

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners' Room
500 Fir Avenue W., Fergus Falls, MN
Tuesday, September 5, 2006
9:30 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, September 5, 2006, at 9:30 a.m., at the Otter Tail County Government Services Center with Commissioners Roger Froemming, Chairman; Dennis Mosher, Vice-Chair; Bob Block, Syd Nelson, and Malcolm Lee present.

Approval of Agenda

Motion by Lee, second by Mosher, and unanimously carried to approve the County Board agenda of September 5, 2006, as mailed.

Approval of Minutes

Motion by Nelson, second by Block, and unanimously carried to approve the County Board minutes of August 22, 2006, as mailed.

Approval to Pay Bills

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

Public Meeting

At 9:32 a.m., Chairman Froemming called the Public Meeting to order for the pending issuance of a Minnesota Pollution Control Agency Permit for expansion of a Jennie-O Turkey farm on Sandridge South Farm in Sections 13 & 24 in Girard Township. No one from the public was present; therefore, no comment was offered. Motion by Mosher, second by Block, and unanimously carried to close the Public Meeting at 9:38 a.m.

Municipality Parcel Project

GIS Coordinator, Brian Armstrong, reported that 37 of the 62 townships have been parceled, which leads to investigation of how the cities' parcels will work into the County system. Mr. Armstrong provided a handout presenting four different solutions to integrate city parcels. He stated that the GIS Department Coordinators prefer option three, which is a cost share approach between the cities and the County using in-kind services provided by the County. The GIS Coordinators will begin the process of talking with the City Leaders regarding the cost share option and to gather facts and determine a reasonable timeline to integrate the parcels into the County system. A commitment would be required from each City for the Contractor cost.

Ditch No. 38

Ditch Inspector, Randy Wasvick, updated the Board regarding Ditch No. 38 in Newton Township. A cleanout was completed on this Ditch System a couple of years ago and now, on one of the township roads, 550th Avenue, where a culvert was lowered, another culvert that was underneath the one that was lowered has broken and opened up causing the road to wash out. Mr. Wasvick stated that the Township is willing to pay for a new culvert. Discussion continued. Motion by Nelson, second by Mosher, and unanimously carried to

authorize the Ditch Inspector to proceed with replacing the culvert on 550th Avenue to correct the road problem with the understanding that Newton Township will pay for a new culvert, not to exceed \$1,000 and subject to the elevations allowed. Additional costs would be paid for by the Ditch System.

Highway Department Projects

Motion by Mosher, second by Froemming, and unanimously carried to authorize the Chair's signature to execute a contract between The County of Otter Tail and Korby Contracting Co. Inc. of Fergus Falls, MN for S.P. 56-683-09, Bridge No. 56536 over the Otter Tail River at Deer Lake on CSAH 83, subject to the approval of the County Attorney.

Motion by Nelson, second by Block, and unanimously carried to approve Final Payment, payable to Central Specialties, Inc. of Alexandria, MN, based on Estimate No. 3 in the amount of \$3,283.00, for S.A.P. 56-600-22, Bituminous Surfacing & Aggregate Shouldering on North Little McDonald Drive. The project was funded by the DNR State Park Road Account Funds in the form of a grant to Edna Township.

Motion by Mosher, second by Block, and unanimously carried to authorize the appropriate County officials' signatures to execute a Proposal for Engineering Services between the County of Otter Tail and Houston Engineering, Inc. of Thief River Falls, MN, for an outlet for Crooked Lake and an outlet for Norway Lake into County Ditch 21. The preliminary engineer's report is estimated at \$25,046 for Crooked Lake and \$7,370 for Norway Lake.

Motion by Mosher, second by Froemming, and unanimously carried to authorize, on an emergency basis, shoulder widening and in-slope work on CSAH 35 in the area of Norway Lake. The Highway Engineer estimated the cost at \$75,000 and will request quotations from contractors that have the ability to complete the project this fall.

Recess & Reconvene

At 10:18 a.m., Chairman Froemming declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 10:24 a.m.

Criminal Justice Planning Advisory Committee

Sheriff, Brian Schlueter, reported that the CJPAC has been studying Detention Facility issues for about 1½ years. One of the main issues is lack of jail space and the Committee has reviewed several different options. Mr. Schlueter explained that the Committee needs a long range plan from the County before they can proceed with any of the identified solutions. Lengthy discussion followed. Motion by Mosher, second by Lee, and unanimously carried to form a CJPA Steering Committee, including the Sheriff, Chief Deputy, Detention Facility Administrator, Commissioners Block and Nelson, County Attorney, County Coordinator, and City of Fergus Falls officials and authorize this Steering Committee to investigate and gather specific information regarding the three options for Detention Facility expansion as identified by the CJPAC.

2007 Dispatch and Budgeting

Sheriff Schlueter referred to a handout provided to the County Board which included a request from City of Fergus Falls Chief of Public Safety, Tim Brennan, asking for relief from the current charges the City pays to the County for dispatch services. The Sheriff concurred that some dispatch cost relief may be warranted for the City. County Coordinator,

Larry Krohn, provided information regarding current rental fees and he stated that the rent paid by the City of Fergus Falls for Police Department space would need to increase by about \$53,000 to be at a fair market rate. Commissioners discussed charging the City \$125,000 per year for dispatch (reduction of \$127,000) and \$102,000 per year for rental fees (increase of \$53,000). Commissioners requested that the CJPA Steering Committee negotiate this with the City of Fergus Falls for the 2007 Budget and formalize changes as a percentage rather than dollar amount and incorporate a corresponding annual COLA.

Site Evaluation

Motion by Lee, second by Block, and unanimously carried to approve a preliminary site evaluation, to be completed by Architect, David Shultz, at an approximate cost of \$2,500, for property (about 20 acres) owned by the State of Minnesota at the Regional Treatment Center which could be transferred to the County.

**RESOLUTION IN SUPPORT OF
2006 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY
Otter Tail County Resolution No. 2006 - 66**

WHEREAS, West Central Initiative has prepared a Comprehensive Economic Development Strategy (CEDS) for the region containing Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, and Wilkin Counties of Minnesota (west central Minnesota); and

WHEREAS, The CEDS contains analysis, economic data, economic development projects, and goals and objectives for the betterment of the region; and

WHEREAS, Availability of an approved CEDS and related annual updates are a condition for qualifying for grants for local economic development projects from the Economic Development Administration of the U. S. Department of Commerce; and

NOW, THEREFORE, BE IT RESOLVED, That the Board of County Commissioners of Otter Tail County, Minnesota, approves the 2006 Comprehensive Economic Development Strategy for west central Minnesota.

The above resolution was offered by Nelson, seconded by Lee, and adopted as follows:

Yes: 5 No: 0 Absent: 0

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Roger Froemming, Board of Commissioners Chair

Attest: _____
Larry Krohn, Clerk

West Central Initiative Program Update

Kim Embretson, representing WCI briefed the County Board on the increased value of the County's donations because of the funds leveraged from the McKnight Foundation as well as a new childhood education program known as Northern Connections.

Extension Requests

Motion by Mosher, second by Lee, and unanimously carried to extend Conditional Use Permit #6382 until October 1, 2006, to complete replacement of a retaining wall as requested by Duane & Jeannette Keeney for a project in Eagle Lake Township.

Motion by Froemming, second by Mosher, and unanimously carried to extend Conditional Use Permit #6171 until September 1, 2007, as requested by Lorin and Anna Mae Remmick for property on Pickerel Lake in Section 15 of Maine Township

Motion by Mosher, second by Froemming, and unanimously carried to extend Conditional Use Permit #6358 until October 15, 2006, as requested by Everts Properties for property in Section 33 of Everts Township.

Motion by Mosher, second by Block, and unanimously carried to extend the Final Plat filing date to December 1, 2006, for the proposed plat entitled "Hidden Acres" located in Sections 32 & 33 of Tordenskjold Township; Stalker Lake, as requested by Houston Engineering for the purpose of resolving a drainage issue.

Election Request

Motion by Mosher, second by Block, and unanimously carried to schedule the Canvassing Board for the State Primary Election to meet at 9:30 a.m. on Friday, September 15, 2006, and to appoint Commissioners Mosher and Froemming to the Canvassing Board for the State Primary Election.

Payment Approvals

Motion by Nelson, second by Lee, and unanimously carried to approve Final Payment to Woessner Construction, Inc. in the amount of \$4,543.93 for the Court Administration Remodeling Project.

Motion by Nelson, second by Lee, and unanimously carried to approve payment to Corbin Pickar Excavating, Inc. in the amount of \$6,600.00 for repair/maintenance services to County Drainage System No. 29.

Motion by Nelson, second by Block, and unanimously carried to approve an inter-fund loan, with interest at 6% between the General Fund and the County Drainage System No. 29 Account in the amount of \$5,520.07.

Motion by Nelson, second by Mosher, and unanimously carried to approve payment to Wenck Associates, Inc., in the amount of \$23,288.56 for the Blue Heron Bay Development EIS Project.

Tax Forfeited Property Sale Date

Motion by Lee, second by Block, and unanimously carried to establish Friday, December 1, 2006, as the sale date for the private sale of the following described parcel of tax forfeited property and to establish the opening bid price at \$1,700:

Parcel 37-000-99-0688-000
Lot 3 Block 3
Crystal Hills Second Addition

Payment Approvals

Motion by Lee, second by Block, and unanimously carried to approve payment to the City of Pelican Rapids, in the amount of \$127.50, for mowing the lawn on a parcel of tax forfeited property located at 410 Great Northern Road.

Motion by Lee, second by Mosher, and unanimously carried to approve payment to Fergus Electric, in the amount of \$988.00, for the installation of six card readers to the 3rd Floor Courtroom in the Courthouse.

Temporary Storage

Motion by Mosher, second by Block, and unanimously carried to authorize the STS program to use a structure located at 909 Junius Ave E (Tax Forfeited Parcel) for temporary storage.

Absentee Ballot Board

Motion by Nelson, second by Lee, and unanimously carried to appoint the following individuals to the Absentee Ballot Board for the September 12, 2006 State Primary Election and to the November 7, 2006 State General Election and to set the compensation for the services provided at \$9.00 per hour plus mileage:

Lois Benner, Sylvia Bergerud, John Molter, and Arleen Nycklemoe

Resolution Adopting Assessment Order for County Drainage System No. 29 Otter Tail County Resolution No. 2006 – 67

WHEREAS, the County Board of Otter Tail County, acting as the County Drainage Authority, had authorized a cleanout of a portion of County Drainage System No. 29 on Tuesday, June 6, 2006, and

WHEREAS, the Otter Tail County Board of Commissioners has approved expenditures in the amount of \$6,600.00 for the cleanout of County Drainage System No. 29 as follows:

Corbin Pickar Excavating, Inc.

\$6,600.00 (Tuesday, September 05, 2006)

NOW THEREFORE, BE IT RESOLVED BY THE OTTER TAIL COUNTY BOARD OF COMMISSIONERS, that a special assessment in the amount of \$7,000 be levied against the benefited properties of County Drainage System No. 29, as listed in the Auditor's Tabular Assessment dated July 8, 1907 a copy of which is on file in the County Auditor's office is hereby accepted and shall constitute a lien against the lands named therein, and each tract of land therein included is hereby found to be benefited by the repair/maintenance in the amount of the assessment levied against it.

BE IT FURTHER RESOLVED, that such assessments shall be payable in annual installments extending over a period of 5 years. To the first installment shall be added interest, at a rate of 6%, on the entire assessment from September 5, 2006 until December 31, 2007.

BE IT ADDITIONALLY RESOLVED, that the owners of any of the benefited properties so assessed may, on or before Thursday, November 30, 2006, pay the entire assessment on such property to the County Auditor's office without interest.

The above resolution was offered by Nelson, seconded by Lee, and adopted as follows:

Yes: 5 No: 0 Absent: 0

Adopted this 5th day of September, 2006.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Roger Froemming, Board of Commissioners Chair

Attest: _____
Larry Krohn, Clerk

Management Representation Letter

Motion by Mosher, second by Block, and unanimously carried to authorize the Board Chairman, Auditor, and County Coordinator to sign the Management Representation Letter with the State Auditors, which is in connection with the audit of the financial statements of Otter Tail County as of December 31, 2005.

Documentation Requirements

Discussion took place regarding the Otter Tail County policy which states that, in order to receive an expense reimbursement, an employee must submit a receipt that states what was purchased. The information must be provided by the vendor, not information written on the receipt by the employee. There are certain items that could be purchased that are not allowed. Discussion also took place regarding the Wright Express/Fleet Services Credit Card User Agreement. The Board was supportive of the policy/agreement as written.

Temporary Staff

Motion by Mosher, second by Nelson, and unanimously carried to authorize the Public Health Director to hire a temporary Clerical Support position to work with the Minnesota Senior Health Options (MNSHO) Program.

Adjournment

At 12:26 p.m., Chairman Froemming declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, September 12, 2006.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Roger Froemming, Board of Commissioners Chair

Attest: _____
Larry Krohn, Clerk

9/05/2006
12:16:38

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

IFD66

WARRANTS APPROVED ON 9/05/2006 FOR PAYMENT 9/05/2006

VENDOR NAME	AMOUNT
A'VIANDS LLC	7,486.26
MARLYS ADAMS	497.94
RICHARD AKERMAN	39.99
AMERICAN INSTITUTIONAL SUPPLY	681.36
BRIAN ARMSTRONG	54.29
RUDOLPH AUCH	40.00
BATTLE LAKE TOWING	153.36
BECKLUND OIL CO	31.90
DAVID BERG	55.98
BEXAR CO FORENSIC SCIENCE CENT	658.00
BEYER BODY SHOP INC	1,327.87
BLESI-EVANS COMPANY	389.45
BLUESTONE TECHNOLOGIES INC	325.74
BLUFFTON OIL COMPANY	3,120.45
BOUND TREE MEDICAL LLC	275.00
HEATHER BRANDBORG	155.75
BRANDON COMMUNICATIONS INC	11,268.58
BRANDT & MAGNUS P.A.	50.00
CENTRAL SPECIALTIES INC	504.50
GORDON CLINE	40.00
COMMISSIONER OF TRANSPORTATION	2,418.45
COOPERS TECHNOLOGY GROUP	37.37
CORPORATE TECHNOLOGIES	450.00
CROP PRODUCTION SERVICES	167.74
DACOTAH PAPER COMPANY	308.72
DARLING'S SALES & SERVICE CO	414.87
DAVE'S ELECTRIC	60.00
DAVID ROMANN HAULING & LANDSCP	1,524.28
DICK'S STANDARD SERVICE	38.19
DITCH WITCH OF MINNESOTA INC	328.73
MELANIE DUENOW-RYAN	31.98
ECONO SALES AND SERVICE	198.54
ELECTION SYSTEMS & SOFTWARE IN	75.42
FERGUS ELECTRIC	3,007.65
FERGUS FALLS MEDICAL GROUP	3,703.50
FERGUS FALLS POLICE DEPT	4,758.19
FERGUS POWER PUMP INC	34,343.00
FERRELLGAS	58.62
GALL'S INC	26.62
GORDON GUGEL	37.98
H & R CONSTRUCTION CO	75.07
MIKE HANAN	188.24
HANSON'S PLUMBING & HEATING IN	38.17
NEILL HARDINA	240.00
OLIVER HARRISON	15.00
BRUCE HAUGRUD	8.03
SANDY HOLO	72.51
INNQVATIVE OFFICE SOLUTIONS	2,574.45
INSIGHT PUBLIC SECTOR	1,041.95

9/05/2006
12:16:38

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

WARRANTS APPROVED ON 9/05/2006 FOR PAYMENT 9/05/2006

VENDOR NAME	AMOUNT
INTERSTATE INC	1,471.75
J CRAFT DIV OF CRYSTEEL MFG IN	55.59
JK SPORTS	532.90
ERWIN JOHNSON	180.00
KELLY SERVICES INC	3,235.25
KNIGHT CONSTRUCTION CO	1,213.33
LARRY KROHN	360.45
LAKE REGION DENTAL CENTER	160.00
LAKE REGION ELECTRIC CO OP	25.00
LARRY OTT INC TRUCK SERVICE	1,190.00
LAWSON PRODUCTS INC	79.14
LOCATORS & SUPPLIES INC	167.58
MAAO	325.00
JAMES MENCH	340.00
MIDWEST TESTING LABORATORY	1,059.99
MN DEPT OF NATURAL RESOURCES O	150.00
MN LEGAL SERVICES COALITION	52.19
MN SHERIFFS' ASSOCIATION	50.00
ROBERT MOE	41.36
MOORE MEDICAL LLC	169.70
KURT MORTENSON	39.15
MULLIGAN'S PUB & EATERY	94.77
MULTIPLE CONCEPTS INTERIORS	220.00
JIM MYHRE	81.07
NELSON BROS PRINTING	153.36
NELSON FORD LINCOLN MERCURY IN	102.80
NETWORK CENTER INC	15.00
NEWMAN TRAFFIC SIGNS	1,339.66
NIEMELA REPAIR	6,616.52
OFFICE DEPOT	107.60
OFFICEMAX CONTRACT INC	689.78
OK TIRE STORES	14.00
OLSON OIL CO INC	91.63
OTIS ELEVATOR CO	96.25
OTTER TAIL CO RECYCLING	51.62
OTTER TAIL CO TREASURER	615.55
OTTERTAIL TRUCKING INC	6,976.80
PAMIDA INC 008	112.10
PELICAN RAPIDS PRESS	451.15
PEPSIAMERICAS	206.10
PERHAM CO OP CREAMERY	850.95
PERHAM COUNTRY STORE	107.57
PERHAM SAND & GRAVEL	1,009.62
PHELPS FAMILY FORD	69.73
PITNEY BOWES	2,608.67
PRODUCTIVE ALTERNATIVES INC	316.24
QWEST COMMUNICATIONS	300.00
RAY'S OIL COMPANY	725.53
RELIABLE OFFICE SUPPLIES	145.32

9/05/2006 12:16:38 OTTER TAIL COUNTY AUDITOR
PANELSON RECEIPTS AND DISBURSEMENTS SYSTEM COUNTY 56 IFD66
WARRANTS FOR PUBLICATION PAGE 3

WARRANTS APPROVED ON 9/05/2006 FOR PAYMENT 9/05/2006

VENDOR NAME	AMOUNT
KENNETH RIAN	69.21
RINGDAHL AMBULANCE SERVICE	360.00
RYAN'S REPAIR	71.83
SHERWIN WILLIAMS	9.83
SRF CONSULTING GROUP INC	1,644.82
STEINS INC	1,025.33
STENERSON LUMBER	134.45
SYNERGY GRAPHICS INC	22,908.37
TRADEHOME SHOES	99.95
TINA TUNGSETH	89.97
SUSAN ULSCHMID	128.58
ULTEIG ENGINEERS	12,350.33
UNDERWOOD QUIK STOP	82.01
UNIFORMS UNLIMITED	135.96
US BANK	1,150.00
CHRIS VAN DYKE	41.84
VICTOR LUNDEEN COMPANY	539.16
VIKING COCA-COLA	127.50
WEST CENTRAL LINEN SERVICE INC	10.00
WEST PAYMENT CENTER	274.00

**** FINAL TOTAL..... \$159,720.60 ****