

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Otter Tail County Courthouse  
Commissioners' Room, Floor 1-B  
Tuesday, March 4, 2003  
9:30 a.m.**

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, March 4, 2003, at 9:30 a.m. at the Otter Tail County Courthouse with Commissioners Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Dennis Mosher, Roger Froemming, and Bob Block present.

**Approval of Agenda**

Motion by Froemming, second by Block, and unanimously carried to approve the County Board agenda of March 4, 2003, as mailed.

**Approval of Minutes**

Motion by Nelson, second by Mosher, and unanimously carried to approve the County Board minutes of February 25, 2003, as mailed.

**Approval to Pay Bills**

Motion by Mosher, second by Lee, and unanimously carried to approve payment of County Board bills per Attachment A of these minutes, which includes the following lodging payment:  
Radisson Hotel Roseville                                      Sec./Assessment Tech II, Kim Karch

**Payment Approval**

Motion by Nelson, second by Froemming, and unanimously carried to authorize payment to the Minnesota Rural Counties Caucus, in the amount of \$2,000, for annual dues.

**Agreements for CSAH No. 52 and Pine Lake Township Projects**

Motion by Nelson, second by Froemming, and unanimously carried to authorize the Highway Engineer to enter into the following agreements between Otter Tail County and Burlington Northern and Santa Fe Railway Company, subject to the County Attorney's approval and that the language regarding general liability limits must reflect Minnesota Statutory Requirements:

Temporary Occupancy Permit Agreement	Minnesota St., SP 56-596-01	Tracking No. 02-24416
Temporary Occupancy Permit Agreement	CSAH No. 52, SAP 56-652-12	Tracking No. 02-24472
License (Rail Corridor Usage)	CSAH No. 52, SAP 56-652-12	Tracking No. 02-24473

**Highway Weight Restrictions**

Motion by Mosher, second by Block, and unanimously carried to authorize the Chair's signature to execute an agreement approving weight restriction enforcement on Otter Tail County roads by the State Patrol.

Motion by Nelson, second by Froemming, and unanimously carried to authorize the County Highway Engineer to place road weight restrictions on County roads when deemed necessary.

### **Highway Retainage Reduction**

Motion by Mosher, second by Nelson, and unanimously carried authorize retainage reduction to 2% for the CSAH No. 12 project. Central Specialties is the contractor for the project.

### **Lakeland Mental Health Center Proposed Contract**

County Attorney, David Hauser, and Court Administrator, Kathy Ouren, presented a proposed agreement between Otter Tail County and LMHC for payment of court ordered evaluations. After discussion, commissioners requested that only the evaluations the County is responsible for should be listed in the contract. It should not include the types of court ordered evaluations that are the responsibility of the State. Commissioners also requested justification for the 25% fee increase in the proposed contract.

### **Sheriff's Department Annual Report**

Sheriff, Brian Schlueter, Jail Administrator, Richard Akerman, and Detective, Charles Sherbrooke, presented and reviewed the Annual Sheriff's Department Report for CY2002.

### **Government Services Center**

Architect, David Shultz, updated the Board regarding the progress of the Government Services Center remodeling project. The project is on schedule and within the projected budget. Mr. Shultz stated that the next step is to request bids on the furnishings for the GSC building. Bids will be accepted individually for seating, conference tables, cafeteria furnishings, etc; therefore, the furnishings award may go to several different vendors. There will be future flexibility to reconfigure offices without purchasing additional panels because of the limited number of components in the design and layout. Discussion continued. Motion by Block, second by Lee, and unanimously carried to authorize Architect, David Shultz, to proceed with the Request for Proposal for furnishings for the GSC building.

### **Use of Parking Lot at the 121 Washington Avenue Building**

County Coordinator, Larry Krohn, requested authorization on behalf of Human Services employees to use the parking lot at the 121 Washington Avenue building on a Saturday this spring for a rummage sale for their Relay for Life Team. Commissioners had no objections.

### **Budget Discussion**

Mr. Krohn provided several budget discussion handouts. Commissioners agreed that budget reductions of \$300,000 for CY2003 should be the goal at this time. Mr. Krohn will discuss budget reductions with Department Heads at the Department Head meeting scheduled for March 7<sup>th</sup>.

### **Performance Evaluation Summary**

Motion by Block, second by Nelson, and carried with Mosher abstaining, to approve the satisfactory performance evaluation as submitted for Human Services Director, John Dinsmore, and to direct that the summary be placed in his personnel file.

### **Adjournment**

At 11:15 a.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, March 11, 2003.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Malcolm K. Lee, County Board Chair

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

CB/kd