, and unanimously carried to approve the County Board minutes of August 3, 2004, with the following change:

Page 3 under the heading entitled Property/Casualty & Workers Compensation Premiums should read as follows: "Coordinator, Larry Krohn, presented a comparison handout of premiums from Minnesota Counties Insurance Trust for Otter Tail County's Property/Casualty and Workers Compensation Insurance. The net premium for Property/Casualty insurance for CY2004 is \$261,251 and approximately \$65,102 for Workers Compensation insurance compared to CY2003 costs of \$197,285 and \$51,900."

**Approval to Pay Bills**

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

**Extension Update**

Extension Educator, Vince Crary, provided statistics on the number of farms in Minnesota by County. Otter Tail County is third statewide in the number of farms. He updated the Board regarding the Dairy Diagnostics Program, the corn plot, and arsenic grant. 4-H Coordinator, Janet Malone, presented information on this year's fairs and projects as well as the after school programming.

**505 Building Bid Opening**

Architect, David Shultz, and Plant Manager, Rick Sytsma, opened bids for remodeling of the 505 Court Street Building at 1:00 p.m., on Wednesday, August 4, 2004. Jerome Getz Construction has asked to be excused from the bid because of gross error. Motion by Lee, second by Block, and unanimously carried to exclude the General Contractor, Jerome Getz Construction, and allow them to drop out of the bid process without forfeiting their bond because of gross error. Mr. Sytsma requested additional time to review specific portions of the project (No. 0202-6) and delayed a recommendation for award for one week.

**Final Payment – 2003 Countywide Traffic Marking Services**

Motion by Lee, second by Mosher, and unanimously carried to authorize final payment, in the amount of \$6,569.93 (Estimate No. 5) payable to Interstate Road Management for completion of C.P. 03:TM, Countywide Traffic Marking services.

**Henning Highway Garage**

After previously advertising for bids, Highway Engineer, Rick West, opened the following bids at 1:00 p.m. on Wednesday, August 4, 2004, for the Otter Tail County Highway Department Henning Garage (Project No. 0343):

| <u>Contractors</u>       | <u>Base Bid "G"</u>                            | <u>Days</u> |
|--------------------------|--|-------------|
| All Building Corporation | \$807,300                                      | 150         |
|                          | Includes \$17,000 deduct indicated on envelope |             |
| Comstock Construction    | \$790,900                                      | 180         |

|                                  |  |           |
|----------------------------------|--|-----------|
| D & W Construction of Alexandria | \$852,000                                      | 145       |
| Gustafson & Goudge Inc.          | \$864,200                                      | 140       |
| Hammers Construction Inc.        | \$798,000                                      | 1/15/2005 |
|                                  | Includes \$15,000 deduct indicated on envelope |           |
| Lee's Construction, Inc.         | \$778,400                                      | 140       |
| Shingobee Builders, Inc.         | \$784,900                                      | 120       |
| TerWisscha Construction Inc.     | \$788,700                                      | 300       |

Motion by Lee, second by Mosher, and unanimously carried to reject all bids for the construction of the Henning Highway Garage because the bids are substantially over budget.

#### **Bid Opening - Phelps Mill Temporary Foundation Repairs**

After previously advertising for bids, Highway Engineer, Rick West, opened the following bids at 1:00 p.m. on Wednesday, August 4, 2004, for temporary foundation repairs for the mill at the Phelps Mill Park:

|   |             |
|---|-------------|
| All Building Corporation<br>Fergus Falls, MN                  | \$52,220.00 |
| Engineering & Construction Innovations, Inc.<br>St. Cloud, MN | \$77,665.00 |

Motion by Block, second by Mosher, and unanimously carried to award the Phelps Mill Temporary Foundation Repairs project to the low bidder, All Building Corporation of Fergus Falls, MN, in the amount of \$52,220.00 as recommended by the Highway Engineer.

#### **Final Payment – S.A.P. 56-619-10, etc.**

Motion by Mosher, second by Lee, and unanimously carried to approve final payment, in the amount of \$11,921.23 (Estimate No. 6) payable to Mark Sand & Gravel Acquisition Co. for completion of S.A.P. 56-619-10, etc.

#### **Recess & Reconvene**

At 12:08 p.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:00 p.m.

#### **Budget Discussion**

Commissioners discussed the projected County Budget for 2005 with Auditor, Wayne Stein and Accounting Supervisor, Mitzi Pederson. Several financial documents were presented.

#### **Vacant Position**

Motion by Mosher, second by Lee, and unanimously carried to authorize the Auditor to fill a vacant position in the Motor Vehicle Department.

#### **Closing the Licensing Office**

Motion by Block, second by Mosher, and unanimously carried to authorize closing the Motor Vehicle, Driver's License, and Game & Fish Department on Thursday, September 23, 2004, for the purpose of allowing staff to attend the State of Minnesota Training seminar in Little Falls.

#### **Payment Approvals**

Motion by Mosher, second by Lee, and unanimously carried to approve the following drainage system expenditures:

|                      |                           |            |
|----------------------|---------------------------|------------|
| Ness Backhoe Service | Ditch No. 21              | \$1,575.00 |
| Eddie Bernhardson    | Otter Tail/Wilkin Ditch 2 | \$ 283.13  |

Motion by Nelson, second by Lee, and unanimously carried to approve payment to Lake Region Healthcare, in the amount of \$450.00, for services provided under the direction and provision of Minnesota Statute 607.35.

Motion by Block, second by Mosher, and unanimously carried to approve payment to Election Systems and Software Inc., in the amount of \$45,468.75, for the rental of election equipment for the Tuesday, September 14, 2004 State Primary and for the Tuesday, November 2, 2004 State General Election.

Motion by Lee, second by Mosher, and unanimously carried to set the compensation for the absentee ballot board members at \$8.50 per hour and to provide a mileage reimbursement of \$.375 per mile.

#### **Canvassing Board**

Motion by Mosher, second by Block, and unanimously carried to appoint Commissioners Froemming and Lee to the Canvassing Board scheduled at 9:00 a.m. on Thursday, September 16, 2004.

#### **Sheriff's Department Budget Discussion**

Accounting Supervisor, Mitzi Pederson, presented proposed budget figures for the Sheriff's Department for CY2005. The Budget Committee briefed the Board regarding the proposed budget. Recommendations and input will be incorporated into the overall County Budget.

#### **Adjournment**

At 2:51 p.m., Chairman Nelson adjourned the meeting of the Otter Tail County Board of Commissioners until 9:30 a.m. on Tuesday, August 17, 2004.

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

By: \_\_\_\_\_  
Sydney Nelson, County Board Chair

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