

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS**

**Otter Tail County Courthouse  
Commissioners' Room, Floor 1-B**

**Tuesday, April 24, 2001  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, April 24, 2001 at 9:30 a.m. at the Otter Tail County Courthouse with Commissioners Roger Froemming, Chair; Malcolm Lee, and Bob Block present. Vice-Chair Dennis Mosher and Commissioner Syd Nelson were present at 9:40 a.m.

**Approval of Agenda**

Motion by Lee, second by Block, and unanimously carried to approve the Human Services Board agenda of April 24, 2001 as mailed.

**Approval of Minutes**

Motion by Lee, second by Block, and unanimously carried to approve the Human Services Board minutes of April 10, 2001 as mailed.

**Strategic Planning**

**Shared Services - New York Mills Building**

Court Services Director, Chuck Kitzman, reported that he will host a Strategic/Long Term Planning meeting with the Department of Corrections and other counties around the state that operate under M.S. §260. The meeting is scheduled for June 14, 2001, to be held in the Otter Tail Power Community Rooms.

Mr. Kitzman reported that Otter Tail County Court Services and the DOC have shared building space and secretarial services since 1996. This shared arrangement has worked well through the years; however, the county has added an agent in New York Mills creating limited space as well as an overload of work for one full time secretary. Mr. Kitzman requested authorization to offer the State of Minnesota DOC a six-month contract from July 1, 2001 through December 31, 2001 to allow the DOC agent time to find another location for his office. Additionally, he stated that he would add the additional 50% secretarial cost previously paid by the DOC to his CY2002 budget. Motion by Lee, second by Mosher, and unanimously carried to authorize the Court Services Director to offer the State of MN DOC a six month contract beginning July 1, 2001, for shared office space and secretarial services as presented by the Court Services Director.

**Nutrition Program  
Staffing Requests**

Public Health Director, Diane Thorson, updated commissioners regarding the new Nutrition Program. The program is proceeding with the application process for eligibility.

Ms. Thorson briefed the Board regarding a public health nuisance issue in the City of Vining. She will speak with the owner regarding removal of the collapsed building.

Ms. Thorson met with the Personnel Committee regarding several positions in her department. She has budgeted for a full time secretary and has now completed a job description to be

submitted to DMG. A temporary, full time secretary has been performing the duties for the past six months, and she requested authorization to fill the position on a full time, permanent basis. The Universal Home Visiting program being funded through the Family Services Collaborative is scheduled to begin July 1, 2001. Ms. Thorson requested approval for two new Public Health Nurse positions to work with the Universal Home Visiting program. Motion by Block, second by Lee, and unanimously carried to approve three positions in the Public Health Department (1 FT secretary and 2 PHN) as described. The funding for the two Public Health Nurse positions will be from the Family Services Collaborative funds. The Universal Home Visiting program is funded for five years; therefore, the motion authorizes the positions contingent upon continued Family Service Collaborative funding.

#### **Committee Appointment**

Motion by Nelson, second by Block, and unanimously carried to appoint Wilson Saenger on the Otter Tail-Wadena Community Action Council effective immediately. Commissioner Nelson stated that Otter Tail County's current representation on the Council includes George Walter, Wilson Saenger, and himself.

#### **Foster Care Appreciation**

Social Worker, Kay Brown, discussed National Foster Care Awareness and reported that Otter Tail County's annual banquet to honor and thank foster parents is scheduled for May 7, 2001, at The Pier.

#### **Foster Care Month - May, 2001 Otter Tail County Resolution 2001 - 19**

Commissioner Nelson offered the following and moved its adoption:

**WHEREAS**, the family, serving as the primary source of love, identity, self-esteem and support, is the very foundation of our communities, our state, and our county.

**WHEREAS**, in Otter Tail County there are over 58 children and youth in foster care being provided with a safe, secure, and stable home along with the compassion and nurture of a foster family, and

**WHEREAS**, over 56 foster families, who open their homes and hearts to children whose families are in crisis, play a vital role helping children and families heal and reconnect and launching children into successful adulthood, and

**WHEREAS**, foster homes are licensed for fewer children today that they were prior to 1985, resulting in a greater need for more foster families, and

**WHEREAS**, there are over 65 adults in family foster care homes, and

**WHEREAS**, there are 45 family foster homes for adults, who open their homes to provide a family environment to individuals with developmental disabilities, mental illness, or who are elderly, and

**WHEREAS**, there are numerous individuals, public and private organizations who work to increase public awareness of the needs of children and adults in foster care as well as the enduring and valuable contribution of foster care provides.

**NOW, THEREFORE**, we, The Otter Tail County Human Services Board, by virtue of the authority vested in us as County Commissioners of Otter Tail County, do hereby proclaim May as **FOSTER**

**CARE MONTH** in Otter Tail County and urge all citizens to volunteer their talents and energies on behalf of children/adults in foster care, foster parents, and the professional staff working with them during this month and throughout the year.

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

Adopted this 24<sup>th</sup> day of April, 2001.

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

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

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

**Emergency Foster Care & Respite Care Rate**

Kay Brown reported that Otter Tail County currently pays the rate of \$29.52 per day for emergency foster care and respite care placements in county foster homes; however, this rate has not been changed for approximately ten years. Ms. Brown presented a proposal to increase the rate to \$33.12 per day. Motion by Lee, second by Block, and unanimously carried to increase the emergency foster care and respite care rate from \$29.52 per day to \$33.12 per day effective May 1, 2001. Commissioners also requested that the rate be looked at for cost of living increases on a more regular basis.

**May is Mental Health Month Proclamation  
 Otter Tail County Resolution 2001 - 20**

Commissioner Nelson offered the following and moved its adoption:

**WHEREAS**, the U.S. Surgeon General states that mental health is fundamental to health and indispensable to personal well-being, family and interpersonal relationships, and contributes to community and society; and

**WHEREAS**, the U.S. Surgeon General confirms that mental illness affects one in five Americans every year, regardless of age, gender, race, ethnicity, religion or economic status; and

**WHEREAS**, the U.S. Surgeon General has found that a range of treatment exists for most mental disorders and the efficacy of mental health treatments are well documented; and

**WHEREAS**, Otter Tail County has made a commitment to community-based systems of mental health care for all residents; and

**WHEREAS**, the guiding principles of community mental health care have always been comprehensiveness, cost-efficiency, effective management and high-quality and consumer-responsive services, and these principles are now being adopted by private and public healthcare payers; and

**WHEREAS**, the National Mental Health Association, the National Council for Community Behavioral Health care and their national partners observe Mental Health Month every May to raise awareness and understanding of mental health and illness;

**THEREFORE**, we, The Otter Tail County Human Services Board, by virtue of the authority vested in us as County Commissioners of Otter Tail County, do hereby proclaim May 2001 **MENTAL HEALTH MONTH** in Otter Tail County. As County Commissioners of Otter Tail County we call upon all citizens, government agencies, public and private institutions, businesses and schools to recommit our community to increasing awareness and understanding of mental illness and the need for appropriate and accessible services for all people with mental illness.

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

Adopted this 24<sup>th</sup> day of April, 2001.

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

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

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

#### **Contract Approval - Willmar Regional Treatment Center**

Motion by Lee, second by Block, and unanimously carried to authorize the Chair's signature to execute a Host County contract between the County of Otter Tail Human Services Department and the Willmar Regional Treatment Center to provide Mental Health and CD training. The training is provided at a cost of \$775 with Otter Tail County providing the training site and Willmar RTC providing the speakers. The contract is for on-going training for the period of May 4, 2001 through June 30, 2001.

#### **Human Services 2001 Quarterly Report**

Human Services Director, John Dinsmore, presented the Agency 2001 First Quarter Report and reviewed programs and statistics.

#### **Shared Secretarial Services - New York Mills**

Mr. Kitzman requested clarification from the County Board regarding the full time secretarial position in New York Mills. Discussion followed. Motion by Nelson, second by Block, and unanimously carried to clarify that the NYM Court Services position will remain a full time Otter Tail County position and the Court Services CY2001 budget will be adjusted accordingly for the 50% FTE salary that was funded by the MNDOC.

#### **Bills & Claims**

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

#### **Adjournment**

At 10:45 a.m., upon a motion by Froemming and seconded by Block, the meeting of the Otter Tail County Human Services Board was adjourned until 9:30 a.m. on Tuesday, May 8, 2001. Motion carried.

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, April 24, 2001, at 10:53 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 Nelson, to approve the County Board agenda of April 24, 2001 with the following additions:

Position Reclassification  
County Wellness Program Update  
Census Statistics Report  
Discussion - Challenge Grant

Motion carried.

### **Approval of Minutes**

Motion by Mosher, second by Block, and unanimously carried to approve the County Board minutes of April 17, 2001, as mailed.

### **Agriculture Update**

Extension Educators, Vince Crary and Doug Holen, informed the Board of a Forest Tent Caterpillar Informational meeting scheduled May 1, 2001, from 1-4:00 p.m. in Park Rapids, MN. They are working with farmers relative to alfalfa quality to show a proven method to evaluate relative feed value. Several sites are lined up for this project. The Dairy Farmers of American plant closing has created many rumors about the milk delivery system in Otter Tail County. Discussion also took place regarding foot and mouth disease, mad cow disease, biosecurity, and GMO's.

### **Planning Commission Recommendations**

#### Conditional Use Permit - Otter Tail County Highway Department:

Motion by Lee, second by Nelson, and unanimously carried to approve a Conditional Use Permit to replace a bridge over the Leaf River as presented. The property is described as Bridge No. L0908 on CSAH No. 52 over the Leaf River on the South line of the SW1/4 of Section 9 (project also in Section 16) of Deer Creek Township; Leaf River (56-LR).

#### Conditional Use Permit - Robert & Kathryn Trill:

Motion by Lee, second by Block, and unanimously carried to approve a Conditional Use Permit to operate a home business as presented. The property is described as Part GL 3, Section 10 of Dunn Township; Pelican Lake (56-786).

#### Preliminary Plat - Black Dog Addition to Provan Beach/Steven D. Lenthe:

Motion by Lee, second by Mosher, and unanimously carried to approve the Preliminary Plat of "Black Dog Addition to Provan Beach" consisting of 13 non-residential lots with conditions as

recommended by the Planning Commission. The property is described as Part of Gov. Lot 1 and Gov. Lot 2, Section 9 of Dunn Township; Pelican Lake (56-786).

Conditional Use Permit - Tom Sullivan:

Motion by Mosher, second by Lee, and unanimously carried to approve an after-the-fact Conditional Use Permit for wetland restoration with conditions as recommended by the Planning Commission. The property is described as E 332.5' of the SW1/4 of SW1/4 (10 Ac), Section 1 of Everts Township; Blanche Lake (56-240).

Conditional Use Permit - Milt Paulson:

Motion by Froemming, second by Nelson, and unanimously carried to approve a Conditional Use Permit to provide boat access easement across proposed Lot of proposed "Belmont Pointe" plat for the owners of Lots 1-9 with conditions as recommended by the Planning Commission. The property is described as GL 8 & 9, Section 31 of Nidaros Township; Belmont Lake (56-237).

Conditional Use Permit - Walter Schmidt:

Land & Resource Director, Bill Kalar, explained that Mr. Schmidt's request is to build a one-man automotive/boat/small engine repair shop across from the Riverfront Lounge on County Road No. 1. There were several surrounding property owners present. Chair Froemming opened discussion to the floor. Vonnelle Swenson, Otter Tail River property owner, expressed opposition to the CUP request because of the current problems experienced with Mr. Schmidt's tubing business i.e. minor consuming of alcohol, parking issues, and trespassing issues. She was concerned with the large number of tubers and how that affects property owners' ability to use the river. Mr. Schmidt expressed a desire to get out of the tubing business in 2 years if his other business was approved. On behalf of the landlord of the Riverfront Lounge, Michelle Peterson, stated that there is a rental dispute at this time relative to the Riverfront business and the landlord would like her name off of the Conditional Use Permit for the tubing business. She stated that the 30' X 60' repair shop requested by Mr. Schmidt would create a vision problem, could create environmental issues, and the area is not zoned commercially.

Motion by Lee, second by Mosher, to refer this Conditional Use Permit request back to the Planning Commission because the request has changed. This motion would require the applicant to waive his right to have a decision made within 60 days.

Dale Hintzler spoke in support of Mr. Schmidt's tubing business and stated that they have worked hard to do it right. Beverly Drager, Otter Tail River property owner, stated that her residence is near the proposed site and expressed opposition because of the large number of tubers and environmental issues with an engine repair shop. Ron Drager spoke in opposition. Bea Richardson, owner of the Riverfront Lounge property, stated that at first the business was regulated but now it is not. Larry Johnson has sold tubes (maximum of 50 per day) from 1991 through 1996. He stated that there were no complaints. Now, Mr. Schmidt has too many tubes going down the river and it is upsetting the surrounding property owners.

Chair Froemming closed comments from the floor. Commissioners discussed the issue further; specifically, the issue that the CUP request has changed from the original request. Commissioner Lee and Mosher withdrew the motion and second respectively. Motion by Froemming, second by Nelson, to deny a Conditional Use Permit to establish a one-man automotive/small engine repair shop and relocate tube rental business as recommended by the Planning Commission. The property is described as S 181.5' of Lot 7 ex W 413' (1Ac), Beg 413' E & 231.5' NLY from SW cor

GL 7, SLY 50', ELY 155' to waters edge, NLY 50' WLY to beg (.18 Ac), Section 36 of Maine Township and Lot 2 N of Hwy ex W413' (.34 Ac), Section 1 of Sverdrup Township; Otter Tail River (56-OTR). Chair Froemming called for a roll call vote:

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

Conditional Use Permit - Sandra Brownstein:

Motion by Lee, second by Mosher, and unanimously carried to approve a Conditional Use Permit to build a driveway to proposed building sites with conditions as recommended by the Planning Commission. The property is described as Pt GL 4, Section 9 of Candor Township; Leek (Trowbridge) Lake (56-532).

Conditional Use Permit - Sally A. Cavalier:

Motion by Lee, second by Mosher, and unanimously carried to deny a Conditional Use Permit to prepare for a future walk-out type basement home as recommended by the Planning Commission. The property is described as Lot 3, Blk 1, Haven Hills First Addition, Section 2 of Dora Township; Loon Lake (56-523).

Conditional Use Permit - Scenic Point Resort/Terry Colton & Brenda Burton:

Mr. Kalar stated that this request is to split an existing cluster development into two cluster developments. Motion by Block, second by Lee, to deny a Conditional Use Permit to split Scenic Point Resort as recommended by the Planning Commission. The property is described as Part Gov Lot 2, Section 13 of Clitherall Township; Clitherall Lake (56-238). Mr. Kalar further discussed the formula used to determine maximum density numbers. Based on Otter Tail County's SMO, the county has been applying the computations correctly.

**Recess**

**Reconvene in Closed Session**

At 12:12 p.m., Chair Froemming declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. At 1:33 p.m., Chair Froemming declared the meeting of the Otter Tail County Board of Commissioners closed to the public for the purpose of evaluating the performance of Assessor, Bob Moe, and, immediately after, the performance of County Coordinator, Larry Krohn, pursuant to M.S. §471.705 Subd. 1d(d). All five seated commissioners were present. A summary of performance conclusions will be provided at the next regular County Board meeting for both evaluations. At 2:15 p.m., upon conclusion of the performance evaluations, Chair Froemming opened the meeting to the public for the remainder of the agenda items.

**Reclassification/Promotion Policy**

Human Resource Coordinator, Karen Lundin, presented the following proposed Reclassification/Promotion Policy:

Reclassifications:

When a position is reclassified, the individual will move from the current step he/she occupies to the same step of the higher grade effective the date the material is forwarded to the consultant. In

cases of a demotion to a lower salary, the employee's compensation would be frozen at the current level until cost of living increases allow the salary grade to reach the employee's compensation rate. This, too, would become effective on the date the materials were forwarded to the consultant.

Promotions:

An individual's current salary would be adjusted by 4% for a non-supervisory and 6% for supervisory promotions. New rate would then be matched to the next highest step on the new range to which the employee is being promoted. In no case will the increase exceed maximum of the new salary grade to which the individual is being promoted.

The proposed effective date for implementation of both policies is January 1, 2001.

Discussion followed regarding the policy. Motion by Lee, second by Mosher, and unanimously carried to approve the Reclassification/Promotion policy as presented.

**Position Reclassification**

Motion by Lee, second by Block, and unanimously carried to reclassify the Jail/Juvenile Facility Administrator position in the Sheriff's Department from Grade 21 to Grade 24 effective December 1, 2000 as recommended by DMG/Maximus.

**Approval to Pay Bills**

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

**Approval of Liquor Licenses**

Motion by Nelson, second by Lee, to approve the following applications for license.

Cyril A. and Carol J. Flem  
Rolling Hills Golf Course  
45470 Co. Hwy 9  
Pelican Rapids, MN

On/Off-Sale 3.2 Malt Liquor License\*

Maxine Woody  
Woody's Blue Horizon  
Hwy #78 South  
Perham, MN

On/Off-Sale 3.2 Malt Liquor License\*

\*Subject to the review and approval of the Otter Tail County Attorney's office and the Otter Tail County Sheriff's Department.

Zorbaz of Pelican Lake, Inc.  
Thomas W. Hanson  
RR 4, Box 269A  
Pelican Rapids, MN

Seasonal Liquor and Seasonal Sunday Liquor License\*\*

\*\*Subject to the approval of the County Attorney's office, the County Sheriff's office and the Township.

**Contract Approval - S.A.P. 56-643-05 & Etc.**

Assistant County Highway Engineer, Chuck Grotte, requested approval of a contract with Mark Sand & Gravel Acquisition Company for completion of CSAH No. 43, 51, and 55 overlay projects. Motion by Block, second by Lee, and unanimously carried to authorize the Chair's signature to

execute a contract between the County of Otter Tail and Mark Sand & Gravel Acquisition Company for completion of CSAH No. 43, 51, and 55, Townships of Buse, Fergus Falls, & Lida overlay project contingent upon the approval of the County Attorney.

**Approval to Purchase Survey Equipment**

Motion by Froemming, second by Mosher, and unanimously carried to approve purchase of survey equipment, in the amount of \$39,611.61, to be paid from the Highway Capital Improvement Fund.

**Ditch No. 25**

Ditch Inspector, Tiny Holm, reported that a culvert in the Ditch No. 25 system was blown out. The farmer is requesting assistance putting dirt and rock back around the culvert. This Ditch System has some funds and Mr. Holm estimated cost to be under \$500 for the assistance. Mr. Holm stated that the problem occurred because the culvert had been partly plugged and had too much water. Discussion followed. County Attorney, David Hauser, requested time to research whether or not the Ditch Authority is allowed by law to assist in this type of situation. Motion by Mosher, second by Nelson, and unanimously carried to table this ditch issue until further information is obtained.

**Jail/Juvenile Facility Administrator & Chief Deputy**

County Coordinator, Larry Krohn, explained that effective January 1, 2001, the Sheriff's Department union received a 3% COLA. The Chief Deputy and Jail Administrator positions are covered by separate agreements with the union; which specify that they should receive the same benefits as union members. Motion by Lee, second by Mosher, and unanimously carried to authorize a 3% COLA for the Jail Administrator and Chief Deputy effective January 1, 2001.

**Tax Appeal Settlement**

Motion by Nelson, second by Lee, and unanimously carried to authorize the Chair's signature to execute a Stipulation for Order of Judgment and Settlement in regards to tax payable year 2000 for the Daniel and Debra Ament tax settlement as presented by the County Attorney.

**Performance Evaluation Summary**

Motion by Lee, second by Nelson, and unanimously carried to approve the positive performance evaluation summary of GIS Coordinator, Brian Armstrong, and to place the summary in his personnel file.

**Adjournment**

At 3:05 p.m., Chair Froemming called for a motion to adjourn. Motion by Mosher, second by Nelson, to adjourn the meeting of the Otter Tail County Board of Commissioners until Tuesday, May 1, 2001. Motion carried.

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

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

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

