

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners' Room
500 W. Fir Avenue, Fergus Falls, MN
Tuesday, August 26, 2008
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, August 26, 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 Block, second by Erickson, and unanimously carried to approve the Human Services Board agenda of August 26, 2008 with the following changes:

10:10 a.m. - Human Services Director – Contract Renewal
10:15 a.m. – Physical Plant Manger – 60-Bed CD Facility Construction Briefing

Approval of Minutes

Motion by Mosher, second by Froemming, and unanimously carried to approve the Human Services Board minutes of August 12, 2008, as mailed.

Probation Department

Probation Director, Chuck Kitman, updated the Board regarding staff changes, the upcoming tour of North Homes, and requested discussion regarding his proposed exempt status for use of vehicles in his department. Commissioners stated that the proposed Vehicle Policy would be further discussed at the Board of Commissioners' meeting later today.

Health Partners Contract

Motion by Mosher, second by Erickson, and unanimously carried to authorize the Public Health Director to sign a contract between the County of Otter Tail and Health Partners, a third party health care administrator. The contract is required for Flu Shot clinics.

Emergency Preparedness Funding

Motion by Block, second by Mosher, and unanimously carried to authorize the appropriate County Officials' signatures to execute a contract between the County of Otter Tail and the Minnesota Department of Health for emergency preparedness. This is a renewal for Otter Tail County's emergency preparedness funding, in the amount of \$49,166.00. This funding is from the federal government and passes through the MDH to be proportioned out to local public health agencies.

State Board of Health Conference

Motion by Froemming, second by Erickson, and unanimously carried to approve attendance by County Commissioners at the Minnesota Board of Health Conference for educational purposes. The conference is scheduled from October 1 through October 3, 2008.

Minnesota e-Health Grant Application

Public Health Director, Diane Thorson, reported that the MDH has sent out Request For Proposals for an Electronic Health Initiative Grant process. The Fergus Falls Medical Group would like to apply for this funding to work towards an electronic health system as an e-health collaborative. They need other providers in order to form an e-health collaborative. The Public Health Department also needs to update the PH DOC system to allow electronic interoperability. Ms. Thorson stated that the Public Health Department could receive some of the available funding for modernization of local public

health systems and implementation of regional exchange. The grant requires a 33% match which could be covered by using Department Head and supervisors' time working with this project. The Grant Application is due September 6, 2008. Motion by Mosher, second by Block, and unanimously carried to authorize the Otter Tail County Public Health Department with the Fergus Falls Medical Group, to submit a Grant Application for the Minnesota e-Health Grant Program in conjunction with local community partners as a Community e-Health Collaborative. This grant application would commit meaningful contributions of personnel, equipment, expertise, and other resources towards the eventual sharing of clinical data in an electronic format.

Leadership Cohort Work Group

Brian Armstrong reported that the Leadership Cohort Work Group has divided into groups and each group, as part of their curriculum, has selected a topic to work on. The topics include fuel/energy, health insurance, technology, and the evaluation of the Cohort Program and future cohort activities. These leadership sessions are conducted by the University of Minnesota Extension Service. The Technology Work Group, with spokesperson, Stephanie Morris, briefed the Board regarding their topic. A Draft Technology Survey for department heads and supervisors was presented. This will be a tool to assist the group to narrow the specific technology items to work on since "technology" is a very broad subject. The Technology Work Group also plans to attend the LMC Technology Committee meeting on September 12, 2008.

60-Bed CD Facility

Physical Plant Manager, Rick Sytsma, briefed the Board regarding some design and/or construction issues at the 60-Bed Chemical Dependency Facility, which will result in a delay in the opening/occupancy of the facility.

Human Services Contract Renewal

Motion by Froemming, second by Erickson, and unanimously carried to authorize the appropriate County Officials' signatures to renew a contract between the County of Otter Tail and Rural MN CEP. Rural MN CEP provides supported job services for MFIP clients.

Approval to Pay Bills & Claims

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

Adjournment

At 10:23 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, September 16, 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, August 26, 2008, at 10:30 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 County Board agenda of August 26, 2008 with the following addition:

Auditor's Agenda Items

Approval of Minutes

Motion by Froemming, second by Block, and unanimously carried to approve the County Board minutes of August 19, 2008, as presented.

Approval to Pay Bills

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

Veterans Service Office Director Appointment

Motion by Mosher, second by Erickson, and unanimously carried to highly recommend and appoint VSO, Bernie Gamber, as the new Veterans Service Office Director for Otter Tail County effective September 16, 2008. This is a 4-year appointment with the first year of the appointment probationary according to State Statute.

Discussion – Perham Resource Recovery Facility

Solid Waste Director, Mike Hanan, presented a memorandum dated August 25, 2008 relative to the PRRF. In response to the City of Perham's request to continue to discuss the issues regarding the proposed expansion of the facility, Mr. Hanan identified three main issues that need to be considered in the decision making process as follows; 1) revenue from steam sales vs. revenue from electric energy sales, 2) the long term stability of steam customers vs. long term stability of the electric energy sales, and 3) the increased debt and long term commitment of waste delivery by Otter Tail County. Mr. Hanan expressed concern that Bongards has not signed a long term agreement with the City of Perham; therefore, the County Board needs to examine their comfort level with Bongards being a long term customer. He stated that if the expansion moves forward and the debt is extended to year 2030, the PRRF will be forty years old. There needs to be provisions in place to plan for the aging of the facility. Mr. Hanan noted that most of these same issues resulted in the Board of Commissioners' July 29, 2008 correspondence to the City of Perham in which Otter Tail County committed to deliver the waste necessary to assure viability of the existing project but not a commitment to the proposed facility expansion.

Highway Construction Update

Highway Engineer, Rick West, updated the Board regarding work on CH 1 south of Fergus Falls, CSAH 19, CSAH 82 & CH 126, Dane Prairie Bridge, Rush Lake Bridge Removal, CSAH 61 & CH 132, CSAH 77 and CSAH 82 construction projects.

Highway Contract

Motion by Block, second by Erickson, and unanimously carried to authorize the Chairman's signature to execute a Highway Construction Contract between the County of Otter Tail and Lakes Paving Division of Strata of Detroit Lakes, for S.A.P. 056-599-056, Rush Lake Loop & Hidden Road and the Removal of Township Bridge No. 3300.

Discussion – Lot and House Addition Valuation

Barbara and Jerome Cichosz, property owners on River Oaks Lane in Fergus Falls Township discussed with the Board, information on their green sheet and field card that they believe to be incorrect. Ms. Cichosz stated that if their assessment cannot be changed, that would be discussed in a different venue because they believe that it is too high. She requested that the error on the new improvement be corrected from \$59,000 to \$26,000. Appraiser, Doug Walvatne, stated that the new

improvements have been changed in the computer and offered to provide them a copy of that information. Discussion continued regarding the valuation process as it relates to comparable sales and qualified vs. non-qualified sales. The method of calculation for parcels was discussed and the fact that their land market value had recently been reduced and their building value had been increased. Jerome Cichosz expressed some frustration with the process as a property owner and on a Township level. He expressed strong feelings that home market values are key to fair taxation for constituents. County Attorney, David Hauser, stated that Otter Tail County's sales ratio studies are fairly good and within the range that is acceptable by the State of Minnesota. When market values go down, there is always a delay in valuation that follows. Chairman Nelson thanked the Cichosz's for their time.

Planning Commission Recommendation

Preliminary Plat – "Ruby Park", Janet & Roald Lund:

At 11:30 a.m., Land & Resource Director, Bill Kalar, opened discussion regarding the Preliminary Plat entitled "Ruby Park". He stated that the Planning Commission previously recommended approval of this 3-lot subdivision and he provided a map of the area. One of the conditions for the recommended approval was adequate vertical separation making these lots buildable. Mr. Kalar stated that these lots are low and there is a provision in the Shoreland Management Ordinance that includes language that the lowest floor has to be 3' above the highest known water level or the OHWL, whichever is higher. Also, the ordinance has land suitability provisions dealing with susceptibility to flooding and septic system issues. Mr. Kalar provided a statement from a licensed septic system installer certifying that a mound system could be placed on each of these lots in areas that have not been filled. A representative from Anderson Land Surveying stated that the property is identical to the property around it and that the buildings would comply with the highest known water level if an extra set of blocks were placed to raise the buildings. Discussion continued. Motion by Erickson, second by Block, and unanimously carried to approve the Preliminary Plat entitled "Ruby Park" as presented on the revised map received by the Land & Resource Office on July 22, 2008, because the lots are determined buildable. The property is described as Lot 1 Block Two Haugen's Point, Section 8 and 17 of Dunn Township; Pelican Lake (56-786), GD & Bass Lake (56-770), GD.

Closed to the Public

At 11:50 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners closed to the public for the purpose of evaluating the performance of Physical Plant Manager, Rick Sytsma, pursuant to M.S. Chapter 13D.05 Subd. 3. Commissioners Nelson, Erickson, Block, Froemming, and Mosher were present for the evaluation. A summary of performance conclusions will be provided at the next regular County Board meeting. Upon conclusion of the closed session, Chairman Nelson declared the Board of Commissioners' meeting recessed for lunch break.

Pomme de Terre River Watershed Project

At 1:00 p.m., Chairman Nelson reconvened the BOC meeting. Aquatic Biologist, Marilyn Bayerl, presented the Pomme de Terre River Fecal Coliform Total Maximum Daily Load Implementation Plan and reviewed recommendations and action items for the ten year project.

Payment Approvals

Motion by Froemming, second by Erickson, and unanimously carried to approve the following payments from the Construction Fund for the Ottertail Operations Center:

Environmental Engineering	Project No. 12356	\$33,650.00 (Final Payment)
Dallas Sailer Enterprises Dba Hotsy Equipment Company	Invoice No. 20379 (Garage Pressure Washer)	\$6,197.24

DWI Court Grant Funding

Mr. Hauser reported that Otter Tail County has received a \$90,000 Grant for DWI Court and stated that this requires a one-third match which the County has provided plus in-kind services are counted in the match dollars as well.

Proposed Vehicle Policy Review

Mr. Hauser provided the draft Otter Tail County Vehicle Policy dated August 5, 2008. He reviewed the draft and provided rationale and statutory reasons for some of the language. Highway Engineer, Rick West, supports the assigning of vehicles to an individual as a responsibility of the Department Head. He stated that it would not be practical to request Board authorization every time an inspector needed to take a vehicle home during the construction season. A suggestion was offered that the Board could provide seasonal authorizations for inspectors. Human Services Director, John Dinsmore, reported that his department has 17 cars in their fleet and it is required that a County car be used if available. He reported a savings of \$222,000 over the last four years by using the County cars rather than using personal vehicles with reimbursement at the IRS rate. Mr. Dinsmore reported that an average of 18,000 miles per year are put on the vehicles in his fleet. Discussion continued regarding the commuting statute as it relates to those employees who are assigned a vehicle. Discussion continued regarding issues using personal vehicles, incidental use, and the requirement that County vehicles be marked except for specific exceptions. County Coordinator, Larry Krohn, stated that the Personnel Committee will continue to review the policy and make a recommendation to the full Board.

Board of Commissioners Schedule Change

Motion by Froemming, second by Block, and unanimously carried to change the regularly scheduled Board of Commissioners meeting on December 9, 2008 to December 2, 2008. This change is to accommodate the Association of Minnesota Counties annual conference scheduled from December 8th through December 10th.

Adjournment

At 2:33 p.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, September 9, 2008.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Syd Nelson, Board of Commissioners Chair

Attest: _____
Larry Krohn, Clerk

CB/kd

WARRANTS APPROVED ON 8/26/2008 FOR PAYMENT 8/26/2008

<u>VENDOR NAME</u>	<u>AMOUNT</u>
A'VIANDS LLC	8,418.53
AGGREGATE INDUSTRIES INC	354.21
AMERICAN INSTITUTIONAL SUPPLY	306.26
ASHBY LEGION POST 357	100.00
AUTO VALUE FERGUS FALLS	133.77
MARK BECKER	16.16
BELTRAMI COUNTY SHERIFF'S OFFI	50.00
BOB BARKER COMPANY INC	472.94
BOB'S STANDARD BULK SERVICE	138.79
BRANDON COMMUNICATIONS INC	87.50
BREITBACH CONSTRUCTION CO	213,465.00
BROGARD PLUMBING CO	335.00
BYTWARE INC	636.00
CARLTON CO SHERIFF'S OFFICE	40.00
CENTRAL SPECIALTIES INC	955.24
RYAN CHESHIRE	38.96
CIT TECHNOLOGY FIN SERV INC	189.86
COOPERS TECHNOLOGY GROUP	242.63
DENZEL'S REGION WASTE INC	1,474.95
DYNAMIC IMAGING SYSTEMS INC	3,465.49
FERGUS FALLS MEDICAL GROUP	6,188.00
FERRELLGAS	130.69
FIRST LAB	156.00
FOTH & VAN DYKE	12,275.01
GALL'S INC	73.99
GODFATHERS EXTERMINATING INC	138.66
ERVIN HAGEN	20.39
HINTERMEISTER INC	31.18
THE INDEPENDENT	504.81
INNOVATIVE OFFICE SOLUTIONS	404.36
INSIGHT PUBLIC SECTOR	3,875.54
ITASCA CO SHERIFF DEPT	50.00
KELLY SERVICES INC	329.08
LAKE REGION ELECTRIC CO OP	25.00
LAKE REGION HEALTHCARE CORP	537.97
LAKES COUNTRY SERVICE CO OP	71.89
LAKES X-TERM LLC PEST CONTROL	75.00
LARRY OTT INC TRUCK SERVICE	1,625.00
CRAIG LEE	26.16
LOCATORS & SUPPLIES INC	958.52
MARCO INC ST LOUIS	225.21
MARK AND BRENDA CONSTRUCTION I	4,144.22
MID-CENTRAL EQUIPMENT INC	51.42
MN CVSO SECRETARIES & ASSIST A	159.00
MN OFFICE OF ENTERPRISE TECHNO	1,200.00
ROBERT MOE	305.00
MURPHY OIL USA INC	25,132.57
NETWORK CENTER COMMUNICATIONS	3,804.23
NORTH DAKOTA STATE UNIVERSITY	23.00
NORTHERN SAFETY TECHNOLOGY INC	115.72
OFFICE DEPOT	363.81
OFFICEMAX INCORPORATED	158.52
OTTER TAIL CO EMPLOYEES COMMIT	44.00
OTTERTAIL TRUCKING INC	8,478.40
PAMIDA PHARMACY	3,588.84

WALLACE PEARSON	902.82
CITY PERHAM	12,337.65
PETE'S BODY SHOP & TOWING	192.77
PITNEY BOWES	2,443.00
PRODUCTIVE ALTERNATIVES INC	107.51
CHERI SCHULTZ	8.37
SIMPLEXGRINNELL LP	1,107.60
SOUTH MILL SERVICE	752.07
SRF CONSULTING GROUP INC	31,048.98
DAVID STADUM	89.25
STEINS INC	739.11
STREICHERS	115.35
SUPERIOR JETTING INC	1,395.00
SYNERGY GRAPHICS	159.75
THYSSEN KRUPP ELEVATOR CORPORA	500.00
TNT REPAIR INC	638.41
TRANQUILITY BUILDING SERVICES	452.63
TRI STAR RECYCLING	1,896.71
UNIVERSITY OF MN-EXTENSION SER	21.30
VICTOR LUNDEEN COMPANY	1,018.73
VIKING COCA-COLA	210.02
WADENA CO AUDITOR TREASURER	972.32
ROBERT WEATHERLY	902.82
<u>**** FINAL TOTAL.....</u>	<u>\$364,224.65 ****</u>

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