

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 W. Fir Avenue, Fergus Falls, MN  
Tuesday, April 8, 2008  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, April 8, 2008, at 9:31 a.m. at the Otter Tail County Government Services Center with Commissioners Syd Nelson, Chair; Everett Erickson, Vice-Chair; Bob Block, Roger Froemming, and Dennis Mosher present.

**Approval of Agenda**

Motion by Mosher, second by Erickson, and unanimously carried to approve the Human Services Board agenda of April 8, 2008, with the following change:

Public Health Department Agenda Items Canceled

**Approval of Minutes**

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services Board minutes of March 25, 2008, as mailed.

**Approval to Pay Bills & Claims**

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

**West Central Regional Juvenile Center**

Probation Director, Chuck Kitzman and Chairman Nelson, reviewed the discussions held at the recent Board meeting for the WCRJC in Moorhead. A Member County Bed Usage 1998-2007 handout was provided showing Otter Tail County's usage of the facility in 2007 at 929 days.

**Human Services Quarterly Fiscal Report**

Human Services Director, John Dinsmore, provided the Quarterly Fiscal Report for Human Services for January 1, 2008 through March 31, 2008.

**Supplemental Budget Bill**

Mr. Dinsmore provided a summary of key provisions for the Supplemental Budget Bill. This proposal is restricting medicare funding and proposes to shift provider cost of living increases to the next fiscal year. These provisions would have the most impact on clients and providers.

**Minnesota's Local Collaborative Time Study Disallowance**

Mr. Dinsmore reported a finalized settlement with the federal government regarding Minnesota's Local Collaborative Time Study disallowance. The Department of Human Services has limited the liability to three quarters of the audited year – 8.3 million dollars. The 32 counties that serve as fiscal agents for the collaboratives in the 60 audited school districts will be invoiced by May 1, 2008. Otter Tail County's payback amount is reported as \$74,982.00. Lengthy discussion took place regarding the reason for the errors in the money claimed under the Local Collaborative Time Studies. Motion by Mosher, second by Froemming, and unanimously carried to pay Otter Tail County's share of \$74,982.00 to the Department of Human Services out of the Otter Tail Family Services Collaborative budget over the next three years pursuant to a formal repayment agreement with the Minnesota DHS.

**Proposed West Central Multi County Secure Treatment Facility**

Discussion took place with Human Services, Law Enforcement, and State of Minnesota officials regarding the proposed regional secure treatment facility concept. Funding for further study of this concept, in the amount of \$150,000.00, has not been vetoed in the Governor's bonding bill. Commissioners agreed that the proposal should be studied further even though two of the counties showing interest originally have communicated their desire to disengage with the concept. These two counties are now providing outpatient chemical dependency treatment in their jails.

**Addendum to Human Service Contract**

Motion by Block, second by Erickson, and unanimously carried to authorize the Chairman's signature to execute a Children's Mental Health Addendum for Generations, Inc. in Fergus Falls, MN for the period of January 1, 2008 through December 31, 2008 to include evidence based practices including telephone and preparation activities not to exceed \$4,900.00.

**Adjournment**

At 10:50 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, April 22, 2008.

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

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

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

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, April 8, 2008, at 10:55 a.m., at the Otter Tail County Government Services Center with Commissioners Syd Nelson, Chair; Everett Erickson, Vice-Chair; Bob Block, Roger Froemming, and Dennis Mosher present.

**Approval of Agenda**

Motion by Mosher, second by Block, and unanimously carried to approve the County Board agenda of April 8, 2008, as mailed.

**Approval of Minutes**

Motion by Froemming, second by Block, and unanimously carried to approve the County Board minutes of April 1, 2008, as presented.

**Approval to Pay Bills**

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

**Project Updates**

Physical Plant Manager, Rick Sytsma, briefed the Board on the Ottertail City facility project and the 60 bed CD building project. Mr. Sytsma requested authorization for Shultz & Associates to update a Facility Master Plan for Otter Tail County. The Facility Master Plan was first developed in 1995 with periodic updates for particular projects since that time. Shultz and Associates, LTD provided a proposal, not to exceed \$25,000.00, to study space needs and develop options for accommodating the needs. Motion by Erickson, second by Mosher and unanimously carried to authorize the Chairman's signature to execute the proposal from Schultz & Associates, LTD of Fargo, ND for an updated Otter Tail County Facilities Master Plan, not to exceed \$25,000.00, to be paid out of the Facilities Operations Department budget. Further, the motion appointed Commissioners Erickson and Froemming to the Building Committee.

### **Compensation Classification Study**

Motion by Erickson, second by Mosher, and unanimously carried to approve the proposal from Riley, Dettmann & Kelsey to assist with a review and update of Otter Tail County's classification and compensation plan.

### **Request to Vacate a Portion of CSAH No. 31 Highway Right of Way**

Attorney, Nick Heydt, requested a County Board Resolution which, by statute, would be adopted and noticed for 10 days on the property and then filed in the Auditor's office. There were no objections to the vacation of this portion of CSAH No. 31 and the area is essentially part of the Beckstrom's property at the present time. Motion by Erickson, second by Block to direct the Otter Tail County Attorney to draft a resolution for the vacation of a portion of CSAH No. 31 as requested. Motion and second were withdrawn as a motion is not required.

### **Public Awareness for Natural Gas Systems**

Officials from the City of Perham, New York Mills, and Henning provided information regarding their natural gas systems and samples of brochures that are provided to their customers. They discussed Federal DOT and State Office of Pipeline Safety regulations. The presentation was to assist County Officials in understanding distribution pipe, awareness of hazards regarding natural gas, and contact numbers in case of an emergency.

### **Recess & Reconvene**

At 11:59 a.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. with Commissioners Nelson, Erickson, Block and Mosher present.

### **Western Area Cities Counties Organization (WACCO)**

WACCO Executive Director, Laurie Mullen, presented the 9<sup>th</sup> defibrillator to the Sheriff's Department which will be used in patrol vehicles. WACCO received various grant funding and donations from Dakota Medical, Vedeen Foundation, and Rotary in order to provide this service to Otter Tail County.

### **MCIT Member Report**

Minnesota Counties Insurance Trust Account Executive, Bruce Underdahl, presented the 2008 Member Report and provided the Spring 2008 MCIT Bulletin. He reviewed the strengths of MCIT and reviewed Property/Casualty and Workers' Compensation rates and dividends for Otter Tail County.

### **Plat Books**

#### **Light Detecting & Ranging (LIDAR)**

GIS Coordinator, Brian Armstrong, updated the Board regarding Red Barn Publishing, which is a business that is willing to contract with Otter Tail County to design and sell the County's official plat book. Mr. Armstrong will research this initiative further. He also briefed the County Board on an opportunity to participate with the Red River Basin Mapping Initiative in mapping the Red River Basin and remaining portions of Otter Tail County in 3D with very accurate elevations. The process would be digital and fits the current mapping system in the GIS Department. The cost to Otter Tail County would be approximately \$78,250.00. The County Auditor is researching whether or not compliance fund dollars can be used for this project.

### **Highway Contract Approval**

Motion by Nelson, second by Erickson, and unanimously carried to authorize the Chairman's signature to execute a contract between the County of Otter Tail and Lakes Paving Division of Strata, Detroit Lakes, MN, for seasonal supply of hot mix bituminous material in North Otter Tail County, subject to the approval of the County Attorney.

**Phelps Mill Bridge Restoration Project**

Highway Engineer, Rick West, recommended that the Phelps Mill Bridge Restoration Project be delayed from the current construction date in 2010 because the local match and engineering costs are higher than expected and may be too much to provide locally. The County Board agreed to reapply for the Enhancement Grant for construction of the Phelps Mill Bridge Restoration Project in 2013, which will give Otter Tail County, along with the County Historical Society, additional time to secure local funding for the project.

**Highway Contract Approval**

Motion by Mosher, second by Block, and unanimously carried to authorize the Chairman's signature to execute a contract between the County of Otter Tail and Mark Sand & Gravel Co. of Fergus Falls, MN, for completion of S.A.P. 56-682-08 & Etc.

**Payment Approvals**

Motion by Block, second by Erickson, and unanimously carried to approve payment, in the amount of \$175,006.88, from the Construction Fund to Comstock Construction Inc. of MN for Ottertail City Operations Center payment request No. 10.

Motion by Block, second by Erickson, and unanimously carried to approve payment, in the amount of \$9,073.90, from the Construction Fund to Schultz and Associates, LTD for the cost associated with the Ottertail City Operations Center project as detailed below:

Invoice No. 2031	March 21, 2008	Project 0603	\$9,073.90
Construction Administration - \$5,812.50, Furnishings - \$3,100.00, Reimbursable costs of \$161.40			

**License Application**

Motion by Mosher, second by Block, and unanimously carried to approve the following application for license:

The Peak Supper Club 43517 County Highway 38 Clitherall, MN 56524	Renewal of Consumption & Display Permit
---	---

**Red River Valley Development Association**

Motion by Erickson, second by Block, and unanimously carried to approve the nomination of Commissioner Roger Froemming as a representative on the Board of Directors of the Red River Valley Development Association.

**Application for Exempt Permit**

Motion by Nelson, second by Mosher, and unanimously carried to approve the LG220 Application for Exempt Permit as submitted by the MN Finnish American Historical Society, Chapter 13 for an event scheduled for August 23 and 24, 2008 at the Finn Creek Open Air Museum.

**Adjournment**

At 2:26 p.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, April 15, 2008.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Syd Nelson, Board of Commissioners Chair

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

**WARRANTS APPROVED ON 4/08/2008 FOR PAYMENT 4/08/2008**

<u>VENDOR NAME</u>	<u>AMOUNT</u>
A-1 TROPHY	963.83
A'VIANDS LLC	2,939.97
MARLYS ADAMS	5.62
AMERICINN FERGUS FALLS	459.24
RYAN ANDERSON	478.87
ARK & SPARK	28.37
ARROWWOOD RESORT & CONFERENCE	489.35
AUTO VALUE FERGUS FALLS	206.44
BATTLE LAKE AUTO PARTS	72.05
BATTLE LAKE STANDARD	14.80
BEYER BODY SHOP INC	90.98
BLUESTONE TECHNOLOGIES INC	369.66
BRANDON COMMUNICATIONS INC	71.40
BRAUN VENDING INC	15.54
BREEZY POINT RESORT	555.94
CARR'S LAKE COUNTRY SUPERMARKE	464.85
CENTRAL SPECIALTIES INC	1,052.68
CITIZENS ADVOCATE AND VERNDALE	35,404.72
CO OP SERVICES INC	5,880.89
CONVERGENT SOLUTIONS GROUP LLC	11,100.91
COOPERS TECHNOLOGY GROUP	840.57
CORPORATE TECHNOLOGIES	300.00
D & T VENTURES LLC	464.00
DACOTAH PAPER COMPANY	510.90
DAKOTA PRINTER REPAIR LLC	313.65
DOW ACOUSTICS INC	840.00
ECONO SALES AND SERVICE	479.90
MICHELLE ELDIEN	118.68
EVERTS LUMBER CO	11.92
F M FORKLIFT SALES & SERVICE I	97.50
MAYNARD FALK	360.00
FARMERS CO OP OIL ASSN	3,143.43
FERGUS FALLS DAILY JOURNAL	419.00
FERGUS FALLS GIHG SCHOOL	100.00
FERGUS FALLS POLICE DEPT	384.77
CITY FERGUS FALLS	18,036.04
FERRELLGAS	108.33
FLOOR TO CEILING STORE	3,846.25
GALL'S INC	23.68
GENE'S SPORT SHOP	718.88
GEOCOMM	3,300.00
GERALD N EVENSON INC	5.69
GOODIN COMPANY	221.52
CHARLES GROTTTE	157.73
HIGH PLAINS TECHNOLOGY	3,094.61
HILLTOP LUMBER INC	73.35
HOLIDAY CREDIT OFFICE	35.76
SHELDON HOLM	171.83
SANDY HOLO	85.64
INDEPENDENT EMERGENCY SERVICES	54.86
INNOVATIVE OFFICE SOLUTIONS	6,655.79
INSIGHT PUBLIC SECTOR	3,883.35
INTERSTATE ALL BATTERY CENTER	59.94
INTERSTATE INC	820.26
JACKPOT JUNCTION	587.88

K.I.D.LEASING	256.44
JON KARGER	6.90
KEEPRS INC CY'S UNIFORMS	45.77
KELLY SERVICES INC	540.10
KOEP'S CLITHERALL CORNER	1,291.28
MIKE KUTZKE	1,200.00
L & L SERVICE	38.00
LAKEWAY MARKET LLC	5,984.55
LARRY OTT INC TRUCK SERVICE	595.00
PAT LARUM	109.54
LIEBERMAN CO INC	53.25
MARCO	23,978.66
MARCO INC ST LOUIS	433.65
MCCC MI 33	4,406.16
MERICKEL LUMBER & ACE HARDWARE	141.50
MFIA	200.00
AMBER MICKELSON	60.00
MIDWEST PRINTING CO	90.53
MIDWEST TREE & MAINTENANCE	383.40
MN CO ATTORNEYS ASSOCIATION	115.00
MN MOTOR COMPANY	195.30
MN POLLUTION CONTROL AGENCY	400.00
MN STATE AUDITOR	1,765.56
MNCITLA	95.00
KURT MORTENSON	336.86
NAPA FERGUS FALLS	7.94
NETWORK CENTER COMMUNICATIONS	67.50
MARK NYVOLD	600.00
OFFICEMAX INCORPORATED	57.06
OLYMPIC SALES INC	85.28
ORANGE TREE EMPLOYMENT SCREENI	42.00
OTTER TAIL CO TREASURER	772.89
OTTER TAIL FAMILY SERVICES COL	300.00
OTTER TAIL TELCOM	75.00
OTTERTAIL TRUCKING INC	4,791.53
PEBBLE LAKE TAKE5	591.39
PELICAN RAPIDS PRESS	86.03
PEPSIAMERICAS	305.73
PERHAM ENTERPRISE BULLETIN	79.95
PETE'S AMOCO	2,176.56
PHELPS FAMILY FORD	1,097.71
PROACTION UNIFORMS	7.44
PRODUCTIVE ALTERNATIVES INC	58.31
QUICK'S NAPA AUTO PARTS	54.02
RDO TRUCK CENTERS	266,958.00
ROYAL TIRE INC	1,870.24
RUTTIGERS BAY LAKE LODGE	300.34
PAUL SIMENGAARD	53.08
SKILLPATH SEMINARS	227.70
SOLDO CONSULTING PC	6,348.38
SOLUTIONS BEHAVORIAL HEALTHCAR	1,200.00
SOUTH MILL SERVICE	255.53
STEINS INC	2,455.83
STENERSON LUMBER	31.69
STEVE'S SANITATION INC	203.58
STRAND ACE HARDWARE	121.11
STREICHERS	996.79
TASER INTERNATIONAL	190.00

THYSSEN KRUPP ELEVATOR CORPORA	759.31
TNT REPAIR INC	84.53
TOOL CRIB OF THE NORTH	522.32
HEIDI TOSO	29.97
U S POSTMASTER	82.00
U.S. DISTRICT COURT	45.00
SUSAN ULSCHMID	24.00
UNIFORMS UNLIMITED	964.64
UPPER MISSISSIPPI MENTAL HEALT	71.25
VARITECH INDUSTRIES	24.32
VERGAS ACE HARDWARE	49.76
VICTOR LUNDEEN COMPANY	255.60
VOSS LIGHTING	296.27
WEST PAYMENT CENTER	599.33
SHARON WICKLUND	16.39
WILKIN CO HIGHWAY DEPT	5,763.52
WOESSNER CONSTRUCTION INC	3.44
XEROX CORPORATION	174.98
ZACK JONES & MAGNUS	5,784.69
<u>**** FINAL TOTAL.....</u>	<u>\$461,734.20 ****</u>