

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Government Services Center
Commissioners' Room
Tuesday, January 6, 2004
9:30 a.m.**

Statutory Meeting – Call to Order

Pursuant to Minnesota Statute, the Otter Tail County Board of Commissioners convened Tuesday, January 6, 2004, at 9:30 a.m. at the Otter Tail County Courthouse with Commissioners, Malcolm Lee, Syd Nelson, Dennis Mosher, Roger Froemming, and Bob Block present.

Year 2004 Otter Tail County Board Chair & Vice-Chair Selected

County Board Clerk, Larry Krohn, requested nominations for the CY2004 Otter Tail County Board Chair and Vice-Chair. Motion by Froemming, second by Lee, and unanimously carried to elect Commissioner Syd Nelson as the Otter Tail County Board Chair for CY2004 and Commissioner Bob Block as the Otter Tail County Board Vice-Chair.

Approval of Agenda

Commissioner, Syd Nelson, assumed the chair and called for approval of the agenda. Motion by Mosher, second by Froemming, and unanimously carried to approve the County Board agenda of January 6, 2004, with the following addition:

10:25 a.m. – MIS Director, Tim Brand – Website & Tax Information Discussion

Approval of Minutes

Motion by Mosher, second by Block, and unanimously carried to approve the County Board minutes of December 30, 2004, as mailed.

Approval of Bills

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

**Proposed Pet and Animal Policy for County Office Buildings
Otter Tail County Resolution No. 2004 - 01**

Commissioner Mosher offered the following and moved its adoption:

WHEREAS, the presence of pets and other animals in the workplace has become a source of disruption, concern, and undue expense, and

WHEREAS, pets and other animals can present infectious health risks for some, allergic health risks for others, and unknown parasitic or aggressive risks for all, and

WHEREAS, the health and behavioral traits of individual animals cannot be easily determined or monitored by County Staff, and

WHEREAS, cleanup costs, pest elimination costs, air quality testing costs, mitigation, and liability expenses are very costly, and

WHEREAS, the health and safety of Otter Tail County employees and visitors has been clearly stated to be a priority in the County's Operational Policies, and

WHEREAS, the presence of pets or other animals in the workplace is not a requirement of Otter Tail County's position descriptions, nor a condition to be expected by the public,

NOW, THEREFORE, BE IT RESOLVED, in an effort to provide a productive and safe work environment for employees, a safe and healthy environment for clients, visitors, and others, and to reduce unnecessary expense, the following policy is enacted.

With the exception of service animals providing assistance to persons with disabilities, or trained service animals used by Law Enforcement Personnel while performing their duties, animals and pets are prohibited in County owned or operated facilities. Animals exempted by either of the above conditions must be on a leash or some other means of positive control at all times.

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

Adopted and signed this 6th day of January, 2004.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk

Request for Forgiveness of Penalty

Treasurer, Steve Andrews, requested forgiveness of tax penalty, in the amount of \$65.36, on behalf of Donald Glesne. According to Mr. Glesne's letter, he had mailed the tax payment on time; however, the County did not receive the payment. Motion by Block, second by Lee, with Mosher abstaining, to deny the forgiveness of penalty request, in the amount of \$65.36, for the following parcel numbers, because the County did not make an error:

58-000-11-0085-000, 58-000-10-0073-001, 58-000-09-0072-000, 58-000-11-0082-000

Investments Resolution **Otter Tail County Resolution No. 2004 – 02**

Commissioner Froemming 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 Block seconded the motion, and upon being put to a vote, was carried with Mosher abstaining.

Adopted and signed this 6th day of January, 2004.

Payment Approval

Motion by Lee, second by Block, and unanimously carried to approve payment to Fergus Falls Housing and Redevelopment Authority, in the amount of \$2,862.72, for Reimbursement of Section 8 Administrative Funds for the period of July 1, 2003, through December 31, 2003.

2004 Printing & Publishing Bids

After previously advertising for bids to be received for printing and publishing of the county board minutes, legal notices, delinquent tax list, and County's annual financial statement, the County Auditor opened the following bids:

Legal Notices, Publications and Commissioners' Minutes:

Daily Journal \$11.20 per S.A.U.

Annual Financial Statement:

New York Mills Herald	First Publication	\$11.20 per S.A.U.
Pelican Rapids Press	Second Publication	\$11.20 per S.A.U.

Delinquent Tax List:

Review Enterprises, Inc	First Publication	\$11.20 per S.A.U.
Review Enterprises, Inc.	Second Publication	\$ 6.80 per S.A.U.

After consideration, motion was made by Mosher, seconded by Froemming, and unanimously carried, to designate the following papers for Otter Tail County's 2004 publishing and printing requirements with the exception of the official publication for highway project advertisements for bids, which will be posted to the Otter Tail County website as authorized by Minnesota Statute 331A.12 Subdivision 2:

Legal Notices, Publications and Commissioners' Minutes:

Daily Journal \$11.20 per S.A.U.

Annual Financial Statement:

New York Mills Herald	First Publication	\$11.20 per S.A.U.
Pelican Rapids Press	Second Publication	\$11.20 per S.A.U.

Delinquent Tax List:

Review Enterprises, Inc	First Publication	\$11.20 per S.A.U.
Review Enterprises, Inc.	Second Publication	\$ 6.80 per S.A.U.

Motion by Mosher, second by Block, and unanimously carried to designate the Otter Tail County website (www.co.otter-tail.mn.us) as the official publication for highway project advertisements for bids as authorized by Minnesota Statute 331A.12, Subdivision 2.

Approval for Credit Card

Motion by Lee, second by Mosher, and unanimously carried to approve a Credit Card, in the amount of \$500.00, for Deputy Sheriff, Mark Haberer, per request from the Sheriff's Department.

Payment Approval

Motion by Mosher, second by Block, and unanimously carried to authorize payment on an Auditor's Warrant, for three invoices received by Streichers for items needed by the Sheriff's Department. Total amount of the payment is \$3,482.47, paid on December 31, 2003.

2004 BWSR Water Plan Funding

Land & Resource Director, Bill Kalar, presented a handout with a proposed allotment from the water plan funds for funding a portion of the Land & Resource budget. The handout includes an allotment of \$7,935 for sewage system abatement work. Motion by Mosher, second by Froemming, and unanimously carried to approve the Water Plan Committee Recommendation regarding 2004 Board of Water and Soil Resources (BWSR) Water Plan Funding as presented by Mr. Kalar.

2003 Sewage System Abatement Survey Report

Mr. Kalar presented the 2003 Sewage System Abatement Survey Report, which will be sent to the Minnesota Pollution Control Agency (MPCA).

Approval of Highway Contract

Motion by Froemming, second by Block, and unanimously carried to authorize the appropriate County officials' signature(s) to execute an agreement between the Otter Tail County Highway Department and Shultz Torgerson Architects, Ltd. Shultz Torgerson Architects will be providing design services and work during construction of a proposed Henning Highway Garage facility.

Website and Tax Information Discussion

MIS Director, Tim Brand, presented a need to discuss use of the website in regards to tax information available to the public. He presented a concept to encourage a representative from each of the departments responsible for tax data to come up with conclusions and recommendations as to how tax information should be shown/displayed on the website. Chairman Nelson directed the County Coordinator to lead this focus group which will be comprised of representatives from each department that generates tax data as well as Commissioner Mosher.

Seminar Attendance

Motion by Froemming, second by Block, and unanimously carried to authorize Emergency Services Director, Tiny Holm, to attend the first annual Governor's Homeland Security Symposium.

County Board & Human Services Meeting Dates Set for CY2004

Motion by Mosher, second by Block, and unanimously carried to establish the following Otter Tail County Human Services and County Board meeting dates for CY2004:

	Full Day County Board <u>9:30 a.m.</u>	Human Services Board Followed by County Board <u>9:30 a.m.</u>
January	6 & 20	13 & 27
February	3 & 17	10 & 24
March	2 & 16	9 & 23
April	6 & 20	13 & 27
May	4 & 18	11 & 25
June	1 & 15	8 & 22
June	29	
July	6 & 20	13 & 27
August	3 & 17	10 & 24
September	7 & 21	14 & 28
October	5 & 19	12 & 26
November	2 & 16	9 & 23
December	7 & 21	14 & 28

Adjournment

At 10:58 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, January 13, 2004.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk