



**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners' Room
515 W. Fir Avenue, Fergus Falls, MN
December 18, 2018
9:30 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened at 9:30 a.m. Tuesday, December 18, 2018, at the Government Services Center in Fergus Falls, MN, with Commissioners Wayne Johnson, Chair; Doug Huebsch, John Lindquist, Betty Murphy and Lee Rogness present.

Approval of Agenda

Chairman Johnson called for approval of the Board Agenda. Motion by Lindquist, second by Rogness and unanimously carried to approve the Board of Commissioners Agenda of December 18, 2018, as presented.

Consent Agenda

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

1. Warrants/Bills for December 18, 2018 (Exhibit A)
2. Human Services & Public Health Bills for Dec. 18, 2018 (Exhibit A)
3. Human Services Contract Renewals
4. Approve Issuance of 2019 Tobacco Licenses to B&D's Foods, Inc, JC's General Store and Under Mart Inc.

Coalition of Lake Association (COLA) Water Quality Testing Report

Sylvia Sloeth, COLA President, thanked the Board for their support which has paid for an Administrative Assistant and water testing on lakes that are non-COLA member lakes. She indicated that COLA's budget request to the Aquatic Invasive Species (AIS) Task Force in January will be \$30,000. John Kruse, COLA Administrative Assistant, referred to the COLA website and briefed the Board on lake testing. There is a list of lakes included in the water quality analysis report; 56 are COLA member lakes and 56 are non-COLA member lakes. Mr. Kruse referred to the Water Quality Analysis Reports which measure phosphorus, chlorophyll and water clarity. The samples are analyzed by RMB Laboratories for technical evaluation. Discussion took place regarding criteria for a healthy lake, water quality that relates to zebra mussels, accurate data and conclusions based on the data. Commissioners requested a lunch presentation from the COLA to allow for discussion of science behind the data and engaging property owners.

Closed to the Public

At 10:00 a.m., Chair Johnson declared the Board of Commissioners meeting closed to the public to discuss matters regarding sale of County property located at 1174 Western Ave, Fergus Falls, MN. The closed session is authorized under M.S. 13D.05, Subd. 3(c)(1). Present were all five seated Commissioners, Attorney Michelle Eldien, Administrator John Dinsmore, Auditor-Treasurer Wayne Stein, Human Services Director Deb Sjostrom, Facilities Managers Terry Hoff and Doug Cannell, Assessor Doug Walvatne, Communication and External Relations Director Nick Leonard, Internal Services and HR Director Nicole Hansen, and Board Secretary.

**County Property at 1174 Western Ave, Fergus Falls, MN
Formerly Housed the Chemical Addiction Recovery (C.A.R.E.) Program**

At 10:18 a.m., upon conclusion of the closed session, a motion was offered by Rogness, seconded by Lindquist, and unanimously carried to establish the minimum qualifying bid (sale price) of 3.3 million dollars for the former C.A.R.E. building located at 1174 Western Avenue in Fergus Falls, and set the bid opening for 1:00 p.m. on Friday, January 11, 2019 in the County Board room at the Government Services Center, 500 W. Fir Ave, Fergus Falls, MN.

CY2017 Disability Services Annual Report

Supervisor Melanie Courier, Lead Worker Laurie Sanders, and case management workers submitted the 2017 Disability Services Annual Report. They briefed the Board on disability services case management and the applicable disability waivers. In 2017, 525 adults and children with disabilities received disability waiver and case management services. Federal Medical Assistance dollars often pay for these services to keep people in the community rather than living in an institution. They reviewed the types of services available through the waiver programs.

CY2017 Long Term Care (LTC) Annual Report

Supervisor Michelle Fischer, Lead Worker Jenny Krueger, and LTC social workers and public health nurses presented the 2017 LTC and MnCHOICES Annual Report. Otter Tail County contracts with Blue Plus and UCARE health plans to provide care coordination for the elderly and nursing facility recipients on medical assistance. About 549 people received case management or care coordination from a social worker or public health nurse. MnCHOICES Assessments are used for the general public to determine eligibility for needed services.

Memorandum of Understanding (MOU) for Administrative Bank

Nicole Hansen, HR Director, presented an MOU for the law enforcement unions to monitor the Administrative Bank developed to even out the semi-monthly pay periods for employees working on the 28-day work cycle. Motion by Rogness, second by Huebsch and unanimously carried to authorize the appropriate County Officials' signatures to execute the MOU between the County of Otter Tail and the Law Enforcement Labor Services (LELS) unions as follows:

Essential Supervisors Unit, Local No. 396; Essential Non-Licensed Jailer/Dispatchers Unit, Local No. 399; Non-Licensed Essential Supervisory Unit, Local No. 398; and Essential Deputies Unit, Local No. 397.

Contracts for Legal Services

Motion by Huebsch, second by Rogness and unanimously carried to authorize the appropriate County Officials' signatures to execute the following contracts for CY2019:

Children In Need Of Protection or Services, Permanency, and Termination of Parental Rights Cases	Between Otter Tail County and Attorneys Matthew Jorud, Stuart Kitzmann & Brian Geis
Hospitalization Commitment Proceedings, Guardianship / Conservatorship, Paternity, and Order to Show Cause	Between Otter Tail County and Attorneys Matthew Jorud and Brian Geis

Community Development Director

Motion by Huebsch, second by Lindquist and unanimously carried to approve a Community Development Director position to serve as the Director of the Otter Tail County Economic Development Authority (EDA). The funding will be through the Special Benefit Tax Levy (i.e. HRA Levy) to the extent such position relates to HRA powers transferred to the EDA.

Food Protection Ordinance

After a public hearing on November 13, 2018, Public Health Director Jody Lien requested approval of the proposed Food Protection Ordinance which updates the rule citations from the MN Health Department and aligns the local Ordinance with State rules. Motion by Rogness, second by Murphy and unanimously carried to authorize the appropriate County Officials signatures to adopt the revised Food Protection Ordinance effective January 1, 2019, as submitted.

Recess & Reconvene

At 10:51 a.m., Chair Johnson declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 11:00 a.m.

Planning Commission Recommendations

Conditional Use Permit – Patrick & Stephanie Hockett:

Motion by Lindquist, second by Huebsch and unanimously carried to approve a Conditional Use Permit to build a commercial duplex (rental) as presented with the modifications. The proposal is located Pt of GL 4, (13.42 Acres), Section 02 of Otter Tail Township; Buchanan Lake (56-209), General Development (GD).

Land & Resource Management Fee Schedule

Motion by Rogness, second by Lindquist and unanimously carried to approve the Land & Resource Fee Schedule effective January 1, 2019, as presented by the Land & Resource Management Director. Director Chris LeClair indicated that there will be a contractors' seminar January 4, 2019, where the updated fee schedule will be provided.

Red Eye River One Watershed One Plan (1W1P)

Ben Underhill from EOT Soil & Water Conservation District (SWCD) presented the Red Eye River 1W1P Memorandum of Agreement. The Red Eye River Watershed covers about 50% of Otter Tail County by area. Motion by Huebsch, second by Lindquist and unanimously carried to authorize the appropriate County Officials' signatures to execute the Memorandum of Agreement for 1W1P for the Red Eye River Watershed. The agreement is dated 12/18/18 and includes the counties of Otter Tail and Wadena and the Becker, East Otter Tail and Wadena SWCDs.

Aquatic Invasive Species (AIS) Task Force

Motion by Rogness, second by Huebsch and unanimously carried to approve payment of \$2,000 to support the 2019 Otter Tail County Visitor Profile which will include AIS frequently asked questions in the profile. The funds will be appropriated from the AIS Education/Awareness program.

Planning Commission Appointment

Motion by Rogness, second by Lindquist and unanimously carried to appoint Judd Fischer to the Otter Tail County Planning Commission effective January 1, 2019, for a three-year term.

Budget and Levy Public Hearing Minutes

Motion by Rogness, second by Murphy and unanimously carried to approve the Budget and Levy Public Hearing minutes of December 11, 2018, as presented by the Auditor-Treasurer and attached as Exhibit B

PAYABLE 2019 OTTER TAIL COUNTY GROSS AND NET PROPERTY TAX LEVY RESOLUTION Otter Tail County Resolution No. 2018 - 87

The following resolution was offered by Commissioner Huebsch who moved for the adoption of Otter Tail County's Payable 2019 Gross and Net Property Tax Levies:

WHEREAS, the Otter Tail County Board of Commissioners recognized the requirement to adopt, on or before Monday, October 1, 2018, a proposed Payable 2019 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 25th through December 28th; and

WHEREAS, the Otter Tail County Board of Commissioners on Tuesday, September 25, 2018 adopted Otter Tail County's proposed Payable 2019 Gross and Net Property Tax Levy and selected Tuesday, December 11, 2018 as the date for the public meeting; and

WHEREAS, the Otter Tail County Board of Commissioners at 6:00 p.m. on Tuesday, December 11, 2018 held the required meeting; and

WHEREAS, the Otter Tail County Board of Commissioners recognizes the requirement to adopt Otter Tail County's final Payable 2019 Gross and Net Property Tax Levy no later than Friday, December 28, 2018, and the Otter Tail County Board of Commissioners is required to certify Otter Tail County's final Payable 2019 Gross and Net Property Tax Levy to the County Auditor-Treasurer's office on or before Friday, December 28, 2018.

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners hereby levies for the payable year 2019, upon the taxable net tax capacity of the property of Otter Tail County, the following amounts as detailed below:

Fund Breakdown - Net Tax Capacity Based Levies	Gross Levy	CPA	Net Levy
General Revenue	21,580,366	(1,102,264)	20,478,102
PEHP	178,545	0	178,545
Pelican To Perham Trail	350,000	0	350,000
Debt Service -			
Series 2012A (Courthouse/Jail)	571,463	0	571,463
Ottertail Operations Center	497,070	0	497,070
Series 2017A (Jail/Elevator)	90,460	0	90,460
Human Services -			
Social Services	7,168,122	(366,128)	6,801,994
Administration	2,102,339	(107,382)	1,994,957
Public Health	1,129,110	(57,672)	1,071,438
Court Services	2,338,083	(119,423)	2,218,660
Road and Bridge	3,781,410	(193,144)	3,588,266
Capital Improvement	1,813,789	(92,643)	1,721,146
Total County - Excluding Regional Library	<u>41,600,757</u>	<u>(2,038,656)</u>	<u>39,562,101</u>
Regional Library System	<u>589,469</u>	<u>0</u>	<u>589,469</u>
Total County - Including Regional Library	42,190,226	(2,038,656)	40,151,570
Lake Improvement Districts -			
South Turtle Lake	25,000	0	25,000
Pelican Group of Lakes	130,000	0	130,000
Pine Lakes	50,592	0	50,592
Little McDonald, Kerbs & Paul	70,000	0	70,000
Big McDonald	<u>7,000</u>	<u>0</u>	<u>7,000</u>
Total County - Including Lake Improvement Districts	42,472,818	(2,038,656)	40,434,162
Special Taxing District Tax -			
Otter Tail County HRA	<u>1,083,600</u>	<u>0</u>	<u>1,083,600</u>
Grand Total - Otter Tail County	43,556,418	(2,038,656)	41,517,762

NOW, THEREFORE, BE IT FUTHER 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 2019 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>	<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 18th day of December 2018

OTTER TAIL COUNTY BOARD OF COMMISSIONERS Dated: _____

By: _____
Board Chair

Attest: _____
John Dinsmore, Clerk

**PAYABLE 2019 OTTER TAIL COUNTY HOUSING AND REDEVELOPMENT SPECIAL TAXING
DISTRICT GROSS AND NET PROPERTY TAX LEVY RESOLUTION
Otter Tail County Resolution No. 2018 - 88**

The following resolution was offered by Commissioner Lindquist, who moved for the authorization of the Otter Tail County Housing and Redevelopment Special Taxing District 2018 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 Housing and Redevelopment Authority had requested a Payable 2019 Gross and Net Property Tax Levy of \$1,083,600, and

WHEREAS, the Otter Tail County Board of Commissioners on Tuesday, September 25, 2018, adopted for the Otter Tail County Housing and Redevelopment Authority a proposed Gross/Net Property Tax Levy for Payable Year 2019 in the amount of \$1,083,600, and

WHEREAS, the Otter Tail County Board of Commissioners recognizes the requirement to adopt the special taxing district's Payable 2019 Gross and Net Property Tax Levy no later than Friday, December 28, 2018, and the Otter Tail County Board of Commissioners is required to certify Otter Tail County Housing and Redevelopment Authority's final Payable 2019 Gross and Net Property Tax Levy to the County Auditor-Treasurer's office on or before Friday, December 28, 2018.

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 Economic Development Committee, hereby authorizes/adopts a final Payable 2019 Gross and Net Property Tax Levy of \$1,083,600 for the purpose of funding traditional housing and redevelopment programs, enhance housing and redevelopment programs, economic development and community development programs as allocated between the Otter Tail County HRA and Otter Tail County EDA.

NOW, THEREFORE, BE IT FUTHER 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 and/or to be spread against the taxable net tax capacity of the taxable 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>	<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 18th day of December 2018

OTTER TAIL COUNTY BOARD OF COMMISSIONERS Dated: _____

By: _____
Board Chair

Attest: _____
John Dinsmore, Clerk

**RESOLUTION ADOPTING THE CALENDAR YEAR 2019 BUDGET
Otter Tail County Resolution No. 2019 - 89**

The following resolution was offered by Commissioner Huebsch, who moved for the adoption of the calendar year 2019 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, October 1, 2018, a proposed Calendar Year 2019 Budget and to select a date for a public meeting for the purpose of discussing and receiving public comment regarding the proposed Calendar Year 2019 budget, which must be held during the period of November 25th through December 28th; and

WHEREAS, the Otter Tail County Board of Commissioners on Tuesday, September 25, 2018 adopted Otter Tail County's proposed Calendar Year 2019 Budget for the General Fund, for the Budgeted Special Revenue Funds, and for the Debt Service Fund, and selected Tuesday, December 11, 2018 as the date for the public hearing, and

WHEREAS, the Otter Tail County Board of Commissioners at 6:00 p.m. on Tuesday, December 11, 2018 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 2019 Budget for the General Fund, for the Budgeted Special Revenue Funds, and for the Debt Service Funds no later than Friday, December 28, 2018 and also recognizes the requirement to adopt the final Calendar Year 2019 Budget after the adoption of the final payable 2019 Gross and Net Property Tax Levy.

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners adopts the amount of \$111,256,518 as the County's Calendar Year 2019 Budget for the General Fund, for the Budgeted Special Revenue Funds, and for the Debt Service Funds, as summarized and as detailed in the budget documents filed with the County Auditor-Treasurer's office.

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

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>	<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 18th day of December 2018

OTTER TAIL COUNTY BOARD OF COMMISSIONERS Dated: _____

By: _____
Board Chair

Attest: _____
John Dinsmore, Clerk

**BOARD OF WATER AND SOIL RESOURCES APPROPRIATION
Otter Tail County Resolution No. 2019 - 90**

The following resolution was offered by Commissioner Lindquist, who moved for the adoption of the following:

WHEREAS, the Otter Tail County Board of Commissioners on Tuesday, December 18, 2018 adopted \$40,151,570 (excludes levies adopted for Lake Improvement Districts and Otter Tail County Housing and Redevelopment Authority) as Otter Tail County's Payable 2019 Net Property Tax Levy; and

WHEREAS, \$20,478,102 is designated to assist with the financing of the County's General Revenue Fund activities; and

WHEREAS, the operational budgets for Otter Tail County's Land and Resource Department, Board of Adjustment and Planning Commission are a part of the County's General Revenue Fund Budget; and

WHEREAS, the operational budgets for the Land and Resource Department, Board of Adjustment and Planning Commission are funded by a combination of general tax levy funds, charges for services and a portion of the Board of Water and Soil Resources 2019 Natural Resources Block Grant; and

WHEREAS, the Board of Water and Soil Resources 2019 Natural Resources Block Grant total \$105,900 and consist of funding for the following activities:

- Comprehensive Water Plan - \$9,824
- Wetlands Conservation Act - \$59,729
- Shoreland - \$17,747
- Subsurface Sewage Treatment Systems - \$18,600; and

WHEREAS, the Wetlands Conservation Act and Shoreland portions of the block grant funding requires a local in-kind match equal to the block grant amounts, the Comprehensive Water Plan portion of the block grant funding requires a local property tax levy match in the amount of \$20,405 and the Subsurface Sewage Treatment Systems portion of the block grant funding does not require either a local levy or an in-kind match; and

WHEREAS, portions of the Board of Water and Soil Resources 2019 Natural Resources Block Grant and local property tax levy are allocated to the East and West Otter Tail Soil and Water Conservation Districts as noted in a document filed with the 2019 budget; and

WHEREAS, Otter Tail County is responsible for in-kind match associated with the Shoreland portion of the block grant funding, Otter Tail County and the Soil and Water Conservation Districts are responsible for the in-kind match associated with the Wetland Conservation portion of the block grant funding and Otter Tail County is responsible for including in the final adopted net levy for Otter Tail County the required local property tax levy for the Comprehensive Water Plan portion of the block grant funding:

NOW, THEREFORE, BE IT RESOLVED, that the Otter Tail County Board of Commissioners hereby designates \$20,405 of the \$20,478,102 Payable 2019 General Fund Levy as the local property tax match for the Comprehensive Water Plan portion of the Board of Water and Soil Resources 2019 Natural Resources Block Grant.

The motion 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>	<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 18th day of December 2018

OTTER TAIL COUNTY BOARD OF COMMISSIONERS Dated: _____

By: _____
 Board Chair

Attest: _____
 John Dinsmore, Clerk

Transfer of Funds

Motion by Lindquist, second by Murphy and unanimously carried to approve an operating transfer from the Capital Improvement Fund to the Road and Bridge Fund for the purpose of reimbursing the following previously approved 2018 Budget Capital Expenditures:

2 – 2018 Ram 1500 Pickups – 4WD Quad Cab	CIC201820	\$ 56,037.88
2018 Volvo DD-25 Vibratory-Double Drum Compactor	CIC201833	\$ 36,200.00
2018 Trailer Mounted Etnyre Maintenance Distributor	CIC201813	\$ 31,510.00
6500 Gallon Double Wall Mag. Chloride Tank Etc.	CIC201834	\$ 21,398.40
4 – 2018 John Deere Disc R240 Disc Mowers Etc.	CIC201829	\$ 19,360.00
<u>Seafloor Systems Inc. – HyDrone – G2 RCV Etc.</u>	CIC201827	<u>\$ 16,463.06</u>
Total For Reimbursement		\$180,969.34

Statutory Payment Approvals

Motion by Rogness, second by Lindquist and unanimously carried to approve payment of the following costs incurred under the provisions of M.S. 609.35:

Sanford Health Fargo Service Area	Case No. 18029515	\$ 794.00
Sanford Health Fargo Service Area	Case No. 18029515	\$ 265.30
Lake Region Healthcare	Case No. 18032183	\$ 6,981.14
Lake Region Healthcare	Case No. 18032183	\$ 95.60
Lake Region Healthcare	Case No. 18032183	\$ 667.06
Lake Region Healthcare	Case No. 18032183	\$ 1,000.50
Lake Region Healthcare	Case No. 18028028	\$ 1,667.89
Lake Region Healthcare	Case No. 18028028	\$ 95.60
Lake Region Healthcare	Not Reported	\$ 659.00
Lake Region Healthcare	Not Reported	\$ 95.60
<u>Tri-County Health Care</u>	Case No. 18034257	<u>\$ 562.00</u>
Total		\$12,883.69

Warrants/Bills Payments

Motion by Murphy, second by Rogness and unanimously carried to authorize the County Administrator to approve payment on Monday, December 31, 2018, the invoices and claims received after Wednesday, December 12, 2018 and on or before Thursday, December 27, 2018.

Non-Union Cost of Living Adjustment (COLA)

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

2019 Solid Waste Fee Schedule

Motion by Huebsch, second by Lindquist and unanimously carried to approve the calendar year 2019 Solid Waste Fee Schedule, as presented by the Assistant Solid Waste Director. The fee schedule will be posted on the County website.

Hoot Lake Power Plant Report

Ryan Miller, City of Fergus Falls Development & Planning Specialist, presented a power point showing the fiscal impacts of the Otter Tail Power coal plant's decommissioning. The closure of the power plant is expected in 2021. He presented the fiscal impacts of the closure in terms of lost tax revenue and loss of jobs. Power will be replaced with natural gas and wind production operations. Mr. Miller presented recommendations to offset the loss of tax capacity with additional property tax revenue gained by new development outlined in the Northeast River Reach Small Area. He showed a map of the potential future development areas.

Branding Standards

Nick Leonard, Communications and External Relations Director, presented the Otter Tail County Logo Usage Policy Guide. The purpose of the guide is to provide clear information for the consistent use of the County brand and organizational identity. Motion by Rogness, second by Murphy and unanimously carried to adopt the Logo Usage Policy which includes the official Otter Tail County "OT" logo and branding system.

Mr. Leonard submitted a document titled "Otter Tail County – Minnesota, Live Your Best Life Here" and requested adoption. Motion by Huebsch, second by Lindquist and unanimously carried to approve the organizational strategy, mission and value statements as submitted.

December 11, 2018, County Board Minutes

Motion by Rogness, second by Lindquist and unanimously carried to approve the Board of Commissioners minutes of December 11, 2018, as presented in the Consent Agenda.

Board of Commissioners' Meetings for CY2019

Motion by Murphy, second by Lindquist and unanimously carried to approve calendar year 2019 Board of Commissioners' meeting dates, to be finalized at the January 8, 2019, Board meeting.

Per Diem – County Board Meetings

Motion by Huebsch, second by Rogness and unanimously carried to approve a per diem on County Board meeting days if the meeting is outside of the regular Board of Commissioners Agenda and members must leave the meeting facility and attend an additional meeting.

Adjournment

At 12:46 p.m., Chairman Johnson declared the Otter Tail County Board of Commissioners meeting adjourned. The next Board meeting is scheduled at 9:00 a.m. on Tuesday, January 8, 2019, at the Government Services Center in Fergus Falls, MN.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: _____

By: _____
Board Chair

Attest: _____
John Dinsmore, Clerk

CB/kd

Approved Minutes

WARRANTS APPROVED ON 12/18/2018

<u>Vendor Name</u>	<u>Amount</u>
ACE SERVICE	202.00
ALEX RUBBISH & RECYCLING	599.73
ALLEN'S AUTO BODY & TOWING	518.90
AMAZON CAPITAL SERVICES, INC	442.90
AMERIPRIDE SERVICES INC	55.82
ANOKA CO TREASURY OFFICE	1,000.00
AUTO FIX	629.56
AUTO VALUE PERHAM	14.99
BACHMAN PRINTING	285.18
BATTLE LAKE AUTO PARTS	10.74
BATTLE LAKE STANDARD	192.20
BATTLE LAKE/CITY OF	1,259.73
BELL BANK	38.50
BEN HOLZER UNLIMITED WATER LLC	35.00
BEYER BODY SHOP INC	16,798.23
BOB BARKER COMPANY INC	1,589.73
BOBCAT OF OTTER TAIL COUNTY	530.89
BRIAN M RIPLEY EXCAVATING	2,387.15
BUY-MOR PARTS & SERVICE LLC	162.50
CARGILL INCORPORATED	62,386.61
CENTRAL CONCRETE CONSTRUCTION	340.00
CERTIFIED AUTO REPAIR	196.14
CITIZENS ADVOCATE	31.11
CLEAN SWEEP COMMERCIAL SERVICES	1,183.00
CO OP SERVICES INC	261.34
CODE 4 SERVICES, INC	46.75
COLLEGE WAY AUTO INC	24.88
COMMISSIONER OF TRANSPORTATION	6,537.43
COMPANION ANIMAL HOSPITAL	39.00
COOPERS TECHNOLOGY GROUP	6,193.41
CORNERSTONE COUNTERTOPS	650.00
CULLIGAN	26.50
CULLIGAN OF WADENA	40.75
CUMMINS SALES & SERVICE	2,320.09
D & T VENTURES LLC	814.00
DAILY JOURNAL/THE	697.84
DALTON/CITY OF	556.71
DAN'S TOWING & REPAIR	136.95
DEER CREEK/CITY OF	1,092.02
DEM-CON MATERIALS RECOVERY LLC	312.43
DENBROOK/GARY	744.05
DENT/CITY OF	465.71

<u>Vendor Name</u>	<u>Amount</u>
DENZEL'S REGION WASTE INC	116.12
DLT SOLUTIONS INC	9,287.55
DM ENTERPRISES	6,500.00
DOLL/CARLA	184.50
DRIVER & VEHICLE SERVICES	36.00
DUTCHUK/JOHN W & KAY M	2,124.00
ELDIEN/MICHELLE M	361.77
ELIZABETH/CITY OF	669.13
ENCORE SCIENTIFIC, LLC	2,455.67
ERHARD/CITY OF	396.12
EVERTS LUMBER CO	7.34
FARMERS CO OP OIL ASSN	2,935.64
FARNAM'S GENUINE PARTS INC	590.98
FASTENAL COMPANY	11.87
FERGUS FALLS CHAMBER OF COMMERC	435.00
FERGUS POWER PUMP INC	6,630.00
FERGUS TIRE CENTER	276.19
FERGUSON ENTERPRISES INC #1657	134.47
FIELD/TERRY	65.40
FORCE AMERICA DISTRIBUTING LLC	120.19
FORESTRY SUPPLIERS INC	4,498.67
FORUM COMMUNICATIONS COMPANY	1,531.15
FRANZ REPROGRAPHICS INC	102.81
G & R CONTROLS	7,500.00
GALLS LLC	1,132.93
GILL/DONNA	102.25
GOPHER STATE ONE CALL	5.40
GRAHAM REFRIGERATION, INC	4,979.92
GRAINGER INC	415.68
GREATAMERICA FINANCIAL SVCS	249.80
HANSON SILO COMPANIES	19,210.00
HAWES SEPTIC TANK PUMPING LLC	100.00
HENNING AUTO PARTS INC	63.18
HENNING HARDWARE	46.71
HENNING/CITY OF	1,846.80
HERMAN/CRYSTAL	123.17
HOLO/SANDY	54.50
HORGEN/JERRY	237.67
HUCKEBY/ROBERT	43.14
INDEPENDENT/THE	11,037.83
JENSEN/JAY	150.00
JOHNSON/DEAN	149.99

<u>Vendor Name</u>	<u>Amount</u>
KADRMAS LEE & JACKSON INC	8,598.72
KROG ET AL/GERALD R	1,536.00
KUGLER/DOUGLAS	800.00
LACOURSIERE/STEVEN C & DAWN E	2,009.00
LAKES AREA COOPERATIVE	1,274.58
LAKES COUNTRY SERVICE CO OP	15.00
LARRY OTT INC TRUCK SERVICE	1,550.00
LIBERTY BUSINESS SYSTEMS FARGO	391.15
LIBERTY TIRE RECYCLING LLC	15,660.57
LITTLE BEAR TOWING	290.00
LOCATORS & SUPPLIES INC	399.56
LONG WEEKEND SPORTSWEAR	178.00
M-R SIGN COMPANY INC.	14,993.84
MARCO INC ST LOUIS	443.54
MARCO TECHNOLOGIES LLC	9,330.06
MARK SAND & GRAVEL CO	138.60
MARKS FLEET SUPPLY INC	56.68
MCGEE MD/MICHAEL B	500.00
MEND CORRECTIONAL CARE	9,337.74
MIDWEST MACHINERY CO	110.25
MILTON/DONALD	248.84
MINNESOTA MOTOR COMPANY	104.26
MN CONTINUING LEGAL EDUCATION	524.50
MN DEPT OF TRANSPORTATION	900.00
MN ST COMMUNITY AND TECHNICAL COL	1,000.00
MNDRIVERSMANUALS.COM	146.36
NAPA OF PERHAM	126.58
NELSON AUTO CENTER	1,292.68
NELSON/DEAN	35.00
NETWORK SERVICES COMPANY	767.17
NEW YORK MILLS/CITY OF	1,530.97
NORTHERN IRRIGATION CONTRACTORS	52.95
NORTHERN LAUNDRY SYSTEMS	325.00
NUSS TRUCK & EQUIPMENT	247,885.39
OFFICE OF MN.IT SERVICES	2,100.00
OLSON/BRENDA	101.16
OTTER ELECTRIC LLC	3,727.00
OTTER TAIL CO PUBLIC HEALTH	40.00
OTTER TAIL CO SOLID WASTE	30.00
OTTER TAIL CO TREASURER	266.84
OTTER TAIL TIRE	32.30
OUTDOOR RENOVATIONS LANDSCAPE &	3,703.75

<u>Vendor Name</u>	<u>Amount</u>
PACE ANALYTICAL SERVICES INC	5,018.00
PARK REGION CO OP	427.65
PARKERS PRAIRIE/CITY OF	1,277.07
PAW PUBLICATIONS LLC BATTLE LAKE R	603.65
PELICAN RAPIDS PRESS	499.50
PELICAN RAPIDS/CITY OF	2,171.95
PERHAM AREA CHAMBER OF COMM	435.00
PERHAM/CITY OF	3,843.17
PETE'S AMOCO	31.71
PETERSON MECHANICAL INC	934.20
PHOENIX SUPPLY	2,465.78
PRAIRIE LAKES MUNICIPAL SOLID WASTE	250.00
PRECISE MRM LLC	548.50
PREMIUM WATERS INC	8.50
PSICK CAPITOL SOLUTIONS INC	3,000.00
QUICK'S NAPA AUTO PARTS	408.55
RDO EQUIPMENT CO	86.76
RDO TRUCK CENTER CO	2,301.26
RECONROBOTICS INC	670.00
REGENTS OF THE UNIVERSITY OF MN	210.00
RETHEMEIER/CAROL	75.00
RICHTER CONSULTING, LLC/BRENT	80.00
RICHVILLE/CITY OF	604.90
RMB ENVIRONMENTAL LABORATORIES II	2,470.00
ROCHOLL/TRAVIS & JENNY	552.00
ROGER'S WELDING	400.00
ROTHSAY/CITY OF	594.19
SANFORD HEALTH FARGO REGION	3,557.86
SCHMITZ BODY PAINT AND REPAIR INC	162.25
SCHWARTZ/STEVEN	99.53
SEM/LOREN D & KRISTI L	4,737.00
SIOUX SALES COMPANY, INC	695.84
SQUEEGEE SQUAD	299.75
STAR EQUIPMENT INC	1,984.00
STEINS INC	3,894.28
STEVE'S SANITATION INC	5,144.42
STOLL ELECTRIC	2,489.68
STOMMES/KIMBERLY	1,055.49
STRAND HARDWARE & RADIO SHACK	39.90
SUMMIT FOOD SERVICE, LLC	14,134.91
SWANSTON EQUIPMENT CORP	24.63
THOMSON REUTERS - WEST	356.00

<u>Vendor Name</u>	<u>Amount</u>
THRIFTY WHITE PHARMACY	1,017.24
THYSSEN KRUPP ELEVATOR CORPORAT	621.06
TNT REPAIR INC	39.97
TOWMASTER	1,345.50
TULIBASKI/THEODORE	420.30
TUNGSETH/CHRISTINE	90.98
UNDERWOOD/CITY OF	626.31
URBANK/CITY OF	717.31
VARITECH INDUSTRIES	105.49
VERGAS/CITY OF	1,514.91
VICTOR LUNDEEN COMPANY	331.44
VIKING COCA-COLA	1,012.50
VINCO, INC	106.66
WASTE MANAGEMENT	15,048.14
WELLER OIL CO	170.30
WILKIN CO SHERIFF	1,650.00
ZIEGLER INC	3,246.41
Final Total:	628,031.45

Approve

<u>Vendor Name</u>	<u>Amount</u>
BREVER/MELISA	153.98
CHAPIN/MAGGIE	143.92
CLAY COUNTY IT DEPARTMENT	7,000.00
COOPERS TECHNOLOGY GROUP	2,809.67
ESSLINGER/CHANDLER	347.88
HONER/LISA	10.54
INDEPENDENT CONTRACT SERVICES OF	737.50
LABELS DIRECT	268.00
LAKES COUNTRY SERVICE CO OP	6,204.47
MARTIN/MICHAEL	188.94
MINNESOTA MONITORING INC	195.00
MN DEPT OF HUMAN SERVICES	3,116.25
OTTER TAIL CO ATTORNEY'S OFFICE	2,587.50
OTTER TAIL CO TREASURER	4,733.61
OTTER TAIL TIRE (TIRES PLUS)	109.69
PRODUCTIVE ALTERNATIVES INC	8,757.03
RESLER/RANDI	51.66
ROTERRING/DEVORA	58.87
SJOLIE, DARIN	10.16
TODD CO SHERIFF	60.00
ULSCHMID/LIZA	10.87
VANDERLINDEN/PAT	469.53
VICTOR LUNDEEN COMPANY	835.90
WEST CENTRAL REG JUVENILE CTR	82,350.50
WISKOW/CHERYL	94.05
Final Total:	121,305.52

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	91.74
FEI.COM, INC.	50,833.00
MCKESSON MEDICAL - SURGICAL	205.42
OFFICE DEPOT	76.42
SPEE-DEE DELIVERY SERVICE INC	14.57
VICTOR LUNDEEN COMPANY	727.86
VOSS/NANCY	30.24
Final Total:	51,979.25

Budget and Levy Public Hearing

Wayne Johnson, Chair reconvened the Otter Tail County Board of Commissioners' meeting at 6:00 p.m. for the purpose of holding the required public hearing to review and discuss the proposed budget and levy for calendar year 2019. The following were in attendance:

Commissioners - Wayne Johnson, Chair; Doug Huebsch, Betty Murphy and Lee Rogness

(Note – Commissioner John Lindquist was absent due to personal reasons.)

County Administrator - John Dinsmore
County Attorney - Michelle Eldien

Other County Staff -

Human Services Director -	Deb Sjoström
County Assessor -	Doug Walvatne
County Auditor-Treasurer -	Wayne Stein
Assistant Finance Director -	Kris Vipond
Communications and External Relations Director -	Nick Leonard
Land and Resource Director -	Chris LeClair
Solid Waste Director -	Chris McConn
Public Works Director -	Rick West
Chief Deputy/Sheriff Elect -	Barry Fitzgibbons

Public in attendance (from attendance roster) –

1. Frances Stevenson, Local News Media
2. Mikel Olson, Fergus Falls/Otter Tail County HRA
3. Andrew Bremseth, Administrator – City of Fergus Falls
4. Eleven members of the public as follows:
 - a. Dave Ohm
 - b. Lois Klinker
 - c. Pete Pedersen
 - d. Luke Mitchell
 - e. Oliver Harrison
 - f. Alice Spidahl
 - g. Ruth Carlson
 - h. William Ridout
 - i. Dan Heikes
 - j. Tom Trosvig
 - k. Filicity Marty

Wayne Stein, County Auditor-Treasurer, provided those in attendance with a copy of the Levy and Budget presentation that had been prepared for overviewing and explaining the County's proposed 2019 budget and levy. The handout provided information regarding the following:

1. the purpose of the meeting,
2. the County's overall tax base (taxable market value and net tax capacity),
3. the major budget and levy areas,
4. the number of different issues considered when developing the overall budget and when determining the amount of the property tax levy,
5. the County's final pay 2018 levy and the proposed levy for pay 2019,
6. a review of the tax rates based on the final and proposed levies and their impact,
7. the proposed levies per major fund area and the factors impacting the change,
8. the County's long term debt position,
9. the overall revenue and expenditure budget and the major sources of revenues available to the County and the major area where funds are expended, and
10. the remaining process and issues that will be considered before the final budget and levy is adopted.

The handout provided indicated that the proposed net property tax levy for Pay 2019, including the levy for the Otter Tail County Housing and Redevelopment Authority and the various lake improvement districts is \$41,517,762, which is 5.14% over the final net property tax levy for Pay 2018. The proposed levy will support an overall budget of approximately \$111.3 million.

Wayne Johnson, Chair, opened the meeting to the public for questions and comments concerning the County's proposed 2019 budget and proposed payable 2019 gross and net levy. Oliver Harrison addressed the members of the County Board with a few questions regarding the proposed levy increase for the Housing and Redevelopment Authority. The commissioners explained their vision for community development, noting specifically affordable workforce housing to help drive economic growth.

It was noted that action on the final 2019 Budget and Levy will be considered at 11:15 a.m. on Tuesday, December 18, 2018. Wayne Johnson, Chair called additional times for questions and comments from the public before entertaining a motion to adjourn.

Hearing no other public comments, questions or concerns, Lee Rogness made a motion, seconded by Betty Murphy and unanimously carried, to close the Otter Tail County Levy and Budget hearing at 6:36 p.m.

Prepared by –
Wayne Stein, County Auditor-Treasurer