

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS**  
Courtroom, New York Mills Government Offices  
118 No. Main Avenue, New York Mills  
Tuesday, August 13, 2002  
9:30 a.m.

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, August 13, 2002, at 9:30 a.m. at the New York Mills Government Offices with Commissioners 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 Human Services agenda of August 13, 2002, with the following change:  
Chuck Kitzman - canceled

**Approval of Minutes**

Motion by Block, second by Nelson, and unanimously carried to approve the Human Services Board minutes of July 30, 2002, as mailed.

**Human Services Contract Renewals**

Motion by Mosher, second by Nelson, and unanimously carried to authorize the Chair's signature to execute an Interagency Purchase of Service Agreement between Otter Tail County Human Services, Perham School District #549, and Lakeland Mental Health Center, Inc. for the period of July 1, 2002 to June 30, 2003. The agreement provides the Children's Day Treatment Program for the Perham School District for children ages 10 to 16.

Motion by Froemming, second by Nelson, and unanimously carried to authorize the Chair's signature to execute the following Purchase of Service Agreements for Assisted Living Services:

The Thomas House – June 1, 2002 through December 31, 2002

Pelican Valley Health Center/Riverfront Manor – June 1, 2002 through December 31, 2002

Motion by Mosher, second by Block, and unanimously carried to authorize the Chair's signature to execute the following Purchase of Service Agreements to provide home care and homemaking services:

Lake Region Health Care Corporation – July 1, 2001 through June 30, 2002

Lake Region Health Care Corporation – July 1, 2002 through June 30, 2003

**Safety Net Redesign Workgroup**

Human Services Director, John Dinsmore, reported on a recent meeting with the Safety Net Redesign Workgroup. The group is developing a workplan with the Department of Human Services and nine regional counties to provide the services needed for a 50-bed facility. He stated that this is the service delivery portion of the plan, which should match up with the State/City discussion regarding a new facility.

**Quarterly Fiscal Report  
Merit System**

Mr. Dinsmore presented a quarterly update for the first seven months of year 2002 and briefed the Board on revenue and expenses to-date for the programs managed by the Human Services Department.

Mr. Dinsmore provided a handout regarding the State Merit System.

**Medica Contract**

Motion by Block, second by Mosher, and unanimously carried to authorize the appropriate county officials' signatures to execute a contract between the County of Otter Tail and Medica Health Systems for the period of 2002 through 2004 subject to the approval of the County Attorney.

**Immunization Registry Update**

Public Health Director, Diane Thorson, reported that Otter Tail County has joined with 26 other counties as part of the Southwest Minnesota Registry where immunizations given are on an internet-based system. The goal is to include all clinics on the system so immunization records can be accessed.

**Otter Tail Family Services Collaborative**

Ms. Thorson updated the Board regarding Family Services Collaborative programs/activities including; training for evaluation of programs, the Truancy Prevention Project, and a renewed contract with Success Services.

**Approval of Bills and Claims**

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

**Adjournment**

At 10:19 a.m., Chairman Lee declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, August 27, 2002.

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

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

**Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, August 13, 2002, at 11:00 a.m. at the New York Mills Government Offices with Dennis Mosher, Chair; Malcolm Lee, Vice-Chair; Syd Nelson, Roger Froemming, and Bob Block present.

**Approval of Agenda**

Motion by Froemming, second by Lee, and unanimously carried to approve the County Board agenda of August 13, 2002 with the following addition:

Request for Approval of License Application – Battle View Landing

### **Approval of Minutes**

Motion by Nelson, second by Lee, and unanimously carried to approve the County Board minutes of August 6, 2002, as mailed.

### **Approval to Pay Bills**

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

### **Report on New York Mills Building Space Study**

Physical Plant Manager, Rick Sytsma, reported that a written report will be completed soon by Shultz Torgerson Architects regarding space needs at the New York Mills building. He recommended moving the Assessor's office to a currently underutilized area and move a conference area closer to law enforcement. The approximate cost for these changes (Phase I of the remodeling plan) is \$25,000. Phase 2 would include using space in the lower level for additional Human Services employees. Lengthy discussion continued regarding the current vendors in the building and determining an appropriate rental fee. Motion by Lee, second by Nelson, and unanimously carried to approve Phase I of the remodeling plan in the New York Mills building as described by the Physical Plant Manager and to continue developing the remodeling process.

### **Shoreland Management Ordinance Discussion**

Lakeshore Property Owner, Joe Honrud, referred to a letter dated March 18, 2002 that he had sent to the County Board. He questioned what had been done in regard to the suggestions for change in his letter. County Attorney, David Hauser, stated that the County Board did receive the letter with some requests for change in the Shoreland Management Ordinance; however, the Board did not elect to include those recommendations in the Ordinance. Mr. Honrud suggested that a member of the Land & Resource Committee oversee complaints that are received by the Land & Resource office, requested that a permit for a structure that measures less than 8' x 10' not be required in the SMO, requested that permits be allowed for more than 6 months (with 6 month extension) to accommodate homeowners that do a lot of their own work, and form a Citizen Advisory Group to work with the Planning Commission. Mr. Honrud invited commissioners to view his property on Shallow Lake. Chair Mosher stated that he had reviewed the letter and requested another agenda time with Mr. Honrud when the Land & Resource Director could also be present.

### **Recess & Reconvene**

At 12:10 p.m, Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:00 p.m.

### **Conditional Use Permit for C. John Barry**

Attorney, Kurt Deter, John Anderson of EnviroData, and Jim Jensen of Jensen Home Builders, presented information and handouts regarding the chronology of events with respect to the CUP request of John Barry for Lot 23, Provan Beach property. Mr. Deter explained that the applicants never intended to circumvent the rules; however, during the process, a mistake was made because of a misunderstanding of the Wetland Conservation Act and the Conditional Use Permit process. The Planning Commission recommended denial of this CUP because the wetland area was filled in before they had an opportunity to view the area and the County Board, subsequently, followed the recommendation for denial. Mr. Deeter requested that the County Board look at the area, the Scheffler property where wetland mitigation provides a 15 to 1 replacement, and reconsider the decision based on what is best for Pelican Lake. Motion by Lee, second by Block,

and unanimously carried to refer this issue to the Land & Resource Committee to research further, then return back to the County Board for consideration, and to put the current process in abeyance until the research is complete.

### **City of Pelican Rapids Resolution**

Solid Waste Director, Mike Hanan, presented, for the record, a copy of the City of Pelican Rapids resolution regarding a proposed transfer station on City property.

### **Perham Resource Recovery Facility**

Motion by Nelson, second by Froemming, and unanimously carried to approve an increased tipping fee from \$49 per ton to \$52 per ton at the Perham Resource Recovery Facility effective January 1, 2003.

### **Closed Landfill Program**

Mr. Hanan reported that he received documentation from the Minnesota Pollution Control Agency (MPCA) accepting the agreement to include the Northeast Landfill in the State Closed Landfill Program. As part of that agreement, Otter Tail County must transfer \$590,996 to the Minnesota Department of Revenue. Motion by Lee, second by Block, and unanimously carried to transfer \$590,996 from the Financial Assurance Fund in the Solid Waste Enterprise Fund to the Minnesota Commissioner of Revenue for the Closed Landfill Program.

### **Bid Award – Central Lakes Trail Overlay Project**

After previously advertising for bids, Highway Engineer, Rick West, opened the following bids at 1:00 p.m., August 7, 2002, for S.P. 56-090-04/S.P. 26-090-02:

Central Specialties, Inc. Alexandria, MN	\$646,142.30
Riley Bros. Construction, Inc. Morris, MN	\$665,255.20
Mark Sand & Gravel Acquisition Co. Fergus Falls, MN	\$672,484.50
Tri-City Paving, Inc. Little Falls, MN	\$732,327.00
Sherbrooke Asphalt, Inc. Detroit Lakes, MN	\$835,275.00

Motion by Froemming, second by Block, and unanimously carried to award the Central Lakes Trail Overlay Project to the low bidder, Central Specialties, Inc. of Alexandria, MN, in the amount of \$646,142.30.

### **Bid Award – CSAH No. 67**

After previously advertising for bids, Highway Engineer, Rick West, opened the following bids at 1:00 p.m., August 7, 2002, for S.P. 56-667-28 & Etc.:

Central Specialties, Inc. Alexandria, MN	\$936,426.86
Mark Sand & Gravel Acquisition Co. Fergus Falls, MN	\$951,012.97

