

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Courthouse
Commissioners' Room, Floor 1-B
Tuesday, January 15, 2002
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, January 15, 2002, at 9:30 a.m. at the Otter Tail County Courthouse with Commissioners Dennis Mosher, Chair; Bob Block, Vice-Chair; Syd Nelson, Malcolm Lee, and Roger Froemming present.

Approval of Agenda

Motion by Lee, second by Froemming, and unanimously carried to approve the Human Services agenda of January 15, 2002 as mailed.

Approval of Minutes

Motion by Lee, second by Nelson, and unanimously carried to approve the Human Services Board minutes of December 27, 2001, as mailed.

Approval of Bills & Claims

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

Respite and Caregiver Support

Lutheran Social Services Program Manager, Virginia Hanson, introduced a new program to begin in April of 2002, in Region IV - Respite and Caregiver Support program. This program provides volunteer respite care services for short-term relief for caregivers of chronically ill family members and/or friends. The program also provides education through a support group with federal funding from Title III-E through the West Central Area Agency on Aging.

Keys to Innervision Program

Court Services Director, Chuck Kitzman, requested renewal of a FY2001 contract for the Keys to Innervision program. Motion by Block, second by Lee, and unanimously carried to authorize the Chair's signature to execute a contract between the County of Otter Tail and Lakeland Mental Health Center for the period of July 1, 2001 through June 30, 2002. The contract provides LMHC with \$7,309 to provide the service.

State Budget Deficit

Mr. Kitzman provided an overview of Governor Ventura's proposed budget reductions in the area of Corrections.

State Grant Update

Public Health Director, Diane Thorson, reported that existing grants have been released from the state freeze except the new allocation for pregnancy prevention through TANF. Budget information for public health is not changing. Most funding reduced from Public Health budgets is at the state level.

Upcoming Dental Clinic

Motion by Block, second by Nelson, and unanimously carried to authorize the Chair's Signature to execute an agreement between the County of Otter Tail and the University of Minnesota to facilitate a dental clinic from February 11, 2002 through February 22, 2002. The University of Minnesota will receive \$1,500 per day for dental services with the County being reimbursed through medical assistance.

Personnel Request

Public Health Assistant Director, Sue Ewy, presented a handout requesting authorization to hire 3 twenty-four hour per week positions instead of the 2 forty hour per week positions that are currently vacant. Ms. Ewy presented the rationale for this staffing request. Discussion followed. Motion by Block, second by Froemming, and unanimously carried to approve the aforementioned staffing request to hire, through the Coordinator's office, 3 twenty-four hour per week Public Health Nurses instead of 2 forty hour per week nurses.

Amendment to New Horizon Waiver Contract

Motion by Mosher, second by Froemming, and unanimously carried to authorize the Chair's signature to execute an amendment to the New Horizon Waiver Contract for CY2002 to include the second site for waived services located at 51374 E. Wymer Lake Road in Frazee, MN.

Support Employment Services

Human Services Supervisor, Tom Jensen, reported that the support employment service was created as a new waived service if clients met the criteria of MA eligibility. The State opened this to all providers. Productive Alternatives Inc. applied to become a provider under a waiver, then approached counties to offer the service. This waiver eligible program will be included in the new contract with Productive Alternatives using federal funding only.

Burial Policy

Funeral Home Director, Guy Olson, and Human Services Supervisor, Barb Dohrer, presented a burial policy for indigent County residents. Discussion followed. Motion by Lee, second by Block, and unanimously carried to approve the following funeral allowance expenses effective January 15, 2002.

Otter Tail County Human Service Funeral Allowance Expenses

Traditional Burial	Funeral-Earth	Traditional Cremation	Funeral with	Memorial Service - Cremation
Professional Service	\$1000.00	Professional Services	\$1000.00	Professional Services \$1000.00
Embalming	350.00	Embalming	350.00	Other Preparation: 110.00
Other Preparation	110.00	Other Preparation	110.00	Funeral Services 175.00
Funeral Service	175.00	Funeral Service	175.00	Removal/Transfer 125.00 (\$1.50 per loaded mile)-Max 250 miles
Removal/Transfer (\$1.50 per loaded mile)-Max 250 miles	125.00	Removal/Transfer (\$1.50 per loaded mile)-Max 250 miles	125.00	Cremation Fee 215.00
Hearse (\$1.50 per loaded mile)-Max 250 miles	110.00	Hearse (50 miles) (\$1.50 per loaded mile)-Max 250 miles	110.00	Cremation container 100.00 (Alternative)
Casket (cloth covered)	400.00	Cremation Fee	215.00	
Concrete Grave Liner	595.00	Casket (cloth covered)	400.00	
TOTALS	\$2865.00		\$2485.00	\$1725.00
Extras:				

Single grave space (not to exceed \$400)	actual cost	Single grave space (not to exceed \$400)	actual cost	Single grave space (not to exceed \$400)	actual cost
Opening/Closing of Grave (not to exceed \$400)	actual cost	Opening/Closing of Grave (not to exceed \$400)	actual cost	Opening/Closing of Grave (not to exceed \$400)	actual cost
Winter Storage	40.00				
Immediate/Direct Cremation		CHILD SERVICES Age 1 - 3		CHILD SERVICES Age 3 - 6	
Professional services	\$545.00	Professional Services	\$700.00	Professional Services	\$700.00
Other Preparation	110.00	Embalming	150.00	Embalming	150.00
Removal/Transfer (\$1.50 per loaded mile)-Max 250 miles	125.00	Other Preparation	75.00	Other Preparation	75.00
Cremation Fee	215.00	Funeral Service	175.00	Funeral Service	175.00
Cremation Container	100.00	Removal/Transfer (\$1.50 per loaded mile)-Max 250 miles	125.00	Removal/Transfer (\$1.50 per loaded mile)-Max 250 miles	125.00
Single grave space actual cost (not to exceed \$400.00)		Hearse (\$1.50 per loaded mile)-Max 250 miles	110.00	Hearse (\$1.50 per loaded mile)-Max 250 miles	110.00
Opening/Closing of Grave actual (not to exceed \$200)	cost	Winter storage	40.00	Winter storage	40.00
TOTALS \$1095.00		Casket/Vault Combo	250.00	Casket (Cloth)	400.00
CHILD SERVICES Still born to age one		TOTAL	\$1585.00	Grave Liner if necessary	595.00.00
Professional services & Casket (Mileage extra @ \$1.50 per loaded mile Max 250 miles)		Single Grave Space (not to exceed \$400)	Actual cost	TOTAL	\$1735.00
TOTALS \$630.00		Opening/Closing of Grave (not to exceed \$400)	actual cost	Single Grave Space (not to exceed \$400)	Actual cost
Single Grave Space (not to exceed \$400)	Actual cost			Opening/Closing of Grave (not to exceed \$400)	actual cost
Opening/Closing of Grave actual (not to exceed \$200)	cost				

Otter Tail County will not pay for any extra fees associated with the burial. Only the actual price of the lot and actual grave digging expense will be paid, up to the above-indicated limits. If the allotted maximum amounts do not cover the lot or the digging expense, the family will be obliged to pay the difference. If the family cannot afford the overage, Otter Tail County will pay for storing the casket until spring and/or assist them with finding a less expensive cemetery.

No money will be allowed for expenses which includes, but is not limited to, interment fees, winger burial costs including snow removal, perpetual care, markers, final dates, visitation, memorial paper products, cash advances, etc. These items, if chosen, will be the responsibility of the family.

Alternative Work Schedule

Human Services Director, John Dinsmore, and Human Services workgroup members requested approval of the Human Services Alternative Work Schedule agency policy. Discussion followed regarding the main goal of servicing the clients/customers by providing adequate coverage and the potential for extra administrative work required to keep track of schedules. Motion by Lee, second by Froemming, and unanimously carried to approve the Human Services Alternative Work Schedule Policy and Procedure (draft) dated 12-4-01, subject to re-analyzing the policy at the end of this calendar year.

Family Services Collaborative

Mr. Kitzman and Mr. Dinsmore reported that Minnesota Counties Insurance Trust submitted a quote for \$5,971 for liability coverage for the Collaborative as an entity. Mr. Kitzman stated that some Directors within the Collaborative believe the Collaborative should obtain this coverage, others do not. Other insurance quotations have not been obtained. County Attorney, David Hauser, and County Commissioners encouraged the need for the coverage and requested that this topic be discussed at the next Executive Council meeting.

Adjournment

At 11:08 a.m., Chair Mosher declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, January 29, 2002.

Dated: _____ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____
Dennis Mosher, Human Services Chair

Attest: _____
Larry Krohn, Clerk

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, January 15, 2002, at 11:18 a.m. at the Otter Tail County Courthouse with Dennis Mosher, Chair; Bob Block, Vice-Chair; Syd Nelson, Malcolm Lee, and Roger Froemming present.

Approval of Agenda

Motion by Froemming, second by Block, and unanimously carried to approve the County Board agenda of December 27, 2001, as mailed.

Approval of Minutes

Motion by Nelson, second by Froemming, and unanimously carried to approve the County Board minutes of January 8, 2002, as mailed.

Approval to Pay Bills

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

Preliminary Plat of Sportsman Landing

Land & Resource Director, Bill Kalar, reported that the Planning Commission met Wednesday, January 9th, 2002, to determine whether or not an Environmental Assessment Worksheet (EAW) should be prepared for the Preliminary Plat of Sportsman Landing. The Planning Commission recommended that an EAW be prepared in this matter because of the potential for significant environmental effects. County Attorney, David Hauser, stated that, since the Planning Commission meeting, it was discovered that a portion of the plat is in a flood plane; however, this was not the determining factor in the discussion. Chair Mosher opened discussion to the floor. Attorney, Tom Gedde, representing the applicant and land surveyor, referred to the letter written November 13, 2001, from the Minnesota Department of Natural Resources. He stated that the letter refers to vegetation and habitat adjacent to the plat that needs to be protected. Under state law, wetlands and emergent vegetation are protected under state law. Mr. Gedde's interpretation is not that there is a potential for environmental affect, but that, these areas are fully protected;

therefore, he did not agree with the language in Article X of the findings as well as Articles XV and XVII. Article V is very minor and Mr. Gedde asked that the language be removed as well. He stated that every lot exceeds the minimum lot size and there is nothing unusual that should be a concern except that other residents in the neighborhood don't want to see development. He requested that the County not require an EAW. Attorney, Allen Haugrud, spoke in favor of the Planning Commission's recommendation and stated that the findings were acceptable. He expressed concern with access to the lake and that this is the only specific spawning area that exists in Jewett Lake. Motion by Lee, second by Block, and unanimously carried to accept the recommendation of the Planning Commission that an Environmental Assessment Worksheet on the proposed plat of Sportsman Landing is necessary and to accept the Findings of Fact as presented and included in the official minutes as Attachment B.

Approval of Final Plat

Motion by Mosher, second by Lee, and unanimously carried to approve the final plat of Donovan Olson and Barry Fabian known as "Grand Oak Estates" located in Section 29 & 32 of Dane Prairie Township on Swan Lake (56-751).

GIS Department Update

GIS Coordinator, Brian Armstrong, updated the Board on work with crop equivalency ratings, parcel mapping in Trondhjem Township, the section corner recovery program, and County website training.

Water Plan Committee

Water Plan Committee Chairman, Bruce Brenden, and WOTSWCD Director, Brad Mergens, presented recommendations for CY2002 water plan action items. Mr. Brenden stated that at the December Water Plan meeting, the group expressed concern regarding continuance of the CCRP Program. Mr. Brenden requested that the County Board endorse a letter from the Water Plan Committee to the West Otter Tail FSA to increase the CCRP Program to an equivalent level as East Otter Tail and other surrounding counties. Motion by Lee, second by Nelson, and unanimously carried to encourage the FSA to promote and support the CCRP Program and support the letter presented by the Water Plan Committee.

Recess & Reconvene

At 12:01 p.m., Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:14 p.m.

Facility Master Plan for Regional Treatment Center

Architect, David Shultz, opened discussion regarding the RTC site. Goals that have been identified include space issues and consolidation to reduce some of the County leased and owned properties, and finally some technical improvements to continue to take care of the physical property at the main courthouse. He presented a preliminary facility master plan to move the majority of county departments and use the current courthouse mainly for law enforcement. Physical Plant Manager, Rick Sytsma, requested approval of a proposal from a consultant to do an environmental assessment in the RTC building. Motion by Lee, second by Block, and unanimously carried to authorize an agreement between the County of Otter Tail and Legend Technical Services for professional services to complete an environmental assessment in the RTC building at a cost of \$2,800. Lengthy discussion followed regarding a process to make decisions as the remodeling progresses. Motion by Lee, second by Block, and unanimously carried to establish a Building Committee for the implementation of the Facility Master Plan.

Solid Waste Haulers' Applications

Motion by Froemming, second by Lee, and unanimously carried to approve the following Solid Waste Haulers' applications for license:

Ballard Sanitation 30 2 nd Ave. N.W. Pelican Rapids, MN 56572	Fuch Sanitation 209 Lund Ave. Glyndon, MN 56547	Minn-Kota Recycling Hwy 59 North Detroit Lakes, MN. 56501
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Motion by Lee, second by Froemming, and unanimously carried to approve the following out of county Solid Waste Haulers' applications for license:

Engebretson's Sanitary Disposal Service Ellsworth Engebretson Rt. 3, Box 272 Morris, MN 56267	Wilkin County Bruce Poppel 515 S. 8 th St. Breckenridge, MN 56520	Bueckers Sanitary Service, Inc. Ervin Bueckers 30838 Co. Rd. 157 Melrose, MN 56352
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Household Hazardous Waste Equipment

Mr. Hanan requested approval to purchase an aerosol can crusher during CY2002 and move the purchase of a pick-up back to CY2003. Motion by Froemming, second by Mosher, and unanimously carried to authorize the Solid Waste Director to purchase an aerosol can crusher and a charcoal filter that removes odor, at a cost of \$20,200. The expenditure will be taken from funds budgeted for the new pick-up. The pick-up purchase will be delayed until CY2003.

Budget for Psychological Evaluations

Court Administrator, Kathy Ouren, provided a handout from the State of Minnesota regarding the County's responsibility for psychological evaluations ordered by the Court. Motion by Lee, second by Nelson, and unanimously carried to add \$30,000 to the Court Administration budget to cover mandated psychological evaluations as required by the State of Minnesota.

License Applications

Motion by Nelson, second by Froemming, and carried with Mosher abstaining, to approve the following applications for license:

Jeff Osterman Battle Lake Cenex A Division of Perham Co-op Creamery Highway 210 West PO Box 128 Battle Lake, MN 56515	Tobacco
James Wurst Bluffton Liquors Inc. 106 Center St. Bluffton, MN 56518	Tobacco
Ronald J. Wegscheid Bluffton Oil Co 101 Prospect Street PO Box 43 Bluffton, MN 56518	Tobacco
Atma Carr Carr Enterprises, Inc.	Tobacco

Carr's Lake Country Supermarket
Highway 78
Ottertail, MN 56571

Gregory Stich and Joanne Stich
Corner Store, The
28027 County Highway 145
Battle Lake, MN 56515-9135

Tobacco

Dennis Mosher
Dalton Municipal Liquor Store
104 Sunset Drive
Dalton, MN 56324

Tobacco

Katherine Carter
Erhard Village Store
521 Fergus Ave
PO Box 116
Erhard, MN 56534

Tobacco

Scott Schake
ERNS, LLC dba Don's Service
102 West Broadway
Elizabeth, MN 56533

Tobacco

Elaine C. Carlson
Jerry's Village Inn
PO Box 27
Main St.
Ottertail, MN 56571

Tobacco

Kenneth A Macal
Huckleberry's
Ottertail, MN
Subject to the approval of the County Attorney's office.

On-Sale Liquor and Sunday Liquor
Off-Sale 3.2 Malt Liquor
(Transfer)

Payment Approval

Motion by Lee, second by Block, and unanimously carried, to approve payment to the Fergus Falls HRA, in the amount of \$2,862.72, for reimbursement of Section 8 Administrative Funds for the period of July 1, 2001 through December 31, 2001.

Application for Exempt Permit

The Pelican Rapids Jaycees have submitted an application for an exempt permit for an event scheduled for February 10, 2002, on Lake Lida. No action was taken.

Payment Approvals

Motion by Nelson, second by Block, to authorize the following payments:

National Association of Counties 2002 Membership Dues	\$971.00
Western Area City County Cooperative 2002 Membership Dues	\$5,000.00
Minnesota Rural Counties Caucus 2002 Annual Dues	\$2,000.00

Chair Mosher called for a roll call vote:

Commission District 5	Block	Yea
Commission District 2	Lee	Nay
Commission District 3	Mosher	Nay
Commission District 1	Nelson	Yea
Commission District 4	Froemming	Nay

Motion failed 2-3. Chair Mosher offered a motion to pay the NACO and MRCC 2002 annual dues. Motion failed for lack of a second. Commissioner Froemming reversed his vote to Yea. Motion passed to approve all payments 3-2.

Telephone System - New York Mills Building

County Coordinator, Larry Krohn, explained that our current phone system in New York Mills does not have a continuing capacity to add lines and extensions. A three-year lease option is being offered by the current phone provider, Arvig Communications, to install an upgraded system with new hardware to handle more capacity. Motion by Nelson, second by Froemming, and unanimously carried to approve a 36-month lease option at \$621.01 per month with a \$1.00 buyout upon completion of the lease period for a new phone system including hardware at the New York Mills Building.

Lease with Department of Corrections

Motion by Nelson, second by Mosher, and unanimously carried to authorize the Chair's signature to execute the office rental lease, between the County of Otter Tail and the State of Minnesota Department of Corrections, for the DOC space in the New York Mills building.

Adjournment

At 2:38 p.m., Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, January 22, 2002.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Dennis Mosher, County Board Chair

Attest: _____
Larry Krohn, Clerk