



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

APRIL 20, 2021

DATE APPROVED: APRIL 27, 2021

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 4-6-21 MEETING

Wetter stated a correction needed to be made on Page 8, Senate File 279 should be Senate File 276.

Vetsch moved to approve the minutes from 4-6-21 with the correction on Page 8. The motion was seconded by Husom 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 B1 (Administration – Finance, Warrants) for further discussion and clarification.

Kaczmarek moved to approve the Consent Agenda with the removal of Item B1 discussion. The motion was seconded by Vetsch and carried 5-0.

* Item B1 for discussion.

A. ADMINISTRATION

1. Approve Personnel Policy 309 Employee Recognition as amended

B. *ADMINISTRATION- FINANCE

1. Acknowledge Warrants issued between March 31, 2021 and April 13, 2021 (See below, Item X. Warrants Issued)
2. Approve transfer and budget change of \$100,000 from 01-100-6910 transfer out into 01-724-5910 transfer in. This transfer will put funds and a budget into the Economic Development Authority's (EDA) budget in the county's financial system
3. Review monthly Finance Report for March 2021
4. Authorize the hire of temporary staff to assist finance team with the implementation of the Enterprise Resource Planning (ERP). Full-time staffing replacement request will be withheld to allow for \$0 budget impact
5. Approve the related budget adjustment to shift funds from the full-time staffing budget to temporary staffing

C. ASSESSOR

1. Approve to recruit and hire a Property Appraiser in the Assessor's Office with an anticipated start date of June 1, 2021

D. ATTORNEY

1. Approve the Joint Powers Agreement (JPA) between the Wright County Economic Development Authority (EDA) and Wright County
2. Authorize signature of Wright County Assessor, Tony Rasmuson to accept the proposal of Matthew Schroeder, MAI for Appraisal work on PID #118-186-001010

E. HEALTH & HUMAN SERVICES

1. Position replacements
 - A. Public Health Emergency Preparedness Coordinator
 - B. Social Worker I

F. HIGHWAY

1. Request to fill vacant Highway Maintenance Worker position due to resignation

G. INFORMATION TECHNOLOGY

1. Refer to 4-8-21 Technology Committee:
 - A. Project updates
 1. CAMA
 2. Admin – event schedule
 3. HHS – Contact Management Center
 4. Admin – Government Center
 5. ERP
 6. Website Redesign
 - B. Solution architect updates
 1. 0365
 2. ECM
 - C. New project requests
 - D. 2021 Project summary
 - E. CIP technology planning
 - F. 2021 First quarter IT portfolio summary

H. SHERIFF'S OFFICE

1. Position backfill:
 - A. One Deputy due to resignation
 - B. One OT II FTE due to retirement

ITEMS PULLED FROM CONSENT AGENDA TO BE DISCUSSED**A. ADMINISTRATION - FINANCE**

1. Acknowledge Warrants issued between March 31, 2021 and April 13, 2021 (See below, Item X. Warrants Issued)

Kaczmarek researched four of the Warrant items and discussed them for further clarification. The first item was labeled Multi Vista for GC documentation in the amount of \$2,820 which is a company hired to take photos as the new Government Center progresses. The next was an expense paid to AAA Security Services which was coded to Court Services but should have been coded to Corrections, as it was payment to provide hospital security for an inmate. The third was labeled LP Chalet. This is a building at Bertram Park and the payment is for a propane expense. The last was labeled Powers Machining Special Project Billboards which is a partition in the jail for inmates' security/safety in the amount of \$4,655.

Vetsch asked Kaczmarek if the purpose of the discussion was to provide clarification. Kaczmarek responded that it was.

Kaczmarek moved to acknowledge the Warrants with the correction to recode the warrant to AAA Security Services. The motion was seconded by Husom and carried 5-0.

TIMED AGENDA ITEMS**RECORDER, KELLY DAY**

Plat approval, authorize the recording of "Maple Crest Second Addition" (Maple Lake Township)

Day asked for approval to authorize the recording of Maple Crest Second Addition located in Maple Lake Township.

Vetsch moved to authorize the recording of Maple Crest Second Addition. The motion was seconded by Husom and carried 5-0.

SHERIFF'S OFFICE, MATT TREICHLER

Resolution to accept the 2021 Speed and Aggressive Driving Enforcement Grant from the MN Office of Traffic Safety

Treichler explained the 2021 Speed and Aggressive Driving Enforcement Grant from the MN Office of Traffic Safety to the Board. He said this is above and beyond the Toward Zero Deaths (TZD) Grant that was awarded earlier this year. This grant is in the amount of \$11,600 with a match from the County of \$2,300.

Kaczmarek asked how the time, money, and resources would be allocated throughout the districts in the County. Treichler said the scheduling of the shifts depends on what issues the Sheriff's Office is having at the time and where those issues are located. The Sheriff's Office tries to spread the shifts around the county. The northeast part of the county has a heavier traffic flow, generating more shifts. However, each district will have shifts dedicated to this grant.

Husom moved to approve the resolution to accept the 2021 Speed and Aggressive Driving Enforcement Grant. The motion was seconded by Wetter and carried 5-0 on a roll call vote.

HIGHWAY DEPARTMENT, VIRGIL HAWKINS

Accept Plant – Mixed Bituminous Seasonal bids. Bids were received no Thursday, April 8, 2021 for plant – mixed bituminous mater. Bids received were from Omann Brothers, Inc. and Mid Minnesota Hot Mix, Inc.

Hawkins said the Highway Department received bids on April 8, 2021. He recommended accepting all the unit price bids. This gives the Highway Department flexibility to pick up mix from each of the bidders. Depending on where patch work is being done in the county, the lower bid may cost more if there is a longer distance to travel.

Vetsch moved to accept Plant – Mixed Bituminous Seasonal Bids. The motion was seconded by Kaczmarek and carried 5-0.

Award Contract No. 2105, County Road 118 Reconstruction Project, to the low bidder, Duininck Brothers, Inc. of Prinsburg, Minnesota in the amount of \$4,748,782.51

Hawkins stated the Highway Department recommends awarding the contract to the low bidder, Duininck Brothers, in the amount of \$4,748,782.51. This bid was 21% under the Engineer's estimate. This is a collaborative project with the City of Monticello. The County's share will be funded with the Local Option Sales Tax.

Vetsch asked when the project will start. Hawkins said a start date has not been set yet, but it will not start until school is out. Vetsch asked if it will be done by Labor Day, Hawkins said yes.

Vetsch moved to award Contract No. 2105, County Road 118 Reconstruction Project, to Duininck Brothers, Inc., in the amount of \$4,748,782.51. The motion was seconded by Husom and carried 5-0.

AG & DRAINAGE, MATTHEW DETJEN

Approval of Payment Application #1 of \$124,689.03 to Blackstone Contractors, LLC for County Ditch #10

Detjen said he included an email from Chris Adams, Construction Administrator from ISG. There was a bid item cutoff date to submit the payment applications to the Board. There will be a total of nine throughout the construction season, finalizing in November. The payment amount depends on how much work the company has completed.

Kaczmarek moved to approve Payment Application #1 of \$124,689.03 to Blackstone Contractors, LLC for County Ditch #10. The motion was seconded by Wetter and carried 5-0.

ITEMS FOR CONSIDERATION

COUNTY BOARD WORKSHOP MINUTES 4-13-21

Daleiden noted a mistake in the minutes, stating the letter was not sent to residents but to cities and townships.

Wetter moved to accept the County Board Workshop minutes 4-13-21, with the recommendations and the change to the minutes. The motion was seconded by Husom and carried 5-0.

IT Director, Matt Fomby stated IT has reached out to the school districts to obtain further information.

I. Schedule meetings as needed

Tour of the new Government Center to see the progress.

RECOMMENDATION:

Tour scheduled for Tuesday, April 20, 2021 after the County Board Meeting.

II. Great River Regional Library (GRRL) presentation

Karen Pundsack, Great River Regional Library, said there are 15 members on the Great River Regional Library Board and four of those members are from Wright County. GRRL is a six-county, 32-city system that reaches from Staples to Delano. Last year there was an increase of 18 percent in digital library users. During the pandemic, all locations were operating curbside pick-up and drop-off by the middle of May 2020.

Sara Koivisto, Coordinator for Cokato and Howard Lake Libraries said in April 2020 these two libraries started curbside only and during the process the staff spent a lot of time teaching patrons how to use different elements of the library. At this point, the libraries are open with limited space for gathering. When the libraries were unable to do in-person programming, a take-and-make system for crafts and story time kits was developed.

Chris Pommerenke, Coordinator for Buffalo Library, informed the Board that the Buffalo Library has been open for more than 30 years and remains a gathering space for people of all ages. All the employees at the Buffalo Library are residents of Wright County and have been working there for at least five years. Last year's events caused many changes. The library was closed, and curbside services began. For some residents, the library is the first place they call when they need help or have questions. The staff take the time to help them. The GRRL received a State Grant last year, allowing the ability to start placing WIFI hotspots in communities with broadband issues.

RECOMMENDATION:

Informational only.

III. Sheriff's Office Department update

Sheriff Sean Deringer told the Board he received a phone call late Sunday, April 11, from Hennepin County Sheriff David Hutchinson. Sheriff Hutchinson asked for any available staff to help Hennepin County due to the events that happened that day. Deringer put out an all call to his staff. Some were able to come into work early and they pulled some staff off the road. Within a short time, there were 14 staff members sent to help in Hennepin County along with a 13-passenger transport van. Deringer told the Board how proud he is of his staff and their willingness to step up outside of their normal shifts because they truly care about what is happening in the community.

Deringer updated the Board with what has been happening in the jail. There have been 16 positive COVID tests in the jail. Some inmates who were being boarded at the Wright County Jail from other counties have been released back to those counties. The Sheriff's Office came up with a policy and procedure at the start of COVID regarding quarantine and isolation periods for every person that is brought into custody. Every positive COVID test at the jail has been from an inmate that been transferred from a different agency. In November 2020, the Sheriff's Office had 13 employees out with positive COVID tests from either themselves or someone in the home. However, since late December 2020, there have not been any staff out with positive COVID tests. There are about 70 Wright County inmates as of now and about 40 boarders.

Deringer gave an update of the Sheriff's Office Training Center. Last year, the training center wasn't utilized as much as the Sheriff's Office hoped but that was due to COVID. In just the first three months of 2021, there has been \$4,200 worth of free tuition because the Sheriff's Office was able to hold sessions at the training center. There was a peer support training that cost \$699 per person, but because it was held at the training center, three staff were able to attend at no cost. There is an outdoor range, an indoor range and a classroom. The FBI rated the training center as one of the top in the country.

Deringer told the Board, last year a Legacy Initiative had been started, and all retired staff from the Sheriff's Office were contacted via email or phone. The Sheriff's Office is going to start inviting retired staff to the training center to help keep up with their Law Enforcement Officers Safety Act (LEOSA) permit. If the retired officer has a qualifying shoot, their permit to carry is good everywhere in the country.

The Wright County Sheriff's Office signed a Memorandum of Understanding (MOU) with the Minneapolis Police Department when help is needed. The Wright County staff has been assigned to the Hennepin County Government Center and Hennepin County Sheriff's Office for security. Wright County will get a 75 percent funding reimbursement.

RECOMMENDATION:
Informational only.

IV. American Rescue Plan

County Administrator Lee Kelly attended a webinar from Minnesota Management and Budget Friday, April 9. The timeline for U.S. Treasury distribution to states is unknown. County staff is waiting for guidance on local funds and capital projects. Any funds to townships and cities will be going through the state instead of federal. The League of Minnesota Cities is speculating about \$15 million will be allocated between the cities and the townships.

Kelly said there has been some action taken regarding broadband at the Township Officers meeting. A survey was sent out to cities and townships with the hope of gathering information regarding the quality and service level of internet in their area.

IT Director Matt Fomby said there is about \$10 million available to spend on broadband but there is little guidance on how it can be spent. The Board was provided a map of county owned assets and information collected from townships and cities regarding the status of broadband. The county must determine how to spend the money in the most responsible manner. The board asked county staff to reach out to school districts to determine where "trouble spots" were located during the period of distance learning.

IT Technical Service Manager Mark Kellogg added that IT has been working with the state to obtain information on the maps regarding what kind of fiber is already buried in the ground. There is unused fiber along I-94 however, fiber is being utilized in the southern part of the county.

RECOMMENDATION:

Project Administrator Elizabeth Karels will send a copy of the questionnaire to the Commissioners to share with the townships and cities. The Commissioners will speak with the townships and cities at the meetings to help collect the information IT needs to make the best decisions when it comes to broadband.

The meeting adjourned at 10:34 AM.

ADMINISTRATION

Set Dental Clinic Steering Committee Meeting.

County Administrator Lee Kelly told the Board that Requests for Proposals (RFP) had been sent out to various architecture firms that have experience with dental clinics. It closed Monday, April 19, 2021, and six proposals had been received.

Vetsch moved to set the Dental Clinic Steering Committee meeting for Wednesday, May 5, 2021, at 10:00 AM in the boardroom. The motion was seconded by Wetter and carried 5-0.

Resolution Setting County Board Per Diems for Newly Established Committees

The board discussed setting per diems for the Dental Clinic Steering Committee. Vetsch added that the Solar Advisory Committee should also be added.

Vetsch moved to accept the Resolution Setting County Board Per Diems for Newly Established Committees; Dental Clinic Steering Committee and the Solar Advisory Committee. The motion was seconded by Husom and carried 4-1 on a roll call vote, with Kaczmarek voting against it.

Department Budget Review: 111 Building Care

Kaczmarek said after the Board was advised the date to move into the new Government Center had been pushed back, he asked for a budget report for the new building. He stated he hadn't received it yet. Facilities Services Director, Alan Wilczek stated he didn't recall that request and Daleiden also stated he didn't recall the request from Kaczmarek.

Wilczek said the changes were approved at the April 6, 2021 meeting as well as the December 15, 2020 meeting regarding the expansion to the third floor, the reconfiguration to the lower level, the east parking lot, the parking structure, and the reorganization of the Auditor/Treasurer's/Taxpayer Services office staffing.

Kaczmarek questioned Page 31, Professional Services, budgeted at \$542,085 and \$404,697.33 was spent. Wilczek said part of that amount was for janitorial services. He explained that the Justice Center was delayed with the move which likely contributed to the variance.

Kaczmarek said on Page 31, Repairs and Maintenance was budgeted at \$600,000 and \$434,690.96 was spent. Wilczek said some of the favorable variance was because a little extra contingency was built-in due to possible maintenance or repairs being needed on the older building.

Kaczmarek asked if there were any funds used from a COVID Relief Fund. Wilczek explained the only things paid for through that fund were plexiglass panels, hand sanitizer stations, bulk sanitizer that was purchased, and anything else directly related to the COVID modifications that were made.

Kaczmarek questioned Page 31, Fuel for Buildings was budgeted at \$225,000, and zero dollars were spent. Wilczek said the Commissioners got an email that explained this item was modified in the budget. The Fuel for Buildings was moved to Utilities. He said there is no need to track it on a different line. Kaczmarek asked if going forward in the future it will be allocated to Utilities, Wilczek said that was correct.

Kaczmarek said on Page 32, Capital Furniture and Equipment \$30,000 was budgeted, and \$37,738 was spent. He stated it was for a John Deere tractor with a snowblower and a broom and a vertical man-lift. Kaczmarek asked if there was a lawnmower deck on it, Wilczek said there was not. Wilczek said the John Deere is used at the current Government Center for snow removal from sidewalks, entryways and the plaza.

Kaczmarek said on Page 31, Janitorial Supplies did not have any money budgeted yet, \$71,805.68 was spent. Kaczmarek asked if the county supplied the janitorial staff with the supplies. Wilczek said it's ordered monthly through the county's state contract supplier. Wilczek explained this line item was separated out for tracking purposes just like the fuel for buildings.

Kaczmarek stated on Page 2, of Warrants, Quinlivan & Hughes – Legal Opinion re: Employee matter, Attorney/Client Privilege, for \$3,707. Daleiden said that would be under Administration, Kelly added it was a legal opinion from an attorney regarding a personnel related item. Kaczmarek asked who would be considered the client, Kelly said it would be the county. Kaczmarek asked the other board members if any of them knew specifically what it was regarding. Daleiden stated it was most likely an employee(s) issue.

Vetsch explained unless it goes into litigation, Administration does not usually involve the board members. If an issue did go to litigation, then Kelly would notify the Board Chairperson for direction. Vetsch said it can't be discussed at the board meeting. Kaczmarek said he would like a sidebar discussion regarding this issue. Daleiden added he would be worried about the employee(s) names accidentally getting out which would really open the County up to legal issues. Vetsch stated

the Board is here to adopt policies and the Administration enforces those policies. Daleiden added he has faith in the Human Resources employees who know more about the laws regarding employment. Daleiden will seek legal opinion regarding the board being involved in personnel matters.

Kaczmarek said on Page 2, snow plowing at County facilities, \$23,604 was spent, he asked for specifics of this amount. Wilczek stated if you look at the invoices in OnBase, it shows every trip that was made, which site it was for, and what service was performed. It's about ten pages long with all the information on it. Kaczmarek said it would be helpful to put all the details in the budget. Daleiden said if every single detail was put into the budget report, what is a 132-page report would be over 1,000-pages. He said it's multiple bills combined into one which is how it's normally done in business.

Kaczmarek said on Page 7, Janitorial Services – GC and H in the amount of \$29,117, he asked for clarification on what GC and H stand for. Wilczek said the description on the invoice, GC is short for Government Center and H is short for Human Services.

RAMSEY LAKE PROPERTY OWNER'S ASSOCIATION

Adopt Resolution approving Lawful Gambling Application, Form LG214, Organization Name: Ramsey Lake Property Owner's Association, gambling premises: Up the Creek Grill and Bar, Inc., 4246 112th Street NW, Silver Creek, MN 55358 (Silver Creek Township), effective date: May 1, 2021

Vetsch moved to adopt resolution approving Lawful Gambling Application, Form LG214, Ramsey Lake Property Owner's Association, Up the Creek Grill and Bar, Inc., effective date May 1, 2021. The motion was seconded by Husom and carried 5-0 on a roll call vote.

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

Fair Board Meeting. Kaczmarek said the Fair Board is planning on having the 2021 fair along with other events including a tractor-pull.

Safe Schools. Kaczmarek attended Safe Schools of Delano, Howard Lake - Waverly – Winstead. The districts are getting ready for prom and graduation. The districts are still dealing with truancy issues. Daleiden attended St. Michael Safe Schools and the biggest issue is mental health.

Minnesota Rural Counties (MRC). Kaczmarek said at the meeting the Environmental Review Program was discussed. The group is trying to integrate climate information into the program.

Planning Commission. Kaczmarek said the solar ordinance amendment was talked about. Six of the seven members were in attendance. The members had a split vote, three to three, regarding amending the ordinance as it pertains to the surety deposit.

Township Officers Meeting. Kaczmarek said the Township Officers had a tour of the Justice Center. There was a presentation given by Daleiden regarding the Economic Development Authority (EDA).

Economic Development Authority. Husom has been to three cities and two townships and spoke about the EDA. The City of Buffalo passed a resolution to opt into the EDA.

Regional Crime Lab. Husom said the Regional Crime Lab is fully staffed and is going through the accreditation process which is a month long. Next year, will be an in-depth inspection which has always went well. The Regional Crime Lab will possibly be hiring an Administrative Assistant.

Safety Committee. Husom attended the meeting and there was one incident discussed. There are no new reports of hazardous conditions. Safety inspections have had good compliance with the COVID plan.

The Turn. The Turn had another virtual graduation which Husom attended.

Mentorship Education and Drug Awareness. Husom said the group is looking at a new format. There were three grants received last year, and hopefully there will be more grants coming.

Extension Committee. Daleiden said he is very impressed by the kids in 4H with the things they have been doing.

Public Health. Daleiden said most of the topics discussed were regarding COVID and the number of vaccines that have been provided. The drive through vaccination clinic at the Highway Department has been working very well.

Central Mississippi River Regional Planning Partnership (CMRP). Vetsch said the group is working through some challenges, trying to agree on steps moving forward.

Aquatic Invasive Species Advisory Board (AIS). Wetter said AIS Advisory Board was able to get financing for about half of one CD3 Unit. If the Board can get enough financing together, a CD3 Unit will be put on Sugar Lake and possibly one on Clearwater Lake or Lake Pulaski.

Highway 55 Corridor Coalition. Wetter said there is a bill at the House and Senate and there are possibly funds for Highway 55.

Soil and Water Conservation District (SWCD). Wetter said everyone should be getting the 2020 annual report soon. There was approval for some Highway Department contract applications.

One Watershed One Plan. Wetter said the group has developed a Memorandum of Agreement (MOA). Some of the entities have been reluctant to sign. The North Fork Crow River One Watershed One Plan had approved a sub-contract which will make sure SWCD will not be liable for any issues.

Wright County Community Action (WCCA). Wetter said the 2020 audit was accepted by the Board.

Lake Charlotte, Lake Martha Subordinate Sewer District. Wetter said there is a shortfall due to people pre-paying. The County has paid the bond payments, therefore it's in the red.

License Center. Daleiden said there has been a case of COVID, therefore DVS is short staffed. The outside walk-up is still available; however, inside walk-up is not available.

Just Drive. Husom said the Just Drive event will be at the Monticello Middle School, on Saturday, April 24, 2021 from 9:00 A.M. until noon. This event is to help raise awareness of distracted driving. They are encouraging people to wear orange.

Polar Plunge. Husom said the Polar Plunge will be held this Saturday, April 24, 2021 starting at 1:00 P.M. at Sturges Park in Buffalo. This event is for the Special Olympics and is partnered with Law Enforcement. There are 110 people already signed up for the event. The goal is to raise \$35,000 and they have already raised \$20,657.

The meeting adjourned at 10:38 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist