



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

SEPTEMBER 7, 2021

DATE APPROVED: SEPTEMBER 21, 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 8-31-21 MEETING

Vetsch moved to approve the minutes from 8-31-21. The motion was seconded by Husom and carried 5-0.

AGENDA

County Administrator Lee Kelly requested to remove Timed Agenda Item A1, Accept the 2020 Highway Department Annual Report, for discussion at a future meeting.

Kelly requested the addition Items for Consideration Item B1, Emergency Paid Sick Leave Policy. Kelly also requested the Allina Clinic Memorial Monument be added to Items for Consideration Item A1, Topics for Discussion at the September 14, 2021 Workshop.

Husom moved to approve the Agenda with the requested changes. The motion was seconded by Vetsch and carried 5-0.

CONSENT AGENDA

Wetter moved to approve the Consent Agenda as presented. The motion was seconded by Vetsch and carried 5-0.

A. ADMINISTRATION - FINANCE

1. Acknowledge Warrants Issued Between August 25, 2021 and August 31, 2021 (*See Below, Item IX. Warrant Listings*)
2. Approve To Create Riparian Aid Restricted Fund. This Fund Will Reside In The Reserve Fund (02) And Will Have Department Code 527. We Also Need The Approval To Transfer The Remaining Funds From The General Fund To The Reserve Fund
01-100-000-0000-6910 transfer out \$225,553.50
02-527-000-0000-5910 transfer in \$225,553.50
3. Approve Capital Improvement Plan (CIP) Budget Amendment To Transfer Money From Unallocated CIP Budget To Attorney's Office JWORKS Project
34-170-000-8000-6600 CIP Budget -\$62,000
34-170-091-8019-6600 CIP Budget \$62,000
4. Motion To approve The Reimbursement Of The American Rescue Plan (ARP) Act Funds As Follows:
County ARP Funds:
Approval Of County Reimbursement Of \$4,636.21 From 01-099-493.6910 Transfer Out Into 01-100-493-5910 Transfer In As Follows:
\$4,363.21 for Administrative Expenses-Staff Costs
Approval Of Use Of ARP Funds From 01-099-493.6410
\$125.40 1.5 PPE-PPE And Other Supplies

B. HEALTH & HUMAN SERVICES

1. Approve 09-01-2021 To 12-31-2022 Service Agreement Between ACF Technologies, Inc. And Wright County To Provide Scheduling, Appointment, And Lobby Management Services
2. Position Replacement
 - A. Child Support Officer

C. INFORMATION TECHNOLOGY

1. Refer To 09-22-2021 Technology Committee:
 - A. Project Updates
 1. CAMA
 2. Nintex To Power Automate
 3. Website Redesign
 4. O365 – InTune
 5. TeamDynamix
 6. Event Scheduler
 - B. New Project Requests:
 1. American Rescue Plan Program
 2. Identisys – Gun Permit Printer
 3. HHS PA System Zone Access
 4. Damion/Oracle Upgrade
 5. CityView Upgrade
 - C. Project Summary
- D. SHERIFF'S OFFICE
 1. Approve The Wright County 2021 Continuity of Operations Plan (COOP) Basic Plan
 2. Authorize Signatures On The 2022-2023 Radiological Emergency Preparedness (REP) Grant

TIMED AGENDA ITEMS

HIGHWAY DEPARTMENT, VIRGIL HAWKINS

**Accept The 2020 Highway Department's Annual Report Which Was Distributed To The County Board Members For Review At The August 31, 2021 Meeting

ATTORNEY BRIAN ASLESON

Adopt Resolution Modifying Property Tax Abatements Originally Approved By Resolution #19-114

Chief Deputy County Attorney Brian Asleson explained the adoption of this resolution would modify property tax abatements that were originally approved by the County Board in 2019. After Resolution #19-114 was adopted, the proposed plat was revised and a portion of the Parkview Retail plat to be used for the multi-family housing was re-platted as Parkview Grand. With the tax abatement commencing in 2022, the original intent needs to be clarified so that the correct parcels' taxes are abated. The parcels to be included in the County's Tax Abatements shall be parcel ID number 118-341-001010 and 118-344-001010. Resolution #19-114 shall remain in force in all other respects.

Vetsch moved to adopt a resolution modifying Property Tax Abatements. The motion was seconded by Husom and carried 5-0 on a roll call vote.

AG & DRAINAGE, MATT DETJEN

Approve The AG & Drainage Supervisor To Obtain Equipment Quotes And Proceed With Purchases Using Riparian Aid Funds From The Newly Formed Dedicated Account 02-527 For A Skid Steer, Brush Mower Attachment And A Mini Excavator, That Will Assist With Buffer Zone Management And Ditch Repairs

The Buffer Riparian Aid is received from the state to enforce the Buffer Law. AG & Drainage has elected to utilize this aid since 2018. Originally, the county received approximately \$98,000 a year. The amount has since been lowered to \$75,000 over the last few years.

This approval will make it possible to utilize the funds for two pieces of equipment. The first is a T770 Skid Steer with a Diamond 72-inch Rotary Cutter Attachment for buffer mowing and maintenance. The second piece of equipment is a mini excavator which could be used by Parks & Recreation, Highway Department and AG & Drainage with limited use by Wright County Soil & Water Conservation District. If approved, this would leave a balance of approximately \$49,000 in the dedicated account with additional estimated revenues of \$75,200 in 2022.

Kaczmarek stated he thought purchasing these items would be a good use of funds because the equipment can be used by multiple departments within the county. Wetter asked Detjen if there is a place to store the equipment and if AG & Drainage has the proper vehicle and trailer to transport it. Detjen stated there is a place to store the equipment and a trailer big enough to pull it.

Kaczmarek moved to approve the AG & Drainage Supervisor to obtain equipment quotes and proceed with purchases using Riparian Aid Funds from Dedicated Account 02-527. The motion was seconded by Husom and carried 5-0.

ITEMS FOR CONSIDERATION

ADMINISTRATION

Topics For Discussion At The September 14, 2021 Workshop

- Great River Regional Library (GRRL)
- Central Mississippi River Regional Planning Partnership (CMRP)
- Compost Facility Structural Assessment
- *Allina Clinic Memorial Monument

Kelly stated GRRL has contacted the county to do an annual overview of the program. CMRP is moving forward, and it would be a good time to bring the board up to speed. There was a request for a structural assessment to be done on the Compost Facility which has been completed and sent to the board for review.

Kaczmarek asked if other entities will attend the workshop to discuss the Allina Clinic Memorial Monument. Husom said she has financial commitments from three other entities. Kaczmarek suggested sending an invite to those entities so all parties can be involved in the conversation.

*Emergency Paid Sick Leave (EPSL) Policy

A Committee of the Whole (COTW) meeting was held Friday, September 3, 2021 regarding the Emergency Paid Sick Leave Policy. Staff prepared the policy for the meeting. The policy will be effective Sunday, September 5, 2021 through Monday, January 31, 2022.

Daleiden stated this policy will relate to the county's Family Medical Leave Act (FMLA) policy requirements. If an employee misses work, after three days, proof is required. Vetsch reiterated that this EPSL policy is for five months and not a permanent policy change.

Kaczmarek asked for clarification regarding how FMLA works and what the requirements are. Human Resources Director Schawn Johnson explained if an employee is out for three days or more for illness or injury, the county will provide the employee with FMLA paperwork. The employee must be employed with the county for at least one year to qualify for FMLA. The employee must exhaust all Paid Time Off (PTO) before the EPSL will be available to the employee. FMLA provides 12 weeks of protected leave through the Federal Government.

Husom moved to approve the Emergency Paid Sick Leave Policy from September 5, 2021 through January 31, 2022. The motion was seconded by Wetter and carried 5-0.

*Alternate for the Policy Committee for the North Fork Crow River One Watershed One Plan.

Wetter asked for clarification regarding adding an alternate member to a committee. Kelly said it's usually worked out amongst the board members. Daleiden asked for a volunteer to be an alternate on the Policy Committee for the North Fork Crow River One Watershed One Plan. Kaczmarek volunteered to be the alternate in the event Wetter is unable to attend a meeting.

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

Administration Technology Meeting. Kelly attended the Administrative Technology meeting where discussion took place regarding upcoming projects.

Solar Workgroup Advisory Committee. Kelly, Vetsch and Kaczmarek attended the last Solar Workgroup meeting Wednesday, September 1, 2021. Vetsch and Kaczmarek are working with staff to put together language to send to the townships for comments. Then, there will be a public hearing at the Planning Commission in October to start a new ordinance.

Leadership Team Meeting. Kelly along with the department heads had a meeting on Thursday, September 2, 2021. The group discussed issues in the county, most of which were regarding COVID and the growth of the county.

Policy Committee for the North Fork One Watershed One Plan. Wetter attended the meeting on Wednesday, September 1, 2021 in Litchfield. The committee discussed the results from the new app that highlights the top 250 projects that should be done. The app identifies types of practices and prioritizes them. Then the projects are sent to the Technical Advisory Committee and the projects are further prioritized. The committee is looking at AG structural practices, non-structural management practices, water quality practices, and gully erosion sites.

Central Minnesota Council on Aging. Wetter attended a Zoom meeting on Thursday, September 2, 2021. There was discussion regarding American Rescue Plan (ARP) Funds, only one-third of the allocation was received because the Minnesota Board on Aging is reviewing the inter-state funding formula. The Central Minnesota Council on Aging received \$945,401 as a one-year award for 2022. The Administration for Community Living awarded the Council \$107,512 for vaccine outreach.

State Demographer Office. Vetsch attended a virtual meeting on Tuesday, September 7, 2021 with the State Demographer's Office. Discussion regarding census information was reviewed. Wright County is the third fastest growing county in the state behind only Scott and Carver counties. Otsego is ranked 14th of the fastest growing cities in the state growing by more than 6,000 over the last decade. Within the next year or two, Minnesota will have more people 65 years of age or older than people under 18 years old.

Budget. Daleiden said there is one more department budget review to be heard.

License Center. Daleiden would like to add to the October workshop, updates for licensing at the new Government Center. License Center Supervisor Jessica Gadach and Finance Director Lindsey Meyer are staying on top of the transition, working with the three state entities to get the equipment transferred to the new building. Gadach said there may be temporary service disruptions during the move. Discussion of the License Center move will be added to October's board workshop.

Planning & Zoning Commission. Daleiden said the Planning Commission needs one more member, preferably from the St. Michael/Otsego area. The Planning Commission is supposed to have seven members and currently has six, which can result in tie votes. Vetsch asked that discussion of the Planning Commission be added to the September 14, 2021 board workshop.

*Item petitioned on the Agenda

**Item removed from the Agenda

The meeting adjourned at 9:49 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist