

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 W. Fir Avenue, Fergus Falls, MN  
Tuesday, January 22, 2008  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, January 22, 2008, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners Syd Nelson, Chair; Everett Erickson, Vice-Chair; Bob Block, Roger Froemming and Dennis Mosher present.

**Approval of Agenda**

Motion by Mosher, second by Froemming, and unanimously carried to approve the Human Services Board agenda of January 22, 2008, as mailed.

**Approval of Minutes**

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services Board minutes of January 8, 2008, as mailed.

**Approval to Pay Bills & Claims**

Motion by Erickson, second by Block, and unanimously carried to approve payment of the Human Services bills and claims as presented.

**DWI Court Office Space**

After meeting with the Building Committee, Physical Plant Manager, Rick Sytsma, and Probation Director, Chuck Kitzman, presented a plan for office space for the DWI Court positions on the first floor of the Courthouse next to the Law Library. A corridor will be constructed between the Law Library and the current conference room, which will lead into the DWI offices. The current storage room will be remodeled into a rest room to facilitate the increased urinalysis collection requirements. Motion by Erickson, second by Nelson, and unanimously carried to approve the proposal for the DWI Court space remodeling project on the first floor of the Courthouse next to the Law Library as presented.

**Public Health Department Transfer Request**

Public Health Director, Diane Thorson, briefed the Board on the Nurse Family Partnership Program and stated that the County had authorized \$50,000 to help with the start up costs for this particular program last year. Ms. Thorson noted that the program is off to a good start with 20 families currently enrolled. The anticipated participation at this point in the program was 8 – 10. She requested a transfer from the Public Health Reserve Account of \$22,452.49 to cover expenses incurred for this program. Motion by Block, second by Nelson, and unanimously carried to authorize a transfer from the Public Health Reserve Account to the revenues in the Public Health 2007 Budget, subject to quarterly financial reports to the Board relative to the Nurse Family Partnership Program.

**NACO Prescription Drug Discount Program**

Motion by Block, second by Erickson, and unanimously carried to authorize the Public Health Director to offer the NACO Prescription Drug Discount Program to Otter Tail County citizens. The program is for individuals who are not covered by health insurance.

**Temporary Staff Authorization**

Motion by Mosher, second by Erickson, and unanimously carried to renew a Temporary Public Health Nurse position for approximately 8 - 10 hours per month to assist with clinics for clients with latent tuberculosis through February 29, 2008.

**Dental Clinic**

Public Health Director, Diane Thorson, reported that the Dental Outreach Clinic run by the University of Minnesota will no longer provide outreach services. They will continue to provide service in Fergus Falls for people with Developmental Disabilities. Ms. Thorson noted that the trailer and portable equipment could be stored at the Regional Treatment Center. Motion by Block, second by Mosher, and unanimously carried to authorize the Public Health Department to research various options to facilitate continued dental service for approximately 5,000 County residents who will not have access to dental care.

**Consumer Support Grant**

Motion by Mosher, second by Erickson, and unanimously carried to approve the draft policies and procedures for the Consumer Support Grant as previously approved by the State Department of Human Services and presented by Human Services Supervisor, Deb Sjostrom. These grant dollars are provided by the State of Minnesota. The County retains 5% for administrative costs and the Social Workers provide case management services.

**Human Services Contracts**

Motion by Erickson, second by Mosher, and unanimously carried to approve following Human Services contracts:

<b>Agency</b>	<b>Program</b>	<b>Contract Period</b>	<b>Targeted Population</b>	<b>Funding</b>
Rewind, Inc.	Chemical Dependency Treatment	01/01/2008 through 12/31/2008	Eligible Individuals	County of Financial Responsibility – Consolidated CD Treatment Fund & MA
Share house – Stepping Stones	Chemical Dependency Treatment	01/01/2008 through 12/31/2008	Eligible Individuals	County of Financial Responsibility – Consolidated CD Treatment Fund & MA
Lake Region Halfway Homes	Chemical Dependency Treatment	01/01/2008 through 12/31/2008	Eligible Individuals	County of Financial Responsibility – Consolidated CD Treatment Fund & MA
LMHC – CD	Chemical Dependency Treatment	01/01/2008 through 12/31/2008	Eligible Individuals	County of Financial Responsibility – Consolidated CD Treatment Fund & MA
Productive Alternative, Inc.	Sheltered Employment	01/01/2008 through 12/31/2008	Persons with mental retardation or related conditions	County of Responsibility

Motion by Erickson, second by Block, and unanimously carried to authorize the Chairman's signature to execute a 2007 Amendment to the Assisted Living Provider Contract known as Love & Care in Pelican Rapids, MN. This amendment authorizes a 2% COLA effective October 1, 2007.

**Human Services Department 2007 Budget Report**

Human Services Director, John Dinsmore, provided the Human Services 2007 Budget Report. Total agency expenses for CY2007 were reported as \$16,911,425.00 with total agency revenues at \$17,738,442.78.

**Adjournment**

At 10:40 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, February 12, 2008.

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

By: \_\_\_\_\_  
Syd Nelson, Human Services Board Chair

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

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, January 22, 2008, at 10:48 a.m., at the Otter Tail County Government Services Center with Commissioners Syd Nelson, Chair; Everett Erickson, Vice-Chair; Bob Block, Roger Froemming, and Dennis Mosher present.

**Approval of Agenda**

Motion by Erickson, second by Froemming, and unanimously carried to approve the County Board agenda of January 22, 2008, with the following addition:

11:00 a.m. – Wellness Committee

**Approval of Minutes**

Motion by Froemming, second by Mosher, and unanimously carried to approve the County Board minutes of January 15, 2008, as presented.

**Approval to Pay Bills**

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

**Final Payment – C.P. 07:STurtle SWS**

Motion by Mosher, second by Froemming, and unanimously carried to approve Final Payment to Mark & Brenda Construction, Inc. as detailed in Final Estimate No. 6, in the amount of \$12,863.10, for the South Turtle Lake Storm Water System Project.

**RESOLUTION OF SUPPORT FOR HIGHWAY INTERCHANGE FOR NEW HOSPITAL AND CLINIC  
FOR PERHAM HOSPITAL DISTRICT, PERHAM, MINNESOTA**

**Otter Tail County Resolution No. 2008 - 06**

Commissioner Froemming offered the following resolution and moved its adoption:

WHEREAS, Perham Memorial Hospital and MeritCare Clinic have outgrown their current facility, constructed in 1959, and medical providers have grown from 5 in 1997 to 13 in 2008, and will include an additional surgeon in July of 2008; and

WHEREAS, the Hospital District is made up of three cities (Perham, Dent, and Richville) and 10 townships and serves an additional ten communities in Otter Tail, Wadena, and Becker County, and has a user base estimated at 15,000, and is located 25 miles from the next nearest hospital; and

WHEREAS, the medical facility has 415 employees, with a total payroll of \$13.3 million with a major impact on the 24 communities where they reside in West Central Minnesota; and

WHEREAS, East Otter Tail County has over 1,400 industrial production jobs that could be considered dangerous, and which might necessitate emergency medical response; and

WHEREAS, the Perham Hospital District Board has selected a site for a new facility adjacent to their existing nursing home and congregate care facilities, to take advantage of the efficiency that comes with proximity as well as visibility to Highway 10; and

WHEREAS, access by emergency vehicles to the new facility is critical, and would be substantially quicker and safer directly from Highway 10, and would keep these emergency vehicles from traveling through residential neighborhoods and past schools; and

WHEREAS, an interchange at the intersection of US Highway 10 and Otter Tail County Highway 34 would provide the most efficient and safe access for emergency vehicles, as well as consumer vehicles traveling on Highway 10; and

WHEREAS, Perham has approximately 350 semi trucks per week that visit its various industries, and said interchange would help keep them from driving through residential neighborhoods; and

WHEREAS, the County of Otter Tail intends to make commitments to this project for engineering fees on CSAH 34, totaling an estimated \$174,830; and

WHEREAS, this 10/34 interchange is critical for this \$30 million project to proceed;

NOW THEREFORE, BE IT RESOLVED by the Otter Tail County Board of Commissioners that the Board urges financial support from the State of Minnesota to help construct said 10/34 interchange.

Commissioner Block seconded the motion, and upon being put to a vote, the resolution was adopted on a vote of 5 to 0.

Adopted at Fergus Falls, Minnesota, this 22<sup>nd</sup> day of January, 2008.

ATTEST: \_\_\_\_\_  
Larry Krohn, Board of Commissioners Clerk

By: \_\_\_\_\_  
Sidney Nelson, Board of Commissioners Chair

#### **Salt/Sand Storage Building**

Motion by Mosher, second by Erickson, and unanimously carried to approve a reduction in the retainage for the Salt/Sand Storage Building Construction Project in Battle Lake to \$500.00.

#### **Wellness Committee Activities**

Wellness Committee Chair, Janet Lindberg, presented the Committee's goals and opportunities for physical activity for 2008. She noted that opportunity is the best way to provide wellness activities and requested use of available space in the facility. Motion by Erickson, second by Block, and unanimously carried to approve the use of County facilities for Wellness Programs as presented.

**Board Audit Conference**

State Auditor, Bob Johnson, facilitated a Board Exit Conference, after auditing the financial statements of the County for the year ending December 31, 2006. He submitted a financial report as required by accepted auditing standards, summarized the Auditors' results and discussed items of concern and recommended solutions.

**Recess & Reconvene**

At 11:55 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:05 p.m. for the remainder of the scheduled agenda items.

**Minnesota Pollution Control Agency Grant  
A Glass Recycling Alternative Video  
Otter Tail County Resolution No. 2008 - 07**

Commissioner Froemming offered the following resolution and moved its adoption:

WHEREAS, Otter Tail County Department of Solid Waste has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its Environmental Assistance Grant Program; and

WHEREAS, Otter Tail County Department of Solid Waste is committed to implementing the proposed project as described in the grant application, if MPCA funding is received; and

WHEREAS, MPCA requires that Otter Tail County Department of Solid Waste enter into a grant agreement with MPCA that identifies the terms and conditions of the funding award:

BE IT NOW THEREFORE RESOLVED THAT the County of Otter Tail governing body of the Otter Tail County Department of Solid Waste hereby agrees to enter into and sign a grant agreement with the MPCA to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs Mike Hanan, Director of Solid Waste, to sign the grant agreement on its behalf.

Commissioner Mosher seconded the motion, and upon being put to a vote, the resolution was adopted on a vote of 5 to 0.

Adopted at Fergus Falls, Minnesota, this 22<sup>nd</sup> day of January.

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

By: \_\_\_\_\_  
Sydney Nelson, Board of Commissioners Chair

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

**Perham Resource Recovery Facility**

Solid Waste Director, Mike Hanan, discussed potential topics for the upcoming meeting regarding the Perham Resource Recovery Facility scheduled on January 28<sup>th</sup>, 2008, in Parkers Prairie. The top priority was identified as the governance for the Facility. Mr. Hanan reported that Stearns County will not be represented at the meeting. He noted that an agenda has been developed for the meeting. Discussion also took place regarding a model MCIT Joint Powers Agreement, existing bonds and possible refinancing, and the additional charges being sought for the Auxiliary Boiler.

**Otter Country Trail Association (OCTA)**  
**Otter Tail County Resolution No. 2008 – 08**

Commissioner Mosher offered the following resolution and moved its adoption:

WHEREAS, Otter Tail County has sponsored Grant-In-Aid Systems in the past; and

WHEREAS, if there are Grant-In-Aid System proposed extensions for the OCTA Snowmobile Club, they are subject to the review and approval of the County Attorney.

THEREFORE, BE IT RESOLVED that Otter Tail County shall continue to sponsor Grant-In-Aid Trail Systems as they exist for the Otter Country Trail Association Snowmobile Club for the 2008-2009 snowmobile season.

Commissioner Erickson seconded the resolution and, upon being put to vote, it was unanimously adopted.

Adopted this 22<sup>nd</sup> day of January, 2008.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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

Larry Krohn, Clerk

Syd Nelson, Board of Commissioners Chair

**Shoreland Management Ordinance Revision Discussion**

Land & Resource Administrator, Bill Kalar, submitted a document entitled "Shoreland Management Ordinance Revision Land & Resource Management Recommendations" dated January 22, 2008. Mr. Kalar stated that these recommendations are for revisions to the Draft Listing of Proposed Changes dated 11-28-07. Comments have been received by way of two Public Hearings to the Draft Listing of Proposed Changes. Mr. Kalar reviewed the following recommendations and provided rationale:

**II. Definitions**

- 24. Duplex Lot – Drop language for duplex lots.
- 61. Resorts – Delete the proposed definition for Resorts and replace with the definition in the State Statute which was approved by the legislature and enacted in 2007. This would drop the 30 day restriction which would be better for resorts truly operating as a resort that does not have some other form of ownership.
- 65. Sensitive Area – Replace the word "animals" with "wildlife".
- 66. Setback – Delete the idea of using eaves as the measuring point and retain the existing definition.

**III. District Requirements**

- 2. Shoreland Classifications And Uses: Lakes and Rivers (Chart/Page 4) – Delete Duplex, Duplex Lot, Single Family Residential, and Substandard Lot from the charts and retain the original language.
- 3. Minimum Lot Area Water Frontage & Lot Width Requirement; Lakes and Rivers (Chart/Page 5) – Delete all references to duplex and replace existing sq. footage requirements to 2,500 sq. ft. for all Lake & River Classifications.
- 4.A. Minimum Structure Setback Requirements; Land and Rivers (Chart/Page 6) – Delete duplex language.

- 4.B. Deleted "Backlot must be doubled" and "Surface Areas of back" language and retain the existing language for backlots of no less than 5,000 sq. ft.

#### **IV. General Requirements**

- 10B Delete the language that all subdivisions be platted and add language that a surveyor's drawing must be provided for all subdivisions in a Shoreland Area. Mr. Kalar stated that the reasons for this are to know where the parcel is going to be and to ensure that the lot is buildable. The survey would be required to show wetlands, bluffs, etc.
- 10.D.2.b. Add language – "nearest existing" to the E-911 address requirement.
- 10.D.2.c. Change language to read "civil engineer or architect".
- 11.D. Delete proposed "existing resorts" language and add State Statute Resort language.

#### **V. Administration**

- 1.C.1. For Recreational Camper Units on site on temporary basis – change from 3 consecutive days and replace with 7 consecutive days. Commissioner Mosher and Froemming suggested 10 consecutive days.
- 3.1.7. Add Sensitive Areas to the listing of 16 items on Page 12 of the SMO. If area is determined to be sensitive, the Natural Environment standards and requirements must be met. County Attorney, David Hauser, stated that the issue with this recommendation is that the County has not identified where all the sensitive areas of the County are located.
- 3.J. Retain the language that the Planning Commission would continue providing recommendations to the County Board.
- 3.K. Retain the language requiring the County Board to act within 60 days.

An additional recommendation not included on the 11-28-07 listing is to add a definition for "Boardwalk", which is sometimes used for an above ground walkway connecting the lake and high ground where wetlands are being crossed.

Discussion took place regarding land use districts and lake reclassifications. Mr. Kalar requested that the Board members review these recommendations and provide direction. Mr. Kalar is scheduled to meet with the Board on February 5, 2008, for continued discussion. Mr. Hauser noted that the State Department of Natural Resources will also need to approve the final revisions.

#### **Approval to Attend Conferences**

Motion by Mosher, second by Block, and unanimously carried to approve the County Attorney's attendance at a Prosecution Seminar in Mesa, Arizona. Course fee is \$575.00 and round trip air fare from Fargo is approximately \$600.00.

Motion by Block, second by Erickson, and unanimously carried to approve attendance to the National Advocacy Center in South Carolina which provides hands-on training for County Attorneys. The National Advocacy Center pays for the training and housing.

#### **Closed to the Public – Labor Negotiation Strategies**

At 2:50 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 Human Services Units. Present were all five seated commissioners, the County Attorney, County Coordinator and Board Secretary.

**Adjournment**

At 3:05 p.m., upon completion of the closed session, Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, February 5, 2008.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

Syd Nelson, Board of Commissioners Chair

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

Larry Krohn, Clerk

CB/kd

<b>WARRANTS APPROVED ON 1/22/2008 FOR PAYMENT 1/22/2008</b>	
<u>VENDOR NAME</u>	<u>AMOUNT</u>
A'VIANDS LLC	6.00
AMERICAN COMMUNICATIONS INC	7,500.00
AMERICAN WELDING-WILLMAR FIRE	13.00
ANDERSON HOWE & LANGLIE INC	4,300.00
ARK & SPARK	624.55
BARNA GUZY & STEFFEN LTD	197.91
STEVE BRANDNER	249.99
BRANDON COMMUNICATIONS INC	750.00
CHRISTENSEN CONSTRUCTION	5,583.00
CITIZENS ADVOCATE AND VERNDALE	87.45
DEX MEDIA EAST	20.50
EARL STRANDE EXCAVATING	1,195.46
EGGE CONSTRUCTION INC	318.75
FERGUS FALLS NEWSPAPERS INC	527.22
FOTH & VAN DYKE	4,440.65
G & K SERVICES	1,553.38
GODFATHERS EXTERMINATING INC	215.13
GR GRAPHICS INC ST LOUIS	301.16
CHRISTINE GREENE	101.98
H & L MESABI	653.91
HENNING AUTO PARTS INC	255.19
HIGH PLAINS TECHNOLOGY	1,288.87
HOTSY EQUIPMENT OF MN	64.36
THE INDEPENDENT	112.91
INTERNATIONAL ROAD DYNAMICS	360.54
INTERSTATE ALL BATTERY CENTER	18.83
J EGGUM METALS & RECYCLING	17,385.00
LAKE REGION HEALTHCARE CORP	1,682.35
M-R SIGN COMPANY INC.	4,930.10
MATTHEW BENDER & COMPANY INC	204.10
MCCC MI 33	500.00
MICHAEL MCGEE MD	400.00
MID-CENTRAL EQUIPMENT INC	11.18
MINNKOTA	29.00
MN ASSOC OF CO ADMINISTRATORS	210.00
MORTON SALT	27,990.85
MPELRA	75.00
JIM MYHRE	479.00
N F FIELD ABSTRACT CO LLC	1,050.00
NATIONAL ASSOC OF COUNTY ENGIN	450.00
NELSON BROS PRINTING	894.24
NORDLUND SERVICE INC	40.00
NORTHERN SAFETY TECHNOLOGY INC	817.01
OFFICE DEPOT	103.03
OTTER TAIL CO EMPLOYEES COMMIT	39.00
OTTER TAIL CO TREASURER	276,025.00
OTTERTAIL TRUCKING INC	6,415.80
PAMIDA INC 008	4.04
CITY PERHAM	16,385.60
POSTMASTER	72.00
PREMIUM WATERS INC	36.58
PRO AG FARMERS CO OP	2,275.01
PUBLIC SAFETY CENTER INC	128.78
RAMSEY COUNTY	1,200.00
REGION VII TREASURER	175.00
REGIONS HOSPITAL	439.00
SERVICE FOOD SUPER VALU	44.36
SOUTHTOWN C-STORE	69.94
WAYNE STEIN	316.74
STREICHERS	142.98
T & K TIRE SERVICE	191.03
UNIVERSITY OF MN-EXTENSION SER	291.25
WADENA PIONEER JOURNAL	69.60
WEST PAYMENT CENTER	3,343.00
CONNOR WEST	500.00
LORI WINDELS	50.99
<u>**** FINAL TOTAL.....</u>	<u>\$396,207.30 ****</u>