

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Courthouse
Commissioners' Room, Floor 1-B
Tuesday, November 12, 2002
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, November 12, 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 Block, and unanimously carried to approve the Human Services agenda of November 12, 2002, as mailed.

Approval of Minutes

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

Minnesota Department of Economic Security Grant

Court Services Director, Chuck Kitzman, presented information regarding the Juvenile Accountability Incentive Block Grant (JAIBG). This federally funded grant of \$15,601 requires a cash match of \$1,733 and is limited to working with juvenile offenders. Mr. Kitzman reported that, in the past, the County has applied this funding to the West Central Regional Juvenile Center. Motion by Mosher, second by Nelson, and unanimously carried to authorize this JAIBG to be utilized by the West Central Regional Juvenile Center.

Criminal Justice Information System Terminal Contract

Mr. Kitzman requested approval of a contract that will provide a CJIS terminal connection to perform background checks on offenders in the Court Services office in Fergus Falls and the New York Mills Police Department. Motion by Nelson, second by Block, and unanimously carried to authorize the Chair's signature to execute an agreement between the County of Otter Tail and the Minnesota Department of Public Safety to install CJIS terminals in the Court Services office in Fergus Falls and in the New York Mills building subject to the approval of the County Attorney. There will be connection/install expenses; however, there are no monthly fees.

Kids County Data

Mr. Kitzman provided data from the Kids Count Minnesota publication.

Fall Prevention Grant from West Central Area Agency for Aging

Associate Public Health Director, Sue Ewy, stated that the Public Health Department submitted a grant to be the lead agency to coordinate with the WCAAA to educate home care and foster care providers in the prevention of falls for the elderly. Motion by Block, second by Mosher, and unanimously carried to authorize the appropriate County Officials' signatures to execute a contract between the County of Otter Tail and the WCAAA for the fall prevention grant. The grant, in the amount of \$24,565, provides for 12 hours per week to coordinate with WCAAA for this education.

Human Services Program Planning

Human Services Director, John Dinsmore, narrated a power point presentation regarding strategic program planning for Human Services.

Approval of Bills and Claims

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

Adjournment

At 10:43 a.m., the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, November 26, 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, November 12, 2002, at 11:00 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 Lee, second by Froemming, and unanimously carried to approve the County Board agenda of November 12, 2002, with the following addition:

11:10 a.m. – Physical Plant Manager, Rick Sytsma

Approval of Minutes

Motion by Nelson, second by Block, and unanimously carried to approve the County Board minutes of November 5, 2002, as presented.

Approval to Pay Bills

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

Executive Safety Steering Committee Recommendation

Safety Director, Tiny Holm, requested approval for the County to pay for water coolers at the County locations that have wells and are not serviced by a municipal system. The quality of water at some of the locations not served by a municipal system is poor and the Executive Safety Steering Committee recommended this solution. Motion by Lee, second by Mosher, and carried with Nelson opposed, to authorize Otter Tail County to pay for water coolers if the work location is not served by a municipal water system.

New York Mills Office Space

Physical Plant Manager, Rick Sytsma, provided current and proposed layout of the space in the lower level of the New York Mills building. Lengthy discussion followed regarding space

for Time Communications. Commissioners requested that Mr. Sytsma negotiate further with Time Communications to develop the rental lease agreement.

Application for Exempt Permit

Motion by Lee, second by Nelson, and unanimously carried to approve, with no waiting period, the LG220 Application for Exempt Permit as submitted by the Lake Sybil Rod and Gun Club.

Examiner of Title Fee

Motion by Froemming, second by Block, and unanimously carried to authorize the Recorder to pay Attorney, Robert Russell, \$500 for Examiner of Titles professional services for CY2002 from the Recorder's budget. For future years, this expense will be added as a line item in the Recorder's budget.

Payment Approved

Highway Engineer, Rick West, presented a copy of a letter received from Sverdrup Township requesting the County's assistance with the expense of placing riprap on Norway Lake Road because of a high water problem. Discussion followed. Motion by Nelson, second by Lee, and unanimously carried to reimburse Sverdrup Township \$5,000 to pay for a portion of the cost to riprap Norway Lake Road because, without the riprap, the County would have experienced greater high water problems on County Road #35.

Performance Evaluation – Veterans Service Officer

At 11:52 a.m., Veterans Service Officer, Jourdan Sullivan, requested that his performance evaluation be held in open session. Mr. Sullivan and Commissioners discussed the responsibilities and goals of the Veterans Service Office. Motion by Lee, second by Nelson, and unanimously carried to approve an excellent performance evaluation for Veterans Service Officer, Jourdan Sullivan, and directed that this motion be included in Mr. Sullivan's personnel file.

County "Drop-Off" Box

Commissioner Block presented a question he received regarding the possibility of the County putting a "drop-off" box in the alley next to the downtown Post Office location. By consensus, the "drop-off" box idea was tabled until after the relocation is completed at the Government Services Center.

Adjournment

At 12:11 p.m., Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, November 19, 2002.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Attest: _____
Larry Krohn, Clerk

By: _____
Dennis R. Mosher, County Board Chair