

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center – 500 Fir Ave W.  
Tuesday, October 12, 2004  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, October 12, 2004, at 9:30 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 Froemming, second by Mosher, and unanimously carried to approve the Human Services agenda of October 12, 2004, with the following changes:

- 9:35 a.m. Public Health Director, Diane Thorson
- 9:45 a.m. Court Services Director, Chuck Kitzman

**Approval of Minutes**

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services Board minutes of September 28, 2004, as mailed.

**Flu Vaccine Update**

Public Health Director, Diane Thorson, provided an update on the shortage of flu vaccine. Ms. Thorson reported that staff had contacted all of the clinics, hospitals, home care agencies, and nursing homes to determine which agencies had received vaccine and which agencies would not be receiving the vaccine. They identified one clinic, one hospital, and 7 of 10 nursing homes that will not have a vaccine supply. Agencies that had ordered vaccine to provide in worksites to healthy persons have cancelled those clinics and are working with the State to identify areas that do not have vaccine. One of the agencies will be providing 2 clinics in Otter Tail County. The sites of the clinics are listed on the Minnesota Department of Health website so it is anticipated that persons from surrounding areas may come to those sites. Public Health staff continue to work on identifying sources of vaccine for the nursing homes in Otter Tail County.

At this time there have been no cases of flu reported in the state. The Public Health Department is also preparing a mailing with prevention education posters and recommendations to all schools, child care providers, and worksites where flu clinics had been scheduled. A supply of Kleenex and individual hand wipes will be made available to each County Department to place at their front counter with a "Cover Your Cough" poster. The plan is to provide information to healthy persons about measures they can take to decrease their risk of getting the flu.

**Disease Outbreak**

Ms. Thorson reported that her staff was involved in a disease outbreak last week which involved several persons. The Commissioner from that district was apprised of the situation. Public Health staff assisted the State Health Department with identifying persons exposed, finding sources for the medications needed, arranging for reimbursement if a family could not afford the drugs, notified clinics that persons would be calling for prescriptions, and dispensed medications as needed. The situation is under control at this time.

### **Court Services Department**

Court Services Director, Chuck Kitzman, provided a handout showing monthly caseloads for years 1988 through September 2004. The average monthly caseload for CY2004 to date is 330 cases on probation compared to 339 in CY2003. The average monthly caseload for 2002 was 378 cases.

Mr. Kitzman briefed the County Board on the monthly Monitoring Caseloads and Random Testing caseloads. He explained that three years ago they did not have this category served by his office. This category was added because of the law change and the adult DWI offenders who come into Court with certain levels of DWI offenses, and are placed on certain types of supervision. Monitoring is electronic monitoring as a condition of their release from jail. These offenders are placed on electronic monitoring in their home and tested three times a day for alcohol use. The random testing people are released from jail with a condition that they submit to random testing. Many are tested weekly some every two weeks. When the monitoring started three years ago, there were only a dozen people monitored, compared to 54 in September. For CY2004 the monthly average caseload is 38, compared to 32 in CY2003. The cost for this monitoring is \$10 per day. Court Services does receive an electronic monitoring grant, however, it is not enough to cover staff time and only enough to cover about 50 percent of the cost of the monitors.

### **Waiver Determination Policy and Procedure**

Human Services Director, John Dinsmore, stated that the Waiver Determination Policy and Procedure draft policy had been introduced at a previous Human Services Board meeting. Sue Ulschmid, Collection's Officer, provided an overview of the proposed policy. At the time Otter Tail County files an estate claim, pursuant to Minnesota Statute §256B.15, a Notice of Claim for Medical Assistance and Application for a Waiver of Claim shall be given to all heirs of the deceased client. Within 30 days after receiving an application, the County will send a written determination to the requesting party. If the party does not agree with the determination made by the County, an appeal may be filed with the Minnesota Department of Human Services, Appeals Office. A hardship waiver may be granted when certain circumstances are present. Motion by Lee, second by Block, and unanimously carried to approve the Otter Tail County Human Services Waiver Determination Policy and Procedure.

### **Human Services Quarterly Fiscal Report**

Mr. Dinsmore provided a handout of the quarterly report for Human Services. Agency expenses are at 74% and revenue is at 70%. Mr. Dinsmore explained that their total for adult services shows they are behind over \$27,000; however, total adult services shows they are ahead by over \$424,000. He explained that this is because of the increase in waiver dollars. If a client is on a waiver status, Medical Assistance dollars can pay for some of the services; however, there is a delay in payment.

### **Human Services Contract**

Motion by Lee, second by Block, and unanimously carried to authorize the Chairman's signature to execute a Purchase of Service Agreement between Otter Tail County Department of Human Services and Lutheran Social Services for the period of August 1, 2004 to December 31, 2005, in the amount of \$50,481.45. This agreement provides guardianship services to elderly, developmentally disabled, mentally ill or handicapped residents who can no longer handle their financial affairs or make sound judgments about their living situation.

**Approval of Human Services Bills & Claims**

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

**Adjournment**

At 10:35 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, October 26, 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, October 12, 2004, at 11:00 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 Mosher, second by Froemming, and unanimously carried to approve the County Board agenda of October 12, 2004, with additional time for Commissioner Mosher and Commissioner Lee to ask questions when Highway Engineer, Rick West is present.

**Approval of Minutes**

Motion by Mosher, second by Lee, and unanimously carried to approve the County Board minutes of October 5, 2004, as mailed.

**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.

**Request for Payment**

Motion by Lee, second by Block, and unanimously carried to approve payment to Egge Construction, Inc., in the amount of \$65,154.86, for work on the Pelican Rapids Transfer Station. Solid Waste Director, Mike Hanan, reported that the building should be completed this week, but there is additional outside work to be done.

**Request to Purchase**

Mr. Hanan reported that he had received the quotes back from the state contract for a backhoe loader. The bid was from RDO, Fargo, ND, which has the state contract for this type of equipment, in the amount of \$58,239 plus tax. Motion by Lee, second by Mosher, and unanimously carried to approve the purchase of a backhoe loader from RDO, Fargo, ND, in the amount of \$58,239 plus tax.

**Request for Approval to Fill Vacant Position**

Assistant County Engineer, Chuck Grotte, requested approval to fill the vacant Highway Maintenance Worker position in the Vergas garage. The Highway Department currently has a two-year roster and the position will be filled from that list. Motion by Lee, second by Mosher, and unanimously carried to fill the vacant Highway Maintenance Worker position from the roster.

**Request for Approval of Final Payment**

Motion by Nelson, second by Lee, and unanimously carried to approve payment to Central Specialties, Inc., Alexandria, MN, in the amount of \$30,062.06, as final payment for S.A.P. 56-667-28, Etc. for Grading, Aggr. Base, Bit. Surface, Bit. Shoulders & Aggr. Shoulders, per Estimate No. 10.

**Intersection of County Highway 35 and County Road 1**

Commissioner Mosher reported that he had received a call from a gentleman that had been involved in an accident at the intersection of County Highway 35 and County Road 1. There are concerns with poor visibility at this location and the gentleman would like to discuss his concerns with the County Board. Commissioners request that Highway Engineer, Rick West, be present for this discussion which is scheduled for the October 19, 2004, County Board meeting.

**Labor Agreements**

Motion by Lee, second by Mosher, and unanimously carried to authorize the Chairman's signature to execute the following Labor Agreements for the period of January 1, 2004 through December 31, 2004, between Otter Tail County and Minnesota Teamsters Public and Law Enforcement Employees' Union, Local #320:

Sheriff's Department Essential Non-Licensed Jailer/Dispatchers  
Sheriff's Department Essential Deputies Unit  
Sheriff's Department Essential Supervisory Unit

**Approval of Payment**

Motion by Froemming, second by Block, and unanimously carried, to approve payment to Shaw Excavating, in the amount of \$550.00 for the removal of beaver dams and for the cleaning of culverts on County Drainage System No. 68.

**General Election Canvassing Board**

Motion by Mosher, second by Block, and unanimously carried, to appoint Commissioner Froemming and Commissioner Lee to the General Election Canvassing Board which is scheduled to meet on Monday, November 8, 2004, at 9:30 a.m.

**Payment Approval**

Motion by Mosher, second by Lee, and unanimously carried, to approve payment to Lake Region Healthcare, in the amount of \$450.00 for services provided under the provision of Minnesota Statute 609.35. Commissioner Mosher requested that a total number of how many of these the County has paid be available by year end, as there seems to be an increase this year.

### **Cluster Development Moratorium Committee**

Commissioner Block introduced discussion regarding the Cluster Development Moratorium Committee. County Attorney, David Hauser; County Coordinator, Larry Krohn; Land and Resource Director, Bill Kalar; and Commissioner Block had previously met to discuss how the committee would operate. Mr. Hauser reported that an organizational meeting will be held in approximately three weeks. Notices will be sent out to people who had volunteered for this committee. There were 25 groups identified who had interests in the committee for different reasons, such as resort owners, Lake Associations, developers, property rights people, etc. There were a total of 45 volunteers who had signed up for the committee. The meetings will be public meetings. Mr. Hauser stated that this will not be a voting group, only the County Commissioners will be able to vote. The group is more for the rationale behind issues brought up.

Volunteers will be provided with a list of written comments that were received, a list of issues received from the public meetings and a copy of the current Shoreland Management Ordinance. The committee will discuss what is required in a Shoreland Management Ordinance, and ways to modify the Ordinance, in order to understand the process. Recommendations will be discussed with the County Board after the meetings. There will be eight or nine staff members who could be used as resource people, such as the Highway Engineer, GIS Department, Auditor, and Recorder on an as needed basis.

The first meeting is scheduled for Wednesday, October 27, 2004, at 7:00 p.m. in the Otter Tail Lake Room at the GSC. The group will decide at that meeting when additional meetings will be scheduled.

### **Adjournment**

At 11:49 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, October 19, 2004.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Sydney Nelson, County Board Chair

Attest: \_\_\_\_\_  
Larry Krohn, Clerk