



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS

APRIL 19, 2022

DATE APPROVED: [DATE]

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

COUNTY BOARD MINUTES 04-05-2022

Commissioner Mark Daleiden moved to approve the County Board minutes from Tuesday, April 5, 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 Mike Kaczmarek and carried 5-0.

CONSENT AGENDA

Daleiden requested to remove Item B1 for further discussion. Commissioner Mary Wetter requested to remove Item F1 for further discussion.

Daleiden moved to approve the Consent Agenda with the removal of Item B1 and Item F1 for further discussion. The motion was seconded by Kaczmarek and carried 5-0.

*Items removed for further discussion

A. ADMINISTRATION

1. Approve Updates To The Wright County Records And Data Management Policy
2. Approve Updates To The Wright County Data Practices Policy For Members Of The Public
3. Approve Updates To The Wright County Data Practices Policy for Data Subjects

B. ADMINISTRATION – FINANCE

1. *Acceptance Of The 2020 Certificate Of Achievement For Excellence In Financial Reporting, This Is The Sixth Year In A Row In Which Wright County Has Received This Award For Its Annual Comprehensive Financial Report
2. Approve 2022 Tobacco License For One Stop Smoke Shop, LLC (Albertville) From April 19, 2022 To December 31, 2022
3. Approve Seasonal On- & Off-Sale 3.2 Malt Liquor License And Consumption & Display (Set Up) Permit For Olson's Campground On Limestone Lake, LLC For The Period May 1, 2022 Through October 31, 2022
4. Motion To Approve The Reimbursement Of The American Rescue Plan Act Funds (ARP) As Follows:
County ARP Funds:
Approval Of County Reimbursement Of \$216.79 From 01-099- 493.6910 Transfer Out Into 01-100-493.5910 Transfer In As Follows:
\$216.79 For Administrative Expenses-Staff Costs
Approval Of Use Of ARP Funds From 01-099-493-8416,8436,8444
\$1,970.00 2.10 Aid To Nonprofits-4-H
\$6,410.85 1.10 Mental Health Services-Safe Families
\$2,000.00 3.16 Social Determinants Of Health Community Violence-Operation Living Hope
5. Motion To Approve The Budget Amendments As Attached Authorization For The Following Budget Amendments Due To An Accounting Technician Moving To Finance & Taxpayer Services From Information Technology
6. Approve County On-Sale Intoxicating Liquor License Plus Sunday Sales For Boathouse Events, LLC DBA The Boathouse From July 1, 2022 To June 30, 2023

7. Acknowledge Warrants Issued Between March 30, 2022 And April 12, 2022 (See Below, Item IX. Warrants Issued)

C. ADMINISTRATION – HUMAN RESOURCES

1. Approval Of Revisions To Section 502 (Smoking) Of The Wright County Personnel Handbook
2. Approval Of Revisions To Section 511 (Parking) Of The Wright County Personnel Handbook

D. HIGHWAY DEPARTMENT

1. In Accordance With Wright County Financial Policies, Due To The Dollar Amount, The Highway Department Is Requesting Approval To Enter Into A Professional Services Agreement With Oertel Architects
2. In Accordance With Wright County Financial Policies, Due To The Dollar Amount, The Highway Department Is Requesting Authorization For The County Administrator To Approve A Quote For Micro-Milling Services From Allstates Pavement Recycling & Stabilization Of Rogers, MN
3. In Accordance With Wright County Financial Policies, Due To The Dollar Amount, The Highway Department Is Requesting Authorization For The County Administrator To Approve A Quote For 72-Inch Diameter Concrete Pipe For A Culvert Replacement Under County Highway 8 (For Jurisdictional Ditch 31)
4. In Accordance With The Wright County Financial Policies & Procedures, Due To The Dollar Amount, The Highway Department Is Requesting Approval To Enter Into A Professional Engineering Services Agreement With WSB & Associates, Inc. To Provide Design, Environmental, And Construction Services For The County State Aid Highway (CSAH) 35 Reconstruction/Expansion Project

E. PARKS & RECREATION

1. Acknowledge Submittal Of The Wright County Parks And Recreation 2021 Annual Report

F. PLANNING & ZONING

1. *Accept And Sign The 2021 County Feedlot Officer's Annual Report. This Is An Annual Report Required By Minnesota State Rule 7020

G. SHERIFF'S OFFICE

1. Approve The 2021 Emergency Management Performance Grant (EMPG Grant)

ITEMS REMOVED FOR FURTHER DISCUSSION

ADMINISTRATION – FINANCE

1. Acceptance Of The 2020 Certificate Of Achievement For Excellence In Financial Reporting, This Is The Sixth Year In A Row In Which Wright County Has Received This Award For Its Annual Comprehensive Financial Report

Daleiden stated the county has received the Certificate of Achievement for Excellence in Financial Reporting for six years in a row. Finance Director Lindsey Meyer stated the finance team is dedicated to ensuring information is accurate throughout the entire year. Daleiden questioned how many counties received the award. Meyer responded it is a national award however, there are not many counties in Minnesota that receive the award. The commissioners congratulated the finance team on receiving the award.

PLANNING & ZONING

1. Accept And Sign The 2021 County Feedlot Officer's Annual Report. This Is An Annual Report Required By Minnesota State Rule 7020

Wetter asked what type of construction fell into the construction inspections category on the County Feedlot Officer (CFO) Annual Report. Feedlot Administrator Tracy Janikula responded there was construction on a new stacking slab. Wetter stated the report states there were sites inspected that were found to be non-compliant. Wetter asked what the issues were and if they have been resolved. Janikula responded there were issues with runoff into wetlands and drainage ditch issues. Most of the issues were discovered late in the year and nothing has been resolved yet. A plan will be developed with the Wright Soil and Water Conservation District and the issues will be addressed this summer. Wetter asked why some sites had never been inspected or were inspected over five years ago. Janikula stated only two feedlots were missed that were not registered. Janikula stated once she is aware of a feedlot, she takes the steps to complete the required inspection. Wetter asked what Tempo is. Janikula stated Tempo is the filing system the Minnesota Pollution Control Agency (MPCA) uses for all programs.

Wetter moved to approve Consent Agenda Items B1 and F1. The motion was seconded by Daleiden and carried 5-0.

TIMED AGENDA ITEMS**BRIAN LUTES, ATTORNEY'S OFFICE**Have Chairperson And County Administrator Sign An Approval Of Appointment And Oath For Sarah E. Erickson, Assistant Wright County Attorney And Introduction Of Sarah E. Erickson, Assistant Wright County Attorney, To The Board

County Attorney Brian Lutes introduced new Assistant County Attorney Sarah Erickson. Erickson has previous experience with Mille Lacs County prosecuting domestic violence cases, assault cases, juvenile delinquencies, and advised the board on civil matters. Erickson will be joining the gross misdemeanor team.

JOHN BOWEN, ATTORNEY'S OFFICEApproval Of The Joint Powers Agreement Between The Wright County Sheriff's Office, Sherburne County Sheriff's Office, And Stearns County Sheriff's Office

Assistant County Attorney John Bowen stated the agreement is authorized by Minnesota Statute 471.59, granting authority for counties to work cooperatively across county lines. The patrols will rotate on a weekly basis with four traffic saturation patrols occurring each month.

Daleiden moved to approve the Joint Powers Agreement between the Wright County Sheriff's Office, Sherburne County Sheriff's Office, and Stearns County Sheriff's Office. The motion was seconded by Wetter and carried 5-0.

MATT DETJEN, AG & DRAINAGESchedule A Public Hearing For The Redetermination Of Benefits On County Ditch #23 And County Ditch #31

Daleiden questioned where County Ditch #23 and County Ditch #31 are located. Detjen responded the ditches are in Woodland Township. Repairs have been completed in the past. There is pending litigation with the Department of Natural Resources on County Ditch #31 regarding the placement of the culvert. Chief of Civil Division Attorney Greg Kryzer stated it was found that the culvert was placed correctly.

Agriculture & Drainage Coordinator Matthew Detjen suggested scheduling the Public Hearing at 1:00 p.m. Tuesday, June 7, 2022. Vetsch moved to schedule a Committee of the Whole at 1:00 p.m. Tuesday, June 7 at the new Government Center. The motion was seconded by Daleiden and carried 5-0.

Detjen stated a redetermination of benefits for County Ditch #35 has been discussed. Joe Jacobs of Minnesota Viewers Association stated County Ditch #35 is approximately 1,200 – 1,300 acres. Due to economies of scale, Jacobs stated the price per acre would be lower if the acreage was larger. Jacobs stated if other ditch systems also need a redetermination of benefits, the meeting and travel times could be consolidated for cost savings. The proposal is \$5 per acre currently; the addition of another ditch system could lower the cost to approximately \$4 per acre. Commissioner Christine Husom suggested contacting the township to see if County Ditch #17 could be added. Daleiden asked if the redetermination of benefits could be completed this summer. Jacobs responded it could be completed by the end of July.

Kaczmarek questioned if other bids were submitted. Detjen stated no other bids were received. Kaczmarek stated he would like to review all the information before making a decision. Vetsch stated generally ditch issues are resolved with the commissioner in the district where the ditches are located. Vetsch added there are very few viewers available in the area. Kaczmarek stated the Joint Ditch Board requested a presentation to compare firms.

Husom suggested discussing the topic further at the next county board meeting.

CHAD HAUSMANN, HIGHWAY DEPARTMENTApprove Transportation Committee Of The Whole (TCOTW) Meeting Minutes From The Tuesday, April 5, 2022 Meeting, And Act On Recommendations

Daleiden moved to approve the TCOTW meeting minutes and act on recommendations. The motion was seconded by Vetsch and carried 5-0.

MATT TREICHLER, SHERIFF'S OFFICEResolution To Accept A Federal Boating Safety Supplemental Equipment Grant

Chief Deputy Matt Treichler stated the grant is non-matching and will be used to purchase a rescue boat and dive equipment. Vetsch moved to approve the Federal Boating Safety Supplemental Equipment Grant. The motion was seconded by Daleiden and carried 5-0, on a roll call vote.

BRAD HARRINGTON, PARKS & RECREATION

Approve Recommendations From March 14, 2022 Parks Commission Meeting; Approve The Permit And Fees For Special Events; Approve The Proposed Fee Schedule For Equipment

Daleiden moved to approve the recommendations from the Parks Commission meeting. The motion was seconded by Vetsch and carried 5-0.

PUBLIC HEARING FOR COUNTY COMMISSIONER DISTRICTS

Husom stated growth in the eastern portion of the county was taken into consideration when the districts were last determined. If the population within each district is within 10 percent of the average district size, there is not a requirement to redistrict. County Administrator Lee Kelly stated it is being proposed to continue with the districts as they are currently configured. Daleiden stated there is a potential for the districts to change dramatically at the next Census. Husom added there is a potential to have seven districts in the future.

Husom opened the hearing for public comment.

Otsego City Council Member Tina Goede expressed concerns regarding the current district lines. Goede stated waiting 10 years to change district lines is too long. Goede suggested creating an additional district now due to the population in the City of Otsego and City of St. Michael. Goede added she believes the county should be proactive rather than reactive and have equal commissioner representation in each district.

Husom stated it is not possible to have an even number of districts. Daleiden stated it might be too late to redraw the districts and allow candidates time to sign up. Husom stated it will be a while before the county will be required to redistrict. Kelly added the lowest population within a district is 26,253 and the highest is approximately 30,000. The challenge is the county must wait for other jurisdictions to determine districts. If additional districts are added, an election would be required which would be an additional cost to the county. Daleiden stated this is the first time he has heard any concerns. Vetsch stated most counties with a population of less than 250,000 do not have a county board of seven. There is a lot of expense associated with increasing to seven commissioners. Wetter stated seven districts were proposed 10 years ago and was overwhelmingly turned down due to cost.

Kaczmarek stated he has not heard of any concern prior to this meeting. Kaczmarek asked Goede to further explain what she is proposing. Goede stated she thinks Otsego should be its own district, removing St. Michael. Husom stated if Otsego was on its own, the 10 percent threshold would not be met. Goede suggested having Otsego and Albertville in the same district.

Vetsch stated it is not too late to redetermine district lines. Vetsch stated changes in the district lines could provide better representation and may require less changes to the district lines in the future. Kaczmarek questioned how the public hearing date was set. Kelly stated the county must wait for information from the rest of the state. The map that was put together was distributed at the beginning of April. There is a posting requirement for the public hearing and a resolution must be adopted by the end of the month. Kryzer stated the deadline is Tuesday, May 3. Staff can work on drafting options for redistricting. Vetsch stated District 3 and District 4 will be affected.

Albertville Mayor Jillian Hendrickson stated she called the county to ask questions about redistricting but did not receive an answer or call back. Hendrickson questioned if the information could be reviewed in five years. Hendrickson also questioned why the board isn't looking at redistricting now so that there is less of an impact in the future. Hendrickson stated the City of St. Michael has two commissioners to lobby and she believes it would make sense for the city not to be split. Hendrickson added people that live in the communities need to be properly represented. Kryzer stated that per statute, the county can only review the district lines every 10 years after the Census.

Goede stated she believes redistricting could be accomplished in two weeks. Daleiden stated the City of St. Michael would need to be on board as well. Daleiden asked if the redistricting takes place if an election would be required in District 4. Kryzer stated he would need to gather more information.

The public hearing was closed.

Wetter stated more representation would not be created by redistricting. Vetsch stated the population would be more even in each district; districts would be closer aligned throughout the next 10 years. Kaczmarek questioned if there is potential for other districts to have to run for election again. Vetsch stated it would likely be District 4. Kaczmarek stated he would like to receive more public input.

Daleiden moved to direct staff to prepare a new map with the proposed changes. Staff will determine if elections are needed within districts. The public hearing will continue at the Tuesday, April 26 County Board Meeting. The motion was seconded by Wetter and carried 5-0.

ITEMS FOR CONSIDERATION

ADMINISTRATION

Approve Letter Of Support For Rockford Township's Border To Border Broadband Grant Application

Daleiden moved to approve the letter of support for Rockford Township's Border to Border Broadband Grant application. The motion was seconded by Wetter and carried 5-0.

Schedule Voter Integrity Follow-Up Meeting

Vetsch moved to schedule a Committee of the Whole meeting at 10:30 a.m. Tuesday, May 17. The motion was seconded by Wetter and carried 5-0.

Discuss The County Board Meeting Schedule For May

Kaczmarek stated he is unable to attend the Tuesday, May 24 County Board meeting. Kaczmarek questioned if the Tuesday, May 24 could be canceled and a County Board meeting could be held on Tuesday, May 31.

Vetsch moved to cancel the Tuesday, May 24 meeting and hold a County Board meeting on Tuesday, May 31. The motion was seconded by Kaczmarek and carried 5-0.

Kaczmarek questioned if the delay in holding meetings in the new Government Center is in line with contract arrangements. Kelly stated the Certificate of Occupancy was received. Kelly does not view it as lack of fulfillment of the contract. If the county waited until everything was ready, the building still would not be occupied. There are many challenges due to supply chain issues.

Request To Set Date And Time For A Public Hearing Related To Temporary Placement Of A Mobile Home For Supportive Care

Assistant County Administrator Marc Mattice suggested scheduling the public hearing at 9:20 a.m. Tuesday, April 26. Mattice stated the ordinance states Health & Human Services does an assessment of the need, Planning & Zoning determines if the septic system can handle the placement, and Administration receives comments and presents to the commissioners for approval.

Daleiden moved to schedule the public hearing related to the temporary placement of a mobile home for supportive care at 9:20 a.m. Tuesday, April 26. The motion was seconded by Wetter and carried 5-0.

Request Approval Of A County Board Resolution Designating MEDSURETY LLC And Matrix Trust As Health Reimbursement Arrangement (HRA) Trustee For The County

Vetsch moved to approve the resolution designating MEDSURETY LLC and Matrix Trust as HRA Trustee for the County. The motion was seconded by Daleiden and carried 5-0, on a roll call vote.

COMMITTEE MINUTES

COUNTY BOARD WORKSHOP (4/12/2022)

Vetsch requested an addition to the New Government Center Update recommendations to direct staff to provide options and costs to redo the backdrop in the new boardroom or replace the current logo. Kaczmarek questioned if it is accurate

that the contractor will not be responsible for the cost of making changes. Vetsch responded that the county would be responsible for covering the cost of any changes.

Daleiden moved to approve the County Board Workshop meeting minutes with the addition of the recommendation to direct staff to provide options and costs to redo the backdrop in the new boardroom. The motion was seconded by Kaczmarek and carried 5-0.

I. Schedule Meetings as Needed

County Administrator Lee Kelly stated there was a request to send letters to the Congressional Delegation in support of funding for Interstate 94 and State Highway 610. Kelly presented the drafted letters to the commissioners and informed them the deadline for submission was noon Tuesday, April 12. The commissioners authorized Kelly to submit the letters of support.

Kelly stated Rockford Township is intending to apply for a grant with the Department of Employment and Economic Development (DEED) Office of Broadband Development. Rockford Township has requested a letter of support from both Wright County and the Economic Development Authority (EDA). A letter of support will be drafted and presented at a future board meeting.

Kelly stated Rick Weible and the Voter Integrity group requested a follow-up meeting on May 3, 10, or 17. Commissioner Mark Daleiden questioned the purpose of the follow-up meeting. Kelly responded the group would like to discuss the age of the voting machines. Commissioner Christine Husom suggested discussing the request further at the next County Board meeting.

Commissioner Mike Kaczmarek stated he is not available for the May 24 County Board meeting. The May 31 County Board meeting is cancelled. Kaczmarek questioned if there is interest in cancelling the May 24 meeting instead of the May 31 meeting. Husom suggested discussing the item further at the next County Board meeting when all commissioners are present.

RECOMMENDATION:

The following topics will be added to the April 19 County Board meeting agenda:

- 1. Schedule Voter Integrity Follow-up meeting. Suggested dates: May 3, 10, or 17***
- 2. Discuss the County Board Meeting Schedule for May***

II. Great River Regional Library's 2021 Activities

Great River Regional Library (GRRL) Executive Director Karen Pundsack presented the 2021 Annual Report and Impact Report. Throughout the pandemic, GRRL encouraged and assisted individuals to register for online services. The digital library use continues to grow. More than 10,000 kids registered for the summer reading program in 2021. Of that, more than 1,000 kids were at St. Michael. There were more than 300 volunteer hours from teens helping with the summer reading program.

GRRL continues to experience growth and introduce new programs. In 2022, there will be additional hours of operation in Annandale, Cokato, Delano, Howard Lake, Rockford, and Clearwater. The libraries will be open earlier in the day and the hours will be more predictable. The City of Howard Lake was granted a Library Improvement Grant and will be building a new library. GRRL became fine-free at the beginning of 2022 meaning if books are returned late, there will be no charge. In 2019, children's material became fine-free. There was a great increase in the number of children's materials being checked out. Many locations that were collecting fines were paying more in credit card fees than what was being collected.

Pundsack thanked the County Board for its support.

RECOMMENDATION: Informational only.

III. Compost and Recycling Facility Assessment Update

Planning & Zoning Director Barry Rhineberger stated Stantec developed a report of potential options for improving the Compost and Recycling Facility. The county met with Stantec on Thursday, March 31. Costs for the options discussed will be provided.

The facility was constructed in 1991 as a Municipal Solid Waste Composting Operation and operations ceased in 1994. Currently, the facility is used as a recycling and household hazardous waste collection center that includes a yard waste composting operation. The facility was not designed for the current use, resulting in lost efficiencies, operational shortcomings, safety and security concerns, and long-term maintenance and upkeep needs.

If no improvements are made, there will be continued high heating costs due to tall ceilings and inefficient use of space. The Process building roof will require replacement or major repairs soon. Site safety concerns include inadequate interior lighting, inadequate secondary containment, limited control of reactive and dangerous materials, cross traffic concerns, and a lack of visibility of the entire site.

Rhineberger presented options for future site use, which include:

- 1. Maintain Existing*
- 2. Maintain Existing with Some Site Improvements*
- 3. Drive-Thru Addition at South Side of Process Building*
- 4. Office Building Removal and New Household Hazardous Waste (HHW) Facility*
- 5. Compost Hangar Modifications*

Rhineberger stated Stantec will provide rough cost estimates depending on the direction received from the County Board. Rhineberger added improvements could lead to increased operations and the need for additional staff members.

Environmental Health Supervisor Ned Pettit stated the current area is very congested and it is difficult to keep an eye on the entire facility. Daleiden questioned if there are funding sources available to help cover the cost of the proposed improvements. Rhineberger stated funding sources are still being researched.

Husom suggested utilizing the current tipping floor area. Rhineberger stated the tipping floor area location makes it difficult to monitor all areas of the facility. Operations would be spread out more than they are currently. Rhineberger stated improvements are needed and it is not an option to do nothing.

Kaczmarek questioned if the hangar is enclosed if there would be a need for an exhaust or ventilation system. There is a system in the Process Building that monitors air quality. Husom asked if it would be possible to move the system to another location. Tom Shustarich of Stantec stated the option could be explored.

Kaczmarek stated he is interested in the cost of a new facility at the current site or in another location. Daleiden stated he would like to review all of the options and funding sources available. Daleiden added he would also like to know the current energy costs compared to estimated costs for a new building. Facilities Services Director Alan Wilczek stated approximately \$27,000 was spent for propane at the site last year.

Daleiden stated he believes the two best options would be building a new facility on the north side or enclosing the hangar. Kaczmarek stated he does not know if the hangar can be enclosed efficiently. Kaczmarek stated he would like to explore other locations as well. Husom added it does not have to be the only Compost and Recycling Facility; the addition of another smaller facility in the county is an option as well. Rhineberger added a facility needs to be centrally located. Kaczmarek stated there is a market for drive-on platform scales and asked staff investigate the possibility of auctioning the scale.

RECOMMENDATION: Staff will look into the possible auction of the scale. Stantec will provide cost estimates for building a new facility on the north side of the property and for enclosing the hangar. A Committee of the Whole meeting will be scheduled once cost estimates are prepared.

IV. Aggregate Tax Update

Auditor/Treasurer Bob Hiivala stated aggregate material is nonmetallic natural mineral aggregate including but not limited to sand, silica sand, gravel, stone, boulders, crushed and uncrushed rock, including landscape rock, riprap, crushed granite, crushed limestone and borrow, but only if transported on a public street or highway. No tax is required

when a governmental unit removes aggregate for its own use or hires a contractor to remove and crush for the governmental unit's own use. The collection of aggregate material is the responsibility of the county auditor in each county that imposes the tax on its aggregate operations.

Minnesota Statute 298.76 was established in 1980. Hiivala explained the changes that were made to the statute in throughout the years. Currently, the county auditor may retain an annual administrative fee of up to 5 percent of the total collected in any year. The total tax collected excluding the administrative fee must be distributed as follows: 42.5 percent to county road and bridge fund, 42.5 percent to the city or town in which the mine is located, and 15 percent to a special reserve fund for restoration.

Hiivala explained the auditor's responsibilities and issues associated with auditing compliance. Hiivala presented an audit planning starting point; steps include:

1. Start with a letter letting haulers and operators know that more information will be requested
2. Select a few haulers and operators to start with (random or largest first)
3. Collect the past year's quarterly reports
 - a. Summarize the total gravel, sand, crushed rock, limestone – all non-agricultural crushed granite, and borrow for 2021 from the quarterly reports submitted to the County
 - b. Recalculate the gravel tax charged on the items listed above and determine if it was calculated in accordance with Minnesota Statute 298.76 based on the percentages identified in the applicable statutes
 - c. Compare the amounts calculated to the amounts remitted to the county and report any differences
4. Inquire of the operator, producer, or importer selected for testing that the entity is not charging the aggregate tax on the following items: black dirt/clay, crushed concrete, crushed asphalt, agricultural limestone, dimension granite, and dimension stone.
5. Inquire of the operator, producer, or importer whether they own the pit, or provide royalty statements.

Daleiden asked if importers have to pay tax twice. Hiivala responded if a neighboring county does not charge aggregate tax, the county into which it is imported can charge tax. If the county the materials are coming from charges aggregate tax, then the county which it is imported cannot charge the tax again.

Kaczmarek questioned if the county wants to continue collecting the aggregate tax because it is optional. Kaczmarek stated the Highway Department calculated it is receiving approximately \$80,000 from the aggregate tax per year. Kaczmarek stated he calculated the Highway Department received approximately \$140,000 last year. Kaczmarek questioned how much of the funds can be used for Hiivala's efforts. Hiivala stated the Finance Department completes the mailing and correspondence with townships. If the aggregate tax is stopped, there will be no revenue for projects. Kaczmarek stated constituents would like to ensure the tax is fair and consistent. Kaczmarek stated a policy needs to be developed and an inventory of pits needs to be completed.

Rhineberger stated the county must define what an abandoned pit is. Rhineberger stated there is an inventory of pits and the county solicits information from the townships. Daleiden suggested sharing the inventory with townships for verification. Daleiden also suggested verifying the county is enforcing existing Conditional Use Permits (CUP).

RECOMMENDATION: Staff will develop an abandoned pit definition.

V. Fairground Roofs

Kelly stated staff is seeking direction from the County Board on how to proceed with roof replacements at the Wright County Fairgrounds. According to the lease agreement, the Fair Board is responsible for the repairs. Risk Manager Tim Dahl stated the deductible is \$5,000. The weather claim covered the buildings maintained by the Ag Society and the Historical Society. A quote was received from the Ag Society in the amount of \$19,600 for steel replacement roofs, which is higher than the insurance proceeds. The lease agreement states any work in an amount more than \$10,000 must be presented to the County Board for approval prior to commencing work. The lease agreement is unclear on what roles each party is responsible for. The agreement states the county will work with the Ag Society to determine next steps to repair the property.

Daleiden questioned why the quote is more. Dahl responded the quote is for a steel roof, rather than an asphalt roof. Dahl stated a revised estimate will be completed soon. Wilczek stated there was approximately a 30 percent increase in

cost from the estimates received last year. Daleiden stated he understood the county was responsible for the Historical Society buildings at the fairgrounds. Wilczek stated he has proposals for the schoolhouse, Octagon Building, restroom, and the dairy barn. A metal roof has been requested for the dairy barn.

Husom stated the county owns the property, but the Ag Society owns the buildings. Chief of Civil Division Attorney Greg Kryzer stated the county could sell the property to the Fair Board. Dahl added a provision could be added that if the property is sold, the county would have the first opportunity for re-purchase. Kaczmarek questioned who pays the deductible. Dahl stated at this point, it is absorbed in the claim and will be determined based on the direction of the County Board.

Kaczmarek questioned if the lease could be revisited. Kryzer stated the lease could be modified at any time if both parties agree. Kaczmarek also questioned if a public hearing would be needed if the property is sold to the Fair Board. Kryzer stated he will research the matter.

RECOMMENDATION: Schedule a Committee of the Whole meeting with the Fair Board.

VI. New Government Center Update

Wilczek stated the move went well. There are still contractors on site working on some items. The License Center signage was delivered in the wrong color. It was returned to the vendor and is expected to be corrected and installed soon.

The technology in the board room is nearly ready. The lighting programming needs to be integrated to accommodate meetings at different times of the day. Wilczek stated there are some options to pursue with the backdrop of the county board room. A different grout color could be used, or a different logo could be used. Daleiden suggested discussing the topic further at an upcoming board meeting or at the workshop in May. Kelly stated changes to the backdrop may shut down the room again. Kaczmarek stated a contractor he spoke with stated the county approved the design. Wilczek stated the line is the result of an angled wall. Any changes would be at the county's expense.

The HealthPartners Clinic is open and operating on Mondays, Wednesdays, and Fridays. Construction on the Dental Clinic will begin on Monday, April 11 and is expected to last until the fall. Most of the landscaping is completed. Replacement trees are needed, and the visitation play space still needs to be installed.

Wilczek stated staff is still on site at the old Government Center building to monitor systems. Daleiden asked that staff research prices for auctioning old office furniture. Wilczek questioned if staff should work on disposal of all building items or waiting to see what could happen with the building. Daleiden suggested reaching out to other governmental agencies to see if there is interest in office furniture. Kaczmarek stated a live auction would be cheaper than an online auction.

Wilczek questioned if the furniture needs to be removed from the Human Services Center. Daleiden stated Wright County Community Action will be taking some office furniture. Daleiden stated he does not think it is worth staff time to move the old furniture to another location. Wilczek stated anything of value will be brought to the old Government Center and will be part of the sale process. Kaczmarek questioned what Wright County Community Action did with the appliances from the jail kitchen. Daleiden responded the appliances are in Montrose for a food rescue program.

Wilczek questioned how the commissioners would like to solicit users for the café space in the lobby of the new Government Center. Daleiden suggested discussing the topic at the May workshop. Kaczmarek recommended sending out a survey to find out what employees would like in the space.

RECOMMENDATION: Staff will contact Wright County Townships and governmental agencies to gauge interest in old office furniture (chairs, tables, and cubicles). Staff will provide the commissioners with options and costs to redo the backdrop in the new boardroom.

PERSONNEL COMMITTEE (4/14/2022)

Kaczmarek questioned when the Enterprise Resource Planning (ERP) system will be implemented. Kelly responded the first phase is slated for implementation in October. The second phase will be implemented in 2023. Kaczmarek said the minutes state the Finance Department needs a Senior Accountant, and the position is not included in the list of staff

requests approved during the budget cycle. Vetsch stated the department requested two Senior Accountants but only one was approved. Daleiden stated the ERP system may make things more efficient. Kaczmarek stated he would like to wait and see if positions are needed rather than hire based on an anticipated need.

Vetsch stated new positions are not being created. A part-time employee's hours will be increased for a period of 60 days to help with the transition. Meyer added weekly meetings are being held to discuss tasks that are possible to be transferred from Health & Human Services to Finance. The increase in hours is to help with Health & Human Services tasks. Meyer stressed the additional hours are needed. Meyer stated a Senior Accountant will be needed in the future and the level of work is available for the position. Kaczmarek questioned how the Staff Accountant and Health & Human Services Account Tech position compare. Meyer stated Staff Accountants have a higher level of work and responsibility.

Vetsch moved to approve the Thursday, April 14 Personnel Committee Minutes. The motion was seconded by Daleiden and carried 5-0.

I. Discussion Regarding the Process for Replacing Future Accounting/IT Staff Positions

County Administrator Lee Kelly said there was an Account Tech job opening in Health & Human Services (HHS) and it was determined there should be a pause placed on the hiring due to the ongoing discussion regarding centralization of functions for accounting and Information Technology (IT) positions. Discussions have taken place as to whether this position would be best suited to be moved to a centralized Finance or remain in HHS and where the job duties of that position would best align.

Commissioner Darek Vetsch said the positions in question are akin to pieces of a puzzle, adding that it isn't a matter of if these positions will be moved into Finance and IT, but when it will happen. Vetsch said a technical conversation needs to take place as to what positions are needed in HHS from the budgeting perspective and what positions can be shifted over to centralized fiscal control and management. He added that the current open position is essentially being held hostage while discussions take place to determine where is the best fit.

HHS Director Jami Goodrum added that there will be considerations due to the unions involved and the department employees coming from different unions. Goodrum said she had believed that the transition was going to be strategic and when the transfer of positions made sense – each instance looked at on an individual basis – but the current process seems very unwieldy. Vetsch said he hoped to have a more progressive timeline, but that remains in limbo until the union questions are resolved.

HHS Business Manager Christine Partlow stated she has met with Finance Director Lindsey Meyer and Assistant Finance Director Heather Lemieux on a weekly basis since the process began and it has been very labor-intensive. Goodrum said certain tasks have been able to be transferred. Partlow added there is a difference between centralized services and those that are HHS-driven. She added that, on the fiscal side of the department, most of the Full-Time Employees (FTEs) in question will be working on HHS-generated tasks and not those generated from Enterprise Resource Planning (ERP). She said some employees will be working on tasks that align with ERP, but also tasks specific to HHS to continue to provide a quality level of service.

Vetsch said it isn't the goal to centralize based on job classifications, it should be based on functionality. Partlow said there has been a lack of communication with HHS in terms of meetings scheduled to discuss centralization, and trust was lost in the process. She said, from the HHS employee perspective, the Finance Department's reclassification of accounting technicians to staff accountants has created a divide between the Finance team and the HHS team.

Partlow said HHS went forward with the process of requesting board action to fill a vacancy and posted for the position, but the item was pulled from a County Board agenda without any discussion. Meyer said there are more opportunities for discussion. Goodrum added that this meeting will hopefully open the door to having HHS personnel more involved in those discussions. Vetsch said he is willing to be more involved in future discussions but stressed that the proposed changes don't have to be all-or-nothing. He added the HHS fiscal team will not grow any larger than it currently is.

Vetsch said that positions like that of HHS Technical Supervisor Jim O'Dell may remain in HHS as well as other employees. Partlow stated she has asked Fomby to lead centralization discussions at Management Review Team (MRT) meetings but that has not occurred. Fomby said each ISS has been asked to log what they do in terms of HHS work and IT work. Vetsch said he has received mixed messages throughout this process, adding that these discussions are intended to achieve the functionality that is needed with these positions.

O'Dell said there is a lot of product ownership work done by the ISS team and HHS oversees multiple products for the different sections of the department and have built relationships with the vendors. If there are changes in leadership, there can be shifts in loyalties and things don't get done with the required levels of efficiency and accountability. Staff were asked to separate things they do for product ownership by HHS versus things that are traditional IT support functions. He said HHS has one person assigned each day to IT support that rotates daily. There is also a backup. Two positions are doing full-time IT support, but it is rotated between employees. Much of the work is designed to very specific HHS superuser functions.

Vetsch said what needs to be created are lanes of functionality considered to be HHS software utilization positions as opposed to IT tech support and delineate that. He said currently, all ISS employees are lumped into the same job description despite providing different services. Vetsch said he needs to know the percentage of work an ISS does that is for HHS superusers versus IT work to make an informed decision. Meyer discussed several of the software systems and programs run by HHS and whether they are programs exclusively for HHS. She stated if the knowledge and expertise required to operate and maintain them are done in a non-central department where the other departments can't glean any of the knowledge or utilization of those systems because of how they're structured.

Vetsch said there has to be a solution that doesn't leave one department negatively impacted, but he stressed that lanes of functionality need to be created from a fiscal and technology perspective to determine what moves in personnel need to be made to meet the county's centralization goals. Meyer said discussions have been had how to delineate what department an employee belongs in and said ERP would be a good place to start. If those responsibilities would align with the duties within the ERP system, that employee belongs in central Finance. Meyer said the difficulty she has with taking on additional responsibility is doing so without additional support, adding that there is a lot of training that needs to go into transitioning employees. Partlow said the best time to make an employee transition is during those times of attrition when a vacancy opens.

Meyer said that whenever there is a resignation or retirement of a position that Finance and HHS meet to develop a proposal of where that position should logically land. Vetsch said that ERP needs to get up and running and then ensure an employee's job description fits the work they perform. Meyer expressed it is necessary to have the correct level of position to conduct the work needed. Assistant Finance Director Heather Lemieux added that the Finance Department is in need of a Senior Accountant.

Sheriff Sean Deringer said he's proud of the leadership team and its ability to sit at the table and discuss issues but said that ERP has been hanging over many decisions. Deringer said the county may still be year out from implementing ERP and questioned why decisions need to be made at this point. Vetsch said the problem is that the county has grown in siloed conditions and not as a cohesive unit. He said the goal is to identify commonalities and centralize that common ground. Deringer said the only potential benefit to his office would be real-time reporting and he isn't sure ERP will provide that. Vetsch said ERP won't dramatically change the day-to-day operation of the Sheriff's Office. Its value is the centralization and sharing of information, which is immensely important on the fiscal side of the operation for Administration and Human Resources.

Daleiden said that just because the county has operated the way it has for so many years doesn't mean it's the right way for a county that has grown as much as Wright County has. He said the county can't continue to hire people without technology and technology is the only way to become more efficient. Daleiden also expressed concern about the amount of technology that is only available to HHS employees. He has long been concerned that departments went into business for themselves in terms of the technology they possess and that there needs to be a centralized place for this technology to be made available. He said the process won't be easy, but the county is in a new era. For the first time in more than

20 years, all county government is located on one campus. IT should be able to its job more efficiently having all departments in close proximity.

Deringer said department heads appear willing to work together to make ERP effective, but to date, the conversation has been a one-way pipe of getting information out. He added openness and transparency are critical to the success of ERP. Goodrum said the ability to direct work is important and that one department head's priority won't be the same as another's.

Vetsch said he would like to hold off on the IT request for additional new employees so he can have discussions on how that would fit into the lanes of functionality and determine what is traditional IT help and software support for an individual department. Fomby noted he was approved for three new positions in the 2022 budget. Two of these have been filled. He would like to fill the remaining position with a Developer. The consensus was to recommend hiring of this budgeted position.

Vetsch said the immediate problem is ensuring work is being completed in the interim. Partlow said there is a half-time employee is interested in a fulltime position. She suggested allowing that employee to increase work time while the hiring process is going on. Such temporary time increases have been done in the past with Social Workers, so there is a precedent.

Goodrum asked that if there were another vacancy, she would like to work with Meyer to formulate a plan as to where that employee will be placed. Vetsch said communication is key because it has clearly been a pinch-point. He suggested that Kelly and the Personnel Committee members remain apprised of those conversations.

RECOMMENDATIONS:

1. **Leave HHS Account Tech position unfilled.**
2. **Authorize Finance to add a Staff Accountant.**
3. **Authorize HHS to temporarily increase the hours of a current .5 FTE Account Tech to a .8 FTE until June 30, 2022.**
4. **Authorize hire of IT Developer position.**

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

Centralization Meetings. Meetings have been held to discuss centralization with Health & Human Services. Input and feedback have been taken into consideration.

Aquatic Invasive Species (AIS) Advisory Board. Husom and Wetter attended the meeting. The inspection program and increased costs were discussed. The board discussed methods to increase the decontamination numbers through monetary incentives. CD3 cleaning stations still need to be mounted on Pleasant Lake. A CD3 cleaning station may be located on Lake Pulaski in the future.

Township Officers Meeting. Valuation increases were discussed. Officer elections were held. There was discussion about the Minnesota Association of Townships meetings not being open to all members.

Highway 55 Coalition. Updates were provided from different agencies. House File 339 requests funding for four lanes from Arrowhead Drive to Highway 19 in Corcoran. Resurfacing will be done in the Annandale area. Minnesota is slated to receive \$6 billion from the federal government for road and bridge infrastructure.

Central Mississippi River Regional Planning Partnership (CMRP). Vetsch attended the executive committee meeting to discuss scaling back the workplan.

Community Health. Husom stated innovation grants are available to help assess public health needs.

The meeting adjourned at 11:02 a.m.

County Board Minutes submitted by Elizabeth Clow, Business Analyst.