

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Otter Tail County Courthouse
Commissioners' Room, Floor 1-B
Tuesday, November 26, 2002
9:30 a.m.**

Call to Order

The Otter Tail County Human Services Board convened Tuesday, November 26, 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 Block, second by Mosher, and unanimously carried to approve the Human Services agenda of November 26, 2002, as mailed.

Approval of Minutes

Motion by Nelson, second by Froemming, and unanimously carried to approve the Human Services Board minutes of November 12, 2002, as mailed.

Emergency Preparedness

Public Health Director, Diane Thorson, provided several handouts regarding pre and post-event smallpox vaccinations. She reported that the Public Health Department would work on the steps required to develop a pre-event and post-event plan. Ms. Thorson reported that a retirement in the Disease Prevention Specialist position is anticipated. Because this position is critical, Ms. Thorson requested permission to advertise to replace this position to allow time for training. Motion by Block, second by Mosher, and unanimously carried to authorize the replacement of the Public Health Nurse Disease Prevention Specialist position on a 40 hour per week basis.

Refugee and Interpretive Services

Ms. Thorson reported that the LSS Refugee and Interpretive Services has an annual budget of approximately \$85,000. The organization requested funding from the County. Ms. Thorson has budgeted \$2,500 from the Child & Teen Checkup Outreach Program and the Human Services budget will provide an additional \$2,500 for this service.

Human Services Contract Approvals

Motion by Mosher, second by Froemming, and unanimously carried to amend the Lutheran Social Services (LSS) In-Home Therapy Contract to transfer \$30,000 into the LSS Family Resource Contract.

Motion by Block, second by Mosher, and unanimously carried to authorize the Chair's signature to execute contracts between the County of Otter Tail and the Fergus Falls Regional Treatment Center for chemical dependency and detox services for CY2003 at the increased rates as presented.

Motion by Nelson, second by Froemming, and unanimously carried to authorize the Chair's signature to execute an agreement between the County of Otter Tail and Pill-Alert for automated medication dispensing.

Motion by Froemming, second by Nelson, and unanimously carried to authorize the Chair's signature to execute an agreement between the County of Otter Tail and Northern Safety & Security for medication monitoring equipment.

Motion by Mosher, second by Block, and unanimously carried to authorize the Chair's signature to execute a Host County Shared Services/Income Agreement between the County of Otter Tail and the State of Minnesota for State Regional Treatment Center employees that have been providing services in the community through the Adult Mental Health Initiative. This contract is for CY2003 with a not to exceed figure of \$12,000.

Motion by Mosher, second by Nelson, and unanimously carried to authorize the Chair's signature to execute a Purchase of Service Agreement between the County of Otter Tail and the Kessel Group Home. The contract is for the period of January 1, 2003 through December 31, 2003 and provides residential services.

Motion by Froemming, second by Nelson, and unanimously carried to authorize the Chair's signature to execute an Addendum to the Purchase of Home Health Care Service Agreement between the County of Otter Tail and CK Home Health Care, Inc. The Addendum eliminates home health aide, skilled nursing, and private duty nursing services and adds respite care services.

Motion by Block, second by Mosher, and unanimously carried to authorize the Chair's signature to execute a Purchase of Service Agreement between the County of Otter Tail and Lutheran Social Services to entitle LSS to provide assisted living services. This contract approval is subject to LSS receiving their medical assistance provider number for Otter Tail County and subject to the approval of the County Attorney.

Approval of Bills and Claims

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

Adjournment

At 10:26 a.m., the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, December 17, 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, November 26, 2002, at 11:00 a.m. at the Otter Tail County Courthouse with Dennis Mosher, Chair; Malcolm Lee, Vice-Chair; Syd Nelson, Roger Froemming, and Bob Block present.

Motion failed

Motion by Nelson, second by Lee, and unanimously carried, to deny a Conditional Use Permit for Galen & Laura Youngsma based on the fact that, in the past, there have been some mistakes and we want to make sure this is right and also, a new application will provide notification to the neighbors. The property is described as Lot 15, Oak Ridge Beach, Section 14 of Amor Township, Otter Tail Lake (56-242).

Conditional Use Permit – Robert & Janet Randall:

Motion by Nelson, second by Lee, and unanimously carried to approve a Conditional Use Permit to dig a basement for a home as presented. The property is described as Long Lake Shores 2nd Addition Lot 2, Blk 1, Section 28 of Hobart Township, Long Lake (56-388).

Conditional Use Permit - Redeye Mobile Home Park/Melvin C. & Edith B. Myers:

Motion by Nelson, second by Froemming, and unanimously carried to approve a Conditional Use Permit to expand mobile home park site to a total of eight units as presented. The property is described as S½ SE¼ (80 Acres), Section 22 of Paddock Township, Redeye River (56-RR).

Conditional Use Permit – Barbara Payton et al:

Motion by Lee, second by Froemming, and unanimously carried to approve a Conditional Use Permit to fill and grade a section of driveway with conditions as recommended by the Planning Commission. The property is described as FrI S½ SW¼ & Lot 11 & Lot 8 ex Tr (109.48 acres), Section 19, Scambler Township, Harrison Lake (56-934).

Conditional Use Permit – Eldon Rund:

Motion by Mosher, second by Lee, and unanimously carried to approve a Conditional Use Permit to install tile and a standpipe with conditions as recommended by the Planning Commission. The property is described as NW¼ SW¼ Ex Hwy & Ex Tr & Lot 4 Ex Pt Platted Ex Tr (62.3 acres), Section 29 of Tumuli Township, Ten Mile Lake (56-613).

Conditional Use Permit – Clitherall Township – (190th Street):

Motion by Mosher, second by Lee, and unanimously carried to approve a Conditional Use Permit to widen 190th St from TH 78 east approximately 2,200' with conditions as recommended by the Planning Commission. The project takes place on 190th Street from T.H. 78 east to 150' East of Country Estate Road, approximately 3,150', Section 15 of Clitherall Township, Clitherall Lake (56-238).

Conditional Use Permit – Clitherall Township (Country Estate Road):

Randall Mann expressed concerns that this project could have an impact on the marsh, which has no outlet, and consequently, there could be water problems with lots on Elm Dale Beach. Discussion followed. Motion by Lee, second by Block, and unanimously carried to refer the Conditional Use Permit request of Clitherall Township (Country Estate Road Project) back to the Planning Commission for reconsideration at their December 11, 2002, meeting.

Conditional Use Permit – Otter Tail County Highway Department:

Motion by Nelson, second by Froemming, and unanimously carried to approve a Conditional Use Permit to replace a deficient bridge as presented. The project is located at the crossing

of Bluffton Township Road No. 70 and Bluff Creek in Section 30, Bluffton Township (Old Bridge No. L2632, S.A.P. 56-599-52) Bluff creek (56-BC).

Building Permit Request

Parkers Prairie City Administrator, Dave Campbell, stated that Ron & Sharon Christianson live within 1,000 ft. of Lake Adley, outside of the city limits. They need a site permit to remodel, which would require them to update their septic system. Mr. Campbell explained that the City of Parkers Prairie is in the process of annexing this area and then, the Christianson's would hook up to the municipal system. Mr. Campbell requested that the upgrade of the septic system not be required because of the proposed annexation of the area. Under the Shoreland Management Ordinance, when building, the septic system must be updated if it does not meet the current septic system regulations. Absent the upgrade, a site permit could not be issued. The County Board suggested they request a variance through the Board of Adjustment.

Discussion Regarding Ditches

Ditch No. 21:

Ditch Inspector, Randy Wasvick, discussed the situation with Ditch No. 21. He requested that the Highway Department do a survey of the area so a profile of elevations can be established. Mr. Wasvick and DNR Hydrologist, Terry Lejcher, would work together to agree on how much silt could be removed during a clean-out of the area.

Ditch No. 63:

Mr. Wasvick presented a request from Ted Hegseth, who rents land from Charles Grunewald, to do a repair in Ditch No. 63 to fix tile that has broken out. Also, requesting to tile an open ditch that is not part of the ditch system. By consensus, commissioners agreed that Mr. Hegseth could proceed with the work as long as there is no cost to the County for the work completed.

Ditch No. 52:

Mr. Wasvick reported that beaver dams have been removed from Ditch No. 52 In St. Olaf Township and the water is flowing.

Ditch No. 11:

Mr. Wasvick reported that a request has been made to clean out a portion of Ditch No. 11 in Tordenskjold Township along CR 119. Six beaver dams were removed this year, some beaver dams are back. There are only 7 benefactors on this ditch system and clean out of the whole system could cost \$10,000. Commissioners requested that the Ditch Inspector and County Attorney meet with the benefactors of the system to explain the situation and also, if there is enough funds in the Ditch No. 11 system, remove the remaining beaver dams.

Ditch No. 49:

Commissioners, by consensus, agreed to allow removal of 4 beaver dams in Ditch No. 49 in Inman Township subject to supervision of the work by the County Ditch Inspector.

Recess & Reconvene

Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break at 12:30 p.m. The meeting was reconvened at 1:30 p.m.

Appraiser Trainee Position Request

Assessor, Bob Moe, requested permission to develop a job description for an Appraiser Trainee position. The County Board requested that Mr. Moe develop the job description and then request an appointment with the Personnel Committee of the County Board.

Government Services Building Remodeling Discussion

Physical Plant Manager, Rick Sytsma, and Architect, David Shultz, briefed the County Board regarding the recommended height of service counters at the Government Services building as it relates to law accommodation requirements. There may be additional cost if counter tops are not installed per current specifications. Commissioners discussed the issue and recommended two options to be selected by the respective department head.

Quit-Claim Deed

Motion by Froemming, second by Nelson, and unanimously carried to authorize the Chair's signature to execute a Quit-Claim Deed to convey the City of Vining Highway garage property from the County of Otter Tail to Eagle Contracting.

Correspondence Regarding the Pelican Group of the Lakes Improvement District

Chair Mosher acknowledged several letters that have been received regarding the PGOLID. Discussion took place. Commissioners requested that the County Attorney respond to the letters received in writing.

Underwood Grain Elevator

Solid Waste Director, Mike Hanan, and Auditor, Wayne Stein, briefed the Board regarding proposed demolition and disposal of the old Underwood Grain Elevator. Motion by Mosher, second by Lee, and unanimously carried to authorize the Auditor to proceed with requests for proposals to remove the old Underwood Grain Elevator. This motion is subject to the City of Underwood paying the landowner for the disposal site and the County of Otter Tail paying the required state tax to bury debris.

Payment Approvals

Motion by Nelson, second by Block, and unanimously carried to approve payment to Lake Region Healthcare, in the amount of \$450, for services provided under the provision of Minnesota Statute 609.35.

Motion by Lee, second by Block, and unanimously carried to approve payment to the Humane Society of Otter Tail County, in the amount of \$100.00, for services provided under the provision of Minnesota Statute 343.

Motion by Lee, second by Froemming, and unanimously carried to approve payment to the City of Fergus Falls, in the amount of \$870, for utility repair services provided for a tax forfeited parcel located at 515 West Maple.

Approval of Post Employment Health Plan for Support Specialist Unit

Motion by Lee, second by Block, and unanimously carried to authorize the Chair's signature to execute a Memorandum of Understanding between Otter Tail County and Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 (Human Services

Support Specialist Unit). This Memo of Understanding authorizes the Post Retirement Health Insurance Plan through the MSRS.

Flexible Spending Health Account Agreement

Motion by Nelson, second by Lee, and unanimously carried to authorize the Chair's signature to execute an agreement between the County of Otter Tail and MII SelectAccount, which authorizes the administration of the FSA and further, to authorize the renewal agreement for CY2003 at the same rates as CY2002.

Long Term Disability Agreement

Motion by Froemming, second by Block, and unanimously carried to authorize the Chair's signature to execute an agreement between the County of Otter Tail and Fortis Benefits Insurance Company, administrator of the County's long term disability plan at no increase from the CY2002 premiums.

Adjournment

At 2:48 p.m., Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, December 3, 2002.

Dated: _____ OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Attest: _____
Larry Krohn, Clerk

By: _____
Dennis R. Mosher, County Board Chair