



**BOARD MINUTES**  
**BOARD OF WRIGHT COUNTY COMMISSIONERS**  
**JANUARY 4, 2022**

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

**DATE APPROVED: JANUARY 18, 2022**

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The Wright County Board met in regular session at 9:00 A.M. with Husom, Daleiden, Wetter, and Kaczmarek present.

**2022 BOARD REORGANIZATION**

County Administrator Lee Kelly called the meeting to order and asked for an election of the Chairperson for the coming year. On a motion by Commissioner Mark Daleiden, second by Commissioner Mary Wetter, all voted to elect Commissioner Christine Husom as Chairperson for 2022; and then Husom presided the meeting.

On a motion by Daleiden, seconded by Commissioner Michael Kaczmarek, all voted to elect Commissioner Darek Vetsch as Vice Chairperson for 2022.

On a motion by Daleiden, second by Wetter, all voted to transfer back any unused funds in the County Attorney's Contingency Fund, the Sheriff's Contingency Fund, and the Incidental Fund to the General Revenue Fund.

On a motion by Daleiden, second by Kaczmarek, all voted to recall all unused clerk hires and unused budgets for 2021.

Daleiden made a motion to set the 2022 County Board sessions as listed below. The motion was seconded by Wetter and carried 3-1, with Kaczmarek opposing.

County Board Regular Sessions: All Tuesdays except the second Tuesday of the month.  
The meetings shall be called to order at 9:00 A.M.

County Board Workshops: The second Tuesday of the month.  
The meetings shall start at 9:00 A.M.

Daleiden motioned to postpone the 2022 board reorganization until the Tuesday, January 18, 2022, County Board Meeting. The motion was seconded by Kaczmarek and carried 4-0.

**COUNTY BOARD MINUTES 12-28-21**

Daleiden moved to approve the minutes from Tuesday, December 28, 2021. The motion was seconded by Wetter and carried 4-0.

**AGENDA**

Daleiden requested to table Timed Agenda Item D, Action on Ordinance Amendment Number 21-5 and 21-5A, until the Tuesday, January 18, 2022, County Board Meeting.

Daleiden moved to approve the agenda with the removal of Timed Agenda Item D. The motion was seconded by Kaczmarek and carried 4-0.

**CONSENT AGENDA**

Kaczmarek requested to pull Items A2 and C2 from the Consent Agenda for further discussion.

Kaczmarek moved to approve the Consent Agenda with the removal of Items A2 and C2. The motion was seconded by Wetter and carried 4-0.

\*Items pulled from the Consent Agenda for further discussion

A. ADMINISTRATION

- 1.Request Position Replacement For Administrative Specialist
  - 2.\*Approve Replacement Of A Vacant Facilities Maintenance Technician Position
- B. ADMINISTRATION – FINANCE**
- 1.Acknowledge Warrants Issued Between December 22, 2021 And December 28, 2021 (See Below, Item X. Warrants Issued)
  - 2.Motion To Approve A Reimbursement For Money Spent In Connection With UCARE Dental Clinic. A Journal Entry Will Be Processed In The Amount Of \$54,373.75 From 11-450-000-0000-6910 Transfer Out Into 34- 150-000-8216-5910 Transfer In
  - 3.Motion To Approve:
    - A. Authorization To Sign Resolution Designating Depositories Of Public Funds For 2022 For Wells Fargo And Old National Bank Of Buffalo
    - B. As Required By Minnesota Statute 385.05 – Requesting 2022 Chairman Of The Board Signature On Form For Check Signature Image For 2022 Warrants
    - C. Authorization For Annual Delegation Of Wire Transfers As Required By Minnesota Statute 471.38
  - 4.Motion To Approve The Reimbursement Of The American Rescue Plan Act (ARP) Funds As Follows:
 

Approval Of Use Of ARP Funds From 01-099-493-8408.6605  
\$77,763.55 5.9 Clean Water
- C. ADMINISTRATION - HUMAN RESOURCES**
- 1.Request Approval And Authorization Of Signature Of A Memorandum Of Agreement (MOA) To Allow Teamsters Local 320 (Sheriff Supervisory Unit) Members To Donate Accrued Vacation Time To Technical Support Specialist (TSS) Brian Hilden
  - 2.\*Request Approval And Authorization Of Signature Of A Memorandum Of Agreement (MOA) To Allow AFSCME And Non-Union Employees To Donate Accrued Vacation/PTO Time To Social Worker Mindi Watson
- D. ATTORNEY**
- 1.Position Replacement For One Full Time County Attorney I
- E. EXTENSION**
- 1.Confirm Youth Member - County Extension Committee Appointment Sarah Neutz, Effective January 4, 2022 Term Ends On December 31, 2024 (Two Year Term)
- F. HEALTH & HUMAN SERVICES**
- 1.Approve Additional \$161,398.00 For 2022-01-01 To 2022-06-30 As Amendment To 2021-01-01 Through 2023-12-31 Three-Year \$316,781.00 MDH Grant Contract For Child & Teen Check-Up. Total Contract Amount: \$478,179.00
  - 2.Refer To Personnel Committee For Discussion And/Or Reclassification
  - 3.Position Replacement
    - A. Social Worker
    - B. Child Support Officer
    - C. Case Aide

### **ITEMS PULLED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION**

- A. ADMINISTRATION**
2. Approve Replacement Of A Vacant Facilities Maintenance Technician Position

Kaczmarek suggested leaving the position vacant until all departments have moved into the new Government Center and there has been an opportunity to evaluate the need for the position. Daleiden stated he thinks the position is needed as there are numerous county buildings the Facilities Maintenance team is responsible for.

Kaczmarek stated there may be less maintenance needed in the new building. Wetter stated there will be many things that will need attention when the building is occupied.

Kaczmarek moved to approve Item A2. The motion was seconded by Daleiden and carried 4-0.

### **C. ADMINISTRATION - HUMAN RESOURCES**

2. Request Approval And Authorization Of Signature Of A Memorandum Of Agreement (MOA) To Allow AFSCME And Non-Union Employees To Donate Accrued Vacation/PTO Time To Social Worker Mindi Watson

Kaczmarek questioned if employees earning Paid Time Off (PTO) have a catastrophic sick bank. Kelly responded employees could, if enough time was earned, carry over earned time into a catastrophic sick bank. Kelly added there are union groups that do have separate sick and vacation banks. Kaczmarek stated employees with separate sick and vacation banks are forced to donate from their vacation bank. Kaczmarek suggested making a change that would allow those employees to donate four hours from their sick bank and four hours from their vacation bank.

Human Resources Director Schawn Johnson stated the union groups must approve the donation of time prior to proceeding. Johnson added the union groups have requested that the time come from the employee's vacation bank rather than sick bank. Johnson suggested having employees contact their union representatives if they have an issue with the way donations of time are handled.

Kaczmarek motioned to approve Item C2. The motion was seconded by Daleiden and carried 4-0.

## **TIMED AGENDA ITEMS**

### **TOM SALKOWSKI, PLANNING & ZONING**

#### Present Terrie Piram Her Retirement Plaque

Tom Salkowski congratulated Barry Rhineberger on his recent promotion to Planning & Zoning Administrator.

Salkowski stated Terrie Piram has worked in the Planning & Zoning Department for nearly 41 years, starting on January 16, 1981, and retiring on January 7, 2022. Salkowski added it says a lot about Piram that he had to beg her to come to the Board meeting to receive the honor. Salkowski stated while he oversaw the Planning & Zoning Department, Piram was keeping the department running, quietly, behind the scenes. Piram ensured the bills were paid, critical deadlines were met, she oversaw the preparation of over thousands of documents, maintained relationships with Township Clerks, along with countless other tasks.

Salkowski stated Piram made him a better person, she made the Planning & Zoning Department a better place to work, and she made Wright County a better organization and a better place to live. Salkowski thanked Piram for her service and wished her a long happy retirement.

Piram thanked Salkowski for taking a chance on her 41 years ago. Piram also thanked her wonderful husband and children. Piram stated the Planning & Zoning Department helps make Wright County a better place to live and raise a family.

The commissioners thanked Terrie for her dedication and service.

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

#### Approve A Resolution Of Sponsorship For Rockford School District's Safe Routes To School (SRTS) Infrastructure Grant Application. MnDOT Has A Safe Routes To School (SRTS) Infrastructure Grant Solicitation That Is Due By January 14, 2022. \$8 Million In Funds Are Available, With A Minimum Of \$50,000 And Maximum Of \$500,000 For Each Project

Daleiden moved to approve the Resolution of Sponsorship for Rockford School District's SRTS Infrastructure Grant Application. The motion was seconded by Wetter and carried 4-0, on a roll call vote.

### **GREGORY PICKARD, VETERAN SERVICES**

#### Accept Donation Of \$300 From Disabled American Veterans (DAV) Chapter 37 Auxiliary Hutchinson, MN

Veteran Services Director Gregory Pickard stated the funds can be used to assist Veterans or a Veteran's family. Wetter questioned who would be signing the thank you letter. Husom responded the commissioners would sign it.

Daleiden moved to accept the donation of \$300 from DAV Chapter 37 Auxiliary. The motion was seconded by Kaczmarek and carried 4-0, on a roll call vote.

## **ITEMS FOR CONSIDERATION**

**ADMINISTRATION****Schedule A Broadband Committee Meeting. Suggested Dates: 1:00 P.M. Tuesday, January 11 Or 10:30 A.M. Wednesday, January 12**

Daleiden moved to schedule the Broadband Committee meeting at 10:30 A.M. Wednesday, January 12, 2022. The motion was seconded by Kaczmarek and carried 4-0.

**Topics For Discussion At January 11, 2021 Workshop Meeting**

After discussion, the commissioners agreed the following topics will be on the Workshop Meeting Agenda:

- I. Schedule Meetings as Needed
  - a. Dental Clinic Steering Committee
- II. Update on OSHA Emergency Testing Standard
- III. Emergency Paid Sick Leave (EPSL) Policy
- IV. Allina Clinic Memorial Statue
- V. Update on the Fire Training System
- VI. Planning & Zoning Department Staffing Update
- VII. Update on the Assessor's Office Computer-Assisted Mass Appraisal (CAMA) System

**COMMITTEE MINUTES****COMMITTEE OF THE WHOLE (12-28-2021)**

Kaczmarek moved to approve the Committee of the Whole meeting minutes from Tuesday, December 28, 2021. The motion was seconded by Daleiden and carried 4-0.

***I. PLANNING & ZONING DEPARTMENT STAFFING***

*Planning & Zoning Administrator Barry Rhineberger said he feels that if there is going to be a change in the organization of the department, especially as it relates the Environment Health Supervisor (EHS) position, this isn't a bad time to do it. He said the department is at a crossroads and that more on-site supervision at the Compost & Recycling Center is needed. It is possible to accomplish that under the current structure – either with an office space in the processing area of the Compost Facility property or in the new Government Center. He added that an issue could be what comes out of the assessment and operational study at the Compost Facility being done by Stantec, which isn't expected to be completed for four or five months. Rhineberger explained the county has been without the EHS position since September and there are numerous functions that position is responsible for. There has been a void in both the environmental health area and the solid waste area that are stacking up.*

*Rhineberger said there are currently 11 candidates that applied for the vacant EHS position and, if the county waits too long, the backlog created by the initial vacancy may drag on for several more months. Commissioner Mark Daleiden asked what the Environmental Health Inspectors (EHI) do as part of their job duties. Rhineberger said the county has two EHIs. One almost entirely does septic system permit application review, inspections and works with the Minnesota Pollution Control Agency (MPCA) on septic system rules. The other serves as an on-site inspector and permit application reviewer, but also does the majority of the work on issues related to gravel pits – developing background information and the collection of gravel tax. The second EHI is the signatory for the Septic Loan Program.*

*Daleiden asked how many septic system inspections are done during the course of a year. Rhineberger said between 300 and 400 is standard. He added that the county recently signed on to conduct septic system inspections and permitting for the cities of Albertville and Hanover. Rhineberger said the county only inspects and permit new installs, not compliance check inspections. Commissioner Christine Husom said she recently had to purchase a new septic system and had two site inspection visits. Rhineberger said that is typical and most new septic system installations have between one and three inspections. He added that there is a finite life cycle to septic systems and, along with systems installed in new homes, there are antiquated systems that need to be replaced.*

*Commissioner Darek Vetsch asked about the difference in responsibilities for planners and EHIs. Rhineberger said that given the growth in the county and a lack of growth in the department, by design Planning & Zoning employees cross-train between planners, EHIs and the feedlot administrator. He said that all of these employees touch each other's work a lot. Their jobs have a considerable amount of overlap in their job duties and the knowledge they have gained over the years. Interim Planning & Zoning Administrator Tom Salkowski said that the debate in-house has been whether to adopt one of two reorganization plans brought forth, because both would likely require six months to fill vacant positions. Having been such a small office for so many years, cross-training was necessary to help each other out when it came to accomplishing different tasks within the office.*

*Commissioner Mike Kaczmarek commented on the two proposed reorganization charts, saying one of the first things he looks at is how many people report directly to the department head. He added that there has been discussion of using SCORE (Select Committee On Recycling and the Environment) funds to offset wages, which Kaczmarek said would be of benefit to the entire operation. Salkowski said that because of years of cross-training, the feedlot administrator will be assisting the Board of Adjustment, which has nothing to do with her job description, but it has been the history of the department that employees pitch in where they can when an assist is needed.*

*Daleiden asked if it would improve the office structure to eliminate the office manager position and replace it with an assistant administrator. The current office manager (Terrie Piram) will be retiring in January and Daleiden wondered if making a change to the current office manager position would be beneficial. Rhineberger said the current office manager has numerous responsibilities, including taking committee minutes, ordering supplies, extracting legal documents, recording documents and providing legal notifications to impacted residents. He added that office technicians can't provide that level of responsibility and an Assistant Planning & Zoning Administrator shouldn't take on those duties. Rhineberger said not having an office manager position could be at risk of liability if the duties aren't done properly.*

*Salkowski said the responsibilities of the office manager are almost completely clerical, adding that clerical duties are just as important as professional duties in an office like P&Z. The accuracy required for an office manager is extremely high and that person wears many hats within the department. Husom said the detail work required for the office manager is a very different skill set than is required for an assistant administrator.*

*Daleiden asked Kaczmarek about what SCORE funds can be utilized for. Kaczmarek said the county receives \$500,000 a year in SCORE funds – \$400,000 from the state with \$100,000 in matching county funds. Kaczmarek said the county can utilize more of its SCORE funds for employee wages than has been utilized in the past. Rhineberger said the county has budgeted for wages and the \$100,000 cash match, but that a portion of the wages can be the matching funds. Much of the SCORE funding is used to reimburse cities and townships for their recycling programs.*

*Kaczmarek asked if the new EHS would be splitting time at the Compost Facility and the Government Center. Salkowski said the plan would be to have an office at the Compost Facility to do all work from that location so there will be at least two employees on site at all times. Currently, if one employee is sick or on vacation, there is only one employee, which is a safety concern in the event of an accident or injury.*

*Rhineberger said there are some concerns in both of the alternative organizational charts pertaining to the grade level of existing employees. The reorganization will have employees that had more responsibility now answering to a supervisor, essentially dropping them a rung on the ladder. There is concern among employees that their positions may be downgraded as a result of the change. Rhineberger said the office manager position was posted internally and one employee applied. Salkowski said the candidate is very qualified for the office manager position.*

*Rhineberger said he is comfortable with maintaining the organizational chart as it currently stands until after the Stantec study is completed, adding if a change was made now, depending on the Stantec recommendations, another change in the organizational structure may come in six months. He also wants to get the EHS position filled as soon as possible because the position is responsible for several programs within the department.*

Assistant County Attorney Greg Kryzer said the MPCA understands that the county is in a transition phase and that the process of hiring a new EHS is underway. He said that if the county told the MPCA that it was restructuring the organizational chart of the Compost Facility, that the MPCA would grant a six-month to one-year extension to get that accomplished.

Human Resources Director Schawn Johnson expressed a concern that the Building Official and Office Manager positions are graded at 13 and 12, respectively. A Solid Waste Program Supervisor should be two or three grade steps above an employee that reports to the supervisor. At minimum the Solid Waste Program Supervisor and Assistant Zoning Administrator would need a grade of 14 or 15. Salkowski asked how long it takes to write up a new job description, have it analyzed and assigned a grade. Johnson said approximately four to six weeks. Johnson added that the position would likely require a grade of 14, which he felt was a solid benchmark to use when interviewing and questions arise about wages.

Daleiden asked if there was a temporary contract person that could be hired in the interim during the EHS hiring process. Salkowski said that 11 applications for the position were submitted and most had the qualifications needed for the position. Kryzer asked if the ESH candidates were more tied into solid waste or environmental health. Rhineberger said almost all the candidates had a background in environmental health.

Kaczmarek asked what recommendations could come out of the Stantec study that could change how the staffing is done at the Compost Facility. Salkowski said the study will look as much at programming as it will be about facilities. Whatever Stantec comes up with will merely be recommendations and the county can choose what it wants to do with the information and recommendations.

Kaczmarek said there should be a conversation about who takes minutes for committee meetings. Several different people take minutes from meetings and they're all different with respect to what is included from the committee meetings and what is left out. Kaczmarek said the people who take minutes are from various departments and there isn't much consistency. County Administrator Lee Kelly said that ideally Administration would handle all committee minutes, but the office is shorthanded – at times even the Assistant County Administrator took minutes. He said it's not an ideal use of staff time, but it has been necessary. Different committees have specific people, such as an administrative assistant from the Highway Department who does Transportation Committee of the Whole minutes. Rhineberger said Planning Commission and Board of Adjustment minutes are unique because they become a recorded document that becomes part of the abstract for the property in question. There is a higher level of accuracy needed than standard meeting minutes. Salkowski added that Planning Commission and Board of Adjustment minutes are more complicated because it is just as important what goes in the minutes as to what is left out.

Public Health Director Sarah Grosshuesch said that Health & Human Services (HHS) paid a portion of the salary for the previous EHS to assist with their environmental health cases. She stated the Memo of Understanding between HHS and Planning & Zoning for sharing the EHS was very outdated and has expired. She asked that HHS be part of the process working with Rhineberger. She added that not only is the EHS position open, but so is the Health Promotion Coordinator from her office. In the interim, the duties of the Health Promotion Coordinator are being done by Grosshuesch and Emergency Preparedness Manager Jon Young.

Daleiden asked if Planning & Zoning should stick with its current organization chart until after the interviews for the EHS are completed and a job offer is made. He added the skill set of the selected candidate could have an impact on how the organizational chart would be determined. Rhineberger said one of the reasons he wanted to have this meeting was to see if the board was interested in hiring two candidates – one to cover environmental health issues and another to serve as an assistant P & Z administrator.

***RECOMMENDATION: Table discussion until more information is made available about the potential use of SCORE funds and interviews have taken place for the Environmental Health Supervisor job opening with the potential of hiring two people if a pair of qualified candidates emerge from the interviews.***

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

Soil & Water Conservation District (SWCD). Wetter attended the meeting on December 28, 2021. The group signed the agreement with the county to continue payroll services. A dedicated vehicle fund and a dedicated building fund were created. Convention takeaways were discussed. Most of the North Fork, Crow River water base implementation fund contract payments were approved. Cover crop payments were also dispersed to farmers.

HealthPartners. Kelly stated HealthPartners will be granting the county \$35,000. \$10,000 will be used to support initiatives to eliminate health disparities, and \$25,000 will be used to support the new Dental Clinic.

Quarterly Leadership Meeting. Kelly reminded the commissioners the meeting is scheduled at 10:30 A.M. on Tuesday, January 11, 2022.

Wright County Fair Board. Kaczmarek stated the fair board is hoping to confirm the return of the circus. The convention for County Fairs will be held soon.

University of Minnesota Extension. Kaczmarek stated there was an applicant to the opening in District 5.

Township Officers Meeting. Daleiden stated the Township Officers Meeting will be held on Thursday, January 6, 2022, in Corinna Township.

Historical Society. Husom encouraged viewers to visit the Festival of Trees at the Historical Society. There are 85 trees on display.

Safe Communities of Wright County. Husom stated the group is finishing interviews for the Executive Director position and hoping to have someone in place soon.

The meeting adjourned at 9:49 a.m.

County Board Minutes submitted by Elizabeth Clow, Office Manager.