



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
MARCH 23, 2021

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

DATE APPROVED: April 6, 2021

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

Daleiden read a statement from the Board regarding the tragic passing of employee Regina Hughes and conducted a moment of silence.

COUNTY BOARD MINUTES 3-16-21 MEETING

Kaczmarek stated on Page 5 (Items for Consideration- Administration) the amount should be \$1.5 million instead of \$5 million. Husom said on Page 7 (Advisory Committee/Advisory Board Updates- Public Works Labor Management Meeting) should be cabinets, not cabins.

Kaczmarek moved to approve the minutes from 3-16-21 with the requested changes. The motion was seconded by Vetsch and carried 5-0.

AGENDA

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

CONSENT AGENDA

Kaczmarek requested to pull Item A2 (Administration) for further discussion and clarification. Daleiden requested to pull Item D4 (Health and Human Services) for further discussion.

Kaczmarek moved to approve the Consent Agenda with the removal of Items A2 and D4 for discussion. The motion was seconded by Husom and carried 5-0.

* Items A2 and D4 for discussion.

A. *ADMINISTRATION

1. Approve filling the Assistant County Administrator position
2. Approve salary for Assistant Finance Director - Property Tax Operations at \$48.37 per hour

B. ADMINISTRATION - FINANCE

1. Approve renewal of Annual On-Sale Intoxicating Liquor License for Albion Ridges, LLC DBA Albion Ridges Golf Course in Albion Township for the license period April 1, 2021 to November 30, 2021
2. Acknowledge Warrants issued between March 10, 2021 and March 16, 2021 (See below, Item IX. Warrant Listings)

C. ATTORNEY

1. Authorize Civil Litigation against 1177 Dillon Avenue N.W., Buffalo, MN 55313

D. *HEALTH & HUMAN SERVICES

1. Accept \$125,000 Drug-Free Communities (DFC) Support Grant Program for budget period December 30, 2020 to September 29, 2021
2. Request to hire a replacement Social Worker in the Waiver and Community Support Unit
3. Approval to backfill a .5 Social Worker I position in the Mental & Chemical Health Services Team
4. Refer to Personnel Committee to approve the change .5 Public Health Nurse on Assessment Team to .5 Social Worker position and backfill on the Assessment Team

E. INFORMATION TECHNOLOGY

1. Request to fill open IT Developer position

ITEMS PULLED FROM CONSENT AGENDA TO BE DISCUSSED

A. ADMINISTRATION

2. Approve salary for Assistant Finance Director - Property Tax Operations at \$48.37 per hour

Kaczmarek wanted to confirm that approving the salary for the Assistant Finance Director - Property Tax Operations position was fair. He also asked if the salary is approved if it would set precedence or if there would be any future consequences.

Daleiden stated approval would not set a precedent and it has previously been done in other departments. He explained when there is a change in an employee's job description that results in a lower pay grade for the position, the employee's wage is frozen rather than the employee taking a pay cut. The employee's wage remains frozen until the maximum of the new classification pay range exceeds the current rate of pay.

County Administrator Lee Kelly said the Board has previously approved Memorandums of Agreement (MOA) to set pay due to job classification studies or negotiations. The Board recently approved the reorganization of the Auditor/Treasure department that resulted in the change to this position.

Daleiden clarified the position currently is a grade 19 but will be changing to a grade 18 due to changes in the Finance Department.

Kaczmarek moved to approve item A2, salary of Assistant Finance Director - Property Tax Operations stay at \$48.37 per hour for the 2021 calendar year. The employee would not receive any general wage or range movement increases in pay until the 2022 calendar year.

The motion was seconded Husom and carried 5-0.

D. HEALTH AND HUMAN SERVICES

4. Refer to Personnel Committee to approve the change .5 Public Health Nurse on Assessment Team to .5 Social Worker position and backfill on the Assessment Team.

Daleiden said this item was being referred to the Personnel Committee because the Board put a freeze on job changes/positions. Vetsch explained this item is not being reclassified. It's changing one existing position to another existing position. Daleiden said the change will save the County money.

Daleiden stated to save time and county resources there is no reason to send this to the Personnel Committee. Health and Human Services Director Jami Goodrum Schwartz explained to the Board the job was posted internally; however, there was no interest from current employees.

Vetsch moved to approve the change of .5 Public Health Nurse on Assessment Team to .5 Social Worker position. The motion was seconded by Husom and carried 5-0.

TIMED AGENDA ITEMS

ADMINISTRATION, RISK MANAGER TIM DAHL

Approve Resolution establishing the Wright County Economic Development Authority (EDA) as a member of the Minnesota Counties Intergovernmental Trust (MCIT) for the purpose of obtaining Property and Workers Compensation Coverage

Vetsch asked if the EDA had already obtained coverage. Kelly said the EDA has not received approval from MCIT to obtain coverage yet. Kelly said MCIT requires that the EDA has a sponsor therefore this resolution fulfills that requirement.

Wetter asked how long it usually takes for a response from MCIT. Kelly said MCIT tends to address memberships at the quarterly meeting. Kelly stated for the time being the EDA is self-insured.

Vetsch moved to approve the Resolution establishing the Wright County Economic Development Authority (EDA) as a member of the Minnesota Counties Intergovernmental Trust (MCIT). The motion was seconded by Wetter and carried 5-0 on a roll call vote.

ITEMS FOR CONSIDERATION

COMMITTEE OF THE WHOLE MEETING MINUTES 3-12-21

Husom moved to accept the Committee of the Whole meeting minutes and recommendations from 3-12-21. The motion was seconded by Vetsch and carried 5-0.

I. Women, Infants and Children (WIC) Grant Discussion

Health and Human Services (HHS) Director Jami Goodrum Schwartz discussed the WIC Program and the benefits of Wright County HHS being the coordinator for the WIC Program. Goodrum Schwartz explained to the Committee that WIC is a federal run program and there is a five-year grant to run WIC. If HHS coordinates WIC, they will add five new positions to the County and there would be the possibility of sharing a Registered Dietician with Sherburne County which then the two counties would pay for. Plus, a portion of the created positions salaries would be paid for by Grant Funding. Goodrum Schwartz also said it would be good for the County to have WIC centrally located at the Government Center because it's easily assessable to everyone.

Director of Public Health Sarah Grosshuesch and Goodrum Schwartz went over the SWOT Analysis with the Committee. Commissioner Vetsch said while looking at the budget handout, it shows a revenue of \$369,720 but and the estimated cost to run the program is \$390,000 so it will cost the County money to run the WIC Program. Grosshuesch, said the current grant is \$350,000. Vetsch stated, "if it's not broke, why fix it?"

WIC Program Manager with Wright County Community Action (WCCA) Sarah Johnson gave a power point presentation to the committee. She shared a brief history of WIC and explained that the Notice of Intent to Apply for 2022-2026 funding is due by March 16, 2021 and the Application is due by April 16, 2021. She went over the SWOT Analysis that was done by HHS and explained WCCA's thoughts on every bullet point. She also stated they have three different locations every month which makes it easier for customers to access WIC. Sarah gave examples of different services that are available through WCCA at those locations.

RECOMMENDATION: It was ultimately decided by the Committee to have WCCA continue the WIC program.

ADMINISTRATION

Aggregate Tax

Auditor/Treasurer Bob Hiiivala said there are concerns regarding how the County audits the Aggregate Tax. He said reports are sent out asking for the gravel tax to be submitted. The County does a fluctuation analysis; however, there is no in-depth examination of gravel pits or gravel pit records. Hiiivala said to improve the process he proposes sending out a letter to each gravel pit owner, hauler or extractor that states in addition to the remittance of the gravel tax on a quarterly basis, the County is asking for additional documentation for the County's inspection.

Vetsch asked Assistant County Attorney Greg Kryzer what the penalty is for owners being grossly negligent or not paying the tax at all. Kryzer explained if an owner is not paying the Aggregate Tax, they can be assessed late fees for not filing the report which could be a daily fine. Vetsch asked if the owners could lose the Conditional Use Permit (CUP) if taxes are not being paid. Kryzer said he didn't believe the payment of gravel tax is grounds for violating a CUP. Kryzer said with the CUP, haulers should be using county highways and not township roads.

Husom moved to authorize Hiiivala to send a letter to gravel pit owners, haulers, and extractors regarding remittance of taxes. The motion was seconded by Wetter and carried 5-0.

Department Budget Review

Kaczmarek asked Hiiivala about the budget for the Auditor/Treasurer's Office, specifically overtime for 2020. It was

budgeted at \$700.00 but \$8,843.66 was spent on overtime in 2020. Kaczmarek said on a different report from the Auditor/Treasurer's Office it showed \$37,425.39 was spent on overtime in 2020. He asked Hiivala what the difference is between the two reports.

Hiivala explained he oversaw two departments, one being the Elections and the other being the Auditor/Treasurer. Hiivala explained the \$8,843.66 was overtime from the Auditor/Treasurer's Office. He said if you subtract that amount from the \$37,425.39 that was the amount spent on overtime in the Elections Office. Hiivala said the budget was \$27,000 for the elections budget in 2020 and that was what was spent.

Daleiden asked Hiivala how many employees are in the Elections Division. Vetsch reminded the Board there are temporary positions in the Elections Division. Hiivala said there is an Elections Supervisor and a Support Staff that fielded all phone calls and preparation for absentee voting, mailing and processing some of which had to be done on the weekends.

Kaczmarek asked Finance Director Lindsey Meyer specific questions about the Disbursement Report from March 17, 2021. He said on Page 3 there was an expenditure of \$1,400 for Complete Self-Defense. He asked Meyer for a description. Meyer said it was a self-defense course for an employee in Corrections.

Kaczmarek said on Page 5 there was an amount of \$9,964.50 for a Legal Opinion from Peters, Revnew, Kappenman & Anderson, P.A. Meyer said this was an Employment Attorney which is covered under Attorney/Client privilege for the Sheriff's Department.

Kaczmarek said on Page 9 there was an amount of \$1,178.95 for Bidne/Karen contracted - 36.5 hours. Meyer said this was a long-term contracted nurse for the COVID clinics. She informed the Board it has been determined that it is more cost-effective to have a contractor provide this service then it would be for an employee to do it.

Kaczmarek said on Page 10 there was an amount of \$2,000 for Circle of Security Parenting (COSP) Training-SL from Cooper, Hoffman & Powell, LLC. Meyer said this item was related to the Home Visiting Grant for Health and Human Services. She said it's a grant-required training which the County is reimbursed for. Meyer stated it's for early intervention home-based visiting.

Kaczmarek said on Page 15 there was an amount of \$1,770 from Pfeifer Property Management. Meyer said this was for an individual participant in Drug Court (The Turn) and the County is reimbursed from a federal grant.

Vetsch asked Kaczmarek if the weekly review of line items in department budgets was for his own personal education, adding that, if that is the case, county board meetings aren't the forum to get those answers. Vetsch said similar questioning of department heads in previous weeks hasn't brought forward any motions to take action or make policy amendments and asked Kaczmarek to make those inquiries on his own time. Kaczmarek said that, according to the Commissioners Handbook, an elected commissioner can make inquiries and ask questions and it is why he was elected in his district. Daleiden said he is wondering what Kaczmarek is attempting to accomplish with calling department heads to board meeting, adding that those questions are thoroughly examined during the budget process. Kaczmarek said he intends to continue asking questions of department heads at board meetings without resistance from other commissioners because his constituents want answers.

Kaczmarek said on Page 8 there was an amount of \$1,600 for Gabriel/Cathleen. Meyer said this was a Court Administration expense for attorney's fees, representing individuals that have an attorney appointed for them. Husom added that the court-appointed attorney is for children.

Daleiden asked Meyer if the budget will be easier to read once Enterprise Resource Planning (ERP) is up and running. She said it is currently in User Acceptance Testing (UAT) status and staff have been diligently working, testing, and giving feedback to the ERP service provider to make any corrections. There will be retesting. Wetter asked when the program will be up and running. Kelly said the first release will be in June for the financial portion and the second release will be in December for payroll.

Resolution setting County Board per diems for newly established committees

Daleiden stated the two new committees are Mississippi/St. Cloud One Watershed One Plan Policy Committee and the South Fork Crow One Watershed One Plan Policy Committee.

Husom moved to approve the resolution setting the County Board per diems for newly established committees. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

Schedule Committee of the Whole to discuss snow removal and lawn care

Daleiden reminded the Board that Kaczmarek had brought this up at a previous meeting. He stated since the County will be at one campus it may be more cost-effective to have the County's own personnel take care of snow removal and lawn care compared to a private contractor. The Board wanted to give all parties involved time to compile the information needed to make the best decision.

Husom moved to set the Committee of the Whole to discuss snow removal and lawn care, at 10:00 A.M., Thursday, April 29, 2021. The motion was seconded by Kaczmarek and carried 5-0.

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

Association of Minnesota Counties. Kaczmarek and Wetter attended training for the new Commissioners.

Planning Commission. Kaczmarek attended the meeting and said most items were resolved.

Annandale Safe Schools. Husom said Annandale School District is looking to build a new high school. She said the middle school's air conditioning system needs to be fixed. It would cost around \$16 million. After the high school is built, middle school students can move into the old high school building.

Drug-Free Community. Husom met with the new Drug-Free Community Coordinator Lori Blaukat through Mentorship, Education and Drug Awareness Coalition of Wright County (MEADA).

Central Mississippi River Regional Planning Partnership. Vetsch attended the Executive Committee for the CMRP to prepare for a retreat/workshop scheduled for Thursday, March 25, 2021.

Wright County Economic Development Partnership. Vetsch watch a presentation from Delano Administrator Phil Kerns regarding projects going on in the city.

Wright County Historical Society. Wetter attended the meeting via Zoom. The Historical Society is in the process of re-doing the financial reports and digitizing paper copies. There will be an online Estate Auction next month. The building remains closed; however, the Historical Society will re-evaluate in April.

Enterprise Resource Planning. Kelly said the financial portion of the User Acceptance Program is ongoing. The group is starting the deep dive on the Human Capital Management (HCM) which is being done by Human Resources.

The meeting adjourned at 10:22 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist