

P O P E MINNESOTA
C O U N T Y

*Enhancing quality of life by providing innovative
services for our community every day.*

OFFICIAL PROCEEDINGS
Pope County Board of Commissioners
December 21, 2021

The December 21, 2021 Regular Board meeting was called to order at 9:00 a.m. by Board Chair Paul Gerde with the following members present: Commissioners Nan Haggerty, Larry Lindor, Cody Rogahn and Gordy Wagner. Kersten Kappmeyer, County Administrator and Neil Nelson, County Attorney were present.

On motion by Rogahn, seconded by Haggerty and unanimously carried, the Board approved the agenda as presented.

On motion by Lindor, seconded by Wagner and unanimously carried, the Board approved the official proceedings for December 9, 2021 with revisions as presented.

Tim Riley, County Sheriff presented Pope County Emergency Operations Plan. On motion by Rogahn, seconded by Haggerty and unanimously carried, the Board approved the Pope County Emergency Operations Plan.

Chair Gerde opened the Public Hearing for the Annual Drainage Hearing at 9:08 a.m. Dave Orlovski, County Drainage Inspector reviewed the drainage reports for each of the ditches in Pope County. Chair Gerde called for public comment and there were none. Commissioners and County Engineer thanked Dave for his exceptional and outstanding work.

On motion by Lindor, seconded by Rogahn and unanimously carried, the Public Hearing was closed at 9:38 a.m.

Chair Gerde reconvened the Board meeting at 9:38 a.m.

On motion by Rogahn, seconded by Lindor and unanimously carried, the Board approved the lien recommendations for Pope County ditch systems in 2022 as recommended.

Chair Gerde opened the Public Hearing for the 5-Year Road Improvement Program (2022-2026) at 9:41 a.m. Brian Giese, presented 2022-2026 Road Improvement Plan. There were various citizens present for comments.

On motion by Rogahn, seconded by Lindor and unanimously carried, the Board closed the Public Hearing at 10:30 a.m.

Chair Gerde reconvened the Board meeting at 10:30 a.m.

On motion by Rogahn, seconded by Lindor and unanimously carried, the Board approved Resolution 202140 adopting the 5-Year Road Improvement Program as presented.

Other items presented by Brian Giese, County Engineer were Consideration of Correspondence – 260th Avenue; Final Project and Payment Approval – CP 2021-13 and 2021-21; Final Project and Payment Approval – SAP 061-600-001 and Final Project and Payment Approval – SAP 061-633-010. On motion by Wagner, seconded by Haggerty and unanimously carried, the Board approved the draft response letter to Mr. Gremmels and authorized the Board Chair to sign and send said letter on behalf of the Pope County Board of Commissioners. On motion by Lindor, seconded by Wagner and unanimously carried, the Board accepted the work performed under contract 612105 under Project CP 2021-13 as complete and authorized the final payment to Riley Bros. Construction, Inc. in the amount of \$626.99. On motion by Wagner, seconded by Rogahn and unanimously carried, the Board accepted the work performed under contract 612106 under Project SAP 061-600-001 as complete and authorized the final payment to Riley Bros. Construction, Inc. in the amount of \$688.61. On motion by Lindor, seconded by Wagner and unanimously carried, the Board accepted the work performed under contract 612101 under Project SAP 061-633-010 as complete and authorized the final payment to Mark Sand and Gravel Co. in the amount of \$17,492.67.

The Board recessed at 10:55 a.m. for a break, and reconvened at 11:05 a.m.

Duane Krautbauer, Fiscal Officer presented the Human Services Bills and Reports. On motion by Rogahn, seconded by Lindor and unanimously carried, the Board approved the Human Services bills payment of \$274,323.

Stephanie Rust, Auditor-Treasurer presented Year End Journal Entries and Transfers; November 2021 Trial Balance and Fund Balance Analysis; Auditor Bills – November 10 – December 14, 2021 (informational) and Pay Bills. On motion by Rogahn, seconded by Wagner and unanimously carried, the Board approved Journal Entries and Transfers and directed the Auditor-Treasurer's Office to make any year end adjustments and transfers as needed. On motion by Haggerty, seconded by Lindor and unanimously carried, the Board approved the November 2021 Trial Balance and Fund Balance Analysis. On motion by Rogahn, seconded by Wagner and unanimously carried, the Board approved the payment of bills of \$190,518.64.

Kersten Kappmeyer, County Administrator presented Consider Soliciting Requests for Proposals for Broadband Projects; Set 2022 Pope County Fee Schedule; Consider Resolution 202141 to Adopt the 2022 Non-Union Pay Schedule and Salaries; Consider Resolution 202142 Setting the County Commissioner Compensation for 2022; Consider Resolution 202143 to Set the County Auditor-Treasurer Salary for 2022; Consider Resolution 202144 to Set the County Recorder Salary for 2022; Consider Resolution 202145 to Set the County Sheriff Salary for 2022; Consider Resolution 202146 to Set the County Attorney Salary for 2022; Consider Resolution 202147, Approving the 2022 Pope County HRA Budget and Levy Amount; Set County Board of Commissioners Meeting Dates for 2022 and Consider Resolution 202148, Setting Pope County Final Budget and Levy for Year 2022. On motion by Rogahn, seconded by Lindor and unanimously carried, the Board approved the request for proposals by Pope County for broadband projects in unserved and underserved areas as presented. On motion by Lindor, seconded by Wagner and unanimously carried, the Board adopted the 2022 fee schedule for Pope County as presented. A motion was made by Haggerty to approve Resolution 202141 setting the 2022 Pope County Non-Union pay schedule, seconded by Rogahn. A motion was made by Lindor to amend the main motion and recommended a 3% general wage adjustment and 2% salary increase for the County Administrator, which was seconded by Wagner, and the motion was amended unanimously for further consideration by the Board. After discussion and a request by the County Administrator for the Board to adhere to the Non-Union pay scale for all non-union positions, Rogahn made the motion to further amend the motion to apply the same Non-Union pay scale to all non-union employees with a general wage adjustment of 3% originally presented, which was seconded by Haggerty, and the motion was amended by the following vote: Ayes: Gerde, Haggerty, Rogahn, Wagner; Nays: Lindor. Then, by the following vote: Ayes: Gerde, Haggerty, Rogahn, Wagner; Nays: Lindor the main motion passed adopting Resolution 202141 setting the 2022 Pope County Non-Union pay schedule with a 3% general wage adjustment for 2022 as originally presented. On motion by Wagner, seconded by Rogahn and unanimously carried, the Board approved Resolution 202142, setting its compensation for Year 2022 as \$22,550 annually; Per Diem payments at \$80 and the 2022 Cafeteria Benefit at the rate of \$12,600 for single participants whom elect a Pope County Group Medical Plan, \$13,800 for family participants whom elect a Pope County Group Medical Plan, and \$6,600 for those who opt out of our Group Medical Plan. On motion by Lindor, seconded by Haggerty and unanimously carried, the Board adopted Resolution 202143 setting the 2022 salary for the Pope County Auditor-Treasurer at \$88,500. On motion by Lindor, seconded by Rogahn and unanimously carried, the Board adopted Resolution 202144 setting the 2022 salary for the Pope County Recorder at \$72,000. On motion by Wagner, seconded by Rogahn and unanimously carried, the Board adopted Resolution 202145 setting the 2022 salary for the Pope County Sheriff at \$123,900. On motion by Lindor, seconded by Wagner and unanimously carried, the Board adopted Resolution 202146 setting the 2022 salary for the Pope County Attorney at \$106,000. On motion by Rogahn, seconded by Haggerty and unanimously carried, the Board approved Resolution 202147 approving the 2022 Pope County Housing and Redevelopment Authority Budget and corresponding levy amount of \$350,000 as presented. On motion by Lindor, seconded by Wagner and unanimously carried, the Board set the Regular Board meetings to be held on the 1st and 3rd Tuesday of each month, with the exception of the first December 2022 regular meeting which shall be held on December 8, 2022. Committee of the Whole (COW) meetings shall be held on the 2nd Tuesday of each month. On motion by Rogahn, seconded by Wagner and unanimously carried, the Board approved Resolution 202148, setting the final budget for year 2022 as presented: Final Budget: \$19,333,252; Levy Amount of \$9,434,355 a 3.9% increase over 2021, for 2022.

Informational updates on various meetings and events were given by the County Commissioners.

Board Chair Gerde adjourned the meeting at 1:05 p.m.



Kersten Kappmeyer, County Administrator



Paul Gerde, Chairman of the Board