



# POPE COUNTY MINNESOTA

## Official Proceedings Pope County Board of Commissioners Regular Board Meeting

Tuesday, August 15, 2023

The Pope County Board of Commissioners Regular Board Meeting duly noticed for Tuesday, August 15, 2023 at 9:00 AM at the Pope County Courthouse, 3rd Floor Board Room, 130 E Minnesota Avenue, Glenwood, MN was called to order at 9:00 a.m. by the Chair, Gordy Wagner, with the following Board Members also present: Paul Gerde, Paul Gremmels, Larry Lindor, and Paul Wildman. Kersten Kappmeyer, County Administrator, was present; Neil Nelson, County Attorney, was not present. The Pledge of Allegiance was recited.

Approval of Agenda and Approval of Official Proceedings for August 1, 2023 were presented by Chair Wagner. Motion to approve the agenda as proposed, with the addition of "Consider Resolution 202316 Declaring a Local State of Emergency" as Item 3, made by Gerde and seconded by Lindor, Carried Unanimously. Motion to approve the Official Proceedings for August 1, 2023 as presented, made by Wildman and seconded by Gremmels, Carried Unanimously.

Consider Resolution 202316 Declaring a Local State of Emergency was presented by Tim Riley, Sheriff. Motion to adopt Resolution 202316 Declaring a Local State of Emergency in Pope County on July 25, 2023, due to the extreme wind conditions and resulting significant property damage, as presented, made by Lindor and seconded by Gerde, Carried Unanimously.

Conditional Use Permit: Motor Vehicle Repair Shop (Sandvig, Lake Johanna Township) was presented by David Green, Land & Resource Management Director. Motion to accept the recommendation of the Planning Advisory Commission and approve issuance of a Conditional Use Permit to Sandvig for motor vehicle repair shop in Lake Johanna Township with findings as presented, made by Gerde and seconded by Wildman, Carried Unanimously.

Consider Acceptance of Quote for Courthouse Painting Services and Consider Updates to Personnel Management Policy Section 13.07 - Tobacco, Drug, and Alcohol Policy were presented by Kersten Kappmeyer, Administrator. Motion to approve and authorize acceptance of the quote of Gunion Painting of Waite Park in the amount of \$30,000 for Courthouse public area and door frame painting services as presented, made by Wildman and seconded by Gerde, Carried Unanimously. Motion to approve updates to the Pope County Tobacco, Alcohol, and Drug Policy, Section 13.07 of the Personnel Management Policy, to specifically regulate cannabis and marijuana products, use, and possession related to County employment and property, as presented, made by Lindor and seconded by Wildman, Carried Unanimously. Motion to approve the July 2023 Trial Balance and Fund Analysis, made by Lindor and seconded by Gremmels, Carried Unanimously.

July 2023 Trial Balance and Fund Balance Analysis; Auditor Bills - July 12 - August 8, 2023; and Pay Bills, Supplemental Bills, Per Diems and Employee Reimbursements were presented by Stephanie Rust, Auditor/Treasurer. Auditor Bills - July 12 - August 8, 2023 were presented as an informational item as follows: Comm. Of Finance Treasury Division 3,604.50; Enterprise FMTrust 2,706.56; CenterPoint Energy Resources Corp 36,976.46; Enterprise FMTrust 6,734.19; Olson Hometown Properties LLC 17,400.00; US Bank Equipment Finance 2,062.79; Verizon Wireless 2,049.08; John Riley Construction Inc 679,354.14; Sir Lines-A-Lot, LLC 778,549.25; Mark Sand & Gravel Co 851,491.02; Nordic Solar HoldCo Phase2, LLC 11,326.15; Sir Lines-A-Lot, LLC 185,615.60; WEX BANK 3,669.61; and 25 payments less than 2000 totaling 7,769.96. Motion to approve payment of bills of \$452,085.21 plus supplemental bills of \$1,632.15 plus employee reimbursements of \$1,501.09, totaling \$455,218.45, made by Wildman and seconded by Gerde, Carried Unanimously, and were paid as follows: Code 4 Services, Inc 4,838.40; Counties Providing Technology 6,898.00; Douglas County Jail 3,420.00; Lookin Good Tint LLC 2,250.00; McMahon Oil 8,792.28; Mn Dept Of Transportation 2,035.76; Pope County HRA EDA 396,598.12; RMB Environmental Lab Inc 2,382.00 ; Traverse County Sheriff Office 2,091.97; Visa 3,714.35; 42 payments less than 2000 totaling 19,064.33.

Request Approval for Entering Into A New Copier Leasing Contract was presented by Bryan Gates, Information Technology Director. Motion to approve entering into a new 60-month copier lease agreement with Loffler of St. Louis Park under the State of Minnesota Contract #189667 as presented, made by Gremmels and seconded by Lindor, Carried Unanimously.

Informational updates were given by the County Administrator and Commissioners.

The Chair recessed the meeting at 10:04 AM, and called the meeting back to order at 10:08 AM.

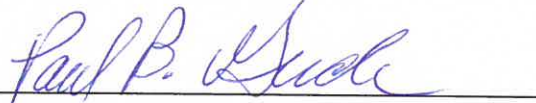
University of Minnesota Budget and Informational Presentation and Request for Execution of Office Support Memorandum of Agreement was presented by Trish Sheehan, District Director, University of Minnesota Extension. Motion to approve execution of the presented Memorandum of Agreement with the University of Minnesota Extension for 32 additional hours of office support staff time during 2023 and 2024 for fair-related work as presented, made by Gremmels and seconded by Gerde, Carried Unanimously.

2024 budget presentations were received from the Information Technology, Probation, and Highway Departments.

There being no other business before the Board, the meeting was adjourned by the Chair at 11:28 AM.



Kersten Kappmeyer, County Administrator



Paul Gerde, Vice Chair of the Board