

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Courthouse
Commissioners' Room, Floor 1-B
Tuesday, May 8, 2001
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, May 8, 2001, at 9:30 a.m. at the Otter Tail County Courthouse with Commissioners Roger Froemming, Chair; Dennis Mosher, Vice-Chair; Syd Nelson, Malcolm Lee, and Bob Block present.

Approval of Agenda

Motion by Nelson, second by Mosher, and unanimously carried to approve the Human Services Board agenda of May 8, 2001 as mailed.

Approval of Minutes

Motion by Lee, second by Nelson, and unanimously carried to approve the Human Services Board minutes of April 24, 2001 as mailed.

**Juvenile Restitution Funds
Strategic Planning & Legislative Update**

Court Services Director, Chuck Kitzman, reported that Otter Tail County has received notice that the Court Services Department will receive Juvenile Restitution funds for FY 2002 and 2003. Quarterly reimbursement requests will be sent to the State for payment of these funds. He provided a handout detailing upcoming Strategic Planning meetings for county probation staff being held in various locations throughout the State. Mr. Kitzman briefed the Board on proposed legislation. Corrections funding varies widely between the House, Senate, and Governor's proposals.

Minnesota Department of Health (MDH) Commentary

Public Health Director, Diane Thorson, provided the MDH 2001 Winter/Spring Community Health Services Newsbrief. She reviewed the MDH health articles and reported that she would be working on a draft disaster plan as it relates to medical disaster. She will work with the new Emergency Services Director regarding the draft plan. The e-mail system is used for the Health Alert Communication System.

Wild Animal Bites

Ms. Thorson briefed the Board regarding Minnesota Rules, Chapter 1705.1151 Subp. 3 (Wild animals; domesticated wild animals, and hybrid animals). Under this rule, if a wild animal bites a human, the pet must be euthanized and tested for rabies. A lady was bitten in Otter Tail County by a pet wolf, so this rule applies. Further discussion took place regarding some discrepancy relative to whether or not the wolf that had bit the lady was in fact the animal that was euthanized. Ms. Thorson discussed another situation involving a pet bear and tiger. Discussion took place regarding the possibility of developing a County ordinance to restrict ownership of wild animals.

Discussion - School Nurse Services

Ms. Thorson reported that Superintendent, Bob Duncan, contacted her regarding School Nurse services in the Parochial Schools in Fergus Falls. In the past, School District 544 has received funding for nursing services for students in the Parochial Schools. The District passed the funding on to the schools and the schools were responsible for their nursing services. District 544 has learned that they can no longer use this process. They must either provide the service directly or purchase the service directly. Ms. Thorson has begun some data collection to determine whether or not the Public Health Department could submit a proposal for school nurse services in the four Parochial Schools in Fergus Falls; however, she requested support from the County Board members before proceeding with this project. Lengthy discussion followed regarding staffing. Motion by Block, second by Lee, and carried with Nelson opposed, to authorize the Public Health Director to proceed with planning to submit a proposal for providing School Nurse services in the Fergus Falls Parochial Schools and return to the County Board with the details of the plan.

Mental Health Program Overview

Social Services Supervisor, Jodi Wentland, and Children's Mental Health Case Management staff provided statistics regarding children served through the publicly funded Children's Mental Health System. They presented a program overview and a handout detailing available services. Social Services Supervisor, Tom Jensen, and Adult Mental Health Case Management staff provided a handout and an overview of programs available through the publicly funded Adult Mental Health System. They explained general case management and rule 79 case management; the later being a more intense form of case management and services. Mr. Jensen briefed the Board on the Mental Health Initiative and presented the Initiative's brochure that explains the funding and participation.

Approval of Assisted Living Contract

Motion by Froemming, second by Lee, and unanimously carried to authorize the Chair's signature to execute a purchase of service agreement between the County of Otter Tail Department of Social Services and McCormell Court Assisted Living - St. Williams Annex for the period of May 1, 2001 through December 31, 2001. St. Williams Annex will provide residential services/assisted living to eligible persons receiving services under AC/EW or CADI programs.

Bills & Claims

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

Adjournment

At 11:06 a.m., Chair Froemming declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, May 22, 2001. Motion carried.

Dated: _____

OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____

Roger Froemming, Human Services Board Chair

Attest: _____

Larry Krohn, Clerk

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, May 8, 2001, at 11:15 a.m. at the Otter Tail County Courthouse with Roger Froemming, Chair; Dennis Mosher, Vice-Chair; Syd Nelson; Malcolm Lee, and Bob Block present.

Approval of Agenda

Motion by Lee, second by Mosher, to approve the County Board agenda of May 8, 2001 with the following changes:

Ditch Inspector, Tiny Holm - cancel
Request for Correction to the April 24, 2001 Minutes
Personnel Committee Meeting - 1:00 p.m.

Motion carried.

Approval of Minutes

Motion by Froemming, second by Block, and unanimously carried to approve the County Board minutes of May 1, 2001, as mailed.

Automated Mapping Presentation

Mr. Mike Frericks of GeoCom in St. Cloud presented a video mapping presentation using Otter Tail County and the County's townships. GeoCom has been in the business of mapping and addressing for 911 related services for six years. Several counties in the midwest have used this same program/software. When an individual dials 911 today, the dispatcher will see the telephone number, the name of the person residing at that number, the physical address, and responder information. With CIS software, the current information would interface with 911 mapping to show the actual location of the caller on the map. The software is priced by license with the cost of two licenses being approximately \$20,000. Chief Deputy, Mark Morris, explained that this could be funded through the tariff funds.

Certification of Wetland Easements

Motion by Mosher, second by Lee, to certify acquisition of lands by the U.S. Fish and Wildlife Service for a waterfowl easement as follows:

Albert L. Lutz

T. 131 N., R. 40 W., 5th P.M.

Section 13, that part of the E $\frac{1}{2}$ NE $\frac{1}{4}$ described as follows: Beg. at the northeast corner of Section 13; th. South, assumed bearing, along the east line of said section, 1595.26'; th. S83° 11'17"W 507.14'; th. S66°39'06"W 419.58"; th. S88°56'04"W 174.77'; th. N29°21'07"W 542.07' to the southwest corner of NE $\frac{1}{4}$ NE $\frac{1}{4}$ of said Section 13; th. N00°07'44"W, along the west line of said NE $\frac{1}{4}$ NE $\frac{1}{4}$ 1330.95' to the north line of said Section 13; th. N89°04'28"E along said north line, 1332.40' to POB.

Motion carried.

Recess & Reconvene

At 11:56 a.m., Chair Froemming declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break and a Personnel Committee meeting. At 1:16 p.m., Chair Froemming declared the meeting of the Otter Tail County Board of Commissioners reconvened.

Bid Opening - 2001 Countywide Traffic Marking

After advertising for bids, Highway Engineer, Rick West, opened the following bids at 1:30 p.m. on Wednesday, May 2, 2001:

Traffic Marking Services, Inc. Buffalo, MN	\$100,488.78
AAA Striping Service Co. Rogers, MN	\$106,706.40
Swanston Equipment Companies Fargo, ND	\$109,469.00
Tri-State Striping, Inc. West Fargo, ND	\$113,879.92
Traffic Safety Services, Inc. Fargo, ND	\$156,356.00

Motion by Nelson, second by Mosher, and unanimously carried to award the bid to the low bidder, Traffic Marking Service, Inc., in the amount of \$100,488.78 as recommended by the Highway Engineer.

Safety & Emergency Services Director Position

County Coordinator, Larry Krohn, briefed the Board on the hiring process for the position of Safety and Emergency Services Director. Mr. Krohn requested authorization to offer the position to the top ranked candidate at a Step 6. Motion by Lee, second by Mosher, and unanimously carried to authorize the County Coordinator to offer the Safety & Emergency Services Director position at a Grade 18, Step 6 level.

Approval of Credit Cards

Motion by Mosher, second by Froemming, to approve the following Otter Tail County credit card applications:

John Dinsmore, Human Services	\$1,000
Sharon Nelson, Human Services	\$1,000
Deborah Sjostrom, Human Services	\$ 800

Motion carried.

Approval of Licenses

Motion by Lee, second by Nelson, to approve the following applications for license:

Andrienne E, Davis Maple Beach Resort 23532 St. Hwy 108 Pelican Rapids, MN	Tobacco
John Ken Morgan Pelican Hills Park, Inc. 20098 S. Pelican Dr. Pelican Rapids, MN	Tobacco

Motion carried.

Purchase Orders

Motion by Lee, second by Mosher, and unanimously carried to no longer require the use of purchase orders (although purchase orders may be used at the discretion of each Department Head). The Capital Improvement Fund procedures have replaced the need for purchase orders.

Capital Expenditure Fund & Capital Improvement Committee Resolution No. 2001 - 23

Commissioner Block offered the following and moved its adoption:

WHEREAS, the following facts support this resolution:

1. The Otter Tail County Board of Commissioners has established a Capital Expenditure Fund and a Capital Improvement Committee to oversee its administration.
2. The County Board requires County Department heads to budget annually for capital expenditures.
3. The Minnesota Municipal Contracting Law, Minnesota Statute 471.345, Subd. 3. Contracts over \$35,000 for municipalities of less than 2,500 population; \$50,000 for all other. If the amount of the contract is estimated to exceed \$35,000 for municipalities of less than 2,500 population, or \$50,000 for all others, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof provided that with regard to repairs and maintenance of ditches, bids shall not be required if the estimated amount of the contract does not exceed the amount specified in section 103E.705, subdivisions 5, 6, and 7.
4. In accordance with Minnesota Statute 384.13, the Otter Tail County Board of Commissioners reviews on a regular basis the bills and claims filed against the County and approves them for payment, except in those cases in which the precise amount is fixed by law, or is authorized to be fixed by some other person, officer, or tribunal, in which cases the same shall be paid upon the warrant of the auditor, upon the proper certificate of the person, officer, or tribunal allowing the same.

NOW, THEREFORE, BE IT RESOLVED BY THE Otter Tail County Board of Commissioners:

1. That the Capital Improvement Committee of the County Board shall review and recommend for approval all capital expenditures.
2. That all approved Capital Expenditures recommended for payment by the Capital Improvement Committee of an amount not to exceed \$50,000 may upon approval by the Capital Improvement Committee be paid by a Commissioner's Warrant or an Auditor's Warrant.
3. That all capital expenditures of over \$50,000 shall be presented to the full County Board of Commissioners for approval following public solicitation of sealed bids, if required.

Commissioner Mosher seconded the resolution and, upon being put to vote, was unanimously adopted.

Adopted this 8th day of May, 2001.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Roger Froemming, County Board Chair

Attest: _____
Larry Krohn, Clerk

**Premise Permit
Otter Tail County Resolution No. 2001 – 24**

Commissioner Froemming offered the following and moved its adoption:

WHEREAS, the responsibility for the regulation of lawful gambling and the issuance of licenses and permits for the conduct of lawful gambling lies with the Minnesota Gambling Control Board; and

WHEREAS, the Henning Lions Club, Henning, MN, has made an application to the Gambling Control Board for a premise permit to conduct lawful gambling at the Oakwood Supper Club, in Henning Township of Otter Tail County; and

WHEREAS, Minnesota Statute 349.213 provides that the Gambling Control Board may not issue a premise permit unless they receive a resolution from the Otter Tail County Board of Commissioners approving the application for a permit; and

WHEREAS, the Otter Tail County Board of Commissioners is aware of no reason to oppose the conduct of lawful gambling by the Henning Lions Club, Henning, MN, at The Oakwood Supper Club, in Henning Township of Otter Tail County.

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners hereby approves the conduct of lawful gambling by the Henning Lions Club, Henning, MN, at the Oakwood Supper Club, in Henning Township of Otter Tail County, provided the applicant meets all the necessary criteria for the licenses and permits as required by the Gambling Control Board.

IT IS FURTHER RESOLVED, that notice of this application and approval shall be provided to the Township of Henning by sending them a copy of this resolution.

Commissioner Nelson seconded the motion, and upon being put to vote, was unanimously carried.

Adopted this 8th day of May, 2001.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Roger Froemming, County Board Chair

Attest: _____
Larry Krohn, Clerk

**Premise Permit
Otter Tail County Resolution No. 2001 – 25**

Commissioner Froemming offered the following and moved its adoption:

WHEREAS, the responsibility for the regulation of lawful gambling and the issuance of licenses and permits for the conduct of lawful gambling lies with the Minnesota Gambling Control Board; and

WHEREAS, the Perham Athletic Association, Perham, MN, has made an application to the Gambling Control Board for a premise permit to conduct lawful gambling at Sparetime Bar and Grill, in Perham Township of Otter Tail County; and

WHEREAS, Minnesota Statute 349.213 provides that the Gambling Control Board may not issue a premise permit unless they receive a resolution from the Otter Tail County Board of Commissioners approving the application for a permit; and

WHEREAS, the Otter Tail County Board of Commissioners is aware of no reason to oppose the conduct of lawful gambling by the Perham Athletic Association, Perham, MN, at Sparetime Bar & Grill, in Perham Township of Otter Tail County.

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners hereby approves the conduct of lawful gambling by the Perham Athletic Association, Perham, MN, at Sparetime Bar and Grill, in Perham Township of Otter Tail County, provided the applicant meets all the necessary criteria for the licenses and permits as required by the Gambling Control Board.

IT IS FURTHER RESOLVED, that notice of this application and approval shall be provided to the Township of Perham by sending them a copy of this resolution.

Commissioner Nelson seconded the motion, and upon being put to vote, was unanimously carried.

Adopted this 8th day of May, 2001.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Roger Froemming, County Board Chair

Attest: _____
Larry Krohn, Clerk

**Premise Permit
Otter Tail County Resolution No. 2001 – 26**

Commissioner Froemming offered the following and moved its adoption:

WHEREAS, the responsibility for the regulation of lawful gambling and the issuance of licenses and permits for the conduct of lawful gambling lies with the Minnesota Gambling Control Board; and

WHEREAS, the Perham Athletic Association, Perham, MN, has made an application to the Gambling Control Board for a premise permit to conduct lawful gambling at Woody's Blue Horizon Ballroom, in Otter Tail Township of Otter Tail County; and

WHEREAS, Minnesota Statute 349.213 provides that the Gambling Control Board may not issue a premise permit unless they receive a resolution from the Otter Tail County Board of Commissioners approving the application for a permit; and

WHEREAS, the Otter Tail County Board of Commissioners is aware of no reason to oppose the conduct of lawful gambling by the Perham Athletic Association, Perham, MN, at Woody's Blue Horizon Ballroom, in Otter Tail Township of Otter Tail County.

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners hereby approves the conduct of lawful gambling by the Perham Athletic Association, Perham, MN, at Woody's Blue Horizon Ballroom, in Otter Tail Township of Otter Tail County, provided the applicant meets all the necessary criteria for the licenses and permits as required by the Gambling Control Board.

IT IS FURTHER RESOLVED, that notice of this application and approval shall be provided to the Township of Otter Tail by sending them a copy of this resolution.

Commissioner Nelson seconded the motion, and upon being put to vote, was unanimously carried.

Adopted this 8th day of May, 2001.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Roger Froemming, County Board Chair

Attest: _____
Larry Krohn, Clerk

Furnishings Request

GIS Coordinator, Brian Armstrong, reported that his department is hiring a GIS Technician and they have room for one more staff person; however, looking at the future (3 years) Mr. Armstrong views a need for 3 to 4 more positions, which transfers into a need for more workstations. Physical Plant Manager, Rick Sytsma, estimated workstations and furnishings to house approximately ten people at about \$30,000. This estimate is based on 5 workstations at \$4,000 per station and \$18,000 for each field technician. The workstations would be mobile and provide adequate space to complete the parceling project, after which, the department would be scaled down to about four

staff. Discussion followed regarding budgetary concerns. Motion by Block, second by Mosher, and carried with Lee opposed, to approve the plan for workstations and furnishings for the GIS Department as presented, not to exceed \$30,000.

Correction to the County Board Minutes of April 24, 2001

Motion by Lee, second by Mosher, to approve the following corrections in the April 24, 2001, County Board minutes under the section entitled Conditional Use Permit - Walter Schmidt (paragraph 3): 1) Dale Hintzler was incorrect - should be Dale Hinsverk; and 2) After the fourth sentence in paragraph 3 the following sentence is added: Bea Richardson stated that she would like to take her name off of the CUP that allows the tubing business operating out of the Riverfront Lounge. Motion carried.

Adjournment

At 2:20 p.m., Chair Froemming called for a motion to adjourn. Motion by Mosher, second by Block, to adjourn the meeting of the Otter Tail County Board of Commissioners until 9:30 a.m. on Tuesday, May 15, 2001. Motion carried.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Roger Froemming, County Board Chair

Attest: _____
Larry Krohn, Clerk

CB/kd

Enc,

