

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, 500 Fir Ave. W.  
Commissioners' Room  
Tuesday, May 11, 2004  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, May 11, 2004, at 9:33 a.m. at the Otter Tail County Government Services Center with Commissioners Syd Nelson, Chair; Bob Block, Vice-Chair; Roger Froemming, Dennis Mosher, and Malcolm Lee present.

**Approval of Agenda**

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services agenda of May 11, 2004, as mailed.

**Approval of Minutes**

Motion by Froemming, second by Mosher, and unanimously carried to approve the Human Services Board minutes of April 27, 2004, as presented.

**Remote Electronic Monitoring Program**

Court Services Director, Chuck Kitzman, reported that he had contacted the Department of Corrections regarding the additional funding of \$2,700 for the REAM program. The funding hasn't been approved; however, it does look promising. The state funds for the program were exhausted in the third quarter of FY04.

**Family Services Collaborative**

Mr. Kitzman provided an email inviting the Board of Commissioners to the 2004 Annual Family Services Collaborative meeting. The annual meeting will be held on June 8, 2004, at Thumper Pond in Ottertail City at 6:00 p.m.

**Meeting With Senator Norm Coleman**

Public Health Director, Diane Thorson, informed the Commissioners that on Friday, May 14, 2004, Senator Norm Coleman will be in Fergus Falls to listen to community leaders and regional experts discuss the growing methamphetamine problem in Minnesota. This will be a two-hour panel session to hear discussion on how the federal government can assist local efforts to address the methamphetamine issue. Commissioners appointed Bob Block to attend this meeting. The meeting will be held in the Otter Tail Power Community Room and is open to the public.

**Transition Plans Update**

Ms. Thorson reported on transition plans due to the resignation of the Associate Director, Sue Ewy. This position will not be filled and so her duties will be evaluated and reassigned.

**Addendum to Perham Memorial Contract**

Motion by Nelson, second by Mosher, and unanimously carried to approve an Addendum to a Purchase of Service Agreement between Otter Tail County Human Services and Perham Memorial Healthcare. The services described in the agreement are amended to include the assisted living at Lakeland Apartments in Perham, MN, effective May 1, 2004.

**Policy for Adult Foster Care**

Human Services Supervisor, Jodi Wentland, gave background information on Adult Foster Care. The Adult Foster Care Act does not allow for individuals to become licensed to provide care to relatives and are considered exempt from licensure under Minnesota Statute 245A.03, subdivision 2. However, a person who is exempt from licensure who is providing adult foster care for a relative age 65 and older, and who meets the licensing requirements, may be certified by the County to provide adult foster care. The provider may be reimbursed if they suffer a financial hardship as a result of providing care. The certification does not make them eligible to receive Group Residential Housing reimbursement, but they may be eligible to receive Elderly Waiver funds. Social Worker, Deb Sjostrom, explained factors taken into consideration when determining eligibility for a currently licensed Adult Foster Care Provider, as well as factors taken into consideration for a non-licensed Adult Foster Care Provider. Motion by Block, second by Lee, and unanimously carried to approve the Adult Foster Care Policy, subject to the approval of the County Attorney.

**Approval of Human Services Bills & Claims**

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

**Adjournment**

At 10:22 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, May 25, 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, May 11, 2004, at 10:30 a.m. at the Otter Tail County Government Services Center with Commissioners Sydney Nelson, Chair; Bob Block, Vice-Chair, Dennis Mosher, Malcolm Lee and Roger Froemming present.

**Approval of Agenda**

Motion by Froemming, second by Block, and unanimously carried to approve the County Board agenda of May 11, 2004, with the following addition:

Land & Resources Committee Meeting

**Approval of Minutes**

Motion by Lee, second by Froemming, and unanimously carried to approve the County Board minutes of May 4, 2004, as mailed.

**Approval to Pay Bills**

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

**Closed Session**  
**Annual Performance Evaluation**

At 10:35 a.m., Chairman Nelson, closed the meeting for the purpose of the Annual Performance Evaluation for Highway Engineer, Rick West, pursuant to M.S. Chapter 13D.05 Subd. 3. All five seated Commissioners were present for the evaluation. A summary of performance conclusions will be provided at the next County Board meeting on May 18, 2004.

**Open Session & Recess**

At 10:55 a.m, Chairman Nelson declared the meeting of the Otter Tail County Board opened to the public. The meeting was recessed for a Land & Resource Committee meeting.

**Reconvene**

At 11:06 a.m., the meeting was reconvened for the remainder of the agenda items. Commissioners Lee and Mosher were present at 11:17 a.m., after meeting with the Land & Resource Committee.

**LSS Caregiver Support and Respite Program**

Lutheran Social Service Caregiver Support and Respite Program Coordinator, Tara Giese, updated the Commissioners on the Progress of the Respite Program. Ms. Giese reported that she is getting a lot of referrals. Instead of four referrals a month she is getting three and four per week. The LSS Caregiver Support and Respite Program recognizes the emotional and physical burden and provides training, skills that they will need, self care, and support for caregivers, such as staying with the family member so the caregiver has time to run errands.

**Extension Service – New Regional Director**

Mike Kutzke introduced himself as the new Regional Director for the University of Minnesota Regional Extension Center. Mr. Kutzke provided a Program Location Report and an informational handout entitled Info-U. Vince Crary, County Extension Educator, updated the County Board on the Dairy Diagnostic Program.

**Approval of Licenses**

Motion by Froemming, second, by Mosher, and unanimously carried to approve the following applications for licenses:

Big Chief, Inc.  
22518 Big Chief Road  
Fergus Falls, MN  
(Raymond Rogers)

Off-Sale 3.2 Malt Liquor

Duffers Bar and Grill  
FKA Oakwood Supper Club  
47420 Highway 16  
Henning, MN  
(Deborah A. Brueske)

Liquor and Sunday Liquor

Henning Rod and Gun Club, Inc.  
Henning, MN  
(Richard Trana)

Temporary On-Sale Liquor  
June 26, 2004 – Section 35  
Leaf Lake Township – Matt Reinbold

Oakwood Golf Course Henning, MN (Deborah A. Brueske)	On/Off Sale 3.2 Malt Liquor
Ten Mile Lake Resort and Steakhouse, Inc. 12303 County Hwy. 35 Dalton, MN (Pat and Mike Schultz)	On/Off-Sale 3.2 Malt Liquor On Sale Wine
Underwood Quik-Stop 29346 State Highway 210 Underwood, MN	Off-Sale 3.2 Malt Liquor
Zorbaz of Little Pine Lake, Inc. 45738 County Highway 51 Perham, MN 56573 (Tom Hanson)	Liquor and Sunday Liquor

#### **Payment Approval**

Motion by Lee, second by Froemming, and unanimously carried to approve payment to Kathy Gilbert, in the amount of \$250.00, for services provided under the provision of Minnesota Statute 609.35.

#### **Application for Exempt Permit**

Motion by Nelson, second by Mosher, and unanimously carried, to approve LG220 Application for Exempt Permit as presented by the St. Lawrence Church for an event scheduled for August 1, 2004, at the St. Lawrence Church in Otto Township.

#### **US Bank Building**

County Coordinator, Larry Krohn, reported that there is a possibility of selling the County-owned US Bank building, and asked Commissioners for their input. Mr. Krohn will contact department heads regarding the possibility of selling the US Bank building.

#### **9-1-1 Service Agreement**

Motion by Lee, second by Mosher, and unanimously carried to authorize the appropriate County officials' signatures to execute the Enhanced 9-1-1 Service Agreement between the Department of Public Safety for the State of Minnesota, the County of Otter Tail, and Qwest Corporation for the current 9-1-1 service provided by Qwest. The contract was reissued because there has been a change in service and the contract will reflect the actual service that the County is receiving. It will also establish the agreement under the current business name of Qwest.

#### **Recess and Reconvene**

At 11:44 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 12:59 p.m.

**Food Service Contract**

Detention Facility Administrator, Richard Akerman, reported that the current food service contract is up for renewal the end of June 2004 with ARAMARK. He stated that a 45-day notice is needed if the contract is not going to be renewed. Since this contract is for professional services, it is not required to be sent out for bids. Mr. Akerman had received a proposal from A'viands, LLC, which he researched. He had also checked with A'viands food service references which included the counties of Becker, Benton, Meeker, Cass, LeSueur, Goodhue, Mower, Clearwater, as well as Douglas County, Wisconsin. Based on the average of 72 inmates, the savings for the year would be \$78,000, compared to the cost that ARAMARK is currently charging. Mr. Akerman's recommendation was to enter into a food service agreement with A'viands. Mr. Akerman stated his recommendation is based not only on the savings to the County but also the quality of food and quality of service. George Vaughan, Vice President of Operations for ARAMARK, requested that ARAMARK have the opportunity to submit a proposal, and stated that the price the County is currently paying is the price that Best Inc. was charging when ARAMARK purchased Best Inc. during the past year. Mr. Vaughan introduced Rob Johnson, District Manager, and stated that he moved him to the area to have as a contact person. Mr. Vaughan provided a list of references which included the counties of Carver, Kandiyohi, Ramsey, Washington, and two counties from Kansas. Ed Miller spoke on behalf of A'viands. Mr. Miller stated that A'viands has very good relationships with correctional facilities, stating that it takes a great deal of effort to provide quality of service and quality of food. Motion by Froemming to allow ARAMARK to submit a proposal within a week. After further discussion, Commissioner Froemming withdrew his motion. Discussion continued. Motion by Mosher, second by Lee, and unanimously carried to authorize the appropriate County officials' signatures to enter into a Food Service Management Agreement between Otter Tail County Jail and A'viands, LLC. This agreement shall be for a three year period commencing July 1, 2004 and ending June 30, 2007.

**Adjournment**

At 1:41 p.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, May 18, 2004.

Dated: \_\_\_\_\_

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_

Sydney Nelson, County Board Chair

Attest: \_\_\_\_\_

Larry Krohn, Clerk

CB/ab