



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, January 3, 2023

DATE APPROVED: January 17, 2023

Tina Diedrick, District 1
Darek Vetsch, District 2
Jeanne Holland, District 3
Nadine Schoen, District 4
Michael Kaczmarek, District 5

The Wright County Board met in regular session at 9:00 A.M. with Diedrick, Vetsch, Holland, Schoen, and Kaczmarek present.

Present and responding to roll call were the following:

Board of Commissioners: Tina Diedrick
Jeanne Holland
Michael Kaczmarek
Nadine Schoen
Darek Vetsch

I. PLEDGE OF ALLEGIANCE

II. ADMINISTER OATHS OF OFFICE, JUDGE WILLIS

- A. Tina Diedrick, District 1 Commissioner**
- B. Jeanne Holland, District 3 Commissioner**
- C. Nadine Schoen, District 4 Commissioner**
- D. Brian Lutes, County Attorney**
- E. Sean Deringer, Sheriff**

Judge Kari Willis began the meeting by administering the Oath of Office separately to Commissioners Tina Diedrick, Jeanne Holland, and Nadine Schoen, County Attorney Brian Lutes, and Sheriff Sean Deringer.

III. BOARD REORGANIZATION

- A. Discuss and approve 2023 Board Reorganization and Committee Appointments.**

County Administrator Lee Kelly welcomed the new commissioners to the Wright County Board. He said the first item of business was the 2023 Board Reorganization and committee appointments.

Commissioner Michael Kaczmarek nominated Commissioner Darek Vetsch to be the 2023 Wright County Board Chair. The motion was seconded by Holland. The motion passed 5-0.

Diedrick nominated Kaczmarek to be the 2023 Wright County Board Vice-Chair. The motion was seconded by Schoen. The motion passed 5-0.

Vetsch stated that there were some housekeeping items to take care of to include entertaining a motion to transfer back any unused funds from the County Attorney's Contingency Fund, the Sheriff's Contingency Fund, and Incidental Funds to the General Fund. The other item to address was the recall of the unused clerk hire and the unused budget for 2022.

Schoen moved to transfer back any unused funds from the County Attorney's Contingency Fund, the Sheriff's Contingency Fund, and Incidental Funds to the General Fund. The motion was seconded Kaczmarek. The motion passed 5-0.

Kaczmarek moved to recall the unused clerk hire and the unused budget for 2022. The motion was seconded by Holland. The motion passed 5-0.

Vetsch gave an overview of the proposed board meeting schedule, which would be the first and third Tuesdays of the month at 9 a.m. in the County Boardroom. He said the proposal for the County Board Workshops would be the third Tuesday of the month at 9 a.m. in the County Boardroom. Kaczmarek asked if there was interest from other board members to make night meetings available as an option. Deidrick thought having this as an option would be beneficial but on a needed basis and not a regular basis. Vetsch said it would be complicated to find an evening time but was open to the conversation in the future.

Diedrick moved to approve the proposed Board Meeting and Workshop schedules for 2023. The motion was seconded by Schoen. The motion passed 5-0.

Vetsch said there had been a discussion to educate the board members on the committee assignments and pointed out that there was a form that laid out the proposed 2023 committee assignments.

Holland moved to adopt the proposed 2023 committee assignments. The motion was seconded by Diedrick. The motion passed 5-0.

IV. MINUTES - APPROVE AS WRITTEN/REVISED

A. 12-27-2022 County Board Meeting Minutes

Vetsch noted that three of the members were not active participants of the meeting minutes that were before the board for approval. He said he hoped that since a few were in attendance they would participate in the approval of the minutes.

Kaczmarek moved to approve the County Board meeting minutes from Tuesday, December 27. The motion was seconded by Schoen. The motion passed 5-0.

V. REVIEW & APPROVAL OF AGENDA

Kaczmarek moved to approve the Agenda. The motion was seconded by Schoen. The motion passed 5-0.

VI. CONSENT AGENDA

Kaczmarek requested to remove item D1 to approve the contract for Tony Kothlow, Phase II, from the Consent Agenda for further discussion.

Kaczmarek moved to approve the Consent Agenda with item D1 removed for further discussion. The motion was seconded by Diedrick. The motion passed 5-0.

** Items removed for further discussion.*

A. ADMINISTRATION

1. Authorization to issue payment to the Minnesota Counties Intergovernmental Trust (MCIT) on invoice 19514R in the amount of \$1,682,039.00

B. ADMINISTRATION - FINANCE

1. Approve Renewal of 2023 Tobacco Licenses For:
 - i. 152 Club, Inc (ALBERTVILLE)
 - ii. Dollar General # 16105
 - iii. Dollar General #15392
 - iv. Dollar General # 10460

- v. Dollar General # 18158
- vi. Dollar General # 22351
- 2. Acknowledge Warrants Issued Between December 19, 2022 And December 23, 2022.
- 3. Motion to approve:
 - i. Authorization to sign resolution designating Depositories of Public Funds for 2023 for Wells Fargo and Old National Bank of Buffalo.
 - ii. As required by Minnesota Statute 385.05-requesting 2023 Chairman of the Board signature on form for check signature image for 2023 warrants.
 - iii. Authorization for annual delegation of wire transfers as required by Minnesota Statute 471.38.

C. ADMINISTRATION - HUMAN RESOURCES

- 1. Approve and authorize signatures on the collective bargaining agreement and applicable Memorandum of Agreement (MOA) with the Wright County Deputies Association (WCDA) for the 2023-2025 calendar years.

D. INFORMATION TECHNOLOGY

- *1. Approve Contract for Tony Kothlow, Phase II.

Kaczmarek had a question on the contract for Information Technology Consultant Tony Kothlow. Kaczmarek said he understood that he was hired for 2022 but was wondering what the accountability of the work looked like. He thought that his work should be more transparent, and additionally thought there would be a benefit to have this individual working full-time in the building. Kaczmarek thought this would give staff more facetime with Kothlow. Kaczmarek also wanted to know why Kothlow's contract was set apart from the Sierra Cedar contract which was also a part of the Enterprise Resource Planning (ERP) project.

Vetsch noted that staff did make the contract more robust for 2023 to require Kothlow's presence in-person more often than he was in 2022. Kelly said that the Phase Two schedule was currently being worked, but there had been no conversation regarding him being there on site full-time. Kaczmarek asked if there was a verbal agreement regarding the expectation and recommended that the contract be changed to a six-month contract requiring that Kothlow be in-person full-time at the Government Center. Vetsch was concerned that if this decision was made without Kothlow present, he may not honor the contract. Kelly recommended having a conversation with Kothlow before adjusting the contract as the recommended changes were substantial.

Diedrick thought that it would be helpful to see a timeline and assessment of ERP for her to better see what went well in the prior years and subsequently build on that going forward. On the flip side, she also wanted to see what was not working and have a conversation about options and ways to fix issues. She additionally requested to see a timeline and expectation for the future of ERP. Vetsch thought that there could be a more robust conversation at an upcoming Workshop but gave a brief overview of ERP to bring the new commissioners up to speed. He said this discussion came up in 2018 due to a large amount of duplication with the software systems. He said that discussion led into discussions with vendors to explore options. He said there were seven vendors, narrowed down to three serious contracts to consider. Vetsch said that he considered this time between Phase One and Phase Two a separation and stated that the timeline going forward would be different for Phase Two because the numbers and information before Phase Two had become convoluted by COVID-19 complications. Kelly added that Phase Two would be focused on the human capital management portions.

Vetsch was concerned with diluting the contract down in the manner requested by Kaczmarek as he thought the cost could be inflated with the requirement of in-person work. He thought the expectation of Kothlow to be in-person one day a week was more realistic than having him in-person full-time. He thought if the contract was separated down to a six-month contract, it would leave the county vulnerable to a higher contract price and to potentially be dropped by its project manager. Diedrick asked if there was a recommendation from Steering Committee to have Kothlow in-person for pertinent timeframes such as implementation and go-live.

Finance Director Lindsey Meyer said that was correct and that was the request to Kothlow from the Steering Committee and Finance. She said she would echo Vetsch's concerns regarding taking the contract down to six months as Kothlow was needed for the full 12 months. She noted that a change in project manager midway through the year could be very detrimental to ERP. She said the meetings with Sierra Cedar took place over Microsoft Teams and Kothlow would have the same interaction with Sierra Cedar whether he was in-person at the Government Center or remote. Vetsch thought adding a portion into the contract requiring Kothlow to be in-person for important dates and bench markers, such as go-live, would be a benefit.

Kaczmarek made a motion to defer this conversation to the Tuesday, January 10 Workshop to allow Kothlow to be in-person for this conversation. He added that the county's highest paid employee made less than Kothlow and those individuals were still working in-person the majority of the time. Vetsch clarified that there was a difference between an employee and a contractor and the expectations. Assistant Finance Director Heather Lemieux clarified that Kothlow had been available and working late into the night and on weekends when the Finance staff were working. She said he had been available for go-live and held weekly meetings with staff to talk about issues and next steps.

Vetsch asked Assistant County Attorney Greg Kryzer how a change could be made to the contract regarding in-person work for important events. Kryzer said what was before the board was what was negotiated between the two parties, and if there were to be any changes it would technically be a new offer. Kryzer said an option would be to approve the contract and add an amendment after the fact.

Holland thought it would be beneficial to have the conversation regarding approving the contract at the Workshop after a conversation to catch her up to speed. Vetsch thought it would be important to have a discussion at the Workshop regarding ERP and would support holding off on signing the contract for two weeks. Lemieux noted that Kothlow had already started work the morning of Tuesday, January 3 and urged the board to approve the contract to allow work to continue. Meyer said she was uncomfortable holding off on closing Phase I by two weeks, she additionally said she did not feel he needed to be required to be in-person full-time.

Deidrick made a motion to move forward with the contract with the caveat that an amendment could be added if deemed necessary after the three new commissioners were caught up to speed. The motion was seconded by Schoen.

Kaczmarek noted that he had made a previous motion. Vetsch clarified that Kaczmarek's motion superseded the new motion. Kaczmarek moved to discuss this contract at the Workshop, to hold the approval of the contract until the Workshop, and to hear from staff regarding their experience and expectation from Kothlow. Holland seconded this motion.

Holland asked what the effect would be if the contract approval and conversation was pushed out by two weeks. Vetsch explained that Kothlow was currently

working, and the concern was that the delay would delay ERP progression and be detrimental to the program and advancement. Holland said that as a new commissioner she was not entirely comfortable signing off on such a large contract without any background knowledge. Meyer clarified that a lot of Kothlow's time working on ERP was spent outside of meetings with Sierra Cedar and county staff and did not have any concerns that work was not getting done. Vetsch added that this contract was only for 2023 and was a 12-month contract for implementation of Phase II. Kryzer clarified that the contract could be cancelled at anytime if something came up throughout the 12-month period.

Kaczmarek's motion failed 1-4.

Holland asked that there be a conversation at the January Workshop to bring the new commissioners up to speed.

Diedrick restated her motion and moved to approve the contract with the caveat that an amendment could be added if deemed necessary after the three new commissioners were caught up to speed. The motion was seconded by Schoen.

Kaczmarek wanted to know what the amendment process would look like. Vetsch said that it would be a conversation the board members would need have with Kothlow and if he was not in favor of an amendment, he would have the right to cancel the contract. Vetsch wanted to add that Kothlow had been great and wanted to note that he had done nothing to warrant this scrutiny. He clarified that the issue was with the ERP program and the new commissioners' lack of knowledge base at this point.

The motion passed 5-0.

E. PLANNING & ZONING

1. Planning Commission and Board of Adjustment Appointments
 - i. Reappoint Dan Bravinder (District 5) to a 3-year term on the Planning Commission
 - ii. Reappoint Ken Felger (District 4) to a 3-year term on the Planning Commission
 - iii. Reappoint Paul Aarestad (District 4) to a 3-year term on the Board of Adjustment

VII. TIMED AGENDA ITEMS

A. 9:05 AM - Lee Kelly, Administration

1. Approve Flaherty and Hood Proposal for 2023 Legislative Services.

Kelly said this was a discussion from a prior meeting that had been requested to be laid over to the present meeting. He said Senior Attorney and Lobbyist Shane Zahrt from Flaherty & Hood, P.A. was present to introduce himself and answer any questions. Kelly said that the county had held a contract for a number of years with Zahrt and had a great working relationship with him and his firm.

Zahrt introduced himself and spoke briefly about the work he had done with and for the county over the past year. He said that the Legislative session started that morning as well and would be jumping right into business after the board meeting. Zahrt said his office was located across from the Capitol building in St. Paul which was an advantageous location for his work representing local governments at the Capitol. He explained that he came into a relationship with Wright County after some discussions had happened at the Capitol that had Wright County involvement but no representation in the conversation. Zahrt said in particular the Monticello Nuclear Plant and the availability of state aid in the wake of changing legislation.

Zahrt said other projects he had worked on for the county included the bonding appropriation for the Dental Clinic and making Driver and Vehicle Services equitable and available to all, county ditches and drainage, and benefits and effects of the Homestead Act for Wright County. He said he valued the collaborative efforts with the county board and looked forward to promoting the county goals for 2023.

Diedrick moved to approve the Flaherty & Hood Proposal for 2023 Legislative Services. The motion was seconded by Holland. The motion passed 5-0.

B. 9:15 AM - Jacob Wagaman, Planning and Zoning

1. Adopt a resolution in support of Sherburne County's grant application for EPA funds for a source-separated organics composting operation.

Environmental Supervisor Jacob Wagaman said that this resolution would give Wright County a good way to get rid of waste without affecting the county monetarily. He said this would additionally put residents with their individual haulers and give the individual haulers the choice if they want to continue curbside organic pick up or implement in cities or townships that did not have it. He said that currently there were only two cities that had the potential to go up if this resolution was approved. Vetsch said that when there is an opportunity to help fellow counties in a noncompetitive nature, Wright County would like to do so. He mentioned that this would have a direct benefit to Wright County if the grant was approved for Sherburne County.

Kaczmarek asked if this would allow Sherburne County to get a digester. Wagaman said it would be more of a compost and food waste operation rather than a digester.

Kaczmarek moved to adopt a resolution in support of Sherburne County's grant application for Environmental Protection Agency (EPA) funds for a source-separated organics composting operation. The motion was seconded by Schoen. The roll call was unanimous and passed 5-0.

C. 9:20 AM - Ross Demant, Parks and Recreation

1. Adopt Two Separate Resolutions Related To A Grant Application Through The Transportation Alternatives Program for The Crow River Regional Trail (Phase 2) Trail Construction.

Parks and Recreation Director Ross Demant asked that the board adopt two separate resolutions both in support of the grant application program for the transportation alternatives for the Crow River Regional Trail Phase Two. He said the grant would offset the amount the county was responsible for and open up the option for grants in the future.

Schoen moved to approve the first resolution in support of the transportation alternatives for the Crow River Regional Trail Phase Two trail construction. The motion was seconded by Kaczmarek. The roll call was unanimous and passed 5-0.

Schoen moved to approve the second resolution in support of the transportation alternatives for the Crow River Regional Trail Phase Two trail construction. The motion was seconded by Holland. The roll call was unanimous and passed 5-0.

D. 9:25 AM - Matthew Detjen, Parks and Recreation

1. Schedule an Informational Meeting with Victor Township.

Agriculture and Drainage Supervisor Matt Detjen asked to schedule an informational meeting with Victor Township. He said the recommended meeting date was 10 a.m. Thursday, January 19 in the County Boardroom.

Kaczmarek moved to schedule an informational meeting with Victor Township at 10 a.m. Thursday, January 19. The motion was seconded by Diedrick. The motion passed 5-0.

Kaczmarek moved to rescind his original motion for the informational meeting date as he remembered requests from constituents for an evening meeting. The motion to rescind the original motion was seconded by Diedrick. The motion to rescind the original motion passed 5-0.

Kaczmarek moved to schedule an informational meeting with Victor Township at 4 p.m. Thursday, January 19. The motion was seconded by Diedrick. The motion passed 5-0.

2. Schedule a Public Hearing for County Ditch #10 Accepting the Contract Pursuant to Minn Statute 103E.555

Detjen said the recommendation was to schedule the public hearing at 11 a.m. Wednesday, February 15.

Kaczmarek moved to schedule a Public Hearing for County Ditch #10 accepting the contract pursuant to Minnesota Statute 103E.555 at 11 a.m. Wednesday, February 15. The motion was seconded by Diedrick. The motion passed 5-0.

3. Accept the Conservation Partners Legacy Grant award for \$79,948 for the Bertram Park Habitat Enhancement Project.

Diedrick asked for a summary of the project and grant. Detjen said the grant was for habitat restoration work, primarily prairie and scrub restoration in a part of Bertram Chain of Lakes Regional Park. He said there was an in-kind match of 10 percent.

Diedrick moved to accept the Conservation Partners Legacy Grant award for \$79,948 for the Bertram Park Habitat Enhancement Project. The motion seconded by Schoen. The motion passed 5-0.

4. Schedule a Ditch Committee of the Whole to Discuss Drainage Projects

Detjen said the staff recommendation was to schedule the meeting prior to the Victor Township Informational Meeting on Thursday, January 19 to better prepare and educate the commissioners on ditch and drainage law and practice. He said the recommended date and time for the Ditch Committee of the Whole was 10 a.m. Thursday, January 19.

Kaczmarek moved to schedule a Ditch Committee of the Whole to discuss drainage projects at 10 a.m. Thursday, January 19. The motion was seconded by Holland. The motion passed 5-0.

E. 9:30 AM - Tyler Webster, Finance and Taxpayer Services

1. Designation of Official County Newspaper.

Elections Manager and Taxpayer Services Office Manager Tyler Webster said that this conversation would be centered around designating the official county newspaper. He said the county received bids via a sealed and blind bidding process. He said the previous agreement was a three-year agreement with the Howard Lake Herald Journal. Webster said this year he had received bids for both one and three-year agreements. The bids were considered based on the size and price per inch and per letter. He and Meyer reviewed all bids and conducted a cost analysis breakdown to determine a recommendation.

Webster said the recommendation was the Delano Journal at a three-year agreement as it was the lowest bid and the highest distribution. He said the rate

was the same from 2019 and the online publications would be included at no additional cost to the county.

Kaczmarek moved to designate the Delano Journal as the official county newspaper for a three-year agreement. The motion was seconded by Diedrick. The motion passed 5-0.

VIII. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

- 1. Refer Items To County Board Workshop On January 10, 2023:
 - i. Schedule Meetings as Necessary
 - ii. GIS Overview
 - iii. Schedule Retreat Date in February

Vetsch said he wanted to add an agenda item to give overview of the Central Mississippi River Regional Partnership (CMRP). He said he would also like to add an agenda item to discussion ERP, the history, and where it is going. Kelly said he would also like to discuss process of the sale of the Human Services Center building for educational purposes. Kaczmarek requested that there be an organizational chart of Geographic Information Systems (GIS) group and provide a history of how the group landed under Project Administration. He said he also wanted to add an agenda item to discuss the snow removal process at the Government Center campus. Assistant County Administrator Marc Mattice clarified that the GIS overview topic was intended to be an informational session for the board.

Kaczmarek moved to approve the agenda for the January Workshop with the addition of the items discussed. The motion was seconded by Holland. The motion passed 5-0.

IX. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

Vetsch explained that this was the time in the meeting where commissioners would share with the rest of the board an update of meetings and other items that they had focused on or accomplished. Kaczmarek wanted to take the time to welcome the new commissioners. Schoen said she had a number of meetings coming up in the following week and was looking forward to jumping in right away.

X. ADJOURNMENT

The meeting adjourned at 10:35 a.m.
County Board Minutes submitted by Laine Stephan, Office Manager.

XI. WARRANTS ISSUED

A. Warrants Issued 12-19-2022 through 12-23-2022