



**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
515 W. Fir Avenue, Fergus Falls, MN  
February 25, 2020  
8:30 a.m.**

---

**Call to Order**

The Otter Tail County Board of Commissioners convened at 8:32 a.m. Tuesday, February 25, 2020, at the Government Services Center in Fergus Falls, MN, with Commissioners; Lee Rogness, Chair; Betty Murphy, Vice-Chair; Wayne Johnson, John Lindquist and Doug Huebsch present.

**Approval of Agenda**

Chair Rogness called for approval of the Board Agenda. Motion by Johnson, second by Lindquist and unanimously carried to approve the Board of Commissioners Agenda of February 25, 2020 with the following changes:

Addition: West Central Initiative Census Grant  
Addition: MCIT Informational Meeting  
Addition to Public Works Committee: Salt Shed/Glass Pile Update

**Consent Agenda**

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

1. February 11, 2020 Board of Commissioners' Meeting Minutes
2. Warrants/Bills for February 25, 2020 (Exhibit A)
3. Human Services & Public Health Warrants/Bills for February 25, 2020 (Exhibit A)
4. Approve an LG240B Application to Conduct Excluded Bingo as submitted by the Friends of the Perham Area Public Library for an event scheduled for Monday, March 29, 2020 at The Cactus located at 43521 Fort Thunder Road in Perham Township

**2020 Legislative Priorities**

County Administrator Nicole Hansen submitted a document titled "2020 Legislative Priorities" that will be provided at meetings with legislators during the Association of Minnesota Counties (AMC) Conference in February. Top priorities include Economic Development, Community Services and Transportation and Trails.

**Non-Licensed Essential Supervisory Labor Agreement**

Motion by Johnson, second by Murphy and unanimously carried to accept the Non-Licensed Essential Supervisory Labor Agreement for 2020-2022.

**West Central Initiative Census Grant**

Motion by Murphy, second by Huebsch and unanimously carried to accept the West Central Initiative Census Grant in the amount of \$500.00. The grant will be used for the Census Grant project.

**Open Forum Discussion**

County Administrator Nicole Hansen requested input from the Board on how to improve the agenda and meetings to meet and promote the needs of the county as well as the public while staying within their authority. She summarized the roles and responsibilities of the County Commissioners and reviewed a document titled "Public Comments at Board Meetings" which includes language regarding the Minnesota Open Meeting Law. Ms. Hansen suggested the addition of an open forum prior to each regularly scheduled Board of Commissioners' meeting to allow the public to address the board while following established rules or guidelines.

Motion by Johnson, second by Lindquist and unanimously carried for staff to establish a dedicated time for the public to address the board regarding county business as recommended by MCIT. The open forum would be informational only and would not be part of the regular Board meeting. Staff will develop a proposed Open Forum Policy for review at the March 3<sup>rd</sup>, 2020 meeting.

**Redeye 1 Watershed 1 Plan (1W1P) Update**

East Otter Tail County Soil and Water Conservation District Manager Darren Neville provided an update to the Board regarding the Redeye River 1W1P. The program and plan are voluntary and aligns water planning along watershed boundaries while enhancing existing county water plans. Mr. Neville reviewed key focus areas and goals as well as a timeline of the plan approval process. The plan is currently being reviewed internally and the Board of Water and Soil Resources (BWSR) approval is planned for September 2020 followed by local adoption.

**Buffalo-Red River Comprehensive Watershed Management Draft Plan**

West Otter Tail County Soil and Water Conservation District Project Manager Aaron Larsen submitted the Buffalo-Red River Comprehensive Watershed Management draft plan to the Commissioners on February 6, 2020 for internal review. He provided a brief summary of the plan to the Board and requested approval.

Motion by Johnson, second by Lindquist and unanimously carried to approve the Buffalo-Red River Comprehensive Watershed Management draft plan as presented and submitted to the Commissioners. The motion also recommended the draft plan to be submitted to the Board of Water and Soil Resources for approval.

**Otter Tail County (OTC) Coalition of Lake Association (COLA) Survey**

OTC COLA Administrative Assistant John Kruse shared with the Board the results of an online survey that has received 1,057 responses thus far. The survey requested input from lake and river shoreland property owners regarding the OTC Shoreland Management and Septic Ordinances. The survey was promoted on the Otter Tail County Facebook page, OTC COLA website, COLA E-Newsletter and 15,530 post cards were mailed to property owners.

**Board of Adjustment Appointment**

Motion by Murphy, second by Huebsch and unanimously carried to appoint Terry Marthaler from District 4 to the Otter Tail County Board of Adjustment serving a one-year term.

**Land Use Administrative Ordinance**

Motion by Johnson, second by Murphy and unanimously carried to authorize a Public Hearing regarding the Land Use Administrative Ordinance on April 7, 2020 at 10:00 a.m. at the Government Services Center in Fergus Falls, MN.

**Clean Water Partnership Program**

Land and Resource Director Chris LeClair requested approval from the Board to submit an application to the Minnesota Pollution Control Agency for the Clean Water Partnership Loan Program. This program allows property owners to apply for a loan with the county to upgrade their septic systems. Payback for the loan would be applied to the applicant's property taxes over a 10-year period at a 0% interest rate and would also be available to commercial establishments.

Motion by Lindquist, second by Murphy and unanimously carried, with Johnson abstaining, to authorize the Land and Resource Director to apply for a grant with the Minnesota Pollution Control Agency in the amount of one (1) Million dollars to assist with funding of the Minnesota Clean Water Partnership program.

**Amended Plat – “Old Town Townhouses”/ CIC#26**

Motion by Huebsch, second by Johnson and unanimously carried to approve the amended plat known as “Old Town Townhouses” Common Interest Community #26 located in Section 12 of Clitherall Township; Clitherall Lake (56-238).

**Penalty Forgiveness**

Motion by Johnson, second by Murphy and unanimously carried to deny the requested penalty forgiveness in the amount of \$590.75 to Matt and Bridget Cullen. Failure to update mailing address does not meet the requirements of the Otter Tail County Policy for penalty forgiveness.

**Ditch 45**

Motion by Johnson, second by Huebsch and unanimously carried to authorize a Public Hearing regarding the finalization for redetermination of benefits for Ditch 45 on March 30, 2020 at 7:00 p.m. at the Parkers Prairie Event Center in Parkers Prairie, MN.

**Sale of Property**

Motion by Huebsch, second by Murphy and unanimously carried to reaffirm the public sale of a one-acre parcel (27000230155001) located in the Northeast quarter of the Southwest quarter of Section 23 in Folden Township. The tract is adjacent to the west side of County Highway 65 and is surrounded on the North, West and South sides by property owned by Joerger Land LLC.

**State Auditor Engagement Letter**

Motion by Lindquist, second by Murphy and unanimously carried to authorize the Otter Tail County Board Chair, County Administrator and County Auditor-Treasurer to sign the 2019 Audit Engagement Letter with the Office of the Minnesota State Auditor.

**MCIT Meeting**

Motion by Johnson, second by Murphy and unanimously carried to authorize Commissioners to attend the MCIT informational meeting on February 27, 2020 at 8:15 a.m. at the InterContinental Hotel in St. Paul, MN. The meeting is being held in conjunction with the AMC's Legislative Conference.

**Closed to the Public**

At 10:20 a.m., Chair Rogness declared the Board of Commissioners meeting closed to the public for attorney client privileges to discuss matters regarding threatened litigation concerning claims of Kameron Boudin involving an incident on December 13, 2018. The closed session is authorized under M.S. 13D.05, subd. 3(b). Present were Commissioners; Lee Rogness, Chair; Betty Murphy, Vice Chair; Wayne Johnson, John Lindquist, Doug Huebsch, Board Secretary Tara Bakken, County Administrator Nicole Hansen, County Attorney Michelle Eldien and County Sheriff Barry Fitzgibbons.

The closed session was concluded at 10:43 a.m.

**Out of State Travel**

Motion by Huebsch, second by Murphy and unanimously carried to authorize the Probation Director to attend the Orientation for Probation and Parole Chief Executives in Aurora, CO May 5<sup>th</sup>-7<sup>th</sup>, 2020. The Orientation focuses on presenting core competencies and their related skills and behaviors. All expenses will be funded by The National Institute of Corrections.

**ENACTING RESOLUTION FOR THE PARKS AND TRAILS ORDINANCE UNDER MINNESOTA  
STATUTE SECTION 375.51, SUBDIVISION 2, AND 398.34  
Otter Tail County Resolution No. 2020 - 18**

WHEREAS, the County is authorized pursuant to Minnesota Statutes, Sections 398.31 to 398.36, to establish a Parks and Trails Ordinance; and

WHEREAS, the Parks and Trails Ordinance will secure the quiet, orderly and suitable use and enjoyment of public park and trail properties; and

WHEREAS, the Parks and Trails Ordinance will guide the primary duty of the acquisition, development and maintenance of parks, trails, wildlife sanctuaries, forest and other reservations and providing the means for public access to historic sites, lakes, rivers, streams and other natural phenomena; and

WHEREAS, the statutes provide that the County is granted full power and authority to acquire and establish parks and trails and to operate, maintain, protect and improve a park and trail system and conduct a recreational program; and

WHEREAS, the County has caused notice of a public hearing on the Parks and Trails Ordinance published in the official newspaper and other local weekly newspapers of the County with at least three weeks' notice given; and

WHEREAS, pursuant to such notice, a public hearing on the proposal has been held by the County on February 11, 2020, at which hearing all persons desiring to present their oral or written comments on the proposal were given an opportunity to do so; and

WHEREAS, the adoption of the Parks and Trails Ordinance vacates the Ordinance Relating to Prohibition of Alcoholic Beverages at Phelps Mills Park previously passed by the County on or about August 10, 1977; and

WHEREAS, the adoption of the Parks and Trails Ordinance vacates the County Park Ordinance previously passed by the County on or about July 15, 1980.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. Pursuant to Minnesota Statutes Sections 398.31 to 398.36, the Board of Commissioners hereby enacts a Parks and Trails Ordinance.
2. The Ordinance Relating to Prohibition of Alcoholic Beverages at Phelps Mill Park is vacated.
3. The County Park Ordinance is vacated.

Upon the motion of Johnson, is seconded by Lindquist, and passed on a 5-5 vote, the above resolution is hereby adopted by the Otter Tail County Board of Commissioners.

Adopted at Fergus Falls, Minnesota, this 25th day of February 2020:

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

By: \_\_\_\_\_      Attest: \_\_\_\_\_  
Leland R. Rogness, Board of Commissioners Chair      Nicholas Leonard, Deputy Administrator

**Phelps Mill County Park 2020 Fee Schedule**

Motion by Johnson, second by Huebsch and unanimously carried to approve the Phelps Mill County Park 2020 Fee Schedule as presented effective March 1, 2020. For a full list of county fees visit <https://ottertailcountymn.us/wp-content/uploads/2019/05/Otter-Tail-County-Fee-Schedule.pdf>.

**Amended CSAH 34 Engineering Services Agreement**

Motion by Johnson, second by Huebsch and unanimously carried to accept the requested amendment to the current fee for engineering services for the Perham to Pelican Rapids East Segment S.A.P 056-634-011 and S.P. 056-090-013.

**Adjournment**

At 10:56 a.m., Chair Rogness declared the Otter Tail County Board of Commissioners meeting adjourned. The next Board meeting is scheduled at 8:30 a.m. on Tuesday, March 3, 2020, at the Government Services Center in Fergus Falls, MN.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
Leland R. Rogness, Board of Commissioners Chair

Attest: \_\_\_\_\_  
Nicholas Leonard, Deputy Administrator

APPROVED MINUTES



<u>Vendor Name</u>	<u>Amount</u>
A-OX WELDING SUPPLY CO INC	39.13
AGASSIZ ARCHEOLOGY	3,000.00
AL'S REFRIGERATION LLC	222.00
ALBANY RECYCLING CENTER	1,859.95
ALEX RUBBISH & RECYCLING INC	599.73
ALPHA TRAINING & TACTICS LLC	650.00
AMAZON CAPITAL SERVICES INC	3,384.00
AMERIPRIDE SERVICES INC	1,172.09
APEX ENGINEERING GROUP INC	35,858.12
AUTO VALUE FERGUS FALLS	10.99
AXNESS/JOE	23.96
BATTLE LAKE STANDARD	86.80
BECKLUND OIL INC	2,776.66
BHH PARTNERS	438.78
BOSEK/DENNIS	10.22
BRAUN INTERTEC CORPORATION	332.50
BRAUN VENDING INC	16.00
BRIAN'S REPAIR INC	1,696.28
BUGBEE'S LOCKSMITH	25.58
BURUD/AMANDA	24.20
BUSHMAN/JOHN	167.78
BUSKO/AMY	120.00
BUY-MOR PARTS & SERVICE LLC	4,356.24
CARR'S TREE SERVICE	1,194.00
CENTRAL CONCRETE CONSTRUCTION	1,290.00
CENTRAL LAKES TRAIL.COM	1,000.00
CITIZENS ADVOCATE	58.56
CLEAN PLUS INC	463.51
CLEAN SWEEP COMMERCIAL SERVICES	250.00
CODE 4 SERVICES, INC	787.23
COLLEGE WAY AUTO INC	388.59
COMPANION ANIMAL HOSPITAL	46.20
CONCEPT CATERING	225.00
COOP SERVICES INC	828.60
COOPERS TECHNOLOGY GROUP	539.60
CULLIGAN	26.50
CULLIGAN OF DETROIT LAKES	47.00
CULLIGAN OF WADENA	77.00
CUMMINS SALES & SERVICE	3,558.03
D & T VENTURES LLC	275.00
DAN'S TOWING & REPAIR	25.79
DASH MEDICAL GLOVES INC	334.50

---

Board of Commissioners' Meeting Minutes  
 February 25, 2020 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
DEM-CON MATERIALS RECOVERY LLC	2,235.54
DIGI-KEY ELECTRONICS	69.45
DOUBLE A CATERING	30.00
DUTCHER & PASCHKA PA	749.15
EHLERS & ASSOCIATES INC	6,750.00
ELECTION SYSTEMS & SOFTWARE INC	38,457.50
EXTREME MARINE LLC	435.00
FARMERS CO OP OIL ASSN	3,753.25
FARNAM'S GENUINE PARTS INC	987.71
FERGUS FALLS AREA CHAMBER OF COM	225.00
FERGUS FALLS DAILY JOURNAL	317.60
FERGUS FALLS/CITY OF	1,203.00
FERGUSON ENTERPRISES INC #1657	1,676.52
FIDLAR TECHNOLOGIES, INC	2,958.70
FIRST CARE TACTICAL LLC	590.84
FIRST NATIONAL BANK OF HENNING	79.50
FORUM COMMUNICATIONS COMPANY	517.70
FOSBERG/JESSICA	277.80
FRANZ REPROGRAPHICS INC	40.98
GALLS LLC	830.60
GAST CONSTRUCTION CO INC	2,980.00
GODFATHERS EXTERMINATING INC	236.75
GOVERNMENT FORMS & SUPPLIES	962.45
GRAINGER INC	175.65
GREATAMERICA FINANCIAL SVCS	263.00
GREEN LIGHTS RECYCLING INC	3,581.74
GRIFFIN/PATRICK	158.84
HANSON/BRANDIE	598.97
HAWES SEPTIC TANK PUMPING LLC	200.00
HENNING HARDWARE	172.69
HOUSTON ENGINEERING INC	3,039.00
INDEPENDENT/THE	111.50
INNOVATIVE OFFICE SOLUTIONS	56.58
JEVNE/MICHELLE	31.27
JONES LAW OFFICE	330.00
KIESLER'S POLICE SUPPLY, INC	5,508.00
KRIS ENGINEERING INC	465.70
L & O ACRES TRANSPORT INC	11,547.27
LAKE REGION HEALTHCARE	3,036.55
LAKES AREA COOPERATIVE	2,571.19
LAKES COUNTRY SERVICE CO OP	7,236.50
LARRY OTT INC TRUCK SERVICE	1,500.00

---



<u>Vendor Name</u>	<u>Amount</u>
LARSON/DEAN	15.21
LAWSON PRODUCTS INC	583.53
LIBERTY BUSINESS SYSTEMS FARGO	312.83
LIBERTY TIRE RECYCLING LLC	26,129.12
LIFE SMILES DENTAL LLC	348.00
LITTLE FALLS MACHINE INC	9,987.08
LOCATORS & SUPPLIES INC	762.19
LOMSDAL/STEPHEN P & KIMBERLY D	500.00
LONG WEEKEND SPORTSWEAR	341.00
LUMBER DEPOT LLC	86.66
M-R SIGN COMPANY INC.	168.12
MACQUEEN EQUIPMENT INC	98.41
MARCO INC ST LOUIS	959.91
MARCO TECHNOLOGIES LLC	243.20
MARIPOSA PUBLISHING	78.26
MARKS FLEET SUPPLY INC	59.66
MATTHEW BENDER & COMPANY INC	537.41
MCAA	6,778.00
MCCC BIN#135033	21,607.00
MCKESSON MEDICAL-SURGICAL INC	533.53
MEKALSON HYDRAULICS INC	495.00
MEND CORRECTIONAL CARE	11.69
MIDWEST MACHINERY CO - ELBOW LAKE	20.00
MINNESOTA INTER-COUNTY ASSOCIATIC	200.00
MINNESOTA MOTOR COMPANY	46.90
MINNESOTA SHERIFFS' ASSOCIATION	480.00
MINNKOTA ENVIRO SERVICES INC	46.28
MN DEPT OF PUBLIC SAFETY	200.00
MN RESOURCE RECOVERY ASSOCIATIO	500.00
NAPA CENTRAL MN	38.98
NAPA OF PERHAM	37.98
NELSON AUTO CENTER	1,791.91
NETWORK SERVICES COMPANY	1,355.14
NEW YORK MILLS ELEMENTARY 4TH GRA	250.00
NEWMAN PAINTING INC	265.00
NIDAROS 4-H	250.00
NORTHERN SAFETY TECHNOLOGY INC	694.04
NORTHLAND FIRE PROTECTION	750.00
NORTHWEST IRON FIREMEN INC	578.00
OFFICE OF MNIT SERVICES	2,100.00
OK TIRE OF PERHAM INC	638.04
ONE CALL LOCATORS LTD	150.20

Board of Commissioners' Meeting Minutes  
 February 25, 2020 (Exhibit A)

<u>Vendor Name</u>	<u>Amount</u>
OTTER TAIL CO PUBLIC HEALTH	93.00
OTTER TAIL CO TREASURER	693.42
OTTER TAIL TIRE INC	67.43
OTTERTAIL TRUCKING INC	7,821.79
OUTDOOR RENOVATIONS LANDSCAPE & PARK REGION CO OP	9,473.75
PAW PUBLICATIONS LLC BATTLE LAKE R	966.88
PELICAN PETE BODY SHOP & TOWING IN	70.89
PEMBERTON LAW, PLLP	1,801.10
PHOENIX SUPPLY	3,343.20
PIONEER INDUSTRIES INTERNATIONAL	1,080.35
PRAXAIR DISTRIBUTION INC	108.82
PRECISE MRM LLC	252.18
PREMIUM WATERS INC	975.00
PRO AG FARMERS CO OP	9.50
PRO AG FARMERS COOPERATIVE	90.10
PRODUCTIVE ALTERNATIVES INC	2,634.11
PSICK CAPITOL SOLUTIONS INC	1,245.90
QUICK'S NAPA AUTO PARTS	3,000.00
RDO EQUIPMENT CO	12.21
RDO TRUCK CENTERS	681.47
RECYCLING ASSOC OF MN	6,676.95
REGENTS OF THE UNIVERSITY OF MN	400.00
RINKE NOONAN LAW FIRM	3,905.00
ROYAL TIRE INC	2,262.00
SBLC-FF	595.06
SEACHANGE PRINT INNOVATIONS	253.90
SERVICE FOOD SUPER VALU	32,920.97
SHERWIN WILLIAMS	5.16
SRF CONSULTING GROUP INC	108.85
ST PAUL/CITY OF	14,734.86
STAPLES BUSINESS CREDIT	380.00
STEINS INC	446.26
STEVE'S SANITATION INC	2,659.89
STEWART/JAMES	2,712.00
STREICHERS	38.55
SUMMIT COMPANIES	500.99
THIS WEEKS SHOPPING NEWS	109.95
THOMSON REUTERS - WEST	58.20
THRIFTY WHITE PHARMACY	3,308.73
TNT REPAIR INC	1,175.95
TOWMASTER	67.72
	7,220.96

<u>Vendor Name</u>	<u>Amount</u>
TRANE U.S. INC	1,240.00
TRUAX PATIENT SERVICES	300.00
ULINE	60.55
VERGAS HARDWARE	49.23
VICTOR LUNDEEN COMPANY	1,095.98
WADENA HIDE & FUR CO	17.50
WALLWORK TRUCK CENTER	1,123.23
WASTE MANAGEMENT	3,607.92
WATER RESCUE INNOVATIONS INC	2,778.00
WAYNE'S TOOL WAGON	74.20
WELLER OIL CO	339.61
WHYNOTT LAW OFFICE	1,876.50
WINDELS/LORI	18.98
WOLD JOHNSON PC	950.00
ZIEGLER INC	3,174.63
<b>Final Total:</b>	<b>387,933.27</b>

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI CO TREASURER	274.00
BOROWSKI/HEATHER	78.16
CLAY CO SHERIFF	61.90
CONVENE, LLC	999.00
COOPERS TECHNOLOGY GROUP	2,977.72
DAHLEN/JODY	14.85
DANIELSON/ KIM	19.63
FERGUS TIRE CENTER	22.00
FOREMAN/MICHELLE	52.07
HAUGRUD/ERIN	73.74
INTERNATIONAL TRANSLATION SERVICE	102.00
LEE/NICOLE	37.12
MIDWEST MONITORING & SURVEILANCE	3,084.00
MINNESOTA COUNTY ATTORNEY'S ASSC	247.50
MINNESOTA MONITORING INC	116.25
MINNKOTA ENVIRO SERVICES INC	446.94
NELSON AUTO CENTER	140.00
NIEMANN/KEVIN	40.80
NYGAARD/JENNA	80.56
OTTER TAIL CO SHERIFF	175.30
OTTER TAIL CO TREASURER	5,467.32
OTTER TAIL COUNTY TREASURER-EXPRI	2,801.68
PACIFIC INTERPRETERS	956.80
PREMIER BIOTECH LABS LLC	1,144.70
PRODUCTIVE ALTERNATIVES INC	24,559.49
WEST CENTRAL REG JUVENILE CTR	57,521.82
WIERBOS/NATALIE	76.19
<b>Final Total:</b>	<b>101,571.54</b>

Board of Commissioners' Meeting Minutes  
February 25, 2020 (Exhibit A)

AMAZON CAPITAL SERVICES INC	149.93
BESEMAN/KAREN	5.71
HEMOCUE AMERICA	1,008.00
LEWIS/ JODI	11.11
MCKESSON MEDICAL - SURGICAL	173.98
MINNKOTA ENVIRO SERVICES INC	60.00
OFFICE DEPOT	90.37
OTTER TAIL COUNTY TREASURER-EXPR	1,039.85
PACIFIC INTERPRETERS	141.70
VICTOR LUNDEEN COMPANY	1,060.71
<b>Final Total:</b>	<b>3,741.36</b>

---

APPROVED MINUTES