

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, 500 Fir Ave. W.
Commissioners' Room
Tuesday, March 2, 2004
9:30 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, March 2, 2004, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners Syd Nelson, Chair; Bob Block, Vice-Chair; Dennis Mosher, Roger Froemming, and Malcolm Lee present.

Approval of Agenda

Motion by Froemming, second by Block, and unanimously carried to approve the County Board agenda of March 2, 2004, as mailed.

Approval of Minutes

Motion by Froemming, second by Mosher, and unanimously carried to approve the County Board minutes of February 24, 2004, as presented.

Approval to Pay Bills

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

4-H Program Update

Tammy Nordick, 4-H Program Coordinator, gave an update on some of the projects that are being offered through the 4-H Program. Super Sitters is a seven-hour course offered to children in the 5th and 6th grades which trains them for babysitting jobs. This course includes child development, CPR/First Aid, as well as craft projects such as play dough. The fee for this course is \$15.00. Other projects include making wallets from duct tape, and money management.

Extension Update

Vince Crary, County Extension Educator, reported that there have been some unforeseen expenses for their budget totaling over \$900.00. These expenses resulted from lay-offs, retirements, extra vehicle expense and phone expense.

Mr. Crary provided handouts regarding workshops sponsored by the Master Gardners. The East Otter Tail County workshop, "Gardening & More", will be held March 20, 2004, at the Prairie Wind Middle School in Perham, Minnesota, from 8:30 a.m. to 4:00 p.m. The West Otter Tail County workshop will be held March 27, 2004, at the MN State Community and Technical College from 8:00 a.m. to 4:00 p.m.

WesMin RC&D Update

Norm Fjestad, WesMin Resource Conservation District, gave a brief update on the Phelps Mill project. There are 14 counties involved with WesMin RC&D; all have projects they are working with. A majority of their budget is federally funded.

Registered Land Survey No. 15

County Recorder, Wendy Metcalf, requested approval of Registered Land Survey No. 15. Motion by Lee, second by Block, with Mosher abstaining, to approve Registered Land Survey No. 15. The property, owned by Stanley Overgaard, is located in Section 1, Township 131 North, Range 42. Motion carried.

Highway Improvement Plan

Highway Engineer, Rick West, reviewed the 2004-2009 Highway Improvement Plan and requested approval. Motion by Froemming, second by Mosher, and unanimously carried to approve the 2004-2009 Highway Improvement Plan as presented.

Approval to Purchase Disk Mowers

After previously advertising for quotations, Highway Engineer, Rick West, presented the following quotations for three John Deere 265 Disk Mowers:

Evergreen Equipment, Inc Wadena, MN	\$6,656.25 each	\$19,968.75*
Interstate, Inc. Fergus Falls, MN	\$6,709.50 each	\$20,128.50*

*Includes 6.5% MN State Sales Tax

Motion by Froemming, second by Mosher and unanimously carried to approve the purchase of three John Deere 265 Disk Mowers from Evergreen Equipment, Inc. of Wadena, MN in the amount of \$19,968.75, as recommended by the Highway Engineer.

Approval to Purchase Tractors w/Loaders

Motion by Froemming, second by Block, and unanimously carried to purchase two John Deere 6420 Tractors w/John Deere 640 Loaders from John Deere Company (Interstate, Inc., Fergus Falls, MN) in the amount of \$114,827.82 under MN State Bid Contract No. 432213.

Approval to Purchase GPS Surveying Equipment

Highway Engineer, Rick West, presented the following quotation summary for GPS Equipment Purchase:

Equipment	Vendor	Budget	Quote
Trimble R7 GPS Total Station RTK	Frontier Precision, Inc. St. Cloud, MN	\$16,500.00	\$20,197.45
Trimble R8 GPS RTK Rover		\$15,500.00	\$20,470.45
Trimble ACU Survey Controller		\$5,000.00	\$5,364.45
Pacific Crest Base Radio Kit			\$3,195.00
Trimble GPS Accessories			\$826.45
Shipping			\$232.41
Taxes			\$3,268.61

Budget Adjustment		\$16,554.82	
Total		\$53,554.82	\$53,554.82

Motion by Lee, second by Block, and unanimously carried to award the GPS equipment to Frontier Precision, Inc., St. Cloud, MN, as recommended by the Highway Engineer. Frontier Precision, Inc. is the only regional supplier for Trimble surveying equipment which is compatible with the Highway Department's Trimble Total Station Surveying equipment and with GIS Department's Trimble GPS equipment. The capital budget difference will be made up by not purchasing a gas core drill budgeted at \$6,000 and \$10,554.82 from savings on the Highway Department light duty vehicles and tractor/loaders which came in under budget.

Establish Spring Weight Restriction Dates

Motion by Lee, second by Block, and unanimously carried to authorize the County Highway Engineer to place road weight restrictions on County roads starting March 3, 2004, at 8:00 a.m.

Step Increase

Motion by Lee, second by Mosher, and unanimously carried, based on satisfactory job performance, to approve a Step Increase for County Assessor, Bob Moe, effective March 1, 2004.

Viking Library System

Motion by Froemming, second by Block, and unanimously carried to appoint Larry Krohn, County Coordinator, to serve on the Viking Library System Board.

Request for Approval for PMAP Letter of Intent

John Dinsmore, Human Services Director, requested approval for a Letter of Intent to the MN Department of Human Services for the Prepaid Medical Assistance Program. The letter affirms Otter Tail County Department of Human Services intention to develop a service delivery model addressing the needs of Elderly Waiver clients receiving PMAP services. Otter Tail County Department of Human Services will work closely with PMAP managed care organizations (Blue Plus, Medica, and U-Care) to develop an integrated care management system to provide core services. Additionally, Otter Tail County Department of Human Services will work closely with other Region IV counties in creating a service delivery model that will provide continuity and accessibility on a regional basis. Motion by Lee, second by Block, and unanimously carried to approve the PMAP Letter of Intent as requested by the Human Services Director.

Public Hearing Date – County Ditch No. 38

Motion by Mosher, second by Froemming, and unanimously carried to establish a hearing date for County Ditch No. 38, for April 20, 2004, at 1:30 p.m. Motion by Mosher, second by Froemming, to amend the previous motion to include scheduling the County Board meeting for April 20, 2004, to be held in New York Mills at the Otter Tail County office building. Motion carried. Further discussion included having the Ditch Viewers present at the hearing. Motion by Mosher, second by Block, and unanimously carried to have Ditch Viewers meet April 19th in the morning and April 20th before the hearing and to be present at the hearing.

Corrective Deed – Vining Garage

Motion by Froemming, second by Mosher, and unanimously carried to authorize the appropriate County officials' signatures on a Quit Claim Deed, which is a Corrective Deed for the Vining Garage. The County previously conveyed this property to Gerald and Marlo Henneman, dba Eagle Contracting.

Approval to Pay Invoices

Motion by Mosher, second by Lee, and unanimously carried to approve payment to Lake Region Healthcare, in the amount of \$450.00, for services provided under the provision of Minnesota Statute 609.35.

Motion by Mosher, second by Froemming, and unanimously carried to approve payment to Otter Tail County Solid Waste Department, in the amount of \$828.40, for Tax Forfeited Property Demolition.

Application for Exempt Permit

Motion by Lee, second by Block, and unanimously carried to approve with no waiting period the LG220 Application for Exempt Permit, as submitted by the Ducks Unlimited Chapter, for an event scheduled for April 16, 2004, at the Blue Water Restaurant and Sports Bar.

Adjournment

At 11:33 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, March 9, 2004.

Dated: _____

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____

Sydney Nelson, County Board Chair

Attest: _____

Larry Krohn, Clerk

