

P O P E MINNESOTA
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OFFICIAL PROCEEDINGS
Pope County Board of Commissioners
July 20, 2021

The July 20, 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 Wagner and unanimously carried, the Board approved the agenda as presented.

On motion by Lindor, seconded by Haggerty and unanimously carried, the Board approved the official proceedings for July 6, 2021 as presented.

On motion by Rogahn, seconded by Haggerty and unanimously carried, the Board went into closed session at 9:03 a.m. to discuss an attorney-client privilege matter related to the case of Pope County File 19-CV-3061. On motion by Wagner, seconded by Lindor and unanimously carried, the Board concluded the closed session.

Chair Gerde reopened the meeting at 9:54 a.m.

Tim Riley, County Sheriff presented Acceptance of \$500.00 donation to Pope County Sheriff's Office from Scott Johnson Memorial. On motion by Lindor, seconded by Rogahn and unanimously carried, the Board approved the \$500.00 donation to the Pope County Sheriff's Office from the Scott Johnson Memorial.

Brian Giese, County Engineer presented the Highway Monthly Report (informational) and Consider Resolution 202124 City of Villard – Road Jurisdiction and Designation Changes. On motion by Rogahn, seconded by Lindor and unanimously carried, the Board adopted Resolution 202124 to change County State Aid Highway Designation and Jurisdiction of Streets within the Municipality of Villard, Pope County, MN.

Duane Krautbauer, Fiscal Officer presented Human Services Bill and Reports. On motion by Lindor, seconded by Rogahn and unanimously carried, the Board approved the Human Services Bills in the amount of \$103,414.00.

Stephanie Rust, Auditor-Treasurer presented June 2021 Trial Balance and Fund Balance Analysis; 2nd Quarter 2021 Journal Entries and Billing; 2nd Quarter 2021 Revenue Expenditure Budget Report; Auditor Bills – June 9 – July 13, 2021 (informational) and Pay Bills and Supplemental Bills. On motion by Wagner, seconded by Rogahn and unanimously carried, the Board approved the June 2021 Trial Balance and Fund Balance Analysis. On motion by Lindor, seconded by Haggerty and unanimously carried, the Board approved the 2nd Quarter 2021 Journal Entries and Billing. On motion by Haggerty, seconded by Rogahn and unanimously carried, the Board approved the 2nd Quarter 2021 Revenue Expenditure Budget Report. On motion by Rogahn, seconded by Haggerty and unanimously carried, the Board approved the payment of bills of \$136,549.74 plus supplemental bills of \$166.67 totaling \$136,666.41.

Bryan Gates, Information Technology Director presented Memorandum of Understanding to Provide IT Services to the Pope County HRA/EDA. On motion by Rogahn, seconded by Haggerty and unanimously carried, the Board approved the Memorandum of Understanding to provide IT services to the Pope County HRA/EDA.

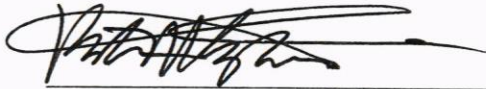
Jackie Stevens, Human Resources Director presented Contract with Ultimate Kronos Group (UKG) for HRIS and Payroll and Contract with Baker Tilly US, LLP for Compensation Study and Update. On motion by Rogahn, seconded by Wagner and unanimously carried, the Board authorized the execution of the presented contract with Ultimate Kronos Group Inc. (UKG) to provide software and support for the HRIS and Payroll functions at Pope County effective 1/1/2022. This contract with UKG is for a period of three (3) years and the annual cost for this software at the current employee base of 108 employees is \$18,351.36 along with a one-time implementation fee of \$9,000.00. The implementation and 2021 expenses of this purchase would come from Fund 31 budget line for Enterprise Software, and would be budgeted in future years under the Administrator's budget. On motion by Lindor, seconded by Haggerty and unanimously carried, the Board

authorized the execution of the Engagement Letter and Agreement with Baker Tilly US, LLP to complete a full-scope compensation and analysis study and update for Pope County.


Kersten Kappmeyer, County Administrator presented Consider Acceptance of Quotes for Courthouse Meeting Room Furniture and Consider Resolution 202125 Recognizing State County Staff Appreciation Day and Declaring Pope County Staff Appreciation Day. On motion by Rogahn, seconded by Haggerty and unanimously carried, the Board authorized the acceptance of the quote for the Courthouse meeting room furniture from Intereum for 10 tables and 30 chairs and authorized the County Administrator to execute the necessary agreements or acceptance documents to that effect. On motion by Haggerty, seconded by Lindor and unanimously carried, the Board adopted Resolution 202125 declaring Wednesday, July 28, 2021 as "Pope County Staff Appreciation Day" in a showing of thanks and appreciation for the County's employees and their service to the organization and Community. On motion by Wagner, seconded by Rogahn and unanimously carried, the Board recognizes the Governor's proclamation of Tuesday, July 27, 2021 as "County Staff Appreciation Day" in Minnesota.

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

Board Chair Gerde adjourned the meeting at 12:05 p.m.



Kersten Kappmeyer, County Administrator



Paul Gerde, Chairman of the Board