



**BOARD AGENDA**  
**BOARD OF WRIGHT COUNTY COMMISSIONERS**

**January 18, 2022**

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

**I. 9:00 A.M. PLEDGE OF ALLEGIANCE**

**II. MINUTES - DISPENSE WITH READING. APPROVE AS WRITTEN/REVISED.**

**A. COUNTY BOARD MINUTES 01-04-2022**

Documents:

[01-04-22 WRIGHT COUNTY BOARD MEETING MINUTES.PDF](#)

**III. REVIEW & APPROVAL OF AGENDA**

**IV. CONSENT AGENDA**

**A. ADMINISTRATION**

1. Authorization To Issue Payment To The Minnesota Counties Intergovernmental Trust (MCIT) On The Following Invoices:
  - A. Wright County Renewal #189607 \$1,401,189.00
  - B. Wright County Wetland Appeal Board \$ 1,054.00
  - C. Wright County Payroll Audit \$ 28,325.00
2. Approve The Following Grant Application:  
CDC-001 Economic Assistance For Community Dental Care (\$200,000)

Documents:

[REQUEST FOR BOARD ACTION - RFBA.PDF](#)  
[MCIT INVOICE 18960R.PDF](#)  
[MCIT INVOICE 19340R.PDF](#)  
[MCIT WCAUDIT1154.PDF](#)  
[RFBA ARP GRANT APPLICATION 01.18.2022.PDF](#)  
[ADM AMERICAN RESCUE PLAN GRANT APPLICATION - CDC-001 ECONOMIC ASSISTANCE FOR COMMUNITY DENTAL CARE.PDF](#)

**B. ADMINISTRATION - FINANCE**

1. Acknowledge Warrants Issued Between December 29, 2021 And January 11, 2022 (*See Below, Item X. Warrants Issued*)
2. Motion To Approve The Transfer Of Funds From The General Fund (Fund 01) To The CIP Fund (Fund 34) For Election Capital Equipment. A Journal Entry Will Be Processed In The Amount Of \$139,655.00 From 01-071-000-0000-6910 Transfer Out Into 34-170-071-0000-5910 Transfer In
3. Motion To Approve The Reimbursement Of The American Rescue Plan Act Funds (ARP) As Follows:  
County ARP Funds:  
Approval Of Use Of ARP Funds From 01-099-493-8416.6261

\$1,575.00 2.10 Aid To Nonprofit Organization

4. Motion To Approve The Reimbursement Of The American Rescue Plan Act Funds (ARP) As Follows:  
County ARP Funds:  
Approval Of County Reimbursement Of \$4,756.61 From 01-099-493.6910 Transfer Out Into 01-100-493.5910 Transfer In As Follows:  
\$690.04 For Administrative Expenses-Staff Costs  
\$4,066.57 For 1.8 Other COVID-19 Public Health Expenses- Emergency Paid Sick Leave

Approval Of Use Of ARP Funds From 01-099-493-8428.6261  
\$8,078.14 7.1 Administrative Expenses-Consultant Support

Documents:

[RFBA - WARRANTS ISSUED.PDF](#)  
[RFBA - ELECTIONS TRANSFER.PDF](#)  
[RFBA - ARP FUNDS.PDF](#)  
[RFBA - ARP FUNDS 1-13.PDF](#)

### **C. ADMINISTRATION - HUMAN RESOURCES**

1. Motion To Extend The Wright County Emergency Paid Sick Leave (EPSL) Policy Through April 30, 2022

Documents:

[EXTENSION OF THE EMERGENCY SICK LEAVE \(EPSL\) POLICY-JANUARY 18, 2022.PDF](#)  
[WRIGHT COUNTY EMERGENCY PAID SICK LEAVE POLICY \(EPSL\)- EXTENSION THROUGH APRIL 30, 2022-JANAURY 18, 2022.PDF](#)

### **D. AG & DRAINAGE**

1. Accept The Multipurpose Drainage Management 2022 Grant For \$210,000.00 On Joint Ditch #15

Documents:

[RFBA\\_MDM GRANT AWARD\\_1\\_18\\_2022.PDF](#)

### **E. ASSESSOR**

1. Request To Fill A Vacant Property Appraiser Position

Documents:

[RFBA PROPERTY APPRAISER 01182022.PDF](#)

### **F. EXTENSION**

1. Confirm District 5 - County Extension Committee Appointment Keith Duske, Effective January 18, 2022 Term Ends On December 31, 2025 (Three Year Term)

Documents:

[CEC APPOINTMENTS 2022 - 2.PDF](#)

## **G. HEALTH & HUMAN SERVICES**

1. Position Replacement
  - A. Health Promotion Coordinator
  - B. Case Aide

Documents:

[2022-01-18 RFBA HHS HP COORDINATOR.PDF](#)  
[2022-01-18 RFBA HHS CASE AIDE CP.PDF](#)

## **H. HIGHWAY**

1. Request To Fill Vacant Highway Maintenance Supervisor Position. We Have A Vacancy To Fill Due To A Promotion That Took Effect On Monday, January 10, 2022

Documents:

[BAR - REQUEST TO FILL VACANT HIGHWAY MAINTENANCE SUPERVISOR POSITION.PDF](#)

## **I. INFORMATION TECHNOLOGY**

1. Request To Fill The Vacant Technical Support Specialist Position
2. Request To Fill A IT Business Analyst Position Due To Resignation
3. Refer To The January 26th, 2022 Personnel Committee Moving Forward With An IT Infrastructure Position As Part Of The Approved 2022 IT Department Budget
4. Refer To 01/26/2022 Technology Committee:
  1. A. CIP Process
  - B. Project Updates
    1. CAMA
    2. Nintex To Flow
    3. Website Redesign
    4. Admin - Government Center
    5. Admin - Event Scheduler (Qflow)
    6. ERP
    7. TeamDynamix
    8. EDMS - Recorder
  - C. 2022 Project Portfolio
  - D. TeamDynamix Project Planning Workflow
  - E. 2021 Project Summary Review

Documents:

[REQUEST FOR BOARD ACTION - TECHNICAL SUPPORT SPECIALIST POSITION 2022-01.PDF](#)  
[REQUEST FOR BOARD ACTION - BUSINESS ANALYST 2022-01.PDF](#)  
[REQUEST FOR BOARD ACTION - REFER TO THE PERSONNEL](#)

## **J. PLANNING & ZONING**

1. Authorization To Fill Office Tech II Position Vacated Upon Promotion Of Sheryl Daniels To Office Manager

Documents:

[RFBA - OFFICE TECH II.PDF](#)  
[OFFICE TECH II - BACKGROUND-JUSTIFICATION.PDF](#)

## **K. SHERIFF'S OFFICE**

1. Renewal Of The Federal Equitable Sharing Agreement
2. Position Backfill
  - A. Backfill One Deputy FTE
3. Approve The Contract For Law Enforcement Coverage With The City Of Delano For 2022-2023

Documents:

[RFBA 01-18-2022 CA.PDF](#)  
[ESA FORM 2021 UNSIGNED.PDF](#)  
[DELANO LAW ENFORCEMENT CONTRACT.PDF](#)

## **V. 2022 BOARD REORGANIZATION**

Documents:

[2022 COUNTY BOARD REORGANIZATION.PDF](#)

## **VI. TIMED AGENDA ITEMS**

### **A. 9:10 A.M. LINDSEY MEYER, ADMINISTRATION - FINANCE**

1. Adopt Resolution Approving Wright County's Application For The 2022 Help American Vote Act (HAVA) Grant Program
2. Adopt Resolution Establishing Absentee Ballot Board, Mail Ballot Absentee Ballot Board And UOCAVA Absentee Ballot Board For The 2022-2023 Election Cycle

Documents:

[AGENDA 1-18 TIMED- RBA ADOPT RESOLUTION 2022 HAVA GRANT APPLICATION.PDF](#)  
[AGENDA 1-18 TIMED - HAVA GRANT RESOLUTION.PDF](#)  
[RFBA - RESOLUTION FOR THE 2022-2023 ELECTION CYCLE.PDF](#)  
[RESOLUTION - 2022-2023 ELECTION CYCLE.PDF](#)

### **B. 9:14 A.M. TONY RASMUSON, ASSESSOR**

1. The County Board Will Need To Set The Time And Date For The 2022 County Board Of Equalization In Accordance With Minnesota Statute 274.14

The Board Must Either Convene On A Saturday Or Convene On A Weekday With Appointment Times Available After 7:00 Pm. If The Board Decides To Require Appointments As Has Been Done In Past Years, The Valuation And Classification Notices Will Need To Clearly State That Appointments Are Required. In That Case The Board Will Have The Option To Adjourn The Meeting Prior To 7:00 Pm If Walk In Appeals Are Not Allowed. If Walk In Appeals Are Allowed The Day Of The Meeting, The Meeting May Need To Stay Open Until 7:00 Pm.

Our Office Would Like To Set A Deadline For Accepting Appointments To Appeal One Week Before The Actual Meeting To Adequately Review The Property Before The Meeting Takes Place To Give Staff Enough Time To Inspect The Property And Prepare For The Appeal.

The Assessor's Office Recommendation Would Be To Schedule The Meeting For 4:00 Pm Monday June 13th, With The Possibility For A Reconvene The Following Day. The Deadline For Property Owners To Make An Appointment Would Then Be Set As Monday, June 6th.

Documents:

[RFBA 2022 CBOAE.PDF](#)

**C. 9:19 A.M. VIRGIL HAWKINS - HIGHWAY DEPARTMENT**

1. Approve Resolution Regarding Spring Load Restrictions On The Wright County Highway System. Minnesota State Statutes (169.87) Provides Local Authorities, With Respect To Highways Under Their Jurisdiction, To Designate Seasonal Load Restrictions. Limiting Loads On Designated Highways During The Spring Thaw Period (When The Highways Are At Their Weakest Strength Due To Saturation Of The Underlying Soils) Protects The Investment And Preserves The Life Of The Highways.
2. Authorize Highway Engineer Hawkins And Assistant Highway Engineer Hausmann To Attend The NACE (National Association Of County Engineers) Annual Meeting/Management & Technical Conference In Buffalo (Erie County), New York, From April 24-27, 2022. County Board Approval Of This Budgeted Expense Is Required, Per County Policy, As This Involves Out-Of-State Travel. The National Association Of County Engineers (NACE) Annual Meeting/Management & Technical Conference Offers Timely And Informative Sessions And Education/Training On County Engineering Topics.
3. Approve Resolution Of Final Acceptance For Contract No. 2001 And Authorize Final Payment To Knife River Corporation In The Amount Of \$83,605.50. Contract No. 2001 Was Our 2020 Pavement Preservation Program And Included Segments Of CSAH 8, CSAH 31, CR106 And CR145. The Final Value Of The Work Certified Is \$7,863,073.64.

Documents:

[BAR - APPROVE 2022 SPRING WEIGHT RESTRICTIONS.PDF](#)  
[RESOLUTION - 2022 SPRING WEIGHT RESTRICTIONS.PDF](#)  
[2022 WEIGHT RESTRICTIONS MAP.PDF](#)  
[BAR - AUTHORIZATION REQUEST - NATIONAL ASSOC. OF](#)

ENGINEERS.PDF  
BAR - FINAL ACCEPTANCE FOR CONTRACT 2001.PDF  
RESOLUTION - FINAL PAYMENT ACCEPTANCE - CONTRACT 2001  
(2).PDF  
CERTIFICATE OF PERFORMANCE - CONTRACT 2001.PDF  
FINAL PAY VOUCHER - CONTRACT 2001.PDF

**D. 9:25 A.M. BARRY RHINEBERGER, PLANNING & ZONING**

1. Action On Ordinance Amendment Number 21-5 Solar Energy Farms And Solar Energy Systems As Recommended By The Planning Commission
2. Action On Ordinance Amendment Number 21-5A

Documents:

RFBA - SOLAR ORDINANCE.PDF  
21-5 ORDINANCE AMENDMENT.PDF  
21-5A AMENDMENT TO SOLAR ORDINANCE.PDF  
PC MINUTES 12-16-21 SOLAR ORDINANCE.PDF  
STAFF REPORT SOLAR ORDINANCE.PDF  
PUBLIC RESPONSE SOLAR ORDINANCE.PDF  
AFFIDAVIT OF PUBLICATION SOLAR ORDINANCE.PDF

**E. 9:35 A.M. LEE KELLY, ADMINISTRATION**

1. Approval Of Statement Of Work (SOW) With Sierra-Cedar For Enterprise Resource Planning (ERP) Implementation

Documents:

01182022 RFP ERP SOW.PDF  
WRIGHT COUNTY MN ORACLE CLOUD IMPLEMENTATION ROLLOUT 1  
SOW FINAL 01182022.PDF

**VII. ITEMS FOR CONSIDERATION**

**A. ADMINISTRATION**

1. Cancel County Board Meeting In March, May, August, And November Due To Five Tuesdays In Each Month
2. Resolution Setting Minimum Salary For Elected Officials For January 1, 2023
3. Adopt Budget Schedule For 2023 Budget Process

Documents:

RESOLUTION - MINIMUM SALARY.PDF  
RFBA - BUDGET SCHEDULE FOR 2023 BUDGET PROCESS.PDF  
BUDGET TIMELINE FOR FISCAL YEAR 2023.PDF  
CALENDAR BUDGET TIMELINE - 2023 BUDGET.PDF

**B. ADMINISTRATION - FINANCE**

1. On January 7, 2022, The Department Of Treasury Department Released The Final American Rescue Plan (ARP) State And Local Fiscal Recovery

Rule. In The Final Rule There Is New Standard Allowance Amount Available Up To \$10 Million Dollars For Revenue Loss, Not To Exceed The Award Allocation. The ARP Committee Is Recommending That Wright County Elects The Standard Allowance Of \$10 Million In Revenue Loss

Documents:

[REQUEST FOR BOARD ACTION - JANUARY 11.PDF - ARPPDF.PDF](#)  
[SLFRF - FINAL - RULE - OVERVIEW.PDF](#)

### **C. COMMITTEE MINUTES**

1. Committee Of The Whole (1-06-2022)
2. Committee Of The Whole (1-10-2022)
3. County Board Workshop (1-11-2022)
4. Personnel Committee (1-12-2022)
5. Broadband Committee (1-12-2022)

Documents:

[01-06-2022 COMMITTEE OF THE WHOLE MINUTES.PDF](#)  
[01-10-2022 COMMITTEE OF THE WHOLE MINUTES.PDF](#)  
[01-11-2022 WRIGHT COUNTY BOARD WORKSHOP MINUTES.PDF](#)  
[01-12-2022 PERSONNEL COMMITTEE MINUTES.PDF](#)  
[01-12-2022 BROADBAND COMMITTEE MINUTES.PDF](#)

### **VIII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

#### **IX. ADJOURNMENT**

#### **X. WARRANTS ISSUED**

Documents:

[12-29-2021 THRU 01-11-2022 WARRANTS ISSUED 5,556,921.66.PDF](#)  
[12-29-2021 THRU 01-11-2022 CLIENT WARRANTS ISSUED 194,626.84.PDF](#)

#### **XI. NOTE**

- 10:30 A.M. Committee Of The Whole Meeting