



**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners' Room
515 W. Fir Avenue, Fergus Falls, MN
November 26, 2019
8:30 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened at 8:31 a.m. Tuesday, November 26, 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. 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 26, 2019, with the following changes:

Addition of purchase of property located at 29024 County Highway 45, Underwood, MN

Consent Agenda

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

1. November 19, 2019, Board of Commissioners' Meeting Minutes
2. Warrants/Bills for November 26, 2019, as amended (Exhibit A)
3. Human Services Warrants/Bills for November 26, 2019 (Exhibit A)
4. Approval of a 2020 Tobacco License for Bobby Schempp Jr./ECR Assets LLC dba Lakeland General Store
5. Revised West Central MN Drug & Violent Crimes Task Force Joint Powers Agreement
6. Request for Approval of Final Payment – S.A.P. 056-672-006 Mark Sand & Gravel Co.

A Place to Belong

Board President Sean Sullivan, Executive Director Paige Carlson, Board Vice President Dawn Saxton and Board member Bruce Hoffmann briefed the Board regarding A Place to Belong, an organization that has been in existence for more than 20 years and provides a variety of services for individuals with mental illness. They discussed the different activities available to members and provided brochures and an event calendar to the Board. Currently, there are 164 active members with two locations in Fergus Falls and Detroit Lakes and are open Monday through Friday 9:00 a.m. until 5:00 p.m. Commissioners expressed appreciation and a resolution was offered.

**Resolution in Support of "A Place to Belong's" Initiative to Seek Additional Mental Health Funding from the State of Minnesota County of Otter Tail
Otter Tail County Resolution No. 2019 – 86**

The following resolution was offered by Rogness, who moved to support additional state mental health funding from the State of Minnesota to expand:

WHEREAS, Adult Mental Health Initiatives (AMHI) are regional collaborations charged with overseeing adult mental health services and funding to counties and tribal governments in their area; and

WHEREAS, the State of Minnesota passed legislation in 1996 to create and expand grant funding for regional partnerships to continue planning and service expansion efforts. Over time, this has resulted in 18 regional county initiatives and the White Earth Nation tribe who have identified as AMHI's; and
WHEREAS, the AMHI's continue to monitor, evaluate and reconfigure their service models while each county retains its role as the local mental health authority, enabling service delivery designs that are unique to each AMHI; and

WHEREAS, the counties of Becker, Clay, Otter Tail and Wilkin formed, in 1996, an Adult Mental Health Initiative known as BCOW that has overseen and monitoring the development of a range of mental health services, including four social club/drop-in center models, targeted to serve persons who have experienced serious and persistent mental illness; and

WHEREAS, A Place to Belong, based in Fergus Falls, MN has experienced growth and increased membership due to the increasing and recognized needs of persons experiencing serious and persistent mental illness; and

WHEREAS, the existing state funding formula for state appropriated funds is in need of modification and increased support to address the increased social, housing, employment and treatment needs of persons living in a large, geographically diverse county; and

WHEREAS, A Place to Belong is a qualified 501(c)(3) not-for-profit corporation who has achieved community support and recognition by local governments, employers, business community and the human service delivery system.

THEREFORE, BE IT RESOLVED THAT: As part of its 2020 legislative priorities, the County of Otter Tail will include support of state legislation that seeks additional funding to support expansion of increased Adult Mental Health Initiative funding for social club/drop-in center models, as well as other mental health services, to better serve the needs of persons who experience serious and persistent mental illness/serious mental illness and increase their ability to live self-sufficient, independent and community-based lives.

The motion for the adoption of the foregoing resolution was introduced by Commissioner Rogness, duly seconded by Commissioner Murphy, and, after discussion and commendation thereof and upon vote being taken thereon, the resolution was adopted unanimously.

Adopted at Fergus Falls, Minnesota, this 26th day of November 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS Dated: _____

By: _____
Douglas Huebsch, Board Chairperson

Attest: _____
John Dinsmore, Board Clerk

Region 4 Regional Transportation

Family & Community Services Director Heather Molesworth and West Central Community Action Chief Executive Officer Missy Becker-Cook provided an update to the Board regarding transportation in Region 4. They plan to create effective and efficient transportation for individuals in Region 4 by compiling transportation data, filling transportation gaps, increase access, decrease barriers and improve access across county lines. Their goal is to provide a one-call, one-click call center to connect transportation and expand statewide.

Recess & Reconvene

At 9:28 a.m., Chair Huebsch declared the meeting of the Otter Tail County Board of Commissioners recessed for short break. The Board of Commissioners meeting was reconvened at 9:39 a.m.

Pomme de Terre River Comprehensive Watershed Management Plan

Land and Resource Assistant Director Kyle Westergard and West Otter Tail Soil and Water Conservation District Manager Brad Mergens provided information to the Board on November 5, 2019 regarding the Pomme de Terre River Comprehensive Watershed Management Plan and requested feedback. No concerns were expressed, and the following was offered:

Motion by Rogness, second by Johnson and unanimously carried to recommend to the Pomme de Terre River Watershed Policy Committee that the Pomme de Terre River Comprehensive Watershed Management Plan be submitted for the formal 60 day review.

Purchase of Property

Motion by Murphy, second by Johnson and unanimously carried to authorize appropriate County Officials' signatures to execute the purchase agreement in the amount of \$20,000 in addition to an estimated \$6,000 in back taxes and closing costs for the property located at 29024 County Highway 45, Underwood, MN.

Pelican Rapids Redemption Center

Motion by Johnson, second by Murphy and unanimously carried to authorize appropriate County Officials' signatures to execute the quit claim deed between the County of Otter Tail as grantor and Larry's Super Market of Pelican Rapids as grantee for the conveyance of the Pelican Rapids Redemption Center, Parcel 76000990660005 legally described in Exhibit B.

Issuance of County Credit Card

Motion by Johnson, second by Murphy and unanimously carried to approve the issuance of a county credit card to the Chief Deputy County Recorder.

Approval of Payment

Motion by Rogness, second by Murphy and unanimously carried to approve payment in the amount of \$1,453.00 to Sanford Health for services provided under the provision of MS 609.35.

Transfer of Funds

Motion by Rogness, second by Johnson and unanimously carried to approve a transfer in the amount of \$1,898,725.11 from the Human Services Fund to the County's Debt Service (35-801) Fund for the defeasance of that portion of the 2016A Bonds related to the bonds originally issued to finance the Chemical Dependency Facility known as 1174 Western Avenue. The total amount required for defeasance is \$2,433,501.07 in which the county was able to provide \$534,775.96 from the Debt Service Fund with the intent to repay the Human Services Fund from future lease payments and/or proceeds of any future sale.

Civil Process Printing Fee

Motion by Johnson, second by Murphy and unanimously carried to approve the addition of the following printing fees to the Civil Process Fee-for-Service Schedule effective December 1, 2019: \$1.00 (1-24 pages), \$2.00 (25-49 pages), \$5.00 (50+ pages). The fees will provide for paperwork previously mailed that is now e-mailed, printed and distributed by the Sheriff's office.

**County Administrator and Deputy Administrator Appointments County of Otter Tail
Otter Tail County Resolution No. 2019 – 85**

The following resolution was offered by Rogness, who moved to appoint Nicole Hansen as County Administrator and Nicholas Leonard as Deputy County Administrator effective January 1, 2020:

WHEREAS, effective January 31, 2020, the current Otter Tail County Administrator will retire following the completion of a three-year appointment and contract; and

WHEREAS, the County of Otter Tail, as authorized by Minnesota Statute 375A.06, elected to establish the office of county administration in 2013; and

WHEREAS, in January 2017, three finalists were considered for the county administrator position. The Board appointed one of the candidates and entered into a three-year contract. The appointed county administrator was directed to develop a succession plan so that the other two candidates would assume/perform the essential functions of the county administrator following the incumbent's contract termination or retirement; and

WHEREAS, the current County Administrator's position description's essential functions will be re-prioritized. A Deputy Administrator position description has been developed and approved in coordination with human resources and our Decision Band Method (DBM) consultants. The two position descriptions (see attached) delineate which position will play the lead role in the management of internal governmental operations, personnel administration, external relationships, economic development and long-range strategic planning implementation; and

WHEREAS, the newly appointed individuals will assume the essential duties and responsibilities of county administration in addition to continuation of the performance of their current positions' essential duties and responsibilities and that the annual compensation of the respective positions, effective January 1, 2020, shall be outlined as follows:

- (1) In accordance with the Otter Tail County Classification and Compensation Policy, the county administrator position salary will be classified and reimbursed at Grade E81/2/3
- (2) In accordance with the Otter Tail County Classification and Compensation Policy, the Deputy County Administrator position classification and salary will be based on a DBM evaluation of the newly developed position description.

WHEREAS, since the essential functions of the current County Administrator will be delegated to the positions described above, Otter Tail County will realize a net cost savings since the current 2020 budgeted expenses (salary, benefits) of the retiring county administrator will be reduced; and

WHEREAS, the County Administrator, the Deputy County Administrator and the County of Otter Tail shall be subject to the Personnel Rules of Otter Tail County as amended from time to time.

THEREFORE, BE IT RESOLVED THAT: The Otter Tail County Board of Commissioners, in accordance with the succession plan and priorities outlined in 2017, elect to appoint Nicole Hansen as the County Administrator and Nicholas Leonard as the Deputy County Administrator effective January 1, 2020.

The motion for the adoption of the foregoing resolution was introduced by Commissioner Rogness, duly seconded by Commissioner Murphy, and, after discussion and commendation thereof and upon vote being taken thereon, the resolution was adopted unanimously.

Adopted at Fergus Falls, Minnesota, this 26th day of November 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS Dated: _____

By: _____
Douglas Huebsch, Chairperson

Attest: _____
John Dinsmore, Clerk

Proposed 2020 Board of Commissioners' Meeting Schedule

County Administrator John Dinsmore presented a revised proposed 2020 Board of Commissioners' meeting schedule. Commissioners provided feedback and necessary changes will be made and brought back to the Board on December 17, 2019 for approval.

2020 Budget Preparation

County Administrator John Dinsmore briefed the Board regarding discussion at the Finance Committee meeting held on November 19, 2019. The Board discussed bonding and items they would like to remain in the budget. Truth in Taxation is scheduled for 6:00 p.m. on December 3rd at the Government Services Center in Fergus Falls and the budget is set to be finalized on December 17th.

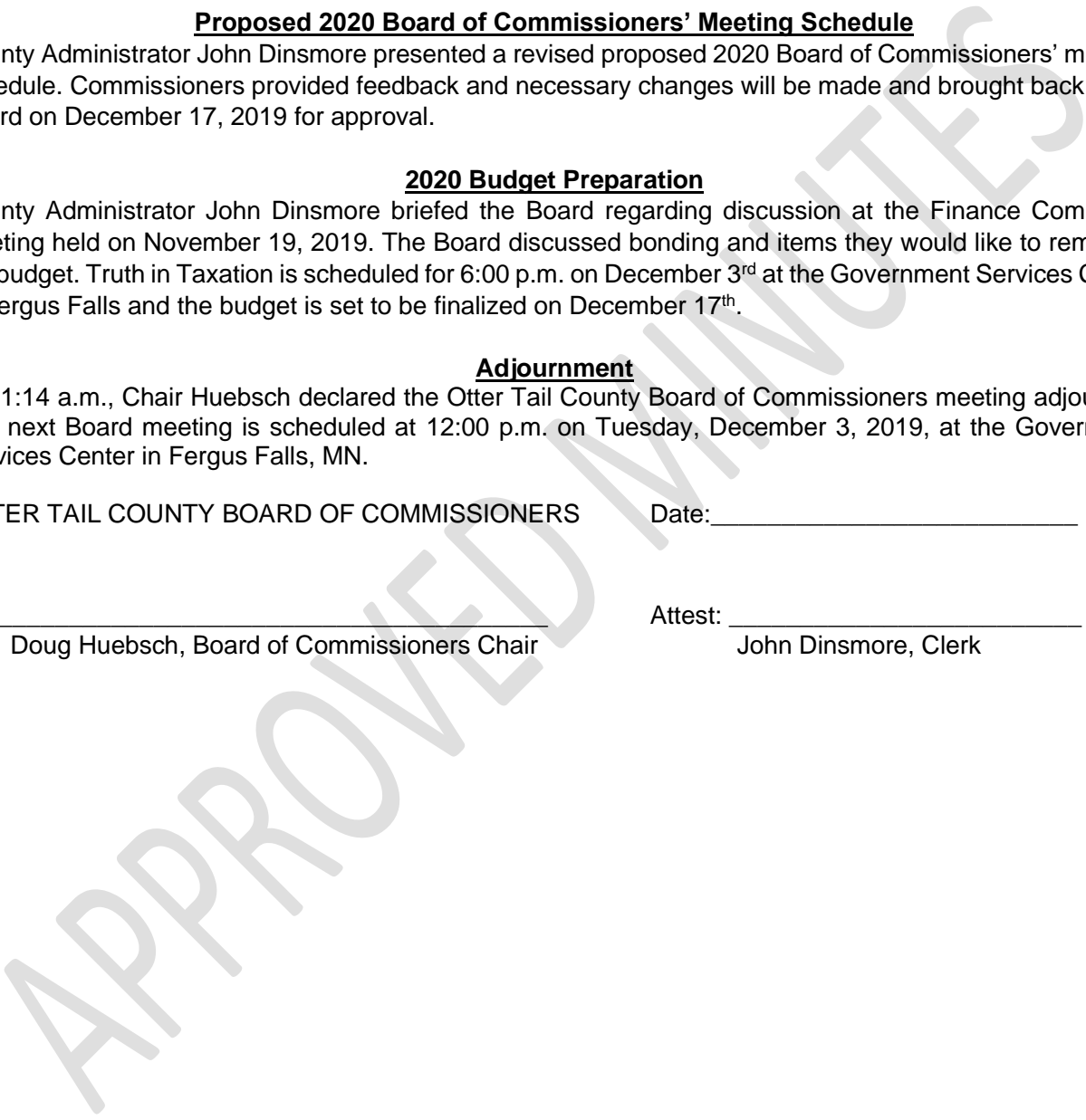
Adjournment

At 11:14 a.m., Chair Huebsch declared the Otter Tail County Board of Commissioners meeting adjourned. The next Board meeting is scheduled at 12:00 p.m. on Tuesday, December 3, 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



<u>Vendor Name</u>	<u>Amount</u>
ALBANY RECYCLING CENTER	3,041.64
AMAZON CAPITAL SERVICES INC	1,935.33
AMERIPRIDE SERVICES INC	98.47
APEX EQUIPMENT LLC	5,227.70
ASSOCIATION OF MN COUNTIES	210.00
BATTERIES PLUS BULBS	129.67
BATTERY JUNCTION	9.83
BATTLE LAKE/CITY OF	1,731.06
BAUER BUILT INC	1,459.50
BECKLUND OIL INC	3,192.95
BEN HOLZER UNLIMITED WATER LLC	7.50
BHH PARTNERS	6,902.10
BRAUN INTERTEC CORPORATION	28,885.40
BREMER BANK NA	35.00
BRIAN'S LAWN CARE LLC	1,040.00
BRIAN'S REPAIR INC	720.20
BUY-MOR PARTS & SERVICE LLC	2,809.27
CARLSON/MYRON L & JILL M	500.00
CHEMSEARCH	1,302.00
CITIZENS ADVOCATE	8,448.09
CLEAN PLUS INC	1,066.00
CODE 4 SERVICES, INC	59.25
COMPANION ANIMAL HOSPITAL	116.16
COOPERS TECHNOLOGY GROUP	13,713.07
DACOTAH PAPER COMPANY	373.09
DALTON/CITY OF	726.08
DAVE'S AUTOBODY & TOWING	540.00
DEANS DISTRIBUTING	1,787.95
DEER CREEK/CITY OF	1,424.23
DENT/CITY OF	607.39
DENZEL'S REGION WASTE INC	413.01
EIFERT/ZACH	296.02
ELIZABETH/CITY OF	872.69
ERHARD/CITY OF	516.63
ERICKSON CHEVROLET INC	25,296.54
EZWELDING LLC	410.00
FASTENAL COMPANY	431.26
FERGUS POWER PUMP INC	600.00
FERGUSON ENTERPRISES INC #1657	86.16
FIDLAR TECHNOLOGIES, INC	2,880.63
FRANZ REPROGRAPHICS INC	315.02
GALLS LLC	775.03

Board of Commissioners' Meeting Minutes
 November 26, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
HEALTHCARE ENVIRONMENTAL SERVICE	119.00
HENNING/CITY OF	2,408.63
HERMAN/CRYSTAL	18.00
HERZOG ROOFING INC	10,000.00
HOFMAN/DANIELLE	88.08
HOLO/SANDY	305.04
HOUSTON ENGINEERING INC	38,340.67
INDEPENDENT/THE	250.75
LAKE REGION HEALTHCARE	4,288.84
LAKES AREA COOPERATIVE	25.99
LARRY OTT INC TRUCK SERVICE	1,000.00
LARSON/KENNETH & DORIS	4,380.00
LAWSON PRODUCTS INC	141.16
LIBERTY TIRE RECYCLING LLC	2,570.83
LOCATORS & SUPPLIES INC	43.96
MARCO INC ST LOUIS	282.54
MARCO TECHNOLOGIES LLC	132.48
MARK SAND & GRAVEL CO	16,124.40
MIDWEST MONITORING & SURVEILANCE	351.03
MINNKOTA ENVIRO SERVICES INC	20.00
MOENKEDICK/BRIAN M & JULIE A	12,908.00
MOENKEDICK/KENNETH A & ABBEY C	28,920.00
NATURES GARDEN WORLD	612.50
NEIL DORNBUSCH & ASSOCIATES INC	2,509.56
NEW YORK MILLS/CITY OF	1,996.72
OFFICE OF MNIT SERVICES	4,200.00
OLSON TIRE & OIL INC	84.00
OLSON/BENJAMIN	315.68
ONE CALL LOCATORS LTD	345.46
OTTER TAIL CO TREASURER	1,931.78
OTTERTAIL TRUCKING INC	11,567.65
PARKERS PRAIRIE/CITY OF	1,326.49
PELICAN RAPIDS/CITY OF	2,984.60
PEMBERTON LAW, PLLP	16,326.70
PERHAM/CITY OF	5,077.50
PETE'S AMOCO	20.00
PRAXAIR DISTRIBUTION INC	337.01
PRO AG FARMERS CO OP	98.60
PRO-WEST & ASSOCIATES INC	123.73
PRODUCTIVE ALTERNATIVES INC	87.26
PSICK CAPITOL SOLUTIONS INC	3,000.00
RECYCLING ASSOC OF MN	130.00

<u>Vendor Name</u>	<u>Amount</u>
RICHVILLE/CITY OF	788.91
ROTHSAY/CITY OF	774.95
SAFELITE FULFILLMENT INC	99.97
SAZAMA/MARTY A	864.00
SEEDORF/PAUL W SEEDORF & AMANDA	47,171.00
SHEILS/RICK	579.80
SHERWIN WILLIAMS	69.65
SHOEMAKER/BRENDA	187.95
SIOUX SALES COMPANY, INC	119.94
STEINS INC	550.76
SUPERIOR JETTING INC	1,881.25
SURPLUS WAREHOUSE OF WILLMAR INC	210.00
SWEDBERG NURSERY	200.00
SYNCB/AMAZON	307.55
THIS WEEKS SHOPPING NEWS	349.20
THOMSON REUTERS - WEST	2,056.28
TNT REPAIR INC	1,338.19
TRI-STATE DIVING	281.00
TRISYS INC	1,495.00
U S POSTAL SERVICE	20,000.00
UGSTAD PLUMBING INC	95.00
UNDERWOOD/CITY OF	816.84
UNIVERSITY OF MINNESOTA	210.00
UPS	17.57
URBANK/CITY OF	935.53
VERGAS/CITY OF	1,975.78
VICTOR LUNDEEN COMPANY	62.35
ZIEGLER INC	661.94
Final Total:	380,886.97

APPROVED

Board of Commissioners' Meeting Minutes
November 26, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
BARKER/MEGAN	4.52
BESEMAN/KAREN	209.96
BYE/KRISTIN	142.64
CENTURY LINK	4.36
DEMME/ANDREA	15.72
DUENOW/MELISSA	1.74
ELLENSON/MATTIE	186.18
ERICKSON/MONIQUE	32.48
FIELD/DEB	263.90
FRANSEN/JON	178.06
FRUSTOL/ANNE	9.28
GEORGESON/ANTHONY	211.77
GIBBS/ANN	41.76
GUCK/AMY	206.13
HENDRICKX/KATHY	153.12
KOEHLER-TABERY/ANNA MARIE	259.26
LEWIS/ JODI	234.90
LIEN/JODY	81.20
MAGNUSSON/LANE	14.50
MARTENSON/PAULA	103.24
MINNKOTA ENVIRO SERVICES INC	25.00
OFFICE DEPOT	235.32
OTTER TAIL CO SHERIFF	256.00
PACIFIC INTERPRETERS	174.20
PERRIER/MATTHEW	16.24
SANOFI PASTEUR	3,503.41
SCHMIDT/JANE	9.63
THACKER/SARAH	37.12
TOUMEH/MAHMOUD	54.54
VAN SANTEN/DANA	4.64
VICTOR LUNDEEN COMPANY	578.56
VOSS/NANCY	28.42
WENTWORTH/KRISTI	6.96
WESTBY/LINDA	147.61
Final Total:	7,432.37

<u>Vendor Name</u>	<u>Amount</u>
ASL INTERPRETING SERVICES	120.00
BELTRAMI CO TREASURER	269.00
BEYER BODY SHOP INC	80.91
CHILD CARE RESOURCE/Lakes & Prairies	7,034.50
DAILY JOURNAL/THE	141.00
DNA DIAGNOSTICS CENTER INC	270.00
DOUGLAS CO SHERIFF'S OFFICE	53.92
ESSLINGER/CHANDLER	243.00
FERGUS TIRE CENTER	632.50
FINSETH/TRACI	29.68
FOREMAN/MICHELLE	68.30
FRIEDERICHS/TAMMY	110.04
GREATAMERICA FINANCIAL SVCS	263.00
GREATER MN FAMILY SERVICES	10,200.00
HAUGRUD/ERIN	11.52
HOYER/ELIZABETH	51.53
INDEPENDENT CONTRACT SERVICES OF	858.33
LAKES COUNTRY SERVICE CO OP	1,919.03
LARSON/NICK	48.67
MARTIN/MICHAEL	185.60
MCWANE-CREEK/VICTORIA R	500.00
MIDWEST MONITORING & SURVEILANCE	1,689.50
MINNESOTA MOTOR COMPANY	33.77
MINNKOTA ENVIRO SERVICES INC	18.90
MN DEPT OF HUMAN SERVICES	279,127.80
NEXT CHAPTER TECHNOLOGY INC	70,304.00
OFFICE DEPOT	90.60
OTTER TAIL CO ATTORNEY'S OFFICE	3,018.75
OTTER TAIL CO PUBLIC HEALTH	68.00
OTTER TAIL CO RECORDER	103.00
OTTER TAIL CO SHERIFF	260.30
OTTER TAIL COUNTY TREASURER-EXPRI	10,011.72
OTTERTAIL MINN-DAKOTA COACHES	694.44
PACIFIC INTERPRETERS	661.70
PRAIRIE LAKES YOUTH PROGRAMS	1,912.00
PREMIER BIOTECH LABS LLC	3,252.20
PRODUCTIVE ALTERNATIVES INC	22,594.48
REGENTS OF THE UNIVERSITY OF MN	18,000.00
ROTERING/DEVORA	263.90
SACHS/MINDY	43.86
SCHMIDT/HEATHER	37.24
SCHOMMER/MICHAEL	68.17
SCHOOL DIST 544-FERGUS FALLS	1,005.94
SPANGLER/LISA	32.12
VICTOR LUNDEEN COMPANY	344.62
WEST CENTRAL REG JUVENILE CTR	47,559.18
Final Total:	484,286.72

All of Lots One (1) and Two (2) and part of Lots Eleven (11) and Twelve (12), Block Twelve (12) of Sawbridge's Addition to Pelican Rapids, on file and of record in the office of the County Recorder in and for Otter Tail County, Minnesota, more particularly described as follows:

Beginning at the Northwest corner of said Lot 2; thence South 89 degrees 33 minutes 52 seconds East (assumed bearing) along the North line of said Lots 2 and 1 a distance of 100.28 feet to the Northeast corner of said Lot 1; thence South 00 degrees 00 minutes 52 seconds East along the East line of said Lots 1 and 12 a distance of 150.59 feet; thence North 89 degrees 59 minutes 07 seconds West a distance of 21.09 feet; thence South 00 degrees 00 minutes 53 seconds West a distance of 6.55 feet; thence North 89 degrees 59 minutes 07 seconds West a distance of 79.15 feet to the West line of said Lot 11; thence North 00 degrees 01 minutes 32 seconds West along the west line of said Lots 11 and 2 a distance of 157.87 feet to the point of beginning. Containing 15,655 square feet.

Together with and subject to an Easement for Ingress and Egress purposes, said Easement is hereinafter described as Easement A. Also, together with and subject to a party wall agreement along the South line thereof. Also subject to any other easements or restrictions of record.

Easement A

An Easement for Ingress and Egress purposes, said Easement is described as follows:

The West 8.00 feet of Lot One (1), Block One (1) of Haugen's Rolling Acres, on file and of record in the office of the County Recorder in and for Otter Tail County, Minnesota. Together with the East 8.00 feet of Lots One (1) and Twelve (12), Block Twelve (12), of Sawbridge's Addition to Pelican Rapids, on file and of record in the office of the County Recorder in and for Otter Tail County, Minnesota.

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

1. Party Wall and Maintenance Agreement dated the same day, March 7, 1991, as the Warranty Deed, between Jerry Leaf and Roger Schleske, and the County of Otter Tail, with respect to a Party Wall Agreement and Repair and Maintenance Agreement. This Quit Claim Deed is subject to the terms and conditions of that Party Wall and Maintenance Agreement and further conveys to Grantee the rights specified in the Party Wall and Maintenance Agreement.
2. Right-of-Way Easement to Otter Tail Power Company.