



**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners' Room
515 W. Fir Avenue, Fergus Falls, MN
October 1, 2019
8:30 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened at 9:00 a.m. Tuesday, October 1, 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 Johnson, second by Rogness and unanimously carried to approve the Board of Commissioners Agenda of October 1, 2019 with the following revisions:

Addition of Summary of Wetland Delineation and Reporting Services West Segment – Perham to Pelican Rapids Regional Trail

Consent Agenda

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

1. September 24, 2019 Board of Commissioners' Meeting Minutes as amended
2. Warrants/Bills for October 1, 2019 as amended (Exhibit A)
3. Approval of Issuance of a Tobacco License to Gary Wilde dba Elizabeth General Store
4. Approval of Final Payment to DM Enterprises – S.A.P. 056-030-003

Veterans Service Officer Position

Veterans Service Officer Charlie Kampa discussed with the Board his intention to resign his position as the appointed Veterans Service Officer and requested that he be reassigned to the Assistant Veterans Service Officer position in New York Mills at 0.8 Full Time Equivalency (FTE). The Assistant Veterans Service Officer position in New York Mills is currently vacant and he expressed his desire to advocate for the veterans served in the New York Mills office. Mr. Kampa will remain in his current position until a new Veterans Service Officer is appointed. The Commissioners thanked Mr. Kampa for his service and willingness to assist with the transition.

Fraud and Collections Support Position

Motion by Lindquist, second by Murphy and unanimously carried to approve one (1) Full Time Equivalent (FTE) Fraud and Collections Support Specialist position. The upcoming retirement of the Lead Investigator will provide for restructuring, which will include replacing the Lead Investigator position with a Fraud and Collections Support Specialist and contracting with local law enforcement to provide additional support to the unit.

Opioid Litigation

County Attorney Michelle Eldien and Internal Services/Human Resources Director Nicole Hansen advised that the county received notice that it has been named in a class action federal lawsuit as a plaintiff in prescription opiate litigation in a matter to be heard in federal court, N.D. Ohio. The notice provides an opportunity to opt out of the litigation, but it is recommended that the county remains in this class action. The Board revisited its previous determination to refrain from individually suing opioid manufacturers and distributors and does not plan to change their decision.

**OTTER TAIL COUNTY SHERIFF'S OFFICE
RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT
Otter Tail County Resolution No. 2019 – 71**

Be it resolved that the **Otter Tail County Sheriff's Office** enters into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2019 through September 30, 2020.

The Otter Tail County Sheriff's Office is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the **Otter Tail County Sheriff's Office** and to be the fiscal agent and administer the grant.

The motion for the adoption of the foregoing resolution was introduced by Commissioner Johnson, duly seconded by Commissioner Rogness and upon vote being taken thereon, the resolution was adopted unanimously

I certify that the above resolution was adopted by the **Otter Tail County Board of Commissioners of Otter Tail County, Fergus Falls, MN on October 1, 2019.**

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Date: _____

By: _____
Doug Huebsch, Board of Commissioners Chair

Attest: _____
John Dinsmore, Clerk

Recess & Reconvene

At 9:37 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 9:43 a.m.

MFIP Biennial Plan

Motion by Murphy, second by Rogness and unanimously carried to certify that effective October 15, 2019, the Otter Tail County Human Services 2020-2021 MFIP Biennial Service Agreement has been prepared as required and approved by the County Board under the provisions of Minnesota Statutes, section 256J. The notice is posted under the news section on the Otter Tail County website.

Avenue Tax Software

Motion by Rogness, second by Lindquist and unanimously carried to terminate the agreement between the County of Otter Tail and Avenue, a property tax software company. The county has been working with Avenue for several years with little progress and was given until October 16, 2019, to make a decision to opt out without incurring additional costs.

Liquor License

Motion by Johnson, second by Lindquist and unanimously carried to approve the application and permit for a one (1) day to four (4) day temporary on-sale liquor license as submitted by Sustainable Farming Association Lake Agassiz Chapter for an event scheduled for October 12, 2019 at Milt's Barn located at 47000 180th Ave, Pelican Rapids.

Approval of Payment

Motion by Lindquist, second by Murphy and unanimously carried to approve payment in the amount of \$3,605.55 to Sanford for costs incurred under the provision of Minnesota Statute 609.35.

Tobacco License

Motion by Johnson, second by Rogness and unanimously carried to approve applications for a tobacco license to DG Retail, LLC dba Dollar General Store #15641 (Battle Lake) and #17996 (Henning).

Release of Funds

Motion by Rogness, second by Lindquist and unanimously carried to approve the release of funds to North Country Food Bank in the amount of \$50,000.00 as appropriated at the March 26, 2019, County Board meeting. The Board requested the Administrator to follow up with a progress report from North Country Food Bank.

Public Hearing for Eagle Lake LID

Pat Prunty, past president of the Eagle Lake Lakeshore Association and Kelly Hepper, current president of the Eagle Lake Lakeshore Association presented their intentions of forming a Lake Improvement District (LID) for Eagle Lake at the September 24, 2019 Board meeting. County Attorney Michelle Eldien will communicate with Mr. Prunty a date for the public hearing which will be set at the October 15th Board meeting.

Recess & Reconvene

At 10:17 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 10:20 a.m.

MN Manufacturing Week Proclamation
Otter Tail County Resolution No. 2019 – 72

Whereas: Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and

Whereas: Manufacturing added \$52.7 billion to Minnesota's economy in 2018, representing the second-largest contribution (14 percent) to the state's gross domestic product by any industry; and

Whereas: Workers took home over \$200 million in wages from Otter Tail County manufacturing jobs as part of the \$21.6 billion in total wages from all Minnesota manufacturing jobs in 2018, the second-largest total payroll among private sector industries; and

Whereas: Manufactured exports brought \$21 billion into the Minnesota economy in 2018; and

Whereas: Manufacturing in Minnesota pays an average annual wage of \$67,098, which is 15 percent higher than the state's overall average wage; and

Whereas: Manufacturing provides 4,200 highly skilled, well-paying jobs or eighteen percent of the total jobs in Otter Tail County and 322,000 jobs throughout Minnesota, which significantly contribute to Minnesota's high standard of living and economic vitality.

Now, therefore, I, Douglas Huebsch, Chair of Otter Tail County Board of Commissioners do hereby proclaim that the week of October 1 to October 7, 2019 shall be observed as **MINNESOTA MANUFACTURING WEEK** in the County of Otter Tail on this 1st day of October, Two Thousand and Nineteen.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Date: _____

By: _____
Doug Huebsch, Board of Commissioners Chair

Attest: _____
John Dinsmore, Clerk

Highway Projects

Phelps Mill County Park Master Plan:

Motion by Rogness, second by Johnson and unanimously carried to approve the professional services agreement between the County of Otter Tail and SRF Consulting Group, Inc for the Phelps Mill County Park Master Plan.

Perham to Pelican Rapids Trail – East Segment S.A.P. 056-090-013:

Motion by Johnson, second by Murphy and unanimously carried to approve engineering services for base and bituminous plans for the east segment of the Perham to Pelican Rapids Trail, S.P. 056-090-013.

Perham to Pelican Rapids Trail – West Segment:

Motion by Johnson, second by Murphy and unanimously carried to approve a summary of wetland delineation and reporting services for the west segment of the Perham to Pelican Rapids Trail.

Sustainable Living Future

Commissioner Wayne Johnson briefed the Board regarding Sustainable Living Future. The organization is made up of local agriculture women leaders who organize discussion groups that are open to the community. The group requested that a commissioner provides introductions at the October 24th meeting.

HRA Board Appointment

Motion by Johnson, second by Lindquist and unanimously carried for the County Administrator to send Robert Bigwood a letter of appreciation for his years of service on the Otter Tail County HRA Board. Mr. Bigwood's term expired August 2019.

Motion by Lindquist, second by Murphy and unanimously carried with Rogness abstaining to appoint Commissioner Rogness to serve a five (5) year term as a member on the Otter Tail County HRA Board.

Recess & Reconvene

At 10:42 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 11:00 a.m.

AMC Annual Conference

Public Information Officer Shannon Terry and External Communication Director Nick Leonard informed the Board that Otter Tail County will be presenting at the Association of Minnesota Counties (AMC) annual conference in December 2019. AMC's Education and Training Committee accepted a proposal from Otter Tail County's communications team regarding best practices used for social media and external communications in Otter Tail County. The county explores opportunities to build engagement by documenting what is happening within the county to inform the public what they are doing as an organization with tax supported resources. In the month of September, the county had approximately 24,000 engagements on their Facebook page compared with 2,000 a year ago. Otter Tail County Rural Rebound Initiative Coordinator Erik Osberg and Public Information Officer Shannon Terry will be presenting "Writing your own narrative" at the AMC annual conference in December. To subscribe to news and event updates visit <https://ottertailcountymn.us/subscribe-to-updates/>.

Legislative Updates

Sara Psick with Psick Capitol Solutions updated the Board regarding 2019 legislative initiatives. She discussed the processes involved with the facility at 1174 Western Avenue and the Perham to Pelican Rapids Trail. The Board expressed concern regarding dark stores and the impact on counties if big-box retailers contest six (6) years of tax assessments. The Board informed Ms. Psick of issues that could potentially be brought to legislature in the upcoming year.

Adjournment

At 11:42 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, October 15, 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

APPROVED MINUTES

Board of Commissioners Meeting Minutes
 October 1, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
AABERG/JANICE	32.24
ABBOTT/CYNDI	26.85
ALBANY RECYCLING CENTER	2,767.66
ALEX RUBBISH & RECYCLING INC	4,752.00
AMAZON CAPITAL SERVICES INC	1,932.94
AMERIMARK DIRECT	801.87
AMERIPRIDE SERVICES INC	66.13
ASSOCIATION OF MN COUNTIES	450.00
AUTO VALUE FERGUS FALLS	883.06
BEN HOLZER UNLIMITED WATER LLC	20.00
BHH PARTNERS	285.50
BRIAN'S REPAIR INC	143.75
BUY-MOR PARTS & SERVICE LLC	6,290.90
CENTRAL DOOR & HARDWARE INC	233.00
CERTIFIED AUTO REPAIR	193.67
CERTIFIED LABORATORIES	418.00
CODE 4 SERVICES, INC	643.00
CONCEPT CATERING	262.50
COOPERS TECHNOLOGY GROUP	402.71
CULLIGAN OF WADENA	118.20
DACOTAH PAPER COMPANY	548.20
DAILEY ELECTRIC LLC	110.00
DAKOTA WHOLESALE TIRE	377.64
DM ENTERPRISES	26,198.00
DREYER/SHELLY	15.00
EGGE CONSTRUCTION INC	449.20
ELDIEN/MICHELLE M	171.68
ESTEP-LARSON/SARAH	244.42
EZWELDING LLC	1,690.00
FARNAM'S GENUINE PARTS INC	107.47
FERGUS FALLS/CITY OF	500.00
FERGUS POWER PUMP INC	615.00
FLINT HILLS RESOURCES LP	17,070.55
GALLS LLC	904.23
GODFATHERS EXTERMINATING INC	246.20
GRAINGER INC	664.80
GREATAMERICA FINANCIAL SVCS	804.51
HAWES SEPTIC TANK PUMPING LLC	100.00
HEALTHCARE ENVIRONMENTAL SERVICE	119.00
HEIN-KOLO PSYD LP/NANCY	1,750.00
HENNING AUTO PARTS INC	29.99
HERZOG ROOFING INC	1,485.00

<u>Vendor Name</u>	<u>Amount</u>
HILGERS/JANE	25.00
HOFMAN/DANIELLE	850.67
INTERSTATE POWER SYSTEMS INC	1,238.27
INVISION EYE CARE	408.00
JAMAR TECHNOLOGIES INC	516.50
JK SPORTS	232.00
JOHNSON CONTROLS	600.00
JORUD LAW OFFICE	1,129.07
KARL GREFSRUD CONSTRUCTION LLC	872.00
KRATZKE/DAVID W KRATZKE & ROBIN M	500.00
LAKE REGION HEALTHCARE	13.88
LARRY OTT INC TRUCK SERVICE	2,050.00
LIBERTY TIRE RECYCLING LLC	832.73
MARK SAND & GRAVEL CO	26,339.68
MARKS FLEET SUPPLY INC	112.45
MCGEE MD/MICHAEL B	500.00
MEIS/DALE	22.04
MEND CORRECTIONAL CARE	50.00
MIDWEST PRINTING CO	1,290.00
MILLS/GARY L & MARLYS J	500.00
MINNESOTA MOTOR COMPANY	47.50
MINNKOTA ENVIRO SERVICES INC	75.00
NETWORK SERVICES COMPANY	48.92
NORTHLAND BUSINESS SYSTEMS INC	90.00
OTTER TAIL CO SOLID WASTE	45.00
OTTER TAIL CO TREASURER	93.26
OTTER TAIL TIRE INC	32.30
OTTERTAIL BAKERY	42.00
OTTERTAIL TRUCKING INC	27,629.35
PETE'S AUTOBODY	2,400.00
PETTERSON/MICHELE	15.00
PHOENIX SUPPLY	125.77
PIONEER INDUSTRIES INTERNATIONAL	486.19
POWERPLAN OIB	10,275.43
PRAIRIE RESTORATIONS INC	225.00
PRICE FAMILY CONSTRUCTION	368.00
PRODUCTIVE ALTERNATIVES INC	164.18
RDO EQUIPMENT CO	385.00
RECYCLING ASSOC OF MN	975.00
RINGDAHL AMBULANCE INC	200.00
ROYAL TIRE INC	276.13
SANFORD HEALTH	541.67

Board of Commissioners Meeting Minutes
October 1, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
SERVICE FOOD SUPER VALU	21.76
STEINS INC	1,137.91
STOEL RIVES LLP	3,247.00
SURPLUS WAREHOUSE OF WILLMAR INC	3,035.00
THOMSON REUTERS - WEST	1,324.98
TOSHIBA FINANCIAL SERVICES	403.80
TUNGSETH/TODD	34.35
US AUTOFORCE	606.32
VAUGHN AUTO & MARINE CO	131.40
VOSS LIGHTING	623.25
WAGENMAN/GARY L WAGENMAN & VICKI	2,392.50
WASTE MANAGEMENT	27,531.40
WATCHGUARD VIDEO	13,690.00
WELLS FARGO BANK NA	73.50
WESTERGARD/KYLE	43.95
WHIDDEN/DEREK	500.00
ZIEGLER INC	1,246.70
Final Total:	213,591.68

APPROVED MINUTES