

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

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, December 30, 2008, at 9:34 a.m. at the Otter Tail County Government Services Center with Commissioners Everett Erickson, Vice-Chair; Bob Block, Roger Froemming and Dennis Mosher present. Chairman Nelson was absent.

**Approval of Agenda**

Motion by Mosher, second by Block, and unanimously carried to approve the Human Services Board agenda of December 30, 2008 as mailed.

**Approval of Minutes**

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services Board minutes of December 16, 2008 as presented.

**DWI Court Agreements**

Probation Director, Chuck Kitzman, explained that the DWI Court Agreements with the State of Minnesota 7<sup>th</sup> Judicial District will need to be amended for both the Probation Department and the Human Services Department. The County match needs to be amended in the contracts. Mr. Kitzman will bring the amendment back to the Board at the next Human Services meeting.

**Area Agency on Aging Contract**

Public Health Nurse, Marion Kershner, requested renewal of a contract between the County of Otter Tail and the Land of the Dancing Sky for the services of the County's Coordinator on Aging, Lyle Hoxtell. Mr. Hoxtell briefed the Board on the referral and assistance he provides for seniors, people with disabilities and others who are eligible for medicare and/or medical assistance. Motion by Mosher, second by Froemming, and unanimously carried to authorize the appropriate County Officials' signatures to renew the contract between the County of Otter Tail and the Land of the Dancing Sky for the services of the County's Coordinator on Aging.

**Human Services Contracts**

Motion by Froemming, second by Block, and unanimously carried to approve the following Human Services Contracts:

<b>Agency</b>	<b>Program</b>	<b>Effective Date</b>	<b>Targeted Population</b>	<b>Funding Information</b>
Lutheran Social Services (Mill Pond & River Bend)	Residential Services/Assisted Living	01/01/2009 to 12/31/2010	Eligible Individuals	AC/EW/CADI/TBI or CAC Waiver Funds
Golden Manor	Residential Services/Assisted Living	01/01/2009 to 12/31/2009	Elderly	AC/EW/CADI/TBI or CAC Waiver Funds
Lakes Homes & Program Development, Inc.	Waivered Services	01/01/2009 to 12/31/2010	Person's with Mental Retardation or Related Conditions	AC/EW/CADI/TBI or CAC Waiver Funds
Midwest Community Residential Services, Inc.	Waivered Services	01/01/2009 to 12/31/2009	Person's with Mental Retardation or Related Conditions	AC/EW/CADI/TBI or CAC Waiver Funds

New Horizons	Waivered Services	01/01/2009 to 12/31/2009	Person's with Mental Retardation or Related Conditions	AC/EW/CADI/TBI or CAC Waiver Funds
West Central Services	Waivered Services	01/01/2009 to 12/31/2010	Person's with Mental Retardation or Related Conditions	AC/EW/CADI/TBI or CAC Waiver Funds
Lutheran Social Services	Senior Companion	01/01/2009 to 12/31/2009	Elderly	Not to exceed the OTC approved rate for purchased services
Northern Safety & Security	Supplies & Equipment	01/01/2009 to 12/31/2009	Elderly & Disabled	AC/EW/CAC/TBI/CADI/MRRC Waiver – unit cost not to exceed \$90.00 per month
Tran\$Em	Supported Employment	01/01/2009 to 12/31/2009	CSP – Adults with Serious and Persistent Mental Illness	Mental Health Initiative Funds maximum expenditure of \$104,299.91
Share house – Stepping Stones	Chemical Dependency Treatment	01/01/2009 to 12/31/2009	Eligible Individuals	County of Financial Responsibility, Consolidated CD Treatment Fund, and MA

**Human Services 2009 Budget Highlights**

Human Services Director, John Dinsmore, submitted a handout entitled “Otter Tail County Human Services Anticipated Revenue/Expenditure Changes 2009”. He identified the primary cost drivers from either an expenditure increase or revenue decrease perspective. He stated that the Human Services Department will be monitoring use of overtime to reduce cost and increasing third party billing. Depending on future legislative action, other options to be analyzed would be to increase contract services in targeted program areas and decrease services provided by the County.

**Recognition to Child Care Staff**

Mr. Dinsmore reported that the Minnesota Department of Human Services has given special recognition to the Otter Tail County Social Services child care staff for their efforts in the successful conversion to the new Minnesota Electronic Child Care integrated computer system.

**Approval to Pay Bills & Claims**

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

**Adjournment**

At 10:30 a.m., Vice-Chair Erickson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, January 13, 2009.

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, December 30, 2008, at 10:35 a.m., at the Otter Tail County Government Services Center with Commissioners Everett Erickson, Vice-Chair; Bob Block, Roger Froemming, and Dennis Mosher present and Chairman Nelson absent.

**Approval of Agenda**

Motion by Froemming, second by Block, and unanimously carried to approve the County Board agenda of December 30, 2008, with the following additions:

Request for Approval of December 18, 2008 Minutes  
Cancel Iverson Lake Project Discussion  
Add Approval of Bills  
Letter of Support for Otter Tail Ag Industries Grant Application  
Feedlot Resolution

**Approval of Minutes**

Motion by Froemming, second by Mosher, and unanimously carried to approve the County Board minutes of December 23, 2008, as presented.

**ARMER Tower Site**

Lieutenant, Mark Englund, briefed the Board on a communication facility tower to be built by the State of Minnesota on property owned by the County in New York Mills.

**SHARED USE OF COMMUNICATIONS FACILITIES  
IN OTTER TAIL COUNTY, NEW YORK MILLS SITE  
Otter Tail County Resolution No. 2008 - 76**

Commissioner Erickson offered the following and moved its adoption:

WHEREAS, the County and Mn/DOT are empowered to enter into partnership agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10; and

WHEREAS, the County has a need for a communications tower in the New York Mills area; and

WHEREAS, the County has a parcel of land near New York Mills (fully described in the Partnership Agreement); and

WHEREAS, Mn/DOT has a need and funding to construct a communication tower within the same vicinity as needed by the County to support the statewide public safety radio system (ARMER) as set forth in Minn. Stat. §402.26; and

WHEREAS, the County and Mn/DOT have agreed it is mutually beneficial to the County, Mn/DOT and the taxpayers to cooperatively partner in the construction and operation of the communication tower.

NOW, THEREFORE, in consideration of the mutual needs contained herein, each party agrees to the terms contained in the Partnership Agreement.

Commissioner Block seconded the motion and upon call for the vote, the resolution was unanimously adopted.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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

#### **Letter of Support**

County Coordinator, Larry Krohn, requested a letter of support for Otter Tail Ag Enterprises to apply for federal grant funds for training needs. He stated that there is no financial commitment from the County with this request. Motion by Froemming, second by Block, and unanimously carried to authorize the County Coordinator to submit a letter of support for Otter Tail Ag Enterprises (OTAE), LLC to allow access to federal grant funds.

#### **Labor Agreement – Government Services Technical Unit**

Motion by Block, second by Mosher, and unanimously carried to authorize the appropriate County Officials' signatures to execute a Labor Agreement between the County of Otter Tail and the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 for the Government Services Technical Unit for the period of January 1, 2009 through December 31, 2010.

#### **Lake Olaf Project**

Highway Engineer, Rick West, began discussion regarding the Lake Olaf Project. He stated that the grade on CSAH 30 in the Lake Olaf area has been increased twice in the past year and the road may be closed for awhile this spring because of flooding. Mr. West reported the Ordinary High Water Level (OHWL) of Lake Olaf at 1,294.8' and 1,298.9' on Deadman Lake. Because there is about 4' difference, the project will require bringing Deadman Lake below its OHWL. This situation requires moving to an Environmental Assessment Worksheet (EAW) process. Discussion continued. Motion by Froemming, second by Mosher, and unanimously carried to proceed with the first phase of an EAW process, gather comments submitted for review and hold a public hearing for the drawdown of Lake Olaf by discharging into the Pelican River.

#### **Child in Need of Protection and Services Agreement**

Motion by Froemming, second by Block, and unanimously carried to authorize the appropriate County Officials' signatures to execute a Memorandum of Understanding (MOU) for Representation of Parents in Chips Cases between the County of Otter Tail and the 7<sup>th</sup> Judicial District for the period of January 1, 2009 to December 31, 2009.

#### **Proposed County Animal Feedlot Program Resolution**

County Attorney, David Hauser, prepared a resolution at the request of the Board, stating that Otter Tail County wishes to administer the Animal Feedlot Program. Mr. Hauser stated that this would be the first step if the Board wishes to proceed with this decision. Discussion followed regarding funding of the program which would require hiring a Feedlot Officer. Motion by Mosher, second by Erickson, and unanimously carried to table this decision into CY2009 for additional information regarding the program.

#### **License Application**

Motion by Mosher, second by Block, and unanimously carried to approve the following application for license:

Main Street Gas and Goods  
PO Box 762  
Dalton, MN 56324

Tobacco

**Capital Improvement Purchase**

Motion by Block, second by Mosher, and unanimously carried to approve a reimbursement to the Otter Tail County Road and Bridge Fund, in the amount of \$27,213.95, from the Otter Tail County Capital Improvement Fund for the following capital expenditures:

Capital Improvement Committee Approval Code 080128301007  
2009 Dodge Durango 4WD SUV – Lakes Area Service Contract #MRSA -058                      \$27,213.95

**Approval to Pay Bills**

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

**County Vehicle Policy Discussion**

County Coordinator, Larry Krohn, explained that, because of concerns expressed by the State Auditors Office on how County vehicles were being utilized, the County conducted a survey and interviewed departments. A Vehicle Use Policy was adopted that would not allow employees to commute with County vehicles with an opportunity for employees affected by this decision to appeal their situation to the Personnel Committee of the Board. Nine appeals were presented to the Personnel Committee. Discussion followed. Motion by Erickson, second by Block, and carried with Mosher opposed, that use of County vehicles for commuting will cease effective January 1, 2009 as previously approved in the County Vehicle Policy.

**Adjournment**

At 11:38 a.m., Vice-Chairman Erickson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, January 6, 2009.

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

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

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

CB/kd



**WARRANTS APPROVED ON 12/30/2008 FOR PAYMENT 12/30/2008**

<b><u>VENDOR NAME</u></b>	<b><u>AMOUNT</u></b>
A'VIANDS LLC	2,415.61
AFFILIATED COMPUTER SERVICES	1,114.30
AMERICAN COMMUNICATIONS INC	7,500.00
ASSOCIATION OF MN COUNTIES	350.00
BNA BOOKS	188.95
BRIGGS CORPORATION	73.45
MARLENE CARLSON	98.56
COMMISSIONER OF TRANSPORTATION	413.22
DAVID COSSETTE	11.73
DESIGN ELECTRONICS	265.18
DEX EAST	21.00
ES PRECISION AUTO GLASS	278.55
MICHAEL EULL	3,090.50
FERGUS ELECTRIC	2,426.71
FERGUS FALLS DAILY JOURNAL	312.00
GALL'S INC	189.54
HEALTHCARE ENVIRONMENTAL SERVI	29.10
HOUSTON ENGINEERING INC	1,527.00
INNOVATIVE OFFICE SOLUTIONS	3,074.84
ISSUETRAK INC	1,500.00
MARCO	3,524.97
MARCO INC ST LOUIS	225.21
MIDWEST TESTING LABORATORY	64.00
MINN KOTA COMMUNICATIONS INC	157.62
MN CO ENGINEERS ASSOC	160.00
KURT MORTENSON	385.24
JIM MYHRE	39.60
NATIONAL BUSINESS SYSTEMS INC	12,000.00
NELSON BROS PRINTING	184.29
NETWORK CENTER COMMUNICATIONS	324.08
NORTH AMERICAN SALT CO	18,382.69
OFFICEMAX INCORPORATED	1,094.82
KIRSTEN OLSON	69.16
OTTER TAIL CO TREASURER	391.69
OTTER TAIL TELCOM	757.95
OTTERTAIL BAKERY	13.95
PAMIDA INC 008	428.02
PERHAM CO OP CREAMERY	459.78
PITNEY BOWES	1,435.00
PREFERRED AUTO BODY SERVICES L	1,888.63
DENNIS SODERSTROM	134.99
SOUTHTOWN C-STORE	1,333.31
STAR TRIBUNE	573.04
TIME	49.84
UNIFORMS UNLIMITED	511.69
USA TODAY	350.00
VICTOR LUNDEEN COMPANY	15.80
VINYL PRODUCTS MFG INC	828.56
7 DAY CLINIC	48.00
<b><u>**** FINAL TOTAL.....</u></b>	<b><u>\$70,712.17****</u></b>