Draft CB Minutes for 11.13.18
County Bills~Warrents
Human Services Bills~Claims
Public Health Bills~Claims
Human Services Contract Renewals
County Credit Card
Probation Agenda Items
Auditor-Treasurer Agenda Items
Univ of MN and OTC 2019-2021 MOA
Clerical Changes
Property Tax Assessment Abatement Policy
2017 CY AMH-CMH-Chemical Dependency Board Report
2018 Local Advisory Council Report
Otter Tail County Adult Mental Health Local Advisory Council Recommendations
Otter Tail County Adult Mental Health Local Advisory Committee Members 2018
Planning Commission 11-14-18
AIS Minutes 11-19-2018
Aquatic Invasive Species Prevention Aid Resolution 11-20-18
Lisa Basset Letter 11-19-18 for CB
OTC AIS Task Force Member Appointment
Economic Development Committee Report
Resolution Calling for Public Hearing_Establishment of EDA
Resolution Calling for Public HearingOrdinance Dividing Powers
Highway Agenda Items
MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners’ Room
515 W. Fir Avenue, Fergus Falls, MN
November 13, 2018
9:30 a.m.

Call to Order
The Otter Tail County Board of Commissioners convened at 9:30 a.m. Tuesday, November 13, 2018, at the Government Services Center in Fergus Falls, MN, with Commissioners Wayne Johnson, Chair; John Lindquist, Lee Rogness, and Doug Huebsch present. Otter Tail County Commission District 4 seat was vacant.

Approval of Agenda
Chairman Johnson called for approval of the Board Agenda. Motion by Rogness, second by Lindquist and unanimously carried to approve the Board of Commissioners Agenda of November 13, 2018, with the following addition.

Lakes & Prairie CAC Contract Renewal

Consent Agenda
Motion by Huebsch, second by Lindquist and unanimously carried to approve Consent Agenda items as follows:

1. November 6, 2018, Board of Commissioners’ Meeting Minutes
2. Warrants/Bills for November 13, 2018 (Exhibit A)
3. Human Services & Public Health Bills & Claims (Exhibit A)
4. Approval of Agreement for Providing Food Service for the Detention Facility – 3% increase
5. Approve Issuance of County Credit Card to Sarah Estep-Larson, Assistant County Attorney
6. Approve Issuance of 2019 Tobacco License to Larry’s Super Market and Wagon Wheel One Stop

Registered Land Survey No. 20
Motion by Huebsch, second by Rogness and unanimously carried to authorize the appropriate County Official’s signatures on Registered Land Survey No. 20 (Exhibit B) as presented. The plat is a torrens land title property, has received a variance and has been reviewed by Attorney Robert Russell.

PREMISE PERMIT – LIONS CLUB OF DENT

Otter Tail County Resolution No. 2018 – 78
Commissioner Lindquist offered the following and moved its adoption:

WHEREAS, the responsibility for the regulation of lawful gambling and the issuance of licenses and permits for the conduct of lawful gambling lies with the Minnesota Gambling Control Board; and

WHEREAS, the Lions Club of Dent, Dent, MN, has made an application to the Gambling Control Board for the purpose of conducting lawful gambling at Zorbaz on Little Pine Lake, located at 45738 County Highway 51 in Perham Township of Otter Tail County; and

WHEREAS, Minnesota Statute 349.213 provides that the Gambling Control Board may not issue an initial premise permit unless they receive a resolution from the Otter Tail County Board of Commissioners approving the application for a permit; and
WHEREAS, the Otter Tail County Board of Commissioners is aware of no reason to oppose the conduct of lawful gambling by the Lions Club of Dent, Dent, MN, at Zorbaz on Little Pine Lake, located at 45738 County Highway 51 in Perham Township of Otter Tail County.

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners hereby approves the conduct of lawful gambling by the Lions Club of Dent, Dent, MN, at Zorbaz on Little Pine Lake, located at 45738 County Highway 51 in Perham Township of Otter Tail County, provided the applicant meets all the necessary criteria for the licenses and permits as required by the Gambling Control Board.

IT IS FURTHER RESOLVED, that notice of this application and approval shall be provided to the Township of Perham by sending them a copy of this resolution.

Commissioner Huebsch seconded the motion, and upon being put to a vote, was unanimously carried.

Adopted and signed this 13th day of November 2018.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS Dated: ________________________

By: __________________________________ Attest: ________________________
Wayne Johnson, Chair John Dinsmore, Clerk

Human Services Contract Renewal

Motion by Huebsch, second by Rogness and unanimously carried to authorize the appropriate County Officials’ signatures to renew a contract between the County of Otter Tail and Lakes & Prairie CAC to administer the Child Care Assistance program for low income families for CY2019.

Public Hearing – Food Protection Ordinance

At 10:02 a.m., Chairman Johnson opened the public hearing regarding the Food Protection Ordinance. The Minnesota Food Code Rule has been revised, which is the first revision since 1998. The Minnesota Food Code Rule changes require a revision to the County ordinance to reflect the citation language. Public Health Director Jody Lien indicated that the changes to the food code are based upon changes in the science related to risk incurred with food handling practices. She submitted a document with the specific changes. Chairman Johnson opened the meeting to public comment. There were no comments offered. The hearing was closed at 10:07 a.m.

Recess & Reconvene

At 10:08 a.m., Chair Johnson declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 10:16 a.m.

Highway Department Projects

Engineering Agreement – CSAH 89:
Motion by Huebsch, second by Rogness and unanimously carried to authorize the appropriate County Officials’ signatures to execute Amendment No. 1 to the Engineering Agreement for the CSAH 89 (Lake Shore Drive) reconstruction. The agreement is between the County of Otter Tail and Apex Engineering Group, Inc.

Right of Way Plating – S.A.P. 056-601-067:
Motion by Rogness, second by Lindquist and unanimously carried to award the CSAH No. 1 Reconstruction Right of Way Plat project to Interstate Engineering, Inc. of Fergus Falls, MN, at the low quote of $16,400.00. The project runs from CSAH 2 north to the Interstate 94 overpass which is approximately 4 miles.
Amendment to Agreement for Fir Ave. Study:
Motion by Rogness, second by Huebsch and unanimously carried to approve appropriate County Officials’ signatures to execute an Amendment to the Professional Services Agreement for the Fir Avenue feasibility study between the County of Otter Tail and SRF Consulting group, Inc. The cost to complete the additional services is $16,490.10.

2017 Annual Highway Report:
Highway Engineer Charles Grotte presented the 2017 Annual Highway Department Report.

Certificate of Correction to Plat – Oakwood Beach
Motion by Lindquist, second by Rogness and unanimously carried to approve the appropriate County Officials’ signatures to execute a Land Surveyor’s Certificate of Correction to Plat for Oakwood Beach (Exhibit C).

Recess & Reconvene
At 10:24 a.m., Chair Johnson declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 10:29 a.m.

Public Hearing – Solid Waste Management Charges
At 10:31 a.m., Chairman Johnson opened the public hearing for adjusting the Solid Waste Management Charges, specifically the proposal to adjust the per parcel solid waste management service charge from $11.00 per point per parcel to $14.00 per point per parcel. Chris McConn, Solid Waste Director, explained that the fee increase is needed due to increased expense for managing waste and upcoming new regulations for demolition landfills. The change supports environmental stewardship in Otter Tail County and replenishes the Solid Waste fund. Chairman Johnson opened the meeting for public comment. There were no comments offered. The hearing was closed at 10:42 a.m.

Motion by Huebsch, second by Lindquist and unanimously carried to adjust the Solid Waste Management Services Fees as presented effective January 1, 2019.

Public Health Regulation on the Distribution of Commercial Tobacco Products to Persons Under 21
After consideration of public comments, both verbal and written, at public hearings held on August 14, 2018 and August 27, 2018, the final Public Health Regulation on the Distribution of Commercial Tobacco Products to Persons Under 21 Ordinance was presented. Public Health Director Diane Thorson reviewed several proposed changes and stated that the proposed ordinance is a result of the increase in vaping in the schools. The Tobacco Licensing Ordinance will need to be updated after the first of the year and aligned with the Legal Distribution Age Ordinance.

After further consideration, a motion was offered by Huebsch, seconded by Lindquist and unanimously carried to authorize the appropriate County Officials’ signatures to adopt the “Public Health Regulation on the Distribution of Commercial Tobacco Products to Persons Under 21” Ordinance effective January 1, 2019.

Recess
At 10:55 a.m., Chair Johnson declared the meeting of the Otter Tail County Board of Commissioners recessed for committee meetings and lunch break.

Public Hearing – Expansion of Housing & Redevelopment Authority (HRA) Board
At 1:00 p.m., Chairman Johnson opened the Board of Commissioners meeting for a public hearing to accept comments regarding the proposed expansion of the Otter Tail County HRA. External Communications and Economic Development Director Nick Leonard indicated that an increase in the seats on the HRA Board would give the Commissioners more representation and a better opportunity to collaborate with the HRA Board.
HRA Board Public Hearing Continued:
Mr. Leonard read the section of Minnesota Statute 469.006 that allows two additional seats and discussion took place regarding the criteria to fill the seats. Chairman Johnson opened the meeting for public comment. Mikel Olson, OTC and FF HRA Executive Director, spoke in favor of the Board expansion. The hearing was closed for comment at 1:13 p.m.

EXPANSION AND APPOINTMENT OF OTTER TAIL COUNTY HOUSING AND REDEVELOPMENT AUTHORITY BOARD OF COMMISSIONERS

Otter Tail County Resolution No. 2018 79

WHEREAS, Minnesota Statute 469.006 Subdivision 1 details the appointment, qualifications and tenure of commissioners for Housing and Redevelopment Authorities (HRA); and

WHEREAS, per Minnesota Statute 469.006 Subdivision 1, when the governing body of a county adopts a resolution under section 469.004, the governing body shall appoint five persons or the number of commissioners for the governing body, plus up to two additional commissioners, as commissioners of the county HRA; and

WHEREAS, per Minnesota Statute 469.006 Subdivision 1, if any additional commissioners are appointed, one of the commissioners must be appointed in accordance with the requirements of Code of Federal Regulations, title 24, part 964; and

WHEREAS, per Minnesota Statute 469.006 Subdivision 1, the membership of the commission will reflect an areawide distribution on a representative basis.

WHEREAS, on August 19th, 1972, the Otter Tail County Board of Commissioners adopted “A Resolution Approving the Appointment of the Commissioners of the Housing and Redevelopment Authority of Otter Tail County, Minnesota;” and

WHEREAS, since August 19th, 1972, the Otter Tail County HRA Board has been comprised of 5 commissioners who are appointed by the Otter Tail County Board of Commissioners and reflect an areawide distribution on a representative basis; and

WHEREAS, the Otter Tail County Board of Commissioners desire to have a representative on the Otter Tail County HRA Board to facilitate greater communication and collaboration; and

WHEREAS, the County has caused notice of a public hearing on the expansion and appointment of Otter Tail County Housing and Redevelopment Authority Board of Commissioners to be published in a newspaper of general circulation in the County; and

WHEREAS, pursuant to such notice, a public hearing on the proposal has been held by the County on the date hereof, at which hearing all persons desiring to present their oral or written comments on the proposal were given an opportunity to do so.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

The Otter Tail County Board of Commissioners hereby authorizes expanding the Otter Tail County HRA Board from 5 commissioners to 6 or 7 per Minnesota Statute 469.006 Subdivision 1. The additional appointments are reserved exclusively for: 1) an Otter Tail County Commissioner who shall be nominated by the Chairperson and approved by the County Board annually each January, and 2) a housing tenant in accordance with the requirements of Code of Federal Regulations, title 24, part 964.
The Otter Tail County Board of Commissioners hereby appoints Commissioner Doug Huebsch to serve on the Otter Tail County HRA Board for the duration of 2018 and until the 2019 nomination and board approval.

The Otter Tail County Board of Commissioners hereby direct the Otter Tail County HRA Board to amend their bylaws to comply with this resolution.

Upon the motion of Rogness, seconded by Lindquist, and passed on a 4 – 0 vote, the above resolution is hereby adopted by the Otter Tail County Board of Commissioners.

Adopted this 13\textsuperscript{th} day of November 2018

OTTER TAIL COUNTY BOARD OF COMMISSIONERS Dated: ________________________

By: __________________________________ Attest: _________________________

Wayne Johnson, Chair John Dinsmore, Clerk

\textbf{Drainage System No. 14}

Motion by Lindquist, second by Rogness, and unanimously carried to retain legal counsel, Attorney John Kolb of the Rinke Noonan law firm for County Ditch 14 issues.

\textbf{Final Plat – “Nesi Park”}

Motion by Lindquist, second by Huebsch and unanimously carried to correct the September 12, 2018, Board of Commissioners minutes to clarify that the Nesi Park Final Plat is a five lot subdivision, not a four lot subdivision, as previously stated.

\textbf{Adjournment}

At 1:35 p.m., a motion was offered by Lindquist, seconded by Rogness and unanimously carried to adjourn the Otter Tail County Board of Commissioners meeting. The next Board meeting is scheduled at 9:30 a.m. on Tuesday, November 27, 2018, at the Government Services Center in Fergus Falls, MN.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS Dated: ________________________

By: __________________________________ Attest: _________________________

Wayne Johnson, Chair John Dinsmore, Clerk

CB/kd
### WARRANTS APPROVED ON 11/13/2018

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACME TOOLS FARGO</td>
<td>277.93</td>
</tr>
<tr>
<td>ALBANY RECYCLING CENTER</td>
<td>4,701.15</td>
</tr>
<tr>
<td>ALEX RUBBISH &amp; RECYCLING</td>
<td>599.73</td>
</tr>
<tr>
<td>AMAZON CAPITAL SERVICES, INC</td>
<td>5,658.22</td>
</tr>
<tr>
<td>AMERICAN LEGION POST 30</td>
<td>195.50</td>
</tr>
<tr>
<td>AMERICAN WELDING &amp; GAS INC</td>
<td>76.31</td>
</tr>
<tr>
<td>AMERIPRIDE SERVICES INC</td>
<td>1,169.98</td>
</tr>
<tr>
<td>ANDERSON/JORDAN</td>
<td>28.98</td>
</tr>
<tr>
<td>ANDERSON/SCOTT</td>
<td>25.56</td>
</tr>
<tr>
<td>AUTO VALUE FERGUS FALLS</td>
<td>625.50</td>
</tr>
<tr>
<td>BCS GROUP LLC</td>
<td>3,900.00</td>
</tr>
<tr>
<td>BECKER CO SHERIFF</td>
<td>36.00</td>
</tr>
<tr>
<td>BEN HOLZER UNLIMITED WATER LLC</td>
<td>20.00</td>
</tr>
<tr>
<td>BERGQUIST/RICHARD</td>
<td>253.34</td>
</tr>
<tr>
<td>BRANDON COMMUNICATIONS INC</td>
<td>217.40</td>
</tr>
<tr>
<td>BRASEL/Ryan</td>
<td>8.90</td>
</tr>
<tr>
<td>BRAUN VENDING INC</td>
<td>137.00</td>
</tr>
<tr>
<td>BRENNAN/KEVIN</td>
<td>407.03</td>
</tr>
<tr>
<td>BRIAN M RIPLEY EXCAVATING</td>
<td>7,581.55</td>
</tr>
<tr>
<td>BUSKO/AMY</td>
<td>10.52</td>
</tr>
<tr>
<td>BUY-MOR PARTS &amp; SERVICE LLC</td>
<td>3,717.21</td>
</tr>
<tr>
<td>CENTRAL SPECIALTIES INC</td>
<td>7,513.00</td>
</tr>
<tr>
<td>CERTIFIED AUTO REPAIR</td>
<td>173.39</td>
</tr>
<tr>
<td>CO OP SERVICES INC</td>
<td>49.97</td>
</tr>
<tr>
<td>CODE 4 SERVICES, INC</td>
<td>4,669.51</td>
</tr>
<tr>
<td>COLLEGE WAY AUTO INC</td>
<td>23.70</td>
</tr>
<tr>
<td>COMMERS</td>
<td>690.00</td>
</tr>
<tr>
<td>COMSTOCK CONSTRUCTION OF MN</td>
<td>3,143.00</td>
</tr>
<tr>
<td>CONCEPT CATERING</td>
<td>360.00</td>
</tr>
<tr>
<td>COOP SERVICES INC</td>
<td>134.28</td>
</tr>
<tr>
<td>COOPERS TECHNOLOGY GROUP</td>
<td>511.23</td>
</tr>
<tr>
<td>CULLIGAN</td>
<td>50.88</td>
</tr>
<tr>
<td>CULLIGAN OF WADENA</td>
<td>23.00</td>
</tr>
<tr>
<td>CULLIGAN WATER CONDITIONING</td>
<td>30.00</td>
</tr>
<tr>
<td>CYBERSPROUT LLC</td>
<td>8,003.25</td>
</tr>
<tr>
<td>DACOTAH PAPER COMPANY</td>
<td>185.29</td>
</tr>
<tr>
<td>DAILY JOURNAL/THE</td>
<td>2,150.70</td>
</tr>
<tr>
<td>DAN'S TOWING &amp; REPAIR</td>
<td>122.28</td>
</tr>
<tr>
<td>DEN BOER/NANCY</td>
<td>165.26</td>
</tr>
<tr>
<td>DENBROOK/GARY</td>
<td>241.35</td>
</tr>
<tr>
<td>DEXYP</td>
<td>40.00</td>
</tr>
<tr>
<td>DICK'S STANDARD</td>
<td>300.00</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>DIGINEER CONSULTING LLC</td>
<td>593.55</td>
</tr>
<tr>
<td>DM ENTERPRISES</td>
<td>7,130.00</td>
</tr>
<tr>
<td>DOMHOLT/KATHY</td>
<td>46.87</td>
</tr>
<tr>
<td>EAGLE EYE AERIAL PHOTOGRAPHY</td>
<td>2,759.94</td>
</tr>
<tr>
<td>EJ’S FLOOR COVERING</td>
<td>1,800.00</td>
</tr>
<tr>
<td>FAIR HILLS RESORT</td>
<td>1,050.00</td>
</tr>
<tr>
<td>FARNAM’S GENUINE PARTS INC</td>
<td>271.94</td>
</tr>
<tr>
<td>FIELD/TERRY</td>
<td>39.24</td>
</tr>
<tr>
<td>FORUM COMMUNICATIONS COMPANY</td>
<td>1,226.69</td>
</tr>
<tr>
<td>FRANZ REPROGRAPHICS</td>
<td>67.22</td>
</tr>
<tr>
<td>GOPHER STATE ONE CALL</td>
<td>31.05</td>
</tr>
<tr>
<td>GOVERNMENT FORMS &amp; SUPPLIES</td>
<td>127.47</td>
</tr>
<tr>
<td>GRAINGER INC</td>
<td>555.86</td>
</tr>
<tr>
<td>GREATAMERICA FINANCIAL SVCS</td>
<td>515.21</td>
</tr>
<tr>
<td>GREWE/BRAD</td>
<td>74.99</td>
</tr>
<tr>
<td>H2M INC</td>
<td>2,500.00</td>
</tr>
<tr>
<td>HANSON SILO COMPANIES</td>
<td>35,400.00</td>
</tr>
<tr>
<td>HAWES SEPTIC TANK PUMPING LLC</td>
<td>85.00</td>
</tr>
<tr>
<td>HERMAN/CRYSTAL</td>
<td>562.54</td>
</tr>
<tr>
<td>HILLTOP LUMBER INC</td>
<td>37.04</td>
</tr>
<tr>
<td>HOFMAN/DANIELLE</td>
<td>231.08</td>
</tr>
<tr>
<td>HOLM/SHELDON</td>
<td>228.27</td>
</tr>
<tr>
<td>HOLO/SANDY</td>
<td>90.82</td>
</tr>
<tr>
<td>INNOVATIVE OFFICE SOLUTIONS</td>
<td>195.95</td>
</tr>
<tr>
<td>IVERSON/JAMES</td>
<td>244.92</td>
</tr>
<tr>
<td>JAKE’S JOHNS LLC</td>
<td>298.02</td>
</tr>
<tr>
<td>JEVNE/MICHELLE</td>
<td>8.48</td>
</tr>
<tr>
<td>JH SIGNS &amp; DESIGNS INC</td>
<td>1,400.00</td>
</tr>
<tr>
<td>JOHNSON/DEAN</td>
<td>180.00</td>
</tr>
<tr>
<td>JORGENSEN/MICHELLE</td>
<td>2,245.00</td>
</tr>
<tr>
<td>KEEPRS INC</td>
<td>197.92</td>
</tr>
<tr>
<td>KOEP’S SEPTIC LLC</td>
<td>90.00</td>
</tr>
<tr>
<td>LAKE REGION HEALTHCARE</td>
<td>13.79</td>
</tr>
<tr>
<td>LAKES AREA COOPERATIVE</td>
<td>264.90</td>
</tr>
<tr>
<td>LAKES COUNTRY SERVICE CO OP</td>
<td>29.50</td>
</tr>
<tr>
<td>LANDS’ END BUSINESS OUTFITTERS</td>
<td>341.79</td>
</tr>
<tr>
<td>LARRY OTT INC TRUCK SERVICE</td>
<td>2,550.00</td>
</tr>
<tr>
<td>LAWSON PRODUCTS INC</td>
<td>119.75</td>
</tr>
<tr>
<td>LEAGUE OF MN CITIES</td>
<td>15.00</td>
</tr>
<tr>
<td>LEIGHTON BROADCASTING/FF</td>
<td>640.00</td>
</tr>
<tr>
<td>LIBERTY BUSINESS SYSTEMS FARGO</td>
<td>216.19</td>
</tr>
<tr>
<td>LOCATORS &amp; SUPPLIES INC</td>
<td>658.76</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Amount</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>MARCO INC ST LOUIS</td>
<td>440.90</td>
</tr>
<tr>
<td>MARCO TECHNOLOGIES LLC</td>
<td>20,617.26</td>
</tr>
<tr>
<td>MARK SAND &amp; GRAVEL CO</td>
<td>150.75</td>
</tr>
<tr>
<td>MARKS FLEET SUPPLY INC</td>
<td>33.56</td>
</tr>
<tr>
<td>McCONN/CHRISTOPHER</td>
<td>124.66</td>
</tr>
<tr>
<td>MEKALSON HYDRAULICS INC</td>
<td>281.80</td>
</tr>
<tr>
<td>MEND CORRECTIONAL CARE</td>
<td>9,413.99</td>
</tr>
<tr>
<td>MIDWEST MACHINERY CO</td>
<td>1,046.02</td>
</tr>
<tr>
<td>MINNESOTA MOTOR COMPANY</td>
<td>429.59</td>
</tr>
<tr>
<td>MN CO INTERGOVERNMENTAL TRUST</td>
<td>106.00</td>
</tr>
<tr>
<td>MN CONTINUING LEGAL EDUCATION</td>
<td>199.00</td>
</tr>
<tr>
<td>MN COUNTIES COMPUTER CO-OP</td>
<td>300.00</td>
</tr>
<tr>
<td>MN DEPT OF CORRECTIONS</td>
<td>120.00</td>
</tr>
<tr>
<td>MN POLLUTION CONTROL AGENCY</td>
<td>3,670.65</td>
</tr>
<tr>
<td>MN STATE AUDITOR</td>
<td>7,349.00</td>
</tr>
<tr>
<td>MTGC</td>
<td>1,000.00</td>
</tr>
<tr>
<td>MURDOCK’S ACE HARDWARE</td>
<td>13.99</td>
</tr>
<tr>
<td>MYHRE/JIM</td>
<td>17.07</td>
</tr>
<tr>
<td>NAPA OF PERHAM</td>
<td>98.58</td>
</tr>
<tr>
<td>NELSON AUTO CENTER</td>
<td>27,973.76</td>
</tr>
<tr>
<td>NELSON AUTO CENTER</td>
<td>483.61</td>
</tr>
<tr>
<td>NETWORK CENTER INC</td>
<td>850.00</td>
</tr>
<tr>
<td>NEWBORG/KEVIN</td>
<td>80.12</td>
</tr>
<tr>
<td>NORTHERN SAFETY TECHNOLOGY INC</td>
<td>124.44</td>
</tr>
<tr>
<td>NORTHGATE ENERGY SOLUTIONS THERI</td>
<td>1,170.00</td>
</tr>
<tr>
<td>NORTHLAND FIRE PROTECTION</td>
<td>1,221.50</td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>37.74</td>
</tr>
<tr>
<td>OLSON OIL CO INC</td>
<td>1,049.65</td>
</tr>
<tr>
<td>ONE CALL LOCATORS LTD</td>
<td>330.44</td>
</tr>
<tr>
<td>OTTERTAIL TRUCKING INC</td>
<td>19,450.38</td>
</tr>
<tr>
<td>PALMER/GEORGE</td>
<td>312.20</td>
</tr>
<tr>
<td>PARKERS PRAIRIE/CITY OF</td>
<td>195.00</td>
</tr>
<tr>
<td>PAW PUBLICATIONS LLC BATTLE LAKE R</td>
<td>2,931.54</td>
</tr>
<tr>
<td>PEMBERTON SORLIE RUFER KERSHNER</td>
<td>5,127.15</td>
</tr>
<tr>
<td>PEOPLEFACTS LLC</td>
<td>13.03</td>
</tr>
<tr>
<td>PERHAM AREA EMS</td>
<td>335.00</td>
</tr>
<tr>
<td>PETERSON/GREGORY C</td>
<td>15.00</td>
</tr>
<tr>
<td>PITNEY BOWES</td>
<td>964.44</td>
</tr>
<tr>
<td>POWERPLAN OIB</td>
<td>2,308.35</td>
</tr>
<tr>
<td>PRECISE MRM LLC</td>
<td>542.40</td>
</tr>
<tr>
<td>PRO AG FARMERS CO OP</td>
<td>422.54</td>
</tr>
<tr>
<td>PRO AG FARMERS COOPERATIVE</td>
<td>205.20</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Amount</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>PROFESSIONAL PORTABLE X-RAY INC</td>
<td>300.00</td>
</tr>
<tr>
<td>QUICK'S NAPA AUTO PARTS</td>
<td>14.26</td>
</tr>
<tr>
<td>RDO EQUIPMENT CO</td>
<td>214.02</td>
</tr>
<tr>
<td>RENTAL STORE/THE</td>
<td>300.00</td>
</tr>
<tr>
<td>RMB ENVIRONMENTAL LABORATORIES II</td>
<td>975.00</td>
</tr>
<tr>
<td>RTVISION INC</td>
<td>2,250.00</td>
</tr>
<tr>
<td>SCOTT HOFLAND CONSTRUCTION INC</td>
<td>7,960.00</td>
</tr>
<tr>
<td>SHI CORP</td>
<td>2,942.00</td>
</tr>
<tr>
<td>SIGNWORKS SIGNS &amp; BANNERS LLC</td>
<td>214.50</td>
</tr>
<tr>
<td>SIOUX SALES COMPANY, INC</td>
<td>524.95</td>
</tr>
<tr>
<td>SMITHTENE</td>
<td>27.69</td>
</tr>
<tr>
<td>SOPP CONTROL SERVICES INC</td>
<td>519.00</td>
</tr>
<tr>
<td>STAPLES BUSINESS CREDIT</td>
<td>373.77</td>
</tr>
<tr>
<td>STEINS INC</td>
<td>1,163.27</td>
</tr>
<tr>
<td>STEVE'S SANITATION INC</td>
<td>8,522.62</td>
</tr>
<tr>
<td>STOEL RIVES LLP</td>
<td>1,204.00</td>
</tr>
<tr>
<td>STREICHERS</td>
<td>5,114.97</td>
</tr>
<tr>
<td>SUNSET LAW ENFORCEMENT</td>
<td>308.00</td>
</tr>
<tr>
<td>SWANSTON EQUIPMENT CORP</td>
<td>3,202.89</td>
</tr>
<tr>
<td>TED'S CONCRETE</td>
<td>4,100.00</td>
</tr>
<tr>
<td>TIRES PLUS TOTAL CAR CARE</td>
<td>228.72</td>
</tr>
<tr>
<td>TITAN MACHINERY INC</td>
<td>549.00</td>
</tr>
<tr>
<td>TOWMASTER</td>
<td>520.72</td>
</tr>
<tr>
<td>UNITED PARCEL SERVICE</td>
<td>19.21</td>
</tr>
<tr>
<td>UNITED STATES POSTAGE SERVICE</td>
<td>10,000.00</td>
</tr>
<tr>
<td>US AUTOFORCE</td>
<td>570.20</td>
</tr>
<tr>
<td>VEOLIA ENVIRONMENTAL SERVICES</td>
<td>13,225.56</td>
</tr>
<tr>
<td>VICTOR LUNDEEN COMPANY</td>
<td>1,440.69</td>
</tr>
<tr>
<td>WADENA ASPHALT INC</td>
<td>34,902.00</td>
</tr>
<tr>
<td>WALLWORK TRUCK CENTER</td>
<td>254.68</td>
</tr>
<tr>
<td>WELLER OIL CO</td>
<td>201.60</td>
</tr>
<tr>
<td>WEST TOOL &amp; DESIGN LLC</td>
<td>1,020.00</td>
</tr>
<tr>
<td>WILKIN CO SHERIFF</td>
<td>1,705.00</td>
</tr>
<tr>
<td>WITT/RANDALL</td>
<td>393.95</td>
</tr>
<tr>
<td>YAVAROW/MATTHEAN</td>
<td>566.28</td>
</tr>
</tbody>
</table>

**Final Total:** 340,753.51
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREVER/MELISA</td>
<td>101.37</td>
</tr>
<tr>
<td>CARVER COUNTY SHERIFF'S OFFICE</td>
<td>80.00</td>
</tr>
<tr>
<td>CHILD CARE RESOURCE/Lakes &amp; Prairies</td>
<td>6,856.50</td>
</tr>
<tr>
<td>COLE/MELANIE</td>
<td>40.67</td>
</tr>
<tr>
<td>COOPERS TECHNOLOGY GROUP</td>
<td>146,140.64</td>
</tr>
<tr>
<td>DAN'S TOWING &amp; REPAIR</td>
<td>152.00</td>
</tr>
<tr>
<td>EDENS GROUP TRAINING CENTER</td>
<td>350.00</td>
</tr>
<tr>
<td>EIDE/BONNIE</td>
<td>31.78</td>
</tr>
<tr>
<td>ELIAS/MICHAEL</td>
<td>136.25</td>
</tr>
<tr>
<td>FIX/KRISTA</td>
<td>58.54</td>
</tr>
<tr>
<td>FOREMAN/MICHELLE</td>
<td>101.97</td>
</tr>
<tr>
<td>FRIEDERICH/TAMMY</td>
<td>186.24</td>
</tr>
<tr>
<td>GOODYEAR FERGUS TIRE CENTER</td>
<td>415.54</td>
</tr>
<tr>
<td>GRABE/SONYA</td>
<td>26.64</td>
</tr>
<tr>
<td>HOFER/JENNIFER</td>
<td>105.81</td>
</tr>
<tr>
<td>INDEPENDENT CONTRACT SERVICES OF</td>
<td>912.46</td>
</tr>
<tr>
<td>J.P. COOKE CO</td>
<td>215.46</td>
</tr>
<tr>
<td>KAMPA/AMY</td>
<td>10.00</td>
</tr>
<tr>
<td>KANABEC COUNTY SHERIFF</td>
<td>40.00</td>
</tr>
<tr>
<td>KUGLER/JEAN</td>
<td>50.74</td>
</tr>
<tr>
<td>LAKES COUNTRY SERVICE CO OP</td>
<td>3,593.55</td>
</tr>
<tr>
<td>MARCO INC ST LOUIS</td>
<td>372.16</td>
</tr>
<tr>
<td>MARTIN/MICHAEL</td>
<td>371.90</td>
</tr>
<tr>
<td>MILLER/KELLY</td>
<td>52.32</td>
</tr>
<tr>
<td>MINNESOTA MOTOR COMPANY</td>
<td>27.95</td>
</tr>
<tr>
<td>MN STATE AUDITOR</td>
<td>1,393.00</td>
</tr>
<tr>
<td>NETTESTAD/CHET</td>
<td>81.60</td>
</tr>
<tr>
<td>OTTER TAIL CO ATTORNEY'S OFFICE</td>
<td>2,645.00</td>
</tr>
<tr>
<td>OTTER TAIL CO RECORDER</td>
<td>34.00</td>
</tr>
<tr>
<td>OTTER TAIL CO SHERIFF</td>
<td>55.90</td>
</tr>
<tr>
<td>OTTER TAIL CO TREASURER</td>
<td>36,554.82</td>
</tr>
<tr>
<td>OTTER TAIL COACHES</td>
<td>701.62</td>
</tr>
<tr>
<td>POTTER/TARA</td>
<td>59.00</td>
</tr>
<tr>
<td>PREMIER BIOTECH LABS, LLC</td>
<td>892.50</td>
</tr>
<tr>
<td>PRESCOTT - ADAMIEZ/CATHIE</td>
<td>74.43</td>
</tr>
<tr>
<td>QUALITY TOYOTA</td>
<td>2,037.93</td>
</tr>
<tr>
<td>RONNEVIK/HANS</td>
<td>72.96</td>
</tr>
<tr>
<td>ROTERING/DEVORA</td>
<td>285.33</td>
</tr>
<tr>
<td>SACHS/MINDY</td>
<td>59.65</td>
</tr>
<tr>
<td>SHIRKEY/KELSEY</td>
<td>159.09</td>
</tr>
<tr>
<td>SOUTH MILL SERVICE</td>
<td>141.70</td>
</tr>
<tr>
<td>SPAGLER/LISA</td>
<td>6.67</td>
</tr>
<tr>
<td>Company/Individual</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>STEARNS CO SHERIFF</td>
<td>50.00</td>
</tr>
<tr>
<td>ULSCHMID/LIZA</td>
<td>68.47</td>
</tr>
<tr>
<td>WARNER/EMILY</td>
<td>58.08</td>
</tr>
<tr>
<td>WATSON/CHRISTOPHER</td>
<td>108.60</td>
</tr>
<tr>
<td>WEST CENTRAL REG JUVENILE CTR</td>
<td>117,451.50</td>
</tr>
<tr>
<td>WIFALL/LANI</td>
<td>10.30</td>
</tr>
<tr>
<td>WULF/ARON</td>
<td>2,400.00</td>
</tr>
<tr>
<td><strong>Final Total:</strong></td>
<td><strong>325,832.64</strong></td>
</tr>
<tr>
<td>BARKER/MEGAN</td>
<td>101.92</td>
</tr>
<tr>
<td>BESEMAN/KAREN</td>
<td>228.91</td>
</tr>
<tr>
<td>BYE/KRISTIN</td>
<td>436.47</td>
</tr>
<tr>
<td>CLAY COUNTY HEALTH DEPT</td>
<td>1,038.06</td>
</tr>
<tr>
<td>DAILY JOURNAL/THE</td>
<td>251.50</td>
</tr>
<tr>
<td>DEMMER/ANDREA</td>
<td>4.36</td>
</tr>
<tr>
<td>DUENO/MELISSA</td>
<td>1.64</td>
</tr>
<tr>
<td>FEI.COM, INC.</td>
<td>50,833.00</td>
</tr>
<tr>
<td>FIELD/DEB</td>
<td>51.78</td>
</tr>
<tr>
<td>FRUSTOL/ANNE</td>
<td>382.05</td>
</tr>
<tr>
<td>GAUWITZ/CARLA</td>
<td>57.77</td>
</tr>
<tr>
<td>GEORGESON/ANTHONY</td>
<td>75.76</td>
</tr>
<tr>
<td>GIBBS/ANN</td>
<td>178.74</td>
</tr>
<tr>
<td>GUCK/AMY</td>
<td>202.47</td>
</tr>
<tr>
<td>HENDRICKX/KATHY</td>
<td>95.66</td>
</tr>
<tr>
<td>INDEPENDENT CONTRACT SERVICES OF</td>
<td>1,890.67</td>
</tr>
<tr>
<td>KLINNERT/JACKIE</td>
<td>82.84</td>
</tr>
<tr>
<td>KOEHLER-TABERY/ANNA MARIE</td>
<td>262.69</td>
</tr>
<tr>
<td>LAKE REGION HEALTHCARE</td>
<td>666.67</td>
</tr>
<tr>
<td>LIEN/JODY</td>
<td>293.40</td>
</tr>
<tr>
<td>LINDEN TECH ADVISORS LLC</td>
<td>1,630.88</td>
</tr>
<tr>
<td>MAGNUsson/LANE</td>
<td>26.71</td>
</tr>
<tr>
<td>MARTENSON/PAULA</td>
<td>69.22</td>
</tr>
<tr>
<td>METZGER/JESSICA</td>
<td>58.32</td>
</tr>
<tr>
<td>MURILLO/MONICA</td>
<td>122.92</td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td>62.70</td>
</tr>
<tr>
<td>ONE CALL NOW</td>
<td>837.70</td>
</tr>
<tr>
<td>OTTER TAIL CO SOLID WASTE</td>
<td>105.00</td>
</tr>
<tr>
<td>PERRUl/MArTHEW</td>
<td>20.17</td>
</tr>
<tr>
<td>SANOFI PASTEUR</td>
<td>1,636.70</td>
</tr>
<tr>
<td>SCHMIDT/JANE</td>
<td>332.45</td>
</tr>
<tr>
<td>SCHOON/WENDY</td>
<td>137.34</td>
</tr>
<tr>
<td>STRATIS HEALTH</td>
<td>1,682.25</td>
</tr>
<tr>
<td>TALSNESS/PEGGY</td>
<td>93.20</td>
</tr>
<tr>
<td>THACKER/SARAH</td>
<td>614.22</td>
</tr>
<tr>
<td>THIS WEEKS SHOPPING NEWS</td>
<td>58.20</td>
</tr>
<tr>
<td>THORSON/DIANE</td>
<td>229.99</td>
</tr>
<tr>
<td>VERIZON WIRELESS</td>
<td>725.88</td>
</tr>
<tr>
<td>VICTOR LUNDEEN COMPANY</td>
<td>1,317.30</td>
</tr>
<tr>
<td>VOSS/NANCY</td>
<td>175.46</td>
</tr>
<tr>
<td>WENTWORTH/KRlSTI</td>
<td>290.49</td>
</tr>
<tr>
<td>WESTBY/LINDA</td>
<td>232.72</td>
</tr>
<tr>
<td><strong>Final Total:</strong></td>
<td><strong>67,596.18</strong></td>
</tr>
</tbody>
</table>
LAND SURVEYOR'S CERTIFICATE
OF CORRECTION TO PLAT

Name of Plat: OAKWOOD BEACH

Pursuant to the provision of Chapter 505.175, Laws of Minnesota, 1557, David A. Anderson, License No. 13620, the undersigned, a Professional Land Surveyor in and for the State of Minnesota, declares as follows:

1. That the plat of OAKWOOD BEACH, dated June 7, 1961 and filed on July 20, 1961 in the office of the County Recorder, Otter Tail County, Minnesota, in Book O of Plats, Page 95, was prepared by John Reber, Minnesota Registered Land Surveyor No. 2550, now deceased.

2. That said plat contains the following omissions, to wit:

The call along said shore of Silver Lake was omitted from the legal description on said plat.

The call to the northeasterly line a public road and along said northeasterly line a public road was omitted from the legal description on said plat. The call to the east line of said Government Lot 4 and along said east line was omitted from the legal description on said plat.

3. Is hereby corrected to as follows, to wit:

All that part of Government Lot three (3) in Section twenty-eight (28) and that part of Government Lot Four (4) in Section thirty-three (33), Township 133 N., Range 40 W according to the United States Survey thereof described as follows. Beginning at the Meander Corner No. 43 on the line between Sections 28 and 33, thence North 33 degrees 00 minutes West 165.0 feet along said shore of Silver Lake; thence North 25 degrees 00 minutes West 475.0 feet along said shore of Silver Lake; thence North 28 degrees 30 minutes West 400.0 feet along said shore of Silver Lake; thence North 18 degrees 00 minutes West 200.0 feet along said shore of Silver Lake; thence North 06 degrees 30 minutes West 100.0 feet along said shore of Silver Lake; thence North 08 degrees 00 minutes East 100.0 feet along said shore of Silver Lake; thence North 14 degrees 30 minutes East 100.0 feet along said shore of Silver Lake; North 05 degrees 09 minutes West 266.9 feet; thence South 05 degrees 00 minutes East 350.0 feet; thence South 23 degrees 35 minutes East 1235.0 feet; thence South 48 degrees 55 minutes West 390.0 feet to the northeasterly line a public road; thence South 33 degrees 00 minutes East 66.6 feet along said northeasterly line a public road; thence North 48 degrees 55 minutes East 375.0 feet; thence South 23 degrees 35 minutes East 372.0 feet; thence North 48 degrees 51 minutes East 09.0 feet; thence East 225.0 feet to the east line of said Government Lot 4; thence North 186.0 feet along said east line to the shore of Silver Lake; thence North 64 degrees 00 minutes West 75.0 feet along said shore of Silver Lake; thence North 45 degrees 00 minutes West 75.0 feet along said shore of Silver Lake; thence North 21 degrees 00 minutes West 150.0 feet along said shore of Silver Lake; thence North 33 degrees 00 minutes West 60.0 feet along said shore of Silver Lake to the point of beginning.

David A. Anderson
Professional Land Surveyor
Minn. License No. 13620

LYNETTE RINE ESTHEL JOHNSON
Notary Public
Otter Tail County, Minnesota
My Commission Expires Jan. 31, 2021

This above Certificate of Correction to the plat of OAKWOOD BEACH has been approved by the Board of Commissioners of Otter Tail County, Minnesota, at a regular meeting held on the 13th day of November, 2018.

Chairman of the County Board

Attest:
Print List in Order By: 4
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: N

Paid on Behalf Of Name on Audit List?: Y

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N
<table>
<thead>
<tr>
<th>No.</th>
<th>Vendor Name</th>
<th>Account/Formula Description</th>
<th>Amount</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
<th>Paid On Bhf #</th>
<th>On Behalf of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>14522</td>
<td>A-OX WELDING SUPPLY CO INC.</td>
<td>10-304-000-0000-6572</td>
<td>348.77</td>
<td>SUPPLIES &amp; PARTS</td>
<td>1F3H-7NYF-N1LK</td>
<td>Repair And Maintenance Supplies</td>
<td>14522</td>
<td>A-OX WELDING SUPPLY CO INC.</td>
</tr>
<tr>
<td>14522</td>
<td>A-OX WELDING SUPPLY CO INC.</td>
<td>10-304-000-0000-6572</td>
<td>348.77</td>
<td>1 Transactions</td>
<td>14522</td>
<td>A-OX WELDING SUPPLY CO INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14813</td>
<td>ALBANY RECYCLING CENTER</td>
<td>50-000-000-0110-6859</td>
<td>2,371.57</td>
<td>MISC RECYCLING</td>
<td>1485</td>
<td>Electronic Disposal</td>
<td>14813</td>
<td>ALBANY RECYCLING CENTER</td>
</tr>
<tr>
<td>14813</td>
<td>ALBANY RECYCLING CENTER</td>
<td>50-000-000-0110-6859</td>
<td>2,371.57</td>
<td>1 Transactions</td>
<td>1485</td>
<td>Electronic Disposal</td>
<td>14813</td>
<td>ALBANY RECYCLING CENTER</td>
</tr>
<tr>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
<td>01-061-000-0000-6406</td>
<td>515.14</td>
<td>A2RJV5AA000W1P HEADSETS</td>
<td>1F3H-7NYF-N1LK</td>
<td>Office Supplies</td>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
</tr>
<tr>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
<td>01-061-000-0000-6406</td>
<td>185.00</td>
<td>A2RJV5AA000W1P WIRELESS MOUSES</td>
<td>1GDJ-4GJW-3HQD</td>
<td>Office Supplies</td>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
</tr>
<tr>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
<td>01-061-000-0000-6680</td>
<td>5,488.56</td>
<td>A2RJV5AA000W1P CATALYST SWITCH</td>
<td>1MGQ-RHFW-M3XF</td>
<td>Computer Hardware</td>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
</tr>
<tr>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
<td>01-061-000-0000-6406</td>
<td>80.00</td>
<td>A2RJV5AA000W1P HEADSETS/CORDS</td>
<td>1MGQ-RHFW-MKCC</td>
<td>Office Supplies</td>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
</tr>
<tr>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
<td>01-061-000-0000-6406</td>
<td>82.00</td>
<td>A2RJV5AA000W1P WALL MOUNT</td>
<td>1N4K-7THT-WN3J</td>
<td>Office Supplies</td>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
</tr>
<tr>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
<td>01-061-000-0000-6406</td>
<td>5,350.70</td>
<td>5 Transactions</td>
<td></td>
<td></td>
<td></td>
<td>AMAZON CAPITAL SERVICES, INC</td>
</tr>
<tr>
<td>765</td>
<td>AMERICAN WELDING &amp; GAS INC</td>
<td>01-201-000-0000-6491</td>
<td>32.29</td>
<td>ACCT AA822 OXYGEN</td>
<td>05878919</td>
<td>General Supplies</td>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
</tr>
<tr>
<td>765</td>
<td>AMERICAN WELDING &amp; GAS INC</td>
<td>01-201-000-0000-6491</td>
<td>32.29</td>
<td>1 Transactions</td>
<td>05878919</td>
<td>General Supplies</td>
<td>14386</td>
<td>AMAZON CAPITAL SERVICES, INC</td>
</tr>
<tr>
<td>13620</td>
<td>AMERIPRIDE SERVICES INC</td>
<td>50-000-000-0000-6290</td>
<td>12.43</td>
<td>ACCT 160002035</td>
<td>1601728713</td>
<td>Contracted Services</td>
<td>13620</td>
<td>AMERIPRIDE SERVICES INC</td>
</tr>
<tr>
<td>13620</td>
<td>AMERIPRIDE SERVICES INC</td>
<td>50-000-000-0000-6290</td>
<td>11.33</td>
<td>ACCT 160002035</td>
<td>1601728713</td>
<td>Contracted Services</td>
<td>13620</td>
<td>AMERIPRIDE SERVICES INC</td>
</tr>
<tr>
<td>13620</td>
<td>AMERIPRIDE SERVICES INC</td>
<td>50-000-000-0000-6290</td>
<td>32.06</td>
<td>ACCT 160002035</td>
<td>1601728713</td>
<td>Contracted Services</td>
<td>13620</td>
<td>AMERIPRIDE SERVICES INC</td>
</tr>
<tr>
<td>13620</td>
<td>AMERIPRIDE SERVICES INC</td>
<td>50-000-000-0000-6290</td>
<td>55.82</td>
<td>3 Transactions</td>
<td></td>
<td></td>
<td></td>
<td>AMERIPRIDE SERVICES INC</td>
</tr>
<tr>
<td>15213</td>
<td>ANDERSEN BUILDERS OF OTC LLC</td>
<td>10-304-000-0000-6300</td>
<td>1,300.00</td>
<td>SERVICE</td>
<td>Building And Grounds Maintenance</td>
<td>15213</td>
<td>ANDERSEN BUILDERS OF OTC LLC</td>
<td></td>
</tr>
<tr>
<td>15213</td>
<td>ANDERSEN BUILDERS OF OTC LLC</td>
<td>10-304-000-0000-6300</td>
<td>1,300.00</td>
<td>1 Transactions</td>
<td>15213</td>
<td>ANDERSEN BUILDERS OF OTC LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5244</td>
<td>ANOKA CO TREASURY OFFICE</td>
<td>01-205-000-0000-6273</td>
<td>2,000.00</td>
<td>ACCT 142997 AUTOPSY D BUTLER</td>
<td>AR012139</td>
<td>Coroner Expense</td>
<td>5244</td>
<td>ANOKA CO TREASURY OFFICE</td>
</tr>
<tr>
<td>5244</td>
<td>ANOKA CO TREASURY OFFICE</td>
<td>01-205-000-0000-6273</td>
<td>2,000.00</td>
<td>1 Transactions</td>
<td>5244</td>
<td>ANOKA CO TREASURY OFFICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30171</td>
<td>ASSOCIATION OF MN COUNTIES</td>
<td>01-002-000-0000-6242</td>
<td>105.00</td>
<td>ACCT 56 DIST 4 MTG</td>
<td>51509</td>
<td>Registration Fees</td>
<td>30171</td>
<td>ASSOCIATION OF MN COUNTIES</td>
</tr>
<tr>
<td>30171</td>
<td>ASSOCIATION OF MN COUNTIES</td>
<td>01-031-000-0000-6242</td>
<td>35.00</td>
<td>ACCT 56 DIST 4 MTG</td>
<td>51509</td>
<td>Registration Fees</td>
<td>30171</td>
<td>ASSOCIATION OF MN COUNTIES</td>
</tr>
<tr>
<td>Vendor No.</td>
<td>Name</td>
<td>Account/Formula</td>
<td>Amount</td>
<td>Warrant Description</td>
<td>Invoice #</td>
<td>Account/Formula Description</td>
<td>Account/On Behalf Of</td>
<td>Service Dates</td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
<td>----------------</td>
<td>--------</td>
<td>---------------------</td>
<td>-----------</td>
<td>----------------------------</td>
<td>----------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>11-407-600-0090-6241</td>
<td>30171</td>
<td>ASSOCIATION OF MN COUNTIES</td>
<td>35.00</td>
<td>ACCT 56 DIST 4 MTG</td>
<td>51509</td>
<td>33415</td>
<td>DINSMORE/JOHN</td>
<td>11/21/2018</td>
</tr>
<tr>
<td>01-013-000-0000-6262</td>
<td>15262</td>
<td>AVERY, ATTORNEY AT LAW/JILL</td>
<td>4161.63</td>
<td>56-P7-04-001142 URBANEK</td>
<td>7908</td>
<td>7086</td>
<td>LIEN/JODY</td>
<td>OCT2018</td>
</tr>
<tr>
<td>01-201-000-0000-6481</td>
<td>7086</td>
<td>AXON ENTERPRISE, INC</td>
<td>1307.00</td>
<td>ACCT 125630 TASER</td>
<td>70509</td>
<td>7086</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-201-000-0000-6348</td>
<td>12936</td>
<td>BACKGROUND SOLUTIONS LLC</td>
<td>395.00</td>
<td>BACKGROUND ASSISTANT SOFTWARE</td>
<td>70709</td>
<td>12936</td>
<td></td>
<td>2018-61</td>
</tr>
<tr>
<td>50-000-000-0150-6290</td>
<td>16</td>
<td>BALLARD SANITATION INC</td>
<td>4080.00</td>
<td>ACCT 4965 JUN-OCT 2018</td>
<td>70709</td>
<td>16</td>
<td></td>
<td>OCT2018</td>
</tr>
<tr>
<td>01-149-000-0000-6354</td>
<td>802</td>
<td>BATTLE LAKE/CITY OF</td>
<td>448.99</td>
<td>REPLACE PAYMENT DROP BOX</td>
<td>70709</td>
<td>802</td>
<td></td>
<td>2018-130</td>
</tr>
<tr>
<td>50-000-000-0130-6290</td>
<td>1755</td>
<td>BEN HOLZER UNLIMITED WATER LLC</td>
<td>26.00</td>
<td>DRINKING WATER</td>
<td>70709</td>
<td>1755</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-204-000-0000-6304</td>
<td>31803</td>
<td>BEYER BODY SHOP INC</td>
<td>100.00</td>
<td>TOW HOVLAND'S TRAILER</td>
<td>70709</td>
<td>31803</td>
<td></td>
<td>29352</td>
</tr>
<tr>
<td>01-705-106-1013-6290</td>
<td>13535</td>
<td>BHH PARTNERS</td>
<td>6093.49</td>
<td>PROJECT 414113.1 NYM BLDG</td>
<td>70709</td>
<td>13535</td>
<td></td>
<td>11/7/18</td>
</tr>
<tr>
<td>14-801-000-0000-6687</td>
<td>13535</td>
<td>BHH PARTNERS</td>
<td>193.13</td>
<td>PROJECT 41843.0 SERVICES</td>
<td>70709</td>
<td>13535</td>
<td></td>
<td>410311825</td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Name</th>
<th>Account/Formula</th>
<th>Descrip.</th>
<th>Amount</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula</th>
<th>Description</th>
<th>On Behalf of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>13535</td>
<td>BHH PARTNERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>262</td>
<td>BOB BARKER COMPANY INC</td>
<td>01-250-000-0000-6491</td>
<td></td>
<td>90.90</td>
<td>2 Transactions</td>
<td>UT1000476805</td>
<td>Jail Supplies</td>
<td>SHOWER CURTAINS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01-250-000-0000-6491</td>
<td></td>
<td>90.89</td>
<td></td>
<td>UT1000477554</td>
<td>Jail Supplies</td>
<td>SHOWER CURTAINS</td>
<td></td>
</tr>
<tr>
<td>13870</td>
<td>BOY SCOUT TROOP 305</td>
<td>01-112-000-0000-6369</td>
<td></td>
<td>450.00</td>
<td></td>
<td>JCN002</td>
<td>Miscellaneous Charges</td>
<td>CHRISTMAS WREATHS</td>
<td></td>
</tr>
<tr>
<td>13870</td>
<td>BOY SCOUT TROOP 305</td>
<td>01-112-000-0000-6369</td>
<td></td>
<td>450.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10275</td>
<td>BRADSHAW &amp; BRYANT PLLC</td>
<td>01-013-000-0000-6262</td>
<td></td>
<td>680.00</td>
<td></td>
<td>11/27/18</td>
<td>Public Defender</td>
<td>56-PR-12-1265 A NELSON</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01-013-000-0000-6262</td>
<td></td>
<td>720.00</td>
<td></td>
<td>11/27/18</td>
<td>Public Defender</td>
<td>56-PR-17-686 W ERICKSON</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01-013-000-0000-6262</td>
<td></td>
<td>920.00</td>
<td></td>
<td>11/27/18</td>
<td>Public Defender</td>
<td>56-PR-16-3379 M DUNKER</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01-013-000-0000-6262</td>
<td></td>
<td>2,064.00</td>
<td></td>
<td>11/27/18</td>
<td>Public Defender</td>
<td>56-PR-16-1780 D WILSON</td>
<td></td>
</tr>
<tr>
<td>10746</td>
<td>BRAND/LYNN MACLEAN</td>
<td>01-063-000-0000-6367</td>
<td></td>
<td>813.00</td>
<td></td>
<td>11/27/18</td>
<td>Election Judge Costs</td>
<td>ABSENTEE BALLOT BOARD HRS</td>
<td></td>
</tr>
<tr>
<td>10746</td>
<td>BRAND/LYNN MACLEAN</td>
<td>01-063-000-0000-6367</td>
<td></td>
<td>813.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14956</td>
<td>BREEN COMPANIES, INC</td>
<td>01-091-000-0000-6406</td>
<td></td>
<td>309.00</td>
<td></td>
<td>I34904</td>
<td>Office Supplies</td>
<td>BUSINESS CARDS FOR STAFF</td>
<td></td>
</tr>
<tr>
<td>14956</td>
<td>BREEN COMPANIES, INC</td>
<td>01-091-000-0000-6406</td>
<td></td>
<td>309.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15316</td>
<td>BREMSETH/ANDREW</td>
<td>01-063-000-0000-6367</td>
<td></td>
<td>48.96</td>
<td></td>
<td>11/6/18</td>
<td>Election Judge Costs</td>
<td>GENERAL ELECTION HOURS</td>
<td></td>
</tr>
<tr>
<td>15316</td>
<td>BREMSETH/ANDREW</td>
<td>01-063-000-0000-6367</td>
<td></td>
<td>48.96</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>175</td>
<td>BUILDERS FIRST SOURCE</td>
<td>01-112-000-0000-6369</td>
<td></td>
<td>31.48</td>
<td></td>
<td>36957642</td>
<td>Miscellaneous Charges</td>
<td>ACCT 565814 WOOD BOARD</td>
<td></td>
</tr>
<tr>
<td>175</td>
<td>BUILDERS FIRST SOURCE</td>
<td>01-112-000-0000-6369</td>
<td></td>
<td>31.48</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1227</td>
<td>CARR'S TREE SERVICE</td>
<td>10-302-000-0000-6350</td>
<td></td>
<td>15,044.00</td>
<td></td>
<td></td>
<td>Maintenance Contractor</td>
<td>SERVICE</td>
<td></td>
</tr>
<tr>
<td>Vendor No.</td>
<td>Account/Formula</td>
<td>Description</td>
<td>Invoice #</td>
<td>Account/Formula Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-----------------</td>
<td>-------------</td>
<td>-----------</td>
<td>-----------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1227</td>
<td>CARR’S TREE SERVICE</td>
<td>15,044.00</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8930</td>
<td>CERTIFIED AUTO REPAIR</td>
<td>180.00</td>
<td>1 Transactions</td>
<td>Repair And Maintenance Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8930</td>
<td>CERTIFIED AUTO REPAIR</td>
<td>180.00</td>
<td>1 Transactions</td>
<td>Repair And Maintenance Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1756</td>
<td>CHEMSEARCH</td>
<td>868.00</td>
<td>1 Transactions</td>
<td>Repair And Maintenance Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1756</td>
<td>CHEMSEARCH</td>
<td>868.00</td>
<td>1 Transactions</td>
<td>Repair And Maintenance Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9688</td>
<td>CLEAN PLUS INC</td>
<td>393.90</td>
<td>EMSOTTERTAILSMN SUPPLIES</td>
<td>1811058</td>
<td>General Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9688</td>
<td>CLEAN PLUS INC</td>
<td>449.71</td>
<td>EMSOTTERTAILJAILMN GLOVES</td>
<td>1811047</td>
<td>Jail Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12058</td>
<td>CLEAN SWEEP COMMERCIAL SERVICES</td>
<td>1,183.00</td>
<td>OFFICE CLEANING OCT 2018</td>
<td>PA044353</td>
<td>Contracted Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6078</td>
<td>CLINE/GORDON</td>
<td>251.00</td>
<td>DUES</td>
<td>Membership Dues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6078</td>
<td>CLINE/GORDON</td>
<td>415.00</td>
<td>REGISTRATION</td>
<td>Registration Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6078</td>
<td>CLINE/GORDON</td>
<td>34.73</td>
<td>MEALS</td>
<td>Meals And Lodging</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6078</td>
<td>CLINE/GORDON</td>
<td>196.04</td>
<td>LODGING</td>
<td>Meals And Lodging</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6078</td>
<td>CLINE/GORDON</td>
<td>38.40</td>
<td>SERVICE</td>
<td>Repair/Maint. Equip</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6078</td>
<td>CLINE/GORDON</td>
<td>37.50</td>
<td>PARTS</td>
<td>Repair And Maintenance Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9087</td>
<td>CODE 4 SERVICES, INC</td>
<td>3,115.11</td>
<td>UNIT 1807 INITIAL UP-FIT</td>
<td>4426</td>
<td>Radio Repair Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9087</td>
<td>CODE 4 SERVICES, INC</td>
<td>514.25</td>
<td>UNIT 1503 REMOVED EQUIPMENT</td>
<td>4427</td>
<td>Radio Repair Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32659</td>
<td>COMPANION ANIMAL HOSPITAL</td>
<td>119.53</td>
<td>ACCT 4931 DOG FOOD/BOARDING</td>
<td>138106</td>
<td>Canine Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32659</td>
<td>COMPANION ANIMAL HOSPITAL</td>
<td>119.53</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor No.</td>
<td>Vendor Name</td>
<td>Account/Formula Description</td>
<td>Amount</td>
<td>Paid On Bhf</td>
<td>Invoice #</td>
<td>On Behalf Of Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>------------------------------</td>
<td>--------</td>
<td>-------------</td>
<td>-----------</td>
<td>------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3068</td>
<td>COMPUTER INFORMATION SYSTEMS</td>
<td>01-250-000-0000-6342</td>
<td>6,095.10</td>
<td>236099</td>
<td>LICENSE RENEWAL &amp; MAINT 2019</td>
<td>Service Agreements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3068</td>
<td>COMPUTER INFORMATION SYSTEMS</td>
<td>14-214-000-0000-6689</td>
<td>18,412.50</td>
<td>236099</td>
<td>LICENSE RENEWAL &amp; MAINT 2019</td>
<td>Prior Year Accumulations-911</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7479</td>
<td>CONCEPT CATERING</td>
<td>02-219-000-0000-6369</td>
<td>195.50</td>
<td>887640</td>
<td>MEALS - TRAINING 11/14/18</td>
<td>Miscellaneous Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7479</td>
<td>CONCEPT CATERING</td>
<td>02-219-000-0000-6369</td>
<td>382.50</td>
<td>887643</td>
<td>MEALS - TRAINING 11/16/18</td>
<td>Miscellaneous Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32603</td>
<td>COOPERS TECHNOLOGY GROUP</td>
<td>01-031-000-0000-6406</td>
<td>11.64</td>
<td>433081</td>
<td>ACCT 2189988076 PLANNER REFILL</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32603</td>
<td>COOPERS TECHNOLOGY GROUP</td>
<td>01-043-000-0000-6406</td>
<td>15.90</td>
<td>433230</td>
<td>ACCT 2189988030 CALENDAR REFIL</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32603</td>
<td>COOPERS TECHNOLOGY GROUP</td>
<td>01-063-000-0000-6406</td>
<td>72.28</td>
<td>433101</td>
<td>ACCT 2189988030 ENVELOPES</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32603</td>
<td>COOPERS TECHNOLOGY GROUP</td>
<td>01-101-000-0000-6406</td>
<td>36.19</td>
<td>433326</td>
<td>ACCT 2189988140 SUPPLIES</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32603</td>
<td>COOPERS TECHNOLOGY GROUP</td>
<td>01-112-000-0000-6672</td>
<td>2,716.60</td>
<td>433269</td>
<td>ACCT 2189988050 CHAIR MATS</td>
<td>Remodeling Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32603</td>
<td>COOPERS TECHNOLOGY GROUP</td>
<td>01-201-000-0000-6406</td>
<td>74.11</td>
<td>05838</td>
<td>ACCT 2189988555 SUPPLIES</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32603</td>
<td>COOPERS TECHNOLOGY GROUP</td>
<td>01-201-000-0000-6406</td>
<td>31.97</td>
<td>433324</td>
<td>ACCT 2189988555 SUPPLIES</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32603</td>
<td>COOPERS TECHNOLOGY GROUP</td>
<td>01-250-000-0000-6453</td>
<td>35.31</td>
<td>2189988556</td>
<td>ACCT 2189988556 SUPPLIES</td>
<td>Programming Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11370</td>
<td>CORNERSTONE COUNTERTOPS</td>
<td>01-112-108-0000-6572</td>
<td>235.00</td>
<td>159213</td>
<td>SAND COUNTERTOPS</td>
<td>Repair And Maintenance Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6240</td>
<td>CREATIVE FORMS &amp; CONCEPTS INC</td>
<td>01-041-000-0000-6406</td>
<td>1,149.06</td>
<td>116744</td>
<td>PAYROLL FORMS &amp; ENVELOPES</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6240</td>
<td>CREATIVE FORMS &amp; CONCEPTS INC</td>
<td>01-041-000-0000-6406</td>
<td>1,149.06</td>
<td>116744</td>
<td>PAYROLL FORMS &amp; ENVELOPES</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5322</td>
<td>CULLEN'S HOME CENTER</td>
<td>01-112-000-0000-6369</td>
<td>107.99</td>
<td>40256</td>
<td>ACCT 4205 MICROWAVE</td>
<td>Miscellaneous Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5322</td>
<td>CULLEN'S HOME CENTER</td>
<td>01-112-000-0000-6369</td>
<td>107.99</td>
<td>40256</td>
<td>ACCT 4205 MICROWAVE</td>
<td>Miscellaneous Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2364</td>
<td>CULLIGAN OF WADENA</td>
<td>10-304-000-0000-6252</td>
<td>48.00</td>
<td>48.00</td>
<td>DRINKING WATER</td>
<td>Water And Sewage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Account/Formula</td>
<td>Amount</td>
<td>Description</td>
<td>Invoice #</td>
<td>Account/Formula Description</td>
<td>Paid On Bf</td>
<td>On Behalf of Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-----------------</td>
<td>--------</td>
<td>----------------------------------</td>
<td>-----------</td>
<td>-----------------------------------</td>
<td>------------</td>
<td>---------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D &amp; T VENTURES LLC</td>
<td>01-061-000-0000-6202</td>
<td>350.00</td>
<td>CREDIT CLERK SUPPORT</td>
<td>299106</td>
<td>County Website</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D &amp; T VENTURES LLC</td>
<td>01-061-000-0000-6202</td>
<td>464.00</td>
<td>TAX WEBSITE SUPPORT</td>
<td>299107</td>
<td>County Website</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D &amp; T VENTURES LLC</td>
<td>01-061-000-0000-6202</td>
<td>275.00</td>
<td>ESS PAYROLL SUPPORT</td>
<td>299108</td>
<td>County Website</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D &amp; T VENTURES LLC</td>
<td></td>
<td>1,089.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DASH MEDICAL GLOVES INC</td>
<td>01-201-000-0000-6396</td>
<td>343.08</td>
<td>EXAM GLOVES/WIPES</td>
<td>1128732</td>
<td>Special Investigation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DASH MEDICAL GLOVES INC</td>
<td></td>
<td>343.08</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DENZEL'S REGION WASTE INC</td>
<td>01-507-000-0000-6253</td>
<td>116.12</td>
<td>ACCT 1122</td>
<td>NOV2018</td>
<td>Garbage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DENZEL'S REGION WASTE INC</td>
<td></td>
<td>116.12</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DM ENTERPRISES</td>
<td>10-302-000-0000-6350</td>
<td>1,130.00</td>
<td>SERVICE</td>
<td></td>
<td>Maintenance Contractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DM ENTERPRISES</td>
<td></td>
<td>1,130.00</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS SOLUTIONS INC</td>
<td>01-063-000-0000-6344</td>
<td>3,854.00</td>
<td>EDIT LIST &amp; TEST DECK FILE</td>
<td>12091</td>
<td>Programming, Support, Warranty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS SOLUTIONS INC</td>
<td></td>
<td>3,854.00</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHLERS &amp; ASSOCIATES INC</td>
<td>35-004-000-0000-6750</td>
<td>422.22</td>
<td>CONTINUING DISCLOSURE FEE</td>
<td>78731</td>
<td>Interest And Fiscal Fees</td>
<td>Gsb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHLERS &amp; ASSOCIATES INC</td>
<td>35-005-000-0000-6750</td>
<td>422.22</td>
<td>CONTINUING DISCLOSURE FEE</td>
<td>78731</td>
<td>Interest And Fiscal Fees Master Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHLERS &amp; ASSOCIATES INC</td>
<td>35-250-000-0000-6750</td>
<td>422.24</td>
<td>CONTINUING DISCLOSURE FEE</td>
<td>78731</td>
<td>Interest And Fiscal Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHLERS &amp; ASSOCIATES INC</td>
<td>35-500-000-0000-6750</td>
<td>422.22</td>
<td>CONTINUING DISCLOSURE FEE</td>
<td>78731</td>
<td>Interest &amp; Fiscal Fees Sheriff's Outpost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHLERS &amp; ASSOCIATES INC</td>
<td>35-503-000-0000-6750</td>
<td>422.22</td>
<td>CONTINUING DISCLOSURE FEE</td>
<td>78731</td>
<td>Interest And Fiscal Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHLERS &amp; ASSOCIATES INC</td>
<td>35-600-000-0000-6750</td>
<td>1,266.66</td>
<td>CONTINUING DISCLOSURE FEE</td>
<td>78731</td>
<td>Interest and Fees PLMSWA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHLERS &amp; ASSOCIATES INC</td>
<td>35-801-000-0000-6750</td>
<td>422.22</td>
<td>CONTINUING DISCLOSURE FEE</td>
<td>78731</td>
<td>Interest And Fiscal Fees-Cd Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHLERS &amp; ASSOCIATES INC</td>
<td></td>
<td>3,800.00</td>
<td>7 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EJ'S FLOOR COVERING</td>
<td>01-112-108-0000-6673</td>
<td>2,000.00</td>
<td>CARPETING FOR RECEPTION AREA</td>
<td>0021253</td>
<td>Remodeling Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EJ'S FLOOR COVERING</td>
<td>01-112-108-0000-6673</td>
<td>1,172.00</td>
<td>CARPETING FOR 2 OFFICES</td>
<td>0021254</td>
<td>Remodeling Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EJ'S FLOOR COVERING</td>
<td></td>
<td>3,172.00</td>
<td>2 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Account/Formula Description</th>
<th>Amount</th>
<th>Warrant Description</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTION SYSTEMS &amp; SOFTWARE INC</td>
<td>01-063-000-0000-6344</td>
<td>13,179.68</td>
<td>ACCT O88178 CODING 11/6/18</td>
<td>1072607</td>
<td>Programming, Support, Warranty</td>
<td></td>
</tr>
<tr>
<td>01-063-000-0000-6344</td>
<td>8,478.01</td>
<td>ACCT O88178 AUDIO 11/6/18</td>
<td>1072610</td>
<td>Programming, Support, Warranty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVIRONMENTAL SENTRY PROTECTION LLC</td>
<td>01-063-000-0000-6344</td>
<td>21,657.69</td>
<td></td>
<td>11/6/18</td>
<td>1 Transactions</td>
<td></td>
</tr>
<tr>
<td>ENVIRONMENTAL SENTRY PROTECTION LLC</td>
<td>13,275.00</td>
<td></td>
<td>50% ANNUAL OPS FOR I-LIDS</td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXTREME MARINE LLC</td>
<td>01-204-000-0000-6304</td>
<td>135.00</td>
<td>WINTERIZE BOAT #2</td>
<td>10593</td>
<td>Repair And Maintenance</td>
<td></td>
</tr>
<tr>
<td>EXTREME MARINE LLC</td>
<td>135.00</td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAIR HILLS RESORT</td>
<td>02-612-000-0000-6369</td>
<td>42.53</td>
<td>REMAINING BALANCE ON INV 33187</td>
<td>33187</td>
<td>Miscellaneous Charges</td>
<td></td>
</tr>
<tr>
<td>FAIR HILLS RESORT</td>
<td>42.53</td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FARMERS CO OP OIL ASSN</td>
<td>50-399-000-0000-6565</td>
<td>839.58</td>
<td>ACCT 727196 DIESEL 10/2/18</td>
<td>OCT2018</td>
<td>Fuels</td>
<td></td>
</tr>
<tr>
<td>FARMERS CO OP OIL ASSN</td>
<td>839.58</td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FARNAM'S GENUINE PARTS INC</td>
<td>01-112-000-0000-6369</td>
<td>54.49</td>
<td>ACCT 13040 STRIPE OFF KIT</td>
<td>730053</td>
<td>Miscellaneous Charges</td>
<td></td>
</tr>
<tr>
<td>01-112-000-0000-6369</td>
<td>54.49</td>
<td>ACCT 13040 STRIPE OFF KIT</td>
<td>730054</td>
<td>Miscellaneous Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FARNAM'S GENUINE PARTS INC</td>
<td>108.98</td>
<td></td>
<td>2 Transactions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FERGUS FALLS/CITY OF</td>
<td>01-112-108-0000-6253</td>
<td>205.50</td>
<td>ACCT 251400 LANDFILL CHARGES</td>
<td>OCT2018</td>
<td>Garbage</td>
<td></td>
</tr>
<tr>
<td>02-280-000-0000-6369</td>
<td>450.00</td>
<td>ACCT 18170 2 ATTENDESS EM MGRS</td>
<td>33993</td>
<td>Miscellaneous Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50-000-000-0130-6863</td>
<td>2,988.00</td>
<td>ACCT 18240 LEACHATE OCT 2018</td>
<td>34015</td>
<td>Leachate Disposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FERGUS FALLS/CITY OF</td>
<td>3,643.50</td>
<td></td>
<td>3 Transactions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FERGUS POWER PUMP INC</td>
<td>50-000-000-0130-6863</td>
<td>5,850.00</td>
<td>LEACHATE HAULING OCT 2018</td>
<td>40335</td>
<td>Leachate Disposal</td>
<td></td>
</tr>
<tr>
<td>50-000-000-0170-6863</td>
<td>615.00</td>
<td>LEACHATE HAULING 11/7/18</td>
<td>40358</td>
<td>Leachate Disposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FERGUS POWER PUMP INC</td>
<td>6,465.00</td>
<td></td>
<td>2 Transactions</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### COMMISSIONER'S VOUCHERS ENTRIES

<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Account/Formula</th>
<th>Amount</th>
<th>Warrant Description</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
<th>On Behalf of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>35018</td>
<td>FERGUS TIRE CENTER 01-044-000-0000-6304</td>
<td>441.52</td>
<td>INSTALL 4 TIRES UNIT 13915</td>
<td>1 Transactions</td>
<td>348925</td>
<td>Repair And Maintenance</td>
<td></td>
</tr>
<tr>
<td>35018</td>
<td>FERGUS TIRE CENTER 01-044-000-0000-6304</td>
<td>441.52</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13636</td>
<td>FIDLAR TECHNOLOGIES, INC 02-103-000-0000-6369</td>
<td>3,180.00</td>
<td>LAREDO USAGE OCT 2018</td>
<td>1 Transactions</td>
<td>0221666-IN</td>
<td>Miscellaneous Charges</td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>674.63</td>
<td>ACCT 5287917 UNIFORM ITEMS</td>
<td>010919996</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>124.22</td>
<td>ACCT 5287917 REEBOK BOOTS</td>
<td>010947189</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>116.58</td>
<td>ACCT 5287917 LONG SLEEVE POLOS</td>
<td>010989931</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>85.08</td>
<td>ACCT 5287917 ROCKY PRO BOOTS</td>
<td>010997137</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>63.00</td>
<td>ACCT 5287917 STRYKE PANTS</td>
<td>011056092</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>211.00</td>
<td>ACCT 5287917 POLOS/JACKET</td>
<td>011064884</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>204.56</td>
<td>ACCT 5287917 SHIRTS</td>
<td>011106797</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>32.47</td>
<td>ACCT 5287917 S&amp;W CUFFS</td>
<td>011126077</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>24.30</td>
<td>ACCT 5287917 CUFFS</td>
<td>011126123</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>43.49</td>
<td>ACCT 5287917 CREW NECK/HEAT</td>
<td>011146501</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>325.13</td>
<td>ACCT 5287917 UNIFORM ITEMS</td>
<td>011162992</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>43.49</td>
<td>ACCT 5287917 CREW NECK/HEAT</td>
<td>011179703</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>116.30</td>
<td>ACCT 5287917 POLOS/CUFFS</td>
<td>011190311</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>112.50</td>
<td>ACCT 5287917 UA BOOTS</td>
<td>011193832</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6494</td>
<td>804.00</td>
<td>ACCT 5287917 GAS MASK CANISTER</td>
<td>011193872</td>
<td>CERT Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>85.08</td>
<td>ACCT 5287917 ROCKY PRO BOOTS</td>
<td>011197426</td>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>392</td>
<td>GALLS LLC 01-250-000-0000-6526</td>
<td>2,245.41</td>
<td></td>
<td>16 Transactions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52564</td>
<td>GRAINGER INC 01-112-106-0000-6572</td>
<td>289.12</td>
<td>ACCT 813640729 SUPPLIES</td>
<td>813640729</td>
<td>Repair And Maint Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10411</td>
<td>GRANT'S MECHANICAL 01-112-110-0000-6572</td>
<td>494.64</td>
<td>ACCT OTTC04 CLEAN BOILERS</td>
<td>W10969</td>
<td>Repair And Maintenance Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15155</td>
<td>H2M INC 02-705-000-1011-6290</td>
<td>7,500.00</td>
<td>2018 BRAND CAMPAIGN</td>
<td>025896</td>
<td>Branding/Website</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
### Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**

<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Vendor Name</th>
<th>Account Formula</th>
<th>Amount</th>
<th>Warrant Description</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
<th>Paid On Bbh #</th>
<th>On Behalf Of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>15155</td>
<td>H2M INC</td>
<td>01-063-000-0000-6367</td>
<td>7,500.00</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15238</td>
<td>HAUSER/MARY L</td>
<td>01-063-000-0000-6367</td>
<td>1,051.08</td>
<td>ABSENTEE BALLOT BOARD HRS</td>
<td>11/27/18</td>
<td>Election Judge Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15238</td>
<td>HAUSER/MARY L</td>
<td>01-063-000-0000-6367</td>
<td>1,051.08</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37755</td>
<td>HEALTHCARE ENVIRONMENTAL SERVICES I</td>
<td>01-250-000-0000-6432</td>
<td>119.20</td>
<td>ACCT 325 WASTE DISPOSAL</td>
<td>51426</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37755</td>
<td>HEALTHCARE ENVIRONMENTAL SERVICES I</td>
<td>01-250-000-0000-6432</td>
<td>119.20</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8090</td>
<td>HELPSYSTEMS</td>
<td>01-061-000-0000-6342</td>
<td>392.92</td>
<td>ACCT 73632 SEQUEL DATA ACESS</td>
<td>79231</td>
<td>Service Agreements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8090</td>
<td>HELPSYSTEMS</td>
<td>01-061-000-0000-6342</td>
<td>392.92</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32661</td>
<td>HENNING/CITY OF</td>
<td>10-304-000-0000-6671</td>
<td>2,370.33</td>
<td>RELOCATING ELECTRIC</td>
<td></td>
<td>Buildings - Capital Improvements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32661</td>
<td>HENNING/CITY OF</td>
<td>10-304-000-0000-6671</td>
<td>2,370.33</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>INDEPENDENT/THE</td>
<td>01-002-000-0000-6240</td>
<td>149.85</td>
<td>FOOD PROTECTION ORDINANCE</td>
<td>1810216</td>
<td>Publishing &amp; Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>INDEPENDENT/THE</td>
<td>01-002-000-0000-6240</td>
<td>158.18</td>
<td>SOLID WASTE MGMT CHANGES</td>
<td>1810217</td>
<td>Publishing &amp; Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>INDEPENDENT/THE</td>
<td>01-043-000-0000-6240</td>
<td>74.93</td>
<td>PUBLIC ACCURACY TEST</td>
<td>1810213</td>
<td>Publishing &amp; Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>INDEPENDENT/THE</td>
<td>01-043-000-0000-6240</td>
<td>1,048.95</td>
<td>NOTICE OF GENERAL ELECTION</td>
<td>1810150</td>
<td>Publishing &amp; Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>INDEPENDENT/THE</td>
<td>01-043-000-0000-6240</td>
<td>64.00</td>
<td>REAL ESTATE TAX NOTICE</td>
<td>1810081</td>
<td>Publishing &amp; Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38100</td>
<td>INNOVATIVE OFFICE SOLUTIONS</td>
<td>01-041-000-0000-6406</td>
<td>120.63</td>
<td>ACCT C103279 SUPPLIES</td>
<td>1182495</td>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38100</td>
<td>INNOVATIVE OFFICE SOLUTIONS</td>
<td>01-041-000-0000-6406</td>
<td>56.87</td>
<td>ACCT C103279 SUPPLIES</td>
<td>1182495</td>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38100</td>
<td>INNOVATIVE OFFICE SOLUTIONS</td>
<td>01-042-000-0000-6406</td>
<td>33.96</td>
<td>ACCT C103279 SUPPLIES</td>
<td>1182495</td>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38100</td>
<td>INNOVATIVE OFFICE SOLUTIONS</td>
<td>01-042-000-0000-6406</td>
<td>120.63</td>
<td>ACCT C103279 SUPPLIES</td>
<td>1182495</td>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38100</td>
<td>INNOVATIVE OFFICE SOLUTIONS</td>
<td>01-043-000-0000-6406</td>
<td>56.87</td>
<td>ACCT C103279 SUPPLIES</td>
<td>1182495</td>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38100</td>
<td>INNOVATIVE OFFICE SOLUTIONS</td>
<td>01-043-000-0000-6406</td>
<td>33.96</td>
<td>ACCT C103279 SUPPLIES</td>
<td>1182495</td>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38100</td>
<td>INNOVATIVE OFFICE SOLUTIONS</td>
<td>01-043-000-0000-6406</td>
<td>120.63</td>
<td>ACCT C103279 SUPPLIES</td>
<td>1182495</td>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12716</td>
<td>INTERSTATE POWER SYSTEMS INC</td>
<td>10-304-000-0000-6306</td>
<td>4,059.47</td>
<td>REPAIR</td>
<td></td>
<td>Repair/Maint. Equip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12716</td>
<td>INTERSTATE POWER SYSTEMS INC</td>
<td>10-304-000-0000-6306</td>
<td>4,059.47</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11994</td>
<td>JAMPSA/PATRICIA A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### General Revenue Fund

<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Name</th>
<th>Account/Formula</th>
<th>Amount</th>
<th>Description</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
<th>Paid On Bhf #</th>
<th>On Behalf of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>11994</td>
<td>JAMPSA/PATRICIA A</td>
<td>01-063-000-0000-6367</td>
<td>930.00</td>
<td>ABSENTEE BALLOT BOARD HRS</td>
<td>11/27/18</td>
<td>Election Judge Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1630</td>
<td>JOHNSON CONTROLS</td>
<td>01-112-101-0000-6572</td>
<td>709.27</td>
<td>ACCT 385-00894553 SERVICE</td>
<td>85370124</td>
<td>Repair And Maintenance Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1630</td>
<td>JOHNSON CONTROLS</td>
<td>01-112-101-0000-6572</td>
<td>709.27</td>
<td>ACCT 385-00894553 SERVICE</td>
<td>85370124</td>
<td>Repair And Maintenance Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3191</td>
<td>KEEPRS INC</td>
<td>01-250-000-0000-6526</td>
<td>69.98</td>
<td>OTTERJAIL SUPERSHIRT</td>
<td>370347-01</td>
<td>Uniforms</td>
<td>13305</td>
<td>TUNGSETH/TODD</td>
</tr>
<tr>
<td>3191</td>
<td>KEEPRS INC</td>
<td>01-250-000-0000-6526</td>
<td>69.98</td>
<td>OTTERJAIL SUPERSHIRT</td>
<td>370347-01</td>
<td>Uniforms</td>
<td>13305</td>
<td>TUNGSETH/TODD</td>
</tr>
<tr>
<td>15197</td>
<td>KUGLER/DOUGLAS</td>
<td>22-622-000-0055-6369</td>
<td>100.00</td>
<td>1 BEAVER TRAPPED IN DITCH 55</td>
<td>11/9/18</td>
<td>Miscellaneous Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15197</td>
<td>KUGLER/DOUGLAS</td>
<td>22-622-000-0055-6369</td>
<td>100.00</td>
<td>1 BEAVER TRAPPED IN DITCH 55</td>
<td>11/9/18</td>
<td>Miscellaneous Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-205-000-0000-6273</td>
<td>6,470.00</td>
<td>CORONER SERVICES OC 2018</td>
<td>373</td>
<td>Coroner Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-205-000-0000-6273</td>
<td>960.00</td>
<td>AUTOPSY ASSIST/SECRETARY OCT</td>
<td>379</td>
<td>Coroner Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>12.22</td>
<td>LINDEMYER, STEVEN B</td>
<td>10/3/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>29.20</td>
<td>LIPE, SCOTT</td>
<td>10/3/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>22.66</td>
<td>SERNA, DEAN J</td>
<td>10/3/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>57.19</td>
<td>SKOLTE, GERALD D</td>
<td>7/11/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>8.16</td>
<td>STEPHANIE, BRIAN P</td>
<td>7/18/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>76.52</td>
<td>NOWACK, STEVEN</td>
<td>7/18/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>645.88</td>
<td>SKOLTE, GERALD D</td>
<td>8/16/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>5.87</td>
<td>SKOLTE, GERALD D</td>
<td>8/16/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>6.38</td>
<td>SKOLTE, GERALD D</td>
<td>8/16/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>88.50</td>
<td>SKOLTE, GERALD D</td>
<td>8/16/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>989.80</td>
<td>HULTIN, TANNER J</td>
<td>8/22/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>160.25</td>
<td>HULTIN, TANNER J</td>
<td>8/22/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>5.87</td>
<td>HULTIN, TANNER J</td>
<td>8/22/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>60.03</td>
<td>HULTIN, TANNER J</td>
<td>8/22/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>88.50</td>
<td>HULTIN, TANNER J</td>
<td>8/22/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>01-250-000-0000-6432</td>
<td>81.40</td>
<td>STONE, JOHN T</td>
<td>8/29/18</td>
<td>Medical Incarcerated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>LAKE REGION HEALTHCARE</td>
<td>10-302-000-0000-6369</td>
<td>334.35</td>
<td>SERVICE</td>
<td></td>
<td>Miscellaneoues Charges</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 19 Transactions

---

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Description</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
<th>Paid On Bhf #</th>
<th>On Behalf of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAKES AREA COOPERATIVE</td>
<td>PROPLANE</td>
<td>Gas And Oil - Utility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAKES COUNTRY SERVICE CO OP</td>
<td>ACCT 36093 HEALTH &amp; SAFETY Q4</td>
<td>Professional Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARRY OTT INC TRUCK SERVICE</td>
<td>CARDBOARD 11/7/18</td>
<td>Contract Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARRY OTT INC TRUCK SERVICE</td>
<td>PAPER 11/6/18</td>
<td>Contract Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARRY OTT INC TRUCK SERVICE</td>
<td>CARDBOARD 11/14/18</td>
<td>Contract Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARRY OTT INC TRUCK SERVICE</td>
<td>CARDBOARD 11/19/18</td>
<td>Contract Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARRY OTT INC TRUCK SERVICE</td>
<td>PAPER 11/12/18</td>
<td>Contract Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARSON/DOUG</td>
<td>PER DIEM</td>
<td>Per Diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARSON/DOUG</td>
<td>PER DIEM</td>
<td>Per Diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARSON/JOANNE</td>
<td>ABSENTEE BALLOT BOARD HRS</td>
<td>Election Judge Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEE/THOMAS</td>
<td>PER DIEM</td>
<td>Per Diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEE/THOMAS</td>
<td>MILEAGE</td>
<td>Mileage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LENTZ/JOLEEN</td>
<td>MILEAGE - ELECTION NIGHT</td>
<td>Mileage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LENTZ/JOLEEN</td>
<td>ACCT OT22 STAPLES</td>
<td>Service Agreements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIBERTY BUSINESS SYSTEMS FARGO</td>
<td>ACCT OT22 STAPLES</td>
<td>Service Agreements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## COMMISSIONER'S VOUCHERS ENTRIES

### Account/Formula

<table>
<thead>
<tr>
<th>No.</th>
<th>Vendor Name</th>
<th>Account/Formula</th>
<th>Amount</th>
<th>Description</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10094</td>
<td>LIBERTY TIRE RECYCLING LLC</td>
<td>50-000-000-0110-6858</td>
<td>3,276.83</td>
<td>ACCT 56531 TIRE DISPOSAL</td>
<td>1 Transactions</td>
<td>1479347</td>
<td>Tire Disposal</td>
</tr>
<tr>
<td>10094</td>
<td>LIBERTY TIRE RECYCLING LLC</td>
<td>50-000-000-0110-6858</td>
<td>3,276.83</td>
<td>OFFICE 365 PLAN LICENSES</td>
<td>1 Transactions</td>
<td>3418</td>
<td>Service Agreements</td>
</tr>
<tr>
<td>7302</td>
<td>LIFTOFF, LLC</td>
<td>01-061-000-0000-6342</td>
<td>2,550.00</td>
<td>ACCT 56531 TIRE DISPOSAL</td>
<td>1 Transactions</td>
<td>1479347</td>
<td>Tire Disposal</td>
</tr>
<tr>
<td>7302</td>
<td>LIFTOFF, LLC</td>
<td>01-061-000-0000-6342</td>
<td>2,550.00</td>
<td>OFFICE 365 PLAN LICENSES</td>
<td>1 Transactions</td>
<td>3418</td>
<td>Service Agreements</td>
</tr>
<tr>
<td>41638</td>
<td>LOCATORS &amp; SUPPLIES INC</td>
<td>01-044-000-0000-6406</td>
<td>144.06</td>
<td>ACCT 23-52N4 WHEEL/TAPE</td>
<td>1 Transactions</td>
<td>0271419-IN</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>41638</td>
<td>LOCATORS &amp; SUPPLIES INC</td>
<td>50-399-000-0000-6304</td>
<td>58.95</td>
<td>ACCT 23-52A28 GLOVES</td>
<td>1 Transactions</td>
<td>0271436-IN</td>
<td>Repair And Maint-Vehicles</td>
</tr>
<tr>
<td>41638</td>
<td>LOCATORS &amp; SUPPLIES INC</td>
<td>50-399-000-0000-6304</td>
<td>56.98</td>
<td>ACCT 23-52A28 HEATKEEP LINING</td>
<td>1 Transactions</td>
<td>0271404-IN</td>
<td>Repair And Maint-Vehicles</td>
</tr>
<tr>
<td>41638</td>
<td>LOCATORS &amp; SUPPLIES INC</td>
<td>50-399-000-0000-6304</td>
<td>155.88</td>
<td>ACCT 23-52A28 GLOVES</td>
<td>1 Transactions</td>
<td>0271559-IN</td>
<td>Repair And Maint-Vehicles</td>
</tr>
<tr>
<td>1737</td>
<td>MANDERUD/VIOLA J</td>
<td>01-063-000-0000-6330</td>
<td>37.06</td>
<td>MILEAGE - ELECTION NIGHT</td>
<td>11/6/18</td>
<td>11/6/18</td>
<td>Mileage</td>
</tr>
<tr>
<td>1737</td>
<td>MANDERUD/VIOLA J</td>
<td>01-063-000-0000-6369</td>
<td>209.21</td>
<td>SUPPLIES FOR ELECTIONS</td>
<td>1 Transactions</td>
<td>11/6/18</td>
<td>Miscellaneous Charges</td>
</tr>
<tr>
<td>13524</td>
<td>MANDERUD/WALLACE C</td>
<td>01-063-000-0000-6367</td>
<td>108.00</td>
<td>ABSENTEE BALLOT BOARD HRS</td>
<td>2 Transactions</td>
<td>11/27/18</td>
<td>Election Judge Costs</td>
</tr>
<tr>
<td>13524</td>
<td>MANDERUD/WALLACE C</td>
<td>01-063-000-0000-6330</td>
<td>105.73</td>
<td>MILEAGE - DELIVER POLL BOOKS</td>
<td>2 Transactions</td>
<td>11/5/18</td>
<td>Mileage</td>
</tr>
<tr>
<td>15230</td>
<td>MANN/TERESA L</td>
<td>01-063-000-0000-6367</td>
<td>786.96</td>
<td>ABSENTEE BALLOT BOARD HRS</td>
<td>1 Transactions</td>
<td>11/27/18</td>
<td>Election Judge Costs</td>
</tr>
<tr>
<td>36132</td>
<td>MARCO INC ST LOUIS</td>
<td>01-201-000-0000-6340</td>
<td>689.12</td>
<td>ACCT 35700038 CN 500-0397774</td>
<td>1 Transactions</td>
<td>370895815</td>
<td>Office Equipment Rental &amp; Maint.</td>
</tr>
<tr>
<td>36132</td>
<td>MARCO INC ST LOUIS</td>
<td>01-201-000-0000-6340</td>
<td>689.12</td>
<td>OFFICE 365 PLAN LICENSES</td>
<td>1 Transactions</td>
<td>3418</td>
<td>Service Agreements</td>
</tr>
<tr>
<td>2721</td>
<td>MARCO TECHNOLOGIES LLC</td>
<td>01-061-000-0000-6342</td>
<td>10,400.00</td>
<td>ACCT OT00 ZIXGATEWAY/PORT</td>
<td>1 Transactions</td>
<td>5747037</td>
<td>Service Agreements</td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9930</td>
<td>MARKS FLEET SUPPLY INC</td>
<td>ACCT 984898 SUPPLIES</td>
<td>074512/1</td>
<td>Building And Grounds Maintenance</td>
</tr>
<tr>
<td>9930</td>
<td>MARKS FLEET SUPPLY INC</td>
<td>ACCT 984898 SUPPLIES</td>
<td>074512/1</td>
<td>Building And Grounds Maintenance</td>
</tr>
<tr>
<td>12534</td>
<td>MATCO TOOLS</td>
<td>SUPPLIES</td>
<td>5758191</td>
<td>Service Agreements</td>
</tr>
<tr>
<td>88</td>
<td>MATTHEW BENDER &amp; COMPANY INC</td>
<td>ACCT 0396506001</td>
<td>0636134X</td>
<td>Reference Books &amp; Literature</td>
</tr>
<tr>
<td>14277</td>
<td>McCONN/CHRISTOPHER</td>
<td>MEAL - POPE/DOUGLAS CO MTG</td>
<td>11/5/18</td>
<td>Meals And Lodging</td>
</tr>
<tr>
<td>10115</td>
<td>MCKESSON MEDICAL-SURGICAL INC</td>
<td>ACCT 5006836 BP CUFFS</td>
<td>37534689</td>
<td>Medical Incarcerated</td>
</tr>
<tr>
<td>10115</td>
<td>MCKESSON MEDICAL-SURGICAL INC</td>
<td>ACCT 5006836 BP CUFFS</td>
<td>37553682</td>
<td>Medical Incarcerated</td>
</tr>
<tr>
<td>10115</td>
<td>MCKESSON MEDICAL-SURGICAL INC</td>
<td>ACCT 5006836 INFLATION SYSTEM</td>
<td>37852807</td>
<td>Medical Incarcerated</td>
</tr>
<tr>
<td>10115</td>
<td>MCKESSON MEDICAL-SURGICAL INC</td>
<td>ACCT 5006836 MED SUPPLIES</td>
<td>39496097</td>
<td>Medical Incarcerated</td>
</tr>
<tr>
<td>10115</td>
<td>MCKESSON MEDICAL-SURGICAL INC</td>
<td>ACCT 5006836 MED SUPPLIES</td>
<td>39547908</td>
<td>Medical Incarcerated</td>
</tr>
<tr>
<td>10115</td>
<td>MCKESSON MEDICAL-SURGICAL INC</td>
<td>ACCT 5006836 MED SUPPLIES</td>
<td>40105753</td>
<td>Medical Incarcerated</td>
</tr>
<tr>
<td>8089</td>
<td>MIDWEST MONITORING</td>
<td>DRUG TESTING SUPPLIES</td>
<td>1018516</td>
<td>Drug Testing</td>
</tr>
<tr>
<td>8089</td>
<td>MIDWEST MONITORING</td>
<td>DRUG TESTING SUPPLIES</td>
<td>1018516</td>
<td>Drug Testing</td>
</tr>
<tr>
<td>87003</td>
<td>MIDWEST PRINTING CO</td>
<td>SUPPLIES</td>
<td></td>
<td>Office Supplies</td>
</tr>
<tr>
<td>87003</td>
<td>MIDWEST PRINTING CO</td>
<td>SUPPLIES</td>
<td></td>
<td>Office Supplies</td>
</tr>
<tr>
<td>42863</td>
<td>MINNESOTA MOTOR COMPANY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Account/Formula</td>
<td>Amount</td>
<td>Warrant Description</td>
<td>Service Dates</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------</td>
<td>--------</td>
<td>---------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>MINNESOTA MOTOR COMPANY</td>
<td>01-201-000-0000-6304</td>
<td>846.39</td>
<td>ACCT 2900 OIL CHANGE</td>
<td>3 Transactions</td>
</tr>
<tr>
<td>MINNKOTA ENVIRO SERVICES INC</td>
<td>01-201-000-0000-6406</td>
<td>50.00</td>
<td>ACCT 1159 SHREDDING SERVICES</td>
<td>1 Transactions</td>
</tr>
<tr>
<td>MN COUNTIES COMPUTER CO-OP</td>
<td>01-061-000-0000-6342</td>
<td>187.50</td>
<td>DATA CONVERSION</td>
<td>1 Transactions</td>
</tr>
<tr>
<td>MN DEPT OF LABOR AND INDUSTRY</td>
<td>01-112-102-0000-6342</td>
<td>100.00</td>
<td>ACCT 19217 ELEVATOR OPS</td>
<td>1 Transactions</td>
</tr>
<tr>
<td>MNDRIVERSMANUALS.COM</td>
<td>01-042-000-0000-6369</td>
<td>371.22</td>
<td>MANUALS - COMMERCIAL/DRIVERS</td>
<td>1 Transactions</td>
</tr>
<tr>
<td>MOTOROLA</td>
<td>14-214-000-0000-6689</td>
<td>6,998.20</td>
<td>1000631219-0001 SOFTWARE LIC. 5% CONTRACT</td>
<td>2 Transactions</td>
</tr>
<tr>
<td>N F FIELD ABSTRACT CO LLC</td>
<td>10-303-000-0000-6683</td>
<td>4,575.00</td>
<td>TRACT SEARCH</td>
<td>1 Transactions</td>
</tr>
<tr>
<td>NACO</td>
<td>01-112-108-0000-6572</td>
<td>330.00</td>
<td>TRIMMING 10/16/18</td>
<td>18310</td>
</tr>
<tr>
<td>NATURES GARDEN WORLD</td>
<td>01-112-108-0000-6572</td>
<td>1,896.75</td>
<td>LANDSCAPING 10/24/18</td>
<td>18516</td>
</tr>
<tr>
<td>Vendor No.</td>
<td>Account/Formula</td>
<td>Description</td>
<td>Amount</td>
<td>Service Dates</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------</td>
<td>------------------------------</td>
<td>--------</td>
<td>-------------------</td>
</tr>
<tr>
<td>589</td>
<td>NATURES GARDEN WORLD</td>
<td></td>
<td>2,226.75</td>
<td></td>
</tr>
<tr>
<td>35442</td>
<td>NELSON AUTO CENTER 14-06-000-0000-6687</td>
<td>2018 FORD TAURUS</td>
<td>24,197.89</td>
<td>2 Transactions</td>
</tr>
<tr>
<td>35442</td>
<td>NELSON AUTO CENTER 14-06-000-0000-6687</td>
<td>1 Transactions</td>
<td>24,197.89</td>
<td></td>
</tr>
<tr>
<td>14861</td>
<td>NELSON/GARY M 01-06-000-0000-6367</td>
<td>ABSENTEE BALLOT BOARD HRS</td>
<td>798.00</td>
<td>11/27/18</td>
</tr>
<tr>
<td>14861</td>
<td>NELSON/GARY M 01-06-000-0000-6367</td>
<td>1 Transactions</td>
<td>798.00</td>
<td></td>
</tr>
<tr>
<td>10753</td>
<td>NELSON/JANICE F 01-06-000-0000-6367</td>
<td>ABSENTEE BALLOT BOARD HRS</td>
<td>1,452.00</td>
<td>1 Transactions</td>
</tr>
<tr>
<td>10753</td>
<td>NELSON/JANICE F 01-06-000-0000-6367</td>
<td>1 Transactions</td>
<td>1,452.00</td>
<td></td>
</tr>
<tr>
<td>11057</td>
<td>NELSON/MIKE 22-62-000-0010-6369</td>
<td>1 BEAVER TRAPPED IN DITCH 10</td>
<td>100.00</td>
<td>11/27/18</td>
</tr>
<tr>
<td>11057</td>
<td>NELSON/MIKE 22-62-000-0016-6369</td>
<td>2 BEAVERS TRAPPED IN DITCH 16</td>
<td>200.00</td>
<td>11/27/18</td>
</tr>
<tr>
<td>11057</td>
<td>NELSON/MIKE 22-62-000-0023-6369</td>
<td>1 BEAVER TRAPPED IN DITCH 23</td>
<td>100.00</td>
<td>11/27/18</td>
</tr>
<tr>
<td>11057</td>
<td>NELSON/MIKE 22-62-000-0025-6369</td>
<td>5 BEAVERS TRAPPED IN DITCH 25</td>
<td>500.00</td>
<td>11/27/18</td>
</tr>
<tr>
<td>11057</td>
<td>NELSON/MIKE 22-62-000-0026-6369</td>
<td>2 BEAVERS TRAPPED IN DITCH 28</td>
<td>200.00</td>
<td>11/27/18</td>
</tr>
<tr>
<td>11057</td>
<td>NELSON/MIKE 22-62-000-0029-6369</td>
<td>1 BEAVER TRAPPED IN DITCH 29</td>
<td>100.00</td>
<td>11/27/18</td>
</tr>
<tr>
<td>11057</td>
<td>NELSON/MIKE 22-62-000-0052-6369</td>
<td>2 BEAVERS TRAPPED IN DITCH 52</td>
<td>200.00</td>
<td>11/27/18</td>
</tr>
<tr>
<td>11057</td>
<td>NELSON/MIKE 22-62-000-0055-6369</td>
<td>1 BEAVER TRAPPED IN DITCH 55</td>
<td>100.00</td>
<td>11/27/18</td>
</tr>
<tr>
<td>11057</td>
<td>NELSON/MIKE 22-62-000-0060-6369</td>
<td>1 BEAVER TRAPPED IN JD 2</td>
<td>100.00</td>
<td>11/27/18</td>
</tr>
<tr>
<td>11057</td>
<td>NELSON/MIKE 22-62-000-0060-6369</td>
<td>9 Transactions</td>
<td>1,600.00</td>
<td></td>
</tr>
<tr>
<td>10754</td>
<td>NELSON/VALERIE 01-06-000-0000-6367</td>
<td>ABSENTEE BALLOT BOARD HRS</td>
<td>2,187.00</td>
<td>1 Transactions</td>
</tr>
<tr>
<td>10754</td>
<td>NELSON/VALERIE 01-06-000-0000-6367</td>
<td>1 Transactions</td>
<td>2,187.00</td>
<td></td>
</tr>
<tr>
<td>595</td>
<td>NETWORK SERVICES COMPANY 01-11-010-0000-6485</td>
<td>ACCT 655-790197 SUPPLIES</td>
<td>474.90</td>
<td>50836</td>
</tr>
<tr>
<td>595</td>
<td>NETWORK SERVICES COMPANY 01-11-010-0000-6485</td>
<td>ACCT 655-790197 SUPPLIES</td>
<td>799.62</td>
<td>50837</td>
</tr>
<tr>
<td>849</td>
<td>NEW YORK MILLS/ CITY OF 71-171-000-0000-6369</td>
<td>MOWING @ 3 PARCELS</td>
<td>825.00</td>
<td>2018-114</td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Name</th>
<th>Account/Formula</th>
<th>Description</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>849</td>
<td>NEW YORK MILLS/CITY OF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14655</td>
<td>NEVILLE/DARREN</td>
<td>01-123-000-0000-6140</td>
<td>PER DIEM</td>
<td>11/8/18</td>
<td>Per Diem</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01-123-000-0000-6330</td>
<td>MILEAGE</td>
<td>11/8/18</td>
<td>Mileage</td>
</tr>
<tr>
<td>14257</td>
<td>NORTHLAND FIRE PROTECTION</td>
<td>01-112-106-0000-6342</td>
<td>OTTCNYM SERVICE &amp; MAINT</td>
<td>34072</td>
<td>Service Agreements</td>
</tr>
<tr>
<td>14303</td>
<td>NORTHERN</td>
<td>01-101-000-0000-6406</td>
<td>ACCT 379548 MN VITAL</td>
<td>2437158</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>10104</td>
<td>NUSS TRUCK &amp; EQUIPMENT</td>
<td>10-304-000-0000-6572</td>
<td>SUPPLIES</td>
<td></td>
<td>Repair And Maintenance Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10-304-000-0000-6572</td>
<td>PARTS</td>
<td></td>
<td>Repair And Maintenance Supplies</td>
</tr>
<tr>
<td>4106</td>
<td>OFFICE OF MN.IT Services</td>
<td>01-061-000-0000-6201</td>
<td>ACCT 100A05602 OCT 2018</td>
<td>18100435</td>
<td>Communication Fees -</td>
</tr>
<tr>
<td>15350</td>
<td>OK TIRE STORE - WAHPETON</td>
<td>10-304-000-0000-6572</td>
<td>TIRE REPAIR</td>
<td></td>
<td>Repair And Maintenance Supplies</td>
</tr>
<tr>
<td>44164</td>
<td>OTTER TAIL CO SOLID WASTE</td>
<td>01-507-000-0000-6300</td>
<td>ACCT 146 TIPPING FEES</td>
<td>OCT2018</td>
<td>Building And Grounds Maintenance</td>
</tr>
<tr>
<td>126</td>
<td>OTTER TAIL CO TREASURER</td>
<td>01-507-000-0000-6300</td>
<td>SWEEPING 6/21/18</td>
<td>2372</td>
<td>Building And Grounds Maintenance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02-612-000-0000-6369</td>
<td>RELOCATING I-LIDS 6/14/18</td>
<td>2372</td>
<td>Miscellaneous Charges</td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>No.</th>
<th>Vendor Name</th>
<th>Account/Formula</th>
<th>Description</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>624</td>
<td>OTTER TAIL LAKES COUNTRY ASSOCIATION</td>
<td>50-000-000-0000-6240</td>
<td>2019 MAGAZINE ADS</td>
<td>INV-0842</td>
<td>Publishing &amp; Advertising</td>
</tr>
<tr>
<td>624</td>
<td>OTTER TAIL LAKES COUNTRY ASSOCIATION</td>
<td>50-000-000-0000-6240</td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7392</td>
<td>OTTERTAIL TRUCKING INC</td>
<td>50-000-000-0120-6291</td>
<td>HAULING CHARGES 10/29/18</td>
<td>37711</td>
<td>Contract Transportation</td>
</tr>
<tr>
<td>7392</td>
<td>OTTERTAIL TRUCKING INC</td>
<td>50-000-000-0120-6291</td>
<td>HAULING CHARGES 10/29/18</td>
<td>37711</td>
<td>Contract Transportation</td>
</tr>
<tr>
<td>7392</td>
<td>OTTERTAIL TRUCKING INC</td>
<td>50-000-000-0170-6291</td>
<td>HAULING CHARGES 11/1/18</td>
<td>37818</td>
<td>Contract Transportation</td>
</tr>
<tr>
<td>7392</td>
<td>OTTERTAIL TRUCKING INC</td>
<td>50-000-000-0120-6291</td>
<td>HAULING CHARGES 11/1/18</td>
<td>37818</td>
<td>Contract Transportation</td>
</tr>
<tr>
<td>7392</td>
<td>OTTERTAIL TRUCKING INC</td>
<td>50-000-000-0170-6291</td>
<td>HAULING CHARGES 11/5/18</td>
<td>37819</td>
<td>Contract Transportation</td>
</tr>
<tr>
<td>7392</td>
<td>OTTERTAIL TRUCKING INC</td>
<td>50-399-000-0000-6291</td>
<td>HAULING CHARGES 10/31/18</td>
<td>37811</td>
<td>Contract Transportation</td>
</tr>
<tr>
<td>7392</td>
<td>OTTERTAIL TRUCKING INC</td>
<td>50-399-000-0000-6291</td>
<td>HAULING CHARGES 11/7/18</td>
<td>37819</td>
<td>Contract Transportation</td>
</tr>
<tr>
<td>7392</td>
<td>OTTERTAIL TRUCKING INC</td>
<td>50-399-000-0000-6291</td>
<td>HAULING CHARGES 11/7/18</td>
<td>37819</td>
<td>Contract Transportation</td>
</tr>
<tr>
<td>6259</td>
<td>PACE ANALYTICAL SERVICES INC</td>
<td>50-000-000-0120-6278</td>
<td>PROJECT 10451209</td>
<td>18100236424</td>
<td>Engineering &amp; Hydrological Testing</td>
</tr>
<tr>
<td>6259</td>
<td>PACE ANALYTICAL SERVICES INC</td>
<td>50-000-000-0120-6278</td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45022</td>
<td>PARK REGION CO OP</td>
<td>10-304-000-0000-6251</td>
<td>TANK LEASE</td>
<td>14886</td>
<td>Gas And Oil - Utility</td>
</tr>
<tr>
<td>45022</td>
<td>PARK REGION CO OP</td>
<td>50-000-000-0150-6565</td>
<td>ACCT 630248 DIESEL PREMIUM</td>
<td></td>
<td>Fuels</td>
</tr>
<tr>
<td>45047</td>
<td>PELICAN RAPIDS PRESS</td>
<td>01-002-000-0000-6240</td>
<td>ACCT 326 FOOD PROTECTION ORD</td>
<td>74925</td>
<td>Publishing &amp; Advertising</td>
</tr>
<tr>
<td>45047</td>
<td>PELICAN RAPIDS PRESS</td>
<td>01-002-000-0000-6240</td>
<td>ACCT 326 SW MGMT CHARGES</td>
<td>74926</td>
<td>Publishing &amp; Advertising</td>
</tr>
<tr>
<td>45047</td>
<td>PELICAN RAPIDS PRESS</td>
<td>01-043-000-0000-6240</td>
<td>ACCT 326 REAL ESTATE TAX</td>
<td>74784</td>
<td>Publishing &amp; Advertising</td>
</tr>
<tr>
<td>45047</td>
<td>PELICAN RAPIDS PRESS</td>
<td>01-063-000-0000-6240</td>
<td>ACCT 326 GENERAL ELECTION</td>
<td>74927</td>
<td>Publishing &amp; Advertising</td>
</tr>
<tr>
<td>45047</td>
<td>PELICAN RAPIDS PRESS</td>
<td>01-063-000-0000-6240</td>
<td>ACCT 326 PUBLIC ACCURACY TEST</td>
<td>74928</td>
<td>Publishing &amp; Advertising</td>
</tr>
<tr>
<td>45047</td>
<td>PELICAN RAPIDS PRESS</td>
<td>01-063-000-0000-6240</td>
<td>ACCT 326 GENERAL ELECTION</td>
<td>74971</td>
<td>Publishing &amp; Advertising</td>
</tr>
<tr>
<td>45047</td>
<td>PELICAN RAPIDS PRESS</td>
<td>50-000-000-0000-6240</td>
<td>ACCT 135 PR WINTER HOURS</td>
<td>74666</td>
<td>Publishing &amp; Advertising</td>
</tr>
<tr>
<td>6050</td>
<td>PERFORMANCE PAVING &amp; SEALCOATING LL</td>
<td>50-000-000-0150-6300</td>
<td>FOUR CLASS 5 LOADS HENNING TSF</td>
<td>991966</td>
<td>Building And Grounds Maintenance</td>
</tr>
</tbody>
</table>
### COMMISSIONER'S VOUCHERS ENTRIES

<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Vendor Name</th>
<th>Account/Formula</th>
<th>Service Dates</th>
<th>Warrant Description</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11809</td>
<td>PERHAM HEALTH</td>
<td>01-201-000-0000-6396</td>
<td></td>
<td>ACCT 30006053 URINE TEST</td>
<td>303220019</td>
<td>Special Investigation</td>
</tr>
<tr>
<td>11809</td>
<td>PERHAM HEALTH</td>
<td>01-201-000-0000-6396</td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14246</td>
<td>PERRIN AUTO BODY</td>
<td>01-149-000-0000-6354</td>
<td></td>
<td>UNIT 28 FENDER REPAIRS</td>
<td>848</td>
<td>Insurance Claims</td>
</tr>
<tr>
<td>14246</td>
<td>PERRIN AUTO BODY</td>
<td>01-149-000-0000-6354</td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>475</td>
<td>PETE'S AMOCO</td>
<td>01-201-000-0000-6396</td>
<td></td>
<td>TOW CF 18035184 10/24/18</td>
<td>1002</td>
<td>Special Investigation</td>
</tr>
<tr>
<td>475</td>
<td>PETE'S AMOCO</td>
<td>01-201-000-0000-6396</td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45072</td>
<td>PINE PLAZA TV &amp; APPLIANCE</td>
<td>01-112-000-0000-6572</td>
<td></td>
<td>PART FOR FRIDGE</td>
<td>87220</td>
<td>Repair And Maintenance Supplies</td>
</tr>
<tr>
<td>45072</td>
<td>PINE PLAZA TV &amp; APPLIANCE</td>
<td>01-112-000-0000-6572</td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15441</td>
<td>PLANT TOURS COMMUNICATIONS</td>
<td>50-000-000-0000-6848</td>
<td></td>
<td>TOUR GUIDE SYSTEM</td>
<td>13070</td>
<td>Public Education</td>
</tr>
<tr>
<td>15441</td>
<td>PLANT TOURS COMMUNICATIONS</td>
<td>50-000-000-0000-6848</td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1898</td>
<td>PORTMANN/VIRGINIA</td>
<td>01-063-000-0000-6367</td>
<td></td>
<td>ABSENTEE BALLOT BOARD HRS</td>
<td>11/27/18</td>
<td>Election Judge Costs</td>
</tr>
<tr>
<td>1898</td>
<td>PORTMANN/VIRGINIA</td>
<td>01-063-000-0000-6367</td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3867</td>
<td>PRAXAIR DISTRIBUTION INC</td>
<td>50-000-000-0000-6565</td>
<td></td>
<td>ACCT 71928252</td>
<td>85955718</td>
<td>Fuels - Gas &amp; Diesel</td>
</tr>
<tr>
<td>3867</td>
<td>PRAXAIR DISTRIBUTION INC</td>
<td>50-000-000-0000-6565</td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3730</td>
<td>PREMIUM WATERS INC</td>
<td>50-000-000-0150-6290</td>
<td></td>
<td>ACCT 376004</td>
<td>376004-10-18</td>
<td>Contracted Services.</td>
</tr>
<tr>
<td>3730</td>
<td>PREMIUM WATERS INC</td>
<td>50-000-000-0150-6290</td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10756</td>
<td>PRISCHMANN/KAREN</td>
<td>01-063-000-0000-6367</td>
<td></td>
<td>ABSENTEE BALLOT BOARD HRS</td>
<td>11/27/18</td>
<td>Election Judge Costs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 Transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor No.</td>
<td>Name</td>
<td>Account/Formula</td>
<td>Amount</td>
<td>Description</td>
<td>Invoice #</td>
<td>On Behalf of Name</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------</td>
<td>----------------------------------</td>
<td>----------</td>
<td>------------------------------</td>
<td>------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>10756</td>
<td>PRISCHMANN/KAREN</td>
<td>50-000-000-0120-6565</td>
<td>558.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45475</td>
<td>PRO AG FARMERS CO OP</td>
<td>50-000-000-0120-6565</td>
<td>73.75</td>
<td>ACCT 988529 DIESEL</td>
<td>88039962</td>
<td>Fuels</td>
</tr>
<tr>
<td>45475</td>
<td>PRO AG FARMERS CO OP</td>
<td>10-304-000-000-6565</td>
<td>73.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6547</td>
<td>PRO AG FARMERS COOPERATIVE</td>
<td>10-304-000-000-6565</td>
<td>1,233.20</td>
<td>DIESEL FUEL</td>
<td></td>
<td>Fuels - Diesel</td>
</tr>
<tr>
<td>6547</td>
<td>PRO AG FARMERS COOPERATIVE</td>
<td>10-304-000-000-6565</td>
<td>1,233.20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25082</td>
<td>PRODUCTIVE ALTERNATIVES INC</td>
<td>50-399-000-0000-6290</td>
<td>116.67</td>
<td>OTTERTAILRECY01 JANITORIAL</td>
<td>58050</td>
<td>Contracted Services.</td>
</tr>
<tr>
<td>25082</td>
<td>PRODUCTIVE ALTERNATIVES INC</td>
<td>01-031-000-0000-6677</td>
<td>184.01</td>
<td>CONVERTIBLE HEADSET</td>
<td>15430</td>
<td>Office Furniture And Equipment</td>
</tr>
<tr>
<td>15443</td>
<td>QUALITY TELECOM &amp; IT SOLUTIONS</td>
<td>01-031-000-0000-6677</td>
<td>184.01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8622</td>
<td>RDO TRUCK CENTER CO</td>
<td>10-304-000-0000-6306</td>
<td>1,968.53</td>
<td>REPAIR</td>
<td></td>
<td>Repair/Maint. Equip</td>
</tr>
<tr>
<td>8622</td>
<td>RDO TRUCK CENTER CO</td>
<td>10-304-000-0000-6572</td>
<td>4,047.37</td>
<td>PARTS</td>
<td></td>
<td>Repair And Maintenance Supplies</td>
</tr>
<tr>
<td>8622</td>
<td>RDO TRUCK CENTER CO</td>
<td>50-399-000-0000-6304</td>
<td>1,864.52</td>
<td>ACCT 9660 REPAIRS UNIT 17373</td>
<td>136317FF</td>
<td>Repair And Maint-Vehicles</td>
</tr>
<tr>
<td>49316</td>
<td>RENTAL STORE/THE</td>
<td>50-000-000-0000-8848</td>
<td>495.00</td>
<td>ACCT 931 BLACK SIGN</td>
<td>1-510979</td>
<td>Public Education</td>
</tr>
<tr>
<td>49316</td>
<td>RENTAL STORE/THE</td>
<td>50-000-000-0000-8848</td>
<td>210.00</td>
<td>ACCT 931 BLACK SIGN &amp; LETTERS</td>
<td>1-511082</td>
<td>Public Education</td>
</tr>
<tr>
<td>675</td>
<td>RINGDAHL AMBULANCE INC</td>
<td>01-250-000-0000-6432</td>
<td>432.00</td>
<td>TRANSPORT T HULTIN 8/22/18</td>
<td>18-7097</td>
<td>Medical Incarcerated</td>
</tr>
<tr>
<td>675</td>
<td>RINGDAHL AMBULANCE INC</td>
<td>01-250-000-0000-6432</td>
<td>432.00</td>
<td>TRANSPORT T HULTIN 8/24/18</td>
<td>18-7098</td>
<td>Medical Incarcerated</td>
</tr>
<tr>
<td>675</td>
<td>RINGDAHL AMBULANCE INC</td>
<td>01-122-108-0000-6673</td>
<td>864.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13544</td>
<td>ROBERT NORDICK CONSTRUCTION LLC</td>
<td>01-122-108-0000-6673</td>
<td>4,690.00</td>
<td>REPLACE SIDEWALK SECTION</td>
<td>11/14/18</td>
<td>Remodeling Projects</td>
</tr>
<tr>
<td>Vendor No.</td>
<td>Account/Formula</td>
<td>Description</td>
<td>Rpt</td>
<td>Amount</td>
<td>Warrant Description</td>
<td>Service Dates</td>
</tr>
<tr>
<td>------------</td>
<td>----------------</td>
<td>-------------</td>
<td>-----</td>
<td>--------</td>
<td>---------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>13544</td>
<td>ROBERT NORDICK CONSTRUCTION LLC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13221</td>
<td>SANFORD HEALTH OCCUPATIONAL</td>
<td></td>
<td></td>
<td></td>
<td>PULMONARY FUNCTION TEST</td>
<td>1 Transactions</td>
</tr>
<tr>
<td>13221</td>
<td>SANFORD HEALTH OCCUPATIONAL</td>
<td></td>
<td></td>
<td></td>
<td>1 Transactions</td>
<td></td>
</tr>
<tr>
<td>11656</td>
<td>SCHIERER/STEVE</td>
<td></td>
<td></td>
<td></td>
<td>PER DIEM</td>
<td>11/8/18</td>
</tr>
<tr>
<td>11656</td>
<td>SCHIERER/STEVE</td>
<td></td>
<td></td>
<td></td>
<td>MILEAGE</td>
<td>11/8/18</td>
</tr>
<tr>
<td>13735</td>
<td>SCHMALTZ/CAROL</td>
<td></td>
<td></td>
<td></td>
<td>MILEAGE - MEETINGS</td>
<td>11/14/18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LODGING - FIDLR MEETING</td>
<td>11/14/18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MEAL - DIST RECORDER MTG</td>
<td>11/8/18</td>
</tr>
<tr>
<td>8085</td>
<td>SECRETARY OF STATE</td>
<td></td>
<td></td>
<td></td>
<td>NOTARY APP FOR HALEY STICH</td>
<td>11/27/18</td>
</tr>
<tr>
<td>8085</td>
<td>SECRETARY OF STATE</td>
<td></td>
<td></td>
<td></td>
<td>1 Transactions</td>
<td></td>
</tr>
<tr>
<td>19005</td>
<td>SERVICE FOOD SUPER VALU</td>
<td></td>
<td></td>
<td></td>
<td>K3210</td>
<td>13NOV18</td>
</tr>
<tr>
<td>19005</td>
<td>SERVICE FOOD SUPER VALU</td>
<td></td>
<td></td>
<td></td>
<td>1 Transactions</td>
<td></td>
</tr>
<tr>
<td>10001</td>
<td>SHI CORP</td>
<td></td>
<td></td>
<td></td>
<td>ACCT 1079757 RECEIPT PRINTERS</td>
<td></td>
</tr>
<tr>
<td>10001</td>
<td>SHI CORP</td>
<td></td>
<td></td>
<td></td>
<td>1 Transactions</td>
<td></td>
</tr>
<tr>
<td>48638</td>
<td>SIGNWORKS SIGNS &amp; BANNERS LLC</td>
<td></td>
<td></td>
<td></td>
<td>LOGO &amp; DECALS FOR UNIT 20003</td>
<td></td>
</tr>
<tr>
<td>48638</td>
<td>SIGNWORKS SIGNS &amp; BANNERS LLC</td>
<td></td>
<td></td>
<td></td>
<td>1 Transactions</td>
<td></td>
</tr>
<tr>
<td>13660</td>
<td>SQUEEGEE SQUAD</td>
<td></td>
<td></td>
<td></td>
<td>WINDOW CLEANING</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 Transactions</td>
<td></td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Account/Formula Description</th>
<th>Account/Formula</th>
<th>Amount</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>13660</td>
<td>SQUEEGEE SQUAD</td>
<td></td>
<td>1,470.30</td>
<td>1 Transactions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>719</td>
<td>STEIN/WAYNE</td>
<td>01-063-000-0000-6369</td>
<td>511.34</td>
<td>11/6/18</td>
<td>819914-1</td>
<td>Miscellaneo. Charges</td>
<td>STEIN/WAYNE</td>
</tr>
<tr>
<td>719</td>
<td>STEIN/WAYNE</td>
<td>01-063-000-0000-6369</td>
<td>511.34</td>
<td>11/6/18</td>
<td>819917-2</td>
<td>Miscellaneo. Charges</td>
<td>STEIN/WAYNE</td>
</tr>
<tr>
<td>48183</td>
<td>STEINS INC</td>
<td>01-112-101-0000-6485</td>
<td>185.40</td>
<td>820923</td>
<td>820925</td>
<td>Miscellaneo. Charges</td>
<td>STEINS INC</td>
</tr>
<tr>
<td>6642</td>
<td>SUMMIT FOOD SERVICE, LLC</td>
<td>01-250-000-0000-6269</td>
<td>45.85</td>
<td>INV2000036380</td>
<td>Professional Services-Kitchen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6642</td>
<td>SUMMIT FOOD SERVICE, LLC</td>
<td>01-250-000-0000-6269</td>
<td>4,736.77</td>
<td>INV2000036381</td>
<td>Professional Services-Kitchen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6642</td>
<td>SUMMIT FOOD SERVICE, LLC</td>
<td>01-250-000-0000-6269</td>
<td>4,719.53</td>
<td>INV2000036840</td>
<td>Professional Services-Kitchen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13461</td>
<td>TELL/PATRICIA</td>
<td>01-063-000-0000-6367</td>
<td>2,019.00</td>
<td>11/27/18</td>
<td>113461</td>
<td>Election Judge Costs</td>
<td>TELL/PATRICIA</td>
</tr>
<tr>
<td>15269</td>
<td>THACKER/JOELLEN</td>
<td>01-063-000-0000-6367</td>
<td>1,023.00</td>
<td>11/27/18</td>
<td>15269</td>
<td>Election Judge Costs</td>
<td>THACKER/JOELLEN</td>
</tr>
<tr>
<td>42537</td>
<td>THIS WEEKS SHOPPING NEWS</td>
<td>01-044-000-0000-6240</td>
<td>261.90</td>
<td>52373</td>
<td>Publishing &amp; Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42537</td>
<td>THIS WEEKS SHOPPING NEWS</td>
<td>01-020-000-0000-6240</td>
<td>58.20</td>
<td>52374</td>
<td>Publishing &amp; Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42537</td>
<td>THIS WEEKS SHOPPING NEWS</td>
<td>01-005-000-0000-6240</td>
<td>72.75</td>
<td>52375</td>
<td>Publishing &amp; Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>183</td>
<td>THOMSON REUTERS - WEST</td>
<td>01-091-000-0000-6455</td>
<td>1,505.25</td>
<td>839174656</td>
<td>Reference Books &amp; Literature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>No.</th>
<th>Account/Formula</th>
<th>Amount</th>
<th>Description</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
<th>Paid On Bhf #</th>
<th>On Behalf of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>THOMSON REUTERS - WEST</td>
<td>183</td>
<td>01-091-000-0000-6455</td>
<td>1,830.77</td>
<td>ACCT 1000551281</td>
<td>OCT 2018</td>
<td>839262353</td>
<td>Reference Books &amp; Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01-201-000-0000-6348</td>
<td>356.00</td>
<td>ACCT 1003940771 OCT 2018</td>
<td>OCT 2018</td>
<td>839200906</td>
<td>Software Maintenance Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>13-012-000-0000-6455</td>
<td>1,187.00</td>
<td>ACCT 1003217934 OCT 2018</td>
<td>OCT 2018</td>
<td>839150642</td>
<td>Reference Books &amp; Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>13-012-000-0000-6455</td>
<td>710.00</td>
<td>ACCT 1000551281 OCT 2018</td>
<td>OCT 2018</td>
<td>839169971</td>
<td>Reference Books &amp; Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THRIFTY WHITE PHARMACY</td>
<td>7249</td>
<td>01-250-000-0000-6432</td>
<td>3,716.30</td>
<td>ACCT 756389 MEDICATIONS</td>
<td>OCT 2018</td>
<td></td>
<td>Medical Incarcerated</td>
<td>112087</td>
<td>Repair And Maintenance</td>
</tr>
<tr>
<td>TIRE PLUS TOTAL CAR CARE</td>
<td>49008</td>
<td>01-201-000-0000-6304</td>
<td>310.17</td>
<td>UNIT 1609 OIL/ TIRES/BATTERY</td>
<td>OCT 2018</td>
<td></td>
<td>Repair And Maintenance</td>
<td>11707249 GP</td>
<td>Repair/Maint. Equip</td>
</tr>
<tr>
<td>TIRE PLUS TOTAL CAR CARE</td>
<td>49008</td>
<td>01-201-000-0000-6304</td>
<td>310.17</td>
<td>UNIT 1609 OIL/ TIRES/BATTERY</td>
<td>OCT 2018</td>
<td></td>
<td>Repair And Maintenance</td>
<td>11707249 GP</td>
<td>Repair/Maint. Equip</td>
</tr>
<tr>
<td>TITAN MACHINERY INC</td>
<td>379</td>
<td>50-399-000-0000-6306</td>
<td>55.75</td>
<td>ACCT 2498658 PARTS</td>
<td>OCT 2018</td>
<td></td>
<td>Repair/Maint. Equip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TITAN MACHINERY INC</td>
<td>379</td>
<td>50-399-000-0000-6306</td>
<td>55.75</td>
<td>ACCT 2498658 PARTS</td>
<td>OCT 2018</td>
<td></td>
<td>Repair/Maint. Equip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TNT REPAIR INC</td>
<td>1999</td>
<td>10-304-000-0000-6572</td>
<td>90.63</td>
<td>PARTS</td>
<td>OCT 2018</td>
<td></td>
<td>Repair And Maintenance Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TNT REPAIR INC</td>
<td>1999</td>
<td>10-304-000-0000-6572</td>
<td>90.63</td>
<td>PARTS</td>
<td>OCT 2018</td>
<td></td>
<td>Repair And Maintenance Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TORGERSON/LETHE</td>
<td>4179</td>
<td>50-000-000-0130-6426</td>
<td>150.00</td>
<td>SAFETY BOOTS</td>
<td>OCT 2018</td>
<td></td>
<td>Clothing Allowance</td>
<td>11/9/18</td>
<td></td>
</tr>
<tr>
<td>TORGERSON/LETHE</td>
<td>4179</td>
<td>50-000-000-0130-6426</td>
<td>150.00</td>
<td>SAFETY BOOTS</td>
<td>OCT 2018</td>
<td></td>
<td>Clothing Allowance</td>
<td>11/9/18</td>
<td></td>
</tr>
<tr>
<td>TUNGSETH/CHRISTINE</td>
<td>745</td>
<td>01-250-000-0000-6526</td>
<td>133.10</td>
<td>BLACK &amp; BROWN PANTS</td>
<td>OCT 2018</td>
<td></td>
<td>Uniforms</td>
<td>11/16/18</td>
<td></td>
</tr>
<tr>
<td>TUNGSETH/CHRISTINE</td>
<td>745</td>
<td>01-250-000-0000-6526</td>
<td>133.10</td>
<td>BLACK &amp; BROWN PANTS</td>
<td>OCT 2018</td>
<td></td>
<td>Uniforms</td>
<td>11/16/18</td>
<td></td>
</tr>
<tr>
<td>ULSCHMID/SUSAN</td>
<td>5022</td>
<td>01-091-000-0000-6330</td>
<td>183.12</td>
<td>MILEAGE - MCAPS</td>
<td>OCT 2018</td>
<td></td>
<td>Mileage</td>
<td>11/9/18</td>
<td></td>
</tr>
<tr>
<td>ULSCHMID/SUSAN</td>
<td>5022</td>
<td>01-091-000-0000-6330</td>
<td>183.12</td>
<td>MILEAGE - MCAPS</td>
<td>OCT 2018</td>
<td></td>
<td>Mileage</td>
<td>11/9/18</td>
<td></td>
</tr>
<tr>
<td>ULTEIG ENGINEER'S INC</td>
<td>1018</td>
<td>10-303-000-0000-6278</td>
<td>70,389.62</td>
<td>SERVICE</td>
<td>OCT 2018</td>
<td></td>
<td>Engineering &amp; Hydrological Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Vendor Name</th>
<th>Account/Formula</th>
<th>Description</th>
<th>Invoice #</th>
<th>Paid On Bnf #</th>
<th>On Behalf Of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1018</td>
<td>ULTEIG ENGINEER’S INC</td>
<td></td>
<td>ULTEIG</td>
<td>1018</td>
<td>11/54/17AM</td>
<td>11/21/2018</td>
</tr>
<tr>
<td>14162</td>
<td>UNLIMITED AUTO GLASS INC</td>
<td>50-399-000-0000-6306</td>
<td>WINDSHIELD REPLACEMENT</td>
<td>4118</td>
<td>Repair/Maint. Equip</td>
<td></td>
</tr>
<tr>
<td>14162</td>
<td>UNLIMITED AUTO GLASS INC</td>
<td>50-399-000-0000-6306</td>
<td>WINDSHIELD REPLACEMENT</td>
<td>4118</td>
<td>Repair/Maint. Equip</td>
<td></td>
</tr>
<tr>
<td>11064</td>
<td>US AUTOFORCE</td>
<td>01-201-000-0000-6304</td>
<td>ACCT 568303 TIRES</td>
<td>2916791</td>
<td>Repair And Maintenance</td>
<td></td>
</tr>
<tr>
<td>11064</td>
<td>US AUTOFORCE</td>
<td>01-201-000-0000-6304</td>
<td>ACCT OTTSHE OIL CHANGE</td>
<td>3299</td>
<td>Repair And Maintenance</td>
<td></td>
</tr>
<tr>
<td>15440</td>
<td>VALLEY AG PARTNERS</td>
<td>01-201-000-0000-6304</td>
<td>ACCT 7449 RECEIPT BOOK</td>
<td>432465</td>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>15002</td>
<td>VICTOR LUNDEEN COMPANY</td>
<td>01-250-000-0000-6406</td>
<td>ACCT 7449 RECEIPT BOOK</td>
<td>432465</td>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>15024</td>
<td>VORDERBRUGGEN/KENNETH</td>
<td>01-123-000-0000-6140</td>
<td>PER DIEM</td>
<td>11/8/18</td>
<td>Per Diem</td>
<td></td>
</tr>
<tr>
<td>15024</td>
<td>VORDERBRUGGEN/KENNETH</td>
<td>01-123-000-0000-6330</td>
<td>MILEAGE</td>
<td>11/8/18</td>
<td>Mileage</td>
<td></td>
</tr>
<tr>
<td>11184</td>
<td>WALETZKO/PATRICK</td>
<td>01-031-000-0000-6330</td>
<td>MILEAGE - HWY MAINT MTG</td>
<td>10/30/18</td>
<td>Mileage</td>
<td></td>
</tr>
<tr>
<td>11184</td>
<td>WALETZKO/PATRICK</td>
<td>01-031-000-0000-6330</td>
<td>MILEAGE - MEETINGS</td>
<td>11/6/18</td>
<td>Mileage</td>
<td></td>
</tr>
<tr>
<td>12465</td>
<td>WASS/DAVID F</td>
<td>01-123-000-0000-6140</td>
<td>PER DIEM</td>
<td>11/8/18</td>
<td>Per Diem</td>
<td></td>
</tr>
<tr>
<td>12465</td>
<td>WASS/DAVID F</td>
<td>01-123-000-0000-6330</td>
<td>MILEAGE</td>
<td>11/8/18</td>
<td>Mileage</td>
<td></td>
</tr>
<tr>
<td>2278</td>
<td>WASTE MANAGEMENT</td>
<td>50-000-000-0110-6853</td>
<td>ACCT 3-85099-73002</td>
<td>0001559-00010-3</td>
<td>MSW BY PASSED EXPENSE LANDFILL</td>
<td></td>
</tr>
<tr>
<td>2278</td>
<td>WASTE MANAGEMENT</td>
<td>50-000-000-0120-6853</td>
<td>ACCT 3-85099-73002</td>
<td>0001559-00010-3</td>
<td>MSW BY PASSED EXPENSE LANDFILL</td>
<td></td>
</tr>
<tr>
<td>2278</td>
<td>WASTE MANAGEMENT</td>
<td>50-000-000-0130-6853</td>
<td>ACCT 3-85099-73002</td>
<td>0001559-00010-3</td>
<td>MSW BY PASSED EXPENSE LANDFILL</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Account/Formula</td>
<td>Rpt No.</td>
<td>Warrant Description</td>
<td>Invoice #</td>
<td>Account/Formula Description</td>
<td>Paid On Bhf</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------</td>
<td>---------</td>
<td>---------------------</td>
<td>-----------</td>
<td>------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>WASTE MANAGEMENT</td>
<td>50-000-000-0150-6853</td>
<td>2278</td>
<td>ACCT 3-85099-73002</td>
<td>0001559-0010-3</td>
<td>MSW BY PASSED EXPENSE LANDFILL</td>
<td>11/27/18</td>
</tr>
<tr>
<td>WASTE MANAGEMENT</td>
<td>50-000-000-0170-6853</td>
<td>2278</td>
<td>ACCT 3-85099-73002</td>
<td>0001559-0010-3</td>
<td>MSW BY PASSED EXPENSE LANDFILL</td>
<td>11/27/18</td>
</tr>
<tr>
<td>WAYNE'S TOOLWAGON</td>
<td>10-304-000-0000-6572</td>
<td>9357</td>
<td>PAYROLL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAYNE'S TOOLWAGON</td>
<td>01-112-000-0000-6687</td>
<td>6997</td>
<td>PAYROLL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHEELCHAIRS UNLIMITED</td>
<td>15246</td>
<td></td>
<td>WHEELCHAIR</td>
<td>24483</td>
<td>Equipment- Current Year</td>
<td>11/27/18</td>
</tr>
<tr>
<td>WITT/RANDALL</td>
<td>22-622-000-0000-6369</td>
<td>15246</td>
<td>WHEELCHAIR</td>
<td>24483</td>
<td>Equipment- Current Year</td>
<td>11/27/18</td>
</tr>
<tr>
<td>ZIEGLER INC</td>
<td>50-399-000-0000-6306</td>
<td>2086</td>
<td>ACCT 6842300 MAINTENANCE</td>
<td>SW020107445</td>
<td>Repair/Maint. Equip</td>
<td>11/27/18</td>
</tr>
<tr>
<td>ZIEGLER INC</td>
<td>2086</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Final Total: 461,783.71

176 Vendors

338 Transactions
<table>
<thead>
<tr>
<th>Recap by Fund</th>
<th>Fund</th>
<th>Amount</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>178,774.80</td>
<td>General Revenue Fund</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>29,065.36</td>
<td>General Fund Dedicated Accounts</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>111,059.13</td>
<td>Road And Bridge Fund</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>35.00</td>
<td>Human Services</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>1,897.00</td>
<td>Law Library Fund</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>49,801.72</td>
<td>Capital Improvement Fund</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>2,723.92</td>
<td>County Ditch Fund</td>
</tr>
<tr>
<td></td>
<td>35</td>
<td>3,800.00</td>
<td>Debt Service Fund</td>
</tr>
<tr>
<td></td>
<td>50</td>
<td>83,801.78</td>
<td>Solid Waste Fund</td>
</tr>
<tr>
<td></td>
<td>71</td>
<td>825.00</td>
<td>Forfeited Tax Sale Fund</td>
</tr>
<tr>
<td>All Funds</td>
<td></td>
<td>461,783.71</td>
<td>Total</td>
</tr>
</tbody>
</table>

Approved by.  


Print List in Order By: 4
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N
## Otter Tail County Auditor

### Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**

<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Vendor Name</th>
<th>Account/Formula</th>
<th>Rpt No.</th>
<th>Amount</th>
<th>Warrant Description</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
<th>On Behalf of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>31037</td>
<td>BECKER CO SHERIFF</td>
<td>11-420-640-0000-6297</td>
<td>1</td>
<td>69.60</td>
<td>IN201800495</td>
<td>04/03/2018</td>
<td>04/03/2018</td>
<td>lv-D Sheriff's Costs</td>
<td></td>
</tr>
<tr>
<td>14390</td>
<td>BURRIS/LORIE</td>
<td>11-420-601-0000-6330</td>
<td>2</td>
<td>24.74</td>
<td>Mileage to P.R. Food Shelf</td>
<td>09/11/2018</td>
<td>09/11/2018</td>
<td>Mileage - Im Adm</td>
<td></td>
</tr>
<tr>
<td>12224</td>
<td>CENTURYLINK</td>
<td>11-430-700-0000-6200</td>
<td>3</td>
<td>98.61</td>
<td>Acct#59769564</td>
<td>10/31/2018</td>
<td>10/31/2018</td>
<td>Telephone - Ss Adm</td>
<td></td>
</tr>
<tr>
<td>11695</td>
<td>DNA DIAGNOSTICS CENTER</td>
<td>11-420-640-0000-6298</td>
<td>5</td>
<td>287.00</td>
<td>11-01-18</td>
<td>07/09/2018</td>
<td>10/10/2018</td>
<td>Child Support Blood Test Charge</td>
<td></td>
</tr>
<tr>
<td>15449</td>
<td>DUENOW/DIANE</td>
<td>11-430-740-0000-6277</td>
<td>51</td>
<td>90.00</td>
<td>LAC Meeting-Stipend &amp; Mileage</td>
<td>09/25/2018</td>
<td>10/24/2018</td>
<td>Mental Health Adv Committees</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>52</td>
<td>8.72</td>
<td>LAC Meeting-Stipend &amp; Mileage</td>
<td>09/25/2018</td>
<td>10/24/2018</td>
<td>Mental Health Adv Committees</td>
<td></td>
</tr>
<tr>
<td>13525</td>
<td>EJ'S FLOOR COVERING</td>
<td>11-420-601-0000-6677</td>
<td>5</td>
<td>21,000.00</td>
<td>Balance of HS area</td>
<td>11/06/2018</td>
<td>11/06/2018</td>
<td>Office Furniture And Equipment - Im</td>
<td></td>
</tr>
</tbody>
</table>

---

**Vendor**

- 31037: BECKER CO SHERIFF
- 14390: BURRIS/LORIE
- 12224: CENTURYLINK
- 33467: DAHLEN/JODY
- 11695: DNA DIAGNOSTICS CENTER
- 15449: DUENOW/DIANE
- 13525: EJ'S FLOOR COVERING

---

**LHart**

11/20/2018 2:39:39PM

**Human Services**

**Copyright 2010-2017 Integrated Financial Systems**
### COMMISSIONER'S VOUCHERS ENTRIES

#### Account/Formula Description

<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Account/Formula Description</th>
<th>Amount</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15368</td>
<td>ESSLINGER/CHANDLER</td>
<td>347.88</td>
<td>10/16/2018-10/18/2018</td>
<td>ESS575</td>
<td>Community Equity &amp; Support</td>
</tr>
<tr>
<td>15368</td>
<td>ESSLINGER/CHANDLER</td>
<td>347.88</td>
<td>10/16/2018-10/18/2018</td>
<td>ESS575</td>
<td>Community Equity &amp; Support</td>
</tr>
<tr>
<td>6595</td>
<td>FINSETH/TRACI</td>
<td>12.00</td>
<td>11/07/2018-11/07/2018</td>
<td></td>
<td>Meals &amp; Lodging - Ss Adm</td>
</tr>
<tr>
<td>6595</td>
<td>FINSETH/TRACI</td>
<td>12.00</td>
<td>11/07/2018-11/07/2018</td>
<td></td>
<td>Meals &amp; Lodging - Ss Adm</td>
</tr>
<tr>
<td>13028</td>
<td>FOREMAN/MICHELLE</td>
<td>150.42</td>
<td>11/14/2018-11/14/2018</td>
<td></td>
<td>Mileage - Ss Adm</td>
</tr>
<tr>
<td>13028</td>
<td>FOREMAN/MICHELLE</td>
<td>19.86</td>
<td>11/14/2018-11/14/2018</td>
<td></td>
<td>Meals &amp; Lodging - Ss Adm</td>
</tr>
<tr>
<td>13522</td>
<td>GREATAMERICA FINANCIAL SVCS</td>
<td>1,057.95</td>
<td>11/12/2018-11/12/2018</td>
<td>23694815</td>
<td>Copy Machine Lease</td>
</tr>
<tr>
<td>13522</td>
<td>GREATAMERICA FINANCIAL SVCS</td>
<td>1,293.06</td>
<td>11/12/2018-11/12/2018</td>
<td>23694815</td>
<td>Copy Machine Lease</td>
</tr>
<tr>
<td>14231</td>
<td>KLECAN/DARCINA</td>
<td>9.39</td>
<td>10/24/2018-10/24/2018</td>
<td></td>
<td>Im Training Meals &amp; Lodging</td>
</tr>
<tr>
<td>41450</td>
<td>LAKES COUNTRY SERVICE CO OP</td>
<td>90.00</td>
<td>11/12/2018-11/12/2018</td>
<td>88286</td>
<td>Registrations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>27.00</td>
<td>11/12/2018-11/12/2018</td>
<td>88286</td>
<td>Registrations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30.00</td>
<td>11/12/2018-11/12/2018</td>
<td>88286</td>
<td>Registrations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>33.00</td>
<td>11/12/2018-11/12/2018</td>
<td>88286</td>
<td>Registrations</td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
## COMMISSIONER'S VOUCHERS ENTRIES

<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Account/Formula</th>
<th>Description</th>
<th>Amount</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>On Behalf of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>41450</td>
<td>LAKES COUNTRY SERVICE CO OP</td>
<td>Grant Monitoring Costs</td>
<td>180.00</td>
<td>10/31/2018 10/31/2018</td>
<td>1018132</td>
<td>Ream Electronic Monitoring</td>
</tr>
<tr>
<td>8089 MIDWEST MONITORING</td>
<td>11-406-000-0000-6261</td>
<td>Monitoring for DWI Court</td>
<td>2,040.00</td>
<td>11/07/2018 11/07/2018</td>
<td>6220</td>
<td>Miscellaneous Charges</td>
</tr>
<tr>
<td>8089 MIDWEST MONITORING</td>
<td>11-406-000-0000-6379</td>
<td>Shredding Services</td>
<td>25.00</td>
<td>10/31/2018 10/31/2018</td>
<td>399656</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>42110 MINNESOTA MONITORING INC</td>
<td>11-406-000-0000-6406</td>
<td>Cust#1143-Shredding Services</td>
<td>114.75</td>
<td>10/31/2018 10/31/2018</td>
<td>399656</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>42110 MINNESOTA MONITORING INC</td>
<td>11-430-700-0000-6406</td>
<td>Cust#1143-Shredding Services</td>
<td>140.25</td>
<td>10/31/2018 10/31/2018</td>
<td>399656</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>7661 MINNKOTA ENVIRO SERVICES INC</td>
<td>11-420-601-0000-6406</td>
<td>Cust#1143-Shredding Services</td>
<td>114.75</td>
<td>10/31/2018 10/31/2018</td>
<td>399656</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>7661 MINNKOTA ENVIRO SERVICES INC</td>
<td>11-430-720-2112-6061</td>
<td>Cust#1143-Shredding Services</td>
<td>3,078.75</td>
<td>10/31/2018 10/31/2018</td>
<td>A300MC56188I</td>
<td>State Share Of Maxis Refunds To State</td>
</tr>
<tr>
<td>43022 MN DEPT OF HUMAN SERVICES</td>
<td>11-420-605-0000-6040</td>
<td>10-18 CCAP</td>
<td>112.50</td>
<td>10/01/2018 10/31/2018</td>
<td>A300MC56188I</td>
<td>State Share Of Maxis Refunds To State</td>
</tr>
<tr>
<td>43022 MN DEPT OF HUMAN SERVICES</td>
<td>11-430-720-2112-6061</td>
<td>10-18 CCAP</td>
<td>3,078.75</td>
<td>10/01/2018 10/31/2018</td>
<td>A300MC56188I</td>
<td>State Share Of Maxis Refunds To State</td>
</tr>
<tr>
<td>10890 OTTER ELECTRIC LLC</td>
<td>11-420-601-0000-6677</td>
<td>Data Cable Install</td>
<td>29,000.00</td>
<td>11/14/2018 11/14/2018</td>
<td>10991</td>
<td>Office Furniture And Equipment - Im</td>
</tr>
<tr>
<td>10890 OTTER ELECTRIC LLC</td>
<td>11-420-601-0000-6677</td>
<td>Electric Power Install</td>
<td>8,500.00</td>
<td>11/14/2018 11/14/2018</td>
<td>10991</td>
<td>Office Furniture And Equipment - Im</td>
</tr>
<tr>
<td>12963 OTTER TAIL CO ATTORNEY'S OFFICE</td>
<td>11-420-640-0000-6260</td>
<td>IV-D Billing for October, 2018</td>
<td>2,472.50</td>
<td>11/02/2018 11/02/2018</td>
<td></td>
<td>Legal Services Iv-D</td>
</tr>
<tr>
<td>Vendor No.</td>
<td>Account/Formula</td>
<td>Description</td>
<td>Amount</td>
<td>Service Dates</td>
<td>Invoice #</td>
<td>On Behalf of Name</td>
</tr>
<tr>
<td>------------</td>
<td>----------------</td>
<td>------------------------------</td>
<td>--------</td>
<td>---------------</td>
<td>-----------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>12963</td>
<td>OTTER TAIL CO ATTORNEY'S OFFICE</td>
<td></td>
<td>2,472.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>11-420-601-0000-6331</td>
<td>B. Lee Meals &amp; Lodging - Im Adm</td>
<td>3,454.97</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>11-420-601-0000-6406</td>
<td>Vanderlinden Office Supplies</td>
<td>77.38</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>11-420-601-6331-6171</td>
<td>Sjostrom Im Training Meals &amp; Lodging</td>
<td>61.09</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>11-430-700-0000-6171</td>
<td>B. Lee Ss Adm Training</td>
<td>129.00</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>11-430-700-0000-6331</td>
<td>N Lee Meals &amp; Lodging - Ss Adm</td>
<td>94.25</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>11-430-700-0000-6331</td>
<td>B. Lee Meals &amp; Lodging - Ss Adm</td>
<td>861.69</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>11-430-700-0000-6331</td>
<td>Spangler Meals &amp; Lodging - Ss Adm</td>
<td>10.09</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>11-430-700-0000-6331</td>
<td>Bakken Meals &amp; Lodging - Ss Adm</td>
<td>66.45</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>11-430-700-0000-6379</td>
<td>Haugrud Miscellaneous Charges - Ss Adm</td>
<td>12.00</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>11-430-700-0000-6379</td>
<td>Johnson-Rownd Miscellaneous Charges - Ss Adm</td>
<td>54.22</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>11-430-700-0000-6379</td>
<td>Johnson-Rownd Miscellaneous Charges - Ss Adm</td>
<td>12.99</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>11-430-700-0000-6406</td>
<td>Vanderlinden Office Supplies</td>
<td>94.57</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>11-430-700-6331-6171</td>
<td>Sjostrom Ss Adm Training Meals &amp; Lodging</td>
<td>74.67</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>11-430-700-6331-6171</td>
<td>N Lee Ss Adm Training Meals &amp; Lodging</td>
<td>403.12</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>11-430-710-0000-6379</td>
<td>B. Lee Misc Charges - Child Protection</td>
<td>15.86</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>11-430-710-1621-6097</td>
<td>Olson In Home Service - Brief</td>
<td>6.17</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>11-430-710-4100-6379</td>
<td>N Lee Child Workshop Acct</td>
<td>156.95</td>
<td>11/07/2018</td>
<td>11/07/2018</td>
<td></td>
</tr>
</tbody>
</table>
### COMMISSIONER'S VOUCHERS ENTRIES

**Audit List for Board**

<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Name</th>
<th>Account/Formula</th>
<th>Description</th>
<th>Invoice #</th>
<th>Amount</th>
<th>Service Dates</th>
<th>Account/Formula Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>44266</td>
<td>OTTER TAIL COUNTY TREASURER-EXPRESS</td>
<td></td>
<td></td>
<td></td>
<td>5,252.94</td>
<td>18 Transactions</td>
<td></td>
</tr>
<tr>
<td>11107</td>
<td>PRAIRIE LAKES MUNICIPAL SOLID WASTE</td>
<td>11-430-700-0000-6379</td>
<td>Records Destruction</td>
<td>2018-41</td>
<td>250.00</td>
<td>11/08/2018 - 11/08/2018</td>
<td>Miscellaneous Charges - Ss Adm</td>
</tr>
<tr>
<td>11107</td>
<td>PRAIRIE LAKES MUNICIPAL SOLID WASTE</td>
<td>11-430-700-0000-6379</td>
<td>UA Testing</td>
<td>L3312608</td>
<td>417.15</td>
<td>11/12/2018 - 11/12/2018</td>
<td>Drug Testing</td>
</tr>
<tr>
<td>14747</td>
<td>PREMIER BIOTECH LABS, LLC</td>
<td>11-406-000-0000-6435</td>
<td>UA Testing</td>
<td>L3312608</td>
<td>92.70</td>
<td>11/12/2018 - 11/12/2018</td>
<td>Dwi Court Drug Testing</td>
</tr>
<tr>
<td>14747</td>
<td>PREMIER BIOTECH LABS, LLC</td>
<td>11-406-730-0010-6435</td>
<td>UA Testing</td>
<td>L3312608</td>
<td>509.85</td>
<td>2 Transactions</td>
<td></td>
</tr>
<tr>
<td>25082</td>
<td>PRODUCTIVE ALTERNATIVES INC</td>
<td>11-420-601-0000-6260</td>
<td>September 2018 Statement</td>
<td>Ma Trans Prog Adm Services</td>
<td>4,051.44</td>
<td>09/30/2018 - 09/30/2018</td>
<td>Ma Trans Prog Adm Services</td>
</tr>
<tr>
<td>25082</td>
<td>PRODUCTIVE ALTERNATIVES INC</td>
<td>11-420-650-0000-6041</td>
<td>September 2018 Statement</td>
<td>Ma Trans Nonload</td>
<td>830.00</td>
<td>09/30/2018 - 09/30/2018</td>
<td>Ma Trans Nonload</td>
</tr>
<tr>
<td>25082</td>
<td>PRODUCTIVE ALTERNATIVES INC</td>
<td>11-420-650-0000-6050</td>
<td>September 2018 Statement</td>
<td>Ma Trans Charges Fed Rate</td>
<td>2,699.42</td>
<td>09/30/2018 - 09/30/2018</td>
<td>Ma Trans Charges Fed Rate</td>
</tr>
<tr>
<td>25082</td>
<td>PRODUCTIVE ALTERNATIVES INC</td>
<td>11-430-760-0000-6378</td>
<td>September 2018 Statement</td>
<td>Misc Exp Trans Prog</td>
<td>944.03</td>
<td>09/30/2018 - 09/30/2018</td>
<td>Misc Exp Trans Prog</td>
</tr>
<tr>
<td>25082</td>
<td>PRODUCTIVE ALTERNATIVES INC</td>
<td>11-430-760-6160-6050</td>
<td>September 2018 Statement</td>
<td>Title Xx Transportation</td>
<td>1,938.06</td>
<td>09/30/2018 - 09/30/2018</td>
<td>Title Xx Transportation</td>
</tr>
<tr>
<td>12673</td>
<td>RASMUSSON/KIMBERLY</td>
<td>11-420-601-6331-6171</td>
<td>Training Meal</td>
<td>Im Training Meals &amp; Lodging</td>
<td>11.15</td>
<td>10/24/2018 - 10/24/2018</td>
<td>Im Training Meals &amp; Lodging</td>
</tr>
<tr>
<td>12673</td>
<td>RASMUSSON/KIMBERLY</td>
<td></td>
<td></td>
<td></td>
<td>11.15</td>
<td>1 Transactions</td>
<td></td>
</tr>
<tr>
<td>10001</td>
<td>SHI CORP</td>
<td>11-430-700-0000-6265</td>
<td>Redacting Software - B. Strege</td>
<td>Data Processing Costs - Ss Adm</td>
<td>377.00</td>
<td>10/24/2018 - 10/24/2018</td>
<td>Data Processing Costs - Ss Adm</td>
</tr>
<tr>
<td>10001</td>
<td>SHI CORP</td>
<td></td>
<td></td>
<td></td>
<td>377.00</td>
<td>1 Transactions</td>
<td></td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
### Otter Tail County Auditor

**Audit List for Board**  
**COMMISSIONER'S VOUCHERS ENTRIES**  
Page 7

<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Name</th>
<th>Account/Formula</th>
<th>Rpt Accr</th>
<th>Amount</th>
<th>Warrant Description</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
<th>Paid On Bhf #</th>
<th>On Behalf of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>87,121.52</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Final Total** ............  
25 Vendors  
57 Transactions

---

Copyright 2010-2017 Integrated Financial Systems
<table>
<thead>
<tr>
<th>Recap by Fund</th>
<th>Fund</th>
<th>Amount</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11</td>
<td>87,121.52</td>
<td>Human Services</td>
</tr>
<tr>
<td>All Funds</td>
<td></td>
<td>87,121.52</td>
<td>Total</td>
</tr>
</tbody>
</table>

Approved by, 

.................................................................

.................................................................

.................................................................
Print List in Order By: 4
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N
<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Vendor Name</th>
<th>Account/Formula</th>
<th>Accr</th>
<th>Warrant Description</th>
<th>Invoice #</th>
<th>Paid On Bhf #</th>
<th>Account/Formula Description</th>
<th>On Behalf of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>14157</td>
<td>ADAMS/WILLIAM B</td>
<td>11-407-600-0090-6277</td>
<td></td>
<td>CONSULTATION</td>
<td>470.81</td>
<td>11/20/2018</td>
<td>MAR/NOV 2018</td>
<td>Chs Advisory Services</td>
</tr>
<tr>
<td>14157</td>
<td>ADAMS/WILLIAM B</td>
<td></td>
<td></td>
<td>SIGNS</td>
<td>136.00</td>
<td>11/16/2018</td>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>5274</td>
<td>ADVANCED ENGRAVING INC</td>
<td>11-407-600-0090-6406</td>
<td></td>
<td>ACCT #59769564/CONF CALL</td>
<td>296.48</td>
<td>10/31/2018</td>
<td>Telephone PHR-LTSS Grant</td>
<td></td>
</tr>
<tr>
<td>5274</td>
<td>ADVANCED ENGRAVING INC</td>
<td></td>
<td></td>
<td>OCT MEETING/DATA STORAGE</td>
<td>750.00</td>
<td>11/14/2018</td>
<td>Program Supplies PHR-LTSS Grant</td>
<td></td>
</tr>
<tr>
<td>12224</td>
<td>CENTURYLINK</td>
<td>11-407-100-0046-6200</td>
<td></td>
<td>ACCT #5296/ADVERTISING</td>
<td>251.50</td>
<td>11/05/2018</td>
<td>Prog Supplies Case Management</td>
<td></td>
</tr>
<tr>
<td>35011</td>
<td>DAILY JOURNAL/THE</td>
<td>11-407-100-0037-6488</td>
<td></td>
<td>MEALS</td>
<td>59.52</td>
<td>10/31/2018</td>
<td>Meals &amp; Lodging - Pas</td>
<td></td>
</tr>
<tr>
<td>36425</td>
<td>GUCK/AMY</td>
<td>11-407-100-0030-6331</td>
<td></td>
<td>OCT MEETING/DATA STORAGE</td>
<td>750.00</td>
<td>11/16/2018</td>
<td>Program Supplies PHR-LTSS Grant</td>
<td></td>
</tr>
<tr>
<td>12997</td>
<td>L B HOMES</td>
<td>11-407-100-0046-6488</td>
<td></td>
<td>OCT MEETING/DATA STORAGE</td>
<td>750.00</td>
<td>11/16/2018</td>
<td>Program Supplies PHR-LTSS Grant</td>
<td></td>
</tr>
<tr>
<td>7512</td>
<td>LAKE REGION HEALTHCARE</td>
<td>11-407-100-0046-6488</td>
<td></td>
<td>OCT MEETING/DATA STORAGE</td>
<td>750.00</td>
<td>11/16/2018</td>
<td>Program Supplies PHR-LTSS Grant</td>
<td></td>
</tr>
<tr>
<td>6378</td>
<td>LINDEN TECH ADVISORS LLC</td>
<td>11-407-100-0046-6091</td>
<td></td>
<td>DHS FEES</td>
<td>1,564.87</td>
<td>5113</td>
<td>Contracts PHR-LTSS Grant</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LINDEN TECH ADVISORS LLC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARCO INC ST LOUIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MINNKOTA ENVIRO SERVICES INC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NORTON PRINTING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE DEPOT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTTER TAIL COUNTY TREASURER-EXPRESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rpt No.</th>
<th>Account/Formula</th>
<th>Rpt</th>
<th>Amount</th>
<th>Warrant Description</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6378</td>
<td>11-407-600-0090-6342</td>
<td>1 Transactions</td>
<td>1,564.87</td>
<td>633.70</td>
<td>CUST #35700038/LEASE</td>
<td>11/11/2018 to 11/11/2018</td>
<td>370896953</td>
</tr>
<tr>
<td>36132</td>
<td>11-407-600-0090-6342</td>
<td>1 Transactions</td>
<td>633.70</td>
<td>CUST #1143/NYM SHREDDING</td>
<td>10/31/2018 to 10/31/2018</td>
<td>399657</td>
<td>Phn Program Supplies</td>
</tr>
<tr>
<td>36132</td>
<td>11-407-600-0090-6342</td>
<td>1 Transactions</td>
<td>633.70</td>
<td>CUST #71423628/FOLDERS</td>
<td>10/30/2018 to 10/31/2018</td>
<td>224850944001</td>
<td>Phn Program Supplies - PAS/LTSS</td>
</tr>
<tr>
<td>8922</td>
<td>11-407-100-0018-6232</td>
<td>1 Transactions</td>
<td>550.00</td>
<td>BROCHURES</td>
<td>11/07/2018 to 11/07/2018</td>
<td>5523</td>
<td>Ctc Outr Printing</td>
</tr>
<tr>
<td>51120</td>
<td>11-407-100-0030-6488</td>
<td>1 Transactions</td>
<td>19.28</td>
<td>ACCT #71423628/FOLDERS</td>
<td>10/30/2018 to 10/31/2018</td>
<td>224851096001</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>51120</td>
<td>11-407-100-0030-6488</td>
<td>1 Transactions</td>
<td>115.20</td>
<td>ACCT #71423628/SUPPLIES</td>
<td>10/30/2018 to 10/31/2018</td>
<td>224902471001</td>
<td>MCH/ECS Program Supplies</td>
</tr>
<tr>
<td>51120</td>
<td>11-407-100-0030-6488</td>
<td>1 Transactions</td>
<td>108.85</td>
<td>ACCT #71423628/INK</td>
<td>10/30/2018 to 10/31/2018</td>
<td>22466</td>
<td></td>
</tr>
<tr>
<td>44266</td>
<td>11-407-600-0090-6242</td>
<td>1 Transactions</td>
<td>11.27</td>
<td>CHS REGISTRATION</td>
<td>11/07/2018 to 11/07/2018</td>
<td>224851096001</td>
<td>Registration Fees</td>
</tr>
<tr>
<td>44266</td>
<td>11-407-600-0090-6242</td>
<td>1 Transactions</td>
<td>118.00</td>
<td>DOUBLE TREE</td>
<td>11/07/2018 to 11/07/2018</td>
<td>22466</td>
<td>Meals And Lodging CJS PS4H</td>
</tr>
<tr>
<td>44266</td>
<td>11-407-200-0024-6488</td>
<td>1 Transactions</td>
<td>54.75</td>
<td>MAGNET</td>
<td>11/07/2018 to 11/07/2018</td>
<td>224851096001</td>
<td>Nfp Program Supplies</td>
</tr>
<tr>
<td>44266</td>
<td>11-407-200-0024-6488</td>
<td>1 Transactions</td>
<td>54.75</td>
<td>MAGNET</td>
<td>11/07/2018 to 11/07/2018</td>
<td>224851096001</td>
<td>HFA Program Supplies</td>
</tr>
<tr>
<td>44266</td>
<td>11-407-100-0018-6242</td>
<td>1 Transactions</td>
<td>61.49</td>
<td>EHL LEARN</td>
<td>11/07/2018 to 11/07/2018</td>
<td>224851096001</td>
<td>Ctc Outr Reg Fees</td>
</tr>
</tbody>
</table>

Copyright 2010-2017 Integrated Financial Systems
### Otter Tail County Auditor

#### Audit List for Board

<table>
<thead>
<tr>
<th>Vendor No.</th>
<th>Name</th>
<th>Account/Formula</th>
<th>Rpt</th>
<th>Amount</th>
<th>Warrant Description</th>
<th>Service Dates</th>
<th>Invoice #</th>
<th>Account/Formula Description</th>
<th>Warrant Description</th>
<th>On Behalf of Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>11-407-600-0090-6406</td>
<td></td>
<td></td>
<td>57.48</td>
<td>SNOW SHOVEL</td>
<td>11/07/2018</td>
<td></td>
<td>WELL/MEISSA</td>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>11-407-600-0090-6488</td>
<td></td>
<td></td>
<td>130.40</td>
<td>MONTHLY PLANNER</td>
<td>11/07/2018</td>
<td></td>
<td>WELL/MEISSA</td>
<td>Phn Program Supplies</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>11-407-000-0000-2026</td>
<td></td>
<td></td>
<td>0.30</td>
<td>QUESTIONABLE CHARGE</td>
<td>11/07/2018</td>
<td></td>
<td>WELL/PATSY N</td>
<td>Mastercard Expressone-Questioned</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>11-407-100-0030-6331</td>
<td></td>
<td></td>
<td>224.16</td>
<td>SUITES HOTEL</td>
<td>11/07/2018</td>
<td></td>
<td>WELL/PATSY N</td>
<td>Meals &amp; Lodging - Pas</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>11-407-100-0030-6331</td>
<td></td>
<td></td>
<td>224.16</td>
<td>SUITES HOTEL</td>
<td>11/07/2018</td>
<td></td>
<td>WELL/PATSY N</td>
<td>Meals &amp; Lodging - Pas</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>11-407-100-0037-6331</td>
<td></td>
<td></td>
<td>224.16</td>
<td>SUITES HOTEL</td>
<td>11/07/2018</td>
<td></td>
<td>WELL/PATSY N</td>
<td>Meals &amp; Lodging - Pas</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>11-407-200-0022-6240</td>
<td></td>
<td></td>
<td>55.00</td>
<td>ADVERTISING</td>
<td>11/07/2018</td>
<td></td>
<td>WELL/PATSY N</td>
<td>Publishing &amp; Advertising</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>11-407-600-0090-6242</td>
<td></td>
<td></td>
<td>11.27</td>
<td>EHL LEARN</td>
<td>11/07/2018</td>
<td></td>
<td>WELL/PATSY N</td>
<td>Registration Fees</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>44266 OTTER TAIL COUNTY TREASURER-EXPRESS</strong></td>
<td></td>
<td></td>
<td><strong>1,382.72</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>11-407-100-0030-6488</td>
<td></td>
<td></td>
<td>126.00</td>
<td>CUST #68/INTERPRETER</td>
<td>10/31/2018</td>
<td></td>
<td>SIN123369</td>
<td>Phn Program Supplies - PAS/LTSS</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>11-407-200-0027-6488</td>
<td></td>
<td></td>
<td>97.50</td>
<td>CUST #68/INTERPRETER</td>
<td>10/31/2018</td>
<td></td>
<td>SIN123369</td>
<td>HFA Program Supplies</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>11-407-600-0090-6488</td>
<td></td>
<td></td>
<td>4.50</td>
<td>CUST #68/INTERPRETER</td>
<td>10/31/2018</td>
<td></td>
<td>SIN123369</td>
<td>Phn Program Supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>45540 PACIFIC INTERPRETERS</strong></td>
<td></td>
<td></td>
<td><strong>228.00</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>11-407-200-0024-6488</td>
<td></td>
<td></td>
<td>362.25</td>
<td>ACCT #7487/ENVELOPES</td>
<td>11/14/2018</td>
<td></td>
<td>1094075</td>
<td>Nfp Program Supplies</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>11-407-200-0024-6488</td>
<td></td>
<td></td>
<td>362.25</td>
<td>ACCT #7487/ENVELOPES</td>
<td>11/14/2018</td>
<td></td>
<td>1094075</td>
<td>Nfp Program Supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Final Total ............</strong></td>
<td></td>
<td></td>
<td><strong>7,709.18</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Copyright 2010-2017 Integrated Financial Systems**
## Recap by Fund

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>7,709.18</td>
<td>Human Services</td>
</tr>
<tr>
<td>All Funds</td>
<td>7,709.18</td>
<td>Total</td>
</tr>
</tbody>
</table>

Approved by,

---------------------------------------------

---------------------------------------------

---------------------------------------------
## Otter Tail County Contract Outline
Presented to Human Service Board
November 27, 2018

<table>
<thead>
<tr>
<th>Agency</th>
<th>Program</th>
<th>Effective Date</th>
<th>Targeted Population</th>
<th>Amount of Contract</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Renewals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REM Central Lakes, Inc.</td>
<td>Semi-Independent Living Skills</td>
<td>01-01-19 Through 12-31-19</td>
<td>Persons with Mental Retardation or related conditions</td>
<td>Unit Cost = 35.64 per hour</td>
<td>County of Financial Responsibility</td>
</tr>
<tr>
<td>West Central Community Services</td>
<td>Semi – Independent Living Skills</td>
<td>01-01-19 Through 12-31-19</td>
<td>Persons with Mental Retardation or related conditions</td>
<td>Unit Cost = $35.64 per hour</td>
<td>County of Financial Responsibility</td>
</tr>
<tr>
<td>Jane Neubauer</td>
<td>Independent Contractor Agreement</td>
<td>01-01-19 Through 12-31-19</td>
<td>Assistance in administering the Parent Support Outreach Program (PSOP)</td>
<td>$2,100.00 Annually</td>
<td>Otter Tail County</td>
</tr>
</tbody>
</table>
CONSENT AGENDA ITEMS
Tuesday, November 27, 2018

Approve the issuance of a County Credit Card (with a 30-Day Limit of $1,000) to Kristi Wentworth, Family Services Supervisor, as requested by Jody Lien, Public Health Director.
25 October 2018

Otter Tail County Board of Commissioners,

Enclosed you will find the 2019 Annual Purchase Agreement with the West Central Regional Juvenile Center. The Cooperative Service Agreement outlines the portion WCRJC’s budget that each member county is responsible for. If you have any questions, feel free to contact me at any time.

Thank you for your commitment to providing important and impactful services to our communities’ most at risk youth.

Respectfully,

James O'Donnell, Director WCRJC
729 11th Street North
Moorhead, Minnesota 56560
218-299-5175
701-371-5355
Annual Purchase Agreement

The undersigned County, being a Member County in the West Central Regional Juvenile Center Cooperative Services Agreement, hereby elects the following billing structure for the calendar year 2019 for the use of the juvenile detention facility at the West Central Regional Juvenile Center.

A. Based upon the Cooperative Service agreement Otter Tail County is responsible for 17% of the West Central Regional Juvenile Center secure detention’s 2019 budget. The Budget for 2019 is $3,258,832. Otter Tail County’s share of this budget is $554,001, payable in at 1/12 (one twelfth) per month. We understand that we will pay $46,166 per month and we are committed to pay that amount for the entire year.

Dated: ___________________________  ___________________________ County

Approved By ___________________________

(Print Name) ___________________________, Chairperson

Attested by:

Sign: ___________________________

(Print Name): ___________________________ Title: __________________________

Approved by Facility Administrator:

Date: ___________________________  Signature: ___________________________
NON-CONSENT AGENDA ITEMS
Tuesday, November 27, 2018

1. 2019 Board of Adjustment Membership:
   a. Douglas Larson – Fergus Falls
   b. Thomas (Tom) Lee – Elizabeth
   c. Darren M. Newville – Perham
   d. Steve Schierer – Erhard
   e. Kenneth Vorderbrugen - Henning

2. Motion by______________, seconded by______________ and unanimously carried, to approve
   payment to Tri-County Healthcare in the amount of $1,944.19 for services provided under
   the provisions of Minnesota Statute 609.35 for Case File No. 18034257.
Agreement
Between the University of Minnesota
And
Otter Tail County
For providing Extension programs locally and Employing
Extension Staff

This Agreement (“Agreement”) between the County of Otter Tail Minnesota (“County”) and
the Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul,
Minnesota, 55108 (“University”) is effective January 1, 2019, and supersedes and replaces any and
all current or existing agreements relating to Extension and its programs that may exist between the
County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2019 and ending on
December 31, 2021, unless earlier terminated as provided in paragraphs 8 and 9.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur
expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County
Extension Fund may be paid out by orders of the University’s Director of Extension, or the Director’s
designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed
according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide
Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained
within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment University’s state-wide
   Extension programs. The programs that the County will augment are detailed in Table A below.
Table A

<table>
<thead>
<tr>
<th>Program</th>
<th>FTE</th>
<th>2019 Price</th>
<th>FTE</th>
<th>2020 Price</th>
<th>FTE</th>
<th>2021 Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-H Program Coordinator</td>
<td>3.80</td>
<td>$280,364</td>
<td>3.80</td>
<td>$285,973</td>
<td>3.80</td>
<td>$291,692</td>
</tr>
<tr>
<td>Master Gardener Coordinator</td>
<td>0.20</td>
<td>$14,756</td>
<td>0.20</td>
<td>$15,051</td>
<td>0.20</td>
<td>$15,352</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4.00</td>
<td><strong>$295,120</strong></td>
<td>4.00</td>
<td><strong>$301,024</strong></td>
<td>4.00</td>
<td><strong>$307,044</strong></td>
</tr>
</tbody>
</table>

2. County recognizes that University costs for supporting these positions may increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties’ (“AMC”) Extension Committee and University’s Extension central administration, at which time the parties will agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.

3. Based on the County’s funding commitment, University will be responsible for providing salary & fringe benefits for the positions, enhanced programming from regional extension educator staff, program supervision, travel (mileage, meals, and lodging), in-service training within program area, payroll, and accounting services.

The County agrees to provide local support in the form of office space, telephone, computer, network connections for email and other communications, software, support staff and other general office supplies. The University will recommend technology needs and other office standards. Nevertheless, the level of availability and type of such support will be determined by the County.

4. University will bill the County on a quarterly basis and the County will submit payment within 35 days of receipt of the bill. The total annual amount to be paid by the County shall be paid in four equal quarterly payments.

5. As vacancies occur, and if the County and University agree to continue to support the desired program and position, University will hire new personnel with involvement and concurrence of the County Extension Committee. The County will not be billed for a position during the time that position is vacant.

6. The University will complete an annual performance evaluation of each University Extension employee working in the County and supporting the programs identified in paragraph 1. The County Extension Committee will have the option to provide input to University on such evaluation. The University in accordance with University personnel guidelines will determine salary adjustment of each University Extension employee.
7. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.34. The parties acknowledge that County extension educational programming includes University’s Nutrition Education Program educational programming.

8. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the County Extension program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of 90 days’ notice if either party desires a change in programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

9. If University or the County in good faith determines that funding is no longer available to support the programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of 90 days prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County: John Dinsmore  
Administrator  
Otter Tail County  
520 Fir Ave W  
Fergus Falls MN 56537

If to University: University of Minnesota  
Minnesota Extension  
Attn: Director of Field Operations  
240 Coffey Hall  
1420 Eckles Avenue  
St. Paul, MN 55108  
Facsimile No.: 612-625-6227  
E-mail: byrne007@umn.edu

10. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County’s liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University’s liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

11. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures relating to this Agreement. University agrees to maintain these records in accordance with applicable law.
12. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

13. The University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

COUNTY of Otter Tail Regents of the University of Minnesota

BY ________________________________  BY ________________________________
Chair, County Board of Commissioners County Attorney

DATE___________________     DATE________________

Approved as to form:

BY ________________________________
County Attorney

DATE__________________
Minnesota Statute 273.01; LISTING AND ASSESSMENT, TIME.

All real property subject to taxation shall be listed and at least one-fifth of the parcels listed shall be appraised each year with reference to their value on January 2 preceding the assessment so that each parcel shall be reappraised at maximum intervals of five years. All real property becoming taxable in any year shall be listed with reference to its value on January 2 of that year. Except as provided in this section and section 274.01, subdivision 1, all real property assessments shall be completed two weeks prior to the date scheduled for the local board of review or equalization. No changes in valuation or classification which are intended to correct errors in judgment by the county assessor may be made by the county assessor after the board of review or the county board of equalization has adjourned; however, corrections of errors for real or personal property that are merely clerical in nature or changes that extend homestead treatment to property are permitted after adjournment until the tax extension date for that assessment year. Any changes made by the assessor after adjournment must be fully documented and maintained in a file in the assessor's office and shall be available for review by any person. A copy of any changes made during this period shall be sent to the county board no later than December 31 of the assessment year. In the event a valuation and classification is not placed on any real property by the dates scheduled for the local board of review or equalization the valuation and classification determined in the preceding assessment shall be continued in effect and the provisions of section 273.13 shall, in such case, not be applicable, except with respect to real estate which has been constructed since the previous assessment. Real property containing iron ore, the fee to which is owned by the state of Minnesota, shall, if leased by the state after January 2 in any year, be subject to assessment for that year on the value of any iron ore removed under said lease prior to January 2 of the following year. Personal property subject to taxation shall be listed and assessed annually with reference to its value on January 2; and, if acquired on that day, shall be listed by or for the person acquiring it.

Department of Revenue definition of “Clerical Errors”

“Clerical errors are narrowly defined as errors made by someone doing the work of a clerk. These include math errors, transposition of numbers, keypunch errors and coding errors. Clerical errors do not include errors of estimations or incorrect data used in making estimations”.

OTTER TAIL COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
### Property Tax Assessment Abatement Policy

<table>
<thead>
<tr>
<th>Objective</th>
<th>To grant abatements where fairness and equity are required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Statement</td>
<td>To ensure that all taxpayers that apply for an abatement are consistently, equally and fairly treated.</td>
</tr>
<tr>
<td>Scope</td>
<td>Real and personal property owners in Otter Tail County</td>
</tr>
</tbody>
</table>
| Statutory References | Minn. Stat. § 375.192  
Minn. Stat. § 273.1233 (Local Option Disaster Abatement) |

### Policy

Abatements are to correct errors made in a property tax assessment. Abatements are discretionary and implemented only where fairness and equity require it.

Abatements may be considered on the current (payable) year property tax only. However, an application of the abatement to the current year and two preceding years may be considered in the case of a clerical error or when the taxpayer fails to file an application due to a hardship as determined by the Otter Tail County Board of Commissioners.

“Clerical Errors” is defined as the following per Minnesota Department of Revenue: A “Clerical Error” is made by someone doing the work of a clerk. These include math errors, transposition of numbers, keypunch errors, and coding errors. Clerical errors do NOT include poor estimations or incorrect data used in making the estimations, such as an incorrect record of the actual square footage or the number of bathrooms. These would be “errors in judgment.”

Abatements may be granted when a taxpayer fails to file application due to a “hardship” which is determined by the Otter Tail County Board of Commissioners. “Hardship” is defined as following: A documented tragedy or casualty suffered by the property owner such as: death in the immediate family, extreme or extended illness, accident, fire, or other emergency circumstances that prevented timely application by the property owner.

Being out of state, not being aware that there was an issue or concern, or personal financial issues are not to be considered a hardship under this policy.
An abatement for the current year tax may be granted when a structure is erroneously placed on a parcel.

Abatements will not be granted if there is a question of judgment of the estimated market value or classification. **Questions of judgement regarding the estimated market value or classification will be considered in the upcoming assessment.** The assessment books are considered closed on July 1st of the assessment year and there is ample opportunity for taxpayer to make an appeal.

Local and County Boards of Appeal and Equalization are held each year.

The assessment books are open to the public for their review at any time. Current assessment data is on the Otter Tail County website at [http://www.co.otter-tail.mn.us/](http://www.co.otter-tail.mn.us/). The responsibility for an accurate assessment lies with the property owner as well as the Assessor’s Department.

Abatements will not be granted solely due to a selling price being lower than the assessed value.

Abatements resulting in reductions of $50.00 or less in taxes will not be considered. The $50.00 threshold will be applied on per parcel/per tax payable year basis.

If there are abatement requests that involve $10,000 or more, Otter Tail County will give written notice within 20 days to the school district and the municipality affected, as required by **Minnesota Statute 375.192, Subd. 2.**

**Homestead Abatement**

Abatements may be granted when a taxpayer fails to file an application due to a “hardship” as defined herein.

**Local Option Disaster Abatement – Non-Declared Disaster Area**

The “Local Option Disaster Abatement” may be considered for homestead and non-homestead property that has been unintentionally or accidentally destroyed.

On a written application submitted by the owner, a reduction in value for the current assessment year (for taxes payable the following year) may be considered provided that the primary structure is at least 50% destroyed. The value adjustment made as a result of the disaster will be divided by the number of months the primary structure was usable versus not being usable. (If the primary structure is used for any portion of a month, it will be considered as usable for the entire month.)

**Example:**

An event occurred June 30, 2015:

Assessment Year 2014/Payable Year 2015 – An abatement will not be considered in a non-declared disaster area, because, as of the assessment date, the pre-event value did exist. (Note: The value and classification that generates the payable 2015 tax is based on the classification and value as of January 2, 2014.).

Assessment Year 2015/Payable Year 2016 – An abatement may be considered in a non-declared disaster area because the event occurred after the assessment date for taxes payable in 2016. Therefore, to grant the property owner(s) relief for an event occurring after the most recent assessment date, an abatement may be considered. (Note: The value and classification that generates the payable 2016 tax is based on the classification and value as of January 2, 2015.)
Assessment Year 2016/Payable Year 2017 – An Abatement no longer needs to be considered in a non-declared disaster area because for taxes payable in 2017, the tax is based on the value and classification of the property as of January 2, 2016, which is after the date of the event and, therefore, will reflect the post event value.

Special Note: Consideration of an abatement in the year of the event is not necessary because depending upon when the structure is replaced, an additional year of relief is automatically granted on the back-end of the taxation process. For example, a structure is replaced after January 2, 2016, which is the assessment date for taxes payable in 2017. Since the structure is replaced after the assessment date, the value of that structure will not be taxed until 2018, granting an additional year of relief.

**Local Option Disaster Abatement – Declared Disaster Area**

The “Local Option Disaster Abatement” may be considered for homestead and non-homestead property that has been unintentionally or accidentally destroyed.

On a written application submitted by the owner, a reduction in value for the taxes payable in the year in which the event occurs may be considered provided that the primary structure is at least 50% destroyed. The abatement, if granted, is equal to the difference in the net tax on the property computed using the market value of the property established for the January 2 assessment of the year of the event and as computed using the (post event) reassessed value.

**Example:**

An event occurred June 30, 2015:

Assessment Year 2014/Payable Year 2015 – A declared disaster area abatement may be considered because state reimbursements are possible in a declared disaster area.

Assessment Year 2015/Payable Year 2016 – If an abatement is granted in a declared disaster for Assessment Year 2014/Payable Year 2015, a local option/homestead disaster credit will or may be granted as authorized under the provision of Minnesota Statute 273.1234 and Minnesota Statute 273.1235.

Assessment Year 2016/Payable Year 2017 – A declared disaster area abatement or credit no longer needs to be considered because for taxes payable in 2017, the tax is based on the value and classification of the property as of January 2, 2016, which is after the date of the event and, therefore, will reflect the post event value.

Special Note: Local option disaster abatements and local option/homestead disaster credits will be authorized and implemented only by County Board Resolution.

**County Board Delegation**

Per the provision of Minnesota Statute 375.192 Subdivision 4, except for the administration of Local Option Disaster Abatement in a Declared Disaster Area, the County Board of Commissioners hereby delegates to the Otter Tail County Auditor/Treasurer the authority, power or responsibility assigned to the County Board as set forth in Minnesota Statute 375.192 for the purpose of administering this policy.
Children’s Mental Health (CMH) Case Management

CMH programs are voluntary services that support children and adolescents experiencing severe emotional disturbance, along with their family—the objective is to improve functioning within the home and educational settings, and to support families in managing symptoms and behavior in the most inclusive environment.

During 2017—126 children and their families were served by CMH case management and 26 were placed out of home for treatment and services.

Types of services provided include: CMH Case Management, School-based mental health services, early childhood MH identification, mobile mental health crisis intervention, CMH respite care, out-patient mental health services, treatment foster care and residential treatment.

Looking forward: Otter Tail County with other Region IV counties received a System of Care Grant from the MN Department of Human Services for intensive bridging services.

Who is providing CMH Case Management:
- Margaret Williams: Supervisor CMH, AMH and CD
- Kim Kambel-Seufert: Lead Social Worker CMH, AMH and CD
- Tammy Friederichs: CMH Case Manager
- Nick Larson: CMH Case Manager
- Lakeland Mental Health Center: 8 Contract Case Managers—6 school based and 2 community based.

Adult Mental Health (AMH) Case Management

AMH programs serve people to support the overall objective of helping people with mental health issues live as independently as possible, be active, contribute to their community and have quality of life. The goal is to provide access to the right level of treatment at the right time, thereby reducing the need for hospitalization.

During 2017—222 people received AMH case management. The OTCHS case managers also complete civil commitments and the number above includes commitment work.

Types of services provided include: AMH Case Management, mobile mental health crisis response, crisis stabilization services, adult rehabilitative mental health services (ARMHS), drop in center, community support program, outpatient services including medication management, illness management and recovery, supported employment services.

Positive developments: OTC hospitals in addition to LE utilizing mobile mental health services in their emergency departments, improved bed capacity at state operated Community Behavioral Health Hospitals

Issues and barriers: increased complexity of presenting problems (MH and CD, homelessness, felony records, history of violence), lack of co-occurring MI/CD treatment providers, lack of adequate number of treatment beds, affordable and supported housing.

Who is providing AMH Case Management:
- Michelle Forman, AMH Case Manager
- Kelsey Shirkey, AMH Case Manager
- Lakeland Mental Health Center: 6 Contract Case Managers

Chemical Dependency Services

Who is providing CD Services:
- Dana McCLAFLIN, CD Social Worker
- Brad Becklund-Erickson, CD Social Worker
- Megan Holzbauer, CD Social Worker
- Chad Campion, CD Social Worker
- Julie Stein, Case Aide

The purpose of the CD Services at OTCHS is to provide Rule 25 Chemical Use Assessments to adults and adolescents, complete referrals for appropriate treatment and authorize consolidated Chemical Dependency Treatment Funds (CCDTF) for those eligible. Staff also participate in the OTC DWI Court, complete civil commitment work and coordinate with AMH, CMH, Child Protection and Vulnerable Adult program staff.

2017 statistics: 942 referrals for Chemical dependency assessments with 704 assessments completed. 312 people received CD treatment services. There were 27 pre-petition screenings for civil commitment with 16 commitments completed.

Looking forward: LRHC received a 2 year Opioid Abuse Prevention Pilot Project grant to replicate work done in Little Falls/Morrison County. OTCHS is a part of the Opioid Abuse Task Force affiliated with this grant. Recruitment of outpatient providers will continue. 2018 and 2019 has and will include preparation for the Substance Use Disorder Reform that has been legislated. This will move from a Rule 25 CUA to a Comprehensive Assessment and direct access process.
The needs of children and families as it relates to mental health services are only increasing in Otter Tail County and beyond. This report provides baseline information on services available within the county as well as unmet needs regarding children’s mental health in Otter Tail County.
Acknowledgements

This report was the culminated effort of several members of the Otter Tail County Children’s Mental Health Local Advisory Council, including:

- Jen Hofer, Mobile Crisis Program, LMHC
- Candice Jellen, Community Representative
- Lane Magnussen, Otter Tail County Human Services
- Deb Sherette, Prairie St. Johns
- Megan Stock, Kindred Family Focus
- Trevor Undseth, Lakeland Mental Health Center
- Margaret Williams, Otter Tail County Human Services

Additionally, a thank you to Deb Sjostrom, Director of Otter Tail Human Services, for providing clarification and reviewing the final report for errors and omissions.

It is with great gratitude to those people and their dedicated service to the families they serve, this report is presented.
Introduction
The World Health Organization has defined mental health as “a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of live, can work productively and fruitfully, and is able to make a contribution to his or her community (2001).” It is abundantly clear that the well-being of children is of the utmost importance for the future vitality of our communities, therefore strong consideration must be given by leadership at all levels to a strong and accessible system of mental health services for our children. The purpose of this report is to provide county leadership with a snapshot of the landscape of children’s mental health services and needs across Otter Tail County. This report is not all-inclusive and is likely missing key components of our mental health system. That, in and of itself, is indicative of a need for a more holistic approach to children’s mental health; one that provides equitable opportunity and access to all where clients are able to seamlessly integrate their needed services for mental health with all other components of health.

Mental health – an essential part of children’s overall health – has a complex interactive relationship with their physical health and their ability to succeed in school, at work and in society. Both physical and mental health affect how we think, feel and act on the inside and outside (American Psychological Association, 2018).

Local Advisory Council (LAC) Purpose
Minnesota Statute 245.466, Subdivision 5 requires each county board to establish local mental health advisory councils that reflect a broad range of community interests. The primary function of the council is to make recommendations regarding the local mental health system. Annually, the local advisory council is required to do four things:

1. Arrange for input from the regional treatment center’s mental illness program unit regarding coordination of care between the regional treatment center and community-based services.
2. Identify to the county board education and prevention services in the county.
3. Provide the county board a report on unmet mental health needs & participate in the development of the mental health plan.
4. Coordinate the review, evaluation, and recommendations regarding the mental health system with the state advisory council on mental health.

Otter Tail County provides for both an Adult Mental Health Local Advisory Council as well as a Children’s Mental Health Local Advisory Council. The two LAC’s operate separately with some overlap on membership. The Adult LAC meets monthly, and the Children’s LAC meets quarterly. The contents of this report is intended to partially fulfill the statutory purpose of an LAC, particularly as it relates to the children’s mental health system.
Children’s Mental Health Services in Otter Tail County

Otter Tail County Human Services provides a wide breadth of services for children and families that are experiencing concerns with mental health. Services are available to children and families in need from prior to birth (Caring Connections Family Advocate Program, Healthy Families America) all of the way through adulthood. The county agency and partners work together to provide services including:

- Nutritional programs (WIC, Children’s Consultation Network)
- Parenting Programs (Healthy Families America, Nurse Family Partnership, Parent Support Outreach Program)
- Child & Family Education (ECFE, Head Start, Child Care Assistance Program, Child Care Aware)
- Respite Care (Children’s Mental Health Respite Grant)
- Case Management (Child Welfare, Mental Health, Targeted Case Management)
- Hotline/Crisis Services (Mobile Mental Health Crisis Response through Lakeland Mental Health Center [LMHC], First Link)
- Resource & Referral (Childcare Resource & Referral, First Link, MN 211)
- Healthcare Services (Public Health, Follow Along, Child & Teen Checkup, WIC)
- Mental Health Screenings (Child Protection, Juvenile Justice, Head Start, Child & Teen Check Up, WIC)
- Foster Care & Adoption (Lutheran Social Services, Kindred Family Focus, NorthHomes, Pine Haven in addition to Otter Tail County Human Services [OTCHS] internal programs)
- Educational Services (Alternative Education Programs, Day Treatment, Job Corps, Incredible Years through Solutions Behavioral Health, Children’s Therapeutic Services & Supports [CTSS], School-Based Mental Health)
- Truancy Prevention (Otter Tail Family Services Collaborative work group)
- Outpatient Mental Health Services (Diagnostic Assessments, Psychiatric Assessments, Medication monitoring/support, Psychological testing, therapy, abuse/trauma, intensive in-home therapy, CTSS through various providers)
- Chemical Dependency Treatment (LMHC, OTCHS)
- 30-Day Evaluation Program (out of county resource)
- Shelter Care (out of county resource)
- Wraparound & Family Group Decision Making (out of county resource)
- Acute Care & Partial Hospitalization (out of county resources)
- After School Programs (Kinship, etc.)
- Behavioral Support (LMHC, Solutions, The Village Family Service Center, Generations)
- Transitional & Independent Living Skills (OTCHS, Productive Alternatives, Freedom Resource Center, Mahube-Otwa Community Action, Rural Minnesota Concentrated Employment Program)

Otter Tail County Human Services cannot alone provide for adequate services for all the needs of families in the county. Several providers across the county that both reside in the county or operate within the county are valuable pieces of the mental health system puzzle. Major providers of direct children mental health services within the county include:

- Lakeland Mental Health Center
In addition to the primary children’s mental health providers, families in Otter Tail County have a variety of other providers that offer services related to mental health needs of clients.

For several years, Otter Tail Family Services Collaborative has provided supplemental funding for school-based mental health providers to provide services in Otter Tail County Schools. Based on school enrollment, the collaborative allocates a certain dollar amount to each school to supplement their existing resources to contract with partner providers to offer in-house mental health services to their students. In some of the very small schools, the allowance is unfortunately not large enough to accommodate a contract with an outside partner provider. In those cases, the school district is allowed to supplement their school counselor staffing with the collaborative allocations.

Unmet Mental Health Needs for Children in Otter Tail County

Minnesota Perspective

In the *Report to the Governor and Legislature* (2016), the State Advisory Council on Mental Health & Subcommittee on Children’s Mental Health identified five general areas of recommendations for consideration by the governor and legislature. The five general areas of recommendations were:

1. Breaking down silos and challenging the status quo
2. Community supports
3. Workforce and access
4. Early and effective identification of mental illness
5. Person centered care and promoting well-being

While the focus of the published report was the overall mental health system in Minnesota, there were several important distinctions with children’s mental health noted, including:

- Providing a coordinated system for children in the juvenile justice system
- Continue to provide and expand funding for school linked mental health services
- Development and expansion of the integrated capacity to deliver services to children with co-occurring disorders
- Increasing capacity and funding in Minnesota for evidence-based home visiting programs
- Provide infant mental health consultation and training for home visiting programs
- Expansion of Minnesota Family Investment Program (MFIP) to allow child-only cases eligibility for up to 20 hours of childcare per week for children under the age of 6
- DHS & other stakeholders review the current children’s mental health screening tools, including the development and implementation of a revised trauma tool.
- Development of a specialized level of treatment (outside of a correctional setting) within the children’s residential treatment setting.
• Provide study, report, and evidence-based recommendations on interventions to address aggressive behaviors in children and youth under 16
• Process for funding for a youth based mental health peer support program

Region 4 Perspective
In 2014, the nine counties of Economic Development Region 4 with financial support of Becker Clay Otter Tail Wilkin (BCOW) Adult Mental Health Initiative, the Region 4 South Adult Mental Health Initiative, Lakeland Mental Health Center, West Central Initiative, & PrimeWest Health commissioned a study and Region 4 Mental Health Needs Assessment report (2014). Region 4 includes the nine counties of west-central Minnesota, including Otter Tail County. The basic methodology of the study and subsequent report included drawing on the expertise from regional practitioners, consumers with mental health needs, and informal caregivers.

Included in the final report were identified strengths in the region as it relates to mental health services. The top three strengths identified by interviewees include:

• Mental Health Case Management
• Psychological Services
• Psychiatric Services

Additionally, the report identified a variety of areas within the region that were considered challenges and limitations of the region’s mental health system. An identified significant concern is the inability to provide an appropriate placement due to service unavailability. The fact that these inappropriate placements happen identify a fundamental problem with the current structure of the mental health system in the region; lack of appropriate setting capacity.

Aside from the structural barriers of the mental health system, the stigma of a mental health diagnosis continues to be a primary concern for consumers and caregivers. In Region 4 report, 62% of respondents identified that the fear of being labeled is either a large barrier or somewhat of a barrier to seeking services.

The Region 4 report provides an alarming reality that the level of communication between a consumer’s mental health provider and schools ranks very low in relation to other team members associated with mental health services. The 2014 report cited that “While some schools do a good job of updating providers and county staff, others must rely on parents to relay information to psychiatrists and others.” The report further states, “Caregivers shared that they feel schools do not have a sufficient amount of resources to meet current needs and that school staff would benefit from mental health specific training (2016).”
Otter Tail County Perspective

In 2013, the Minnesota Department of Human Services completed a Region 4 Gap Analysis Study (2013), which required each county to provide information about a variety of topics, including existing mental health services.

The Skills Gap Analysis identifies the top three service gaps for children and youth with mental conditions in Otter Tail county:

1. Specific placements for children/youth with aggressive behaviors.
2. Specific placements for adolescents with sexual acting out.

Furthermore, according to the results of that survey, there are several areas of need in Otter Tail County as it relates to access and availability to children’s mental health services. Those areas identified in the survey that have services available, but fall short of demand include:

- Neuropsychological Services
- Group Psychotherapy
- Availability of psychiatric prescribers
- Trauma-Focused Cognitive Behavioral Therapy
- Diagnostic Classification of Mental Health & Developmental Disorders of Infancy & Childhood
- Trauma-Informed Child-Parent Psychotherapy
- Respite Care for Children with Emotional/Behavioral Disorders
- Outreach Support Services
- Family Support and Education Support Services
- Family & Group Psychotherapy
- Individual Skills Training
- Children’s Day treatment
- Mental Health Services offered in Schools
- Respite Care (out of home, crisis, and evening/weekend)
- Behavioral Programming
- Residential Habilitation (Supported Living Services)

Areas identified in the gap analysis that indicate there is no availability in the county include:

- Partial Hospitalization Programs
- Specific Placements for Children under the Age of 13
- Specific Placements for youth with aggressive behaviors
- Specific Placements for adolescents with sexual acting out
- Specific placements for adolescents with developmental delays or Pervasive Developmental Disorder
- Specific placements for children/youth with eating disorders
- Supported Employment – Individual Placement and Support Model
- Integrated Dual Diagnosis Treatment
- Residential crisis stabilization
- Inpatient child/youth psychiatry beds
• Psychiatrists available for inpatient visits
• Drop-in family support centers
• Transition-age services for youth moving into adulthood
• Early childhood mental health services
• Treatment services for complex needs and multiple diagnosis and chronicity
• Treatment services for eating disorders
• Rehabilitation services for Traumatic Brain Injuries
• Mental Health Court
• Problem gambling services
• Caregiver/Family Counseling
• Prevention/Early Intervention for Behavioral and Cognitive Health
• Independent Living Skills Therapies

Subsequent to the 2014 study, there are several notable areas of change as it relates to the current state of children’s mental health needs specifically in Otter Tail County.

1. OTC Human Services has increased capacity to provide children’s mental health targeted case management services for clients. Previously the county reported that there was a waiting list for these services for children, and at the time of this report, there is no wait list and children are being fully served in this capacity.

2. Two non-profit mental health providers are now offering Parent-Child Interaction Therapy as an option for their clients. Previously this had been reported as an area there was no availability within the county.

3. The Minnesota Department of Human Services has increased its efforts as it moves forward with an emphasis on System of Care. A system of care is a wide set of community-based services for children and youth (with families) at risk for mental illnesses or other challenges. The purpose is to provide a coordinated network of partnerships to address the needs of clients to help them function better at home, in school, in the community and throughout life.

4. DHS is also focusing efforts on developing regional Psychiatric Regional Treatment Facilities (PRTF) across the state, with consideration of a facility in Fergus Falls. A PRTF is a stand-alone, community-based facility that provides inpatient services to individuals under the age of 21 based on medical necessity.

5. There still remains a significant need for chemical dependency outpatient services within Otter Tail County. Currently there are no in-county options for children to receive these services.

6. Mental health providers and school counselors from across the county report a significant increase in self-harming behaviors in children of a wide age span.

7. Additionally, the number of Autism Spectrum Disorder diagnosis has increased significantly across the county, requiring an additional set of resources and therapies that are minimally available within the county.

8. Finally, it is becoming increasingly difficult to find appropriate foster families for children in Otter Tail County, whether they are for emergency, short-term placements or for longer placements.
Recommendations

In taking consideration the state, regional, and county level information as well as the know capacity and level of influence of the Otter Tail County Children’s Mental Health Local Advisory Council makes the following recommendations:

Continued partnership and support of the Otter Tail Family Service Collaborative

For several years, the collaborative has been responsible for the administration and implementation of the CMHLAC. As the collaborative undergoes consideration of the restructure of the workgroups, recommend and support a consideration of CMHLAC workgroup integration with the current School-Based Mental Health workgroup to provide less duplication of planning and will better allow for alignment of school district, county agency and provider efforts.

Formally introduce and facilitate relationships between county agencies, children’s mental health providers and schools in Otter Tail County

There are some very obvious, well-established relationships between the entities involved in children’s mental health and schools, often they are either limited to the administrative level or with single providers. As a result, most school staff do not have an understanding of the current state of children’s mental health treatment, nor are they able to adequately refer if necessary. Establishing a ground-level approach to the relationship should begin to not only better understand our system, but also potentially assist in stigma-reduction as the adults in our schools have a clearer view of mental health.

Provide CMHLAC-sponsored mini-grants to Otter Tail County School Districts

By creating a small mini-grant system, the LAC is provided an opportunity to support, under its jurisdiction, further reach into schools without having to increase the capacity of the LAC membership. By providing topic-specific grants, school districts will be able to engage at the point at which they have identified they need the most support. Additionally, having the mini-grant application require collaboration between the school & SBMH provider, it will ultimately provide even stronger support and integration of those services.
References


BCOW & Region 4 South Adult Mental Health Initiative. (2014). *Region 4 Mental Health Needs Assessment*.


Appendix A
Otter Tail County synopsis of data from Region 4 Mental Health Needs Assessment (2014).

<table>
<thead>
<tr>
<th>Demographic Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 Population</td>
</tr>
<tr>
<td>Elderly Population (65+)</td>
</tr>
<tr>
<td>Population under 18</td>
</tr>
<tr>
<td>Poverty rate (2008-2012)</td>
</tr>
<tr>
<td>Veterans (2008-2012)</td>
</tr>
<tr>
<td>MHCAP participants (0-64)</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
</tr>
<tr>
<td>Latino/a</td>
</tr>
<tr>
<td>African American</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

Consumers rated several key services as extremely helpful:

- Psychiatric Services
  - Otter Tail County: 74%
  - BCOW: 79%
  - 9 County Region: 76%

- Housing
  - Otter Tail County: 69%
  - BCOW: 68%
  - 9 County Region: 70%

- Psychological Services
  - Otter Tail County: 68%
  - BCOW: 73%
  - 9 County Region: 74%

Few interviewees across the region noted that there are enough services to meet community needs:

- 6% Adult Day Treatment
- 7% Supported Employment
- 8% Transportation
- 9% Outpatient Psychiatric
- 10% Housing with Supports
- 17% CD/MI Treatment
- 37% ARMHS
- 42% Psychological Services
- 50% Drop-in Center/Social Clubs
- 63% Case Management
- 67% Crisis Response

Consumers shared several barriers to accessing needed mental health services:

- Assistance with Eligibility:
  - Otter Tail County: 75%
  - BCOW: 67%
  - 9 County Region: 62%

- Fear of Being Labeled:
  - Otter Tail County: 72%
  - BCOW: 61%
  - 9 County Region: 62%

- Available Services:
  - Otter Tail County: 62%
  - Region 4 South: 56%
  - 9 County Region: 54%
Local Advisory Council on Mental Health

Serving Adults in Otter Tail County

Mental Health Advisory Council
Mission Statement

Otter Tail County Mental Health
Local Advisory Council

“It shall be our mission to advocate for a full array of accessible services including education, prevention, intervention, coordination and treatment to all Otter Tail County residents with mental illness and mental health needs. We shall review and evaluate existing services within the county; advise County Commissioners about policies, programs and unmet needs; and promote family and community involvement in the delivery of services.”
**Reporting Period:** April 2017- August 2018

*(Otter Tail County Adult Mental Health LAC met from 11:30am-1pm the 4th Wednesday of every month except July and December)*

**Speakers on a wide variety of topics offered educational presentations at LAC meeting:**

Jim Stewart, Jail Administration, Mental Health in the Jail

Deb Sherette, PSJ, 1st Episode of Psychosis

Naomi Schliesman and Amanda Cross, Springboard for the Arts event “Mindful: Exploring Mental Health Through Art

Dawn Bacon – Moorhead Public Housing Authority on housing issues and resources for the BCOW area which includes Otter Tail County.

Adam Martin – F5 Project – housing and vocation with people who have felonies

Reviewed Subjects that the Otter Tail County Adult Mental Health LAC note as issues and actions from OTC LAC:

1. Mental Health Public Education – May Day Baskets were dispersed to the public in multiple places in Otter Tail County during May Mental Health Awareness Month. These baskets held mental health information from local providers including crisis services. The baskets were placed in businesses in Otter Tail County. Due to the success of the May Day Baskets we have added Pumpkin Baskets in recognition of Mental Illness Awareness Week which is the 1st full week in October. Our LAC also purchased 10 luminaries for the Shatter the Silence event to represent 2017 Adult suicides in Otter Tail County.

2. Housing – Productive Alternatives worked with DHS to address the Housing Supports funding for Productive Alternatives CSU to not interfere with a person’s housing. Productive Alternatives Perham 180 is now open to address housing and vocation. We still note the lack of housing options in Otter Tail County.

3. Jail – We met and discussed with Jail Administrator, Jim Stewart about issues that Otter Tail County Jail is experiencing and how our LAC can assist in supporting legislative changes.

4. LAC family and consumer membership increase – Our LAC advertised and gathered letters of interest for family and consumer members for input at our LAC. Our budget at this time only supports 5 stipends per meeting with no funds left over for our community educational goals. We have submitted a request to the Otter Tail County Commissioners for an increase in funds for 2019 to address this issue.
Recommendations to the Otter Tail County Commissioners

The Otter Tail County Adult Mental Health Local Advisory Committee recommends the following:

1. Medication/Therapeutic Coordination in our Jail: We recommend that there is medication and therapeutic coordination with the community providers such as mental health centers and primary care.

2. Early Intervention: We support the subcommittee on early intervention which includes:
   a. Non-disruption of Medical Assistance while incarcerated and/or assistance with getting insurance by use of community supports such as Mahube otwa and/or county social workers.
   b. Discharge planning for inmates to include community resources to reduce recidivism.

3. Housing: We support efforts in planning for transitional housing in Otter Tail County to assist the homelessness issue in our county.

4. Mental Health Emergency Department: We support efforts in investigating need for a dedicated mental health emergency department in our county emergency rooms which is dedicated to the safety, staff training, medication protocol and resources to best serve this population.

5. Psychiatry: We recommend active recruitment and retention of psychiatric providers for our whole county.
Local Mental Health Advisory Councils (LAC)

Why LACs

The goal of Local Mental Health Advisory Councils (LACs) is to tap into the knowledge of diverse groups of community members in order to improve mental health services for all Minnesotans.

LACs offer individuals, parents, families and mental health service providers the opportunity to make a real difference in how mental health care is provided in their community, and it offers county and state policy makers the wisdom of people’s experiences first-hand.

Established by counties

All counties, alone or in partnership with other counties, should have LACs. Counties, county boards and community leaders use LACs to advise them on a range of mental health topics, such as improving their local mental health and social services systems.

There are many benefits to having an LAC in your county:

- LACs empower individuals with a lived mental illness experience, their parents and families
- Having an active, productive and effective LAC can lead to the improvement of the local mental health system and services for the community
- LACs offer advice to the local mental health system on what is and is not working.
- Meetings must be held at least quarterly, but are commonly held monthly.

Otter Tail County Adult Mental Health Local Advisory Committee Members 2018

Catherine Prescott-Adamietz – lived experience
Diane Duenow – family member
Tara Potter – lived experience
Beth Nelson – Co-chair – provider/family member
Fonda Knutson – Co-chair – lived experience
Mobile Mental Health Rep: Jen Hofer, Samantha Taylor - provider
Becki Koskiniemi - provider
Luanne Hanson - provider
Linda Schaefer – provider
Michelle Forman – county provider
Margaret Williams – county rep./ non voting
Deb Sherette – provider
November 14, 2018

Meeting of the Otter Tail County Planning Commission was held on November 14, 2018 at 6:30 P.M. in the Commissioner's Room, Government Services Center, Fergus Falls, Minnesota.

Roll Call:
Members Present: Rod Boyer, Brent E. Frazier, Richard Gabe, Bert Olson, Bruce Stone, David Trites, David Wass and Rick Wilson.
Michelle Eldien represented the County Attorney's Office and Chis LeClair represented the Land & Resource Management Office.

Minutes of October 10, 2018: A motion by Wilson, second by Gabe to approve the October 10, 2018 Minutes as presented. Voting: All members in favor.

“Tamarac Lake View Second Addition” / George & Marcelian DuSautel – Approved As Presented:
A Preliminary Plat of “Tamarac Lake View Second Addition”, consisting of 3 Single Family Residential Non-Riparian Lots, 1 Block. The proposal is located in Lot 1 Blk 1 of Tamarac Lake View, Section 22 of Scambler Township; Tamarac Lake (56-931), Recreational Development (RD).

George & Marcelian DuSautel and Glenn Howe (Anderson Land Surveying) represented the Application.

Correspondence was read into the record.

Motion: A motion by Boyer, second by Wass to approve as presented. Voting: All Members in favor.

“Painted Sunsets” / Harold M. Wheeler, Karen L. Thayer, Lynda M. Hauge & Marie E. Strand – Approved As Presented:
A Preliminary Plat of “Painted Sunsets”, consisting of 2 Single Family Residential Lots (1 Riparian Lot & 1 Non-Riparian Lot), 1 Block. The proposal is located in Part of GL 1 Containing 3.62 Acres, Section 22 of Otter Tail Township; Otter Tail Lake (56-242), General Development (GD).

Harold Wheeler & Lynda Hauge and Glenn Howe (Anderson Land Surveying) represented the Application.

No written correspondence was received on this Application.

Garnet Muelhausen indicated she had no objection to the proposal.

Motion: A motion by Wilson, second by Frazier to approve as presented. Voting: All Members in favor.
“Dandi Estates” / Daniel & Andrea Dulski-Bucholz – Approved As Presented:
A Preliminary Plat of “Dandi Estates”, consisting of 4 Single Family Residential Non-Riparian Lots & 1 Non-Residential Non-Riparian Lot to be Permanently attached to a Riparian Lot, 2 Blocks. The proposal is located in Part of GL’s 1 & 2, Section 25 of Gorman Township; Little Pine Lake (56-142), General Development (GD).

Josh Pfeffer (Meadowland Surveying) and Dan Bucholz represented the Application.

No written correspondence was received.

Motion: A motion by Wass, second by Stone to approve as presented. Voting: All Members in favor.

“Arvig Acres” / Allen & Carmen Arvig, Et Al & Michele L. Arvig Biederman – Approved As Presented:
A Preliminary Plat titled “Arvig Acres” consisting of 6 Single Family Residential Riparian Lots, 1 Block and a Conditional Use Permit Application (as stated by the Applicant on the Application): Arvig Acres is a preliminary plat of 6 residential lots immediately south of Big Sandy Beach. The proposed roadway is designed to be a southerly continuation of the existing township road, Jungle Shore Trail. The proposed road serving this subdivision is approximately 768 feet long with a standard cul-de-sac termination. Road will meet standards of County requirement. The proposal is located in Pt of GL’s 7 & 8, Section 31 of Corliss Township; Big Pine Lake (56-130), General Development (GD).

Maverick Larson (Compass Consultants Inc.) represented the Application.

No written correspondence was received on this Application.

Phyllis Lindholm expressed concerns regarding the proposed road. Ron Burd had questions regarding wetlands, the existing cul-de-sac and the proposed road.

Motion: Motion by Wilson, second by Gabe to approve as presented. Voting: All Members in favor.

Break: At 7:17 pm, the Commission took a 13-minute break and reconvened at 7:30 pm.

David Trites recused himself from the Meeting.

Timothy & Charlene Greene – Approved With Conditions:
A Conditional Use Permit Application (as stated by the Applicant on the Application):
1. Excavate for new construction & walkout: (EXCAVATION)
   A. Basement excavation 34’x28’ avg depth7’ = 247 cubic yds
   B. Basement excavation 14’x12’ avg depth 7’ = 44 cubic yds
   C. Walkout excavation 34’x10’ avg depth of 2.5’ when tapered to 0’ = 31 cubic yds
   D. Detached garage 38’x32’ avg depth 1’ = 45 cubic yds
2. Driveway constructed over existing terrain, excavated material from dwelling to be added to level out area closest to dwelling: (FILL)
   A. 64’x28’ avg depth 2’ = 133 cubic yds
   B. 20’x30’ avg depth 2’ = 44 cubic yds
C. 100’x10’ avg depth 6” = 19 cubic yds Total earth moving for project 563 cubic yds.

Will construct driveway approaches in accordance with Township regulations. Silt fences to be placed where necessary for erosion control, grass and sod to be started as soon as possible. The project will be located on Lots 16 & 17 of Fair Oaks, Section 32 of Girard Township; West Battle Lake (56-239), General Development (GD).

Tim & Char Greene represented the Application.

No correspondence was received on this Application.

Motion – October 10, 2018: A motion by Wilson, second by Bailey to table (as requested by the Applicants) to November 14, 2018 allowing the Applicants to: 1. Provide Land & Resource a plan verifying the 3’ vertical separation requirement will be met. 2. Provide Land & Resource with a drainage plan that will control runoff. 3. Provide Land & Resource with an erosion control plan that will be in place during construction. 4. Work with Land & Resource for an immediate erosion control plan.

Motion: A motion by Wilson, second by Boyer to approve the request (including the information submitted for this Meeting), with the condition the Applicant provides Land & Resource a storm water run-off plan and a Septic System Installation Plan for their approval. Voting: All Members in favor.

David Trites returned to the Meeting.

Herbert Christensen Jr. – Tabled to March 2019:

A Conditional Use Permit Application (as stated by the Applicant on the Application): Proposing a Plat of "Balken Addition" which will be submitted at a later date. Currently there is an existing Road and Cul-De-Sac (High Vista Drive) to the proposed Plat. The existing Road meets the requirements that is required for a Subdivision and the Road is also maintained by the Township. The Cul-De-Sac does not meet the requirements required by the Subdivision Controls Ordinance. We will be removing trees, raising the Cul-De-Sac area and will also place Class 5 on top. The fill that is needed to raise the Cul-De-Sac will be borrowed onsite. Will need to raise Cul-De-Sac area a max of 3.5’ to 4’ on the east side to make level and place Class 5 on top. Will build new drive surface to the specified 100’ diameter required. Will shape and replace the salvaged topsoil on the borrow area and ditch areas as well as seed and stabilize areas. Total cubic yards of earthmoving requested are 830 cubic yards which will include topsoil removal, re-shaping and class 5 surface. The proposal is located in Lot 1 & NE1/4 NE1/4 Ex Platted (71.70 Acres), Section 31 of Ottertail Township; Otter Tail Lake (56-242), General Development (GD).

Motion – October 10, 2018: A motion by Trites, second by Wilson to table (at the Applicant’s request) to November 14, 2018.

No correspondence was received on this Application.

Motion: A motion by Trites second by Frazier to table the Conditional Use Permit Application to the March 2019 Meeting as requested in an email from the Applicant.
“Tri-Lake Estates Backlots First Addition” / Justin Studsrud & Brooke Maier –
Approved As Presented:
A Preliminary Plat of “Tri-Lake Estates Backlots First Addition”, consisting of 9 Non-
Residential Non-Riparian Lots to be Permanently Attached to Riparian Lots, 4 Blocks. The
proposal is located in Pt of GL’s 2 & 3 of Section 9 and Pt of GL 3 of Section 10, Lida Township;
Lida Lake (56-747), General Development (GD).

Maverick Larson (Compass Consultants Inc.) and Justin Studsrud represented the
Application.

No written correspondence was received on this Application.

**Motion:** A motion by Wass, second by Trites to approve as presented, it is noted that prior
to placing a structure on any of these lots, a Site Permit is required from Land & Resource.
**Voting:** All Members in favor.

Patrick & Stephanie Hockett – Tabled to December 12, 2018:
A Conditional Use Permit Application (as stated by the Applicant on the Application):
Build
and use 4 Commercial Buildings for rental purposes. A. 1 Monitor Style Barn at 80’x90’ with
Duplex Living Quarters and Storage (Unit #4) B. 3 Storage Buildings at 60’x170’ each (Unit
#’s 1, 2, & 3) C. Exterior lighting to Illuminate Parking Areas D. 2 Signs to be installed a
maximum size of 10’x10’ each, to be lighted E. Dock with 2 slips. The proposal is located
Pt of GL 4, (13.42 Acres), Section 02 of Otter Tail Township; Buchanan Lake (56-209),
General Development (GD).

Patrick Hockett represented the Application.

Written correspondence was read into the record.

Tim Callandar spoke in opposition and expressed concerns regarding noise, request of a
duplex, traffic/safety and request of 2 proposed boat slips. Scott Raymond had questions
regarding the proposed septic system, impact on the lake, traffic, effect on property taxes and
the proposed lighting. Mike Wolf spoke in opposition to the request, expressing concerns on
safety. Eric Herman spoke in opposition to the request for a commercial use, traffic, impact
on the lake & fowl and maintenance of the property; asked if there has been an environmental
impact study done. Kevin Gode expressed concerns on traffic/safety, legal access and if an
environmental impact study had been done. Scott Thompson expressed concerns on trash,
maintenance of the property, lighting; sating he is not in favor of the commercial use. Denise
Callandar expressed concerns of the impact on the lake. Linda Hanstad expressed concerns
on the commercial use.

**Motion:** A motion by Trites, second by Frazier to table (at the Applicant’s request) to
December 12, 2018, to allow the Applicant to address: 1. The compatibility with an existing
residential area. 2. The depth of the lake in area of proposed slips. 3. The use of commercial
lighting. 4. The hours of operation. 5. Suitable area for a compliant septic system. 6. The
potential for run-off into the lake. 7. The proposed lighted sign(s). Information from the
Applicant must be submitted to the Land & Resource office by November 26, 2018. **Voting:**
All Members in favor, except Wilson.
Anthony & Tracy Bakke – Approved As Presented:
A Conditional Use Permit Application *(as stated by the Applicant on the Application)*: Proposing an Implement/Tractor Repair Shop (Bakke’s Repair). We will be moving our Shop from Eagle Bend to our Property which is 100 Acres with 4,000+ Ft of Water Frontage. Our closest neighbor is over 1000 ft away.

**Signage** – Propose a 15’ x 3’ LED Sign located on the front of the building. No other lighting for the business is proposed. **Parking** – Proposed a 16’x20’ Gravel Parking Area to accommodate 3 Vehicles. Propose a Gravel Loading/Unloading Driveway. **Noise** – No excessive noise generated – All work will be done inside of building. **Hours** – Monday through Friday 8 am to 5 pm all year long. **Max. of 3 Tractors** will be worked on inside of shop. May need to store tractors outside until customers pick up. **Site Prep** - Will also need to do site prep for the new structure to be moved onsite. Will remove topsoil for the 80’x66’ Shop and pour a concrete slab. Total earthmoving request 200 cubic yards. The proposal is located in the SW1/4 of the SE1/4 and GL 4 (99.25 Acres), Section 12 of Eastern Township; East Annalaide (56-01), General Development (GD).

Anthony & Tracy Bakke represented the Application.

No correspondence was received on this Application.

**Motion:** A motion by Stone, second by Boyer to approve as presented. **Voting:** All Members in favor.

Brian & Renah Meyer – Denied:
A Conditional Use Permit Application *(as stated by the Applicant on the Application)*: This is an After-the-Fact Request. Removed Stumps which some of them were up-rooted and the steps in an approx. area of 2200 sq. ft. The spoils from the stump removal were used to fill in the ravine/depression area (approx. 2200 sq. ft area) to prevent washouts into the lake. There was no additional fill brought in for the project. The proposal is located on Lot 14 Blk 1 of Lenius Beach 1st Addn., Section 03 of Edna Township; Little McDonald Lake (56-328) & General Development (GD).

Brian & Renah Meyer represented the Application.

No correspondence was received on this Application.

**Motion:** A motion by Trites, second by Wilson to deny the After-The-Fact Application, referring it to the Land & Resource Management Office for action; reasons for denial include that an engineer’s plan was not provided as requested at the June 20, 2018 Planning Commission meeting and that the work was completed without a permit. **Voting:** All Members in favor.

**Adjourn:** At 9:15 P.M., Chairman Olson set the Meeting. The next Meeting is scheduled for 6:30 P.M. on December 12, 2018.

Respectfully submitted,

Marsha Bowman

Recording Secretary
Otter Tail County Aquatic Invasive Species Task Force

MINUTES – November 19, 2018

Members Present:
Dennis Carlbom, Jerry Horgen, Dave Majkrzak, Roger Neitzke, Sylvia Soeth, Jeff Stabnow, Bernie Steeves, and Mark Steuart.

Technical Advisors Present: Mike Bolinski, Marsha Bowman, Shawn Donais, Jim Iverson and Spencer McGrew.

Non Members Present: James Wooton, Aquatic Invasive Species Detector, Pat Prunty, Otter Tail County Coalition of Lake Associations, Dion Turgen, Minnesota Department of Natural Resources.

Call to Order: At 1:02 PM Chairman Steeves called the meeting to order.

Additional Agenda Items: Membership, Enforcement, Multi-County Public Service Announcements, Mori the Moose Award.

October 8, 2018 Minutes: Members reviewed the Minutes. No changes were noted.


Inspection/Decontamination Committee Update: Bernie updated the group on the activities of the Inspection/Decontamination Committee. Spencer is preparing notes of the meeting for the Task Force.

Wright County Centralized Inspection Program Public Meeting December 11, 2018 Wright County Courthouse, Buffalo, MN: The Task Force will send a delegation to the Public Meeting for the Wright County Centralized Inspection Program in Buffalo, MN December 11, 2018. Spencer, Roger, and Dave M will attend.

Education/Awareness Committee Recommendations: Roger provided an update on the Education/Awareness Committee’s meeting and its recommendation.

Motion Passed: To place a half page ad in the 2019 Otter Tail Lakes Country Designation Guide, at a cost of $1,000 as recommended by the Education/Awareness Committee.

Multi-County Aquatic Invasive Species Public Service Announcements: Spencer shared the Minnesota DNR and The Minnesota Wild hockey team have reached an agreement to show the Multi-County AIS Public Service Announcements during Minnesota Wild Home games. The team will also share the Public Service Announcements on its social media outlets. Otter Tail County was a funding partner for the series of Public Service Announcements.

Mori the Moose Award: Spencer read a letter indicating the Otter Tail County Aquatic Invasive Species Task Force had been awarded the Mori the Moose Award for Innovative and Creative Problem Solving for developing the Dock and Lift Registry. Spencer indicated there is Statewide interest in the program. On October 25, 2018 Bernie, Marsh, and Spencer attended the Statewide Aquatic Invasive Species Advisory Panel to outline the County’s development of the Dock and Lift Registry Program.

2019 Meeting Dates: Members were provided with the dates for 2019 Aquatic Invasive Species Task Force meetings.

Train the Teachers to Train the Kids Update: Jerry provided a handout for the Train the Teachers to Train the Kids Program. He indicated the Program is going well. Members thanked Jerry for his stewardship of the Program.

DNR Update: Shawn reported the seasonal work crews have been laid off for the winter. He indicated damage to public water access ramps has been minimal this year. Mike indicated the 2018 Watercraft Inspection season has been concluded. He will prepare a season end report for the group.

Sheriff Update: Jim has finished with the summer AIS inspection season for 2018.

Communications and External Relations Update: Nick was not present to give a report.

Land and Resource Director Update: Chris was not present to give a report. Marsha indicated she had nothing to report.
**SWCD Update:** Aimee was not present to give a report.

**Otter Tail COLA Update:** Sylvia reported COLA will be planning its 2019 budget. Discussion followed. Dennis expressed his appreciation for COLA’s educational programming and water testing efforts.

**Membership Terms:** Spencer shared a resignation letter from Lisa Basset. Lisa recommended Bob Schempp to fill her position on the Task Force, representing Lake Service Providers. Members expressed their gratitude for Lisa’s service. Spencer reminded Members there is still one vacancy on the Task Force.

**Enforcement:** Dave M discussed enforcement of AIS laws. Discussion followed. Members recommended to continue inviting the Sheriff and coordinating with the County Attorney to attend a future Task Force Meeting.

**Starry Stonewort photo:** James Wooton, AIS Detector shared a satellite photo of Moose Lake, Beltrami County, with areas of Starry Stonewort highlighted. The invasive algae rimmed the lake, up to 300 feet offshore.

**Adjournment:** The Meeting was adjourned at 2:15 PM. Members were reminded the next Meeting is set for December 10, 2018.

Respectfully Summitted

Spencer McGrew
Recording Secretary
WHEREAS, on December 13, 2011 the Otter Tail County Board of Commissioners formed a Task Force; and

WHEREAS, on February 21, 2012 the Task Force adopted a Mission Statement which reads as follows:

It is the mission of the Otter Tail County AIS Task Force to develop programs and strategies to support and enhance the protection of Otter Tail County waters. In order to accomplish this, the Task Force will promote public awareness, education, containment, research and provide recommendations to the Otter Tail County Board of Commissioners.

WHEREAS, on March 7, 2012, the Task Force adopted a set of bylaws and is still in operation in 2018; and

WHEREAS, The Otter Tail County AIS Task Force has remained active in preventing the spread of aquatic invasive species; and

WHEREAS, the State of Minnesota has made available funds to local units of government to aid in aquatic invasive species prevention as authorized under Minn. Stat. §477A.19.

NOW, THEREFORE, BE IT RESOLVED:

1. That Otter Tail County agrees to accept the Aquatic Invasive Species Prevention Aid from the State of Minnesota.

2. That it will use the proceeds as recommended by the Otter Tail County Aquatic Invasive Species Task Force and in conformity with the requirements of Minn. Stat. §477A.19.

Upon the motion of Commissioner ____________, seconded by Commissioner ____________, and passed on a ____ vote, the above resolution is hereby adopted by the Otter Tail County Board of Commissioners.

Adopted this ____ day of ____ 2018.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS  Dated: ________________________

By: ____________________________________________________________________________

Wayne Johnson, Chair

Attest: __________________________________________________________________________

John Dinsmore, Clerk
Lisa Bassett  
20817 South Sand Lake Road  
Pelican Rapids, MN 56572  
November 19, 2018

Otter Tail County AIS Task Force  
Spencer McGrew & Bernie Steeves  
540 West Fir  
Fergus Falls, MN 56537

Dear Otter Tail County AIS Task Force:

I am writing to let you know I will not be continuing my membership on the OTC AIS Task Force after my term has ended (December 31, 2018).

Thank you for allowing me to be a part of this unique group protecting Otter Tail County and Minnesota’s waters. I am more than grateful for the opportunity to assist in making a change in our communities.

I recommend Bob Schempp, Owner of Lakeland General Store, to fill my position on the task force. I have spoken with Bob and he is willing to continue the Lake Service Provider position if you will have him.

If I can be of any assistance during this transition please let me know. I would be glad to help however I can. It has been a pleasure serving with all of you these past few years. I will miss seeing all your wonderful faces each month. Please keep in touch.

Best Wishes,

Lisa Bassett
Kathy,

AIS Task Force Member Appointment: Below is an email from James Wooton (includes his contact info), confirming that he is interested in replacing Jim Whirly on the AIS Task Force. We would like to have the appointment considered at the November 27, 2018 County Board Meeting.

2018 Otter Tail County Resolution for Acceptance of the AIS Prevention Aid: When Spencer forwards you the November 19th AIS Task Force Minutes, he will include a copy of the Otter Tail County Resolution for the County Board to sign their acceptance of the 2018 AIS Prevention Aid. We can have Chris bring an original with him to the meeting if you would like.

If you have any questions, please contact me.

Thanks!  Marsha

-----Original Message-----
From: James wooton <james.wooton1@hotmail.com>
Sent: Thursday, August 16, 2018 10:06 AM
To: Spencer McGrew <smcgrew@co.ottertail.mn.us>; Marsha Bowman <MBowman@co.ottertail.mn.us>; Chris LeClair <cleclair@co.ottertail.mn.us>
Subject: OTC AIS Task Force Membership

Good Morning,

As some of you know already, I am an AIS Detector and a local SCUBA diver. I have no affiliations, and all my work has been purely Volunteer work. I ran a booth at Aqua Chautauqua this year aimed to inform and educate the public on AIS detection, and how to report the findings. I am also a Starry Trek Coordinator this year in Todd County, But hopefully next year I can coordinate in Ottertail County.

This week, I had a chance to sit in on a Task Force meeting and I am very interested in becoming a member of the Task Force. When an spot opens up, I would very much appreciate being considered for a seat in the Task Force.

Thank you for your invitation this week and your time,

James Wooton

25789 Cty Hwy 88

Fergus Falls, MN 56537

218-671-0494
The County Board requested a recommendation for the expansion of economic development programs aimed at the housing and childcare shortage. County staff completed additional research including a review of the County Boards statutory authority and an analysis of other jurisdictions organizational approaches, roles and responsibilities, and scope of programming. One of the opportunities presented to the County Board was the establishment of a county economic development authority. Per Minnesota Statute 469.1082, a county may form a county economic development authority or grant a housing and redevelopment authority the powers specified in subdivision 4, clause (2), if it receives a recommendation to do so from a committee formed under subdivision 2.

After notice to all local government units and development agencies within the county, the Otter Tail County Board of Commissioners adopted a resolution to create a committee to recommend options for a county economic development service provider. A committee was created utilizing MN Statute 469.1082 which requires no fewer than 11 and no more than 15 members to be appointed by the county board. Per Minnesota statute, committee representation must include at least one city official, at least one housing and redevelopment official, and at least one township official. Additional members may include school districts, political subdivisions, nonprofit or for-profit housing and economic development organizations, business and labor organizations. The County may appoint no more than two county commissioners.

Committee Members

County Commissioners:
- Lee Rogness
- Doug Huebsch

District 1:
- Chuck Johnson, Perham EDA
- David Schornack, Arvig
- Tony Stoll, BHH Partners

District 2:
- David Ripley, Ripley’s Incorporated
- Tim Thompson, Lake Region Electric Cooperative
- Dena Johnson, Pelican Rapids School Board

District 3:
- Scott Rocholl, Otter Tail County HRA, Farmer’s State Bank
- Val Martin, City of Battle Lake

District 4:
- Greg Swanberg, Otter Tail Township, Homestead at Otter RV Park & Resort
- Thomas Myers, Retired Independent Editor/Owner
District 5:
- Mark Helland, Otter Tail Power
- Jeff Ackerson, Vector Windows

Non-Voting Participants and Technical Advisors
- Nick Anhut, Ehlers
- Amy Baldwin, City of Fergus Falls
- Barbara Dacy, Washington County Community Development Agency
- John Dinsmore, Otter Tail County
- Roger Froemming, Otter Tail County
- Jeff Gaffaney, Fergus Falls & Otter Tail County HRA
- Dennis Hagstrom, Fergus Falls HRA
- Wayne Johnson, Otter Tail County
- Jeremy Kovash, Lakes Country Service Cooperative
- Dalyce Leabo, Fergus Falls HRA
- Nick Leonard, Otter Tail County
- John Lindquist, Otter Tail County Commissioner
- Mikel Olson, Fergus Falls & Otter Tail County HRA
- Greg Wagner, West Central Initiative Foundation

Committee Report Requirements
The Otter Tail County Economic Development Committee is required per MN Statute 469.1082, Subd.3, to submit the report to the county board within 90 days of the initial committee meeting and dictates the committee to be informed of and report on:

1. The current level of economic development, housing and community development programs and services provided by existing agencies; identify any existing gaps in programs and services; and the capacity and ability of existing agencies to expand their services.
2. The recommended organizational option for providing needed economic development, housing and community development services in the most efficient, effective manner.
3. The distance from the boundary of the city that may be controlled by each affected city in Subd. 5.

The committee may ONLY recommend one of the following organizational options.

1. Establishment of a county economic development authority to operate under sections 469.090 to 469.1081.
2. Requiring an existing county housing and redevelopment authority or multicounty housing and redevelopment to operate under sections 469.090 to 469.1081.
3. That the county pursues special legislation.
4. No change to the existing structure.
Within Otter Tail County, there are several types of existing organizational structures designed to promote economic development. Most of these organizations or entities are municipality specific. That is, the programs and services that are offered are reserved for the municipality for which the organization has been formed. The type of organization that a community has adopted is largely dependent on the special activities that they have targeted. The organizational structures and targeted activities are as diverse as Otter Tail County’s 22 communities. For example, for some communities, business development and job creation are the primary goals, while others have focused exclusively on housing development as a priority. Outlined below is a brief description of the types of economic development organizations that currently exist in Otter Tail County.

Business Organization
Often referred to as Community Clubs or Chamber of Commerce, these entities are usually an incorporated 501 (c)(4) or (6) organization whose primary purpose is to promote community and retail events. These organizations consist or local business professionals of the community who meet together to promote local businesses and the community. A handful of the local chambers also deal with tourism promotion and overall business development of the community. Examples include:

- Dent Community Club
- Fergus Falls Chamber
- New York Mills Community Club
- Ottertail Community Club
- Pelican Rapids Chamber
- Perham Chamber
- Vergas Community Club
- Wadena Chamber

Economic Development Corporation
Created as either for-profit and non-profit entities, these corporations are predominantly utilized to sell industrial land or provide financing for businesses development in the community. Examples include:

- Fergus Falls EIC
- Greater Fergus Falls Cop
- Pelican Rapids EDC

Housing and Redevelopment Authority
A public corporation with power to undertake certain types of housing and development or renewal activities. The primary function of the local HRAs is to assist low income, very low income and extremely low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. Existing HRAs in Otter Tail County include:

- Fergus Falls HRA
- Henning HRA
- Perham HRA
- Otter Tail County HRA

Port Authority
This is a legal entity created by the State Legislature to promote the general welfare of a city. The Port Authority actively develops commerce within the City and can enable business location and expansion. The powers of a Port Authority are more expansive then those of an HRA and EDA. A Port Authority is a separate political entity with the right to sue and be sued in its own name and generally organized to increase commerce in a city. Unlike EDAs and HRAs, a Port Authority may issue general obligation bonds without holding an election. Examples include:

- Fergus Falls Port Authority
Economic Development Authority
An EDA is a legal entity created by the city or county to facilitate a well-rounded development program by taking advantage of some of the port authority powers and all of the HRA powers. EDAs are desirable because they allow for the creation of flexible business assistance and development programs. For example, EDAs are allowed to buy and sell property, make loans and grants to businesses, provide guarantees or other credit, and sell bonds. Examples include:

- Battle Lake EDA
- Henning EDA
- New York Mills EDA
- Ottertail EDA
- Pelican Rapids EDA
- Perham EDA
- Underwood EDA

Destination Marketing Organizations
A destination organization, often referred to as a destination marketing or management organization, convention and visitor’s bureau or tourism board, is responsible for promoting a community as an attractive destination and enhancing its public image as a dynamic place to live and work. Through the impact of travel, they strengthen the economic position and provide opportunity for people in their community. Examples include:

- Fergus Falls CVB
- Ottertail Visitor’s Bureau
- Otter Tail Lakes Country Association

Regional Organizations
There are several regional organizations or entities that also provide economic development assistance in Otter Tail County. For example, West Central Initiative Foundation serves a 9-county area in west central Minnesota and offers diverse business, community and workforce development support. Another regional entity is the West Central Small Business Development Center. The SBDC offers customized services ranging from business plan development to bookkeeping. Their services are delivered by a team of professional business consultants with a diverse and comprehensive array of knowledge and expertise.

Existing Gaps in Programs and Services
Three broad gaps in programs and services were identified by the committee.

1. Insufficient services, programs and resources dedicated to:
   - increasing the availability of housing
   - attracting residents/workers
   - increasing the availability of child care

During Meeting 1, the committee and other attendees held a discussion on the current economic development priorities in Otter Tail County. Facilitator Jeremy Kovash provided a handout that reflected a list of economic development topics and activities, along with several existing agencies that currently provide economic development activities in Otter Tail County. Qualitatively, the committee expressed agreement that housing, workforce and childcare were the top economic development priorities for Otter Tail County.
After Meeting 1, a survey tool was also utilized to capture quantitative feedback from the committee regarding their perception of the top 5 economic/community development needs for Otter Tail County. Committee member responses are below:

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improving access and availability of affordable housing</td>
<td>70.57%</td>
</tr>
<tr>
<td>Attracting residents/workforce</td>
<td>64.29%</td>
</tr>
<tr>
<td>Improving access and availability of child care</td>
<td>57.14%</td>
</tr>
<tr>
<td>Marketing &amp; promotion of the community/region</td>
<td>42.86%</td>
</tr>
<tr>
<td>Growing existing local companies</td>
<td>35.71%</td>
</tr>
<tr>
<td>Improving telecommunications (broadband, cell phone, etc.)</td>
<td>35.71%</td>
</tr>
<tr>
<td>Access to technical assistance and planning for community/economic development</td>
<td>28.57%</td>
</tr>
<tr>
<td>Attracting new companies</td>
<td>28.57%</td>
</tr>
<tr>
<td>Expanding opportunities for value-added agricultural development</td>
<td>28.57%</td>
</tr>
<tr>
<td>Developing retail/service businesses</td>
<td>21.43%</td>
</tr>
<tr>
<td>Developing/promoting tourism</td>
<td>21.43%</td>
</tr>
<tr>
<td>Improving access to capital for businesses</td>
<td>21.43%</td>
</tr>
<tr>
<td>Improving workforce skills (workforce education and training capabilities)</td>
<td>14.29%</td>
</tr>
<tr>
<td>Helping entrepreneurs start new companies</td>
<td>7.14%</td>
</tr>
<tr>
<td>Improving public infrastructure (water, sewer, roads, etc.)</td>
<td>7.14%</td>
</tr>
<tr>
<td>Quality of life enhancements (development of parks, trails, etc.)</td>
<td>7.14%</td>
</tr>
<tr>
<td>Developing land and/or buildings for industrial and business parks</td>
<td>0.00%</td>
</tr>
<tr>
<td>Developing manufacturing businesses</td>
<td>0.00%</td>
</tr>
<tr>
<td>Diversifying the economy</td>
<td>0.00%</td>
</tr>
<tr>
<td>Investing in renewable energy projects</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

Another source of data utilized to analyze economic development priorities in Otter Tail County included recent focus group data from county-wide strategic planning efforts. While not coordinated or facilitated for the purposes of the economic development recommendation committee, the strategic planning data collection overlapped and included feedback from 50-60 Otter Tail County residents on a wide variety of topics, including economic development. Below are the existing economic strengths and weaknesses as perceived by diverse Otter Tail County residents who participated in these focus groups.
2. Insufficient geographic availability of economic development programs and services.

Most economic development programs and services are designed to serve specific municipalities. Smaller communities and rural areas have very limited access to economic development programming. From a demographic perspective, approximately 55% of Otter Tail County’s population reside outside of the 22 Otter Tail County communities. In addition to residents, these rural areas are also home to many small businesses. For example, two of Otter Tail County’s largest industries (i.e. agriculture and tourism) are overwhelming rural. Yet, those business sectors have limited to no access to the economic development tools currently afforded in larger Otter Tail County communities.
3. Insufficient access to technical assistance and planning for community/economic development.

Many Otter Tail County cities have recently adopted economic development powers. The types of programs and initiatives are driven by their unique community needs. The administration of those programs also varies by community. A handful of larger communities have dedicated economic development staff. Some communities have contracted a part-time economic development professional or organization to manage their programs and service. Several other communities have delegated economic development administration to existing city staff. Regardless of community size or program offerings, the need for high quality technical assistance is evident.

Capacity and Ability of Existing Agencies to Expand Their Services

While many economic development entities exist in Otter Tail County, few have a county-wide or regional perspective. The vast majority are focused exclusively on city-level economic, housing and community development activities. Few have the capacity and/or ability to address the regional needs identified and prioritized by the committee. The Otter Tail County Housing and Redevelopment Authority has a history of providing housing opportunities low, very-low and extremely low-income families. Access to income-restricted housing remains important and should continue to be provided by the OTC HRA per their mission. The committee identified many housing and community development needs that fall outside of the mission, prevue and capacity of the existing economic development agencies.

RECOMMENDED ORGANIZATIONAL OPTION FOR PROVIDING NEEDED ECONOMIC DEVELOPMENT, HOUSING AND COMMUNITY DEVELOPMENT SERVICES IN THE MOST EFFICIENT, EFFECTIVE MANNER

The Economic Development Committee explored various organizational options for providing needed economic development, housing and community development services in Otter Tail County. The committee reviewed the diverse economic development models that exist in rural Minnesota (Appendix A) and compared the different statutory powers belonging to HRAs and EDAs (Appendix B). In addition, the committee held a conference call with Barbara Dacy from the Washington County Community Development Agency. The committee had an opportunity to learn and ask questions about the Washing County model, their process for establishing the CDA, strengths and weaknesses of the model, types of programming offered, examples of specific impacts, funding mechanisms, and their relationship to existing city EDAs and HRAs.

All organizational structures reviewed by the committee stressed the importance of tailored approaches by supporting economic development at the city level through cooperation with municipalities and municipal EDAs, at the regional level through Initiative Foundations or similar entities, and at the state level through the Department of Employment and Economic Development (DEED). Providing complimentary (not duplicative) services and technical support was critical to the success of county-wide programs.
**Recommended Organizational Structure**

After identifying the current level of service and programs being offered, as well as identifying the unmet needs of Otter Tail County, the committee unanimously recommends Otter Tail County Board of Commissioners establish county economic development authority to operate under sections 469.090 to 469.1081 (Option 1 of Subd. 4 from MN Statute 469).

**Funding Mechanism**

Given the importance of housing and the need to establish a funding mechanism to support the community development priorities identified in this report, the committee further recommends that the Otter Tail County Board of Commissioners transfer the powers granted under 469.001 to 469.047 for non-income restricted housing programming to the newly established economic development authority. By doing so, the power to levy special taxes under Minnesota Statutes, Section 469.033, Subdivision 6, may be exercised by the EDA for the purposes of the HRA Powers transferred to it. Furthermore, the committee recommends that the County Board approve the 2019 Special Benefit (HRA) Levy as proposed in the preliminary levy.

**Area of Operation**

The area of operation for all programming implemented under 469.001 to 469.047 (i.e. HRA Powers) shall include all Otter Tail County.

The area of operation for programming implemented under sections 469.090 to 469.1081 (i.e. EDA Powers) but not statutorily authorized under 469.001 to 469.047 (i.e. HRA Powers) shall include all cities and townships within Otter Tail County that have adopted resolutions electing to participate. The committee recommends setting the distance from the boundary of the city that may be controlled by each affected city at zero.

**Board Characteristics**

The committee further recommends that the County Board appoint a 9-person EDA Board of Commissioners. While at least two commissioners must be appointed by the County Board per Statute 469.1082, Subd. 8, the EDA Board should also include diverse representation by the private-sector. When selecting EDA Board Members, diversity in geographic region should be a consideration, but not a limiting factor. It is the belief of the committee that finding committee members that are available, engaged, and provide diverse experience and perspectives is paramount. It is recommended that the first board members be selected from the Economic Development Committee.
# APPENDIX A

## Common County Organizational Structures

<table>
<thead>
<tr>
<th>County</th>
<th>Organizational Structure</th>
<th>HRA and Combined Board Composition</th>
<th>EDA or EDC Board Composition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beltrami</td>
<td>Multi-County HRA &amp; EDC</td>
<td>25 Member Board (6 County Board Members)</td>
<td>26 Member Board (public/private)</td>
</tr>
<tr>
<td>Winona</td>
<td>HRA &amp; EDA</td>
<td>Appointed 5 Member Board + 1 Resident</td>
<td>9 Member Board (2 County Board)</td>
</tr>
<tr>
<td>Chicago</td>
<td>HRA with EDA Powers</td>
<td>Appointed 5 Member Board + 2 County Board</td>
<td></td>
</tr>
<tr>
<td>Clay</td>
<td>HRA &amp; EDA</td>
<td>Appointed 5 Member Board + 1 County Board</td>
<td>County Board</td>
</tr>
<tr>
<td>Crow Wing</td>
<td>HRA &amp; EDC</td>
<td>Appointed 5 Member Board</td>
<td>9 Member Board (private)</td>
</tr>
<tr>
<td>Rice</td>
<td>HRA</td>
<td>County Board + 1 Resident</td>
<td></td>
</tr>
<tr>
<td>Blue Earth</td>
<td>EDA with HRA Powers</td>
<td>County Board</td>
<td></td>
</tr>
<tr>
<td>Sherburne</td>
<td>HRA &amp; EDA</td>
<td>County Board</td>
<td>9 Member Board (2 County Board)</td>
</tr>
<tr>
<td>Carver</td>
<td>CDA (HRA with EDA Powers)</td>
<td>Appointed 5 Member Board</td>
<td></td>
</tr>
<tr>
<td>Wright</td>
<td>HRA &amp; EDC</td>
<td>County Board</td>
<td>14 Member Board (public/private)</td>
</tr>
<tr>
<td>Scott</td>
<td>CDA (HRA with EDA Powers)</td>
<td>Appointed 5 Member Board</td>
<td></td>
</tr>
<tr>
<td>Olmsted</td>
<td>HRA &amp; EDC</td>
<td>County Board + 1 Resident</td>
<td>34 Member Board (public/private)</td>
</tr>
<tr>
<td>Stearns</td>
<td>HRA</td>
<td>Appointed 5 Member Board + 1 County Board Ex-Officio</td>
<td></td>
</tr>
<tr>
<td>St. Louis County</td>
<td>HRA</td>
<td>County Board</td>
<td></td>
</tr>
<tr>
<td>Washington</td>
<td>CDA (HRA with EDA Powers)</td>
<td>Appointed 5 Member Board + 1 County Board + 1 Resident</td>
<td></td>
</tr>
<tr>
<td>Anoka</td>
<td>HRA with EDA Powers</td>
<td>County Board</td>
<td></td>
</tr>
<tr>
<td>Dakota</td>
<td>CDA (HRA with EDA Powers)</td>
<td>County Board</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX B

### Comparison of HRA and EDA Powers

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary of EDA Powers</th>
<th>Similar HRA Powers</th>
</tr>
</thead>
<tbody>
<tr>
<td>469.091, Subd. 1, General Powers</td>
<td>The County may grant an HRA powers under the EDA statute and under the Municipal Economic Development Act, 469.124 to 469.134</td>
<td></td>
</tr>
<tr>
<td>469.101, Subd. 1, Economic Development Districts</td>
<td>An EDA may create economic development districts (which must meet the restrictions of a tax increment redevelopment district) and exercise its powers within the district.</td>
<td>An HRA may create redevelopment, housing, and housing development districts and projects. (469.12, Subd. 1d)</td>
</tr>
<tr>
<td>469.101, Subd. 2, 3, 10, Acquisition and Sale of Property</td>
<td>An EDA may acquire interests in property to create economic development districts, including options and may sell or lease land held by it for economic development in economic development districts.</td>
<td>An HRA may acquire or sell real or personal property. (469.012, Subd. 1e)</td>
</tr>
<tr>
<td>469.101, Subd. 4, Eminent Domain</td>
<td>An EDA may exercise the right to eminent domain.</td>
<td>An HRA also may exercise the right of eminent domain. (469.012, Subd. 1g)</td>
</tr>
<tr>
<td>469.101, Subd. 5, Contracts</td>
<td>An EDA may enter into contracts for the purpose of economic development.</td>
<td>An HRA may enter into contracts for its corporate purpose. (469.015)</td>
</tr>
<tr>
<td>469.101, Subd. 6, Limited Partner</td>
<td>An EDA may be a limited partner in a partnership whose purpose is consistent with its purposes.</td>
<td>An HRA may be a member of shareholder in a limited liability partnership, limited liability company or corporation for the purpose of development, constructing, rehabilitating, managing, supporting, or preserving housing developments. (469.012, Subd. 2j)</td>
</tr>
<tr>
<td>469.101, Subd. 7, 8, 9, 17, Easements, Supplies, Public Property</td>
<td>An EDA may acquire easements for development of an economic development district, supplies and materials it needs and may receive public property, including land, for another governmental unit.</td>
<td>An HRA may acquire easements and other interests in real property, supplies and materials it needs, and may receive public property, including land from another governmental unit. (469.012, Subd. 1g and 1w)</td>
</tr>
<tr>
<td>469.101, Subd. 11, Foreign Trade Zone</td>
<td>An EDA may apply for, and use, if granted, foreign trade zone powers under federal law.</td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION CALLING FOR PUBLIC HEARING ON THE QUESTION OF ESTABLISHING AN ECONOMIC DEVELOPMENT AUTHORITY FOR OTTER TAIL COUNTY, MN

Otter Tail County Resolution No. 2xxx – xx

WHEREAS, the County is authorized pursuant to Minnesota Statutes, Sections 469.090 through 469.1082, to establish an Economic Development Authority for the County; and

WHEREAS, the Board of Commissioners desires to initiate the process for considering the establishment of an Economic Development Authority.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The Board of Commissioners shall hold a public hearing on Tuesday, December 11, 2018 at 2:00 PM in the Commissioners’ Room at the Otter Tail County Government Services Center, at 515 West Fir Ave, Fergus Falls, Minnesota, relating to the question of the establishment of an economic development authority (the “EDA”) pursuant to Minnesota Statutes, Section 469.090 through 469.1082.

2. The Clerk is hereby authorized and directed to cause notice of that public hearing, substantially in the form attached to and made a part of this Resolution, to be published in the County’s official newspaper once a week for two consecutive weeks prior to the scheduled public hearing date, with the first publication occurring no earlier than 30 days prior to the public hearing date.

Upon the motion of______________, seconded by______________, and passed on a __________ vote, the above resolution is hereby adopted by the Otter Tail County Board of Commissioners.

Adopted this_____ day of_____, _____

Dated:_________________________ OTTER TAIL COUNTY
                                          BOARD OF COMMISSIONERS

Attest: _________________________ By: _____________________________
                                            John Dinsmore, Clerk/Administrator    Wayne Johnson, Board Chair
RESOLUTION CALLING FOR PUBLIC HEARING ON THE CREATION OF AN ORDINANCE TO DIVIDE THE POWERS OF THE COUNTY HRA BETWEEN THE COUNTY HRA AND COUNTY EDA

Otter Tail County Resolution No. 2xxx – xx

WHEREAS, pursuant to Minnesota Statutes, Sections 469.094, Subdivision 1 and with consent from the Otter Tail County Housing and Redevelopment Authority (HRA), the County may create an ordinance dividing the economic development, housing, and redevelopment powers granted under sections 469.001 to 469.047 and 469.090 to 469.108; and

WHEREAS, the Board of Commissioners desires to initiate the process for considering the establishment of such ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The Board of Commissioners shall hold a public hearing on Tuesday, December 11, 2018 at 2:15 PM in the Commissioners’ Room at the Otter Tail County Government Services Center, at 515 West Fir Ave, Fergus Falls, Minnesota, on the establishment of an ordinance dividing the economic development, housing, and redevelopment powers granted under sections 469.001 to 469.047 and 469.090 to 469.108.

2. The Clerk is hereby authorized and directed to cause notice of that public hearing, substantially in the form attached to and made a part of this Resolution, to be published in the County’s official newspaper at least 10 days prior no earlier than 30 days prior to the public hearing date.

Upon the motion of______________, seconded by______________, and passed on a ________ vote, the above resolution is hereby adopted by the Otter Tail County Board of Commissioners.

Adopted this_______day of______, ______

Dated:__________________________        OTTER TAIL COUNTY
                                             BOARD OF COMMISSIONERS

Attest: __________________________    By: __________________________
       John Dinsmore, Clerk/Administrator                                      Wayne Johnson, Board Chair
November 12, 2018

Rick West and Charles Grotte
Otter Tail County Highway Department
505 South Court St.
Fergus Falls, MN 56537

Subject: Phelps Mill Dam Modifications
Engineering Agreement for Task 1 – Final Planning Phase
Otter Tail County, MN

Dear Rick and Charles:

Thank you for the opportunity to submit this proposal for the final planning phase of the Phelps Mill Dam Modifications project in Otter Tail County. Houston Engineering, Inc. ("Houston") offers to complete the services as outlined below.

SERVICES

1. Develop Conceptual Design for a 2/3 Rock Archway Downstream of Dam Option
2. Prepare for and Meet with County to Discuss Conceptual Design
3. Coordinate Section 106 Compliance with SHPO Reviewers through the Conceptual Design

A detailed sub-task list and proposed estimated project budget is attached to this agreement letter. Also, attached is the Section 106 consultation process estimate provided by Gemini Research. The final product to the County will be a technical memorandum detailing the alternative analysis and recommendation for the project.

SERVICES BY OTHERS

1. This phase does not include any permitting since a final alternative has not been decided upon by the County.
2. The scope of services does not include enhanced renditions of the project alternatives. If more detailed renderings are desired by the County to help make a decision based on aesthetic value we can revise the scope of services.
Otter Tail County Highway Department
Page 2
November 12, 2018

COMPENSATION

We propose to provide these services on an hourly basis for an estimated fee of $47,532 per the enclosed 2018 Fee Schedule.

TIME SCHEDULE

The work outlined in this proposal will be completed in a timely manner and will commence upon return of this accepted proposal. We anticipate another public meeting to present the recommendations to the County and public sometime in the spring of 2019.

AGREEMENT

Houston's receipt of this accepted proposal constitutes a contract between us and the Otter Tail County Highway Department, into which the enclosed Houston Engineering, Inc. General Terms and Conditions dated January 24, 2017 are hereby incorporated by reference.

This proposal is valid until December 8, 2018. Again, we appreciate this opportunity and look forward to working with you on this project. If you agree, simply sign below and return one copy to me.

Sincerely,

HOUSTON ENGINEERING, INC.

[Signature]

Ted D. Rud, P.E.

TDR:tr

Accepted by:

__________________________
Charles H. Grotte
Title: County Engineer
Date: November 27, 2018

Enclosures:
Project Task List and Budget Estimate
2018 Standard Fee Schedule
Client Services General Terms and Conditions (dated January 24, 2017)
<table>
<thead>
<tr>
<th>Subtask 1.1 - Meet with County to Discuss Conceptual Design</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparatory work/presentation development</td>
<td>8.400</td>
</tr>
<tr>
<td>Attendance/Presentation/Travel time</td>
<td>580.1</td>
</tr>
<tr>
<td>Total Hours</td>
<td>27.5</td>
</tr>
<tr>
<td>Total Costs</td>
<td>5,211</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtask 1.2 - Alternative Analysis for Fish Passage Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop conceptual design and cost estimate of the 2/3 rock arch rapids downstream of Dam</td>
<td>25,000</td>
</tr>
<tr>
<td>Develop analysis of pros and cons for 2/3 rock arch rapids downstream of Dam</td>
<td>488</td>
</tr>
<tr>
<td>Present concept design and alternative analysis to MN DNR staff and County for concurrence. Make revisions as necessary</td>
<td>8,168</td>
</tr>
<tr>
<td>Prepare technical memorandum and maps detailing analysis and recommendations</td>
<td>2,142</td>
</tr>
<tr>
<td>Attend meeting to present recommendations</td>
<td>801</td>
</tr>
<tr>
<td>Total Hours</td>
<td>164</td>
</tr>
<tr>
<td>Total Costs</td>
<td>17,617</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtask 1.3 - Coordinate Alternative Development with SHPO Reviewers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subconsultant</td>
<td></td>
</tr>
<tr>
<td>Section 106 - SHPO coordination for 30% plans.</td>
<td></td>
</tr>
<tr>
<td>Description of historic resources. Confirming district boundaries.</td>
<td></td>
</tr>
<tr>
<td>Working with agencies in the alternatives and design process.</td>
<td></td>
</tr>
<tr>
<td>Preparing documentation to accompany submissions to SHPO for the 30% or conceptual plan. Attend meetings and conference calls.</td>
<td>82,000</td>
</tr>
<tr>
<td>Provide conceptual alternatives and data for SHPO reviewers, conference calls, administrative tasks up to 30% Plans</td>
<td>53,704</td>
</tr>
<tr>
<td>Total Hours</td>
<td>24</td>
</tr>
<tr>
<td>Total Costs</td>
<td>225,704</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task 1 Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours</td>
<td>196</td>
</tr>
<tr>
<td>Total Costs</td>
<td>47,532</td>
</tr>
</tbody>
</table>
Section 106 Consultation Process for Proposed Phelps Mill Fish Passage Project in Phelps Mill Historic District, Otter Tail County

Phelps Mill District
The Phelps Mill District is a 9-acre historic district that was listed on the National Register of Historic Places in 1984 (1975?). The historic district encompasses the hamlet of Phelps, which developed around the Phelps Mill and Phelps Store. Resources include the water-powered mill, the mill dam, mill pond, store, miller’s house, truss bridge, and other built structures and landscape features. According to the National Register nomination, it is an unusually well-preserved example of milling communities once found throughout the state. The historic district is one of the most popular tourist attractions in Otter Tail County and home to the annual Phelps Mill Festival. It is also a county park called Phelps Mill County Park.

Section 106 Process
Section 106 of the National Historic Preservation Act requires that federally-funded, -licensed, or -permitted projects take historic properties into consideration during project planning and implementation. Section 106 would be invoked, for example, if there were U.S. Fish and Wildlife Service funding or an Army Corps permit for the project.

There is also a state law, the Minnesota Historic Sites Act, that requires that state agencies consult with the Minnesota Historical Society (usually the State Historic Preservation Office (SHPO)) before undertaking or licensing projects that may affect properties listed on the National Register. If the project has federal funds or permits, compliance with the Minnesota Historic Sites Act is usually dovetailed into the Section 106 process.

If the federal undertaking has the potential to adversely affect a historic property, the federal and state agencies consult with the SHPO on ways to avoid and reduce those effects. The Section 106 consultative process often involves meetings or conference calls with the SHPO and submitting plans (for example, at the 30%, 60%, and 90% stage) to the SHPO for comment.

Agencies and engineers often work with a historian on ways to avoid and reduce negative effects through alternatives analysis and project design.

The Section 106 process requires that interested parties be included in the consultation. For this project this would include the Otter Tail County Historical Society and possibly the Friends of Phelps Mill and others. The Section 106 process must also provide an opportunity for public input.

The Secretary of the Interior’s (SOI) Standards for the Treatment of Historic Properties serve as the principal guidepost for helping to determine and reduce effects. The SOI Standards for the Rehabilitation would probably be the most applicable to this project. The Rehabilitation Standards are accompanied by a set of guidelines for buildings and structures, and another set for landscape features.
Key steps in Section 106 process:

1- identify the undertaking, its purpose and need, and alternatives
2- establish an Area of Potential Effect
3- identify historic resources within the APE (including archaeological resources)
4- work to avoid and reduce adverse effects to historic resources in consultation with SHPO and others, including interested parties
5- provide the public an opportunity to comment; if the effects will be adverse, provide the Advisory Council for Historic Preservation an opportunity to become involved
6- formalize agreement between the federal agency and the SHPO on steps to be taken to avoid, reduce, and mitigate adverse effects

Before the effects to the historic property can be determined, the historic resources need to be identified and understood. Step 3 above would involve identifying the attributes or character-defining features of the historic property and their period of significance. This information is often drawn from a National Register nomination, but because the Phelps Mill District nomination is fairly old, it doesn’t describe many of the resources in the historic district in much detail and, like most older nominations, it doesn’t address historic landscape features. This step would also include confirming or determining the boundaries of the historic district in the area close to the dam.

Gemini Research assistance
Gemini Research’s assistance on the project’s Section 106 process would include:

- description of historic resources and their character-defining features; confirming district boundaries
- working with the agencies and engineers in the alternatives and design process to avoid and reduce negative effects to historic resources
- preparing photo mockups if needed to help convey design ideas to SHPO and others
- helping coordinate consultation with the SHPO, interested parties, and the public
- preparing documentation needed for submissions to SHPO and others
- attending meetings and conference calls

Based on our understanding of the project thus far, we estimate our fee would be approximately $40,000 for labor and travel expenses. Our hourly rate is $105/hour for Susan Granger and Scott Kelly. The hourly rate includes all direct labor plus indirect labor (salaries including FICA and health insurance), plus fixed overhead (e.g., office, insurance, equipment, supplies), plus all project supplies, phone calls, shipping, and all other project costs.

Gemini would not be able to do significant work on the project until mid-March due to a full schedule.

Sue Granger
Principal Investigator
Gemini Research
15 East Ninth Street
Morris, MN  56267
tele: 320-589-3846
eemail: gemres@info-link.net
Prepared by Sue Granger, Gemini Research, for Houston Engineering, Nov. 9, 2018

Responsibility for the Section 106 process lies with the federal agency (for example, the Army Corps if a Corps permit is needed), so the activities below all assume assisting with and supplying information for the Section 106 process that is officially led by the federal agency.

**Stage 1**
- Understand the undertaking, purpose and need, and alternatives.
- Establish an Area of Potential Effect for direct and indirect effects. Prepare map and narrative.
- Identify and characterize the historic resources potentially affected, confirm historic district boundaries near the dam. Prepare map and narrative. Gemini does not do archaeology so archaeological resources would need to be identified separately. (This may already be done.)
- Assist with consultation with interested parties and the SHPO.
- Work with the agencies and engineers, with input from interested parties, to avoid and reduce effects in the alternatives selection and the design of a conceptual or 30%-complete plan.
- Prepare documentation to accompany submission of the 30% or conceptual plan to SHPO.
- Help arrange and attend a meeting with SHPO (in person or a conference call) with engineers and agencies to discuss the submission.

Gemini estimate: $22,000.

**Stage 2**
- Work with the agencies and engineers, with input from interested parties, to avoid and reduce effects in the continued design and creation of a 60%-complete plan.
- Prepare documentation to accompany submission of the 60% plan to SHPO.
- Help arrange and attend a conference call with SHPO and engineers and agencies to discuss the submission.
- Provide the public an opportunity to comment on effects to historic properties.

Gemini estimate: $10,000; more if process becomes complex.

**Stage 3**
- Work with the agencies and engineers, with input from interested parties, to avoid and reduce effects in the continued design and creation of a 90%-complete plan and relevant special provisions.
- Prepare documentation to accompany submission of the 90% plan and relevant special provisions to SHPO. (Submission of a 100% plan to SHPO is often not necessary unless there are substantive changes between 90% and 100%.)
- Help arrange and attend a conference call with SHPO and engineers and agencies to discuss the submission.
- Assist with preparation of an agreement document (e.g., MOA) if needed.

Gemini estimate: $8,000; more if process becomes complex.
1. **STANDARD OF CARE**
Houston shall perform its Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the region where the Project is located.

2. **PAYMENT TERMS**
Invoices will be submitted periodically (customarily on a monthly basis) and are due and payable upon receipt. Client agrees to pay a service charge on all accounts 30 days or most past due at a rate equal to one percent (1%) each month but in no event shall such service charge exceed the maximum amount allowed by law. Acceptance of any payment from Client without accruing service charges shall not be deemed to be a waiver of such service charges by Houston. In the event Client is past due with respect to any invoice Houston may, after giving five (5) days written notice to Client, suspend all services without liability until Client has paid in full all amounts owing Houston on account of services rendered and expenses incurred, including service charges on past due invoices. Payment of invoices is not subject to discount or offset by Client.

3. **CHANGES OR DELAYS**
If the Project requires conceptual or process development services, such services often are not fully definable in the initial planning. If, as the Project progresses, facts develop that in Houston’s judgment dictate a change in the Services to be performed, Houston shall inform Client of such changes and the parties shall negotiate, in good faith, with respect to any change in scope and adjustment to the time of performance and compensation and modify the Agreement accordingly. In the event the parties are unable to reach an agreement, either party may terminate this Agreement without liability by giving fourteen (14) days written notice to the other party. In the event of termination, the final invoice will include all Services and expenses associated with the Project up to the effective date of termination, and will also include equitable adjustment to reimburse Houston for any termination settlement costs incurred relating to commitments that have become firm before termination plus a 10 percent markup on those settlement costs.

4. **PAYMENT**
Where the method of payment under the Agreement is based upon cost reimbursement (e.g., hourly rate, time and materials, direct personnel expense, per diem, etc.), the following shall apply: (a) the minimum time segment for charging work is one-quarter hour; (b) labor (hours worked) and expenses will be charged at rates commensurate with the attached fee schedule or, if none is attached, with Houston’s current fee schedule (at the time of the work); (c) when applicable, rental charges will be applied to cover the cost of pilot-scale facilities or equipment, apparatus, instrumentation, or other technical machinery. When such charges are applicable, Client will be advised at the start of an assignment, task, or phase; and (d) invoices based upon cost reimbursement will be submitted showing labor (hours worked) and total expense. If requested by Client, Houston shall provide supporting documentation at Client’s cost, including labor and copying costs.

5. **TERMINATION**
Either party may terminate this Agreement, in whole or in part, by giving fourteen (14) days written notice to the other party, if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. In such event, and subject to the limitations set forth in this Agreement, the non-defaulting party may pursue its rights and remedies as contemplated by this Agreement and as allowed by law.

6. **LIMITATION OF LIABILITY**
In no event shall Houston be liable for incidental, indirect or consequential damages of any kind. Houston’s maximum cumulative liability with respect to all claims and liabilities under this Agreement, whether or not insured, shall not exceed the greater of $50,000 or the total compensation received by Houston under this Agreement. The disclaimers and limitations of liability set forth in this Agreement shall apply regardless of any other contrary provision set forth and regardless of the form of action, whether in contract, tort or otherwise. Each provision of this Agreement which provides for a limitation of liability, disclaimer of warranty or condition or exclusion of damages is severable and independent of any other provision and is to be enforced as such. Client hereby releases Houston from any and all liability over and above the limitations set forth in this paragraph.

7. **INSURANCE**
Houston shall obtain and maintain during the term of this Agreement, at its own expense, workers’ compensation insurance and comprehensive general liability insurance in amounts determined by Houston and will, upon request, furnish insurance certificates to Client. The existence of any such insurance shall not decrease Houston’s liability as limited by paragraph 6 above.

8. **HAZARDOUS SUBSTANCES**
Client shall furnish or cause to be furnished to Houston all documents and information known by Client that relate to the identity, location, quantity, nature, or characteristics of any asbestos, pollutant or hazardous substance, however defined (“Hazardous Substances”) at, on or under the Project site. Houston is not, and has no responsibility as a handler, generator, operator, treater, storer, transporter, or disposer of Hazardous Substances found or identified at the Project. Client agrees to bring no claim for fault, negligence, breach of contract, indemnity, or other action against Houston, its principals, employees, agents, and consultants, if such claim in any way would relate to Hazardous Substances in connection with the Project. Client further agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless Houston, its principals, employees, agents, and consultants from and against all claims, damages, losses, and expenses, direct or indirect, or consequential damages, including but not limited to fees and charges for attorneys and court and arbitration costs, arising out of or resulting from the performance of Houston’s Services hereunder, or claims brought against Houston by third parties arising from Houston’s Services or the services of others and/or work in any way associated with Hazardous Substance activities. This indemnification shall survive termination of this Agreement.

9. **INDEMNIFICATION**
Client shall indemnify, and hold harmless Houston, together with its officers, directors, agents, consultants and employees from and against any and all claims, costs, losses and damages, including attorneys’ fees and other costs of litigation or dispute resolution arising directly or indirectly from Client’s breach of this Agreement or Client’s fault, negligent acts or omissions or intentional misconduct in connection with this Agreement or the Project. Subject to the limitations set forth in this Agreement, Houston shall indemnify and hold harmless Client, together with its officers, directors, agents, consultants and employees from and against any and all claims, costs, losses and damages, including attorneys’ fees and other costs of litigation or dispute resolution arising directly or indirectly from Houston’s breach of this Agreement or Houston’s fault, negligent acts or omissions or intentional misconduct in connection with this Agreement or the Project. The indemnification obligations set forth in this paragraph shall survive termination of this Agreement.

10. **WARRANTY**
Except as specifically set forth in this Agreement, Houston has not made and does not make any warranties or representations whatsoever, express or implied, as to Services performed or products provided including, without limitation, any warranty or representation as to: (a) the merchantability or fitness or suitability of the Services or products for a particular use or purpose whether or not disclosed to Houston; and (b) delivery of the Services and products free of the rightful claim of any person by way of infringement (including, but not limited to, patent or copyright infringement) or the like. Houston does not warrant and will not be liable for any design, material or construction criteria furnished or specified by Client and incorporated into the Services provided hereunder.

January 24, 2017
11. PROJECT SITE
Client shall furnish such reports, data, studies, plans, specifications, documents, and other information regarding surface and subsurface site conditions required by Houston for proper performance of its Services. Houston shall be entitled to rely upon Client provided documents and information in performing the Services required under this Agreement. Houston assumes no responsibility or liability for the accuracy or completeness of any such documents or information. Houston will not direct, supervise, or control the work, means or methods of contractors or their subcontractors in connection with the Project. Houston’s Services will not include a review or evaluation of the contractor’s or subcontractor’s safety measures. The presence of Houston, its employees, agents or subcontractors on a site shall not imply that Houston controls the operations of others nor shall it be construed to be an acceptance by Houston of any responsibility for job-site safety.

12. CONFIDENTIALITY
Houston shall maintain as confidential and not disclose to others without Client’s prior consent all information obtained from Client that was not otherwise previously known to Houston or in the public domain and is expressly designated by Client in writing to be “CONFIDENTIAL.” The provisions of this paragraph shall not apply to information in whatever form that (a) is published or comes into the public domain through no fault of Houston, (b) is furnished by or obtained from a third party who is under no obligation to keep the information confidential, or (c) is required to be disclosed by law on order of a court, administrative agency, or other authority with proper jurisdiction. Client agrees that Houston may use and publish Client’s name and a general description of Houston’s services with respect to the Project in describing Houston’s experience and qualifications to other clients or potential clients.

13. RE-USE OF DOCUMENTS
All documents, including drawings and specifications, prepared or furnished by Houston (and Houston’s affiliates, agents, subsidiaries, independent professional associates, consultants, and subcontractors) pursuant to this Agreement are instruments of service in respect of the Project, and Houston shall retain ownership thereof, whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the Project; however, such documents are not intended or represented to be suitable for re-use by Client or others on extensions of the Project or on any other project. Any re-use without written verification or adaptation by Houston for the specific purpose intended will be at Client’s sole risk and without liability to Houston or Houston’s affiliates, agents, subsidiaries, independent professional associates, consultants, and subcontractors with respect to any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting therefrom. Any such verification or adaptation will entitle Houston to further compensation at rates to be agreed upon by Client and Houston.

14. REMEDIES
Subject to the limitations set forth in this Agreement, in the event any party is in default of this Agreement, the non-defaulting party shall be entitled to pursue all rights and remedies available to it under this Agreement or as allowed by law.

15. PROPRIETARY DATA
The technical and pricing information in connection with the Services provided by Houston is confidential and proprietary and is not to be disclosed or otherwise made available to third parties by Client without the express written consent of Houston.

16. GOVERNING LAW
The validity, construction and performance of this Agreement and all disputes between the parties arising out of or related to this Agreement shall be governed by the laws, without regard to the law as to choice or conflict of law, of the State of Minnesota. Client consents to jurisdiction as to all issues concerning or relating to this Agreement or the Project with the federal or state district courts designated for Clay County, Minnesota.

17. DATA PRACTICES ACT REQUESTS
Houston considers certain information developed during the execution of services as "not public" and "protected" from public disclosure under the various local, state and federal data practices laws. Client shall reimburse Houston for any and all costs and expenses, including attorneys’ fees associated with any requests for release of information under any such laws.

18. FORCE MAJURE
Houston shall not be liable for any loss, damage or delay resulting out of its failure to perform hereunder due to causes beyond its reasonable control including, without limitation, acts of nature or the Client, acts of civil or military authority, terrorists threats or attacks, fires, strikes, floods, epidemics, quarantine restrictions, war, riots, delays in transportation, transmission embargoes, extraordinary weather conditions or other natural catastrophe or any other cause beyond the reasonable control of Houston. In the event of any such delay, Houston’s performance date(s) will be extended for that length of time as may be reasonably necessary to compensate for the delay.

19. WAIVER OF JURY
In the interest of expediting any disputes that might arise between Houston and Client, Client hereby waives its rights to a trial by jury of any dispute or claim concerning this Agreement, the Services, the Project and any other documents or agreements contemplated by or executed in connection with this Agreement.

20. NOTICES
Any and all notices, demands or other communications required or desired to be given under this Agreement shall be in writing and shall be validly given or made if personally served; sent by commercial carrier service; or if deposited in the United States Mail or with a commercial carrier service. Notices, demand or other communications required or desired hereunder shall be addressed to the individuals indicated in this Agreement at the addresses indicated in this Agreement. Any party may change its address or authorized recipient for purposes of this paragraph by written notice given in the manner provided above.

21. MISCELLANEOUS
This Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document regarding the Services. If any provision of this Agreement is determined to be invalid or unenforceable in whole or part by a court of competent jurisdiction, the remaining provisions hereof shall remain in full force and effect and be binding upon the parties hereto. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid and enforceable provision that as closely as possible expresses the intention of the stricken provision. This Agreement, including but not limited to the indemnification provisions, shall survive the completion of the Services under this Agreement and the termination of this Agreement. This Agreement gives no rights or benefits to anyone other than Houston and Client and has no third party beneficiaries except as may be specifically set forth in this Agreement. This Agreement constitutes the entire agreement between the parties and shall not in any way be modified, varied or amended unless in writing signed by the parties. Prior negotiations, writings, quotes, and understandings relating to the subject matter of this Agreement are merged herein and are superseded and canceled by this Agreement. Headings used in this Agreement are for the convenience of reference only and shall not affect the construction of this Agreement. This Agreement and the rights and duties hereunder may not be assigned by Client, in whole or in part, without Houston’s prior written approval. No failure or delay on the part of Houston in exercising the right, power or remedy under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any rights, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy hereunder. The remedies provided in this Agreement are cumulative and not exclusive of any remedies provided by law.