BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, January 2, 2024

DATE APPROVED: January 16, 2024

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. 2024 BOARD REORGANIZATION

County Administrator Lee Kelly opened the meeting and asked for a nomination for Board Chair.

Commissioner Michael Kaczmarek moved to nominate Commissioner Darek Vetsch for the 2024 Wright County Board Chair. The motion was seconded by Commissioner Jeanne Holland. The motion passed 5-0.

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

A. 2024 Board Reorganization and Committee Appointments.

Vetsch asked for a nomination for Vice-Chair.

Kaczmarek moved to nominate Commissioner Nadine Schoen for the 2024 Wright County Board Vice-Chair. The motion was seconded by Holland. The motion passed 5-0.

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

Vetsch asked for a motion to transfer the unused funds from the County Attorney's Contingency Fund, the Sheriff's Contingency Fund, and any Incidental Funds back into the General Fund.

Schoen moved to transfer back any unused funds from the County Attorney's Contingency Fund, the Sheriff's Contingency Fund, and

Incidental Funds to the General Fund. The motion was seconded Holland. The motion passed 5-0.

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

Vetsch asked for a motion to recall any unused clerk hire and unused budget for 2023.

Holland moved to recall any unused clerk hire and unused budget for 2023. The motion was seconded by Kaczmarek. The motion passed 5-0.

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

Vetsch asked if the board would like to continue with the current meeting schedule of county board meetings on the first and third Tuesdays of each month at 9:00 a.m. and a county board workshop on the second Tuesday of each month at 9:00 a.m.

Holland moved to approve the board meeting and workshop schedules for 2024. The motion was seconded by Schoen. The motion passed 5-0.

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

Kaczmarek said that he would continue to advocate for a night meeting.

Vetsch said that he had an update to the committee appointments and asked the board members if they had any updates as well.
Vetsch said that his name was missing from the Economic Development Partnership. Commissioner Tina Diedrick said that her name was missing from the Settlement Committee and the Nuclear Committee. Diedrick is also interested in being listed as an alternate for the Revisor's Committee. Holland said that the Homeless Workforce Committee was missing from the list. Chief of Civil Greg Kryzer said in light of the recently adopted cannabis moratorium, a Cannabis Workgroup or Committee involving staff and two commissioners would be beneficial. Holland and Kaczmarek volunteered to join the Cannabis Workgroup.

Diedrick moved to approve the committee appointments for 2024. The motion was seconded by Schoen. The motion passed 5-0.

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

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

A. Approve Minutes from the Committee of the Whole- Household Hazardous Waste (12-14-2023)

Kaczmarek said that he would like to include the following statements in the Committee of the Whole (COTW) Household Hazardous Waste (HHW) minutes: “Kaczmarek wasn’t in favor of discontinuation of service without another plan such as participants in the Ag Bag service bringing the bags to the compost facility.”

“The board was advised that the county was paying cities and townships SCORE funds to get a recycling report which was redundant information since the same information is received from the haulers licensing program. Kaczmarek noted for the record that the committee was advised that the current use of funds was ineligible and he wanted legal advice on if payment could be continued or needed to stop immediately.”

Kaczmarek moved to approve the minutes from the Committee of the Whole-Household Hazardous Waste (12-14-2023) and the Drainage Authority Public Hearing (12-18-2023). The motion was seconded by Schoen. The motion passed 5-0.

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

B. Approve Minutes from the Drainage Authority Public Hearing (12-18-2023)

C. Approve Minutes from the County Board Meeting (12-19-2023)

Kaczmarek said that there was a typo in the County Board Meeting minutes and “dire” should be corrected to “fire”.

Kaczmarek moved to approve the minutes from the County Board Meeting (12-19-2023). The motion was seconded by Holland. The motion passed 5-0.

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

D. Approve Minutes from the Personnel Committee (12-27-2023)

Schoen moved to approve the minutes from the Personnel Committee (12-27-2023). The motion was seconded by Holland. The motion passed 5-0.

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

IV. REVIEW & APPROVAL OF AGENDA

Kelly said that he would like to petition the Monticello law enforcement contract onto the Consent Agenda. The signed copy was received from Monticello after the agenda deadline, but the terms are the same as all of the other city law enforcement contracts. Vetsch said it could be added as Consent Item A2.

Kaczmarek moved to approve the agenda with the addition of Consent Item A2. The motion was seconded by Holland. The motion passed 5-0.

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

V. CONSENT AGENDA

Schoen said that she would like to pull Item E1, adoption of revisions to Section 101 (position classification and reclassification) to the Wright County Personnel Manual, for more understanding. Holland said that she would like to pull Item A1, appoint Theresa Dahl to fill the vacant three-year term on the Great River Regional Library Board of Trustees, for additional details.

Holland moved to approve the consent agenda with the above-listed modifications. The motion was seconded by Diedrick. The motion passed 5-0.

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

A. ADMINISTRATION

*1. Appoint Teresa Dahl to Fill the Vacant Three-Year Term on the Great River Regional Library Board of Trustees.

B. ATTORNEY

1. Authorize Sewer Hookup for PIDs: 215-011-003060 & 215-011-003070

C. 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 $785.50 from 01-099-493.6910 Transfer Out into 01-100-493.5910 Transfer In as Follows:
   $785.50 for Administrative Expenses-Staff Costs
   Approval of Use of ARP Funds From 01-099-493-000
   $42,738.75 5.9 Clean Water: Nonpoint Source- Indian Lake Lake Improvement District
   $70,164.00 5.11 Drinking Water Transmission and Distribution-City of Waverly
2. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
   County ARP Funds:
   Approval of Use of ARP Funds From 01-099-493-000
   $34,625.10 1.1 Community Violence Interventions-Sheriff's Radios
3. Motion to Approve:
   1. Authorize Signatures Designating Depositories of Public Funds for 2024 for Wells Fargo and Old National Bank of Buffalo.
   2. As Required by Minnesota Statute 385.05-Requesting 2024 Chairman of the Board Signature on Form for Check Signature Image for 2024 Warrants.

   3. Authorization for Annual Delegation of Wire Transfers as Required by Minnesota Statute 471.38.

4. Acknowledge Warrants Issued Between December 13, 2023, and December 26, 2023.

D. HIGHWAY

1. Approve the Maintenance Agreement with the City of Maple Lake.

E. HUMAN RESOURCES

*1. Adoption of Revisions to Section 101 (Position Classification and Reclassification) of the Wright County Personnel Manual.

2. Request Approval of a Memorandum of Agreement (MOA) Between Wright County and Teamsters Local 320 (Courthouse) to Re-Open the Collective Bargaining Agreement (CBA) to Implement a Position Reclassification for Bargaining Unit Employees Under the Classification of Facilities Maintenance Technicians in Order to Respond to Current Market Conditions.

F. PROJECT ADMINISTRATION

1. Approve and Authorize Board Chair to Sign ARP Grant Agreements for the Following Projects:
   BB-003-01 2022 Border to Border Broadband - Local Contribution Charter Project 3 (Chatham, Buffalo, Rockford, Marysville and Franklin Townships) - $106,700
   BB-003-02 2022 Border to Border Broadband - Local Contribution Charter Project 4 (Rockford Township) - $65,000

2. Approve $4,560.84 Increase to SHF-001 Sheriff's Office Radio Compliance Project and Grant. The Project was Originally Estimated / Approved $1.8M but Actual Costs Were Higher. The ARP Committee Recommends Reallocating Funds From WC-001 Administration Time to Cover This Increase.

Item A1 Pulled from Consent

Diedrick said that Wright County has taken the lead in population with the members of the Great River Regional Library (GRRL) and received an additional board seat to appoint a member of the public. Administration posted and marketed the open seat and Diedrick, Vetsch, and Assistant County Administrator Clay Wilfahrt interviewed five applicants. Holland asked what qualifications Dahl has. Vetsch said that Dahl is an avid library user who has good knowledge and scope of the system and understands the challenges that GRRL faces. Vetsch also acknowledged that the applications received were not shared with the other board members, and that is a process that will be refined in the future.

Item E1 Pulled from Consent

Kelly said that there was clarification needed on the position classification and reclassification process. Schoen asked if this would address the frequency in which classification or reclassification requests will be made. Kelly said this is one piece. There is also a topic referred to the January 9 workshop addressing the mid-year reclassification process that will bring more discussion on frequency. Referring to Section 101.04, Kaczmarek asked what the definition of demotion is and asked if a reclassification is made and the grade becomes lower, will money be taken away. Vetsch said that money is not taken away, instead a position is redlined, and raises are not received, which is a common business practice.

Schoen moved to approve Items A1 and E1, pulled from the Consent Agenda. The motion was seconded by Holland. The motion passed 5-0.

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

VI. TIMED AGENDA ITEMS

A. 9:05 AM- CLAY WILFAHRT, ADMINISTRATION

1. Receive Report from Wright County Economic Development Partnership

Wilfahrt said in August 2023, during the budgeting process, the board requested reports from the Wright County Economic Development Partnership (WCEDP) and Wright County Historical Society to be presented quarterly, and this is the first WCEDP report. Vetsch thanked WCEDP Executive Director Jolene Foss for the work put into the report and said that he would like to refer this to the January 9, 2024, workshop to give the board members time to have a good understanding of the report. Kaczmarek said if the presentation was received by the agenda deadline, the commissioners would have had enough time to review the report. He also was under the impression that the allocation was directly tied to the report made by WCEDP. Wilfahrt clarified that there was some miscommunication and the report template created by Administration is a work in progress that will be standardized going forward to be included in the agenda packet.

Vetsch said that he would rather see this presentation in a workshop with a recommendation and for more conversation. Diedrick said that she assumed the funding was automatically distributed and not tied to the report as the funding has already been allocated.

Vetsch asked the board to allow WCEDP additional time to present at the workshop on Tuesday, January 9.

Kaczmarek asked if the board could have a discussion regarding WCEDP funding and allocations at the workshop as well. Vetsch said he intends to create clarity on all aspects of payments and reporting during the workshop discussion.

Diedrick moved to refer the report from the WCEDP to the Tuesday, January 9 board workshop. The motion was seconded by Holland. The motion passed 5-0.

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

B. 9:20 AM- VIRGIL HAWKINS, HIGHWAY

1. Approve a Resolution of Sponsorship for the City of Clearwater's Transportation Alternative Program Federal Grant Application.

Assistant Highway Engineer Chad Hausmann presented on behalf of Highway Engineer Virgil Hawkins. Hausmann said that the City of Clearwater is applying for a transportation grant for trail improvements.

Diedrick moved to approve a resolution of sponsorship for the City of Clearwater's Transportation Alternative Program federal grant application. The motion was seconded by Holland. The motion passed 5-0.

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

C. 9:23 AM- MATT DETJEN, PARKS & RECREATION

1. Review a Petition Submitted by Landowners on the Abandonment of County Ditch #16 and #19

Agriculture and Drainage Supervisor Matt Detjen said that a petition to abandon County Ditch #16 (CD 16) and County Ditch #19 (CD 19) was received from landowners. Staff reviewed the petition and neither of the petitions met the threshold of support from 51 percent of benefited landowners. Vetsch said that the petition does not meet state statute and therefore he would not want to incur the cost of a public hearing. Kryzer agreed and suggested staff draft a resolution to declare the petition as invalid.

Kryzer recommended that the board direct staff to draft a resolution of denial of the petition for abandonment based on findings. Vetsch agreed and gave direction to staff.

D. 9:27 AM- ROSS DEMANT, PARKS & RECREATION

1. Accept Donation by Resolution: A Donation from Mike and Mary Walberg in the Amount of $1,600 to be Set Aside in the Robert Ney Regional Park Fund for the Purchase and Installation of a Memorial Bench at Stanely Eddy Regional Park.

Director of Parks & Recreation Ross Demant said that the donation will cover the cost of the bench and maintenance up to 10 years.

Diedrick moved to approve resolution for a donation from Mike and Mary Walberg in the amount of $1,600 for the purchase and installation of a memorial bench at Stanley Eddy Regional Park. The motion was seconded by Holland. The motion passed 5-0.

E. 9:30 AM- HEALTH & HUMAN SERVICES

1. HEALTH & HUMAN SERVICES CONSENT AGENDA

Kaczmarek requested additional information on the annual policies and procedures and asked to move the consent item to the timed agenda.

Kaczmarek 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

i. Approve Annual HHS Policies & Procedures.

Kaczmarek said that he inquired about the changes made to the policies and procedures and was not provided details with enough time to review and moved to table this topic, so commissioners have time to review. Director of Health and Human Services (HHS) Jami Goodrum said that this is the same process that has been used for five years, and as a department, there is not a statutory requirement to bring this document to the board for approval. Other departments have internal processes that are not brought to or reviewed by the board. HHS brings this document to the board as a courtesy matter to provide clarity. Goodrum clarified that the document is titled “policies and procedures”, but it is a document of day-to-day processes within HHS. Vetsch said that there is a misunderstanding of what the document is. It is purely a document that describes workflow within HHS that gives transparency and understanding to board members by being presented. Vetsch suggested renaming the document to practices and procedures to avoid future misunderstanding. Goodrum confirmed anything related to policy is presented to the board.

Vetsch said that he would defer to Administration to determine whether the board needs to adopt or approve this practice and this item will temporarily or potentially indefinitely tabled dependent upon direction from Administration.

Kaczmarek motioned to table the approval of the HHS policies and procedures to come back to the board at a later date if necessary. The motion was seconded by Diedrick. The motion passed 5-0.

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

2. HEALTH & HUMAN SERVICES TIMED AGENDA

i. Recognize Karen Bautch's January 5, 2024 Retirement

Goodrum said that Karen Bautch has been with Wright County HHS since October 2002 and she will be retiring on Friday, January 5. Goodrum thanked Bautch for her years of service to Wright County.

ii. Adopt Resolution HHS 24-01 - December 2023 Donation Acceptance

Holland moved to adopt a resolution accepting the December 2023 donation. The motion was seconded by Schoen. The motion passed 5-0.

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

iii. HHS Director Comments

Goodrum said as of January 1, 2024, HHS is using an updated phone system. HHS receives 54,000 phone calls per year and the changes are a much-needed improvement.

HHS was awarded a $147,500 for the Response Sustainability Grant. During the budget process, a Public Health Nurse vacancy was reclassified to Emergency Preparedness Response person to receive grant funds. These will be ongoing, annual funds that support one full-time position.

The 60+ Clinic is a popular program with Public Health. Changes have been made to fees with a goal of maintaining proper foot care accessibility to constituents. There is a high volume of users from other counties that utilize Wright County's program and HHS has reduced the number of available appointment spots by 180 appointments and will not be taking any new clients. This is a good service that is potentially overused, and the goal of the fee change is to direct people, who are able to obtain services privately, elsewhere to keep spots open for Wright County residents.

Goodrum asked to clarify if the HHS Board is separate from the Wright County Board, or if the 2024 Chair and Vice-Chair apply to both the Wright County and HHS Boards. Vetsch confirmed that the Chair and Vice Chair of the County Board will also apply to the HHS Board and that will be memorialized in future organizational meetings. Vetsch asked if a resolution vote was needed for the record. Kryzer confirmed that when an HHS section of the agenda is started, the board chair confirming that the members are acting as the HHS Board is sufficient.

VII. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Schedule a Committee of the Whole to Discuss the Law Enforcement Training Facility and Usage Agreement

Kaczmarek requested the user agreement between Wright County and the Federal Bureau of Investigation (FBI) be sent to all board members and for Finance to advise on the user agreement listing the former Sheriff prior to the meeting.

A COTW to discuss the Sheriff's Office Training Center and usage agreement was set for 1:00 p.m. Tuesday, January 16, 2023.

Kaczmarek moved to schedule a COTW to discuss the Sheriff's Office Training Center and usage agreement. The motion was seconded by Holland. The motion passed 5-0.

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

2. Schedule a Closed Session to Conduct the Annual Performance Review of the County Administrator.

A closed session to conduct the annual performance review of the County Administrator was set for 10:00 a.m. Tuesday, January 23, 2023.

Kaczmarek moved to schedule a closed session to conduct the annual performance review of the County Administrator. The motion was seconded by Holland. The motion passed 5-0.

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

3. Refer Items to the January 9 Workshop

Vetsch said that he would like to add the WCEDP presentation to the provided list of workshop topics.

B. COMMITTEE RECOMMENDATIONS

1. Approve and Adopt Recommendations from the December 14, 2023, Committee of the Whole

Referencing the recommendation regarding the Ag Bag program, Kaczmarek stated that there was discussion regarding cities and townships that have already set budgets for 2024, but there wasn't any discussion regarding the farmers budgets that the Ag Bag program would affect. He is against discontinuing the Ag Bag program. Vetsch said that there will be more discussion at the workshop regarding the program.

Holland moved to approve and adopt recommendations from the December 14, 2023 COTW. The motion was seconded by Schoen. The motion passed 5-0.

2. Approve and Adopt Recommendations from the December 27, 2023, Personnel Committee

Vetsch said that there is no hurry to approve the US Bank contract for security services. It is a lot of information to digest and can be discussed at a workshop or elsewhere to be approved before February.

Diedrick moved to approve and adopt the recommendations from the December 27, 2023 Personnel Committee. There was no second. The motion failed.

Kaczmarek moved to approve recommendation item numbers two, three and four. The motion was seconded by Schoen. The motion passed 5-0.

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

Vetsch said that the US Bank Stadium contract should be pushed to a workshop or a COTW to give commissioners ample time to vet. Sheriff Sean Deringer said that he would like to get this issue resolved before he is out of office. The Sheriff's Office has worked 28 events since September 22, 2023, including Vikings games, Monster Jam, and concerts. Once the new Joint Powers Agreement (JPA) is in place, the new contracted rate of $105/hour will be in effect. The first event is February 2 or 3 and the JPA needs to be in place before the contract can be negotiated.

Holland said that she has concerns including the absence of body cameras, the potential risk involved with the location, and liability. She said that she is open to offering the opportunity but wants an option for a 1099 to the individual officer. Deringer said that the JPA spells out Wright County's liability and that all officers working an event have volunteered to do so on their own time. Kryzer confirmed that a 1099 option is not available, and that US Bank Stadium has a secure perimeter with cameras and each Wright County deputy would be paired with a Hennepin County deputy who would be equipped with a body camera to reduce additional potential risk.

Diedrick asked to review the county's liability coverage. Kryzer said that Minnesota Counties Intergovernmental Trust (MCIT) covers all employees working under Wright County and he doesn't see this as a high-risk situation.

Deringer said that Wright County has 90 deputies who have worked at least one US Bank Stadiumevent. Wright County employees enjoy working the events and there is ample opportunity for everyone who wants to work an event to have the chance. The estimated revenue for the county in 2024 under the new JPA would be $60,000 to $80,000.

Kaczmarek asked if there were any changes from the past agreement. Kryzer said that the dates and hourly provision are under a separate contract. The JPA is a two-year agreement, and the contract can be year to year to negotiate. Deringer confirmed that once the JPA is signed, the contract will be done through another company and the hourly rate of $105/hour has already been authorized.

Kaczmarek referenced the potential risks and hazards of working US Bank Stadium including the cross streets of the location, a bar on-premises and the proximity to the light rail system. Kaczmarek said that he is not in favor of continuing the contract.

Discussion was had regarding the transportation to and from US Bank Stadium and Deringer confirmed that transportation consists of a combination of squads and transport vans, being parked in a secure location and with mileage reimbursement.

Kaczmarek motioned to decline signature of the JPA with US Bank Stadium. The motion was seconded by Holland. The motion failed 2-3 with Vetsch, Diedrick, and Schoen opposing.

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

Diedrick motioned to approve signature of the JPA with US Bank Stadium. The motion was seconded by Schoen. The motion passed 4-1 with Kaczmarek opposing.

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

VIII. ADJOURNMENT

The meeting adjourned at 11:31 a.m.

IX. WARRANTS ISSUED

A. Warrants Issued

Wright County Board Meeting Minutes submitted by Caitlin Chovan, Administration Office Manager