

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 W. Fir Avenue, Fergus Falls, MN  
Tuesday, December 11, 2007  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, December 11, 2007, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners Dennis Mosher, Chair; Syd Nelson, Vice-Chair, Bob Block, Roger Froemming and Everett Erickson present.

**Approval of Agenda**

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services Board agenda of December 11, 2007, as mailed.

**Approval of Minutes**

Motion by Nelson, second by Erickson, and unanimously carried to approve the Human Services Board minutes of November 27, 2007, as mailed.

**Probation Department**

Probation Director, Chuck Kitzman, invited commissioners to a noon meeting on December 19, 2007, at the Courthouse regarding the DWI Court Project. Motion by Erickson, second by Froemming, and unanimously carried to authorize commissioners attendance at the aforementioned Special Meeting.

**Public Health Department**

Public Health Director, Diane Thorson, briefed the Board regarding the end of November financial status for the Department, emergency preparedness funding, and a recent environmental issue(s) survey. Ms. Thorson will present Public Health's recommended Health Improvement Plan for next year at the next Human Services meeting.

**Human Services Contracts and Amendments**

Motion by Nelson, second by Froemming, and unanimously carried to authorize the Chairman's signature to execute the following contracts and amendments:

<b>Agency/Contractor</b>	<b>Effective Date</b>	<b>Targeted Group</b>	<b>Funding Source</b>
Synsteliien Community Services	01/01/08 to 12/31/08	Persons with Mental Retardation or Related Conditions	State Waivered Dollars & Medical Assistance
Prairie Community Services	01/01/08 to 12/31/08	Persons with Mental Retardation or Related Conditions	State Waivered Dollars & Medical Assistance
Lutheran Social Services	01/01/08 to 12/31/08	Elderly	Medical Assistance (MA)
Willow Creek Senior Living	01/01/08 to 12/31/08	Elderly	OTC Approved Rate
New Horizons	01/01/08 to 12/31/08	Persons with Mental Retardation or Related Conditions	State Waivered Dollars & Medical Assistance
Lutheran Social Services	01/01/08 to 12/31/08	Persons with Mental Retardation or Related Conditions	State Waivered Dollars & Medical Assistance
Nutrition Services Inc.	01/01/08 to 12/31/08	Elderly	CADI & AC/EW Waivered Dollars (\$6.20 per meal)

Lutheran Social Services	01/01/08 to 12/31/08	Elderly	Guardianship Services under OTC MN Supplemental Assistance Guidelines
Lakeview Senior Living Apartments, Battle Lake	October 1, 2007	Elderly & Disabled	2% Cost of Living Amendment to the Provider Contract
Hecla, Inc. Sauk Rapids	October 1, 2007	Adult Mental Health Services	2% Cost of Living Amendment to the Provider Contract
A Place to Belong Fergus Falls	October 1, 2007	Adult Mental Health Services	2% Cost of Living Amendment to the Provider Contract

**Productive Alternative Program Overview**

Steve Skauge and Bob Johnson from Productive Alternatives submitted a handout to brief the Board on their Detox, Public Transit, and Supported Employment programs. Mr. Johnson reported approximately 750 days of detox service to Otter Tail County residents in 2007 and good working relationships with all entities involved with dependency issues. Transit Alternatives ended its first year of service with over 103,000 rides. Service hours have been expanded to 6:30 a.m. to 5:30 p.m. Mr. Skauge expressed concern regarding the Supported Employment program funding which is exhausted by September each calendar year. Productive Alternatives is not able to make up that funding through other programs. Lengthy discussion took place regarding this issue.

**Bill & Claims**

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

**Adjournment**

At 10:35 a.m., Chairman Mosher declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Wednesday, December 26, 2007.

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

By: \_\_\_\_\_  
 Dennis R. Mosher, Human Services Board Chair

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

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, December 11, 2007, at 11:00 a.m., at the Otter Tail County Government Services Center with Commissioners Dennis Mosher, Chair; Syd Nelson, Vice-Chair; Bob Block, Roger Froemming, and Everett Erickson present.

**Approval of Agenda**

Motion by Erickson, second by Froemming, and unanimously carried to approve the County Board agenda of December 11, 2007, as mailed.

**Approval of Minutes**

Motion by Froemming, second by Nelson, and unanimously carried to approve the County Board minutes of November 27, 2007, as presented.

**Approval to Pay Bills**

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

**Plat Extension Request and Final Approvals**

Motion by Nelson, second by Froemming, and unanimously carried to extend the date to file the Final Plat of Robert and Linda Honer entitled "Beaver Dam Shores" to February 1, 2008. The extension is needed because of pending title action. The property is located in Section 7 of Dead Lake Township; Star Lake (56-385).

Motion by Erickson, second by Block, and unanimously carried to approve the Final Plat of Margaret and John Reed entitled "Fosberg's Addition to Cha-Rosa Beach" located in Section 12 of Scambler Township; Pelican Lake.

Motion by Mosher, second by Block, and unanimously carried to approve the Final Plat of Steven and Judith Gease entitled "Waterford Heights" in Section 8 of Dane Prairie Township; Unnamed Lake (56-626).

Motion by Froemming, second by Nelson, and unanimously carried to approve the Final Plat of Velna L. Dittbenner entitled "Kalpin Estates" in Section 27 and 28 of Parkers Prairie Township; Lake Adley.

Motion by Mosher, second by Erickson, and unanimously carried to approve the Final Plat of Craig and Donna Rakow entitled "Eagle Crest" in Section 10 of Eagle Lake Township; Eagle Lake.

**Veterans Service Department Update**

VSO Director, Jourdan Sullivan, submitted a Department handout and information regarding the CVSO Enhancement Grant. Otter Tail County has received an Enhancement Grant in the amount of \$26,744.00. Mr. Sullivan explained how the grant dollars will be used for outreach services to veterans. Mr. Sullivan provided statistics regarding the number of veterans served in past years as well as the compensation and hospital benefits received by Otter Tail County veterans. The Otter Tail County VSO is planning to apply for a joint grant with Becker and Wadena counties to assist veterans with funding necessary for books required when attending school. Motion by Froemming, second by Block, and unanimously carried to authorize the County Auditor to sign the Grant Agreement allowing the county to receive the Minnesota Department of Veterans Affairs CVSO Enhancement Grant dollars of \$26,744.00.

**Otter Tail Operations Center Project Update**

Physical Plant Manager, Rick Sytsma, and Architect, David Shultz, provided an update regarding the Ottertail Operations Center. Mr. Sytsma stated that the project is progressing on time and under budget with a schedule to open the facility in May of 2008. Total completion to-date is 72% of the project. Mr. Sytsma presented two change orders for the Ottertail Operations Center; one to upgrade the septic system due to the State adopting a new standard related to the sandy soils in the project location, and the other for the security camera system. The bid from Marco, Inc. for the camera system was selected after demonstrations of all systems proposed. Marco, Inc. had more installations than other vendors with WalMart being their largest customer. The software was the most intuitive and easiest to use and provides a process to put multiple images from different servers on one DVD. Motion by Nelson, second by Block, and unanimously carried to authorize upgrading the septic system at the Ottertail Operations Center at a cost of \$7,377.78. Motion by Block, second by Erickson, and unanimously carried to accept the Video Surveillance System from Marco, Inc., at the bid price of \$54,092.00, corresponding engineering services at a cost of \$7,275.00, to Shultz & Associates, and a deduct from the General Contractor for the Ottertail Operations Center project, Comstock, Inc., in the amount of (\$24,044.00).

**Phone System in New York Mills**

MIS Director, Tim Brand, briefed the Board on a plan to replace the phone system in New York Mills to IP phones which will operate over the computer network rather than separate lines. The project is budgeted for a 2008 project.

**Recess & Reconvene**

At 12:09 p.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:03 p.m.

**Right of Way Survey Awards**

After advertising for quotations for two Bridge Projects, S.A.P. 56-667-33 (CSAH 67) and S.A.P. 056-599-059 (Deer Creek Township Bridge – L9044), the following quotations were received:

	<u>CSAH 67</u> <u>Bridge No. 93127</u>	<u>Deer Creek Twp</u> <u>Bridge L0994</u>
Heyer Land Surveying and Engineering, LLC Detroit Lakes, MN	\$2,980.00	\$3,100.00
Anderson, Howe & Langlie, Inc. Fergus Falls, MN	\$3,200.00	\$3,600.00
Interstate Engineering, Inc. Fergus Falls, MN	\$6,800.00	\$6,800.00
Ackerman Land Surveying Wahpeton, ND	\$7,045.00	\$6,545.00
Moore Engineering, Inc. Fergus Falls, MN	\$8,700.00	\$9,100.00

Motion by Froemming, second by Block, and unanimously carried to award the above right of way projects to Heyer Land Surveying and Engineering, LLC of Detroit Lakes, MN, in the amount of \$2,980.00 (bridge no. 93127-CSAH 67) and \$3,100.00 (bridge no. L0944-530<sup>th</sup> Ave) as recommended by the Highway Engineer.

**Infrastructure Fixed Asset Policy**

Motion by Nelson, second by Mosher, and unanimously carried to approve the Otter Tail County Infrastructure Fixed Asset Policy effective January 1, 2007, as recommended by the Highway Engineer.

**Closed to the Public – Labor Negotiation Strategies**

At 1:17 p.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners closed to the public for purposes of discussing a meet and confer situation with the Human Services Specialist Union and labor negotiation strategies relative to all Collective Bargaining Units except the Highway Maintenance Workers. Present were the five seated County Commissioners, the County Attorney, County Coordinator, Human Services Director, Human Resources Coordinator, Public Health Director, Land & Resource Director, and Board Secretary.

**Open to the Public – 2008 Employer Contribution**

Upon conclusion of the closed session, at 2:15 p.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners opened to the public. Motion by Nelson, second by Erickson, and unanimously carried to authorize the up front payment of a \$600.00 Employer Contribution into each employees' 2008 Health Savings Account with the funds paid out of the following accounts:

General Revenue	\$56,400.00	Solid Waste	\$3,600.00
Road & Bridge	\$9,000.00	Human Services	\$44,400.00

**Adjournment**

At 2:20 p.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners adjourned until Wednesday, December 26, 2007.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_

Dennis R. Mosher, Board of Commissioners Chair

Attest: \_\_\_\_\_

Larry Krohn, Clerk

CB/kd



**WARRANTS APPROVED ON 12/11/2007 FOR PAYMENT 12/11/2007**

<u>VENDOR NAME</u>	<u>AMOUNT</u>
A-1 LOCK & KEY LLC	274.07
A-1 TROPHY	26.63
A'VIANDS LLC	7,429.05
JANICE AABERG	62.54
ABG MAINTENANCE INC	90.53
AGGREGATE INDUSTRIES INC	38,506.58
ALL CREATURES VET HOSPITAL	78.70
ALLIED FIRE PROTECTION INC	680.00
ANDERSON HOWE & LANGLIE INC	840.00
RYAN ANDERSON	30.83
ARVIG COMMUNICATION SYSTEMS	305.59
BACHMAN PRINTING COMPANIES	696.75
BAKKE ACOUSTICAL	445.00
BARRETT EMS TRAINING	450.00
BCA TRAINING & DEVELOPMENT	240.00
BEAR GRAPHICS INC	219.92
BEN HOLZER UNLIMITED	25.77
TERRY BENNETT	1,040.00
DWIGHT BERVEN	129.95
BEYER BODY SHOP INC	7,203.56
BOB BARKER COMPANY INC	235.82
BOYER TRUCKS	178.40
HEATHER BRANDBORG	16.49
BRANDON COMMUNICATIONS INC	893.71
BR31 US BEARINGS & DRIVES	160.48
HAROLD BUSKO	774.90
CASS COUNTY HEATING INC	36.00
CATCO PARTS AND SERVICE	350.33
CELLULAR ONE	969.72
CELLULAR OUTFITTERS	490.60
CENTRAL SPECIALTIES INC	110,433.15
CENTRAL STATES WIRE PRODUCTS I	2,236.61
COLLEGE WAY AUTO INC	29.19
COMMERS	202.88
COMMISSIONER OF TRANSPORTATION	9,693.03
COOPERS TECHNOLOGY GROUP	1,507.57
CULLIGAN WATER COND	21.79
DACOTAH PAPER COMPANY	773.75
DOUG DAHLEN	582.00
DAN'S TOWING & REPAIR	182.12
DEANS COUNTRY MARKET	12.54
KATHY DOMHOLT	47.53
EARL STRANDE EXCAVATING	6,489.24
JAMES EASTMAN	50.97
ECONO SALES AND SERVICE	607.45
EVENSON REVOCABLE LIVING TRUST	1,908.91
CHARLES EVENSON	888.30
FARGO FREIGHTLINER	55.96
FARGO GLASS AND PAINT CO	1,556.54
FERGUS FALLS FIRE DEPT	200.00
FERGUS FALLS MEDICAL GROUP	6,328.00
FERGUS FALLS NEWSPAPERS INC	9,177.66
FERGUS FALLS POLICE DEPT	4,460.49
CITY FERGUS FALLS	33,815.95
FERGUS POWER PUMP INC	2,200.00
FERGUS TIRE CENTER	4,618.42
FERRELLGAS	190.77
FRAZEE FORUM INC	45.12
GATOR H20	27.50

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Attachment A, Page 2

GEOCOMM	3,300.00
DAWN GODEL	34.48
GOODIN COMPANY	79.29
GOVERNMENT FINANCE OFFICERS AS	185.00
GR GRAPHICS INC ST LOUIS	653.37
GRAINGER INC	379.80
GREYSTONE CONSTRUCTION COMPANY	75,718.80
PATRICK GRIFFIN	8.50
HALIFAX CORPORATION	657.00
ANNETTE HARRINGTON	346.33
HERZOG ROOFING INC	6,264.15
HINTERMEISTER INC	75.95
HOTSY EQUIPMENT OF MN	108.47
INNOVATIVE OFFICE SOLUTIONS	1,572.70
INTERSTATE INC	598.05
J C'S GENERAL STORE	22.82
JAKE PALUBICKI CONSTRUCTION	4,535.00
JK SPORTS	270.47
JOHNSTON FARGO CULVERT INC	2,024.25
CHARLES KAMPA	96.32
KELLY SERVICES INC	1,143.43
KENTUCKY FRIED CHICKEN	94.40
KNUTSON ELECTRIC REBUILDING	362.64
L & L SERVICE	109.17
LAKE REGION HEALTHCARE CORP	2,018.54
LAKELAND MENTAL HEALTH CENTER	1,296.00
LAKES AREA PEST CONTROL LLC	82.01
LARRY OTT INC TRUCK SERVICE	1,125.00
LARRY'S SUPERMARKET	278.70
PAT LARUM	53.96
LAWSON PRODUCTS INC	251.73
LOCATORS & SUPPLIES INC	349.90
MANNY'S - ROCKY'S BAIT	1,834.38
MAXIMUS INC	7,354.00
MCCOLLOUGH WELDING	37.28
MDRA	25.00
STEWART MENSING	322.90
MICROAGE	2,263.12
MIDWEST PRINTING CO	1,027.73
MIDWEST TESTING LABORATORY	1,595.05
MIDWESTERN MAT RENTAL & SUPPLY	69.60
MN ASSOC OF CVSO	360.00
MN MOTOR COMPANY	479.51
MN STATE ATTORNEY GENERAL	209.25
MN STATE AUDITOR	19,417.39
MN STATE BAR ASSOCIATION	480.00
MOORE ENGINEERING INC	3,105.00
MPELRA	150.00
NARDINI FIRE EQUIPMENT	869.50
NATIONAL BUSINESS SYSTEMS INC	15,000.00
NATURES GARDEN WORLD	95.66
NCITE	75.00
NELSON DODGE GMC	350.68
NEW YORK MILLS HERALD	425.20
NORTHERN PLUMBING SUPPLY	39.53
NOVA FIRE PROTECTION	290.00
OFFICE DEPOT	186.54
OFFICEMAX CONTRACT INC	169.32
OLSON AUTO ELECTRIC	1.99
OTIS ELEVATOR CO	101.91

OTTER TAIL CO EMPLOYEES COMMIT	66.00
OTTER TAIL CO RECYCLING	136.36
OTTER TAIL CO TREASURER	106.00
OTTER TAIL TELCOM	75.00
OTTERTAIL TRUCKING INC	11,594.00
OVERLAND MECHANICAL SERVICES	353.38
PELICAN RAPIDS PRESS	353.20
PERHAM ENTERPRISE BULLETIN	735.43
PERHAM MEMORIAL HOSPITAL & HOM	15.00
CITY PERHAM	68,777.48
PETE'S BODY SHOP & TOWING	124.61
PHILLIPE LAW OFFICE	203.35
PIONEER RIM & WHEEL CO	344.39
PITNEY BOWES	198.97
POSIE INN FLORAL	904.82
PRAIRIE IMPLEMENT INC	88.48
RAM-SWANA	300.00
ARVID RAU	495.00
REED BUSINESS INFORMATION	171.71
REGIONALHELPWANTED.COM INC	123.00
RELIABLE OFFICE SUPPLIES	119.44
THE RENTAL STORE	120.00
REVIEW ENTERPRISES INC	316.80
KENNETH RIAN	99.99
ARDEITH RICHTER	1,053.60
RICK LEITCH BACKHOE SRVC & PJ	1,684.83
ROBERT B HILL CO	101.22
MARTHA ROCHEFORD	44.85
ROGNESS LEASING	798.75
ROYAL TIRE INC	6,298.98
THOMAS RUND TRUST	1,020.60
STANLEY RUND	153.00
ALICE SCHROEDER IRREVOCABLE	656.78
CHERI SCHULTZ	4.26
SCHWAAB INC	160.18
SCOTT HOFLAND CONSTRUCTION INC	5,130.00
SEIP DRUG	32.58
SERVICE FOOD SUPER VALU	45.30
SEWER SERVICE	250.00
SHERWIN WILLIAMS	135.76
PAUL SIMENGAARD	97.80
STEINS INC	5,597.19
STEVE'S SANITATION INC	214.11
DAVID STOCK	1,308.83
JUSTIN STOCK	590.63
STREICHERS	191.69
SUND LIVING TRUST	717.00
SUPER SEPTIC INC OF PELICAN RA	77.19
RICKY SWANBERG	69.90
SPENCER THOMAS	300.00
THYSSEN KRUPP ELEVATOR CORPORA	1,392.26
TITAN MACHINERY INC	57.70
LETHE TORGERSON	282.84
TOUTGES SANITATION	49.14
TRI STAR RECYCLING	4,401.18
TRIMIN SYSTEMS INC	2,431.20
TRUCK UTILITIES FARGO ND	388.97
UNIFORMS UNLIMITED	134.75
UNIVERSITY OF MN-EXTENSION SER	79.00
VETERANS INFORMATION SERVICE	60.00

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VICTOR LUNDEEN COMPANY	8.52
JANELLE VIPOND	5.80
VOSS LIGHTING	215.34
WADENA ASPHALT INC	5,837.05
WASTE MANAGEMENT	506.12
TERRY WEBER	89.03
WEST CENTRAL LINEN SERVICE INC	5.00
WEST PAYMENT CENTER	422.00
XEROX CORPORATION	139.67
BYRON ZITZOW	119.99
210 LUBE EXPRESS	27.06
<u>**** FINAL TOTAL.....</u>	<u>\$550,867.19 ****</u>