

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center – 500 Fir Ave W.
Tuesday, December 28, 2004
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, December 28, 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 Lee, and unanimously carried to approve the Human Services Board agenda of December 28, 2004, as mailed.

Approval of Minutes

Motion by Mosher, second by Froemming, and unanimously carried to approve the Human Services Board minutes of December 14, 2004, as mailed.

Court Services Department

Court Services Director, Chuck Kitzman, briefed the County Board two weeks ago regarding a projected deficit in the Juvenile Detention Budget for CY2004. Mr. Kitzman provided the final dollars needed for this budget at \$78,140.00, which results in a deficit in the 2004 secure detention budget of \$25,640.00. The budgeted amount for this period of time was \$52,500.00, which reflects the average cost of the program for the past five years.

Mr. Kitzman updated the Board regarding the Counties REAM (remote electronic alcohol monitoring) grant and how it is applied to individuals charged with non-felony DWI and on conditional release. Discussion took place regarding the conditional release of persons charged with DWI and the role of Otter Tail County in that process.

Public Health Department

Public Health Director, Diane Thorson, reported on a recent State Advisory Committee meeting. Ms. Thorson stated that Minnesota is in the top tier, scoring 8 out of 10, for emergency preparedness as reported by the National Trust for Americas Health. She reported the Commissioner of Health had accepted their Funding Formula recommendation to be implemented with a hold harmless clause and it would be applied to new monies that come in the future. The Committee also forwarded a resolution to the Commissioner regarding leading and assisting the Legislature to adopt a smokefree workplace law for the state.

Human Services Contracts

Motion by Mosher, second by Froemming, and unanimously carried to authorize the Chairman's signature to execute the following Human Services contracts:

Agency	Program	Contract Period	Funding Source
Lutheran Social Services	Residential Services/Assisted Living for the Elderly	January 1, 2005 – December 31, 2005	AC/EW/CADI/TBI or CAC Waiver Funds
Lutheran Social Services	In-Home Family Preservation Services for Families & Children	January 1, 2005 – December 31, 2005	County Funds, PMAP, CTSS, CCSA
New Horizons	Waivered Services for Persons with MR or related conditions	January 1, 2005 – December 31, 2005	State Waivered Dollars & MA
The Village Family Service Center	Mental Health Services for Children	August 1, 2004 – December 31, 2005	County of Financial Responsibility & MA
West Central Area Agency on Aging	Over 60 Transportation for the Elderly	January 1, 2005 – December 31, 2005	Federal Funding
Prairie Community Services	Waivered Services for Persons with MR or related conditions	January 1, 2005 – December 31, 2005	State Waivered Dollars & MA
Lutheran Social Services	Waivered Services for Persons with MR or related conditions	January 1, 2005 – December 31, 2005	State Waivered Dollars & MA
Prairie Community Services-Arlington	Residential Services/Assisted Living – Adult Mental Health	January 1, 2005 – December 31, 2005	AC/EW/CADI/TBI or CAC Waiver Funds
Lutheran Social Services	Supervised Parent/Child Visitations for Children	January 1, 2005 – December 31, 2005	County of Financial Responsibility
Moorhead Public Housing	BCOW Bridges Program & BCOW Permanent Supported Housing	January 1, 2005 – December 31, 2005	BCOW Initiative Funds
Synsteliem Community Services	Waivered Services for Persons with MR or related conditions	January 1, 2005 – December 31, 2005	State Waivered Dollars & MA
Lake Region Halfway Home, Inc.	Chemical Dependency Treatment	January 1, 2005 – December 31, 2005	County of Financial Responsibility & MA
Lakeland MHC, Moorhead	BCOW Permanent Supported Housing program-coordination	January 1, 2005 – December 31, 2005	BCOW Initiative Funds
Nutrition Services	Home-delivered meals for the Elderly	January 1, 2005 – December 31, 2005	State Funding
Gull Harbor	Intensive Residential Treatment & Crisis Program – adult services	January 1, 2005 – December 31, 2005	County Funding & MA
Northern Safety and Security	Supplies and Equipment for Senior Citizens	January 1, 2005 – December 31, 2005	Waivered Dollars for Elderly
A Place to Belong	Social Club for Adult MH	January 1, 2005 – December 31, 2005	Adult Mental Health Initiative (BCOW)

Human Service Staffing Request

Human Services Director, John Dinsmore, provided copies of a staffing plan and request Memorandum. Mr. Dinsmore reviewed the memorandum with the Personnel Committee and requested that the County Board approve three new positions, which are included in the 2005 Budget, as follows:

Office Support-Child Support	County Funding – 34% of Salary
Child Support Case Aide	County Funding – 34% of Salary
LTC Elderly Program SW (EW Waiver Income not included)	County Funding – 90% of Salary

Motion by Lee, second by Block, and unanimously carried to authorize the Human Services Director to proceed with the hiring process through the Coordinator's office to fill the three positions described above.

Mr. Dinsmore explained a proposed reorganization staffing plan for the Human Services Department. Discussion followed regarding the proposal.

Approval of Human Services Bills & Claims

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

Adjournment

Chairman Nelson adjourned the meeting of the Otter Tail County Human Services Board at 10:30 a.m.

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, December 28, 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 Lee, and unanimously carried to approve the County Board agenda of December 28, 2004, with the following additions:

- 11:45 a.m. – Tax Penalty Forgiveness Issue
- 11:55 a.m. – Closed Session for Labor Negotiations

Approval of Minutes

Motion by Froemming, second by Block, and unanimously carried to approve the County Board minutes of December 21, 2004, as mailed.

Approval to Pay Bills

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

License Application

Motion by Froemming, second by Block, and carried with Mosher abstaining, to approve the following application for license.

Dalton Municipal Liquor Store
Dalton, MN 56324

Tobacco

Payment Approvals

Motion by Lee, second by Block, and unanimously carried to approve payment to Underground Contracting Services, Wahpeton, North Dakota, in the amount of \$25,000.00 as Final Payment for Electrical Services at the Government Services Building (Project #0202, Bid Package 16A).

Motion by Mosher, second by Lee, and unanimously carried to approve payment to Leitch Backhoe Service, in the amount of \$600.00, for the removal of beaver dams from County Ditch No. 21 and County Ditch No. 68.

Request for Forgiveness of Tax Penalty

Discussion took place regarding a request by Timothy & Lynnette Brennan for forgiveness of tax penalty. Commissioners discussed the situation in the purchase of a home that the 2nd half taxes due are generally taken care of in the purchase agreement and the County does not send notices for 2nd half taxes. Motion by Froemming, second by Block, and carried with Mosher opposed, to deny the request for forgiveness of penalty, in the amount of \$80.56, as requested by Timothy & Lynnette Brennan.

Inter-fund Loan

Motion by Lee, second by Block, and unanimously carried to approve a six percent inter-fund loan, in the amount of \$5,389.13, from the General Revenue Fund as follows:

Otter Tail County Drainage System No. 12	\$ 36.23
Otter Tail County Drainage System No. 38	5,352.90

Association of Minnesota Counties Annual Dues

Motion by Froemming, second by Mosher, and unanimously carried to approve payment to the Association of Minnesota Counties (AMC), in the amount of \$15,919.00, for the 2005 AMC annual dues.

Ditch Viewers Per Diem

Motion by Lee, second by Mosher, and unanimously carried to clarify that the per diem for the Otter Tail County Ditch Viewers is \$80.00. This per diem is the same as last year.

Highway Project Update

Highway Engineer, Rick West, briefed the County Board regarding the status of highway construction and design projects.

Landshark User Fees

Recorder, Wendy Metcalf, and MIS Director, Tim Brand, requested permission to begin charging for user internet access to the Recorder's Office Landshark program. Ms. Metcalf briefed the Board on user fees charged by other counties for access to this type of a program. They suggested a \$100 set-up fee and \$100 per month, with additional users in the same organization \$10.00 per month, with a six month review of the fee schedule. Motion by Block, second by Mosher, and unanimously carried to approve the following Fee Schedule for access to the Recorder's Office Landshark program through the internet, with a six-month review of the schedule:

All Users except Cities & Townships within Otter Tail County	\$100.00 Set-Up Fee
Monthly Fee	\$100.00 Per Month
Each Additional User within an Organization	\$ 10.00 Per Month
Cities & Townships	\$100.00 Set-Up Fee
Within Otter Tail County	\$ 50.00 Per Month

Request for Forgiveness of Tax Penalty

Commissioner Mosher submitted a request for forgiveness of penalty for the Graystone Restaurant. The tax payment was issued; however, the check was apparently lost as it did not clear the bank. Motion by Froemming, second by Lee, and carried with Mosher abstaining, to deny the request for forgiveness of penalty for the Graystone Restaurant; however, if the original check is received by the Treasurer's office with a postal stamp on or before October 15, 2004, the penalty will be refunded.

County Attorney Staffing Request

County Attorney, David Hauser, requested approval to hire an additional Assistant County Attorney, which was approved in 2003 and is included in the 2005 budget. Mr. Hauser reviewed an analysis of other counties and reported that the number of Assistant Attorneys is less in Otter Tail County than other counties that have a similar population base. Motion by Lee, second by Mosher, and unanimously carried to authorize the County Attorney to proceed with hiring an Assistant County Attorney.

West Central Regional Juvenile Center Board Appointment

Motion by Froemming, second by Lee, and unanimously carried to reappoint Commissioner Sydney Nelson to the West Central Regional Juvenile Center Board, effective January 1, 2005, for a two year term, with Commissioner Dennis Mosher as an alternate appointee.

National Association of Counties Annual Membership

Motion by Mosher, second by Block, and carried with Lee and Froemming opposed, to approve payment to the National Association of Counties (NACO), in the amount of \$1,055.00 for 2005 annual membership dues.

Per Diem Authorized

Motion by Mosher, second by Lee, and carried with Block abstaining, to authorize a per diem for the Commissioner that participates in the weekly, local radio session to keep the public informed of County actions and issues.

Closed to the Public

At 12:14 p.m., Chairman Nelson 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 Collective Bargaining Units in the Sheriff's Department, Human Services Department, and Public Health Department. Present were all five seated Commissioners, the County Attorney, County Coordinator, and Board Secretary.

Adjournment

Upon conclusion of the closed session, at 12:54 p.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, January 4, 2005.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk