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

COUNTY BOARD MINUTES 8-18-20
Daleiden moved to approve the 8-18-20 Wright County Board Minutes. The motion was seconded by Vetsch and carried 5-0.

AGENDA
The following item was petitioned to the Agenda:
- Auditor/Treasurer Timed Item #2, “Approve A Plat Registered Land Survey No. 50 (Franklin Township)” (Hiivala)

Daleiden moved to approve the Agenda as amended. The motion was seconded by Borrell and carried 5-0.

CONSENT AGENDA
Vetsch moved to approve the Consent Agenda. The motion was seconded by Daleiden and carried 5-0.

A. ADMINISTRATION
   1. Approve And Authorize Signatures On A Memorandum Of Agreement (MOA) Allowing The County To Utilize Temporary Non-Licensed Staff Members In The Wright County Sheriffs Office For More Than 67 Working Days, But Less Than Or Equal To 120 Working Days In A Calendar Year
B. ADMINISTRATION
   1. Authorize Approval Of GC PR-26 For $82,306
C. ADMINISTRATION
   1. Authorize Order Of Justice Center Department Conference & Ancillary Furniture
D. ADMINISTRATION
   1. Authorize Approval Of JC PR132 - East Parking Lot Civil - $441,315
E. AUDITOR/TREASURER
   1. Acknowledge Warrants Issued Between August 12, 2020 And August 18, 2020
F. COUNTY BOARD
   1. Authorize County Board Members Attendance At Trailblazer Addition Groundbreaking, 9-17-20 @ 11:00 AM, Trailblazer Facility-Buffalo
G. HEALTH & HUMAN SERVICES
   1. Position Replacement
      A. Public Health Nurse

TIMED AGENDA ITEMS

BOB HIIVALA, AUDITOR/TREASURER

Approve July Revenue/Expenditure Budget And CIP Report

Vetsch moved to approve the July Revenue/Expenditure Budget and CIP (Capital Improvement Plan) Report. The motion was seconded by Daleiden and carried 5-0.

Approve A Plat "Registered Land Survey No. 50" (Franklin Township)

Borrell moved to approve the Plat “Registered Land Survey No. 50” (Franklin Township). The motion was seconded by Potter and carried 5-0.
SCHEDULE PUBLIC HEARING FOR CHANGES TO THE FEES FOR SERVICE SCHEDULE

Changes Requested In Bold:
1. Auditor/Treasurer: Add Fee "Septic Loan Processing Fee, $50"
2. Parks: Add Fee "Mobile Food Vending Permit - County Parks And Recreation Areas, $100"
3. Planning & Zoning: Add Language As Follows:
   PLANNING COMMISSION
   Rezoning Or Text Amendment $400.00

Lee Kelly, County Administrator, said that several changes came up as part of the budget process and through other discussions. The County generally holds one public hearing on changes to the Fee Schedule in the fall of the year. At times, additional hearings are necessary.

Vetsch moved to set a Public Hearing for 9-22-20 at 9:30 AM to address proposed changes to the Fee Schedule. The motion was seconded by Daleiden. Daleiden asked that all departments be made aware of the Public Hearing so that another hearing is not required this fall. The motion carried 5-0.

ITEMS FOR CONSIDERATION

8-20-20 CARES ACT COMMITTEE MINUTES

At today’s County Board Meeting, Vetsch requested the following change:
- Page 3, paragraph 3, first sentence should read, “Vetsch requested for the group to get together prior to Oct.8, 2020 to discuss applicant volume”

Vetsch moved to approve the minutes as corrected and the recommendations. The motion was seconded by Borrell and carried 5-0.

The 8-20-20 CARES Act Committee Minutes follow:

I. CARES Act Funding

9:30 AM CARES Act Non-Profit/Affiliates Advisory Committee (Daleiden, Husom)

County Administrator, Lee Kelly provided a brief summary of the affiliate entities and recommended next steps. Jami Goodrum, Human Services Director, had developed an application, eligibility spreadsheet, and list of specific affiliates that are partnered with Health and Human Services that she would like to directly contact for this funding opportunity (attached).

Commissioner Christine Husom suggested to gather information from these affiliates regarding their needs prior to making decisions on how best to allocate these funds. Commissioners Mark Daleiden, Husom and Vetsch agreed that some affiliates have been more financially impacted than others, it will likely depend on their size and the services they provide on how much they will end up requesting for assistance.

Commissioner Darek Vetsch would like to set aside $1.5 million of the $3 million in non profit/affiliate allocation in order to see what the demand is initially. Vetsch also commented that the Auditor Treasurer’s office does not have the staff to handle 100 or more applications, with the suggestion that WCEDP could handle that administrative portion.

A discussion was had regarding food shelves, and their need for assistance. Some have increased revenue since COVID-19 hit. It was recommended they follow a similar, but different process and apply to the non-profit grants program that is to be administered by WCEDP. Rebecca Field from CliftonLarsonAllen (CLA) clarified the there are three different programs; a small business, non-profit economic relief, and the business interruption, which the HHS service affiliates that have experienced increased demand which results in an increased cost. Field said an increased expense can be displayed comparing the second quarter from previous years to the second quarter of 2020. Vetsch clarified that the same spreadsheet that was submitted to the school districts could also be used for the affiliates with the application.

Functional Industries was another topic discussed. Husom described that this is a non-profit in our community that is unique and very valuable, if the County dollars would have to make it happen, they need to continue working, however the County is just not set up to perform that function. Husom explained that some of the employees go to an outside jobs while some work on-site. Vetsch added that they have had decreased revenue, a loss of income, but with the same amount of expenses (building payments, costs). Field said that they need to demonstrate the reduction of services along with the expenses with any modifications that were needed to be made in response to COVID-19. Vetsch suggested that CLA will have to spend more time monitoring Functional Industries reimbursement requests due to the unique nature of service. Field also clarified that it will only cover eligible costs and cannot replace lost revenue with CARES Act money and could use the CARES Act eligible expense spreadsheet that details the cost.
8-20-20 CARES Act Committee Minutes (cont.):

Goodrum provided changes in the CARES Act Grant application for providers and individuals (family foster care providers, non-licensed childcare etc.). She said licensed childcare providers have received some funds already but also wanted to make it large enough for other providers to be eligible for this bucket of money. She reported that the County has numerous non-licensed providers that they utilize in emergencies and filling in the gaps when needed. Jill Pooler, HHS Social Services Manager, reported that a legal, non-licensed childcare provider might be someone who has a specific family member that needs special care and can care for one other child. Vetsch expressed concerns of non-licensed childcare providers and would like a detailed request. Field commented that like any other business, daycares need to follow the same eligibility requirement. Any increased costs due to COVID-19 (PPE, sanitizer, additional equipment, space, etc.) would be an eligible expense. A subset can’t be different from what everyone else must comply with that receive reimbursement for eligible expenses. Husom mentioned that it’s possible the expenses might be so low, that they might not apply. Goodrum’s concern is that if the childcare providers don’t receive some of these funds to offset their financial impact, they will decide to go back into the workforce and thus leaving no childcare for families.

Vetsch asked what is the closing date would be for this portion of the program. Field advised the small business deadline to apply would be well in advance of the County’s deadline for expending funds to allow time for the potential of re-allocating funds. She recommended an application deadline of Oct. 8, 2020 and recipients would need to respond within 15 days of how they used the funds. She reminded that the county must know by Dec. 1st of all allocated funds and how deadlines for groups would fit into the County’s timeframe. Goodrum commented that they are already receiving application daily. They would like to open the application period as soon as possible. Goodrum is hoping to send out the emails to the initial listed affiliates with the application and spreadsheet in the next day or so.

Goodrum clarified that funds for the recipients from the CARES Act Grant application for providers and individuals will come from $7 million of funds allocated to the County’s expenses. Kelly asked how logistically it should be tracked and if it needs to be categorized. He recommended that not to exceed accounts be set up for each line of the HHS CARES act funding plan to allow tracking of expenditures. He added that he has received inquiries from Extension and Soil & Water for grant opportunities and reimbursement for COVID 19 expenses.

Recommendations:
1. Approve CARES Act Grant application for providers and individuals
2. Approve application for County affiliates and distribute to affiliate entities.

10:30 AM CARES Act Wright County Economic Development Advisory Committee (Potter, Vetsch)

The committee reviewed the applications for non-profit and business grant programs presented by Jolene Foss of the WCEDP. Vetsch reported that the application looked good. Previously the committee discussed establishing a forgivable loan program, Foss is wanting to change the forgivable loan program to a grant program due to the reduce administrative burden and ongoing tracking requirements. Once the applications are approved by the County Board it can then go for solicitation. Approval is planned for the 8/25 board meeting.

Vetsch described from an administrative standpoint what the best option would be to compensate WCEDP for administering these programs. Field said that if you are giving out $2 million, you can account for up to 10 percent as an administrative fee. She advised determining a flat administrative fee rather than basing it on the dollar amount of the grants that are administered. Vetsch asked if $200,000 would cover all WCEDP’s costs to run the program. Foss responded that it would. Assistant County Attorney, Greg Kryzer volunteered to write up a contract agreement.

Foss suggested within the application that loans up to $20,000 will ask them to provide receipts for expenses more than $500. Field added that although they might not request smaller receipts, the affiliates should not destroy them, but save them in case they would request it later or for other reporting purposes. Foss added that non-profit portals, non-profit entities are for 50 or less employees. Some requirements for eligible applications. However, she mentioned that churches must have a community service component that they are providing some sort of service to the community to qualify as best practice.

Vetsch requested for the group to get together prior to Oct. 8, 2020 to discuss applicant volume. He also asked Foss if the initial agreement was exhausted, if it would go into a new agreement for 10% for WCEDP. Foss agreed.

Foss gave a detailed timeline for each component of the process (attached). The committee agreed, with moving forward with the process and application. Foss will continue to keep the Board apprised of the progress.
8-20-20 CARES Act Committee Minutes (cont.):

Recommendations:
1. Develop an agreement with WCEDP for administration of non-profit and business grant programs. Compensation is to be a flat rate of $200,000.
2. Approve applications and proceed with CARES Act non-profit and business grant programs

The meeting adjourned at 11:00 A.M.

8-20-20 CARES Act Committee Minutes submitted by Kathleen Brannan-Merritt, Administrative Specialist

(End of 8-20-20 CARES Act Committee Minutes)

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES
1. 2021 Budget Sessions. All Commissioners and the County Administrator attended 2021 County budget sessions last week. The sessions continue this week.

2. I-94 Coalition. Potter stated that there was not a legislative special session for a bonding bill which includes the I-94 project from Albertville to Monticello. One could potentially be held in September, but he thought that would most likely occur in 2021. A large upcoming project will be the Fish Lake Interchange in the metro, but that will first need to be included in the five-year plan.

3. Economic Development Partnership (EDP). Potter attended a meeting on 8-21-20. A presentation was made by Annandale on the Highway 24 project. The EDP group discussed processes relative to the recent hire of Jolene Foss, EDP Executive Director.

4. New Government Center Project. Potter said Jolene Foss, EDP Executive Director, toured the new Government Center and the area that may be designated for the EDP. Potter attended an advisory meeting on the lower level of the Administration Building where areas for department and elections storage were discussed, as well as the space for Wellness. It is being contemplated whether department and elections storage should be moved to the back wall. The space currently designated near the elevator could then potentially be utilized in the future for something else. Husom said that elections staff will need to concur with the suggested change.

Kelly suggested a Committee Of The Whole Meeting (COTW) to gain consensus on how to move forward with space for elections, department storage, EDP, 3rd Floor, and Wellness. This ties into some of the strategic planning discussions that have been held. Alan Wilczek, Facilities Director, concurred and said they could also discuss flexible space for Health and Human Services.

Daleiden moved to schedule a Committee Of The Whole Meeting on 9-01-20 at 10:00 AM to discuss the new Government Center project and preliminary strategic planning. The motion was seconded by Potter and carried 5-0.

5. Wright County Community Action (WCCA). Daleiden said WCCA held their annual meeting on 9-21-20 but he was unable to attend due to budget sessions. He understands they provided opportunities for various types of virtual training.

6. Administrator Updates
   A. CARES Act. Kelly reported staff have been busy with the CARES Act. Approval of the forms today will allow those documents to be made available. A staff group will meet weekly to review applications and move them onto agendas for approval.

7. Justice Center. Daleiden asked for an update on when the premises will be occupied. Husom stated that occupancy is scheduled for 10-12-20. Wilczek said he spoke with Courts a week ago. Signage will be placed at the current Government Center location relating to the move. Announcements are planned for the website and through social media. Departments moves to the new Justice Center are planned for 10-12-20, but court may not be held at that location at that time.

The meeting adjourned at 9:28 AM.

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