



**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
515 W. Fir Avenue, Fergus Falls, MN  
December 17, 2019  
8:30 a.m.**

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**Call to Order**

The Otter Tail County Board of Commissioners convened at 8:32 a.m. Tuesday, December 17, 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 December 17, 2019.

**Consent Agenda**

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

1. December 3, 2019, Board of Commissioners' Meeting Minutes
2. Warrants/Bills for December 17, 2019 (Exhibit A)
3. Human Services & Public Health Warrants/Bills for December 17, 2019 (Exhibit A)
4. Human Services Contracts
5. 2020 Solid Waste Hauler's Licenses
6. Approval of Tobacco Licenses for B&D Foods Inc., Battle Lake Standard and Bluffton Oil Company
7. Request for Approval of Final Payment – S.A.P. 056-604-017 & S.A.P. 056-604-018 to Mark Sand & Gravel Co.

**Purchase of Service Agreement**

Motion by Rogness, second by Murphy and unanimously carried to approve the Purchase of Service Agreement for the transportation of children and youth in foster care placement for the Henning School District #545. The agreement will be in effect from January 1, 2020 through December 31, 2020.

**Final Plat – Olson Acres**

Motion by Johnson, second by Lindquist and unanimously carried to approve the final Plat known as "Olson Acres" consisting of three single family residential, non-riparian lots. The property is located in Section 4 of Pine Lake Township; Big Pine Lake (56-130).

**Planning Commission**

**"Walvatne Second Addition"/ Robert Anderson:**

Motion by Lindquist, second by Murphy and unanimously carried to approve the Preliminary Plat titled "Walvatne Second Addition" consisting of 10 single non-riparian non-residential lots to be permanently attached to riparian lots, 1 block. The proposed is located in Section 11 of Everts Township; Blanche Lake (56-240).

**"Long Addition"/ Tim & Georgann Long:**

Motion by Rogness, second by Johnson and unanimously carried to approve the Preliminary Plat titled "Long Addition" consisting of three single family residential riparian lots, 1 block. The proposed is located in Section 10 of Friberg Township; Heilberger (56-695) and Little Heilberger (56-696).

*“Stony Hills”/ K&F Farms/ Stony Hills Properties:*

Motion by Johnson, second by Lindquist and unanimously carried to approve the revised Preliminary Plat titled “Stony Hills” consisting of 14 single family residential non-riparian lots, 3 blocks and a Conditional Use Permit (CUP) as recommended by Planning Commission to construct a roadway to accompany the proposed Plat titled “Stony Hills”. The proposed is located in Section 21 of Edna Township; Unnamed Lake (56-338) and Stony (Moenkedick) Lake (56-336).

*“The Point on Crystal Lake”/ Charles Beaton, etal and Scot Manthe:*

Motion by Rogness, second by Johnson and unanimously carried to approve the revised Preliminary Plat titled “The Point on Crystal Lake” consisting of 12 single family residential riparian lots and 2 residential non-riparian lots and a Conditional Use Permit with a condition as recommended by Planning Commission to construct a roadway. The proposed is located in Section 3 of Lida Township; Crystal lake (56-749).

*Todd Erne:*

Motion by Johnson, second by Lindquist and unanimously carried to approve an After-The-Fact Conditional Use Permit for Todd Erne with a condition as recommended by Planning Commission. The proposed is located in Section 15 of Lida Township; Lake Lida (56-747).

**Planning Commission Reappointment**

Bert Olson submitted his letter of resignation after serving on the Planning Commission for 30 years.

Motion by Rogness, second by Lindquist and unanimously carried to authorize the Land and Resource Director to send a letter of appreciation to Bert Olson for his time served on the Planning Commission from 1989 through 2019.

Motion by Johnson, second by Rogness and unanimously carried reappoint Brent Frazier (District 2), Bruce Stone (District 4), David Trites (District 4), David Wass (District 3), Jack Rosenthal (District 1), Judd Fischer (District 5), Richard Gabe (District 2), Rick Wilson (District 5) and Rod Boyer (District 1) on the Planning Commission effective January 1, 2020 for a one-year term.

**Phelps Mill Festival Update**

David Iverson with the Phelps Mill Festival updated the Board regarding the 2019 event. He reviewed a document outlining revenue and expenses and expressed concerns regarding the continued loss of revenue each year. A proposed Ordinance change hopes to attract different types of vendors and expand the Festival’s offerings for the 2020 Festival.

**Clay County Purchase Agreement**

Motion by Rogness, second by Johnson and unanimously carried to authorize appropriate County Officials’ signatures on the West Central Regional Juvenile Center Cooperative Services Agreement between the Otter Tail County and Clay County for the use of the juvenile detention facility at the West Central Regional Juvenile Center. Otter Tail County is responsible for 21% of the detention’s 2020 budget amounting to \$691,281.00.

**2020 County Emergency Operation Plan**

Motion by Rogness, second by Murphy and unanimously carried to approve the 2020 County Emergency Operations Plan. The Plan is classified as a private document with secure data (M.S. 13.37) and was reviewed by the Internal Services Committee on December 3, 2019. A full plan will be distributed to the County Board and all preparation, response and recovery partners.

### **Otter Tail River Flooding**

Safety Emergency Services Director Patrick Waletzko notified the Board that four properties along the Otter Tail River are being flooded. Water levels are rising rapidly, and the flow is double or triple in some areas. A drone was used to view the area searching for signs of blockage and Otter Tail Power has agreed to adjust the water flow downstream to provide relief to property owners. A bridge inspector observed the Aurdal bridge area and found a difference in flow from one side to the other. Ice development was also discovered under the bridge and Township Officials have been in contact with the DNR to determine if the ice development may be the cause. The county is providing sandbags to residents and will continue to monitor the situation and keep them in constant communication.

### **Public Hearing**

Chair Huebsch opened the Public Hearing for the Solid Waste Designation Ordinance. Solid Waste Director Chris McConn provided a background of the waste designation process. A proposed Solid Waste Designation Ordinance was submitted to the Minnesota Pollution Control Agency (MPCA) along with a signed contract from haulers. The MPCA issued a finding of fact and approved the proposed Ordinance.

At 9:39 a.m., Chair Huebsch opened the Public Hearing for comments from the public. No comments were received, and the Public Hearing was closed at 9:40 a.m.

Motion by Johnson, second by Rogness and unanimously carried to approve the Otter Tail County Solid Waste Designation Ordinance. The Ordinance regulates the transportation and delivery of solid waste generated within Otter Tail County and is effective March 1, 2020.

### **2020 Solid Waste Fee Schedule**

Motion by Lindquist, second by Murphy and unanimously carried to approve the 2020 Solid Waste Fee Schedule effective January 1, 2020.

### **Donations**

Motion by Rogness, second by Lindquist and unanimously carried to accept a donation from Duwayne Cookman in the amount of \$250.00 and an additional donation from the Sobcinski family in the amount of \$300.00. The donations will be used for the purchase of ARM LOC water rescue devices for the Sheriff's office.

### **Out of State Travel**

Motion by Johnson, second by Murphy and unanimously carried to authorize the GIS Lead Developer to attend a FutureView seminar in Phoenix, AZ March 9<sup>th</sup>-12<sup>th</sup>, 2020. All expenses will be paid by FutureView and this seminar will allow staff to receive additional training for a software that captures imagery across the county known as EagleView.

### **Recess & Reconvene**

At 9:51 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 10:01 a.m.

### **Adoption of Final Budget and Levy** **Otter Tail County Resolution No. 2019 -88**

The following resolution was offered by Commissioner Johnson, who moved for the adoption of Otter Tail County's Payable 2020 Gross and Net Property Tax Levies:

WHEREAS, the Otter Tail County Board of Commissioners recognized the requirement to adopt, on or before Monday, September 30, 2019, a proposed Payable 2020 Property Tax Levy and to select a date for a public meeting for the purpose of discussing and receiving public comment regarding the Proposed Property Tax Levy, which must be held during the period of November 25<sup>th</sup> through December 30<sup>th</sup>; and

WHEREAS, the Otter Tail County Board of Commissioners on Tuesday, September 24, 2019, adopted Otter Tail County's proposed Payable 2020 Gross and Net Property Tax Levy and selected Tuesday, December 3, 2019, as the date for the public meeting; and

WHEREAS, the Otter Tail County Board of Commissioners at 6:00 p.m. on Tuesday, December 3, 2019, held the required meeting; and

WHEREAS, the Otter Tail County Board of Commissioners recognizes the requirement to adopt Otter Tail County's final Payable 2020 Gross and Net Property Tax Levy no later than Monday, December 30, 2019, and the Otter Tail County Board of Commissioners is required to certify Otter Tail County's final Payable 2020 Gross and Net Property Tax Levy to the County Auditor-Treasurer's office on or before Monday, December 30, 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners hereby levies for the payable year 2020, upon the taxable net tax capacity of the property of Otter Tail County, the following amounts as detailed below:

<b>Fund Breakdown - Net Tax Capacity Based Levies</b>	<b>Gross Levy</b>	<b>CPA</b>	<b>Net Levy</b>
<b>General Revenue</b>	22,716,978	(1,222,780)	21,494,198
<b>PEHP</b>	178,545	0	178,545
<b>Pelican To Perham Trail</b>	350,000	0	350,000
<b>Debt Service -</b>			
<b>Series 2012A (Courthouse/Jail)</b>	555,968	0	555,968
<b>Highway Bonds</b>	184,133	0	184,133
<b>Ottertail Operations Center</b>	389,919	0	389,919
<b>Series 2017A (Jail/Elevator)</b>	128,135	0	128,135
<b>Human Services -</b>			
<b>Social Services</b>	5,306,950	(288,564)	5,018,386
<b>Administration</b>	4,342,050	(236,099)	4,105,951
<b>Public Health</b>	1,240,695	(67,463)	1,173,232
<b>Court Services</b>	2,334,965	(126,964)	2,208,001
<b>Road and Bridge</b>	3,788,746	(206,012)	3,582,734
<b>Capital Improvement</b>	2,469,650	(147,174)	2,322,476
<b>Total County - Excluding Regional Library</b>	43,986,734	(2,295,056)	41,691,678
<b>Regional Library System</b>	601,258	0	601,258
<b>Total County - Including Regional Library</b>	44,587,992	(2,295,056)	42,292,936
<b>Lake Improvement Districts -</b>			
<b>Pelican Group of Lakes</b>	130,000	0	130,000
<b>Pine Lakes</b>	44,282	0	44,282
<b>Little McDonald, Kerbs &amp; Paul</b>	113,000	0	113,000
<b>Big McDonald</b>	7,000	0	7,000
<b>Total County - Including Lake Improvement Districts</b>	44,882,274	(2,295,056)	42,587,218

**Special Taxing District Tax -**

<b>Otter Tail County CDA</b>	541,800	0	541,800
<b>Otter Tail County HRA</b>	<u>650,000</u>	<u>0</u>	<u>650,000</u>
 <b>Grand Total - Otter Tail County</b>	 <u>46,074,074</u>	 <u>(2,295,056)</u>	 <u>43,779,018</u>

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Otter Tail County Board of Commissioners hereby certifies the above amount to the County Auditor-Treasurer's office as Otter Tail County's Final Gross/Net Property Tax levies for the payable year 2020 and directs the County Auditor-Treasurer's office to spread these levies against the taxable net tax capacity of the property of Otter Tail County.

The resolution was seconded by Commissioner Rogness and carried, with the members of the Otter Tail County Board of Commissioners voting as follows:

<u>Commissioner</u>	<u>For</u>	<u>Against</u>
Doug Huebsch	X	
Wayne D. Johnson	X	
John Lindquist	X	
Betty Murphy	X	
Leland R. Rogness	X	

Adopted at Fergus Falls, Minnesota this 17th day of December 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
Doug Huebsch, Chair

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

**Payable 2020 Otter Tail County Housing and Redevelopment Special Taxing District  
(Including Community Development Association)  
Gross and Net Property Tax Levy Resolution  
Otter Tail County Resolution No. 2019 - 89**

The following resolution was offered by Commissioner Johnson, who moved for the authorization of the Otter Tail County Housing and Redevelopment Special Taxing District 2020 Gross and Net Property Tax Levy:

WHEREAS, the Otter Tail County Housing and Redevelopment Authority is a special taxing district under the provisions of Minnesota Statute Chapter 469; and

WHEREAS, the Otter Tail County Community Development Association Levy is authorized under the powers of the Housing and Redevelopment Authority,

WHEREAS, the Otter Tail County Housing and Redevelopment Authority has requested a Payable 2020 Gross and Net Property Tax Levy of \$650,000; and

WHEREAS, the Otter Tail County Community Development Association has requested a Payable 2020 Gross and Net Property Tax Levy of \$541,800; and

WHEREAS, the Otter Tail County Board of Commissioners on Tuesday, September 24, 2019, adopted for the Otter Tail County Housing and Redevelopment Authority and for the Otter Tail County Community Development Association, a proposed Gross/Net Property Tax Levy for Payable Year 2020 in the amount of \$650,000 and \$541,800 respectfully; and

WHEREAS, the Otter Tail County Board of Commissioners recognizes the requirement to adopt the special taxing district's Payable 2020 Gross and Net Property Tax Levy no later than Monday, December 30, 2019, and the Otter Tail County Board of Commissioners is required to certify Otter Tail County Housing and Redevelopment Authority's final Payable 2020 Gross and Net Property Tax Levy to the County Auditor-Treasurer's office on or before Monday, December 30, 2019..

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners, after consideration, discussion and consultation with the Otter Tail County Budget Committee, the Otter Tail County HRA Board and the Community Development Association, hereby adopts a final Payable 2020 Gross and Net Property Tax for the Otter Tail County Housing and Redevelopment Authority and for the Otter Tail County Community Development Association a final Gross/Net Property Tax Levy for Payable Year 2020 in the amount of \$650,000 and \$541,800 respectfully; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Otter Tail County Board of Commissioners hereby certifies the same to the County Auditor-Treasurer's office to be spread against the taxable net tax capacity of the taxable property of the Otter Tail County Housing and Redevelopment Authority.

The resolution was seconded by Commissioner Lindquist and carried, with the members of the Otter Tail County Board of Commissioners voting as follows:

<u>Commissioner</u>	<u>For</u>	<u>Against</u>
Doug Huebsch	X	
Wayne D. Johnson	X	
John Lindquist	X	
Betty Murphy	X	
Leland R. Rogness	X	

Adopted at Fergus Falls, Minnesota this 17th day of December 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
Doug Huebsch, Chair

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

**Resolution Adopting the Calendar Year 2020 Budget  
Otter Tail County Resolution No. 2019 - 90**

The following resolution was offered by Commissioner Rogness, who moved for the adoption of the calendar year 2020 budget for the General Fund, for the Budgeted Special Revenue Funds, and for the Debt Service Funds.

WHEREAS, the Otter Tail County Board of Commissioners recognized the requirement to adopt, on or before Monday, September 30, 2019, a proposed Calendar Year 2020 Budget and to select a date for a public meeting for the purpose of discussing and receiving public comment regarding the proposed Calendar Year 2020 budget, which must be held during the period of November 25<sup>th</sup> through December 30<sup>th</sup>; and

WHEREAS, the Otter Tail County Board of Commissioners on Tuesday, September 24, 2019, adopted Otter Tail County's proposed Calendar Year 2020 Budget for the General Fund, for the Budgeted Special Revenue Funds, and for the Debt Service Fund, and selected Tuesday, December 3, 2019 as the date for the public hearing, and

WHEREAS, the Otter Tail County Board of Commissioners at 6:00 p.m. on Tuesday, December 3, 2019, held the required hearing; and

WHEREAS, the Otter Tail County Board of Commissioners recognizes the requirement to adopt Otter Tail County's final Calendar Year 2020 Budget for the General Fund, for the Budgeted Special Revenue Funds, and for the Debt Service Funds, no later than Monday, December 30, 2019, and also recognizes the requirement to adopt the final Calendar Year 2020 Budget after the adoption of the final payable 2020 Gross and Net Property Tax Levy.

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners adopts the amount of \$125,603,792 as the County's Calendar Year 2020 Budget for the General Fund, for the Budgeted Special Revenue Funds, and for the Debt Service Funds (includes inter-fund transfers), as summarized and as detailed in the budget documents filed with the County Auditor-Treasurer's office.

The above resolution was seconded by Commissioner Murphy and carried with the members of the Otter Tail County Board of Commissioners voting as follows:

<u>Commissioner</u>	<u>For</u>	<u>Against</u>
Doug Huebsch	X	
Wayne D. Johnson	X	
John Lindquist	X	
Betty Murphy	X	
Leland R. Rogness	X	

Adopted at Fergus Falls, Minnesota this 17th day of December 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
 Doug Huebsch, Chair

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

**Approval of Transfer**

Motion by Lindquist, second by Murphy and unanimously carried to approve an operating transfer, in the amount of \$18,292.09 from the Capital Improvement Fund to the Road and Bridge Fund for the purpose of reimbursing the following previously approved 2019 Budgeted Capital Expenditure:

CIC2016-16	Four John Deer Tractors with Loaders
Total Approved	\$534,008.14
Previous Reimbursement	\$515,716.05
Balance Remaining – Invoice No. P89566	\$18,292.09

**Penalty Forgiveness**

Motion by Lindquist, second by Murphy and unanimously carried to approve the requested penalty forgiveness in the amount of \$217.20 to Susan Shook. This request meets the requirements of the Otter Tail County Policy which speaks about a death.

Motion by Rogness, second by Murphy and unanimously carried to approve the requested penalty forgiveness in the amount of \$40.56 to Horst L. Truedtedt. The change of classification to this parcel was partially an error of the county and will be corrected for the next assessment year.

**Denial of Penalty Forgiveness**

Motion by Johnson, second by Lindquist and unanimously carried to deny the requested penalty forgiveness in the amount of \$842.51 to Joseph Foltz. Payment was made to the Minnesota Department of Revenue in error and does not meet the requirements of the Otter Tail County Policy.

**Parcel Certification**

Motion by Rogness, second by Lindquist and unanimously carried to certify against parcel 40000990377000 owned by Merton D. Swenson. The abatement costs incurred under the provisions of section 15 of the Otter Tail County Solid Waste Department and the provisions of M.S. 145A in the amount of \$661.60 over four years with a 4% interest rate beginning with payable year 2020.

**Purchase of Equipment**

Motion by Johnson, second by Murphy and unanimously carried with Rogness abstaining, to approve the purchase of an ABU single axle dump trailer by the Otter Tail County Maintenance Department from Interstate Equipment in the amount of \$4,650.00. Two quotes were obtained.

**Approval of Payment**

Motion by Rogness, second by Murphy and unanimously carried to approve payment in the amount of \$25,555.90 from the Capital Improvement Fund to N.F. Field Abstract Co., LLC to cover the costs associated with the acquisition of parcels 38000350283000 and 38000350286001. The closing is scheduled for Friday, December 20, 2019.

**Inter-Fund Loans**

Motion by Lindquist, second by Murphy and unanimously carried to authorize, if necessary, any December 31, 2019 Inter-Fund loans for the various Otter Tail County Ditch Systems with deficit cash balances as of December 31, 2019.

**Community Development Agency Appointments**

Motion by Johnson, second by Murphy and unanimously carried to reappoint Lee Rogness and Val Martin to the Community Development Agency (CDA) Board effective January 1, 2020, for a six-year term.

**External Communications Report**

Communications and External Relations Director Nicholas Leonard updated the Board regarding external communications and introduced the inter-disciplinary communications team consisting of members from various departments. The members briefed the Board on their 2020 communications plan and efforts to ensure the public is well informed. Otter Tail County had the honors of presenting this topic at the Association of Minnesota Counties (AMC) in early December 2019.



**Conduit Bond Request**

Communications and External Relations Director Nicolas Leonard briefed the Board regarding a request from Schuett Properties for a conduit bond for rehabilitation of apartments in Fergus Falls and New York Mills. The Fergus Falls HRA approved the preliminary agreement.

**Greater MN Transportation Alternatives Grant Application Letter of Support**

Motion by Johnson, second by Lindquist and unanimously carried to authorize the Communications and External Relations Director to send a letter of support regarding the Greater Minnesota Transportation Alternatives Grant Application for the City of Pelican Rapids.

**2020 Commissioner Committee Assignments**

County Administrator John Dinsmore reviewed a draft of the 2020 committee assignments for the Commissioners. A final draft will be submitted for the January 7, 2020 meeting for approval.

**2020 Board of Commissioners' Meeting Schedule**

Motion by Rogness, second by Johnson and unanimously carried to approve the 2020 Board of Commissioners' meeting schedule presented at the December 17, 2019 Board meeting. The approved schedule can be found on the county website on the Board of Commissioners page.

**Refugee Resettlement**

County Administrator John Dinsmore informed the Board that Otter Tail County received an executive order enhancing state and local involvement in refugee resettlement. The order requested a letter of consent that Otter Tail County will continue to support ongoing refugee resettlement within the county. He provided statistical information and background related to the 1980 Refugee Act and reviewed a document listing the number of refugees that have resettled in each of the 25 counties from year 2015 – 2019. Otter Tail County has been a placement site for refugees since the refugee act was passed and has taken in 35 refugees in the past five years.

Motion by Johnson, second by Rogness and unanimously carried to authorize the County Administrator to submit a letter of consent to United States Secretary of State Mike Pompeo supporting ongoing refugee resettlement in Otter Tail County.

**Warrants/Bills Payments**

Motion by Johnson, second by Lindquist and unanimously carried to authorize the County Auditor-Treasurer or the County Administrator to approve payment for invoices and claims received after December 17, 2019 and on or before December 31, 2019.

**Recess & Reconvene**

At 11:01 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 11:11 a.m.

**Board of Adjustment Reappointment**

Motion by Rogness, second by Lindquist and unanimously carried to reappoint the Board of Adjustment members for CY2020 as follows: Darren Newville, Douglas Larson and Thomas (Tom) Lee.

**Labor Agreement**

Motion by Johnson, second by Rogness and unanimously carried to approve the Essential Deputies Unit Contract for 2020-2022.

**Non-Union Cost of Living Adjustment (COLA)**

Motion by Johnson, second by Rogness and unanimously carried to approve a 3% COLA for non-union employees.

**COMMISSIONERS SALARY AND BENEFITS**  
**Otter Tail County Resolution No. 2019 - 91**

Commissioner Lindquist offered the following and moved its adoption:

WHEREAS, Minnesota Statute § 375.055 provides that County Commissioners may receive per diem payments and reimbursement for necessary expenses incurred in performance of the duties of the office and shall receive compensation of annual salaries, as set by resolution of the County Board; and

WHEREAS, the current annual salary for Otter Tail County Commissioners is \$38,105.60 effective January 1, 2018; and

NOW, BE IT RESOLVED, that the annual salary for Otter Tail County Commissioners shall be established as \$39,248.79 effective January 1, 2020, which reflects a 3% Cost-of-Living Adjustment similar to increases received by other employee groups.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the annual employer contribution for benefits for CY2020 will be set in accordance with the benefits structure previously adopted by this board on October 15, 2019.

Commissioner Murphy seconded the motion and YEAS and NAYS are as follows:

<u>Board Members -</u>	<u>For</u>	<u>Against</u>	<u>Absent</u>
Doug Huebsch	X		
Wayne D. Johnson	X		
John Lindquist	X		
Betty Murphy	X		
Leland R Rogness	X		

Adopted at Fergus Falls, Minnesota, this 17<sup>th</sup> day of December 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
Doug Huebsch, Chair

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

**Bid Award – S.A.P. 056-615-018**

Motion by Lindquist, second by Rogness and unanimously carried to award the bridge replacement project to the lowest bidder, Robert Schroder Construction, Inc, Glenwood, MN in the amount of \$1,138,879.60 as recommended by the Highway Engineer.

**For Agreement to State Transportation Fund Local Bridge Replacement Program**  
**Grant Terms and Conditions SAP 056-615-018**

**Otter Tail County Resolution No. 2019 - 92**

WHEREAS, Otter Tail County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 56544; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this bridge is available; and

WHEREAS, the amount of the grant has been determined to be \$423,292.10 by reason of the lowest responsible bid.

NOW THEREFORE, be it resolved that Otter Tail County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

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

Adopted at Fergus Falls, Minnesota, this 17<sup>th</sup> day of December 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS                      Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Doug Huebsch, Chair

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

**COUNTY STATE AID HIGHWAY NO. 34 RIGHT OF WAY ACQUISITION**  
**Project No. S.A.P. 056-634-011**  
**Parcel Nos. 1, 7, 8, 9, 19, 20, 21, 22, 23, 28, 44, 61, 62, 63, 64, 65, NEG A & NEG C**  
**Otter Tail County Resolution No. 2019 - 97**

Upon a motion by Johnson, seconded by Murphy and unanimously carried, the Otter Tail County Board of Commissioners adopts the following resolution:

WHEREAS, Otter Tail County proposes to reconstruct and improve County State Aid Highway No. 34, including construction of a multi-use trail, from CSAH 35 to Coney Street east of US HWY 10, and located in:

Sections 10, 11, 12, 13, 14, 15 & 16 of T136N, R40W  
Sections 7, 8, 9, 16, 17 & 18 of T136N, R39W and

WHEREAS, the reason for the construction of this segment of County State Aid Highway No. 34 is due to the existing highway's poor condition; and

WHEREAS, this improvement is necessary to provide for the safety of the traveling public; and

WHEREAS, Otter Tail County has a right to acquire the right of way after an award of damages has been filed with the County Auditor in accordance with Minnesota Statute, Section 163.02 and 163.12; and

WHEREAS, all necessary additional highway rights of way and/or temporary construction easements have been acquired for this reconstruction except for 18 tracts:

- A) Tract owned by Darrell & Rebecca Nielson Trust Et Al  
Tract being a strip of land described as follows:

All that part of Section 16, Township 136 North, Range 40 West, all lying and being in Otter Tail County shown as Parcel 1 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.26 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 16, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 1 are established offset from and at right angles to the slope lines.

Containing 0.22 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- B) Tract owned by Wade J. and Sheila M. Burke  
Tract being a strip of land described as follows:

All that part of Section 10, Township 136 North, Range 40 West, all lying and being in Otter Tail County shown as Parcel 7 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.06 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 10, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 7 are established offset from and at right angles to the slope lines.

Containing 0.07 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- C) Tract owned by Daniel D. & Frances N. Gleason  
Tract being a strip of land described as follows:

All that part of Section 10, Township 136 North, Range 40 West, all lying and being in Otter Tail County shown as Parcel 8 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.21 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 10, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 8 are established offset from and at right angles to the slope lines.

Containing 0.14 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- D) Tract owned by Donald & Delores M. Bernauer  
Tract being a strip of land described as follows:

All that part of Section 10, Township 136 North, Range 40 West, all lying and being in Otter Tail County shown as Parcel 9 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.46 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 10, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 9 are established offset from and at right angles to the slope lines.

Containing 0.08 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- E) Tract owned by Mandate Capital, LLC.  
Tract being a strip of land described as follows:

All that part of Section 10, Township 136 North, Range 40 West, all lying and being in Otter Tail County shown as Parcel 19 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.03 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 10, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 19 are established offset from and at right angles to the slope lines.

Containing 81 square feet, more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- F) Tract owned by Mandate Capital, LLC.  
Tract being a strip of land described as follows:

All that part of Section 10, Township 136 North, Range 40 West, all lying and being in Otter Tail County shown as Parcel 20 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.02 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 10, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 20 are established offset from and at right angles to the slope lines.

Containing 152 square feet, more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- G) Tract owned by Cory J. & Theresa C. Mack  
Tract being a strip of land described as follows:

All that part of Section 10, Township 136 North, Range 40 West, all lying and being in Otter Tail County shown as Parcel 21 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.07 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 10, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 21 are established offset from and at right angles to the slope lines.

Containing 0.01 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- H) Tract owned by Conrad J. & Theresa E. Mack  
Tract being a strip of land described as follows:

All that part of Section 10, Township 136 North, Range 40 West, all lying and being in Otter Tail County shown as Parcel 22 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.09 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 10, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 22 are established offset from and at right angles to the slope lines.

Containing 0.09 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- I) Tract owned by Daniel D. & Frances N. Gleason  
Tract being a strip of land described as follows:

All that part of Section 11, Township 136 North, Range 40 West, all lying and being in Otter Tail County shown as Parcel 23 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.03 acre(s) more or less

Subject to all previously recorded easements, if any.

- J) Tract owned by William & Deanna Ellingson  
Tract being a strip of land described as follows:

All that part of Section 11, Township 136 North, Range 40 West, all lying and being in Otter Tail County shown as Parcel 28 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.05 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 11, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 28 are established offset from and at right angles to the slope lines.

Containing 0.01 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- K) Tract owned by Vicki L. Sazama  
James P. Sazama  
Tract being a strip of land described as follows:

All that part of Section 13, Township 136 North, Range 40 West, all lying and being in Otter Tail County shown as Parcel 44 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.16 acre(s) more or less

Subject to all previously recorded easements, if any.



Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 13, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 44 are established offset from and at right angles to the slope lines.

Containing 0.21 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- L) Tract owned by RD Offutt Company  
Tract being a strip of land described as follows:

All that part of Section 17, Township 136 North, Range 39 West, all lying and being in Otter Tail County shown as Parcel 61 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.52 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 17, Township 136 North, Range 39 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 61 are established offset from and at right angles to the slope lines.

Containing 0.17 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- M) Tract owned by RD Offutt Company  
Tract being a strip of land described as follows:

All that part of Section 17, Township 136 North, Range 39 West, all lying and being in Otter Tail County shown as Parcel 62 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.46 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 17, Township 136 North, Range 39 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 62 are established offset from and at right angles to the slope lines.

Containing 0.05 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- N) Tract owned by RD Offutt Company  
Tract being a strip of land described as follows:

All that part of Section 8, Township 136 North, Range 39 West, all lying and being in Otter Tail County shown as Parcel 63 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 1.03 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 8, Township 136 North, Range 39 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 63 are established offset from and at right angles to the slope lines.

Containing 0.50 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- O) Tract owned by RD Offutt Company  
Tract being a strip of land described as follows:

All that part of Section 16, Township 136 North, Range 39 West, all lying and being in Otter Tail County shown as Parcel 64 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 0.46 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 16, Township 136 North, Range 39 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 64 are established offset from and at right angles to the slope lines.

Containing 0.13 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- P) Tract owned by RD Offutt Company  
Tract being a strip of land described as follows:

All that part of Section 9, Township 136 North, Range 39 West, all lying and being in Otter Tail County shown as Parcel 65 on the Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34, as the same is on file and of record in the Office of the County Recorder in and for Otter Tail County.

Excepting therefrom right of way of existing highways.

Containing 1.32 acre(s) more or less

Subject to all previously recorded easements, if any.

Also, a temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 9, Township 136 North, Range 39 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel 65 are established offset from and at right angles to the slope lines.

Containing 0.57 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

- Q) Tract owned by Stephen S. and Connie K. Berry  
Tract being a strip of land described as follows:

A temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 10, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel NEG A are established offset from and at right angles to the slope lines.

Containing 0.04 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

R) Tract owned by Donald W. and Delores M. Bernauer  
Tract being a strip of land described as follows:

A temporary construction easement, which shall expire with the completion of the project contract, described as follows:

That part of Section 10, Township 136 North, Range 40 West, shown adjacent to the CSAH No. 34 right of way boundary on the plan view of the Plan and Profile sheets of the Construction Plan for S.A.P. 056-634-011. The outer limits of C.E. Parcel NEG C are established offset from and at right angles to the slope lines.

Containing 0.02 acre(s), more or less.

This temporary construction easement shall commence with the award of the project and will expire with the completion of the project contract.

Due to the reconstruction and realignment of County State Aid Highway No. 34 under Project No. S.A.P. 056-634-011, said strips being all those described above, to be retained for CSAH No. 34 right-of-way recorded as Parcel Nos. 1, 7, 8, 9, 19, 20, 21, 22, 23, 28, 44, 61, 62, 63, 64, 65, NEG A & NEG C as shown in Otter Tail County Highway Right of Way Plat No. 31, County State Aid Highway No. 34

NOW, THEREFORE, BE IT RESOLVED that the Otter Tail County Board of Commissioners hereby authorizes the acquisition of the requested right of way as described above pursuant to Minnesota Statute, Section 163.02 and 163.12, and to take title and possession of that land after an award of damages has been filed with the County Auditor in accordance with Minnesota Statute, Section 163.12; including the "Quick-Take" provisions provided for in Minnesota Statute 117.042.

BE IT FURTHER RESOLVED that the Otter Tail County Attorney is authorized to file the necessary documents in court and represent the county in this matter.

Adopted at Fergus Falls, Minnesota, this 17<sup>th</sup> day of December 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS                      Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Doug Huebsch, Chair

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

**SPONSORING AGENCY**  
**Otter Tail County Resolution No. 2019 - 93**

BE IT RESOLVED THAT, Otter Tail County agrees to act as sponsoring agency for the project identified as Trunk Highway 108 Sidewalk and Trail Improvements for the City of Henning seeking Transportation Alternatives and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations .

BE IT FURTHER RESOLVED THAT, Charles Grotte, P.E., County Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

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

Adopted at Fergus Falls, Minnesota, this 17<sup>th</sup> day of December 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS          Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Doug Huebsch, Chair

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

**AGREEMENT TO MAINTAIN FACILITY**  
**Otter Tail County Resolution No. 2019 - 94**

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive funding; and

WHEREAS, the Minnesota Department of Transportation (Mn/DOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, Otter Tail County is the sponsoring agency for the Transportation Alternatives project identified as Trunk Highway 108 Sidewalk and Trail Improvements for the City of Henning.

THEREFORE BE IT RESOLVED THAT, the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned Transportation Alternatives project.

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

Adopted at Fergus Falls, Minnesota, this 17<sup>th</sup> day of December 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS          Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Doug Huebsch, Chair

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

**SPONSORING AGENCY**  
**Otter Tail County Resolution No. 2019 - 95**

BE IT RESOLVED THAT, Otter Tail County agrees to act as sponsoring agency for the project identified as Trunk Highway 59 and 108 Complete Streets Improvements within the City of Pelican Rapids seeking Transportation Alternatives and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED THAT, Charles Grotte, P.E., County Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

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

Adopted at Fergus Falls, Minnesota, this 17<sup>th</sup> day of December 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Doug Huebsch, Chair

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

**AGREEMENT TO MAINTAIN FACILITY**  
**Otter Tail County Resolution No. 2019 - 96**

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive funding; and

WHEREAS, the Minnesota Department of Transportation (Mn/DOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, Otter Tail County is the sponsoring agency for the Transportation Alternatives project identified as Trunk Highway 59 and 108 Complete Streets Improvements within the City of Pelican Rapids.

THEREFORE BE IT RESOLVED THAT, the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned Transportation Alternatives project.

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

Adopted at Fergus Falls, Minnesota, this 17<sup>th</sup> day of December 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Doug Huebsch, Chair

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

**Perham to Pelican Rapids Regional Trail**

County Engineer Charles Grotte updated the Board regarding the Perham to Pelican Rapids Regional Trail. Otter Tail County received a letter from the Greater MN Regional parks and Trails Commission approving funding for the Silent Lake segment in the amount of \$1,878,820.00. He reviewed a summary of funding that has been received for the Perham to Pelican Rapids Regional Trail thus far and the McDonald Lake segment has not yet received any funding.

**Adjournment**

At 11:52 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, January 7, 2020, 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

APPROVED MINUTES





<u>Vendor Name</u>	<u>Amount</u>
ACME TOOLS FARGO	44.12
ADVANCED STORAGE & U-HAUL	1,500.00
ADVANCED STRIPING INC	2,000.00
ALBANY RECYCLING CENTER	2,059.73
ALEX RUBBISH & RECYCLING INC	599.73
AMAZON CAPITAL SERVICES INC	3,812.12
AMERIPRIDE SERVICES INC	1,371.22
APEX ENGINEERING GROUP INC	18,389.00
ARVIG	4,730.00
AUTO VALUE FERGUS FALLS	1,148.13
AVERY, ATTORNEY AT LAW/JILL	207.00
BALDWIN/AMY	292.04
BATTLE LAKE STANDARD	337.77
BAUER BUILT INC	1,456.00
BEMIDJI SPORTS CENTRE	10,044.00
BENNETT/TERRY	169.99
BEYER BODY SHOP INC	550.00
BLUFFTON OIL CO	2,970.00
BOBCAT OF OTTER TAIL COUNTY	560.16
BOYER/RODNEY	236.42
BRANDON COMMUNICATIONS INC	680.00
BRAUN VENDING INC	496.00
BREDMAN/DION	131.97
BROWN EYED SUSANS LLC	1,084.96
BUGBEE'S LOCKSMITH	315.20
BUILDERS FIRST SOURCE	123.77
BUY-MOR PARTS & SERVICE LLC	4,149.94
CARR'S TREE SERVICE	5,697.17
CENTRAL DOOR & HARDWARE INC	618.00
CENTRAL SPECIALTIES INC	8,946.08
CERTIFIED AUTO REPAIR	402.49
CHS FRENCH AGRONOMY	82.29
CI SPORT	854.29
CITIZENS ADVOCATE	119.70
CLEAN SWEEP COMMERCIAL SERVICES	1,433.00
CODE 4 SERVICES, INC	1,873.38
COLLEGE WAY AUTO INC	2,084.59
COMMISSIONER OF TRANSPORTATION	110.52
COMPASS MINERALS AMERICA	18,494.31
CONCEPT CATERING	148.75
COOP SERVICES INC	459.06
COOPERS TECHNOLOGY GROUP	10,175.57

Board of Commissioners Meeting Minutes  
 December 17, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
CRIME STOPPERS OF MN	200.00
CULLIGAN	38.38
CULLIGAN OF WADENA	11.50
CUMMINS SALES & SERVICE	2,014.86
D & T VENTURES LLC	1,089.00
DACOTAH PAPER COMPANY	195.84
DAILY JOURNAL/THE	1,402.57
DAKOTA WHOLESALE TIRE	480.00
DAN'S TOWING & REPAIR	678.36
DATAWORKS PLUS LLC	116.00
DEM-CON MATERIALS RECOVERY LLC	2,323.63
DIAMOND MOWERS INC	406.81
DICK'S STANDARD	82.95
DITTBERNER/TREVOR	236.85
DOUBLE A CATERING	60.00
DRIVER & VEHICLE SERVICES DIVISION	18.00
EHLERS & ASSOCIATES INC	3,800.00
FARMERS CO OP OIL ASSN	2,680.30
FARNAM'S GENUINE PARTS INC	1,127.00
FASTENAL COMPANY	463.24
FERGUS FALLS/CITY OF	2,757.16
FERGUS FALLS/CITY OF	17,104.76
FERGUS POWER PUMP INC	7,245.00
FERGUS TIRE CENTER	533.80
FERGUSON BROTHERS EXCAVATING INC	4,985.29
FIELD/TERRY	27.84
FIRST INTERNATIONAL BANK & TRUST	54.50
FISCHER/JUDD R	211.48
FORCE AMERICA DISTRIBUTING LLC	516.47
FORUM COMMUNICATIONS COMPANY	341.00
FOTH INFRASTRUCTURES & ENVIROMEN	4,819.84
FRANK'S AUTO BODY SHOP OF PERHAM	13,055.30
FRAZIER/BRENT	216.70
GABE/RICHARD B	512.28
GALLS LLC	802.80
GIBBS/ANN	88.92
GOERDT/STEPHEN	209.99
GONTAREK/JONAH	103.50
GOODPOINTE TECHNOLOGY INC	2,062.50
GOPHER STATE ONE CALL	5.40
GOVERNMENT FORMS & SUPPLIES	128.18
GRAHAM REFRIGERATION, INC	632.88

<u>Vendor Name</u>	<u>Amount</u>
GRAINGER INC	521.60
GRANT'S MECHANICAL	348.56
GREAT PLAINS FIRE	101.91
GREATAMERICA FINANCIAL SVCS	263.88
GREATER MN PARKS & TRAILS	450.00
HAWES SEPTIC TANK PUMPING LLC	90.00
HENNING HARDWARE	84.41
HEPOLA/CORY	1,000.00
HILLTOP LUMBER INC	43.98
HOMETOWN REPAIR	59.54
INNOVATIVE OFFICE SOLUTIONS	426.64
INTERSTATE ENGINEERING INC	6,281.72
J.P. COOKE CO	168.80
JAKE'S JOHNS LLC	320.00
JJ'S COMPANY EXCAVATING LLC	250.00
JOHNSON CONTROLS	5,988.94
JOHNSON JET LINE INC	2,400.00
JONES LAW OFFICE	835.00
KIESLER'S POLICE SUPPLY, INC	9,497.70
KNUTSON ELECTRIC REBUILDING	139.00
KRIS ENGINEERING INC	242.94
KS STATEBANK	10,000.00
KUTAK ROCK LLP	4,000.00
KVIDT/MICAH	5,000.00
L & O ACRES TRANSPORT INC	4,702.63
LAKE REGION HEALTHCARE	79.00
LAKES AREA COOPERATIVE	298.20
LAKES AREA PEST CONTROL LLC	90.00
LAKES AREA TRUCK REPAIR INC	69.68
LARRY OTT INC TRUCK SERVICE	2,050.00
LARSON/DEAN	53.93
LARSON/DOUG	303.30
LEE/THOMAS	294.02
LEIGHTON BROADCASTING/FF	300.00
LIBERTY BUSINESS SYSTEMS FARGO	276.63
LIBERTY TIRE RECYCLING LLC	536.81
LITTLE FALLS MACHINE INC	5,671.07
LOCATORS & SUPPLIES INC	227.72
M-R SIGN COMPANY INC.	671.56
MAILFINANCE	9,689.34
MARCO INC ST LOUIS	978.22
MARCO TECHNOLOGIES LLC	5,047.89

Board of Commissioners Meeting Minutes  
 December 17, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
MARK/JAMES	325.00
MARKS FLEET SUPPLY INC	125.35
MATTHEW BENDER & COMPANY INC	775.18
McCONN/CHRISTOPHER	241.32
MCIT	3,917.00
MEND CORRECTIONAL CARE	9,524.49
MID-CONTINENTAL RESTORATION CO IN	6,885.00
MINNESOTA MOTOR COMPANY	555.09
MN DEPT OF LABOR AND INDUSTRY	100.00
MOORE ENGINEERING INC	19,667.20
MTGC	1,000.00
MURDOCK'S ACE HARDWARE	7.99
NAPA CENTRAL MN	66.82
NAPA OF PERHAM	50.93
NELSON AUTO CENTER	690.92
NESS BACKHOE INC	765.00
NETWORK SERVICES COMPANY	1,299.05
NEW YORK MILLS DISPATCH	64.80
NEWBORG/KEVIN	96.86
NEWVILLE/DARREN	362.46
NORTHERN SAFETY TECHNOLOGY INC	291.97
OFFICE OF MNIT SERVICES	2,100.00
OLSON TIRE & OIL INC	50.00
OLSON/BRENDA	102.84
OTTER TAIL CO PUBLIC HEALTH	204.00
OTTER TAIL TIRE INC	1,480.16
OTTERTAIL TRUCKING INC	30,144.49
OUTDOOR RENOVATIONS LANDSCAPE &	5,633.75
OVERHEAD DOOR CO OF FERGUS FALLS	37.50
PARKERS PRAIRIE/CITY OF	325.00
PAUL HAARSTAD EXCAVATING	350.00
PAW PUBLICATIONS LLC BATTLE LAKE R	580.02
PELICAN PETE BODY SHOP & TOWING IN	1,202.10
PELICAN RAPIDS PRESS	333.56
PENROSE OIL COMPANY	1,227.53
PERHAM AREA COMMUNITY CENTER	80.00
PETE'S AUTOBODY LLC	1,200.00
PHILLIPPI/DR JAY	475.00
PHOENIX SUPPLY	1,067.79
POWERPLAN OIB	24,528.41
PRAXAIR DISTRIBUTION INC	427.68
PRECISE MRM LLC	621.23

<u>Vendor Name</u>	<u>Amount</u>
PREMIUM WATERS INC	9.50
PRO AG FARMERS CO OP	95.04
PRO AG FARMERS COOPERATIVE	1,117.84
PRODUCTIVITY PLUS ACCOUNT	29.00
PROFESSIONAL PORTABLE X-RAY INC	150.00
PSICK CAPITOL SOLUTIONS INC	3,000.00
QUICK'S NAPA AUTO PARTS	62.16
RDO EQUIPMENT CO	1,619.08
RDO TRUCK CENTERS	3,884.74
REGENTS OF THE UNIVERSITY OF MN	225.00
RETHEMEIER/CAROL	98.20
RMB ENVIRONMENTAL LABORATORIES II	4,789.47
SCHEMPP/BOB	857.04
SCHIERER/STEVE	194.66
SCHWARTZ/STEVEN	101.10
SCOTT HOFLAND CONSTRUCTION INC	6,040.00
SHAW EXCAVATING	8,600.00
SHORETEX FABRIC PRODUCTS	20.00
SIGNWORKS SIGNS & BANNERS LLC	302.50
SIMON/SETHRENA	53.70
SMITH/GENE	68.90
STAPLES BUSINESS CREDIT	834.17
STEINS INC	1,286.88
STEVE'S SANITATION INC	6,656.60
STRAND HARDWARE & RADIO SHACK	9.59
STREICHERS	961.85
SUMMIT FOOD SERVICE, LLC	28,142.21
SURPLUS WAREHOUSE OF WILLMAR INC	620.00
SWANBERG/RICKY	174.98
TAG UP	440.00
THOMPSON/MARCIA	120.00
THOMSON REUTERS - WEST	373.80
THRIFTY WHITE PHARMACY	1,156.62
THUMPER POND	190.21
THYSSEN KRUPP ELEVATOR CORPORAT	641.43
TITAN MACHINERY INC	86.65
TNT REPAIR INC	33.56
TOM'S BODY SHOP	272.04
TOSHIBA FINANCIAL SERVICES	403.80
TRITES/DAVID	243.96
TWEETON REFRIGERATION, INC	13,515.70
ULINE	265.44

Board of Commissioners Meeting Minutes  
 December 17, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
UNITED STATES POSTAGE SERVICE	10,000.00
US AUTOFORCE	1,655.96
US BANK EQUIPMENT FINANCE	279.90
VALLEY WATER RESCUE	334.08
VAUGHN AUTO & MARINE CO	67.20
VERGAS HARDWARE	49.15
VICTOR LUNDEEN COMPANY	1,110.51
VIKING COCA-COLA	675.00
VORDERBRUGGEN/KENNETH	371.74
VOSS LIGHTING	633.40
WADENA ASPHALT INC	208.00
WALLWORK TRUCK CENTER	1,847.99
WASTE MANAGEMENT	14,285.54
WAYNE'S TOOL WAGON	39.75
WILSON/WARREN R	211.48
WINDELS/LORI	10.80
ZIEGLER INC	21.76
<b>Final Total:</b>	<b>503,187.14</b>

<u>Vendor Name</u>	<u>Amount</u>
BUDKE/JOSIE	94.08
CAMPION/CHAD	22.08
COLE/MELANIE	18.00
COOPERS TECHNOLOGY GROUP	544.59
DAN'S TOWING & REPAIR	196.00
ELLINGSON/PEGGY	91.06
FERGUS TIRE CENTER	22.00
FISCHER/MICHELLE	14.31
FIX/KRISTA	10.24
FRIEDERICHS/TAMMY	46.48
GRABE/SONYA	36.41
HONER/LISA	11.80
JOHNSON/KYLE	9.91
MINNESOTA MONITORING INC	63.75
NELSON AUTO CENTER	1,699.97
NETTESTAD/AMY	22.01
NW JUV TRAINING CTR	807.00
OFFICE DEPOT	131.68
OTTER TAIL CO ATTORNEY'S OFFICE	3,047.50
PACIFIC INTERPRETERS	704.60
PRAIRIE LAKES YOUTH PROGRAMS	239.00
PREMIER BIOTECH LABS LLC	150.00
SONDAG/PAMELA	127.37
VICTOR LUNDEEN COMPANY	183.65
WILLIAMS/MARGARET	34.50
<b>Final Total:</b>	<b>8,327.99</b>

<u>Vendor Name</u>	<u>Amount</u>
COOPERS TECHNOLOGY GROUP	919.00
GEORGESON/ANTHONY	8.33
LAKE REGION HEALTHCARE	666.67
MARTIN ASSOCIATES	330.00
MINNESOTA MOTOR COMPANY	178.50
NELSON AUTO CENTER	171.85
NURSE FAMILY PARTNERSHIP	18,312.00
OFFICE DEPOT	63.25
PACIFIC INTERPRETERS	44.20
<b>Final Total:</b>	<b>20,693.80</b>

APPROVED MINUTES