



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

FEBRUARY 15, 2022

DATE APPROVED: FEBRUARY 22, 2022

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

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

COUNTY BOARD MINUTES 02-01-2022

Commissioner Mark Daleiden moved to approve the County Board minutes from Tuesday, February 1, 2022. The motion was seconded by Commissioner Darek Vetsch and carried 5-0.

AGENDA

Daleiden moved to approve the Agenda as presented. The motion was seconded by Commissioner Mary Wetter and carried 5-0.

CONSENT AGENDA

Commissioner Mike Kaczmarek requested to pull Item B7 (Administration – Finance) and Item F1 (Planning & Zoning) for further discussion. Kaczmarek also requested to pull Item B8 (Administration – Finance) to further discuss a claim paid to Baker Tilly in the amount of \$24,000. Wetter requested to pull Items A1A (Administration), A1C (Administration), A1D (Administration), and A2A (Administration) for further discussion.

*Items pulled from the Consent Agenda for further discussion

TIMED AGENDA ITEMS

A. ADMINISTRATION

1. Approve The Following Grant Applications:
 - A. *BB-002 Broadband Grant Program (\$1,200,000)
 - B. OLH-001 Operation Living Hope Programs (\$15,000)
 - C. *WCAG-006 County Ditch 33 Wetland Restoration (\$470,000)
 - D. *WCAG-014 Water Quality Monitoring And Inspection (\$20,000)
2. Approve The Following Program Request:
 - A. *Ditch 33 Outlet (\$2,000,000)

B. ADMINISTRATION – FINANCE

1. Motion To Approve The List Of Restricted Amounts That Are Required By Law. To Authorize Standard Carryovers From 2021 Budget And The Carryovers Requested By Departments To The 2022 Budget
2. Approve The Authorization To Designate Fund Balance In The Special Revenue, Debt Service, And Capital Projects Funds According To The County's Fund Balance Policy And Accounting Standards. These Are Based On Estimates And Amounts Could Change
3. Motion To Approve A Reimbursement For Money Spent In Connection With UCARE Dental Clinic. A Journal Entry Will Be Processed In The Amount Of \$9,235.00 From 11-450-000-0000- 6910 Transfer Out Into 34-150-000-8216-5910 Transfer In
4. Motion To Approve The Reimbursement Of The American Rescue Plan Act (ARP) Funds As Follows:
County ARP Funds:
Approval Of County Reimbursement Of \$1,594.64 From 01-099- 493.6910 Transfer Out Into 01-100-493.5910 Transfer In As Follows:
\$1,594.64 For Administrative Expenses-Staff Costs
Approval Of Use Of ARP Funds From 01-099-493-8428.6261 And 01-099-493-8415.6480
\$1,643.00 7.1 Administrative Expenses-Consultant Support
\$2,645.39 1.7 Capital Investment-Customer Flow Management System
5. Approve Renewal Of Seasonal On-Sale Liquor License For Whispering Pines Golf Club
6. Authorization For The Following Budget Amendments Due To Disabled American Veterans Auxiliary Donation:

Budget Amendments For DAV Auxiliary Donation, As Follows:

01-121-000-0000-5757 \$300.00

01-121-000-0000-6411 \$300.00

This Budget Amendment Is For The 2022 Budget

7. *Review Monthly Finance Report For December 2021
8. *Acknowledge Warrants Issued Between January 26, 2022 And February 8, 2022

C. ADMINISTRATION - HUMAN RESOURCES

1. 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, Surveyor, And Parks Department Staff Members

D. HEALTH & HUMAN SERVICES

1. Position Replacement
 - A. Office Technician I
 - B. Office Technician II
 - C. Office Technician II
 - D. Lead Eligibility Specialist
 - E. Eligibility Specialist
 - F. Social Worker

E. HIGHWAY

1. Approve Schedule For Receiving Bids For Upcoming Plant Mixed Bituminous Mixture For Highway Maintenance Activities. Schedule To Receive Bids On Thursday, March 17, 2022 At 11:00am

F. PLANNING & ZONING

1. *Approval To Fill Vacated Planner Position

G. SHERIFF'S OFFICE

1. Position Backfill
 - A. One Deputy FTE
 - B. One Corrections Officer FTE
 - C. One Communication Officer FTE

ITEMS PULLED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION

ADMINISTRATION

1. Approve The Following Grant Applications:
 - A. BB-002 Broadband Grant Program (\$1,200,000)

Wetter questioned why the broadband grants are called "Last Mile" projects. Vetsch responded the term refers to connecting the main fiber line to houses. Vetsch provided the example that a fiber trunk line runs along County Road 39 connecting the housing developments along County Road 39 would be the "Last Mile".

ADMINISTRATION

1. Approve The Following Grant Applications:
 - D. WCAG-014 Water Quality Monitoring And Inspection (\$20,000)

Wetter questioned what would be monitored and tested. Ag & Drainage Inspector Matthew Detjen stated the item is for one project in specific. However, this type of problem is encountered frequently. Detjen explained there is a ditch system in Montrose that is experiencing water quality issues and possibly has illegal tie-ins. In order to find where the problem is coming from, dye tablets can be put in residents' toilets or running a sewage inspection camera up the tile line. It's impractical to do the dye test, which is why the sewage inspection is being requested. There is no funding mechanism to pay for the inspection.

ADMINISTRATION

1. Approve The Following Grant Applications:
 - C. WCAG-006 County Ditch 33 Wetland Restoration (\$470,000)

Wetter stated there is a Ditch 33 Wetland Restoration project in the amount of \$470,000 and there is a Ditch 33 Outlet program request in the amount of \$2 million. Wetter questioned why there are multiple requests for Ditch 33. Detjen stated the American Rescue Plan (ARP) Committee approved 12 of the 13 water quality project requests in June 2021. This project was withheld because there was still work that needed to be done with the city and landowners. That work has been completed and the project is ready to move forward.

ADMINISTRATION

2. Approve The Following Program Request:
 - A. Ditch 33 Outlet (\$2,000,000)

Detjen stated a Ditch Committee of the Whole (DCOTW) meeting will be scheduled to further discuss the Ditch 33 Outlet request. Wetter stated the ditch is in the City of Monticello and Monticello Township, with the outlet going into the Mississippi River. Wetter said there has been discussion of piping instead of having a ditch. Wetter stated it would be approximately 4,600 feet of 48-inch stormwater pipe. Vetsch stated it is part of a jurisdictional change, in changing it from a ditch system to a city stormwater system. There is a funding mechanism for it that will be further discussed at the DCOTW meeting. Vetsch stated the request is to further explain what is intended to be done between Wright County, the City of Monticello, Monticello Township, and residents along Ditch 33 to correct the decades of issues and how parts of the system will be transferred to the city stormwater system. Wetter questioned if the stormwater will be treated before it goes into the Mississippi River. Detjen stated treatment is part of the wetland restoration. The outlet from the wetland restoration eventually reaches the Mississippi River. Daleiden stated the project will improve the quality of what is currently going into the river.

Wetter moved to approve Consent Agenda Items A1A, A1D, and A2A. The motion was seconded by Vetsch and carried 5-0.

ADMINISTRATION – FINANCE

7. Review Monthly Finance Report For December 2021

Kaczmarek stated the Sheriff's Office provided services in Hennepin County and Aitkin County. The Finance Report states the Sheriff's Office was reimbursed 50 percent for services provided in Hennepin County and 100 percent for services in Aitkin County. Kaczmarek stated the Sheriff's Office was hoping to receive 75 percent reimbursement from Hennepin County but only received 50 percent. Kaczmarek questioned if the Sheriff's Office has an agreement or contract in place for situations where services are provided.

Sheriff Sean Deringer stated the Sheriff's Office was hoping for reimbursement through legislative initiatives however, the bill failed. The first time the Sheriff's Office sent deputies to Minneapolis; Hennepin County Sheriff's Office issued a 50 percent reimbursement. A Memorandum of Understanding (MOU) was signed with the Minneapolis Police Department the second time deputies were sent. The Sheriff's Office knew at the time of signing the MOU that the reimbursement could be less than what was expected. All the agencies that signed on the MOU were reimbursed through the Minneapolis Police Department. During that time, the Sheriff's Office worked to directly assist the Hennepin County Sheriff's Office.

Vetsch questioned if the county reimbursed the Hennepin County Sheriff's Office on the occasions support was provided to Wright County. Deringer responded the county did not reimburse them. Deringer stated resources are often shared without an expectation of reimbursement.

Kaczmarek stated he is interested in having a form in the future that explains the agency receiving assistance would cover the costs of the services and any costs associated with injuries or property damage. Kaczmarek stated expectations were not met and now the county is on the hook to pay the costs associated with aiding. Deringer stated he thinks the expectations were met. The Sheriff's Office hoped the legislature would have provided reimbursement however, he would have sent deputies regardless. Deringer added when situations occur things move very quickly; a form will be the last thing on anyone's mind. The Sheriff's Office assumes some of the risk and liability when sending deputies to other agencies to aid. Deringer stated the Sheriff's Office has received more aid than it has given.

Kaczmarek stated it would have been nice for the board to see the MOU. Deringer stated the board was made aware of the situation before deputies were sent. Deringer stated he has been open and forthcoming with the board. Daleiden stated many of the instances are unexpected and it would be difficult to have something in writing. Commissioner Christine Husom stated she appreciates having good relationships with surrounding counties. Other agencies are willing to help the county because we are willing to help them.

PLANNING & ZONING

1. Approval To Fill Vacated Planner Position

Kaczmarek stated the background/justification section on the position replacement was blank. Previously, the commissioners agreed if the request form was blank, it would not be accepted. Kaczmarek stated he talked to Planning & Zoning Administrator Barry Rhineberger about the request. Kaczmarek questioned if it is a policy that departments are not allowed to hire until the position is vacant. Kaczmarek stated he thinks it is beneficial to have the person leaving be available to train the new employee.

Vetsch stated the reason for posting sooner is because of the challenging labor market. Positions can be posted prior to the board approving and removed if the board does not approve. Most of the time budgeted positions are approved by the board. When short-staffed, other employees are challenged and potentially considering other employment. Vetsch agreed with Kaczmarek that the request was not filled out properly.

Kaczmarek stated Health & Human Services had multiple position replacement requests with lengthy background and asked Rhineberger to provide an explanation. Rhineberger stated the position is being expedited because now there are two openings for the same position. The notice was received on Monday, February 7 and there were interviews for the same position on that day. There is already a pool of candidates to choose from. There could be negative connotations of re-posting the same position within a month.

Kaczmarek questioned if the policy of not filling a position until it is vacant needs to be re-written. Vetsch suggested discussing the current process for position replacements and potential ways to change it at the March County Board Workshop.

Kaczmarek moved to approve Consent Agenda Items B7 and F1. The motion was seconded by Daleiden and carried 5-0.

ADMINISTRATION – FINANCE

8. Acknowledge Warrants Issued Between January 26, 2022 And February 8, 2022

Kaczmarek stated the Commissioners received an email from County Administrator Lee Kelly regarding an outstanding bill from Baker Tilly for a Classification & Compensation Study that took place more than two years ago. Kaczmarek asked Kelly to explain the delay and any associated late fees. Kelly stated the county was contacted on Wednesday, January 12 regarding the outstanding invoice. The Classification & Compensation Study was originally with Springsted but the company merged with Baker Tilly around August 2019. Administration staff could not find any record of the invoice being sent to the county for payment. In March 2020, the county received notice stating the billed percentage was 100 percent. Baker Tilly came forward in January requesting the remainder payment. Administration staff checked records based on the initial contract signed in 2019 and found there was an outstanding amount of approximately \$24,000. Late fees have not been incurred.

Kaczmarek moved to approve payment to Baker Tilly. The motion was seconded by Daleiden and carried 5-0.

TIMED AGENDA ITEMS

VIRGIL HAWKINS, HIGHWAY DEPARTMENT

Approve Agreement No. 22-51 For The County State Aid Highway (CSAH) 37 Reconstruction Project With The City Limits Of Albertville And Otsego. Agreement No. 22-51 Outlines The Funding Participation, Construction, And Maintenance Responsibilities Between The Cities Of Albertville, Otsego, And Wright County

Highway Engineer Virgil Hawkins stated the project is funded through the Local Option Sales Tax (LOST). The cost is divided between Wright County, the City of Albertville, and the City of Otsego. The cities have already approved the agreement.

Daleiden questioned if the trails are strictly in the City of Albertville. Hawkins responded yes. Daleiden stated there has been discussion of installing fiber or a pipe to run fiber while these types of projects are under construction and there are four or five companies with fiber in the ground currently along CSAH 37. Daleiden asked if any of the companies have been contacted so there is not duplication of efforts. Hawkins stated there is language in the contract that states whoever the primary contractor is needs to work with whoever the county's contractor is for the Dig Once Policy. Hawkins stated it will be done similarly to how other utilities are relocated. Hawkins said it is his understanding Administration has a plan for it to be done during contract work.

Vetsch stated the project will likely require a substantial amount of fill. Assistant Highway Engineer Chad Hausmann stated other than at the intersection, minimal fill is needed. That is why the road was shifted as far south and west as possible. There is an agreement to relocate an Xcel transmission pole, which is cheaper than having to relocate the intersection.

Daleiden moved to approve Agreement No. 22-51 for the CSAH 37 Reconstruction Project. The motion was seconded by Vetsch and carried 5-0.

MARC MATTICE, PARKS & RECREATION

Authorize Signatures And Approve Capital Improvement Project Funding For The Otsego County Park Playground Replacement

Parks & Recreation Director Marc Mattice stated the Park Commission has recommended approval of the project. If approved, the project will likely be done before Memorial Day weekend. Daleiden stated the design is unique and more accessible than other playground equipment in the county. Mattice stated all playgrounds currently meet Americans with Disabilities Act (ADA) requirements. However, this design will have poured in place surface.

Wetter questioned how often playground equipment is inspected. Mattice stated Certified Playground Inspectors are on staff and the playgrounds are inspected every other week for safety.

Daleiden moved to authorize signatures and approve funding for the Otsego County Park Playground replacement. The motion was seconded by Wetter and carried 5-0.

MATT TREICHLER, SHERIFF'S OFFICE

Resolution To Accept The 2022-2023 Snowmobile Safety Enforcement Grant

Chief Deputy Sheriff Matt Treichler stated the grant is used to help offset Sheriff's Office costs for snowmobile patrols, equipment, and safety courses for the public and staff. The total amount of the grant is \$18,880.

Kaczmarek stated the grant requires an annual report be sent to the state. Kaczmarek stated there were 295 hours of overtime throughout a three-year period. Kaczmarek stated three deputies account for nearly 50 percent of the overtime, with two of them being supervisors. There were nine citations over a three-year period. Kaczmarek stated it is interesting that those that participate in the snowmobile class are paid straight time while those on patrol are paid overtime. Kaczmarek questioned how that was determined. Treichler stated he is not sure how it was determined and could find an answer.

Daleiden moved to approve the resolution to accept the 2022-2023 Snowmobile Safety Enforcement Grant. The motion was seconded by Vetsch and carried 5-0, on a roll call vote.

MATTHEW DETJEN, AG & DRAINAGE

Approval For Repairs On Joint Ditch #15 From Station 1+00 To 113+14

Detjen stated the Meeker County Drainage Inspector assisted with the bidding process and worked with landowners. The exemption and approval for the work has been received. The request is for approval on the low bid from MSB Tiling and Excavating in the amount of \$32,300.

Daleiden moved to approve repairs on Joint Ditch #15. The motion was seconded by Kaczmarek and carried 5-0.

Schedule A Ditch Committee Of The Whole Meeting

Detjen stated the items for discussion are County Ditch #33 and an update on the current redetermination of benefits.

Daleiden requested an update on County Ditch #10.

Vetsch moved to schedule a Ditch Committee of the Whole meeting at 10:30 a.m. Tuesday, March 8. The motion was seconded by Daleiden and carried 5-0.

PUBLIC HEARING ON THE LOCAL OPTION SALES TAX (LOST)

Kelly stated LOST was enacted in 2017 and was slated to expire at the end of 2022. In the fall, a virtual open house was held to gather input from the community. A Committee of the Whole meeting was held to review findings and it was

decided to hold a public hearing in February to discuss extending the LOST. Kelly stated the public hearing notice was posted in the newspaper for two weeks, per statute. No public comments were received.

Hawkins stated two resolutions are included in the packet. Resolution A includes the project list and map that was presented to the public. At the Transportation Committee, it was discovered that transportation facilities can be funded through LOST, therefore Resolution A1 includes the addition of the Otsego shop expansion and the future shop in Annandale.

Husom opened the public hearing for comment. No members of the public came forward to speak.

Vetsch stated he would like an opportunity to further discuss the items on the list and how the funding will be allocated. Vetsch suggested holding a Committee of the Whole (COTW) meeting to make modifications to the list. Most of the discussion has been whether LOST makes sense and there has not been much discussion about the list of projects.

Kaczmarek stated he has been doing research on LOST. In January, Kaczmarek found the statute also allows for transportation-related facilities to be included. Kaczmarek said \$1 million may only get one mile of road work completed but can go a long way for a facility. The support was overwhelming in District 5. Kaczmarek agrees with extending LOST but thinks the allocation should be reviewed.

Wetter stated she does not like taxes and thinks it is an unfair sales tax because it taxes the poor, the average, and the rich. Wetter said on the other side of it, many businesses like it for the simple reason the monthly tax is known. If County Commissioners have to make up the difference without LOST, the property tax would be unknown from year to year. Wetter stated she has received many calls, letters, and emails against the LOST. Wetter added many people in her district are against LOST but a lot of them support it. Looking at it both ways, Wetter is in favor of LOST.

Daleiden stated one of the advantages of LOST is at least 25 percent of the funds come from outside of the county. Husom stated individuals that are not spending a lot of money are not the ones paying. Instead of raising property taxes, this is a way to gather funds from those who can afford to buy more.

Vetsch requested scheduling a Transportation Committee of the Whole meeting in the next six months to have a deeper discussion on the project list. Daleiden stated staff is looking at using metrics for the projects. Husom stated projects will be completed based on importance and other funding that is available. Hawkins said all the projects on the list won't necessarily use LOST revenue, the projects would just be eligible for it. All projects will be presented to the board through the Highway Department's Five-Year Plan.

Kaczmarek questioned what the timeframe for the extension is. Daleiden stated it would be 10 years, ending in 2032. Wetter questioned if the resolution can be canceled. Hawkins stated it can be canceled and there is a clause that states the county board will continue to study the county's long-term transportation capital improvement projects and take input from local jurisdictions for future investment options, additional projects or improvements can be presented to the county board for consideration for funding at a future public hearing and included in a separate resolution passed at a future date.

Daleiden moved to approve LOST funding using Resolution A1, including transportation facilities. The motion was seconded by Vetsch and carried 5-0, on a roll call vote.

ITEMS FOR CONSIDERATION

COMMITTEE MINUTES

TECHNOLOGY COMMITTEE 1/26/2022

Daleiden moved to approve the Wednesday, January 26 Technology Committee minutes. The motion was seconded by Vetsch and carried 5-0.

I. Announcements

Matthew Fomby, IT Director, updated that as part of the County reorganization, Projects is now their own department, which is led by Elizabeth Karels, Project Administrator, and currently consists of five Business Analysts (BA) with the

plan to add an intern.

RECOMMENDATION: Informational Update

II. Capital Improvement Process (CIP)

Elizabeth Karels, Project Administrator, noted that she is working on process enhancements to align with best practices and to be more transparent.

RECOMMENDATION: Karels to roadmap future CIP process.

III. Project Updates

The Website Redesign was discussed by Elizabeth Karels, Project Administrator. She noted that the new design launched last Thursday, January 20, 2022. Design was discussed. Christine Partlow, Business Manager, noted that the large bar at the bottom of the screen does not allow for a lot of room to see other items when working on a laptop because it takes up a lot of space. Jeremy Kringler, Business Analyst (BA), noted that the graphics in relation to the content could be analyzed to ensure content is seen first. Commissioner Vetsch concurred with the space. James O'Dell, Technology Supervisor, noted that when a user searches by Department at the top of the screen, Health & Human Services is located at the bottom and you have to scroll to find their department. Karels noted that navigation will be updated with content consulting.

Jeremy Kringler, Business Analyst (BA), provided updates on the CAMA Project (Assessor's portion). They are currently in a holding pattern because the Assessor's office is finishing up year-end work. Because Tyler is the system of record for everything, there is work being done to eliminate some dual entry between Avenu and Tyler. Additional workflows will be setup in Tyler to help eliminate some of the SharePoint needs. Commissioner Vetsch asked Lindsey Meyer, Finance Director, why the County is still going with MNCCC for Tax. Kringler stated that he needs clarification if we can have two contracts, one for Tyler and one for MNCCC. Meyer stated that Tyler or MNCCC should have addressed that. Meyer also noted that Tyler indicated a \$90,000 savings on implementation going through MNCCC with a \$10,000 higher annual fee going direct with Tyler. She indicated that she had reached out to Elizabeth Karels, Project Administrator, for help in making a decision on what is best for the County. Commissioner Vetsch asked if MNCCC would be the governing body or would the County be able to make our own decisions. It was noted that MNCCC would provide best practices and data standards. Commissioner Vetsch wants this moved on swiftly since it has been hanging around for a couple of months. Kringler asked Meyer if there was a list of counties who were going to sign with MNCCC and she noted that there was no way to know. Meyer also indicated that the contract with MNCCC is ready to sign.

Mark Kellogg, IT Technical Services Manager, provided an update regarding the new Government Center. He noted that it is coming along nicely and that there has been a lot of movement in the past couple of weeks. A building ownership date of March 1, 2022 has been proposed but is still unofficial, and no concrete move in date has been set. As supplies are arriving, they are being installed almost immediately. The wiring closets are finished. There are some struggles with items being damaged or the wrong style and work is being done with the vendors to get this fixed. IT is also working on prioritizing the conference rooms to see which ones can be fully complete at move in. Alternative plans will be made if conference rooms are not available. TEAMS would be a backup, if needed, for internal meetings. The Boardroom may still need to be utilized in the current building if the Boardroom in the new building is not complete at the time of move in.

Event Scheduler was updated by Zachary Breyen, Business Analyst (BA). Breyen recently took over this project from Kevin Kaszynski, Business Analyst (BA), who recently left the County. Breyen noted that the monitors and screens were all installed, except for one ADA compliant mount, which should arrive later this week. The kiosk is also there, but waiting for "rubber feet." HHS and License Center are both good to go and on target.

TeamDynamix, TDx, was presented by Becki Murphy, Project Portfolio Analyst. Murphy noted that TDx was implemented on December 15, 2021 and Phase 1 is now complete. Phase 2 is scheduled for January and February for refining incremental changes, useability and reporting. Phase 3 is in the pipeline for additional capabilities.

Scott Weiland, Business Analyst (BA), discussed the Recorder project. Marital records are complete. Birth records and death records are being ingested through 2022. 42% of total books has been fully digitized and the project is currently about 25% under budget.

Lee Kelly, County Administrator, updated the Committee on Enterprise Resource Planning (ERP). The Statement of Work with Sierra-Cedar was approved with Phase 1 to start on February 18, 2022. In the Trading Post yesterday, January 25, 2022, Tony Kothlow, the new Project Manager, was introduced. He was contracted from an outside entity. Teams are being ramped up to keep going on this project. The estimated rollout is 6-9 months for financials and other aspects. It was also noted that there has been a good working relationship with Sierra-Cedar.

RECOMMENDATION: Karels and Meyer to collaborate and make a decision on best option between MNCCC and Tyler for Tax.

IV. 2022 Project Portfolio

Rebecca Murphy, Project Portfolio Analyst, noted that the majority of projects are in process. A couple are on hold due to other project dependencies. The discretionary list was reviewed with no questions asked. Six Technical Compliance projects were reviewed with no questions as well. There were no pending projects for this team to review. For 2022, estimations currently include 32 targeted completions, 80 defined plans, 389 defined tasks, 5 requests on hold, 5 requests in process and 2 targeted completions for 2023.

RECOMMENDATION: Informational Updates

V. TeamDynamix Project Planning Workflow

Workflow steps were reviewed by Rebecca Murphy, Project Portfolio Analyst. The steps consist of Initial, Assessment, Assessment Review and Approval, Add to Portfolio, Scheduling and Convert Request to Project. Commissioner Vetsch asked how this aligns to the current CIP Process. Elizabeth Karels, Project Administrator, noted that we will not have CIP requests in the future, unless an emergency. Future state CIP is approved at the same time as operating budgets. James O'Dell, Technology Supervisor, asked if future process would involve different templates, ie five-year plan. A five-year plan may not have all of the information like a short-term request and can be refined over the years. Murphy noted that they would have a workflow for that. The only actual approval in TDx would be for items for the next year.

RECOMMENDATION: Informational Updates

VI. 2021 Project Summary Review

Rebecca Murphy, Project Portfolio Manager, updated the group with the 2021 year-end review. In 2021, there were 29 total projects, 20 completed projects, 16 new projects and 8 cancelled projects. The top five projects in 2021 by IT hours spent accounted for 65% of all 2021 Total IT projects. The five projects were ERP implementation, PPM & ITSM Solution, Assessor – CAMA, convert workflows from Nintex to Power Automate and Sheriff – RMS/CAD Discovery & Analysis. 2021 key projects included the Justice Center, FBI – Sheriff office range and training facility, and Wright County Sheriff Office (WCSO) – Back-Up Dispatch Center. 2021 new project key implementations included Health & Human Services (HHS) – Contact Center Replacement, Records – Land Notification, Parks and Recreation reservation system, and facility key management – Justice Center. 2021 key upgrade and Technology Compliance included Planning & Zoning – CityView Platform Change, SharePoint 2019/Hybrid Upgrade, iSeries (AS400) hosted.

RECOMMENDATION: Informational Updates

COUNTY BOARD WORKSHOP 2/8/2022

Kaczmarek requested the following addition under Voter Integrity:

Commissioner Mike Kaczmarek reminded Weible of a conversation he had with him the year before. Kaczmarek stated he was still waiting on a source of data from Weible specific to statistics in Wright County regarding voting. Weible was receptive to that.

Kaczmarek stated Weible has since sent him the requested information. Daleiden questioned if Weible provided the 466 ballots that were not verified. Vetsch responded that number is down to approximately 26. The issue was the amount of time it took to verify the ballots. Vetsch added the information isn't transferred online at the same pace as it is being verified on the back end.

Vetsch clarified under Legal Services Request for Proposals (RFPs) he stated he did not want cost to be the only deciding factor.

Kaczmarek requested to narrow the scope of the Legal Services Request for Proposals sub-group to Vetsch, Kaczmarek, and Kryzer to ensure an unbiased selection process. Kaczmarek stated there may be some longstanding relationships with one or more of the firms that are being proposed. Vetsch suggested having Kelly and County Attorney Brian Lutes on the sub-group as well. Daleiden questioned if a point system would be used to rank the proposals. Daleiden stated there are many factors to consider. Vetsch stated the sub-group is intending to use a scoring system. Daleiden stated keeping the sub-group with the members the board originally stated is prudent. Kaczmarek stated he does not know that two representatives from the County Attorney's Office are needed. Daleiden stated having the two attorneys' opinions will be beneficial to the county. Husom added Lutes has more experience with the criminal side and Kryzer has more experience with the civil side.

Kaczmarek amended his request to add Lutes. Vetsch stated the reason for removing Human Resources is the department is one of the larger users of professional legal services. The attorneys the county uses need to be very objective, and the process should be non-biased. Vetsch added Human Resources has a long history with one of the firms. Husom clarified the request it to have Human Resources removed from the sub-group. Kaczmarek stated he would like the sub-group to consist of himself, Vetsch, Lutes, and Kryzer. Daleiden and Husom stated they disagree. Husom stated Kelly needs to be involved with the process.

Kelly stated he had a conversation with Lutes about how the criminal side has traditionally been handled in-house while the civil side has used outside services. The RFP was written to focus on labor relations, as that is the majority of what the county has used firms for. However, there are other services that are contracted out as well. Kelly stated he thinks there needs to be a discussion regarding the specifics of the RFP as well as roles and who is doing what. Kelly stated he advocates for himself, Lutes, and Human Resources Director Schawn Johnson to remain on the sub-group. Kelly stated he thinks an objective discussion is possible. Kelly added he has worked with many of the firms that submitted proposals at one point or another. Firms have been used for anything from land use to bonding advisement. Kaczmarek amended his request again to the original sub-group with the removal of Human Resources.

Kaczmarek moved to approve the Tuesday, February 8 County Board Workshop Minutes, and recommendations with a modification to the recommendation under Legal Services Request for Proposals to remove Human Resources from the sub-group. The motion was seconded by Vetsch and carried 5-0.

I. Schedule Meetings as Needed

County Administrator Lee Kelly stated there are not any meetings that need to be scheduled.

II. Voter Integrity

Dustin Lozinski (Monticello) stated unprecedented events took place during the 2020 election process, such as last-minute rule changes that had never taken place in previous elections. State legislators recognized many of the faults of the election process years before the 2020 election and made conscious efforts to put laws into place to protect the voting system. In 2020, the Secretary of State's Office was going to allow absentee votes to be accepted one week after the election, increasing the chances for illegal voting activity to occur. Representative Eric Lucero and Representative James Carson were able to stop this from happening on October 29, 2020. However, other last-minute changes remained in place. The changes were not made by legislators, as the Minnesota Constitution states they should be. The 2020 election caused many citizens to question the integrity of the voting system.

Cori Stenburg (Chatham Township) said on November 24, 2020, the State Canvassing Board certified the 2020 election for the entire state. On November 29, 2020, 25 days after Election Day, there were 730,000 absentee votes statewide that were not connected to an actual voter. In Wright County, there were 8,657 absentee mail-in ballots that were matched to an actual voter, however, there were 28,766 ballots that were not connected to an actual voter. Minnesota State Statute 203B.121, Subd. 3, states "When applicable, the county auditor or municipal clerk must immediately record that a voter's absentee ballot has been accepted. In a state primary, general, or state special election for federal or state office, the auditor or clerk must also record this information in the statewide voter registration system." Stenburg said the State Canvassing Board had already certified all the Wright County votes five days prior with 28,766 ballots still not tied to a voter. In December, that database had 1,823 ballots not connected to an actual voter and, as of January 31, 2021, 466 ballots in Wright County remained not connected to an actual voter. Stenburg stated the method that took place in 2020 of certifying all votes before all votes were accounted for cannot occur again. Stenburg urged the county to follow all state election laws for the upcoming 2022 election and beyond.

Sunny Lowell (Buffalo) stated the citizens of Wright County are requesting help from elected leaders to obtain answers to settle the election integrity questions from the 2020 election. Lowell added if election integrity questions are answered using full transparency, citizens will know votes in Wright County can be trusted in the future. Voting must be the most protected and upheld system in the county.

Rick Weible (Elkton, South Dakota) stated he is a previous resident of Minnesota and is the former Mayor of St. Bonifacius. Weible explained absentee ballots must immediately be entered into the statewide voter registration system so that voters cannot vote more than one time. Weible stated there was a disconnect because 25 days after the election and five days after the entire state certified the election, Wright County still had 28,776 ballots that had not been entered into the statewide voter registration system. Weible stated the county has until December 15 to enter data for in-person voting. Wright County asked for an extension until January 12 to enter the data due to an inability to complete the work. Weible questioned what the inability was because there has not been damage to the Government Center building and none of the county employees that work in the elections division passed away. In Wright County, four individuals voted more than once, six voters died before the election, and one individual voted from a PO box as an address. The systems in place to prevent voter fraud are not working. Of the 28,766 absentee ballots in the county, only 8,657 were entered into the statewide system.

Commissioner Mike Kaczmarek reminded Weible of a conversation he had with him the year before. Kaczmarek stated he was still waiting on a source of data from Weible specific to statistics in Wright County regarding voting. Weible was receptive to that.

Commissioner Darek Vetsch stated the county is down to 466 ballots that have not been verified. There will always be a small number of ballots that will not be able to be verified. Weible stated there is a history of close elections in the Minnesota, so the small margin makes a difference and can change election outcomes. Vetsch stated one of the reasons the verification process takes so long is the county is not allowed to ask good questions and individuals are allowed to vote without being in-person. Vetsch questioned how much money and staff time should be spent to get more accurate elections. Weible stated there was not a single request for funding in 2020 that was denied. Weible stated there needs to be party balance at the ballot boards.

Vetsch stated the only way to prevent questions is changing the process on the front end with an identification process and voters had to appear in-person. Weible stated we cannot go back and change the officials that were elected in 2020. It is important to do better next election. Commissioner Christine Husom stated she is in favor of voter identification and there is no reason not to have an ID when going to vote. Weible stated if more counties shared recommendations with the legislature, laws could be changed.

Kaczmarek asked Weible to provide an update on pending court cases. Weible responded the Minnesota Voter Alliance case regarding Olmsted County and the City of Minneapolis is currently before the Minnesota Supreme Court. Oral arguments were heard last month, and a ruling could come any day regarding ballot boards and party balance.

Vetsch questioned what the reasonable margin of error is. Weible responded the number is based on state statute. The state standard per precinct is no more than an error of .5 percent. For automatic recounts, the same type of standard is used.

Finance Director Lindsey Meyer introduced Elections Supervisor Corissa Aronson. Aronson stated there are more than 92,000 voters in Wright County. Vetsch stated the county was within the margin of error, but the issue is how long it took to get there. Aronson explained there is never an instance an absentee ballot is not connected to a voter. The Elections team uses the Statewide Voter Registration System (SVRS). The process starts with an individual filling out an absentee ballot application. At that time, staff search for a voter record to tie the application to. If it is a new voter, a new record is created. The ballot is issued, and the voter is connected in the SVRS. When the voted ballot is returned, staff updates the progress in the SVRS. The posting of the voting history is what takes longer. The process was no different than previous election cycles, other than the higher volume. Statute allows the county six weeks to post the voting history and there is a verification process. Aronson requested the report of the 466 unverified ballots Weible referenced. Aronson stated the extension was requested due to the volume of ballots needing verification and the limited staff working on it.

State Representative Joe McDonald asked Weible to provide the data that is necessary to begin election reform. Weible stated the information is available at www.midwestswampwatch.com. Jeff Swenson (Buffalo) stated he supports a full and forensic audit of the entire official 2020 ballot.

RECOMMENDATION: Informational only.

III. Energy Transition Advisory Committee Appointment

Rose Thelen (Clearwater Township) explained she applied to serve on the Energy Transition Advisory Committee through the Minnesota Department of Employment and Economic Development (DEED). Thelen stated she applied as a member of impacted communities and applied because she has been involved in raising awareness of the impact of plant closures. At the time Thelen applied, there was not anything in the application process that referenced the position representing Wright County. Thelen stated if she had known that were the case, she would have reached out to the commissioners prior to applying. Thelen was appointed in November. Thelen was contacted by DEED representative Catalina Valencia in December but the email went into Thelen's junk mailbox. In January, Thelen contacted Valencia and was made aware of the requirement of a letter of support from the county. The deadline for the letter of support has been extended to February 18.

Thelen stated the job of the committee is to make recommendations as to what the community needs if there would be a plant closure. Thelen stated the committee is comprised of 18 individuals and will examine what has been done in other communities to determine what the community will need in the event of a plant closure. Thelen wants to ensure communities and workers are supported. Thelen added she is not pushing for a plant closure. In 2050, the state will be going 80 percent carbon neutral which will require plant closures. The Monticello Nuclear Plant is slated for closure in 2040 but Xcel Energy is requesting a 10-year extension. Thelen stated the committee meets monthly and would notify commissioners of the committee's progress.

Vetsch stated one of the biggest issues regionally is solar. Vetsch stated he does not feel solar is a viable transition for the economic impact for the community because it does not address tax implications or job loss. Vetsch asked Thelen if she would oppose solar as an economic transition option for power plants. Thelen responded that she would have to review all the data but would not support it if it would negatively affect the community. Thelen stated many plans for solar have been approved and there are ways to make accommodations for the tax base.

Husom stated the Monticello Nuclear Power Plant is the largest taxpayer in Wright County. Husom added the plant provided clean, cheap energy, is viable and has been a great employer in the community. Husom hopes the plant's lifespan will be extended beyond the 2040 and 2050 anticipated closure dates. Husom expressed her concerns with the toxic chemicals in solar panels. Thelen responded the Nuclear Power Plant is not contributing to the carbonization of the

planet, however, there are safety concerns. If there is an accident at the plant, the community is in trouble. Xcel Energy has done a lot to improve the safety of the facility. Thelen also stated she is concerned with the landscape being filled with solar panels.

Vetsch stated as the plants enter closure, there must be discussions about public and private partnerships to transition the loss of jobs and what programs need to be created for a successful transition. Thelen stated she thinks a solution can be developed that does not hurt the community or the environment. Vetsch stated the committee needs out of the box thinking and individuals with economic development in mind. Thelen stated those are the reasons she applied for the position.

Commissioner Mark Daleiden asked Thelen what ideas she has for improving the lives of the people that will be impacted by a plant closure. Thelen stated she has researched other communities that have re-trained workers in new technologies. Thelen added there are several options, and she continues to research options.

RECOMMENDATION: A recommendation will be brought before the commissioners at the February 15 County Board Meeting.

IV. Dental Clinic Update

Project Administrator Elizabeth Karels stated the commissioners authorized staff to enter into an agreement with Greiner Construction to provide labor and material to construct a dental clinic in the new Government Center. The proposed timeframe from start to finish is five months. Value engineering options are being discussed and then the contract will be finalized. Karels stated the county is still waiting on the receipt of the state grant and construction will not begin until it has been received. The Torrens process is ongoing. The office will have up to 12 dental chairs.

RECOMMENDATION: Informational only.

V. Maintenance Services Cost Analysis

Facilities Services Director Alan Wilczek provided the commissioners a cost analysis for maintenance services. Kaczmarek stated Wilczek made a good case to continue operations as they are. Wilczek stated the county held on to equipment when cleaning services were outsourced in case the discussion came up again. Wilczek stated the equipment will be disposed of through auction if another contract for services is entered. Kaczmarek questioned what equipment uses batteries. Wilczek responded some of the vacuums are battery operated to address trip and fall safety concerns. Many of the scrubbers and walk behind equipment are battery operated as well. Kaczmarek also questioned if there was a change in personnel or schedule because he has not seen the cleaning crews as often lately. Wilczek stated there have been challenges due to Covid-19. In December and January, flex employees were used to service the buildings but now it is returning to a fully staffed operation with normal hours. Wilczek outlined in the summary several temporary staff would be needed if the services were provided in-house. The biggest cost impact would be the county does not have a wage scale for the cleaning services positions. Vetsch added the worker's compensation risk is lowered by contracting the services. Wilczek added this type of position typically experiences more turnover than higher level positions.

Daleiden recommended continuing with contract workers for cleaning services. Wilczek has pricing to include the new Government Center. In April, the current agreement expires. The Request for Proposal (RFP) is drafted and will be posted on the website.

Kaczmarek stated he would like to have someone from a company come assess the facilities and provide information on how many individuals it would take to provide contracted maintenance services. Daleiden asked Kaczmarek if he is wanting contract workers to be at the facilities full-time. Kaczmarek stated there may be an opportunity to save money by contracting the facilities maintenance positions. Kaczmarek stated he thinks this is a good time to review this due to the move to the new campus. Wilczek stated the basis for going to the contracted janitorial services was due to retirements and a need for a different type of employee. The HVAC Technician and the Master Services Electrician positions were created as other positions retired. The budget remained neutral while the county gained qualified employees capable of providing higher level services. Wilczek stated the same opportunity does not exist for contracting the maintenance

services and it would be economically driven and would result in the elimination of the entire maintenance team. Vetsch stated the workload for these positions changes daily. If these become contracted positions, the ability to assign ad-hoc tasks is lost.

Wilczek stated he can post a formal RFP for maintenance services if that is the intent of the commissioners. Wilczek added he does not think a company will provide information on the model needed if the county is not serious about contracting the services. Wilczek stated on the janitorial side, ABM is able to recruit and train employees for a lower fee. On the maintenance technician side, the county is already low paying. Few applicants applied for the current vacant position. Additionally, current employees would have to take a pay cut to work for a company that would contract the services. Wilczek questioned if the intent is purely economical or if the continuity of operations has any value.

Daleiden questioned if employees must go through additional background checks to access the jail and training facility. Wilczek responded yes, more in-depth background checks and training are required. The contracted janitorial service currently works in the jail and must complete the required background check and training for authorization.

Kaczmarek stated there have been constituents that have been following contracted services at the county and there could be potential savings by contracting maintenance services as well. Daleiden stated he does not think it is a good time to look at contracting these services with the upcoming move to the new building. Daleiden added he thinks we will have better results and more dedicated workers continuing as is. Husom added it would be a big learning curve to contract out the services. The commissioners agreed to leave maintenance services as they are and re-visit the discussion in 12-14 months.

RECOMMENDATION: Janitorial services will continue to be contracted. The new Government Center will be added to the current contract once the facility opens. An RFP for janitorial services will be posted near the conclusion of the current contract in April 2022. Maintenance services will continue to be provided in-house and the commissioners will re-visit the discussion in 12-14 months.

VI. Sheriff's Office Range Ventilation Design

Kelly stated county staff met with BKV Group on Monday, February 7 to discuss concerns with operations of the facility. BKV Group verified the indoor shooting range was built as designed however there are concerns about the air flow. BKV Group provided some potential solutions and the county reached out to get a second opinion as well. BKV Group is committed to working through the process and has stated it will share some of the responsibility and cost it will take to solve the issue. Another meeting has been scheduled with BKV Group on Wednesday, February 16 to further discuss solutions.

Sheriff's Office Chief Deputy Matt Treichler stated the range has not been used since March 2021 and the Sheriff's Office would like to get the process going so the range can be used again. Treichler stated OSHA requires testing of the laminar air flow in the range annually. A vendor tested the air flow and determined it was not up to standard.

Kelly stated the solutions BKV provided were significantly lower in dollar amount from solutions proposed by other vendors. Kelly stated the county needs to do its due diligence to find an effective solution. Vetsch asked if there is any legal recourse. Kelly responded that is possible, once a solution has been defined. The range is a unique environment, using specialized equipment.

Daleiden questioned if there is an equipment failure. Treichler responded the equipment is functioning as designed. Wilczek stated the air is supposed to start at one end of the facility and smoothly flow to the other. Currently, the air flow is rolling up and down the range, bouncing off the floor and ceiling. In a typical environment, it would meet code, but the range has different requirements.

Kaczmarek stated he is dissatisfied with the way the commissioners found out about the situation. Kaczmarek stated there was a lot of opportunity for the commissioners to be notified. Kaczmarek stated during budget time, he asked the if the

county was in the position to offer the range to other agencies to use and the Sheriff's Office failed to tell the board the range was not operational. The commissioners found out due to a question on a claim. Kaczmarek stated he has asked for Risk Management to be involved twice. Kaczmarek stated a file should be open in Risk Management for the potential for health effects from individuals that used the range. Additionally, Kaczmarek asked for the \$4,900 report.

Kaczmarek questioned where the Sheriff's Office and FBI are currently shooting. Treichler stated the FBI was interested in the outdoor range and are still shooting there. The Sheriff's Office new hires are shooting at Tactical Advantage or another indoor range, costing approximately \$200-\$300. Treichler stated it took substantial time to determine what the problem was and find a vendor to do assessments.

Kaczmarek stated he does not think the county should be paying for the any of the expenses associated with making the range operational. Kaczmarek questioned if there is an estimated cost for the proposed solution. Kelly responded between \$50,000 to \$100,000. Wilczek stated the amount depends on what needs to be changed. Daleiden asked staff to keep the commissioners abreast of the situation. Vetsch stated he would like to go after BKV Group for the consulting and all incurred expenses.

Treichler clarified lead testing was never done because the air was too turbulent and did not meet OSHA standards. It is unknown if potential exposure is a problem. Human Resources Director Schawn Johnson stated Risk Manager Tim Dahl will be notified and work with the Sheriff's Office moving forward.

RECOMMENDATION: Informational only. Staff will provide ongoing updates after meetings with BKV Group.

VII. Legal Services Request for Proposals

Kelly stated some firms are specialized in certain areas and others provide wide-ranging services. There are many variables to be discussed. Kelly suggested creating a sub-group of commissioners and staff to review the proposals and make a recommendation to the full board. Civil Division Chief Attorney Greg Kryzer agreed with creating a sub-group to review the proposals in-depth and make decisions on which firms to interview.

Commissioner Mary Wetter questioned if the commissioners need to choose one firm or if a combination of firms can be used. Vetsch stated cost alone should not be the deciding factor. Things such as location, size of firm, and scope of work should be considered. Kaczmarek questioned if county staff is doing everything they can in-house relating to professional services and if the scope of services could be narrowed. Wetter questioned if staff contact the county attorneys prior to contacting outside agencies. Husom suggested working on the process. Kelly stated there are new people in positions and there may be options for the Attorney's Office to assist with personnel issues. County Attorney Brian Lutes stated his office would be a good starting point for staff.

RECOMMENDATION: A sub-group consisting of Commissioner Vetsch, Commissioner Kaczmarek, Kryzer, Lutes, and Kelly review the proposals and determine how many firms to interview and who will be part of the interview panel.

ADMINISTRATION

Energy Transition Advisory Committee Appointment

Husom stated Rose Thelen spoke at the County Board Workshop on Tuesday, February 8 regarding the Energy Transition Advisory Committee appointment and the need for a letter of support from the county board. Daleiden stated the county will need to work closely with Sherburne County and that he would like Vetsch to be involved. Vetsch is part of the Central Mississippi River Regional Planning Partnership (CMRP). Daleiden stated it is important to do what is best for the region and not just Wright County.

Vetsch stated the commissioners cannot appoint another individual that has not applied for the position. The Minnesota Department of Employment and Economic Development (DEED) forgot to include the letter of support as a requirement in the application which has created a messy situation. Husom stated there was a lot of discussion about environmental impacts at the County Board Workshop however, the committee is focusing on economic impact. Husom stated there is a disconnect about the purpose of the committee.

Daleiden questioned if Thelen is rejected if the county would have the opportunity to appoint another member. Vetsch stated if Thelen does not produce a letter of support from the county board, the application will likely be reposted for individuals to apply. DEED would make the decision on the appointment based on those that meet the criteria. There is the potential the county could lose out on representation. Vetsch added someone from Wright County would likely have enough points to be selected because there is a Nuclear Plant in an adjacent county.

Wetter stated the advisory committee could change completely with the upcoming election. Vetsch stated if the county board does provide Thelen with a letter of support, DEED will have the discretion to determine what to do with the vacancy. Kaczmarek stated previous deadlines have been missed and extended.

Daleiden moved to have staff contact DEED to get information on what the procedure will be for filling a vacancy and discuss the item further at the Tuesday, February 22 County Board meeting. The motion was seconded by Wetter and carried 5-0.

Sheriff's Office Range Ventilation Design

Kaczmarek stated he requested the item be added to the Agenda. Three weeks ago, Kaczmarek pulled a claim in the amount of \$4,900 for examination of the exhaust and ventilation system at the Sheriff's Office Training Center. The discussion was continued at the County Board Workshop the following week. There was a report that was generated at cost of \$4,900 that Kaczmarek stated he did not see the report until after the meeting. Since that time, Kaczmarek stated he found correspondence from August 2021 with BKV Group referencing another report. After OSHA (Occupational Safety and Health Administration) testing was done, the BKV Group was consulted to give another assessment.

Kaczmarek questioned when and how Civil Division Chief Attorney Greg Kryzer found out about the issue. Kryzer stated he first learned there were HVAC issues around the beginning of August 2021. Kryzer stated he thought the issues had been corrected as he did not hear anything further on the matter until he received the report from Kaczmarek on Tuesday, February 8. Kaczmarek asked Kryzer if anyone had asked him to do anything regarding correction or litigation. Kryzer stated he was not asked to do any litigation review between August 2021 and Tuesday, February 8. Vetsch questioned if Kryzer knows the process to mitigate the issue with BKV Group. Kaczmarek stated Kryzer knows the options to fix it. Kaczmarek stated in-house county staff need to look at bills and the incurring cost to correct the issue. Kaczmarek also requested the Attorney's Office to investigate the civil litigation of the matter. If at some point professional services are needed, Kaczmarek requested the board be notified.

Kryzer stated he has done a preliminary review. The contract with BKV Group calls for mandatory mediation and then arbitration on this provision. At this point, the Attorney's Office is still doing its due diligence, gathering and reviewing facts. Kryzer has had discussions with the Administration Department and Sheriff's Office. A report should be ready for the board in two weeks with options on how to proceed.

Kaczmarek stated the report talks about assessing the facility and there being several deficiencies. The most serious concern is that range operators would be exposed to airborne lead even when they are significantly behind the live shooters and shooters in adjacent lanes will also be impacted. The report states there could be unburned powders that could explode or catch fire if introduced to a spark or flame. Additionally, the report states, "in the past 25 years, we have rarely seen a new construction range like this that is designed and operating so poorly." Kaczmarek stated these are some of the concerns that were brought up at the last meeting and why he requested Risk Management be involved. Human Resources and Risk Management responded that they would keep an eye on it.

Kaczmarek moved in the next two weeks, staff find out who was in the range from the summer of 2020 until now and determine a process to test individuals. The motion was seconded by Vetsch.

Wetter questioned what company conducted the report. Kaczmarek responded RVD Company. Vetsch stated Kaczmarek's request is reasonable. Deringer stated there is lead exposure in outdoor ranges. The Sheriff's Office mitigates the risk by washing their hands. For the last 15 years, lead-free ammunition has been used. There is only a small amount of lead in the primers. Deringer stated the Sheriff's Office used an abundance of caution in closing the range. The range was only used 44 times while it was open. When the range first opened there was a ricochet issue, and the front of the bullet trap was redesigned. Even while the range was open, there were several weeks it had to be closed. Deringer

stated it took almost two months to get a meeting scheduled with Bruce Kimmel from BKV Group. Deringer stated the Sheriff's Office has done a good job of mitigating any health concerns.

Vetsch stated his biggest issue is that the board was not engaged. Deringer stated no one knew what the process of correcting the issue was going to entail. This still could be an airflow adjustment issue. Many companies would not come inspect the range because of its specs. Finally, a company from Illinois conducted a report with differing solutions to fix the issue. Deringer stated there is still not a definitive solution to present to the board.

Captain Todd Hoffman stated the Sheriff's Office is in Year Two of a lead surveillance program. OSHA recommends employees that are in the shooting range eight hours or more, which would be firearms instructors, be tested annually. The Sheriff's Office would still participate in the lead surveillance program if only an outdoor range was being used. Additionally, there is hearing program for officers to be tested. Hoffman stated the county is actively working with and speaking to the company that designed the range to find a solution. Hoffman stated he is concerned with the board discussing litigation at this point as both sides are still in discussion to resolve the problem.

Kaczmarek stated it would have been good if the information was provided to the commissioners so it wouldn't be discussed at a public meeting. Hoffman responded commissioners are more than welcome to contact the Sheriff's Office for information. Vetsch stated it is disappointing the process has not moved to mediation at this point due to the amount of time the range has been closed.

Daleiden asked to hear from Risk Manager Tim Dahl. Dahl stated there is an occupational safety program related to lead exposure. OSHA has factsheets available on lead mitigation. Vetsch suggested collecting the list of people in the facility but holding off on testing. Daleiden stated testing can be done at any time. Dahl stated OSHA is very specific on how the program is run, including medical surveillance. Any employee at any time can request medical surveillance, and the county has mechanisms in place to facilitate the process. Dahl stated he contacted a consulting group that stated at this point employees are not at a higher risk for lead poisoning or cancer. Dahl added a special request to test employees may generate fear and anxiety among employees. Kaczmarek questioned if the county is going to pay for another report. Daleiden added the current report states potential risks.

Kaczmarek restated his motion to have a process in place for testing and a list of individuals that used the facility. The motion failed 4-1, with Husom, Vetsch, Daleiden, and Wetter opposing. Vetsch added he is in favor of collecting a list of individuals that used the facility, but not testing.

Vetsch stated his issue in this matter was that the County Board wasn't informed earlier about this issue or the existence of a report. Vetsch moved to schedule a closed session Committee of the Whole meeting to review the County Administrator's performance. The motion was seconded by Kaczmarek and carried 3-2, with Husom and Wetter opposing. The meeting will be scheduled at the Tuesday, February 22 County Board meeting.

Approve Letter Of Support For MnDOT District 3 Intelligent Transportation Systems (ITS) Grant Applications

Vetsch moved to approve a letter of support for Minnesota Department of Transportation (MnDOT) District 3 ITS grant applications. The motion was seconded by Daleiden and carried 5-0.

Adopt Resolution Approving Lawful Gambling Application, Form LG214, Organization Name: Annandale Lions Club, Gambling Premises: Trails End Pub, 10480 State Highway 24 NW, Annandale, MN 55302 (Corinna Township), Effective Date: March 1, 2022

Daleiden moved to approve the lawful gambling application submitted by the Annandale Lions Club. The motion was seconded by Wetter and carried 5-0, on a roll call vote.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

Soil and Water Conservation District (SWCD). Wetter stated the SWCD would like to thank the county for increased support in solar panel installation but asked the county not to approve proposals until the SWCD has a policy in place.

Association of Minnesota Counties (AMC) Conference. Commissioners should let Administration know if they are planning to attend the conference Wednesday March 2 and Thursday, March 3.

Move to the New Government Center. Daleiden urged letting the public know details of the upcoming move and interruptions to service.

Wetter stated the state redistricting maps were scheduled be released later in the day Tuesday, February 15.

The meeting adjourned at 11:27 a.m.

County Board Minutes submitted by Elizabeth Clow, Office Manager.