



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, November 21, 2023

DATE APPROVED: DECEMBER 12, 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
	Darek Vetsch
	Nadine Schoen
	Michael Kaczmarek

I. PLEDGE OF ALLEGIANCE

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

A. Approve Minutes from the Committee of the Whole (10-16-2023)

B. Approve Minutes from the County Board Meeting (11-07-2023)

Commissioner Michael Kaczmarek said that he was appointed to the Household Hazardous Waste (HHW) Committee during a board meeting that he was absent from and he doesn't feel like the committee is a good fit for him. Commissioner Tina Diedrick offered to sit on the committee in place of Kaczmarek.

Kaczmarek moved to appoint Diedrick to the HHW Committee, replacing Kaczmarek. The motion was seconded by Commissioner Jeanne Holland. The motion passed 5-0.

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

C. Approve Minutes from the Committee of the Whole- Legislative Review (11-07-2023)

D. Approve Minutes from the County Board Workshop (11-14-2023)

Kaczmarek said that he would like to add a statement to the Emerald Ash Borer (EAB) presentation stating that he is against cutting down healthy ash trees.

E. Approve Minutes from the Broadband Committee (11-14-2023)

F. Approve Minutes from the Ways & Means Committee (11-15-2023)

Kaczmarek moved to collectively approve the county board and committee meeting minutes with the addition to the board workshop. The motion was seconded by Holland. The motion passed 5-0.

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

III. REVIEW & APPROVAL OF AGENDA

Holland said that she would like to request cancellation of the public meeting on Monday, December 18. Cancellation request for the Monday, December 18 public hearing has been added to the timed agenda, Item G4.

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

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

IV. CONSENT AGENDA

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

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

A. ADMINISTRATION

1. Approve Signatures from Chair and County Administrator on a Software License with Woolpert Company For CAMA-Field Mobile
2. Authorize Signatures on City Law Enforcement Contract with Albertville

B. ATTORNEY

1. Approve Amendments to Wright County Data Practices Policy for Data Subjects and Wright County Data Practices Policy for Members of the Public. Amendments Are Being Made to the Named Data Practices Designees and Data Practices Compliance Officials Based on Changes in Staff and Positions.

C. EXTENSION

1. Confirm Youth Member - County Extension Committee Appointment Elliot Sala, Effective January 2, 2024 Term Ends On December 31, 2025 (Two-Year Term).

D. FINANCE & TAXPAYER SERVICES

1. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
County ARP Funds:

Approval of County Reimbursement of \$1,660.24 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as Follows:

\$1,660.24 for Administrative Expenses-Staff Costs

2. Approval of New Tobacco License for Flippin Bills LLC 8045 County Line Road SE, Delano MN 55328
3. Approve Renewal of 2024 Tobacco Licenses For:
Holiday Station Store # 2746546
Speedway # 4554
Speedway # 4479
Speedway # 4267
Speedway # 7016
Jack's of French Lake Inc.
Speedway # 4849
Speedway # 4834
Fleet Farm
Buddha Glass
Broadway Kwik Stop
Trails End Pub
4. Motion to Approve Attached Budget Amendments for October 2023.
5. Acknowledge Warrants Issued Between November 1 thru November 14, 2023.

E. HIGHWAY

1. Authorize Final Acceptance and Final Payment in the Amount of \$87,864.87 to Sir Lines-A-Lot for the 2023 Pavement Markings Contract Work.

F. HUMAN RESOURCES

1. Approval of Revisions to Section 301 (Paid Time Off and Sick and Safe Time) of the Wright County Personnel Handbook.
2. Request Approval and Authorization of Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with Assistant Wright County Attorneys Association.
3. Request Approval and Authorization of Memorandum of Agreement (MOA) for the County Contributions for the 2024 Health Insurance Plans with MNPEA (Non-Licensed Essential Sheriff Staff).
4. Approval of the 2024 Non-Union Salary Ranges, Effective January 1, 2024.

G. PARKS & RECREATION

1. Confirm Parks and Recreation Commissioners for District 3 and District 5. Parks and Recreation Commission Appointment Holly Fanning of Otsego, Effective January 1, 2024 Term Ends on December 31, 2026; Parks and Recreation Commission Appointment Mitch Klein of Cokato, Effective January 1, 2024 Ends on December 31, 2026.

H. PLANNING & ZONING

1. Acknowledge County Feedlot Program Delegation Work Plan. (Grant Funding For This Work Plan Was Authorized by Commissioner Mark Daleiden on September 28, 2021. This Authorization Expires December 31, 2025.)

I. PROJECT ADMINISTRATION

1. Approve the Following Grant Applications:
WSFB-001 Economic Assistance for Wright County Fair (\$40,000)

TOWN-001 Corinna Township Surface Transportation Grant (\$81,233)
The Next Step Will be Execution of the Grant Agreements.
Approve an \$70,000 Increase to Grant BB-002-01 Broadband
Improvements for the City of South Haven, from \$67,443 to \$137,443.

V. TIMED AGENDA ITEMS

A. 9:05 AM- MARC MATTICE, ADMINISTRATION

1. Approve Signature of County Board Chair on US Fish and Wildlife Certification of Wetland Easement

Assistant County Administrator Marc Mattice introduced Blair Mace from the US Fish and Wildlife Service. Mace said that the easement will be purchased from a private, willing landowner with the use of Federal Duck Stamp funds. Under an agreement between the Minnesota Department of Natural Resources (MNDNR) and US Fish and Wildlife, county certification is required for any purchase using Duck Stamp Act funds. The wetland easement is located in French Lake Township and will protect approximately 1.7 wetland acres.

Kaczmarek moved to approve signature on US Fish and Wildlife certification of wetland easement. The motion was seconded by Diedrick. The motion passed 5-0.

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

B. 9:10 AM- GREG KRYZER, ATTORNEY

1. Staff is Requesting That the Board of Commissioners Schedule a Date and Time for a Public Hearing to Consider Adopting a Moratorium on Cannabis. Staff is Recommending a Hearing at 9:30 a.m. December 12 or December 19 During the Regularly Scheduled Board Meeting.

A public hearing to consider adopting a moratorium on cannabis was set for 9:30 a.m. Tuesday, December 12, 2023.

Kaczmarek moved to schedule a public hearing to consider adopting a moratorium on cannabis. The motion was seconded by Holland. The motion passed 5-0.

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

C. 9:15 AM- LINDSEY MEYER, FINANCE & TAXPAYER SERVICES**1. Overall License Center Update**

License Center Supervisor Jessie Gadach said that the License Center overall is doing very well. Gadach shared statistics on the volume of customers for different services provided and all have increased over 2022. The ticketing kiosk has been a major improvement for both customers and operations, averaging 5,700 check-ins per month in 2023. Appointments are still offered and the drive-through transactions have nearly doubled over 2022. Gadach summarized the current and upcoming legislative impacts to the License Center and gave information on the State Exam Station that is scheduled to open in its new location in Buffalo in December 2023.

2. Approve a Resolution Denying Tobacco License for AA Vape and Tobacco Shope, 242 West Broadway Street, Monticello, MN 55362

Commissioner Darek Vetsch said that AA Vape and Tobacco Shope is located within 1,000 feet of two youth-orientated facilities and does not meet setback requirements.

Diedrick moved to approve a resolution denying tobacco license for AA Vape and Tobacco Shope. The motion was seconded by Holland. The motion passed 5-0.

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

3. Approve a Resolution Denying Tobacco License for Anna Tobacco Albertville, LLC Located at 5600 La Center Avenue Suite 111

Vetsch said that Anna Tobacco is located within 1,000 feet of a youth-orientated facility and does not meet setback requirements.

Holland moved to approve a resolution denying tobacco license for Anna Tobacco. The motion was seconded by Commissioner Nadine Schoen. The motion passed 5-0.

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

D. 9:30 AM- PUBLIC HEARING, FEES FOR SERVICE SCHEDULE**1. Public Hearing- Fees for Service Schedule**

Mattice said that there are proposed revisions to the fee schedule to help offset the cost for a Sheriff's Office presence at public hearings. Chief of Civil Greg Kryzer confirmed the revisions are germane to the public hearing.

Vetsch opened the public hearing at 9:38 a.m. There were no members of the public in attendance that made comment. Vetsch closed the public hearing at 9:38.

Mattice said that there were not any comments received from members of the public prior to the public hearing.

Diedrick moved to approve the Fees for Service schedule, including the additional fees for a Sheriff's Office presence at public hearings. The motion was seconded by Holland. The motion passed 5-0.

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

E. 9:45 AM- VIRGIL HAWKINS, HIGHWAY

1. Approve a Resolution of Sponsorship for Each of the Seven (7) Local Agency Local Road Improvement Program (LRIP) Applications.
 1. Buffalo Township (12th Street NE)
 2. Clearwater Township (Grover Avenue & 150th Street NW)
 3. Corinna & Maple Lake Townships (Gowan Avenue NW)
 4. Monticello Township (Briarwood Avenue, 90th Street, & Cahill Avenue)
 5. City of Montrose (Clementa Avenue SW)
 6. City of Cokato (Industrial Park Turn Lanes)
 7. Silver Creek Township (91st, Bishop, and Armitage Avenue)

Highway Engineer Virgil Hawkins said that LRIP grant opportunities to assist townships occur every couple of years.

Kaczmarek moved to collectively approve resolutions of support for each of the seven LRIP applications. The motion was seconded by Holland. The motion passed 5-0.

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

2. Approve Two (2) Resolutions in Support of the Following Two County Applications for Local Road Improvement Program (LRIP) Grant Funds.
 1. CSAH 6 in Howard Lake (to Increase Clearance Under the BNSF RR Bridge)
 2. CR 137 in Albertville/Otsego (to Provide Safety, Pedestrian and Congestion Improvements Along the Corridor)

Kaczmarek moved to collectively approve resolutions of support for both of the county applications for LRIP grant funds. The motion was seconded by Holland. The motion passed 5-0.

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

3. Approve a Resolution Requesting That the Minnesota Department of Transportation (MnDOT) Conduct a Speed Study to Determine the Reasonable and Safe Speed Limit for County Road 148 (Braddock Avenue NE), from CSAH 83 to CR 113, About 1 mile in Length.

Holland moved to approve resolution authorizing MnDOT to conduct a speed study to determine the reasonable and safe speed limit for Braddock Avenue NE. The motion was seconded by Schoen. The motion passed 5-0.

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

F. 9:56 AM- ROSS DEMANT, PARKS & RECREATION

1. 1. Take Action On the Parks and Recreation Commission Recommendation from the July 10, 2023 Meeting Requesting the Wright County Board Of Commissioners Proceed with Authorizing the Parks and Recreation Department to Develop a Value for a Property Bordering Humphrey-Arends Park.
2. Take Action on the Parks and Recreation Commission Recommendation from the September 11, 2023 Meeting Requesting the Wright County Board of Commissioners Proceed with Authorizing the Parks and Recreation Department to Develop a Value for a Property Bordering Stanley Eddy Park.

Parks & Recreation Director Ross Demant said that these recommendations are coming from the Parks & Recreation Commission. Process was followed with the commission and both requests have met the criteria to move forward.

The property located adjacent to Humphrey-Arends Park is a 10-acre property that would allow expansion of the trail system. The property located adjacent to Stanley Eddy Park is an 18-acre property that includes a building entitlement. Demant said that discussion is being had to split the parcel, leaving the current structure with five acres and evaluate the remaining 13 acres as a separate parcel. This property is highlighted in the Stanley Eddy master plan as a medium priority for acquisition.

Vetsch clarified that there are not currently any funds set aside for property acquisitions and asked the board if there was interest in spending potentially \$1,400 - \$1,600 to appraise.

Diedrick moved to authorize the Parks & Recreation Department to develop a value for the properties located adjacent to Humphrey-Arends Park and Stanley Eddy Park. The motion was seconded by Holland. The motion passed 5-0.

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

G. 10:01 AM- MATT DETJEN, PARKS & RECREATION

1. Accept the Shade Tree Program Bonding Grant from the Department of Natural Resources for \$426,250 and Authorize Contract Signatures.

Agriculture and Drainage Coordinator Matt Detjen said that Wright County would like to accept a grant from the MNDNR to help control the spread of emerald ash borer. Kaczmarek asked where the condition would be listed not to kill healthy trees. Vetsch said that it would be through internal policy with guidance from the board. Mattice said that 651 trees have been identified in the main area of parks and the focus will be concentrated on those areas.

Holland moved to accept the Shade Tree Program Bonding Grant from the MNDNR. The motion was seconded by Schoen. The motion passed 5-0.

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

2. Approve Assessments to be Levied Against Benefited Landowners for County Ditch Systems in 2023.

Approval of the Assessment Tiers and Interest Rates for 2024 Assessments.

Holland moved to approve assessments to be levied against benefited landowners for County Ditch (CD) systems in 2023. The motion was seconded by Schoen. The motion passed 5-0.

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

3. Approval to Apply for the Multipurpose Drainage Management Grant for County Ditch #19

Detjen said that this a grant that Wright County applies for most years. The Parks & Recreation Department has teamed up with Wright County Soil & Water to identify a project that falls into the purview of the grant.

Diedrick moved to approve application for the Multipurpose Drainage Management Grant for CD #19. The motion was seconded by Holland. The motion passed 5-0.

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

4. Petition to Cancel Public Hearing for County Ditch #16 & County Ditch #19 at 5:00 p.m. Monday, December 18.

Holland said that she would like to cancel the public hearing for redetermination of benefits for CD #16 and CD #19 and reschedule for

some time in 2024 once a security plan is in place. Kaczmarek said that he would like to see more immediate security changes made to keep the meeting as scheduled. Vetsch agreed that he would like to keep the meeting on schedule and proposed a 10:00 a.m. meeting on Monday, December 18 to reduce after-hours security risk while a plan is being made and to avoid incurring additional costs. Kaczmarek said that given the situation, that is a good compromise for this meeting and wanted to confirm that security will be present. He will also still recommend evening meetings in the future. Holland asked if Detjen was comfortable with holding the meeting during the day instead of postponing. Kryzer confirmed that Detjen would not have to attend the meeting and that staff would be available to answer any questions.

Kaczmarek moved to reschedule the public hearing for CD #16 & CD #19 to 10:00 a.m. Monday, December 18. The motion was seconded by Holland. The motion passed 5-0.

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

H. 10:12 AM- ELIZABETH KARELS, PROJECT ADMINISTRATION

1. Adopt 3 Separate Resolutions Offering Support for Border-to-Border Broadband Grant Applications:
 - Charter
 - Frontier
 - Midco

Project Administrator Elizabeth Karels said that another round of Border-to-Border grants opened in October and three providers have asked for support. Charter and Midco, servicing approximately 1,500 homes, have asked for financial support and Frontier has not provided details on how many homes will be serviced and it is not asking for a monetary contribution.

Diedrick moved to collectively adopt resolutions offering support for Border-to-Border Broadband Grant applications. 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

Kaczmarek moved to collectively approve all recommendations except #2, Community Dental lease rate, from the October 16 Committee of the Whole. The motion was seconded by Holland. The motion passed 5-0.
Aye: 5; Nay: 0; Abstain: 0; Absent: 0; Recused: 0

1. Approve and Adopt Recommendations from the October 16, 2023 Committee of the Whole

Discussion was had regarding the Community Dental lease rate. Vetsch said that this lease rate is a stepping stone to get to regular market rate as Community Dental upscales operations.

Holland moved to approve the Community Dental lease rate. The motion was seconded by Schoen. The motion passed 4-1 with Kaczmarek opposing.

Aye: 4; Nay: 1; Abstain: 0; Absent: 0; Recused: 0

2. Approve and Adopt Recommendations from the November 14, 2023 County Board Workshop
3. Approve and Adopt Recommendations from the November 14, 2023, Broadband Committee
4. Approve and Adopt Recommendations from the November 15, 2023 Ways and Means Committee

B. ADMINISTRATION

1. Approve Resolution Setting Commissioner Compensation

Vetsch said this is step one of two and more discussion will be had regarding parameters for the policy to articulate what the budgeted amount can be used for.

Diedrick moved to adopt a resolution setting the commissioner compensation for 2024. The motion was seconded by Holland. The motion passed 5-0.

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

VII. ADJOURNMENT

The meeting adjourned at 10:25 a.m.

VIII. WARRANTS ISSUED

A. Warrants Issued

County Board Minutes submitted by Caitlin Chovan, Administration Office Manager