

**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS**
Government Services Center, 500 Fir Ave. W.
Commissioners' Room
Tuesday, April, 27, 2004
9:30 a.m.

Call to Order

The Otter Tail County Human Services Board convened Tuesday, April 27, 2004, at 9:30 a.m. at the Otter Tail County Government Services Center with Commissioners Syd Nelson, Chair; Bob Block, Vice-Chair; Roger Froemming, Dennis Mosher, and Malcolm Lee present.

Approval of Agenda

Motion by Block, second by Froemming, and unanimously carried to approve the Human Services agenda of April 27, 2004, as mailed.

Approval of Minutes

Motion by Froemming, second by Lee, and unanimously carried to approve the Human Services Board minutes of April 13, 2004, as mailed.

Remote Electronic Monitoring Program

Court Services Director, Chuck Kitzman, reported that he has applied for additional funding of \$2,700 for the REAM program. The state funds for the program were exhausted in the third quarter of FY04.

Family Services Collaborative

Mr. Kitzman began discussion regarding a recent Family Services Collaborative CEO meeting. County Attorney, David Hauser, and Human Services Director, John Dinsmore, discussed budget issues with less money available for the Collaborative this coming year. The CEO group discussed many options, and to avoid problems with cash flow, is recommending that the Truancy program be cut, reduce the School Based Mental Health project, and reduce visits for the Universal Home Visiting project. The recommendation would reduce the budget by approximately 15%. The Family Services Collaborative Executive Board will consider the recommendation of the CEO Group at their next meeting.

Additional Funding

Public Health Financial Manager, Jackie Holte, reported that the Public Health Department will be receiving \$3,000 additional federal funds through the West Central Area Agency on Aging for the RX Connect Program. This program is for Medicare clients to receive prescriptions at a lower cost. The funding will restore the Public Health's Aging Coordinator position to full time (40 hours per week) from July 1, 2004 through December 31, 2004.

Public Health Department Annual Report

Associate Director, Sue Ewy, presented the Otter Tail County Public Health Annual Report and reviewed important health statistics. She shared information regarding the various programs, objectives and goals of those programs, and stories of success.

**FOSTER CARE MONTH
MAY, 2004
Otter Tail County Resolution No. 2004-22**

After discussion regarding Adult and Child Foster Care licensing in Otter Tail County, a motion was offered by Mosher to adopt the following resolution:

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 Country.

WHEREAS, in Otter Tail County, there are over 45 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 40 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 than 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 over 40 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 and 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 providers.

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

Adopted this 27th day of April, 2004.

Dated: _____

OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____
Sydney Nelson, Human Services Board Chair

Attest: _____
Larry Krohn, Clerk

MAY IS MENTAL HEALTH MONTH PROCLAMATION
Otter Tail County Resolution No. 2004-23

After discussion regarding Adult Mental Health and the activities of the Local Mental Health Advisory Committee, a motion was offered by Froemming to adopt the following resolution:

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 has appointed Local Mental Health Advisory Committees for children and adults.

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 Healthcare and their national partners, the National Alliance for the Mentally Ill and their local affiliates 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 2004 **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 Block seconded the resolution and, upon being put to vote, was unanimously adopted.

Adopted this 27th day of April, 2004.

Dated: _____

OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____

Sydney Nelson, Human Services Board Chair

Attest: _____

Larry Krohn, Clerk

Bills & Claims

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

Adjournment

At 10:43 a.m., Chairman Nelson declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, May 11, 2004.

Dated: _____ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: _____
Sydney Nelson, Human Services Board Chair

Attest: _____
Larry Krohn, Clerk

Call to Order – County Board

The Otter Tail County Board of Commissioners convened Tuesday, April 27, 2004, at 11:00 a.m. at the Otter Tail County Government Services Center with Commissioners Sydney Nelson, Chair; Dennis Mosher, and Roger Froemming present. Vice-Chair, Bob Block, and Commissioner Malcolm Lee were absent until 11:15 a.m., due to attendance at a Building Committee Meeting.

Approval of Agenda

Motion by Mosher, second by Froemming, and unanimously carried to approve the County Board agenda of April 27, 2004, as mailed.

Approval of Minutes

Motion by Froemming, second by Mosher, and unanimously carried to approve the County Board minutes of April 20, 2004, as mailed.

Approval to Pay Bills

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

Planning Commission Recommendations

Preliminary Plat & Conditional Use Permit – “Four Winds”/Richard Moll:

Motion by Froemming, second by Mosher, and unanimously carried to approve the Preliminary Plat known as “Four Winds” consisting of 17 lots (14 single family residential and 3 single family residential backlots) and a Conditional Use Permit to construct the proposed road to service the plat, with conditions as recommended by the Planning Commission. The property is described as Pt of GL 1 (2.89 acres) & Lot 1 ex. Leisure Camp & ex. tracts (59.90 acres), Section 30 of Otter Tail Township; Otter Tail Lake (56-242).

“Stalker Lake Golf View Shores”/Smedsrud Dev. LLC:

Motion by Mosher, second by Nelson, and unanimously carried to approve the Preliminary Plat known as “Stalker Lake Golf View Shores” consisting of 6 single family residential lots and a Conditional Use Permit to construct a road to service the proposed plat, with conditions as recommended by the Planning Commission. The property is described as All N ½ of GL 4

ex. Surv Lots & N 160' of SL 1 & 2 of GL 4, Section 34 of Tordenskjold Township; Stalker Lake (56-437).

Stalker Lake Golf Course, LLC/Milton Smedsrud:

Motion by Mosher, second by Froemming, and unanimously carried to approve a Conditional Use Permit to improve the existing golf course with conditions as recommended by the Planning Commission. The property is described as Parcels in Section 3 of Saint Olaf Township and Section 34 of Tordenskjold Township (legals on file with Land & Resource Mgmt.) Stalker Lake (56-437), Johannes Lake (56-391), and Unnamed Lake (56-420).

Conditional Use Permit - Dane Prairie Township:

Motion by Mosher, second by Froemming, and unanimously carried to approve a Conditional Use Permit to replace tile and culvert, and clean an open ditch, with conditions as recommended by the Planning Commission. The property is described as 190th St. & Lot 2 ex tr & Lots 6, 7, & 8, Section 14 & pt GL 8 & pt SE $\frac{1}{4}$ SE $\frac{1}{4}$, Section 22 & pt GL 1, Section 23 & pt GL's 7 & 8 & pt SE $\frac{1}{4}$..., Section 22 and County Ditch 43 in Dane Prairie Township; Rosvold Lake (56-631) and Unnamed Lake (56-642).

Conditional Use Permit – Kevin Poore/Edna Township:

Motion by Nelson, second by Mosher, and unanimously carried to approve a Conditional Use Permit for the lot owner and the township to construct a driveway utilizing an adjacent portion of a dedicated roadway as presented. The property is described as Lot 4 Blk 1 & Lot 1 Blk 2, Little McDonald North Shore Estates and Dedicated Road between Lot 4 Blk 1 & Lot 1 Blk 2, Little McDonald North Shore Estates, Section 3 of Edna Township; Little McDonald Lake (56-328).

Preliminary Plat & Conditional Use Permit – “Lida West”/Richard E. & Phyllis Jo Gilbert:

Motion by Lee, second by Froemming, and unanimously carried to approve the Preliminary Plat known as “Lida West” consisting of 5 single family residential lots as presented on the revised drawing (dated April 21, 2004) and a Conditional Use Permit to construct a road to service the proposed plat, with conditions as recommended by the Planning Commission. The property is described as S $\frac{1}{2}$ SW $\frac{1}{4}$ & Lot 4 & Pt NW $\frac{1}{4}$ SW $\frac{1}{4}$ & GL 3 Lying Sly of Fence Line (1.28 acres), Section 20 and Pt GL 1 & Pt N $\frac{1}{2}$ NW $\frac{1}{4}$, Section 29; Lida Township; Lake Lida (56-747).

Conditional Use Permit – Gerald A. & Deborah M. Lubenow:

Motion by Lee, second by Froemming, and unanimously carried to approve a Conditional Use Permit to operate a commercial business to be fully operational within 5 years, with conditions as recommended by the Planning Commission, and to add a 6th condition as follows: 6. This Conditional Use Permit is to be reviewed by the Land & Resource Department every year. The property is described as Pt Lot 1 W of Hwy & S of E & W Subd Road ex tr, Section 11 of Dunn Township; Pelican Lake (56-786)

Conditional Use Permit – Corliss Township & Maureen Richter:

Land & Resource Director, Bill Kalar, briefed the Board regarding the proposed relocation (Alternate B) of Niche Lake Road. Corliss Township proposed a 24' x 50' turn around. The Planning Commission is recommending a cul-de-sac rather than a turn around. Project Engineer, Jeff Stabnow, presented letters from the Perham Bus Company and the Big Pine Lake Association, both in favor of the turn around proposal. This is an existing

dedicated township road; therefore, the cul-de-sac is not mandated under the Subdivision Controls Ordinance. The County Attorney stated; however, that safety considerations are part of the planning/zoning process. Motion by Froemming and second by Lee to approve a Conditional Use Permit to relocate (revised route – Alternate B) Nitche Lake Road with the following condition: The old road is removed to the satisfaction of Land & Resource Management. Reason for the approval of the proposed turn around is that it is as safe as a cul-de-sac because this is a dead-end road and the turn around option will reduce the impact on nearby wetlands. Commissioner Nelson called for a vote. Motion carried with Mosher opposed. The property is described as GL 1, 2 & 3 ex platted ex trs & Nitche Lake Road, Section 32 of Corliss Township; Big Pine Lake (56-130).

Conditional Use Permit Extension Request – Chris Mickman:

Motion by Block, second by Lee, and unanimously carried to deny, as recommended by the Planning Commission, a Conditional Use Permit Application (dated 06/23/200) extension to June, 2010 as requested by Chris Mickman on Long Lake (56-390).

Recess & Reconvene

At 11:43 a.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners recessed for committee meetings and lunch break. The meeting was reconvened at 1:00 p.m.

Jail Bed Space Needs Assessment

Detention Administrator, Richard Akerman, introduced Consultant Steve Johnson of Vetter Johnson Architects, Inc. Mr. Johnson presented a power point presentation and a notebook entitled "Otter Tail County Jail Population Study (dated 4-26-2004). Mr. Johnson reviewed current County bed space and presented statistics used to project future beds needed. He noted that planning of jail space is not population driven; but, rather depends more on attitudes towards crimes and penalties in the county. He presented case filings and total average days inmates are confined. Total population is dropping, which means then, that sentences are increasing. He identified two problems with the current detention facility; 1) it is not designed to incarcerate females, and 2) over-taxed booking area. The space needs assessment of potential projections for bed space in year 2025 is over 200 beds, which does not consider potential effectual factors such as .08 legislation and increased meth usage. The Needs Assessment also included additional expansion space with the capability to simply add bunks if needed without additional construction. Mr. Akerman reported that the next step is to review information received from the National Department of Corrections.

Recess & Reconvene

At 1:40 p.m. Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 1:44 p.m.

Phelps Mill Project

Dean Schmidt, WesMin RC & D Coordinator, presented Phelps Mill Restoration and Park Improvement Project handouts. He estimated the mill foundation repairs at approximately \$350,000. The goal would be to raise one-half of the dollars through grants and one-half by way of donations from the public. He requested approval of the Grant Proposal Agreement and the Memo of Understanding between WesMin RC & D Council and Otter Tail County regarding Phelps Mill Park Improvements. Motion by Froemming, second by Mosher, and unanimously carried to authorize the Chairman's signature to execute the Grant Proposal

Agreement and the Memo of Understanding for the Phelps Mill Project subject to the review and approval of the Highway Engineer and the County Attorney.

Seasonal Boat & Water Employees

Motion by Lee, second by Block, and unanimously carried to authorize the Sheriff's Department to replace the temporary Boat and Water positions as budgeted and to authorize the replacement of one (1) one-half time Boat and Water position due to a retirement.

Labor Management Committee Request

Physical Plant Manager, Rick Sytsma, addressed the water quality issue at the New York Mills building brought up by the Labor Management Committee. He reported that the New York Mills Public Works Department has been contacted and they assured Mr. Sytsma that they had safe drinking water. There are strict federal guidelines that municipalities must follow regarding drinking water, which the city follows. The Public Works Department will test the water at the County Office building and report back on the tests. Mr. Sytsma suggested that, if the County Board feels a filtration system should be installed, the cost of \$1,500 - \$1,800 per unit/sink, could be included in the Maintenance Department CY05 budget.

Highway Contract Approval

Motion by Froemming, second by Block, and unanimously carried to authorize the Chairman's signature to execute a contract between the County of Otter Tail and Mark Sand & Gravel Co. for work in the construction of CR No. 116 (C.P. 04:116B) from Junction of CSAH No. 21 to Junction of TH 210 West of Fergus Falls. The contract amount is \$410,961.92.

Appointment of Ditch Viewer

Motion by Mosher, second by Lee, and unanimously carried to appoint Ditch Viewer, Richard Bergquist, to the Judicial Ditch No. 2 project.

Commissioner Bob Block was absent at 2:35 p.m. due to attendance at a Family Services Collaborative meeting.

Performance Evaluation Summary

Motion by Mosher, second by Lee, and unanimously carried to approve the positive performance evaluation of Solid Waste Director, Mike Hanan, as presented. The evaluation will be placed in his personnel file.

Gift Cards Approved

Sheriff, Brian Schlueter, received two gift cards in appreciation of speaking engagements; one for \$50 and the other for \$25. Motion by Lee, second by Mosher, and unanimously carried to allow the Sheriff to use these gift cards for purchases to be used for Otter Tail County.

Adjournment

At 2:40 p.m., Chairman Nelson declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, May 4, 2004.

Dated: _____

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: _____
Sydney Nelson, County Board Chair

Attest: _____
Larry Krohn, Clerk

CB/kd