

## 2005 Archived Minutes

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
January 4, 2005

At 8:45am, the following officers were sworn in: Dean Paulson - Third District County Commissioner, Jeanne Olson - Second District County Commissioner, D. Gary Reents - District Five Soil and Water Conservation District Supervisor, Ralph J. Peterson - District Two Soil and Water Conservation District Supervisor.

The Board was called to order at 9:00am with the following members present: Paulson, Olson, Naig, McCrory and Kittelson.

On motion by Naig, seconded by Olson, an unanimously carried, the Board nominated Robert McCrory as the Chairman of the Board for 2005.

On motion by Kittelson, seconded by Naig, and unanimously carried, the Board nominated Jeanne Olson as the Vice Chair of the Board for 2005.

On motion by Olson, seconded by Kittelson, and unanimously carried, the Board appointed Riaz Aziz, Coordinator, as the Secretary to the Board.

On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the agenda with the following addition: Setting of meeting dates for 2005.

On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board set the meetings for 2005 for the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 9:00am.

Mary Pischke, Auditor-Treasurer, presented the following agenda items.  
-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board authorized the Auditor-Treasurer to make the first half of appropriation payments for 2005, paying appropriations of \$1,000 or less in full. Appropriation payments of \$1,000 or less include Terrace Mill Foundation, Fort Lake Johanna, Glenwood / Starbuck Tourism, and Glacial Ridge Development Association.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the following bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$14,525.20. ROAD & BRIDGE - \$814.00. HEALTH SERVICE FUND - \$549.00. A complete listing of all bills paid is on file at the Pope County Auditor-Treasurer's Office.

Riaz Aziz, Coordinator, presented the following agenda items.

-Aziz will bring recommendations to the Board regarding statutory requirements on what the Board is required to act on and if these requirements include items such as employee resignations.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board accepted the resignation of Margaret LaSota effective March 7 - 13, 2005, with regret and appreciation for years of good work.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board accepted the resignation of Cecilia Bentler effective May 1, 2005, with regret.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board accepted the resignation of Helen Hoiium effective January 21, 2005, with a thank you for all of her service to the County.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board appointed Stephanie Eli to the Account Technician position in Public Health effective February 14, 2005, at a rate of \$14.13 per hour.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved filling the vacant Nurse position.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved advertising for the vacant Confidential Administrative and HR Assistant position.

- On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved filling the vacant part-time Housekeeper / Janitor position.

-On motion by Kittelson, seconded by McCrory, and unanimously carried, the Board approved filling the vacant part-time Senior Janitor position.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Minnesota River Headwaters Joint Powers Agreement.

-2005 Committee Appointments were assigned.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the official proceedings for the meeting held on December 30, 2004, and ordered them published and filed according to law.

Steve Lawrence, Environmental Services Director, presented the following agenda item.

-The Planning Commission recommended denial of a commercial distribution center for James and Rae Ann Moe. The reason for the recommendation was based on that the Land Use Ordinance allows only businesses that offer recreational amenities or services that compliment the immediate neighborhood in a Residential District. This project lies partially within the Residential District. Dave Iverson, Glenwood City Administrator, was present at the meeting. Iverson explained to the Board that Moe looked to build within the City, but there is no commercial property that is ready to go with sewer and water. Belvin Doebbert, County Attorney, stated that there was a lack of communication between Glenwood Township and the County. Doebbert stated that when two ordinances need to be considered, the more restrictive ordinance applies. Because the County's ordinance is more restrictive than Glenwood Township's ordinance, the County's ordinance applies. Discussion took place on suggestions of how the County could begin corresponding with the Townships and could come to an understanding so all situations are handled the same. Lawrence stated that Environmental Services currently has a notification system in place where they notify the Townships. Lawrence presented additional options to the Board including having the Townships cosign each application. As of January 1, 2005, Environmental Services added a form for each developer to complete before Environmental Services go to look at the property. This form will be helpful in gathering additional information up front such as zones, use of project, etc. Doebbert stated that the main issue is to remain consistent with the County's Ordinance. James Moe was present and stated he had discussed with Lawrence the option of constructing his building in an "L" or "T" shape in order to place the entire building in the Shoreland District instead of having part of the building in the Residential District. The current

plan includes a building that is 210 feet long, of which 64 feet is in the Residential District. Doebbert stated that one option would be to consider a commercial overlay for the portion of the project that lies in the Residential Zone if the Board were to approve the portion of the project located in the Shoreland Zone. Doebbert stated that a variance is another option, but does not recommend this. Moe expressed to the Board that there was no concern from the neighbors regarding this project. On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the application for the conditional use permit for the portion of this project that is located in the Shoreland District.

McCrorry appointed Coordinator Aziz, Commissioner Paulson and Lawrence to gather information and make a recommendation to how the County can change what it is doing currently to prevent a situation similar to this from happening in the future.

Curt Yoakum, AMC, presented the Board with information on AMC 2005 Key Legislative Objectives and other information on AMC including membership services and intergovernmental services.

Committee Reports were given.

On motion by Naig, seconded by Olson, and unanimously carried, the Board went into a closed executive session for the purpose of union negotiation strategies.

Motion made, seconded, and unanimously carried, the Board adjourned.

ATTEST: \_\_\_\_\_  
Riaz Aziz  
Pope County Coordinator

\_\_\_\_\_  
Robert McCrorry  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
January 19, 2005

The Board was called to order at 9:00am with the following members present: Olson, Naig, McCrory and Kittelson.

On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the agenda.

Steve Lawrence, Environmental Services Director presented the following agenda items.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the final plat for Minnewaska View 2<sup>nd</sup> Addition. The developer has completed all of the Pope County plat requirements.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the Solid Waste Collection and Transportation Licenses for Engebritson Sanitary Disposal Inc., West Central Sanitation Inc., and Mathiason Sanitation.

-Barry Bouwman, Pope County Ag Inspector, presented information to the Board regarding the 2005 County Feedlot Program Workplan.

-Jim Brainerd is no longer on the Planning Commission due to his term expiring. On motion by Kittelson, seconded by Naig, and unanimously carried, the Board appointed Vic Vathhauer to take Brainerd's place on the Planning Commission.

-Belvin Doebbert, County Attorney, discussed information with the Board regarding a violation of the ordinance on a Lake Emily Property owned by Arlin Jenson and Sheldon Stensby. Doebbert requested that the meeting be closed to discuss information further because the County is currently in litigation regarding this violation. On motion by Kittelson, seconded by Naig, and unanimously carried, the Board closed the meeting. On motion by Olson, seconded by Kittelson, and unanimously carried, the Board re-opened the meeting. In closed session, the Board discussed various options on resolving the ordinance violation. No action was taken.

Mary Pischke, Auditor/Treasurer, presented the following agenda items.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board authorized the Chair and Pischke to enter into an agreement with Computer Professionals Unlimited, Inc. to lease the AS400.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the GASBE34 Support Agreement.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the Maximus Contract Agreement to help develop a cost allocation plan.

-Information was presented to the Board on the formation of Middle Fork Crow River Watershed.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$140,753.30. ROAD & BRIDGE - \$87,785.40. HEALTH SERVICE FUND - \$23,163.10. E-911 FUND - \$650.00. DEBT SERVICE FUND - \$373.75. POPE COUNTY HRA - \$1,360.49. A complete listing of all bills paid is on file at the Pope County Auditor-Treasurer's Office.

Committee Reports were given.

Arlis Fettig, Family Services Director, presented the following agenda items.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved Child Support Officer Renewal.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Tomorrow's Journey Contract.

-The quarterly report was presented.

-Information was presented to the Board regarding a Fergus Falls Regional Treatment Center - 16 Bed Hospital. This facility will be located in Alexandria.

-The Alternative Response Report was given to the Board for their information.

-Information was presented regarding the Lakeland Mental Health annual meeting which will be held on Monday, February 28, 2005.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved Kay Lagred from the Minnewaska District Hospital as the community representative for Lakeland Mental Health Center for a three year term.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the Workload Case Reports.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the bills having been duly audited and allowed and were ordered paid according to the law.

Mary Pischke, Auditor/Treasurer, continued with the following agenda items.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board accepted the following bids as presented: 1) The Pope County Tribune bid for publishing of the proceedings and other legal notices of Pope County. The Tribune will also arrange for publication of the same in the Starbuck Times; and the Tribune will post county proceedings on its web site, pctrubune.com, both for no extra charge. 2) The Pope County Tribune bid for the first printing of the Pope County Financial Statement. The Starbuck Times bid for the second printing of the Pope County Financial Statement.

On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the official proceedings for the meeting held on January 4, 2005, and ordered them published and filed according to law.

On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the Mid-State Community Health Board Contract.

On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the Early Childhood Screening Agreement with Minnewaska Area Independent School District #2149.

On motion by Kittelson, seconded by Olson, and unanimously carried, the Board adjourned.

ATTEST: \_\_\_\_\_  
Riaz Aziz  
Pope County Coordinator

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Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
February 2, 2005

The Board was called to order at 9:00AM with the following members present: Olson, Naig, McCrory, Paulson and Kittelson.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the agenda with the following items added: Planning Commission Raise and Coyote Bounty.

Mary Pischke, Auditor/Treasurer, presented the following agenda items.  
-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the December 2004 Trial Balance.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the 2004 Revenues and Expenditures Reports.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the 2004 Drainage Analysis.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the 2004 Gravel Tax Collections. The Board requested that additional information regarding the Restoration fund and breakdown of the County's 10% obligation be provided.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the 2004 Interest Earned Report and the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$21,930.88. HEALTH SERVICE FUND - \$2,145.50. LAW LIBRARY FUND - \$6,325.88. DEBT SERVICE FUND - \$202,613.75. HRA - \$400.00. A complete listing of all bills paid is on file at the Pope County Auditor-Treasurer's office.

A discussion regarding the proposed moratorium on land ordinances ensued. Belvin Doebbert, County Attorney, advised the Board that the Ordinance would need to specify what is being proposed, what is being restricted, and what the moratorium is against. There must be two Ordinances; one for the metes and bounds, the other for planned development.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the creation of the 1<sup>st</sup> Ordinance to be presented at the next meeting.

-On motion by Paulson, seconded by McCrory, and unanimously carried, the Board approved the creation of the 2<sup>nd</sup> Ordinance to be presented at the next meeting.

-On motion by Kittelson, seconded by Olson, and unanimously carried the Board approved the purchase of a new computer for the Auditor-Treasurer's office in the amount of \$1,850.71.

The Plat Correction for the Reents Highview Addition was tabled at this time.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the termination of the Minnesota River Headwaters Joint Powers Board.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved a change in Law Library fees from \$13 to \$15 per criminal case, and from \$13 to \$10 per civil case.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved establishing Committee of the Whole meetings. These meetings will be held on the first Monday of the month, beginning at 10:30AM. They will be informational meetings only, no action will be taken, and they will be open to the public. The Board will not receive per diems for these meetings. The first meeting will be on February 7, 2005, at 10:30AM.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the January 4, 2005 and the January 19, 2005 Minutes with minor changes to the wording of the Printing bids on the January 19<sup>th</sup> Minutes.

Steve Lawrence, Environmental Services Director presented the following agenda items.

The Planning Commission recommended denial of a Special Commercial District Overlay for a lumberyard and storage facility for James & Rae Ann Moe. The Planning Commission believed this proposal was premature and would set a precedent for spot zoning.

-On motion by Naig, seconded by Kittelson, to approve the Commercial Overlay. Olson, Paulson and McCrory opposed the motion.

-On motion by Paulson, seconded by Olson, to reconsider the motion. Further discussion ensued with Mr. Moe giving recommendations and comments to the Board.

-On motion by Paulson, seconded by Naig, and majority carried, the Board approved the Commercial Overlay. Olson continued to oppose the motion.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the Preliminary Plat of Landmark Commercial Properties c/o Grant Hustad. Conditions include all MNDoT concerns are satisfied, wetlands are not impacted, storm water controls are agreed to, and lighting is added before Final Plat approval.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the solid waste collection and transportation license for Waste Management Inc. of Minnesota.

-On motion by Kittelson, seconded by Olson, and unanimously carried, that Board approved a Planning Commission increase in per diem to \$50 provided the monies are available in the budget. Riaz Aziz, County Coordinator, stated he would revise the budget to allow for this increase.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the recommendation to resolve the Coyote Bounty issue with Swift and Yellow Medicine Counties. Riaz Aziz will coordinate.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the Plat Correction of Reents Highview Addition.

Committee Reports were given.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board adjourned.

ATTEST: \_\_\_\_\_  
Riaz Aziz  
Pope County Coordinator

\_\_\_\_\_  
Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
February 16, 2005

The Board was called to order at 9:00AM with the following members present: Olson, Naig, McCrory and Kittelson.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the agenda.

Margaret Gylsen, Family Services, presented the following agenda items.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the Pope County Family Services Department to work in conjunction with Grant and Stevens County to apply for a grant from The McKnight Foundation to assist families that would normally be screened out in the child protection system. Stevens County will act as leader.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved all Family Services cases.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the bills having been duly audited and allowed and thereby were ordered paid according to the law.

Brian Noetzelman, Highway Department, presented the following agenda items.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the acceptance of the work on the Starbuck to Glenwood Bike Trail by Riley Brothers of Morris, MN.

A discussion ensued regarding the status of the Bike Trail from Villard to Glenwood. Chairman McCrory assigned Commissioner Olson as the liaison to check on fund raising for this project.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the County to distribute Town Road Apportionment funds from the State Aid Allotment to the Townships.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the County to distribute the Gravel Tax Collections to the Townships.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the letting date for grading, aggregate base and bridge replacement on CSAH #3 north of Cyrus for March 15, 2005 at 9:00AM.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the letting date for 2005 Bituminous Projects for March 15, 2005 at 9:30AM.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the purchase of a motor grader in the amount of \$107,676.83 from Ziegler Cat.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the purchase of a half-ton pickup in the amount of \$18,989.75 from Thane Hawkins Chevrolet.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the purchase of a Total Station in the amount of \$14,463.77 from Frontier Precision, Inc.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the purchase of a Cimline 100D in the amount of \$23,300.00 from Vance Bros Inc.

Steve Lawrence, Environmental Director requested that a new item regarding the Minnesota Board of Water and Soil Resources 2005 Natural Resources Block Grant be added to the agenda.

-On motion by Olson, seconded by Naig and unanimously carried, the Board approved the addition of this item to the agenda.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the acceptance of this Grant in the amount of \$74,767.00.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the Pope County Land Use Ordinance Schedule of Events with the changes as discussed.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board recessed the regular meeting to enter into a public hearing.

Belvin Doebbert, County Attorney submitted an Interim Ordinance which will suspend the processing of planned unit development within the County for 90 days. The suspension will allow the Board time to study the issue of the existing ordinance during this period. Riaz Aziz, County Coordinator read the proposed Interim Ordinance. Further discussion with the Public was held.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board moved to close the public hearing.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board adopted the Interim Ordinance, Section 394.34, Section 10.17.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board recessed the regular meeting to enter into a public hearing.

Riaz Aziz, County Coordinator read the proposed Interim Ordinance. Belvin Doebbert, County Attorney described the current ordinance and noted the Board wished to study the issue of planning and its impact on property owners under this ordinance. Riaz Aziz stated that the ultimate goal was to protect the residents of Pope County so that a purchaser of property would know exactly what property he was purchasing. Discussion with the public was held.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board moved to close the public hearing.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board adopted the Interim Ordinance, Section 394.34, Section 10.25.1F.

-Everell Barsness is no longer on the Housing and Redevelopment Authority Board due to his term expiring. On motion by Kittelson, seconded by Olson, and unanimously carried, the Board appointed Dean Paulson to take Barsness place on the HRA Board.

-Judge Jon Stafsholt gave a summary of his report on the Children's Justice Initiative in Pope County. Even though more children are coming into the system, the cost for 2004 was less than 2003. Continued success of this program will require effective ways of dealing with methamphetamine abuse.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board entered into a Closed Session to discuss the Jenson and Stensby case.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board reopened the meeting. Belvin Doebbert, County Attorney, stated the Board had provided him with their direction regarding this issue and he would proceed with these orders.

Joan Holtberg, Law Enforcement, presented the following agenda items.  
-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved applying for the Emergency Management Performance Grant from the Minnesota Department of Public Safety, a Division of Homeland Security and Emergency Management.

-Since Tom Larson, County Sheriff, was unable to attend, the Regional grant discussion was tabled.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved that all future resignations will be handled by the County Coordinator's Office, and presented as FYI items to the Commissioners.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the Contract for Waiver Programs with A Touch of Country.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved Rebecca Perdue as Confidential Administrative and Human Resources Assistant.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the representation of Chairman McCrory at the National Association of Counties Convention in Washington, DC, March 4-8, 2005.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$19,973.68. ROAD & BRIDGE - \$16,336.24. HEALTH SERVICE FUND - \$10,387.14. LAW LIBRARY FUND - \$56.07. DITCH FUND - \$1,863.18. E-911 FUND - \$1,119.68. A complete listing of all bills paid is on file at the Pope County Auditor-Treasurer's Office.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board authorized Riaz Aziz, County Coordinator, Belvin Doebbert,

County Attorney, and Bond Attorney along with Commissioners Olson and Kittelson to proceed with drafting an Agreement for the ownership of the Highway Garage to be transferred to the Housing and Redevelopment Authority. Once drafted, this Agreement will be presented to the Board at a later date for final acceptance.

-Commissioners Kittelson, McCrory, Naig, and Olson along with Riaz Aziz, County Coordinator, will be attending the Small Business Resource Fair sponsored by Congressman Collin Peterson, on February 18, 2005 in Granite Falls.

-Riaz Aziz, County Coordinator will be conducting an all day retreat for the County Commissioners on Tuesday, March 15, 2005.

-Stevens County Board of Directors is proposing to construct a jail facility in partnership with Pope County, and possibly Douglas County. Commissioner Olson, Riaz Aziz, and Sheriff Tom Larson have been in discussions with Stevens County regarding this project. Aziz requested that a second Board Member be assigned. Chairman McCrory assigned himself as the second Board Member for these discussions.

-The Board heard comments from employees of Home Health Care. In addition, the Board listened to two Home Health Care clients who expressed their thoughts regarding the elimination of the Home Health Care Service provided by the County. Petitions were submitted to the Board objecting to the termination of this service which will occur on March 31, 2005.

Committee Reports were given.

On motion by Olson, seconded by Kittelson, and unanimously carried, the Board adjourned at 12:15PM.

ATTEST: \_\_\_\_\_  
Riaz Aziz  
Pope County Coordinator

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Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
March 2, 2005

The Board was called to order at 9:00AM with the following members present: Kittelson, McCrory, Naig, Olson, and Paulson.

Commissioner Naig requested that item 16 be added to the agenda to discuss the Minnesota River Headwaters Joint Powers Board.

-On motion by Larry Kittelson, seconded by Jeanne Olson, and unanimously carried, the Board approved the agenda with this addition.

Mary Pischke, Auditor/Treasurer, presented the following agenda items.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the January 2005 Trial Balance.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the Villard First Responders Application for Exempt Permit, and the Church of St. John Nepomuk Application for Exempt Permit.

The Auditor/Treasurer stated the Rainbow Rider Audit for December 31, 2002 and 2003 was reviewed and is on file in the Auditor/Treasurer's office.

The Auditor/Treasurer presented a reconciliation of the Courthouse Renovation costs to date. Riaz Aziz, County Coordinator, stated that all costs for this project should be received by the end of March, 2005. Mr. Aziz also mentioned that mechanical warranties would be in effect for one year from date of start-up service. The County Coordinator's office will be recommending maintenance and service contracts to the Board prior to the end of the one-year period.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$32,958.64. ROAD & BRIDGE - \$240.00. HEALTH SERVICE FUND - \$1,032.55. LAW LIBRARY FUND - \$797.66. HRA - \$129.24, journal entry from Revenue in the amount of \$78,816.00 to Health Services for the first half 2005 support of Health Services Fund; journal entry from Revenue in the amount of \$20,570.10 to Road and Bridge to cover expenses for the Glenwood/Starbuck bike trail. A complete listing of all bills paid is on file at the Pope County Auditor-Treasurer's office.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the forgiveness of the \$20,000 loan to Rainbow Rider, provided all other Counties do the same.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the Resolution to add Eric Thesing, as a part-time position, to the Public Employees Police & Fire Plan.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved Joann Bot to fill the position of Public Health Staff Nurse.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved Eric Thesing to fill the position of Full-Time Deputy Sheriff.

-On motion by Kittelson, seconded by McCrory, and unanimously carried, the Board approved the posting of the open position of Part-Time Deputy Sheriff created by the transfer of Eric Thesing to Full-Time Deputy Sheriff.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved Chad Larson to fill the position of Senior Assistant County Attorney.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved Scott Busche to fill the position of Manager of Information Systems.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the official proceedings for the meeting held on February 16, 2005, and ordered them published and filed according to law.

Commissioner Naig discussed the option for the County to continue insurance coverage for the Minnesota River Headwaters Joint Powers Board. There was no interest in continuing this coverage and no action was required.

Committee Reports were given.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board adjourned at 10:40AM.

ATTEST: \_\_\_\_\_  
Riaz Aziz  
Pope County Coordinator

\_\_\_\_\_  
Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Housing and Redevelopment Authority  
March 7, 2005

The meeting was called to order at 9:00AM by Commissioner Kittelson, with the following Commissioners present: Kittelson, Paulson and Naig.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the agenda as presented.

Riaz Aziz, County Coordinator, stated that the HRA levied taxes to create a \$150,000 HRA budget for 2005. In January, the HRA received \$75,000 from the County Budget.

The HRA will make a payment of \$25,000 to the County for monies borrowed in 2004 for operating expenses. The original loan from the County to create the HRA will then be paid in full.

The Coordinator's Office will provide the Board with a current summary of expenditures at each HRA Board Meeting.

Riaz Aziz also mentioned that the County Board had authorized the transfer of ownership of the Highway Building from Pope County to the HRA. The County Attorney is drafting up the transfer. The HRA will pay insurance, taxes and utilities, and charge these expenses to the County. The HRA will lease the facility to the County, and it will be a taxable entity. If the HRA sells the property, a percentage of the sales price will be paid to the County.

At the next County Board meeting, Mr. Aziz plans to ask the County Board to permit the HRA to take the lead in County space planning discussions being held on March 11, March 18, and April 1. The County will have to bond in 2006 for the construction. The County Attorney will draw up a letter of understanding between the two Boards. The HRA has the money to pay for preliminary planning, which will then be charged back to the County.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the HRA to be the lead regarding County space planning issues.

Mr. Aziz then mentioned that Mr. Larry Zavadil has asked that he be allowed to enter into negotiations for the Highway Property. He is willing to Lease this property back to the HRA/County until such time as the Highway Department can be moved. Commissioners Olson, Kittelson, Riaz Aziz and Brian Noetzelman will meet with Larry Zavadil to discuss the particulars. Brian requested that if the HRA Board were to repurchase the CAS Building, a full due diligence be conducted on the facility.

Riaz Aziz reminded the Board of the joint County and HRA Board Retreat to be held at Arrowwood Resort on March 17 beginning at 8:00 AM.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board adjourned at 10:00 AM.

ATTEST: \_\_\_\_\_  
Riaz Aziz  
Administrator

\_\_\_\_\_  
Larry Kittelson  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
March 16, 2005

The Board was called to order at 9:00 AM with the following members present: Paulson, Kittelson, McCrory, Naig, and Olson.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the agenda.

Arlis Fettig, Director of Family Services, presented the following agenda items.  
Pope County received a state grant in the amount of \$59,482 for Adult Mental Health.

Commissioner McCrory congratulated the Family Services Department for responding to state reporting requirements in such a timely and efficient manner that Commissioner Goodno of the Minnesota Department of Human Services sent a letter of commendation.

Pope County received the McKnight Grant in the amount of \$30,000.

-On motion by Paulson, seconded by Kittelson, and unanimously carried the Board approved the Family Services Director to write a letter in support of the Eldercare Development Partnership Proposal from Land of the Dancing Sky Area Agency on Aging.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the Family Services cases as presented.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Family Services bills having been duly audited and allowed and were ordered paid according to law.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the posting of the open position of Public Health Nurse.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the posting of two summer positions in the Highway Department.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$26,254.24. ROAD & BRIDGE - \$45,223.87. HEALTH SERVICE FUND - \$7,543.34. LAW LIBRARY FUND - \$312.95. E-911 FUND - \$1,120.93. HRA - \$136.73. A complete listing of all bills paid is on file at the Pope County Auditor-Treasurer's office.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the HRA Board to provide management of the County Space Study Project.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the official proceedings for the meeting held on

February 2, 2005, and ordered them published and filed according to law.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the official proceedings for the meeting held on March 2, 2005, and ordered them published and filed according to law.

Partial committee reports were given.

Brian Noetzelman, Director of the Highway Department, presented the following agenda items.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the awarding of the SAP 61-603-29 to Riley Bros. Out of Morris in the amount of \$894,890.26.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the awarding of the 2005 Bituminous Projects to Central Specialties out of Alexandria in the amount of \$1,050,530.35.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the letting date for Liquid Calcium Chloride to be April 19, 2005 @ 9:00 AM.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved advertising the sale of the following used equipment:

- 1) Cat 163H motor grader
- 2) Dodge Durango
- 3) Bituminous Paver

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board set April 22, 2005 @ 9:30 AM at the Highway Department as the date for the Spring Road & Bridge Meeting.

Steve Lawrence, Environmental Director, presented the following agenda items.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the Preliminary Plat for Camp Lake Estates, with the requirements as presented, including a utility easement.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the Preliminary Plat for Meadow Heights Plat One, with the requirements as presented.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Special Commercial District Overlay for the construction of a lumber yard for James and Rae Ann Moe, with the restrictions as presented. It was also requested that an additional restriction be implemented requiring Mr. Moe to provide a signage design to be approved by the Environmental Director, provided the design followed the Board's lighting intentions for the signage. Riaz Aziz, County Coordinator, mentioned that a subcommittee of Steve Lawrence, Commissioners Kittelson and Paulson, and Mr. Aziz met to clarify that the hours of business as specified in the restrictions related to the hours of customer service, not the hours of operation.

Don Kleven, Realty Specialist, United States Department of the Interior, presented the following agenda item.

-On motion by Kittelson, seconded by Olson, and majority carried, the Board approved the Wetlands Easement in the Westport Township. Mr. Naig voted against this Easement.

Committee Reports were resumed.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board adjourned at 11:35 AM.

ATTEST: \_\_\_\_\_  
Riaz Aziz  
Coordinator

\_\_\_\_\_  
Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
April 6, 2005

The Board was called to order at 9:00AM with the following members present: Paulson, Kittelson, McCrory, Naig, and Olson.

Commissioner Olson mentioned that the West Central Minnesota Communities Action, Inc. was looking for volunteers to help with the Land of Lakes Group Work Camp. Sheriff Larson volunteered Deputy Mark Holtberg and his Sentence to Serve work group for that week, July 24-31, 2005.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Agenda.

Riaz Aziz and Belvin Doebbert discussed the Purchase Agreement between Pope County Housing and Redevelopment Authority and the County of Pope for the transfer of title of the County Highway Garage.

-On motion by Kittelson, seconded by Naig, and unanimously carried the Board approved the acceptance of the general conditions of the Purchase Agreement and authorized the Chair to execute the Purchase Agreement upon finalization of all conditions.

Sheriff Tom Larson presented the following agenda items.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the Resolution designating the National Incident Management System (NIMS) as the basis for all Incident Management in Pope County.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Annual County Boat and Water Safety Grant Agreement for \$6,376 from the State of Minnesota.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the County Sheriff to enter into negotiations with the City of Farwell to contract for police services with the County Sheriff's Department, and authorized the County Chair to execute the Contract upon approval by the County Attorney.

Mary Pischke, Auditor/Treasurer, presented the following agenda items.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the February 2005 Trial Balance and the Fund Balance Analysis.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Rodina Golf Course Beer License.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Terrace Store Co. Beer and Liquor License.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the Pezhekee Lounge Liquor License.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the 2005 Gopher Bounty reimbursement at 50% up to \$1.00 maximum.

-On motion by Naig, seconded by Paulson, and unanimously carried, the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$96,471.62. COUNTY ROAD & BRIDGE - \$23,145.00. HEALTH SERVICE FUND - \$1,049.78. LAW LIBRARY FUND - \$486.24. POPE COUNTY HRA \$169.13. A complete listing of all bills paid is on file at the Pope County Auditor-Treasurer's office.

Steve Lawrence, Director of Environmental Services, presented the following agenda items.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the Preliminary Plat for Jensen Addition with the conditions as presented.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the expansion of Maanum, Inc.' existing beef cattle operation.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board agreed to uphold the recommendation by the Planning Commission denying permission for Eileen Halvorson to continue having an existing RV on Lake Minnewaska.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Purchase of Service Contract and Mental Health Grant Allocation with Lakeland Mental Health Center, Inc. to provide Intensive In-Home Services.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board authorized the Coordinator, upon review and approval by the Department Heads, to authorize the County Auditor/Treasurer to process payment of credit cards.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the County to purchase laptops for use by County Commissioners. Commissioner Naig voted against this motion.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved Annette Pierce to fill the position of Housekeeper.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved Greg Tolifson and Robbie Hyland to fill the positions of summer Highway Interns.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the posting of the position of Clerk Typist in the Sheriff's Department.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the posting of the part-time Boat and Water Deputy Sheriff position in the Sheriff's Department.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the Official Proceedings for the meeting held on March 16, 2005, and ordered them published and filed according to law.

Committee Reports were given.

-On motion by Kittelson, seconded by Paulson, the Board adjourned at 12:35PM.

ATTEST:

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Riaz Aziz  
Coordinator

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Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
April 20, 2005

The Board was called to order at 9:03 AM with the following members present: McCrory, Paulson, Naig, and Olson.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Agenda.

Arlis Fettig, Family Services Director presented the following agenda items.

Arlis mentioned that several counties had applied for and received a grant in the amount of \$353,223 from Housing Urban Development for Adult Mental Health.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the acceptance of a grant in the amount of \$30,000 from The McKnight Foundation for Parent Support Outreach Program to cover the period of April 1, 2005 through December 31, 2007.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the Quarterly Report ending March 31, 2005.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the Home and Community Based Services Delegation Agreement for the PrimeWest Minnesota Senior Care Program.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved a modification for an additional \$3,776 for the Food Support Employment and Training Program Contract with Rural Minnesota CEP, Inc. This Contract covers the period October 1, 2004 through September 30, 2005.

-On motion by Olson, seconded by Naig, and unanimously carried the Board approved the Family Services cases as presented.

-On motion by Naig, seconded by Olson, and unanimously carried the Board approved the Family Services bills having been duly audited and allowed and were ordered paid according to law.

Brian Noetzelman, Highway Director, presented the following agenda items.

-On motion by Naig, seconded by McCrory, and unanimously carried, the Board approved the award of Liquid Calcium Chloride to Univar USA, Inc. in the amount of \$37,950.00, which is \$0.759 / gallon.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board authorized the Highway Department to charge \$138 for 300', and \$46 for additional 100' to cover the product and application cost of the calcium chloride.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the trade-in allowance from Ziegler in the amount of \$93,500 for the 1995 Caterpillar motor grader.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the Highway Department to accept Morris Sealcoat's bid for the PF65 Paver in the amount of \$2,676.

Mary Pischke, Auditor / Treasurer, presented the following agenda items.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Fund Balance Analysis and the March 2005 Trial Balance.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Church of St. John Nepomuk Permit for raffle and bingo on August 14, 2005.

-On motion by Paulson, seconded by Olson, and unanimously carried, the following bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$25,118.54. COUNTY ROAD & BRIDGE - \$41,136.60. HEALTH SERVICE FUND - \$6,364.63. LAW LIBRARY FUND - \$2,494.54. E-911 FUND - \$1,342.96. CAPITAL IMPROVEMENT PROJECTS - \$350.00. POPE COUNTY HRA \$138.96. A complete listing of all bills paid is on file at the Pope County Auditor-Treasurer's office.

Sharon Braaten, Public Health Director, presented the following agenda item.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the Tobacco License transfer from Bob's Place to Rooney's Bar in Sedan effective April 1, 2005.

Riaz Aziz, Coordinator, presented the following agenda items.

-On motion by Olson, seconded by McCrory, and unanimously carried, the Board approved the posting of the Office Support Specialist Position for Family Services, and the hiring of a temporary to fill the vacancy until a permanent replacement is hired.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved Anthony Hanson to fill the position of Janitor.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the posting of the position of Summer Intern in the Information Systems Department.

-On motion by Olson, seconded by McCrory, and unanimously carried, the Board approved the purchase of a portable HVAC unit for the Dispatch Center in Law Enforcement in the amount of \$17,837.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved County staff to develop recommendations to fulfill the obligations of the Eighth Judicial District Court with regard to John Pryzmus and present to the County Board, in a special session if necessary, prior to May 18, 2005.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the Official Proceedings for the meeting held on April 6, 2005, and ordered them published and filed according to law.

Committee Reports were given.

-On motion by Olson, seconded by Paulson, and unanimously carried the Board adjourned at 11:25 AM.

ATTEST:

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Riaz Aziz  
Coordinator

\_\_\_\_\_  
Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
May 18, 2005

The meeting was called to order at 9:00 AM with the following members present: McCrory, Kittelson, Paulson, Naig, and Olson.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the Agenda.

Diane Kittelson, Someplace Safe, commended the Police Officers for their service to the community. She also gave a summary of the services provided by Someplace Safe.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the Resolution proclaiming May 15-21, 2005 as National Police Week.

Riaz Aziz, Coordinator, presented the following agenda items.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved Matthew Hoffman to fill the position of Part-time Intermittent Deputy Sheriff.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the posting of a Part-time Intermittent Deputy Sheriff due to the resignation of Deputy Sheriff Christie Henning.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved Jesse Olson to fill the position of Seasonal Boat & Water Deputy Sheriff.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the Amendment reducing the Department of Corrections Remote Electronic Monitoring Grant to Court Services by \$2,488.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the following bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$19,258.48. COUNTY ROAD & BRIDGE - \$48,621.40. HEALTH SERVICE FUND - \$7,414.43. E-911 FUND - \$650.00. POPE COUNTY HRA - \$130.25. A complete listing of all bills paid is on file at the Pope County Auditor/Treasurer's Office.

Arlis Fettig, Family Services Director, presented the following agenda items.

-On motion by Naig, seconded by Paulson, the Board discussed increasing the Guardianship Fees paid to the County Attorney to \$100/hour.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board tabled the increase in the Guardianship Fees until the next meeting when the Coordinator, in conjunction with Family Services, will provide additional information justifying the increase requested.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Sliding Fee Schedule for 2005-2006 as presented.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Amended Purchase of Service Contract for Provision and Funding of Sub Acute Detoxification, Adult Crisis, and Youth Crisis between Woodlands Centers and Pope County.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the Family Services cases as presented.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the Family Services bills having been duly audited and allowed and were ordered paid according to law.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Official Proceedings for the meeting held on May 4, 2005 and ordered them published and filed according to law.

Committee Reports were given.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board adjourned at 10:40 AM.

ATTEST:

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Riaz Aziz  
Coordinator

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Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
June 1, 2005

Meeting was called to order at 9:00 AM with the following members present: Paulson, Kittelson, McCrory, Naig, and Olson.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Agenda.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board opened a Public Hearing to discuss Land Use Ordinances.

The Board discussed Controlled Access, Stormwater Management and Large Gatherings during the Public Hearing.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board closed the Public Hearing at 10:00 AM.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Land Use Controls Ordinance Subpart 6.3.Q and 7.3.0 Conditional Uses as presented.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the Land Use Controls Ordinance Subpart 10.24 Stormwater Management as presented.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the Land Use Controls Ordinance Subpart 10.29 Large Gatherings with the following changes:

10.29.3 License Requirement

- A. Line 3 - change 300 to 600

Add the following sentence at the end of 10.29.3 A "Any assembly of 300-599 persons must provide written notice to Pope County defining the Responsible Party for the Event, What is the Event, and When and Where the Event will be held at least sixty (60) days before the Event is scheduled to occur."

- C. Line 2 - change 300 to 600

- E. Eliminated in its entirety

- F. Change to E.

- E. 5. Remove the word "Pope"

Add the following:

- E. 6. Public Auctions

10.29.4 License Application

5. Change "effected" to "affected" in the last line

6. Delete the first sentence in its entirety. Items A. through L. belong to 5.

7. Change to 6.

Change definition of Large Gatherings to be 600, versus 300.

Steve Lawrence, Environmental Services Director presented the following agenda items.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the Preliminary Plat for Paul & Stephanie Fiedler to develop Blue Waters Estates.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Shoreland Alteration Permit on Lake Minnewaska for Zavadil Limited Partnership.

Donna Quandt, Deputy Auditor / Treasurer presented the following agenda items.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the April 2005 Trial Balance.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the April 2005 Fund Analysis.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Letter of Understanding between Pope County and the State of Minnesota for the audit of the financial records for the year ending December 31, 2004.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$84,443.72. COUNTY ROAD & BRIDGE - \$3,523,54. HEALTH SERVICE FUND - \$2,118.97. LAW LIBRARY FUND - \$2,303.60. DITCH FUND - \$9,480.85. E-911 FUND - \$471.17. HRA - \$356.88.

Brian Noetzelman, County Engineer, presented the following agenda items.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the corrected plat for the Quit Claim Deed on the Peterson Plat.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the Quit Claim Deed for John I. Holmen and Paula J. Holmen.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the letting date for the Glenwood to Villard Bike Trail as June 28, 2005 @ 9:00 AM.

Engineer Noetzelman presented an update of the road and bridge projects for the County.

Riaz Aziz, County Coordinator, presented the following agenda items.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved a Resolution stating the position titled Part-time Deputy Sheriff meets all of the Police & Fire membership requirements under Minnesota Statutes Section 353.64 and therefore is eligible for membership in the Police & Fire Plan under PERA (Public Employees Retirement Association).

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the Resolution authorizing Swift County to utilize state appropriated funds for the Northern Lights Trail Association.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the filing of the Day Training and Habilitation Application for Need Determination of Services required by Minnesota Department of Human Services.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board authorized the Coordinator to approve and process the necessary changes to fill newly created vacancies and change the number of working hours, if (a) the personnel changes had been discussed with the County Board, (b) the Board authorized the changes by including the monies for the changes in the department budget and adopted the County budget. The Board asked to be made aware of any changes approved by the Coordinator.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved Anthony Hanson to be moved from Grade 5 to Grade 4 as per the Minnesota Public Employees and Law Enforcement Union Local No 320 Contract.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved Kim Joos to fill the position of Part-time Clerk Typist in Law Enforcement.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved Jody Engler to fill the position of Summer Intern in the Information Systems Department.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved Kathleen Sullivan to fill the position of Summer Intern in the Environmental Services / Coordinator Departments.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Official Proceedings for the meeting held on May 18, 2005 and ordered them published and filed according to law.

Commissioner's Reports were given.

Coordinator Aziz gave an update on County issues that will be brought before the Board in the future. Mr. Aziz also reminded the Board that the HRA (Housing and Redevelopment Authority) and COW (Committee of the Whole) monthly meetings for July would be held on July 5, 2005 as Monday, July 4 is a holiday.

-On motion by Kittelson, seconded by Olson, the Board adjourned at 11:45 AM.

ATTEST:

\_\_\_\_\_  
Riaz Aziz, Coordinator

Robert McCrory, Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Equalization  
June 14, 2005

The meeting was called to order at 9:00 AM with the following members present: Robert McCrory - Commissioner, Larry Kittelson - Commissioner, Dean Paulson - Commissioner, Keith Naig - Commissioner, Jeanne Olson - Commissioner, and Mary Pischke - Auditor/Treasurer.

Rebecca Perdue, County Coordinator's Office, read the Oath by which each member of the Board subscribed to conscientiously perform his duties.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board denied the request of Gerri Reid, 343 N. Lakeshore Drive, Parcel #21-0877-000, to freeze her property value for the next few years.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board denied the request of Ruben Olson, representing Harlan Westrud, Parcel #20-0166-000 to reverse the re-classification of this property from seasonal recreational back to agricultural. There is no agriculture production on this property.

The following items were presented by Wayne Anderson, Assessor.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board denied the request of Jerome C. Patterson (via letter), 16129 SE Amelia Road, Parcel #09-0646-000, protesting the valuation assigned to this property and requesting a reduction.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the reduction to \$500 of the mobile home owned by Sig D. Martinson, Parcel #09-8014-000.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Assessor's office classification of residential non-homestead for the 13 parcels owned by Daniel Edgar in Section 27-T125N-R37W.

Assessor Anderson mentioned that the State Board had increased the taxes on land in Long Beach City by 5%.

-On motion by Naig, seconded by McCrory, and unanimously carried, the Board approved the Assessor to lower, by a maximum of 1% of the Township total value, the Estimated Market Value of only the meadow pasture in Langhei Township.

-On motion by Olson, seconded by McCrory, and unanimously carried, the Board accepted the Summary Data for State Board of Review, 2005 for Farms and the Summary Data for State Board of Review, 2005 for Residential/Cabins as presented by Assessor Anderson.

-On motion by Olson, seconded by Naig, the Board adjourned at 10:45 AM.

ATTEST:

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Wayne Anderson  
Assessor

\_\_\_\_\_  
Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
June 15, 2005

The Meeting was called to order at 9:00 AM with the following members present: Paulson, Kittelson, McCrory, Naig, and Olson.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the Agenda.

Arlis Fettig, Family Services Director, presented the following agenda items.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved an increase of \$10/hour to \$95/hour, with a maximum expenditure of \$2,000 per year for guardianship fees.

A discussion ensued regarding the State of Minnesota's recommendation to dissolve the MR/RC Waiver Management relationship between Pope and Douglas Counties. No action was taken pending further information to be provided.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the implementation of a payment schedule regarding an appeal of a parental fee.

The Adult Mental Health Initiative Grant Allocation was reviewed. Pope County shares this allocation with Grant, Traverse, Douglas and Stevens Counties.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Family Services cases as presented.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Family Services bills having been duly audited and allowed and were ordered paid according to law.

Brian Noetzelman, County Engineer, presented the following agenda items.

-On motion by Paulson, seconded by McCrory, and unanimously carried, the Board approved the acceptance of the bid for the Rainbow Rider Bus Garage from D&W Construction, Inc. for \$370,440 contingent upon concurrence of the Rainbow Rider Board.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the final payment in the amount of \$47,849.42 to Blombeck Construction, Inc. for the grade and aggregate base of CSAH 28. This payment includes a cost overrun of 4.7%.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the installation of a stop sign on CASH 24 at the intersection of CASH 24 and CASH 3.

Melanie Courrier, Court Services Director, presented the following agenda item.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Caseload Reduction and Remote Electronic Alcohol Monitoring grant in the amount of \$4,221 and \$3,488, respectively.

Sharon Braaten, Public Health Director, presented the following agenda item.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the renewal of the Home and Community based services for the Alternative Care, Elderly Waiver, and Community Alternatives for Disabled Individuals Contracts with the following entities: Divine Home Care Inc., Central Minnesota Senior Care, Inc., Divine House, Inc., Lutheran Social Services of Minnesota, Minneapolis Senior Services/Home Instead, Stevens Community Medical Center HomeCare, and Rice Home Medical.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board recessed at 10:20 AM.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board reconvened at 10:50 AM.

Rebecca Perdue, acting for Riaz Aziz, Coordinator, presented the following agenda items.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved Katie Halder to fill the position of Nurse in Public Health.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved Myra Messner to fill the position of Office Support Specialist in Family Services.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Highway Employees Council Agreement as presented and authorized the Chair to execute the Agreement. The impact to the County for 2004-2005 is \$38,425.20.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the following bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$14,442.06. COUNTY ROAD & BRIDGE - \$71,491.97. HEALTH SERVICE FUND - \$10,006.97. LAW LIBRARY FUND - \$783.62. E-911 FUND - \$650.00. HRA - \$67.25.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved an Executive Session to be held on Thursday, June 23, 2005, at 9:00 AM at Doebbert Law Office, as allowed under Minnesota Statutes 13D.03.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Official Proceedings for the meeting held on June 1, 2005 and ordered them published and filed according to law.

Commissioners Reports were given.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board adjourned at 11:25 AM.

ATTEST: \_\_\_\_\_  
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Riaz Aziz  
Coordinator

Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
July 6, 2005

The Meeting was called to order at 9:05 AM with the following members present: Paulson, Kittelson, McCrory, Naig, and Olson.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Agenda with the following changes: addition of Executive Session scheduled for July 15 and removal of the final plat review for Meadow Heights Plat One.

Steve Lawrence, Environmental Services Director, presented the following agenda items.

-On motion by Paulson, seconded by Kittelson, and carried, the Board tabled the petition for rezoning for commercial business for Chris Boelke. Commissioner Olson voted against tabling this petition.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the Conditional Use Permit for Hazel Johnson to locate an RV on Lake Scandinavian.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Conditional Use Permit for Patrick & Charlene Tansey to locate an RV on Lake Reno.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Final Plat Review for Ortt's Addition.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Conditional Use Permit for MnDOT to locate a 330' Tower in Chippewa Falls Township.

Riaz Aziz, Coordinator, presented the following agenda items.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the HRA Board Member options as presented.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved an Executive Session to be held on Friday, July 15, 2005 at 8:30 AM at Doebbert Law Office, as allowed under Minnesota Statutes 13D.03.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the Official Proceedings for the meeting held on June 15, 2005 and ordered them published and filed according to law.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board recessed at 9:38 AM.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board reconvened at 9:40 AM and took a 10 minute break.

Mary Pischke, Auditor/Treasurer, presented the following agenda items.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the May 2005 Trial Balance and Fund Analysis.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the 2<sup>nd</sup> half appropriations as presented with the following change: Agency on Aging received \$855.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board acknowledged Arthur Reynolds' Confession of Judgment for Delinquent Real Estate Taxes.

-On motion by McCrory, seconded by Olson, and unanimously carried, the Board approved a one-day on-sale liquor license for St. John Nepomuk Church for August 14, 2005.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the following bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$51,424.75. HEALTH SERVICE FUND - \$2,809.62. ENVIRONMENTAL PROJECTS FUND - \$9,825.69. LAW LIBRARY FUND - \$2,659.49. E-911 FUND - \$1,633.86.

Ms. Pischke reminded the Board of the July 20 meeting at 7:00 PM in the Courthouse Community Room to demonstrate the new voting machine.

Steve Lawrence, Environmental Services Director, presented the following agenda item.

Public discussion ensued regarding the Conditional Use Permit for Thomas W. Schmidgall and Robert J. Lange to establish a new feedlot in Section 17-Grove Lake Township-Range 36, to be operated by Robert and Pamela Gierke.

-Motion made by Olson to deny the permit. No second. Further discussion ensued.

-On motion by McCrory, seconded by Naig, and carried, the Board approved the Conditional Use Permit as presented with the following added conditions:

- Facilities must maintain 400' setback from Township road
- Bio-curtains installed / maintained on gestation facility
- Third-party licensed soil consultant will be hired by the County to review and approve Manure Management Plan annually for a period of at least three years, expenses to be born by Owner/Operator
- Must maintain minimum of five rows of trees
- Maintenance of all roads is the responsibility of Owner/Operator if damage occurs due to their facility
- Upon violation of State standards, odor will be addressed with the most available technology

Commissioner Olson voted against the permit.

-Board adjourned by McCrory at 1:30 PM.

ATTEST:

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Riaz Aziz  
Coordinator

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Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
August 3, 2005

The Board was called to order at 9:00 AM with the following members present: Paulson, Kittelson, McCrory, Naig, and Olson.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the Agenda as presented.

Riaz Aziz, Coordinator, presented the new employees to the Board. The new employees include Kathleen Sullivan, Jody Engler, Matt Hoffman, Katie Halder, Kim Joos, and Myra Messner.

Tom Larson, Sheriff, presented the following agenda items.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the purchase of radio equipment for the state radio towers in Glenwood and Terrace using E-911 grant funds.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the purchase of a CityWatch Early Notification System for \$36,210 of which \$36,000 is grant money.

Mary Pischke, Auditor/Treasurer, presented the following agenda items.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board authorized the repair of Drainage Ditch #17 in Section 30 of Westport Township.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved Ralph Dean of the North Fork Watershed District to continue serving the County until his term ends in May 2006.

-On motion by Olson, seconded by McCrory, and carried, the Board approved tax abatements for Pauline Opdahl in the amount of \$106 and for Donald and Shari Opdahl in the amount of \$394. Commissioner Kittelson abstained from the vote.

-On motion by Olson, seconded by Naig, and unanimously carried, the following bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$39,312.24. HEALTH SERVICE FUND - \$360.34. LAW LIBRARY FUND - \$52.77. E-911 FUND - \$2,856.05.

Steve Lawrence, Environmental Services Director, presented the following agenda items.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board denied the rezoning for commercial business for Chris Boelke.

-On motion by Kittelson, second by Paulson, and unanimously carried, the Board approved Chris Boelke's request to build a 50' by 100' steel shed near Lake Malmedahl, with the condition that the structure be screened with trees.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board denied renewal of the RV permit for David and Teri Madsen on Lake Amelia.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the preliminary plat for Kibco, Inc. on Star Lake.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board voted to table approval for the Final Plat for Ortt's Addition on Grove Lake and requested the issue be returned to the Planning Commission for review. The Board authorized Environmental Services in conjunction with County Attorney to determine if restrictions may be placed on this sensitive area regarding boats, boat lifts and docks.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved JL Gabrielson to design and install Individual Sewage Treatment Systems (ISTS) within Pope County.

Riaz Aziz, Coordinator, presented the following agenda items. The HRA board is considering the acquisition of the Starbuck Hospital. The HRA authorized Commissioner Kittelson and Commissioner Paulson to further evaluate this acquisition. The HRA is acting on Board authority and the Board will be charged with any fees regarding this project.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the Official Proceedings for the meeting held on July 20, 2005 and ordered them published and filed according to law.

Commissioners' Reports were given.

-On motion by Kittelson, seconded by McCrory, and unanimously carried, the Board adjourned at 10:30 AM.

ATTEST:

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Riaz Aziz  
Coordinator

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Robert McCrory  
Chair

AMENDED  
OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
August 17, 2005

The Board was called to order at 9:00 AM with the following members present: Paulson, McCrory, Naig, Olson, and Kittelson.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the Agenda with the following changes: acceptance of grant from MNDNR, pavement of CSAH #78, donation to West Central Initiative, and appointment to Pope County Nursing Task Force.

Alan Kuseske, Pope County Ditch Inspector, presented the following agenda item.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the levy payments on County Ditch #10 for \$2,000 spread over 1 year; County Ditch #12 for \$1,000 spread over 1 year; County Ditch #15 for \$1,500 spread over 1 year; County Ditch #17 for \$10,000 spread over 5 years; and County Ditch #28 for \$6,000 spread over 3 years.

Mary Pischke, Auditor/Treasurer, presented the following agenda item.

-On motion by Kittelson, seconded by Paulson, and unanimously carried the following bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$32,827.37. COUNTY ROAD & BRIDGE - \$40,084.53. HEALTH SERVICE FUND - \$5,902.97. LAW LIBRARY FUND - \$2,748.46. E-911 FUND - \$1,128.01. CAPITAL IMPROVEMENT PROJECTS - \$6,395.00.

Arlis Fettig, Family Services Director, presented the following agenda items.

Information requested by the Board at a previous meeting about the MR/RC contract with Douglas County was presented. The Board agreed that keeping the joint contract with Douglas County would be in the best interests of Pope County.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Family Services cases as presented.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the Family Services bills as presented.

Chair McCrory recessed the meeting for 5 minutes at 10:10 AM and reconvened at 10:15 AM.

Brian Noetzelman, County Engineer, presented the following agenda items.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the resolution to accept the \$80,000 grant from the Minnesota Department of Natural Resources for funding and maintenance of the Pedestrian/Bike Trails from Glenwood to Villard.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board appointed the Highway Department to maintain the bike trails in Pope County.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Agreement with Douglas County for pavement of Pope County CSAH #78 and Douglas County CSAH #88, a shared county line road.

Steve Lawrence, Environmental Services Director, presented the following agenda items.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Final Plat for Summit Vistas.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved Hillman Brothers Excavating to design and install Individual Sewer Treatment Systems (ISTS) within Pope County.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved Tim Sukke Excavating, Inc. to design and install Individual Sewer Treatment Systems (ISTS) within Pope County.

-On motion by Paulson, second by Olson, and unanimously carried the Board recessed at 11:05 AM.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board reconvened at 11:30 AM.

Riaz Aziz, Coordinator, presented the following agenda items.

-On motion by Kittelson, second by Paulson, and unanimously carried, the Board approved \$1,000 to West Central Initiative to use for possible detention facilities and chemical dependency treatment, including methamphetamines.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Official Proceedings of the meeting held on August 3, 2005 and ordered them published and filed according to law.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved Karen Aslakson to the Pope County Nursing Task Force.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board adjourned at 12:15 PM.

ATTEST:

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Riaz Aziz  
Coordinator

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Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
September 7, 2005

The Board was called to order at 9:00 AM with the following members present: Olson, Naig, Kittelson, Paulson, and McCrory.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Agenda with the following changes: Service Agreement with Landmark Environmental, deletion of Veteran's Van driver's stipend, and addition of donation of monies or services to Hurricane Katrina victims.

Riaz Aziz, Coordinator, presented the following agenda items.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Resolution in support of the 2005 Comprehensive Economic Development Strategy for West Central Minnesota.

Discussion ensued about Drainage Ditch #17. Chairman McCrory requested a letter be received from Curt Deter stating that this is a repair and not a replacement of the tile system.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board agreed to table the County Ditch #17 discussion until further information is acquired.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Trial Balance and Fund Analysis for July, 2005.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the following bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$73,403.08. HEALTH SERVICE FUND - \$956.98. LAW LIBRARY FUND - \$688.86. E-911 FUND - \$469.50.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the acceptance of the Pope County Veteran's Service Office Operational Improvement Grant Form.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the nurse volunteers, as well as any other county employee who would like to volunteer with county pay, to help at Camp Ripley with Hurricane Katrina victims.

Steve Lawrence, Environmental Services Director, presented the following agenda items.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the permit for Mark & Elizabeth Luetmer to run a hunting preserve in Chippewa Falls Township, on the condition that alcohol will not be served at this establishment.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the permit for rezoning for Hugh Rutledge in White Bear Lake Township.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the permit for Ortt's Addition Plat on Grove Lake with requirement that future restrictions be made to preserve the lake.

Riaz Aziz, Coordinator, presented the following agenda items.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Resolution of Service Agreement with Landmark Environmental for clean-up of the methamphetamine house in Glenwood. This motion also gave Sharon Braaten, Public Health Director, permission to hire people as needed to help with this clean-up.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the Official Proceedings of the meeting held on August 17, 2005 and ordered them published and filed according to law.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board adjourned at 11:30 AM.

ATTEST:

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Riaz Aziz  
Coordinator

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Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
SPECIAL MEETING  
Pope County Board of Commissioners  
September 14, 2005

The meeting was called to order at 9 AM with the following members present: McCrory, Paulson, Kittelson, Naig and Olson.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Agenda with the following addition: approval of Housing and Redevelopment Authority 2006 Preliminary Budget.

Riaz Aziz, Coordinator, presented the following agenda items.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the 2006 Preliminary Budget of \$13,775,053: COUNTY REVENUE - \$6,054,459. ROAD & BRIDGE FUND - \$4,391,200. WELFARE FUND - \$2,674,963. COUNTY LIBRARY - \$96,975. MRF SOLID WASTE BONDS - \$126,856. CAPITAL BONDS - \$230,600. PROPOSED BONDS - \$200,000.; and the 2006 Levy estimated at \$5,868,109: COUNTY REVENUE - \$3,385,993. ROAD & BRIDGE FUND - \$632,430. WELFARE FUND - \$1,195,255. COUNTY LIBRARY - \$96,975. MRF SOLID WASTE BONDS - \$126,856. CAPITAL BONDS - \$230,600. PROPOSED BONDS - \$200,000.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved a Resolution establishing procedures for reimbursement of expenditures incurred prior to the setting of a Bond in an amount not to exceed Seven Million Dollars (\$7,000,000).

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Housing and Redevelopment Authority's 2006 Preliminary Budget of \$149,977, which is an estimated Levy of 80.1% - contingent upon the Housing and Redevelopment Authority Board approving the Preliminary Budget and Levy.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board adjourned at 9:35 AM.

ATTEST:

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Riaz Aziz  
Pope County Coordinator

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Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
September 21, 2005

The Board was called to order at 9 AM with the following members present: McCrory, Paulson, Kittelson, Naig and Olson.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Agenda as presented.

Riaz Aziz, Coordinator, presented the following Agenda item.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved a Resolution honoring Arlen D. Hayhurst for 3,624 hours and seven years of voluntary service to the Veterans of Pope County as a volunteer van driver.

Commissioner Kittelson presented a Voluntary Service Certificate from the United States Department of Veterans Affairs to Mr. Hayhurst.

Arlis Fettig, Family Services Director, presented the following Agenda items.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Title IV-E Foster Care Candidacy Administrative Agreement between Pope County Family Services Department and Pope County Court Services, Pope County Public Health and Minnewaska Area School District.

Information was presented regarding the Adult Rehabilitative Mental Health Services for the calendar year 2004.

Information was presented regarding the cost of living increase for Adult Mental Health Care.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the Minnesota Family Investment Program and Children and Community Services Act for the period January 1, 2006 through December 31, 2007.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Family Services cases as presented.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Family Services bills as presented.

Sharon Braaten, Public Health Director, presented the following Agenda items.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the Pharmacy Contracts as presented.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved Cody Rogahn to serve as Pope County's representative on the Mid-State Community Health Services Advisory Committee.

Commissioner Paulson requested an update of the methamphetamine cleanup being overseen by Public Health under contract with Landmark Environmental.

Mary Pischke, Auditor/Treasurer, presented the following Agenda items.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the August 2005 Trial Balance and Fund Analysis.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the tax abatement for Jerome Patterson in the amount of \$551.00.

-On motion by Paulson, seconded by Olson, and unanimously carried, the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$25,187.43. COUNTY ROAD & BRIDGE - \$162,093.70. HEALTH SERVICE FUND - \$11,968.41. LAW LIBRARY FUND - \$1,234.57. E-911 FUND - \$1,119.50.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved three additions to the Agenda: appointment of a Commissioner to represent the County at the beaver abatement meeting, an increase in the Recorder petty cash fund, and second half appropriations payment for Health Services Fund.

Chairman McCrory appointed Commissioner Paulson to represent Pope County at the next beaver abatement meeting to be held in October.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the increase in the Recorder petty cash fund from \$100 to \$200.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the second half appropriations payment to the Health Services Fund in the amount of \$78,816.00.

Riaz Aziz, Coordinator, presented the following Agenda item.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the restructure of the Family Services Department to eliminate the position of Director and create two new positions: Financial Services Manager and Social Services Manager. Arlis Fettig will serve as the Financial Services Manager.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the addition of two items to the Agenda: Lake Johanna Township and discussion of Township Aid.

Brian Noetzelman, County Engineer, presented the following Agenda items.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Resolution for Priority Bridge Replacement of Bridge #61501 located on CSAH #2 at an estimated project cost of \$300,000, Bridge #L9012 located on 190<sup>th</sup> St. at an estimated project cost of \$80,000, and Bridge #92421 located on CSAH #18 at an estimated project cost of \$100,000.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the paving of CSAH # 35 from Highway 55 to 100 yards past CF Industries to create a ten ton route. The cost for this paving is to be shared between the County and CF Industries.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board set Friday, October 7<sup>th</sup> @ 9 AM as the date for the Fall Road and Bridge tour.

Engineer Noetzelman presented an update of the road and bridge construction.

Discussion ensued regarding wetlands along CR #37 in Lake Joanna Township. No action was taken.

Commissioner Paulson requested an explanation of Township Aid provided by Pope County to its townships. Pope County is one of three counties that provide aid to its townships for their road construction projects. Discussion ensued. No action taken.

Steve Lawrence, Environmental Services Director, presented the following Agenda items.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved a construction permit for Christopher & Crystal Leighton, Blue Water Estates Westport Lake, Villard, for a pole building constructed with a natural color.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the re-zoning to a Special Commercial District of nine acres within White Bear Lake Township for Starbuck Cement Products with the condition that the applicant waives all rights of refusal to annexation proceedings if ever proposed by the City of Starbuck.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Final Plat of Waska Pond Block 1 and 2 for Dean & Betsy Peterson, Glenwood.

Mr. Lawrence provided the Board with a proposed agenda for the Environmental Services portion of the Committee of the Whole meeting to be held on October 3, 2005. County staff will provide a report to the Planning Commission before making recommendations to the Board.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Official Proceedings of the meetings held on September 7, 2005 and September 14, 2005 and ordered them published and filed according to law.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board adjourned at 11:35 AM.

ATTEST:

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Riaz Aziz  
Coordinator

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Robert McCrory  
Chair

AMENDED  
OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
October 5, 2005

The Board was called to order at 9:00 AM with the following members present: McCrory, Olson, Naig, Paulson and Kittelson.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the Agenda with the addition of the USDA Farm Service Agency.

Sharon Braaten, Director of Public Health, presented the following agenda items.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the renewal of the Alternative Care, Elderly Waiver, and Community Alternatives for Disabled Individuals Contract with ACCRA CARE.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the County to relinquish Pope County Public Health Medicare Certification for Home Care.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the repair to County Ditch #17 by installing lateral lines measuring approximately 800 feet around the slough located just north of CSAH #150 in Westport Township. The cost to repair will be shared among the ditch system owners with the landowner paying up to \$500. In the future, the main line of the ditch will end on the north side of CSAH # 150. Any necessary repairs to the lines north of this point, including the lines around the slough, will be the landowner's responsibility.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board adopted a Resolution in favor of not closing the USDA's Farm Service Agency located in Glenwood.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$25,954.02. HEALTH SERVICE FUND - \$675.75.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the change of mileage reimbursement from \$0.405 to \$0.485.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved an Executive Session to continue union negotiation strategy discussions. The meeting will be held at 8:30 AM on Monday, October 10, 2005, at Doebbert Law Office.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Official Proceedings of the meeting held on September 21, 2005 and ordered them published and filed according to law.

-On motion by Kittelson, seconded by Olson, and unanimously carried,  
the Board adjourned at 10:10 AM.

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Riaz Aziz  
Coordinator

Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
October 19, 2005

The Board was called to order at 9:00 AM with the following members present: Naig, Olson, Kittelson, McCrory and Paulson.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Agenda.

Arlis Fettig, Family Services Financial Services Manager, presented the following agenda items.

Discussion ensued about the Local Advisory Council for the Adult Mental Health Co-Chairs at the Drop-in Center in Glenwood. Updates were presented as to how County funds benefit this mental home.

The Quarterly Report ending September 30, 2005 for Family Services was discussed.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Purchase of Service Contract and Mental Health Grant Allocation between Pope County and Lakeland Mental Health Center, Inc. in Fergus Falls for the period September 1, 2005 through December 31, 2005.

Child Support Reports for the state fiscal year 2005 were presented.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the Family Services cases as presented.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved payment of Family Services bills as presented.

Donna Quandt, Chief Deputy Auditor, presented the following agenda items.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the Quarterly Revenue/Expenditure Report ending September 30, 2005.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the Trial Balance dated September 30, 2005.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the Drainage Analysis ending September 30, 2005.

Brian Noetzelman, County Highway Engineer, presented to following agenda items.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved adding the Resolution for the replacement of Bridge No. 61501 on CSAH #2 over the Chippewa River to the Agenda.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the purchase of a wood chipper for the county. This motion is approved with the condition that the wood chipper be available for use by other county government agencies, such as cities and townships. The set rate, when used by other entities, is \$60/hour, which includes the chipper, pulling unit (truck) and operator. The

Highway Department is in charge of maintenance, cleaning and general use of the wood chipper.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the Resolution for the replacement of Bridge No. 61501 on CSAH #2 over the Chippewa River.

Riaz Aziz, Coordinator, presented the following agenda items.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board tabled the small windmills Resolution until next Board meeting.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the 2006 Medical Health Plans as recommended by the Pope County Benefits Committee.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Official Proceedings of the meeting held on October 5, 2005 and ordered them published and filed according to law.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Executive Session to be held at Doebbert's Law Office at 12:30 PM on October 19, 2005.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board adjourned the meeting at 11:10 AM.

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Riaz Aziz  
Coordinator

Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
November 2, 2005

The Board was called to order at 9:00 AM with the following members present: Naig, Olson, Kittelson, McCrory and Paulson.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Agenda.

Dennis Nagle, Executive Director, Pope Douglas Solid Waste Management presented the following agenda item.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the 2006 budget for MRF Solid Waste in the amount of \$3,274,714.00, up 3.8% from 2005.

Riaz Aziz, Coordinator, presented the following agenda items.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved a bingo gambling permit for November 19, 2005 for the Farmer Sportsman's League of Terrace.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the Windmills Resolution.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$50,225.93. COUNTY ROAD & BRIDGE - \$895.12. HEALTH SERVICE FUND - \$885.15. LAW LIBRARY FUND - \$256.18. E-911 FUND - \$469.50. DEBT SERVICE FUND - \$106,476.25.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved Friday, December 1, at 4 PM for the Truth in Taxation Public Hearing.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved changing the dates of the first meetings in December for the Housing and Redevelopment Authority, Committee of the Whole and the County Board to Thursday, December 8, 2005: HRA at 9 AM, COW at 10:30 AM and the regular Board Meeting at 1:00 PM.

Steve Lawrence, Director of Environmental Services, presented the following agenda items.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the expansion of Canary Beach Resort with conditions as presented.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the expansion of the Donald Swenson Dairy Farm with conditions as presented.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the preliminary plat for Reno Westside Estates with conditions as presented. The Board also approved two additional conditions: no clear cutting of trees (all cutting of trees 4" in diameter must be approved by Environmental Services) and reduction in number of lots from eight to seven.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the preliminary plat for Country Cross Roads with conditions. The Board also approved an additional condition for a storm water review.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the preliminary plat for Waska Pond First Addition with conditions as presented.

-On motion by Kittelson, seconded by Paulson, and carried, the Board approved the construction of a Hog Finishing Operation by Chris Halls on site #1, tucked into the hill, with filters (type of filters to be determined prior to construction). Commissioner Olson voted against the motion.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the 2006 dental plan changing from Assurant (Fortis) Dental to Humana Dental.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the acceptance of the Springsted Pay Study for Pope County employees.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the Personnel Management Policy for 2006.

-On motion by Paulson, seconded by Olson, and unanimously carried the Board approved the Official Proceedings of the meeting held on October 19, 2005 and ordered them published and filed according to law.

-On motion by Naig, seconded by McCrory, and unanimously carried, the Board recessed into closed session at 12:30 PM.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board reconvened at 12:55 PM.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board adjourned at 12:55 PM.

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Riaz Aziz  
Coordinator

Robert McCrory  
Chair



OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
November 16, 2005

The Board was called to order at 9:05 AM with the following members present: Olson, Paulson, Kittelson, Naig and McCrory.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Agenda.

Steve Lawrence, Environmental Service Director presented the following agenda item.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the Final Plat of Meadow Heights.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board convened a Public Hearing for Agricultural issues.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board closed the public hearing.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved no changes to the language of Land Use Ordinance 6.3.K (The 200 animal unit cap within the A-1 Agricultural District).

-On motion by Kittelson, seconded by Olson, and carried, the Board approved no changes to the language of Land Use Ordinance 10.3.2K (Manure stockpile requirements). Commissioner Naig opposed the motion.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved tabling Land Use Ordinance 10.22.1 and 10.22.2 (Manure and commercial fertilization application) until another Board meeting.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved no changes to the language of Land Use Ordinance 6.5E and 7.5E (Waiver of various setbacks and setback multiplier) but stated that possible changes may be made in the future.

Sharon Braaten, Public Health Director, presented the following agenda items.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the amount of \$15,745.15 as a special assessment against the homeowner of the methamphetamine cleanup project undertaken by the County. The motion also directs staff to work out details for setting aside that portion of the special assessment related to the reimbursement of County funds. The money set aside will be for the intended use of methamphetamine education and further cleanup costs.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board authorized staff to take responsibility of applying for available loans and receipt of methamphetamine house cleanup reimbursement.

Arlis Fettig, Family Services Financial Services Manager, presented the following agenda items.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the renewal of the Greater Minnesota Family Services contract.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Adult Mental Health Services Grant Renewal Agreement for 2006-2007.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the Family Services cases as presented.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved payment of the Family Services bills as presented.

Riaz Aziz, Coordinator, presented the following agenda items.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the following bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$68,095.21. COUNTY ROAD & BRIDGE - \$34,151.00. HEALTH SERVICE FUND - \$7,097.71. LAW LIBRARY FUND - \$101.87. E-911 FUND - \$650.00.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved to change the Truth in Taxation meeting on December 1, 2005 to 5 PM.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the final Board meeting of 2005 to be held on Wednesday, December 28, at 1 PM.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the 5 year road and bridge hearing date to be set on Wednesday, December 21, at 11 AM.

-On motion by Olson, seconded by Paulson, and unanimously carried, the Board approved the Resolution Accepting Responsibility as the Sponsoring Agency for the City of Glenwood to apply for storm water funds.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board approved the purchase of two 2006 Ford Taurus cars from Minnewaska Ford in the amount of \$24,036.00.

-On motion by Paulson, seconded by Olson, and unanimously carried, the Board approved the amended Official Proceedings from the meetings held on August 17, 2005 and October 19, 2005 and ordered them published and filed according to law.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved the Official Proceedings from the meeting held on November 2, 2005 and ordered them published and filed according to law.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved budget meetings to be held on November 18 and November 22 from 8:30 AM to Noon at Doebbert's Law Office.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board adjourned the regular Board Meeting at 12:15 PM and convened into Executive Session to discuss pending litigation.

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Riaz Aziz  
Coordinator

Robert McCrory  
Chair

OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
December 21, 2005

The meeting was called to order at 9 AM with the following members present: McCrory, Paulson, Naig and Kittelson. Olson was not in attendance.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Agenda.

Darby Bowen, Recorder, presented the following Agenda item.

-On motion by Naig, seconded by Paulson, and unanimously carried, the Board approved the Resolution for Electronic Recording of those real estate documents permitted in pilot projects authorized by the task force created by Laws 2000, Chapter 391.

Arlis Fettig, Financial Services Manager for Family Services, presented the following Agenda items.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the Adult Mental Health Contracts with Presbyterian Family Foundation, Woodland Center, Wayne Zimmerman, Lutheran Social Service, and Lakeland Mental Health; the Development Delayed Contracts with Tomorrow's Journey, Prairie Community Services, Pope County Day Training and Habilitation, and New Beginnings; the Children's Mental Health Contracts with Minnewaska Area High School and Dale Campbell; the Foster Care Contract with PATH; the Guardianship Contract with Geri Swisher; the Transportation Contract with Rainbow Rider; the Minnesota Family Investment Program Contract with Rural Minnesota CEP; the Child Support Worker Contract; and the Court-Related Contract with Jeanne Fritz.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the December 2005 Family Services cases.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Family Services bills.

Steve Lawrence, Environmental Services Director, presented the following Agenda item.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the Conditional Use Permit for Mike Forsberg, Chippewa Falls Township, to construct a new non-farm residential structure in an A-1 (Non-Intensive Agriculture) District.

Riaz Aziz, Coordinator, presented the following Agenda items.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved authorization for Auditor/Treasurer to advertise for printing bids.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$44,491.74. HEALTH SERVICE FUND - \$10,584.18. COUNTY ROAD & BRIDGE - \$41,682.94. LAW LIBRARY FUND - \$1,996.52. DITCH FUND - \$6,703. E-911 FUND - \$4,059.18.

-On motion by Kittelson, seconded by McCrory, and carried, the Board approved the purchase of a new email server from Morris Electronics in the amount of \$11,888.82. Commissioner Naig opposed the purchase.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the 2006 levy in the amount of \$5,606,856, an increase of \$894,003 over 2005 (18.97%). The tax levy for Taxes Payable 2006 for the Revenue Fund - \$3,473,716; Road & Bridge Fund - \$553,772; Welfare Fund - \$1,054,937; MRF Solid Waste Bonds - \$126,856; Capital Notes - \$230,600; Regional Library - \$96,975 and 2006 Bonds - \$70,000. Additional revenues are as follows: Commissioners - \$7,019; Wellness Program - \$1,108; Information Technology - \$10,000; Auditor/Treasurer - \$214,500; Data Processing - \$12,000; Licenses and Fees - \$10,000; Assessor - \$28,300; Attorney - \$3,000; Recorder - \$200,000; Recorder Equipment - \$35,000; Building & Maintenance - \$35,060; Annex - \$88,455; Veterans Services - \$24,679; SCORE - \$43,779; Environmental Services - \$40,300; Water Management - \$106,279; Shoreland - \$4,842; Senior Citizens - \$16,400; Sheriff - \$30,377; Enhanced 911 & Signing - \$40,000; Dispatching - \$56,783; Emergency Management - \$4,000; Boat & Water - \$6,000; Sentence to Serve - \$27,200; Court Services - \$71,747; Extension - \$800; Insurance & Bonds - \$125,000; Health Services - \$524,062; Road & Bridge - \$3,763,770; Welfare - \$1,479,708; Fund Balance & Misc - \$242,671; and County Aid from State - \$676,018. Total revenues equal \$13,535,713.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the 2006 Budget in the amount of \$13,535,713, broken down as follows: General Government - \$3,032,527; Public Safety - \$1,614,622; Highways & Streets - \$4,391,200; Human Services/Welfare - \$2,674,963; Health Services - \$674,490; Culture & Recreation - \$96,975; Conservation of Natural Resources - \$144,233; G.O. Debt Service - \$126,856; Appropriations - \$94,984; Insurance - \$80,000; Professional Services/Attorney Fees - \$50,000; Adjustments and Capital Requests - \$254,263; Capital Bonds - \$300,600. The detail of the County Budget is on file in the County Auditor/Treasurer's Office and may be reviewed during normal business hours.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Minnesota Public Facilities Authority Methamphetamine Laboratory Cleanup Resolution of Application authorizing Pope County to submit information to the Minnesota Public Facilities Authority and to enter into a loan agreement for the cleanup of a clandestine laboratory.

-On motion by McCrory, seconded by Paulson, and unanimously carried, the Board approved the transfer of the tobacco license from The Hatchery Bar and Grill to the Hunt-N-Shack in Lowry.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board agreed to follow the Union Contracts regarding the holiday closing for Christmas Eve and New Years Eve instead of the Personnel Management Policy regarding these two holidays. This exception is only in place for the year 2005.

The Board requested County staff prepare a Certificate of Appreciation and Recognition to be presented by the Commissioners to those employees who are retiring at the end of 2005.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board approved the Official Proceedings for the meeting held on December 8, 2005 and ordered them published and filed according to law.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board tabled the Resolution for the Intent to Consider the Appointment of Pope County Recorder and Auditor/Treasurer. Further research by County staff was requested regarding legalities and formalities.

Brian Noetzelman, County Engineer, presented the following Agenda items.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the distribution of County to Township Aid in the amount of \$36,482.06.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the transfer of \$165,000 from the Road and Bridge Fund into the General Fund to satisfy the debt owed by the Road and Bridge Fund.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board approved the Resolution Accepting Project (Grading and Aggregate Base of the CSHA #3) and authorized final payment of \$43,839.68 to Riley Brothers Construction.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the Resolution Accepting Project (2005 Bituminous Paving) and authorized final payment of \$56,596.30 to Central Specialties, Inc.

-On motion by Kittelson, seconded by Naig, and unanimously carried, the Board approved the Resolution Accepting Project (Glenwood to Villard Bike Trail) and authorized final payment of \$17,547.27 to Riley Brothers Construction.

-On motion by Paulson, seconded by Kittelson, and unanimously carried, the Board opened the public hearing on the Proposed Five Year Road and Bridge Program.

-On motion by Paulson, seconded by Naig, and unanimously carried, the Board closed the public hearing and resumed the regular Board meeting.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board approved the request for state aid for county highway projects in the amount of \$500,000. This amount is an estimate and must be submitted in advance to reserve the funds.

-On motion by Kittelson, seconded by McCrory, and unanimously carried, the Board adjourned at 12 PM.

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Riaz Aziz  
Coordinator

Robert McCrory  
Chair

AMENDED  
OFFICIAL PROCEEDINGS  
Pope County Board of Commissioners  
December 28, 2005

The meeting was called to order at 9 AM with the following members present: Paulson, Kittelson, McCrory, Naig and Olson.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board approved the Agenda.

The Board recognized the following retirees and presented them with a Certification of Appreciation and Recognition: Kathleen Lingor-18 years-Public Health, Arlis Fettig-23 years-Family Services, Margaret Gylsen-33 years-Family Services, Lloyd Schwarz-27 years-Highway, Mary Pischke-29 years-Auditor/Treasurer.

-On motion by Paulson, seconded by Olson and unanimously carried, the Board accepted the resignation of Mary Pischke, Auditor/Treasurer.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board appointed Donna Quandt, Chief Deputy Auditor, to serve as Interim Appointed Auditor/Treasurer.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board, pursuant to M.S. 375.055, set the Board of Commissioners 2006 base salary for service at \$15,360 representing a 4% increase over 2004 rates. The Board also established \$63 per diem for service by individual county commissioners on any board, committee, or commission of county government including committees of the Board, or for the performance of services by individual County Commissioners when required by law. This represents a 5% increase over 2004. The Board also elected no change in the Cafeteria Benefit of \$7,740 annually.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the Board set mileage reimbursement effective January 1, 2006 at the same rate allowed by IRS (\$0.445). The motion also allowed for the reimbursement to change if the IRS reimbursement changes during the year.

Mary Pischke, Auditor/Treasurer presented the following agenda items.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board approved the journal entries as presented to balance the 2005 budget.

-On motion by Kittelson, seconded by Paulson, and unanimously carried, the following bills and supplemental bills having been duly audited and allowed were ordered paid according to law: COUNTY REVENUE - \$164,943.83. ROAD & BRIDGE - \$16,100.99. HEALTH SERVICE FUND - \$2,174.61. LAW LIBRARY FUND - \$166.24. DITCH FUND - \$2,481.59. E-911 FUND - \$14,119.58.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the November 2005 Trial Balance.

-On motion by Naig, seconded by Olson, and unanimously carried, the Board authorized the transfer of \$5,000 from General Revenue to Judicial Ditch 4 Pope-Swift Ditch Project.

-On motion by Olson, seconded by Naig, and unanimously carried, the Board authorized the temporary transfer of \$25,000 to the HRA.

-On motion by Kittelson, seconded by Olson, and unanimously carried, the Board added the payment of Family Services bills to the Agenda.

-On motion by Olson, seconded by Kittelson, and unanimously carried, the Board approved payment of the Family Services bills as presented.

-On motion by Naig, seconded by McCrory, and unanimously carried, the Board recessed at 2 PM.

The Board reconvened at 2:05 PM with the following members present: McCrory, Kittelson, and Naig.

Mary Pischke, Auditor/Treasurer, presented the County Election Equipment Plan.

-On motion by Naig, seconded by Kittelson, and unanimously carried, the Board approved the County Election Equipment Plan as presented.

The Board adjourned at 2:30 PM.

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Coordinator Aziz

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Chair McCrory