



**BOARD MINUTES**  
**BOARD OF WRIGHT COUNTY COMMISSIONERS**

**APRIL 7, 2020**

**DATE APPROVED: [DATE]**

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Michael Potter	District 4
Charles Borrell	District 5

**THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD**

The Wright County Board met in regular session at 9:00 A.M. with Husom, Vetsch, Potter, and Daleiden present. Commissioner Borrell joined the meeting remotely.

**COUNTY BOARD MINUTES 3-24-20**

Daleiden moved to approve the 3-24-20 Wright County Board Minutes. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

**COUNTY BOARD MINUTES 4-02-20**

Daleiden moved to approve the 4-02-20 Wright County Board Minutes. The motion was seconded by Potter and carried 5-0 on a roll call vote.

**AGENDA**

Daleiden moved to approve the Agenda. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

**CONSENT AGENDA**

Vetsch moved to approve the Consent Agenda. The motion was seconded by Daleiden. Husom referenced Consent Item D1, and made the following correction to the heading of Section 312 (Federal Families First Coronavirus Response Act (FFCRA): Correct the spelling of "Benefits." The motion carried 5-0 on a roll call vote.

**A. ADMINISTRATION**

1. Approve Memorandum Of Understanding (MOU) Between International Union Of Operating Engineers Local 49 & Wright County For Ten-Hour Work Days For The Highway, Survey, & Parks Department Staff Members

**B. ADMINISTRATION**

1. Approve & Authorize Signatures On The Labor Agreement With The International Union Of Operating Engineers (Local 49) For The 2020-2022 Calendar Years

**C. ADMINISTRATION**

1. Amend The Wright County Social Media Policy (Section 711.10 Of The Wright County Personnel Policy)
2. Accept The Social Media Management Protocol In Wright County

**D. ADMINISTRATION**

1. Approve Section 312 (Federal Families First Coronavirus Response Act (FFCRA) In The Wright County Personnel Handbook

**E. ASSESSOR**

1. Presentation Of Final Contract And Recommendation To Purchase Computer Aided Mass Appraisal Software With Tyler Technologies & Authorize Signatures On Contract.

**F. ADMINISTRATION**

1. Refer The Following Items To The 4-14-20 County Board Workshop:
  - A. Jurisdictional Transfer Braddock Ave. and CR147
  - B. CMRP (Central Mississippi River Regional Partnership) Update
  - C. Economic Development Authority

**G. AUDITOR/TREASURER**

1. Acknowledge Warrants Issued Between March 18, 2020 And March 31, 2020.
2. Approve The In-Kind Replacement For A Water Control Structure Submitted By The MN Department of Natural Resources (DNR) On County Ditch No. 16.

**H. HEALTH & HUMAN SERVICES**

1. Position Replacement
  - A. Financial Worker
  - B. Social Worker

**I. PLANNING & ZONING**

1. Accept And Sign 2019 County Feedlot Officer's Annual Report.

**TIMED AGENDA ITEMS**

**CHIEF DEPUTY MATT TREICHLER, SHERIFF'S OFFICE**

Request To Schedule A Public Hearing Regarding A Fee Schedule Modification For Specific Permit To Carry Applications

Sheriff Sean Deringer requested the addition of the following items to the Public Hearing.

	<u>From</u>	<u>To</u>
U.S. Military Veteran Permit to Carry Fee	\$100.00	\$25.00
Spouse of U.S. Military Veteran Permit to Carry Fee	\$100.00	\$25.00

Sheriff Deringer said that Greg Pickard, Veteran Services Officer, indicated that the Veteran Services Office can provide the necessary documentation for the spouse of the veteran.

Potter moved to schedule a Public Hearing on 4-28-20 at 9:30 AM for the proposed Sheriff’s Office Fee Schedule modifications for specific Permit to Carry Applications. The motion was seconded by Daleiden and carried 5-0 on a roll call vote. The proposed modifications that will be considered at the Public Hearing are listed below (in **bold**):

SECTION I. GENERAL REVENUE

SHERIFF

**Change** the following language/fees on the Schedule:

	<u>From</u>	<u>To</u>
<b>Wright County Sheriff’s Office Employee/Retired-in-Good Standing Employee Permit to Carry Fee</b>	\$100.00	<b>\$10.00</b>
<b>Spouse of Wright County Sheriff’s Office Employee Permit to Carry Fee</b>	\$100.00	<b>\$25.00</b>
<b>Any Active or Retired Peace Officer Permit to Carry Fee</b>	\$100.00	<b>\$25.00</b>
<b>U.S. Military Veteran Permit to Carry Fee</b>	\$100.00	<b>\$25.00</b>
<b>Spouse of U.S. Military Veteran Permit to Carry Fee</b>	\$100.00	<b>\$25.00</b>

**MARC MATTICE, PARKS & RECREATION DIRECTOR**

Accept Bid, Award Contract And Authorize Signatures For Briarwood Avenue NE Improvement Project

Mattice said that the Bertram campground bids were awarded a couple of weeks ago. At that time, he was asked to obtain an alternate bid to the Briarwood Avenue NE project to pave the campground road. He presented the bid results and a draft contract with Knife River for the low bid of \$321,626.80 for the Briarwood improvements. Bids were received on 3-26-20.

Mattice said \$175,000 in turnback dollars was allocated to the Briarwood Avenue NE project. The Alternate 1 cost to pave the park road (from Briarwood to the campground) is \$91,100. The City of Monticello will pay half of the \$321,626.80 at a cost of \$160,813.40. If the alternate bid is accepted, the County’s share would be \$251,913.40. That leaves an approximate \$77,000 shortfall. The campground budget has \$60,000 earmarked for paving with an additional \$85,000 in contingency that is built into the project budget that could be utilized.

Daleiden moved to accept the bid and award the contract to Knife River including authorizing signatures for the Briarwood Avenue NE Improvement Project and to utilize the contingency fund for the campground. The motion was seconded by Vetsch. Potter asked whether the motion includes the alternate. Daleiden and Vetsch indicated that it does. The motion carried 5-0 on a roll call vote.

Approve Operations Plan Related To Potential Impacts on Campgrounds, Shelters, Swimming Beaches, Facility Reservations and Refunds

Mattice presented a draft Operations Plan providing for four options moving forward because of COVID-19 (Coronavirus). These include opening as normal, a limited opening, a delayed opening, or full closure of the facilities (campgrounds, swimming beaches, picnic shelters, etc.). Mattice said decisions will be made following CDC (Centers For Disease Control) and Public Health guidelines and the Governor's orders as they are issued relating to public and social gatherings. This would include following extended dates of orders. If the Governor or another body issues an order closing those types of facilities, the result will be a refund to those who have reservations. He did not feel it would be fair to the user to keep money as the County would be cancelling use. The current refund policy does not allow for a refund for shelters. Daleiden, who serves on the Parks Commission, said Parks Commission members agreed there should be a complete refund in this situation but not necessarily for no shows or short notice cancellations.

Mattice said the draft was sent to and accepted by the Parks Commission members. County Board approval would allow himself, as the Parks Director, and the Operations Manager to enact the Plan. Beaches normally open the first Saturday of May. Allowing people to cancel if they are uncomfortable with use will allow others to potentially reserve the space. Mattice said there is a possible reduction in the revenue line item this year. Mattice said that normally there are six seasonal workers at the shop. The plan is to reduce that to four seasonal workers for employee health and safety. There will be some impact on productivity because of this move.

Daleiden moved to accept the Operations Plan related to potential impacts on campgrounds, shelters, swimming beaches, facility reservations and refunds. The motion was seconded by Borrell and carried 5-0 on a roll call vote. It was clarified that the motion includes allowing for reservation refunds.

**BOB HIVALA, AUDITOR/TREASURER**

Approve Resolution - Findings And Order Accepting Viewer's Report And Adopting Redetermined Benefits On County Ditch No. 16  
Approve Resolution - Findings And Order Accepting Viewer's Report And Adopting Redetermined Benefits On County Ditch No. 19.

Matt Detjen, Agricultural & Drainage Coordinator, indicated that Commissioner Borrell has requested to table the County Ditch 16 and County Ditch 19 agenda items. Borrell stated that landowners spoke with him and more research is needed for Ditch 16 and Ditch 19.

Borrell moved to table the Findings and Order accepting the Viewer's Report and adopting redetermined benefits for both County Ditch No. 16 and County Ditch No. 19. Vetsch questioned whether this relates to discussion of wetland properties. Borrell said it is that and other things. Vetsch suggested the potential of a Ditch Committee Of The Whole (COTW) Meeting to discuss best practices and what is being done on valuation of ditch systems in the State. Borrell said he would like to work with Detjen first. If changes are involved, a COTW can be scheduled. Vetsch seconded the motion to table the items. Daleiden questioned whether there is any work being completed on the ditches. Detjen replied there are about eight outstanding repair requests for County Ditch 19 which can probably be done without a redetermination of benefits depending on cost. The motion to table carried 5-0 on a roll call vote.

Approve Resolution - Findings And Order Granting Petition To Remove Property From County Ditch No. 10.

Vetsch moved to adopt Resolution #20-26 approving the Findings and Order granting the petition to remove property from County Ditch No. 10, Petition of Kendell and Susan Kubasch. The motion was seconded by Borrell and carried 5-0 on a roll call vote.

**ITEMS FOR CONSIDERATION**

**WRIGHT COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP (EDP) – DEFER ENTERPRISE LOAN FUND PAYMENTS FOR UP TO 90 DAYS**

Lee Kelly, Administrator, said he was in contact with Duane Northagen, Executive Director of the EDP. Northagen indicated the Initiative Foundation has deferred loan payments for 90 days. Northagen questioned whether the County wants to take the same stance with the Enterprise Fund loan payments. There are two businesses that have loans.

Borrell moved to defer Enterprise Loan Fund payments for 90 days. The motion was seconded by Potter. Potter said it is good to follow suit with the Initiative Foundation. The businesses may elect to make payments or take the deferral. The motion carried 5-0 on a roll call vote.

**CORONAVIRUS (COVID-19)**

Kelly said they are awaiting decision by the Governor on extending the stay at home order. The County Board has a meeting scheduled on 4-09-20 to discuss COVID-19. Kelly said notice was received from the State that some transactions can be processed at

the Department of Motor Vehicles, and the CDC has issued a recommendation on face coverings. There has been dialogue amongst several of the County-related groups such as MACO (Minnesota Association of County Officers) and AMC (Association of Minnesota Counties). At the legislative level, there was discussion on moving back property tax deadlines. If the State does something relative to that, it may be passed to counties to make decisions. Husom said people have voiced concern on this topic, including reducing or forgiving penalties associated with late payments on property taxes. She said the penalty is by state statute. Potter said many have property tax payments escrowed so those payments will be made. It will be up to the State on whether to allow waiver of penalty on late payments.

#### **ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. Foster Parents. Vetsch acknowledged foster parents who are responsible for assistance with the education piece for foster children during COVID-19. He asked that a letter be sent on behalf of the County Board to foster parents recognizing the above and beyond efforts.
2. Central MN EMS (Emergency Medical Services). Husom said a Zoom meeting was held. The group approved purchase of equipment to disinfect ambulances and squads. Twenty-five were purchased for the region. The equipment was purchased to help support those in the healthcare field and law enforcement.
3. Dental Clinic. Potter extended appreciation to the City of Monticello for passing a resolution in support of the Dental Clinic that will be located in the new Government Center. The idea is to provide services to prevent future health issues and to help to reduce visits to emergency rooms for dental issues. The cost savings will be realized at the county, state and federal levels.
4. TH 55 Coalition Executive Committee. Potter participated in a Zoom meeting last week. A legislative briefing was provided. It is anticipated that when the legislative session ends, the Governor will call a special session. There are House and Senate files for TH 55 for inclusion in the bonding bill. Potter extended appreciation to Senator Bruce Anderson co-sponsoring the bill. The Coalition has been without a contract with SRF since 2017. The TH 55 Executive Committee approved the contract to be signed by Virgil Hawkins, Wright County Highway Engineer. Potter said funding in the account should last for a couple of years. The maximum increase in the fee schedule for 2021 is 3%.
5. Wright County Community Action (WCCA). Daleiden said the WCCA has a meal program for Wright County residents ages 60+. The meals are delivered to homes. More information can be found on the WCCA website. Appreciation was extended to Trailblazer for delivering meals and JMB Meats in St. Michael for providing storage of frozen foods. This effort is in collaboration with Catholic Charities.
6. Appreciation was extended to Information Technology staff for their efforts to enable staff to work remotely. Matt Fomby, IT Director, said the COVID-19 situation was not anticipated so they could not prepare for it. Overall, he thinks things are going exceptionally well. He cited the efforts of Mark Staller who worked all night to transition voice mail to email for Health & Human Services, and to the Business Analyst Team as they are completing a tremendous amount of work at this time. He extended appreciation to the entire Information Technology team.
7. Borrell was involved with meetings for the Emergency Services Board and the MN Rural Caucus. At the MN Rural Caucus, they discussed COVID-19 and outstate hospitals who may only have one ICU bed. Borrell said outstate hospitals may not be equipped to handle COVID-19.

The meeting adjourned at 9:55 AM.

County Board Minutes submitted by Susan Backes, Clerk to the County Board