

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Otter Tail County Courthouse  
Commissioners' Room, Floor 1-B  
Tuesday, January 14, 2003  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, January 14, 2003, at 9:31 a.m. at the Otter Tail County Courthouse with Commissioners Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Dennis Mosher, Roger Froemming, and Bob Block present.

**Approval of Agenda**

Motion by Mosher, second by Block, and unanimously carried to approve the Human Services agenda of January 14, 2003 as mailed.

**Approval of Minutes**

Motion by Froemming, second by Nelson, and unanimously carried to approve the Human Services Board minutes of December 31, 2003, as mailed.

**Juvenile/Adult Probation Statistics**

Court Services Director, Chuck Kitzman, provided juvenile and adult monthly probation caseload statistics for CY2002. Discussion took place regarding the increased caseload and the value of tracking the Mental Health Outreach program and other Family Service Collaborative programs for outcomes.

**Agreement with the Office of the Attorney General**

Motion by Froemming, second by Block, and unanimously carried to authorize the Public Health Director's signature to execute an agreement between the County of Otter Tail and the State Office of the Attorney General. The agreement authorizes the County to receive \$18,000 from the State to be used to purchase and distribute food to impoverished Minnesotans in Otter Tail County. The funding is from a Vitamin Settlement Distribution and the food will be distributed via the Fergus Falls Food Shelf.

**Active Living by Design Proposal  
Cholesterol Testing Equipment**

Public Health Director, Diane Thorson, reported that the Public Health Department is partnering with Blue Cross Blue Shield and the City of Henning in the Active Living by Design model to promote healthy daily living practices. The proposal will be used to apply for private grant funds available over the next five years.

Ms. Thorson reported that the Cholesterol Testing Equipment has been purchased through Public Health's Capital Expenditure Account. The Public Health Department will now be able to do cholesterol screening.

**Human Services Contracts**

Motion by Froemming, second by Nelson, and unanimously carried to authorize the Chair's signature to execute the following Human Services Contract Renewals for CY2003:

Moorhead Public Housing, Bridge's Program      Adult Mental Health Services  
Moorhead, MN

Golden Manor  
Fergus Falls, MN

Residential/Assisted Living Services

Vergas Assisted Living  
Vergas, MN

Residential/Assisted Living Services

Nutrition Services, Inc.  
Waseca, MN

Home Delivered Meals to Eligible Persons

Motion by Mosher, second by Block, and unanimously carried to authorize the Chair's signature to execute a contract between the County of Otter Tail and the Clay-Wilkin Opportunity Council, Inc. for Child Care Resource & Referral Training in the amount of \$6,195.00. The funding is provided by federal discretionary dollars.

### **Human Service's CY2003 Budget Contingency Planning**

Human Services Director, John Dinsmore, presented a budget contingency plan for CY2003 as a result of projected state deficits. He briefed the County Board on proposed increased revenues and expenditure reductions. He will return to the Board at a later date with a list of mandates that presently create challenges for county government and "cost shifts" from the state that have increased the County's financial support of programs.

### **Lutheran Social Services Contracts**

Motion by Mosher, second by Nelson, and unanimously carried to authorize the Chair's signature to execute contract renewals between the County of Otter Tail and Lutheran Social Services for Intensive In-Home, Professional Home Based, Family Resource, and Supervised Visit services subject to the approval of the County Attorney. Total estimated cost of CY2003 LSS contracts is \$608,099.

### **Approval of Bills and Claims**

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

### **Adjournment**

At 10:35 a.m., the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, January 28, 2003.

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

Attest: \_\_\_\_\_ By: \_\_\_\_\_  
Larry Krohn, Clerk Malcolm K. Lee, Human Services Chair

### **Call to Order – County Board**

The Otter Tail County Board of Commissioners convened Tuesday, January 14, 2003, at 11:00 a.m. at the Otter Tail County Courthouse with Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Dennis Mosher, Roger Froemming, and Bob Block present.

### **Approval of Agenda**

Motion by Froemming, second by Mosher, and unanimously carried to approve the County Board agenda of January 14, 2003, with the following changes:

1:25 p.m. – Wayne Stein - Canceled

1:25 p.m. – Mitzi Pederson – Contract Administration Policy

1:40 p.m. – Brian Schlueter – Request for Purchase of Vehicles  
County Board of Adjustment Appointments

### **Approval of Minutes**

Motion by Nelson, second by Froemming, and unanimously carried to approve the County Board minutes of January 7, 2003, as mailed.

### **Approval to Pay Bills**

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

### **Planning Commission Recommendations**

#### *Preliminary Plat & Conditional Use Permit – “Willow Creek Estates”/Sugar Creek Properties:*

Motion by Froemming, second by Nelson, and unanimously carried to approve the Preliminary Plat known as “Willow Creek Estates” consisting of 11 single family residential lots and a Conditional Use Permit to construct a road to service the development, with conditions as recommended by the Planning Commission. The property is described as pt of the SW¼ of the NE¼ & pt of GL’s 3 & 4, Section 26 of Leaf Lake Township; East Leaf Lake (56-116).

#### *Preliminary Plat & Conditional Use Permit – “Lake Ridge Estates”/Sandra K. Stueve:*

Land & Resource Director, Bill Kalar, stated that this proposed development on East Leaf Lake consists of 3 single family residential lots and 12 residential backlots located in Section 22 of Leaf Lake Township. He stated that the Planning Commission recommended approval on a split decision. He read, for the record, two letters that were not received prior to the Planning Commission meeting. One letter was from Bradley Monson of the District IV MnDOT office in Detroit Lakes. The letter addressed several issues regarding the proposed plat of “Lake Ridge Estates” as follows; 1) There is not an existing access from Highway 108 to lots 1 & 2 – a permit is required to put in an access, 2) Lot 3 should be accessed via 300<sup>th</sup> Street, and 3) With the increase in traffic off of 300<sup>th</sup> Street, a right turn lane should be added at 300<sup>th</sup> Street. The second letter was received from David & Elizabeth Achten regarding covenant issues. Chairman Lee stated that the County has no authority over private covenants. Mr. Kalar showed a map of the plat showing wetland areas, boundary lines, and proposed roads. Mr. Kalar expressed concern with some of the lots because of potential boundary issues, sufficient buildable area for rural lots, and septic system locations relative to buildings and elevation requirements. Tom Gedde, Attorney for the Developer, stated that this is the third time that this proposed development has been presented to the Planning Commission. He stated that this proposal addresses all of the concerns that were indicated by the Planning Commission in previous visits. Even though there is a lot of wetland, there is sufficient buildable area on each proposed lot. Motion by Froemming, second by Block, to refer the proposed plat of “Lake Ridge Estates” back to the Planning Commission for further review. Planning Commission member, Joe Maske, stated that the Planning Commission has reviewed this plat and could not find a reason to deny the plat. Commissioner Block withdrew the second. Motion died for lack of a second. Discussion continued. Motion by Nelson, second by Mosher, to approve the Preliminary Plat known as “Lake Ridge Estates”, consisting of 3 single family residential lake lots and 12 single family residential back lots, and a Conditional Use Permit to construct roads to service the plat, subject to all recommendations of MnDOT (as presented in

the letter read today) and subject to the ability to install a septic system on all lots. The roads must be constructed in accordance with the minimum road standards as stated in Appendix III of the Otter Tail County Subdivision Controls Ordinance. The property is described as Lots 14 – 17, Auditor's Subdivision #116, Section 22 of Leaf Lake Township; East Leaf Lake (56-116). Chairman Lee called for a roll call vote:

Commission District 4	Froemming	Nay
Commission District 1	Nelson	Yea
Commission District 5	Block	Yea
Commission District 3	Mosher	Yea
Commission District 2	Lee	Nay

Motion carried.

Conditional Use Permit – Edward & Wendy Otto:

Motion by Froemming, second by Block, and unanimously carried to approve a Conditional Use Permit for some grading and filling work and to build a new cabin and garage with conditions as recommended by the Planning Commission. The property is described as W½ NE¼ (80 Ac) and pt of GL 2 & 3 (4.95 Ac), Section 23 of Leaf Lake Township; East (Middle) Leaf Lake (56-116).

**Hazard Mitigation Grant Program**

Tiny Holm, Emergency Services and Safety Director, reported on a recent meeting regarding grant programs. In order to receive grant dollars, Otter Tail County needs a Hazard Mitigation Plan completed by November 1, 2004. He noted that every governmental entity in the County needs a plan. Townships and cities could partner with the County's plan to include all of the potential hazards such as tornadoes, along with terrorism disaster. Mr. Holm requested direction for whom should be included on a Planning Committee to develop this plan, which would need to be approved by FEMA and the State of Minnesota. Commissioners suggested that the Police Chief's from each City be involved initially, and requested that the County Sheriff serve on the Planning Committee representing Otter Tail County.

**Variances**

Some discussion took place regarding variances. Planning Commission Member, Joe Maske, requested that the County's ordinance language for approving variances be changed from requiring a "hardship" to the State language of "practical difficulty". Commissioners agreed.

**Recess & Reconvene**

At 12:06 p.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:23 p.m.

**Extension Update**

Extension Educator, Steve Handegaard, provided a staff directory of Extension Educators that work in Otter Tail County. He introduced Regional Natural Resources Policy Planning & Management Educator, Milan Drewlow. Mr. Drewlow explained his area of work, specifically involving the quality of water, and how he is working with different groups in Otter Tail County with this important issue.

**Reappointment – Extension Committee**

Motion by Mosher, second by Froemming, and unanimously carried to reappoint Patty Van Santen and Julian Sjostrom to the Extension Committee effective January 1, 2003, for a three year term.

### **Appraiser Trainee Position**

Upon completion by the County Assessor of developing a job description and obtaining a non-union Compensation Grade 10, a motion was offered by Mosher, seconded by Lee, and unanimously carried to authorize the Assessor to advertise for filling the new position of Appraiser Trainee in the New York Mills office.

### **Discussion – Contract Administration Policy**

Accountant, Mitzi Pederson, provided a proposed Otter Tail County Contract Administration Guideline along with other findings and recommendations. Ms. Pederson stated that Otter Tail County does not currently have a Contract Administration Policy and the State Auditors have suggested that the County implement a policy. She has drafted a policy by looking at policies from other counties and by meeting with various department heads. Discussion continued regarding the policy. Motion by Nelson, second by Froemming, to approve the Otter Tail County Contract Administration Guideline as presented except to change authorization of Department Heads to approve contracts under \$25,000 to authority to approve contracts under \$10,000. Motion and second withdrawn. Commissioners requested that Ms. Pederson revise the document to reflect the requested change and return to the County Board for approval.

### **Reappointments – Board of Adjustment**

Motion by Nelson, second by Froemming, and unanimously carried to reappoint the following Otter Tail County Board of Adjustment members for a one-year term:

Mark Steuart (District 1)  
Richville, MN

Cecil Femling (District 2)  
Pelican Rapids, MN

Steve Schierer (District 3)  
Fergus Falls, MN 56537

Paul Larson (District 4)  
Henning, MN

Randy Mann (District 5)  
Fergus Falls, MN

### **Purchase of Vehicles for Sheriff's Department**

Sheriff, Brian Schlueter, requested purchase of ten squad cars at a total purchase price of \$183,636.04 from the CY2002 budget. Motion by Froemming, second by Nelson, and unanimously carried to approve the purchase of 10 patrol vehicles for the Sheriff's Department, in the amount of \$183,636.04, as previously budgeted in the CY2002 Capital Improvement Budget.

### **Sheriff's Department Canine Narcotics Proposal**

Mr. Schlueter presented a plan to obtain a narcotics dog using forfeiture dollars to cover the cost of the animal and the animal's care. Motion by Mosher, second by Block, and unanimously carried to support the Sheriff's efforts, as presented, in obtaining a narcotics dog.

### **County Board Committee Appointment Change for CY2003**

Chairman Lee appointed Commissioner Dennis Mosher as his replacement on the Labor Management Committee effective February 1, 2003.

### **Agreement for Human Resource Management Consulting Services**

Motion by Block, second by Mosher, and unanimously carried to authorize the Chair's signature to execute an agreement between the County of Otter Tail and MAXIMUS, Inc. for CY2003 for review and evaluation of job descriptions.

**Adjournment**

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

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

Malcolm K. Lee, County Board Chair

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

Larry Krohn, Clerk