

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

By: \_\_\_\_\_  
Roger Froemming, Board of Commissioners Chair

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

#### **Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, December 27, 2005, at 10:30 a.m. at the Otter Tail County Government Services Center with Commissioners Bob Block, Chair; Roger Froemming, Vice-Chair; Dennis Mosher, Syd Nelson, and Malcolm Lee present.

#### **Approval of Agenda**

Motion by Froemming, second by Mosher, and unanimously carried to approve the County Board agenda of December 27, 2005, as mailed.

#### **Approval of Minutes**

Motion by Nelson, second by Mosher, and unanimously carried to approve the County Board minutes of December 20, 2005, with the following correction:

Page 8 under the Heading "High Water Issues – North Turtle/South Turtle Lakes" the references to CH 133 should have stated CH 122.

#### **Approval to Pay Bills**

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

#### **State Shoreland Management Standards**

Land & Resource Director, Bill Kalar, provided copies of the "Minnesota's Alternative Shoreland Management Standards" dated December 12, 2005, which was developed through a Five County Pilot Project.

#### **Final Plat**

Motion by Lee, second by Mosher, and unanimously carried to approve the Final Plat of Bruce Qvammen known as "Puppy Point", GL 8, Section 27 and part of GL's 1, 2 and 3 in Section 34, Township 137N, Range 42W, Dunn Township; Franklin Lake (56-759).

#### **Blue Heron Bay Consultant**

\* Mr. Kalar referred to a handout dated November 21, 2005, with responses to the Blue Heron Bay Consultant Request for Proposal. Mr. Kalar stated that, after review of the proposals and quotations, he felt that Wenck Associates, Inc. would meet the County's needs for the following reasons: Wenck Associates indicated that they could meet the tentative timelines set forth in the scoping document, estimated hours to be spent on the project and cost seemed to fit, their procedure was reasonable and highly recommended by other Counties, and minimum work from the Land & Resource staff would be required.

Developer, Jim Erickson, spoke in favor of an alternate proposal and submitted a proposed motion to the County Board. He spoke at length about the history of the EAW, Court decision

and other factors regarding Blue Heron Bay. He recommended that the County consider Decker Planning & Research as the Consultant for the EIS for Blue Heron Bay as the lowest responsible proposer and because of their expertise and ability to work with the information that has already been completed. Mr. Erickson requested that the County Board speak to the Decker Planning & Research consultants before a decision is made.

Doug Martin, representing the Dead Lake Association, stated that the Decker Planning & Research proposal is to review the draft EIS that has been put together and assist in the EIS process, not to generate new information. He spoke in favor of the County hiring Wenck Associates, Inc. as the most responsible bidder because of their proposed process for completion of the EIS.

County Attorney, David Hauser, spoke in favor of Wenck Associates, Inc. as the most responsible bidder, independent from the proposer. Because they are highly recommended by other counties, there may be more credibility to the public and he recommended Wenck Associates, Inc. as the most responsible bidder.

Bob Deutschman, also representing the Dead Lake Association, encouraged the County Board to approve the proposal from Wenck Associates, Inc. as the consultant.

Motion by Froemming, second by Mosher, and unanimously carried to accept the Request for Proposal of Wenck Associates, Inc. as the Consultant for the Blue Heron Bay EIS Project as recommended by the Land & Resource Director and the County Attorney.

#### **Districting for the County**

County Attorney, David Hauser, stated that the County Board has approved proceeding with Districting. This relates to the Supreme Court minority opinion that the County's Ordinance is not effective for clusters because the County did not set up districts in accordance with Minnesota Rules allowing for clusters in certain kinds of Districts. Otter Tail County previously created the entire County as a high density residential district, which was an affirmative decision that was made and the Ordinance was approved by the DNR. Mr. Hauser reiterated that the County Board has directed the Land & Resource Office to gather information to analyze the County and the Districting process is underway.

#### **Local Election Equipment Plan Public Hearing**

Auditor, Wayne Stein, opened the Public Hearing for the Otter Tail County Local Election Equipment Plan. No comment was offered by the public. Motion by Nelson, second by Lee, and unanimously carried to approve the Otter Tail County Local Election Equipment Plan as submitted on Monday, December 12, 2005, to the Office of the Secretary of State for review and comment as reviewed on Tuesday, December 27, 2005, at the Public Hearing held before the Otter Tail County Board of Commissioners. The motion included approval of the State of Minnesota's Assistive Voting System Grant Application and Agreement dated December 27, 2005, and authorization for the Chair of the County Board of Commissioners and the County Auditor to sign said agreement on behalf of Otter Tail County.

### **Law Enforcement Facilities Discussion**

Sheriff, Brian Schluetter, presented an expansion proposal entitled "Ottertail City Sheriff's Patrol Station". He submitted data and briefed the County Board on law enforcement space issues, demographic statistics, and community needs assessment. He spoke in favor of centralizing some facets of the Sheriff's Department. Architect, David Shultz, referred to a handout dated November 11, 2005, and explained four options that have been identified to deal with short and long-term law enforcement space needs. Lengthy discussion took place. Motion by Block, second by Froemming, and unanimously carried to authorize the Sheriff to proceed with a site analysis to determine an appropriate location for an Ottertail City Patrol Station.

### **Recess & Reconvene**

At 12:14 p.m., Chairman Block declared the meeting of the Otter Tail County Board of Commissioners recessed for lunch break. The meeting was reconvened at 1:06 p.m. with Commissioners, Bob Block, Chair; Roger Froemming, Vice-Chair; Dennis Mosher, and Syd Nelson present.

### **Blue Heron Bay EIS Scoping Decision**

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County Attorney, David Hauser, provided a draft EIS Scoping Decision for Blue Heron Bay dated 11-8-05, which incorporated comments from both the Developer and the Dead Lake Association. Attorney for the Developer, Bob Russell, and Dead Lake Association representatives presented language that they agreed should be included in the scoping decision. Don Fondrick of the DLA, spoke about the importance of a quality document for use in future decisions. Doug Martin of the DLA, spoke in favor of extending the tentative schedule for completion of the EIS. Discussion took place regarding boating studies. The County Attorney reviewed changes to the draft document. Motion by Nelson, second by Froemming, and unanimously carried to accept the "Scoping Decision For The EIS For Blue Heron Bay" dated 11/15/05.

### **Shoreland Ordinance Rules Revision Discussion**

Land & Resource Director, Bill Kalar, began discussion regarding the Shoreland Ordinance Rules Revision process. On October 1, 2005, the County Board received a series of discussions and comments from the Shoreland Rules Revision Committee made up of 45 volunteers. Mr. Kalar stated that two questions need to be answered; 1) Does the County Board wish to revise the SMO and 2) if yes, what changes does the County Board wish to make? By general consensus, the County Board agreed that some changes to the Shoreland Ordinance need to be made.

Stu Peterson, representing a smaller group of the Shoreland Rules Revision Committee, presented a document regarding proposed changes to the Shoreland Management and Subdivision Controls Ordinances. He stated that there were three criteria used to recommend proposed changes in five distinct categories. Discussion followed regarding the handout and an outline recently provided by Mr. Kalar. The County Board directed Mr. Kalar to compare the outline with the proposed changes submitted by Mr. Peterson.

### **Adjournment**

At 2:36 p.m., Chairman Block declared the meeting of the Otter Tail County Board of Commissioners adjourned until Tuesday, November 22, 2005.

10/10/10

Dear Mr. [Name],

I am writing to you regarding the [Project Name] which is currently in progress. The project is aimed at [Project Description] and is expected to be completed by [Completion Date]. I am pleased to inform you that the project is progressing well and we are on track to meet the deadline.

I would like to thank you for your support and contribution to the project. Your input and feedback are highly valued and have helped us to improve the quality of the work. We look forward to continuing our collaboration and achieving the project's objectives.

If you have any questions or concerns, please do not hesitate to contact me. I am available for a meeting or a phone call at any time. Your contact information is as follows: [Contact Information].

Yours faithfully,  
[Signature]

[Name]  
[Title]  
[Company Name]  
[Address]  
[City]  
[Country]

Enclosed for you are [Number] copies of the [Document Name].