

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Courthouse
Commissioners' Room, Floor 1-B
Tuesday, October 8, 2002
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, October 8, 2002, at 9:30 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 Nelson, and unanimously carried to approve the Human Services agenda of October 8, 2002, as mailed.

Approval of Minutes

Motion by Froemming, second by Nelson, and unanimously carried to approve the Human Services Board minutes of September 24, 2002, as mailed.

Child & Teen Checkup Contract Approval

Motion by Mosher, second by Froemming, and unanimously carried to authorize the Chair's signature to execute a Contract between the State of Minnesota and the County of Otter Tail Public Health Department for the Child and Teen Checkups Program. The State provides \$119,500 based on \$25 per child eligible for Medical Assistance and MinnesotaCare.

Immunization Data

Ms. Thorson provided immunization data from the Retrospective Kindergarten Surveys. She reported a 33% increase in immunizations at 20 months from 1997 to 2002 in Otter Tail County.

Contract Renewal

Motion by Block, second by Mosher, and unanimously carried to authorize the Chair's signature to execute a Host County Purchase of Service Agreement for Mental Health Services between the County of Otter Tail Human Services Department and Catholic Charities Intensive Treatment Unit. The period of the contract is from January 1, 2003 to December 31, 2003 at a 3% per diem increase from \$296.69 to \$305.59.

Regional Treatment Center Coalition

Commissioner, Bob Block, reported on the work of the RTC Coalition. He presented a handout regarding statutes relating to the delivery of services. Discussion took place regarding consolidation of services and potential need for lobbying.

Contract Renewal

Motion by Mosher, second by Block, and unanimously carried to authorize the Chair's signature to execute a Purchase of Service Agreement between the County of Otter Tail Department of Human Services and MeritCare Hospital (MeritCare HomeCare) for the period of July 1, 2002 through June 30, 2003.

Approval of Bills and Claims

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

Adjournment

At 10:05 a.m., Chairman Lee declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, October 22, 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, October 8, 2002, at 10:30 a.m. at the Otter Tail County Courthouse 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 October 8, 2002, with the following addition:
11:20 a.m. – McDonald Lake Property Owner, Dave Anderson

Approval of Minutes

Motion by Nelson, second by Froemming, and unanimously carried to approve the County Board minutes of October 1, 2002, as presented.

Approval to Pay Bills

Motion by Lee, second by Block, and unanimously carried to approve payment of County Board bills per Attachment A of these minutes which includes the following lodging payment:
Cragun's Assessor, Bob Moe

Reclassifications – Veterans Service Office

County Coordinator, Larry Krohn, presented reclassifications for the Veterans Service Office as recommended by MAXIMUS as follows:

<u>Job Number</u>	<u>Position</u>	<u>Recommended Grade</u>
2601	Veterans Services Director	Grade 21
2602	Veterans Services Officer	Grade 17
2603	Office Manager/ Asst. Veterans Service Officer	Grade 13
2604	Administrative Assistant	Grade 8

Motion by Lee, second by Mosher, and unanimously carried to approve the reclassifications in the Veterans Service Office as described effective July 1, 2002, as recommended by MAXIMUS.

Tractor Quotations

Solid Waste Director, Mike Hanan, presented quotations received for purchase of a tractor/loader for the Henning Transfer Station as follows:

Quote Received	Manufacturer	Model No.	Horsepower Rating	Loader Rating	Meets Specs	Quoted Price
Prairie Implement Parkers Prairie	Massey Ferguson	271XE	59 PTO HP	MF 1060 Joystick 84" Bucket	Yes	\$21,825.00
Prairie Implement Parkers Prairie	Massey Ferguson	471	59 PTO HP	MF 1060 Joystick 84" Bucket	Yes	\$22,293.00
Interstate Inc. Fergus Falls	Massey Ferguson	251XE	45 PTO HP	MF 1040 Joystick 72" Bucket	Yes	\$18,582.00
Interstate Inc. Fergus Falls	Massey Ferguson	271XE	59 PTO HP	MF 1040 2.5" Cyl. Joystick 72" Bucket	Yes	\$19,692.00
Interstate Inc. Fergus Falls	John Deere	5205	48 PTO HP	JD 521 2,094 LB	Yes	\$18,594.93
Interstate Inc. Fergus Falls	John Deere	5320	55 PTO HP	JD 521 2,094 LB	Yes	\$21,248.30
Evergreen Equip. Wadena	John Deere	5320	55 PTO HP	JD 521	Yes	\$31,000.00 Cab(air/heat)
Fergus International Fergus Falls	Case	C50	40 PTO HP	L405	Yes	\$19,996.00
Fergus International Fergus Falls	Case	C60	50 PTO HP	L405	Yes	\$23,160.00

Mr. Hanan recommended the 271XE from Interstate Inc. with a MF 1060 loader and 84 inch bucket at an additional cost of \$900. He stated that this tractor/loader with the larger bucket serves the needs of the Transfer Station the best because of the HP and type of equipment. Motion by Block, second by Lee, and unanimously carried to authorize the Solid Waste Director to purchase a Massey Ferguson (271XE) tractor/loader with a 1060 bucket from Interstate Inc. of Fergus Falls, in the amount of \$20,592 plus tax as recommended.

Approval to Purchase Brush Mower

Mr. Hanan requested approval to purchase a brush mower with the extra funds budgeted in the Capital Improvement Budget for the Tractor/Loader. The Tractor/Loader was budgeted at \$25,000 and purchased for \$20,592 plus tax. Motion by Froemming, second by Lee, and unanimously carried to authorize the Solid Waste Director to purchase a brush mower at an estimated cost of \$1,200.

**Resolution Waiving the Thirty-Day Notification Period
 Pursuant to Minnesota Statutes, Section 469.175, Subd. 2
 Otter Tail County Resolution No. 2002 - 55**

Commissioner Nelson offered the following and moved its adoption:

WHEREAS, the City Council of the City of Perham (the "City") is considering the establishment of Tax Increment Financing District No. 2-21 (the "TIF District"); and

WHEREAS, Minnesota Statutes, Section 469.175, Subd. 2 requires that the County Board be provided notice of the establishment of the TIF District, a copy of the proposed tax increment

financing plan ("TIF Plan") and the estimate of fiscal and economic implications of the proposed establishment of District No. 2-21 at least thirty days before the public hearing required by Minnesota Statutes, Section 469.175, Subd. 3; and

WHEREAS, the County Board of Commissioners for Otter Tail County has received a copy of the proposed TIF Plan, including estimates of the fiscal and economic implications of the TIF District to be established by the City; and

WHEREAS, the City has requested a waiver of the County Board's thirty-day comment period provided by Minnesota Statutes, Section 469.175, Subd. 2; and

WHEREAS, the County Board desires to waive the thirty-day notification requirement in order to expedite the City's establishment of the TIF District; and

WHEREAS, the County Board has reviewed the TIF Plan and the fiscal impacts of the TIF District.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF OTTER TAIL COUNTY AS FOLLOWS:

1. The County Board agrees to waive the 30-day comment period on the TIF Plan by providing a comment on the TIF Plan, as provided in Minnesota Statute, Section 459.175, Subd. 2.
2. The County Board's comment on the TIF Plan is: None

Commissioner Froemming seconded the motion and upon being put to vote, the resolution was adopted.

Adopted at Fergus Falls, Minnesota, this 8th day of October, 2002.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Attest: _____ By: _____
Larry Krohn, Clerk Dennis R. Mosher, County Board Chair

Sale of Property to Adjacent Landowners

Motion by Nelson, second by Froemming, and unanimously carried to appraise the following described property for a private sale to adjacent landowners at \$500 and to set the date of the private sale for Friday, November 15, 2002:

Lots 39 and 40, Block 3, Blowers Second Addition, Parcel 73-000-99-0214-001

Project Update Central Lakes Trails

Highway Engineer, Rick West, briefed the County Board on current construction projects as well as the Central Lakes Trail Project. Motion by Nelson, second by Lee, and unanimously carried to authorize the Chair's signature to execute Supplemental Agreement #1 to the Central Lakes Trail Agreement, in the amount of \$88,000, which extends the trail 2.3 miles to the Douglas County line. Motion by Nelson, second by Lee, and unanimously carried to not restrict studs on snowmobiles

on the Central Lakes Trail that is under Otter Tail County jurisdiction except to reserve the right to make restrictions if damage to the paving surface is evident.

Application for Cleaning County Road Ditch

Motion by Nelson, second by Froemming, and unanimously carried to approve the Application for Cleaning County Road Ditch (Permit No. 2002-01) along CSAH No. 84 in New York Mills in the area from Lund Boats north and west along the south side of CSAH No. 84. The application was filed by the City of New York Mills and the city has deposited a check for \$250 as required.

Request to Change the Five Year Highway Plan

Highway Engineer, Rick West, presented a letter written by the co-chairs of the Committee for the Preservation of County Road 4. The letter expresses concerns about the proposed expansion and reconstruction of County Road 4 and further, formally requests that the County Road 4 expansion proposed under the Five-Year Highway Construction Program be abandoned. Mr. West stated that this proposed road project is approximately 6½ miles. Work completed to-date on this project is land survey work and aerial flight of the project. Mr. West stated that if the people along this road are opposed to the project, the funding could be used for other highway projects in the County. Motion by Lee, second by Block, and unanimously carried to authorize the Highway Engineer to remove the proposed County Road No. 4 project from the Five Year Highway Plan, notify the Committee for the Preservation of County Road 4 regarding the action, and continue with routine maintenance on the road as needed.

Change Order Approved – Government Services Building

Motion by Lee, second by Block, and unanimously carried to approve Change Order No. CO 2B/3A-01 to the Excavation and Concrete Package, in the amount of \$6,353, to level floors inside the Government Services Building during Phase I of the remodeling. Physical Plant Manager, Rick Sytsma, updated the County Board regarding other anticipated change orders relative to the remodeling of the Government Services Building.

Resolution to Request Otter Tail County Housing and Redevelopment Authority Participation in County Administration Otter Tail County Resolution No. 2002 – 56

Commissioner Lee offered the following and moved its adoption:

1. This Board hereby determines to request that the Otter Tail County Housing and Redevelopment Authority issue revenue bonds under Minnesota Statutes, Sections 469.152 to 469.165 (the "Bonds") to finance development of an administration facility for County offices by converting a portion of the Regional Treatment Facility that was deeded to Otter Tail County by the State of Minnesota to serve such purposes, including necessary demolition, renovation, and related site work at the Government Services Building (the "Project"). The principal and interest on the Bonds will be paid from lease payments to be made by the County.
2. The County shall work with Otter Tail County Housing and Redevelopment Authority to prepare proposed documentation, to set a sale date and make application to rating agencies. The terms of the Bonds and related documentation shall be subject to approval by this Board.

Commissioner Nelson seconded the motion and upon being put to vote, the resolution was adopted.

Adopted at Fergus Falls, Minnesota, this 8th day of October, 2002.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Attest: _____ By: _____
Larry Krohn, Clerk Dennis R. Mosher, County Board Chair

Big McDonald Lake Property

Big McDonald Lake (McDonald Shores First Addition) Property Owner, David Anderson, expressed concern regarding the string test method that has been used to establish setback from the lake by one of his neighbors. He explained that the properties in this area have lakes on both sides; therefore, residences must be built within the 200 ft. setback requirement. He stated that one of his neighbors is applying the string test method to establish his setback and because the lakeshore curves, the neighbor is 10-15 ft. off the 100-ft. setback required in the Shoreland Management Ordinance. His neighbor had previously applied for a variance to the setback requirement and had been turned down. A site permit has been granted from the County. Mr. Anderson requested that the County review the rules so people in the future are not allowed to build within the setback area. Land & Resource Director, Bill Kalar, stated that the intent of the string test was for the substandard type situations to allow people to build in-line with their neighbors. Discussion took place regarding the language of the definition of "String Test" and the Administration language regarding "String Test" in the Shoreland Management Ordinance. The Land & Resource Office will send a letter to Mr. Anderson's neighbor to clarify the language in the SMO regarding the "string test".

Commissioner Mosher was absent at 12:08 p.m.

Risk Management Seminar

Motion by Block, second by Froemming, and unanimously carried, that, in Commissioner Mosher's capacity on the Finance & Budget Committees, his attendance at the MCIT Risk Management Seminar October 4, 2002, is approved.

Adjournment

At 12:25 p.m., Vice-Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, October 15, 2002.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Attest: _____ By: _____
Larry Krohn, Clerk Dennis R. Mosher, County Board Chair