



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

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

**DATE APPROVED: FEBRUARY 23, 2021**

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

**COUNTY BOARD MINUTES 2-2-21 MEETING**

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

**AGENDA**

Lee Kelly, County Administrator & Matthew Detjen, AG & Drainage, asked to layover item D2 (AG & Drainage, Review the Marquardt Wetland Bank Plan full application along County Ditch #10) until next week. Detjen said discussion is needed between the County's Engineer and the Project Engineer

Vetsch moved to approve the Agenda with the removal of item D2. The motion was seconded by Wetter and carried 5-0.

**CONSENT AGENDA**

Kaczmarek asked to remove B4 (Administration-Finance, Warrants) for more information.

Husom moved to approve the Consent Agenda with the removal of item B4. The motion was seconded by Wetter and carried 5-0.

**A. ADMINISTRATION**

1. Approval of 2020 budget carry forwards
2. Approval of Charitable Gambling Application, for LG220, 3 of a kind, gambling premises: Silver Bullet Saddle Club, 17363 County Road 7 Clearwater, MN 55320 (Clearwater Township), date of activity: July 17, 2021
3. Approval of The Commissioners Handbook
4. Authorize signatures on change request form with Ciber for Oracle ERP implementation

**HUMAN RESOURCES**

1. Approval of Section 517 (Service Animals in County Buildings) in the Wright County Personnel Handbook
2. Request Approval and Authorization of signature of a Memorandum of Agreement (MOA) to allow Wright County Deputies Association (WCDA) members to donate accrued vacation time to Sheriff Deputy Brandon Merten

**B. ADMINISTRATION- FINANCE**

1. Approve Renewal of 2021 Tobacco License for the period February 16, 2021 through December 31, 2021 for: 152 Club, Inc. DBA 152 Club (City of Albertville)
2. Approve Temporary Liquor License for Maple Lake Ice Fishing Derby, Inc. for event on February 5, 2022
3. Approve a County On-Sale Liquor License including Sunday sales for Fountain Hill Winery & Vineyard, LLC (Franklin Township) for the period February 16, 2021 through December 31, 2021
5. Motion to approve disbursing money from the Small Business Grant Program as follows:  
Disburse money for small businesses and non-profits in the amount of \$932,482 of the \$2,733,93.57 received from account number 01-099-484.6814 COVID-Economic Development pending all necessary signatures and audit requirements.  
Authorize the reimbursement of any remaining funds, to disburse the entire amount of The Grant of \$2,733,983.57 as determined by the County's COVID Business Relief Committee.

**C. ASSESSOR**

1. Ratify the CAMA USA System Maintenance and Support Agreement Amendment between MN Counties Computer Cooperative (MnCCC) and Avenue. This provides an extension for support for Computer Aided Mass Appraisal Software (CAMA) from January 1, 2021 through December 31, 2023.
  2. Approve local option abatements for payable years 2019 and 2020
- D. ATTORNEY
1. Authorize additional appraisals by Clay M. Dodd for tax appeals regarding Duke Realty Properties
- E. HEALTH & HUMAN SERVICES
1. Position replacement
    - A. Eligibility Specialist
- F. INFORMATION TECHNOLOGY
1. Refer to 2-24-21 Technology Committee
    - A. Project Updates
      1. 0365-Sharepoint
      2. CAMA
      3. Admin-Event Scheduler
      4. HHS-Contact Management Center
      5. Admin-Government Center
      6. ERP
    - B. Solution Architect Updates
      1. 0365
      2. ECM
    - C. New project requests
    - D. 2021 project summary
    - E. Project milestones
  2. Approval of a three-year contract to purchase Office 365 totaling \$1,532,312.13
- G. PARKS AND RECREATION
1. Approve request to backfill the open Parks and Natural Resources Technician position
- H. PLANNING & ZONING
1. Accept the finding and recommendation of the Planning Commission for the following for the following request to rezone:
    - A. Steve Alberg-(Southside Township) a unanimous recommendation to approve rezoning 23 acres from AG General-Agriculture and S-2 Residential-Recreational Shorelands to A/R Agricultural-Residential and S-2

### **ITEMS PULLED FROM CONSENT AGENDA TO BE DISCUSSED**

#### **B. ADMINISTRATION- FINANCE**

4. Acknowledge Warrants issued between January 27, 2021 and February 9, 2021 (See below, Item X. Warrants)

Kaczmarek said he reviewed the 54-page list of bills that were paid. He gave a list of examples that he suggested require more information. Kelly said the list of bills comes from the IFS system. Kelly said they could try to add more of a description in the column but was unsure if it could be done due to the amount of characters. Daleiden said the coding explains what department it's for. Lindsey Meyer, Finance Director, said the general ledger system is where expenses are tracked. Kaczmarek asked for consistency when using acronyms for some things and using full spelling of the same acronyms in other places.

Commissioner Kaczmarek moved to acknowledge warrants issued between January 27, 2021 and February 9, 2021. The motion was seconded by Husom and carried 5-0.

### **TIMED AGENDA ITEMS**

#### **Gregory Pickard, Veteran Services**

Adopt resolution to accept \$2,500 donation from DAV Chapter 37 Hutchinson, MN

Gregory Pickard stated Veteran Services received a generous donation from DAV Chapter 37. He said this is the second donation that has been received from DAV Chapter 37 along with a donation a few months ago from the Ladies

Auxiliary. Pickard said this donation was received by his department and is to be used as Veteran Services sees fit. Pickard said donations are typically used when there is a gap in services from State and Federal programs, and a veteran can't get the help they need. Pickard said he would draft a thank you letter, and the Board members can sign it.

Vetsch moved to adopt a resolution to accept \$2,500 donation from DAV Chapter 37 Hutchinson, MN. The motion was seconded by Husom and carried 5-0 on a roll call.

### **Sean Riley, Planning & Zoning**

#### Discuss interim Ordinance number 20-1 (Solar Moratorium) solar work group members

Riley gave the board members a roster of the working Solar Work Group. A Teams meeting is scheduled for 2:30 to 4:30 PM on February 24, 2021. Riley said there were some issues that needed to be resolved. The Planning Commission had three members that expressed interest and don't want a quorum, so it needs to be limited to two members and one alternate. Riley stated there were two representatives from the solar industry listed at the bottom (Dean Lieschow, Sunrise Energy Ventures, LLC and David Watts, United States Solar Corp). These two representatives weren't discussed at the last meeting but expressed interest.

Husom said she reached out to the five townships in her district and heard back from two people from the same township. Don Schmidt, Buffalo Township will be the member from her district. Riley said he would connect with Schmidt to touch base about an upcoming meeting. Riley went over the list of possible members for the Solar Work Group. Discussion took place regarding the possible members and their backgrounds. Riley asked the board if there should be more than two industry representatives as members for the Solar Work Group. Vetsch said it might be good to have more than one Solar Installer, so the work group is not tailored to one specific company.

Vetsch moved to approve the appointments to the Solar Work Group, moving Dan Bravinder as an alternate, making Don Schmidt a member, and to add from the industry, Dean Lieschow and David Watts, making them members. The motion was seconded by Kaczmarek and carried 5-0.

### **Virgil Hawkins, Highway Department**

#### Approve a resolution supporting the application for Local Road Improvement Program (LRIP) funds to go towards funding the CSAH 19 & CSAH 39 roundabout intersection improvement in Otsego planned for 2023. MNDOT has a Local Road Improvement Plan (LRIP) solicitation due on March 3, 2021. \$75 million in funds are available (with a cap of \$1.25 million for each project.

Hawkins went over the proposed resolution. Hawkins said last week the Highway Department received a \$400,000 grant from a separate pot of safety money, to be put toward this project. There is also a possibility of receiving another grant to go toward the project that is planned for 2023.

Vetsch moved to approve a resolution supporting the application for Local Road Improvement Program (LRIP) for the CSAH 19 & CSAH 39 roundabout. The motion was seconded by Husom and carried 5-0 on a roll call.

#### Approve resolution of final acceptance for contract 1903 (SP 086-070-018) and authorize final payment to Knife River Corporation, Inc. in the amount of \$43,490.75. Work was completed by Knife River Corporation, Inc. The final value of the work certified is \$4,349,075.03

Hawkins said this project was the Highway 39 buffer lane safety project going between Monticello and Otsego. The final amount of payment is \$43,490.75. The Certificate of Performance, final voucher and resolution of acceptance were included in the board packet.

Vetsch moved to approve a resolution of final acceptance for contract 1903 (SP 086-070-018). The motion was seconded by Husom and carried 5-0 on a roll call.

#### Approve a resolution of support and sponsorship for each of the nine (9) local agency Local Road Improvement Plan (LRIP) applications. Buffalo Township (Dague Avenue), Buffalo Township (12<sup>th</sup> Street), Clearwater Township (150<sup>th</sup> Street & 148<sup>th</sup> Street), Corinna Township (Gowan Avenue), Franklin Township (40<sup>th</sup> Street SE), Monticello Township

(Briarwood Avenue, 90<sup>th</sup> Street, & Cahill Avenue), City of Annandale (Side Streets Revitalization Project), City of Montrose (1<sup>st</sup> Street N), and City of South Haven (Oak Avenue)

Hawkins said Local Road Improvement Program applications are for cities and townships that under 5,000 residents which are eligible for this funding. However, a resolution of support and sponsorship from the County is needed. He went over the list of local agencies for approval. He explained the cities and townships would submit their own projects and funding would be based on merit.

Vetsch said there were a few more townships that should be on the list, specifically Silver Creek Township. Hawkins said there was a late entry from Silver Creek Township so it will be on the list. Hawkins discussed the upcoming deadlines for applications.

Vetsch moved to approve a resolution of support and sponsorship for the nine local agencies, Buffalo Township, Clearwater Township, Corinna Township, Franklin Township, Monticello Township, City of Annandale, City of Montrose, and City of South Haven. The motion was seconded by Husom and carried 5-0 on a roll call.

Daleiden asked Hawkins, if the County received \$2 million dollars for County Road 36 in 2025 or if it is just a potential? Hawkins said he learned at the Region 7W Technical Advisory Committee, that the County's project on CSAH 36 between I-94 and Highway 101 was the top-ranked project. It will now go to the Policy Advisory Committee to be formally approved. Once approved the County will receive \$2 million dollars for the project in 2025.

Vetsch said there was an error in the scoring of the projects. Originally, Sherburne County was scored higher on its project than Wright County. Hawkins said MNDOT has staff that score all applications and there are seven different categories, one of them is equity. Originally, Wright County's equity score was low when it should have been high. It was discussed at the Technical Advisory Committee and MNDOT decided to adjust the score, which made the County's project score the highest.

### **Matthew Detjen, AG & Drainage**

Review the County Ditch 31 joint review panel recommendations under Minnesota §103E.701(2)

Detjen reminded the board that a while back a repair report was submitted for Ditch 31 and there were some disagreements, which started this process under MN §701(2) due to public water along the ditch system.

Joel Lewis of Houston Engineering, Luke Johnson of Wright County Soil and Water Conservation District (SWCD), and James Bedell of Minnesota Department of Natural Resources (MN DNR) are the joint panel that determined the repair depth. Lewis described exactly where Ditch 31 is located. The Drainage Authority ordered a full-system repair approximately one year ago. Lewis went through the findings. He explained how they determined the repair depth. Lewis said the findings is not a recommendation of the repair project, it's simply determining a repair depth. He went over the methods of how data was collected.

Vetsch asked if this was informational or if the board must adopt its findings. Greg Kryzer, Attorney, said pursuant to MN §103E.701(2), the panel has provided its recommended repair depth. He said, under that statute, the board can now accept the joint recommendation that has been made. Then, the engineer can be directed to come up with a repair recommendation based off the panel's report. Kryzer recommend accepting the panel's finding and direct the engineer to do further analysis of this project.

Vetsch moved to accept the recommendations of the joint review panel. The motion was seconded by Husom and carried 5-0.

Bedell said the MN DNR interprets the Ordinarily High Watermark (OHW) surveyed as legally binding. Kryzer said it's not what the legal counsel from the DNR says. Kryzer reminded Bedell that the notice needs to be given to the board. Detjen said the next step would be to come up with a cost agreement with Houston Engineering and then present the engineering report for repairs to the Board, accept it, and move forward.

### **ITEMS FOR CONSIDERATION**

**COUNTY BOARD WORKSHOP MINUTES 2-9-21**

Vetsch went over the County Board Workshop minutes.

Vetsch moved to accept the minutes from the County Board Workshop on 2-9-21. The motion was seconded by Husom and carried 5-0.

Kaczmarek said when the board talked about tobacco-free grounds and the grant worth \$300,000 that he said he knows of staff using tobacco in County vehicles. He said we need to do more than just check the boxes for this grant.

*I. Schedule Meetings as Needed*  
*a. Discuss March and April Meeting Schedules*

*The board discussed committee meetings that are scheduled for the board members in the upcoming weeks. The board discussed putting Ditch 20 on the agenda; however, Commissioner Vetsch and Commissioner Husom said there are still some decisions to be made before they would like to have it on the agenda. It was noted that the Ditch Matrix is to be discussed at the March meeting.*

**RECOMMENDATION:**

*Vetsch suggested discussing the fund balance, investment income projections, long-term goals, and expectations at the March workshop meeting. Commissioner Daleiden recommended discussing the dental clinic in the new Government Center at April's workshop meeting.*

*II. Tobacco Free Grounds Policy Presentation by SHIP Staff*

*Anna Olsen, Health and Human services presented a policy regarding Tobacco Free Grounds. Olsen stated as part of the Statewide Health Improvement Partnership (SHIP) Grant, the County is required to work towards a tobacco free grounds policy. Health Partners can help provide cessation support to staff. The value of the grant is \$300,000 per year. Olsen stated that there are 53 possible locations this could affect if adopted, and posed the question, how would the County enforce such a policy. There was discussion regarding whether this policy could be looked at as government overreach considering the climate the country is in. The pros and cons were discussed by the board and Olsen. Olsen gave three options for the board to decide on.*

**RECOMMENDATION:**

*Vetsch recommended having annual meetings to discuss tobacco free grounds policy from a wellness perspective that way they are meeting the expectations for the Statewide Health Improvement Partnership Grant.*

*III. Update on CARES Business Relief Program*

*Heather Lemieux, Assistant Finance Director, gave the board an update on the Wright County Business Relief Grant. Wright County has received approximately 2.7 million dollars and has disbursed about \$980,000 of the 2.7 million. The deadline for submitting an application has been extended due to the low volume of applications. She informed the board how many applications were in process and where in the process the applications were at. The board discussed how to appropriate the funds that would possibly be left over and which businesses they could possibly disburse more funds to. The board discussed dividing the left-over funds to the businesses that suffered the biggest losses because they don't want to give funds to business that would end up showing a profit from this program.*

**RECOMMENDATION:**

*Vetsch recommended setting parameters on disbursement of the funds that are left over. In order to qualify for additional funds, businesses would have to have greater than \$100,000 in losses. Husom also made a recommendation to gather more information on the businesses and how much money is left in the funds.*

**COUNTY BOARD WORKSHOP MINUTES 2-9-21 (CONT.)****IV. Finance and Budgeting 101 Presentation**

*Lindsey Meyer, Finance Director broke down the funds structure for the board. She explained how government is organized. There is a fund, and within that fund are departments, programs, services, and objects. Which goes from the broadest reporting structure down to the narrowest reporting structure. She went over the documents that were attached to the agenda. She explained how each report is broken down. Meyer also discussed budget carry forwards which allows a department to request any funds left in their budget be carried forward to the next year.*

**RECOMMENDATION:**

*Daleiden recommended that Commissioner Kaczmarek speak with department heads to help him get a better handle on the monthly finance reports. Kaczmarek recommended that he would like setup a time to meet with department heads and bring questions regarding finances. Then the department heads can come to the board meetings and answer questions relating to the budget reports.*

**V. Legislative Update with Flaherty and Hood**

*Shane Zahrt, Flaherty and Hood said for the last few years they have represented Wright County with issues at the Capital. Zahrt gave a brief update regarding DVS and driver testing issues. There was a proposal at the legislature last year, for third party private testing for the driver's test. The board and Zahrt discussed some feedback from the online knowledge testing. There was discussion regarding the Buffalo site for driver's testing. In the latest DVS report that came out, it said that all indications in that report say the Buffalo testing location will not be open any time soon, if ever.*

*Zahrt also discussed legislation that directly relates to powerplant host communities. He told the board it's good to discuss some of the long-term planning issues that come along with transitioning powerplants to retire. It's good to have a roadmap on how it will be transitioned and helping communities' weather that transition.*

*Vetsch said the Department of Revenue decided to reinterpret the statute for transmission lines within the county. He explained to the rest of the board what exactly this would entail and how it will affect the county. Zahrt went on in more detail to clarify the details.*

*Matthew Fomby brought up an issue that has been county wide. He said rural broadband for internet in the county has been an issue. Kids can't use it for school so the parents have to drive them to the school to hook up to the internet so they can do their work. He explained there is very little the county can do other than continue to raise the issue. Zahrt said the legislature has been discussing this issue as a state and they are leaning towards dumping more money into boarder to boarder broadband.*

**RECOMMENDATION:**

*To draft a letter from the board to the legislators in our county to help rally support against DVS and explain our displeasure for them having no intent on opening our Buffalo office when the county would be more than happy to take it over. Vetsch recommended utilizing Flaherty and Hood to help with legislation for waste management policies.*

**VI. DNR Central Region Director, Grant Wilson, Introduction and Relevant Issues**

*Grant Wilson, Central Region Director for the DNR introduced himself to the board. He explained that the Central Region goes from Todd County and Morrison County down to Houston County and Filmore County. Wilson oversees all seven of the divisions within the DNR. One of his main roles is to connect with County Boards, LGU's and the public with issues that arise. Wilson introduced Gina Bonsignore, Regional Planner with the DNR. They discussed water levels on Pelican Lake and what is appropriate.*

**COUNTY BOARD WORKSHOP MINUTES 2-9-21 (CONT.)***RECOMMENDATION:**Informational only.***VII. Status of New Government Center Building**

*Alan Wilczek, Facilities Services Director, discussed and explained the schedule for completion of the new building. There have been changes and redesigns, so the timeline has been shifted. The majority of the large-scale changes have now been updated. He went over the dates when each floor should be finished. There was square footage added which takes up time. The target for moving into the new building is around the first of the year, 2022.*

*RECOMMENDATION:**Informational only.***VIII. Moratorium on Job Re-Classifications**

*The board discussed job re-classification. The board mentioned a great deal of effort went into doing the comp and classification evaluation. They discussed not entertaining the idea for re-classification of jobs unless there was an organizational change in those departments. If one position is allowed to do a re-classification, then other positions are going to want to do a re-classification too. The board asked, when will the job re-classification moratorium will end and why the comp and classification study was done, if re-classification keeps being allowed. Schawn Johnson, Human Resource Director agreed with the board and the recommendation being made.*

*RECOMMENDATION:*

*Vetsch recommended putting a moratorium on re-classifying any jobs until the end of year unless there is a reorganization in the department or it's a new job all together.*

**IX. Greg Kryzer, Attorney stated pursuant to Minnesota §103.075 when there is an obstruction in a ditch, in this case County Ditch 10, as part of the tree clearing. They discovered wire fencing that is obstructing the ditch. They must give the landowner 10 days' notice and have an opportunity to appear at a public hearing before the board. Kryzer said he would like to get the notice out this week so they can have a board meeting in two weeks. They are currently clearing the ditch and the landowner has obstructed it.**

*RECOMMENDATION:*

*Schedule a public hearing regarding the ditch obstruction for February 23, 2021 at 9:30 AM.*

The meeting adjourned at 11:53 AM.

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

**PERSONNEL/EMPLOYEE RELATIONS COMMITTEE MINUTES 2-10-21**

Daleiden went over the minutes from the Personnel/Employee Relations Committee.

Vetsch moved to accept the minutes and the recommendations from the Personnel/Employee Relations Committee on 2-10-21. The motion was seconded by Husom and carried 5-0.

**I. Attorney – Chief of Civil Division Job Description**

*County Attorney Brian Lutes provided the committee members a brief overview of the structure of the County Attorney's Office. Mr. Lutes explained that he had conducted some research on the Attorney's Office structures for some of our comparable counties such as Scott, Carver, Sherburne, and Stearns. He reported that these counties*

**PERSONNEL/EMPLOYEE RELATIONS COMMITTEE MINUTES 2-10-21 (CONT.)**

*have implemented separate Chief of Criminal Division and Chief of Civil Division positions or have implemented other supervisory positions to oversee staff. Lutes continued that he believes that the County's Attorney's Office has been modestly staffed over the years and he generally agrees with this conservative viewpoint, however, he recognizes that now and into the future, the staffing structure of the Attorney's Office will need to be enhanced. He commented that by creating a new Chief of Civil Division position this will allow the Chief Deputy position to assist the County Attorney with larger cases when they arise, as they are now. The proposed Chief of Civil Division will assist in the managing an office of over 29 employees. Lutes mentioned that the Chief Deputy County Attorney is nearing retirement and that this new position will assist him with future strategic planning and establishing a go-to person in the Civil Division within the County Attorney's Office.*

*Lutes explained from a budgetary perspective that he would not be requesting to backfill the vacant Attorney position if the Chief of Civil Division position is approved by the County Board. He reported that the salary savings in the County budget due to the retirement of former County Attorney Tom Kelly retiring and the hiring of replacement employees at lower wages has resulted in cost savings for the County Attorney's personnel budget in 2021.*

*Commissioner Darek Vetsch asked if there was on the organizational chart, Lutes responded that he had submitted a revised organizational chart reflecting the proposed restructuring of the Attorney's Office department to the Administration Department. A copy of the proposed organizational chart was provided to the Personnel Committee members by the Administration Department.*

*Lori Pawelk, Assistant Human Resources Director noted that the proposed Chief of Civil Division position is expected to increase by one grade in comparison to the Attorney III position. Human Resources Director Schawn Johnson stated the proposed grade classification for the Chief of Civil Division in 2021 is a Grade 21. The projected 2021 Salary range of the Chief of Civil Division is \$50.74 (Min) – \$71.04 (Max). The current grade classification for an Attorney III is a Grade 20. The salary range for the Attorney III in 2021 is \$47.86 (Min) to \$67.01 (Max).*

*Vetsch commented that he agrees that the larger caseloads in the Attorney's Office are requiring more time and attention on a much larger scale and the need for supervision is needed. Commissioner Mark Daleiden added that the County Board also utilizes and is dependent upon the County Attorney's Office for legal assistance with Planning & Zoning issues, ditches, just to name a couple.*

*Pawelk provided the Personnel Committee members with an overview of the application process of conducting an internal posting and that there will not be a back fill of the open Attorney's position in the Attorney's Office. All agreed and approved.*

**RECOMMENDATION: APPROVE THE CREATION AND INTERNAL RECRUITMENT OF A CHIEF OF CIVIL DIVISION POSITION IN THE COUNTY ATTORNEY'S OFFICE. THE COUNTY WILL NOT BE FILLING THE VACATED ATTORNEY POSITION CREATED BY THE NEW CHIEF OF CIVIL DIVISION POSITION.**

**II. Health & Human Services**

- A. Temporarily Reclassify Social Worker I to Social Worker II**
- B. Temporarily Reclassify Social Worker III to Social Worker II**

*Michelle Miller, Social Services Manager handed out to the Personnel Committee an overview of the rationale and benefits for temporarily reclassifying a vacant Social Worker I and a vacant Social Worker III into two temporary Social Worker II positions (attached). Miller commented that the requests presented are budget friendly and explained that there are two requests with the first one being to temporarily reclassify a Social Worker I (SWI) to Social Worker II (SWII) position and the second request is to temporarily reclassify a Social Worker III (SWIII) to Social Worker II (SWII) position. Miller explained that both positions are currently open.*



**PERSONNEL/EMPLOYEE RELATIONS COMMITTEE MINUTES 2-10-21 (CONT.)**

*It was noted at this time that the agenda for the Personnel Committee incorrectly noted that Health and Human Services was requesting to reclassify two Social Worker I positions into two Social Worker II positions. The agenda should have read as follows:*

*II Health and Human Services:*

- a. Temporarily Reclassify Social Worker I to Social Worker II*
- b. Temporarily Reclassify Social Worker III to Social Worker II*

*Miller explained the addition of a SWII position would allow HHS to expand the roles that this position would be responsible for by adding more outreach service to the community such as providing early intervention information and assisting families with locating necessary resources in the community. These types of services have proven to be highly effective and are offered by the other SWII positions that are currently in place. Miller added that the number of families that are being served through the outreach programs is much higher than the services that we provide through our doors. Miller commented that the SWII are able to complete most of the tasks that are assigned to SWIII, but they are required to be under supervision for diagnostic approval and signatures.*

*Social Services Manager Jill Pooler shared that the SWIII position has been vacant for quite some time and that the County struggles finding qualified candidates due to the expectations and certifications that are required for this position. Pooler commented that by training and promoting internally a SWII we are able to establish relationships with the community, gaining the experience and building and creating the programs and attaining the certifications and work experience that they would need to someday become a SWIII. Miller suggested that this would benefit the existing social workers that work for the County by providing opportunities for future internal growth and development and a way for the County to keep existing employees rather than seeking outside candidates that are not familiar with our expectations or work culture.*

*Human Resources Director Schawn Johnson stated from an HR viewpoint that it has been a struggle finding quality candidates for the SWIII position. It is a good idea to create internal promotion opportunity for staff members that know your culture have experience working with our clients. Overall, these employees are more committed to the County and our long-term vision. Both Commissioners Darek Vetsch and Mark Daleiden agreed with Johnson.*

*Vetsch clarified that the SWI position would not be back filled with the reclassification. Daleiden asked to see an organizational chart with the submitted changes, Human Services Director Jami Goodrum Schwartz stated that she would provide a copy of the revised organizational chart to them.*

**RECOMMENDATION: APPROVE TO TEMPORARILY RECLASSIFY OF A SOCIAL WORKER I TO SOCIAL WORKER II POSITION AND TEMPORARILY RECLASSIFY A SOCIAL WORKER III TO A SOCIAL WORKER II POSITION.**

*Respectfully Submitted,*

*Kathleen Brannan-Merritt, Administrative Specialist*

**ADVISORY COMMITTEE/ADVISORY BOARD UPDATES**

Kelly spoke about the incident that happened at the Allina Clinic last week. He thanked law enforcement staff for everything they did. He also thanked John Holler, Communications Specialist, the facilities group lead by Alan Wilczek, IT staff including, IT Director Matthew Fomby, Zack Kuphal, Shelley Kraml, and Frank Petitta. Kelly said he probably missed some people, but it was a team effort to get everything in place. Kelly met with Bruce Kimmel regarding the Economic Development Authority (EDA). He met with the Attorney's office regarding the process for properties and working on communications and the presentation. Kelly stated that Trailblazer's has the Certificate for Occupancy for its building expansion, so additional buses are running.

Wetter said on Tuesday, February 2, 2021 she was in a meeting regarding Lake Martha and Lake Charlotte subordinate sewer service District. She said Bob Hiiivala, Auditor/Treasurer, came up with \$3,000 that will be divided over three years to cover the services and expenses and it would be interest free. Wetter said citizen involvement is needed to help decide what to do with the extra money. The fees and assessments will start in 2022. Wetter attended the Soil and Water Conservation District (SWCD) meeting on Monday, February 8, 2021, they met the Head Project Engineer from Moore Engineering for the North Fork Crow River One Watershed One Plan. She said there was also some discussion on the Mississippi St. Cloud One Watershed One Plan boundaries. Wetter said February 9, 2021 was the Extension and they met the Director and Educators. She said two committees were formed; the Budget Committee which Daleiden will be on and Farm Family of the Year which she will be on. Wetter met with Wright County Community Action which she will be on for a three-year term. She said they apply for many grants and explained the way those grants work.

Vetsch said on Thursday, February 4, 2021 he attended the East Regional Juvenile Center (ERJC) meeting. The numbers were reconciled from last year, there was a projected surplus of \$94,000 that will be transferred into reserves. He said because the building is getting older and is needing regular upgrades, which will be paid for out of the reserves. At the meeting there was discussion about the Joint Powers Agreement (JPA) which is starting to come into fruition, and there will be the need to put together another JPA. The Bertram Chain of Lakes Advisory Board met on Friday, February 5, 2021 in which branding was discussed. The Bertram Chain of Lake Advisory Board is trying to get universal signage/branding for Bertram Park. Vetsch said the Business Relief Grant Committee has been meeting regularly. He said the committee will be reviewing 60 to 70 applications in the next week and after they find out the amount of funds left over. After that the board will be updated. Vetsch said he will be on the new Commissioner's Panel for the new commissioner's training Wednesday, February 24, 2021. He has also had discussions with Flaherty and Hood regarding the landfill legislation.

Husom met with Central Minnesota EMS Region Joint Powers Board and provided some history. The Joint Powers Board was created 20 years ago and started with 14 counties. It's now down to 11 counties. 2009 was when the County started getting funds from seatbelt noncompliance. Husom said there were new Lock Zone Grants, one to the Wright County Sheriff's Office, one to the Howard Lake Fire Department, and one to the Waverly Fire Department. Safe Schools of Wright County is trying to connect with the kids as the schools open back up. Mentorship Education and Drug Awareness (MEDA) has had several brief meetings and are in the process of hiring the Educator for the Drug Free Communities Grant. Husom said there was meeting with the Highway 55 Coalition and they are getting agenda items ready for the North Metro Transportation Summit which will be Friday, February 19, 2021.

Kaczmarek said Minnesota Rural Counties (MRC) met. Kaczmarek attended the Howard Lake-Waverly-Winsted Safe Schools meeting. He reported that truancy has been significantly increasing over the past few months. The EDA met, he said due to some cities and townships interest and some lack of interest it may be a good idea to have notice to go out via email.

The meeting adjourned at 10:24 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist