



**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
515 W. Fir Avenue, Fergus Falls, MN  
May 21, 2019  
9:00 a.m.**

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**Call to Order**

The Otter Tail County Board of Commissioners convened at 9:00 a.m. Tuesday, May 21, 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 Rogness, second by Murphy and unanimously carried to approve the Board of Commissioners Agenda of May 21, 2019, with the following additions:

2019 Federal Boating Enforcement Grant  
Emergency Management Director – Spitzer Lake Flooding

**Consent Agenda**

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

1. May 14, 2019 Board of Commissioners' Meeting Minutes as presented
2. Warrants/Bills for May 21, 2019 (Exhibit A)
3. Human Services & Public Health Warrants/Bills for May 21, 2019 (Exhibit A)
4. Issuance of On-Sale Liquor License including Sunday Liquor to Balmoral Golf Course, Beach Bums Bar and Eatery and Bell's Resort Bar and Grill
5. Issuance of Off-Sale 3.2 Malt Liquor License to Perham Oasis
6. Issuance of On-Sale 3.2 Malt Liquor License to Stalker Lake Golf Course Bar and Grill
7. Issuance of On/Off-Sale 3.2 Malt Liquor License to Walleye World

**4-H Program Report**

Ben Anderson, University of MN Extension Regional Director and Otter Tail County 4-H Program Coordinators submitted a document titled "4-H program highlights". They briefed the Board regarding the various 4-H program opportunities and efforts to continue to reach more youth. In 2018, 3,858 youth participated in a 4-H program and 95 new families enrolled in 4-H. They discussed their after-school program, work with at-risk youth, gardening and animal science programs, and emphasized that empowering youth with leadership skills for a lifetime is the ultimate goal. Commissioners spoke about the importance of the relationships being built with various youth organizations and their desire to continue to build youth programs.

**STATEWIDE PERFORMANCE MEASUREMENTS COUNCIL  
ON LOCAL RESULTS AND INNOVATION**

**Otter Tail County Resolution No. 2019 - 47**

WHEREAS, in 2010, the Minnesota Legislature created the Council on Local Results and Innovation; and

WHEREAS, the Council on Local Results and Innovation developed a standard set of performance measures that will aid residents, taxpayers, and state and local elected officials in determining the efficacy of counties in providing services and measure residents' opinion of those services; and

WHEREAS, benefits to Otter Tail County for participation in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program are outlined in M.S. 6.91 and includes eligibility for a reimbursement as set by State statute; and

WHEREAS, any county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, the Otter Tail County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes.

NOW THEREFORE LET IT BE RESOLVED THAT, Otter Tail County will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the County's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED THAT, Otter Tail County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the County.

Motion for the foregoing Resolution was offered by Commissioner Rogness and seconded by Commissioner Johnson and upon a vote being duly taken thereon, the following voted in favor:

Commissioners Huebsch, Johnson, Lindquist, Murphy and Rogness,

and the following were against: (None)

and the following were absent: (None)

WHEREUPON, the Resolution was declared duly passed and adopted the 21<sup>st</sup> day of May 2019.

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

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

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

**IN RECOGNITION OF DESTA LUTZWICK'S PUBLIC SERVICE WITH  
OTTER TAIL COUNTY'S COURT SERVICES AND PROBATION DEPARTMENT**

**Otter Tail County Resolution No. 2019 - 48**

The following resolution was offered by Commissioner Johnson who moved to recognize and honor the public service of Desta Lutzwick with Otter Tail County:

WHEREAS, Desta's career with Otter Tail County spanned from July 1, 1981 through May 31, 2019; and

WHEREAS, During Desta's 13,848 days of employment, or 37 years, 9 months and 30 days of public service to Otter Tail County, she served as a:

- Senior Probation Agent from July 1, 1981 to August 14, 1990;
- Career Probation Agent from August 15, 1990 to April 15, 2016;
- Probation Director from April 16, 2016 to May 31, 2019; and

WHEREAS, during her tenure with Otter Tail County, Desta's legacy has included a range of accomplishments including, but not limited to:

- Outstanding service to the public. On a perennial basis, her performance of all job duties and responsibilities have been rated as Outstanding, and her attributes have consistently been described as conscientious, dedicated, helpful, uplifting, loyal, well organized, accurate, punctual, an excellent role model for other agents and widely respected by fellow professionals;
- A professional and compassionate approach that has earned the respect of district court judges, county commissioners, fellow professionals and department colleagues as well as the probation offenders and family members whom she has served throughout her career;
- Her countless, and frequently anonymous, efforts to assist people in need to assure that children and families' basic needs for clothing, winter coats, beds and Christmas gifts have been fulfilled; and

WHEREAS, Desta's compassion and understanding of human need has been rooted in a family upbringing guided by the values of integrity, generosity, fairness, empathy, collaboration and caring; and

WHEREAS, Desta has been an exemplary mentor to many, and her public service commitment has been both remarkable and inspirational in a world of challenges and barriers.

THEREFORE, BE IT RESOLVED THAT: The Otter Tail County Board of Commissioners recognizes the many years of service, dedication and commitment exemplified by Desta's public service career, and we express our utmost gratitude and appreciation for her selfless years of service to the residents of Otter Tail County and the State of Minnesota.

The motion for the adoption of the foregoing resolution was introduced by Commissioner Johnson, 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 21<sup>st</sup> day of May 2019

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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

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

**Recess & Reconvene**

At 9:45 a.m., Chair Huebsch declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The Board of Commissioner's meeting was reconvened at 10:54 a.m.

**2019 Boat and Water Safety Grants**

Motion by Rogness, second by Lindquist and unanimously carried to authorize the appropriate County Officials' signatures to execute the following Federal Boat and Water Safety Grant agreements as submitted by the Chief Deputy:

- 2019 State of Minnesota Annual County Boat and Water Safety Grant Agreement:  
This grant, in the amount of \$56,743, for the period of January 1, 2019, through June 30, 2020, will be used for water patrol wages
- 2019 State of Minnesota Federal Supplemental Boating Safety Patrol Grant Agreement:  
This grant (Project ID R29G70CGFF&18), in the amount of \$12,000, for the period of May 10, 2019 through September 2, 2019, will be used for water patrol overtime and special enforcement

**ACCEPTING DEDICATED DONATION TOWARDS RESCUE EQUIPMENT**

**Otter Tail County Resolution No. 2019 – 49**

WHEREAS, DuWayne Cookman has offered to donate funds in the amount of two hundred fifty dollars (\$250.00) to the County of Otter Tail on behalf of the Otter Tail County Sheriff's Office to assist in purchasing rescue equipment, namely an ARM-LOC water rescue device; and

WHEREAS, Minnesota Statute 465.03 requires a county to accept the gift by resolution expressed in terms prescribed by the donor in full; and

WHEREAS, acceptance of the funds in accordance with the donor's terms is in the best interest of the County of Otter Tail.

NOW, THEREFORE, BE IT RESOLVED that the Otter Tail County Board of Commissioners does accept the above-described funds from DuWayne Cookman and extends its grateful appreciation.

The motion for the adoption of the foregoing resolution was introduced by Commissioner Johnson, duly seconded by Commissioner Lindquist and, after discussion thereof and upon vote being taken thereon, the following voted in favor:

Commissioners Huebsch, Johnson, Lindquist, Murphy and Rogness

and the following voted against the same: None

Adopted at Fergus Falls, Minnesota, Tuesday, May 21, 2019

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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

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

**Nationwide 457(b) Deferred Compensation Fixed Account**

Motion by Rogness, second by Lindquist and unanimously carried to approve the Guaranteed Minimum Interest Rate Change Option 3 offered by Nationwide, for the fixed account, within Otter Tail County's 457(b) deferred compensation program, as recommended by the Insurance Committee. Nationwide partners with the National Association of Counties (NACO) and state associations of counties provide county employees this retirement plan option. Option 3 will be effective September 30, 2019, at which time, the fixed account will be closed to further contributions.

**Highway Engineer Positions**

Motion by Rogness, second by Lindquist and unanimously carried to approve a Civil Engineer II position and a part time Engineering Technician position (about 16 hrs. per week), as recommended by the Internal Services Committee. The part time technician position will be filled with a current employee and will not be backfilled when the employee retires.

**Highway Department Projects**

**Bid Award – S.A.P. 056-601-066 & Etc:**

Motion by Johnson, second by Rogness and unanimously carried to award the County Wide Seal Coat project to the low bidder, ASTECH Corp., St. Cloud, MN, in the amount of \$1,211,127.63, as recommended by the Highway Engineer.

**Bid Award – C.P. 19:TM:**

Motion by Johnson, second by Lindquist and unanimously carried to award the 2019 County Wide Traffic Marking project to the low bidder, AAA Striping Service Co., St. Michael, MN, in the amount of \$462,104.63, as recommended by the Highway Engineer.

**CSAH No. 89 (Lake Shore Drive):**

Motion by Rogness, second by Lindquist and unanimously carried to authorize the appropriate County Officials' signatures to execute Amendment No. 2 to the Original Agreement between the County of Otter Tail and Apex Engineering Group, Inc. for right-of-way platting for the Lake Shore Drive reconstruction project.

**Highway Construction Contract – S.A.P. 056-601-054:**

Motion by Rogness, second by Murphy and unanimously carried to authorize the appropriate County Officials' signatures to execute the construction contract between the County of Otter Tail and Riley Bros. Construction, Inc., Morris, MN, for the CSAH No. 1 project from 0.2 miles East of CSAH 10 to CSAH 35.

**Liquor License**

Motion by Johnson, second by Murphy and unanimously carried to approve the issuance of an On-Sale Liquor License, including Sunday Liquor, to Carlitos Inc. dba The Cactus for the period of July 1, 2019 to June 30, 2020.

**Transfer of Funds**

Motion by Johnson, second by Rogness and unanimously carried to approve the following transfers from the Capital Improvement Fund to the Road and Bridge Fund (Items approved by the Finance Committee in 2018):

Vendor	Project	Amount	Approval Code	Notes
Nelson Auto Center	2019 Ford F150 4WD	32,565.93	CIC201842	
Mid-Central Equipment	Cold Mix Storage Shed	36,880.00	CIC201844	40' by 48'
Hanson Silo Company	Cold Mix Storage Shed	19,210.00	CCI201844	T Panel Trusses
Barry Construction Inc.	Cold Mix Storage Shed	<u>2,950.00</u>	CIC201844	Site Prep
		91,605.93		

**Spitzer Lake Meeting**

Patrick Waletzko, Emergency Management Director, attended a recent organizational meeting that included about twenty-five residents of Spitzer Lake (where flooding is an issue) and County managers. Mr. Waletzko reported that discussion took place with a Coalition of Lake Association (COLA) representative regarding the process to form a Lake Association. The group selected leadership and discussed bylaws. The primary purpose of the Lake Association would be to address high water. Mr. Waletzko provided an over-view of emergency and non-emergency declarations. The high-water issue at Spitzer Lake is a non-emergency flooding situation and the areas affected are not eligible for disaster aid through the State or Federal Government. Further discussion took place about the challenges to route/move the water along with the few numbers of people impacted on that portion of the lake which makes funding of a project very difficult.

**Star Lake Resort & RV Park**

Chris LeClair, Land & Resource Director, reported that Marty Hanson has requested reconsideration of his Conditional Use Permit request for additional RV sites, which was tabled at the May 14, 2019, County Board meeting. Motion by Rogness, second by Lindquist and carried with Johnson abstaining, to remand the Conditional Use Permit Application back to the Planning Commission to be reconsidered at their July 10, 2019, meeting. Applicant, Marty Hanson, has agreed to waive the 60-day rule.

**Adjournment**

At 11:09 a.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, June 4, 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

APPROVED MINUTES

**WARRANTS APPROVED ON 05/21/2019**

<u>Vendor Name</u>	<u>Amount</u>
3 D SPECIALTIES INC	122.29
ALBANY RECYCLING CENTER	1,880.16
ALEX RUBBISH & RECYCLING	599.73
AMAZON CAPITAL SERVICES, INC	1,195.00
AMERIPRIDE SERVICES INC	1,191.19
ANDERSON/TROY	10.22
AUTO VALUE PERHAM	2.89
BACHELDER/JARED	84.00
BARRY CONSTRUCTION INC	277.50
BATTERIES + BULBS	98.42
BECKLUND OIL CO	2,220.39
BETTY'S PANTRY	104.04
BHH PARTNERS	4,797.99
BOBCAT OF OTTER TAIL COUNTY	3.99
BOYER/RODNEY	594.64
BRATVOLD/JONATHON	182.48
BRAUN VENDING INC	32.00
BRENNAN/KEVIN	916.18
CARR'S TREE SERVICE	398.00
CENTRAL CONCRETE CONSTRUCTION	325.00
CENTRAL DOOR & HARDWARE INC	425.00
CHS NEW HORIZONS	294.00
CI SPORT	172.04
CITIZENS ADVOCATE	4,557.13
CODE 4 SERVICES, INC	748.00
COLLEGE WAY AUTO INC	494.96
COMPANION ANIMAL HOSPITAL	197.35
CONCEPT CATERING	760.00
COOPERS TECHNOLOGY GROUP	457.40
CULLIGAN OF WADENA	55.25
CUMMINS SALES & SERVICE	901.01
CZECH/KAREN	835.41
DAILY JOURNAL/THE	621.40
DAKOTA BUSINESS SOLUTIONS	59.98
DAKOTA SUPPLY GROUP	150.00
DAKOTA WHOLESALE TIRE	532.08
DENZEL'S REGION WASTE INC	292.50
EJ'S FLOOR COVERING	11,470.00
ESRI INC	1,050.00
FARNAM'S GENUINE PARTS INC	130.99
FERGUS TIRE CENTER	17.00
FOREMOST PROMOTIONS	150.00

<u>Vendor Name</u>	<u>Amount</u>
FORUM COMMUNICATIONS COMPANY	136.20
FRAZIER/BRENT	372.32
FRONTIER MARINE & POWERSPORTS	102.95
GABE/RICHARD B	261.36
GALLS LLC	1,352.00
GEIS/BRIAN	334.76
GRAINGER INC	2,518.82
GRANITE ELECTRONICS	233.34
HALVORSON AUTO BODY	6,800.00
HENNING HARDWARE	83.87
HILLTOP LUMBER INC	29.16
HOLIDAY INN DETROIT LAKES	100.50
HOTSY EQUIPMENT OF MN	396.19
JOHNSON CONTROLS	1,913.00
KIESLER'S POLICE SUPPLY, INC	1,320.00
KOEP'S SEPTIC LLC	495.00
KS STATEBANK	8,000.00
L & O ACRES TRANSPORT INC	8,891.66
LAKE REGION HEALTHCARE	13,971.00
LAKELAND MENTAL HEALTH CENTER	2,371.50
LAKES AREA COOPERATIVE	718.26
LAKES AREA PEST CONTROL LLC	80.00
LAKES COUNTRY SERVICE CO OP	7,089.00
LARRY OTT INC TRUCK SERVICE	1,050.00
LIBERTY BUSINESS SYSTEMS FARGO	20.00
LOCATORS & SUPPLIES INC	572.89
MAJK SOLUTIONS LLC	685.39
MARKS FLEET SUPPLY INC	15.42
McCONN/CHRISTOPHER	266.94
MINNESOTA MOTOR COMPANY	164.15
MN CONTINUING LEGAL EDUCATION	665.50
MN DEPT OF COMMERCE	546.00
MNDRIVERSMANUALS.COM	172.08
MOTOROLA	93,207.81
NATURE'S PUMPING	90.00
NEIGEL FIREARMS	1,137.50
NELSON AUTO CENTER	503.00
NEW YORK MILLS DISPATCH	197.18
NEWMAN SIGNS, INC	816.66
NEWMAN TRAFFIC SIGNS	2,347.25
OFFICE DEPOT	68.14
OLSON TIRE & OIL INC	25.00



<u>Vendor Name</u>	<u>Amount</u>
ONE CALL LOCATORS LTD	75.10
OTTER TAIL CO TREASURER	480.96
OTTER TAIL CO TREASURER	5,045.91
OTTER TAIL TIRE INC	1,208.49
OTTERTAIL BAKERY	49.20
OTTERTAIL MINN-DAKOTA COACHES	686.40
OTTERTAIL TRUCKING INC	600.00
PAW PUBLICATIONS LLC BATTLE LAKE R	260.82
PELICAN RAPIDS PRESS	284.28
PRAXAIR DISTRIBUTION INC	572.41
PRECISE MRM LLC	1,665.28
PRO AG FARMERS CO OP	91.12
PRO SWEEP INC	9,416.25
PSICK CAPITOL SOLUTIONS INC	6,000.00
QUICK'S NAPA AUTO PARTS	106.73
RAYS SPORT & MARINE - PERHAM	30,062.00
RDO EQUIPMENT CO	1,163.19
RECYCLE CLEAR	405.00
RINKE NOONAN LAW FIRM	285.00
SAFELITE FULFILLMENT INC	397.97
SECRETARY OF STATE	200.00
SERVICE FOOD SUPER VALU	23.53
SHI CORP	1,272.00
SIGNWORKS SIGNS & BANNERS LLC	307.50
STAPLES BUSINESS CREDIT	408.96
STEINS INC	210.20
STEVE'S SANITATION INC	74.88
STINE/LEROY D	2,152.00
THIS WEEKS SHOPPING NEWS	116.40
TOWMASTER	1,350.06
TRITES/DAVID	491.40
TWEETON REFRIGERATION, INC	384.20
VARITECH INDUSTRIES	2,990.00
VOSS LIGHTING	148.20
WALLWORK TRUCK CENTER	731.48
WILSON/WARREN R	242.80
ZIEGLER INC	747.88
<b>Final Total:</b>	<b>270,237.01</b>

<u>Vendor Name</u>	<u>Amount</u>
AMERICAN RED CROSS	1,225.00
BREVER/MELISA	64.96
CENTURYLINK	45.27
CHILD CARE RESOURCE/Lakes & Prairies	6,856.50
COLE/MELANIE	21.36
COOPERS TECHNOLOGY GROUP	1,007.93
DAHLEN/JODY	10.68
FERGUS TIRE CENTER	22.00
FISCHER/MICHELLE	15.00
GRABE/SONYA	25.90
GREATAMERICA FINANCIAL SVCS	2,431.01
INDEPENDENT CONTRACT SERVICES OF JOBHQ	737.50 233.80
KLOEK/ASHLEY	15.00
KUGLER/JEAN	81.48
LAKES COUNTRY SERVICE CO OP	6,115.68
MACPO	40.00
MARCO INC ST LOUIS	327.42
MARTIN/MICHAEL	107.30
MIDWEST MONITORING	2,090.00
MINNESOTA MONITORING INC	152.25
MINNESOTA MOTOR COMPANY	33.77
MN DEPT OF HUMAN SERVICES	10,704.86
MN STATE AUDITOR	2,058.00
OFFICE DEPOT	105.97
OTTER TAIL CO PUBLIC HEALTH	952.88
OTTER TAIL CO RECORDER	152.00
OTTER TAIL CO SHERIFF	685.00
OTTER TAIL CO TREASURER	3,673.32
OTTER TAIL COUNTY SUPPORT	242.00
PACIFIC INTERPRETERS	1,535.00
PRAIRIE LAKES YOUTH PROGRAMS	3,585.00
PREMIER BIOTECH LABS, LLC	1,614.15
ROTERING/DEVORA	89.90
SCHOOL DIST 261-Ashby School	268.56
SCHOOL DIST 542-BATTLE LAKE	2,438.10
SCHOOL DIST 544-FERGUS FALLS	13,447.93
SCHOOL DIST 545-HENNING	2,142.00
SCHOOL DIST 547-PARKERS PRAIRIE	4,013.85
SCHOOL DIST 548-PELICAN RAPIDS	4,735.85
SCHOOL DIST 549-PERHAM	7,733.25
SCHOOL DIST 550-UNDERWOOD	3,094.35

SCHOOL DIST 553-NYM	3,971.80
SOURCEWELL	855.00
SPANGLER/LISA	18.48
STANISLAWSKI/MARI	26.10
ULSCHMID/LIZA	19.07
WADENA CO SHERIFF	150.00
WEST CENTRAL REG JUVENILE CTR	46,729.50
WINONA COUNTY SHERIFF	80.00
<b>Final Total:</b>	<b>136,781.73</b>

<u>Vendor Name</u>	<u>Amount</u>
FEI.COM, INC.	30,000.00
GIBBS/ANN	16.24
INDEPENDENT CONTRACT SERVICES OF	1,750.76
KAVANAGH/JENNA	75.40
LAKE REGION HEALTHCARE	666.67
MARCO INC ST LOUIS	656.53
MINNKOTA ENVIRO SERVICES INC	25.00
MURILLO/MONICA	15.00
OFFICE DEPOT	277.85
OTTER TAIL COUNTY TREASURER-EXPRI	1,414.19
PACIFIC INTERPRETERS	35.00
THACKER/SARAH	284.20
VICTOR LUNDEEN COMPANY	29.80
<b>Final Total:</b>	<b>35,246.64</b>

APPROVED