

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 W. Fir Avenue, Fergus Falls, MN  
Tuesday, May 20, 2008  
9:30 a.m.**

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, May 20, 2008, at 9:30 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 Froemming, second by Erickson, and unanimously carried to approve the Board of Commissioners agenda of May 20, 2008, with the following addition:  
Lake Runners Snowmobile Club Resolution

**Approval of Minutes**

Motion by Froemming, second by Erickson, and unanimously carried to approve the Board of Commissioners meeting minutes of May 13, 2008, as mailed.

**Approval to Pay Bills**

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

**Land Use Policy Discussion**

Ag Advisory Board members, Cynthia Johnson and Chuck Erickson, provided a packet of information to County Board members regarding feedlot and land use planning. Ms. Johnson referred to minutes of October, 2007, wherein the Board of Commissioners supported a Comprehensive Land Use Plan by November, 2008. She reviewed the documents in the packet which included a document entitled "Getting A Handle On Land Use And Livestock Issues" and other documents provided by Stearns County. Ms. Johnson stated that the Advisory Committee was looking at Stearns County because they have a lot of rivers and Otter Tail County has a lot of lakes, so there are some similarities. Sample resolutions, agreements, and work plans from Stearns County were discussed. Ms. Johnson and Mr. Erickson stressed that the first step in the process is to meet with township officers for their input. The County could be divided into 4 quadrants and meetings could be held for each area. The next step would be to develop a Feedlot program and to have someone local permitting the feedlots. They stressed the importance of positive education and assistance with feedlots instead of the strict regulatory approach. After township meetings and the big picture is examined, a consultant would be hired to develop the Comprehensive Land Use Plan. Discussion continued regarding potential grant dollars, new levy limits, analysis of the information provided, and the potential to add Feedlot Officer responsibilities to a current program. Chairman Nelson advised the Ag Advisory Committee to draft a resolution and requested that Board members review the information to determine if the County is able to proceed.

**Agreement for County Plat Books**

Motion by Mosher, second by Block, and unanimously carried to authorize the GIS Spatial Addressing Coordinator to execute an agreement between the County of Otter Tail and RedBarn Plat Books & Cartographic Services for a consignment arrangement to sell Otter Tail County Plat Books. The term of the agreement is for three years.

**License Applications**

Motion by Erickson, second by Block, and unanimously carried to approve the following applications for license:

Perham Coop Creamery Perham Oasis Perham, MN	Off-Sale 3.2 Malt Liquor
Stalker Lake Golf Course Dalton, MN	On-Sale Liquor and Sunday Liquor

**Application for Exempt Permit**

Motion by Nelson, second by Mosher, and unanimously carried to approve, with no waiting period, the LG220 Application for Exempt Permit as submitted by St. Lawrence Catholic Church for an event scheduled for Sunday, August 3, 2008, at the St. Lawrence Catholic Church.

**Payment Approval**

Motion by Froemming, second by Mosher, and unanimously carried to approve payment, in the amount of \$3,582.94, from the Capital Improvement Fund to Young & Associates for professional services provided to Project No. 0601 (Chemical Dependency Health Center).

**Credit Card Approval**

Motion by Block, second by Mosher, and unanimously carried to approve the issuance of an Otter Tail County Credit Card to Marine Deputy, David Weiss, as requested by the Chief Deputy.

**Highway Project Bid Award – 2008 County Wide Traffic Marking**

After previously advertising for bids, the following bids were opened at 1:00 p.m. on May 14, 2008, for C.P. 08:TM, 2008 Traffic Marking Project:

AAA Striping Service Co. St. Michael, MN	\$311,390.38
Traffic Marking Services, Inc. Maple Lake, MN	\$313,174.04
Tri-State Striping, Inc. West Fargo, ND	\$319,933.48
Swanston Equipment Companies Fargo, ND	\$331,751.58

Motion by Mosher, second by Erickson, and unanimously carried to award the 2008 County Wide Traffic Marking project to the low bidder, AAA Striping Service Co. of St. Michael, MN, in the amount of \$311,390.38.

**Final Payment for Highway Project**

Motion by Mosher, second by Erickson, and unanimously carried to authorize Final Payment, in the amount of \$500.00, to Greystone Construction Company for completion of the Battle Lake Salt Shed, C.P. 07:SALT.

**Road Restrictions**

Assistant Highway Engineer, Chuck Grotte, reported to the Board that road restrictions will be removed at 12:01 a.m. on Thursday, May 22, 2008.

### **Recess & Reconvene**

At 10:16 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners recessed for a Personnel Committee meeting. The Board of Commissioners' meeting was reconvened at 11:00 a.m.

### **Planning Commission**

#### **Conditional Use Permit – Brian Irving:**

Motion by Erickson, second by Block, and unanimously carried to approve a Conditional Use Permit to construct a driveway and prepare a site for a steel storage building as presented. The property is described as Pt GL 1 - 19.3 Ac, Section 22, Dunn Township; Elbow Lake (56-770), NE.

#### **Conditional Use Permit – Clair & Barb Prody, Doug & Sandy Marohl, and Joe & Becky Greenagel:**

Motion by Froemming, second by Mosher, and unanimously carried to approve a Conditional Use Permit to reshape a driveway as presented. The project is located on Girard Beach Lane, Behind Lots 41-52 of Girard Beach, Section 30, Girard Township; West Battle Lake (56-239), GD.

#### **Conditional Use Permit – Rush Lake Township, % OTC Highway Department:**

Motion by Mosher, second by Froemming, and carried with Nelson opposed, to approve a Conditional Use Permit to remove deficient Bridge No. 3300 with conditions as recommended by the Planning Commission. The project is located at the Crossing of Rush Lake Loop and the Otter Tail River in the NW1/4 SW1/4, Section 26, Rush Lake Township, Old Bridge No. 3300, S.A.P. 56-599-56; Otter Tail River (56-OTR), Rush Lake (56-141), GD.

#### **Conditional Use Permit-Steve & Holly Omberg:**

Motion by Erickson, second by Froemming, and unanimously carried to amend the existing Conditional Use Permit to change the duplexes with 2 bedrooms to duplexes with 4 bedrooms as presented. The property is described as Tr in NW cor Lot 4 meas. 780.8' on lake & 600' in rear (6 AC), Section 34 of Dora Township; East Silent Lake (56-517), RD.

#### **Conditional Use Permit – Dora Township:**

Motion by Erickson, second by Froemming, and unanimously carried to approve a Conditional Use Permit for a road reconstruction project as presented. The property is described as the E'ly 1 mile of 430<sup>th</sup> St., Sections 14 & 23 of Dora Township; Lake Alice (56-506), NE & Hoffman Lake (56-1627), RD.

#### **Conditional Use Permit – Farmers State Bank:**

Motion by Erickson, second by Block, and carried with Mosher abstaining, to approve a Conditional Use Permit to open a veterinary clinic with a grooming and boarding facility with conditions as recommended by the Planning Commission. The property is described as Hawes Beach Lot 1, Section 2 of Otter Tail Township; Buchanan Lake (56-209), GD.

#### **Conditional Use Permit – Gary D. Emery:**

Motion by Erickson, second by Mosher, and unanimously carried to approve a Conditional Use Permit to create a walkout towards the lake as presented. The property is described as Pt GL 11 & 12 (24.44 AC), Section 3 of Friberg Township; Tonseth Lake (56-690), RD.

#### **Conditional Use Permit – Red River Valley Campfire/Northern Star Council:**

Motion by Erickson, second by Mosher, and unanimously carried to approve a Conditional Use Permit to build a sleeping cabin for counselors and campers with handicaps. This approval is subject to a condition as recommended by the Planning Commission. The property is described as All that pt of NE1/4 SW1/4, NW1/4 SE1/4 and Lot 2 (66. 43 AC), Section 10 and Lot 2 (22.90 AC), Section 15 of Candor Township; Trowbridge Lake (56-532), RD & Lake Ida (56-534), NE.

Conditional Use Permit – Ed Samuelson:

Motion by Erickson, second by Block, and unanimously carried to approve a Conditional Use Permit to replace an existing failed retaining wall system with conditions as recommended by the Planning Commission. The property is described as GL 5 ex tr in NE cor (9.45 AC), Section 23 of Lida Township; Lake Lida (56-747), GD.

Conditional Use Permit – Otter Tail County Highway Department:

Motion by Block, second by Erickson, and unanimously carried to accept the withdrawal of this Conditional Use Permit request. The project is located on CSAH 61 from 1582.4' E of 308<sup>th</sup> St to TH 108, 1.50 miles, Sections 18 & 19, Leaf Lake Township; West Leaf Lake (56-114), RD; Grass Lake (56-115), NE; Portage Lake (56-140), GD.

**Final Plats**

Motion by Froemming, second by Mosher, and unanimously carried to approve the Final Plat known as "Bluebird Hill" located in Sections 4 & 5 of Girard Township; Ethel Lake (56-193).

Motion by Erickson, second by Froemming, and unanimously carried to extend the filing date for the Final Plat known as "Echo Bay Estates" for a period of 1 year. This proposed development is located in Section 20 of Dunn Township; Fish Lake (56-768) and Unnamed Lake (56-771).

**Land & Resource Department Seasonal Employees**

Motion by Mosher, second by Erickson, and unanimously carried to authorize three seasonal employees for the Land & Resource Department. One seasonal employee will work with the Biological Control Program funded by the Fish & Wildlife Service beginning May 27, 2008. Two seasonal employees will return June 4, 2008, to work with the Sewage System Abatement program.

**Wetland Conservation Act Training**

Motion by Mosher, second by Block, and unanimously carried to approve Wetland Conservation Act training from August 4, 2008 through August 8, 2008, for an employee in the Land and Resource Department at a tuition cost of \$875.00 plus travel and hotel expenses.

**Lake Runners Trail Association  
Otter Tail County Resolution No. 2008 – 41**

Commissioner Froemming offered the following resolution and moved its adoption:

WHEREAS, Otter Tail County has sponsored Grant-In-Aid Systems in the past; and

WHEREAS, if there are Grant-In-Aid System proposed extensions for the Lake Runners Snowmobile Club, they are subject to the review and approval of the County Attorney.

THEREFORE, BE IT RESOLVED that Otter Tail County shall continue to sponsor Grant-In-Aid Trail Systems as they exist for the Lake Runners Trail Association Snowmobile Club for the 2008-2009 snowmobile season.

Commissioner Erickson seconded the resolution and, upon being put to vote, it was unanimously adopted.

Adopted this 20<sup>th</sup> day of May, 2008.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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

**Closed to the Public**

At 11:33 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners closed to the public for the purpose of evaluating the performance of County Coordinator, Larry Krohn, pursuant to M.S. Chapter 13D.05 Subd. 3. All five seated commissioners were present for the evaluation. A summary of performance conclusions will be provided at the next regular County Board meeting.

**Recess & Reconvene**

At 11:50 a.m., upon completion of the closed session, Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:30 p.m.

**Facilities Operations Department**

Physical Plant Manager, Rick Sytsma, requested approval to hire two part-time housekeeping employees for the New York Mills building and the Ottertail Operations Center. Motion by Mosher, second by Block, and unanimously carried to approve two part-time (20 hours per week) positions for housekeeping as requested. Mr. Sytsma updated the Board regarding the building projects in progress and stated that the Room Use Policy may need to be revised. Facility planning is continuing for the Courthouse and New York Mills building. Discussion took place regarding plans for the Fergus Falls Police Department to move to a different site which will be considered in the long term master facility planning.

**RESOLUTION PROVIDING FOR REIMBURSEMENT OF CERTAIN COST  
FOR LIBRARY PROPERTY ACQUISITION  
Otter Tail County Resolution No. 2008 – 35A**

Commissioner Block offered the following amended resolution and moved its adoption:

WHEREAS, Viking Library System (the "Library") and Otter Tail County ("County") contemplate that the County will provide financing for the acquisition of certain property (the "Property") to be acquired and remodeled for use by the Library;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONER OF OTTER TAIL COUNTY, MINNESOTA, AS FOLLOWS:

Section 1. Purpose and Expectations. The Board of Commissioners declares that it intends for the County to undertake the acquisition of the Property with available funds and to obtain reimbursement for such expenditures out of the proceeds of a lease financing to be arranged through the Otter Tail County Housing and Redevelopment Authority. This declaration is a declaration of official intent adopted pursuant to Treas. Reg. §1.150-2.

Section 2. Timing and Amount of Reimbursement. Reimbursement allocation made under the provisions of this resolution shall be made within 18 months of the date hereof and shall not exceed \$800,000.00 in aggregate principal amount. The allocation shall be evidenced by an entry on the official books and records of the County maintained for that purpose.

Commissioner Erickson seconded the resolution which, upon being put to vote, was unanimously adopted.

Adopted this 20<sup>th</sup> day of May, 2008.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

Larry Krohn, Clerk

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

Syd Nelson, Board of Commissioners Chair

**Adjournment**

At 2:05 p.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, May 27, 2008.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

Syd Nelson, Board of Commissioners Chair

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

Larry Krohn, Clerk

**WARRANTS APPROVED ON 5/20/2008 FOR PAYMENT 5/20/2008**

<b><u>VENDOR NAME</u></b>	<b><u>AMOUNT</u></b>
A'VIANDS LLC	4.00
ALS TECHNOLOGIES INC	100.00
AMERICAN WELDING SUPPLIES INC	118.01
APACHE GROUP OF MINNESOTA	382.88
APPLIED CONCEPTS INC	7,484.00
ARVIG COMMUNICATION SYSTEMS	26.61
AUTO SAFETY SERVICE	493.81
BARNA GUZY & STEFFEN LTD	3,691.00
BATTLE LAKE HARDWARE & RENTAL	4.25
BATTLE LAKE STANDARD	67.85
BLUFFTON OIL COMPANY	3,305.99
BOB BARKER COMPANY INC	144.92
BOUND TREE MEDICAL LLC	405.49
JODY BRATCHER	19.05
BRAUN VENDING INC	21.49
CARR'S LAKE COUNTRY SUPERMARKE	884.37
CELLULAR ONE	970.98
CERTIFIED AUTO REPAIR	51.89
CIT TECHNOLOGY FIN SERV INC	189.86
COMPANION ANIMAL HOSPITAL	42.48
COMPUTER INFORMATION SYSTEMS	1,000.00
COOPERS TECHNOLOGY GROUP	18.94
DACOTAH PAPER COMPANY	219.99
DEERY AMERICA CORPORATION	5,719.76
DEX MEDIA EAST	20.50
DIGITAL ALLY INC	4,190.00
RANDY DOROW	38.38
ECONO SALES AND SERVICE	98.10
FARMERS CO OP OIL ASSN	4,190.88
FERGUS FALLS DAILY JOURNAL	1,382.16
CITY FERGUS FALLS	1,731.80
FERRELLGAS	167.20
FNH USA TRAINING TEAM	390.00
FRONTIER POWERSPORTS	63.85
FSH COMMUNICATIONS LLC	127.80
G & K SERVICES	1,679.23
GALL'S INC	296.98
GILSON COMPANY INC	162.66
GLOCK PROFESSIONAL INC	150.00
JARED GREFSRUD	3,971.00
HENNING AUTO PARTS INC	233.85
HENNING HARDWARE	123.78
HERNESS CONSTRUCTION COMPANY	2,900.00
HIGH PLAINS TECHNOLOGY	134.03
HINTERMEISTER INC	14.64
SHELDON HOLM	179.75
HOOTS SPORTS	21,785.33
INDEPENDENT EMERGENCY SERVICES	54.86
THE INDEPENDENT	43.05
INNOVATIVE OFFICE SOLUTIONS	82.70
INSIGHT PUBLIC SECTOR	3,964.91
INTERSTATE INC	20,448.00
KEEPRS INC CY'S UNIFORMS	1,050.21
KELLY SERVICES INC	800.31
KOEP'S CLITHERALL CORNER	1,201.78
L & L SERVICE	108.51
LAKELAND MENTAL HEALTH CENTER	118.00

LARRY OTT INC TRUCK SERVICE	625.00
M-R SIGN COMPANY INC.	5,017.41
MANNY'S - ROCKY'S BAIT	2,472.34
MARCO INC ST LOUIS	310.02
MIDSTATES EQUIPMENT & SUPPLY	44,326.68
THE MIDWEEK	50.75
MIDWESTERN MAT RENTAL & SUPPLY	69.60
MINNKOTA	29.00
MN CO INSURANCE TRUST	1,097.20
MN DEPT OF PUBLIC SAFETY	325.00
MN HWY SAFETY AND RESEARCH CEN	2,125.00
MN OFFICE OF ENTERPRISE TECHNO	1,200.00
MN SHERIFFS' ASSOCIATION	25.00
NAPA OF PERHAM	118.98
NELSON DODGE GMC	128.61
NORTHSTAR TECHNOLOGY GROUP INC	262.77
OFFICE DEPOT	49.80
OFFICEMAX INCORPORATED	109.88
OTTER TAIL CO EMPLOYEES COMMIT	151.00
OTTERTAIL TRUCKING INC	8,888.70
PAMIDA PHARMACY	2,652.52
PELICAN RAPIDS PRESS	68.85
PENROSE OIL COMPANY	4,147.99
PERHAM CO OP CREAMERY	8,049.14
PERHAM ENTERPRISE BULLETIN	47.70
PETE'S AMOCO	4,321.55
PHELPS FAMILY FORD	31.91
PHILLIPE LAW OFFICE	115.25
PUBLIC EMPLOYEES RETIREMENT AS	46.60
REED BUSINESS INFORMATION	388.44
RICK LEITCH BACKHOE SRVC & PJ	726.00
SAWMILL INN	129.22
SERVICE FOOD SUPER VALU	8.37
RICK SHEILS	43.26
SIGNWORKS	942.53
SOUTHTOWN C-STORE	4,149.59
SPRINT	672.64
DAVID STADUM	12.79
STRINGER BUSINESS SYSTEMS INC	43.92
JAMIE TEBERG	60.15
TONY DOOM SUPPLY CO INC	749.85
UNIFORMS UNLIMITED	167.20
VERGAS 66	3,249.76
VICTOR LUNDEEN COMPANY	31.90
WASTE MANAGEMENT	277.43
KYLE WESTERGARD	40.00
WHITE BANNER UNIFORM SHOP	563.50
ZACK JONES & MAGNUS	9,791.40
**** FINAL TOTAL.....	<u>\$206,184.07 ****</u>