

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Otter Tail County Courthouse  
Commissioners' Room, Floor 1-B  
Tuesday, May 13, 2003  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, May 13, 2003, at 9:30 a.m. at the Otter Tail County Courthouse with Commissioners Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Roger Froemming, Dennis Mosher, and Bob Block present.

**Approval of Agenda**

Motion by Froemming, second by Mosher, and unanimously carried to approve the Human Services agenda of May 13, 2003, as mailed.

**Approval of Minutes**

Motion by Nelson, second by Froemming, and unanimously carried to approve the Human Services Board minutes of April 22, 2003, as mailed.

**Temporary Hold Facility**

Court Services Director, Chuck Kitzman, reported that the \$11,800 grant received each year for the juvenile temporary hold program ends June 30, 2003. Mr. Kitzman has discussed this issue with the Judges, Chief Deputy, and Jail Administrator. He reported that the temporary hold facility is very important and without the facility, there could be transport issues for the Sheriff's Department. He presented a proposal to keep the program running until the end of CY 2003, at an approximate cost of \$5,000. Discussion continued. Motion by Nelson, second by Froemming, and unanimously carried to approve the request to continue the temporary hold facility through CY2003 as requested.

**Caseload/Workload Grant Agreement**

Motion by Block, second by Mosher, and unanimously carried to authorize the Chair's signature to execute the Community and Juvenile Services Grant Agreement between the State of Minnesota DOC and the County of Otter Tail. The agreement authorizes \$115,493 to Otter Tail County for FY2004 and FY2005 for probation caseload/workload reduction purposes.

**REAM Grant Agreement**

Motion by Block, second by Mosher, and unanimously carried to authorize the Chair's signature to execute Amendment No. 2 to Grant No. 4392 between the State of Minnesota DOC and the County of Otter Tail. The Amendment authorizes Otter Tail County an additional \$3,500 for FY2003 for the Remote Electronic Alcohol Monitoring Program.

**Portable Dental Clinic**

Public Health Director, Diane Thorson, requested authorization to schedule the fall dental clinic with the University of Minnesota next October in the Cavour Avenue building. Discussion followed regarding the proposed move to the GSC building and whether or not the University of Minnesota will be continuing with this program. The Legislature has not approved expenditures for the University of Minnesota at this time. Chairman Lee requested

that Ms. Thorson wait until the legislative decisions have been made and he requested the dollar amount left from the Vedeen Trust.

### **Fathers' Resource Program**

Motion by Mosher, second by Block, and unanimously carried to authorize the Chair's signature to execute the Fathers' Resource Program Contract Renewal between the County of Otter Tail and the Fathers' Resource Center effective from March 1, 2003 through February 29, 2004.

### **Human Services Interim Management Plan**

Human Services Director, John Dinsmore, presented the Adult Services Unit Interim Management Plan. One management position will not be replaced; rather a contract will be drafted to provide approximately 20 hours per month of assistance on a contracted basis.

### **Human Services Agency Vehicle Use Policy Third Party Reimbursement**

Mr. Dinsmore informed the Board that the Human Services Department will implement a modified Agency Vehicle Use Policy that includes a dual mileage reimbursement rate for an 18-month trial period.

Mr. Dinsmore reported that he has talked with other counties and offered, for a fee, to provide third party reimbursement services to recover insurance dollars for detoxification and CD dependency services.

### **Bills & Claims**

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

### **Adjournment**

At 10:40 a.m., Chairman Lee declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, May 27, 2003.

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

By: \_\_\_\_\_  
Malcolm K. Lee, Human Services Chair

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

### **Call to Order – County Board**

The Otter Tail County Board of Commissioners convened Tuesday, May 13, 2003, at 11:00 a.m. at the Otter Tail County Courthouse with Malcolm Lee, Chair; Syd Nelson, Vice-Chair; Roger Froemming, Dennis Mosher, and Bob Block present.

### **Approval of Agenda**

Motion by Mosher, second by Block, and unanimously carried to approve the County Board agenda of May 13, 2003, with the following changes:

Highway Engineer, Rick West – Canceled at 1:50 p.m.  
Shoreland Management Ordinance Discussion and Tubing Discussion

### **Approval of Minutes**

Motion by Froemming, second by Nelson, and unanimously carried to approve the County Board minutes of May 6, 2003, as presented.

### **Approval to Pay Bills**

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

### **County Drainage Ditch Discussion**

#### Ditch #12:

Ditch Inspector, Randy Wasvick, presented a map to show a section of Ditch #12 in Lida Township that needs to be cleaned to alleviate flooding on a township road (225<sup>th</sup> Avenue). Egge Construction has estimated \$4,000 to \$5,000 to complete the work. Discussion followed. Motion by Lee, second by Block, and unanimously carried to approve the required work on a portion of Ditch #12 located in the NE $\frac{1}{4}$ NW $\frac{1}{4}$  of Section 30, Township 136N, Range 42W in Lida Township, subject to a letter being sent to the property owner(s) informing them of this upcoming project.

#### Ditch #43:

Mr. Wasvick reported that there is a problem with the pipe that was installed to lower Indian Lake on Ditch #43. The pipe has either come apart or something is plugging it. He requested permission to find out what the problem is and to bill the Ditch System for additional work if required. Motion by Mosher, second by Block, and unanimously carried to proceed with required work to complete this project on Ditch #43.

#### Ditch #21:

Mr. Wasvick reported that in Ditch #21, the County is authorized to clean out from John Lake to an unnamed lake before Lake Ann. The County cannot clean out after Lake Ann. John Lake can be brought down 1.9 ft. This project will be completed this fall after crops are out of the fields.

#### Ditch #25:

County Ditch #25 flows from Big McDonald Lake to Little Round Lake into Star Lake. There is a section flowing out of Big McDonald Lake that is plugged. Mr. Wasvick discussed this situation with the Big McDonald Lake Association and asked if they would pay for trapping beaver since they would benefit. Discussion took place regarding the use of the Sentence to Service Crew to do this work. Mr. Wasvick will continue to research these options.

### **Highway Easement Release**

Motion by Nelson, second by Froemming, and unanimously carried to authorize the Chair's signature to execute a Highway Easement Release on Highway 53 as presented:

This release of Highway Easement is part of Government Lot One (1) of Section Twenty-three (23), Township One Hundred Thirty-six (136) North, Range Thirty-eight (38) West. Steve Halstensgaard project – proposed road vacation of a part of County State Aid Highway No. 53.

### **String Test Discussion**

Dave Anderson, property owner on Big McDonald Lake, discussed with the County Board his continuing opposition to the use of the string test by his neighbor, which places his neighbor's

proposed house within the 100-ft. setback. He reiterated his feeling that this is not the right thing to do in a subdivision that was developed in the 1990's. He felt this situation should have been corrected earlier when he first spoke to the County Board about the situation. Lengthy discussion took place. No action was taken.

### **Bid Award – Landscaping for the GSC Building**

After previously advertising for bids, Physical Plant Manager, Rick Sytsma, opened the following bids at 1:00 p.m. on May 7, 2003, for the landscaping project at the Government Services Center:

<u>Vender</u>	<u>Base Bid 2C</u>	<u>Base Bid 2D</u>	<u>Alt. 2D-1</u>
Environmental Associates, Inc. Wilmar, MN	\$114,183.00	\$14,184.00	\$969.00
HCI Moorhead, MN	\$96,300.00	\$16,500.00	\$750.00
Natures Garden World Fergus Falls, MN	\$118,634.00		
Northern Turf Management, Inc. Fargo, ND	\$82,822.83	\$14,734.17	\$1,640.00 per A
Swedberg Nursery Inc. Battle Lake, MN	\$98,810.50		

Motion by Block, second by Mosher, and unanimously carried to award Base Bid 2C (Building Area Landscaping) and Base Bid 2D (Perimeter Seeding) to Northern Turf Management, Inc., in the amount of \$82,822.83 for 2C and \$14,734.17 for 2D for a total Base Bid Award of \$97,557.00. The value in combining the 2 Base Bids is to facilitate coordination of all work with a single contractor. Further, the motion authorized permission to award Alternate 2D-1 for hydro-seeding the perimeter area up to the amount of \$11,480.00.

### **Government Service Center Address**

Mr. Sytsma reported that the new address at the GSC location will be 500 Fir Avenue West.

### **Recess & Reconvene**

At 12:05 p.m., Chairman Lee recessed the meeting of the Otter Tail County Board of Commissioners for lunch break. The meeting was reconvened at 1:12 p.m.

### **WACCO Annual Membership**

Western Area Cities, Counties, and Other Organizations Director, Laurie Mullen, presented information on recent seminars that included Otter Tail County participation and requested that the County Board reconsider membership in WACCO. Motion by Mosher, second by Froemming, and unanimously carried to support the program and authorize the \$5,000 annual membership dues to re-join WACCO.

### **Charity Motorcycle Ride**

Charles Edner, representing the Prometheus M.C., presented information about the annual Charity Motorcycle Ride planned for June 27, 28, and 29, 2003. All proceeds go toward the Chahinkapa Park Zoo in Wahpeton, ND. Motion by Mosher, second by Block, and

unanimously carried to waive the Shows & Exhibition Ordinance for this event subject to the approval of the Sheriff's Department.

**Campground Property Discussion**

Assessor, Bob Moe, provided copies of letters written to Judith Helcl regarding legislation authorizing assessors to inspect properties. He stated that campgrounds are more difficult to assess than average properties because the owners of the campsite units are different people than the owner of the property. The issues of classification will be further discussed next week.

**Applications for Exempt Permit**

Motion by Nelson, second by Mosher, and unanimously carried to approve the following Applications for Exempt Permit:

Otter Tail County Pheasants Forever	June 28, 2003	Dalton Outdoors
Minnesota Finnish-American Historical Society Chapter 13, New York Mills	August 24, 2003	Finn Creek Open Air Museum

**Payment Approval**

Motion by Mosher, second by Block, and unanimously carried to approve payment to Karla Wynn, in the amount of \$250.00, for services provided under the provision of Minnesota Statute 609.35.

**Liquor Licenses**

Motion by Mosher, second by Block, and unanimously carried to approve the following applications for license:

*Big Chief, Inc. Fergus Falls, MN	Off-Sale 3.2 Malt Liquor
*Conoco Quik-Stop Underwood Oil, Inc. Underwood, MN	Off-Sale 3.2 Malt Liquor
+*Ten Mile Lake Resort & Steakhouse, Inc. Dalton, MN	On/Off-Sale 3.2 Malt Liquor Wine

\*Subject to the approval of the County Sheriff's office and the County Attorney's office.  
+Subject to the submission of the required insurance certificates.

**Proposed Changes to Shoreland Management Ordinance**

County Attorney, David Hauser, provided proposed changes to the SMO dated 5-9-03. Commissioners reviewed the proposed changes and Chairman Lee presented additional changes for consideration.

**Employees' Committee Request**

Mr. Hauser brought forward concerns of the Employees' Committee relative to moving many of the County employees to the GSC. He stated that the Committee and Department Heads agreed that a Vending Machine policy would be helpful and the funds from the vending machines could be used to fund the annual Christmas Party and Summer Picnics. The Committee will be sending a survey to employees to obtain employees' majority opinion on several issues.

**National Association of Counties Membership**

County Coordinator, Larry Krohn, reported that Jim Mulder from NACO is encouraging Otter Tail County to renew their NACO membership. He stated that 100% membership throughout the State of Minnesota is important for NACO. Motion by Block, second by Nelson, to join NACO and approve approximately \$1,000 in annual dues for the membership. Chair Lee called for a roll call vote:

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

Motion carried 4 – 1.

**Tubing Discussion**

Commissioner Mosher introduced discussion regarding the Conditional Use Permits of two different tubing vendors on the Otter Tail River. Discussion followed regarding the differences in the permits as well as the differences in the CUP requests.

**Adjournment**

At 3:01 p.m., Chairman Lee declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, May 20, 2003.

Dated: \_\_\_\_\_

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_

Malcolm K. Lee, County Board Chair

Attest: \_\_\_\_\_

Larry Krohn, Clerk