

**MINUTES OF THE
 OTTER TAIL COUNTY BOARD OF COMMISSIONERS
 Government Services Center, Commissioners' Room
 500 Fir Avenue W., Fergus Falls, MN
 Tuesday, July 17, 2007
 9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, July 17, 2007, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners Dennis Mosher, Chair; Syd Nelson, Vice-Chair; Bob Block, Roger Froemming, and Everett Erickson present.

Approval of Agenda

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services Board Agenda of July 17, 2007, with the following addition:

10:05 a.m. - Budget Committee Meeting

Approval of Minutes

Motion by Erickson, second by Block, and unanimously carried to approve the Human Services Board Minutes of June 26, 2007, as mailed.

Human Services Quarterly Fiscal Report

Human Services Director, John Dinsmore, presented the Human Services Fiscal Report from January 1, 2007 through June 30, 2007. Total Agency expenses were reported as \$8,543,580.07 with total Agency revenue at \$7,913,938.41. Mr. Dinsmore noted that additional State revenue will be received during the last six months of the year to equalize the 2007 Budget; however, increased Chemical Dependency expenses are a concern. Lengthy discussion took place regarding third party reimbursement for Detoxification Services. Currently, Productive Alternatives is submitting the third party reimbursement requests to Insurance Companies with an approximate 20% payment level. The County estimates that payment level should be closer to 50%. Mr. Dinsmore stated that there may be a need to use some reserve dollars to balance the 2007 budget.

Work-site LMC Mid-Year Report

Mr. Dinsmore provided the "Otter Tail County Human Services Work-site Labor Management Committee Board Presentation Overview" dated July 17, 2007. The top ten Labor Management Committee's goals and priorities were identified.

Human Services Contracts

Motion by Nelson, second by Froemming, and unanimously carried to authorize the Chairman's signature to execute the following contracts for services:

Vendor	Program	Effective Date	Targeted Population
New Dimensions Home Health Care Fergus Falls, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly & Disabled
Tender Hearts Home Care New York Mills, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly
Prairie Community Services, Morris, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Adult Mental Health
Nelson House New York Mills, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly
Pioneer Senior Cottages Pioneer Retirement Fergus Falls, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly

Lakeview Senior Living Apartments Battle Lake, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly
Ghost Runner, LLC Perham, MN	Homemaker's Services	07/01/07 – 06/30/08	Elderly
Vikingland Home Health, Inc. Alexandria, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly
CK Home Health Care Fergus Falls, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly & Disabled
Care 2000 Home Health Care, Fergus Falls, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly
Stefan & Kelly Nelson Fergus Falls, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly & Disabled
Meals by Wheels	Home Delivered Meals	07/01/07 – 06/30/08	Elderly & Disabled \$3.75 per meal
Prairie View Assisted Living, Kari Honer, Perham, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly
Autumn Manor Perham, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly
Love & Care of Pelican Rapids, Fergus Falls, MN	Residential Services Assisted Living	07/01/07 – 06/30/08	Elderly & Disabled

Approval of Human Services Positions

Motion by Nelson, second by Mosher, and unanimously carried to authorize the Human Services Director to add two Full Time Human Services Positions; one FTE Financial Worker position effective August 1, 2007, and one FTE Office Support position, effective September 1, 2007. The Financial Worker position five month expenditure will be funded from the Food Stamp Enhanced Funding revenue (\$8,786) and \$8,547 in State reimbursement based on the State's time study formula for income maintenance programs. The Office Support Specialist position will be funded from the Food Stamp Enhanced Funding (\$7,637) and \$7,430 in State reimbursement based on the State's time study formula for income maintenance programs. Continued funding would be budgeted beginning with the CY2008 Budget.

Bills & Claims

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

Human Services Energy Assistance Contract

Motion by Block, second by Erickson, and unanimously carried to authorize the Chairman's signature to execute the State of Minnesota Low Income Home Energy Assistance Program for the FFY 2008 Grant Contract from 10/1/07 to 09/30/08.

Adjournment

At 9:59 a.m., Chairman Mosher declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, July 31, 2007. A brief Budget Committee meeting was held at approximately 10:00 a.m.

Dated: _____

OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____

Dennis R. Mosher, Human Services Board Chair

Attest: _____

Larry Krohn, Clerk

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, July 17, 2007, at 10:16 a.m. at the Otter Tail County Government Services Center with Commissioners Dennis Mosher, Chair; Syd Nelson, Vice-Chair; Bob Block, Roger Froemming, and Everett Erickson present.

Approval of Agenda

Motion by Block, second by Nelson, and unanimously carried to approve the County Board agenda of July 17, 2007, with the following additions:

- Minnesota Counties – Hours of Operation Information
- City of Perham Invitation
- Viking Library Discussion

Approval of Minutes

Motion by Froemming, second by Erickson, and unanimously carried to approve the County Board minutes of July 10, 2007, as presented.

Approval to Pay Bills

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

Tax System Software

MIS Director, Tim Brand, stated that the market is demanding a change from an AS400 based computer system to a server based system. The County's current software provider, ACS, is requesting that the County sign a Letter of Intent to participate in the process, which would allow ACS to develop their current server based system to be Minnesota compliant. The current AS400 based system would be used until the new server based system has been completely tested. Commissioner Mosher asked about the financial commitment for the new tax software. Estimated cost for the first phase of the software is \$50,000 to \$70,000 depending on final rate structure. Motion by Nelson, second by Block, and unanimously carried to authorize the Chairman's signature to execute a Letter of Intent between Otter Tail County and ACS for a new computer tax and appraisal system.

Payment Approvals

Motion by Erickson, second by Block, and unanimously carried to approve the following payments:

Overland Mechanical Services	GSC Boiler Project – Final Payment	\$ 12,020.15
Shultz & Associates, LTD	Project 0603, Ottertail Operations Ctr	\$ 5,812.50
Comstock Construction Inc. of MN	Project 0603, Ottertail Operations Ctr	\$789,483.14

Motion by Block, second by Erickson, and unanimously carried to authorize payment, in the amount of \$109,618.07, to Young & Associates Architects for work on the proposed Chemical Dependency Health Center Project.

Labor Management Committee Update

County Attorney, David Hauser, briefed the Board regarding the Health Insurance Request for Proposals process.

RESOLUTION DESIGNATING COUNTY STATE AID HIGHWAY LOCATION

County State Aid Highway No. 1

Otter Tail County Resolution No. 2007 - 54

Upon a motion by Mosher, seconded by Block, and unanimously carried, the following resolution was adopted:

WHEREAS, it appears to the County Board of Commissioners of the County of Otter Tail that the highway right of way required for County State Aid Highway No. 1 under Project No. S.A.P. 56-601-46 should be accurately described and located by a highway right of way plat.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Commissioners of the County of Otter Tail that the Board of County Commissioners for the County of Otter Tail is hereby designating the definite location of County State Aid Highway No. 1 in Sections 4, 5, 8, 9, 16, 17, 20, 21, 28, 29, 32 and 33 in Township 131 North, Range 43 West and Sections 32 and 33 in Township 132 North, Range 43 West, of the 5th Principal Meridian as shown on the five sheets of OTTER TAIL COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 17.

Adopted at Fergus Falls, Minnesota, this 17th day of July, 2007.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Dennis R. Mosher, Board of Commissioners' Chair

Attest: _____
Larry Krohn, Clerk

Planning Commission Recommendations

Preliminary Plat – "Larson's Lakeview Addition"/Kenneth & Arlene Larson:

Motion by Mosher, second by Froemming, and unanimously carried to approve the Preliminary Plat known as "Larson's Lakeview Addition" consisting of 6 single family residential lots and 3 non-residential non-buildable lots with conditions as recommended by the Planning Commission. The property is described as Pt of GL 8, Baker's Addn – Sand Beach Park N 125' of Res Lot 1 Blk 1 ex strip N 10' on front & 20' in rear & vac rd adj and Baker's Addn – Sand Beach Park Tr in Res & vac rd adj, Section 5 of Everts Township; Otter Tail Lake (56-242), GD/Round Lake (56-297), RD.

Preliminary Plat & Conditional Use Permit—"Shoreview On McDonald"/Donald & Barbara Soderstrom, Joshua & Franscesca Schmidt Bakken:

Motion by Erickson, second by Block, and unanimously carried to approve the Preliminary Plat known as "Shoreveiw On McDonald" consisting of 11 single family residential lots and to approve 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 of GL's 3 & 4, Section 30 and Pt of GL 5, Section 31 of Edna Township; Big McDonald Lake (56-386), RD.

Preliminary Plat & Conditional Use Permit – "Bluebird Hill"/Emil Hamann, Roger Luhning & Richard Spanswick:

Motion by Froemming, second by Erickson, and unanimously carried to approve the Preliminary Plat known as "Bluebird Hill "consisting of 2 single family residential lots and 1 outlot and to approve a Conditional Use Permit to upgrade an existing road to service the lots with conditions as recommended by the Planning Commission. The property is described as Pt GL 1, (3.09 AC), & N1/2 NE1/4, SW1/4 NE1/4, GL 1 & 2 ex platted ex trs (141.39 AC), Section 5 & GL 4, 2 & 3 ex platted ex trs (40.90 AC), Section 4, Girard Township; Ethel Lake (56-193), RD.

Preliminary Plat – "Charlie's Beach 3rd Addition"/ Charlie Kirchenwitz:

Motion by Nelson, second by Erickson, and unanimously carried to approve the Preliminary Plat known as "Charlie's Beach 3rd Addition" consisting of 9 non-residential backlots as recommended by the Planning Commission. The property is described as Lot 1 ex plats & ex trs (22.26 AC), Section 29 of Edna Township; Big McDonald Lake (56-386), RD.

Preliminary Plat – “RJ Estates”/Ronald & JoAnn Bina:

Motion by Erickson, second by Froemming, and unanimously carried to approve the Preliminary Plat known as “RJ Estates” consisting of 4 single family residential lots with a condition as recommended by the Planning Commission. The property is described as Peach’s Shady Shore that pt Res A & pt farmstead lot, Section 3 of Star Lake Township; Star Lake (56-385), GD.

Preliminary Plat & Conditional Use Permit – “Quiet Oaks”/Adam Menze:

Motion by Nelson, second by Block, and unanimously carried to approve the Preliminary Plat known as “Quiet Oaks” consisting of 11 single family residential lots and to approve 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 Lot 1 ex tract, ex platted (28.37 AC), Section 35 of Rush Lake Township; Buchanan Lake (56-209), GD.

Common Interest Community Final Plat

Motion by Nelson, second by Erickson, and unanimously carried to approve a 12 unit condominium Common Interest Community (CIC No. 51) Final Plat entitled “Lakeshore Harbor” in Section 27 of Hobart Township, Long Lake (56-388). This CIC replaces a resort community.

Recess & Reconvene

At 11:18 a.m., Chairman Mosher recessed the meeting of the Otter Tail County Board of Commissioners for a Land & Resource Committee meeting and lunch break. The meeting was reconvened at 1:02 p.m.

Food Service Agreement

Motion by Nelson, second by Block, and unanimously carried to authorize Amendment Number Three to the Food Service Management Agreement between the County of Otter Tail and A’viands, LLC effective July 1, 2007, for a period of one year to provide an annual CPI adjustment of 2.5% increase in the per meal cost. Meals are provided for the Detention and Detox Facilities.

High Water/Flood Conditions in Otter Tail County

Mr. Hauser discussed the recent meeting held by State Representative Bud Nornes regarding the localized high water/flooding problems experienced in Otter Tail County. Commissioner Nelson suggested that Otter Tail County should follow up the meeting and outline how much money has been spent by the County and townships as a result of the high water problems. Motion by Block, second by Froemming, and unanimously carried to request that the County Attorney draft a letter thanking Representative Nornes and Senator Langseth for holding the meeting and request some State funding to ease the financial burden.

Wetland Easement

U.S. Fish & Wildlife Realty Specialist, Don Kleven, requested approval of a wetland easement of approximately 80 acres in Effington Township. Funding for this program is from the sale of duck stamps and is dedicated to habitat protection. Motion by Froemming, second by Erickson, and unanimously carried to approve the following perpetual Wetland Easement:

Bettin, Patrick and Claudette

T. 131 N., R. 38 W., 5th P.M.

Section 23, E½NE¼, N½NE¼SE¼

County Hours of Operation

Mr. Hauser provided a map detailing the hours of operation of all counties in the State of Minnesota. Hours varied from opening time of 7:30 a.m. to closing time of 5:00 p.m. with over 70% of the counties open from 8:00 a.m. to 4:30 p.m. No action was taken.

Pay Equity System

County Coordinator, Larry Krohn, reported that a Request for Proposals for Otter Tail County's Pay Equity System will be completed soon. Motion by Mosher, second by Froemming, and unanimously carried to discontinue all reclassifications in light of the fact that the County is proceeding with a RFP for a different Pay Equity System and in light of the fact that the current provider has indicated that their system is inconsistent as a result of differing methodologies.

Closed to the Public

At 1:38 p.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners closed to the public for purposes of discussing labor negotiation strategies relative to the Technical Bargaining Unit. Present were all five seated Commissioners with Commissioner Nelson absent at 2:22 p.m., the County Attorney, County Coordinator, Treasurer, Recorder, Auditor, Assessor, Human Services Director, and Board Secretary. This Closed Session was completed at 2:40 p.m., at which time Commissioner Block left to attend a WCAA meeting.

Open to the Public

At 2:40 p.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners opened to the public for an Interactive TV presentation of the construction progress at the new Ottertail Operations Center.

Adjournment

At 2:49 p.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, July 24, 2007.

Dated: _____

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Dennis R. Mosher, Board of Commissioners Chair

Attest: _____
Larry Krohn, Clerk

CB/kd

WARRANTS APPROVED ON 7/17/2007 FOR PAYMENT 7/17/2007	
<u>VENDOR NAME</u>	<u>AMOUNT</u>
A'VIANDS LLC	3,124.00
AL'S REFRIGERATION	212.52
ALL TEC	1,485.00
AMERICAN SOLUTIONS FOR BUSINES	1,429.77
AMERICAN WELDING-WILLMAR FIRE	5.27
APPLE TIME INC	1,024.21
ARVIG COMMUNICATION SYSTEMS	200.00
AUTO VALUE FERGUS FALLS	479.15
BATTLE LAKE TOWING	109.16
BCA ST OF MN	470.00
BEN HOLZER UNLIMITED	25.77
BLUESTONE TECHNOLOGIES INC	9,000.00
BOBCAT OF OTTER TAIL COUNTY	1.87
BRANDON COMMUNICATIONS INC	4,153.69
RICHARD CARLUND	600.00
CAROLINA SOFTWARE	250.00
CARQUEST AUTO PARTS	23.66
CELLULAR ONE	566.40
CITIZENS ADVOCATE	83.48
CO OP SERVICES INC	2,690.28
COLLEGE WAY AUTO INC	29.19
COOPERS TECHNOLOGY GROUP	21.46
CRONATRON WELDING SYSTEMS INC	204.86
CULLIGAN WATER COND	40.79
CUSTOM BUSINESS FORMS	129.93
DACOTAH PAPER COMPANY	150.04
DALTON OUTDOORS	22.99
DEPT OF PUBLIC SAFETY	510.00
EAST SIDE OIL COMPANIES	35.00
ELECTRO WATCHMAN INC	428.00
EMPI	142.00
FARNAM'S GENUINE PARTS INC	130.93
FARNAM'S GENUINE PARTS INC PR	14.94
FERGUS ELECTRIC	131.25
FERGUS FALLS NEWSPAPERS INC	664.20
FERGUS TIRE CENTER	79.73
FREMONT INDUSTRIES INC	276.52
FRONTIER PRECISION INC	207.46
DAVID GADOW	4.43
GALL'S INC	198.13
GATEWAY COMPANIES INC	1,885.44
GE CAPITAL	233.65
STEPHEN GOERDT	100.00
GREENMAN TECHNOLOGIES OF MN IN	2,365.54
MATTHEW HANSON	87.23
HANSON'S PLUMBING & HEATING IN	67.65
HAYBELLY'S DIRTWORKS INC	1,600.00
HEDAHLS HEADQUARTERS	61.77
HEISLERS COUNTRY OIL	2,266.35
HITESMAN & ASSOCIATES PA	336.00
HOLIDAY CREDIT OFFICE	104.13
GERALD HOLO	5.22
SANDY HOLO	129.00
HONEYWELL	1,776.50
THE INDEPENDENT	84.00
INSIGHT PUBLIC SECTOR	1,232.42
IVERSON GARAGE DOOR	1,013.00
KEEPRS INC CY'S UNIFORMS	59.61

KELLY SERVICES INC	1,465.41
L & L SERVICE	70.70
LAKELAND MENTAL HEALTH CENTER	2,554.00
LAKES COUNTRY SERVICE CO OP	125.00
LARRY OTT INC TRUCK SERVICE	670.00
JULIE LEITCH	23.83
LIGHT RETURNS RECYCLING	388.16
LITTLE BEAR TOWING	197.03
M-R SIGN COMPANY INC.	5,748.72
MAAO	150.00
MAIN STREET GAS & GOODS	796.93
MANNY'S - ROCKY'S BAIT	1,093.06
MARK SAND & GRAVEL CO	36,137.35
MATTHEW BENDER & COMPANY INC	709.85
MCCC MI 33	8,236.92
METTA TECHNOLOGIES	5,253.42
MIDWESTERN MAT RENTAL & SUPPLY	74.07
MN CO ENGINEERS ASSOC	225.00
MN MOTOR COMPANY	265.62
MN SWAA	50.00
NAPA OF PERHAM	331.19
NARDINI FIRE EQUIPMENT	506.10
NELSON BROS PRINTING	287.12
NELSON DODGE GMC	567.17
NELSON INTERNATIONAL	45.24
NETWORK CENTER INC	192.50
OFFICE DEPOT	79.76
OFFICEMAX CONTRACT INC	293.14
OLSON OIL CO INC	1,139.73
ONE CALL LOCATORS LTD	185.64
OTTERTAIL TRUCKING INC	6,827.20
ANN PACKER-SMITH	615.00
PAMIDA INC 008	72.15
PELICAN RAPIDS PRESS	60.61
PENROSE OIL COMPANY	2,207.98
PEPSIAMERICAS	263.34
PERHAM AREA EMS	300.00
PERHAM CO OP CREAMERY	5,488.51
PERHAM ENTERPRISE BULLETIN	67.39
PETE'S AMOCO	190.64
PRAIRIE IMPLEMENT INC	204.61
PREMIUM WATERS INC	29.73
PRO AG FARMERS CO OP	1,466.77
PROGRAM IN HUMAN SEXUALITY	26.55
RAY'S OIL COMPANY	148.74
REVIEW ENTERPRISES INC	359.42
RENEE SAURER	48.48
CHERI SCHULTZ	42.77
SERVICE FOOD SUPER VALU	67.19
SHERWIN WILLIAMS	10.76
SIGELMAN STEEL & RECYCLING INC	26.84
SIRCHIE	173.62
SKILLPATH SEMINARS	199.00
KYLE SORKNESS	93.53
STEINS INC	1,121.81
STEVE'S SANITATION INC	736.89
STREICHERS	136.95
THYSSEN KRUPP ELEVATOR CORPORA	719.73
TOUTGES SANITATION	49.14
SUSAN ULSCHMID	112.49

UNIFORMS UNLIMITED	785.82
UNIVERSITY OF MN	15.00
US BANK	15,165.00
VEOLIA ENVIRONMENTAL SERVICES	1,044.45
VIKING COCA-COLA	197.20
VOSS LIGHTING	103.84
WALLWORK TRUCK CENTER	766.72
WASTE MANAGEMENT	4,422.60
RANDY WASVICK	25.72
WEST PAYMENT CENTER	2,089.50
WHITE BANNER UNIFORM SHOP	656.50
<u>**** FINAL TOTAL.....</u>	<u>\$157,766.44 ****</u>