

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS**
Government Services Center, 500 Fir Ave. W.
Commissioners' Room
Tuesday, July 13, 2004
9:30 a.m.

Call to Order

The Otter Tail County Human Services Board convened Tuesday, July 13, 2004, at 9:30 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 Froemming, second by Block, and unanimously carried to approve the Human Services agenda of July 13, 2004, as mailed.

Approval of Minutes

Motion by Lee, second by Mosher, and unanimously carried to approve the Human Services Board minutes of June 22, 2004, as mailed.

Human Services Contracts

Motion by Lee, second by Mosher, and unanimously carried to authorize the Chairman's signature to execute the following Purchase of Service Agreements:

Pioneer Home, Inc. Fergus Falls, MN	Assisted Living to elderly persons receiving services under AC/EW or CADI programs for the period of January 1, 2004 to December 31, 2004
Pelican Valley Health Center Pelican Rapids, MN	Residential Services/Assisted Living to elderly persons receiving services under AC/EW or CADI or TBI programs for the period of June 1, 2004 to June 30, 2005
Crystal Lake Inn, Inc. Pelican Rapids, MN	Residential Services/Assisted Living to elderly persons receiving services under AC/EW or CADI programs for the period of April 1, 2004 to June 30, 2005
Mental Health Consumer/ Survivor Network of Minnesota St. Paul, MN	Training and educational workshops for Adult Mental Health consumers for the period of May 1, 2004 to December 31, 2004
Lakeland Mental Health Fergus Falls, MN	Children's Mental Health Services for the period of July 1, 2004 to December 31, 2004
Pioneer Senior Cottages Fergus Falls, MN	Addendum to include a third site located at 1305 South Maybelle, Fergus Falls, MN for the period of July 1, 2004 to June 30, 2005

Otter Tail County Court Services Supervision Fees

Chuck Kitzman, Court Services Director, provided handouts of how Corrections fees are assessed and to date, what has been collected for supervision fees. As of July 13, 2004, \$6,010.00 has been paid, which is 63.43% from the amount assessed. These administrative fees were in the form of checks, money orders, and credit cards, as Court Services does not accept cash payments.

Interstate Compact For Adult Offender Supervision

Mr. Kitzman reported on new rules that will be in effect August 1, 2004. He identified several changes that will impact the way Interstate Compact cases are handled.

Tobacco-Free Communities Grant Activities

Public Health Director, Diane Thorson, reported on the activities that Public Health will focus on over the next two years. These activities are a part of a \$250,000 grant shared by Clay, Grant, Douglas, Pope, Stevens, Traverse, Wilkin, and Otter Tail County. Public Health has been using training materials from the Minnesota Department of Health and Tobacco-Free Youth Recreation. One of the essential services of Public Health is to inform and educate people about health issues. Marion Kershner, Public Health Nurse, provided a Power Point presentation with information that she has used within the County. The idea is to create tobacco free environments by increasing the number of tobacco-free outdoor public places such as parks, outdoor youth athletic fields, pools, fairgrounds, etc., in the community.

Productive Alternative Program

Human Services Director, John Dinsmore, invited Steve Skauge and Bob Johnson from Productive Alternatives to give a quick overview of services that Productive Alternatives provides. This year Human Services has been faced with many budget challenges. The message from the State was to focus on family and children services. Decisions had to be made regarding funding. Productive Alternatives has been maintaining services for many years with no changes to funding in the contract. Mr. Skauge reported that Productive Alternatives has been providing rehab services in the County for many years for a purchase per diem rate of \$12.00. Last year they exceeded their budget by over \$30,000. They have recognized over the past year that, with all the budgetary cuts, a waiting list would need to be instituted. They have been working with Human Services to convert clients to waived services, as waived services have a higher reimbursement rate. Otter Tail County currently has 70 people that are receiving services funded by this contract. Mr. Dinsmore stated that they are not requesting County Board action at this time; however, he suggested increasing per diem rates will place more restrictions on clients and more people on the waiting list.

Lutheran Social Services Contract

Motion by Froemming, second by Mosher, and unanimously carried to authorize the Chair's signature on a contract renewal with Lutheran Social Services for family resources and in-home therapy in the amount of \$242,000, pending approval of the County Attorney, for the period of July 1, 2004 to December 31, 2004.

Budget Discussion

Discussion was held regarding how the Human Services budget should be maintained with the three departments involved. It was suggested that the departments need to present their budgets individually, but for levying purposes would be combined as one. The affected department heads will return at a later date with a recommendation.

Approval of Human Services Bills & Claims

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

Adjournment

At 10:55 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, July 27, 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, July 13, 2004, at 11:03 a.m. at the Otter Tail County Government Services Center with Commissioners Sydney Nelson, Chair; Bob Block, Vice-Chair; Dennis Mosher, Roger Froemming, and Malcolm Lee present.

Approval of Agenda

Motion by Lee, second by Froemming, and unanimously carried to approve the County Board agenda of July 13, 2004, as mailed.

Approval of Minutes

Motion by Lee, second by Froemming, and unanimously carried to approve the County Board minutes of July 6, 2004, as presented.

Approval to Pay Bills

Motion by Lee, second by Block, and unanimously carried to approve payment of the County Board bills per Attachment A of these minutes which includes the following lodging payment:

Hawthorne Suites HHW Region Program Manager, David Stadum

EZ Flow

Land & Resource Director, Bill Kalar, opened discussion regarding the EZ Flow septic systems. Mr. Kalar had done a survey of other counties. Itasca County had 2 EZ Flow Systems installed but had no comments. St. Louis County had a few systems installed, and stated it was better than rock. They had some concerns with thermal freezing. Stearns County did not have many installed, only one for sure and stated it was too new to comment. Rice County had none installed. Commissioners directed Mr. Kalar to inform EZ-Flow Contractors that the County will not be installing any EZ Flow systems this year.

Citizen Correspondence – Structures by Wetlands

Mr. Kalar reported that he had checked on a request by Chair Nelson regarding a wetland concern. The concern was from Mrs. Lorijayne Grahn, who is a small dairy farmer by Crystal Lake. The adjoining property owner is building next to a wetland. Mr. Kalar stated that he had sent one of his staff to check on this. The adjoining property owner is building 33 feet from the wetland and the footings are done. Mr. Kalar stated that Land & Resources cannot do anything because there is no setback violation. County Attorney, David Hauser, stated that the County cannot do anything short-term because the wetland is not public waters. Long term options were discussed such as county-wide zoning, more restrictive Wetland Ordinance, or legislatively – Wetland Conservation Act. These options would be very costly since more staff would need to be hired. Commissioners took no action because of the shortfall of money in the budget.

VSO Department Status Report/Update

Veterans Service Director, Jourdan Sullivan, provided copies of a letter that he had received from Commissioner Jeffrey Olson, State of Minnesota. The letter stated that Otter Tail County's Veterans Service Officers have successfully attained certification for the year 2003-2004. Veterans Service Officers need to be state certified in order to apply for state grants that may become available. There are 6,828 veterans in Otter Tail County. VA Medical Care received by some these veterans amounted to \$8,817,432 in FY03. Mr. Sullivan stated that had it not been for the services provided by Veterans Service, these veterans would probably have had to turn to medical assistance. Total dollars received by Otter Tail County in FY03 was \$19,064,688 in federal money.

Tax Rolls

Motion by Mosher, second by Froemming, and unanimously carried to give the old metal shelving, which stored the old tax rolls, to the Historical Society. The Historical Society is storing the tax rolls for the County and they are in need of the shelving.

Tobacco License

Motion by Lee, second by Froemming, and unanimously carried to approve the following application for license:

Elizabeth Municipal Liquor Store
PO Box 738
Elizabeth, MN 56533

Tobacco

Tax-Forfeited Property

Motion by Nelson, second by Lee, and unanimously carried, to authorize the sealing of wells located on tax-forfeited property in Clitherall and New York Mills. All-State Well Drilling of Dalton, MN, has been contacted for the three sites in Clitherall. They have provided an estimated \$200.00 for the three sites.

Motion by Block, second by Mosher, and unanimously carried to authorize payment to the City of Fergus Falls, in the amount of \$1,293.30, for sewer and street improvements to tax forfeited property located at 608 South Oak (Parcel 71-004-99-0093-000).

Approval of Payment

Motion by Mosher, second by Block, and unanimously carried to approve payment to Houston Engineering, Inc. in the amount of \$1,226.12 from the General Revenue Fund for services provided for the Oscar Lake Outlet Project.

Ditch Viewer Services

Motion by Mosher, second by Lee, and unanimously carried to approve payment to the following for ditch viewer services:

Bob Klobec	\$352.85
Richard Bergquist	\$533.05

**Minnesota State Transportation Fund Resolution
For Construction of County Bridge No. 56J12
Project No. S.A.P. 56-599-55
Otter Tail County Resolution No. 2004-36**

Commissioner Lee offered the following and moved its adoption:

WHEREAS, Otter Tail County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for the Construction of County Bridge No. 56J12 (Project No. S.A.P. 56-599-55) over the Otter Tail River Diversion Channel, and;

WHEREAS, the amount of the grant has been determined to be \$45,687.98 by reason of lowest responsible bid.

NOW, THEREFORE, BE IT RESOVED, that the County of Otter Tail does hereby affirm that any cost of the bridge in excess of the grant will be appropriated from the funds available to the County of Otter Tail, and that any grant monies appropriated for the bridge but not required, based on final estimate, shall be returned to the Minnesota State Transportation Fund.

Commissioner Froemming offered a second to the motion and it was unanimously carried to adopt the above resolution.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk

Friends Of Phelps Mill

Highway Engineer, Rick West, had drafted a letter to Friends of Phelps Mill regarding the request to have an individual to be stationed in the Mill building during the hours the building is open to the public. The letter stated that with the current County budget situation and the

repairs on the Mill structure, it was not possible to add another County employee. The letter included that the current schedule that the Mill is open should remain as scheduled. Commissioners directed Mr. West to mail the letter.

Public Meeting Scheduled

Mr. West reported that a Public Meeting has been scheduled for CSAH 72 parking issues as it relates to the area surrounding Zorbaz on Otter Tail Lake. The meeting is scheduled for 7:00 p.m. on August 4, 2004, in the Commissioners' Room at the Government Services Center.

Symposium

Mr. West had received a phone call from MNDot last week regarding a symposium that is scheduled in California the end of September. The symposium deals with a rural county that has reduced its accident rates by 42% in the last five years. There were two county engineers in the State that were requested to attend and Mr. West was one of them. State Aid pays for the registration and federal highway funding pays for the expenses. Motion by Lee, second by Froemming, and unanimously carried to authorize the Highway Engineer to attend the symposium in California.

Final Payment

Motion by Mosher, second by Block, and unanimously carried to approve final payment in the amount of \$4,000.00 to All Building Corporation of Fergus Falls for completion of their work at the Government Services Center for excavation and foundation.

Adjournment

At 12:14 p.m., Chairman Nelson adjourned the meeting of the Otter Tail County Board of Commissioners until 9:30 a.m. on Tuesday, July 20, 2004.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk