



**MINUTES OF THE
OTTER TAIL COUNTY BOARD OF COMMISSIONERS
Government Services Center, Commissioners' Room
515 W. Fir Avenue, Fergus Falls, MN
January 29, 2019
9:00 a.m.**

Call to Order

The Otter Tail County Board of Commissioners convened at 9:05 a.m. Tuesday, January 29, 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

Chairman Huebsch called for approval of the Board Agenda. Motion by Rogness, second by Johnson and unanimously carried to approve the Board of Commissioners Agenda of January 29, 2019, with the following additions:

Update Regarding PLMSWA (Solid Waste Recovery Facility)
Letter of Support for Clinicare Corporation

Consent Agenda

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

1. January 22, 2019, Board of Commissioners' Meeting Minutes
2. Warrants/Bills for January 29, 2019 (Exhibit A)
3. Approve Issuance of Tobacco License to Denny's Food - N- Sport Shop, Henning, MN
4. Approve issuance of a Pawnbrokers License to A-1 Wayne's Pawn and Second Hand, Fergus Falls
5. Final Payment to Riley Bros. Construction Co., for S.A.P. 056-652-014

**SUPPORTING THE FAMILY HOMELESS PREVENTION AND ASSISTANCE
PROGRAM OPERATED BY MAHUBE-OTWA COMMUNITY ACTION PARTNERSHIP, INC.**

Otter Tail County Resolution No. 2019 - 10

WHEREAS, Otter Tail County has a commitment to establish a collaborative and comprehensive system for addressing the housing needs of families, youth, and single adults who are homeless, or imminently at risk of becoming homeless; and

WHEREAS, Otter Tail County recognized that there is a need to continually improve the coordination of existing services currently made available by homeless service providers in Otter Tail County to assure a "continuum of care"; and

WHEREAS, Otter Tail County recognizes the need to stabilize and maintain in their homes, families, youth and single adults at risk of becoming homeless; and

WHEREAS, Otter Tail County recognizes the need to shorten the amount of time that families, youth and single adults stay in emergency shelters; and

WHEREAS, Otter Tail County recognizes the need to eliminate repeat use of emergency shelters by families, youth and single adults; and

WHEREAS, Otter Tail County recognizes the need to provide support services to homeless and high-risk populations.

NOW, THEREFORE, BE IT RESOLVED, by the Otter Tail County Board of Commissioners that they support the Mahube-Otwa Community Action partnership, Inc. "Family Homeless Prevention and Assistance Program".

Upon the motion of Rogness, seconded by Lindquist, and passed on a 5 – 0 vote, the above resolution is hereby adopted by the Otter Tail County Board of Commissioners this 29th day of January 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: _____

By: _____
Douglas A. Huebsch, Board Chair

Attest: _____
John W. Dinsmore, Clerk

Strong Teens Program Update

Probation Director Desta Lutzwick, Human Services Director Deb Sjoström, and Solutions Director Lucas Voorhees briefed the Board on a new cognitive skills program for children at risk for out-of-home placement or returning home from a placement. Discussion took place regarding specifics of the program, a need for every young person to develop the skills taught in the program, and the possibility of developing an alumni group to foster relationships after completion of the program. Periodic updates to the County Board will take place as the program evolves.

Performance Review and Assistance Program (PRAP)

Chris LeClair, Land & Resource Director, reported that Otter Tail County and the local Soil & Water Conservation Districts (SWCDs) entered into a performance audit with the MN Board of Water and Soil Resources (BWSR) for wetland activities. The purpose of PRAP is to support local delivery of land conservation and water management by periodically reviewing and assessing the performance of local units of government that deliver the services. PRAP Coordinator Dale Krystosek submitted a draft report titled "Level II Performance Review" dated January 24, 2019. Mr. Krystosek reviewed the performance standards, findings and recommendations. A summary will be provided in next year's legislative report. Discussion took place regarding the amount of staff time that is required to complete PRAP reviews. Commissioners expressed concern with the new 1 Watershed, 1 Plan (1W1P) implementation as Otter Tail County could be involved with 8 – 10 water management reviews and an onerous amount of staff time. Concern was also expressed that the public input referenced in the review/report was too old to be relevant.

County Positions

Assistant Veterans Service Officer:

Motion by Rogness, second by Lindquist and unanimously carried to approve a full time Assistant Veterans Officer position to replace an 80% FTE position.

Technology Analyst:

Motion by Johnson, second by Rogness and unanimously carried to approve the reclassification of the GIS Database Coordinator position to a Technology Analyst position at a pay grade of C41 which will not include supervisory duties. The Technology Analyst position will move from the GIS Department to Administration.

Land & Resource Inspector & Social Services Supervisor:

Motion by Lindquist, second by Rogness and unanimously carried to approve a new Land & Resource Management Inspector position and a new Social Services Supervisor position for the Children and Family Services unit in the Human Services Department.

Uniform Allowance – Sheriff's Office

Motion by Johnson, second by Lindquist and unanimously carried to increase the annual clothing allowance from \$300 to \$350 for the non-union Sheriff's office personnel as requested by the Chief Deputy.

Recess & Reconvene

At 10:03 a.m., Chair Huebsch declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The meeting was reconvened at 10:15 a.m.

Children's Mental Health System of Care Grant

Community Services Director John Dinsmore and Human Services Director Deb Sjoström presented a Memorandum of Understanding (MOU) between Grant, Pope, Otter Tail and Clay counties for Collaborative Intensive Bridging Stabilization Services (CIBS). Up to 120 children and their families, experiencing behavioral health disorders associated with severe emotional disturbance (SED) and out-of-home placements, will be served by two teams of mental health professionals and practitioners providing intensive outreach treatment services. Motion by Johnson, second by Murphy and unanimously carried to authorize the appropriate County Officials' signatures to execute the MOU for the Children's Mental Health System of Care Grant as presented.

State Auditor Engagement Letter

Motion by Lindquist, second by Murphy and unanimously carried to authorize the appropriate County Officials' to sign the engagement letter with the Office of the State Auditor for the audit of the year ended December 31, 2018.

County Ditch Public Hearing Dates

Motion by Rogness, second by Johnson and unanimously carried to establish the following Public Hearing dates:

County Ditch 17	March 11, 2019; 7:00 p.m.	New York Mills County Offices
County Ditch 52	March 18, 2019; 7:00 p.m.	Government Services Center

Fund Transfers

Motion by Lindquist, second by Johnson and unanimously carried to approve the following interfund (Revenue to Ditch) transfers to cover December 31, 2018, cash shortages in the following ditch systems:

County Ditch 01	76.07	County Ditch 40	478.88
Judicial Ditch 01	154.67	County Ditch 41/65	1,196.71
County Ditch 02	41.82	County Ditch 42	8.41
County Ditch 08	15,336.29	County Ditch 45	31.05
County Ditch 10	1,522.04	County Ditch 46	8.41
County Ditch 14	204.51	County Ditch 51	492.62
County Ditch 17	5,940.44	County Ditch 54	401.30
County Ditch 19	761.24	County Ditch 55	8,591.08
County Ditch 31	1,258.69	County Ditch 63	37.46
County Ditch 32	652.05	County Ditch 64	10,000.00
County Ditch 35	6.60		
Column Total	\$25,954.42	Grand Total	\$47,200.34

Resource Recovery Facility

Chair Huebsch reported that the waste-to-energy recovery facility in Perham is operating very well. The facility has recently burned a record amount of garbage and is on schedule to make all bond payments. Discussion took place regarding the issue of organic waste, possible reuse of ash, and recycling of precious metals.

Letter Regarding the Former C.A.R.E. Building

Motion by Johnson, second by Rogness and unanimously carried authorize the County Administrator to sign the Letter of Support of the Clinicare Corporation as it relates to the purchase of the County owned building at 1174 Western Avenue in Fergus Falls to house a Psychiatric Residential Treatment Program.

Adjournment

At 11:14 a.m., Chairman Huebsch declared the Otter Tail County Board of Commissioners meeting adjourned. The next Board meeting is scheduled at 9:00 a.m. on Tuesday, February 5, 2019, at the Government Services Center in Fergus Falls, MN.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: _____

By: _____
Douglas A. Huebsch, Board Chair

Attest: _____
John W. Dinsmore, Clerk

CB/kd

approved minutes

WARRANTS APPROVED ON 01/29/2019

<u>Vendor Name</u>	<u>Amount</u>
A-OX WELDING SUPPLY CO INC.	92.33
ALEX RUBBISH & RECYCLING	2,200.00
AMAZON CAPITAL SERVICES, INC	1,487.37
AMERIPRIDE SERVICES INC	55.82
ANDERSON LAND SURVEYING INC	3,835.00
ANDERSON/RYAN	208.51
ANOKA CO TREASURY OFFICE	2,000.00
ASSOCIATION OF MN COUNTIES	65.00
AVERY, ATTORNEY AT LAW/JILL	180.00
AXON ENTERPRISE, INC	390.00
BALLARD SANITATION INC	340.00
BAUER BUILT INC	4,347.44
BERGQUIST/RICHARD	282.48
BEYER BODY SHOP INC	7,009.55
BOWMAN/RONALD	54.00
BUREAU OF CRIM APPREHENSION	2,100.00
CANNELL/DOUG	134.99
CARGILL INCORPORATED	28,711.86
CERTIFIED AUTO REPAIR	68.45
CLEAN PLUS INC	104.02
COATINGS UNLIMITED	1,850.00
CODE 4 SERVICES, INC	140.25
COOPERS TECHNOLOGY GROUP	439.50
COUNTRY INN & SUITES FERGUS FALLS	104.22
DAKOTA COUNTY AUDITOR-TREASURER	16,099.75
DEM-CON MATERIALS RECOVERY LLC	179.37
DENBROOK/GARY	267.40
DENZEL'S REGION WASTE INC	204.75
DICK'S STANDARD	28.00
EGGE CONSTRUCTION INC	525.00
ELLENSON CAULKING CO	670.00
ENVIROTECH SERVICES INC	10,131.89
FARNAM'S GENUINE PARTS INC	5.49
FERGUS POWER PUMP INC	450.00
FORUM COMMUNICATIONS COMPANY	665.60
FRANK'S AUTO BODY SHOP OF PERHAM	880.36
GALLS LLC	118.40
GEIS/BRIAN	2,120.76
GOERDT/STEPHEN	10.38
GOPHER STATE ONE CALL	50.00
GRAINGER INC	133.42
GREATAMERICA FINANCIAL SVCS	1,148.87

<u>Vendor Name</u>	<u>Amount</u>
HAUGRUD/BRUCE M	194.99
HOTSY EQUIPMENT OF MN	418.55
IACP	190.00
INNOVATIVE OFFICE SOLUTIONS	63.52
JK SPORTS	24.00
JOHNSON/MICHAEL	470.40
JONES LAW OFFICE	7,407.50
KERAN/KATIE	429.73
KG FABRICATION	2,293.00
KIMBALL MIDWEST	635.74
LAKE REGION HEALTHCARE	2,572.41
LAKELAND MENTAL HEALTH CENTER	2,622.00
LAKES AREA COOPERATIVE	2,348.26
LARRY OTT INC TRUCK SERVICE	2,100.00
LOCATORS & SUPPLIES INC	394.25
LONG WEEKEND SPORTSWEAR	33.00
MARCO INC ST LOUIS	974.45
MDRA	600.00
MIDWEST LIFT WORKS	260.00
MIDWEST MACHINERY CO - ELBOW LAKE	6,658.17
MINNESOTA MOTOR COMPANY	38.15
MINNESOTA SHERIFFS' ASSOCIATION	120.00
MINNKOTA ENVIRO SERVICES INC	65.00
NAPA CENTRAL MN	40.88
NEW YORK MILLS DISPATCH	32.00
NIDAROS 4-H	500.00
NORTHERN SAFETY TECHNOLOGY INC	447.41
NORTHLAND FIRE PROTECTION	750.00
NORWEGIAN GROVE 4-H	250.00
NUSS TRUCK & EQUIPMENT	49.26
OFFICE DEPOT	125.77
OSCAR TRONDJHEM 4-H	250.00
OTIS ELEVATOR CO	534.99
OTTER TAIL CO PUBLIC HEALTH	40.00
OTTER TAIL TIRE	152.67
PACE ANALYTICAL SERVICES INC	120.00
PERHAM AREA CHAMBER OF COMMERCIAL	250.00
PERHAM AREA EMS	670.00
PETTERSON/LANETTE	150.00
PHILLIPPI/DR JAY	475.00
PRESTON/JASON	11.00
PRO AG FARMERS CO OP	323.63

<u>Vendor Name</u>	<u>Amount</u>
PSICK CAPITOL SOLUTIONS INC	3,000.00
QUALITY CHAIN CORP	795.47
RDO EQUIPMENT CO	418.08
RINGDAHL AMBULANCE INC	150.00
RUFFRIDGE-JOHNSON EQUIP CO INC	10,452.72
SRF CONSULTING GROUP INC	1,560.91
STEINS INC	838.35
THOMSON REUTERS - WEST	2,182.66
TOWMASTER	8,083.05
US AUTOFORCE	492.48
VAUGHN AUTO & MARINE CO	67.20
VICTOR LUNDEEN COMPANY	1,392.20
VIKING GARAGE DOOR COMPANY INC	132.53
VINCO, INC	1,731.04
WADENA HIDE & FUR COMPANY	34.25
WASTE MANAGEMENT	6,184.39
WERNER/JACK	927.64
WIEBE/JEFFREY JON	250.00
Final Total:	164,668.93

approved