

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Courthouse
Commissioners' Room, Floor 1-B
Tuesday, March 27, 2001
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, March 27, 2001 at 9:31 a.m. at the Otter Tail County Courthouse with Commissioners Roger Froemming, Chair; Dennis Mosher, Vice-Chair; Syd Nelson; and Bob Block present. Commissioner Malcolm Lee, was absent.

Approval of Agenda

Motion by Mosher, second by Block, to approve the Human Services Board agenda of March 27, 2001. Motion carried.

Approval of Minutes

Motion by Nelson, second by Mosher, to approve the Human Services Board minutes of March 13, 2001 as mailed. Motion carried.

**Request For Approval of Resolution to Apply for
Family Homeless Prevention and Assistance Grant**

Danny Dunlap, Family Services Director from Otter Tail/Wadena Community Action Council, was present to request approval of a Resolution to apply for a Family Homeless Prevention and Assistance Grant. This grant would provide direct assistance to set up families in homes and provide counseling for six to twelve months to make sure these families are stable in their homes.

Commissioner Mosher offered the following and moved its adoption:

**MHFA Family Homeless Prevention and Assistance Program
Otter Tail County Resolution No. 2001 – 15**

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide homeless prevention and assistance to those in need for the purpose of housing stabilization; and

WHEREAS, Otter Tail-Wadena Community Action Council has developed a multi-county application as an Administering Entity for the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance program which includes local Otter Tail County partners; and

WHEREAS, Otter Tail-Wadena Community Action Council has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance program, and

WHEREAS, local Otter Tail County partners to include Otter Tail-Wadena Community Action and First Call For Help will receive funding through the application of Otter Tail-Wadena Community Action programs to perform required activities of the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program;

NOW, THEREFORE, be it resolved, that Otter Tail-Wadena Community Action Council is hereby authorized to apply for and administer funds made available through the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program, in the County of Otter Tail.

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

Adopted this 27th day of March, 2001.

Dated: _____ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____
Roger Froemming, Human Services Board Chair

Attest: _____
Larry Krohn, Clerk

Juvenile Placement Funds

Court Services Director, Chuck Kitzman, reported that he had emailed Otter Tail County Resolution No. 2001-12 (Juvenile Placement Funds) to state legislators. Mr. Kitzman received three replies from Representative Bud Nornes, Senator Keith Langseth, and Representative Paul Marquart. Mr. Kitzman requested that the Commissioners discuss this with the legislators at the AMC Legislative Conference in St. Paul.

Probation Agent Assigned

Mr. Kitzman reported that the judges have assigned a new Probation Agent to replace Wade Erickson in the New York Mills office. Jamie Lindblad is scheduled to start on April 9, 2001.

Otter Tail County Public Health Official Document

Public Health Director, Diane Thorson, presented a document for approval as an official document to be added to the Policy Manual. This document includes the values of the Otter Tail County Public Health Department to the Community and to the County Organization. Included in the document is the Organizational Structure "The Working Wheel", and the Lines of Reporting. Motion by Block, second by Nelson, to approve the document as an official document and add it to the Policy Manual. Motion carried.

Otter Tail County Public Health Annual Report

Ms. Thorson presented the Otter Tail County Public Health Annual Report for year 2000. This report is broken down into categories that Public Health is involved with and includes the goals and objectives for the year, ongoing activities in that area, as well as funding/expenditures per category.

Legislative Updates Affecting Public Health

Ms. Thorson provided a handout of legislative initiatives affecting public health. Ms. Thorson asked Commissioners to support the following when they talk with legislators: Immunization Law Change, Refugee and Immigrant Health, Teen Pregnancy Prevention Initiative, Family Planning Waiver, Health Kids Learn, funding for social services for child protection issues regarding Methamphetamine Labs, Seat Belts, and Long Term Care. Ms. Thorson asked Commissioners to thank legislators for their work on the dental initiative. Ms. Thorson also spoke of the initiatives that Public Health does not support. These included allowing potluck events in schools, and swimming pools in child care settings.

Otter Tail County Volunteer Transportation Program

Human Services Director, John Dinsmore, introduced Jodi Wentland, Social Services Supervisor; and Laura Hillman, Volunteer Transportation Coordinator. Ms. Hillman reported that Otter Tail County currently has 75 volunteers for the Volunteer Transportation Program. These individuals volunteer their time and vehicles to provide transportation for Otter Tail County residents that are eligible to receive transportation for the following programs: Over 60 Program (medical purposes only), Social Services Programs (title XX), Medical Assistance Program (disabled, disabled child, or child in an out-of-home placement), and PMAP (Pre-paid Medical Assistance Program). In 2000, the volunteer drivers drove 310,065 miles in 10,592.65 hours. The Volunteer Transportation Program is essential for Otter Tail County residents who have low incomes, are elderly, have disabilities, or for families who are in need of social service intervention. Ms. Hillman reported that more drivers are needed and advertising will be done at Senior Centers and churches. A luncheon will be provided on Thursday, April 26, 2001, for the volunteers to thank them for their time and use of their vehicles to transport county residents.

Family Group Decision Making

Brad Vold, Social Services Supervisor, was present to discuss Family Group Decision Making (FGDM). FGDM is available through the Northwest Collaborative and includes the counties of: Becker, Clay, Crow Wing, Mahanomen, Morrison, Otter Tail, Todd, along with the White Earth Tribe. Funding of \$400,000 for a two and one-half year period of time comes from the state through federal funding. FGDM is a family-centered, child-focused, strength based and responsive decision making process which brings children, parents, extended family members, care-givers, and other service providers together to develop a care and protection plan. FGDM is effective as families are more likely to follow through with a plan for their child's care and safety because it is a plan they have created. It benefits families by giving families an opportunity to work together to develop a plan for their children, identifying family strengths, improving communication within the family, improving communication with service providers, and by creating hope for families and workers.

Family Services Collaborative

Mr. Dinsmore reported that he had attended mental health outreach groups in Perham and New York Mills. These went well as he met with the Superintendents and Principals, which is a good way to open doors.

Correspondence Received From Department of Human Services

Commissioner Froemming reported receiving a letter from the Department of Human Services commending the Human Services Department for submitting reports timely and accurately. Commissioner asked Mr. Dinsmore to congratulate his management staff.

Bills & Claims

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

Adjournment

At 11:03 a.m., Chair Froemming declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, April 10, 2001.

Dated: _____ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____
Roger Froemming, Human Services Board Chair

Attest: _____
Larry Krohn, Clerk

Call to Order

The Otter Tail County Board of Commissioners convened Tuesday, March 27, 2001, at 11:10 a.m. at the Otter Tail County Courthouse with Roger Froemming, Chair; Dennis Mosher, Vice-Chair; Syd Nelson; and Bob Block. Commissioner Malcolm Lee was absent.

Approval of Agenda

Motion by Nelson, second by Mosher to approve the agenda of March 27, 2001 with the following deletion:

Water Plan Committee Membership

Motion carried.

Approval of Minutes

Motion by Mosher, second by Block, to approve the County Board minutes of March 20, 2001, as mailed. Motion carried.

Approval to Pay Bills

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

Extension Update

Extension Educator, Angela Berge, gave an update on the different educators in the Extension office. They have been working on parenting education since the first of the year. This includes three curriculums on Positive Parenting of Teens, which are video based. They have given training sessions for professionals in Thief River Falls and Detroit Lakes as well as in Alexandria and Brainerd. Sessions worked on directly with parents have included limit setting, which is a role model for parents to show both love and limit setting. Other sessions include, 'Help, I'm Raising a Teenager'. Another series will be run for six weeks with in-mates regarding positive parenting. Ms. Berge will be working with Mike Voorhees, Janice Aaberg, and Steve Toso. The Parents Forever program is a quarterly, state mandated program presented by Ms. Berge; Kathy Ouren, Court Administration; and Mary Madison, Community Ed.

Board of Review Schedule

Assessor, Bob Moe, provided the Board of Review Schedule to Commissioners. Boards of Review will start in April. This will run for half-hour sessions, depending on the size of the township and if there are any issues to be discussed. If there is a question on value or classification, the property can be rechecked. Some Boards of Review have been deferred to the County. These are scheduled for two-hour sessions at the Courthouse.

Recess & Reconvene

At 11:52 a.m., Chair Froemming declared the meeting of the Otter Tail County Board of Commissioners recessed until 1:00 p.m., for a Personnel Committee Meeting and lunch break.

At 1:00 p.m., Chair Froemming declared the meeting of the Otter Tail County Board of Commissioners reconvened.

**Public Hearing to Enact a New
Planning Commission Ordinance**

At 1:02 p.m., Chair Froemming opened the public hearing. Present for the hearing were Commissioners Roger Froemming, Dennis Mosher, Syd Nelson, Bob Block, County Attorney, David Hauser; and Bill Kalar, Land and Resource Director. No one from the public was present. Mr. Hauser read the Planning Commission Ordinance. Commissioner Mosher questioned II. C "Any member shall be re-appointed", should read: "Any member may be re-appointed". At 1:10 p.m., Chair Froemming closed the public hearing. Motion by Block, second by Mosher to approve the Planning Commission Ordinance with the correction previously stated. Motion carried. The Planning Commission Ordinance reads as follows:

THE OTTER TAIL COUNTY PLANNING COMMISSION ORDINANCE

The County Board of Otter Tail County ordains:

- I. General Provisions
 - A. Title: This Ordinance from the date of its passage shall be entitled:

THE OTTER TAIL COUNTY PLANNING COMMISSION ORDINANCE
 - B. Purpose: The purpose of this Ordinance shall be to implement official controls established by Otter Tail County, Minnesota, under Chapter 394 of Minnesota Statutes.
 - C. Legal Authority: This Ordinance is enacted pursuant to Minnesota Statutes §394.30 to maintain and confirm the Planning Commission previously created without an Ordinance.
- II. Establishment of Planning Commission and Its Powers and Duties
 - A. The Planning Commission previously established by the Otter Tail County Board of Commissioners by resolution is hereby confirmed and maintained as the Planning Commission defined in Minnesota Statute 394.30.
 - B. The Otter Tail County Planning Commission shall consist of ten members, at least two of which shall be residents of a portion of the county outside the corporate limits of municipalities; the Planning Commission shall be comprised of two members of each of the five commissioner districts.
 - C. The term of office of members of the Planning Commission shall be for a period of at least one year. Any member may be re-appointed for successive one year terms by the Otter Tail County Board of Commissioners.

- D. Any member of the Planning Commission may be removed by the Otter Tail County Board of Commissioners for malfeasance or nonfeasance in the performance of his or her official duties.
- E. No elected officer of Otter Tail County, nor any employee of the Otter Tail County Board of Commissioners shall serve as a member of the Otter Tail County Planning Commission.
- F. The powers and duties of the Otter Tail County Planning Commission shall be as set forth in Minnesota Statutes §394.30.

III. Effective Date

This Ordinance shall become effective upon its passage and publication.

Dated: March 27, 2001

OTTER TAIL COUNTY BOARD OF
COMMISSIONERS

By _____
Chair

ATTEST:

Larry Krohn, Clerk

Approval for Renewal of Licenses

Motion by Nelson, second by Mosher, to approve the following applications for license:

Balmoral Golf Course, Inc. 28294 State Highway #78 Battle Lake, MN	Renewal of Consumption and Display Permit
Craig G. Ronning Hidden Acres Resort RR 1 Box 401 Vergas, MN	Renewal of Consumption and Display Permit
Gail Suko Ye Olde Schoolhouse Erhard, MN	Renewal of Consumption and Display Permit

Payable 2001 Tax Rates

County Auditor, Wayne Stein, provided a handout of Payable 2001 Net Tax Capacity Rates, Market Value Rates, and Credit Rates.

Request to Hire

Motion by Block, second by Nelson, to approve the request of County Attorney, David Hauser, to hire a new Assistant County Attorney, as notice of resignation has been received. Motion carried.

Approval of Final Payment – S.A.P. 56-682-05

Motion by Mosher, second by Block, to approve final payment per estimate No. 19, in the amount of \$64,104.82, payable to Mark Sand & Gravel Acquisition Co. for completion of grading, aggr. Base, bituminous surfacing, conc. curb and gutter, and bit. mill and overlay. Rick West, County Engineer, informed the Commissioners that Otter Tail County received a paving award for this project.

Right of Way Acquisition – CSAH 24

Motion by Nelson, second by Block, to authorize payments of right of way acquisitions to landowners by Auditor's warrants on the CSAH 24 project, as recommended by the County Engineer. Motion carried.

Request to Pay Landowner – CSAH 52 Bridge Replacement

Motion by Mosher, second by Froemming, to authorize payment to the landowner in the amount of \$395.25, for Parcel No. 1, by Auditor's warrant. Motion carried.

Right of Way Approval

County Highway Engineer, Rick West, requested approval to acquire one parcel from Otter Tail County for the required right of way on CSAH No. 24. Mr. West offered the amount of \$182.07 for S.P. 56-624-10, Parcel No. 49 (Highway Easement), and S.P. 56-624-10, Parcel No. 49 (temporary construction easement). The County Board went on record to donate the following property for Right of Way purposes:

Part of the Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ of the SE $\frac{1}{4}$), Section Twenty-one (21), Township One Hundred Thirty-five (135) North, Range Forty-three (43) West shown as Parcel No. 49 on the Otter Tail County Right of Way Plat Number 9 as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Containing 0.14 acre, more or less.

And,

Part of the Southwest Quarter of the Southeast (SW $\frac{1}{4}$ of the SE $\frac{1}{4}$), Section Twenty-one (21), Township One Hundred Thirty-five (135) North, Range Forty-three (43) West shown as Parcel No. 49 on the Otter Tail County Right of Way Plat Number 9 as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Containing 0.06 acre, more or less.

Motion by Block, second by Nelson, to donate the portion as described above, to the County as highway right of way. Motion carried.

Highway Sign Truck Viewing

County Engineer, Rick West, invited Commissioners to go outdoors to see the new sign truck that was designed by Highway Maintenance staff and the sign crew. A presentation was done in Fargo, ND at the National Association of Traffic Safety Services. The new sign truck will also be on display at MNDOT's Spring Expo statewide training.

Adjournment

At 1:35 p.m., upon a motion by Block, second by Froemming, the meeting of the Otter Tail County Board of Commissioners was adjourned until Tuesday, April 3, 2001. Motion carried.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Roger Froemming, County Board Chair

Attest: _____
Larry Krohn, Clerk

