

P O P E MINNESOTA
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OFFICIAL PROCEEDINGS
Pope County Board of Commissioners
December 15, 2020

The December 15, 2020 Regular Board meeting was called to order at 9:01 a.m. by Board Chair Gordy Wagner with the following members present: Commissioners Paul Gerde, Nan Haggerty, Larry Lindor and Cody Rogahn. Kersten Kappmeyer, County Coordinator and Neil Nelson, County Attorney were present. The meeting was conducted telephonically by the County Coordinator from the County Board Room pursuant to Minnesota Statute 13D.021, as in-person attendance of the members or public was imprudent and/or impractical under the current Minnesota COVID-19 State of Emergency.

On motion by Gerde, seconded by Rogahn and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved the agenda as presented adding one additional item and removing one item: #18a Reappoint Allan Rutter to the Pope County HRA-EDA Board and removing #28 Closed Session: Confidential Briefing and Communication on Labor Negotiations Strategy Pursuant to Minn. Stat. 13D.03.

On motion by Haggerty, seconded by Lindor and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved the official proceedings for December 1, 2020 as presented with revisions. On motion by Rogahn, seconded by Gerde and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved the Truth-in-Taxation Meeting Minutes from December 3, 2020 as presented. On motion by Lindor, seconded by Haggerty and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved the Special Meeting Minutes from December 4, 2020 as presented.

Kersten Kappmeyer, County Coordinator presented the Pope County Hazard Mitigation Plan Update – Resolution 202045 and Pope County Emergency Operations Plan. On motion by Gerde, seconded by Rogahn and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board adopted Resolution 202045 Authorizing Participation in the Planning Process and Execution of Agreement in a Hazard Mitigation Plan Update. On motion by Haggerty, seconded by Rogahn and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved the Pope County Emergency Operations plan. It is a requirement that the County's Emergency Operations plan is approved by the County Board on a yearly basis.

Mike Wacker, County Assessor presented Clerical Change Notice Annual Report. On motion by Rogahn, seconded by Haggerty and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved the clerical changes annual notice report.

Brian Giese, County Engineer presented Final Acceptance and Contract Payment – SAP 061-620-005 and SAP 061-639-005. On motion by Rogahn, seconded by Gerde and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board accepted the State Aid Projects 061-620-005 and 061-639-005 as complete and authorized the final payment to Central Specialties, Inc. of Alexandria, MN in the amount of \$13,955.21.

Duane Krautbauer, Fiscal Officer presented Human Services Bills and Reports. On motion by Rogahn, seconded by Gerde and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved the Human Services bills in the amount of \$235,051.

Phyllis Reller, Social Services Supervisor presented Presbyterian Family Foundation Contract. On motion by Rogahn, seconded by Haggerty and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved the contract between Pope County Human Services and Presbyterian Family Foundation for the calendar year 1/1/2021 – 12/31/2021.

David Green, Land and Resources Director presented Consent Agenda: Annual Solid Waste Haulers Licensing. On motion by Lindor, seconded by Gerde and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board authorized the Chair to execute and sign the Solid Waste Collection and Transportation Licenses for Alex Rubbish & Recycling Inc., Engebretson Sanitary Disposal Service, Inc., Mattheisen Disposal Inc., Waste Management and West Central Sanitation Inc.

Stephanie Rust, Auditor-Treasurer presented November 2020 Trial Balance and Fund Balance Analysis; Year End Journals Entries and Transfers; Auditor Bills – November 11 – December 8, 2020 (informational) and Pay Bills and Supplemental Bills. On motion by Haggerty, seconded by Rogahn and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved the November 2020 Trial Balance and Fund Balance Analysis. On motion by Lindor, seconded by Gerde and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, 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 Rogahn, seconded by Gerde and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved the bills of \$184,579.10 plus supplemental bills of \$475,732.75 totaling \$660,311.85.

Jackie Stevens, Human Resources Director presented 2021 Non-Union Compensation – Resolution 202037. On motion by Rogahn, seconded by Gerde and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board adopted Resolution 202037 setting the 2021 compensation for non-union employees of Pope County.


Kersten Kappmeyer, County Coordinator presented Authorization of Agreement with Rinke Noonan for Drainage Authority Legal Services; Consider Resolution 202039 Approving the 2021 Pope County HRA Budget and Levy Amount; Reappoint Allan Rutter to the Pope County HRA-EDA Board of Commissioners; Consider Resolution 202039 Setting County Attorney Salary for Year 2021; Consider Resolution 202040 Setting County Auditor-Treasurer Salary for Year 2021; Consider Resolution 202041 Setting County Sheriff Salary for Year 2021; Consider Resolution 202042 Setting County Recorder Salary for Year 2021; Consider Resolution 202043 Setting County Commissioner Compensation for 2021; Periodic Review of Pope County COVID-19 Phased Reopening and Preparedness Plan; Set 2021 Pope County Fee Schedule; Set County Board of Commissioners Meeting Dates for 2021 and Consider Resolution 202044 Setting Pope County Final Budget and Levy for Year 2021. On motion by Rogahn, seconded by Gerde and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board authorized execution of the legal services agreement with Rinke Noonan law firm as adviser in Drainage Authority matters, accepting the proposal including a monthly retainer. On motion by Gerde, seconded by Rogahn and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved Resolution 202038 approving the 2021 Pope County Housing and Redevelopment Authority Budget and corresponding levy amount of \$330,000 as presented. On motion by Lindor, seconded by Haggerty and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board reappointed Allan Rutter to the Pope County HRA-EDA Board of Commissioners to serve another term.

The Board recessed at 10:46 a.m. for a break, and reconvened again at 10:52 a.m. Board Chair Wagner reconvened the Board meeting at 10:52 a.m., with all members present.


On motion by Gerde, seconded by Rogahn and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board adopted Resolution 202039 setting the 2021 salary for the Pope County Attorney at \$100,000. On motion by Rogahn, seconded by Gerde and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board adopted Resolution 2040 setting the 2021 salary for the Pope County Auditor-Treasurer at \$83,500. On motion by Rogahn, seconded by Haggerty and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board adopted Resolution 202041 setting the 2021 salary for the Pope County Sheriff at \$118,000. On motion by Lindor, seconded by Rogahn and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board adopted Resolution 202042 setting the 2021 salary for the Pope County Recorder at \$68,000. On motion by Gerde, seconded by Haggerty and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board adopted Resolution 202043, setting its compensation for Year 2021 at \$22,000 annually; Per Diem payments at \$70 and the 2021 Cafeteria Benefit at the rate of \$12,000 for single participants whom elect a Pope County Group Medical Plan, \$13,200 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 Rogahn, seconded by Haggerty and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board adopted the 2021 Fee Schedule for Pope County as presented. On motion by Haggerty, seconded by Rogahn and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board set the regular board meetings for the 1st and 3rd Tuesday of each month, with the exception of the first December 2021 regular board meeting which shall be held on Thursday, December 9, 2021. Committee of the Whole (COW) meetings shall be held on the 2nd Tuesday of each month. On motion by Lindor, seconded by Rogahn and by the following vote: Ayes: Gerde, Haggerty, Lindor, Rogahn, Wagner, the Board approved Resolution 202044, setting the final budget for year 2021 as presented: Total Budget: \$18,822,119; local levy of \$9,080,226, a 3% decrease over 2020, for 2021.

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

Board Chair Wagner adjourned the meeting at 12:55 p.m.



Kersten Kappmeyer, County Coordinator



~~Gordy Wagner, Chairman of the Board~~
Paul Gerde