



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
FEBRUARY 2, 2022

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

DATE APPROVED: [DATE]

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, Daleiden, Wetter, and Kaczmarek present.

COUNTY BOARD MINUTES 01-25-2022

Commissioner Mark Daleiden moved to approve the County Board minutes from Tuesday, January 25, 2022. The motion was seconded by Commissioner Darek Vetsch and carried 5-0.

AGENDA

Daleiden moved to approve the Agenda as presented. The motion was seconded by Commissioner Michael Kaczmarek and carried 5-0.

CONSENT AGENDA

Kaczmarek requested to pull Item B3, Administration-Finance, for further discussion on Warrant #272146 in the amount of \$4,930. Commissioner Mary Wetter requested to pull Item D1, Highway, for further discussion.

Daleiden moved to approve the Consent Agenda with the removal of Items B3 and D1. The motion was seconded by Kaczmarek and carried 5-0.

*Items pulled from the Consent Agenda for further discussion

TIMED AGENDA ITEMS

A. ADMINISTRATION

1. Approve The Appointment Of Josh Gehlen To Fill The Vacant At-Large EDA Board Member Position. The Term Of Mr. Gehlen's Position Will Be 5 Years

B. ADMINISTRATION – FINANCE

1. Approve Temporary Liquor License For ABATE Of Minnesota, Inc. For Event On February 5, 2022 Contingent Upon Approval From Wright County Sheriff's Office, Wright County Attorney's Office And Rockford Town Board
2. 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 01-099-493-8415.6480
\$7,432.00 1.7 Capital Investment-Customer Flow Management System
3. *Acknowledge Warrants Issued Between January 19, 2022 And January 25, 2022

C. HEALTH & HUMAN SERVICES

1. Position Replacement
A. Office Technician I

D. HIGHWAY

1. *The Highway Department Is Requesting Approval To Enter Into A Professional Engineering Services Agreement With Erickson Engineering Co., LLC To Provide Preliminary And Detailed Bridge Design Services For Three (3) Bridges That Are Located On Our County State Aid Highway System. The Bridge Design Engineering Services For The Three Bridges Total \$109,245 (\$34,615 For CSAH 2; \$37,315 For CSAH 5; And 37,315 For CSAH 7)
2. Request To Fill Vacant Highway Maintenance Worker Position

E. PLANNING & ZONING

1. Accept The Findings And Recommendations Of The Planning Commission For The Following Request To Rezone:

- A. CRAIG MCADAMS - (Monticello Twp.) Commission Unanimously Recommends Approval Of The Request To Rezone From AG General Agriculture And S-2 Residential-Recreational Shorelands To A/R Agricultural-Residential And S-2

ITEMS PULLED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION

B. ADMINISTRATION – FINANCE

3. Acknowledge Warrants Issued Between January 19, 2022 And January 25, 2022

Kaczmarek stated Warrant #272146 with the description of Field/Range Examination in the amount of \$4,930. Kaczmarek stated he contacted staff on Wednesday, January 26 and received a response from the Sheriff's Office on Monday, January 31.

Kaczmarek questioned how and when the issue was discovered that caused the range to be out of service. County Administrator Lee Kelly stated a consultant was hired to verify the operation of the design. Daleiden questioned if there were concerns or if the consultant was hired only for verification. Kelly stated it is a unique facility and there were some concerns. The firm hired specializes in range design and ventilation systems.

Vetsch suggested adding the item to the Tuesday, February 8 County Board Workshop agenda for further discussion. Kaczmarek said there are questions that need to be answered as to why the facility is not operational. Kaczmarek questioned if it was a warranty or design issue.

Facilities Director Alan Wilczek stated it is not an equipment operation, warranty, or workmanship issue. There is a question about the design operation from the HVAC and exhaust in the range. An expert was brought in to do an analysis of the design of the range and ensure it was operating as it should be. Wilczek stated the invoice was paid out of the Sheriff's Office budget but could be moved to the Building Maintenance budget.

Vetsch stated BKV Group and RJM Construction designed the system and there were additional costs for the HVAC system. Vetsch stated the onus should be on either BKV Group or RJM Construction for the design. Wilczek stated the consultant was hired so there can be discussion on the design.

Kaczmarek stated the county has a full-time HVAC employee. Kaczmarek questioned if the individual has weighed in on the discussions. Wilczek stated the individual has been involved in the discussion, contractors have inspected the system, as well as the professional range consultant.

Kaczmarek moved to add the item to the Tuesday, February 8 County Board Workshop agenda for further discussion. The motion was seconded by Vetsch and carried 5-0.

D. HIGHWAY

1. The Highway Department Is Requesting Approval To Enter Into A Professional Engineering Services Agreement With Erickson Engineering Co., LLC To Provide Preliminary And Detailed Bridge Design Services For Three (3) Bridges That Are Located On Our County State Aid Highway System. The Bridge Design Engineering Services For The Three Bridges Total \$109,245 (\$34,615 For CSAH 2; \$37,315 For CSAH 5; And 37,315 For CSAH 7)

Wetter questioned if the request for bridge design engineering services went through the bidding process. County Highway Engineer Virgil Hawkins stated a Request for Proposals (RFP) for engineering services was sent to three qualified firms. Erickson Engineering Co., LLC had the low quote at \$109,245, Huston Engineering, LLC was more than \$120,000, and the third company did not submit a proposal because its current workload would not allow time to provide the requested services.

Hawkins added bridge designs require specialty structural engineering and the Highway Department always has consultants help with bridge designs. Kaczmarek questioned how many wood structure bridges are left in the county. Hawkins stated there are approximately 90 bridge structures and approximately seven wooden bridges will remain after the replacement of these three.

Wetter moved to approve Consent Agenda Item D1. The motion was seconded by Daleiden and carried 5-0.

TIMED AGENDA ITEMS - NONE**ITEMS FOR CONSIDERATION****COMMITTEE MINUTES****PERSONNEL COMMITTEE 1/26/2022**

Daleiden moved to approve the Wednesday, January 26 Personnel Committee minutes. The motion was seconded by Vetsch and carried 5-0.

1. Health & Human Services**A. Reclassify One Child Support Hearing Officer Position to a Lead Eligibility Specialist Position**

Jami Goodrum, Health & Human Services (HHS) Director, presented the request to committee members to utilize a Lead Eligibility Specialist position in the Integrated Services area to provide leadership and guidance for more vulnerable clients. The current Child Support Hearing Officer position is vacant due to a retirement.

Goodrum explained that this position will find and coordinate county and outside resources to assist clients in becoming or remaining self-sufficient. She said that by providing clients with integrated services, HHS will provide a smoother process to deliver the services needed. Goodrum commented that Human Resources will update the Essential Functions of the current job description, however it will not affect the points level or pay grade.

Commissioners Darek Vetsch and Mark Daleiden approved.

RECOMMENDATION: APPROVE TO RECLASSIFY ONE VACANT CHILD SUPPORT HEARING OFFICER POSITION TO A LEAD ELIGIBILITY SPECIALIST.

2. Information Technology**A. IT Infrastructure Position**

Matthew Fomby, Information Technology Director (IT), shared with committee members the County Board had previously approved to add two general IT positions as part of the 2022 IT Personnel Budget. This request is to move forward in hiring one of those positions as a Systems Engineer on the Infrastructure team.

Fomby explained an independent consultant, Sky North, documented all the IT assets for the County which included many of the different versions of software currently in use across the County displaying the need for supporting all of these programs that has the knowledge to manage these specific systems that the IT department does not have. Fomby described this position eventually being dedicated to managing the very specific needs of the Justice Center and Law Enforcement Center after all the assets are combined. He commented that this position will be an asset supporting the technology backbone of the County.

Commissioners Vetsch and Daleiden approved.

RECOMMENDATION: APPROVE TO HIRE A SYSTEMS ENGINEER.

DENTAL CLINIC PROJECT STEERING COMMITTEE 1/24/2022

Daleiden moved to approve the Monday, January 24 Dental Clinic Project Steering Committee minutes. The motion was seconded by Wetter and carried 5-0.

I. Bidder interviews

The Dental Clinic Project Steering Committee interviewed four contractors for consideration: W. Gohman, Bradbury Stamm, Greiner Construction, and Karkela.

II. Score and tabulate

After the interviews, the six members of the selection committee completed individual scoring sheets, evaluating bidders on the following categories: project workplan/approach, project team, dental clinic experience, references, schedule, and price. The scoring sheets were handed in to ERP Procurement Specialist Don Baron.

RECOMMENDATION: Baron will tabulate the scores and identify the highest rated bidder. This bidder will be recommended for selection to the full county board.

ADMINISTRATION

Authorize Staff To Enter Into An Agreement With Greiner Construction To Provide Labor And Material To Construct A Dental Clinic In The New Government Center. The Contract Will Be For An Amount Not To Exceed \$1,548,471
Project Administrator Elizabeth Karels stated bidders were evaluated based on pre-established criteria, with Greiner Construction rating the highest. Kaczmarek stated the county is short approximately \$200,000 for the project. Kaczmarek questioned if a funding source for the shortfall has been identified yet. Karels responded there have been internal conversations about alternative funding sources. Daleiden added there are some funding sources available through Public Health.

Kaczmarek questioned if the commissioners should approve a contract without having the full funding available. Kaczmarek added costs may increase if the contract is not approved now. Vetsch stated his concern of an increased price if the commissioners wait to approve the contract. Assistant Finance Director Heather Lemieux stated adequate fund balance is available. Karels stated when all funding gaps are considered, the shortfall is approximately \$210,000.

Daleiden stated the Dental Clinic will be a good program for the residents of Wright County as well as surrounding counties. Daleiden suggested reaching out to surrounding counties for donations.

Kaczmarek stated he does not believe it is a good business practice to approve the contract when the funding source is unknown. Finance Director Lindsey Meyer stated there are times when the county board directs staff to deal with initiatives, which staff is doing. There are funding options available. Health & Human Services Director Jami Goodrum added this is an important endeavor for the county and the funds are available through the Health & Human Services Department if other funding sources are not found.

Daleiden moved to authorize and enter into an agreement with Greiner Construction to provide labor and material to construct a Dental Clinic in the new Government Center, in an amount not to exceed \$1,548,471. The motion was seconded by Wetter and carried 4-1, with Kaczmarek opposing.

Approve The Following Grant Applications:

- A. EDA-001 Broadband Grant Program (\$1,200,000)
- B. EDA-002 Water/Sewer Grants For Cities (\$4,000,000)

Karels stated the Economic Development Authority (EDA) met on Monday, January 24. During the meeting, the EDA discussed transferring the American Rescue Plan (ARP) programs from management through the county to management through the EDA. The two programs were the Broadband Grant Program and Water/Sewer Grants for Cities. Karels added there are additional considerations, including the need for an audit if the EDA were to receive the federal funds.

Vetsch stated there too are many complications and expenses to justify the transfer to the EDA. Commissioner Christine Husom stated she believes it is wise to leave the funds with the county. The EDA would incur annual costs if the funds were transferred. Kaczmarek stated he contacted one of the townships that did not join the EDA. Kaczmarek questioned why the township did not join the EDA. The township responded it did not see a benefit to joining. Kaczmarek also asked the township if it would like broadband expanded, and the township responded yes. Kaczmarek also asked the township if it would join the EDA if it were the only way to be eligible for funds, and the township responded it would not join. Kaczmarek added he believes it is in the best interest of the townships to leave the funds being managed by the county.

Vetsch moved to keep the grant application process with the count and not transfer to the EDA. The motion was seconded by Kaczmarek and carried 5-0.

Topics For Discussion At The County Board Workshop On Tuesday, February 8

Kelly presented the following topics:

- 1) Sheriff's Office Range Ventilation Design
- 2) Schedule Meetings as Needed
- 3) Voter Integrity
- 4) Energy Transition Advisory Committee Appointment
- 5) Dental Clinic Update
- 6) Maintenance Services Cost Analysis
- 7) Legal Services Request for Proposals

Daleiden moved to approve the above listed items for discussion at the February 8 Workshop. The motion was seconded by Kaczmarek and carried 5-0.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

Central MN Emergency Services Board. Kaczmarek attended the meeting. The 2021 Chair and Vice Chair remain the same for 2022. There was discussion about the potential mandate to encrypt the radio channel if private information is being dispatched and the cost that would be associated.

First Steps Joint Powers Committee. Daleiden stated the committee is a collaboration between Sherburne, Stearns, Benton, and Wright counties. The committee helps young parents with information on best ways to raise children and options through county services. The Women, Infants and Children (WIC) Program has provided many referrals. The program has been successful and is funded through grants.

Wright County Economic Development Partnership (WCEDP). Vetsch attended the annual meeting at River City Extreme. Pellco Machine from St. Michael is the Business of the Year and Rob Stark is the Member of the Year.

Safe Schools. Vetsch reporting vaping is an issue at Maple Lake schools.

Enterprise Resource Planning (ERP) Trading Post. Kelly attended the ERP trading post where the new project manager was introduced, and the schedule was discussed.

Association of Minnesota Counties (AMC). Kelly attended a legislative update with the Administrators group.

Safe Communities of Wright County. Husom stated Lori Blaukat was hired as the Executive Director for Safe Communities of Wright County. She previously held a position at Mentorship, Education, and Drug Awareness (MEADA), which will now need to be filled as well. Wright County had the most impaired driving arrests during the alcohol enforcement period. Two academies will be held in 2022 for State Troopers. The group is working on getting Parent/Teen classes scheduled. Part of the grant process is a member of Safe Communities writes a letter to the editor each month.

Health & Human Services Advisory Committee. Husom met with the group to discuss the need for mental health support in the farm community. Information will be provided to veterinarians and 4-H groups to connect those experiencing extra stress.

Wellness Committee. Daleiden stated February is American Heart Month. In 1924, the American Heart Association was formed. In 1967, the first bypass surgery was performed. Daleiden encouraged everyone have healthy heart habits.

Buffalo Strong. Buffalo Strong Day is February 9, 2022, at the Buffalo High School Performing Arts Center. Clint Malarchuk is the guest speaker.

The meeting adjourned at 9:44 a.m.

County Board Minutes submitted by Elizabeth Clow, Office Manager.