

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

Call to Order

The Otter Tail County Human Services Board convened Tuesday, December 30, 2003, at 9:30 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 Block, second by Mosher, and unanimously carried to approve the Human Services agenda of December 30, 2003, as mailed.

Approval of Minutes

Motion by Froemming, second by Nelson, and unanimously carried to approve the Human Services Board minutes of December 16, 2003, as presented.

Budget Management - Public Health Department

The County Board accepted a handout from the Public Health Director entitled "Personnel Changes Related to Budget Management for 2004", which documents reduced work hours for Public Health Department employees for CY2004.

Bills & Claims

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

Contract Approvals

Motion by Froemming, second by Nelson, and unanimously carried to authorize the Chair's signature to execute a Purchase of Service Agreement between the Otter Tail County Department of Human Services and Vergas Assisted Living for the period of January 1, 2004 through December 31, 2004, to provide residential and assisted living services.

Motion by Lee, second by Mosher, and unanimously carried to authorize the Chair's signature to execute a Purchase of Service Agreement for waived services for persons with mental retardation or related conditions, between the Otter Tail County Department of Human Services and Lutheran Social Services, for the period of January 1, 2004 through December 31, 2004.

Motion by Mosher, second by Block, and unanimously carried to authorize the Chair's signature to execute a Purchase of Service Agreement between Otter Tail County Department of Human Services and Permanent Family Resource Center for the period of January 1, 2004 through December 31, 2004, for concurrent planning foster care and respite care.

Motion by Nelson, second by Mosher, and unanimously carried to authorize the Chair's signature to execute a Contract for Purchase of Services between Otter Tail County and Rural Minnesota CEP, Inc. for a two year period, for the purpose of providing services authorized under the Minnesota Family Investment Program (MFIP) and the Food Support Employment and Training Program (FSET).

Adjournment

At 10:00 a.m., Chairman Lee declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, January 13, 2004.

Dated: _____ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____
Sydney Nelson, Human Services Board Chair

Attest: _____
Larry Krohn, Clerk

Call to Order – County Board

The Otter Tail County Board of Commissioners convened Tuesday, December 30, 2003, at 10:30 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 Nelson, second by Mosher, and unanimously carried to approve the County Board agenda of December 30, 2003, with the following addition:
11:05 a.m. – Emergency Services Director, Tiny Holm

Approval of Budget Proposal

Motion by Froemming, second by Block, and unanimously carried to approve the "Proposals for 2004 Budget" handout presented by Chairman Malcolm Lee at the December 23, 2003, County Board meeting.

Approval to Pay Bills

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

Approval of Minutes

Motion by Mosher, second by Froemming, and unanimously carried to approve the County Board minutes of December 23, 2003, as presented.

Rental Leases

Physical Plant Manager, Rick Sytsma, discussed a proposed rental lease with the County Board for space for the Regional Extension office located in the Cavour Avenue Building.

Motion by Nelson, second by Lee, and unanimously carried to authorize the Chair's signature to execute Amendment No. 2 to Lease Agreement No. 11202, a rental lease agreement between the County of Otter Tail and the Minnesota Department of Corrections for space in the New York Mills building, at a cost of \$12 per sq. ft. The term of this lease agreement is three years commencing on January 1, 2004.

RESOLVED, further that said payment of such County shall be made by the County Auditor upon certificates executed by the Chairman and/or Clerk of the Town Board of said Township setting forth that the township had issued and delivered to each claimant a payment for at least seventy cents (\$.70) for each pocket gopher so killed.

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

Adopted at Fergus Falls, MN this 30th day of December, 2003.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk

Calendar Year Tax Forfeited Land Sale Apportionment
Otter Tail County Resolution No. 2003 - 79

Commissioner Nelson offered the following and moved its adoption:

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

WHEREAS, it is provided in Minnesota Statute 282.05 for the apportionment of proceeds from the sale of tax forfeited lands, and

WHEREAS, the County Auditor shall apportion the tax sale proceeds to the taxing district pursuant to Minnesota Statute 282.08, and

WHEREAS, Minnesota Statute 282.08 (4) (b) provides that the County Board may set aside 20% of the proceeds remaining after the value of public improvements, special assessments and bond issues levied on the property have been paid, for acquisition and maintenance of county parks and recreational areas, and

WHEREAS, Otter Tail County has a park and recreational area, which would benefit by such an apportionment.

NOW, THEREFORE, BE IT RESOLVED, that the County Auditor retain 20% of the proceeds from the sale of tax forfeited lands for acquisition and maintenance of parks and recreational areas from the proceeds to be disbursed according to law.

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

Adopted at Fergus Falls, MN this 30th day of December, 2003.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk

Calendar Year 2004 Delinquent Publication Fee

Motion by Froemming, second by Mosher, and unanimously carried to set the cost assessed to delinquent real estate parcels, that are published in the Delinquent Tax List, at \$31.00 per parcel.

County Board of Equalization Dates

Motion by Lee, second by Mosher, and unanimously carried to convene the County Board of Equalization on Wednesday, June 16, 2004, at 9:00 a.m. and to reconvene the County board of Equalization for final action on Tuesday, June 29, 2004 (M.S. 274.14).

Otter Tail County-Wide Emergency Operations Plan
Otter Tail County Resolution No. 2003 - 80

Commissioner Froemming offered the following and moved its adoption:

WHEREAS, pursuant to Minnesota Statute, Chapter 12, the County is required to have an emergency management plan, and

WHEREAS, the County previously operated under the plan contained in the Otter Tail County Emergency Management Ordinance adopted in 1997, and

WHEREAS, Otter Tail County has now drafted a new Otter Tail County–Wide Emergency Operations Plan, the December 23, 2003 draft, which has been approved by the Division of Homeland Security and Emergency Management (HSEM).

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners adopts the Otter Tail County-Wide Emergency Operations Plan.

BE IT FURTHER RESOLVED, that this new plan will replace prior emergency operations plan(s).

BE IT FURTHER RESOLVED, that the Chairman of the Otter Tail County Board of Commissioners is authorized to sign the document approval of the plan.

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

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk

Approval of Reclassification

County Attorney, David Hauser, reported that on August 5, 2003, the County Board approved sending a reclassification for Position #1106 (Administrative Assistant/Office Manager) to MAXIMUS. Mr. Hauser requested approval of their recommendation. Motion by Block, second by Lee, and unanimously carried to approve the recommendation for reclassification of Position #1106, Administrative Assistant/Office Manager, in the County Attorney's Department, from Grade 14 to Grade 15, effective August 1, 2003.

Adjournment

At 11:15 a.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, January 6, 2003.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk