



**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS**  
Perham City Hall, 125 2<sup>nd</sup> Ave NE, Perham, MN  
March 5, 2019  
1:00 p.m.

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**Call to Order**

The Otter Tail County Board of Commissioners convened at 1:00 p.m. Tuesday, March 5, 2019, at the Perham City Hall in Perham, 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 Johnson, second by Rogness and unanimously carried to approve the Board of Commissioners Agenda of March 5, 2019 with the following additions:

Public Works Committee – Green Corps Intern Opportunity  
The Great MN Walking & Biking Survey

**Consent Agenda**

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

1. February 12, 2019, Board of Commissioners' Meeting Minutes
2. Warrants/Bills for March 5, 2019 (Exhibit A)
3. Human Services Warrants/Bills for March 5, 2019 (Exhibit A)
4. LG220 Application for Exempt Permit for an Event April 29, 2019, at Beach Bums Bar & Eatery
5. LG220 Application for Exempt Permit for an Event April 1, 2019 at the Dunn Town Hall
6. Issue a renewal Liquor License (Setup License) to Ten Mile Lake Resort and On/Off Sale 3.2 Malt Liquor License to Bladow Beach Resort & Campground
7. Final Payment to AAA Striping Service - County Wide Traffic Marking, C.P.18:TM
8. Final Payment to Landwehr Construction for Crane Lake Culvert Replacement/Fish Passage
9. Amended Brand Manual to Replace Logo Policy (amended 12/18/18)

**Recess & Reconvene**

At 1:05 p.m., Chair Huebsch declared the meeting of the Otter Tail County Board of Commissioners recessed for a Public Works Committee meeting. The Board of Commissioner's meeting was reconvened at 1:32 p.m.

**Perham to Pelican Rapids Trail Discussion**

Public Works Director Rick West and External Relations Director Nick Leonard presented a map of the Perham to Pelican Rapids Regional Trail divided into four segments. The East segment (6.41 miles) from Perham to McDonald Lake is funded and proposed for construction in 2020. Lengthy discussion took place regarding funding of the remainder of the trail and the need to show engineering design for the project. Motion by Johnson, second by Rogness and unanimously carried to direct the Public Works Division to proceed with the design of the Perham to Pelican Rapids Regional Trail.

**General Discussion**

Commissioners discussed a new opportunity for North Homes to provide child/adolescent services in the County owned building (frmyl C.A.R.E. bldg) at 1174 Western Ave in Fergus Falls.

Commissioner Johnson informed Board members that Partnership4Health has a survey available to gain insight on what is important to the public relative to bike trails.

**Capital Improvement Plan**

At 2:00 p.m., Commissioner Huebsch opened the Public hearing for the issuance of Capital Improvement Plan Bonds. Auditor-Treasurer Wayne Stein explained the Capital Improvement Plan and presented the following documents:

- Capital Improvement Plan for Otter Tail County, Minnesota
- Pre-Sale Report for Otter Tail County, Minnesota (\$14,245,000 GO Capital Improvement Bonds)
- Ehlers General Obligation CIP Bonds Public Hearing PowerPoint

Commissioner Huebsch requested comments from the public. There were no comments offered, verbally or in writing. Commissioner Rogness offered the following resolution:

**RESOLUTION APPROVING CAPITAL IMPROVEMENT PLAN AND CONFIRMING INTENT TO ISSUE BONDS**

**Otter Tail County Resolution No. 2019 - 19**

WHEREAS, there has been presented to this Board a Capital Improvement Plan (the "Plan") for the County prepared in accordance with Minnesota Statutes, Section 373.40; and

WHEREAS, the Plan supplements the County's Capital Improvement Plan adopted March 28, 2017; and

WHEREAS, in preparing the Plan, this Board considered the factors set forth in Minnesota Statutes, Section 373.40, Subd. 3; and

WHEREAS, a public hearing was duly called and held on the Plan and the Board's intent to issue bonds for transactions contemplated by the Plan consisting of the construction of a Public Works Garage Facility and various Highway Improvement Projects, pursuant to the requirements of Minnesota Statutes, Section 373.40.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF OTTER TAIL COUNTY, MINNESOTA, AS FOLLOWS:

1. The Plan is hereby approved.
2. The Board's intent to issue bonds pursuant to the Plan is hereby confirmed. The estimated amount of bonds is \$14,245,000. The issuance of the bonds is subject to a referendum if a petition meeting the requirements of Minnesota Statutes, Section 373.40, Subd. 2(c) requesting a vote on the issuance is filed with the County Auditor within 30 days after the date hereof.
3. Sealed proposals for the bonds will be received at the offices of Ehlers & Associates, Inc. and considered by the Board of Commissioners at its meeting on April 9, 2019. The terms of the bonds and the sale thereof shall be substantially as set forth in the report of Ehlers & Associates, Inc. on file in the office of the County Administrator.

The motion was seconded by Commissioner Lindquist to adopt Otter Tail County Resolution No. 2019 – 19 and Chairman Huebsch called for a roll call vote:

<u>Board of County Commissioners</u>	<u>YEA</u>	<u>NAY</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Doug Huebsch	X			
Wayne D. Johnson	X			
John Lindquist	X			
Betty Murphy	X			
Leland R. Rogness	X			

Adopted this 5<sup>th</sup> day of March 2019

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

By: \_\_\_\_\_  
Douglas A. Huebsch, Chair

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

**Fargo/Moorhead Flood Diversion Project Update**

Members of the FM Flood Diversion Authority Kevin Campbell and Mary Scherling, Project Engineer, and AE2S Consultant Rocky Schneider, updated the Board on the flood diversion project. They submitted a PowerPoint document dated 3/4/2019. Discussion took place regarding the project and control structures, the design flood level, funding, Army Corp of Engineers involvement and timeline, and the concern that the project will not allow for building expansion of the area (urban sprawl). They indicated that the City of Comstock, City of Wolverton and Buffalo Red River Watershed District (BRRWD) have filed for a contested case hearing on the MN DNR permit. The contested case could stop the project and add to the cost of the project. They reported that Otter Tail County's representative on the BRRWD voted in opposition to filing a contested case hearing with the MN DNR. After hearing the facts, a motion was offered by Rogness, seconded by Johnson and unanimously carried, to affirm and support the position of Peter Fjestad opposing the filing of a contested case hearing regarding the MN DNR's permit for the diversion project.

**Otter Tail County Extension Committee**

Motion by Johnson, second by Lindquist and unanimously carried to appoint John Sethre from District 3 to the Otter Tail County Extension Committee replacing the unfinished term of Donna Gill.

**Payment Approval**

Motion by Johnson, second by Rogness and unanimously carried to approve the payment to Perham Health, in the amount of \$266.90, for services provided under the provisions of M.S. 609.35.

**Recess & Reconvene**

At 3:05 p.m., Chair Huebsch declared the meeting of the Otter Tail County Board of Commissioners recessed for a Finance Committee meeting. The Board of Commissioner's meeting was reconvened at 3:20 p.m.

**Red River Watershed Management Board (RRWMB) 21<sup>st</sup> Annual Conference**

Motion by Rogness, second by Johnson and unanimously carried to approve Commissioners' attendance at the RRWMB and Flood Damage Reduction Work Group (FDRWG) 21<sup>st</sup> annual Joint Conference March 20, 2019 to March 21, 2019, at the Courtyard Marriott in Moorhead, MN.

**AMC Legislative Conference**

Rick West, Public Works Director, and Nick Leonard, External Communications Director, reported on the Association of Minnesota Counties (AMC) recent legislative conference. Otter Tail County priority items discussed included trail bonding, rural school referendums, local wetland mitigation program, broadband, and transportation funding.

**2019 Seasonal Highway Supplies**

Motion by Johnson, second by Rogness and unanimously carried to award the following 2019 seasonal highway supplies as follows:

Material	Estimated Quantity/ Delivery Location	Bid Amount
--Bituminous Material		
Flint Hills Resources, LP	100,000 gal.	\$2.75/gal
St. Paul, MN		

<b>Material</b>	<b>Estimated Quantity/ Delivery Location</b>	<b>Bid Amount</b>
--Hot Mix Bituminous		
Central Specialties, Inc.	14,000 ton	\$54.65/ton
Alexandria, MN		\$765,100.00
Mark Sand & Gravel Co.	14,000 ton.	\$54.75/ton
Fergus Falls, MN		\$766,500.00
Wadena Asphalt, Inc.	14,000 ton	\$52.00/ton
Wadena, MN		\$728,000.00
Salt		
L & O Acres Transport	2,500-3,500 ton	\$85.00/ton
Westport, SD		
Winter Sand		
Mark Sand & Gravel Co.	2,000 ton – Battle Lake	\$8.20/ton
Fergus Falls, MN	1,500 ton – Fergus Falls	\$9.45/ton
Ferguson Bros Excavating	1,000 ton – Henning	\$8.00/ton
Alexandria, MN		
Alexandria Concrete Co.	2,000 ton – New York Mills	\$8.75/ton
Alexandria, MN	1,000 ton – Parkers Prairie	\$5.85/ton
Aggregate Industries	1,000 ton – Pelican Rapids	\$8.90/ton
Moorhead, MN		
Ottertail Aggregate, Inc.	1,000 ton – Perham	\$9.00/ton
Ottertail, MN		

**Highway Contracts**

Motion by Rogness, second by Lindquist and unanimously carried to approve the appropriate County Officials' signatures to execute a Contract between the County of Otter Tail and DM Enterprises of Wadena, MN, for salvaged bituminous mix material hauling.

Motion by Johnson, second by Rogness and unanimously carried to approve the appropriate County Officials' signatures to execute a Contract between the County of Otter Tail and Carr's Tree Service, Inc. of Ottertail, MN, for tree clearing for the CSAH 34 project.

**PERHAM TO PELICAN RAPIDS REGIONAL TRAIL**

**Otter Tail County Resolution No. 2019 - 21**

WHEREAS, the County of Otter Tail supports the grant application made to the Minnesota Legislative-Citizen Commission on Minnesota Resources (LCCMR) for grant funding through Minnesota's Environment and Natural Resources Trust Fund (ENRTF). The application is for design and construction of a 6.83-mile section of the Perham to Pelican Rapids Regional Trail. The trail system is located within Otter Tail County, and

WHEREAS, the County of Otter Tail had previously adopted Otter Tail County Resolution No. 2019-16 and by this action rescinds that Resolution.

NOW, THEREFORE, BE IT RESOLVED, if the County of Otter Tail is awarded a grant by the Minnesota Department of Natural Resources, the County of Otter Tail agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. The County of Otter Tail will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement.

BE IT FURTHER RESOLVED, the Board of Commissioners of the County of Otter Tail names the fiscal agent for the County of Otter Tail for this project as:

Charles Grotte, P.E.  
County Engineer  
Otter Tail County  
505 South Court Street, Suite 1  
Fergus Falls, MN 56537-2757

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

Adopted at Fergus Falls, Minnesota, this 5<sup>TH</sup> day of March 2019

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

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
Douglas A. Huebsch, Chair John W. Dinsmore, Clerk

**Recess & Reconvene**

At 4:30 p.m., Chair Huebsch declared the meeting of the Otter Tail County Board of Commissioners recessed for dinner break. The Board of Commissioner's meeting was reconvened at 5:38 p.m.

**Septic Ordinance Discussion**

Chris LeClair, Land & Resource Director, discussed the proposed Otter Tail County Sanitation Code for Subsurface Sewage Treatment Systems Ordinance. Most of the proposed Ordinance additions are included in the State rules. Mr. LeClair reviewed the main changes that are proposed including soil verification and compliance timelines and certain situations which will require two container tanks. Mr. LeClair also reported that 22 realtors from the area attended a realtor training sponsored by the Land & Resource Department. A homeowner education class is scheduled for June 8, 2019.

**Comments from Citizens**

Rod Osbold from the Perham Chamber of Commerce spoke to the Board and requested reaffirmation of the Muskie Stocking resolution passed in 2017.

Jeff Stabnow discussed the City of Battle Lake resolution in support of allowing muskies to be harvested like northern pike. This is supported by the Otter Tail Lake Property Owner's Association and 1,833 properties.

Gratitude was expressed to the Commissioners and County staff for their work with the Little McDonald, Paul, Kerbs and Devils' Lake outlet project.

**Adjournment**

At 6:20 p.m., Chair Huebsch declared the Otter Tail County Board of Commissioners meeting adjourned. The next Board meeting is scheduled at 9:00 a.m. on Tuesday, March 12, 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 APPROVE ON 3/05/19**

<u>Vendor Name</u>	<u>Amount</u>
A-1 LOCK & KEY	217.75
A-OX WELDING SUPPLY CO INC.	347.60
ABRA MN FERGUS FALLS	1,650.40
ADVANCED ENGRAVING INC	22.00
ALBANY RECYCLING CENTER	797.25
ALEX RUBBISH & RECYCLING	1,699.73
ALLSTREAM	370.39
AMAZON CAPITAL SERVICES, INC	371.76
AMERIPRIDE SERVICES INC	55.82
ANDERSON LAW OFFICE, P.A.	112.50
APEX ENGINEERING GROUP INC	21,000.00
ARNDT/JEFFREY	189.98
ASSOCIATION OF MN COUNTIES	600.00
BALDWIN/AMY	263.08
BATTLE LAKE STANDARD	267.75
BDS LAUNDRY	14,032.00
BENNETT/TERRY	10.56
BEYER BODY SHOP INC	9,431.58
BRASEL/RYAN	102.43
BRAUN VENDING INC	367.00
BUY-MOR PARTS & SERVICE LLC	4,316.71
CARGILL INCORPORATED	22,154.61
CARR'S TREE SERVICE	14,629.00
CENTRAL CONCRETE CONSTRUCTION	395.00
CENTURION SKILLS INC	3,600.00
CERTIFIED AUTO REPAIR	31.39
CI SPORT	339.87
CITIZENS ADVOCATE	236.79
CLAY CO AUDITOR TREASURER	3,611.86
CLEAN SWEEP COMMERCIAL SERVICES	2,783.00
CO OP SERVICES INC	118.43
CODE 4 SERVICES, INC	51,242.52
COLLEGE WAY AUTO INC	711.63
COMPUTER INFORMATION SYSTEMS	6,000.00
CONCEPT CATERING	560.00
COOPERS TECHNOLOGY GROUP	1,812.54
CULLIGAN	26.50
CULLIGAN WATER CONDITIONING	30.00
CUMMINS SALES & SERVICE	288.36
CYBERSPROUT LLC	1,544.25
DAILY JOURNAL/THE	1,868.90
DAN'S TOWING & REPAIR	431.29

<u>Vendor Name</u>	<u>Amount</u>
DEM-CON MATERIALS RECOVERY LLC	826.42
DICK'S STANDARD	125.00
DM ENTERPRISES	3,375.00
DOUBLE A CATERING	112.50
DUENOW/JOSH	7.78
EGGE CONSTRUCTION INC	825.00
EJ'S FLOOR COVERING	6,045.00
ELECTION SYSTEMS & SOFTWARE INC	15,375.00
ENTERPRISE LEASING COMPANY	780.00
ENVIROTECH SERVICES INC	6,209.35
FARMERS CO OP OIL ASSN	2,672.97
FARNAM'S GENUINE PARTS INC	34.98
FASTENAL COMPANY	241.21
FERGUS FALLS/CITY OF	912.00
FERGUS POWER PUMP INC	2,400.00
FERGUS TIRE CENTER	22.00
FERGUSON ENTERPRISES INC #1657	1,107.75
FIELD/TERRY	27.84
FJESTAD/ZACH	257.44
FORKLIFTS OF MINNESOTA INC	422.16
FORUM COMMUNICATIONS COMPANY	162.50
FRONTIER PRECISION INC	27,602.65
G & R CONTROLS	604.90
GALLS LLC	1,679.53
GODFATHERS EXTERMINATING INC	116.00
GRAINGER INC	222.00
GREATAMERICA FINANCIAL SVCS	825.66
HAWES SEPTIC TANK PUMPING LLC	285.00
HEETER/NICK	244.76
HEIN-KOLO PSYD LP/NANCY	1,031.25
HENNING AUTO PARTS INC	47.96
HENNING HARDWARE	69.07
HESS EXCAVATING	1,470.00
HILLTOP LUMBER INC	53.55
HOIUM/RICK	14.72
HOUSTON ENGINEERING INC	23,510.95
INNOVATIVE OFFICE SOLUTIONS	131.12
INTERSTATE POWER SYSTEMS INC	2,357.08
J.P. COOKE CO	93.75
JK SPORTS	96.00
JONES LAW OFFICE	2,450.00
JTW ASSOCIATES LLC	599.00



<u>Vendor Name</u>	<u>Amount</u>
KELLY SERVICES INC	966.74
L & O ACRES TRANSPORT INC	16,363.33
LAKE COUNTRY GRAPHICS INC	81.03
LAKE REGION ELECTRIC (HWY DEPT)	25.00
LAKE REGION HEALTHCARE	9,677.47
LAKES AREA COOPERATIVE	2,081.34
LARRY OTT INC TRUCK SERVICE	2,050.00
LAWSON PRODUCTS INC	538.32
LIBERTY BUSINESS SYSTEMS FARGO	20.00
LITTLE FALLS MACHINE INC	12,898.82
LOCATORS & SUPPLIES INC	473.32
MAILFINANCE	2,568.24
MARCO INC ST LOUIS	1,431.37
MARCO TECHNOLOGIES LLC	78,955.78
MARTHALER/TYLER	237.29
McCONN/CHRISTOPHER	262.51
MEKALSON HYDRAULICS INC	336.58
MEND CORRECTIONAL CARE	9,337.74
MERICKEL LUMBER	166.26
MIDWEST MACHINERY CO - ELBOW LAKE	125.13
MIDWEST PRINTING CO	270.00
MINNESOTA MOTOR COMPANY	346.95
MINNKOTA ENVIRO SERVICES INC	50.00
MN DEPT OF AGRICULTURE	15.00
MN DEPT OF NATURAL RESOURCES OME	1,000.00
MN DEPT OF REVENUE	375.00
MOORE ENGINEERING INC	1,803.00
MURDOCK'S ACE HARDWARE	4.20
NAPA CENTRAL MN	101.50
NAPA OF PERHAM	224.22
NATIONAL BUSINESS SYSTEMS INC	20,000.00
NELSON AUTO CENTER	89,011.90
NETWORK SERVICES COMPANY	2,044.72
NEW YORK MILLS DISPATCH	236.79
NORTHWEST DIVERS	64.00
NWMNCVSO	50.00
OFFICE OF MN.IT SERVICES	2,100.00
OK TIRE STORE - WAHPETON	203.94
OLSON GRAVEL INC	958.55
OSBERG/ERIK	177.57
OTTER TAIL CO TREASURER	25.00
OTTER TAIL LAKES COUNTRY ASSOCIAT	2,000.00

<u>Vendor Name</u>	<u>Amount</u>
OTTER TAIL TIRE, INC	1,073.66
OTTERTAIL AGGREGATE	653.75
OTTERTAIL TRUCKING INC	9,472.31
OTTO'S WELDING & MACHINE SHOP INC	1,750.00
PALMER/GEORGE	912.86
PARK REGION CO OP	705.46
PARKERS PRAIRIE/CITY OF	260.00
PAW PUBLICATIONS LLC BATTLE LAKE R	256.80
PEAK PERFORMANCE ROOFING & EXTEF	200.00
PEBBLE LAKE AUTO REPAIR	170.95
PELICAN RAPIDS PRESS	209.00
PENROSE OIL COMPANY	3,854.84
PETE'S AMOCO	175.00
PHOENIX SUPPLY	81.61
PRAXAIR DISTRIBUTION INC	366.22
PREMIUM WATERS INC	34.64
PRO AG FARMERS CO OP	156.12
PRO AG FARMERS COOPERATIVE	1,154.39
PRODUCTIVE ALTERNATIVES INC	96.15
PROFESSIONAL PORTABLE X-RAY INC	300.00
PSICK CAPITOL SOLUTIONS INC	3,000.00
RDO EQUIPMENT CO	508.06
REGENTS OF THE UNIVERSITY OF MINNE	550.00
REGENTS OF THE UNIVERSITY OF MN	71.00
RENTAL STORE/THE	25.00
RINGDAHL AMBULANCE INC	586.00
SCOTT HOFLAND CONSTRUCTION INC	5,320.00
SERVICE FOOD SUPER VALU	91.95
SHERWIN WILLIAMS	237.74
SHI CORP	2,417.00
SIGNWORKS SIGNS & BANNERS LLC	192.00
SIRCHIE FINGER PRINT LABORATORIES	1,216.62
SKILLPATH SEMINARS	597.00
SPAETH/SUSAN	754.94
SRF CONSULTING GROUP INC	7,161.86
STADUM/DAVID	63.35
STEIN/WAYNE	531.54
STEINS INC	1,510.72
STEUART/MARK	1,418.61
STEVE'S SANITATION INC	2,586.20
STOMMES/KIMBERLY	2,387.25
STORM RIGHT OF WAY SOLUTIONS LLC	11,250.00

<u>Vendor Name</u>	<u>Amount</u>
STREICHERS	427.88
SUMMIT FOOD SERVICE, LLC	19,207.01
SURPLUS WAREHOUSE OF WILLMAR INC	220.00
SWANSTON EQUIPMENT CORP	900.00
SYNSTELIEN/TYLER	25.00
THIS WEEKS SHOPPING NEWS	232.80
THOMSON REUTERS - WEST	2,875.98
THRIFTY WHITE PHARMACY	5,328.38
TNT REPAIR INC	1,537.72
TORGUSSON/DARREN	100.00
TOSHIBA FINANCIAL SERVICES	403.80
TOWMASTER	1,674.29
TRUAX PATIENT SERVICES	300.00
TUNGSETH/CHRISTINE	117.98
UNITED PARCEL SERVICE	42.59
VAUGHN AUTO & MARINE CO	67.20
VERGAS HARDWARE	54.08
VICTOR LUNDEEN COMPANY	1,463.45
VIKING COCA-COLA	225.00
VIKING GARAGE DOOR COMPANY INC	142.76
VINCO, INC	134.92
VOSS LIGHTING	478.80
WALLWORK TRUCK CENTER	1,155.18
WASTE MANAGEMENT	6,789.58
WILDLIFE FOREVER	1,814.77
WILKIN CO SHERIFF	3,410.00
WINDELS/LORI	33.22
ZIEGLER INC	4,597.43
<b>Final Total:</b>	<b>651,868.11</b>

<u>Vendor Name</u>	<u>Amount</u>
DNA DIAGNOSTICS CENTER	253.50
HUBBARD CO SHERIFF'S OFFICE	70.52
MINNESOTA MONITORING INC	232.50
MN DEPT OF HUMAN SERVICES	3,078.75
NELSON AUTO CENTER	98.56
SEIPLE/CURTIS	73.66
WILKIN CO SHERIFF	79.00
<b>Final Total:</b>	<b>3,886.49</b>