



**BOARD MINUTES**  
**BOARD OF WRIGHT COUNTY COMMISSIONERS**  
**JANUARY 19, 2021**

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Mary Wetter	District 4
Michael Kaczmarek	District 5

**DATE APPROVED: January 26, 2021**

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The Wright County Board met in regular session at 9:00 A.M. with Husom, Vetsch, Daleiden, Wetter, and Kaczmarek present.

**COUNTY BOARD MINUTES 1-5-21 MEETING**

Commissioner Husom stated, the only thing she noticed that needed to be changed from the minutes on 1-5-21 was under the Advisory Board Members for the Great River Regional Library Board. Commissioner Vetsch, and Commissioner Kaczmarek were listed in the wrong order.

Husom moved to approve the minutes with the one adjustment. The motion was seconded by Vetsch and carried 5-0.

**AGENDA**

Vetsch moved to approve the Agenda. The motion was seconded by Husom and carried 5-0.

**CONSENT AGENDA**

Kaczmarek stated, he would like to have the item under F. Information Technology, 2A. Pointing and Grading of Senior IT Developer Position pulled from the Consent Agenda for more information. Commissioner Daleiden said, he would like to have the item under D. Auditor/Treasurer, number 4 pulled from the consent agenda for discussion.

Vetsch moved to approve the Consent Agenda with the removal of items F2A, and D4. The motion was seconded by Husom and carried 5-0.

**A. ADMINISTRATION**

1. Approve the Pay Equity Implementation Report for 2020
2. Approve Revisions to Section 504 (Emergency Closing) in the Wright County Personnel Policy Manual
3. Approve Changes to the Wright County Policy for the Adoption of County Ordinances
4. Approve Organizational Structure of Finance Division Under Administration Department and Approve Transfer of Land Records Functions to Recorder's Office
5. Refer following item to Personnel Committee Meeting scheduled for January 27, 2021 at 9:00 a.m.
  - A. Business Manager for Health and Human Services

**B. ASSESSOR**

1. Request to Fill A Vacant Property Appraiser Position in The Assessor's Office Due to A Resignation

**C. ATTORNEY**

1. Authorize Signatures on Contract for Professional Services of Guardianship and/or Conservatorship with Dakota Conservators

**D. AUDITOR/TREASURER**

1. Approve A Precious Metal Dealer License for James Carroll Miller DBA Miller's Jewelry, Inc. (Annandale) For A One-Year Period
2. Approve Transfer of \$185,600.00 from 34-Capital Improvements Fund to 11-Human Services Fund. These funds are funded from CIP but expensed out of Human Services.

11-420-600-8206-5910 Transfer In	\$84,736.00
34-170-011-8206-6910 Transfer Out	\$84,736.00
11-430-700-8201-5910 Transfer In	\$100,864.00
34-170-011-8201-6910 Transfer Out	\$100,864.00

3. Acknowledge Warrants Issued Between December 29, 2020 And January 12, 2021

E. HEALTH & HUMAN SERVICES

1. Position Replacement

A. Social Worker

F. INFORMATION TECHNOLOGY

1. Refer the following to the January 27, 2021 Technology Committee:

A. Project Updates

1. Resource Updates

2. 0365- SharePoint

3. CAMA

4. Admin- Event Scheduler

5. HHS- Contact Management Center

6. ERP

B. Solution Architect Updates

1. ECM

2. 0365

C. New Project Requests

1. Vendor Internal Access

2. SQL Server 2014 Upgrade

3. Scanwriter Software

4. Spray Logger

D. 2020- 2021 Project Summary

E. Project Intake Scoring Updates

F. Q4 2020 Summary

**ITEMS PULLED FROM CONSENT AGENDA TO BE DISCUSSED**

F2A. Pointing and Grading of Senior IT Developer Position

Matthew Fomby, Information Technology Director, explained that the IT department has moved and shifted some positions around and they now have dedicated specialists which have worked out great thus far; however, they need additional help with their developmental team. They are looking to hire a Senior Developer that has a higher-level skill set that can come in and help with things that are already in place. Daleiden offered to have Kaczmarek attend the next Personnel Committee on January 27, 2021 at 9:00 a.m. so he can learn more about it.

Kaczmarek moved to approve the Senior IT position to the Personnel Committee January 27, 2021 at 9:00 a.m. The motion was seconded by Husom and carried 5-0.

D4. Review Monthly Finance Report for December 2020

Kaczmarek stated, on Friday they received a 132-page budget. He asked if the Department Heads could be available if there are questions on the budget to hold departments accountable. Heather Lemieux, Assistant Finance Director explained that the board should receive a synopsis every month of where the money is and where the County is at. She also stated, that she understands if the board needs more clarification on some of the reports. Lemieux stated, it is their job to provide the board with the monthly finance report and it's the boards job to meet with the department heads for clarification. Vetsch suggested, talking about some of the finances at the next workshop in February. Commissioner Wetter stated, the month to month budget will help tremendously when it comes to budget time.

Vetsch moved to acknowledge and approve the December Finance Report. The motion was seconded by Kaczmarek and carried 5-0.

**TIMED AGENDA ITEMS**

**BRIAN LUTES, COUNTY ATTORNEY**

Have Chairperson and County Administrator sign Approval of Appointment and Oath for Ashley Liestman, Assistant County Attorney

Introduction of Ashley J. Liestman

Lutes introduced the new Assistant County Attorney. Ashley Liestman comes to Wright County from Cold Spring. She has experience working at the Minneapolis City Attorney's Office, and Blue Earth County Attorney's Office. She will be working in the misdemeanor, gross misdemeanor traffic division.

**TONY RASMUSON, ASSESSOR**

The County Board will need to set the time and date for the 2021 County Board of Equalization in accordance with Minnesota Statute 274.14

Rasmuson stated, they need to decide a date and time for the 2021 County Board of Equalization. He asked, that property owners that plan to appeal at the County Board of Equalization make an appointment at least one week before the meeting is held so there is time to review the property and prepare a report if necessary. Rasmuson recommends, that the new Commissioners take the training which is available online through February 1, 2021 at 5:00 p.m. He explained to the Board that, if there is not a trained member or a quorum, then appeals move on to the Commissioner of Revenue at a cost of \$500 per parcel.

Vetsch moved to approve to set the County Board of Equalization for June 14, 2021 at 4:00 p.m. by appointment only. The motion was seconded by Husom and carried 5-0.

**MARC MATTICE, PARKS AND RECREATION**

Adopt Two Separate Resolutions Related to A Grant Application Through the Transportation Alternatives Program (TAP) for The Crow River Regional Trail (Phase 2) Trail Construction

Mattice stated, in October, he brought 4 different grant opportunities to the board, this being one. TAP funds are transportation funds through the Federal Transportation Highway Administration for alternative modes of transportation. The Crow River Regional Trail's phase 1 is scheduled to be completed this year. Phase 2 will go across the Crow River from Rockford to Hanover. This is the only section that is being applied for funds. There is money in the CIP earmarked for phase 2. The goal is to secure funds through Federal TAP and then match those funds to State grants through the Legacy Program. The first resolution is a sponsorship agency which says Wright County is acting as a sponsor for the grant. The second resolution is if the County is awarded the grant, then the County is responsible for maintenance of that facility for its lifetime which is about 20 years.

Vetsch moved to adopt a resolution to sponsor a grant application through the Transportation Alternatives Program. The motion was seconded by Wetter and carried 5-0 on a roll call.

Vetsch moved to to adopt a resolution agreeing to maintain the facility. The motion was seconded by Husom and carried 5-0 on a roll call.

Adopt A Resolution Authorizing the Parks and Recreation Director to Sign and Enter in An Agreement with The Minnesota Department of Natural Resources, Related to Reconstruction of The Fishing Pier Within Schroeder County Park

Mattice explained to the Board that the DNR provided Wright County the fishing pier at Schroeder Park; however, Wright County maintains the fishing pier for the life of the fishing pier. The DNR supplies the materials and Wright County supplies the labor in the shop and takes care of maintenance on it. The fishing pier has been there since 1986 and this is the second time that Mattice has rebuilt it.

Vetsch made a motion to adopt a resolution authorizing the Parks and Recreation Director to sign and enter in an agreement with the Minnesota Department of Natural Resources, related to reconstruction of the fishing pier within Schroeder County Park. The motion was seconded by Husom and carried 5-0 on a roll call.

**ITEMS FOR CONSIDERATION**

**1-7-21 COMMITTEE OF THE WHOLE MINUTES**

At today's County Board Meeting, Husom moved to accept the minutes. The motion was seconded by Wetter and carried 5-0. The minutes follow:

**I. Review Commissioner's Handbook**

*Vergin presented the Handbook and stated Wright County is the first County in Minnesota to have a Commissioner's Handbook. Kelly said other counties have documents but nothing as comprehensive as Wright County's. Vetsch said, the handbook has been a work in progress for the last few years. Discussed the Vision, Mission and Key Capabilities identified at the beginning of the Handbook that were a result of the strategic planning sessions that they Board conducted with the Cities and Townships, in efforts to come together with a collective vision for Wright County.*

*The Board reviewed the Handbook. Daleiden asked Kaczmarek and Wetter if they had any questions as they reviewed the handbook. Some questions and ideas were brought up from the Commissioners, including ground rules for speaking to the media. It was requested that a section be added to the handbook regarding media interaction. It was also requested that a listing be created which would identify constituents that serve on the other boards and committees, and when their terms expire. The new Commissioners were informed, when they attend the AMC newly elected official training it will be extremely beneficial to them.*

*Changes to the Handbook will be made based on today's discussion and will then come back to the Board for final approval.*

*The meeting adjourned at 10:47 AM.*

*Minutes submitted by Angie Fisher, Administrative Specialist*

(End of 1-7-21 Committee of The Whole Minutes)

**1-12-21 COUNTY BOARD WORKSHOP MEETING MINUTES**

At today's County Board Meeting, Vetsch moved to accept the minutes. The motion was seconded by Kaczmarek and carried 5-0. The minutes follow:

**I. Discuss Minnesota Inter-Counties Associations (MICA)**

*Matthew Massman, Executive Director for MICA explained the benefits of Wright County joining. The board asked Massman questions and asked for clarification on certain aspects of MICA. Massman answered all the questions the Board had for him. The Board discussed the cost difference of memberships and conferences between MICA and AMC. They discussed if it would be cost effective to add MICA in addition to the AMC membership or if they would eliminate AMC altogether.*

**RECOMMENDATION:**

*Commissioner Daleiden recommended gathering more information from MICA so the Board can compare MICA to AMC, apples to apples, before they decide to join MICA and keep AMC or to go with just one. The other Board members agreed that it would be best to review more information before making a final decision.*

**II. Schedule Meetings as Needed**

*Administrator Kelly stated he met with Bruce Kimmel regarding the Economic Development Authority and there is a prospective date of January 19, 2021 for working on bylaws and memberships. The first meeting will be some housekeeping items, along with a draft of bylaws to either adopt or modify. Kelly said, he believed the Board would have to convene as a meeting of the EDA. They will have to have the first meeting in order for Wright County to be recognized as an entity for MCIT as coverage will be through them.*

**1-12-21 COUNTY BOARD WORKSHOP MEETING MINUTES (cont.):****RECOMMENDATION:**

*There will be a separate meeting held regarding the Economic Development Authority; however, a date has not been determined.*

**III. Review Emergency Ordinance for Solar Farms**

*Commissioner Vetsch stated this has been an issue over the last year mostly in District 2. He said, they need to have a discussion regarding the relevance of the current ordinance to make sure it meets all the requirements that Wright County has for Solar Farms. Vetsch stated he would like to get input from townships in District 2 and review the ordinance, so accommodations can be made as necessary, so going forward they can mitigate any issues. In order to consider changes to the ordinance there will need to be a public hearing held.*

**RECOMMENDATION:**

*Attorney Kryzer recommended publishing the legal notice at the end of this week, Friday, January 15, 2021, which would meet the 10-day requirement for the Board to discuss at the January 26, 2021. If the Board needs to cancel the public hearing and retract they can.*

**IV. County Ditch Review and Buffer Grant Balance and Equipment Needs**

*Matthew Detjen, Ag & Drainage Coordinator, explained that he would like to utilize the Buffer Grant to aid funding to purchase a Maverick Tile Locator for future ditch projects. He stated it would be very beneficial to the County to purchase this piece of equipment. Commissioner Kaczmarek stated the County would be moving in the right direction to purchase this item because Wright County wouldn't need to rely on others for the use of their equipment and services. Detjen stated he has been searching for a used one but there isn't much of a market for used and the ones that he has found are almost as expensive as brand-new Tile Locators. He said, he is looking at brand-new one which would come with a one-year warranty.*

**RECOMMENDATION:**

*The Board members agreed with moving forward with purchasing the Maverick Tile Locator ditch projects. It was also recommended that they schedule a meeting to update the Commissioner's regarding the ditches in the County.*

**V. Review and Discuss CARES Act Funding Application and Process**

*Assistant Finance Director Heather Lemieux stated there is a portal setup for businesses to fill out the application for the Small Business Relief Program. She said, there are currently 16 businesses that have applied, and she shared those businesses with the Board. Lemieux said, they have been very busy trying to perfect the portal to make it easier. Lemieux went through the application, so the Board could see what exactly the application entails. The deadline for applications is January 29, 2021. The applicant's will then be paid by February 16, 2021. The deadline to file with the State is March 1, 2021. This information is on the County's website and has also been published in local newspapers.*

**RECOMMENDATION:**

*This was informational only.*

**VI. Discuss a Resolution to Declare Wright County has Adequate Resources to Handle COVID-19**

*Daleiden reminded the Board, when they took their Oath, they swore to uphold the Constitution of Minnesota. Vetsch said, they could lose County programming if they pass this Resolution because it is essentially saying the County doesn't need any help from the State or Federal Government. Husom stated, passing a Resolution for the County could have unintended consequences. Vetsch said, making this bold statement could make the issues in Wright County worse than necessarily stemming change. Under the State law the County would be losing money by making a political statement.*

**1-12-21 COUNTY BOARD WORKSHOP MEETING MINUTES (cont.):****RECOMMENDATION:**

*The Board was in consensus that they would not support the resolution.*

*The meeting adjourned at 10:26 AM.*

*County Board Workshop Minutes submitted by Angie Fisher, Administrative Specialist.*

(End of 1-12-21 County Board Workshop Minutes)

**LEE KELLY, ADMINISTRATOR**Schedule Economic Development Authority (EDA) Meeting

Kelly said, he has been discussing a possible date with Bruce Kimmel from Ehlers Inc. and they are looking at Tuesday, February 9, 2021 at 1:00 p.m. Vetsch stated, he was concerned scheduling the EDA after a Board Workshop because workshops can run longer. Husom said, for the first meeting of the EDA it would be good to give themselves extra time by scheduling it in the afternoon.

Vetsch moved to set the first Economic Development Authority Meeting for February 9, 2021 at 1:00 p.m. requesting Chairperson Daleiden to present his recommendations for appointed members to the Board at the County Board meeting prior to that date on, February 2, 2021. The motion was seconded by Husom and carried 5-0.

Approve Amended Resolution Setting County Board Per DiemsApprove Amended Resolution Setting Per Diems for Appointees to The County Board and Health & Human Services Board Committees, Boards and Commissions

Kelly stated, these 2 items are a bit of cleanup from the meeting in which the Board adopted the resolutions at the beginning of the year regarding the Committees and per diems. He said, they accidentally omitted the Health and Human Services, The Youth Partnership for Health Council. He said, the Board needs to make sure they are on the Committee list and to make sure they are listed to allow for per diems

Vetsch moved to amend the resolution of setting County Board Per Diems. The motion was seconded by Wetter and carried 5-0 on a roll call.

Vetsch moved to amend the resolution setting the Per Diems for Appointees to the County Board Health & Human Services Committees. The motion was seconded by Husom and carried 5-0 on a roll call.

**COUNTY BOARD**Cancellation of One County Board Meeting in March (Five Tuesdays)Cancellation of One County Board Meeting in June (Five Tuesdays)

Daleiden stated, when there are five Tuesdays in a month the County Board removes one meeting in that month. This year there are 2 months with 5 Tuesdays which are March and June. Husom suggested, March 30, 2021 due to having employee recognition on March 2, 2021 and a Workshop on March 9, 2021. Kelly suggested March 30, 2021, and June 29, 2021 because they are the fifth Tuesday of the month.

Vetsch moved to cancel March 30, 2021 and June 29, 2021 due to having 5 Tuesdays in the month. The motion was seconded by Wetter and carried 5-0.

**ADVISORY COMMITTEE/ ADVISORY BOARD UPDATES**

Kelly stated, there is a lot going on. He's been very involved with ERP and they are starting to get into CRP2 sessions. They are targeting to do 2 releases this year, one in June and the other in December. Kelly said, HR has been busy with recruitments for the positions that have been approved for the 2021 budget. Lindsey Meyer, Finance Director will be starting on the January 25, 2021. Elizabeth Karels, Project Administrator will be starting on February 22, 2021.

Wetter said, she had a meeting with the Soil and Water Conservation district for reorganization. Chris Uecker will be the Chair, Duane Dahlman is the Vice-Chair, Jeff Burns is the Secretary/Treasurer. Wetter said, replacements still must be made from the vacancy left from her leaving the committee. They put out a request for the AIS service provider which is due in February.

Vetsch said, he had an Executive Committee meeting with Central Mississippi Regional Planning Partnership. They stopped marketing their second round of engagement for a period due to some closures from Covid-19. They are going to start back up and try to recreate their second round of engagement, they are hoping to close it out by mid-March.

Vetsch said, the Highway 25 Road Coalition has been trying to get moving on building the bridge; however, they've had some road blocks along the way due to Sherburne County and Wright County planning separately on their land uses which made no place on either side of the river ideal for the other party.

Vetsch said, he and Daleiden along with the other members of the Business Relief Committee met last week. He stated, about 8 of the 16 applications have been approved and will be brought to the Board next week for disbursement of funds.

Vetsch stated, Teri Lachermeier was unable to take the assignment on the Trailblazer Board. He asked Daleiden to fill in on the Board.

Vetsch moved to add Commissioner Daleiden to the Trailblazer Joint Powers Board. The motion was seconded by Husom and carried 5-0.

Daleiden said, this past week Public Health, Parks, Mental Health, the CARES Act met. He said, there was also a leadership meeting with the Commissioners and Department Heads. It was an opportunity to get to know one another and find out what is going on in the different departments. Daleiden stated, that Mental health is having trouble finding open beds. At the meeting on February 8, 2021 they will be discussing unmet needs and will present those to the Health & Human Services Board.

Husom said, the AIS Advisory Committee met and had an election of Officers. Curt Forte is the Chair, Greg Eckblad is the Vice-Chair. They discussed videos that are out there and if there is value with the cost of those videos. They also discussed staggering the terms of the members so not everyone is done the same year. She said, that because of the Bait/Compost Grant that was received, there are stations setup, so when people are done fishing they can throw their bait, except for worms, into the bins. There are 15 inspections stations to inspect risky boats in the county.

Husom said, they had a Safe Communities of Wright County meeting and the Annandale Safe Schools, where they welcomed new County Attorney Brian Lutes. They discussed budget and participation in the classes for the Wright Road for Teens which is like a diversion program, so they can attend class instead of paying their fine or having it on their record. It is now going through the County Attorney's Office instead of the Sheriff's Office. Husom, went over the numbers from the Wright Road for Teens and the Sober Cab, and the Fatality report. She said, The Turn will have a graduation on January 28, 2021 with the keynote speaker being a former graduate of The Turn.

Kaczmarek said, the Planning Commission met last week, there will be 2 site inspections coming up. He also said, he met with the Library Board Director to go through the manual to get ready for their first board meeting. Kaczmarek said, he's been meeting with Office Heads and Administration getting caught up. Kaczmarek said, the Highway Coalition met, he gave updates on road closures in 2021.

The meeting adjourned at 10:12 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist