



**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
515 W. Fir Avenue, Fergus Falls, MN  
November 19, 2019  
8:30 a.m.**

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**Call to Order**

The Otter Tail County Board of Commissioners convened at 8:31 a.m. Tuesday, November 19, 2019, at the Government Services Center in Fergus Falls, MN, with Commissioners Doug Huebsch, Chair; Lee Rogness, Vice-Chair; Wayne Johnson, and Betty Murphy present. Commissioner John Lindquist was absent.

**Approval of Agenda**

Chair Huebsch called for approval of the Board Agenda. Motion by Rogness, second by Murphy and unanimously carried to approve the Board of Commissioners Agenda of November 19, 2019, with the following changes:

- Addition to Finance Committee meeting - Public Health Computers
- Land Services Division Committee meeting – move to 11:25 a.m.

**Consent Agenda**

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

1. November 5, 2019, Board of Commissioners' Meeting Minutes
2. Warrants/Bills for November 19, 2019, as amended (Exhibit A)
3. West Central Minnesota Drug & Violent Crimes Task Force Joint Powers Agreement
4. Approve Application for 2020 Tobacco License for Underwood Oil, Inc.
5. Request for Approval of Final Payment – 19: CS Crack Sealing Project, KAMCO, Inc.

**Proposed 2020 Board of Commissioners' Board Meeting Schedule**

County Administrator John Dinsmore presented two proposed 2020 Board of Commissioners' meeting schedules. Commissioners expressed concerns regarding the need to accommodate more individuals when meeting in the community and will provide feedback to Mr. Dinsmore with any changes.

**Closed to the Public**

At 8:45 a.m., Chair Huebsch declared the Board of Commissioners meeting closed to the public to discuss matters regarding the purchase of property located at 29024 County Highway 45, Underwood, MN. The closed session is authorized under M.S. 13D.05, Subd. 3(c)(1). Present were Commissioners Doug Huebsch, Chair; Lee Rogness, Vice-Chair; Wayne Johnson, Betty Murphy, Attorney Michelle Eldien, Administrator John Dinsmore, Auditor-Treasurer Wayne Stein, External Relations Director Nicholas Leonard, Highway Engineer Charles Grotte, Public Works Director Rick West, Community Development Director Amy Baldwin and Board Secretary Tara Bakken.

The closed session was concluded at 9:07 a.m.

**Purchase of Property**

Motion by Rogness, second by Johnson and unanimously carried to authorize the Communications and External Relations Director to negotiate a purchase price for the property located at 29024 County Highway 45, Underwood, MN. The property consists of two parcel numbers, 38000350283000 and 38000350286001.

**Out of State Travel**

Motion by Rogness, second by Johnson and unanimously carried to authorize the County Recorder to travel out of state from February 24<sup>th</sup>-27<sup>th</sup>, 2020 to attend the Property Records Industry Association (PRIA) conference in Austin, TX. Expenses will be paid by the Technology Fund.

**Solid Waste Designation Ordinance**

Motion by Rogness, second by Murphy and unanimously carried to postpone the Public Hearing for the Solid Waste Designation Ordinance to December 17, 2019 at 9:30 a.m. at the Government Services Center in Fergus Falls, MN. The Public Hearing was originally scheduled for November 26, 2019.

**Approval of Payments**

Motion by Johnson, second by Murphy and unanimously carried to authorize the County Administrator to approve payment of invoices and claims submitted after December 3, 2019 until December 31, 2019. The bill listings approved by the County Administrator will be submitted for County Board review at the next available meeting date.

**Sale of Property**

Motion by Rogness, second by Murphy and unanimously carried to authorize the public sale of a 450' by 600' County owned parcel (38000160104002) located in Section 16 of Maine Township. The County plans to retain a 60' highway right of way easement along CSAH 35.

**RESOLUTION FOR THE STATE OF MN DEPARTMENT OF TRANSPORTATION AND OTTER TAIL  
COUNTY DETOUR AGREEMENT**

**Otter Tail County Resolution No. 2019 - 84**

IT IS RESOLVED that Otter Tail County enter into Mn/DOT Agreement No. 1035487 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 10 and No. 88 as a detour route during the construction to be performed upon, along and adjacent to Trunk Highway No. 210 from 1.8 miles east of the Wilkin County Line to 0.4 miles west of I- 94 under State Project No. 5601-33.

IT IS FURTHER RESOLVED that the County Board Chair and the County Board Clerk are authorized to execute the Agreement and any amendments to the Agreement.

The motion for the adoption of the foregoing resolution was introduced by Commissioner Rogness, duly seconded by Commissioner Johnson and, after discussion thereof and upon vote being taken thereon, the following voted in favor:

Commissioners Huebsch, Rogness, Murphy and Johnson

and the following voted against the same: None

Adopted this 19<sup>th</sup> day of November 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Doug Huebsch, Board of Commissioners Chair

Attest: \_\_\_\_\_  
John Dinsmore, Clerk

**Recess & Reconvene**

At 9:36 a.m., Chair Huebsch declared the meeting of the Otter Tail County Board of Commissioners recessed for committee meetings. The Board of Commissioners meeting was reconvened at 11:04 a.m.

**AQUATIC INVASIVE SPECIES PREVENTION AID**  
**Otter Tail County Resolution No. 2019 - 83**

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 2019; 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.

The motion for the adoption of the foregoing resolution was introduced by Commissioner Johnson, duly seconded by Commissioner Rogness and, after discussion thereof and upon vote being taken thereon, the following voted in favor:

Commissioners Huebsch, Rogness, Murphy and Johnson

and the following voted against the same: None

Adopted this 19<sup>th</sup> day of November 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Doug Huebsch, Board of Commissioners Chair

Attest: \_\_\_\_\_  
John Dinsmore, Clerk

**Final Plat – Dandi Estates**

Motion by Johnson, second by Rogness and unanimously carried to approve the Final Plat known as "Dandi Estates" consisting of 4 single family non-riparian lots and 1 non-residential non-riparian lot. The property is located in Part of GL's 1& 2, Section 25 of Gorman Township; Little Pine lake (56-142), General Development (GD).

**Final Plat – Evenson’s Second Addition**

Motion by Murphy, second by Rogness and unanimously carried with Johnson abstaining to approve the Final Plat known as “Evenson’s Second Addition” consisting of 8 single family non-riparian lots and 7 non-residential non-riparian lots. The property is located in Part of Gov’t Lot 1 & the SE ¼ of SE ¼ section 28 of Lida Township; Lake Lida (56-747), General Development (GD).

**Final Plat – Tamarac Lake View Second Addition**

Motion by Rogness, second by Murphy and unanimously carried to approve the Final Plat known as “Tamarac Lake View Second Addition” consisting of 3 single family non-riparian lots. The property is located in Lot 1 Blk 1 of Tamarac Lake View, Section 22 of Scambler Township; Tamarac Lake (56-931), Recreational Development (RD).

**Conditional Use Permit (CUP) Application**

Motion by Johnson, second by Rogness and unanimously carried to approve a Conditional Use Permit application for Daniel Sweere, Trust, as recommended by the Planning Commission, to approve the pavers as requested and deny the requested excavation for a retaining wall and for the sand near the lake due to potential erosion. The project is located at 40861 Acorn Dr, Section 33 of Dora Township; East Silent (56-517), Recreational Development (RD).

**Planning Commission and Board of Adjustment Appointments**

Land and Resource Director Chris LeClair informed the Board that four Planning Commission members have terms expiring the end of 2019. During the discussion, concerns were expressed regarding the language in the Otter Tail County Board of Adjustment Ordinance and the Otter Tail County Planning Commission Ordinance and how to address a tie vote when there is an even number of members voting. The appointments are expected to occur next month.

**Solid Waste Amendment Agreement for Engineering Services**

Motion by Rogness, second by Johnson and unanimously carried to authorize appropriate County Officials’ signatures to execute the agreement for engineering services between the Otter Tail County Solid Waste Department and Interstate Engineering, Inc for engineering site design services and a civil survey for a new recycled glass piling area at the Fergus Falls transfer station.

**Adjournment**

At 11:30 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, November 26, 2019, at the Government Services Center in Fergus Falls, MN.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Doug Huebsch, Board of Commissioners Chair

Attest: \_\_\_\_\_  
John Dinsmore, Clerk

Board of Commissioners' Meeting Minutes  
 November 19, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
A-OX WELDING SUPPLY CO INC	693.80
ACCURATE CONTROLS INC	616.50
ACME TOOLS FARGO	337.98
ADVANCED ENGRAVING INC	43.00
ALBANY RECYCLING CENTER	2,716.49
ALEX RUBBISH & RECYCLING INC	2,975.73
AMAZON CAPITAL SERVICES INC	921.69
AMERICAN WELDING & GAS INC	63.90
AMERIPRIDE SERVICES INC	1,585.20
ASPEN MILLS INC	162.31
AUTO VALUE FERGUS FALLS	636.33
AVERY, ATTORNEY AT LAW/JILL	748.00
BABOLIAN/ERIC	31.36
BACHELDER/JARED	66.55
BATTERIES PLUS BULBS	226.56
BATTLE LAKE STANDARD	164.09
BECKLUND OIL INC	259.80
BEN HOLZER UNLIMITED WATER LLC	19.50
BERGQUIST/RICHARD	255.16
BEYER BODY SHOP INC	250.00
BOEN/ANDY	9.44
BOSEK/DENNIS	94.99
BRANDON COMMUNICATIONS INC	738.47
BRAUN VENDING INC	274.75
BRENNAN/KEVIN	231.96
BUY-MOR PARTS & SERVICE LLC	1,368.48
CARR'S LAKE COUNTRY SUPERMARKET	178.00
CARR'S TREE SERVICE	18,507.50
CENTRAL SPECIALTIES INC	3,509.99
CENTRAL STATES WIRE PRODUCTS INC	1,836.90
CERTIFIED AUTO REPAIR	1,151.89
CHS FRENCH AGRONOMY	65.83
CI SPORT	194.03
CLEAN SWEEP COMMERCIAL SERVICES	1,183.00
CODE 4 SERVICES, INC	12,856.25
COMPUTER INFORMATION SYSTEMS	24,507.60
COOP SERVICES INC	92.40
COOPERS TECHNOLOGY GROUP	1,556.22
CPS TECHNOLOGY SOLUTIONS	7,578.47
CULLIGAN	26.50
CULLIGAN OF WADENA	81.25
CULLIGAN WATER CONDITIONING	30.00

<u>Vendor Name</u>	<u>Amount</u>
CYBERSPROUT LLC	684.00
D & T VENTURES LLC	1,089.00
DACOTAH PAPER COMPANY	165.47
DAIKIN APPLIED	6,861.08
DAILY JOURNAL/THE	2,813.40
DAKOTA BUSINESS SOLUTIONS	957.98
DAKOTA MAILING & SHIPPING EQUIPMEN	290.66
DALTON SPORTS AND REPAIR	165.00
DAN'S TOWING & REPAIR	172.06
DENBROOK/GARY	242.40
DIESEL COMPONENTS	29.33
DOUBLE A CATERING	80.50
EGGE CONSTRUCTION INC	3,627.94
ERGOMETRICS	480.00
FARMERS CO OP OIL ASSN	810.64
FARNAM'S GENUINE PARTS INC	178.67
FELLBAUM/KEVIN	25.00
FERGUS POWER PUMP INC	6,986.25
FERGUS TIRE CENTER	134.90
FIELD/TERRY	59.16
FORCE AMERICA DISTRIBUTING LLC	462.24
FORUM COMMUNICATIONS COMPANY	456.20
GALLS LLC	874.38
GOERDT/STEPHEN	85.00
GOPHER STATE ONE CALL	31.05
GRANITE ELECTRONICS	377.09
GREATAMERICA FINANCIAL SVCS	263.88
HAWES SEPTIC TANK PUMPING LLC	90.00
HENNING HARDWARE	29.23
HILDI INC	260.00
HITESMAN & WOLD P.A.	266.00
HOFFMAN/RANDY	279.98
HOLO/DALE	85.00
HONEYWELL INTERNATIONAL INC	1,274.78
HOUSTON ENGINEERING INC	981.50
INTOXIMETERS INC	445.00
JACOBSON/RON	200.00
JAKE'S JOHNS LLC	320.00
JENSEN/JAY	600.00
JOHN'S HEATING & AC INC	96.00
JOHNSON CONTROLS	1,655.77
JONES LAW OFFICE	415.00

Board of Commissioners' Meeting Minutes  
 November 19, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
KNUTSON ELECTRIC REBUILDING	206.00
KOEP'S SEPTIC LLC	295.00
L & O ACRES TRANSPORT INC	2,326.88
LAHMAN/ROBERT	248.20
LAKE COUNTRY GRAPHICS INC	12.43
LAKE REGION ELECTRIC (HWY DEPT)	50.00
LAKE REGION HEALTHCARE	237.00
LAKES AREA COOPERATIVE	119.12
LAKES COUNTRY SERVICE CO OP	147.50
LAKESHIRTS, INC	1,237.50
LAPOS/ELIZABETH	44.74
LARRY OTT INC TRUCK SERVICE	1,000.00
LEIGHTON BROADCASTING/FF	300.00
LIBERTY BUSINESS SYSTEMS FARGO	20.00
LITTLE BEAR TOWING	373.00
LOCATORS & SUPPLIES INC	1,176.75
M-R SIGN COMPANY INC.	4,955.99
MARCO INC ST LOUIS	497.61
MARCO TECHNOLOGIES LLC	19,924.84
MARKS FLEET SUPPLY INC	12.58
MATTHEW BENDER & COMPANY INC	526.41
MCCC BIN#135033	165.00
McCONN/CHRISTOPHER	228.78
MCGREW/SPENCER	108.96
MCIT	130.00
MEND CORRECTIONAL CARE	9,524.49
MIDWEST MACHINERY CO	54.37
MINNESOTA MOTOR COMPANY	553.38
MINNESOTA SHERIFFS' ASSOCIATION	1,050.00
MN CONTINUING LEGAL EDUCATION	55.00
MN FALL MAINTENANCE EXPO	580.00
MN POLLUTION CONTROL AGENCY	3,670.65
MN STATE AUDITOR	1,975.00
NAPA OF PERHAM	19.98
NELSON AUTO CENTER	696.87
NETWORK SERVICES COMPANY	1,874.70
NEWBORG/KEVIN	295.22
NEWMAN PAINTING INC	2,640.00
NORTHERN IRRIGATION CONTRACTORS	10.00
NORTHLAND FIRE PROTECTION	864.00
NUSS TRUCK & EQUIPMENT	849.21
OK TIRE OF PERHAM INC	665.20

<u>Vendor Name</u>	<u>Amount</u>
OTTER TAIL CO TREASURER	176.29
OTTER TAIL TIRE INC	129.01
OTTERTAIL TRUCKING INC	21,068.88
OVERLAND MECHANICAL SERVICES	95.00
PACE ANALYTICAL SERVICES INC	8,441.00
PALMER/GEORGE	300.40
PALMERSHEIM/COLBY	179.99
PARK REGION CO OP	35.00
PARKERS PRAIRIE/CITY OF	260.00
PAW PUBLICATIONS LLC BATTLE LAKE R	74.40
PEDERSEN/ALVIN	56.51
PELICAN PETE BODY SHOP & TOWING IN	167.00
PELICAN RAPIDS PRESS	554.54
PEOPLEFACTS LLC	14.09
POWERPLAN OIB	10,414.99
PRECISE MRM LLC	649.25
PREMIER ELECTRIC INC	220.00
PREMIER SPECIALTY VEHICLES	1,461.46
PREMIUM WATERS INC	9.50
PRESTON/JASON	294.99
PRO AG FARMERS CO OP	86.70
PROFESSIONAL PORTABLE X-RAY INC	150.00
QUICK'S NAPA AUTO PARTS	40.32
RDO EQUIPMENT CO	403.71
RDO TRUCK CENTERS	3,929.13
ROCHOLL/JOSHUA	244.90
ROLLIES SALES & SERVICE INC	756.99
RTVISION INC	2,250.00
SCHIK ELECTRIC	126.72
SCOTT HOFLAND CONSTRUCTION INC	8,680.00
SHERWIN WILLIAMS	42.98
SIMENGAARD/PAUL	130.73
SMITH/GENE	116.77
STAPLES BUSINESS CREDIT	422.71
STEINS INC	2,741.24
STEVE'S SANITATION INC	8,263.60
STRAND HARDWARE & RADIO SHACK	30.97
STREICHERS	324.97
SUMMIT COMPANIES	370.00
SWANSON/KIRBY	178.50
SWEDBERG NURSERY	4,100.00
SWISHER/DAWN	264.21



Board of Commissioners' Meeting Minutes  
November 19, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
THIS WEEKS SHOPPING NEWS	320.10
THOMSON REUTERS - WEST	2,327.71
THRIFTY WHITE PHARMACY	1,560.56
THYSSEN KRUPP ELEVATOR CORPORAT	1,014.00
TOWMASTER	12.08
TWEETON REFRIGERATION, INC	656.50
UGSTAD PLUMBING INC	206.95
UPS	70.66
US AUTOFORCE	595.96
VAUGHN AUTO & MARINE CO	66.20
WADENA ASPHALT INC	58,774.00
WASTE MANAGEMENT	32,136.40
WATCHGUARD VIDEO	126,125.00
WAYNE'S TOOL WAGON	37.95
WELLER OIL CO	178.60
WERNER JR/JOHN	225.00
WING/MICHAEL	564.49
WITT/RANDALL	410.60
ZIEGLER INC	978.06
<b>Final Total:</b>	<b>488,490.04</b>

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APPROVED MINUTES