

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Otter Tail County Courthouse  
Commissioners' Room, Floor 1-B  
Tuesday, February 13, 2001  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, February 13, 2001 at 9:32 a.m. at the Otter Tail County Courthouse with Commissioners Roger Froemming, Chair; Dennis Mosher, Vice-Chair; Syd Nelson, Malcolm Lee, and Bob Block present.

**Approval of Agenda**

Motion by Mosher, second by Lee, to approve the Human Services Board agenda of February 13, 2001 as mailed. Motion carried.

**Approval of Minutes**

Motion by Nelson, second by Lee, to approve the Human Services Board minutes of January 23, 2001 as presented. Motion carried.

**Use of County Office Equipment**

Court Services Director, Chuck Kitzman, began discussion regarding appropriate assessment for outside organization's use of County office equipment such as copiers and/or fax machines. Lengthy discussion took place. An overall County policy was suggested. Mr. Kitzman will research the issue further.

**Juvenile Restitution Grant Agreement**

Motion by Mosher, second by Lee, to authorize the Court Services Director to apply for FY 2002-2003 Juvenile Restitution Grant funds in the amount of \$2,000 which includes a County match of \$2,000. Motion carried.

**CY 2000 Court Services' Annual Report  
CY 2001 Court Services' Program Overview**

Mr. Kitzman and Administrative Assistant, Amy Kampa, provided the Otter Tail County Court Services CY 2000 Annual Report and CY 2001 Program Overview. Mr. Kitzman reviewed juvenile and adult offender statistics and comparisons from past years.

**Approval of Immunization Interagency Agreement**

Motion by Lee, second by Block, to authorize the appropriate county officials' signature(s) to execute an agreement between the Southwest Immunization Information System Collaborative and the County of Otter Tail to improve age appropriate immunization levels of children through establishment and operation of a Regional Immunization Registry. Motion carried.

**Dental Update**

Public Health Director, Diane Thorson, testified recently in the Senate and House Human Services' Committees on a proposed bill to allow foreign-trained dentists to become licensed in the State of Minnesota without having to attend four years of dental school in the United States. She also spoke to the committees regarding the need for access to dental services and the funding proposed by the University to correct that problem.

### **Community Health Services Advisory Appointment**

Motion by Lee, second by Block, and unanimously carried to reappoint the following individuals to the Community Health Services (CHS) Advisory Committee effective January 1, 2001, for a two year term:

Kay Kratowill Lake Region Healthcare Corp.	Connie Stigen Fergus Falls Medical Group
Audrey Jackson Fergus Falls	Brad Wurgler Perham Memorial Hospital
Cindy Hermanson Henning Clinic	Paul Baer St. Williams Nursing Home

### **Adult Mental Health Local Advisory Council**

#### **Adult Mental Health LAC Appointment**

LuAnn Hanson, Co-Chair of the Adult Mental Health LAC briefed the Board on activities of the committee. The committee focuses on mental health education and availability of mental health services to the residents of Otter Tail County. Ms. Hanson provided a handout of the past year's committee activities.

Motion by Mosher, second by Lee, to appoint Barb Miller, a Community Liaison Nurse for the Bridgeway Unit at Lake Region Hospital, effective January 1, 2001 for a three-year term. Motion carried.

### **Approval of Addendum for Waivered Services Contracts**

Motion by Nelson, second by Block, and unanimously carried to authorize the Chair's signature to execute an addendum to the Waivered Services Contracts for the Developmentally Disabled for the following providers:

Homework Center, Inc.	Michael LaFreniere
Lakes Homes and Program Development	Lutheran Social Services
Prairie Community Waivered Services	Fergus Falls Regional Treatment Center
Synstelien Foster Homes, Inc.	Wilkin County Group Home

### **Human Services Contract Approvals**

Motion by Lee, second by Mosher, to authorize the Chair's signature to execute a CY 2001 contract between the County of Otter Tail and Lakeland Mental Health Center for adult mental health case management services. Motion carried.

Motion by Nelson, second by Lee, to authorize the Chair's signature to execute a contract between the County of Otter Tail and Lutheran Social Services (LSS) for the Guardianship Program effective January 1, 2001. Motion carried.

Motion by Froemming, second by Block, to authorize the Chair's signature to execute a contract between the County of Otter Tail and Productive Alternatives Inc. for the period of December 1, 2000 through December 31, 2001 for the Willows program. Motion carried.

Motion by Lee, second by Block, to authorize the Chair's signature to execute a CY 2001 contract between the County of Otter Tail and Productive Alternatives Inc. for sheltered workshop support employment. Motion carried.

**Approval of Addendum to the Lake Region Halfway House Contract**

Motion by Lee, second by Mosher, to authorize the Chair's signature to execute an addendum to the Lake Region Halfway House contract to change the rates to \$44.70 per day for the program and \$13 per day for room and board rates effective January 1, 2001. Motion carried.

**Approval of Contract for Outpatient Chemical Dependency Treatment**

Motion by Nelson, second by Lee, to authorize the Chair's signature to execute a contract between the County of Otter Tail and Lakeland Mental Health Center for outpatient chemical dependency treatment for relapse prevention. The relapse prevention program rate is \$23 per hour. Motion carried.

**Organizational Structures of Social Services Agencies  
Legislative Proposals**

Human Services Director, John Dinsmore, provided the organizational structure of counties in Minnesota. Some agencies are organized under the Community Social Services Act (CSSA) and others as Human Services or Welfare Boards. Additionally, Mr. Dinsmore provided Human Services proposed legislation.

**Accounting Technician Position**

Motion by Mosher, second by Lee, to accept the salary grade 11 determination designated by DMG/Maximus and to authorize the Human Services Director to proceed with the hiring process through the Coordinator's office. Motion carried.

**Contract Amendment - Family Services Collaborative**

Mr. Dinsmore requested approval of a contract amendment to the Family Services Collaborative contract. Otter Tail County signed a contract two years ago to be the fiscal agent for the collaborative and because of statutory changes, the county has been asked to approve an amendment to the contract. The amendment states that the time study dollars must be gathered from all partners and submitted to the State within 20 days after the end of the quarter. If the deadline is missed, the collaborative would not be eligible to receive those time study dollars for one year. Lengthy discussion followed with concern expressed regarding the tight deadline and the number of partners involved with the time study funding. By consensus, the issue was tabled for further research.

**Bills & Claims**

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

**Adjournment**

At 11:00 a.m., Chair Froemming declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, February 27, 2001.

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

By: \_\_\_\_\_  
Roger Froemming, Human Services Board Chair

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

### **Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, February 13, 2001 at 11:10 a.m. at the Otter Tail County Courthouse with Roger Froemming, Chair; Dennis Mosher, Vice-Chair; Syd Nelson, Malcolm Lee, and Bob Block present.

### **Approval of Agenda**

Motion by Lee, second by Mosher, to approve the County Board agenda of February 13, 2001, with the following additions:

Tiny Holm at 11:30 a.m. - Resolution Requests for Beaver Control  
Bill Kalar at 11:35 a.m. - Water Plan Committee Membership

Motion carried.

### **Approval of Minutes**

Motion by Nelson, second by Block, to approve the County Board minutes of February 6, 2001, as mailed. Motion carried.

### **Fund Transfer**

Motion by Lee, second by Mosher, to authorize the transfer of \$138,176.27 from Debt Service Fund to General Fund and to authorize receipting any delinquent Jail Debt Service Funds received in the future directly into the General Revenue Fund. This is the balance of the funds remaining in the Jail Debt Service Fund after retirement in full of our debt obligation in December of 2000. Motion carried.

### **Land Surveyor's Certificate of Correction to Plat**

Motion by Lee, second by Block, to approve the attached (Attachment A) Land Surveyor's Certificate of Correction to the Plat of Silver Lake Prairie Lane. Motion carried.

### **Payment Approval**

Motion by Mosher, second by Lee, and unanimously carried to approve payment to Widseth, Smith, and Nolting for the following expenditures:

Newton Township Site	\$123.00
New York Mills Site	\$123.00

Motion by Nelson, second by Block, to approve payment to the Association of Minnesota Counties, in the amount of \$10,600, for the preparation of the County Cost Allocation Plan based on Fiscal Year 1999 pursuant to contract specifications by DMG Maximus. Motion carried.

### **Approval of Access Agreement**

Motion by Nelson, second by Block, to approve an Access Agreement between the Minnesota Pollution Control Agency and Otter Tail County to authorize access by the MPCA to property owned by Otter Tail County. Motion carried.

### **Certification of Wetland Easements**

Motion by Lee, second by Mosher, and unanimously carried to certify acquisition of lands by the U.S. Fish and Wildlife Service for waterfowl easements as follows:

Donovan N. Olson:  
T. 136 N., R. 44 W., 5<sup>th</sup> P.M.  
Section 17, N $\frac{1}{2}$ SW $\frac{1}{4}$ , SW $\frac{1}{4}$ SW $\frac{1}{4}$ .

Charles T. Connelly:  
T. 136N., R.42W., 5<sup>th</sup> P.m.  
Section 25, E $\frac{1}{2}$ SW $\frac{1}{4}$ .

Mary A. Arntson:  
T. 136N., R. 42W., 5<sup>th</sup> P.M.  
Section 25, W $\frac{1}{2}$ SW $\frac{1}{4}$ .

### **Land Purchase**

Don Kleven of the U.S. Fish and Wildlife Service reported that the Wildlife Service has secured an option to purchase 280 acres of land of which 50 acres are widely scattered crop parcels, not prime agricultural land. The intent of the U.S. Fish & Wildlife Service is to open the land to public hunting. He explained the shared revenue payment process noting that the school, township, and county would not lose tax revenue from this purchase. Motion by Lee, second by Block, and unanimously carried to accept the fee purchase as described by the U.S. Fish & Wildlife Service as follows:

Craig W. Gagnon  
T. 133 N., R. 37 W., 5<sup>th</sup> P.M.  
Section 28, W $\frac{1}{2}$ NW $\frac{1}{4}$ , N $\frac{1}{2}$ SW $\frac{1}{4}$   
Section 29, E $\frac{1}{2}$ NE $\frac{1}{4}$ , NE $\frac{1}{4}$ SE $\frac{1}{4}$ .

### **Road Name Appeal Process**

GIS Coordinators, Brian Armstrong and Sherri Leabo, presented a Road Name Appeal Process. Mr. Armstrong stated that, if approved, a notice would be placed in the newspaper that a process exists - currently, the GIS Department has approximately 25 requests for road name changes. The road name change appeals will be looked at by a committee with specific criteria. If the road name change is denied by the Road Naming Committee, an appeal to the County Board must be made within 30 days. Motion by Block, second by Lee, to approve the Road Name Appeal Process as presented. Motion carried.

### **Geographical Information Systems (GIS) Rates**

Motion by Lee, second by Block, and unanimously carried to approve the following GIS rates for services performed by the department:

Data Verification Personal	\$20.00 per hour Portal to Portal
GIS Technician	\$30.00 per hour Portal to Portal
Mapping/Database/Design Personal	\$40.00 per hour
GPS Equipment and Personal	\$50.00 per hour Portal to Portal

### **GIS Technician Position**

Motion by Lee, second by Mosher, to authorize the GIS Coordinator's to submit the GIS Technician position job description to DMG/Maximus for determination of salary grade compensation. Motion carried.

### **Agreement with City of Perham**

Sherri Leabo requested approval to enter into an agreement with the cities in Otter Tail County for on-going maintenance of current data within the city limits. Pro-West previously contracted with the cities to create this data. Motion by Block, second by Lee, to authorize the GIS Department to

enter into an agreement with the cities to allow for coordination to keep data current in the city limits as they continue to grow and change. Motion carried.

**Resolution for Beaver Damage Control Program  
Otter Tail County Resolution No. 2001 - 08**

Commissioner Nelson offered the following and moved its adoption:

WHEREAS, The State of Minnesota Department of Agriculture has designated funding to be used in allocation for beaver damage control to the Joint Power Board in a fifteen County and Red Lake Nation area, and

WHEREAS, Otter Tail County's share of these funds are to be used in those townships who elect to participate in the program, and

WHEREAS, the State of Minnesota Department of Agriculture requires a matching share for each County that participates;

NOW, THEREFORE, BE IT RESOLVED that Otter Tail County, participating in the Beaver Damage Control Program, will authorize the matching fund requirement for the State of Minnesota Department of Agriculture.

AYES: 5  
NAYS: 0

Commissioner Block seconded the motion, and upon being put to vote, was unanimously carried.

Adopted this 13<sup>th</sup> day of February, 2001.

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

By: \_\_\_\_\_  
Roger Froemming, County Board Chair

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

**Resolution for Beaver Damage Control Program  
Otter Tail County Resolution No. 2001 - 09**

Commissioner Nelson offered the following and moved its adoption:

WHEREAS, some beaver construct dams that hold back water resulting in local economic losses and are called problem beaver; and

WHEREAS, the problem beaver in the State of Minnesota continue to inflict significant economic losses; and

WHEREAS, the Northwest Minnesota Joint Powers Board (NWMNJPB) for Beaver Damage Control distributes State monies to sixteen (16) counties and one (1) Indian Nation and has insufficient funds to effectively control the problem beaver in its counties; and

WHEREAS, the current total funding appropriated by the State for this type of Joint Powers Boards is insufficient to control the economic losses caused by problem beaver statewide.

NOW, THEREFORE, BE IT RESOLVED, the Northwest MN Joint Powers Board for Beaver Damage control requests the Minnesota legislature appropriate funding in the amount of \$250,000 annually for statewide funding of this program.

AYES: 5

NAYS: 0

Commissioner Block seconded the motion, and upon being put to vote, was unanimously carried.

Adopted this 13<sup>th</sup> day of February, 2001.

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

By: \_\_\_\_\_  
Roger Froemming, County Board Chair

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

**Water Plan Committee Membership Discussion**

Bill Kalar, Land & Resource Director, provided a current membership list of the Water Plan Committee. He noted that appointments from the Bois de Sioux and Buffalo Red Watershed Districts, Minnesota Pollution Control Agency, and President of the Central MN Irrigator's Association were suggested. The Otter Tail County Water Plan will need to be up upgraded by June of 2002. Lengthy discussion took place regarding this committee. Mr. Kalar will draft a letter to current members to inquire about their continued interest in serving on this committee. Those responses and other information will be brought back to the Board for consideration.

**Department of Natural Resources**

Motion by Lee, second by Froemming, to authorize Commissioners Mosher and Block to attend a DNR meeting regarding shoreland, watershed, and lakeshed issues on February 22<sup>nd</sup> from 10 a.m. to 2 p.m. Motion carried with Block and Mosher abstaining.

**Adjournment**

At 12:15 p.m., a motion was offered by Lee and seconded by Nelson, to declare the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, February 20, 2001. Motion carried.

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

By: \_\_\_\_\_  
Roger Froemming, County Board Chair

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

