



**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
515 W. Fir Avenue, Fergus Falls, MN  
September 27, 2016  
9:30 a.m.**

**Call to Order**

The Otter Tail County Board of Commissioners convened at 9:32 a.m. Tuesday, September 27, 2016, at the Government Services Center in Fergus Falls, MN, with Commissioners Lee Rogness, Chair; Doug Huebsch, Vice-Chair; Wayne Johnson, John Lindquist and Roger Froemming present.

**Approval of Agenda**

Chair Rogness called for approval of the Board agenda. Motion by Lindquist, second by Huebsch and unanimously carried to approve the Board of Commissioners Agenda of September 27, 2016, with the following modifications:

Coalition for a Secure Energy Future Forum  
Finance Committee (Bremer Bank Services Discussion) - Cancelled

**Consent Agenda**

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

1. September 20, 2016, Board of Commissioners' Meeting Minutes
2. Warrants/Bills for September 27, 2016 (Exhibit A)
3. Human Services Bills & Claims
4. Issuance of 2017 Tobacco License to Elizabeth General Store & Corner Store on Otter Tail Lake

**Position Classification Change**

Human Resources Director Nicole Hansen requested a classification change in the Recorder's Office from an Administrative Deputy position (A12/A13) to a Land Title Specialist position (B21/B22). The Recorder's Office new software and work flow has changed and can be better managed with three Land Title Specialists and one Administrative Deputy. Motion by Lindquist, second by Huebsch and unanimously carried to approve the classification change in the Recorder's Office as presented by the Human Resources Director. Annual salary increase has been included in the 2017 County budget.

**Drainage System Redetermination Orders**

Motion by Huebsch, second by Johnson and unanimously carried to authorize the appropriate County Officials' signatures to execute the following Findings and Order as presented by the County Attorney:

Findings and Order Redetermining Benefits in the Matter of County Ditch No. 30  
Findings and Order Redetermining Benefits in the Matter of County Ditch No. 58

**Dog Bite Order**

Motion by Johnson, second by Froemming and unanimously carried to authorize the appropriate County Officials' signatures to execute the Findings of Fact and Order regarding the dog named Hunter owned by Casey Edwin Strauch as presented by the County Attorney.

**Lake Region Electric Coop Forum**

Motion by Lindquist, second by Huebsch and unanimously carried to authorize Commissioner Wayne Johnson's attendance at "The Coalition for a Secure Energy Future" event hosted by Lake Region Electric Cooperative. The event will be at 1:00 p.m. on Monday, October 3, 2016 at LREC in Pelican Rapids.

**Ancillary Insurance Benefits**

Motion by Huebsh, second by Johnson and unanimously carried to approve Insurance Committee recommendations as follows and included as Attachment B:

- 1) Accept the bid from Sun Life for Life, AD&D, Supplemental Life and Long Term Disability as submitted
- 2) Accept the bid from Delta Dental for Dental Insurance increasing the annual maximum and adding orthodontic coverage as submitted. This bid was not the lowest bid but has a more comprehensive provider network in our area.
- 3) Increase the Employer Contribution from \$1,150.00 to \$1,200.00 per month for Non-Union Employees effective January 1, 2017

**ADOPTION OF PRELIMINARY BUDGET AND LEVY  
Otter Tail County Resolution No. 2016 - 52**

Proposed 2017 Budget and Net Property Tax Levy for Payable 2017

	<u>Payable 2017</u>	<u>Payable 2016</u>	<u>Percent</u>
Gross County Property Tax Levy (Non Debt) -	37,809,538	36,671,456	3.10%
Gross Debt Levy -			
Master Facility Plan Bonds	118,283	118,283	0.00%
Ottertail Operations Center Bonds	532,350	527,310	0.96%
Government Services Bldg. Bonds	<u>704,910</u>	<u>923,869</u>	<u>23.70%</u>
Total Gross County Property Tax Levy	39,165,081	38,240,918	2.42%
County Program Aid (Certified)	<u>1,829,365</u>	<u>1,897,307</u>	<u>-3.58%</u>
Net County Property Tax Levy -	<u>37,335,716</u>	<u>36,343,611</u>	<u>2.73%</u>
Gross/Net Lake Improvement District Levies -			
Pelican Group of Lakes	130,000	130,000	0.00%
Pine Lakes	26,588	26,588	0.00%
McDonald, Kerbs & Paul	140,600	180,000	21.89%
Big McDonald	<u>12,000</u>	<u>12,000</u>	<u>0.00%</u>
Total Net County Levy Including Lake Improvement Districts -	37,644,904	36,692,199	2.60%
Special Taxing District Levy -			
Otter Tail County HRA	<u>516,000</u>	<u>466,000</u>	<u>10.73%</u>
Proposed Total Net Property Tax Levy	38,160,904	<u>37,158,199</u>	<u>2.70%</u>
<b>RECAP -</b>			
Gross Tax Levy (Total)	39,990,269	39,055,506	2.39%
County Program Aid	<u>1,829,365</u>	<u>1,897,307</u>	<u>-3.58%</u>
Net Tax Levy (Total)	38,160,904	<u>37,158,199</u>	<u>2.70%</u>

After discussion and consideration, a motion was offered by Johnson, second by Lindquist and unanimously carried to adopt the following resolution:

WHEREAS, on or before September 30, 2016, Otter Tail County must adopt a Proposed Budget for Fiscal/Calendar Year 2017 and must adopt and certify a proposed net property tax levy for Payable Year 2017, and;

WHEREAS, the Otter Tail County Auditor-Treasurer's office has accumulated the Departmental and outside agency requests, and;

WHEREAS, the Otter Tail County Finance Committee has met to discuss and review in general terms levy and budgetary guidelines, as well as the proposed department budgets and various agency requests, and;

WHEREAS, the Otter Tail County Finance Committee will complete additional review and discussion, as needed and required, of the 2017 proposed tax levy and budget prior to final adoption on December 20, 2016.

NOW THEREFORE BE IT RESOLVED, by the Otter Tail County Board of Commissioners of Otter Tail County, Minnesota, that

The amount of \$39,165,081 be adopted as Otter Tail County's Proposed Gross Property Tax Levy for the Payable Year 2017 representing a 2.42% increase from the Gross Property Tax Levy for the Payable Year 2016, and that

The amount of \$37,335,716 be adopted as Otter Tail County's Proposed Net Property Tax Levy for the Payable Year 2017 representing a 2.73% increase over the Net Property Tax Levy for the Payable Year 2016, and that

The amount of \$309,188 be adopted by Otter Tail County as the Proposed Lake Improvement District Property Tax Levies for the Payable Year 2017, representing an 11.30% decrease from the Lake Improvement District Property Tax Levies as adopted by Otter Tail County for the Payable Year 2016, and that

The amount of \$516,000 be adopted by Otter Tail County as the Proposed Otter Tail County HRA Special District Property Tax Levy for the Payable Year 2017, representing a 10.73% increase from the Property Tax Levy as adopted by Otter Tail County for the Payable Year 2016.

BE IT FURTHER RESOLVED, that the amount of \$103,650,639 be adopted as Otter Tail County's Proposed Budget for the General Fund, for the Budgeted Special Revenue Funds and for the Budgeted Debt Service Funds for the Fiscal/Calendar Year 2017 (Expenditures/Transfers/Other Uses).

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
Leland R. Rogness, Chair

Attest: \_\_\_\_\_  
Larry Krohn, Clerk

**Budget and Levy Public Hearing**

Motion by Huebsch, second by Froemming and unanimously carried to establish the Budget and Levy Hearing at 6:00 p.m. on Wednesday, December 7, 2016 at the Government Services Center in Fergus Falls, MN.

**Tobacco License**

Motion by Johnson, second by Froemming and unanimously carried to approve the issuance of a tobacco license to Carr Enterprises, Inc. dba Carr's Lake Country Supermarket for the period of January 1, 2017 through December 31, 2017.

**CASH MANAGEMENT SERVICES AGREEMENT**  
**Otter Tail County Resolution No. 2016 - 53**

Motion by Johnson, second by Lindquist and unanimously carried to adopt the following resolution:

RESOLVED: that Joyce Schmidt, Chief Deputy Treasurer, or Wayne Stein, County Auditor-Treasurer of the Corporation (Otter Tail County) is authorized to enter into any cash management services agreements with Bank of the West to designate from time to time persons, in such number as may be directed, to manage any cash management service and otherwise give instructions regarding this organization's cash management service(s).

RESOLVED: further that the authority conferred is in addition to any other authorization in effect and shall remain in force until Bank receives written notice of its revocation at the office where the account is maintained or at such other location as Bank may direct.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
Leland R. Rogness, Chair

Attest: \_\_\_\_\_  
Larry Krohn, Clerk

**Mental Health Local Advisory Committees**

Troy Haugen, member of the Children's MH LAC, reviewed three priorities of the committee this year as follows: 1) create and support educational opportunities around awareness of Children's mental health and the need for services in our region; 2) educate and provide anti-bullying positive messaging; and 3) expanding the membership of the Committee and explore partnerships with the Adult Mental Health LAC.

Fonda Knudsen, member of the Adult MN LAC, reported on a Candlelight Vigil scheduled at The Spot at 6:30 p.m. on Sunday, October 2, 2016, in an effort to get the community involved in the recovery process. She indicated that the Becker, Clay, Otter Tail, Wilkin (BCOW) workshop is October 5, 2016. There will be a month by month summary developed of the Adult LAC activities for this year.

**PROCLAMATION FOR MENTAL ILLNESS AWARENESS WEEK**  
**OCTOBER 3<sup>RD</sup> – 7<sup>TH</sup> 2016**  
**Otter Tail County Resolution No. 2016 - 54**

Motion by Johnson, second by Froemming and unanimously carried to adopt the following resolution:

WHEREAS, one in four adults experience mental illness every year and approximately half of chronic mental illness begins by the age of 14 and three-quarters by age 24, and;

WHEREAS, mental illness includes major depression, bipolar disorder, schizophrenia, anxiety disorders, posttraumatic stress disorder (PTSD), attention-deficit hyperactivity disorder (ADHD) and borderline personality disorder, and;

WHEREAS, mental illness is a highly treatable medical illness affecting the brain and requiring the same concern as cancer, heart disease, diabetes and other illnesses, and;

WHEREAS, scientific research is constantly working toward breakthroughs in the understanding of mental illness, resulting in more effective treatments to allow people to reclaim full and productive lives, and;

WHEREAS, misunderstandings exist about mental illness and social culture often wrongly imposes a stigma on mental illness that discourages people from seeking help when they need it, and;

WHEREAS, every citizen and community can make a difference in helping to improve the lives of individuals and families affected by mental illness.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners Otter Tail County, Minnesota, do hereby proclaim **October 3<sup>rd</sup> through October 7<sup>th</sup> 2016** as Mental Illness Awareness Week in Otter Tail County to increase public awareness of mental illness and to promote treatment and recovery.

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

By: \_\_\_\_\_  
Leland R. Rogness, Chair

Attest: \_\_\_\_\_  
Larry Krohn, Clerk

#### **Long Term Care Report/MN Choices Update**

Human Services Supervisor Jody Lien submitted a document titled "Long Term Care Service Overview, September 2016". The document identifies LTC staff, programs and goals of the unit. Discussion followed regarding the assessment process and how technology may play a role in keeping the elderly in their homes whenever appropriate.

#### **Recess and Reconvene**

At 11:00 a.m., Chair Rogness declared the meeting of the Otter Tail County Board of Commissioners recessed for a short break. The Board meeting was reconvened at 11:05 a.m.

#### **Planning Commission Recommendations**

##### **Conditional Use Permit - Central Minnesota Land Co., LLC/White Earth Nation:**

Land & Resource Director Bill Kalar reported that the Planning Commission met September 21, 2016, to discuss a Conditional Use Permit application from the Central Minnesota Land Company and the White Earth Nation for property in Section 15 of Star Lake Township. The application is specific to a proposed parking lot and driveway accessing from County Highway 41. The Planning Commission recommended that the CUP application decision be tabled until completion of the Environmental Review process citing four main reasons to table the application. Motion by Johnson, second by Huebsch and unanimously carried to concur with the Planning Commission recommendation and table the Conditional Use Permit request regarding the parking lot and driveway for the reasons stated in the September 21, 2016, Planning Commission minutes. The proposal is located in That Part of Government Lots 10 and 11 and That Part of Section 15 of Star Lake Township; Star Lake (56-385), GD.

**Voluntary EAW for Proposed Shooting Star Casino**

Motion by Huebsch, second by Johnson and unanimously carried to concur and adopt the findings of Houston Engineering's Technical Memorandum regarding the proposed Star Lake Casino Development Environmental Assessment Worksheet Third Party Review (HEI Project No. 6394-012). Upon resubmittal of the EAW with requested supplemental information, the Otter Tail County 30 day timeline for completeness of the EAW begins again.

**Detention Facility Construction Project**

Terry Hoff, Facilities Operations Manager, and Jim Stewart, Detention Center Administrator, discussed the need for additional holding cells and a proposed construction project. Motion by Huebsch, second by Johnson and unanimously carried to authorize County Officials to move forward with a bid process for the proposed addition of five holding cells and a new elevator on the outside of the Courthouse building.

**Recess and Reconvene**

At 11:28 a.m., Chair Rogness declared the meeting of the Otter Tail County Board of Commissioners recessed for committee meetings and lunch break.

**Closed to the Public**

At 12:45 p.m., Chair Rogness declared the Board of Commissioners meeting closed to the public to discuss attorney-client privileged matters involving potential litigation with the State of Minnesota regarding the 60-Bed CARE facility reconciliation. The closed session is authorized under Attorney-Client privilege, M.S. §13D.05, Subd. 3(b). Present were all five seated Commissioners, County Attorney, County Administrator and Board Secretary. At 1:18 p.m., Chair Rogness declared the remainder of the Board meeting open to the public.

**County Administrator Position**

Due to County Administrator Larry Krohn's upcoming retirement, division directors and commissioners discussed the current Administrator position and options to consider when replacing the position. Chairman Rogness referred this topic to the Internal Services Committee for development of the hiring process.

**Adjournment**

At 1:59 p.m., Chair Rogness declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, October 4, 2016.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

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

By:  
Leland R. Rogness, Chair

Attest: \_\_\_\_\_  
Larry Krohn, Clerk

CB/kd

**WARRANTS APPROVED ON 09/27/2016**

<u>Vendor Name</u>	<u>Amount</u>
A- 1 LOCK & KEY	115.40
A'VIANDS LLC	13,899.22
ABBOTT/CYNDI	29.01
AMERICAN WELDING & GAS INC	151.70
AUTO VALUE FERGUS FALLS	22.47
BAILEY/LOREN K	246.12
BERGQUIST/RICHARD	1,829.00
BEYER BODY SHOP INC	5,051.18
BHH PARTNERS	322.04
BLUESTONE TECHNOLOGIES INC	2,588.00
BOECKERS/MICHELLE	23.01
BRIAN'S REPAIR- NORTHLAND REBUILDI	171.24
BUSHMAN/JOHN	10.00
CI SPORT	178.50
COOPERS TECHNOLOGY GROUP	260.99
DACOTAH PAPER COMPANY	151.94
DEX MEDIA	30.50
F & S CONCRETE PAVING INC	7,300.00
FARGO GLASS AND PAINT CO	157.62
FASTENAL COMPANY	21.25
FERGUS FALLS DAILY JOURNAL	204.40
FIDLAR TECHNOLOGIES, INC	3,319.21
FORUM COMMUNICATIONS COMPANY	279.00
FRAZEE ELECTRIC INC	277.04
GALLAGHER BENEFIT SERVICES INC	1,000.00
GALLS LLC	282.01
GODFATHERS EXTERMINATING INC	120.00
HAUSER/DAVID	176.86
HERZOG ROOFING INC	2,870.00
HOLO/SANDY	75.60
INDEPENDENT/THE	151.12
JONES AND MAGNUS	2,220.35
KELLY SERVICES INC	2,019.09
KIEFERS.COM	60.00
LAKE REGION ASSOCIATION OF REALTO	175.00
LAKE REGION HEALTHCARE	984.86
LAKELAND MENTAL HEALTH CENTER	1,526.00
LAKESHIRTS	725.00
LARRY OTT INC TRUCK SERVICE	725.00
LARRY'S SUPERMARKET	22.74
LAWSON PRODUCTS INC	550.39
LINDBERG/JANET	12.25

<u>Vendor Name</u>	<u>Amount</u>
LM ROAD SERVICES LLC	30,000.00
LOCATORS & SUPPLIES INC	806.48
LONG WEEKEND SPORTSWEAR	769.00
M- R SIGN COMPANY INC.	745.30
MARCO INC ST LOUIS	539.92
MFSRC FALL CONFERENCE	240.00
MIDSOTA MANUFACTURING INC	3,929.77
MN STATE AUDITOR	292.00
MOTION INDUSTRIES	72.37
NELSON AUTO CENTER	127.84
NEW YORK MILLS/CITY OF	525.00
NL USA INC	177.40
NORTHLAND FIRE PROTECTION	131.15
OFFICE OF MN.IT SERVICES	756.00
OLSEN COMPANIES	650.00
OTTER ELECTRIC LLC	1,380.29
OTTER TAIL CO TREASURER	102.57
OTTERTAIL AGGREGATE	288,151.98
OTTERTAIL TRUCKING INC	19,904.79
OVERLAND MECHANICAL SERVICES	230.29
PALMER/GEORGE	1,225.70
PENROSE OIL COMPANY	2,435.75
PHILLIPE LAW OFFICE	511.08
PHOENIX SUPPLY	97.60
PRAIRIE LAKES MUNICIPAL SOLID WASTE	250.00
PRECISION PLUMBING CO., LLC	1,425.00
REED/MICHAEL A	200.00
REGENTS OF THE UNIVERSITY OF MN	5,078.25
RINGDAHL AMBULANCE INC	1,740.35
ROSENTHAL/JACK	255.84
SCHWARTZ/ROBERT E	288.24
SECRETARY OF STATE	120.00
SERVICE FOOD SUPER VALU	82.52
SHERWIN WILLIAMS	64.84
SKJERET CONCRETE	2,150.00
SOUTHTOWN OF PELICAN RAPIDS INC	9.30
STAPLES BUSINESS ADVANTAGE	329.49
STEINS INC	1,479.11
STREICHERS	97.50
SUMMERVILLE ELECTRIC, INC.	156.91
SUMMIT COMPANIES	525.00
TABERY/ANNAMARIE K	40.00



<u>Vendor Name</u>	<u>Amount</u>
THOMSON REUTERS - WEST	921.12
THRIFTY WHITE PHARMACY	25.00
TIGGES/DENNIS	1,318.02
VFW POST 612	240.00
WADENA CO SHERIFF	75.00
<b>Final Total:</b>	<b>421,008.88</b>

Approved

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Otter Tail County – Life and LTD Insurance for 01/01/2017  
 Sun Life (NJPA)

LTD Rate/\$100 Covr'd Monthly Pay - \$0.211

Life Insurance:

Basic - \$20,000 - \$2.40/month

Spouse/Child Rate - \$0.44/month

Supplemental Life Insurance

Insurer:	Sun Life
Administrator:	NJPA
<b>Packaged Dependent Life*</b>	
Spouse/Child Rate	\$0.44
<b>EE/SP Voluntary Age-Bands</b>	<b>EE/SP Rates per \$1,000</b>
<25	\$0.034
25 - 29	\$0.034
30 - 34	\$0.034
35 - 39	\$0.068
40 - 44	\$0.085
45 - 49	\$0.128
50 - 54	\$0.196
55 - 59	\$0.366
60 - 64	\$0.561
65 - 69	\$1.080
70 - 74	EE only: \$1.751
75+	EE only: \$1.752
Child Life Rate/\$1,000	\$0.111
EE/SP AD&D Rate/\$1,000	N/A
<b>Rate Guarantee</b>	<i>3 years</i>
<b>Participation Requirements</b>	<i>Maintain current</i>
<b>COMMISSIONS NOTES</b>	<i>5% Commission included</i>

Delta Dental – current coverage with addition of orthodontic coverage and \$1,500.00 per person per year maximum

Employee - \$ 48.80  
 Employee + 1 \$103.90  
 Family \$143.58