



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
DECEMBER 28, 2021

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

DATE APPROVED: JANUARY 4, 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 12-21-21

Commissioner Mary Wetter moved to approve the minutes from Tuesday, December 21, 2021. The motion was seconded by Commissioner Darek Vetsch and carried 5-0.

AGENDA

Vetsch moved to approve the agenda as presented. The motion was seconded by Commissioner Christine Husom and carried 5-0.

CONSENT AGENDA

Husom moved to approve the consent agenda. The motion was seconded by Commissioner Michael Kaczmarek and carried 5-0.

A. ADMINISTRATION - FINANCE

1. Acknowledge Warrants Issued Between December 15, 2021 And December 21, 2021 (See Below, Item IX. Warrants Issued)
2. Review Monthly Finance Report For November 2021
3. Approve 2022 Tobacco Licenses For:
 - A. City Of Monticello DBA Hi-Way Liquors (Monticello)
 - B. 4-Way Liquors, LLC DBA 4-Way Liquors (Cokato)
 - C. Monticello Smoke Shop, Inc. DBA Monti Smoke Shop (Monticello)
 - D. O'Brothers, Inc. DBA O'Brothers Wine & Spirits (Montrose)
4. Motion To Approve The Reimbursement Of The American Rescue Plan Act (ARP) Funds As Follows:

Approval Of Use Of ARP Funds From 01-099-493-8429.6410 And 01-099- 493-8415-6261
\$201.71 1.5 PPE And Other Supplies
\$2,805.00 1.7 Capital Investments-Customer Flow Management System
5. Motion To Approve The Estimated Transfers From The General Fund To The Attached County Ditch Accounts, Total \$1,680,585.99 To Cover 2021 Year-End Deficit Balances As Allowed By MS103E.655, Subd 2.:

General Ditch \$125,124.58, Ditch 2 \$219.67, Ditch 3 \$9,905.30, Ditch 4 \$78.79, Ditch 5 \$512.51, Ditch 7 \$2,815.70, Ditch 8 \$419.13, Ditch 10 \$1,144,614.20, Ditch 12 \$1,072.04, Ditch 13 \$40,949.11, Ditch 14 \$512.85, Ditch 16 \$21,520.39, Ditch 17 \$689.71, Ditch 18 \$17,866.45, Ditch 19 \$19,901.48, Ditch 20 \$33,353.48, Ditch 22 \$51,926.08, Ditch 23 \$7,120.71, Ditch 24 \$1,346.24, Ditch 26 \$49.00, Ditch 28 \$636.86, Ditch 29 \$5,815.10, Ditch 30 \$5,773.52, Ditch 31 \$84,696.04, Ditch 34 \$300.75, Ditch 35 \$2,103.08, Ditch 38 \$37,968.47, Ditch 41 \$590.34, Joint Ditch 1 \$2,905.83, Joint Ditch 3 \$4,981.94, Joint Ditch 11 \$2,033.18, Joint Ditch 14 \$23,615.16, Joint Ditch 20 \$71.00, Joint Ditch 15 \$6,220.87, County Ditch 36 \$3,264.43, And Joint Ditch 36 \$19,612.

Motion To Approve The Advances From The General Fund To The Following Negative Accounts, Total \$240,000.00 To Cover 2021 Year-End Deficit Balances. Historian \$15,000.00, Soil And Water \$125,000.00 And Trust And Agency Fund-Tax Forfeiture/Court Ordered Clean-Up \$100,000.00.

Estimated Amounts Could Change

B. ADMINISTRATION - HUMAN RESOURCES

1. Request Approval And Authorization Of Signature Of A Memorandum Of Agreement (MOA) To Allow I.U.O.E. Local 49 Members To Donate Accrued PTO Time To Technical Support Specialist (TSS) Brian Hilden
- C. AG & DRAINAGE
 1. Approval Of Payment Application #7 For \$196,457.64 To Blackstone Contractors, LLC For County Ditch #10
- D. HEALTH & HUMAN SERVICES
 1. Position Replacement
 - A. Social Worker
 - B. Office Technician II
- E. HIGHWAY
 1. Approve Partial Payment No. 4 In The Amount Of \$143,173.76 To Molnau Trucking, Inc. For The Culvert Contract On County Highways 30, 6, And 5 As Part Of The County Ditch #10 Improvements
 2. Request To Fill Vacant Highway Maintenance Superintendent Position
- F. PARKS & RECREATION
 1. Authorize Signatures On 2022 Park Caretaker Agreement With Green View Inc
- G. PLANNING & ZONING
 1. Accept The Findings And Recommendations Of The Planning Commission For The Following Request To Rezone:
 - A. Estate Development Corporation - (Franklin Twp.) A Unanimous Recommendation To Approve Rezoning. The Commission Finds That The Criteria In Section 155.059 Of The Wright County Code Of Ordinances Are Met, The Plan Will Meet The Requirements For Common Open Space As Regulated In 155.059 (I), And The Town Board Has Approved. Therefore, The Commission Recommends To The County Board Approval Of The Rezoning As The Property Is Shown On The Concept Plan Completed By Otto Associates Dated 10/20/2021 From AG General Agriculture To A/R Agricultural-Residential And A Rural Planned Unit Development District Because The Request Meets The Intent Of The Land Use Plan, There Is Similar Development In The Area And The Town Board Approves
 2. Board Of Adjustment Appointment
 - A. Reappoint Dan Vick (Fifth District) For A Three-Year Term On The Board Of Adjustment
- H. SHERIFF'S OFFICE
 1. Position Backfill:
 - A. One Corrections FTE
 - B. One Technical Application Specialist FTE

TIMED AGENDA ITEMS

VIRGIL HAWKINS, HIGHWAY DEPARTMENT

Approve Agreement No. 21-57 With The City Of Delano For The Construction And Maintenance Of Intersection Improvements Along County Highway 30 And Darrow Ave SE

Assistant Highway Engineer Chad Hausmann stated the Greywood housing development along County State Aid Highway (CSAH) 30 will require the construction of intersection improvements at Darrow Avenue SE along CSAH 30. Hausmann added there will be no cost to the county. Kaczmarek stated all concerns were addressed with the rerouting of the road.

Vetsch moved to approve Agreement No. 21-57 with the City of Delano for the construction and maintenance of intersection improvements along County Highway 30 and Darrow Avenue SE. The motion was seconded by Wetter and carried 5-0.

LEE KELLY, ADMINISTRATION

Approve Flaherty & Hood Proposal for 2022 Legislative Services

County Administrator Lee Kelly stated Flaherty & Hood has assisted the county on legislative priorities since 2018. The terms and cost of the proposal are the same as previous contracts.

Kaczmarek questioned what the county has gained by contracting with Flaherty and Hood. Senior Attorney and Lobbyist Shane Zahrt stated the relationship with the county began with the issue of state assessed property and the impact of the Monticello nuclear plant. Flaherty & Hood has assisted in making changes to the legislation and now cities and counties have access to more information than was previously shared. Additionally, Flaherty & Hood assisted with the state bonding funds for the dental clinic and continues efforts to improve Driver and Vehicle Services (DVS) testing.

Vetsch added Zahrt does a fantastic job providing day-to-day communications. Zahrt also helps direct commissioners to get the right information to key people at the right time. Kaczmarek questioned the potential conflict that was referenced in the contract. Zahrt stated Flaherty & Hood will not take on projects where entities are working with the same legislators or applying for the same funds. For example, Flaherty & Hood has not worked with the county to support the I-94 Corridor Coalition because the firm is working with the Highway 14 Partnership.

Wetter questioned if the Secretary of State building will be open. Zahrt stated the House of Representatives have stated the intent is to remain remote. The Senate intends to be open as much as possible but maintain a hybrid element. Wetter also questioned how many members of the Flaherty & Hood team will be working on issues for Wright County. Zahrt stated there are seven members and the firm takes a team approach to issues. Zahrt added there are times a professional is needed to help navigate the process.

Vetsch moved to approve the Flaherty & Hood Proposal for 2022 Legislative Services. The motion was seconded by Husom and carried 5-0.

ITEMS FOR CONSIDERATION

ADMINISTRATION

Approve Restructuring Of Administration Department

Kelly stated there have been several discussions in recent months regarding staffing and reporting structures in the Administration and Information Technology Departments. Kelly recommended a restructuring of the Administration Department which includes the establishment of a centralized projects division under Administration. Additionally, there will be a reallocation of supervisory responsibilities through the establishment of a reporting structure with two Assistant County Administrators. An Administrative Specialist and a Risk Management Specialist position will remain vacant to help offset the cost of restructuring.

Vetsch stated the proposed restructuring of the department will help improve communication, create better management practices, and could lead to a more flexible work environment. Husom added the restructuring discussions started in March 2019. Commissioner Mark Daleiden stated Wright County is growing and there is a need for change.

Kelly stated one of the Assistant County Administrators will cover departments that are central service focused while the other Assistant County Administrator will cover property related departments. Kaczmarek questioned if the Assistant County Administrator job description will change due to the restructure. Kelly responded he is not anticipating any change to the job description. Kelly added the vacant Administrative Specialist and Risk Management Specialist positions must be sent to the Personnel Committee in order to fill the positions.

Vetsch moved to approve restructuring the Administration Department. The motion was seconded by Husom and carried 5-0.

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

None.

The meeting was recessed at 9:40 a.m.

The meeting reconvened at 10:00 a.m.

TIMED AGENDA ITEMS (CONT.)

YEARS OF SERVICE RECOGNITION

The County Commissioners and County Administrator recognized the employees that have been employed by Wright County for five, 10, 15, 20, 25, and 30 years. Each employee received a certificate and mug. Employees celebrating 15 or more years of service also received a gift card.

The meeting adjourned at 10:08 a.m.

County Board Minutes submitted by Elizabeth Clow, Office Manager.