

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Courthouse
Commissioners' Room, Floor 1-B
Tuesday, October 22, 2002
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, October 22, 2002, at 9:30 a.m. at the Otter Tail County Courthouse with Commissioners Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Dennis Mosher, Roger Froemming, and Bob Block present.

Approval of Agenda

Motion by Mosher, second by Nelson, and unanimously carried to approve the Human Services agenda of October 22, 2002, as mailed.

Approval of Minutes

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services Board minutes of October 8, 2002, as mailed.

Dog Bite Hearing

Chair Malcolm Lee convened a dog bite hearing with the dog's owner, Mary Munden, and Public Health Nurse, Phyllis Knutson, present. Ms. Knutson stated that the dog, "Danny", is a terrier mix and that there have been two dog bite incidents. The first incident involved a 41-year old woman and the second involved an 81-year old woman. Both women were bit in the ankle. Ms. Munden did not dispute the bites. She stated that on both occasions she had left Danny in the house. When she returned, the back door was wide open. Ms. Munden has changed the locks on her doors and when she is not home the dog is confined to one room. When Danny needs to go out, she goes out with him and walks him to a fenced in area. Ms. Munden stated that the biting issue has never been a problem before. Danny is nine years old and has had his shots. The County Attorney's office will prepare findings of the hearing. If there is another dog bite, the dog will have to be euthanized.

Small Pox Immunization

Public Health Director, Diane Thorson, reported on a plan being developed for small pox immunization, which would be a pre-event immunization. Volunteers will be immunized.

Grant Monitor

Court Services Director, Chuck Kitzman, reported that the Grant Monitor had reviewed the grant dollars and was very satisfied as to how the money was being spent.

Northwest Juvenile Training Center Tour

Mr. Kitzman reported on the tour of the NWJTC on September 19, 2002, in Bemidji. Commissioners Mosher and Froemming attended the tour, as well as Court Services Advisory Board members.

Dental Issues Meeting

Ms. Thorson reported that there will be an informational meeting on November 8, 2002, from 9:30 a.m. to 1:00 p.m. at the Holiday Inn in Alexandria, MN, which involves dental issues. Area Public Health Directors and County Board Chairs are invited to attend. Motion by Mosher, second by Lee and unanimously carried to appoint Commissioner Block to attend this meeting.

Northwest Minnesota Safety Net Redesign Compact

Human Services Director, John Dinsmore, reported on the Northwest Minnesota Safety Net Redesign Compact, which is an agreement between the Department of Human Services and the nine counties of Region IV. This project will redesign the community mental health and State Operated Services network to expand treatment options for people with mental illness, through new partnerships between DHS, counties, and local health and mental health providers. It will provide a minimum of 50 inpatient psychiatric beds at the FFRTC and a minimum of 50 inpatient beds for chemical dependency services in the Fergus Falls area. This compact will be reviewed annually. Motion by Block, second by Mosher, and unanimously carried to authorize the Human Services Director to sign the Northwest Minnesota Safety Net Redesign Compact.

Contract Updates

Motion by Nelson, second by Froemming, and unanimously carried to authorize the appropriate county officials' signatures to execute a Purchase of Service Agreement between the Otter Tail County Department of Human Services and Perham Memorial Home Care to provide health related services to persons receiving AC/EW/CADI or TBI services. Service agreement is for the period from October 1, 2002 through December 1, 2003, and is subject to the approval of the County Attorney.

2003 Budget Planning

Mr. Dinsmore reported that Minnesota is facing a projected State Budget Deficit of \$2.7 billion to \$3.2 billion. Each state department was asked to present a budget that represents a 10% cut. For DHS, this totals \$737 million. Otter Tail County Human Services management team and program staff will be reviewing methods to increase revenue and reduce expenditures. The Human Services Department had requested a county levy of \$6,434,455.00, which was reduced to \$5,684,455.00. The details of the proposed cuts will not be known until the 2003 legislative session nears completion. The decreases could be offset by use of the cash balance; however, the focus will be to seek additional revenue and decrease expenditures.

Approval of Bills and Claims

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

Adjournment

Motion by Mosher, second by Froemming, and unanimously carried to adjourn the meeting. At 10:47 a.m., the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, November 12, 2002.

Dated: _____ OTTER TAIL COUNTY HUMAN SERVICES BOARD

Attest: _____
Larry Krohn, Clerk

By: _____
Malcolm Lee, Human Services Chair

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, October 22, 2002, at 11:05 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 Lee, and unanimously carried to approve the County Board agenda of October 22, 2002, with the following addition and the following changes:

Add: Land and Resource Director, Bill Kalar:
Final Plat
Otter Tail River Challenge Grant
Changes: AFSCME Labor Negotiations cancelled on
10-21-02 and 11-04-02
rescheduled for 11-8-02 and 11-15-02 at 9:00 a.m.

Approval of Minutes

Motion by Block, second by Nelson, and unanimously carried to approve the County Board minutes of October 15, 2002, as presented.

Approval to Pay Bills

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

Construction Bid Recommendations & Awards

Physical Plant Manager, Rick Sytsma, and Architect, David Shultz, reported on the bids received on October 16, 2002, (Attachment B). The total of the base bids is 6% below construction estimate, and also within budget if all Alternates are awarded. Motion by Lee, second by Block, and unanimously carried to award the following bids:

Bid Package 4A – Masonry:	Johnson Nelson Masonry	
Base Bid	\$ 378,000.00	
Alternate – Sign Panels	<u>\$ 27,600.00</u>	
TOTAL		\$406,300.00
Bid Package 4B – Masonry:	Bradco Masonry	
Base Bid	\$ 86,700.00	
Alternate 100% Tuckpointing	<u>\$ 92,490.00</u>	
TOTAL		\$179,190.00
Bid Package 6A – General Construction:	Comstock Construction	
Base Bid	\$ 504,900.00	
Alternate Window Sills	<u>\$ 44,600.00</u>	
TOTAL		\$549,500.00
Bid Package 7A – Roofing:	Herzog Roofing	
Base Bid	\$ 25,400.00	\$25,400.00
Bid Package 7B – Caulking:	Ellenson Caulking	
Base Bid	\$ 14,948.00	\$14,948.00

Bid Package 8A – Aluminum & Glazing: Base Bid	Red River Glazing \$ 278,950.00	\$278,950.00
Bid Package 9A & 9B – Plaster & Drywall: Base Bid – Plaster Base Bid – MS and Drywall TOTAL	Fergus Drywall \$ 20,404.00 <u>\$ 344,197.00</u>	\$364,601.00
Bid Package 9C & 9D – CT and Terrazzo Base Bid – Combined	Grazzini Brothers \$ 232,000.00	\$232,00.00
Bid Package 9E – Acoustical Ceilings Base Bid	Dow Acoustics \$ 115,519.00	\$115,519.00
Bid Package 9F – Carpet Base Bid	Multiple Concepts Interiors \$ 183,410.00	\$183,410.00
Bid Package 12A – Window Shades Base Bid	Custom Expressions \$ 60,128.00	\$60,128.00
Bid Package 14A – Elevators Base Bid Alternate – Larger Cab TOTAL	Advance Elevator \$ 64,000.00 <u>\$ 9,000.00</u>	\$73,000.00
Bid Package 15A – Mechanical Base Bid	Manning Mechanical \$1,332,333.00	\$1,332,333.00
Bid Package 15C – Fire Protection Base Bid	Nova Fire Protection \$ 117,163.00	\$117,163.00
Bid Package 16A – Electrical Base Bid	Underground Contracting Service \$1,066,500.00	<u>\$1,066,500.00</u>
Total Recommended Award		\$4,998,942.00
Pending Award		
Bid Package 6A – Bulletin Boards	\$ 6,000.00	
Bid Package 9A – Plaster Alternate	\$ 137,610.00	
Bid Package 9B – Paint and Wall Covering	\$ 81,217.20	
Bid Package 15B – Temperature Controls	<u>\$ 136,903.00</u>	
TOTAL – Current and Pending Award		<u>\$ 361,730.20</u> \$5,360,672.20

HRA Bonding Report

County Coordinator, Larry Krohn, reported that the HRA Board met last Thursday, October 17, 2002, and passed a resolution to proceed with the sale of the bonds. The County Attorney will draft a lease agreement between the County of Otter Tail and HRA. The County will

be leasing the building from HRA until the bonds are paid, and it will then become the property of Otter Tail County. There will be a joint meeting on December 3, 2002, at 1:30 p.m., to open and award bids of the bonds, which are lease revenue bonds. HRA holds the title to the assets, they own the building and the County owns the improvements.

Project Updates – New York Mills

Mr. Sytsma reported that all the interior partitions have been removed in the lower level of the NYM building. One office has been completed for Chemical Dependency Counselors and also a small consultation room.

Reclassification of Position

Motion by Nelson, second by Block, and unanimously carried to approve a reclassification of the #1008 Assessment Technician II position in the Assessor's Office from a Grade 10 to Grade 11, with a name change to #1008 Homestead Specialist/ Assessment Technician II, effective July 1, 2002, as recommended by MAXIMUS.

MCIT Meeting

The Minnesota Counties Insurance Trust will be holding its annual business meeting on December 9, 2002, at 1:00 p.m. Currently Commissioner Nelson is the delegate and Commissioner Froemming is the alternate. Delegates are authorized to vote, however they need to be present. Motion by Lee, second by Froemming and unanimously carried to appoint Commissioner Block as the delegate and Commissioner Nelson as the alternate.

Recess and Reconvene

At 11:57 a.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch. The meeting was reconvened at 1:05 p.m., with all five seated Commissioners present.

**Informational Meeting
425th Street/Fort Thunder Road**

GIS Coordinator, Brian Armstrong, explained that the County Board of Commissioners had approved the name change of 425th Street back to Fort Thunder Road at a previous County Board meeting (9-17-2002). However, the expense resulting from the change was not discussed. Mr. Armstrong reported that these expenses would be approximately \$1700 to \$1800, and the petitioners must pay that expenses incurred. Jim Osterfeld, Perham Township Board, reported that he had researched what the costs would be, and explained that a majority of the people on this road wanted the name change. Leroy Atkinson, original owner of the road, explained that he had sold that part of the road in 1973 or 1974, with conditions that it remained Fort Thunder Road. Mr. Osterfeld stated that the township would pay for the signs and they could put the signs up. Motion by Nelson, second by Froemming, to approve that Perham Township pay for the signage and put up the signs, as long as standards are met. Chair Mosher called for a roll call vote:

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

Motion passed.

Approval of Application for Exempt Permit

Motion by Nelson, second by Froemming, and unanimously carried, to approve, with no waiting period, the Perham Area Chamber of Commerce's LG220 Application for Exempt Permit for an event scheduled for December 31, 2002 and for January 1, 2003, at the Sparetime Bar and Grill.

Audit Engagement Letter

Motion by Nelson, second by Froemming, and unanimously carried, to authorize the signing of the audit engagement letter by the following individuals:

Dennis Mosher, Chair of Board of County Commissioners
Wayne Stein, County Auditor
Steve Andrews, County Treasurer
Larry Krohn, County Coordinator

Approval of Tobacco License

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

Rita Wangler/Donald Steeves Tobacco
Depot Diner and Bar
PO Box 93
Erhard, MN 56534

Application by the City of Fergus Falls for Conveyance of Tax-Forfeited Lands

Motion by Block, second by Mosher, and unanimously carried, to grant the Application by the City of Fergus Falls for Conveyance of the following described parcel of Tax-Forfeited Lands for the Authorized public use as described in the application, which is on file in the County Auditor's Office:

Lots, 2,3, and 4, Block 2
Nelson's Second Addition

Certification as a Payable 2003 Special Assessment

Motion by Nelson, second by Froemming, and unanimously carried, to certify the following as a payable 2003 special assessment:

Parcel 40-000-10-0086-000
Donald W. Johnson
Statement of Costs for Control of Eradication of Noxious Weeds
Total Due \$884.58
Plus interest from the date of certification at 6%
Spread over three years.

Underwood Grain Elevator Discussion

County Auditor, Wayne Stein, reported the City of Underwood had presented an option regarding the grain elevator. They have found a landowner that would go through the process of being permitted to allow it to be buried there in the neighborhood. Otter Tail County would have no disposal cost. The County would need to get quotes on demolition of the building. Motion by Mosher, second by Lee, and unanimously carried to authorize the option of demolishing the Underwood Grain Elevator, with the option of having a landowner being permitted to bury it in the surrounding neighborhood.

General Election Canvassing Board

Motion by Mosher, second by Froemming, and unanimously carried, to appoint Commissioner Nelson and Commissioner Block to the November 5, 2002 Federal, State, and County General Election Canvassing Board which will meet on Friday, November 8, 2002, at 9:00 a.m. Motion by Lee, second by Nelson, and unanimously carried to designate Commissioner Froemming to attend the dental meeting at the Holiday Inn in Alexandria, MN, on November 8, 2002, to replace Commissioner Block, who will be at the General Election Canvassing Board.

Approval of Final Plat

Motion by Lee, second by Froemming, and unanimously carried to approve the Final of Plat of Chris and Susan Harter known as "Governor's Point Estates" located in Section 35, Candor Township, Range 41, Lake No. 56-523.

Otter Tail River Challenge Grant

Otter Tail County is in partnership with Wilkin and Becker Counties to deal with the Otter Tail River issues. Land & Resource Director, Bill Kalar, reported that a meeting was held on October 21, 2002, and a plan is being developed similar to the Water Plan. This plan should be completed in a week. Discussion was also held at this meeting regarding the concept of hiring a coordinator to oversee implementation of this plan.

Lutheran Social Services

Commissioner Lee reported that he had received a call regarding the funding that Lutheran Social Services receives for immigrants. The State is threatening to cut this funding. Motion by Block, second by Nelson, and unanimously carried to authorize Human Services Director, John Dinsmore, and Public Health Director, Diane Thorson, to check into this further.

MCCC – County Attorney User Group Otter Tail County Resolution No. 2002-57

Commissioner Lee offered the following and moved for its adoption:

WHEREAS, a request by a County Attorney's Office is in the process of establishing a "County Attorney User Group" under the Minnesota Counties Computer Cooperative (MCCC);

WHEREAS, a County Attorney User Group would allow for more input on software development and enhancements; and

WHEREAS, Otter Tail County is an existing MCCC member.

NOW, THEREFORE, BE IT RESOLVED that the Otter Tail County Board of Commissioners does hereby approve the participation in the County Attorney User Group of MCCC and designates the following individuals as the official representatives of Otter Tail County to said County Attorney User Group.

Delegate: David J. Hauser

Alternate: Marilyn Heller

Commissioner Froemming seconded the motion and upon being put to vote, the resolution was adopted.

Adopted at Fergus Falls, Minnesota, this 22nd of October, 2002.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Attest: _____ By: _____
Larry Krohn, Clerk Dennis R. Mosher, County Board Chair

Adjournment

At 2:28 p.m., Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, November 5, 2002.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Attest: _____ By: _____
Larry Krohn, Clerk Dennis R. Mosher, County Board Chair