

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, 500 Fir Ave W.
Commissioners' Room
Tuesday, January 27, 2004
9:30 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, January 27, 2004, at 9:34 a.m. at the Otter Tail County Government Services Center with Commissioners Syd Nelson Chair; Bob Block, Vice-Chair; Dennis Mosher, Roger Froemming, and Malcolm Lee present.

Approval of Agenda

Motion by Mosher, second by Froemming, and unanimously carried to approve the Human Services agenda of January 27, 2004, as mailed.

Approval of Minutes

Motion by Froemming, second by Lee, and unanimously carried to approve the Human Services Board minutes of January 13, 2004, as mailed.

Leadership Committee

Commissioner Block introduced Stephanie Hoff from the Chamber of Commerce. Ms. Hoff explained that the Community College has a leadership program and the community members in this program are in the second tier/phase, which focuses on community leadership. Learning about government and community interactions is the reason for the group's attendance. She thanked Commissioner Block for his assistance in this learning process.

**Otter Tail County Food Stamp Enhanced Funding
Otter Tail County Resolution No. 2004 - 05**

Commissioner Lee offered the following and moved its adoption:

WHEREAS, Minnesota is receiving additional federal funding due to the state's high accuracy rate in operating the Food Support Program, and

WHEREAS, each of the 87 Minnesota counties will receive these funds for program improvement, and

WHEREAS, Otter Tail County has already received enhanced funding totaling \$9,500.00, and

WHEREAS, guidelines for expending the funds have been set forth by the Minnesota Department of Human Services as follows: "...to be used to maintain or improve administration of the Food Stamp or Minnesota Family Investment Programs...". There are no requirements for counties to match this money. It is a bonus for outstanding performance, and

WHEREAS, Otter Tail County must submit a written report to the Minnesota Department of Human Services by January 31, 2004, indicating how the County will expend the funds, and

WHEREAS, the Otter Tail County Department of Human Services has determined that utilization of such funds will be used, in part, to offset reductions in state funding of income maintenance programs, and

WHEREAS, said recommendations are being presented to the Human Services Board in January, 2004.

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Human Services Board recognizes and expresses gratitude and appreciation to all members of the Income Maintenance Unit Programs. The receipt of this Food Stamp Enhanced Funding is due to the excellent performance of all staff who are responsible for providing food stamp services and benefits to residents of Otter Tail County.

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

Adopted and signed this 27th day of January, 2004.

Dated: _____

OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____
Sydney Nelson, Human Services Chair

Attest: _____
Larry Krohn, Clerk

Workforce Reduction Reorganization

Human Services Director, John Dinsmore, presented a workforce reduction plan (step one) for the Human Services Department. He stated that part of the reorganization plan will include changing from three Human Services Units/Divisions to two units. Mr. Dinsmore requested approval to eliminate one FTE Human Services Supervisor Position that is currently vacant and to approve hiring a Financial Worker to be based out of the New York Mills building. Motion by Lee, second by Froemming, to authorize elimination of one FTE Human Services position (Page 6 1.a. of handout dated January 27, 2004) and to authorize the vacant Financial Worker position internally by a meet and confer process with the bargaining unit, and, if an internal placement is not possible, then to approve posting the position per the handout described in 1.b. Motion carried with Commissioner Block opposed. Discussion followed. Motion by Lee, second by Froemming, to amend the previous motion to authorize the vacant Financial Worker position to be filled internally only and not authorize automatic hiring if the position is not filled from within the County. Motion carried unanimously.

Contract Approvals

Motion by Lee, second by Mosher, 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 Productive Alternatives, Inc. for sheltered employment and supported employment and follow-up services for CY2004.

Motion by Froemming, second by Block, 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 Synstelien Community Services, Inc. for waived services to persons with mental retardation or related conditions for CY2004.

Motion by Lee, second by Froemming, and unanimously carried to authorize a purchase of service agreement between Otter Tail County Human Services and the Otter Tail Wadena Community Action Council through March 31, 2004, for the Fathers Resource Program which is funded with grant and federal dollars.

Motion by Lee, second by Block, and unanimously carried to authorize the Chair's signature to execute four purchase of service agreements between Otter Tail County Human Services and the following Family Service Collaborative partners to permit the Family Services Collaborative to earn CW-TCM funds in order to expand its revenue base and fund additional early intervention and prevention services:

Lakeland Mental Health Center, Lutheran Social Services, The Village, & PATH, Inc.

Additionally, the motion authorized the Chair's signature to execute a Funding Reimbursement Agreement between the Otter Tail County Human Services Department and the Family Service Collaborative to allocate funds to Human Services to pay for the local, non federal share of child welfare targeted case management expenditures. This contract approval is subject to the County Attorney's approval.

MSSA & AMC Legislative Proposals

MSSA's legislative proposals were presented. These proposals closely match the Association of Minnesota Counties legislative priorities.

Court Services Advisory Committee Reappointments

Motion by Lee, second by Froemming, and unanimously carried to reappoint the following members to the Court Services Advisory Committee for a three year term effective January 1, 2004:

Richard Jenson
Second District
Pelican Rapids, MN

Bob Johnston
Fourth District
Parkers Prairie, MN

Bob Wilkowski
First District
Perham, MN

Bills & Claims

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

Closed to the Public

At 10:48 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners closed to the public to discuss threatened litigation as authorized by attorney-client privilege, Chapter 13D.05 Subd. 3b. Pending litigation is relative to an appeal from the Board of Adjustment and involves a zoning matter. Present were Commissioners Nelson, Block, Mosher, Froemming, and Lee; Attorney, Mike Ford of Quinlivan and Hughes, the County Attorney, Land & Resource Director, and Board Secretary.

Recess & Closed to the Public

At 11:12 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. At 11:29 a.m., Chairman Nelson declared the meeting closed to the public for the purpose of evaluating the performance of Assessor, Bob Moe, pursuant to M.S. Chapter 13D.05 Subd. 3. All five seated commissioners were present for the evaluation. A summary of performance conclusions will be provided at the next regular County Board meeting.

Adjournment

At 11:55 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, February 10, 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, January 27, 2004, at 1:00 p.m. at the Otter Tail County Government Services Center with Sydney Nelson, Chair; Bob Block, Vice-Chair; Dennis Mosher, Roger Froemming, and Malcolm Lee present.

Approval of Agenda

Motion by Mosher, second by Froemming, and unanimously carried to approve the County Board agenda of January 27, 2004, with the following changes:

Plant Operations Manager - Canceled

Approval of Minutes

Motion by Block, second by Froemming, and unanimously carried to approve the County Board minutes of January 20, 2004, as mailed.

Approval to Pay Bills

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

Approval to Reduce Retainage

Motion by Block, second by Nelson, and unanimously carried to reduce retainage from 5% to 1% on S.A.P. 56-619-10, CSAH 19 and CH 144 overlay project.

Bid Review and Recommendation

After previously advertising for quotations, Highway Engineer, Rick West, presented the following quotations for right-of-way survey work for CP01:152BR, bridge replacement project for Rush Lake Township:

Anderson Land Surveying, Inc.
Fergus Falls, MN

\$3,450.00

Lake Region Surveying
Pelican Rapids, MN

\$6,655.00

Motion by Nelson, second by Lee, and unanimously carried to award the Rush Lake Township Bridge (3300) Survey Project to the low bidder, Anderson Land Surveying, Inc., in the amount of \$3,450.00.

Building Precondition Survey – City of Underwood

Motion by Mosher, second by Block, and unanimously carried to authorize the appropriate County officials' signature(s) to execute two agreements (Proposal FA-04-02202 & FA-04-02202A) between the County of Otter Tail and Braun Intertec Corporation for building precondition surveys and pavement design, Main Street in Underwood, MN. Total cost for the survey is estimated at \$3,800 and \$1,000 for pavement design work.

Discussion – Jail Space

Sheriff, Brian Schlueter; Chief Deputy, Stacy Paulseth; and Detention Facility Administrator, Richard Akerman; discussed future needs for additional jail space and potential future changes that could affect those needs. They requested approval of an outside evaluation of the projected inmate numbers and needs for jail space. Mr. Akerman estimated the cost of an outside evaluation to be \$4,000 to \$5,000. Motion by Lee, second by Froemming, and unanimously carried to authorize the Detention Facility Administrator to accept quotations for a jail space needs assessment from an outside vendor and return to the County Board.

Fleet Based Gas Card – Sheriff's Office

Chief Deputy, Stacy Paulseth, recommended use of a credit card company known as Wright Express for all gas purchases for the Sheriff's Department. The Company will keep accurate records of mileage and gas purchases which will save some in-house secretarial time. The Credit Card Policy would need to be amended to allow the Sheriff's Department personnel to have two credit cards; one for gas purchases and the other for lodging, meals, etc. Motion by Lee, second by Mosher, and unanimously carried to approve Wright Express for fleet gas credit cards for the Sheriff's Department for gas purchases and to authorize the monthly bills to Wright Express to be paid under an Auditor's Warrant.

Employees' Committee Future Role

Employees' Committee Chairperson, Ardell Bolles, and other members, presented a handout of questions to be answered as a result of a recent determination by the State Auditor's Office that the Employees' Committee cannot continue handling food service as they have in the past. The Employees' Committee would continue organizing employee events and assist in collecting money for the events, such as the County summer picnic and Christmas Party. Motion by Froemming, second by Block, and unanimously carried to authorize the County to take over the vending machines and coffee service with the details of how this will work to be discussed and the financial accounts properly transferred. The Employees Committee will continue to organize events for County employees. Motion carried with Mosher opposed to the County being in the vending business.

Hauler's Licenses

Motion by Lee, second by Froemming, and unanimously carried to approve the following Solid Waste Hauler's licenses for CY2004:

Beverage Wholesalers DBA Minnkota Recycling, Stockman Transfer, Ballard Sanitation, & Fuchs Sanitation

2004 Solid Waste Fee Schedule

Motion by Froemming, second by Block, and unanimously carried to approve the following 2004 Solid Waste Fee Schedule:

<u>Mixed Municipal Waste/ Household Waste:</u>	<u>County Fee</u>	<u>State Assessment</u>	<u>Total</u>
Per Ton	\$ 44.02	\$ 7.48	\$ 51.50
Acceptable Industrial/Non-Incinerated (per ton)	76.30	12.97	89.27
Per Container (minimum)	2.14	0.36	2.50
Per Container (30 gallons)	2.14	0.36	2.50
Per Container (50 gallons)	4.28	0.72	5.00
Cubic Yard (uncompacted)	7.48	1.27	8.75
Cubic Yard (compacted)	14.53	2.47	17.00
Demolition Debris:			
Per Yard	\$ 8.00	\$ 0.60	\$ 8.60
Minimum (1/2 Yard)	4.00	0.30	4.30
Dump Truck (10 yards)	80.00	6.00	86.00
Whitegoods:			
Major Appliances (stove, freezer, etc.)	\$ 9.00	N/C	\$ 9.00
Microwaves	9.00	N/C	9.00
Commercial Appliances (freezers, coolers, etc)	50.00	N/C	50.00
Batteries:			
Car/Boat/Motorcycle	1.00	N/C	1.00
Truck/Tractor	4.00	N/C	4.00
Commercial	10.00	N/C	10.00
Tires:			
Passenger Car/Pickup	\$ 2.00	N/C	\$ 2.00
Semitruck/Trailer	5.00	N/C	5.00
Tractor (38 or smaller)	15.00	N/C	15.00
Tractor (Larger than 38)	25.00	N/C	25.00
Flotation Tire	50.00	N/C	50.00
Miscellaneous:			
Stuffed Chair	\$ 5.13	0.87	\$ 6.00
Sofa	10.26	1.74	12.00
Mattresses	10.26	1.74	12.00
Carpeting (per yard)	0.85	0.15	1.00
Computer Monitors	8.00	N/C	8.00
Computers (CPU's, small printers, each)	5.00	N/C	5.00
Large Printers	8.00	N/C	8.00
Televisions 19" or smaller	8.00	N/C	8.00
Greater than 19"	12.00	N/C	12.00
Propane Tanks (5-20-40 pounds)	4.00	N/C	4.00
Scrap Iron & Metal:			
Refer to Local Scrap Dealer			
Minimum	5.00	N/C	5.00

Pickup/Trailer (level box)	10.00	N/C	10.00
Commercial (10 yards)	25.00	N/C	25.00

Brush:

Pickup/Trailer (level box)	\$ 5.00	N/C	\$ 5.00
Dump Truck (10 yards)	20.00	N/C	20.00
Per Yard	2.00	N/C	2.00

Non Otter Tail County Waste:

Non Otter Tail County Waste 3 times the county rate

Yard Waste:

Must be clean and free of contaminates Free Free Free

Haulers License Fees:

License Fee (base)	\$ 100.00	N/C	\$ 100.00
License Fee (per truck)	10.00	N/C	10.00
Bond	5,000.00	N/C	5,000.00

Service Fee:

Per Service Fee Point \$ 8.00 N/C \$ 8.00

Unprotected Loads:

1.5 times the Posted Rate

Annual Appropriations

Motion by Mosher, second by Block, and unanimously carried to authorize payment of the following CY2004 annual appropriations:

West Central MN Initiative Fund	\$10,212.00
West Otter Tail Fair Association	9,000.00
East Otter Tail Fair Association	9,000.00
Otter Tail Country Tourism Association	5,250.00
Historical Museum of East Otter Tail County	3,000.00
Rural Life Outreach	1,000.00

License Applications

Motion by Mosher, second by Froemming, and unanimously carried to approve the following applications for licenses:

Ten Mile Lake Resort, Inc. Renewal of Consumption & Display Permit
 12303 County Road 35
 Dalton, MN 56324

Wee Villa Resort Ltd. Ptsp Renewal of Consumption & Display Permit
 Wee Villa Lodge
 31126 County Highway 27
 Fergus Falls, MN 56537

Motion by Froemming, second by Block, and carried with Mosher abstaining to approve the following application for licenses:

Amor Rumors Off-Sale 3.2 Malt Liquor
 30932 Larson Rd On-Sale Intoxicating Liquor
 Battle Lake, MN 56515

Applications for Exempt Permit

Motion by Block, second by Nelson, and unanimously carried to approve the following LG220 Applications for Exempt Permit with no waiting period:

East Otter Tail Chapter of MDHA	Pelican Rapids Jaycees
Sparetime Bar and Grill	Lake Lida Fishing Derby
Thursday, February 19, 2004	Saturday, February 1, 2004

Red River Valley Development Association Reappointment

Motion by Mosher, second by Lee, and unanimously carried to reappoint Daniel Roehl to the Red River Valley Development Association effective March 1, 2004.

Land & Resource Department Fee Schedule

Motion by Froemming, second by Lee, and unanimously carried to approve the following Land & Resource Fee Schedule:

Sewage System Permit	\$100.00
Site Permit 0 – 499 Sq. Ft.	75.00
500 Sq. Ft. (or larger)	175.00
Grade/Fill Permit	100.00
Conditional Use Permit Application	*240.00
Variance Application	*220.00
Subdivision Filing	500.00
After-The-Fact Request	500.00
Appeal	500.00
* Recording Fee Included – Fee is Payable to the Otter Tail County Treasurer	
Final Plat	** \$30.00
Common Interest Community	**35.00
** Set by State Legislature – Fee is Payable to Otter Tail County Recorder	

Final Payments – Phone System

Motion by Block, second by Mosher, and unanimously carried to authorize Final Payment, in the amount of \$42,266.41, to Network Center of Fargo, ND, for completion of Phase 2 of the telephone communications project relative to the move to the Government Services Building.

Motion by Block, second by Froemming, and unanimously carried to approve Final Payment, in the amount of \$2,500.00, to PSC Alliance Inc. of Minneapolis, MN, for professional services for the courthouse telephone upgrade project and related services.

Performance Evaluation Summary

Motion by Lee, second by Mosher, and unanimously carried to approve the positive Performance Evaluation Summary of VSO, Jourdan Sullivan, as presented, and to direct that the summary be placed in his personnel file.

Adjournment

At 2:37 p.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, February 3, 2004.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk

CB/kd

