



**BOARD MINUTES**  
**BOARD OF WRIGHT COUNTY COMMISSIONERS**

Tuesday, October 17, 2023

DATE APPROVED: November 7, 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 |
|                         | Darek Vetsch      |
|                         | Nadine Schoen     |

**I. PLEDGE OF ALLEGIANCE**

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

**A. Approve Minutes from the County Board Meeting (10-03-2023)**

**B. Approve Minutes from the County Board Workshop (10-10-2023)**

Commissioner Tina Diedrick said that she requested additional details to be added to her statements in both the county board meeting and workshop minutes. Those revisions were included in the minute drafts in the agenda packet.

Diedrick moved to approve the county board and workshop minutes. The motion was seconded by Commissioner Mike Kaczmarek. The motion passed 5-0.

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

**III. REVIEW & APPROVAL OF AGENDA**

County Administrator Lee Kelly said that he would like to discuss the December meeting schedule. The December meeting schedule was added to items for consideration, B.

Commissioner Darek Vetsch said that he would like to discuss letters of support for Monticello and Clearwater Township. Letters of support was added to items for consideration, C.

Diedrick moved to approve the agenda. The motion was seconded by Commissioner Jeanne Holland. The motion passed 5-0.

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

#### **IV. CONSENT AGENDA**

Kaczmarek said that he would like to further discuss item B3, Approve Renewal of 2024 Tobacco Licenses. Item B3 was moved to the timed agenda.

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

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

##### **A. ADMINISTRATION**

1. Authorize Signatures on School Resource Officer Contracts with Meeker and Wright Special Education Cooperative (MAWSECO) and Delano School District IDS #879.
2. Approval of Charitable Gambling Application, Form LG220, DC Music Boosters, Gambling Premises: Dassel-Cokato High School, 4852 Reardon Ave SW, Cokato MN 55321, Date of Activity 4/5/2023.

##### **B. FINANCE & TAXPAYER SERVICES**

1. Approval of an Additional Change Fund for Health and Human Services Front Desk from \$0 to \$100.00
2. Approve New 2023 Precious Metal License for:  
Keith Berge Coins N Collectibles
- 3.\* Approve Renewal of 2024 Tobacco Licenses For:  
FlippinBill's  
South Haven Sports  
Delano Tobacco  
Dollar General Store # 10460  
Dollar General Store # 15392a  
Dollar General Store # 16105  
Dollar General Store # 18158  
Kwik Trip # 1188  
Kwik Trip # 1031  
Kwik Trip # 1020  
Kwik Trip # 681  
Kwik Trip # 345  
Kwik Trip # 177  
Kwik Trip # 162  
Kwik Trip # 104  
Clearwater Travel Plaza  
Clearwater Travel Plaza- Fuel Center
4. Approve Seasonal On- & Off-Sale 3.2 Malt Liquor License And Consumption & Display (Set Up) Permit For Olson's Campground

on Limestone Lake, LLC For The Period May 1, 2024 Through October 31, 2024.

5. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:  
County ARP Funds:  
Approval of County Reimbursement of \$685.54 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as Follows:  
\$685.54 for Administrative Expenses-Staff Costs  
Approval of use of ARP Funds From 01-099-493-8467  
\$26,289.00 5.19 Last Mile Projects-Broadband- Meeker Cooperative-French Lake Township  
\$115,238.00 5.19 Last Mile Projects-Broadband- Meeker Cooperative-Stockholm Township
6. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:  
Approval of Use of ARP Funds From 01-099-493  
\$642.00 Aid to Nonprofit Organizations- 4-H  
\$139.80 1.7 Capital Investment-Customer Flow Management System
7. Acknowledge Warrants Issued Between September 27, 2023 and October 10, 2023.

#### **C. HUMAN RESOURCES**

1. Request Approval of the 2024 Wright County Non-Union Benefit Contributions
2. Request Approval and Authorization of Signatures of a Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with the Teamsters, Local No. 320 (Sheriff Essential Supervisory Unit).

#### **D. PARKS & RECREATION**

1. Approve The Low Bid From Ashwill Companies of \$239,993.31 for the Joint Ditch #15 WASCOB Project.

#### **E. PROJECT ADMINISTRATION**

1. Approve the Following Programs, Pending Confirmation of Eligibility from Consultant:  
Economic Assistance for Wright County Fair (\$40,000)  
Access Improvements at County Parks (\$150,000)  
The Next Step will be Submittal of Detailed Grant Applications for Approval.  
Approve the Following Grant Applications, Pending Confirmation of Eligibility from Consultant:  
Joint Ditch (JD) 15 Side Inlet and Bank Stabilization (\$9,000)  
County Ditch 31 Side Inlets (\$15,000)  
The Next Step Will be Execution of the Grant Agreements.  
Approve an Increase to the Allocation for Water Quality Improvement Projects from \$147,763.55 to \$171,763.55 to Include the Additional Grants Identified Above.  
Approve the Changes to the Following Grants:  
Cancel Grant SHIP-001 Drive Safely Work Week (\$10,000) - Grantee Requests Cancellation of Grant Due to Inability to Launch Program.  
Funds will be Released for Use on New ARP Programs.

Approve \$139.80 Increase to WC-007 Customer Flow Management System Program and Grant Due to Actual Costs Paid Higher Than Originally Estimated. ARP Funds are Available to Cover This Increase and is Recommended by the ARP Committee. This Brings the Total Grant Amount to \$132,151.41.

## **V. TIMED AGENDA ITEMS**

### **A. 9:05 AM- MARC MATTICE, ADMINISTRATION**

1. Request to Set Date and Time for a Public Hearing Related to Changes in the Fees for Service Schedule Suggested Date 9:30 a.m. Tuesday, November 21, 2023.

Assistant County Administrator Marc Mattice said that a revised fee schedule was presented at the Tuesday, October 10 County Board Workshop, and a public hearing is required before adoption.

A public hearing related to changes in the Fees for Service Schedule has been scheduled for 9:30 a.m. Tuesday, November 21.

Holland moved to approve scheduling the public hearing for 9:30 a.m. Tuesday, November 21. The motion was seconded by Kaczmarek. The motion passed 5-0.

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

2. Acknowledge Invite to County Board Attend U of M Extension Media Breakfast

Mattice said that the University of Minnesota (U of M) Extension has invited the board to attend its Media Breakfast on Tuesday, November 7. A quorum notice will be posted.

### **B. 9:10 AM- ELIZABETH KARELS, PROJECT ADMINISTRATION**

1. Approve the ARP Program Request for the Township Surface Transportation Grant Program (\$1,100,000).

Project Administrator Elizabeth Karels said that this is a non-competitive grant program that was developed based on direction given during the ARP Committee of the Whole. The grant program will be funded using ARP funds, totaling \$1.1 million. The Highway Department's town road formula was used to develop the allocations and townships are being asked to provide a 50 percent match, which is similar to the requirements for the city grants that used ARP funds. Townships will need to complete a grant application to ensure that projects are eligible for ARP funding. Karels suggested that applications be submitted by May 1, 2024, and work be completed by September 2026. Vetsch

suggested amending the completion deadline to November 1, 2024, which is a short deadline, but townships have the ability to retroactively apply funds to a project that has already been completed.

Commissioner Nadine Schoen moved to approve the ARP program request for the Township Surface Transportation Grant program, amending the completion deadline to November 1, 2024. The motion was seconded by Kaczmarek. The motion passed 5-0.

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

**C.\* Item B3 Removed from the Consent Agenda.**

1. Approve Renewal of 2024 Tobacco Licenses For:  
FlippinBill's  
South Haven Sports  
Delano Tobacco  
Dollar General Store # 10460  
Dollar General Store # 15392a  
Dollar General Store # 16105  
Dollar General Store # 18158  
Kwik Trip # 1188  
Kwik Trip # 1031  
Kwik Trip # 1020  
Kwik Trip # 681  
Kwik Trip # 345  
Kwik Trip # 177  
Kwik Trip # 162  
Kwik Trip # 104  
Clearwater Travel Plaza  
Clearwater Travel Plaza- Fuel Center

Kaczmarek said that there are 17 businesses up for renewal of tobacco licenses and noted that there were a few that had violations. Kaczmarek wanted to acknowledge that appropriate fines were given, and all businesses listed still qualify for renewal.

Kaczmarek moved to approve the renewal of the tobacco licenses for the listed businesses. 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. COMMITTEE RECOMMENDATIONS**

1. Approve and Adopt Recommendations from the October 10, 2023, County Board Workshop

Kaczmarek said that the Highway Department plat review fee was not discussed during the fee schedule review at the October 10 workshop but has since been updated to reflect a 90 percent cost recovery to be included for approval at the public hearing. The update also includes tiered fees allowing for different fees based upon the type of review required.

Kaczmarek asked how the staff fee at the Sheriff's training facility is applicable. Vetsch said that it is a necessary fee to be included and a conversation can be had with Administration to clarify if and when a fee can be waived. It is part of the ongoing Commissioners Project List, and the Sheriff can be included in the discussion when a formal request is received from a local police department.

Kaczmarek moved to approve and adopt the recommendations from the October 10, 2023 County Board Workshop with the above-listed Highway Department modification. The motion was seconded by Schoen. The motion passed 5-0.

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

2.\* December Meeting Schedule

Vetsch said that the Association of Minnesota Counties (AMC) conference is held the first week of December and discussed the attendance of board members. It was decided to forgo the December workshop, and hold board meetings on Tuesday, December 12 and Tuesday, December 19.

Kaczmarek moved to amend the December board meeting schedule. The motion was seconded by Schoen. The motion passed 5-0.

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

3.\* Letters of Support for Local Road Improvement Program Grant

Vetsch said that he is looking for letters of support for the local road improvement program grant. Mattice said that Wright County is expecting six to eight townships to apply for local road improvement grants. Since Wright County is the grant sponsor, a resolution will be brought to the board in December, making individual letters of support not necessary.

**4.\* Advisory Updates****Tina Diedrick**

Diedrick said that she attended the following events:

- A ribbon cutting in Annandale on Hemlock Street, a community project to increase safety and traffic flow for the schools.
- Rural Counties annual meeting in Alexandria to elect the executive board and discussion was had on legislative priorities.
- Highway 55 Corridor Coalition meeting- the Corridor of Commerce grant applied for was not received. The grant application was for a four-lane expansion from Medina to Loretto.

Diedrick wanted to clarify a statement made in the newspaper that was incorrect. The story stated that the preliminary levy passed was a difference of \$30 per taxpayer but it should have read \$30 per average residential home.

**VII. ADJOURNMENT**

*The meeting adjourned at 9:42 a.m.*

**VIII. WARRANTS ISSUED****A. Warrants Issued**

*County Board Minutes submitted by Caitlin Chovan, Administration Office Manager*



