

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 W. Fir Avenue, Fergus Falls, MN  
Tuesday, June 10, 2008  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, June 10, 2008, at 9:30 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 Block, and unanimously carried to approve the Human Services Board agenda of June 10, 2008, as mailed.

**Approval of Minutes**

Motion by Erickson, second by Mosher, and unanimously carried to approve the Human Services Board minutes of May 27, 2008, as presented.

**Probation Department**

Probation Director, Chuck Kitzman, reminded Board members of the annual Family Services Collaborative meeting at 6:00 p.m. tonight. He handed out a document regarding a University of Minnesota research project to study the Thistledeew Programs to better understand how the wilderness endeavors intervention works for young people. Motion by Mosher, second by Block, and unanimously carried to authorize the signature of the appropriate county official to execute an agreement for participation by Otter Tail County in the above-described study.

**Grant Applications**

Public Health Director, Diane Thorson, reported that the Public Health Department will submit a full grant proposal to Medica Foundation for a Behavioral Health Grant to deal with social emotional screening to identify younger children (than can currently be served) to be referred into the mental health system. Ms. Thorson has also submitted a letter of intent to the UCare Foundation for promoting healthy life styles to replicate what Olmsted County has done with their fit WIC program. Notice has been received from BCBS that there is funding available for a Healthy Eating Minnesota program to influence healthy eating as part of every day life encouraging smaller serving sizes.

**Dental Services Update**

Ms. Thorson briefed the Board regarding an application for Appletree Dental, who serve people covered under Medical Assistance and MNCare.

**Human Services Contract Renewals**

Motion by Mosher, second by Froemming, and unanimously carried to authorize the Chairman's signature to execute the following Human Services Contract renewals:

<b>Agency</b>	<b>Program</b>	<b>Effective Date</b>	<b>Targeted Population</b>	<b>Funding Source</b>
Helping Hands	Elderly Services	06-01-08 through 06-30-09	Elderly	The total amount to be paid for such purchased services shall not exceed the OTC approved Rate
Rich & Diane Armstrong	Residential Services/Home Plus/Foster Care Services	07-01-08 through 06-30-09	Elderly and Disabled	AC/EW/CADI or TBI Waivered Funds

Diane Bauer & Randy Bond	Residential Services/Home Plus/Foster Care Services	07-01-08 through 06-30-09	Elderly and Disabled	AC/EW/CADI or TBI Waivered Funds
Wes & Denise Borneman	Residential Services/Home Plus/Foster Care Services	07-01-08 through 06-30-09	Elderly	AC/EW/CADI or TBI Waivered Funds
Karla & Richard Guldseth	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly	AC/EW/CADI or TBI Waivered Funds
Louis & Sonja Gunkel	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Charlotte Haberer & Ginger Rehm	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Terri & Duane Haugen	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Karen & Myron Ingrebretson	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Barb & Steve Jensen	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Linda Jesinoski-Reich	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Michael & Suzanne Koep	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Linda Larson	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Tawny & Erick Larson	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Joshua & Sara Lott	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds.
Sandy Laub	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Mary Murphy	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Stefan & Kelly Nelson	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds

Ken & Cathy Page	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Mary Soland	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Corey Synsteliem	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Gerald & Joy Synsteliem	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Stanley & Karen Synsteliem	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
SigridLinda Tweeton	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds
Norm & Joy Westby	Residential Services/Assisted Living	07-01-08 through 06-30-09	Elderly & Disabled	AC/EW/CADI or TBI Waivered Funds

**Human Services Department Communications**

Human Services Director, John Dinsmore, provided copies of a letter from Governor Pawlenty regarding H. F. No. 3149, the 2008 Omnibus Tax Bill. He provided a handout from the Association of Minnesota Counties regarding levy limits (HF3149). Budget discussion took place and letters were sent to Human Services providers to obtain their budget information. Mr. Dinsmore briefed the Board regarding the federal audit school district levy. The wrong formula was used to obtain funding from the federal government through the Local Collaborative Time Study program. School districts affected by this are allowed to have a special levy for this expense. Mr. Dinsmore put together a proportionate share of the LCTS disallowance payback for nine school districts in Otter Tail County. Discussion continued regarding whether or not the County would payback some of these dollars. The Family Services Collaborative would not need to pay the \$75,000 out of their budget if the school districts could levy for these dollars.

**Approval to Pay Bills & Claims**

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

**Adjournment**

At 10:32 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, June 24, 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, June 10, 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 Erickson, second by Mosher, and unanimously carried to approve the County Board agenda of June 10, 2008, with the following addition:

1:30 p.m. - Otter Tail Ag Enterprises

### **Approval of Minutes**

Motion by Froemming, second by Block, and unanimously carried to approve the County Board minutes of June 3, 2008, as presented.

### **Approval to Pay Bills**

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

### **Public Defender Expenses**

Court Administrator, Kathy Ouren, reported that the legislature has cut the defense budget and there will be serious staff shortages at the trial court level effective July 1, 2008. The State will prioritize services and one service that is not mandated by statute is representation of parents in child protection and termination of rights cases. These expenses will be the responsibility of the County. Ms. Ouren estimated costs exceeding \$150,000 per year.

### **Payment Approvals**

Motion by Froemming, second by Block, and unanimously carried to approve payment, in the amount of \$210,243.03, from the Construction Fund to Comstock Construction, Inc. for the Ottertail Operations Center detailed in Payment Request No. 11 and to approve payment, in the amount of \$38,751.38, also for the Ottertail Operations Center as detailed in Payment Request No. 12.

Motion by Erickson, second by Block, and unanimously carried to approve payment, in the amount of \$8,875.00, from the Construction Fund to Shultz & Associates, LTD for the cost associated with the Ottertail Operations Center as noted below:

Invoice No. 2051	May 2, 2008	Project 0603	\$8,875.00
(Construction Administration - \$3,875.00 and LEED Administration - \$5,000.00)			

Motion by Block, second by Mosher, and unanimously carried to approve payment for the following Ottertail Operations Center costs from the Construction Fund:

Sirchie Finger Print Laboratories	Copy Attached	Dated 05/02/2008	\$11,450.63
CMI Inc.	Intoxilyzer	Dated 05/01/2008	\$6,298.00

### **Applications for Liquor License**

Motion by Erickson, second by Froemming, and unanimously carried to approve all liquor license applications as submitted by the Auditor's office. Motion by Erickson, second by Froemming, and unanimously carried to rescind the motion to approve the license applications.

### **Application for Exempt Permit**

Motion by Mosher, second by Froemming, and unanimously carried to approve, with no waiting period, the LG220 Application for Exempt Permit as submitted by Hunt of a Lifetime for an event scheduled for June 20 through June 22, 2008 at Dalton Outdoors.

**Applications for Liquor License**

Motion by Erickson, second by Block, and unanimously carried to approve the following applications for licenses:

Big Chief Fergus Falls, MN	Off-Sale 3.2 Malt Liquor
Birchwood Golf Course Pelican Rapids, MN	On/Off-Sale 3.2 Malt Liquor
Carlitos, Inc. Perham, MN	On-Sale Liquor and Sunday Liquor
Lida Greens Pelican Rapids, MN	On/Off-Sale 3.2 Malt Liquor
New York Mills Lion Club New York Mills, MN	Temporary On-Sale 3.2 Malt Liquor 2 Day Rodeo/Friday June 27 & Saturday, June 28
The Corner Store Oil Inc. Battle Lake, MN	Off-Sale 3.2 Malt Liquor

**Highway Contract**

Motion by Mosher, second by Froemming, and unanimously carried to authorize the Chairman's signature to execute a Highway Maintenance Contract between the County of Otter Tail and AAA Striping Service Co. of St. Michael, MN for C.P. 08:TM, C.P. 08:208TM, county wide traffic marking, subject to the approval of the County Attorney.

**Quotation Summary and Recommendation for Award**

Highway Engineer, Rick West, working with the Friends of Phelps Mill and the Historical Society, provided the following quotations for Fire and Security Alarm and Monitoring System for the Mill Building at the Phelps Mill Park:

S & S Security Watchman, Inc. Pelican Rapids, MN	\$7,589.85
Electro Watchmen, Inc. Fargo, ND	\$9,098.13

Motion by Mosher, second by Erickson, and unanimously carried to award this equipment to the low bidder, S & S Security Watchman, Inc. of Pelican Rapids, MN, in the amount of \$7,589.85 plus applicable taxes, which includes a siren that was listed as optional equipment in the quotation. The Friends of Phelps Mill, a Standing Committee of the Otter Tail County Historical Society, are providing \$5,000.00 to \$6,000.00 to help fund this project, with the remainder of the dollars to be provided from the Phelps Mill Park Capital Improvement Fund.

**Board of Equalization Discussion**

Assessor, Bob Moe, briefed the Board on the results of the State Board of Equalization. Otter Tail County will not receive state changes this year. Mr. Moe presented a handout containing sales information between 10/01/07 and 06/09/08 in Otter Tail County and the corresponding median ratios. The national media reports decreasing sale prices on single family homes in many parts of the country; however, based on the sales in Otter Tail County, Mr. Moe does not report decreasing sales.

**Recess & Reconvene**

At 11:50 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:10 p.m.

**Project Updates**

Physical Plant Manager, Rick Sytsma, briefed the Board on the Ottetail Operations Center project. He reported the project 98% complete and estimated completion mid-July. Mr. Sytsma requested approval of Change Order No. 5. Motion by Block, second by Erickson, and unanimously carried to approve Change Order No. 5 for Project No. 0603 (Ottetail Operations Center), in the amount of \$14,441.49, payable to the project manager, Comstock Construction of Fergus Falls. Mr. Sytsma also provided a brief report on the Chemical Dependency Treatment building which he reported as 60% complete with estimated completion of the project as November of 2008.

**Resolution Authorizing Signatures**  
**Otter Tail County Resolution No. 2008 - 46**

Commissioner Block offered the following and moved its adoption:

WHEREAS, the Otter Tail Ag Enterprises CFO provided an operation update of the Ethanol Plant located near Fergus Falls and explained that increased funding on a seasonal line of credit through AgStar has been requested, and

WHEREAS, modification of Otter Tail County documents is required because the credit amount is referenced in County documents.

NOW, THEREFORE, BE IT RESOLVED, that Chairman Syd Nelson is hereby authorized to execute the First Amendment to Lease Agreement dated June 13, 2008 between Otter Tail County and Otter Tail Ag Enterprises, LLC and the Amended and Restated Intercreditor Agreement dated June 4, 2008.

Commissioner Mosher seconded the motion, which, upon being put to a vote, was unanimously carried.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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

**Adjournment**

At 1:48 p.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, June 17, 2008.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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

<b>WARRANTS APPROVED ON 6/10/2008 FOR PAYMENT 6/10/2008</b>	
<b><u>VENDOR NAME</u></b>	<b><u>AMOUNT</u></b>
A-1 LOCK & KEY LLC	80.50
A'VIANDS LLC	2,682.20
ALL CREATURES VET HOSPITAL	78.70
AMERICAN TOWER CORPORATION	91.26
ARK & SPARK	5.27
ARVIG COMMUNICATION SYSTEMS	200.00
AUTO VALUE FERGUS FALLS	3,744.33
BERTS TRUCK EQUIPMENT OF MHD I	70.20
BEYER BODY SHOP INC	4,824.44
BRANDBORG LAW OFFICE	550.00
BRAUN VENDING INC	26.99
MYRNA BUDKE	30.50
CAREER TRACK	149.00
CERTIFIED AUTO REPAIR	512.38
CO OP SERVICES INC	137.56
COMSTOCK CONSTRUCTION INC	15,600.00
COOPERS TECHNOLOGY GROUP	693.94
BIANCA COTE	30.50
CRI	3,000.00
DACOTAH PAPER COMPANY	5.00
DEANS COUNTRY MARKET	6.37
DENZEL'S REGION WASTE INC	831.63
DICK'S STANDARD	666.01
DILLON'S INC	114.00
EVERTS LUMBER CO	984.79
FERGUS ELECTRIC	83.02
FERGUS FALLS DAILY JOURNAL	3,303.95
FERGUS FALLS POLICE DEPT	5,246.43
CITY FERGUS FALLS	14,898.72
FERGUS TIRE CENTER	2,792.74
FERRELLGAS	402.10
FINGERPRINT EQUIPMENT LABS INC	192.49
FORENSICS SOURCE	246.36
FOTH & VAN DYKE	18,689.83
FREMONT INDUSTRIES INC	1,103.34
FSH COMMUNICATIONS LLC	63.90
GALL'S INC	91.72
GRAINGER INC 64.56	
GREENMAN TECHNOLOGIES OF MN IN	224.79
JARED GREFSRUD	328.80
HARLES TREE SERVICE	639.00
HEDAHLS HEADQUARTERS	5.86
HENNING HARDWARE	54.12
HILLTOP LUMBER INC	65.76
INNOVATIVE OFFICE SOLUTIONS	2,503.76
INTERSTATE INC	991.04
JK SPORTS	65.97
JOYCE JOHNSON PHD LP	1,200.00
KEEPRS INC CY'S UNIFORMS	412.66
KELLY SERVICES INC	986.99
L & L FABRICATION & STEEL CO	420.68
L & L SERVICE	183.01
LAKES RADIO	50.40
LAKEWAY MARKET LLC	183.52
LARRY OTT INC TRUCK SERVICE	2,200.00
JERRY LEIN	53.76
LOCATORS & SUPPLIES INC	2,187.36
LYNN PEAVEY CO	259.40
MACPZA	35.00
MARCO	420.68
MARTIN'S PAINTING & MORE	310.00
MEKALSON HYDRAULICS INC	428.88
MERICKEL LUMBER 77.54	

METEORLOGIX	2,031.56
THE MIDWEEK	177.30
MIDWESTERN MAT RENTAL & SUPPLY	74.07
MN CO ATTORNEYS ASSOCIATION	48.60
MN CO INSURANCE TRUST	150.00
MN MOTOR COMPANY	211.65
MN POLLUTION CONTROL AGENCY	720.00
MN SHERIFFS' ASSOCIATION	40.00
MN STATE AUDITOR	4,669.00
NAPA FERGUS FALLS	24.05
NATIONAL BUSINESS SYSTEMS INC	5,183.14
NELSON AUTO CENTER	611.78
NEW YORK MILLS HERALD	213.75
NORTHERN PLUMBING SUPPLY	200.05
OTIS ELEVATOR CO	107.77
OTTER TAIL CO EMPLOYEES COMMIT	67.00
OTTER TAIL TELCOM	1,532.11
OTTERTAIL TRUCKING INC	15,960.70
OVERLAND MECHANICAL SERVICES	31.78
DONALD PEDERSON	8.00
PELICAN RAPIDS PRESS	114.71
PEPSIAMERICAS	280.28
PERHAM ENTERPRISE BULLETIN	339.85
PERHAM PRINTING & SUPPLY	29.29
CITY PERHAM	74,204.89
PETE'S AMOCO	617.87
PETE'S BODY SHOP & TOWING	222.59
HENRY PRICE	268.00
PRO SWEEP INC	375.00
REVIEW ENTERPRISES INC	185.90
ALLISON RIESTENBERG	535.50
RILEY DETTMANN & KELSY	13,204.82
ROCKHURST UNIVERSITY	278.00
ROBERT RUSSELL ATTORNEY AT LAW	500.00
SCOTT HOFLAND CONSTRUCTION INC	6,570.00
PETER SCOTT	270.00
SERVICE FOOD SUPER VALU	222.61
SEWER SERVICE	250.00
PAUL SIMENGAARD	128.93
SIRCHIE FINGER PRINT LABORATOR	127.71
SKILLPATH SEMINARS	199.00
SNAP ON TOOLS	7,721.95
SOUTHTOWN C-STORE	20.75
STEINS INC	2,695.35
STEVE'S SANITATION INC	379.08
STRAND HARDWARE & RADIO SHACK	80.66
STREICHERS	2,954.02
JOURDAN SULLIVAN	113.36
SWANSTON EQUIPMENT CORP	5,674.93
THYSSEN KRUPP ELEVATOR CORPORA	1,468.84
TITAN ACCESS ACCOUNT	118.45
TOOL CRIB OF THE NORTH	378.03
TOUTGES SANITATION	52.65
TRI TECH INC	645.18
UNIFORMS UNLIMITED	655.02
VIKING COCA-COLA	446.29
WASTE MANAGEMENT	506.19
ROBERT WEATHERLY	763.36
TERRY WEBER	72.42
WELLER OIL CO	351.90
210 LUBE EXPRESS	81.13
**** FINAL TOTAL.....	<u>\$252,818.38 ****</u>