



**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners' Room
515 W. Fir Avenue, Fergus Falls, MN
August 6, 2019
8:30 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened at 8:28 a.m. Tuesday, August 6, 2019, at the Government Services Center in Fergus Falls, MN, with Commissioners Doug Huebsch, Chair; Lee Rogness, Vice-Chair; Wayne Johnson, John Lindquist and Betty Murphy present.

Approval of Agenda

Chair Huebsch called for approval of the Board Agenda. Motion by Lindquist, second by Rogness and unanimously carried to approve the Board of Commissioners Agenda of August 6, 2019 with the following addition:

Solid Waste - Master Service Agreement
Community Services Committee Meeting at 10:00 a.m. - Contract with Next Chapter Technology
Internal Services Committee Meeting at 10:00 a.m.

Consent Agenda

Motion by Johnson, second by Murphy and unanimously carried to approve Consent Agenda items as follows:

1. July 30, 2019 Board of Commissioners' Meeting Minutes
2. Warrants/Bills for August 6, 2019 (Exhibit A)
3. Approval for final payment to Riley Bros. Construction for Culvert Replacement on CSAH 8 & CSAH 25

Highway Maintenance Worker – New Position

Motion by Rogness, second by Lindquist and unanimously carried to approve filling 1 Full-Time Equivalent (FTE) Maintenance Worker position as recommended by the County Engineer.

Permanency/Adoption/Licensing Social Worker – New Position

Motion by Johnson, second by Murphy and unanimously carried to approve the creation of a new position titled Permanency/Adoption/Licensing Social Worker in the Human Services Department with Otter Tail County.

Fall Retreat

Internal Services/Human Resources Director Nicole Hansen discussed with the Board the potential schedule for the upcoming fall retreat. The retreat will consist of discussion regarding Long Range Strategic Planning and succession planning for the County Administrator position due to John Dinsmore's retirement. Ms. Hansen will research potential dates with the facilitator and communicate with the Commissioners regarding a final date.

Pelican Rapids Tax Abatement Agreement

Motion by Johnson, second by Rogness and unanimously carried to authorize the appropriate County Officials' signatures to execute the Tax Abatement Agreement between the County of Otter Tail and the City of Pelican Rapids for tax abatement on the proposed apartment complex on Otter Tail County Parcel Numbers 76000210004001 and 7600022001604.

How to Schedule an Item on the County Board Agenda

County Administrator, John Dinsmore presented a document titled "Proposed Guidelines: How Do I Schedule an Item on the County Board Agenda?" Mr. Dinsmore is seeking direction from the Board regarding scheduling constituent concerns. He summarized the current process for the 14 Minnesota Inter-County Association (MICA) Counties. Of the 14 MICA Counties, 6 have a regular scheduled Agenda item open for public comment and the remaining 8, including Otter Tail County, do not. The proposed guidelines outline past practices, which allows administration to research the requested agenda item prior to the scheduled County Board Meeting. This process provides Commissioners' with a better understanding of the constituent's concerns and allows Commissioners to have a better response. All requests and documentation must be submitted by noon Thursday before the requested scheduled Board Meeting.

2019 Standard Measures for Otter Tail County

County Administrator, John Dinsmore shared a document titled "Council on Local Results and Innovation 2019 Standard Measures for Counties". Otter Tail County chooses to submit data for and participate in all 24 measures listed on the document. As a benefit for participating in this program, the County is reimbursed \$0.24 per person and would be exempt from levy limits if Legislature were to implement. Mr. Dinsmore plans to share this document on the website as a tool for the public to review and compare the County's measures. He also plans to create a comparison table for the last 3 years to determine areas of improvement.

Recess & Reconvene

At 9:29 a.m., Chair Huebsch declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The Board of Commissioners meeting was reconvened at 9:36 a.m.

Master Service Agreement

Motion by Johnson, second by Lindquist and unanimously carried to authorize appropriate County Officials' signatures to execute the Master Services Agreement between the County of Otter Tail and Foth Infrastructure & Environment, LLC. Foth provides professional services related to solid waste management consulting for the Otter Tail County Department of Solid Waste.

BidOnward Agreement for County Auction

Motion by Rogness, second by Johnson and unanimously carried to authorize appropriate County Officials' signatures to execute the BidOnward Auction Services Contract between the County of Otter Tail and BidOnward.com Auctioneers. This provides a venue to sell used County assets.

CSAH 34 Update – S.A.P. 056-634-011

County Engineer Charles Grotte updated the Board regarding the CSAH 34 Reconstruction project. The project is planned for competitive bid February 2020 and anticipated to start construction spring 2020 for final completion summer 2021.

Maintenance Patching

County Engineer Charles Grotte reviewed the maps submitted showing areas that require Paver Patching. He briefed the Board of the paver patching process and how the order in which the work is conducted is determined. Mr. Grotte anticipates this project to continue through Mid-September.

Adjournment

At 10:07 a.m., Chair Huebsch declared the Otter Tail County Board of Commissioners meeting adjourned. The next Board meeting is scheduled at 8:30 a.m. on Tuesday, August 13, 2019, at the Government Services Center in Fergus Falls, MN.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: _____

By: _____
Douglas A. Huebsch, Board Chair

Attest: _____
John Dinsmore, Clerk

<u>Vendor Name</u>	<u>Amount</u>
ALBANY RECYCLING CENTER	4,801.86
AMAZON CAPITAL SERVICES INC	496.39
AMERICAN PRESSURE INC	393.00
AMERIPRIDE SERVICES INC	66.13
ASPEN MILLS INC	136.96
AXON ENTERPRISE INC	78.00
BEN HOLZER UNLIMITED WATER LLC	46.00
BRIAN M RIPLEY EXCAVATING	700.00
BUREAU OF CRIM APPREHENSION	2,515.00
CERTIFIED AUTO REPAIR	179.29
CERTIFIED LABORATORIES	338.00
CI SPORT	117.44
CODE 4 SERVICES, INC	46.75
COLLEGE WAY AUTO INC	216.27
COMMISSIONER OF TRANSPORTATION	4,442.19
COOPERS TECHNOLOGY GROUP	83.25
CZ-USA	17.00
DEANS DISTRIBUTING	478.30
DEPT OF HUMAN SERVICES	338.47
DETROIT LAKES OVERHEAD DOOR SERV	160.55
DIGI-KEY ELECTRONICS 2985686	11.56
DM ENTERPRISES	2,820.00
EIFERT/ZACH	129.44
ERICKSON CHEVROLET FLEET DEPT	105.00
FERGUS POWER PUMP INC	615.00
FLINT HILLS RESOURCES LP	50,653.05
FORCE AMERICA DISTRIBUTING LLC	301.85
FORKLIFTS OF MINNESOTA INC	1,490.78
FORUM COMMUNICATIONS COMPANY	179.00
FREITAG/MICHAEL	32.28
GALLS LLC	2,431.93
GOODPOINTE TECHNOLOGY INC	968.75
GOVERNMENT FINANCE OFFICERS ASSC	344.25
GRANT'S MECHANICAL	19,602.00
HOLO/GERALD A	34.61
HUTCHINS TREE SERVICE/JON	4,840.00
INNOVATIVE OFFICE SOLUTIONS	120.33
J.P. COOKE CO	108.90
JAKE'S JOHNS LLC	320.00
JOHNSON CONTROLS	6,698.00
KARL GREFSRUD CONSTRUCTION LLC	1,082.00
L & O ACRES TRANSPORT INC	4,651.63

<u>Vendor Name</u>	<u>Amount</u>
LAKE REGION HEALTHCARE	2,846.98
LAKES COUNTRY SERVICE CO OP	29.50
LANNERS/ANGELA	82.98
LARRY OTT INC TRUCK SERVICE	1,500.00
LECLAIR/CHRISTOPHER	284.20
LEE TILING & EXCAVATING INC	11,500.00
MARCO INC ST LOUIS	164.92
MARCO TECHNOLOGIES LLC	20,489.38
MARKS FLEET SUPPLY INC	49.17
MIDWEEK INC/THE	785.70
MOORE ENGINEERING INC	8,285.00
NETWORK SERVICES COMPANY	843.84
NORTHERN SAFETY TECHNOLOGY INC	286.95
ONE CALL LOCATORS LTD	345.46
OTTER TAIL CO TREASURER	469.63
OTTER TAIL TIRE INC	196.27
OTTERTAIL TRUCKING INC	43,825.62
OTTERTAIL/CITY OF	25.00
PDQ.COM	3,600.00
PETE'S BODY SHOP & TOWING	228.00
PRAIRIE RESTORATIONS INC	450.00
PRO AG FARMERS CO OP	92.40
RDO EQUIPMENT CO	3,500.00
RENTAL STORE/THE	1,245.00
SCHMALTZ/CAROL	132.07
SCHWAAB INC	139.98
SMITH/GENE	92.27
SRF CONSULTING GROUP INC	28,157.13
STEINS INC	300.66
STEVE'S SANITATION INC	74.88
STOEL RIVES LLP	2,497.00
STOMMES/KIMBERLY	2,218.55
STONE/GARY	35.85
STREICHERS	227.96
T & K TIRES	135.00
TB INDUSTRIES INC	5,198.00
TITAN MACHINERY INC	529.96
TOSHIBA FINANCIAL SERVICES	1,123.41
ULINE	908.45
UNLIMITED AUTO GLASS INC	440.00
VAUGHN AUTO & MARINE CO	64.20
VICTOR LUNDEEN COMPANY	201.00
VINCO, INC	85.00
WAYNE'S TOOLWAGON	62.50
ZIEGLER INC	628.53
Final Total:	257,569.61