

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Otter Tail County Government Services Center  
Commissioners' Room  
Tuesday, October 28, 2003  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, October 28, 2003, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Dennis Mosher, Roger Froemming, and Bob Block present.

**Approval of Agenda**

Motion by Nelson, second by Block, and unanimously carried to approve the Human Services agenda of October 28, 2003, as presented.

**Approval of Minutes**

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services Board minutes of October 14, 2003, as mailed.

**WIC Contract Renewal**

Motion by Mosher, second by Froemming, and unanimously carried to authorize the appropriate county officials' signatures to execute a Grant Project Agreement between the County of Otter Tail and the Minnesota Department of Health to allow Otter Tail County to administer the Minnesota Special Supplemental Nutrition Program for Women, Infants, and Children. This grant agreement is for the period of January 1, 2004 through December 31, 2005.

**Juvenile Accountability Block Grant (JABG) Program**

Court Services Director, Chuck Kitzman, presented documentation regarding the Federal JABG program. Otter Tail County could apply to receive a \$12,029 grant under the program. A local cash match of \$1,337 would be required. Mr. Kitzman stated that this grant has been allocated to West Central Regional Juvenile Center in the past; however, the local match has been higher in previous years. Motion by Block, second by Nelson, and unanimously carried to allocate Otter Tail County's JABG funding to WCRJC for 2004, and to review this grant for the following year to determine a specific use for the funding in Otter Tail County taking into consideration state funding reductions in the corrections/probation area.

**Adoption Month - November 2003  
Otter Tail County Resolution No. 2003 – 64**

Commissioner Mosher offered the following and moved its adoption:

WHEREAS, the family, serving as the primary source of love, identity, self-esteem and support, is the very foundation of our communities, our state, and our County.

WHEREAS, adoption gives children who have been orphaned, abandoned, or abused a precious second chance at happiness; a chance to love and be loved and to reach their full potential in a secure, supportive environment.

WHEREAS, in 1998 there was an average of 957 children available for adoption, on any given day, in the State of Minnesota.

WHEREAS, in 2003 there is an average of 731 children available for adoption, on any given day, in the State of Minnesota.

WHEREAS, the majority of the families seeking children for adoption are pursuing the adoption of younger children and the majority of children available for adoption are 6-18 years of age.

WHEREAS, there is a continued need for an increased number of families in the State of Minnesota and in Otter Tail County who will adopt older children with special needs.

WHEREAS, both the public and private sectors are working together as a "team" to find adoptive homes for the children throughout the Counties and the State of Minnesota.

NOW, THEREFORE, we, The Otter Tail County Human Services Board, by virtue of the authority vested in us as County Commissioners of Otter Tail County, do hereby proclaim November as **ADOPTION MONTH** in Otter Tail County. In honor of this event, we encourage community agencies, religious organizations, businesses and others to celebrate adoption, honor families that grow through adoption, further an awareness of the changes and issues in adoption, and focus attention on those children who live in the shadow of an uncertain future while they await permanent families.

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

Adopted this 28<sup>th</sup> day of October, 2003.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: \_\_\_\_\_  
Malcolm K. Lee, Human Services Chair

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

### **Purchase of Service Agreement Addendum**

Motion by Nelson, second by Froemming, and unanimously carried to authorize the Chairman's signature to execute an Addendum to the Purchase of Service Agreement between the County of Otter Tail and Perham Memorial Health Care. The Addendum amends the agreement to include two additional assisted living sites; Briarwood and St. James Manor, both located in Perham, MN.

### **Request to Replace Vacant Positions**

Human Services Director, John Dinsmore, requested approval to replace a Child Support Officer position through a process of a Memorandum of Understanding. Because of a grievance and arbitration process regarding this position, a selection process has recently been completed. The highest scoring candidate has resigned; therefore, a Memorandum of Understanding would offer the position to the second highest scoring candidate. Motion by

Nelson, second by Mosher, and unanimously carried to offer this Child Support Officer position by a Memorandum of Understanding to the second highest scoring candidate in the recent selection process, contingent upon the Collective Bargaining Unit agreeing that no one else is eligible to apply for the position and they waive their right to grieve this process.

Motion by Mosher, second by Froemming, and unanimously carried to authorize the Human Services Director to approve an emergency, temporary appointment for a Social Worker intake position.

### **Approval of Bills & Claims**

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

### **Adjournment**

At 10:31 a.m., Chairman Lee declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, November 12, 2003.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: \_\_\_\_\_  
Malcolm K. Lee, Human Services Chair

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

### **Call to Order – County Board**

The Otter Tail County Board of Commissioners convened Tuesday, October 28, 2003, at 11:00 a.m. at the Otter Tail County Government Services Center with Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Roger Froemming, Dennis Mosher, and Bob Block present.

### **Approval of Agenda**

Motion by Froemming, second by Block, and unanimously carried to approve the County Board agenda of October 28, 2003, with one addition:

- 1:45 p.m. - Building Committee Meeting
- 1:15 p.m. – Cancel Highway Committee Meeting

### **Approval of Minutes**

Motion by Nelson, second by Block, and unanimously carried to approve the County Board minutes of October 21, 2003, with the following correction:

Page 1, under the heading “**Extension Service Budget Discussion**”, the 6<sup>th</sup> sentence in the paragraph reads: Extension Educator, Steve Handegaard, reported that the University has agreed to pay \$30,000 of the local Agriculture Educator position for CY2004 and 10% of the cost to fund one 4-H Coordinator (approximately \$10,000). This sentence is corrected to read: Extension Educator, Steve Handegaard, reported that the University has agreed to pay \$30,000 of the local Agriculture Educator position for CY2004 and 40% of the cost to fund one 4-H Coordinator (approximately \$10,000).

### **Approval to Pay Bills**

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

### **Contract Approval - S.A.P. 56-688-03**

Motion by Mosher, second by Froemming, and unanimously carried to authorize the Chair's signature to execute the Highway Construction Contract between the County of Otter Tail and Mark Sand & Gravel Co. for construction work on CSAH No. 88 from ¼ mile West of TH 59 to CSAH No. 10. This contract is contingent upon the approval of the County Attorney.

### **Ditch Cleanout Request**

Highway Engineer, Rick West, presented an Application for Cleaning a County Road Ditch from Milton Haugrud in Section 16, Twp 135N, R. 44 W, Trondhjem Township along County Highway No. 21. The Highway Engineer recommended denial of this request because there was no permit in place when the ditch was cleaned out about 15 years ago, and, at that time, the ditch elevation was lowered too far. Motion by Mosher, second by Nelson, and carried with Lee opposed, to deny the Application for Cleaning a County Road Ditch requested by Milton Haugrud because the elevation of the ditch is currently below what is allowed and approval would affect the natural drainage of the ditch.

### **Contract Approval – Culvert Replacement**

Motion by Mosher, second by Block, and unanimously carried to authorize the Chair's signature to execute the Highway Construction Contract between the County of Otter Tail and Riley Bros. Construction, Inc. of Morris, MN, to replace a culvert on CSAH No. 21, 1 mile Southwest of Carlisle, MN. This contract approval is contingent upon the approval of the County Attorney.

### **Final Plats**

Motion by Lee, second by Froemming, and unanimously carried to approve the Final Plat of Brian Clouse known as "Sportsman's Landing" located in Section 23 of Elizabeth Township, Jewett Lake (56-877).

Motion by Lee, second by Nelson, and unanimously carried to approve the Final Plat of Daryl & Marie Tysdal and Dan Sillerud known as "The Highlands" located in Section 20 of Aurdal Township.

Motion by Mosher, second by Block, and unanimously carried to approve the Final Plat of Paul Boyum known as "Boyum's Plat" located in Section 14 of Clitherall Township, Clitherall Lake (56-238).

### **Conference Attendance**

Motion by Lee, second by Nelson, and unanimously carried to authorize Commissioner Froemming to attend the upcoming Minnesota Rural Counties Caucus at Breezy Point.

### **Recess & Reconvene**

At 11:40 a.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners recessed for a committee meeting and lunch break. The meeting was reconvened at 1:30 p.m.

### Final Payments for GSC Remodeling Vendors

Motion by Block, second by Lee, and unanimously carried to authorize final payment to the following contractors for various construction/remodeling projects at the Government Services Center:

Nova Fire Protection LLC	\$5,908.96
Marco Business Products	29,253.74
Workxite	1,730.00
Office Source	30,331.65
Ulteig Engineers (fiber package)	3,119.10

### Conference Attendance

Motion by Froemming, second by Mosher, and unanimously carried to authorize Commissioner Block to attend The Legislative Connection conference on November 10, 2003 at West Central Initiative sponsored by Bremer Bank.

### Health Flexible Spending Account

Discussion took place regarding the Treasury and IRS recent ruling that over-the-counter drugs may be paid for with pre-tax dollars through health care flexible spending accounts. Motion by Mosher, second by Lee, and unanimously carried to approve over-the-counter drugs reimbursement through the Otter Tail County Health Flexible Spending Account. By implementing this change mid-year, Otter Tail County employees will be allowed to submit over-the-counter drug expenses incurred anytime during the current plan year (2003) provided the appropriate documentation is submitted to MII Life SelectAccount.

### Adjournment

At 1:53 p.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, November 4, 2003.

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

By: \_\_\_\_\_  
Malcolm K. Lee, County Board Chair

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