

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 Fir Avenue W., Fergus Falls, MN  
Tuesday July 18, 2006  
9:30 a.m.**

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, July 18, 2006, at 9:33 a.m., at the Otter Tail County Government Services Center with Commissioners Dennis Mosher, Vice-Chair; Bob Block, Syd Nelson, and Malcolm Lee present. Chairman Roger Froemming was absent.

**Approval of Agenda**

Motion by Nelson, second by Block, and unanimously carried to approve the County Board agenda of July 18, 2006, as mailed.

**Approval of Minutes**

Motion by Lee, second by Nelson, and unanimously carried to approve the County Board minutes of July 11, 2006, as mailed.

**Approval to Pay Bills**

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

**Public Health Staffing**

Motion by Block, second by Mosher, and unanimously carried to authorize the Public Health Director to proceed with the hiring process to fill a 40-hour per week Public Health Nursing position, due to the resignation of the PHN who was working with the nursing home caseload for the MSHO product, with salary reimbursement paid by Blue Cross Blue Shield.

**Assessment Contract**

Motion by Nelson, second by Lee, and unanimously carried to authorize the Chairman's signature to execute a Property Appraisal Service Agreement between the County of Otter Tail and Betty Norman for a one year period commencing August 28, 2006. The contractor will provide appraisal services in Everts and Inman Township and City of Vergas.

**Assessor's Department Fee Schedule**

Motion by Lee, second by Block, and unanimously carried to approve the Assessor's Office Fee Schedule effective August 1, 2006, as presented by the Assessor and attached as Attachment B.

**Webpage Update**

GIS Coordinator, Brian Armstrong, briefed the County Board on the parceling project. He presented a map showing 34 of the County's 62 townships that are completed with parceling updated on a monthly basis. Bringing the city parcels into the system will be discussed with the Internal GIS Committee. Mr. Armstrong discussed future projects including mapping of

ditches, culverts, etc. GIS Coordinator, Sherry Leabo, discussed the County's webpage and presented Web Developer, Scott Backstrom, with a plaque from the American Association of Webmasters for excellence in web design.

**Election Systems Equipment**

Motion by Nelson, second by Lee, and unanimously carried to approve payment to Election Systems and Software, in the amount of \$506,348.71, which represents a 90% payment of the equipment purchased.

**Classification of Tax Forfeited Land and Request for DNR Approval**  
**Otter Tail County Resolution No. 2006 - 55**

Upon a motion by Lee, second by Mosher, and unanimously carried, the Otter Tail County Board of Commissioners adopts the following resolution:

WHEREAS, The County Board of Commissioners of the County of Otter Tail, State of Minnesota, desires to offer for private sale the following described parcel of land that has forfeited to the State of Minnesota for non-payment of taxes:

Parcel 37-000-99-0688-000  
Lot 3 Block 3  
Crystal Hills Second Addition  
Tax Forfeited 1980

WHEREAS, the said parcel of land has been considered and viewed by the County Board of Commissioners and has been classified as non-conservation lands as provided for in Minnesota Statutes 282.01, and

WHEREAS, based on certification from the Township of Lida, the highest and best use of the above described property can only be achieved by adding it to an adjoining parcel; thereby, increasing the usability and value of one of the adjoining properties, and

WHEREAS, the parcel is a substandard lot based on the lot size requirement of the Otter Tail County Shoreland Management Ordinance and the Otter Tail County Subdivision Controls Ordinance.

NOW, THEREFORE, BE IT RESOLVED, That the Otter Tail County Board of Commissioners hereby certifies that the above referenced parcel of land has been considered, visually viewed on a map and complies with the provisions of Minnesota Statutes 85.012, 92.461, 282.01 Subd 8 and 282.018 and other statutes that require the withholding of tax forfeited lands from sale.

BE IT FURTHER RESOLVED, That the Otter Tail County Board of Commissioners hereby requests approval from the Minnesota Department of Natural Resources for the private sale to adjacent landowners of the above described property.

The question was on the adoption of the resolution, and there were YEAS and NAYS as follow:

County of Otter Tail Board of Commissioners	<u>YEA</u>	<u>NAY</u>	<u>Absent</u>
Syd Nelson	X		
Malcolm Lee	X		
Bob Block	X		
Dennis Mosher	X		
Roger Froemming			X

Adopted this 18<sup>th</sup> day of July, 2006.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Roger Froemming, Board of Commissioners Chair

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

**Recess & Reconvene**

At 10:37 a.m., Vice-Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 10:39 a.m.

**WACCO Update**

WACCO Executive Director, Laurie Mullen, requested that Otter Tail County remain a member of WACCO along with the other counties and cities to foster a collaborative effort to improve partnerships. She provided a packet of information regarding WACCO's budget and activities accomplished last year. Ms. Mullen shared information regarding the high performance partnership concept, the collaboration in bringing cities and counties together, law enforcement studies and training, work with the BCOW Mental Health Initiative, GIS initiatives, safety seminars, and cooperative purchasing, specifically Otter Tail County has purchased salt through WACCO and realized savings. Ms. Mullen stressed the organization's work with Meth education. Vice-Chair Mosher requested that the County Coordinator review the WACCO request with Department Heads and the item will be scheduled on the County Board agenda in two weeks for further consideration.

**MnDOT Agreement No. 89932**

**Otter Tail County Resolution No. 2006 – 56**

Upon a motion by Lee, second by Block, and unanimously carried, the Otter Tail County Board of Commissioners adopts the following resolution:

IT IS RESOLVED that Otter Tail County enter into Mn/DOT Agreement No. 89932 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highways No. 21 and 30 as a detour route during the emergency roadway repair construction and other associated construction to be performed upon, along and adjacent to Trunk Highway No. 108 from 1.8 miles east of Junction C.S.A.H. No. 21 to 825 feet west of Junction C.S.A.H. No. 30 under State Project No. 5625-14 (T.H. 108=229).

IT IS FURTHER RESOLVED that the Otter Tail County Board of Commissioners Chair and the Otter Tail County Board of Commissioners Clerk are authorized to execute the Agreement and any amendments to the Agreement.

Adopted this 18<sup>th</sup> day of July, 2006.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Roger Froemming, Board of Commissioners Chair

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

### **Storm Water System Agreement**

Motion by Mosher, second by Lee, and unanimously carried to approve the appropriate County officials' signatures to execute an agreement between the County of Otter Tail and Townsend Engineering for the engineering services for a permanent plan to lower South and North Turtle Lake water levels with a Storm Water System at a not-to-exceed cost of \$10,900.

### **Planning Commission Recommendations**

#### **Conditional Use Permit – Gerald & Carol Sachs:**

Motion by Lee, second by Nelson, and unanimously carried to approve an after the fact Conditional Use Permit to operate a Real Estate Office, Lakeshore & More Realty – Broker/Owner, Bradley J. Sachs, with a condition as recommended by the Planning Commission. The property is described as Pt GL 4 (.40 Ac) Section 9 of Lida Township; Lake Lida (56-747).

#### **Conditional Use Permit – Verle & LuVeral Blaha:**

Motion by Nelson, second by Lee, and unanimously carried to approve a Conditional Use Permit to install an approach and driveway with a condition as recommended by the Planning Commission. The property is described as Lot 1 & Lot 2 N. of Road (53.9 Acres) Section 36 of Rush Lake Township; Rush Lake (56-141) and Buchanan Lake (56-209).

#### **Conditional Use Permit – James & Constance Day:**

Motion by Lee, second by Block, and unanimously carried to approve a Conditional Use Permit for a topographic alteration to lower a hill across from Highway 31 with a condition as recommended by the Planning Commission. The property is described as Pt of GL 1...(17.74 Ac) Section 35 of Dunn Township; Franklin Lake (56-759).

#### **Conditional Use Permit – Smedsrud Development, LLC:**

Motion by Mosher, second by Nelson, and unanimously carried to approve a Conditional Use Permit to build a new driveway for lake property owners from Golf View Shores Road as presented. The property is described as Lot 1 Blk 1 Stalker Lake Golf View Shores, Section 34 of Tordenskjold Township; Stalker Lake; Stalker Lake (56-437).

#### **Conditional Use Permit – Zion Evangelical Lutheran Church:**

Motion by Lee, second by Block, and unanimously carried to approve a Conditional Use Permit to install a lighted sign as presented. The property is described as Pt GL 5 & 6 ...(7.55 AC) Section 22 of Dunn Township; Elbow Lake (56-774) and Franklin Lake (56-759).

Preliminary Plat – “Sunwater Shores”/Sunwater Properties, LLC:

Motion by Lee, second by Nelson, and unanimously carried to approve a Preliminary Plat known as “Sunwater Shores” consisting of 3 lots for single family residential use with conditions as recommended by the Planning Commission. The property is described as Parcel H of SE¼ SW¼ & GL 2 Walker Lake, Section 1 of Amor Township; Walker Lake (56-310).

Preliminary Plat – “Ivy Acres 2<sup>nd</sup> Addition”/Steven L. Johnson:

Motion by Nelson, second by Block, and unanimously carried to deny the Preliminary Plat known as “Ivy Acres 2<sup>nd</sup> Addition” as recommended by the Planning Commission for the reasons as stated in the July 12, 2006, Planning Commission minutes. The property is described as Ivy Acres Lot 3 Block 1, Section 36 of Rush Lake Township; Rush Lake (56-141) and Buchanan Lake (56-209).

Preliminary Plat – “Quiet Pines Estates”/Dale Menze:

Motion by Nelson, second by Lee, and unanimously carried to approve the Preliminary Plat known as “Quiet Pines Estates” consisting of 6 lots for single family residential use and a Conditional Use Permit to construct a road to service the plat with conditions as recommended by the Planning Commission. The property is described as Pt Sec 29 bg SE cor N 2120.38' WLY 1728.73' N 1306.07' WLY on lk 864.87'..., Section 29 of Otto Township; Rush Lake (56-141).

Conditional Use Permit – Duane & Jeannette Keeney:

Motion by Mosher, second by Lee, and unanimously carried to approve a Conditional Use Permit to replace a failing retaining wall with a condition as recommended by the Planning Commission. The property is described as Pt of GL 2...(75 AC) Section 11 of Eagle Lake Township; Eagle Lake (56-253).

**Final Plats**

Motion by Lee, second by Nelson, and unanimously carried to approve the Final Plat of Joshua Roger Michael Hanson known as “Loony Acres”, Section 3 & 4, Township 136N, Range 41W, Dora Township; Loon Lake (56-523).

Motion by Mosher, second by Lee, and unanimously carried to approve the Final Plat of Thomas Bernardoni and Cynthia B. Bernardoni known as “Eagle Oaks”, GL 4 in Section 15, Township 131N, Range 40W, Eagle Lake Township; Eagle Lake.

Motion by Lee, second by Nelson, and unanimously carried to approve the Final Plat of Secluded Land Company known as “Olaf Lake Shores”, Sections 11 & 14, Township 136N, Range 44W; Norwegian Grove Township; Olaf Lake (56-950).

**Reclassification Request**

Motion by Mosher, second by Block, and unanimously carried to authorize the County Coordinator to proceed with reclassification of the Human Resources Specialist position (job #1308) and the Benefits/Safety Specialist (Job #1309) as requested.

**Working Out of Classification**

Motion by Nelson, second by Block, and unanimously carried to approve a salary adjustment for the Telecommunications Administrative Specialist (Job #1306) to Grade 12, Step 8 for working out of classification effective July 13, 2006 in the Human Resources Specialist position.

**Performance Evaluation Summary**

Motion by Nelson, second by Block, and unanimously carried to approve the positive Performance Evaluation Summary of MIS Director, Tim Brand, as presented, and to direct that the summary be placed in his personnel file.

**Closed to the Public  
Adjournment**

At 11:29 a.m., Vice-Chairman Mosher 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. Commissioners Mosher, Block, Nelson, and Lee were present for the evaluation. A summary of performance conclusions will be provided at the next regular County Board meeting. Upon completion of the performance evaluation, at 12:13 p.m., Vice-Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, July 25, 2006.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Roger Froemming, Board of Commissioners Chair

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

7/18/2006 11:23:22 OTTER TAIL COUNTY AUDITOR  
PANELSON RECEIPTS AND DISBURSEMENTS SYSTEM COUNTY 56 IFD66  
WARRANTS FOR PUBLICATION PAGE 1

WARRANTS APPROVED ON 7/18/2006 FOR PAYMENT 7/18/2006

VENDOR NAME	AMOUNT
ALLIED FIRE PROTECTION INC	250.00
AMERICAN TOWER CORPORATION	84.37
ARVIG COMMUNICATION SYSTEMS	200.00
AUTO SAFETY SERVICE	1,649.68
BALLARD SANITATION INC	293.00
BATTLE LAKE HARDWARE & RENTAL	3.83
BATTLE LAKE MOTOR PATROL ASSN	37.50
BCA ST OF MN	580.00
BEN HOLZER UNLIMITED	43.02
BEYER BODY SHOP INC	520.49
BLUESTONE TECHNOLOGIES INC	730.53
BOBCAT OF OTTER TAIL COUNTY	425.94
BRANDON COMMUNICATIONS INC	1,651.79
BRAUN INTERTEC CORPORATION	14,460.00
BRETZ HARDWARE	229.24
CITY BURNSVILLE	1,100.00
CAROLINA SOFTWARE	250.00
CELLULAR ONE	2,877.38
CITIZENS ADVOCATE	95.40
CO OP SERVICES INC	2,877.97
COOPERS TECHNOLOGY GROUP	111.19
CORPORATE TECHNOLOGIES	20.00
CULLIGAN WATER COND	26.64
CUTLER MAGNER COMPANY	43,462.92
DACOTAH PAPER COMPANY	189.85
DAN'S TOWING & REPAIR	146.97
DEANS COUNTRY MARKET	10.09
DEPT OF PUBLIC SAFETY	510.00
DIVERSION AUTO	323.95
EGGE CONSTRUCTION INC	237.60
EVERGREEN EQUIPMENT INC	74.50
FARNAM'S GENUINE PARTS INC	210.99
FERGUS FALLS NEWSPAPERS INC	3,355.74
FERGUS FALLS POLICE DEPT	494.17
CITY FERGUS FALLS	2,713.37
FERGUS POWER PUMP INC	5,660.00
FERGUS TIRE CENTER	1,061.41
FERRELLGAS	144.83
FREMONT INDUSTRIES INC	980.01
GE CAPITAL	606.39
GODFATHERS EXTERMINATING INC	320.88
GOODIN COMPANY	27.85
GOPHER STATE ONE CALL	23.20
GR GRAPHICS INC ST LOUIS	493.26
BRUCE HAUGRUD	5.42
HAWTHORN SUITES AT WATERFRONT	201.14
HEARTLAND AUDIO INC	1,337.40
HEDAHL'S HEADQUARTERS	42.31
HENNING AUTO PARTS INC	23.84

7/18/2006 11:23:22 OTTER TAIL COUNTY AUDITOR PANELSON RECEIPTS AND DISBURSEMENTS SYSTEM COUNTY 56 IFD66  
WARRANTS FOR PUBLICATION PAGE 2

WARRANTS APPROVED ON 7/18/2006 FOR PAYMENT 7/18/2006

VENDOR NAME	AMOUNT
HENNING HARDWARE	76.29
HOLIDAY CREDIT OFFICE	118.20
SHELDON HOLM	126.54
SANDY HOLO	571.72
THE HOME SHOP	10.50
HONEYWELL	1,692.00
THE INDEPENDENT	139.05
INNOVATIVE OFFICE SOLUTIONS	67.55
INSIGHT PUBLIC SECTOR	614.37
INTERSTATE ALL BATTERY CENTER	598.32
J J KELLER & ASSOCIATES INC	228.34
KELLY SERVICES INC	1,284.00
LAKE REGION ELECTRIC CO OP	961.33
LAKE REGION HEALTHCARE CORP	2,435.30
LAKWAY MARKET LLC	5,229.96
LARRY OTT INC TRUCK SERVICE	1,190.00
LIEBERMAN CO INC	37.28
LOCATORS & SUPPLIES INC	809.02
M-R SIGN COMPANY INC.	5,909.84
MARK SAND & GRAVEL CO	147,473.18
MATTHEW BENDER & COMPANY INC	1,187.70
THE MIDWEEK	146.40
MIDWEST PRINTING CO	101.18
MIDWEST TESTING LABORATORY	151.00
MIDWESTERN MAT RENTAL & SUPPLY	69.60
MINNKOTA	58.00
MISSOURI WATER SAFETY INC	83.90
MN HWY SAFETY AND RESEARCH CEN	368.00
MN MOTOR COMPANY	520.61
MN OFFICE OF ENTERPRISE TECHNO	395.98
MONITOR TIRE DISPOSAL INC	3,677.60
MULTIPLE CONCEPTS INTERIORS	210.00
NATIONAL RIFLE ASSOCIATION	85.00
NELSON DODGE GMC	304.87
NELSON FORD LINCOLN MERCURY IN	906.36
NEW YORK MILLS HERALD	280.80
NEWMAN TRAFFIC SIGNS	2,277.18
NORTH UNION TEXACO	28.10
NORTHSTAR TECHNOLOGY GROUP INC	93.75
NORTHWEST RESPIRATORY SERVICES	148.32
OFFICEMAX CONTRACT INC	163.15
OLSON OIL CO INC	283.00
OTTER TAIL CO PUBLIC HEALTH	227.41
OTTER TAIL CO TREASURER	925.24
OTTERTAIL TRUCKING INC	13,334.80
OVERLAND MECHANICAL SERVICES	1,119.47
PAMIDA INC 008	156.00
PARK REGION CO OP	2,314.60
PELICAN RAPIDS PRESS	130.00

7/18/2006  
 11:23:22

OTTER TAIL COUNTY AUDITOR  
 PANELSON RECEIPTS AND DISBURSEMENTS SYSTEM COUNTY 56 IFD66  
 WARRANTS FOR PUBLICATION PAGE 3

WARRANTS APPROVED ON 7/18/2006 FOR PAYMENT 7/18/2006

VENDOR NAME	AMOUNT
PERHAM CO OP CREAMERY	5,446.54
PERHAM ENTERPRISE BULLETIN	604.71
PETE'S AMOCO	2,581.97
PETER'S SNYDER DRUG	8.00
PIONEER JANITORIAL	90.53
HENRY PRICE	379.40
PRO AG FARMERS CO OP	357.38
PRODUCTIVE ALTERNATIVES INC	117.31
QUALITY TOYOTA	38.45
REVIEW ENTERPRISES INC	291.82
ROTHSAY FARMERS CO OP	32.75
ROYAL TIRE INC	2,202.07
SERVICE FOOD SUPER VALU	340.37
THE STATE CHEMICAL MFG CO	243.62
STEINS INC	2,551.52
STEVE'S SANITATION INC	1,763.72
STRAND ACE HARDWARE	19.16
STREICHERS	317.37
SUPER SEPTIC INC OF PELICAN RA	77.19
RICKY SWANBERG	32.87
TEEMARK CORPORATION	96.39
TNT REPAIR INC	244.08
GARY TORGERSON	160.00
UAP DISTRIBUTION INC	21,522.81
UCOWF	235.00
SUSAN ULSCHMID	205.27
UNIFORMS UNLIMITED	1,176.79
KEITH VAN DYKE	13.00
WADENA CO AUDITOR TREASURER	1,822.51
WASTE MANAGEMENT	56,000.66
WESTBY LAWN CARE	40.00
XEROX CORPORATION	28.65
ZIEGLER INC	2,122.97

\*\*\*\* FINAL TOTAL..... \$391,661.75 \*\*\*\*



**ASSESSOR'S OFFICE FEE SCHEDULE**

**SPLIT FEES**

**SIMPLE                    \$25.00 PER PARCEL**

**COMPLEX                \$50.00 PER PARCEL**

**IF LESS THAN 3 WORKING DAYS ADVANCE NOTICE THESE FEES  
DOUBLE. ESTIMATE POTENTIAL INCOME \$5,500/YEAR**

**TAX ESTIMATES**

**ESTIMATED MARKET VALUE AND TAX CALCULATION (TIF OR  
NEW CONSTRUCTION)            \$40.00 ESTIMATE \$1,200/YEAR**

**WRITTEN TAX ESTIMATE FOR KNOWN VALUE            \$20.00  
(ESCROW, ETC.) ESTIMATE \$6,200/YEAR**

**"WHAT IF" TAX ESTIMATE (WRITTEN)                    \$20.00  
ESTIMATE \$2,000/YEAR**

**ESTIMATES AND SPLITS THAT ARE REQUESTED TO BE FAXED  
ADD \$5.00 PER ESTIMATE**

**VERBAL TAX ESTIMATES GIVEN OFF PREPARED CHART ARE AT NO  
CHARGE.**