



**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
515 W. Fir Avenue, Fergus Falls, MN  
December 3, 2019  
12:00 p.m.**

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**Call to Order**

The Otter Tail County Board of Commissioners convened at 12:01 p.m. Tuesday, December 3, 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 Johnson, second by Rogness and unanimously carried to approve the Board of Commissioners Agenda of December 3, 2019, with the following changes:

Remove Approval of CSAH 34 Right of Way Acquisition Resolution  
Addition of a Finance Committee at 1:35 p.m. to Update on 2020 Court Appointed Attorneys  
Addition of Vacation Rentals

**Consent Agenda**

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

1. November 26, 2019, Board of Commissioners' Meeting Minutes
2. Warrants/Bills for December 3, 2019 (Exhibit A)

**Spitzer Lake Property Assessments**

Property Owners David & Bernice Lapash briefed the Board regarding the flooding on Spitzer Lake and the properties that are affected. Relief was granted at the County Board of Equalization in June to six properties, reducing the 2019 estimated market values. The Assessor's office has since been proactive in identifying and reassessing additional properties found to be affected by the flooding for the 2020 assessment. Valuation notices are sent ten days prior to the township's Local Board meeting held in the spring and property owners are encouraged to contact their assessor with any questions or concerns regarding their property values.

**Sale of Law Enforcement Mobile Video Recorders**

Motion by Johnson, second by Rogness and unanimously carried to authorize the Sheriff's office to sell, donate or dispose of old mobile video recorders as they see fit. They plan to reach out to local agencies for the use of these mobile video recorders.

**Labor Agreement**

Motion by Johnson, second by Murphy and unanimously carried to accept the Essential Supervisors Unit Labor Agreement Contract for 2020-2022.

**Out of State Travel Request**

Motion by Rogness, second by Lindquist and unanimously carried to authorize the Community Development Director to attend the Mid-America Economic Development Council's Competitiveness Conference and Site Selector Forum in Chicago, IL December 8<sup>th</sup>-10<sup>th</sup>, 2020. Otter Tail Power, a sponsor of the event, has extended an invitation to Otter Tail County and will cover the cost of the conference. All other expenses will be paid from the Economic Development budget.

**Final Plat – Rush Lake View**

Motion by Johnson, second by Lindquist and unanimously carried to approve the Final Plat known as “Rush Lake View” consisting of 8 single family residential lots (6 riparian & 2 non-riparian). The proposal is located in Pt NW¼NE¼ & Pt GL (5.15 Acres) and GL 3 & NW¼NE¼ Ex Trs (35.39 Acres), Section 21 of Otto Township; Rush Lake (56-141), GD.

**Final Plat – Star Lake Resort & RV Park/CIC #87**

Motion by Rogness, second by Murphy and unanimously carried with Johnson abstaining to approve the Final Plat known as “Star Lake Resort & RV Park” Common Interest Community (CIC) #87 located in section 4 of Star Lake Township; Star Lake (56-385), GD.

**Final Plat – Red Lantern Resort/CIC #89**

Motion by Johnson, second by Lindquist and unanimously carried to approve the Final Plat known as “Red Lantern Resort” Common Interest Community (CIC) #89 located in section 22 of Amor Township; Otter Tail Lake (56-242)

**Vacation Home Rentals**

The Minnesota Department of Revenue has directed the County Assessor to reclassify properties primarily used as short term rentals to commercial for the 2020 assessment. Mr. Walvatne plans to send a questionnaire to property owners to assist in determining the primary use of properties and a press release was requested by the Board to inform the public.

**Recess & Reconvene**

At 12:54 p.m., Chair Huebsch declared the meeting of the Otter Tail County Board of Commissioners recessed for short break. The Board of Commissioners meeting was reconvened at 1:03 p.m.

**Out of State Travel**

Motion by Johnson, second by Rogness and unanimously carried to authorize the County Engineer to attend the National Association of County Engineers (NACE) Conference in Orange Beach, AL April 19<sup>th</sup> – 23<sup>rd</sup>, 2020.

**RESOLUTION FOR THE STATE OF MN DEPARTMENT OF TRANSPORTATION AND OTTER TAIL COUNTY DETOUR AGREEMENT  
Resolution No. 2019 – 87**

IT IS RESOLVED that Otter Tail County enter into Mn/DOT Agreement No. 1035759 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 11, No. 28 and No. 21 as a detour route during the construction to be performed upon, along and adjacent to Trunk Highway No. 108 at Reference Point 4+00.238 under State Project No. 8824-155 (TH. 108=229).

IT IS FURTHER RESOLVED that the County Board Chair and the County Board Clerk are authorized to execute the Agreement and any amendments to the Agreement.

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, Rogness, Murphy, Lindquist and Johnson

and the following voted against the same: None

Adopted this 3<sup>rd</sup> day of December 2019.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
Doug Huebsch, Board of Commissioners Chair

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

**CSAH 34 Update**

County Engineer Charles Grotte updated the Board regarding the CSAH 34 reconstruction project. The project is planned for competitive bid in March 2020.

**Out of State Travel**

Public Works Director Rick West was nominated for the David P. Brand Safety Award by the Minnesota County Engineers Association and will be recognized at the National Association of County Engineers (NACE) conference in April 2020.

Motion by Lindquist, second by Rogness and unanimously carried to authorize the Public Works Division Director to attend the National Association of County Engineers (NACE) Conference in Orange Beach, AL April 19<sup>th</sup> – 23<sup>rd</sup>, 2020.

**Long Range Transportation Plan Development & Implementation**

Motion by Rogness, second by Murphy and unanimously carried to authorize Commissioner Johnson to attend the County Engineer Association Conference in January 2020 in Brainerd, MN. He plans to assist in presenting the Otter Tail County Long Range Transportation Plan Development & Implementation and participate in any discussion.

**Website Hosting for Townships**

Commissioner Johnson has been in contact with a number of townships that are struggling with implementing and maintaining their website. He suggested possibly hosting townships on the county website or assisting townships with finding a solution. E-Government Administrator Scott Backstrom expressed concerns regarding the maintenance, accuracy of information, sustainability and efficiency of the search engine if hosted on the county website and is willing to assist with guiding townships and answering any questions they may have.

**Adjournment**

At 1:38 p.m., Chair Huebsch declared the Otter Tail County Board of Commissioners meeting adjourned. The next Board meeting is scheduled at 8:30 a.m. on Tuesday, December 17, 2019, at the Government Services Center in Fergus Falls, MN.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Doug Huebsch, Board of Commissioners Chair

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

<u>Vendor Name</u>	<u>Amount</u>
ACME TOOLS FARGO	323.96
AMAZON CAPITAL SERVICES INC	4,008.01
AMERIPRIDE SERVICES INC	66.13
ANDERSON RPR/CHERI	182.00
ASPIRE PSYCHOLOGICAL & CONSULTINC	3,100.00
BAC RECYCLING	2,000.00
BACHMAN PRINTING	229.68
BEN HOLZER UNLIMITED WATER LLC	20.00
BOY SCOUT TROOP 305	540.00
CERTIFIED LABORATORIES	465.00
COOP SERVICES INC	272.70
COOPERS TECHNOLOGY GROUP	116.74
DAILY JOURNAL/THE	470.40
DEANS DISTRIBUTING	212.28
DEM-CON MATERIALS RECOVERY LLC	1,848.48
DOUBLE A CATERING	30.00
DULSKI/JOEL	116.63
EHLERS & ASSOCIATES INC	3,000.00
FERGUS HOME & HARDWARE	113.46
FERGUS POWER PUMP INC	1,301.25
FIDLAR TECHNOLOGIES, INC	2,886.70
GODFATHERS EXTERMINATING INC	116.00
GRAINGER INC	91.74
GREATAMERICA FINANCIAL SVCS	472.02
HELPSYSTEMS LLC	406.28
INNOVATIVE OFFICE SOLUTIONS	79.43
JOBSEQ	68.80
JOHNSON/DEAN	180.00
JORUD LAW OFFICE	360.00
KIMBALL MIDWEST	217.08
KOEP'S SEPTIC LLC	90.00
L & O ACRES TRANSPORT INC	2,360.88
LAKE REGION HEALTHCARE	414.15
LAKES COUNTRY SERVICE CO OP	14,296.00
LARRY OTT INC TRUCK SERVICE	1,000.00
LAWSON PRODUCTS INC	388.51
LITTLE FALLS MACHINE INC	1,965.82
M-R SIGN COMPANY INC.	1,671.68
MARKS FLEET SUPPLY INC	82.74
NEWMAN PAINTING INC	950.00
NORTHERN SAFETY TECHNOLOGY INC	317.10
OLSEN COMPANIES	650.00

Board of Commissioner Meeting Minutes  
December 3, 2019 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
OTTERTAIL TRUCKING INC	8,542.17
PRECISE MRM LLC	1,200.00
SAFELITE FULFILLMENT INC	99.97
SCHMALTZ/CAROL	85.76
SEWER SERVICE INC	200.00
SRF CONSULTING GROUP INC	9,879.93
STEINS INC	537.40
SURPLUS WAREHOUSE OF WILLMAR INC	660.00
TAG UP	312.50
TECH CHECK LLC	2,919.56
THIS WEEKS SHOPPING NEWS	72.75
UNLIMITED AUTO GLASS INC	300.00
US BANK EQUIPMENT FINANCE	1,483.26
VFW POST 612	50.00
VICTOR LUNDEEN COMPANY	1,035.60
WALETZKO/PATRICK	22.04
WASTE MANAGEMENT	18,430.56
<b>Final Total:</b>	<b>93,313.15</b>

APPROVED MINUTES