

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Government Services Center
Commissioners' Room
Wednesday, November 12, 2003
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Wednesday, November 12, 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 Froemming, second by Block, and unanimously carried to approve the Human Services agenda of November 12, 2003, as mailed.

Approval of Minutes

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services Board minutes of October 28, 2003, as mailed.

Presentation of Award

Karen Zilliox, on behalf of the Minnesota Department of Health, expressed appreciation for the cooperation shown between the State Department of Health, the local Public Health Agency, and hospitals and clinics involved in the smallpox immunization project. This project became necessary about a year ago, in response to the federal government's concern about the smallpox disease being a potential security threat. Ms. Zilliox stated that, because of the cooperation of many agencies, the State is more prepared than one year ago in case of a threat and presented the Golden Needle Award to Chairman Lee.

Draft Meth Lab Ordinance

Public Health Director, Diane Thorson, presented a draft Otter Tail County Cleanup of Clandestine Drug Lab Sites Ordinance. The draft ordinance will be reviewed by all departments that may have involvement with meth labs and comments will be received before a public hearing is scheduled.

Public Health Uniform Policy

Ms. Thorson, on behalf of the Public Health Labor Management Committee, requested discontinuation of the Public Health Agency Uniform Policy. Public Health Nurses now have identification badges when visiting homes; therefore, the uniform for recognition is no longer needed. Motion by Block, second by Froemming, and unanimously carried to discontinue the Public Health Uniform Policy as well as the uniform reimbursement, which decreases the budget \$6,000 - \$7,000 per year.

Clerk Typist II Position

Court Services Director, Chuck Kitzman, reported that the hiring process for a vacant Clerk/Typist position is complete and he is ready to offer the position. This position is funded mainly through the State Department of Corrections Caseload/Workload Reduction Grant with about \$6,000 contributed by the County. The grant dollars are secure through FY2005. Commissioners directed the Court Services Director to move forward with hiring for the position.

Approval of Contract

Motion by Nelson, second by Mosher, and unanimously carried to authorize the Chairman's signature to execute a Purchase of Service Agreement between the County of Otter Tail and the Department of Human Services State Operated Community Services Division for purchase of home and community-based services for Otter Tail County during the period of January 1, 2004 through December 31, 2004.

CY2003-2005 Budget Impacts for County Human Services

Human Services Director, John Dinsmore, presented an Association of Minnesota Counties Survey regarding budget impacts on County Social Services by program area. He briefed the board regarding decreases by program area for CY2004 with funding for CY2005 undetermined in most program areas.

Approval of Bills & Claims

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

Closed Session Adjournment

At 10:24 a.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners closed to the public for purposes of discussing labor negotiation strategies relative to the County's Public Health Nurse Collective Bargaining Unit. Present during the closed session were the five seated Commissioners, Public Health Director, Human Services Director, County Coordinator, Board Secretary, and the County Attorney. At 11:00 a.m., Chairman Lee declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, November 25, 2003.

Dated: _____ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____
Malcolm K. Lee, Human Services Board Chair

Attest: _____
Larry Krohn, Clerk

Call to Order – County Board

The Otter Tail County Board of Commissioners convened Wednesday, November 12, 2003, at 11:02 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 Nelson, second by Mosher, and unanimously carried to approve the County Board agenda of November 12, 2003, with the following additions:

- 1:25 p.m. – Auditor, Wayne Stein – Payment Approval Request
- 1:30 p.m. – Physical Plant Manager – Extension Regional Office Location

Approval of Minutes

Motion by Mosher, second by Block, and unanimously carried to approve the County Board minutes of November 4, 2003, as mailed.

Approval to Pay Bills

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

Perham Resource Recovery Facility

Solid Waste Director, Mike Hanan, City of Perham Administrator, Bob Louiseau, and representatives from Stearns County discussed the Perham Resource Recovery Facility operating and budget issues with the Board. Mr. Hanan presented an outline for discussion purposes and last year's budget statistics for the facility. He reviewed acceptance testing, budget, negotiations with Bongards for steam purchases, and the operating contract. Lengthy discussion followed. Participating counties will meet November 19, 2003, at 1:30 p.m. for further discussion.

Snowmobile Contract

Motion by Lee, second by Mosher, to approve a Limited Use Agreement between the State of Minnesota, County of Otter Tail, and Otter Country Trail Association. Motion and second were rescinded for further review of the contract by the County Attorney.

Final Plats

Motion by Nelson, second by Block, and unanimously carried to approve the Final Plat of Leo Janu known as "Janu Shores" located in Section 7 of Gorman Township, Silver Lake (56-224).

Motion by Lee, second by Nelson, and unanimously carried to approve the Final Plat known as "McKinnon's Star Lake View" located in Section 35 of Dora Township, Star Lake (56-385).

Motion by Mosher, second by Froemming, and unanimously carried to affirm the approval of the Final Plat known as "Johnson Lake Estates" described as all of GL 4 and the NE Quarter of the SW Quarter of Section 9, Township 131N, Range 41W; St. Olaf Township, Johnson Lake (56-393) as contained in a Board motion dated July 15, 2003.

Recess & Reconvene

At 12:20 p.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:12 p.m.

Employees' Safety Committee

Safety Director, Tiny Holm, presented several recommendations on behalf of the Employees' Safety Committee. Motion by Mosher, second by Froemming, and unanimously carried to approve signage to direct the public to the public parking lot at the Government Services Center as requested by the Committee.

East Otter Tail Soil & Water Conservation District

Representatives of the EOTSWCD presented their budget situation and stated that a 15% decrease will be very difficult for their employees. They requested that if possible, the County reinstate the budget decrease.

Forgiveness of Tax Penalty Request

Treasurer, Steve Andrews, presented a request for forgiveness of penalty on behalf of the Perham Enterprise Bulletin. Motion by Lee, second by Froemming with Nelson abstaining, to

deny the tax penalty request of Perham Enterprise Bulletin, in the amount of \$118.92, because the postmark was late and the County did not make an error.

Payment Approval

Motion by Lee, second by Nelson, and unanimously carried to authorize payment to National Business Systems, in the amount of \$14,300, for postage and statements for the Truth in Taxation mailings.

Regional Extension Office Location

Physical Plant Manager, Rick Sytsma, provided an update on the status of negotiations regarding the physical location of the University of Minnesota Extension Regional Office. The Board directed Mr. Sytsma to complete those negotiations.

Approval of Warranty Deed

Motion by Nelson, second by Mosher, and unanimously carried to authorize the Chairman's signature to execute a Warranty Deed to convey the following property from the County of Otter Tail to H. Michael Carr and Alice M. Carr:

The North Half of the Southeast Quarter (N ½ SE ¼) and the North Half of the South Half of the Southeast Quarter (N ½ S ½ SE ¼), Section Thirty-six (36), Township One Hundred Thirty-five (135) North, Range Thirty-six (36).

LeMar Plat

The County Attorney reviewed details with the County Board regarding a Plat known as "LeMar" previously approved by the County Board. A dispute exists as to whether the road that services the plat is designated as a public road. County Board took no action.

Payment Approvals

County Coordinator, Larry Krohn, presented two invoices for payment. Motion by Mosher, second by Lee, and unanimously carried to approve payment to Network Center of Fargo, ND, in the amount of \$76,814.39, for partial payment for phase two of the telephone project involving telephone services to the new Government Services Center.

Motion by Block, second by Froemming, and unanimously carried to approve payment from the Commissioners Contingency Fund, in the amount of \$1,140.10, to the Employees' Committee Fund for the employee recognition program.

Correction to Motion Dated September 16, 2003

Motion by Mosher, second by Nelson, and unanimously carried to correct the motion of September 16, 2003, as follows:

Motion of September 16, 2003, reads as follows:

"Motion by Block, second by Mosher, and unanimously carried to authorize the Physical Plant Manager and/or the Employees' Committee to purchase six food service vending machines for the Government Services Center with 50% of the net proceeds from the machines set aside in reserve for maintenance and replacement costs. The reserve percentage is to be reviewed every three months and adjusted if necessary. Approximate cost is \$30,000."

Motion is corrected to read as follows:

“Motion by Block, second by Mosher, and unanimously carried to authorize the Physical Plant Manager and/or the Employees' Committee to purchase six food service vending machines for the Government Services Center with 50% of the net proceeds from the machines set aside in reserve for reimbursement, maintenance, and replacement costs. The reserve percentage is to be reviewed every three months and adjusted if necessary. Approximate cost is \$30,000.”

Adjournment

At 2:21 p.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, November 18, 2003.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Malcolm K. Lee, County Board Chair

Attest: _____
Larry Krohn, Clerk

CB/kd