



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
NOVEMBER 16, 2021

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

DATE APPROVED: NOVEMBER 30, 2021

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

COUNTY BOARD MINUTES 11-02-21 MEETING

Commissioner Christine Husom requested to add Commissioner Mary Wetter's name to the Advisory Committee/Advisory Board Updates, under TyloHelo. Wetter requested to remove the word "virtual" from the TyloHelo update.

Commissioner Mike Kaczmarek moved to approve the minutes from 11-02-21 with the corrections. The motion was seconded by Husom and carried 5-0.

AGENDA

County Administrator Lee Kelly requested to add C5 (Administration – Human Resources), Request Approval of a Memorandum of Agreement (MOA) for the county contributions for the 2022 Health Insurance Plans with the Local 49ers Union.

Commissioner Darek Vetsch moved to approve the Agenda with the addition of Item C5 (Administration – Human Resources). The motion was seconded by Wetter and carried 5-0.

CONSENT AGENDA

Kaczmarek requested to remove Items A2 (Administration), B3 (Administration – Finance), B6 (Administration – Finance), and B7 (Administration – Finance) for further discussion.

Kaczmarek moved to approve the Consent Agenda with the removal of Items A2, B3, B6, and B7. The motion was seconded by Husom and carried 5-0.

* Items added C5

** Items removed A2, B3, B6, and B7

A. **ADMINISTRATION

1. Schedule Employee Years of Service Quarterly Recognition for 10:00 a.m. Tuesday, December 28, 2021
2. Authorize position replacement of Assistant County Administrator

B. **ADMINISTRATION – FINANCE

1. Approve Renewal of 2021 Tobacco Licenses for:
 - A. DG Retail, LLC DBA Dollar General Store #10460 (Cokato)
 - B. DG Retail, LLC DBA Dollar General Store #15392 (Maple Lake)
 - C. DG Retail, LLC DBA Dollar General Store #16105 (Montrose)
 - D. DG Retail, LLC DBA Dollar General Store #18158 (Rockford)
 - E. DG Retail, LLC DBA Dollar General Store #22351 (Delano)
 - F. Craig Jelen DBA Backyard Liquor, Inc. (St. Michael)
2. Approve a county On-Sale Liquor License including Sunday Sales for Fountain Hill Winery & Vineyard, LLC for the period December 1, 2021 through June 30, 2022
3. Approved Budget Amendment for new hire Deputy Recorder
 - 01-100-000-0000-6199 Unallocated Personnel Services (\$11,544)
 - 01-101-000-0000-6290 Software Systems – CAMA (\$1,000)
 - 01-101-044-0000-6106 Software Systems – CAMA \$1,000

01-101-000-0000-6101 Full-time Personnel \$7,342
 01-101-000-0000-6153 County Share Insurance \$3,090
 01-101-000-0000-6163 PERA Contributions \$551
 01-101-000-0000-6162 Medicare \$106
 01-101-000-0000-6175 Social Security \$455

4. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as follows:

County ARP Funds:

Approval of County Reimbursement of \$4,204.74 from 01-100-000-0000-6261 Professional Services into 01-099-493-8414.6261 Professional Services as follows:

\$1,821 for Administrative Expenses – Staff Costs

\$2,383.74 for 1.8 Other COVID-19 Public Health Expenses – Emergency Paid Sick Leave

Approval of Use of ARP Funds as follows:

\$356.21 7.10 Administrative Support – Consultant Support 01-099-493-8428-6261

\$70,000 5.9 Clean Water 01-099-493-8420-6605

5. Motion to Approve the reimbursement of the ARP funds as follows:

County ARP funds:

Approval of use of ARP funds from 01-099-493-8429-6410

\$50.58 1.5 PPE and Other Supplies

6. Review Monthly Finance Report for September 2021

7. Acknowledge Warrants issued between October 27, 2021 and November 9, 2021 (*See Below, Items IX. Warrants Issued*)

C. *ADMINISTRATION – HUMAN RESOURCES

1. Request Approval of a Memorandum of Agreement (MOA) between the Assistant Wright County Attorney's Association and Wright County to more clearly establish the Terms and Conditions of Employment for Elizabeth Liberato as she leaves her position of Attorney III to become the county's newly appointed Chief Deputy for the Wright County Attorney's Office
2. Request Approval and Authorization of Signature of a Memorandum of Agreement (MOA) for the county contributions for the 2022 Health Insurance Plans with the Teamsters, Local No. 320 (Sheriff's Essential Supervisory Unit)
3. Request Approval of a Memorandum of Agreement (MOA) for the county contributions for the 2022 Health Insurance Plans with the Assistant Wright County Attorney's Association
4. Request Approval of a Memorandum of Agreement (MOA) for the county contributions for the 2022 Health Insurance Plans with the Teamsters Local No. 320 (Courthouse)
5. Request Approval of a Memorandum of Agreement (MOA) for the county contributions for the 2022 Health Insurance Plans with the Local 49ers Union

D. ATTORNEY

1. Approve Memorandum of Understanding (MOU) with Rockford Township for Zoning Administration

E. AG & DRAINAGE

1. Approval of Payment Application #5 for \$272,467.87, Payment Application #6 for \$149,884.92, and Change Order #4 for \$3,448 to Blackstone Contractors, LLC for County Ditch #10

F. HEALTH & HUMAN SERVICES

1. Position Replacement
 - A. Social Worker
 - B. Social Worker
 - C. Public Health Nurse (.8 FT)
 - D. Case Aide

G. HIGHWAY

1. Approve Partial Payment No. 3 in the amount of \$24,985.16 to Molnau Trucking, Inc. for the Culvert Contract on County Highways 30, 6, and 5 as part of the County Ditch #10 Improvements. Partial Payment No. 3 includes a deduction of \$3,999 for damage caused to County Street Lighting Conduit by the contractor's operations

H. INFORMATION TECHNOLOGY

1. Refer to 11/24/2021 Technology Committee:
 - A. Project updates
 1. CAMA
 2. Website Redesign
 3. TeamDynamix
 4. EDMS Recorder Historical Scanning
 5. Admin – Government Center
 6. Admin – Key Management (Facilities)
 7. Admin – Event Scheduler (QFlow)
 8. ERP
 - B. New Project Requests
 1. Land Records Plotter and Scanner
 2. OnBase Projects
 - C. 2021 Project Summary Review
 - D. TeamDynamix Training Plan

G. PLANNING & ZONING

1. Accept the Findings and Recommendations of the Planning Commission for the following Rezoning Request: GERALD STOCKHAM – (Silver Creek Township) The Planning Commission made a unanimous recommendation for approval of the request to rezone approximately 40 Acres from AG General Agricultural to A/R Agricultural-Residential

ITEMS PULLED FROM THE CONSENT AGENDA TO BE DISCUSSED

A. ADMINISTRATION

2. Authorize position replacement of Assistant County Administrator

Kaczmarek said before moving forward with authorizing a position replacement it would be beneficial for the Commissioners to review a current organizational chart since some departments have been combined. Vetsch agreed with Kaczmarek and added it would be good to see how administration interacts with the departments across the county. Vetsch said after reviewing the job description for the Assistant County Administrator it seems to be more clerical based.

Commissioner Mark Daleiden said he would like to see the position be posted because it will take time to fill and if there are changes to the job description it can be updated. Husom said it could be beneficial to get the job description ironed out before posting it.

Kelly said the Assistant County Administrator is an important job not only for the county but also administration. Due to the vacancy of this position, it has given Kelly time to discuss it with Commissioners, stakeholders, department heads, and other staff in administration.

Husom moved to set a Committee of the Whole meeting at 10:00 a.m. Monday, November 29, 2021 to discuss the Assistant County Administrator position. The motion was seconded by Kaczmarek and carried 5-0.

B. ADMINISTRATION – FINANCE

3. Approved Budget Amendment for new hire Deputy Recorder
 - 01-100-000-0000-6199 Unallocated Personnel Services (\$11,544)
 - 01-101-000-0000-6290 Software Systems – CAMA (\$1,000)
 - 01-101-044-0000-6106 Software Systems – CAMA \$1,000
 - 01-101-000-0000-6101 Full-time Personnel \$7,342
 - 01-101-000-0000-6153 County Share Insurance \$3,090
 - 01-101-000-0000-6163 PERA Contributions \$551
 - 01-101-000-0000-6162 Medicare \$106
 - 01-101-000-0000-6175 Social Security \$455

Kaczmarek spoke with the Finance Department and the Recorder's Office regarding this request. In September the budget was reviewed and approved. This was approved to start in early 2022. There has been someone hired for this position and the person started Monday, November 8. Kaczmarek said it would be good to approve the amended budget before a person starts.

Assistant Finance Director Heather Lemieux said the process can be tweaked. When there is an approval on the Consent Agenda the budget adjustment could be done at that point.

B. ADMINISTRATION – FINANCE

6. Review Monthly Finance Report for September 2021

Kaczmarek said on the Finance Report it reads "There is also an increase in overtime in several departments due to several large projects technology projects." Kaczmarek asked for clarification regarding which departments this will affect. Lemieux said it's the Recorder's Office, Assessor's, and Finance Department. These departments are involved with the Computer Assisted Mass Appraisal (CAMA) project and have the overtime. Lemieux said the Information Technology Department has overtime for Enterprise Resource Planning (ERP). The Attorney's Office has overtime due to new processes and new software. Planning & Zoning has overtime for the Compost Facility and change of processes and procedures.

Kaczmarek wanted to know what has changed at the Compost Facility to cause overtime. Lemieux said in years past it was recorded to the Select Committee on Recycling and the Environment (SCORE) grant. However, this year in order to be more transparent there was a budget created for overtime. Kaczmarek asked if the overtime for Planning & Zoning still comes from the SCORE grant. Lemieux confirmed it does come out of the SCORE grant.

B. ADMINISTRATION – FINANCE

7. Acknowledge Warrants issued between October 27, 2021 and November 9, 2021 (*See Below, Items IX. Warrants Issued*)

Kaczmarek said there was a claim in the amount of \$12,225.50 to Quinlivan & Hughes PA, for a Fair Labor Standards Act (FLSA) Audit. Kaczmarek said this was regarding an incident in April 2021. Kaczmarek asked how many law firms are working on this incident. Kelly said Quinlivan & Hughes PA is advising the county at the federal level statutes. This may move forward as a personnel issue so it will be separate from the usual labor counsel of Madden Galanter Hansen, LLP. The county has sought advisement from Abdo Eick & Meyers firm regarding this incident. Kelly informed the board this incident will likely end up at a closed session with the board in the future.

Vetsch said for clarity Item A2 (Administration) will be tabled until a later date.

Kaczmarek moved to approve Items B3, B6, and B7 (Administration – Finance) under the Consent Agenda. The motion was seconded by Vetsch and carried 5-0.

TIMED AGENDA ITEMS

VIRGIL HAWKINS, HIGHWAY DEPARTMENT

Set Transportation Committee of the Whole (TCOTW) meeting to discuss transportation items

Kelly said the county has been soliciting input regarding the Local Option Sales Tax (LOST) and other transportation items. Highway Engineer Virgil Hawkins said the Highway Department will prepare a staff recommendation and a summary of the public engagement. Hawkins said an agenda will be sent to the townships and cities regarding the TCOTW.

Vetsch moved to set a Transportation Committee of the Whole meeting at 10:30 a.m. Tuesday, November 30, 2021 at the Government Center. The motion was seconded by Kaczmarek and carried 5-0.

MARC MATTICE, PARKS & RECREATION

Accept donation by Resolution from The Cedar Lake Conservation Club in the amount of \$3,504

Director of Parks & Recreation Marc Mattice said part of the \$3,504 donation is for memorial benches at Schroeder Park and the rest is for the CD3 Unit which includes software fees and maintenance costs.

Kaczmarek asked what the memorial benches are memorializing? Mattice said the Parks & Recreation Department has a policy regarding memorials including benches and trees. This was an individual that donated \$3,504 to The Cedar Lake Conservation Club and the club is donating it to Parks & Recreation. Mattice said this is a memorial for the donor's daughter. Mattice said there are about 23 memorial benches and half a dozen trees in different parks.

Vetsch moved to accept the donation from The Cedar Lake Conservation Club in the amount of \$3,504. The motion was seconded by Kaczmarek and carried 5-0 on a roll call vote.

TANYA WEST, RECORDER

Authorize the recording of "Indian Lookout 2nd Addition" (Corinna Township)

Recorder Tanya West said this property is on the north side of Indian Lake and contains four new lots.

Vetsch moved to authorize the recording of Indian Lookout 2nd Addition (Corinna Township). The motion was seconded by Husom and carried 5-0.

Authorize the recording of "Hannah's Landing" (Southside Township)

West said this property is located on the north side of East Lake Sylvia and was previously owned by a church. This property will contain eight new lots.

Husom said there has been discussion regarding Indian burial mounds. Chief of Civil Division Attorney Greg Kryzer said there was lengthy discussion at the Planning Commission regarding the possibility of Indian burial mounds. The Planning Commission decided the property owners are aware that there could be Indian burial mounds. However, the county is not going to regulate what can and cannot be done.

Vetsch moved to authorize the recording of Hannah's Landing (Southside Township). The motion was seconded by Kaczmarek and carried 5-0.

TOM SALKOWSKI, PLANNING & ZONING

Review Petition for an Environmental Assessment Worksheet (EAW) of MBE, Inc., Mining Request (Buffalo Township) at the Intersection of State Hwy. 25 and County Road 113

Interim Planning & Zoning Administrator Tom Salkowski said there is an error on one of the submittals. It states the property was zoned as Rural-Industrial, but it's Agricultural. Mining is a conditional use in the Agricultural zone.

Kryzer said before the board is a request for an Environmental Assessment Worksheet (EAW) which the board has until Thursday, December 9, 2021 to make a determination. Under the Environmental Quality Board (EQB) rules it states the board will have 30 working days to decide. Kryzer said in the county's Land Use Plan it's zoned for Commercial and, as of now, it's zoned as General Agriculture.

Vetsch asked if the entire 36.65 acres will be mined. Salkowski said there will be a buffer around the edge of the lot. Kryzer said anything over 40 acres will automatically trigger an EAW.

Rob Bouta with Eco Foresight Environmental Consulting sent a letter responding to the petition regarding potential effects on the land use, water quality, wildlife, traffic, air, noise and dust. Vetsch asked based on soil borings what is the depth that will be mined? Bouta said in the EAW rules, if 40 or more acres are going to be mined to a depth of 10 feet or more an EAW must be done. Engineer Paul Otto with Otto Associates designed the plan, the borings indicate there is material down to 35 feet and there was no water table encountered in the soil borings.

Steve Garvin owner of Garvin Farms, LLC DBA Gilchrist Orchard is the petitioner's representative. Garvin owns the apple orchard east of the pit. Garvin said there is significant concern from not only him but his neighbors. There is a petition for an EAW with over 200 signatures. Garvin said he believed it would be in the best interest of all parties involved to do an in-depth look at what the environmental and economic impact could potentially be. Garvin has been in contact with the University of Minnesota which will draft a letter regarding the air pollutants that could affect the two apple orchards near the pit. Garvin spoke with Newport Academy which helps people who are in rehab. This business is about 1,500 feet away from the pit.

Daleiden asked Kryzer to explain the EAW. Kryzer said there are 18 different areas that are looked at. The applicant is asked to draft the EAW, and then county staff will review it. Kryzer said there are usually a few drafts to the EAW as part of the process. When the draft is finalized, it will be published by the EQB Monitor, open for public comment, staff will respond to the public comments, and then the board will hold a public hearing. The result of the EAW is to determine if an Environmental Impact Statement (EIS) is required. It will then be decided if a Conditional Use Permit (CUP) will be granted.

Kaczmarek wanted to know the cost of an EAW, who will pay for it, and who will do it. Kryzer said the applicant of the CUP will have to pay for the initial drafting of the EAW. The county will do the review of the EAW. Kaczmarek asked if anyone in Minnesota can sign the petition for the EAW. Kryzer confirmed anyone can sign it that lives in Minnesota.

Kryzer said assuming the Planning Commission approved the CUP, and the owner of the apple orchard said the pit had a harmful effect, it could be a private civil matter between the parties and the county would not be involved.

Wetter said in the documents it states that MBE, Inc. will be mining five acres at a time and wanted to know how long this would take to mine all 36.65 acres? Bob Perry with MBE, Inc. said this project will be done in phases. In the first phase, perimeter berms will be set up surrounding the site which helps with starting in a low area. After the first five acres are done, MBE, Inc. would restore those five acres and then move on to the next five acres.

Kaczmarek asked Perry if MBE, Inc. has ever had to do an EAW and how much it will cost. Perry said MBE, Inc. has never had to do an EAW, but it will cost about \$100,000 to complete, depending on how much the petitioners challenge the EAW.

Wetter asked Perry what the hours of operations will be. Perry said in the application it says the county allows for 7:00 a.m. to 7:00 p.m. six days a week, but MBE, Inc. can adjust the hours of operations to be good neighbors.

Garvin said according to Vertex Vice President, Industrial Hygiene and ESH Services Thomas Koch the components in concrete contain heavy metals and other pollutants.

Bouta explained if there is an EAW done on the 36.65 acres and MBE, Inc. decides to mine more, and those acres were not addressed in the EAW then it will have to be covered under its own EAW if it exceeds 40 acres. However, if the expansion is done within three years of the current EAW, that same EAW would need to be reopened and amended.

Kaczmarek asked if the county would use consultants to evaluate the results of the EAW? Kryzer said the county has its own experts on staff to evaluate the draft of the EAW. Those experts may make edits, comments and may ask for additional information. At the end of the process, it becomes the county's document which will be presented in an unbiased format.

Husom moved to accept a resolution that an EAW be completed for a mining request. The motion was seconded by Vetsch and carried 3-2 with Wetter and Daleiden voting against it.

ITEMS FOR CONSIDERATION

COMMITTEE MINUTES

COUNTY BOARD WORKSHOP MEETING MINUTES (11-09-21)

Husom moved to approve the County Board Workshop meeting minutes and recommendations from 11-09-21. The motion was seconded by Kaczmarek and carried 5-0.

Vetsch moved to set a Committee of the Whole meeting at 1:00 p.m. Tuesday, December 14, 2021. The motion was seconded by Kaczmarek and carried 5-0.

I. Schedule Meetings as Needed

County Administrator Lee Kelly said the next committee date is Wednesday, November 24, 2021 which has a personnel item referred to that meeting. Kelly asked if the two Commissioners on the Personnel Committee would be at the meeting? Commissioner Darek Vetsch and Commissioner Mark Daleiden confirmed that they would attend the Personnel Committee meeting on that date.

Kelly said the December committee date is scheduled for Wednesday, December 8, 2021 which is the Association of Minnesota Counties Annual Conference. Daleiden said the board should meet in November since the December 8, 2021 date will need to be canceled.

II. Legislative Discussion for 2022 Session

Kelly said typically in the latter part of the year the Commissioners will have a meeting with the state legislators. Kelly asked the Commissioners if there are any topics specific to Wright County they would like to discuss with the legislators.

Vetsch said he had a few topics that he would like to discuss, including the License Bureau services, Homestead Exclusion modifications, waste management/landfill, and drainage law cleanup. Daleiden suggested adding broadband to the list of topics.

Daleiden said he had done some research regarding the federal infrastructure bill. Minnesota is set to receive an estimated \$6.8 billion. The bulk of the funding is for roads and bridges.

Flaherty & Hood Senior Attorney/Lobbyist Shane Zahrt said the Legislature directed the Department of Revenue to begin a process for holding stakeholder meetings and evaluating the state of utility and pipeline valuations, which includes the rules under which the Monticello Nuclear Power Plant would be valued.

Kelly said the 2022 Legislative Session begins Monday, January 31, 2022 and suggested picking a few upcoming dates the board could meet with the legislators.

RECOMMENDATION:

- ***The board suggested 10:00 a.m. Monday, December 13, 2021 or 1:00 p.m. Tuesday, December 14, 2021 to meet with the legislators.***

III. Changes to the Fees for Service Schedule

Kelly said a public hearing has been set during the board meeting on Tuesday, November 30, 2021, to update the Fee for Service Schedule.

The board went through the list of the Fee Schedule. Daleiden said the Fee Schedule for the Local Assessor Setup went from \$50 to \$200 and asked the County Assessor Tony Rasmuson why? Rasmuson said the county is providing computers for the Local Assessors and Information Technology (IT) resources are being used to get the assessor's setup.

Vetsch asked Chief of Civil Division Attorney Greg Kryzer if a Conditional Use Permit (CUP) for an asphalt plant is considered under Mineral Extraction/Mining? Kryzer said that is a question better suited for Interim Planning and Zoning Administrator Tom Salkowski. Vetsch said because an asphalt plant is so labor intensive from Planning and Zoning standpoint it should be the same amount as the Mineral Extraction/Mining. Salkowski said an Accessory Uses could be added to the same line at \$750.

Daleiden asked what a Farm Accessory Mobile is? Salkowski explained that it is a long-standing CUP that allows a mobile home on a farm that is strictly used for farm help. Planner Stacy Marquardt said the word "home" can be added for less confusion.

Vetsch said there is a Septic Loan Application fee of \$172. Salkowski said \$50 goes to Planning and Zoning, \$50 goes to Finance and Taxpayer Services and the rest is a designated Recorder's fee.

Finance Director Lindsey Meyer suggested keeping it consistent with all the departments that split fees. The Planning and Zoning Department will collect the entire amount and then Finance, and Taxpayer Services will divide the funds to the correct departments. That way it is more convenient for the residents of the county.

Commissioner Mike Kaczmarek asked if the numbers in red on the Fee Schedule are new or if the numbers have changed. Salkowski said the numbers in red are suggested changes to the Fee Schedule.

Marquardt explained that there is a sliding scale for Planning and Zoning. There is a fee schedule through the state. If a person comes in for a new house permit whatever is on the original plans is how the value is assessed. If the same person comes back with something that was not on the original plans, such as finishing a basement, would be on the fixed fee schedule.

County Surveyor Steve Jobe said there was a typo with a size listed in the fee schedule. Jobe said there was also some wording that needed to be updated which he will send to Kelly.

RECOMMENDATION:

- **Planning and Zoning will add Accessory Uses to the Mineral Extraction/Mining line on the Fee Schedule in the amount of \$750**
- **Add the word "home" to Farm Accessory Mobile Home**
- **Jobe will send the correct size that should be listed on the fee schedule**
- **Jobe will send updated wording for the fee schedule**

IV. Deferred Compensation Update

Meyer said currently, the employee participation in Deferred Compensation Plans is low. There are about 170 out of 788 current employees. The most utilized plan is the Minnesota State Retirement Plan, Minnesota Deferred Compensation Plan.

Meyer discussed the fees related to each plan and how much the employees who are participating are charged. Daleiden said the county had to update the Deferred Compensation programs because of federal and state requirements.

Kaczmarek said he has received feedback from employees that wish they were not restricted to only the four investment firms. Kaczmarek said he would like to look at more options for the employees to choose from. Daleiden said there are a lot of investment options within the four investment firms. Commissioner Christine Husom said the employees that don't like what is offered through the four investment firms can go through an investment firm on their own.

RECOMMENDATION:

- **Informational only**

V. Government Center Use Agreement

Kelly said the lease agreement for the Wright County Economic Development Partnership (WCEDP) was drafted based on square footage it will occupy.

Husom and Commissioner Mary Wetter said there was a discrepancy regarding the lease payment. It says WCEDP agrees to pay the sum of \$14,360.10. However, the two amounts \$7,180.05 and \$10,437 equal \$17,617.05. Kelly said the \$14,360.10 should be divided into two payments of \$7,180.05.

Daleiden wanted to know if the county will have to pay property taxes on the WCEDP's space because it's being leased? Kelly said he didn't believe so, but there has been discussion regarding the use of the space relative to the bonding process.

Kaczmarek asked if this will be brought to the board meeting on Tuesday, November 16, 2021, as a recommendation? Daleiden confirmed it will be. Kaczmarek said due to the county paying WCEDP \$130,000 a year and giving discounted space that he will not support the recommendation for the lease agreement.

RECOMMENDATION:

- **Fix the Lease Agreement number 3 so it reads One half (\$7,180.05) shall be due by February 1, 2022. The second and remaining half (\$7,180.05) shall be due July 1, 2022.**

VI. Dental Clinic Update

Project Administrator Elizabeth Karels said the Use Agreement looks different than the Use Agreement for the WCEDP because a lot of the language is required by the state because the county received bonding money. Karels said based on the cost allocation plan, the county cannot charge the dental clinic for depreciation. At a Committee of the Whole meeting there was discussion regarding subsidizing the lease rate which is not in the Use Agreement. That will be handled separately through a grant agreement.

Daleiden asked how long the lease agreement is good for? Wetter, Husom and Vetsch said it's good for three years. Flaherty & Hood Associate Attorney Alissa Harrington said the lease agreement has an initial term of three years. After discussing the agreement with Community Dental Clinic (CDC) and the CDC's board agreeing to the lease of a three-year term to match the term of the potential American Rescue Plan (ARP) funding term. After the three-year term there will be renewal of five-year terms after that for a total of 18 years. The county's estimated renewal cost is based on the cost allocation number minus the depreciation. Therefore, the actual rent amount will change on a yearly basis.

Kaczmarek wanted to know if ABM will be providing janitorial services to the dental clinic and what happens if the dental clinic needs above and beyond basic services? Harrington said under the state bonding guidelines, the county cannot charge CDC anything more than the cost of operations for the building. CDC may have additional specific medical services that it will be responsible for.

Kaczmarek asked for clarification regarding the amount of parking spaces for CDC. Harrington said the 22 parking spaces designated for CDC employees is just the amount needed in the employee parking lot, not immediately outside of the dental clinic.

Facilities Services Director Alan Wilczek said his concern is if dental clinic patients come through the front door of the Government Center, they cannot get to the clinic from the main level. Therefore, patients must walk around the building or go back to their vehicle and drive around to the clinic. Wilczek said there needs to be good signage, so people know where to go.

Wilczek said CDC is requesting a large lit sign above the dental clinic. The board agreed there needs to be more discussion regarding the signage for the dental clinic.

Kaczmarek said due to the lack of support from his constituents that he will not support the recommendation for the dental clinic. Daleiden suggested Kaczmarek talk to other constituents in his district because there is a large number of residents that are on Medicaid and Medicare. Husom and Wetter agreed.

Karels said the Use Agreement will be submitted to state for review. After it's reviewed it will be sent to the board for official approval. Karels said CDC has secured all the funds needed for the Capital Improvement portion of the project. Now, an application will be submitted so the county can receive the funding from the Minnesota Department of Employment and Economic Development (DEED). A resolution will have to pass in support of the project.

RECOMMENDATION:

- **Wilczek will provide the board with measurements and renderings for dental clinic signage**

VII. New Government Center move

Wilczek said Select Commercial Services has been selected to move the county employees into the new Government Center building. Select Commercial Services has done walk-throughs of all the departments multiple times. Boxes and materials for the move will be dropped off Monday, January 3, 2022. The new building will be staged on Friday, January 14, 2022. The tentative moving date will start on Tuesday, January 18, 2022. Wilczek estimated the move for employees will take about two weeks. Once all the departments are moved in then storage from the old Government Center and old jail will be moved which will take about a week.

Wilczek asked if the front receptionist should stay at the old Government Center until the move is complete so if residents have questions someone is there to answer them. Daleiden said he wants signs to be posted soon so hopefully it will help with any confusion.

Husom requested Wilczek let her know when a good time would be for her and the person that takes care of the plants can go to the new Government Center to look at what will be needed.

Wilczek gave an update on the finishes and detail work at the new Government Center.

RECOMMENDATION:

- **Wilczek will let Husom know when the person who takes care of the plants can come over to the new building**
- **Signage to be posted at the current Government Center**

VIII. Compost Facility RFP Review

Wilczek said part of the proposal is to sit down with staff from the Compost Facility. Wilczek walked through the Compost Facility with the companies that submitted a Request for Proposal (RFP). Stantec has a lot of experience with this type of project. Wilczek said there is a big difference in cost between the companies that put in an RFP and part of that is because Stantec has an architect on board.

Wetter asked where the fire department's training building is going to be at the Compost Facility? Wetter said she spoke with the Buffalo Fire Department's Fire Chief, and he said if the training building is going to be at the Compost Facility the fire department could possibly help with hazardous waste material. Daleiden asked how the fire department would be able to help with hazardous waste and Wetter said she didn't know for sure.

Karels said the first step when doing a process improvement project is to assess and document the current status, how it works now and what the challenges are. The facility piece comes later. The facility shouldn't be designed until it is known how it's supposed to be run. The design of the facility should meet the needs.

Daleiden asked if Select Committee on Recycling and the Environment (SCORE) funding can be used for this project. Kelly said he was unsure if SCORE funding can be used. Karels said there may be some state grants that can be applied for additional funding.

RECOMMENDATION:

- ***The board recommends choosing Stantec***
- ***The contract with Stantec is not to exceed \$75,000 for six months***

PERSONNEL COMMITTEE MEETING MINUTES (11-10-21)

Vetsch moved to approve the Personnel Committee meeting minutes and recommendations from 11-10-21. The motion was seconded by Husom and carried 5-0.

A. Health & Human Services

1. Discuss Accounting Clerk Positions

Health & Human Services (HHS) Director Jami Goodrum shared supporting documentation for the proposed request to reclassify 3.0 full-time FTE Accounting Clerks to 2.5 FTE Accounting Technicians. (attached)

HHS Business Manager Christine Partlow presented to Committee members that two Accounting Clerk positions are currently held by existing staff that meet the minimum qualifications for the Accounting Technician position. Partlow added that this reclassification would better align the workload of the accounting team, address the changing needs in HHS and resolve the difficulties in hiring qualified individuals within the salary range. She explained that the number and complexity of the grants has expanded significantly. Additionally, the COVID grants which are new this year, from the Minnesota Department of Health and the Minnesota Department of Human Services have converted many of their allocations to a grant model, requiring more in-depth budgeting, tracking, and reporting.

Partlow shared the Accounting Clerk position was vacated in March due to a promotion, reporting it had been filled for two months receiving six applications with the July reposting and the only suitable applicant declined due to the wages. HHS had very few applicants and by the end of the closing date in September, Human Resources had made it a continuous posting. The applicants have limited experience related to the position and are requesting a higher wage than existing staff. Partlow mentioned the proposed benefits would enhance support for supervisors on coding invoices, diversify grant expertise from a team of two to a team of eight, target case management knowledge to identify the best way to bill when multiple circumstances apply and transition the weekly accounts payable audit process from the Fiscal Supervisor, Fiscal Officer to the Accounting Technicians on a rotational basis for segregation of duties.

Commissioner Darek Vetsch asked for clarification of the different functions of an Accounting Clerk than an Accounting Technician. Partlow and HHS Fiscal Supervisor Kate Dahl described the differences and essential functions of the Accounting Technician. Vetsch also asked Finance Director Lindsey Meyer what the difference from the Staff Accountant position that was newly created to an Accounting Technician. Meyer responded that her expectations of the Staff Accountant will have department service level, knowing the coding along with analysis on activity and developing the budget more than they do now.

Partlow also explained the savings through the Budget Amendment Form reflecting the reclassification from a Grade 4 to 7. Commissioners Mark Daleiden and Vetsch both agreed with the savings.

RECOMMENDATION:

APPROVE THE RECLASSIFICATION OF 3 FTE ACCOUNTING CLERK POSITIONS TO 2.5 FTE ACCOUNTING TECHNICIAN POSITIONS.

2. Reclassify a Vacant Child Support Officer (CSO) Position to an Eligibility Specialist Position

Goodrum shared there has been an open vacancy of a Child Support Officer (CSO) position since the start of the pandemic and was asked by Administration to evaluate open positions and delay hiring positions if possible. Goodrum added that currently the staffing is sufficient to maintain the Child Support Services. She said HHS is using several teleworkers in Child Support that can carry higher caseloads, negating the need for this position to be filled. She distributed the supporting documents showing the savings of this reclassification request (attached).

HHS Financial Services Manager Kimberly Johnson explained the Financial Assistance has experienced a significant increase of caseloads causing the division to shift workloads and adjust staff responsibilities and is now no longer able to take timely action on the additional increase of caseloads. She said there is one vacancy at this time with the anticipation of another in December. The staff turnover remains a challenge in this area. Staff is currently training in nine new staff members that are still in the probationary period. The complexity of the programs and retraining staff who have recently returned to the office, meeting clients in person has maxed out the service capacity.

Johnson added that posting for Eligibility Specialists continues to bring in qualified candidates. She added the benefits would improve processing times for financial assistance applications, reduce pressure on current staff, improve the level of customer service for client calls and overall savings to the budget.

Commissioners Daleiden and Vetsch approved.

RECOMMENDATION:

APPROVE TO RECLASSIFY 1.0 FTE CHILD SUPPORT OFFICER TO 1.0 FTE ELIGIBILITY SPECIALIST.

COMMITTEE OF THE WHOLE MEETING MINUTES (11-10-21)

Kaczmarek moved to approve the Committee of the Whole meeting minutes and recommendations from 11-10-21. The motion was seconded by Husom and carried 5-0.

I. Dog Training at the Compost Facility

Commissioner Mike Kaczmarek said there were residents that came to him regarding dog training at the Compost Facility. The residents said there were Police Officers and K9s from different cities and counties at the Compost Facility while they were dropping items off. Kaczmarek asked when and who authorized the use of the Compost Facility for dog training?

Sheriff Sean Deringer said the Deputies and their K9 partners have been using the Compost Facility for the box course and agility course since the early 2000s if not before. The courses were rebuilt and updated in the last few years.

Deringer said the only coordinated training with other agencies that has ever taken place at the Compost Facility was in spring 2021. Deringer said Deputy Mike Loomis was a new K9 handler and his dog Grizz. They were slated to attend this training. However, a week before the training was supposed to start, Brooklyn Center Police Department had an Officer-involved shooting. Historically, this training happens in either Brooklyn Park or Brooklyn Center but due to the protests and shots fired it was decided to hold the training in Wright County.

Deringer said the K9s come from Performance Kennels Inc. The cost of the K9 is roughly \$15,000 which includes 16 weeks of training for the Officer and K9. There is no additional cost such as maintenance or any other fees. For as long as the K9 is employed, if there are any problems the owner of Performance Kennels Inc. Steve Pearson does additional training.

Region 12 K9 Association President Deputy Dan Cotton is from the area and will put together last-minute trainings for the K9 Officers at the Compost Facility or Bertram Chain of Lakes Regional Park. It takes a minimum of two people to do training, which includes the handler, and the other person will lay down a track or help with bite work.

Kaczmarek asked if Pearson provided a certificate of liability insurance when the training took place in the spring of 2021? Deringer said he did not believe so, but the police officers are insured by their own agency.

Commissioner Darek Vetsch said the county doesn't require other trainers to provide a certificate of liability when they come to the county to train staff. Chief Attorney of Civil Division Greg Kryzer said it depends how much risk is involved with the trainings. Deringer said Cotton never does trainings on public days at the Compost Facility which are Tuesdays and Thursdays. Kryzer said the county should at least have an indemnification to protect the county. Risk Manager Tim Dahl said the arraignment with Performance Kennels Inc. is that the county is buying property, in this case it's the K9, the training comes with the dog. Pearson's company Performance Kennels is insured.

Kaczmarek asked about the K9s welfare being at the Compost Facility because they could get hurt by stepping on something or ingesting something. Deringer said these handlers are professionals and are the most expensive K9s in the world. The handlers are not going to let the K9 drink antifreeze or get into something that could hurt them.

Deringer said it's good that everyone will be on the same page when it comes to the K9s using the Compost Facility.

RECOMMENDATION:

- ***Dahl and Kryzer will review the situation and come up with a draft of an agreement for indemnification as needed***

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

Enterprise Resource Planning (ERP). The first phase of the ERP is moving forward. Kelly has requested a statement of work from Sierra Cedar.

Open Enrollment Insurance. Open enrollment for employees through the county closes on Sunday, November 21, 2021.

The meeting adjourned at 10:45 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist