

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Government Services Center
Commissioners' Room
Tuesday, October 14, 2003
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, October 14, 2003, at 9:31 a.m. at the Otter Tail County Government Services Center 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 Froemming, and unanimously carried to approve the Human Services agenda of October 14, 2003, as presented.

Approval of Minutes

Motion by Nelson, second by Mosher, and unanimously carried to approve the Human Services Board minutes of September 23, 2003, as mailed.

Court Services Statistics

Court Services Director, Chuck Kitzman, provided monthly caseload statistics and compared past years with current caseload numbers. For CY2003, Otter Tail County's average monthly caseload to-date is 340 down from 378 last year. He presented adult pretrial caseloads, which are increasing. These are primarily DWI cases, and based on the level of offense, the judge may require electronic alcohol monitoring or random testing. Mr. Kitzman stated that this greatly impacts the business of the Court Services Department.

Ordinance Discussion

Public Health Director, Diane Thorson, presented information from the Minnesota Department of Health regarding methamphetamine, the process of manufacturing methamphetamine, and its contamination results. Counties are being encouraged to adopt ordinances that will require cleanup of former drug lab sites that would be considered a public health nuisance. Ms. Thorson will review ordinances that have been adopted by other counties in the state.

MFIP/CSSA Biennial Plan

Motion by Nelson, second by Froemming, and unanimously carried to approve the Minnesota Family Investment Program/Children's Community Services Act Biennial Plan as presented, and authorize the Human Services Director to submit the plan to DHS for their review and approval. The County will receive funding and the plan will provide guidance by outcome performance measures for the next two years.

Childcare Licensing Discussion

Human Services Supervisor, Jodi Wentland, introduced discussion regarding charging fees for daycare licensing. Effective July 1, 2003, Minnesota Statute 245A.10, subd 2 allows for the charging of fees to conduct licensing inspections of family daycare programs, not to exceed \$150.00, and to cover the cost of criminal background studies, not to exceed \$100.00. Ms. Wentland noted that letters were sent to providers to inform them of this

legislative change and to listen to concerns if Otter Tail County decided to implement these fees. A Licensing Fee Feedback Summary was provided and summarized. Ms. Wentland stated that the majority of providers understood the cost factors associated with licensing, but felt the maximum fee would create serious negative impacts, especially for those providing care for small numbers of children or on a part time basis. Ms. Wentland recommended reducing the licensing fee to \$75 and the criminal background check fee to \$50 per provider. Al Frank, representing daycare providers stated that many daycare providers are giving care to children of families living on minimum wage and could not absorb the increase. He expressed opposition to these fees. Discussion continued regarding the great service daycare providers give for children, concern that fees could jeopardize continuing daycare services, other licensing requirements, and reduced food assistance. Daycare Provider, Vicky Lee, also spoke in opposition of licensing fees.

Commissioner Nelson offered a motion to charge \$50 for daycare licensing fee and \$50 for criminal background check. Chairman Lee called for a second. Motion died for lack of a second. Motion by Mosher, second by Froemming, to charge \$25.00 for daycare licensing fee and \$50 for criminal background check effective January 1, 2004; then raise the licensing fee to \$50 effective January 1, 2006. Motion failed with Block, Lee, and Nelson opposed. Motion by Lee, second by Mosher, to charge \$50 for a criminal background check per provider, effective January 1, 2004, and not to implement a charge for the daycare licensing, with review of the policy in two years. Chairman Lee called for a roll call vote:

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

Motion passed.

Approval of Bills & Claims

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

Adjournment

At 10:37 a.m., Chairman Lee declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, October 28, 2003.

Dated: _____ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____
Malcolm K. Lee, Human Services Chair

Attest: _____
Larry Krohn, Clerk

Call to Order – County Board

The Otter Tail County Board of Commissioners convened Tuesday, October 14, 2003, at 11:00 a.m. at the Otter Tail County Government Services Center with Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Roger Froemming, Dennis Mosher, and Bob Block present.

Approval of Agenda

Motion by Mosher, second by Froemming, and unanimously carried to approve the County Board agenda of October 14, 2003, as mailed.

Approval of Minutes

Motion by Nelson, second by Block, and unanimously carried to approve the County Board minutes of October 7, 2003, as presented.

Approval to Pay Bills

Motion by Mosher, second by Block, and unanimously carried to approve payment of County Board bills per Attachment A of the official minutes, which include the following lodging payments:

Best Western

Doubletree Park Place Hotel

Safety Instructor, Chuck Temple,
(reimbursed by training grant)
Assessor, Robert Moe

Planning Commission Recommendations

Conditional Use Permit – Aurdal Township, c/o Otter Tail County Highway Dept:

Motion by Lee, second by Froemming, and unanimously carried to approve a Conditional Use Permit to replace a deficient bridge No. LO888 as presented. The project is located at the Crossing of Diversion Drive and the Otter Tail Power Diversion Channel in the SW ¼ and Old Bridge No. LO888, New Bridge No. 56J12, Project No. S.A.P. 56-599-55, Section 19 of Aurdal Township; Otter Tail River (56-OTR).

Conditional Use Permit – Otter Tail County Highway Dept:

Motion by Mosher, second by Lee, and unanimously carried to approve a Conditional Use Permit to replace a deficient culvert on CSAH No. 21 near Fjestad Lake as presented with completion date of November 15, 2003. The project is located along CSAH No. 21 located in Gov. Lot 2, Section 10 of Carlisle Township; Fjestad Lake (56-975).

Conditional Use Permit – Dead Lake Township:

Motion by Nelson, second by Mosher, and unanimously carried to deny a Conditional Use Permit, as recommended by the Planning Commission, to shift the existing Beaver Dam Road approximately 6'. This proposed project location is on Beaver Dam Road in N½ of Section 7 (approx. 1,000') in Dead Lake Township; Star Lake (56-385).

Conditional Use Permit – Dead Lake Township:

Motion by Nelson, second by Mosher, and unanimously carried to approve a Conditional Use Permit to widen and raise existing Dead Lake Road with conditions as recommended by the Planning Commission. The motion also authorized the Land & Resource Department to issue the permit immediately, as an exception, to allow the project to move forward because of the short amount of time to complete the project before winter. The project location is on 390th Ave from Co. Hwy 14 N (0.1 mile) to Dead Lake Road and Dead Lake Road from 390th Ave W (0.5 mile) on the E & N border of Section 35, Dead Lake Township; Dead Lake (56-383).

Conditional Use Permit – Sandra Delzer Tst:

Motion by Mosher, second by Block, and unanimously carried to approve a Conditional Use Permit to regrade a driveway with conditions as recommended by the Planning Commission.

The property is described as SW ¼ Ex Pt S of Hwy 33 & E of River..., (184.89 Ac) Section 36, Dane Prairie Township; Pomme De Terre River (56-TR), Ur & Trib.

Conditional Use Permit – Kurtis & Sheila Dahl:

Motion by Froemming, second by Nelson, and unanimously carried to approve a Conditional Use Permit to grade and fill an area and build a commercial storage building with conditions as recommended by the Planning Commission. The property is described as Pt GL 2 & 7..., Section 15 of Maine Township; Round Lake/Pickeral Lake (56-476/475).

Conditional Use Permit – Marvin Bolstad:

Motion by Mosher, second by Block, and unanimously carried to approve a Conditional Use Permit to open a gravel pit and reclose it with conditions as recommended by the Planning Commission. The property is described as GL 2 & 3 Ex Trs (41.09 Ac), Section 34 of Tumuli Township; Ten Mile Lake (56-613).

Conditional Use Permit – Galen & Laura A. Youngsma:

Motion by Froemming, second by Nelson, and unanimously carried to approve a Conditional Use Permit to remove existing cottage and driveway with conditions as recommended by the Planning Commission. The property is described as Lot 15 Oak Ridge Beach, Section 14 of Amor Township; Otter Tail Lake (56-242).

Conditional Use Permit – Madsen's Resort:

Motion by Mosher, second by Froemming, and unanimously carried to approve a Conditional Use Permit to increase garage/storage space and office/storage area with conditions as recommended by the Planning Commission. The property is described as Blanche Lake Beach Pt Outlot A 256' on Road x 309.4' on Lake (32 Ac), section 1 of Everts Township; Blanche Lake (56-240).

Recess & Reconvene

At 11:16 a.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. At 11:24 a.m., the meeting was reconvened.

Payroll Procedures Discussion

Detention Facility Administrator, Richard Akerman, appeared before the Board on behalf of several employees in the Detention Center regarding a change in the payroll process. He reported that a number of staff at the facility brought up concerns regarding a new payroll process being implemented. He stated that some staff do not have checking accounts for the direct deposit, paychecks may not reach employees on payday if not mailed a day early, and some employees wish to continue to pick up checks in the Treasurer's office. Discussion followed. No action was taken.

Bid Award – CSAH 21 Culvert Replacement

After previously advertising for bids, Highway Engineer, Rick West, opened the following bids for CSAH 21 Culvert Replacement at 1:00 p.m. on October 8, 2003:

Riley Bros. Construction, Inc. Morris, MN	\$56,895.00
Shores Companies, Inc. Evansville, MN	\$58,950.00

Midwest Contracting, LLC Marshall, MN	\$61,200.00
Delzer Construction, Inc. Fergus Falls, MN	\$62,275.00
Sellin Bros., Inc. Hawley, MN	\$80,000.00

Motion by Mosher, second by Block, and unanimously carried to award the CSAH 21 Culvert Replacement project to the low bidder, Riley Bros. Construction, Inc. of Morris, MN in the amount of \$56,895.00.

Vending at the Government Services Center

Vending Provider, Sharon Braun, introduced others in the area that are involved with the vending business; Laurie Barry, Dan McKeever, and Gary Boushley. Ms. Braun stated that her business has been servicing Otter Tail County for vending products for 14 years with full line vending services provided since February of 2000. Since that time, Braun's Vending has provided \$6,000 in commissions to the Employees' Committee. A packet was provided with the vending proposal that was submitted to the Employees Committee along with other information. On September 16, 2003, a decision was made by the County Board to purchase and service their own vending machines for the new Government Services Center. The Vending Providers expressed concern with the type of machines the County was purchasing, some of the products to be used in the machines, problems that can arise with machines in the vending business, purchase of food handling license, and handling of the sales tax. Commissioners explained that the Employees' Committee explored several different options including vending, catering, and/or purchasing vending machines. They brought the recommendation to the County Board that they felt would provide the best service. Discussion continued. No action was taken.

Recess & Reconvene

At 12:20 p.m., Chairman Lee declared the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:33 p.m.

Budget Discussion

County Coordinator, Larry Krohn, explained that discussion has taken place with the County Board regarding union contract negotiations with the three Law Enforcement groups and the Public Health Nurse group. Business Agents for these groups are anxious to begin meetings. That lead to discussion with the Board on what would be involved with negotiations. Otter Tail County has established its maximum levy for next year. Mr. Krohn stated that the County is, preliminarily, levying every dollar possible and the budget does not balance, which led to this meeting and the open forum budget discussion the Board would like to have with Department Heads. He outlined two budget issues, 1) the use of fund balance (there is a need to reduce dependency on spending savings on daily expenses) and, 2) the State budget cuts that were program and/or department specific. Lengthy discussion followed this introduction. Concerns were expressed by Board members regarding future funding from the state in CY 2005 and beyond. Projected fund balance spending for CY2003 was reported as \$1,797,500 with CY2004 projection of \$1,553,223. Discussion continued. Further budget meetings will be scheduled.

Approval to Replace Existing Position

Sheriff, Brian Schlueter, requested permission to replace an existing position in the Sheriff's Department. Motion by Block, second by Froemming, and unanimously carried to authorize the Sheriff to proceed with hiring procedures to replace a deputy position because of a recent termination.

Performance Evaluation Summary

Motion by Mosher, second by Nelson, and unanimously carried to approve the satisfactory performance evaluation of Public Health Director, Diane Thorson. The motion directed the summary to be placed in her personnel file.

Adjournment

At 3:25 p.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, October 21, 2003.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Malcolm K. Lee, County Board Chair

Attest: _____
Larry Krohn, Clerk