



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

TUESDAY, NOVEMBER 15, 2022

DATE APPROVED: NOVEMBER 29, 2022

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 11/1/2022

Commissioner Darek Vetsch moved to approve the County Board minutes from Tuesday, November 1, 2022. The motion was seconded by Commissioner Mark Daleiden. The motion carried 5-0.

AGENDA

Commissioner Michael Kaczmarek asked that Administration use discretion when adding items to agendas for the remainder of the year as there would be new commissioners joining the Board in 2023. Kaczmarek thought any big decisions should wait to be put onto an agenda when the new commissioners were able to participate in the conversations. Vetsch followed up by saying that he thought this specifically meant items regarding reorganization and reclassification.

Daleiden moved to approve the Agenda. The motion was seconded by Commissioner Mary Wetter. The motion carried 5-0.

CONSENT AGENDA

Daleiden moved to approve the Consent Agenda. The motion was seconded by Kaczmarek. The motion carried 5-0.

A. ADMINISTRATION – FINANCE

1. Review Monthly Finance Report For September And October 2022.
2. Motion To Approve The Budget Adjustment For The Opioid Settlement Fund Of \$121,800 In The Opioid Settlement Fund (Fund 12) As Listed Below.
(\$121,800) 12-450-000-0000-5830 Miscellaneous Revenue
\$121,800 12-450-000-000-6261 Professional Services
3. Motion To Approve The Reimbursement Of The American Rescue Plan Act (ARP) Funds As Follows:
 - I. County ARP Funds:
 - i. Approval Of County Reimbursement Of \$172.43 From 01-099-493.6910 Transfer Out Into 01-100-493.5910 Transfer In As Follows:
\$172.43 For Administrative Expenses-Staff Costs
 - ii. Approval Of Use Of ARP Funds From 01-099-493.
\$10,451.33 2.2 Household Assistance: Rent, Mortgage, And Utility Aid
\$228,699.52 5.11 Drinking Water Transmission & Distribution-City Of Monticello
4. Approve Budget Amendment And Transfer Of \$1,496,374.59 From Capital Improvement Plan Fund (CIP-Fund 34) To The Health And Human Services (Fund 11) And The General Fund (01-Information Technology):
 - I. 34-170-000-0000-6910 Transfer Out \$1,496,374.59
01-063-000-0000-5910 Transfer In \$488,883.50
11-480-895-000-5910 Transfer In \$1,007,491.09
5. Approve Renewal Of 2023 Tobacco Licenses For:
 - I. Trails End Pub (ANNANDALE)
 - II. 4-Way Liquors (COKATO)
 - III. Cub Foods # 1632 (MONTICELLO)
 - IV. Walmart # 3624 (MONTICELLO)
6. Acknowledge Warrants Issued Between October 26, 2022, And November 8, 2022.

B. HEALTH & HUMAN SERVICES

1. Approve Guardianship/Conservator Contract Renewals For 01-01-2023 Through 12-31-2024.

C. HIGHWAY

1. Approve A Letter Of Support And Resolution Of Support For The I-94 Gap Project (MnDOT Corridors Of Commerce Recommended Project).

TIMED AGENDA ITEMS

LINDSAY SALO, ADMINISTRATION – FINANCE

Approve Resolution Regarding The Placement Of A Special Assessment On Property Located In Maple Lake.

Property Tax Administrator Lindsay Salo explained that this funding would be from a Joint Powers Agreement (JPA) with the Saint Paul Port Authority, which had the funding for those types of energy projects. She said Wright County would collect the payments through a special assessment loan payment placed on the property. Vetsch pointed out that these requests were very rare. Kaczmarek asked how much the bookkeeping fee was for processing this special assessment. Salo said it was charged at the current normal special assessment rate according to the 2022 Fee Schedule, which was \$1.75 for set up and \$0.40 for maintenance.

Vetsch moved to approve resolution regarding the placement of a special assessment on property located in Maple Lake. The motion was seconded by Daleiden. The roll call vote was unanimous, the motion carried 5-0.

VIRGIL HAWKINS, HIGHWAY DEPARTMENT

Approve Memo Of Understanding With The City Of Cokato, The City Of Albertville, The City Of Waverly And The Township Of Cokato For The Storage And/Or Purchase Of Salt For The 2022/2023 Snow & Ice Control Season.

Daleiden moved to approve Memo of Understanding with the City of Cokato, the City of Albertville, the City of Waverly and the Township of Cokato for the storage and/or purchase of salt for the 2022/2023 snow & ice control season. The motion was seconded by Kaczmarek. The motion carried 5-0.

MARC MATTICE, ADMINISTRATION

Adoption Of Resolution 22-60 Accepting A Donation Of \$34,185 From The Cedar Lake Conservation Club To Be Used For The Purchase Of A CD3 Unit.

Assistant County Administrator Marc Mattice said the lease agreement was recently received from the Department of Natural Resources (DNR) for Cedar Lake. Mattice requested that the Board adopt two resolutions to accept the donation for the full cost of the CD 3 aquatic invasive species cleaning machines from The Cedar Lake Conservation Club and The Sugar Lake Association. Vetsch said he had used those machines quite a few times and thought they were great machines, his only concern being that the wrenches on the side were plastic. Commissioner Christine Husom said she appreciated the cooperative effort with Wright Soil and Water Conservation District (SWCD) and the lake associations. Kathy Jonsrud from The Cedar Lake Conservation Club said she served on a statewide associate for lakes and there were a number of other lakes that wanted to get CD3 machines but were unable to get cooperation from their board members. She wanted to thank the board for the cooperation and feedback.

Daleiden moved to adopt resolution 22-60 accepting a donation of \$34,185 from the Cedar Lake Conservation Club to be used for the purchase of a CD3 unit. The motion was seconded by Vetsch. Roll call vote was unanimous, the motion carried 5-0.

Adoption Of Resolution 22-61 Accepting A Donation Of \$17,092.50 From The Sugar Lake Association, And \$17,092.50 From The Wright County Soil And Water Conservation District To Be Used For The Purchase Of A CD3 Unit.

Vetsch moved to adopt Resolution 22-61 accepting a donation of \$17,092.50 from the Sugar Lake Association, and \$17,092.50 from the Wright County Soil and Water Conservation District To be used for the purchase of a CD3 unit. The motion was seconded by Wetter. Roll call vote was unanimous, the motion carried 5-0.

Approve Addendum To An Agreement Between Wright County And Wright SWCD Related To The Maintenance OF CD#3 Units.

Wetter wanted to thank the SWCD for its recommendation of the CD3 units and the data behind their uses. She thought it was great to see how many people were using these units.

Vetsch moved to approve addendum to an agreement between Wright County and Wright SWCD related to the maintenance of CD#3 units. The motion was seconded by Wetter. The motion carried 5-0.

JOHN BOWEN, ATTORNEY

Approve Updated Purchase Agreement And Declaration Of Easement For Sale Of Properties To The City Of St. Michael Economic Development Authority.

Assistant County Attorney John Bowen said this was an amendment to a previously approved purchase agreement. He said it outlined the easement and reflected the current state of construction. Kaczmarek asked why this agreement went through Saint Michael Economic Development Authority (EDA) and not the Wright County EDA as it was county property being sold. Vetsch said the county could only sell the property to a buyer who fit the land use. Allowing the City of Saint Michael to have control of the process would allow for a cleaner process during the sale. Kaczmarek asked if the proceeds of the purchase would still go to the Wright County EDA. Vetsch confirmed the proceeds would go to the Wright County General Fund.

Daleiden moved to approve an updated purchase agreement and declaration of easement for sale of properties to the City of St. Michael Economic Development Authority. The motion was seconded by Vetsch. The roll call vote was unanimous, the motion carried 5-0.

MATTHEW DETJEN, PARKS AND RECREATION

Approval Of The Purchase Agreement For A Drainage And Utility Easement For The Realignment Of County Ditch #38.

Agriculture and Drainage Coordinator Matthew Detjen wanted to recognize Right of Way Agent and Highway Engineering Assistant Jeremy Carlson who assisted him with finalization of the \$2,000 purchase agreement for the easement on County Ditch (CD) 38. Assistant County Attorney Greg Kryzer noted that the board was acting as the Drainage Authority for CD 38 to approve the purchase agreement.

Kaczmarek moved to approve the purchase agreement for a drainage and utility easement for the realignment of County Ditch #38. The motion was seconded by Vetsch. The motion carried 5-0.

Approve The Findings And Order Accepting The Viewer's Report And Adopting The Redetermined Benefits For County Ditch #13.

Detjen said the request to approve the findings and accept the Viewer's Report came out of the public hearing at the October 25 County Board meeting.

Daleiden asked if the Ditch Committee of the Whole minutes from October 25 were already approved. Detjen confirmed that the minutes had already been approved at the November 1 County Board meeting. Kryzer noted that the board was acting as the Drainage Authority for CD 13 to approve the findings and order accepting the viewers report and for the adoption of the redetermination of benefits for CD 13.

Daleiden moved to approve the findings and order accepting the Viewer's Report and adopting the redetermined benefits for County Ditch #13. The motion was seconded by Wetter. The motion carried 5-0.

Review Buffer Violations Per Wright County Ordinance No. 18-3.

Detjen said that according to Wright County Ordinance 18-3, adopted in 2018, and the Minnesota Board of Water and Soil Resources (BWSR) the mandated buffer for ditch systems was 16.5 feet. Detjen said the violations received from the previous year were all from county ditch systems and noted that there was no minimum or maximum amount for ditches.

Detjen said he was acting under Section 96.06 *Enforcement* which read:

Failure to comply with a corrective action notice issued under section 96.05. The County may, at its own discretion, elect to pursue the failure to comply with a corrective action notice either criminally or through an administrative penalty order as set forth herein.

He said corrective action would come from the Board's decision on how it wanted staff to move forward with enforcement. Husom said she wanted to be sure the correct notice was given to those in violation of the ordinance. Daleiden asked if there was more than one landowner included. Detjen said there were 12 landowners originally in violation the previous year. He said most of them had asked Detjen to come to their property to indicate where the violation was happening. Detjen said there was only one landowner that was now out of compliance. Detjen said there were no verbal discussions that had taken place since the initial notification and follow up. Detjen said this was the first enforcement action since the previous year.

Daleiden thought the property owner should be notified before any financial charges were imposed. Detjen said the

notification of noncompliance was sent by the Wright County Soil and Water Conservation District (SWCD) to the landowners, Detjen as well as the corrective action notice that allowed 12 months for landowners to get back into compliance with the regulations. This corrective action notice laid out the expectations, timeline, and what the potential ramifications would be if not in compliance. Detjen said these notices were sent out via certified mail.

Detjen asked if the board wanted to send another notice with a new deadline for compliance that would act in addition to the other notice deadline previously given. Vetsch recommended July 2023 as the next deadline for compliance. Daleiden thought compliance should be achieved earlier than July 2023. Wetter thought landowners needed time and pointed out that there were more considerations than just an aerial view. Husom recommended having the landowner who was out of compliance submit an action plan and timeline that included goals for moving away from the buffer. Detjen thought this action plan would be a productive solution.

Vetsch moved to approve staff send letters to landowners specifying that an action plan for gaining buffer compliance be submitted by March 1, 2023, and compliance be gained by July 1, 2023. If compliance is not achieved by July 2023, corrective action would be taken by the county. Notices were to be sent via certified mail. The motion was seconded by Kaczmarek.

Kryzer asked for clarification regarding whether the board's intention was to seek administrative penalties starting July 1, 2023. Vetsch confirmed this was the intention. Daleiden asked that the cost of the administrative penalty be made known to the landowners before July 1, 2023. Kryzer said the penalty amount was specified in the ordinance.

The motion carried 5-0.

ITEMS FOR CONSIDERATION

ADMINISTRATION

Approval Of Licensing Renewal Agreement With Oracle.

County Administrator Lee Kelly said Administration was looking to renew its license with Oracle as the company had agreed to some favorable terms.

Daleiden moved to approve the licensing renewal agreement with Oracle. The motion was seconded by Vetsch. The motion carried 5-0.

ADMINISTRATION - FINANCE

Review Accounting Technician Position.

Kelly said this item had come out of a conversation between Kaczmarek and Finance staff and noted that he wanted to bring the conversation before the board. Finance and Taxpayer Services Director Lindsey Meyer explained that there were a number of reasons behind the need to refill this Accounting Technician position and said the vacancy had happened a few weeks prior. Meyer said that when she and her staff received this resignation, they did a comprehensive review regarding the necessity of the position. Meyer concluded that the position was currently necessary to refill and noted that she was down a .5 position.

Meyer noted that Administration no longer had an Enterprise Resource Planning (ERP) Administrator and the workload from that position had been distributed to Finance staff. She added that additional workload had siloed other employees into certain work areas and there had not been an opportunity to review the needs of the department. Meyer understood that with the start of the new ERP system there would be a change to how items would go to and through Finance. She added that there would still be a need for old procedures to continue while ERP got up and running as her staff would be doing duplicate inputting of data. She said doing without this position would be painful in many ways and said she had her management staff were taking on work that they did not need to be doing that should be distributed down to their staff.

Husom said she understood that other department heads had done similar evaluations when positions were vacated, and she wanted to express her appreciation for this review. Husom said she would defer to Meyer's recommendation. Kaczmarek asked how many other positions within Finance matched the job description of the Accounting Technician position. Meyer confirmed there were four other staff with similar job descriptions. Kaczmarek noted that the decision to move forward with the new ERP system had been made prior to his joining the county board and he saw an opportunity with this position to ask

for a hold for six months to wait to see how things panned out with ERP. He had heard negative feedback from staff regarding their experience with ERP and Kaczmarek noted that the county had spent years of time and millions of dollars. Kaczmarek said the county had offices and department heads in 2021 ask for and be granted staff because of ERP. He said he was waiting to see positive results from the county's investment. Assistant Director of Finance Heather Lemieux said the feedback regarding ERP in the week since it was launched had been positive. Vetsch added that the board knew this ERP system would be a long-term investment and that the end results would take time to be felt. He understood that change is difficult but thought that the ERP system would be a huge benefit to the county. Husom also added that since the ERP Administrator position had been vacated and the workload had been distributed, she did not see how the Finance Department could continue with another position vacated. Daleiden said that with the rate of growth of the county there was a need to implement new technology.

Kaczmarek moved to deny the request to fill the Accounting Technician Position temporarily and review the need for the position again after six months. There was no second for the motion. The motion died for lack of a second.

Vetsch pointed out that the intention when introducing the new ERP system was not to downsize staff, although there was always that possibility. Wetter said she had similar frustrations to those that Kaczmarek had expressed and added that she had asked several questions of Kelly and the Finance Department regarding the ERP system. She did not think the benefits outweighed the cost of the program and added that she did not feel the cost was clearly conveyed to her before launching the program. Husom and Daleiden noted that this was a project that was years in the making and these conversations regarding cost and benefits had been discussed. Daleiden asked Meyer how many companies she had interviewed for the ERP program. Meyer said four companies were interviewed.

Kelly said this project began in 2016. He said the county received nine program options, which were then narrowed down to four. Kelly asked that the board remain positive about the process as it was just launched the previous week. He thought he and his staff had done their due diligence and added that this process and program had forced the county to look at how processes are done and reviewed the standard. Meyer said that at the time that this was initially started the county was looking at jobs and understood that there was a great process for error. She noted that there was a lot of duplication between departments regarding claims, and she thought it was also important to see that the Budget was correct. Meyer added that it as risk mitigation for the county knowing that there was no duplication.

COMMITTEE MINUTES

County Board Workshop Minutes (11-08-2022)

Kelly summarized the County Board Workshop minutes and recommendations from Tuesday, November 8.

Vetsch moved to approve the County Board Workshop minutes and recommendations from Tuesday, November 8. The motion was seconded by Daleiden. The motion carried 5-0.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

Commissioner Michael Kaczmarek

Kaczmarek said the Fair Board met and appointed new members to their board.

Commissioner Mark Daleiden

Daleiden attended his last Parks Meeting and said most of the Winter programs were already filled. He said all the programs are going very well and there were a number of people reserving the camper cabins on Bertram Lake. Daleiden said he had asked that a recommendation be added to a board meeting to consider an application for Action Trackchairs for handicap persons to be able to utilize for outdoor activities. He said there were a number of individuals at the Veterans Day Hunt who owned their own and he thought it would be a great opportunity for those who are handicap to participate in the county parks and programs.

Commissioner Darek Vetsch

Vetsch said he and Daleiden were busy with Union negotiations.

Commissioner Mary Wetter

Wetter she was working to hire an Extension Educator for Crops, which was a position that was currently shared with other counties. Central Minnesota Committee on Aging met and discussed the intrastate funding and the current formula that had been in place since 2004. She said the organization was thinking of shifting the funding from the rural areas to the cities

because of the numbers that came out of the census. Wetter said she was concerned about this transfer of funding that the state was recommending because of the isolation seniors experience in the rural areas. She said the Aquatic Invasive Species (AIS) Advisory Board went over the inspection summary and budgeted for 2023. Wetter also met with the North Fork Crow One Watershed, One Plan where the needs for drainage and storage to reduce the peak flows was discussed. Wetter said the SWCD had met and options for controlling the level of Mill Creek and Maple Lake were discussed.

Commissioner Christine Husom

Husom attended Buffalo Safe Schools meeting where good round table discussions had taken place. She also attended the Wright County Adult Drug Court to discuss how to spend state funds as well as the peer coach position. She said it was an intense program to keep individuals sober and acted as a great diversion group. She also attended the Safe Communities of Wright County meeting and said the WrightROADS 4 Teens and the WrightROADS 4 Adults classes continue to do well. She said Safe Schools was relaunching “Joy Ride” which was a sober cab option for individuals within the county. Wright County Law Library had their annual meeting to set their budget for 2023. She said the Law Library had posted on the website a short video to explain what the Law Library provided. The Opioid Settlement Advisory Committee met and discussed the results of a survey regarding the direction of efforts the \$3.8 million in funding for the upcoming years.

County Administrator Lee Kelly

Kelly said the county participated in Operation Green Light a Veteran noted that the Association of Minnesota Counties (AMC) had used the county’s photos for its own website. He also attended the union negotiations meetings throughout the week.

The meeting adjourned at 10:15 a.m.

County Board Minutes submitted by Laine Stephan, Office Manager.