



**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
515 W. Fir Avenue, Fergus Falls, MN  
June 11, 2019  
8:30 a.m.**

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**Call to Order**

The Otter Tail County Board of Commissioners convened at 8:30 a.m. Tuesday, June 11, 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 Johnson and unanimously carried to approve the Board of Commissioners Agenda of June 11, 2019. With the following additions:

- Auditor/Treasurer - Tax abatement discussion for apartment complex
- Per Diem Discussion
- Finance Committee meeting at 10:05 a.m. - Position in probation
- Listening Session Tour discussion

**Consent Agenda**

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

1. June 4, 2019 Board of Commissioners' Meeting Minutes
2. Warrants/Bills for June 11, 2019 (Exhibit A)
3. Human Services & Public Health Warrants/Bills for June 11, 2019 (Exhibit A)
4. Issuance of On-Sale Wine and On/Off-Sale Malt Liquor License to East Silent Resort

**Prometheus Motorcycle Club Zoo Run**

Motion by Lindquist, second by Murphy and unanimously carried to waive the Otter Tail County Exhibition and Shows Ordinance for the Prometheus Motorcycle Club's 34<sup>th</sup> Annual Zoo Run charity event scheduled June 27-30, 2019. This approval is subject to organizers providing security, adequate portable facilities, insurance, and notification to law enforcement regarding the event which has been past practice. All proceeds from the event are donated to the Chahinkapa Park Zoo in Wahpeton, ND.

**Spitzer Lake No Wake Zone Extension**

Motion by Lindquist, second by Rogness and unanimously carried to extend the Spitzer Lake No Wake Zone restriction for an additional thirty (30) days.

**Liquor License**

Motion by Johnson, second by Lindquist and unanimously carried to approve the issuance of an On/Off-Sale 3.2 Malt Liquor License to Ye Olde Schoolhouse Bar and Grill for the period of July 1, 2019 through June 30, 2020.

**Workforce Housing Tax Abatement**

Motion by Johnson, second by Rogness and unanimously carried to authorize the Auditor-Treasurer to schedule a public hearing, if it is deemed necessary, at the regular meeting of the County Board of Commissioners beginning at 10:00 a.m. on Tuesday, July 30, 2019. The public hearing is to be held in the Board Room at the Government Services Center, 515 Fir Ave W, Fergus Falls, Minnesota, pursuant to Minnesota Statutes Sections 469.1812 through 469.1815, on the request of D.W. Jones, Inc. to have the County abate, for workforce housing, the developer property taxes to be levied by the County on tax parcel numbers 76-000-21-0004-001 and 76-000-22-0016-004.

**Resignation of HRA Board Member**

Motion by Rogness, second by Murphy and unanimously carried to accept the resignation of Dave Johnson from the Otter Tail County Housing and Redevelopment Authority (HRA) Board and thank him for his service.

Motion by Johnson, second by Rogness and unanimously carried to appoint John Lindquist to serve the remainder of Dave Johnson's unexpired term as a member of the Otter Tail County HRA Board ending August 2021.

**Approval of Payment**

Motion by Lindquist, second by Johnson and unanimously carried to approve payment of the following costs incurred under the provision of Minnesota Statute 609.35:

EH SM Hospital Detroit Lakes-2,267.00, CentraCare St. Cloud Hospital-2,060.29, Sandford-\$2,625.15

**DEPUTY REGISTRAR REIMBURSEMENT GRANT  
Fergus Falls Location – Deputy Registrar 11**

**Otter Tail County Resolution No. 2019 – 53**

WHEREAS, Minnesota Session Laws – 2019 1<sup>st</sup> Special Session, Chapter 3, Article 1, Section 6 and Article 2, Section 36 appropriated \$13 million for deputy registrar reimbursement grants related to the development and deployment of the Minnesota License and Registration System (MNLARS), and

WHEREAS, based upon the formula specified in the legislation referenced above, Otter Tail County Fergus Falls Deputy Registrar Office is eligible to receive a grant in the amount of \$95,798.72, and

WHEREAS, to receive the reimbursement grant, Otter Tail County must return by certified mail, on or before June, 30, 2019, the completed and signed grant agreement, completed and signed release form and must provide a copy of the resolution accepting the grant disbursement of funds and verifying the persons authorized to sign the grant agreement, and

WHEREAS, the Grant Agreement and the Liability Release have been reviewed by the Internal Services Director, the County Attorney and the Deputy Registrar.

NOW, THEREFORE, BE IT RESOLVED, that the Grant Agreement and the Liability Release are found to be acceptable, and that the Otter Tail County Fergus Falls Deputy Registrar Office will comply with all requirements in the Grant Agreement, Liability Release and Instructions for the Deputy Registrar Reimbursement Grant, and

BE IT FURTHER RESOLVED, that the Otter Tail County Board of Commissioners, on behalf of the Otter Tail County Fergus Falls Deputy Registrar office, hereby accepts the grant disbursement of funds in the amount of \$95,798.72 as appropriated by Minnesota Session Laws – 2019 1<sup>st</sup> Special Session, Chapter 3, Article 1, Section 6 and Article 2, Section 36 and hereby authorizes Doug Huebsch, Otter Tail County Board of Commissioners Chair and John Dinsmore, Otter Tail County Administrator, to sign the grant agreement on behalf of the Otter Tail County Fergus Falls Deputy Registrar office.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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

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

**Waste Designation Plan and Delivery Agreements**

Motion by Johnson, second by Lindquist and unanimously carried to authorize the appropriate County Officials' signatures on the Letter to Commissioner Laura Bishop of the Minnesota Pollution Control Agency (MPCA) dated June 6, 2019, and on the ten Waste Delivery Agreements as presented by the Solid Waste Director.

**Listening Session Tour**

Motion by Johnson, second by Rogness and unanimously carried to authorize all Commissioners to attend the Listening Session Tour with the Attorney General and to authorize County Attorney Michelle Eldien to raise the concerns of the County Commissioners should they not be able to attend.

**Per Diem and Expenses**

Attorney Eldien cited Minnesota Statute 375.06 wherein county commissioners are authorized to be reimbursed per diem and expenses in the discharge of official County duties and while acting on committees as approved by the Board.

**Spitzer Lake Ad Hoc Committee**

Motion by Johnson, second by Murphy and unanimously carried to appoint Commissioners Rogness and Lindquist to a Spitzer Lake Ad Hoc Committee to assist with issues and provide information to the County Board regarding the Spitzer Lake area.

**Highway Department Projects**

**ADA Transition Plan:**

Motion by Rogness, second by Murphy and unanimously carried to approve the "Otter Tail County - ADA Transition Plan" dated May 2019 to ensure all sidewalks, curbs, etc. are compliant with ADA standards.

**Perham to Pelican Rapids Regional Trail:**

Motion by Johnson, second by Rogness and unanimously carried to authorize appropriate County Officials' signatures to execute the proposed engineering services agreement with Houston Engineering, Inc. for construction of the new regional trail from Maplewood State Park to CSAH 34.

**Bid Award - County Wide Traffic Marking:**

Motion by Johnson, second by Lindquist and unanimously carried to authorize appropriate County Officials' signatures to execute the contract between the County of Otter Tail and AAA Striping Service Co. for the County Wide Traffic Marking, C.P. 19:TM.

**Relocation of Mussel Assemblage:**

Motion by Johnson, second by Rogness and unanimously carried to approve the Relocation of Mussel Assemblage in the Otter Tail River at the CSAH 15 Bridge. The endangered mussel species must be moved when the water is a specified temperature and the work must be completed within two months of the relocation. Due to this requirement, the bridge work will be completed this fall.

**Ditch 45 – Nelson Lake**

Motion by Johnson, second by Rogness and unanimously carried to accept the proposal from Houston Engineering to proceed with the Hydraulic Study on Ditch 45 to check capacity for the Nelson Lake outlet.

**RESOLUTION OF SUPPORT IN THE MATTER OF APPLYING FOR STATE BONDING FOR PERHAM TO PELICAN RAPIDS MULTI-USE TRAIL**

**RESOLUTION NO. 2019 – 52**

WHEREAS, the County of Otter Tail is submitting a request to the Minnesota Legislature to consider including a capital outlay project for the 27.2 mile long Perham to Pelican Rapids Multi-use Trail; and

WHEREAS, this proposed project is in partnership with the City of Perham, the City of Pelican Rapids, and the PartnerSHIP 4 Health; and

WHEREAS, this proposed trail will provide a recreational trail opportunity that is relatively lacking in this part of the State; and

WHEREAS, this proposed trail will provide a year-round amenity with benefits not only for the residents of Otter Tail County but the thousands of visitors that vacation in the area throughout the year; and

WHEREAS, this proposed trail will support tourism and economic development in the area by making Otter Tail County a regional draw for biking enthusiasts and other trail users; and

WHEREAS, this proposed trail will expand the opportunities for residents and visitors to maintain healthy active lifestyles by providing a safe corridor for walking and biking; and

WHEREAS, this proposed trail will create future connections to state and regional trails such as the Central Lakes Trail and the Heartland State Trail; and

WHEREAS the County of Otter Tail has already secured funding for the most easterly 6.4 miles of the proposed trail from CSAH 35 to Perham;

WHEREAS the County of Otter Tail is seeking other funding for the most westerly 6.8 miles of the proposed trail from Pelican Rapids to Maplewood State Park;

WHEREAS the County of Otter Tail recognizes the 50% match requirement for the aforementioned bonding request, for the remaining 14 miles of the proposed Multi-use Trail from Maplewood State Park to CSAH 34 west of Perham with an estimated cost of \$7,667,000 and will secure the matching funds;

BE IT RESOLVED the County of Otter Tail hereby commits and will appropriate funds to provide the local matching share for said grant, in the amount not to exceed \$3,833,500.

Adopted at Fergus Falls, Minnesota, this 11th day of June 2019.

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

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

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

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

**Adjourn and Reconvene**

At 9:38 a.m., Chair Huebsch declared the Otter Tail County Board of Commissioners meeting adjourned and at 9:42 a.m., the Board of Commissioners Meeting was reconvened for a short item.

**Revision to May 14, 2019 Minutes – Rush to Rest Development**

Motion by Johnson, second by Rogness and unanimously carried to amend the motion of May 14, 2019, for the Conditional Use Permit to serve the proposed Rush to Rest Development on Rush Lake removing language that indicated the shed would be removed.

Original Motion:

Motion by Johnson, second by Rogness and unanimously carried to approve the Preliminary Plat titled "Rush to Rest" consisting of 5 single family residential riparian lots and a Conditional Use Permit to construct a road and cul-de-sac to serve the proposed plat as presented by Mr. Rosenthal. The shed will be removed, and the cul-de-sac moved to the east of the original design location to accommodate neighbor's concern with snow removal. The preliminary plat is approved provided the area for the septic systems are protected from vehicle traffic.

Motion Amended to read as follows:

Motion by Johnson, second by Rogness and unanimously carried to approve the Preliminary Plat titled "Rush to Rest" consisting of 5 single family residential riparian lots and a Conditional Use Permit to construct a road and cul-de-sac to serve the proposed plat as presented by Mr. Rosenthal. The cul-de-sac is moved to the east of the original design location to accommodate neighbor's concern with snow removal. The preliminary plat is approved provided the area for the septic systems are protected from vehicle traffic.

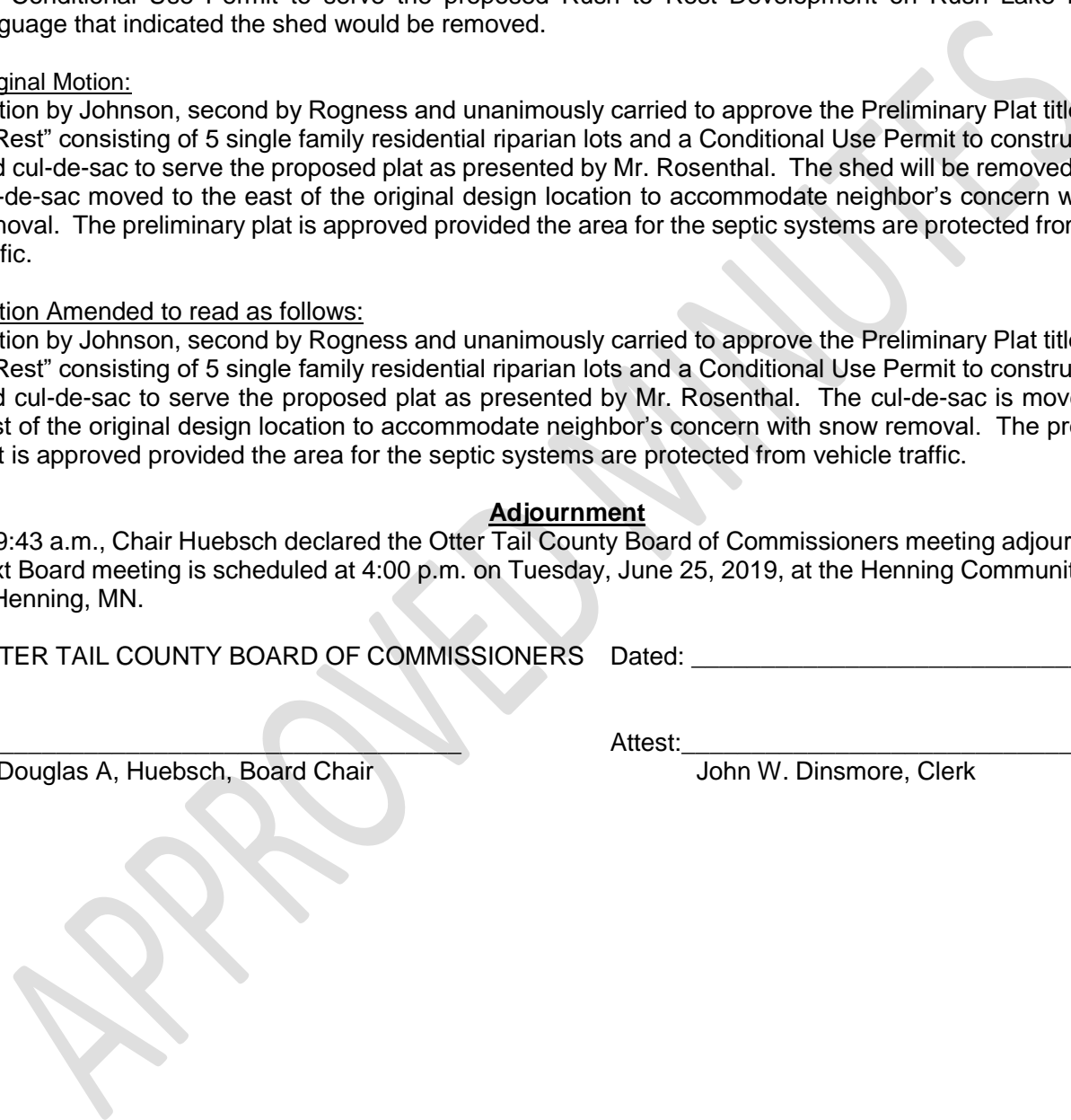
**Adjournment**

At 9:43 a.m., Chair Huebsch declared the Otter Tail County Board of Commissioners meeting adjourned. The next Board meeting is scheduled at 4:00 p.m. on Tuesday, June 25, 2019, at the Henning Community Center in Henning, MN.

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

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

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





<u>Vendor Name</u>	<u>Amount</u>
ANDERSEN/BROOKS	41.41
DNA DIAGNOSTICS CENTER	281.00
DUENOW/DIANE	54.28
EIDE/BONNIE	10.24
ERICKSON/BRADLEY	101.10
FIX/KRISTA	53.28
GONTAREK/JOANNIE	49.70
HAUGE/LESLIE	59.08
HENNEPIN CO SHERIFF	80.00
INDEPENDENT CONTRACT SERVICES OF	737.50
KLOEK/ASHLEY	13.80
KNUDSON/FONDA L	90.00
LUTZWICK/DESTA	55.58
MARTIN/MICHAEL	94.45
MINNESOTA DEPARTMENT OF REVENUE	1,345.50
MINNKOTA ENVIRO SERVICES INC	225.00
MN DEPT OF HUMAN SERVICES	92,484.31
NOVACEK/BONNIE	50.54
OFFICE DEPOT	54.43
OTTER TAIL CO AUDITOR	1,599.22
OTTER TAIL CO AUDITOR	1,599.22
OTTER TAIL CO AUDITOR	1,630.27
OTTER TAIL CO AUDITOR	1,599.22
OTTER TAIL CO AUDITOR	1,599.22
OTTER TAIL CO AUDITOR	6,986.25
OTTER TAIL CO RECORDER	120.00
OTTER TAIL CO SHERIFF	238.00
OTTER TAIL CO TREASURER	32,091.00
POTTER/TARA	48.00
QUALITY TOYOTA	1,084.78
REHM/BAILEY	47.19
ROTERING/DEVORA	337.56
SEVEN COUNTY PROCESS SERVERS LLC	65.00
SHIRKEY/KELSEY	183.12
TRI-COUNTY COMMUNITY CORRECTIONS	200.00
U S POSTMASTER	150.00
ULSCHMID/LIZA	37.57
WILKIN CO SHERIFF	292.50
<b>Final Total:</b>	<b>145,789.32</b>

<u>Vendor Name</u>	<u>Amount</u>
AMAZON CAPITAL SERVICES, INC	1,308.64
AMERICAN INSTITUTIONAL SUPPLY CO	216.00
AMERIPRIDE SERVICES INC	1,161.70
ANDERSEN BUILDERS OF OTC LLC	911.60
AUTO VALUE FERGUS FALLS	132.37
BAUER BUILT INC	728.00
BEYER BODY SHOP INC	100.00
BHH PARTNERS	423.15
BOBCAT OF OTTER TAIL COUNTY	77.01
BOUND TREE MEDICAL LLC	635.88
BRANDON COMMUNICATIONS INC	242.00
BRAUN VENDING INC	27.75
BUY-MOR PARTS & SERVICE LLC	3,310.56
CARR'S TREE SERVICE	1,699.55
CENTRAL DOOR & HARDWARE INC	830.00
CERTIFIED AUTO REPAIR	2,180.35
CHEMSEARCH	1,285.85
CODE 4 SERVICES, INC	245.75
COLBECK/ELIJAH	139.99
COOP SERVICES INC	232.88
COOPERS TECHNOLOGY GROUP	479.39
CULLIGAN OF WADENA	22.25
CUMMINS SALES & SERVICE	1,380.49
CZECH/KAREN	64.96
DAILY JOURNAL/THE	1,484.52
DAN'S TOWING & REPAIR	544.24
DETROIT LAKES OVERHEAD DOOR SERV	1,635.00
DICK'S STANDARD	300.00
DM ENTERPRISES	700.00
ENTERPRISE LEASING COMPANY	658.79
ERGOMETRICS	482.60
ESRI INC	14,027.38
FARNAM'S GENUINE PARTS INC	14.18
FASTENAL COMPANY	66.85
FERGUS FALLS/CITY OF	60.00
FERGUS POWER PUMP INC	1,548.75
FERGUS TIRE CENTER	22.00
FERGUSON BROTHERS EXCAVATING INC	7,418.33
FERGUSON ENTERPRISES INC #1657	169.55
FIELD/TERRY	156.60
GOERDT/STEPHEN	8.66
GOODPOINTE TECHNOLOGY INC	2,375.00



<u>Vendor Name</u>	<u>Amount</u>
GOPHER STATE ONE CALL	33.75
GRAINGER INC	24.29
GREATAMERICA FINANCIAL SVCS	263.88
GRIFFIN/PATRICK	14.66
HARTHUN/TRISTAN	209.99
HAWES SEPTIC TANK PUMPING LLC	100.00
HUCKEBY/ROBERT	53.63
INTERSTATE POWER SYSTEMS INC	2,480.03
JACKET MANUFACTURING	247.00
JAKE'S JOHNS LLC	500.00
JK SPORTS	8.00
KIMBALL MIDWEST	161.52
LAKE COUNTRY GRAPHICS INC	1,062.00
LAKE REGION HEALTHCARE	6,554.35
LAKES AREA PEST CONTROL LLC	90.00
LAKES AREA TRUCK REPAIR INC	135.20
LAKES COUNTRY SERVICE CO OP	29.50
LARRY OTT INC TRUCK SERVICE	1,500.00
LAWSON PRODUCTS INC	539.69
LEIGHTON BROADCASTING/DL	468.00
LEIGHTON BROADCASTING/FF	1,366.00
LOCATORS & SUPPLIES INC	2,352.36
M-R SIGN COMPANY INC.	1,791.26
MARCO INC ST LOUIS	202.74
MARCO TECHNOLOGIES LLC	427.44
MARK/JAMES	275.00
MCCOLLOUGH WELDING	90.00
MCKESSON MEDICAL-SURGICAL INC	32.30
MEND CORRECTIONAL CARE	9,524.49
MINNESOTA MOTOR COMPANY	969.39
MN CO INTERGOVERNMENTAL TRUST	83.00
MN D.A.R.E.OFFICERS ASSOCIATION	225.00
MN DEPT OF PUBLIC SAFETY	25.00
MOORE ENGINEERING INC	6,675.00
NARDINI FIRE EQUIPMENT	1,898.30
NELSON AUTO CENTER	168.01
NELSON/JILL	500.00
NETWORK SERVICES COMPANY	500.06
NEWBORG/KEVIN	77.14
NEWMAN PAINTING INC	1,450.00
NORTHERN SAFETY TECHNOLOGY INC	284.32
OLSON STITZEL POST 219	200.00

<u>Vendor Name</u>	<u>Amount</u>
OTTER TAIL TIRE INC	24.66
OTTERTAIL TRUCKING INC	23,597.78
PARKERS PRAIRIE/CITY OF	260.00
PATCH/KEVIN	150.00
PAW PUBLICATIONS LLC BATTLE LAKE R	137.70
PEBBLE LAKE AUTO REPAIR	878.94
PETE'S AMOCO	110.00
PHILLIPPI/DR JAY	475.00
PHOENIX SUPPLY	1,170.13
PRO AG FARMERS CO OP	88.44
PROTECTION SYSTEMS INC	320.00
RASMUSSEN SCHEDOWSKI POST 4020	200.00
RAYS SPORT & MARINE - PERHAM	64.30
RDO EQUIPMENT CO	34.24
SCHUELLER'S SEPTIC SOLUTIONS LLC	275.00
SCOTT HOFLAND CONSTRUCTION INC	8,440.00
SERVICE FOOD SUPER VALU	42.34
SIGNWORKS SIGNS & BANNERS LLC	135.00
SRF CONSULTING GROUP INC	8,406.44
STAPLES BUSINESS CREDIT	259.34
STEINS INC	1,310.38
STEVE'S SANITATION INC	350.60
SURPLUS WAREHOUSE OF WILLMAR INC	550.00
THRIFTY WHITE PHARMACY	3,861.53
THYSSEN KRUPP ELEVATOR CORPORAT	641.43
TOWMASTER	249,094.00
VOSS LIGHTING	117.60
WAYNE'S TOOLWAGON	199.00
WL HALL CO INTERIOR SERVICE	675.00
<b>Final Total:</b>	<b>394,969.72</b>

APPROVED MINUTES