



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

TUESDAY, DECEMBER 20, 2022

DATE APPROVED: DECEMBER 27, 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 12/13/2022

Commissioner Mary Wetter requested to make a correction to page 3 of the minutes. She said that in the first paragraph of that page, the word “wildland” needed to be corrected to “wetland”.

Commissioner Darek Vetsch moved to approve the County Board minutes from Tuesday, December 13, 2022. The motion was seconded by Commissioner Mark Daleiden. The motion carried 5-0.

AGENDA

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

CONSENT AGENDA

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

A. Administration

1. Acknowledge November Replacement Report

B. Administration - Finance

1. Acknowledge Warrants Issued Between November 23, 2022, And December 9, 2022.
2. Approve Renewal of Annual Seasonal On-Sale and Sunday Liquor License for Albion Ridges LLC for the License period April 1, 2023, to November 30, 2023 (Contingent on Approval by Albion Township)
3. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds As Follows:
 - I. Approval of Use of ARP Funds from 01-099-493.
\$149,375.000 5.11 Drinking Water Transmission & Distribution-City of Rockford
4. Approve Renewal of 2023 Tobacco Licenses for:
 - I. Emma's Express (ALBERTVILLE)
 - II. Speedway # 4834 (ROCKFORD)
 - III. Delano Wine & Spirits (DELANO)
 - IV. Speedway # 4849 (ALBERTVILLE)
 - V. Fleet Farm (MONTICELLO)
 - VI. Napa Valley Liquors (OTSEGO)
 - VII. Brothers Smoke & More (CLEARWATER)
 - VIII. Broadway Kwik Stop (MONTICELLO)
 - IX. One Stop Smoke Shop LLC (ALBERTVILLE)
 - X. Mid-County Holiday (WAVERLY)
 - XI. H&H Sport Shop (MAPLE LAKE)
 - XII. The Ugly Bar (MONTROSE)
 - XIII. Cash Wise Liquor #7043 (ST.MICHAEL)
 - XIV. Holiday #4073 (DELANO)
 - XV. Coborn's #2047 Gas Station (OTSEGO)
 - XVI. Coborn's #2028 (DELANO)
 - XVII. Coborn's Marketplace #2029 (ALBERTVILLE)
 - XVIII. Coborn's Marketplace #2047 (OTSEGO)
 - XIX. Coborn's Liquor #6038 (ALBERTVILLE)

- XX. Coborn's Liquor #2047 (OTSEGO)
- XXI. Little Duke's #2029 (ALBERTVILLE)
- XXII. Delano Tobacco (DELANO)
- XXIII. Coborn's Marketplace #2008 (CLEARWATER)
- XXIV. Mini Mart # 13 (MAPLE LAKE)
- XXV. Coborn's Liquor #6034 (CLEARWATER)
- XXVI. Olson's Truck Stop (CLEARWATER)
- XXVII. Little Duke's (CLEARWATER)
- XXVIII. Monticello Smoke Shop (MONTICELLO)
- XXIX. Westside Liquor (ALBERTVILLE)
- XXX. Holiday # 214 (DELANO)
- XXXI. Holiday # 394 (ST. MICHAEL)
- XXXII. Holiday # 378 (OTSEGO)
- XXXIII. Holiday # 344 (MONTICELLO)
- XXXIV. Holiday # 196 (MONTICELLO)
- XXXV. Holiday # 254 (CLEARWATER)
- XXXVI. Riverview Liquorette (OTSEGO)

C. Highway Department

1. Approve Resolution of Final Acceptance for Contract 2108 and Authorize Final Payment to Knife River Corp. in the Amount of \$16,337.74
2. Approve Preparation of a Highway Right of Way by the County Surveyor for CR 148 (Braddock Ave NE), CP 086-148-221

D. Parks & Recreation

1. Approve and Make Final Payment to Cordes & Company LLC for Work Completed by Molnau Trucking LLC on Highway Culverts Along County Ditch #10.

TIMED AGENDA ITEMS

GREG KRYZER, ATTORNEY

Approve the Resolution Dissolving the Wetland Appeal Board.

Assistant County Attorney Greg Kryzer said that the resolution to dissolve the Wetland Appeals Board was a clarifying item. He said that Risk Manager Tim Dahl indicated that the Minnesota Counties Intergovernmental Trust (MCIT) had requested a formal resolution indicating the dissolution and that MCIT involvement be rescinded. Wetter noted that the Soil and Water Conservation District (SWCD) met the week prior and the group agreed with this dissolution.

Vetsch moved to approve the resolution dissolving the Wetland Appeals Board. The motion was seconded by Wetter. The roll call vote was unanimous, and the motion carried 5-0.

VIRGIL HAWKINS, HIGHWAY DEPARTMENT

Approve Entering Into a Joint Powers Agreement (JPA) With Sherburne County.

Highway Engineer Virgil Hawkins explained that the JPA with Sherburne County was related to the Central Minnesota Partnership and outlined the responsibilities of each agency. Vetsch said that the JPA was related to the Pell Grant process, which was the first step in the larger process.

Daleiden moved to approve entering into a JPA with Sherburne County. The motion was seconded by Wetter. The motion carried 5-0.

Approve a JPA between Wright County and the City of Annandale for the TH 24/Poplar Avenue Intersection and Hemlock Street Improvements in Annandale, MN.

Daleiden asked if there would be a roundabout in that area. Hawkins confirmed this was correct. Wetter asked if the county would be holding the funds for Annandale. Hawkins confirmed this was correct and stated that the county was a passthrough agency for the federal funding.

Vetsch moved to approve a JPA between Wright County and the City of Annandale for the TH 24/Poplar Avenue intersection and Hemlock Street improvements in Annandale. The motion was seconded by Daleiden. The motion carried 5-

0.

Approve MN Department of Transportation (MNDOT) Agency Agreement (Contract No. 1052257) and Corresponding Resolution for the Delegated Contract Process (DCP)

Hawkins said the changes in the Agency Agreement were updates to the 2018 version.

Vetsch moved to approve MNDOT agency agreement (Contract No. 1052257) and corresponding resolution for the DCP. The motion was seconded by Kaczmarek. The roll call vote was unanimous, and the motion carried 5-0.

MARGARET MUNSON, COURT SERVICES

Adopt Resolution Endorsing the Efforts of the Community Supervision Work Group and Urging the Legislature to Pass a New Funding Formula and Significant Appropriation During the 2023 Legislative Session.

Pre-Trial Team Supervisor Margaret Munson said that the Association of Minnesota Counties (AMC) had requested that all 87 counties sign this resolution to fully fund field services and probation in Minnesota. She explained that approving this resolution would show that the county at a Legislative level support state funded probation.

Vetsch moved to adopt a resolution endorsing the efforts of the Community Supervision Work Group and urging the legislature to pass a new funding formula and significant appropriation during the 2023 Legislative Session. The motion was seconded by Kaczmarek. Roll call vote was unanimous and the motion carried 5-0.

ITEMS FOR CONSIDERATION

ADMINISTRATION

Approve the 2023-2027 Region 7W Comprehensive Economic Development Strategy.

Assistant County Administrator Clay Wilfahrt said that every five years the Comprehensive Economic Development Strategy plan needed to be updated or created for Region 7W in order to be eligible for the federal funding through the Economic Development Authority (EDA). He explained that the current plan would expire at the end of 2022 and said that staff from the county and stakeholders from cities, nonprofits, and other private sector businesses had been updating the plan over the past year.

Daleiden moved to approve the 2023-2027 Region 7W comprehensive Economic Development Strategy. The motion was seconded by Vetsch. Roll call vote was unanimous, and the motion carried 5-0.

COMMITTEE MINUTES

Personnel and Employee Relations Meeting Minutes and Recommendations (12/12/2022)

I. Policy 301 – PTO

II. Policy 612 – Paid Parental Leave

III. Policy 304 – Holidays

IV. Policy 601 – FMLA

V. Policy 505 – Tuition Reimbursement

VI. Policy 902 Safety Boot Reimbursement Amount.

VII. Policy 306 – 457(B)

Daleiden gave an overview of the recommendations that came out of the Personnel Committee meeting. He said that the policy recommendations were to approve updates to Policies 301, 612, 304, 601, 505, 902, and 306-457(b). Daleiden confirmed with the board that the goal was to approve all policy updates in one motion. Daleiden said the second recommendation was to permanently move Geographic Information Systems (GIS) under Project Administration, to make Project Administration a department, and to have staff review Project Administrator Elizabeth Karels' job description and duties. He said the third recommendation was to approve the updated County Surveyor Department Organizational Chart, removing the Survey Project Coordinator and three Survey Technician Positions, replacing those with four promotional opportunities starting at Survey Technician 1 up to Senior Survey Technician. He said the fourth recommendation was to approve the two new MNChoices positions, with the caveat that there would have been more discussion at the Committee of the Whole Legislative meeting and to have a discussion in the future about hiring more Waiver Workers to offset costs and bring in more revenue. He said the fifth recommendation was to reclassify the Public Health Nurse (PHN) position to a Social Worker. The sixth recommendation was to direct staff to send the Request for Proposal (RFP) out to the public, with the removal of the requirement for the Government Center café space to be open five days per week and add the options for revenue share and negotiable rent.

Kaczmarek said he wanted to talk about recommendation number four, regarding the MNChoices position. He said that when the preliminary 2023 Budget was set, all departments were asked to make a 7 percent cut to accommodate the 2023 Levy goals the county had. He noted that before the Budget and Levy meeting on Wednesday, December 14, Health and Human Services (HHS) gave three presentations regarding staffing requests on Monday, December 12. Kaczmarek said that HHS did not make the 7 percent cut that other departments made. He wanted a representative from Finance to explain how this change would affect the budget and asked the other board members if they were willing to open up the potential for budget conversations throughout the year in 2023.

Assistant Finance Director Heather Lemieux said that the requested budget amendment would come from the fund balance by the end of 2022. Vetsch explained that HHS knew there was a need for this position but also understood the goal to reduce budgets for the levy. He said after going without this position for a period of time, HHS realized the great need for it in the community and felt that it had to go back to the board to explain the need. Vetsch said that adding this position would not fix the problem but was a step in the right direction. HHS Director Jami Goodrum explained that she would rather not be in the position she was in asking the board for this position, but she felt that the need outweighed anything else. She wanted to note that every year HHS has a higher budget line that her department ever used, and the funds would be coming out of this unused 2022 budget funds.

Daleiden noted that there were more than 100 residents that were waiting nine to 10 weeks for service, when the statute indicates the requests should be addressed in 20 days. He said there were about 60 new requests per month and added that these people represent the most vulnerable in the community. He explained that the reason the presentation was given at the Legislative meeting was because of the promise from the state for assistance. Daleiden said he did not take it lightly to approve the request but explained that the residents affected outweighed how the addition would affect the budget. Kaczmarek requested that going forward he wanted to see an explanation of impact to the budget from Finance written out, rather than having a representative explain the impact in person at the board meetings.

Kaczmarek asked that in regard to recommendation six there be employee input on the café space before any work was done on the space. Vetsch explained that after the RFP was sent out to the public, the staff would have a better grasp on what options were available and put it to staff at that point.

Daleiden moved to approve the minutes and recommendations from the Personnel and Employee Relations Committee meeting on Monday, December 12. The motion was seconded by Vetsch. The motion carried 5-0.

Committee of the Whole – Legislative Meeting Minutes (12/12/2022)

Vetsch gave an overview of the Legislative meeting that took place on Monday, December 12. He thought it was a successful meeting and thanked the Wright County Legislators for their time and consideration. Commissioner Christine Husom thought the meeting was fruitful and that the representatives truly listened to the needs of the county.

Vetsch moved to approve the minutes from the Committee of the Whole Legislative Meeting on Monday, December 12. The motion was seconded by Wetter. The motion carried 5-0.

Committee of the Whole – Elected Officials Salaries (12/12/2022)

Wetter gave an overview of the minutes and read the recommendations that came out of the discussion regarding elected official salaries to include the County Board members, the Sheriff, and the County Attorney. The first recommendation was to increase the County Commissioners salaries by a flat \$2,750. The second recommendation was to increase the Sheriff's salary to \$176,000. The third recommendation was to increase the County Attorney's salary to \$176,500. The fourth recommendation was to increase the County Commissioners' wages by \$7,350 to compensate for the removal of per diems, which would bring the total County Commissioner wages to \$63,900 for 2023.

Vetsch explained that the demands of elected officials were high, especially when considering situations that arose in 2022. He said there was cost to having and retaining good people for these positions and that was something the county had taken into consideration when discussing the salaries for 2023. He noted that the group did not look to other counties to assess salaries but considered at the demands within Wright County and the positions themselves. Kaczmarek said there was productive roundtable discussions around the topics. He said if residents had questions about the conversation, they could reference the minutes for the meeting as it clearly laid out the discussion.

Wetter moved to approve the minutes and recommendations from Committee of the Whole Elected Officials Salaries

Meeting on Monday, December 12. The motion was seconded by Vetsch. The motion carried 5-0.

RESOLUTIONS SETTING ELECTED OFFICIALS SALARY

Approve Resolution Setting the County Attorney's Salary for 2023.

Daleiden moved to approve the resolution setting the County Attorney's salary for 2023. The motion was seconded by Vetsch. The roll call vote was unanimous, and the motion carried 5-0.

Approve Resolution Setting the County Board's Salary for 2023.

Vetsch moved to approve the resolution setting the County Board's salary for 2023. The motion was seconded by Kaczmarek. The roll call vote passed 3-2, with Daleiden and Wetter abstaining.

Approve Resolution Setting the Sheriff's Salary for 2023.

Daleiden moved to approve the resolution setting the Sheriff's salary for 2023. The motion was seconded by Wetter. The roll call vote was unanimous, and the motion carried 5-0.

RESOLUTIONS SETTING THE 2023 BUDGET AND PROPERTY TAX LEVY

Adopt Resolution Setting 2023 Budget

County Administrator Lee Kelly explained that this was the final step in approving the 2023 Budget. Kelly gave a summary of the changes and noted that the 2023 Levy increase was 3.89 percent, the 2023 Budget was just over \$180 million, and a 2023 Levy of \$90.6 million. Vetsch wanted to thank board members and staff for their work to come up with the levy percentage increase to affect the residents as little as possible. He understood there were difficult reductions that were made to accommodate the county residents in 2023. Husom noted that it was a challenging year as the property value increased by 25 percent, but the taxes did not increase at the same rate. Kaczmarek wanted to note that at the Budget and Levy meeting on Wednesday, December 14, there were two residents that attended to give their input on the changes.

Daleiden moved to approve the resolution to set the 2023 Budget at \$180,575,941. The motion was seconded by Wetter. Roll call vote was unanimous, and the motion carried 5-0.

Adopt Resolution Setting 2023 Levy.

Daleiden moved to approve the resolution to set the 2023 Levy at \$90,652,259. The motion was seconded by Vetsch. Roll call vote was unanimous, and the motion carried 5-0.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

County Administrator Lee Kelly

Kelly said he had been attending a number of ongoing union negotiation meetings with Daleiden, Vetsch, and Kryzer. He said the county had received a few tentative agreements that the board would see on an upcoming board meeting.

Commissioner Michael Kaczmarek

He attended a Wright Soil and Water Conservation District (SWCD) meeting and was able to participate in good conversations regarding the lowlands and breaking tiles to raise levels. He thanked staff for working with the new commissioners to prepare them for their arrival on Tuesday, January 3. He said there was a good meeting he and Vetsch attended with the new commissioners to discuss committee appointments. He wanted to acknowledge Montrose City Council Member Tom Marszalek who was in attendance and would be retiring at the end of the year.

Commissioner Mark Daleiden

Daleiden talked about the union negotiation meetings that Kelly had touched on and stated that there were only two unions that had not submitted a tentative agreement at that point. He said he would be on KRWC Radio for the last time on Wednesday, December 21. Daleiden said he attended his last Planning Commission meeting and thought it was going well.

Commissioner Christine Husom

Husom attended the Opioid Settlement Committee meeting on Tuesday, December 13 and shared that there was a survey that she encouraged all citizens to take to weigh in on the use of the \$3.8 million in funding. She said she was stepping down as the Chair of the Mentorship, Education and Drug Awareness (MEADA) Committee and noted that the group was working hard to gain relationships with schools and noted that there were students interested in being mentors for fellow students.

Commissioner Darek Vetsch

Vetsch said that Wright County Economic Development Partnership (WCEDP) met on Friday, December 16 to discuss the challenges with the Wright Technical Center regarding funding challenges, passing operating levies, and a lack of funding from the state. He said the Technical Center was at the mercy of the school districts for funding and as school districts were also low on funding, it became a difficult situation. There were a number of options the WCEDP were discussing. Husom emphasized the opportunities the Technical Center offered to students and the important role it plays in the community.

Commissioner Mary Wetter

Wetter said she was a part of the group that was looking into hiring the new Crops Extension Educator who would be shared between Wright County, McLeod County, and Meeker County. She said Taylor Herbert was hired and would start in the new year. Wetter said Herbert was currently serving as an Extension Educator in St. Cloud for agriculture water protection. She met with the Mining and Extraction Work Group on Wednesday, December 14 where the group continued to work on ordinance language and implementation. She attended the 2023 Budget and Levy meeting on the same day. She attended the SWCD Board and the Wetland Appeal Board meetings. She said the SWCD approved the dissolution of the board, approved final payments for programs, and updated supervisors on the One Watershed One Plan.

The meeting adjourned at 9:56 a.m.

County Board Minutes submitted by Laine Stephan, Office Manager.