

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Otter Tail County Courthouse  
Commissioners' Room, Floor 1-B  
Tuesday, January 29, 2002  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, January 29, 2002, at 9:31 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 Froemming, second by Lee, and unanimously carried to approve the Human Services Board agenda of January 29, 2002 with the following addition:

PHN, Marion Kerschner - Tobacco Grant

**Approval of Minutes**

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

**Approval of Bills & Claims**

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

**Lake Region Halfway Homes Statistics**

Program Director, Dean Gilbertson, provided statistics and program evaluation for the Halfway Home for year ending 2001. The Halfway Home has added a full time licensed Alcohol and Drug Counselor as well as part-time weekend staff to provide 24-hour coverage to further assist clients. Mr. Gilbertson reported that an evaluation process to track the success of the Halfway Home program has been recently instituted.

**Extended Juvenile Jurisdiction Program**

Court Services Director, Chuck Kitzman, reported that an EJJ plan for juvenile offenders who have committed a very serious crime was submitted and approved by the Department of Corrections in 1996. Mr. Kitzman has recently received a letter from the DOC requesting that Otter Tail County submit a new plan. Mr. Kitzman plans to work with a committee of 10 to 12 members to develop an updated plan to be submitted by March 15, 2002. He requested that committee members who do not work for Otter Tail County receive a per diem for this service. Motion by Lee, second by Froemming, and unanimously carried to authorize the Court Services Director to offer a per diem for committee members working on an updated EJJ plan.

**Dental Clinic  
Tobacco Grant**

Public Health Director, Diane Thorson, briefed the Board on a special medical dental clinic held in New York Mills where 50 clients were served. Ms. Thorson will be inviting University officials in February to view the portable clinic and the future proposed space at the Regional Treatment Center.

Ms. Thorson reported that the Public Health Department receives a \$10,000 grant each year to be used for tobacco reduction activities. The grant application will require dealing with the issue of secondhand smoke. Public Health Nurse, Marion Kerschner, has been working with the City of Fergus Falls with their tobacco issues. Ms. Kerschner provided handouts regarding the facts of secondhand smoke and recommended evidence-based approaches to reduce tobacco use that have been demonstrated to be effective by the Federal Government. Several cities and Olmsted County have banned smoking in restaurants, etc. The City of Fergus Falls is currently discussing a smoking ban in restaurants. Information about the dangers of secondhand smoke will be included in the County's annual tax newsletter.

#### **Contract Renewal for Transition Services**

Motion by Froemming, second by Lee, and unanimously carried to authorize the Chair's signature to execute a CY2002 contract between the County of Otter Tail and Tran\$ Em for transition services for persons age 16 to 23 with severe emotional disturbance. The federally funded transition grant for CY2002 is \$50,000 and the contract with Tran\$ Em is subject to the approval of the County Attorney.

#### **Contract Renewals**

Motion by Lee, second by Block, and unanimously carried to authorize the Chair's signature to execute the following CY2002 contracts with the County of Otter Tail for Adult Mental Health and Waivered services as follows:

##### **Adult Mental Health**

- A. Lakeland Mental Health Center - Community Support Program (CSP)
- B. St. Williams Living Center - Community Support Program (CSP) and Residential Services

##### **Waivered Services - Developmental Disabilities & Related Conditions**

- A. Productive Alternatives - Shelter/Support/Follow-up, Supported Employment and Willow - DT&H

#### **Personnel Requests**

Human Services Director, John Dinsmore, presented the rationale and proposed expense for three new staff requests (Child Support Officer, Financial Worker, and Child Protection Social Worker). These positions have been budgeted in the CY2002 Human Services budget. He explained the federal/state funding involved with each position. Chairman Mosher expressed a reluctance to move forward with new positions during this time of a projected state budget shortfall. Motion by Lee, second by Froemming, and unanimously carried to refer this request to the Personnel Committee.

#### **Otter Tail County Food Stamp Enhanced Funding Otter Tail County Resolution No. 2002 - 06**

Commissioner Nelson offered the following and moved its adoption:

WHEREAS, Minnesota is receiving additional federal funding due to the state's high accuracy rate in operating the Food Stamp Program; and

WHEREAS, each of the 87 Minnesota counties will receive these funds for program improvement; and

WHEREAS, Otter Tail County has already received our enhanced funding, totaling \$47,418.00

WHEREAS, Guidelines for expending the funds have been set forth by the Minnesota Department of Human Services, as follows: "...to be used to maintain or improve administration of the Food Stamp or Minnesota Family Investment Programs...There are no requirements for counties to match this money. It is a bonus for outstanding performance."; and

WHEREAS, we must submit a written report to the Minnesota Department of Human Services by January 31, 2002 indicating how we will expend the funds; and

WHEREAS, the Otter Tail County Department of Human Services has developed a list of short term and long term recommendations reflecting our priorities in effectively utilizing the funds; and

WHEREAS, said recommendations are being presented to the Human Services Board in January, 2002.

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Human Services Board recognizes and expresses gratitude and appreciation to all members for the Income Maintenance Unit Programs. The receipt of this Food Stamp Enhanced Funding is due to the excellent performance of all staff who are responsible for providing food stamp services and benefits to residents of Otter Tail County.

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

Adopted at Fergus Falls, MN this 29th day of January, 2002.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: \_\_\_\_\_  
Dennis Mosher, Human Services Chair

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

#### **Adjournment**

At 10:48 a.m., Chair Mosher declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, February 12, 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 29, 2002, at 11:02 a.m. at the Otter Tail County Courthouse with Dennis Mosher, Chair; Malcolm Lee, Vice-Chair; Syd Nelson, Roger Froemming, and Bob Block present.

**Approval of Agenda**

Motion by Froemming, second by Mosher, and unanimously carried to approve the County Board agenda of January 29, 2002, as mailed.

**Approval of Minutes**

Motion by Froemming, second by Block, and unanimously carried to approve the County Board minutes of January 22, 2002, as mailed.

**Correction - January 8, 2002 Minutes**

Motion by Nelson, second by Mosher, and unanimously carried to correct the highway project numbers listed under the heading "Retainage Reduction" in the January 8, 2002, County Board minutes as follows: The project numbers should read - S.P. 56-604-09, S.A.P. 56-643-05, & S.A.P. 56-671-04.

**Approval to Pay Bills**

Motion by Nelson, second by Block, and unanimously carried to approve payment of County Board bills per Attachment A of these minutes which includes the following lodging payment:

Doubletree Park Place Hotel

Treasurer, Steve Andrews

Recorder, Wendy Metcalf

**Depository Resolution**

**Otter Tail County Resolution No. 2002 - 07**

Commissioner Lee offered the following and moved its adoption:

RESOLVED by the Board of County Commissioners of Otter Tail County, Minnesota, that

WHEREAS, all insured financial institutions in Otter Tail County, including state and federal banks, be and are hereby designated as depositories of County funds.

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

Adopted at Fergus Falls, Minnesota, this 29<sup>th</sup> day of January, 2002.

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

By: \_\_\_\_\_  
Dennis Mosher, County Board Chair

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

**Investments Resolution**

**Otter Tail County Resolution No. 2002 - 08**

Commissioner Lee offered the following and moved its adoption:

RESOLVED by the Board of County Commissioners of Otter Tail County, Minnesota, that

WHEREAS, Otter Tail County Treasurer, Steve Andrews, be and is hereby given authority to invest County funds as available.

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

Adopted at Fergus Falls, Minnesota, this 29<sup>th</sup> day of January, 2002.

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

By: \_\_\_\_\_  
Dennis Mosher, County Board Chair

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

### **Temporary Staff Request**

Chief Deputy, Mark Morris, requested hiring a temporary employee for spring weight restrictions. Mr. Morris has two deputies on military leave; therefore, he is not able to cover this duty from his regular staff. Motion by Lee, second by Block, and unanimously carried to authorize the hiring of a temporary employee for spring weight restrictions only (approximately March through May) at a compensation rate of \$15.72 per hour.

### **License Applications**

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

Bonnie & Clyde's  
105 East Main St.  
Clitherall, MN 56524  
Tobacco

Schroeder's Grocery and Hardware  
105 W. Main  
Dalton, MN 56324  
Tobacco

Tank-N-Yummies  
PO Box 273  
Ottertail, MN 56571  
Tobacco

Peak Supper Club  
43517 County Highway 38  
Clitherall, MN 56524-9564  
Renewal of Consumption and Display Permit

### **Ditch System No. 63**

Motion by Lee, second by Froemming, and unanimously carried to approve payment to Egge Construction, Inc, in the amount of \$1,708.16, for services provided to County Drainage System No. 63.

### **Department of Natural Resources (DNR) Request**

County Auditor, Wayne Stein, reported that the DNR is interested in securing a piece of tax forfeited property (parcel #62-000-08-0073-000) which is east of the Fish & Game Club in Woodside Township. Commissioner Froemming will view the property and report back to the Board.

**Budget & Cash Transfer**

Motion by Nelson, second by Froemming, and unanimously carried to approve a budget and cash transfer of \$11,000.00 from the Public Health Department to the General Fund. This would allow the lease of the postage machine and postage expenses of the New York Mills offices to be paid from the General Fund, which is consistent with the payment of postage for other County offices.

**WACCO Board Appointment**

Motion by Froemming, second by Lee, and unanimously carried to appoint Commissioner Bob Block as the delegate for Otter Tail County on the Western Area City-County Cooperative (WACCO) and Commissioner Roger Froemming as alternate for CY2002.

**CY2002 County Board Committee Appointments**

Chairman Dennis Mosher made the following CY2002 committee appointments:

AMC Delegates	Five Seated Commissioners County Coordinator/County Attorney/Hwy Engineer
<b>Natural Resources Committees:</b>	
International Coalition	Lee
Judicial Ditches	Mosher Lee
Noxious Weed Appeal (statutory)	Mosher - West Froemming - East
Pomme de Terre Joint Powers Board	Mosher
Water Plan Committee	Mosher
<b>Financial Committees:</b>	
Budget/Audit Committee	Nelson Lee
Capital Improvement Committee	Mosher Froemming
Investment Committee	Lee Mosher
<b>Facilities:</b>	
Building Committee (statutory)	Nelson Lee
RTC Building Committee	Lee Block
<b>Personnel Related Committees:</b>	
Personnel Committee	Mosher Lee
Labor Management Committee	Nelson Lee
Public Health Labor Management Committee	Block
Human Services Labor Management Committee	Froemming
<b>Departmental Policy Committees:</b>	
Computer Steering Committee	Block

Highway Committee	Mosher Nelson
Employee Safety Committee	Froemming
GIS/E911 Committee	Block Lee
Land & Resource Committee	Mosher Lee
Extension Committee (statutory)	Froemming Mosher
Courtroom Security Committee	Mosher
<b>Board Appointments to other Organizations:</b>	
Lake Region Community Partners	Block Mosher
Family Services Collaborative Executive Committee	Block Nelson
Lakeland Mental Health	Block
Law Library (statutory)	Froemming
Minnesota Rural Counties Caucus (MRCC)	Delegate - Nelson Alternate - Froemming
Transportation Advisory Committee (TAC) (Regional MnDOT)	Lee
Wadena Community Action Council	Nelson
West Central Area Agency on Aging (WCAAA)	Block
WCR Juvenile Center Advisory Board	Nelson
West Central MN EDD (economic development)	Lee
County Solid Waste Coordinating Committee	Froemming
Agriculture Advisory Representative	Nelson
Western Area City-County Cooperative (WACCO)	Block
RTC Re-use Task Force	Block Mosher
Long Range Planning Task Force	Mosher

**Adjournment**

At 11:37 a.m., Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, February 5, 2002.

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

By: \_\_\_\_\_  
 Dennis Mosher, County Board Chair

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