

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 Fir Avenue W., Fergus Falls, MN  
Tuesday, August 8, 2006  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, August 8, 2006, at 9:31 a.m., at the Otter Tail County Government Services Center with Commissioners Roger Froemming, Chair; Dennis Mosher, Vice-Chair; Bob Block, Syd Nelson, and Malcolm Lee present.

**Approval of Agenda**

Motion by Lee, second by Block, and unanimously carried to approve the Human Services Board agenda of August 8, 2006, as mailed.

**Approval of Minutes**

Motion by Mosher, second by Nelson, and unanimously carried to approve the Human Services Board minutes of July 25, 2006, as mailed.

**Public Health Nurse Positions**

Motion by Mosher, second by Block, and unanimously carried to authorize the Coordinator's office to open Public Health Nurse postings, to the public, on an on-going basis to develop an eligibility list. This procedure is needed due to a limited number of interested applicants with previous openings/postings. The posting will be offered on the website.

**Public Health Staffing**

Public Health Director, Diane Thorson, asked for reconsideration of a previous approval regarding two 24-hour per week positions. For Disease Prevention Control, Emergency Preparedness, Immunizations, and Refugee Health services, the County Board had approved two 24-hour positions. However, Ms. Thorson reported that, in the month of July, the Public Health Department received 10 new referrals for Refugee Health and only discharged 4 cases. Ms. Thorson requested one 24-hour position and one 32-hour position because of the above additional services required. Motion by Mosher, second by Block, and unanimously carried to approve one 24-hour PHN position and one 32-hour PHN position instead of the two 24-hour positions previously approved.

Motion by Mosher, second by Nelson, and unanimously carried to reclassify Public Health Secretary/Receptionist position #2139 to MCH Medical Secretary position #2129, which moves the pay grade from Grade 8, Step 5 to Grade 9, Step 5, effective July 1, 2006 when the reclassification papers were completed.

**Dog Bite Hearing**

At 9:37 a.m., Chairman Froemming opened a Dog Bite Hearing under the Otter Tail County Animal Health Control Ordinance. After being duly sworn in by the County Attorney, Public Health Director, Diane Thorson, presented the facts in the case. She reported that this animal bite occurred in Ottertail City on July 9, 2006, and the injured child was treated at the Perham Hospital. The child had been playing at a friend's house, Dustin Bender, whose dog

Smokey, bit the child on the face. It was reported that no one else had been bitten by this dog. Smokey had all of the required vaccinations. The child, Weston, sustained a large laceration on the left side of his face and received 44 stitches on the exterior of his face and about 33 stitches on the inside of his face. The dog was quarantined. The owner of the dog, Dustin Bender, was notified that, because this was substantial bodily harm, the County Ordinance applied and he would need to attend a Hearing unless he chose to put the animal down. Ms. Thorson submitted paperwork (identified as Exhibit A) supporting the facts of the case. The owner of the dog, Dustin Bender, agreed with the facts in this case that his dog did, in fact, bite Weston and cause substantial bodily harm. Discussion followed. Motion by Mosher, second by Block, and unanimously carried to require Dustin Bender to confine the dog Smokey in a kennel so a child cannot wander into the dog's space and to require that the dog have adult supervision at all times when outside of the kennel. The kennel must be built by September 15, 2006, and in the meantime, the dog must be kept in the house unless outside with adult supervision. The County Attorney will draft an Order to acknowledge that the dog, Smokey, has bitten a boy and caused substantial bodily harm and the County Board's final determination in the case.

**Human Services Contract Renewals**

Motion by Froemming, second by Nelson, and unanimously carried to authorize the Chairman's signature to execute the following Human Services Contract renewals:

<b>Provider of Services</b>	<b>Services Provided</b>	<b>Renewal Period</b>
Don & Jody Johnson Clitherall, MN	Residential Services/Home Plus /Foster Care Services for eligible Elderly and Disabled Individuals	07/01/06 – 06/30/07
Mel & Mary Anne Frank Fergus Falls, MN	Residential Services/Home Plus /Foster Care Services for eligible Elderly and Disabled Individuals	07/01/06 – 06/30/07
Wes & Denise Borneman Sebeka, MN	Residential Services/Home Plus /Foster Care Services for eligible Elderly and Disabled Individuals	07/01/06 – 06/30/07
Merit Care Home Care Pelican Rapids, MN	Residential Services/Assisted Living for eligible Elderly and Disabled Individuals	07/01/06 – 06/30/07
Our Home Your Home-Jody Lohse, Henning, MN	Residential Services/Assisted Living for eligible Elderly and Disabled Individuals	07/01/06 – 06/30/07
Perham School District & Lakeland Mental Health Center, Inc.	Children's day treatment services in the school setting to provide services necessary to prevent a more restrictive out-of-home placement and improve functioning at home, school, and in the community	07/01/06 – 06/30/07

**Bills & Claims**

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

**Adjournment**

At 10:20 a.m., Chairman Froemming declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, August 22, 2006.

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

OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: \_\_\_\_\_  
 Roger Froemming, Human Services Board Chair

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

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, August 8, 2006, at 10:30 a.m., at the Otter Tail County Government Services Center with Commissioners Roger Froemming, Chair; Dennis Mosher, Vice-Chair; Bob Block, Syd Nelson, and Malcolm Lee present.

**Approval of Agenda**

Motion by Nelson, second by Mosher, and unanimously carried to approve the County Board agenda of August 8, 2006, with the following change:

Final Plat(s) will be considered at 1:40 p.m.

**Approval of Minutes**

Motion by Froemming, second by Lee, and unanimously carried to approve the County Board minutes of August 1, 2006, as presented.

**Approval to Pay Bills**

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

**AUTHORIZING SIGNATURES ON SALT/SAND AGREEMENT**  
**Otter Tail County Resolution No. 2006 - 59**

NOW, THEREFORE BE IT RESOLVED, by the County Board of Commissioners, Otter Tail County, Minnesota, to authorize the County Board Chair and County Board Clerk to sign an amendment to the five-year contract between the City of Fergus Falls, Otter Tail County, and the Minnesota Department of Transportation (MnDOT Agreement Number 79229-P). This agreement provides for the partnership sharing of the sand/salt facilities at the MnDOT truck Station in the City of Fergus Falls. The renewal term commenced on 3-15-2006 and ends on 3-15-2011.

IT IS FURTHER RESOLVED, that the County Board of Commissioners Chair and County Board of Commissioners Clerk are authorized to execute the Agreement and any amendments to the Agreement.

The above and foregoing resolution was offered at a regular meeting of the County Board held on August 8, 2006, by Commissioner Sydney Nelson, seconded by Commissioner Malcolm Lee and unanimously adopted.

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

By: \_\_\_\_\_  
Roger Froemming, Board of Commissioners Chair

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

### **Final Payment**

Motion by Nelson, second by Mosher, and unanimously carried to approve Final Payment No. 6, in the amount of \$52,468.07, payable to Becker County Highway Department for S.A.P. 56-670-04 & S.A.P. 56-675-30, Bituminous Overlay & Aggregate Shouldering project.

### **South Turtle Lake Storm Water System**

Highway Engineer, Rick West, briefed the Board on the South Turtle Lake Storm Water System project. He reported that the next step will be selecting the route for the system. Ditch Inspector, Randy Wasvick, reported that the viewers have completed their work. Commissioners requested that the work proceed and Mr. Wasvick provide the Auditor with the viewers' information so the percentage of benefit per parcel can be determined.

### **Household Hazardous Waste Program Equipment**

Solid Waste Director, Mike Hanan, provided quotation information for purchase of a one ton pickup from both the Lakes Country Service Cooperative Contract and the State Contract. Motion by Nelson, second by Lee, and unanimously carried to authorize the Solid Waste Director to purchase a 2007 Ford Crew Cab 4WD 172" WB One-Ton Pickup, in the amount of \$31,057.00, from Nelson Ford in Fergus Falls through the LCSC purchasing contract. This approval includes an additional \$5,000 to add a snow plow to the pickup for snow removal at the Recycling Center. Mr. Hanan also provided information regarding a new trailer because the current 1979 trailer being used is scheduled for replacement next year.

### **Parkers Prairie Transfer Station**

Motion by Lee, second by Block, and unanimously carried to authorize the Solid Waste Director to hire a temporary employee to work at the Parkers Prairie Transfer Station on Saturdays.

### **Amendment to Food Service Contract**

Motion by Nelson, second by Mosher, and unanimously carried to authorize the Chairman's signature to execute Amendment Number Two to the Food Service Management Agreement effective July 1, 2006, between the County of Otter Tail and A'viands, LLC. The CPI provided for a 4.2% increase in the price per meal for the Detention Facility as follows:

50 – 65 meals - \$2.53 per meal  
66 – 80 meals - \$2.43 per meal  
81 and above - \$2.26 per meal

### **Fall Safety Training Update**

Executive Safety Steering Committee Members, Chuck Kitzman and Richard Akerman, presented information for the annual right-to-know training for employees. The proposed Diversity Training sessions presented by Trainer, Anthony Farag through Resource Training and Solutions, were estimated to cost approximately \$3,500. Discussion took place regarding financing the training. Motion by Nelson, second by Lee, and unanimously carried to authorize the Safety Director to offer this Diversity Training to employees and exceed his training budget with cost of the sessions at \$3,200 plus mileage, meals and hotel expenses for the trainer.

### **Viking Library System Update**

Peg Werner, Viking Library System Director, presented CY2005 library system statistics. Walt Dunlap, Fergus Falls Public Library and Susan Heusser-Ladwig, Perham Library, praised the employees that work throughout the libraries in Otter Tail County and the resource sharing and collaboration between libraries fostered by the Viking Library System.

### **2007 Prometheus Zoo Run Event**

Motorcycle Zoo Run Organizers, Steve & Rita Marts, and President, Bill Cox, spoke to the Board about an anticipated larger Zoo Run Event scheduled for June 23 through June 25, 2007. Discussion took place regarding sponsors, the Exhibition and Shows Ordinance, increased dollars for the Zoo, space and law enforcement considerations.

### **Recess & Reconvene**

At 11:50 a.m., Chairman Froemming declared the meeting of the Otter Tail County Board of Commissioners recessed for attendance at the County employee summer picnic. The meeting was reconvened at 1:06 p.m.

### **Chemical Dependency Programs**

Attorney, Kent Mattson, reported that he recently met with State of Minnesota officials. The Community Behavioral Health Hospital will be accepting new admissions September 1<sup>st</sup>. There is a process underway to demolish non-contributory buildings on the RTC campus. He identified those buildings and discussed legislation that has been approved to allow the City of Perham to acquire some of the equipment at the incinerator building. Discussion took place regarding land on the RTC campus that could be transferred to the County and a proposed site for a new CD building. The HRA could finance the new CD building and lease back to Otter Tail County. The County Attorney and County Coordinator will meet with the HRA Board of Directors regarding this project.

### **Payment Approvals**

Motion by Mosher, second by Block, and unanimously carried to authorize the County Auditor's signature on the agreement with NBS (National Business Systems) for the printing and mailing of the Payable 2007 Truth in Taxation Notices at a cost of \$225.00 for the setup fee and \$.125 per notice.

Motion by Nelson, second by Froemming, and unanimously carried to approve payment to St. Mary's Regional Health Center, in the amount of \$450.00, for costs incurred under the provisions of Minnesota Statutes 609.35.

Motion by Mosher, second by Lee, and unanimously carried to approve payment from the Capital Improvement Fund to Hoot's Sports, in the amount of \$20,473.00, for the purchase of a 2007 Lund Boat, a 2006 115 Yamaha Motor and a 2006 EZ Loader Trailer. The total purchase price will be reimbursed from a Federal Grant.

Motion by Lee, second by Block, and unanimously carried to approve payment from the County General Revenue Fund to Legend Technical Services, Inc., in the amount of \$4,905.50, for professional oversight services for air monitoring and asbestos removal monitoring during the pre-demolition time period of the Government Services Center construction project.

Motion by Lee, second by Block, and unanimously carried to approve payment from Capital Improvement Fund to Shultz and Associates, for the following:

- a. \$ 8,000.00 – Project 0550, Otter Tail County Jail (Detention) Courthouse Planning
- b. \$11,200.00 – Project 0603 OTC Ottertail Operations Center:
  - i. Schematic Design - \$5,000.00
  - ii. Design Development - \$6,200.00

Motion by Nelson, second by Mosher, and unanimously carried to approve payment from Capital Improvement Fund to Woessner Construction, Inc., in the amount of \$27,414.15, for the Court Administration Remodeling Project.

**Election Administration Staffing**

Motion by Mosher, second by Froemming, and unanimously carried to authorize the County Auditor to hire up to two temporary employees to assist with the 2006 election administration process.

**HRA Board**

Motion by Lee, second by Nelson, and unanimously carried to reappoint Hazel Hovde to the Otter Tail County Housing and Redevelopment Authority Board for the term of August 1, 2006 through August 1, 2011.

**Adoption of Credit Card Policy**

Motion by Froemming, second by Mosher, and unanimously carried to adopt the Otter Tail County Wright Express/Fleet Services Credit Card User Agreement as presented by the County Auditor and attached to these minutes as Attachment B.

**Final Plat**

Motion by Mosher, second by Froemming, and unanimously carried to approve the Final Plat known as "Grand Oak Estates First Addition" consisting of 9 backlots, located in Section 29, Township 132, Range 42, of Dane Prairie Township; Swan Lake.

**Adjournment**

At 2:17 p.m., Chairman Froemming declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, August 15, 2006. The August 15, 2006, Board of Commissioners meeting will be held in the Courtroom at the County Offices, located at 118 N. Main, New York Mills, MN.

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

By: \_\_\_\_\_  
Roger Froemming, Board of Commissioners Chair

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

8/08/2006  
12:26:09

OTTER TAIL COUNTY AUDITOR  
PANELSON RECEIPTS AND DISBURSEMENTS SYSTEM COUNTY 56 IFD66  
WARRANTS FOR PUBLICATION PAGE 1

WARRANTS APPROVED ON 8/08/2006 FOR PAYMENT 8/08/2006

VENDOR NAME	AMOUNT
A-1 TROPHY	80.94
AMERICAN TOWER CORPORATION	84.37
AUTO VALUE FERGUS FALLS	180.97
BACHMAN PRINTING COMPANIES	738.05
BATTLE LAKE AUTO PARTS	40.18
BETTER BUYS FOR BUSINESS	199.95
BEYER BODY SHOP INC	170.41
BLESI-EVANS COMPANY	165.85
BRAUN VENDING INC	33.39
CALL ONE INC	128.83
CATCO PARTS AND SERVICE	664.68
CHRISTENSEN CONSTRUCTION	14,396.00
CHERI CLARK	48.05
GORDON CLINE	10.00
CO OP SERVICES INC	2,571.73
COOPERS TECHNOLOGY GROUP	783.74
CORPORATE TECHNOLOGIES	352.60
CUTLER MAGNER COMPANY	3,230.51
DACOTAH PAPER COMPANY	601.97
DAN'S TOWING & REPAIR	151.23
DELZER CONSTRUCTION INC	1,955.50
EDGE MOTORSPORTS	502.88
FARGO GLASS AND PAINT CO	2,620.75
FARNAM'S GENUINE PARTS INC	73.99
FARNAM'S GENUINE PARTS INC PR	20.32
FERGUS FALLS NEWSPAPERS INC	4,172.40
FERGUS FALLS POLICE DEPT	864.78
FERGUS TIRE CENTER	301.96
FLOOR TO CEILING STORE	2,764.34
FRAZEE FORUM INC	38.40
GALL'S INC	181.04
BERNARD GAMBER	110.00
GE CAPITAL	233.65
GOODIN COMPANY	60.74
GRAINGER INC	238.80
GRAND VIEW LODGE	124.00
HALL GMC INC	70.24
HAMLIN LAW REVIEW	20.00
NICOLE HANSEN	60.14
NEILL HARDINA	160.00
HARMS TOWING & SERVICE	106.50
OLIVER HARRISON	180.00
HENRY'S FOODS INC	962.51
THE INDEPENDENT	61.69
INFORMATION SYSTEMS CORP	1,568.72
INNOVATIVE OFFICE SOLUTIONS	136.97
INPRO CORPORATION	383.34
INTAB INC	43.75
INTERSTATE INC	30.23

8/08/2006  
12:26:09

OTTER TAIL COUNTY AUDITOR  
PANELSON RECEIPTS AND DISBURSEMENTS SYSTEM COUNTY 56 IFD66  
WARRANTS FOR PUBLICATION PAGE 2

WARRANTS APPROVED ON 8/08/2006 FOR PAYMENT 8/08/2006

VENDOR NAME	AMOUNT
GREGORY JANUSZEWSKI	109.99
ERWIN JOHNSON	320.00
JUERS' REPAIR INC	189.43
KELLY SERVICES INC	764.75
LAKE REGION HEALTHCARE CORP	1,268.00
LAKEWAY MARKET LLC	5,794.34
PAT LARUM	86.97
LAWSON PRODUCTS INC	68.28
LIEBERMAN CO INC	165.19
LOCATORS & SUPPLIES INC	256.88
MACQUEEN EQUIPMENT INC	955.31
MANNING MECHANICAL INC	815.00
MARKHURD CORPORATION	49,400.00
MARTIN'S PAINTING & MORE	175.00
MATTHEW BENDER & COMPANY INC	60.80
MCCC MI 33	3,031.10
MIDWEST TESTING LABORATORY	3,210.40
MN CO INSURANCE TRUST	1,623.00
MN MOTOR COMPANY	123.87
MN SCIA	160.00
MN STATE AUDITOR	5,256.57
NAPA OF PERHAM	123.08
NAPA STANDARD PARTS OF WADENA	465.06
NELSON BROS PRINTING	404.04
NELSON INTERNATIONAL	219.00
NEW YORK MILLS HERALD	50.22
NORTHWEST DIVERS	63.00
DAVE OEHLKE	204.10
OFFICE DEPOT	329.26
OFFICEMAX CONTRACT INC	82.96
ONE CALL LOCATORS LTD	602.96
OVERLAND MECHANICAL SERVICES	2,937.08
PAMIDA INC 008	154.95
PELICAN RAPIDS PRESS	238.50
PERHAM ACE HARDWARE	59.02
PERHAM ENTERPRISE BULLETIN	47.43
PERHAM PRINTING & SUPPLY	145.00
PETE'S BODY SHOP & TOWING	128.86
PURCHASE POWER	234.31
RAINBOW TREE CO	825.38
REED BUSINESS INFORMATION	1,659.96
REVIEW ENTERPRISES INC	156.18
SIGELMAN STEEL & RECYCLING INC	21.71
SIGNWORKS	1,581.53
PAUL SIMENGAARD	61.69
STEINS INC	1,881.33
STENERSON LUMBER	146.46
STEVE'S SANITATION INC	18.72
STRAND ACE HARDWARE	10.19

8/08/2006 12:26:09 OTTER TAIL COUNTY AUDITOR  
PANELSON RECEIPTS AND DISBURSEMENTS SYSTEM COUNTY 56 IFD66  
WARRANTS FOR PUBLICATION PAGE 3

WARRANTS APPROVED ON 8/08/2006 FOR PAYMENT 8/08/2006

VENDOR NAME	AMOUNT
STRINGER BUSINESS SYSTEMS INC	36.59
SWANSTON EQUIPMENT CORP	6,460.33
KELLY THOMAS	61.60
THYSSEN KRUPP ELEVATOR CORPORA	2,700.27
ULTEIG ENGINEERS	8,005.08
TRACI VAN BEEK, LSW	276.00
VICTOR LUNDEEN COMPANY	1,368.63
WADENA ASPHALT INC	206,343.75
WALLWORK TRUCK CENTER	910.54
TERRY WEBER	107.92
XEROX CORPORATION	305.85
YORK INTERNATIONAL CORPORATION	133.07

\*\*\*\* FINAL TOTAL..... \$356,077.58 \*\*\*\*



**OTTER TAIL COUNTY  
WRIGHT EXPRESS/FLEET SERVICES CREDIT CARD USER AGREEMENT  
Effective Date - October 1, 2006**

**Reason – The reason for this agreement is to provide, in accordance with sound accounting practices and principals, the Otter Tail County Auditor’s office with detailed supporting documentation for an independent verification of the Wright Express/Fleet Services monthly statement before processing the payment and for review by the Office of the State Auditor.**

**I AGREE TO THE FOLLOWING REGARDING THE USE OF AN OTTER TAIL COUNTY ISSUED WRIGHT EXPRESS/FLEET SERVICES CREDIT CARD:**

**I understand that my use of the Wright Express/Fleet Services Credit card requires that I obtain on the date of purchase either a detailed receipt/invoice directly from the pump or from the attendant/clerk at the customer counter.**

**I understand that it is my responsibility to provide a detailed receipt/invoice for all charges made by me on the Wright Express/Fleet Services Credit Card. I agree to reimburse Otter Tail County for any charges on the Wright Express/Fleet Services Credit Card for any expenses incurred under my access code for which I do not submit a detailed receipt/invoice by the Wright Express/Fleet Services Credit Card Statement due date.**

**I understand that I cannot share my Wright Express/Fleet Services Credit Card access code with any other individual (employee or non employee of Otter Tail County).**

**I understand that I am making financial commitments on behalf of the County of Otter Tail and will strive to obtain the best value for the County.**

**I understand that under no circumstances will I use the Wright Express/Fleet Services Credit Card to make personal purchases, either for myself or for others.**

**I will follow the established procedures for use of the Wright Express/Fleet Service Credit Card. I acknowledge that failure to do so will result in the termination of my access code and may result in other disciplinary actions as permitted by either the personnel rules or other appropriate employment contracts, including termination of employment.**

**I understand that should I violate the terms of the WRIGHT EXPRESS/FLEET SERVICES CREDIT CARD USER AGREEMENT, I will reimburse Otter Tail county for all incurred charges and any fees related to the collection of those charges.**

**Employee Name – \_\_\_\_\_  
(Print)**

**Employee Signature – \_\_\_\_\_**

**Department Name - \_\_\_\_\_**

**Department Head Signature- \_\_\_\_\_**

**Date – \_\_\_\_\_**



