



**BOARD MINUTES**  
**BOARD OF WRIGHT COUNTY COMMISSIONERS**  
**MARCH 16, 2021**

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 3-2-21 MEETING**

Husom moved to approve the minutes from 3-2-21. The motion was seconded Vetsch and carried 5-0.

**AGENDA**

Daleiden stated he would like to add, Item C. under Items for Consideration, regarding future plowing and mowing contracts.

Vetsch moved to approve the Agenda with the addition of Item C. regarding plowing and mowing contracts. The motion was seconded by Wetter and carried 5-0.

**CONSENT AGENDA**

Kaczmarek moved to approve the Consent Agenda with the removal of Item E2. (Sheriff's Office backfill position) for discussion. The motion was seconded by Wetter. The motion failed, 2-3.

Vetsch moved to approve the Consent Agenda as presented. The motion was seconded by Husom and carried 4-1 with Kaczmarek voting against it.

**A. ADMINISTRATION- HUMAN RESOURCES**

1. Request approval and authorization of signatures of a memorandum of agreement (MOA) to allow Minnesota Public Employee Association (MNPEA), Teamsters Local 23, and Non-Union (Exempt) employees to donate accrued Vacation/PTO to Civilian Corrections Officer Jessica Triplett
2. Request approval and authorization of signature of a memorandum of agreement (MOA) to allow Wright County Deputies Association (WCDA) members to donate accrued vacation time to Sheriff Deputy Joseph Adams
3. Request approval of a memorandum of understanding (MOU) between the International Union of Operating Engineers Local 49 and Wright County for ten-hour workdays for the Highway, Survey, and Parks & Recreation staff members

**B. ADMINISTRATION- FINANCE**

1. Approve budget adjustment for Administration of \$2,000 from Operating Supplies to Small Equipment  
01-031-000-0000-6411 Operating Supplies- \$2,000  
01-031-000-0000-6480 Small Equipment- \$2,000
2. Approve the budget amendments as attached  
The Land Records staff moves to the Recorder's budget under a new program code 044 (01-101-044). The recording of the mortgage registration and deed tax will now be collected in the Recorder's Office
3. Approve transfer of \$1,020,000 from fund 34-150-CIP Levy Stabilization Fund to 34-170-CIP Technology Fund  
34-150-000-0000-6910 transfer out \$1,020,000  
34-170-000-0000-5910 transfer in \$1,020,000
4. Acknowledge Warrants issued between February 24, 2021 and March 9, 2021 (See below, Item X. Warrants)

**C. HEALTH & HUMAN SERVICES**

1. Position replacement
  - A. Office Technician I
  - B. Office Technician II

**D. INFORMATION TECHNOLOGY**

1. Refer to 3-4-21 Technology Committee:
  - A. Project updates
    1. CAMA
    2. Admin- Event Scheduler
    3. HHS- Contact Management Center
    4. Admin- Government Center
    5. EDMS- Recorders- Historical Scanning
    6. ERP
  - B. Solution Architect Updates
    1. 0365
    2. ECM
  - C. New project requests
    1. Attorney MNCIS Court Notices- Document interfaces
  - D. 2021 Project Summary
2. Approval of Insight CISCO quote for purchase

**E. SHERIFF'S OFFICE**

1. Approve and sign the 2020 Emergency Management Performance Grant (EMPG)
2. Position backfill: one Deputy FTE due to a retirement (Tabled from March 2, 2021)

**TIMED AGENDA ITEMS****REUBEN PENSKE, ROVER SERVICE DOG OUTPOST, HEART IN AMERICA**

Penske summarized the history of Rover Service Dog Outpost. He said he was injured and his dog, Rocket Blondie, was able to help him heal from his trauma by being his alert dog. Penske started a non-profit to help disabled veterans, law enforcement, and autistic children who would benefit from having a service dog. Penske asked for permission to do an outreach program in a few of the County's parks.

Daleiden explained to Penske he would have to speak with Parks & Recreation Director Marc Mattice to set up an outreach program at the County parks. He also explained to Penske that the only way he could spend the night would be at one of the campsites. Daleiden also recommended speaking with Veteran Services Officer Greg Pickard regarding finding a veteran that would benefit from having a service dog.

**ALICIA O'HARE, WRIGHT SOIL AND WATER CONSERVATION DISTRICT**

Mississippi- Saint Cloud One Watershed One Plan Planning Application and South Fork Crow One Watershed One Plan Planning Application

O'Hare discussed the One Watershed One Plan with the board. She reminded the board there are three major watersheds in Wright County. She said the Board of Soil and Water Resources is planning on the Major Watershed Scale instead of the County Scale. It has been discussed between members to split it into two major watersheds for consistency. This would limit planning partners, meaning there wouldn't be as many counties involved, making it more efficient.

Wetter is on the One Watershed One Plan Committee and she said she supports the boundary change because it will be easier to work with a smaller group.

**Resolution to support boundary change**

Wetter moved to support the boundary change. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

**Resolution to support planning application**

Vetsch moved to support the planning application. The motion was seconded by Husom and carried 5-0 on a roll call vote.

Identify potential Policy Committee member for Mississippi- Saint Cloud

Wetter volunteered to be a Policy Committee member. Vetsch moved to appoint Wetter to the Policy Committee for Mississippi- Saint Cloud. The motion was seconded by Kaczmarek and carried 5-0.

Identify potential Policy Committee member for South Fork Crow

Wetter volunteered to be a Policy Committee member. Vetsch moved to appoint Wetter to the Policy Committee for South Fork Crow. The motion was seconded by Kaczmarek and carried 5-0.

**PUBLIC HEARING ON ORDINANCE AMENDMENT 21-2A, AMENDMENT TO THE SUBDIVISION ORDINANCE**

Civil Division Chief, Greg Kryzer stated this was follow-up to the recent change in duties between the Finance Department and the Records Office. The Land Records Management Department moved to the Records Office and the planning process is being streamlined.

Daleiden opened the public hearing. No one from the public came forward to speak regarding the ordinance.

Vetsch moved to approve Ordinance Amendment 21-2A, to Land Records. The motion was seconded by Husom and carried 5-0 on a roll call vote.

**CHAD HAUSMANN, HIGHWAY DEPARTMENT**

Award Contract No. 2101, 2021 Pavement Preservation Contract to Knife River Corporation of Sauk Rapids, MN. It is recommended to award the contract to the low bidder Knife River Corp. in the amount of \$7,287,860.38

Hausmann discussed the bids the Highway Department received for the Pavement Preservation Contract with the Board. The Highway Department opened bidding on March 4, 2021 and is recommending the low bid from Knife River Corporation be awarded the contract. This also includes an alternate bid for the Crow River Regional Trail paving for the Parks & Recreation Department. The project funding includes over six million in State Aid Funding, \$911,000 in Local Levy and more than \$323,000 for the Parks & Recreation Department's alternate bid.

Vetsch moved to award Contract No. 2101 to Knife River Corporation in the amount of \$7,287,860.38. The motion was seconded by Husom and carried 5-0.

Award Contract No. 2102, 2021 Seal Coat Contract to Allied Blacktop Company of Maple Grove, MN. It is recommended to award the contract to the low bidder Allied Blacktop Co. in the amount of \$535,945.15

Hausmann discussed the bids the Highway Department received for the Seal Coat Contract. The Highway Department opened bidding on March 4, 2021 and is recommending the low bid from Allied Blacktop Company be awarded the contract.

Vetsch moved to award Contract No. 2102 to Allied Blacktop Company in the amount of \$535,945.15. The motion was seconded by Kaczmarek and carried 5-0.

Award Contract No. 2103, 2021 Pavement Markings Contract to AAA Striping Service Company of Saint Michael, MN. It is recommended to award the contract to the low bidder AAA Striping Service Co. in the amount of \$419,800.00

Hausmann discussed the bids the Highway Department received for the Pavement Markings Contract. The Highway Department opened bidding on March 4, 2021 and is recommending the low bid from AAA Striping Service Company be awarded the contract. This bid came in under budget which gives the Highway Department leeway for any extra striping emergencies that come up throughout the year.

Vetsch moved to award Contract No. 2103 to AAA Striping Service Company in the amount of \$419,800.00. The motion was seconded by Husom and carried 5-0.

**ITEMS FOR CONSIDERATION****3-9-21 COUNTY BOARD WORKSHOP MEETING MINUTES**

Vetsch moved to accept the County Board Workshop meeting minutes from 3-9-21. The motion was seconded by Wetter and carried 5-0.

**I. Dental Clinic**

*Discussion regarding the selection of a general architect versus a dental architect took place between the Board and CEO of Community Dental Care (CDC) Karen Kleinhaus. There was a memorandum in the Boards packet with pertinent information from Flaherty Hood P.A., regarding the dental clinic project. There are several options to consider before moving forward with the project.*

**RECOMMENDATION:**

***The Board requested Community Dental Care provide names of at least three different architects that are well versed in dental clinics. The Board will also provide names of a few additional architects to get a better range on pricing. The architect with the lowest bid will be chosen whether it is an architect that specializes in dental clinics or not.***

**II. Investment Policy**

*Auditor/Treasurer Bob Hiivala gave the Board an update on the Investment Policy. A fixed income portfolio was distributed to the Board with information regarding the County's current investments through UBS Investment Banking Company. Hiivala broke down the bond summary and bond holdings for the Commissioners.*

**RECOMMENDATION:**

***Informational only.***

**III. Overview of Ditches**

*AG & Drainage Coordinator Matt Detjen introduced the new County AG Inspector Cody Lehn. Lehn informed the Board that he started with Wright County, October 2019 in the Parks & Recreation Department.*

*Detjen sent documents to the Board regarding the 2021 County Ditch Master Plan which is on SharePoint and can be updated in real time. The Board asked questions regarding specific ditches which Detjen not only answered but was able to show the Board in the documents.*

**RECOMMENDATION:**

***Informational only.***

**IV. Justice Center Virtual Tour**

*A/V Technician Frank Petitta shared the video of the Justice Center, that he had created. The video is about 10 minutes long and goes through the public spaces at the Justice Center.*

**RECOMMENDATION:**

***County Attorney Brian Lutes recommended sending him the link to the video so he can share it with Judges. Lutes wanted to make sure there are no concerns regarding the safety of staff and security of the Justice Center, before it is published, for public viewing.***

**V. Clean Car Standards Discussion**

*Wetter said Minnesota needs to decide on the California Rule which is very strict or the Federal Environmental Protection Agency (EPA) Rule regarding the Clean Car Standards. She explained the Minnesota Rural Counties (MRC) is proposing to adopt the Minnesota Clean Car Rule without consulting the Legislature and encourages the Walz Administration to withdraw the proposed rule and submit the issues for Legislative review.*

**3-9-21 COUNTY BOARD WORKSHOP MEETING MINUTES (CONT.)**

*George Salonek from Buffalo said Minnesota doesn't need to rush to be like the East or West coast. He said the battery-operated cars will still give off pollution it will just be a different kind of pollution.*

**RECOMMENDATION:**

*The Board recommended sending a letter to MRC encouraging a more open discussion with the Legislature rather than have it administratively enforced. County Administrator Lee Kelly will reach out to MRC to clarify if the letter should be sent directly to them.*

**VI. Allina Donation Discussion**

*Husom met with the President of Allina Clinics Kelly Spratt and Wellness Coordinator Mona Volden regarding Wright County being involved with a memorial for the victims of the Allina Clinic Buffalo shooting that occurred on February 9, 2021. The discussion is in the beginning stages regarding what type of memorial Wright County could donate. Wright County would likely do a memorial as a collaborative effort with the City of Buffalo. The Board gave ideas of where the memorial could be and what type of memorial it could be.*

**RECOMMENDATION:**

*Informational only.*

**VII. City of Clearwater Letter of Support**

*Vetsch informed the Board that the City of Clearwater reached out to him, asking for a letter of support from the Board requesting a Long-range Transportation Study and Corridor Study from County Road 7 to County Road 75. The potential upgrades to the Clearwater Bridge are coming up in 2028 and the city wants to develop a long-range plan.*

**RECOMMENDATION:**

*Daleiden asked Kelly to reach out to Highway Department Virgil Hawkins and discuss sending a letter in support. Daleiden suggested sending two letters, one from the County Board and one from the Highway Department.*

*The meeting adjourned at 11:42 AM.*

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

**ADMINISTRATION****New Government Center Level 0 space discussion**

Kaczmarek said he spoke with County Administrator Lee Kelly, other county staff members, Community Dental Care (CDC), and other dental clinics in the area regarding the dental clinic that is planned for inside the Government Center. Kaczmarek said while speaking with CDC he was informed the first meeting between the County and CDC was September 2018.

The initial cost to build and equip the new Government Center for a dental office was proposed at \$2.4 million with the possibility of grants up to five million. Kaczmarek said the grant is an application process and the County is not guaranteed the money.

Kaczmarek informed the rest of the Board that there are other providers that provide the same services. He said there is a mobile dental clinic that comes to Buffalo once a month and if a procedure can't be done in the mobile clinic the patient is then referred to the regular clinic in Hennepin County.

There is not a signed lease agreement or contract with CDC. Kaczmarek said he does not support going any further with building a dental clinic in the Government Center. He said the most fiscally responsible thing to do at this point is to leave the space open but bring it up to code, until a better proposal comes along.

Vetsch said if Kaczmarek wants to table the discussion and search for other providers he would be okay with that. However, if Kaczmarek wants to table it indefinitely, it would likely kill the County's chances of future bonding from the Legislature in Wright County.

Kaczmarek moved to stop pursuing the dental clinic located in the Government Center any further. The motion failed, due to the lack of a second.

Director of Public Health Sarah Grosshuesch gave statistics to the board regarding medical and dental insurance and how the dental clinic will benefit those who don't have insurance.

#### Schedule Committee of The Whole to discuss School Resource Officer Contracts

Kelly said the Buffalo Schools reached out and asked the County to reconsider the School Resource Officer (SRO) Contracts for the upcoming school year. Kelly thought it would be a good idea to schedule a Committee of The Whole (COTW) in the upcoming weeks to address the contracts prior to the schools working on the budget for next year. There are approximately 12 SRO's, with a contract cost of \$43,764 each. It is planned that these contracts would increase for the upcoming school year by \$5,000, and an additional increase of \$10,000 for the following year.

Vetsch moved to freeze the School Resource Officer Contract rate at \$43,764 each for one year. The motion was seconded by Husom and carried 5-0.

#### Department budget review

Information Technology Director Matthew Fomby reviewed the Information Technology budget with the Board. Kaczmarek said IT had a budget of \$21,000 for overtime in 2020, but the amount spent on overtime was \$73,885.27. Kaczmarek said there are 18 employees in IT and of those 18, five of them made between \$4,000 and \$8,000 dollars in overtime. One full-time employee made \$33,369.10 in overtime. Kaczmarek asked if any of those employees were administration staff or supervisors, Fomby clarified none of the employees mentioned were supervisors.

Fomby said the Personnel Budget was at \$83,036.54 which is under budget. Fomby explained that at times staff can flex hours by coming in early or staying late but that is not always feasible when working on special projects.

#### State and Local Coronavirus Fiscal Recovery Funds discussion

Kelly said the American Rescue Plan has made it through the House, Senate and President Biden has signed it. Several agencies are working on trying to figure out what exactly that means for counties. Kelly said \$61.5 billion will be distributed amongst different counties. Wright County will see the first allocated amount in about 60 days. Then, the second allocated amount will be about a year from now. Some planning from the Board will need to be done to get input on how the County wants to move forward.

Vetsch suggested discussing the allocated funds at a COTW meeting.

Husom moved to set a Committee of The Whole meeting at 10:30 A.M., March 23, 2021. The motion was seconded by Vetsch and carried 5-0.

#### Future Plowing and Mowing Contracts

Daleiden reminded the Board that Kaczmarek had brought up plowing and mowing contracts at a previous Board meeting. Daleiden said because the County will now have one campus it may be beneficial to look at the plowing and mowing contracts to see if any money can be saved. Daleiden suggested discussing this at a COTW meeting in mid-April, giving everyone involved time to prepare.

### **ADVISORY COMMITTEE/ADVISORY BOARD UPDATES**

Highway 12 Coalition. Kaczmarek said there will be a detour planned from May 2021 to September 2021, south of Highway 12, from County Road 6 going towards Maple Plain.

Farm Bureau Fundraiser at Cub Foods. Kaczmarek, Vetsch and Wetter attended the fundraiser for the food shelf at Cub Foods in Buffalo. The three Commissioners were against the State Representatives. The Commissioners gathered \$1,630 worth of food, with a total weight of 934 pounds, beating out the State Representatives. All the food went to Wright County Community Action (WCCA) and the food shelf in Rockford.

Solar Work Group. Kaczmarek and Vetsch attended the Solar Group meeting. The group is working on a proposal for the surety deposits for when companies want to pay for the permit for solar farms.

Minnesota Rural Counties. Kaczmarek attended the meeting. Twelve counties signed the Clean Car Act resolution, and seven counties chose to adopt a letter to send instead.

Buffalo Safe Schools. Husom attended the Safe Schools meeting. Buffalo Schools have welcomed the kids back to school full time.

Central Minnesota Jobs and Training Joint Powers Board. Husom attended and welcomed two new Commissioners to the Board. The unemployment rate in Wright County is at 4.4 percent which is slightly below the average in Minnesota which is 4.6 percent.

Safe Community Wright County. Husom said there was discussion regarding speed and distracted driving which continues to be a problem in the County. April 5, 2021 through April 30, 2021 will be the Distracted Driving Enforcement. There will be a Just Drive event April 24, 2021 from 9:00 A.M. until 12:00 P.M. at the Monticello Middle School. It's a family event and free to the public. There was also discussion regarding the Federal Safety Grants for some upcoming projects in Wright County one of which is a roundabout in Buffalo.

Public Works Labor Management Meeting. Husom said there were 100 picnic tables rebuilt for the parks. There is also a new cabin in Ney Park. The parks and trails use has been higher due to the pandemic. The Department of Transportation inspections have started. There was a drive through vaccine clinic that gave 600 vaccines.

Mental Health Taskforce. Daleiden attended the meeting on March 9, 2021. Mental health issues are still a big problem in the County and State. There are still a lack of beds and many don't have insurance to get the help they need.

Parks & Recreation. Daleiden said the campgrounds are filling up fast and with the Governor's new order additional campsites will be open.

Central Mississippi River Regional Planning Partnership (CMRP). Vetsch attended the CMRP meeting. The second round of engagements are wrapping up and the group is putting together a workshop for discussions regarding the next steps with hopes this will be the first in-person meeting.

Lake Charlotte & Lake Martha Subordinate Sewer District. Wetter said there was an assessment of \$3,000 each which covers the deficit. Discussion regarding what the money should be used for took place. The question was posed, should the money go back to the people or should it be put in a fund and used for unforeseen issues

North Fork One Watershed One Plan. Wetter attended the March 3, 2021 meeting. The Wright County Soil and Water Conservation District (SWCD) is the grant holder of the money. At the meeting Officers were chosen and there was discussion because any project over \$50,000 must go before the Board for approval and there are timing issues due to the SWCD only meeting every four months.

Centra Minnesota Council on Aging. Wetter said Accessory Dwelling Units (ADU's) are a part of the landowner's detached unit to help seniors who need care or housing for a relative, friend or caregiver for the landowner.

Association of County Administrators. Kelly has been receiving calls regarding what is happening with the legislature.

Trailblazer. Kelly said the bus expansion project is nearly complete other than some pavement. Work on closing out the finance for the project is being done.

Economic Development Authority. Kelly said he is making sure everyone is ready for the presentations as well as ongoing work with the ERP project.

The meeting adjourned at 11:01 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist

DRAFT