



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, June 6, 2023
DATE APPROVED: June 20, 2023

Tina Diedrick, District 1
Darek Vetsch, District 2
Jeanne Holland, District 3
Nadine Schoen, District 4
Michael Kaczmarek, District 5

The Wright County Board met in regular session at 9:00 A.M. with Diedrick, Vetsch, Holland, Schoen, and Kaczmarek present.

Present and responding to roll call were the following:

Board of Commissioners:	Tina Diedrick
	Jeanne Holland
	Michael Kaczmarek
	Nadine Schoen
	Darek Vetsch

I. PLEDGE OF ALLEGIANCE

II. MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

A. Approve Wright County Board Meeting Minutes from May 16, 2023

Commissioner Tina Diedrick moved to approve the Tuesday, May 16 County Board meeting minutes. The motion was seconded by Commissioner Jeanne Holland. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

B. Approve Committee Minutes

1. COTW- Administration Project List, May 16, 2023
2. Household Hazardous Waste Tour, May 16, 2023
3. Ways and Means, May 31, 2023

Diedrick moved to approve the Tuesday, May 16 and the Wednesday, May 31 committee minutes. The motion was seconded by Commissioner Nadine Schoen. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

III. REVIEW & APPROVAL OF AGENDA

Schoen moved to approve the Agenda. The motion was seconded by Commissioner Michael Kaczmarek. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

IV. CONSENT AGENDA

Kaczmarek requested to move item E1 for further discussion. Consent agenda item E1 was moved to the timed agenda, under item H.

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

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

A. ADMINISTRATION

1. Approve and Authorize Signatures on wRight Choice Lease Agreement with Court Services and ISD 877 for 2023-2024 School Year. This Lease References Space Currently Being Utilized Within the Justice Center.
2. Approve Two LG220 Applications for Charitable Gambling for RiverWorks, a Non-Profit Organization Based in Rockford. RiverWorks Provides Lunches for Students in the Rockford Area School District Over the Christmas and Summer Breaks. In Addition RiverWorks Delivers Free Hot Lunches Once a Week to Adults 60+ at Three Locations and It Runs a Food Shelf That Serves an Average of 1,400 Families Per Year.

B. FINANCE & TAXPAYER SERVICES

1. Motion to Approve the Attached Budget Amendments for April and May.
2. Motion to Approve the Reimbursement of the American Rescue Plan Act (ARP) Funds as Follows:
Approval of Use of ARP Funds From 01-099-493-8467
\$3,450.56 2.2 Household Assistance: Rent, Mortgage, and Utility Aid
3. Motion to Approve the Reimbursement of the ARP as Follows:
Approval of Use of ARP Funds From 01-099-493.
\$2,894.63 2.34 Aid to Nonprofit Organizations 4-H
4. Renewal of Liquor License for Norm's Wayside (Rockford Township)
Renewal of Liquor License for Cokato Town and Country Club (Cokato Township)
Renewal of Liquor License for Trails End Pub CHD Ventures (Corinna Township)
5. Acknowledge Warrants Issued Between May 10, 2023 and May 30, 2023.

C. HIGHWAY

1. Distribution of the 2022 Wright County Highway Department Annual Report.

D. HUMAN RESOURCES

1. Request approval to appoint Lauren Bodin to a three-year term on the Wright County Personnel Board of Appeals effective July 1, 2023 through June 30, 2026.

E. SHERIFF

- *1. Approval of the Wright County Continuity of Operations Plan

V. TIMED AGENDA ITEMS**A. 9:02 AM- LEE KELLY, ADMINISTRATION**

- 1. Quarter Two Years of Service Recognition

B. 9:20 AM - MARC MATTICE, ADMINISTRATION

- 1. Schedule Committee Of The Whole To Define Direction Of Household Hazardous Waste/Compost Facility

Assistant County Administrator Marc Mattice asked to schedule a Committee of the Whole (COTW) as a recommendation from the Household Hazardous Waste Tour.

A COTW was scheduled for Tuesday, June 12, 2023 at 11:00 a.m.

Schoen moved to approve scheduling a Committee of the Whole to define direction of household hazardous waste/compost facility. The motion was seconded by Kaczmarek. The motion passed 5-0.

For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

C. 9:23 AM - BRIAN LUTES, ATTORNEY

- 1. Introduction of Caroline M. Bachun, Assistant Wright County Attorney, to the Board.

County Attorney Brian Lutes introduced Assistant Wright County Attorney Caroline Bachun. Lutes said that Bachun came from Wright County Administration and held the role of records retention specialist. Prior to joining Wright County, Bachun was with the Minneapolis city attorney's office for 23 years. Lutes said that Bachun is an accomplished attorney and has knowledge second to none.

Schoen moved to approve the signing of an Approval of Appointment and Oath for Caroline M. Bachun, Assistant Wright County Attorney. The motion was seconded by Holland. The motion passed 5-0.

For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

D. 9:28 AM - LINDSEY MEYER, FINANCE & TAXPAYER SERVICES

- 1. Authorize signatures on change order for Wright County Optimization Services Statement of Work.

Finance Director Lindsey Meyer requested an increase to Wright County's support contract with Sierra Cedar for maintaining and keeping the Oracle system up and running. Meyer's ask is for an increase of \$50,000, to a not-to-exceed amount of \$175,000. Holland asked if the change order is because the funds needed are unknown or if the board allowed for approximately six months of funding at the beginning of the year. Meyer confirmed that the amount given was approved by the board earlier in the year with the intention of hiring more

staff and that the current ask is a figure aimed at getting through the end of the year. The rate to maintain Oracle is decreasing as staff is getting more accustomed to Oracle.

Schoen moved to authorize signatures on a change order for Wright County Optimization Services Statement of Work. The motion was seconded by Holland. The motion passed 5-0.

For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

E. 9:33 AM - ELIZABETH KARELS, PROJECT ADMINISTRATION

1. Approve the Following Grant Application: CITY-012 City of St. Michael / City of Hanover Wastewater Treatment (\$779,815)
Approve the Following Program Request: Wright County Certified Well Water Testing. If the Program Request is Approved, the Next Step Will be for the Organization to Submit a Detailed Grant Application for Review.

Project Administrator Elizabeth Karels asked for approval of two items related to the American Rescue Plan. The first is to apply for a grant for the City of St. Michael and the City of Hanover to make improvements to the wastewater treatment facility. The second is to approve a program request for Wright County to purchase equipment to perform certified well water testing. Both items would be purchased by Public Health. The ask is for an allocation, and if the items are approved, a grant application will be presented at the next board meeting.

Schoen moved to apply for a grant for the City of St. Michael and the City of Hanover to make improvements to the wastewater treatment facility. The motion was seconded by Diedrick. The motion passed 5-0.

For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

Schoen moved to approve a program request for Wright County to purchase equipment to perform certified well water testing. The motion was seconded by Kaczmarek. The motion passed 5-0.

For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

2. Adopt Resolution to Convey the Real Property at 1004 Commercial Drive, Buffalo, Minnesota 55313, Parcel ID Number 103060003020 to the Wright County Economic Development Authority (EDA).

A purchase agreement with Riverside Church has been approved, the closing will take place Wednesday, June 7, 2023. A transfer of the property to the Economic Development Authority (EDA) is necessary to process the transaction.

Schoen moved to adopt a resolution to convey the real property at 1004 Commercial Drive, Buffalo, Minnesota 55313, Parcel ID Number 103060003020 to the Wright County Economic Development Authority (EDA). The motion was seconded by Kaczmarek. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

F. 9:38 AM - VIRGIL HAWKINS, HIGHWAY

1. Award Contract No. 23-06 for the County Road 148 (Braddock Avenue) Realignment Project to Duininck, Inc. of Prinsburg, MN Project No. CP 086-148-221

Highway Engineer Virgil Hawkins recommended awarding contract No. 23-06 for the County Road 148 realignment to Duininck Inc. in the amount of \$2,284,627.56. Five bids were received, and the contract would be effective upon the date that the purchase agreement is signed for the right-of-way, which is expected to be signed June 6, 2023 or June 7, 2023.

Diedrick moved to award contract No. 23-06 for the County Road 148 (Braddock Avenue) realignment project to Duininck, Inc. of Prinsburg, MN, contingent upon the signed right-of-way purchase agreement. The motion was seconded by Schoen. The motion passed 5-0.

For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

2. Authorization of Signatures on a Purchase Agreement to Purchase 3.54 Acres West of the Existing Maple Lake Maintenance Shop.

Hawkins said that the purchase of the property west of the existing Maple Lake maintenance shop is part of a short-term plan for consolidation of outlying maintenance shops and will facilitate phasing out of the French Lake shop. Capital Improvement Project (CIP) funds are budgeted for the purchase.

Schoen moved to authorize signatures on a purchase agreement to purchase 3.54 acres west of the existing Maple Lake maintenance shop. The motion was seconded by Holland. The motion passed 5-0.

For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

G. 9:45 AM - HEALTH & HUMAN SERVICES BOARD

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

- i. Approve Public Health Task Force (PHTF) Two-Year Term Reappointment
 1. Linda Carlson, District 5 (First Term Ends 08-09-2023)
- ii. Approve Public Health Task Force Member Appointment
 1. Jim Schnackenberg, District 3

Holland moved to approve the Consent Agenda. The motion was seconded by Schoen. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

2. HEALTH & HUMAN SERVICES TIMED AGENDA

- i. Adopt Resolution HHS 23-05 - Accept May Donation

Kaczmarek moved to adopt a resolution to accept May donation. The motion was seconded by Diedrick. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

ii. Recognize the HHS Employee of the Month for June

Health and Human Services (HHS) Director Jami Goodrum recognized Lori Achman as the Employee of the Month for June, 2023. Achman is a mental health child welfare worker who has been with Wright County since June 2001. Achman brings strength and understanding to children and families regarding mental health intervention services, foster care and waiver services. Achman's nominator said Achman has handled some of the county's most difficult cases and is always willing to help consult and provide guidance to team members.

iii. Review Opioid Settlement Anticipated Funding (Rebecca Graham, Eleanor Vanasse)

Public Health Nurse Becky Graham and Public Health Nurse Ellie Vanasse presented a review of the opioid settlement anticipated funding. Graham said that Wright County can expect to receive approximately \$6,380,000 in opioid settlement funding over 18 years from several separate settlements.

Graham said that based on 784 funding prioritization survey responses, the determined priorities would be treatment and recovery, prevention, criminal justice, and harm reduction. A request for proposal (RFP) was developed with advisement from the opioid settlement council and the decision was made to keep the funding buckets broad to include treatment, prevention and other.

RFP anticipated to release \$500,000 to community projects, organizations, and campaigns in August 2023.

To date, the opioid settlement has received \$762,807.24 and is expected to receive an additional \$723,926 in 2023.

Commissioner Darek Vetsch asked if a reporting requirement is in place to be able to gauge the value of the money spent. Graham said that as the receiving entity of the funds, HHS is required to annual reporting every January, therefore HHS is asking the end receiver of the funds to do the same reporting. Vetsch said that as the final approving board of the funds to send reports to the county board as well as the advisory council.

iv. HHS Director's Comments

Goodrum said that Wright County received an allocation for \$642,000 for the unwinding of medical assistance (MA). Funds for counties can be used for expenses that support MA renewals, addressing disparities, training, overtime, supplies, outreach. Wright County has approximately 25,000 people on MA. Medica has approved Wright County for funding of laundry relief to support laundry needs for the homeless and low-income population. \$10,000 was received and HHS is working with local businesses to open their doors for service and will be reimbursing for time and equipment.

HHS has removed waitlist for the childcare basic sliding fee program.

Tuesday, June 13, 2023 HHS is having an all-staff training.

The co-responder program is beginning. A Social Worker II has teamed up with a Sheriff's deputy to do ride alongs in the first pilot effort of the co-responder program.

H. 9:56 AM - SETH HANSEN, SHERIFF

1. Pass a Resolution Adopting the 2023 Wright County Hazard Mitigation Plan

Emergency Management Director Seth Hansen said that the county hazard mitigation plan needs to be updated every five years. The plan gets input from all cities in Wright County as well as public and officials. The plan is put in place for any disaster to receive Federal Emergency Management Agency (FEMA) funding. Each city will also be passing a resolution. Wright County has already received a letter from FEMA giving approval of the plan.

Diedrick moved to pass a resolution adopting the 2023 Wright County Hazard Mitigation Plan. The motion was seconded by Holland. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

*2. Approval of the Wright County Continuity of Operations Plan

Item E1 pulled from the Consent Agenda for additional discussion. Kaczmarek asked if there were any noteworthy changes as this is a document that is reviewed annually. Hansen said that the plan has been streamlined significantly from a 120-page document to a 34-page document.

Kaczmarek moved to approve the Wright County Continuity of Operations plan. The motion was seconded by Holland. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Refer Items To County Board Workshop on June 13, 2023
 1. Schedule Meetings as Necessary
 2. Water Resource Management Options
 3. ERP Project Update
 4. Telecommunication Analysis Update
2. Closed Session to Review Pending Litigation. In the Matter of Wright County, Petitioner vs. Public Employees Retirement Association, et. al. Matter Number 3600-38743

Kaczmarek motioned to approve a settlement in the matter of Wright County vs. Public Employees Retirement Association matter number 3600-37843 in the amount not to exceed \$150,000 and direct the County Board Chair, County Administrator and Counsel to execute all documents and agreements necessary to resolve and settle the matter. The motion was seconded by Holland. The motion passed 5-0.

Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

3. Approve and Adopt Recommendations from May 16, 2023 Household Hazardous Waste Tour and May 31, 2023 Ways and Means Committee.

Kaczmarek said that he would like to see property valuation for the household hazardous waste site. Vetsch said that he is not in favor of going into a property analysis, he does not feel that the valuation would cost the county more than it's worth.

Kaczmarek moved to approve the household hazardous waste recommendations, including a market study, presenting a value of the property and zoning options. The motion was seconded by Schoen. The motion passed 3-2 with Vetsch and Diedrick opposing.

Aye: 3; Nay: 2; Abstain: 0; Absent: 0; Recused: 0

Kaczmarek said that during the Ways and Means Committee meeting, the Sheriff's Office presented a figure of \$197,000 per year in administrative fees, and he would like to see more of a trail as to where these funds are being applied. The figure is too vague and Kaczmarek would like more background justification to properly explain that figure.

Vetsch asked if Kaczmarek was comfortable with the overall rate of \$105, then the \$197,000 allocation could be worked out with Finance during budgeting to ensure the allocation goes to the correct place.

Diedrick moved to approve the Ways and Means recommendations, with the discussion of the \$197,000 allocation to be reviewed with Finance at a later date. The motion was seconded by Schoen. The motion passed 5-0.

For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

Vetsch said that the board was going to forgo updates due to time.

VIII. ADJOURNMENT

Adjourned at 10:50 a.m.

IX. WARRANTS ISSUED

A. Warrants Issued

