



# POPE COUNTY MINNESOTA

## Official Proceedings Pope County Board of Commissioners Regular Board Meeting Tuesday, September 19, 2023

The Pope County Board of Commissioners Regular Board Meeting duly noticed for Tuesday, September 19, 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; and Neil Nelson, County Attorney, were present. The Pledge of Allegiance was recited.

Approval of Agenda and Approval of Official Proceedings for September 5, 2023 was presented by Chair Wagner. Motion to approve the agenda, with the addition of setting a meeting date for the 2024 Road Tour with item #3, made by Gerde and seconded by Gremmels, Carried Unanimously. Motion to approve the Official Proceedings for September 5, 2023 as presented, made by Lindor and seconded by Wildman, Carried Unanimously.

Authorize Notice of Date and Time of Annual Drainage Hearing was presented by Dave Orłowski, Drainage Inspector. Motion to set the 2023 Annual Drainage Hearing during the Board's regular meeting on Tuesday, October 17, 2023 at 9:00 a.m. or as soon thereafter as can be heard, made by Lindor and seconded by Gremmels, Carried Unanimously.

Set Meeting Date and Time of 2024 Road Tour Meeting was presented by Brian Giese, Engineer. Motion to set the meeting date of the 2024 Road Tour on Wednesday, October 25, 2023 at 9:00 a.m. at the Pope County Highway Department, with the road tour to follow, made by Gerde and seconded by Wildman, Carried Unanimously.

Consider Horizon Public Health Proposal to Update Fee Schedule for Food Establishments, Pools, and Lodging in Pope County was presented by Jessica Peterson, Horizon Public Health. Motion to approve the revisions to the Pope County Food, Pool, and Lodging Licensee Fee Schedule proposed by Horizon Public Health, effective January 1, 2024, as presented, made by Lindor and seconded by Gerde, Carried Unanimously.

Consider Resolution Extending the Pope County Comprehensive Local Water Management Plan was presented by Kersten Kappmeyer, Administrator. Motion to adopt Resolution 202318 extending the current Pope County Comprehensive Local Water Management Plan end date from December 31, 2023, to December 31, 2024 to allow additional time for the Chippewa River watershed portion of the successor plan to be developed, as presented, made by Gerde and seconded by Wildman, Carried Unanimously.

Agreement with Cities & Townships for the County to retain all Voting Operations, Technology, & Election Resources (VOTER) Account Funds received from the MN Office of the Secretary of State; Proposed Tax Increment Financing District No. 2-9 - City of Glenwood - Information & Waiver; August 2023 Trial Balance and Fund Balance Analysis; Auditor Bills - August 9 - September 12, 2023; and Pay Bills, Supplemental Bills, Per Diems and Employee Reimbursements were presented by Stephanie Rust, Auditor/Treasurer. Motion to approve sending agreements to all cities and townships in Pope County asking for the County to retain their portion of the Voting Operations, Technology, & Election Resources (VOTER) Account funds, made by Gremmels and seconded by Wildman, Carried Unanimously. Motion to authorize the County Auditor and County Commissioner for District 1 to sign the 30-day notice waiver for the City of Glenwood's Proposed Tax Increment Financing District No. 2-9, made by Wildman and seconded by Gerde, Carried Unanimously. Motion to approve the August 2023 Trial Balance and Fund Balance Analysis, made by Lindor and seconded by Gremmels, Carried Unanimously. Auditor Bills - August 9 - September 12, 2023 were presented as an informational item and were paid as follows: Comm. Of Finance Treasury Division 3,009.00; Enterprise FMTrust 12,330.30; Cenex Fleet Card 14,551.92; US Bank Equipment Finance 2,062.79; John Riley Construction Inc 1,120,505.43; Krislea Wegner PH.D.,LP 3,750.00; Mark Sand & Gravel Co 113,186.62; Nordic Solar HoldCo Phase2, LLC 10,796.60; WEX BANK 5,647.32; 25 payments less than 2000 19,499.30. Motion to approve payment of bills of \$78,677.22 plus supplemental

bills of \$416.99 plus employee reimbursements of \$2,277.09, totaling \$81,371.30, made by Lindor and seconded by Wildman, Carried Unanimously, and paid as follows: Amazon Capital Services 3,683.18; Baker Tilly US, LLP 2,690.00; Brownies Tire 5,218.00; Counties Providing Technology 6,818.00; Douglas County Jail 4,513.27; Kalina/Courtney 2,050.00; L & O Acres Transport Inc 5,210.76; M-R Sign Co, Inc. 7,266.00; Prairie Lakes Youth Programs 18,736.63; Traverse County Sheriff Office 2,066.00; Visa 4,299.14; 32 payments less than 2000 16,126.24.

Consider Resolution Accepting the Pope County Housing and Redevelopment Authority (HRA) Levy Amount for 2024; and Consider Resolution Adopting the 2023 Pope County Preliminary Budget and Property Tax Levy and Setting a Truth-in-Taxation Hearing were presented by Kersten Kappmeyer, Administrator. Motion to adopt Resolution 202319, accepting the proposed 2024 levy of the Pope County Housing and Redevelopment authority of \$480,000 as presented, made by Gremmels and seconded by Gerde, Carried Unanimously. Motion to adopt Resolution 202320, setting the Pope County Preliminary Levy for 2024 at \$10,678.472, an increase of 7.9% over 2023, setting the Pope County Preliminary Budget Revenues and Expenditures for 2024 at \$20,840,901, made by Gerde and seconded by Wildman, Carried Unanimously. Motion to set the 2024 Truth in Taxation Hearing for November 30, 2023 at 6:00 pm in the Third Floor Board Room of the County Courthouse, with an alternative date of December 7, 2023 at the same time and location if any unresolvable conflict with another taxing district's hearing, made by Wildman and seconded by Gerde, Carried Unanimously.

Informational updates were given by the County Commissioners.

There being no other business before the Board, the meeting was adjourned by the Chair at 10:51 AM.



Kersten Kappmeyer, County Administrator



Gordy Wagner, Chair of the Board