



**BOARD MINUTES**  
**BOARD OF WRIGHT COUNTY COMMISSIONERS**  
**MAY 4, 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 4-27-21 MEETING**

Husom moved to approve the minutes from 4-27-21. The motion was seconded by Wetter and carried 5-0.

**AGENDA**

Vetsch moved to approve the Agenda. The motion was seconded by Husom and carried 5-0.

**CONSENT AGENDA**

Kaczmarek requested to pull Item A3 (Administration – Finance, Warrants) for further discussion and clarification. Wetter requested to pull Item D1 (Recorder) for further discussion.

Kaczmarek moved to approve the Consent Agenda with the removal of Items A3 and D1 for discussion. The motion was seconded by Wetter and carried 5-0.

\* Item A3 and D1 for discussion.

**A. \*ADMINISTRATION- FINANCE**

1. Approve Budget Amendments – Auditor/Treasurer is receiving a computer replacement. This budget amendment is needed to increase the budget to accommodate the additional expense of approximately \$1,700
2. Approve transfer of \$5,000 from Health & Human Services – Social Services to the Court Services in the general fund: 11-430-700-0000-6910 transfer out \$5,000, 01-025-000-0000-5910 transfer in \$5,000
3. Acknowledge Warrants issued between April 21, 2021 and April 27, 2021 (See below, Item IX. Warrants Issued)
4. Approve 2021 Tobacco License for Midwest Investment, LLC DBA Mini Mart #13 (City of Maple Lake) for the license period May 4, 2021 through December 31, 2021

**B. HEALTH & HUMAN SERVICES**

1. Position replacement: Health Promotion Coordinator

**C. PLANNING & ZONING**

1. Position replacement: Building Inspector
2. Accept the Findings and Recommendation of the Planning Commission for the following requests to rezone:
  - A. KAMI HOLDINGS, LLC (Southside Township) Planning Commission recommends on vote of 4/1 and 1 abstaining rezoning 29 acres from AG General Agriculture and S – 2 Residential – Recreational shorelands to A/R Agricultural – Residential and S – 2
  - B. KAMI HOLDINGS, LLC (Southside Township) Planning Commission unanimously recommends rezoning approximately 45 acres from Ag General Agriculture and S – 2 Residential – Recreational Shorelands to R – 2a Suburban Residential and S – 2
  - C. KAMI HOLDINGS, LLC (Southside Township) Planning Commission recommends on a vote 5/1 in favor of rezoning to establish a standard planned unit development district on approximately 45 acres

**D. \*RECORDER**

1. Authorize signatures on the Indian Lookout pending the approval of the Wright County Attorney

**E. SHERIFF'S OFFICE**

1. Position backfills: Two Deputy FTE positions

## ITEMS PULLED FROM CONSENT AGENDA TO BE DISCUSSED

### A. ADMINISTRATION - FINANCE

3. Acknowledge Warrants issued between April 14, 2021 and April 20, 2021 (*See below, Item IX. Warrants Issued*)

Kaczmarek said while reviewing the warrants he noticed an expenditure for Professional Services to CBRE Inc., Valuation and Advisory in the amount of \$12,600, which was for legal fees to dispute a property valuation assessment.

Another item Kaczmarek mentioned was Red Rock Fire, LLC. for Ney Park Prescribed Burn in the amount of \$3,867.67, which was to help do a controlled burn in 54 acres in the park.

The last item Kaczmarek did research on was an expenditure for Regents of the University of I, in the amount of \$50,046.25, which is a quarterly bill for Horticulture and 4H staff.

### D. RECORDER

1. Authorize signatures on the Indian Lookout pending the approval of the Wright County Attorney

Wetter asked where Indian Lookout is located and if it has been approved by the Wright County Attorney. Assistant County Attorney, Greg Kryzer, said Indian Lookout is in Corinna Township. Kryzer said he has already reviewed part of the plat, but there were some issues with the legal description. He informed the Board he would approve it before the Chairman signs it.

Wetter moved to acknowledge the Warrants issued between April 14, 2021 and April 20, 2021 and the authorization of signatures on Indian Lookout. The motion was seconded by Kaczmarek and carried 5-0.

## TIMED AGENDA ITEMS

### **MIDWEST MEDICAL EXAMINER'S OFFICE, SHANE SHEETS**

#### Introduction of Midwest Medical Examiner's Office New Director

Director of Midwest Medical Examiner's Office, Shane Sheets introduced himself to the Board. He has been with the Midwest Medical Examiner's Office since 2013. In January 2020, the previous director retired, and Sheets was hired as his replacement.

The Midwest Medical Examiner's Office is located in Ramsey, MN and is the acting medical examiner for 29 counties. In April 2021, Midwest Medical Examiner's Office was awarded a contract with the FBI. Sheets said there was an increase in mental health calls last year due to the pandemic and motor vehicle accident calls will be on the rise due to warmer weather.

Midwest Medical Examiner's Office has six full time Office Investigator Forensics, approximately 60 Field Investigators, and five or six Medical Legal Field Death Investigators that are on call 24/7. There are four board certified Forensic Pathologists on staff. The medical examiners have a Lodox machine that can scan a body in 30 seconds.

### **HIGHWAY DEPARTMENT, VIRGIL HAWKINS**

#### Approve Agreement No. 21-50 for the 73<sup>rd</sup> Street NW & 85<sup>th</sup> Street NW State Park Road Account (SPRA) Project with Maple Lake Township

Hawkins said Maple Lake Township has already approved the agreement. He is asking for approval from the Board. The County sponsored Maple Lake Township's application which was granted \$460,000 to make improvements on township roads.

Vetsch moved the approve Agreement No. 21-50 for the 73<sup>rd</sup> Street NW & 85<sup>th</sup> Street NW State Park Road Account (SPRA) project with Maple Lake Township. The motion was seconded by Wetter and carried 5-0.

### **CODY DECKER**

#### Discussion of Zoning Enforcement in Corinna Township

Cody Decker (Annandale) told the Board that Wayne Dearing is operating his business, Peak Spray Foam Insulation, from

the property located at 9098 Ingram Avenue NW in Annandale, which is zoned Agricultural. Dearing is also in the process of adding a large addition onto the building.

Decker said this business is causing more vehicle traffic in the neighborhood and safety is a concern. He said the noise from idling vehicles, compressors and generators are running as early as 5:30 a.m.

Decker brought a petition signed by 30 residents in the neighborhood that are against this business being operated from the residence. Decker also submitted the petition to the township.

Kryzer said Corinna Township does their own planning and zoning. As far as enforcement, there would need to be a referral from Corinna Township for the County to be able to do any investigating. Kryzer said Corinna Township needs to be as restrictive as the county, but the township needs to be given the opportunity to do so.

Decker said he believes there is a conflict of interest for the township because Dearing's uncle is the Township Supervisor.

Husom said Dearing would need a Conditional Use Permit (CUP) to operate the business from the property. The business owner would need to follow all the restrictions and guidelines for the CUP. Husom said she was told by the Corinna Township Chair, that Dearing would have to stop operating his business from the property because he does not have a CUP.

Planning and Zoning, Sean Riley stated Corinna Township has the authority under state law to do their own planning and zoning. Wright County designated Corinna Township to implement the Department of Natural Resources (DNR) Shoreland Management regulations.

## **ITEMS FOR CONSIDERATION**

### **ADMINISTRATION**

#### Department Budget Review

Kaczmarek looked at Veteran Services' budget was under budget. Veteran Service Officer, Gregory Pickard explained that Veteran Services gets different grants throughout the year which don't necessarily line up with the calendar year. Which causes the budget to bounce back and forth from the past year to the current year.

Kaczmarek reviewed the Surveyor's budget which showed operating supplies budget of \$11,620, yet \$14,880 was spent. County Surveyor, Steve Jobe explained there were additional purchases of Personal Computers. Additionally, road construction projects increased. The Surveyor's office purchased three cast-iron markers for \$8,000 which offset the office supply budget.

Kaczmarek stated he did not have any questions regarding Recorder's Office budget and thanked Tanya West for her work.

Kaczmarek looked at the Assessor's Office budget. Kaczmarek said the revenue was up by seven percent on fees collected which amounted to \$38,000.

Kaczmarek said for Planning and Zoning's budget, was estimated to collect \$700,000 in fees and service charges but Planning and Zoning collected \$826,466.68. Brochures and Publication was budgeted \$3,000 and \$6,206.55 was spent, which was 107 percent over budget. The price of newspaper articles increased, and a bulk order was placed for brochures. Repairs and maintenance was 623 percent over budget because of unforeseen repair on a scanner which cost \$1,083.79.

Kaczmarek said Parks & Recreation had line items with no amounts listed, in doing some checking, Finance is working to mimic a cost accounting system for the Parks Department.

Topics for discussion on May 11, 2021 Workshop: Parking Lot Alongside Buffalo Library, Compost Facility Discussion, Enterprise Resource Planning (ERP) Update, County Assessing and Local Appraisers

County Administrator Lee Kelly said there was a meeting with a few of the Fire Chief's regarding the Compost Facility and a proposal they have put together.

Establish Broadband Committee and Identify Two Commissioners to Serve as Committee Members

Vetsch explained there is a sense of urgency to establish a plan for broadband, as the County needs to start reaching out to providers. IT Director, Matthew Fomby said there has been some outreach efforts to different providers of broadband but without knowing the direction the Board wants to go, it's difficult to have discussions with limited information. Fomby stated this may be a better conversation for the Committee of the Whole.

Vetsch and Daleiden volunteered to be on the Broadband Committee. Vetsch said for administration purposes the members of the committee should be Project Administrator Elizabeth Karels, IT Director Matthew Fomby, Communications Specialist John Holler, Assistant County Attorney Greg Kryzer and a representative from Finance.

Husom moved to appoint Vetsch and Daleiden to the Broadband Committee. The motion was seconded by Wetter and carried 5-0.

**TECHNOLOGY COMMITTEE MEETING MINUTES 4-28-21**

Vetsch moved to accept the Technology Committee meeting minutes and recommendations from 4-28-21. The motion was seconded by Husom and carried 5-0.

**I. Project Updates**

*Andrea Benedict, IT O365 Architect, updated on the CAMA project. The County has had high level meetings with CAMA vendor Tyler Technologies. They have agreed to push for a mid-November launch so that the project could be completed before the move to the new building. Benedict also stated that IT is taking care of infrastructure related items for the project, the Assessor's Office has likewise been working on their processes in the sandbox environment. A question remains of the access for the local assessors, Tony Rasmuson, County Assessor, had requested to review this topic with county Administrator Lee Kelly and County Board Chair Mark Daleiden. Daleiden questioned if VPN could be used for access which Benedict replied no. In summary the CAMA project will affect over 20,000 parcels within the County, the impact being large.*

*The Administration Event Scheduler was covered by Rebecca Murphy, IT. The Health & Human Services (HHS) portion of this is moving forward with the goal to have final quotes submitted by the end of May for approvals and signoffs, with June being implementation.*

*The Health & Human Services (HHS) Contact Management Center, previously referred to as Call Center, was updated by Murphy. The project went well and is in closing process. Jami Goodrum Schwartz, HHS Director, stated that the platform has changed the way HHS staff interact with the public. It has reduced voicemail usage and increased responses to live calls at a higher level. Blind transfers have decreased and moved to consult calls. The platform is really a game changer for HHS, it has been a philosophical change to answer calls as they come in and not let them go to voicemail. The platform has calls answered through an application on staff members computers, due to this change many HHS staff no longer need a physical phone at their desk. Jim O'Dell, HHS, stated that the staff members can answer their phone anywhere they have their computer. O'Dell stated that the desk phones that are being removed will be reused throughout the County or recycled. Goodrum Schwartz also stated that the*

*Integrated Services Team has really capitalized on the platform by being able to meet client needs at a higher rate. O'Dell stated that a lesson learned will be passed to IT as the project is closing up.*

*The New Government Center Technology was reviewed by IT Manager Mark Kellogg. CISCO equipment was ordered and is being received. Staff are working through design, cell boosters, and sound masking. Discussion was*

**TECHNOLOGY COMMITTEE MINUTES (CONT.)**

had that currently; cell coverage seems to be much better than it was at the Justice Center per Facilities Services Director Alan Wilczek. Commissioner Vetsch questioned the overview of new technology for the Board Room and for Conference Rooms in general. He expressed hope that IT could create a tiered approach to conference room technology as needs will vary throughout the building. He stated that this process would allow options to be shown in a way to allow staff to not undershoot technology needs, without seeing the options they would perhaps miss something they didn't know about. Christine Partlow, HHS Business Manager, stated that HHS was not provided with conference room guides. Kellogg responded that Frank Petitta, IT Audio Visual Technician, has been meeting with departments to review conference room technology needs. Commissioner Daleiden agreed with Commissioner Vetsch that options should be clearly shown. Court Services Director Mike MacMillan advised departments to work with Petitta early as his knowledge and input was invaluable. Todd Hoffman, Sheriff's Office, stated that webcams were missed in the new Sheriff's Training Center; they are adding them in now. Hoffman advised to include webcams in rooms for the New GC especially in light of the current work environments. Committee members present agreed that having a tiered process added to Petitta's discussions would aid departments in deciding upon their conference room technology needs. Direction was given for the tiers to be developed.

The Enterprise Resource Planning Project (ERP) was reviewed by Lee Kelly, County Administrator. The ERP continues to move forward with testing, process development, and discussion. The June 1<sup>st</sup> release date may have to be moved back. The May release date for Payroll appears on track. ERP continues to be a process involving staff from across the County.

The Website Redesign project was reviewed by Matthew Fomby, IT Director, stating that the update will provide basic visual and compliance updates including fonts, ADA compliance, etc. Links and other items will all remain the same. Fomby summarized that an inquiry was sent to gauge departments appetite for participation, replies received were some wanted to be involved and others did not have resources. Sue Vergin, Assistant County Commissioner, stated that if any departments want to be involved, they are more than welcome too. Commissioner Vetsch inquired if the new update would provide for a mobile friendly platform, Fomby replied yes, they will ensure to address that. Commissioner Daleiden wondered if search functionality could be improved, Fomby noted that they will look into it, with Vergin reminding of the benefit of the tagging feature. Fomby advised departments that want to be involved in the redesign to reach out to his department.

**RECOMMENDATION: Task Frank Petitta, IT Audio Visual Technician, with creating a tiered technology approach for the New Government Center Conference Rooms.**

**II. Solution Architect Updates**

Andrea Benedict, O365 Architect, informed the Committee that the TEAMs application will soon rollout some additional features and capabilities with groups, channels, and tabs. Benedict advised that IT would be utilizing an inventory of the groups created to manage the groups created as there is inevitably staff movement. The Windows 10 desktops are currently being enrolled into the InTune platform to provide additional data security. The O365 Steering Committee, comprised of operational and technical staff, will meet on May 5<sup>th</sup>. These items are all being enacted as part of currently owned assets.

ConnieMae Cooper, ECM (Enterprise Content Management) Architect updated the committee on various projects within the County. A lot has been happening with OnBase automation throughout the County. Various departments have in progress projects and initiatives, Court Services, Surveyor, Administration, HHS, Sheriff's Office. The

**TECHNOLOGY COMMITTEE MINUTES (CONT.)**

recent Sheriff's Office project utilized an already owned OnBase module (at no additional cost) instead of purchasing a separate application for \$23,000. Cooper continues to find OnBase opportunities for efficiency throughout the County.

**RECOMMENDATION: Informational Only**

**III. New Project Requests**

No new project requests.

**RECOMMENDATION: Not applicable**

**IV. 2021 Project Portfolio Summary**

Rebecca Murphy reviewed the Project Summary with the Committee focusing on a few items. The Strategic projects included several that were already touched on during the meeting as well as the completion of GIS and progress on the Attorney's MNCIS project. Discretionary projects seen work on the Planning & Zoning City View platform, as well as Qmatic and Key Management for the Justice Center. The Administration Fleet Management Policy project was canceled in its current state and will be resubmitted reflecting more up to date needs. Tech Compliance projects are seeing work on the SSA, System Security Authorization, platform, as well as SQL work. Staff continue to make progress on projects.

**RECOMMENDATION: Informational Only**

**V. CIP Technology Planning**

The 2022 – 2026 Draft CIP is being worked on by Sue Vergin, it was requested that preliminary numbers be submitted early for preparation. Vergin noted that changes can be made throughout the 2022 Budget Cycle. Matthew Fomby requested that departments inform IT about any planned projects so that accompanying technological needs can be planned and budgeted for.

**RECOMMENDATION: Informational Only**

**VI. 2021 First Quarter IT Portfolio Summary**

Rebecca Murphy, IT, reported on the current state of IT projects. 90% of IT staff time has been spent on ERP, O365 Sheriff RMS platform research, HHS Contact Center, and the New GC. As touched on earlier CAMA is a number 2 priority for the County as such staff time will increase on that project in Quarter 2. Closed Projects for Quarter 1 include AS400, the Justice Center, the Sheriff Training Center, and the Backup Dispatch Center, OnBase cleanup for Court Services, and the Parks Reservation System. Second Quarter is projected to see closure for SharePoint Upgrade, HHS Contact Center, CityView, GIS, Key Management for the Justice Center, and SQL work. 86% of planned staff time will go to support strategic projects. Several of the existing projects are in a state of flux, as they are being planned out or waiting decisions. Planning continues to allow the IT team to make consistent progress on projects.

**RECOMMENDATION: Informational Only**

**COMMITTEE OF THE WHOLE MEETING MINUTES 4-29-21**

Kaczmarek moved to accept the Committee of the Whole meeting minutes and recommendations from 4-29-21. The motion was seconded by Husom and carried 5-0.

**I. Snow Removal and Lawn Care**

**COMMITTEE OF THE WHOLE MINUTES (CONT.)**

*Facilities Services Director, Alan Wilczek said a Request for Proposal (RFP) was sent out in 2017 for snow removal and ultimately Laumann's Outdoors was given the contract. The County has since used Laumann's Outdoors and there have been minimal issues with liability and risk claims.*

*Wilczek said RFPs for lawn and landscape care were sent out and Hellman's Outdoor Services was given the contract. Hellman's Outdoor Services takes care of all the mowing, irrigation, monthly checks and inspections, spring startups, fall blowouts, weed control, fertilizer applications, weed whipping, etc.*

*County Administrator Lee Kelly went over the cost of the contracted lawn service for the past four years. Daleiden asked if that included all the lawn service including all the services discussed earlier; Kelly stated that it did include all the services mentioned by Wilczek. Wilczek said due to the timing of the invoices being paid there is a variance in cost from year to year.*

*Kaczmarek asked if the seasonal employees at Parks & Recreation could be used to do the lawn care and maintenance instead of contracting it out. Daleiden explained that the seasonal employees are mostly college students so they wouldn't be able to start until mid-May and would be done by mid-August. Vetsch interjected that the last few weeks of August, all of September and the first couple weeks of October would then need to be covered for lawn care and maintenance. Vetsch said it's already hard to find seasonal employees at \$13 per hour because other businesses offer more money.*

*Parks & Recreation Director, Marc Mattice said there are a couple seasonal employees that work at the campgrounds and parks, due to their age they cannot drive county vehicles. There are two seasonal employees that are hired at the Buffalo Shop, to mow.*

*Sheriff's Department, Captain Todd Hoffman said there is quite a bit of lawn at the Tactical Training Center and Hellman's Outdoor Service had been out roughly six times last year. This year there will be even more lawn because it's more established than last year. Hoffman said on occasion he has come in on his own time and taken care of some of the upkeep. There is a need for a vendor/contractor to take care of the lawn maintenance this year.*

*Kaczmarek said in the last three years, \$90,000 was spent on lawn care and maintenance. Vetsch broke it down, if lawn care and maintenance was taken care of from in-house employees which came out to be one full-time and one part-time employee, along with equipment it would cost the county roughly \$94,000. Wilczek added that the county essentially has zero risk when this is contracted out. If there is any damage done to county property during lawn care and snow removal by a contracted company, there is zero risk to the county.*

*Kaczmarek said in the last seven years of snowplowing expenses cost the county \$297,000. Kaczmarek said he has spoken with the public and he believes the priority would be county facility plowing instead of parks and trails. Daleiden reminded Kaczmarek that bigger equipment would need to be purchased if this was done in-house. Husom said the county would have to hire more people to do snowplowing especially if it snows all day. Mattice stated when he spoke to Kaczmarek regarding the parks and trails, he asked if the public that Kaczmarek spoke to uses the parks and trails, and Kaczmarek said no. Mattice said the Parks & Recreation department has a great reputation with the citizens and park users because of the quality and maintenance the parks have. If the county takes away those services, it will be years before the Parks & Recreation department will get that reputation back. Mattice explained to the Board all the plowing that his department already does to help but there is not the appropriate equipment to do it all.*

*Kaczmarek said he wanted to know the potential litigation having Hoffman running equipment and taking care of the lawn. He also asked if there is a safety program that is needed to be done to use the heavy equipment. Daleiden asked if Kaczmarek wanted a Sheriff's staff member to do lawn care, Kaczmarek said no, but Hoffman already is and he has reports, showing that he is doing it. Hoffman told Kaczmarek if he would like to discuss the operation of the training*

**COMMITTEE OF THE WHOLE MINUTES (CONT.)**

center, he would be more than happy to later. Hoffman said most of the work that he has done has just been touch up work regarding lawn maintenance and snow plowing which he does on his time off. Hoffman said he is a salaried employee, so nothing is paid beyond his 40-hours of work. Hoffman has taken the OSHA course for the skid steer. He reminded the Board that the training center does not have full time maintenance staff. He told Kaczmarek if he has an issue with the amount of work he does, he would be happy to discuss it.

Risk Manager, Tim Dahl said if these jobs are outsourced, the risk is transferred to the vendor/contractor. If the county owns the equipment, then the county must insure it and maintain it which the cost would have to be factored in. When the cost analysis was done, outsourcing was the most cost-effective option.

Wilczek said the county is not currently under contract. The past two years the Board has done a contract amendment extending the term for one year.

**RECOMMENDATION:**

**The Board recommends leaving the snow removal and lawn maintenance as is until all departments are at the new campus. The Board will reevaluate in 2022 the most cost-effective option for snow removal and lawn maintenance. Wilczek will request the contractors provide the county with how many hours their staff are on site working. The Board will do a one-year renewal for 2021 lawn maintenance, irrigation and snow removal.**

**ADVISORY COMMITTEE/ADVISORY BOARD UPDATES**

Minnesota Rural Counties (MRC). Kaczmarek said the group reviewed the transportation bill. There is proposed legislation regarding hospital workers and what comes into play is the number of employees, there is mandated 80 hours of emergency paid leave for employees related to COVID which can go back to March of 2020 and could be renewed as of April 2021.

Fair Board. Kaczmarek told the Board the fair is planned for July 21, 2021 through July 25, 2021. There will be a large tractor pull.

Safety Committee. Kaczmarek said the Safety Committee is working on bylaws that will be implemented. There are also different roles that will be decided on.

Central Minnesota Emergency Management System (EMS). Husom said a Treatment Linkage Grant was received to help people with drug issues. There was a person hired but left after a few weeks. The hiring process will start again and will be full time until September 2022. The audit went smoothly. Information was giving regarding vaccines for COVID.

Central Mississippi River Regional Planning Partnership (CMRP). Daleiden attended the workshop where Vetsch spoke about the Framework for 3030. Vetsch said there has been a lot of good discussion about what should and shouldn't be done with the Framework.

Economic Development Authority (EDA). Kelly said Requests for Proposals (RFP) went out for information from firms and received four responses. The EDA is working on updating the policy manual starting with the 100 and 200 sections.

The meeting adjourned at 10:16 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist