

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 W. Fir Avenue, Fergus Falls, MN  
Monday, September 15, 2008  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Monday, September 15, 2008, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners Syd Nelson, Chair; Everett Erickson, Vice-Chair; Roger Froemming and Dennis Mosher present. Commissioner Bob Block was present at 10:33 a.m.

**Approval of Agenda**

Motion by Froemming, second by Erickson, and unanimously carried to approve the Human Services Board agenda of September 15, 2008 as mailed.

**Approval of Minutes**

Motion by Erickson, second by Froemming, and unanimously carried to approve the Human Services Board minutes of August 26, 2008, as mailed.

**Probation Department Vehicle Use**

Probation Director, Chuck Kitzman, provided a packet of information regarding the use of County vehicles in his department. Discussion took place regarding State Statutes 471.666, 244.19 and 168.012. Mr. Kitzman explained rules already in place in his Department when using county vehicles and discussed some practical reasons when commuting can be cost effective for the County. He requested that his vehicles be designated as public safety vehicles, which exempts these vehicles from the personal use statute.

**West Central Regional Juvenile Center**

Chairman Nelson and Mr. Kitzman provided several handouts regarding the West Central Regional Juvenile Center in Moorhead, MN. Chairman Nelson reported that when attending a recent WCRJC Board meeting, it was reported that the facility is in a budget deficit situation for 2008 and needs a solution regarding budget issues for the future. The projected deficit for 2008 was reported at \$230,000 if the secure detention program continues to average 15.5 residents. The proposed 2008 budget deficit solution would require a payment from Otter Tail County of \$27,255.00. For future funding, based on 1.417 million dollar annual budget, Otter Tail County's monthly payment would be \$13,997.81. Lengthy discussion took place regarding future funding, average per diem throughout the industry, proximity of the facility to Fergus Falls, debt service and interest costs, and alternate funding possibilities. A special meeting is scheduled at the juvenile center on Friday, September 19<sup>th</sup> for further discussion by the Advisory Board members.

**Dental Project**

Public Health Director, Diane Thorson, briefed the Board regarding progress in establishing a dental facility for low income recipients. There is an effort to pattern a facility after the one that is located in Hawley, MN. Ms. Thorson stated that there is a proposed first site for the project which is currently a dental office and the Vedeen Trust will contribute an additional \$100,000 to the project.

**Human Services Contract Approvals**

Motion by Erickson, second by Froemming and unanimously carried to authorize the appropriate County officials' signatures to authorize the execution of the following Human Services contract renewals and amendments:

<b>Agency</b>	<b>Program</b>	<b>Effective Date</b>	<b>Targeted Population</b>	<b>Funding Information</b>
Minnesota State Operated Community Services (MSOCS)	Waivered Services	01-01-08 through 12-31-09	Persons with Mental Retardation or related conditions	State Waiver Dollars and MA (State Rate)
Perham Memorial Home Care	Residential Services/ Assisted Living	07-01-08 through 06-30-09	Elderly	OTC approved Rate for purchased services
All Tidy, Dawn Restad	Residential Services/ Assisted Living	07-01-08 through 06-30-09	Elderly	OTC approved Rate for purchased services
Merit Care Home Care	Residential Services/ Assisted Living	07-01-08 through 06-30-09	Elderly	OTC approved Rate for purchased services
Ellen Lohmeyer	Residential Services/Home Plus/Foster Care Services	09-01-08 through 06-30-09	Elderly and/or Disabled	AC/EW/CADI or TBI Waivered Funds per State Rate
Amendment for Prairie Community Services - Otterwood site	Waivered Services	09-01-08 through 09-30-08	Adult Mental Health	OTC approved Rate for purchased services
Rewind , Inc	Chemical Dependency	Effective 10-01-08	Eligible Individuals	2% COLA Increase per MN Legislature
Community Addiction Recovery Enterprise	Chemical Dependency	Effective 10-01-08	Eligible Individuals	2% COLA Increase per MN Legislature
LMHC	CD Outpatient Program	Effective 10-01-08	Eligible Individuals	2% COLA Increase per MN Legislature
A Place To Belong	Social Club	Effective 10-01-08	Adult Mental Health	2% COLA Increase per MN Legislature
The Social Connexion	Social Club	Effective 10-01-08	Adult Mental Health	2% COLA Increase per MN Legislature
St Williams	ARMHS/CSP	Effective 10-01-08	Adult Mental Health	2% COLA Increase per MN Legislature
LMHC	AMH- TCM & CMH - TCM	Effective 10-01-08	Adult and Children's Mental Health	2% COLA Increase per MN Legislature
LMHC	Community Support Program	Effective 10-01-08	Adult Mental Health	2% COLA Increase per MN Legislature
LMHC	Crisis Responder Program	Effective 10-01-08	Adult Mental Health	2% COLA Increase per MN Legislature
LMHC	Supported Housing Program	Effective 10-01-08	Adult Mental Health	2% COLA Increase per MN Legislature
Tran\$ Em	Supported Employment	Effective 10-01-08	Adult Mental Health	2% COLA Increase per MN Legislature

**2009 Human Services Proposed Budget**

Human Services Director, John Dinsmore, provided a handout entitled "2009 Otter Tail County Human Services Budget" dated 9/15/2008. Mr. Dinsmore noted that this is a proposed Human Services Budget and he reviewed areas of increased expense and a reduction in total budget from 2008 because of several programs where reimbursements are now going directly to the recipients from the State and no longer passing through the County.

**Approval to Pay Bills & Claims**

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

**Adjournment**

At 10:52 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, September 30, 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, September 23, 2008, at 11:00 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 Mosher, and unanimously carried to approve the County Board agenda of September 15, 2008 with the following additions:

11:40 a.m. – Closed Session for Attorney/Client Privilege  
Appointment to the HRA Board

**Approval of Minutes**

Motion by Froemming, second by Block, and unanimously carried to approve the County Board minutes of September 9, 2008, as presented.

**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.

**Committee Appointment to HRA Board**

Motion by Block, second by Mosher, and unanimously carried to appoint Robert Bigwood to the Housing and Redevelopment Authority Board to replace the term of Nicholas Heydt.

**ADOPTION OF PRELIMINARY BUDGET AND LEVY**  
**Otter Tail County Resolution No. 2008 – 52**

Proposed 2009 Budget and Net Property Tax Levy for Payable 2009			
	Payable 2009	Payable 2008	Percent
Gross County Property Tax Levy (Non Debt) -	28,231,083	26,592,119	6.16%

Gross Debt Levy -			
Veteran Home Bonds	132,100	129,500	2.01%
Ottertail Operations Center Bonds	522,480	523,530	-0.20%
Government Services Bldg. Bonds	999,482	1,009,614	-1.00%
Total Gross County Property Tax Levy	29,885,145	28,254,763	5.77%
County Program Aid	2,193,818	2,104,155	4.26%
Net County Property Tax Levy -	27,691,327	26,150,608	5.89%
Gross/Net Lake Improvement District Levies -			
Pelican Group of Lakes	100,000	80,000	25.00%
Pine Lakes	13,550	13,200	2.65%
McDonald, Kerbs & Paul	0	7,240	-100.00%
South Turtle Lake Imp.	0	0	0
Total Net County Levy Including Lake Improvement Districts -	27,804,877	26,251,048	5.92%
Special Taxing District Levy -			
Otter Tail County HRA	357,000	280,000	27.50%
Proposed Total Net Property Tax Levy	28,161,877	26,531,048	6.15%
<b>RECAP -</b>			
Gross Tax Levy (Total)	30,355,695	28,635,203	6.01%
County Program Aid	2,193,818	2,104,155	4.26%
Net Tax Levy (Total)	28,161,877	26,531,048	6.15%

After discussion and consideration, a motion was offered by Block, seconded by Mosher, and unanimously carried to adopt the following resolution:

WHEREAS, on or before September 15, 2008, Otter Tail County must adopt a Proposed Budget for Fiscal/Calendar Year 2009 and must adopt and certify a proposed net property tax levy for Payable Year 2009, and

WHEREAS, the Otter Tail County Auditor's office has accumulated the Departmental and outside agency requests as submitted, and

WHEREAS, the Otter Tail County Budget Committee has met to discuss and review in general terms levy and budgetary guidelines, as well as, the proposed department budgets and various agency requests, and

WHEREAS, the Otter Tail County Budget Committee and Capital Improvement Committee will complete additional review and discussion, as needed and required, of the 2009 proposed tax levy and budget prior to final adoption in December of 2008.

NOW, THEREFORE BE IT RESOLVED, by the Otter Tail County Board of Commissioners of Otter Tail County, Minnesota, that

The amount of \$29,885,145 be adopted as Otter Tail County's Proposed Gross Property Tax Levy for the Payable Year 2009 representing a 5.77% increase over the Gross Property Tax Levy for the Payable Year 2008, and that the amount of \$27,691,327 be adopted as Otter Tail County's Proposed Net Property Tax Levy for the Payable Year 2009 representing a 5.8% increase over the Net Property Tax Levy for the Payable Year 2008, and that

The amount of \$113,550 be adopted by Otter Tail County as the Proposed Lake Improvement District Property Tax Levies for the Payable Year 2009, representing a 13.05% increase from the Lake Improvement District Property Tax Levies as adopted by Otter Tail County for the Payable Year 2008, and that

The amount of \$357,000 be adopted by Otter Tail County as the Proposed Otter Tail County HRA Special District Property Tax Levy for the Payable Year 2009, representing a 27.50% increase from the Property Tax Levy as adopted by Otter Tail County for the Payable Year 2008.

BE IT FURTHER RESOLVED, that the amount of \$70,035,584 be adopted as Otter Tail County's Proposed Budget for the General Fund, for the Budgeted Special Revenue Funds and for the Budgeted Debt Service Fund for the Fiscal/Calendar Year 2009.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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

**Final Plats**

Motion by Erickson, second by Mosher, and unanimously carried to approve the Final Plat of Bullinger Enterprises entitled "Wood Haven on Loon" located in Section 35 of Candor Township; Loon Lake (56-523).

Motion by Erickson, second by Froemming, and unanimously carried to approve the Final Plat of Gary & Lola Keller entitled "Keller's Subdivision" located in Section 11 of Lida Township; Crystal Lake (56-749) and Lida Lake (56-747).

**Closed to the Public**

At 11:53 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners closed to the public to discuss pending litigation related to the 60-Bed Chemical Dependency building. The closed session is authorized by attorney-client privilege, Chapter 13D.05 Subd. 3b. Present were all five seated Commissioners, the County Attorney, County Coordinator, Board Secretary, and Physical Plant Manager.

**Adjournment**

At 12:20 p.m., upon completion of the Closed Session, Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, September 23, 2008.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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



**WARRANTS APPROVED ON 9/15/2008 FOR PAYMENT 9/15/2008**

<u>VENDOR NAME</u>	<u>AMOUNT</u>
A'VIANDS LLC	3,197.88
AMERICAN INSTITUTIONAL SUPPLY	319.32
AMERICAN WELDING SUPPLIES INC	1.49
ARVIG COMMUNICATION SYSTEMS	200.00
AT&T MOBILITY	1,016.18
AUTO SAFETY SERVICE	366.39
AUTO VALUE FERGUS FALLS	693.13
JOHN BARTHEL	139.99
BATTLE LAKE STANDARD	22.06
BCA CONFERENCE	200.00
BEN HOLZER UNLIMITED	57.17
BOBCAT OF OTTER TAIL COUNTY	13.37
BRANDON COMMUNICATIONS INC	2,100.00
BRAUN VENDING INC	27.44
BRIGGS CORPORATION	270.74
CARR'S LAKE COUNTRY SUPERMARKE	214.21
CIT TECHNOLOGY FIN SERV INC	189.86
COOPERS TECHNOLOGY GROUP	98.94
CULLIGAN WATER COND	142.25
CULLIGAN WATER CONDITIONING	46.90
DENZEL'S REGION WASTE INC	177.84
MICHAEL EULL	2,432.50
EVERGREEN EQUIPMENT INC	38.87
FARMERS CO OP OIL ASSN	1,639.72
FARNAM'S GENUINE PARTS INC PR	141.58
FERGUS ELECTRIC	3,434.50
FERGUS FALLS DAILY JOURNAL	4,210.86
FERGUS TIRE CENTER	216.25
FERRELLGAS	225.55
FOTH & VAN DYKE	11,627.34
GALL'S INC	88.34
GCS SERVICE INC	195.64
GE CAPITAL (CA)	372.74
HEDAHLS HEADQUARTERS	34.27
HENNING AUTO PARTS INC	79.50
HENNING HARDWARE	136.93
HENRY'S FOODS INC	829.69
HEYER LAND SURVEYING AND ENGIN	2,010.00
INDEPENDENT EMERGENCY SERVICES	64.00
THE INDEPENDENT	310.00
INNOVATIVE OFFICE SOLUTIONS	28.31
JK SPORTS	31.99
KELLY SERVICES INC	954.16
SCOTT KOENNICKE	195.72
KOEP'S CLITHERALL CORNER	302.87
L & L SERVICE	75.00
LAKES RADIO	104.40
LAKEWAY MARKET LLC	9,157.01
LARRY OTT INC TRUCK SERVICE	1,450.00
LAWSON PRODUCTS INC	202.89
LIEBERMAN CO INC	181.84
LOCATORS & SUPPLIES INC	89.44
M-R SIGN COMPANY INC.	1,176.73
VIOLA MANDERUD	263.07
MANNY'S - ROCKY'S BAIT	1,963.00
MARCO	127.40
MCCC MI 33	2,821.47

OTC Board of Commissioners' Minutes  
 September 15, 2008  
 Attachment A, Page 2

JAMES MCMAHON	10.02
MEKALSON HYDRAULICS INC	407.99
MERIGEN MEDICAL	487.14
MINN KOTA COMMUNICATIONS INC	369.85
MN DEPT OF PUBLIC SAFETY	200.00
MN LEGAL REGISTER	55.00
MN MOTOR COMPANY	33.83
MN SCIA	160.00
MN STATE BAR ASSOCIATION	335.48
MOORE MEDICAL LLC	182.91
KURT MORTENSON	238.47
NAPA FERGUS FALLS	10.42
NAPA OF PERHAM	55.31
NAPA STANDARD PARTS OF WADENA	196.16
NELSON AUTO CENTER	1,083.64
NORTH DAKOTA LAW REVIEW	30.00
OFFICE DEPOT	108.53
OFFICEMAX INCORPORATED	145.92
OLSON FUNERAL HOME	150.00
OLSON OIL CO INC	514.97
RICHARD OLSON	3,833.73
ONE CALL LOCATORS LTD	130.02
OTTERTAIL TRUCKING INC	7,354.00
PAMIDA INC 008	13.18
PAMIDA PHARMACY	4,892.35
PARK REGION CO OP	221.79
PELICAN RAPIDS PRESS	36.45
PENROSE OIL COMPANY	2,531.28
PEPSIAMERICAS	203.75
PERHAM CO OP CREAMERY	3,457.46
PERHAM ENTERPRISE BULLETIN	392.36
PERHAM MEMORIAL HOSPITAL & HOM	15.00
PETE'S AMOCO	2,362.29
PINE PLAZA TV APPLIANCE	962.76
PREMIUM WATERS INC	30.33
HENRY PRICE	134.00
PRODUCTIVE ALTERNATIVES INC	173.67
RAPID CHEK INC	1,382.88
RDO EQUIPMENT CO FARGO	1,656.75
REVIEW ENTERPRISES INC	433.84
ROTHSAY FARMERS CO OP	41.43
CHERI SCHULTZ	48.53
PETER SCOTT	90.00
SENTRY SECURITY FASTENERS INC	223.81
SOUTHTOWN C-STORE	1,839.75
STEINS INC	2,587.27
STEVE'S SANITATION INC	3,258.45
THERMAL TECHNOLOGIES INC	2,275.33
CYNTHIA THOMPSON	31.58
TITAN ACCESS ACCOUNT	883.98
TRUCK BODIES & EQUIP INTERNATI	13,185.77
VERGAS 66	2,683.77
VIKING COCA-COLA	172.51
WALLWORK TRUCK CENTER	1,435.74
WASTE MANAGEMENT	44,501.27
WELLER OIL CO	418.20
WEST PAYMENT CENTER	2,241.48
WHITE BANNER UNIFORM SHOP	301.00
YELLOW BOOK USA	819.00
ZACK JONES & MAGNUS	8,707.03
ZIEGLER INC	635.44
<u>**** FINAL TOTAL.....</u>	<u>\$178,113.29 ****</u>