



# POPE COUNTY MINNESOTA

## Official Proceedings Pope County Board of Commissioners Regular Board Meeting Tuesday, October 18, 2022

The Pope County Board of Commissioners Regular Board Meeting duly noticed for Tuesday, October 18, 2022 at 9:00 AM at the Pope County Courthouse, 3rd Floor Board Room, 130 E Minnesota Avenue, Glenwood, MN 56334 was called to order at 9:00 AM by the Chair, Larry Lindor, with the following Board Members also present: Paul Gerde, Nan Haggerty, Cody Rogahn, and Gordy Wagner. Kersten Kappmeyer, County Administrator, and Neil Nelson, County Attorney, were also present. The Pledge of Allegiance was recited.

Approval of Agenda and Approval of Official Proceedings for October 4, 2022 were presented by the Board Chair. Motion to approve the agenda with addition of item 13A "Discussion of Rolling Forks Vineyards Salute to Business, made by Rogahn and seconded by Haggerty, Carried by the following vote: Ayes: Gerde, Haggerty, Rogahn, Wagner; Nays: Lindor. Motion to approve the Official Proceedings for October 4, 2022, made by Haggerty and seconded by Wagner, Carried Unanimously.

Motion to open public hearing for the Pope County Annual Public Drainage Hearing, made by Gerde and seconded by Rogahn, Carried Unanimously. The duly noticed Public Hearing was opened at 9:04 AM and was presented by Dave Orłowski, Drainage Inspector. Public comment was solicited upon the presentation's close, and there was none offered. Motion to close public hearing for the Pope County Annual Public Drainage Hearing, made by Wagner and seconded by Rogahn, Carried Unanimously. The hearing was closed at 9:27 AM.

Adoption of Annual Drainage Liens for 2023 and Consider Resolution 202243 Adopting an Increase to the Amount Paid for Individual Beaver Bounty were presented by Dave Orłowski, Drainage Inspector. Motion to approve the 2023 drainage liens as recommended in the Drainage Inspector's Report, made by Rogahn and seconded by Gerde, Carried Unanimously. A copy of the recommended liens is on file and available for inspection with the Drainage Inspector and the County Administrator. Motion to approve Resolution 202243 Adopting an Increase to the Amount Paid for Individual Beaver Bounty from \$60 to \$100, made by Gerde and seconded by Haggerty, Carried Unanimously.

Award Contract - CP 2022-17, Final Project Acceptance and Final Payment Approval SAP 061-601-014, et al., and Final Project Acceptance and Final Payment Approval SAP 061-618-035 were presented by Brian Giese, Engineer. Motion to award a contract to Steve's Tree Service of Alexandria, MN for the completion of CP 2022-17 as specified for \$11,000, made by Rogahn and seconded by Gerde, Carried by the following vote: Ayes: Gerde, Lindor, Rogahn, Wagner; Nays: Haggerty. Motion to accept projects SAP 061-601-014, SAP 061-603-033, and SAP 061-603-034 as complete and authorize final payment to Duinick, Inc of Prinsberg, MN in the amount of \$26,411.29, made by Gerde and seconded by Haggerty, Carried Unanimously. Motion to table acceptance of project SAP 061-618-035 to a future meeting, made by Rogahn and seconded by Haggerty, Carried Unanimously.

Consider Resolution 202244 on County Veterans Service Office Operational Grant and Contract was presented by Hugh Reimers, Veterans Service Officer. Motion to approve Resolution 202244 on County Veterans Service Office Operational Grant Enhancement Program and authorize execution of the Grant Contract, made by Wagner and seconded by Gerde, Carried Unanimously.

Consider Resolution 202245 Appointing an Agricultural Inspector and Authorizing Execution of an Independent Contractor Agreement for Agricultural Inspector Duties was presented by David Green, Land and Resource Management Director and Kersten Kappmeyer, Administrator. Motion to adopt Resolution 202245 appointing Barry Bouwman as Pope County Agricultural Inspector contingent on the parties' approval of an independent contractor agreement, and authorizing Pope County's execution of an Independent Contractor Agreement with Mr. Bouwman for agricultural inspector duties, made by Gerde and seconded by Rogahn, Carried Unanimously.



Consider Replacement Lease of Two Vehicles for General Fleet and Auction of Replaced Vehicles was presented by Kersten Kappmeyer, Administrator. Motion to authorize execution of a lease with Enterprise for the lease of two 2023 Ford Escape SUVs at fleet trim as presented, and authorize the sale of two 2018 Chevrolet Malibu fleet trim vehicles by auction through Enterprise, made by Gerde and seconded by Wagner, Carried Unanimously.

Rolling Forks Vineyards LLC - Renewal of On Sale 3.2 Beer License and Rolling Forks Vineyards LLC - Renewal of On Sale Wine with Strong Beer License were presented by Stephanie Rust, Auditor/Treasurer. Motion to approve the renewal of the On Sale 3.2 Beer License for Rolling Forks Vineyards for the period of January 1, 2023 - December 31, 2023, made by Gerde and seconded by Rogahn, Carried Unanimously. Motion to approve the renewal of the On Sale Wine with Strong Beer License for Rolling Forks Vineyards for the period of January 1, 2023 - December 31, 2023, made by Haggerty and seconded by Gerde, Carried Unanimously.

Discussion of Rolling Forks Vineyards Salute to Business was withdrawn without objection by Cody Rogahn, Commissioner.

September 2022 Trial Balance and Fund Balance Analysis; 3rd Quarter 2022 Journal Entries and Billing; 3rd Quarter 2022 Revenue Expenditure Budget Report; Auditor Bills - September 14 - October 11, 2022; and Pay Bills, Supplemental Bills, Per Diems and Employee Reimbursements were presented by Stephanie Rust, Auditor/Treasurer. Motion to approve the September 2022 Trial Balance and Fund Analysis, made by Rogahn and seconded by Haggerty, Carried Unanimously. Motion to approve the 3rd Quarter 2022 Journal Entries and Billing, made by Haggerty and seconded by Wagner, Carried Unanimously. Motion to approve the 3rd Quarter 2022 Revenue Expenditure Budget Report, made by Wagner and seconded by Rogahn, Carried Unanimously. Auditor Bills were presented as an informational item. Motion to approve payment of bills of \$534,672.81 plus supplemental bills of \$1,912.98 plus per diems and employee reimbursements of \$3,456.32, totaling \$540,042.11, made by Gerde and seconded by Wagner, Carried Unanimously.

Request for Permanent Change in Work Schedule was presented by Jackie Stevens, Human Resources Director. Motion to permanently change the work schedule for all positions in the Assessor's office to 40 hours per week, made by Haggerty and seconded by Gerde, Carried Unanimously.

The Board Chair recessed the meeting at 10:20 AM, and the Board reconvened at 10:30 AM.

Consider Updates to the Pope County Personnel Management Policy was presented by Kersten Kappmeyer, Administrator. Motion to approve Personnel Management Policy update proposal as presented, made by Haggerty and seconded by Rogahn, Carried Unanimously.

Motion to enter into closed session Closed Session pursuant to Minn. Stat. 13D.05, Subd. 3(c) to consider development of a purchase offer for certain real property described as parcel 21-0198-000, made by Wagner and seconded by Gerde, Carried Unanimously. The Board entered into closed session at 10:36 AM. Motion to end closed session and return to open session, made by Haggerty and seconded by Gerde, Carried Unanimously. The Board returned to open session at 11:21 AM.

Informational updates were given by the County Administrator and Commissioners.

There being no other business before the Board, the meeting was adjourned by the Chair at 11:50 AM.



Kersten Kappmeyer, County Administrator



Larry Lindor, Chair of the Board