



**BOARD MINUTES**  
**BOARD OF WRIGHT COUNTY COMMISSIONERS**  
**MAY 25, 2021**

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

**DATE APPROVED: June 1, 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 5-18-21 MEETING**

Kaczmarek requested the additional cost of \$75,000 in supplies be added to the minutes regarding the ABM Cleaning Services Contract discussion.

Kaczmarek moved to approve the minutes from 5-18-21 with the addition. The motion was seconded by Husom and carried 5-0.

**AGENDA**

Assistant County Attorney Greg Kryzer petitioned Item A3 (*Authorized Signatures on Settlement Agreement Between Super Tobacco 2 LLC and Wright County*) on the Consent Agenda. The item relates to the Cancellation of the Committee of the Whole Meeting on May 25, 2021. County Administrator Lee Kelly requested the addition of *Department Budget Review: 430 Social Services* be added under Items for Consideration (Item C).

Vetsch moved to approve the Agenda with the two additional items. The motion was seconded by Kaczmarek and carried 5-0.

**CONSENT AGENDA**

Kaczmarek requested to pull Item B1 (Administration – Finance, Warrants) for clarification.

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

\* Item B1 for discussion.

\*\* Item A3 addition.

**A. ADMINISTRATION**

1. Request Approval to Reappoint Connie Lounsbury to a three-year term on the Wright County Personnel Board of Appeals effective July 1, 2021 through June 30, 2021
2. Cancel the Committee of the Whole Meeting for May 25, 2021 at 10:30 a.m.
3. \*\**Authorize Signatures on Settlement Agreement Between Super Tobacco 2 LLC and Wright County*

**B. ADMINISTRATION - FINANCE**

1. \*Acknowledge Warrants Issued between May 12, 2021 and May 18, 2021 (*See below, Item IX. Warrant Listing*)

**C. HEALTH & HUMAN SERVICES**

1. Refer to Personnel Committee – Contracted RN Position
2. Position Replacement
  - A. Public Health Supervisor
  - B. Technology Coordinator

**D. HIGHWAY**

1. Request approval to enter into a Professional Engineering Services Agreement with WSB & Associates, Inc. to provide preliminary design and detail design services for the MnDOT Trunk Highway 25 & County State Aid Highway (CSAH) 83 Intersection. The \$290,508.17 amount for engineering services also includes public engagement, with three open house meetings and a project website

**E. PARKS & RECREATION**

1. Acknowledge Submittal of the Wright County Parks and Recreation

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

1. Acknowledge Warrants Issued between May 12, 2021 and May 18, 2021 (*See below, Item IX. Warrant Listing*)

Kaczmarek said while reviewing the weekly expense report, he noticed an expenditure issued to Glover Consulting LLC., in the amount of \$11,025 for OnBase JG. Kaczmarek stated the payment is for an independent contractor that completed Information Technology work for the County.

There was an expenditure issued to Jeddelloh & Snyder PA, in the amount of \$9,045 for PR HRLY. Kaczmarek said this is for court appointed attorneys for probate.

There was an expenditure issued to MN Pollution Control Agency, in the amount of \$65,373.93 for SRF. Kaczmarek said this is a program to assist with septic replacements in the county.

There was an expenditure issued to Quinlivan & Hughes PA, in the amount of \$4,952 and AEM Workforce Solutions LLC., in the amount of \$6,680, both for PROF SVCS. Kaczmarek said these are related to an ongoing personnel matter. Kaczmarek asked if the matter is getting close to a resolution. Daleiden stated it should be resolved by the end of June.

Kaczmarek moved to accept the Administration – Finance with those clarifications. The motion was seconded by Husom and carried 5-0.

**TIMED AGENDA ITEMS****HIGHWAY DEPARTMENT, VIRGIL HAWKINS**

Approve Resolution requesting that MnDOT conduct a Speed Study to determine the safe and reasonable speed limit for County Road (CR) 118, from County State Aid Highway (CSAH) 37 to the intersection of School Boulevard/CSAH 18/CR 118

Hawkins stated this project is scheduled to be under construction this summer. It normally takes about a year for Minnesota Department of Transportation (MnDOT) to get studies scheduled.

Vetsch moved to approve the resolution requesting that MnDOT conduct a speed study to determine the safe and reasonable speed limit for County Road 118, from CSAH 7 to the intersection of School Boulevard/CSAH 18/CR 118. The motion was seconded by Kaczmarek and carried 5-0 on a roll call vote.

Approve Resolution requesting that MnDOT conduct a Speed Study to determine the safe and reasonable speed limit for County State Aid Highway (CSAH) 39, from CSAH 19 to Trunk Highway 101 in Otsego

Hawkins stated this project is projected to be finished this year.

Kaczmarek moved to approve the resolution requesting that MnDOT conduct a speed study to determine the safe and reasonable speed limit for CSAH 39, from CSAH 19 to Trunk Highway 101 in Otsego. The motion was seconded by Husom and carried 5-0 on a roll call vote.

Award Contract No. 2106, Highway 30 & Tiger Drive Mini-Roundabout Project, to Meyer Contracting, Inc. of Maple Grove, Minnesota. We recommend awarding of Contract No. 2106 to low bidder Meyer Contracting, Inc. of Maple Grove, MN in the amount of \$522,914.57. The low bid was 19.8 percent over the Engineer's estimate.

Hawkins said this is a collaborative safety project with the City of Delano. The City of Delano agrees with awarding this contract to Meyer Contracting, Inc. and agrees to pay its portion of the cost. The remainder of the cost will be funded with Local Levy Funds.

Husom stated the County had been coming in below the estimates for many projects, yet this project is over the estimate. She questioned if it was due to an increase in the price of supplies. Hawkins said he wouldn't necessarily attribute it to

supply costs. He said this is a smaller project and the scale is different. The County has not done many mini-roundabouts therefore the estimate may have not been accurate. However, all of the bids were close in cost.

Vetsch moved to award Contract No. 2106, Highway 30 & Tiger Drive Mini-Roundabout Project, to Meyer Contracting, Inc. of Maple Grove in the amount of \$522,914.57. The motion was seconded by Husom and carried 5-0.

### **BUFFALO RODEO EXECUTIVE DIRECTOR, GREG MCDONALD**

#### 2021 Activities

McDonald said Buffalo has the oldest professional rodeo in Minnesota, it was established in 1955. There is currently about \$15,000 in prize money. The contestants come from 30 different states to compete. He said he would like to triple the prize money in the next five years through county participation.

The rodeo will run June 23 through June 26, 2021. June 23, 2021 is Family Fun Day. Breakfast will be available on June 24 and June 25. Approximately 70 kids will participate in mutton busting. Food vendors and other miscellaneous vendors will be present.

### **SHERIFF'S OFFICE, SHERIFF DERINGER AND MATT TREICHLER**

#### Introduction of recently promoted staff; Captain Todd Sandin, Lieutenant Jeremy Wirkkula, and Sergeant Mark Olson, Joleen Miller

Deringer stated Todd Sandin was promoted to Patrol Captain due to the retirement of Captain Dan Anselment. Jeremy Wirkkula was promoted to Patrol Lieutenant, filling Sandin's previous position and Mark Olson was promoted to Patrol Sergeant, filling Wirkkula's previous position.

Sergeant Dave Anderson is retiring and Joleen Miller has been promoted to Sergeant.

Deringer introduced the Board to his Confidential Assistant, Kristen Hoyne.

#### Sheriff Deringer would like to recognize Sergeant Dave Anderson for his upcoming retirement on June 4, 2021

Sergeant Dave Anderson's last day with the Wright County Sheriff's Office will be June 4, 2021. Anderson has been with the Wright County Sheriff's Office for 28 years and a Sergeant for the last 15 years. Before coming to Wright County Anderson worked at the Hennepin County Sheriff's Office. Deringer presented Anderson with a plaque for his well-deserved retirement.

#### Resolution to Accept 2021 Minnesota Department of Natural Resources (DNR) Federal Boat Patrol Grant

Treichler stated this grant is used to fill summer shifts that provide education and enforcement on lakes throughout Wright County. The majority of shifts are on the weekend and in high traffic lakes. There is one full-time deputy and approximately 15 to 20 members that work boat patrol. Treichler said this is a non-matching grant. The grant totals from the past three years which includes \$25,000 in overtime paid, 51 warnings, and 11 citations. In 2020 a supervisor received over half of the grant money.

Wetter asked how many members work at a time. Treichler said there are multiple boats and jet skis. The members sometimes work alone and sometimes work as pairs; it depends on how busy the lakes are.

Vetsch moved to accept the resolution, 2021 MN DNR Federal Boat Patrol Grant. The motion was seconded by Wetter and carried 5-0 on a roll call vote.

### **ITEMS FOR CONSIDERATION**

#### **ADMINISTRATION**

#### Schedule Committee of the Whole meeting to discuss County Assessing and Local Appraisers

Kelly suggested 10:30 a.m. Tuesday, June 15, 2021.

Vetsch stated cities are invited to attend the meeting. Kaczmarek asked if the price per parcel for cities and townships

could be provided as well as how services would change. Vetsch suggested having information on what Hennepin County is doing as a larger entity with private municipalities, that are accessing the county's system. Kaczmarek requested having information from a smaller county such as Meeker, to counterbalance the comparison.

Vetsch moved to schedule a Committee of the Whole meeting at 10:30 a.m. on Tuesday, June 15, 2021. The motion was seconded by Husom and carried 5-0.

### **BROADBAND COMMITTEE MEETING MINUTES 5-19-21**

Vetsch said there were a few names duplicated on the list of attendees.

Vetsch moved to accept the Broadband Committee meeting minutes and recommendations from 5-19-21. The motion was seconded by Kaczmarek and carried 5-0.

#### **I. Establish Purpose and Roles of Broadband Committee**

*Information Technology Director, Matthew Fomby said an independent company will provide residents with broadband, but the County will help get the residents to that point. Commissioner Vetsch said he this committee will help identify options to get broadband to the residents of Wright County, either in the ground, in a tower, or hybrid.*

*Communications Specialist, John Holler asked if there was a grant, would it be the same as the Cares Act, having to justify requests and if it's not that it would fall back on the County to repay it. Heather Lemieux confirmed that was correct. Project Administrator, Elizabeth Karels said other counties do a reimbursement type grant.*

*Holler asked if there has been any discussion regarding using the communications tower that the old Sheriff's Office was using, Fomby said it's a possibility but he will have to investigate it. Karels said there are different types of technology that could possibly utilize the tower.*

#### **RECOMMENDATION:**

***Vetsch said there are five areas the committee needs to go after. The first is to identify the need. The next is to identify delivery options. The third is the disbursement of American Rescue Plan (ARP) funds, as it relates to Broadband. The fourth is become a sponsoring agent for ISP Providers for grants through the County, the state or federal. The fifth is being an at-will group to apply for grants on our own to help solidify the infrastructure.***

#### **II. Review Example Broadband Development Process**

*Karels reviewed the broadband development process document from the Blandin Foundation's website. The committee has been collecting data, reviewing maps, and doing surveys. Karels suggest ramping up the surveys. She said the committee has touched a bit on committee members, cities and township roles. The next step is to conduct a feasibility study to get a higher level of understanding for what will work in the community. Karels said it's important to find out where the market demand is, which technology will work best, what it will cost, and how the county should structure a Request for Proposal (RFP) or a grant program.*

*Fomby said data is being collected and there is a heat map showing different areas. He said the best the County can do is gather as much information as possible and make the best decision for the County.*

*Karels said she has reached out to the Minnesota Rural Broadband Coalition because they have a speed test initiative on the website. Fomby said they are encouraging people to do the speed test, which the MN Rural Broadband Coalition has said they will share with the County.*

*Karels said the Minnesota Rural Broadband Coalition suggests having people do the speed test multiple times throughout the day because they average it out.*

*Human Resource Director, Schawn Johnson suggested working with the Sherburne-Wright Cable Commission because they serve the same purpose with cable, the trenches and upgrades.*

**BROADBAND COMMITTEE MEETING MINUTES CONT.**

**RECOMMENDATION:**

***Vetsch said he would like to see at least three quotes for a feasibility study. Creating a Broadband SharePoint and a Broadband webpage for a quick link to the speed test. Karels will work on a mission statement and Fomby will reach out to Sherburne-Wright Cable Commission.***

**III. Update on Discussion with Providers**

*Karels she has spoken with four different providers and has more meetings setup in the next few weeks. All four providers said they don't know where the needs are because they don't have the data. Two of the providers expressed interested in leasing but the right type of agreement needs to be in place. A few of the providers said there are going to be providing service to the area with or without the help of government aid. Other items that were discussed were Department of Natural Resources (DNR) permitting, and right of way permitting.*

**RECOMMENDATION:**

***Informational only.***

**IV. Update from IT**

*Fomby said he has concerns about leasing. He said he will get the website up but instead of putting it on Facebook it should be promoted directly from the County Website which will help keep the citizens informed.*

**RECOMMENDATION:**

***Informational only.***

**V. Action Items/Agenda for Next Meeting**

*Vetsch said at the next meeting the committee will review the quotes for the feasibility study, data from the speed test, a rough sketch of the website, and discuss identifying regions of the county from the greatest amount of need to the least amount of need.*

*The next meeting will be on Wednesday, June 9, 2021 at 2:00 p.m.*

**RECOMMENDATION:**

***Informational only.***

**\*DEPARTMENT BUDGET REVIEW: 430 SOCIAL SERVICES**

Kaczmarek said \$88,238 was spent on random drug testing, but only \$50,000 was budgeted. He said there is language that allows Wright County to charge more, however there are concerns an increase would deter accurate drug testing and could slow the process. Health and Human Services Director, Jami Goodrum Schwartz said the goal for the Family First Legislation is to reduce the overall time and expense spent on random drug testing. She said it's not beneficial to charge families for the random drug test when HHS is trying to assist them with other challenges.

Health and Human Services Business Manager, Christine Partlow said Kaczmarek questioned the collection rate tied to Administration Collection Charges (5481). Partlow said Goodrum Schwartz provided the Board with a list of all balances and the various types of debts. The collection charge is tied to a particular debt and tracked on that level, not necessarily tacked on what was collected. HHS estimated 59 percent collections in 2020. Partlow said she is checking into that percentage because it is higher than previous years.

Goodrum Schwartz explained that the state decides what the County gets to retain out of what is collected. The entire debt collection is sent into the state and then either monthly or quarterly they return the amount the County will keep based on those collections.

Partlow stated Kaczmarek also asked if the Board approved the additional Kinship Grant Funds. Goodrum Schwartz and Kelly approved the grant because it fell between the \$25,000 up to \$100,000 range. These funds are used for follow-up to make sure the individuals are making it to appointments and getting what they need. Goodrum Schwartz said there is more telepresence for mental health which is why the transportation budget is down. Partlow said the dollar amount for transportation is what is not covered by medical assistance or a waiver, so the budget is small.

Kaczmarek asked what type of background checks the fees are for and why was it over budget. Partlow said this is a corporate license fee. Partlow said HHS previously did a background study as part of the process so therefore it was originally labeled with that description; however, most of the background studies are being processed through the Netstudy 2.0 system. HHS still collects the fee and does all the other pieces of the license renewal. Goodrum Schwartz said she will most likely rename that line item for the upcoming budget.

Kelly said the Board should plan to discuss the budget for Public Health at the Board meeting on Tuesday, June 15, 2021.

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

Administration. Kelly said there has been a lot of follow-up this past week. On June 1, 2021 there will be a Memorandum of Agreement (MOA) regarding the Building Official which will temporarily appoint an internal candidate. The first interviews have taken place for the Administration Intern.

Association of Minnesota Counties. Kelly reminded the Board that AMC District 5 Regional meeting will be on Monday, June 14, 2021 in Mille Lacs County.

Trailblazer Transit. Kelly stated there will be a celebration for the completion of the expansion of the Buffalo facility at 11 a.m. on June 17, 2021. Daleiden added that Trailblazer Transit would like all the Commissioners to attend. Vetsch said there are several driver positions open with Trailblazer. They are starting to make headway on the new software.

Enterprise Resource Planning. Kelly said the contract ended with Ciber on May 11, 2021. The County has reached out to various providers in the area and has requested Sierra Cedar put together a service agreement and statement of work.

Historical Society. Wetter said the Historical Society announced that it will start to reopen some of its locations on June 1, 2021. The library will reopen in July and the activity room will reopen in September. 4H cleaned out the gardens around the entry.

Rockford Township. Wetter informed the Board that Rockford Township has signed up for the Economic Development Authority (EDA).

Wright County Economic Development Partnership. Vetsch said there was discussion regarding what needs to be tackled in the next year to keep things moving forward. There is a demand for services in business counseling.

MnDOT Policy Advisory Committee. Vetsch said they are conducting a study for the northwestern quadrant area regarding another river crossing. The conceptual area is from Dayton Parkway on Highway 94 connecting with Armstrong on Highway 10.

Wellness Committee. Daleiden said the committee has been doing a very good job helping with Health Partners.

Executive Board Meeting for Mentorship, Education, and Drug Awareness (MEADA). Husom said the Drug-Free Communities Coordinator has been very engaged. The Board discussed the academy, looking at the curriculum which is organized with strategic prevention. There will be the development of five essential products: the community assessment,

the logic model, strategic and action plan evaluation, communication plan, and sustainability. The three priorities are alcohol, tobacco, and marijuana. The Board would like to have an addiction expert do a presentation.

Wright County Fair Board. Kaczmarek said the Fair Board has scheduled All-Star Wrestling for the upcoming fair in July.

Great River Regional Library Board. Kaczmarek said the library would like to possibly extend the hours but they want to wait and see what the numbers, staffing and security will look like.

Minnesota Rural Counties. Kaczmarek said Leah Patton gave a presentation on, Meeting Protocol, in person versus remote after July 1, 2021. There are only three exceptions as to why a Commissioner can participate in a meeting remotely. There are potential penalties or fines for non-compliance. Department of Vehicle Services (DVS) was also discussed at length. The next meeting will be held in Alexandria in September.

The meeting adjourned at 10:15 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist