



**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners' Room
515 W. Fir Avenue, Fergus Falls, MN
August 13, 2019
8:30 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened at 8:29 a.m. Tuesday, August 13, 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. At 10:49 a.m., Commissioner Wayne Johnson was absent.

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 13, 2019 with the following addition:

Battle Lake Daycare Center – Unveiling of Donor Wall Invitation

Consent Agenda

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

1. August 6, 2019 Board of Commissioners' Meeting Minutes
2. Warrants/Bills for August 13, 2019 (Exhibit A)
3. Human Services & Public Health Warrants/Bills for August 13, 2019 (Exhibit A)
4. Request for Credit Card for Community Development Director, Amy Baldwin
5. Request for Approval of Final Payment to Central Specialties Inc., - S.A.P. 056-684-002
6. Request for Approval of Final Payment to DM Enterprises – CSAH 6 Cattle Pass Repair
7. Request for Approval of Final Payment to DM Enterprises – CSAH 44 Culvert Replacement

1174 Western Avenue Tax Abatement

Motion by Rogness, second by Murphy and unanimously carried to authorize appropriate County Officials signatures to execute the agreement between the County of Otter Tail and Northstar Behavioral Health for the lease of the facility at 1174 Western Avenue Fergus Falls, MN.

Motion by Johnson, second by Rogness and unanimously carried to authorize a public hearing for tax abatement at 1174 Western Avenue on August 27th at 1:30 p.m., to be held at the New York Mills County Offices.

Motion by Lindquist, second by Murphy and unanimously carried to authorize the County Auditor-Treasurer to utilize a portion of the \$500,000 received from the Legislature during the 2019 session, up to \$2,000,000.00 from the Human Services Fund Balance account, and any other funds identified by the County Auditor-Treasurer to prepay or set aside cash for the remaining tax-exempt bonds owed on the building at 1174 Western Avenue in Fergus Falls. The full amount borrowed from the Human Services Fund Balance account shall be repaid by revenues generated by leasing or selling the property.

County Administrator Retirement

Motion by Rogness, second by Johnson and unanimously carried to accept the County Administrator, John Dinsmore's, letter of retirement. Mr. Dinsmore plans to retire January 31, 2020.

Closed to the Public - Negotiations

At 8:50 a.m., a motion was offered by Lindquist, seconded by Murphy and unanimously carried to declare the Board meeting closed to the public for purposes of discussing labor negotiations regarding the following contracts: Government Technical Unit, Highway Maintenance Unit, Essential Licensed Deputies Unit, Essential Licensed Supervisors Unit, Essential Non-Licensed Supervisory Unit, and Essential Non-Licensed Jailer/Dispatchers Unit. Present were all five seated Commissioners, County Attorney Michelle Eldien, County Administrator John Dinsmore, County Board Secretaries Tara Bakken and Kathy Domholt, Internal Services/Human Resources Director Nicole Hansen, Attorney Michael Rengel and Attorney Joshua Heggem. The closed session was concluded at 9:25 a.m.

Recess and Reconvene

At 9:25 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 9:29 a.m.

Abatement for Accrued Penalty

Motion by Johnson, second by Murphy and unanimously carried to approve the request of Mr. Michael Rieken for the abatement of accrued penalty in the amount of \$137.28. This request meets the requirements of the Otter Tail County Policy which speaks about a death.

Next Chapter Technology

Motion by Murphy, second by Rogness and unanimously carried to authorize appropriate County Officials signatures to execute the contract between the County of Otter Tail and Next Chapter Technology. This new system is an expansion of an electronic document management system utilized in the Human Services Department and will create a reduction in paper along with a more efficient process.

Managed Care Procurement Discussion

Human Services Director Deb Sjostrom briefed the Board regarding the Managed Care Organizations chosen for Otter Tail County. The contracts approved by the MN Department of Human Services (DHS) would require all individuals on public health care programs to choose a new plan. Ms. Sjostrom expressed concerns of significant change and potential confusion for those currently on public health care programs. She is also concerned about the impact to work functions for staff and is requesting mediation with DHS to understand the decision factors behind the chosen Managed Care plans for Otter Tail County.

Motion by Rogness, second by Johnson and unanimously carried to Authorize Human Services Director, Deb Sjostrom and Public Health Director, Jody Lien to pursue the mediation process with DHS regarding the Managed Care contracts to understand the decision behind the chosen plans for Otter Tail County.

Discussion regarding Medicaid Waiver Program Concerns

Jackie Langner briefed the Board of her concerns with the Human Services Department regarding the Medicaid Waver Program. She also provided documents to the Commissioners outlining obstacles her family has encountered. County Administrator John Dinsmore suggested to solve this matter at an administrative level and any unsolved items can be brought back to the Board. Ms. Langner was requested to provide written documentation in a bulleted format of her requests of the Commissioners.

Solid Waste Management Contract with Todd County

Solid Waste Director Chris McConn and Public Works Director Rick West reviewed with the Commissioners, a Solid Waste Management agreement between the County of Otter Tail and Todd County. The Commissioners offered suggestions regarding the proposed rates.

Motion by Rogness, second by Lindquist and unanimously carried to approve a Solid Waste Management contract with Todd County with revised rates and language as recommended by Commissioners. A final draft of the agreement will be presented at the August 27, 2019 County Board Meeting.

County HRA and the County EDA Amended Ordinance

At 10:31 a.m., Chair Huebsch opened the public hearing to amend the Otter Tail County Ordinance titled "Establishing Powers of the County EDA and the County HRA". Community Development Director Amy Baldwin briefed the board of the modifications made to the Ordinance including all powers are shared between the 2 agencies as defined by state statute and limiting activity of the EDA from the items listed. The following documents were submitted:

Original Ordinance Establishing Powers of the County EDA and County HRA with tracked changes
Revised Ordinance Establishing Powers of the County EDA and County HRA

At 10:33 a.m., Chair Huebsch opened the public hearing for comments from the public. No comments were offered.

At 10:33 a.m., Chair Huebsch declared the public hearing closed.

Motion by Johnson, second by Lindquist and unanimously carried to adopt the modified Ordinance titled "Establishing Powers of the County EDA and County HRA".

Battle Lake Child Care Center Invitation

Motion by Johnson, second by Lindquist and unanimously carried to authorize Commissioners to attend the Battle Lake Child Care Center Unveiling of the Donor Wall on August 18, 2019.

Roberta Downing Visit

Motion by Johnson, second by Rogness and unanimously carried to authorize Commissioners to meet with Assistant Commissioner for External Relations Roberta Downing from the Minnesota Department of Human Services on August 15, 2019. The purpose is to provide input of what is working well for Otter Tail County and to discuss opportunities.

Long Range Strategic Planning Update

Public Works Director Rick West updated the Board regarding Long Range Strategic Planning (LRSP). He provided a document titled "OTC Long Range Strategic Plan". A series of public open houses were held to present the work of the 4 focus groups around Otter Tail County and gain input from the public. An online survey was also distributed to gain comments on the 6 element goals listed on the document which includes Resilience, Economy, Land Use, Public Infrastructure, Natural Resources and Parks and Trails. The drafted goal statements under each element represents a summary from the comments and suggestions received throughout the focus groups, public meetings and the online survey. A Plan Review Committee meeting will be held August 22, 2019 at 6:00 p.m. in the Otter Tail Lake Room.

Highway Projects

Bid Award - S.A.P 056-689-001, Reconstruction of CSAH 89 & Various Battle Lake City Streets:

Motion by Rogness, second by Murphy and unanimously carried to award the reconstruction of CSAH 89 & various Battle Lake city streets project to Sellin Brothers, Inc., Hawley, MN in the amount of \$5,859,874.30 as recommended by the Highway Engineer. The CSAH share of the work for CSAH 89 municipal and rural is \$1,772,151.74 and \$271,520.54 respectively for a total of \$2,043,672.28.

Contracts & Bonds – S.A.P. 056-646-008:

Motion by Rogness, second by Murphy and unanimously carried to authorize appropriate County Officials' signatures to execute the contract between the County of Otter Tail and Mark Sand and Gravel for the S.A.P. 056-646-008 project on CSAH 46 from the Canadian Pacific Railway in Parkers Prairie to the east County line.

Adjournment

At 11:00 a.m., Chair Huebsch declared the Otter Tail County Board of Commissioners meeting adjourned. The next Board meeting is scheduled at 11:00 a.m. on Tuesday, August 27, 2019, at the New York Mills Offices in New York Mills, MN.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: _____

By: _____
Douglas A. Huebsch, Board Chair

Attest: _____
John Dinsmore, Clerk

APPROVED MINUTES

OTC Board of Commissioners Meeting Minutes
 August 13, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
A-1 LOCK & KEY LLC	165.00
ABRA MN FERGUS FALLS	737.00
ADVANCED FIRE TRAINING	407.00
ALEX RUBBISH & RECYCLING INC	599.73
AMAZON CAPITAL SERVICES INC	152.87
AMERIPRIDE SERVICES INC	127.48
ANDERSON RPR/CHERI	15.25
AUTO VALUE FERGUS FALLS	862.14
BARRY SEPTIC PUMPING	100.00
BESEMAN/WILLIAM	172.55
BRAD'S WELDING	175.00
BRAUN VENDING INC	34.00
BRIAN'S REPAIR & TIRE SERVICE	2,284.00
BUELOW/DAVID	133.98
BUGBEE'S LOCKSMITH	40.00
BUY-MOR PARTS & SERVICE LLC	14,438.53
CARR'S TREE SERVICE	572.00
CENTRAL DOOR & HARDWARE INC	4,201.00
CENTRAL STATES WIRE PRODUCTS INC	5,619.00
CERTIFIED AUTO REPAIR	558.31
CHS FRENCH AGRONOMY	294.00
CLEAN SWEEP COMMERCIAL SERVICES	1,183.00
CODE 4 SERVICES, INC	4,086.86
COLLEGE WAY AUTO INC	46.46
COOPERS TECHNOLOGY GROUP	299.82
CORNERHOUSE	1,275.00
COVERTTRACK GROUP INC	600.00
CULLIGAN	26.50
CULLIGAN OF WADENA	47.75
D & T VENTURES LLC	625.00
DAHL/ISABEL	123.54
DAILY JOURNAL/THE	1,385.17
DANZEISEN/LLOYD	165.88
DENNY'S WELDING	169.45
DICK'S STANDARD	72.95
EGGE CONSTRUCTION INC	399.30
ELDIEN/ANIKA K	47.25
ELDIEN/HUNTER	99.76
ELDRIDGE/TRACY	174.00
ESTEP-LARSON/SARAH	63.72
EXTREME MARINE LLC	141.47
FARNAM'S GENUINE PARTS INC	418.53

<u>Vendor Name</u>	<u>Amount</u>
FASTENAL COMPANY	38.10
FERGUS FALLS SCHOOL DIST 544	3,888.00
FERGUS FALLS/CITY OF	315.00
FIELD/TERRY	304.28
FORUM COMMUNICATIONS COMPANY	482.50
FRANK'S AUTO BODY SHOP OF PERHAM	699.39
FREDERICK/PHILIP	105.56
GALLS LLC	1,561.71
GOPHER STATE ONE CALL	39.15
GREAT OUTDOORS LANDSCAPING & LAV	120.00
GREATAMERICA FINANCIAL SVCS	263.88
GUNDERSON/GARY	207.06
GUTZMER/LILLIAN	140.36
HANSON'S PLUMBING & HEATING INC	88.00
HAWES SEPTIC TANK PUMPING LLC	90.00
HEALTHCARE ENVIRONMENTAL SERVICE	119.00
HELPSYSTEMS	1,057.56
HEXUM/ALEX	199.52
HOLO/SANDY	103.82
HUBER ELECTRIC MOTOR & PUMP REPA	1,439.00
INNOVATIVE OFFICE SOLUTIONS	17.32
J.P. COOKE CO	74.35
JESNOWSKI/DANA	115.42
KOERNER/CLARA	148.65
KUGLER/JOSEPHINE	153.12
LAKE COUNTRY GRAPHICS INC	35.94
LAKE REGION HEALTHCARE	254.32
LAKES AREA COOPERATIVE	64.76
LAKES AREA TRUCK REPAIR INC	706.01
LARRY OTT INC TRUCK SERVICE	2,050.00
LAWSON PRODUCTS INC	356.66
LEAPALDT/HANNA	124.12
LEIGHTON BROADCASTING/DL	234.00
LEIGHTON BROADCASTING/FF	836.25
LIBERTY BUSINESS SYSTEMS FARGO	307.34
LIFTOFF, LLC	57.00
LM ROAD SERVICES LLC	23,414.00
MARCO TECHNOLOGIES LLC	1,755.94
MARKS FLEET SUPPLY INC	7.48
MARVEL/JACOB	138.04
MATTHEW BENDER & COMPANY INC	216.10
MCCC BIN#135033	300.00

OTC Board of Commissioners Meeting Minutes
 August 13, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
McCONN/CHRISTOPHER	8.66
MCKESSON MEDICAL-SURGICAL INC	276.27
MEIS/DALE	22.04
MEND CORRECTIONAL CARE	9,524.49
MERICKEL LUMBER	69.79
MINNESOTA MOTOR COMPANY	1,175.27
MINNKOTA ENVIRO SERVICES INC	20.00
MN CO INTERGOVERNMENTAL TRUST	673.00
MN CONTINUING LEGAL EDUCATION	561.00
MNCVSO ASST AND SECRETARIES ASSN	106.00
MOORE ENGINEERING INC	48,184.75
MUCHOW/GREGORY	58.00
NELSON AUTO CENTER	776.22
NEWBORG/KEVIN	101.50
NORTHERN POWER PRODUCTS INC	115.10
NORTHERN SAFETY TECHNOLOGY INC	634.20
NUTRIEN AG SOLUTIONS, INC	1,077.70
OK TIRE OF PERHAM INC	300.99
OLSON OIL CO INC	1,009.47
OLSON TIRE & OIL INC	233.76
OLSON/BENJAMIN	297.70
OTTER TAIL CO PUBLIC HEALTH	160.00
OTTER TAIL TIRE INC	958.97
OTTERTAIL TRUCKING INC	8,974.41
OVERHEAD DOOR CO OF FERGUS FALLS	81.00
PARK PLACE TECHNOLOGIES	6,167.52
PARKERS PRAIRIE/CITY OF	260.00
PAW PUBLICATIONS LLC BATTLE LAKE R	112.35
PETE'S BODY SHOP & TOWING	787.68
PETERSON/CODY	44.02
PETERSON/JOEL	112.12
PHOENIX SUPPLY	1,247.57
PITNEY BOWES	964.44
PRECISE MRM LLC	2,293.72
PROFESSIONAL PORTABLE X-RAY INC	150.00
RDO EQUIPMENT CO	39.04
RECOLLECT SYSTEMS INC	3,976.00
ROLLIE/WILLIAM	127.02
ROYAL TIRE INC	424.62
SAEWERT/JETT	129.92
SALATHE/HUNTER	160.66
SALATHE/KELVIN	91.06

<u>Vendor Name</u>	<u>Amount</u>
SCHWANTZ/CHRISTOPHER	125.86
SCOTT HOFLAND CONSTRUCTION INC	7,960.00
SERVICE FOOD SUPER VALU	44.01
SIGNWORKS SIGNS & BANNERS LLC	162.50
STAPLES BUSINESS CREDIT	460.13
STEINS INC	1,864.07
STEVE'S SANITATION INC	11,118.60
STRAND HARDWARE & RADIO SHACK	14.98
STROMMEN/DILLON	93.32
SUMMERVILLE ELECTRIC, INC.	1,986.38
SUMMIT FOOD SERVICE, LLC	19,440.70
TERMINAL SUPPLY CO.	43.39
THOMSON REUTERS - WEST	8,560.32
THRIFTY WHITE PHARMACY	2,043.98
TOWMASTER	63.60
ULTEIG ENGINEER'S INC	7,891.13
UNDERWOOD QUIK STOP	44.00
UNIVERSAL TRUCK EQUIPMENT INC	8,077.08
US AUTOFORCE	1,064.00
VALLEY MORTUARY SERVICES	582.00
VERGAS HARDWARE	7.47
VICTOR LUNDEEN COMPANY	596.70
WALLWORK TRUCK CENTER	401.51
WASTE MANAGEMENT	34,449.65
Final Total:	285,352.37

APPROVED

OTC Board of Commissioners Meeting Minutes
August 13, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
BARKER/MEGAN	121.52
BESEMAN/KAREN	269.09
BYE/KRISTIN	77.75
DEMME/ANDREA	28.83
DUENOW/MELISSA	9.86
ERICKSON/MONIQUE	125.86
FEI.COM INC.	30,000.00
FIELD/DEB	135.72
FRANSEN/JON	104.40
FRUSTOL/ANNE	140.94
GEORGESON/ANTHONY	143.84
GIBBS/ANN	64.38
GUCK/AMY	197.61
HENDRICKX/KATHY	252.80
INDEPENDENT CONTRACT SERVICES OF	982.60
KOEHLER-TABERY/ANNA MARIE	221.56
LAKE REGION HEALTHCARE	666.67
LEWIS/ JODI	240.70
LINDEN TECH ADVISORS LLC	500.00
MAGNUSSON/LANE	9.86
MARTENSON/PAULA	123.99
MURILLO/MONICA	15.00
PERRIER/MATTHEW	16.82
RESTAD/AMANDA	2.90
SCHMIDT/JANE	96.97
SCHOON/WENDY	139.48
SOLAND/MIRANDA	91.64
SPEE-DEE DELIVERY SERVICE INC	5.93
THACKER/SARAH	305.66
VERIZON WIRELESS	765.88
VICTOR LUNDEEN COMPANY	4.50
VOSS/NANCY	119.54
WENTWORTH/KRISTI	229.68
WESTBY/LINDA	325.38
Final Total:	36,537.36

<u>Vendor Name</u>	<u>Amount</u>
BREVER/MELISA	32.48
CASS CO SHERIFF-MN	75.00
CLAY CO SHERIFF	52.15
COOPERS TECHNOLOGY GROUP	1,463.58
DAN'S TOWING & REPAIR	40.83
DNA DIAGNOSTICS CENTER INC	82.50
DOLL/RENEE	103.00
DOUGLAS CO SHERIFF'S OFFICE	90.00
DUENOW/DIANE	54.28
FIX/KRISTA	49.61
FOREMAN/MICHELLE	64.02
INDEPENDENT CONTRACT SERVICES OF	758.33
INTERNATIONAL TRANSLATION SERVICE	240.00
KLOEK/ASHLEY	12.46
KNUDSON/FONDA L	45.00
LAKES & PRAIRIE COMM ACTION PARTNE	11,174.25
LAKES COUNTRY SERVICE CO OP	13,170.62
MAHUBE OTWA-ACTION PARTNERSHIP	328.61
MARCO INC ST LOUIS	495.36
MARTIN/MICHAEL	147.32
MINNESOTA MOTOR COMPANY	55.90
MINNKOTA ENVIRO SERVICES INC	175.00
MN CORRECTIONS ASSOCIATION	650.00
MN DEPT OF HUMAN SERVICES	154.40
OFFICE DEPOT	132.63
OTTER TAIL CO PUBLIC HEALTH	40.00
OTTER TAIL CO RECORDER	50.00
OTTER TAIL CO SHERIFF	283.80
OTTER TAIL CO TREASURER	32,091.00
PAUSCH/STEPHANIE	17.65
POTTER/TARA	48.00
PRAIRIE LAKES YOUTH PROGRAMS	956.00
PREMIER BIOTECH LABS, LLC	2,082.50
PRESCOTT - ADAMIETZ/CATHIE	76.32
QUALITY TOYOTA	1,420.04
RESLER/RANDI	27.48
ROTERING/DEVORA	419.50
SCHOMMER/MICHAEL	34.85
SCHOOL DIST 544-FERGUS FALLS	4,360.35
ULTIMATE AUTO REPAIR-AUTO SAFETY S	2,190.38
VICTOR LUNDEEN COMPANY	257.65
Final Total:	74,002.85