



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, February 6, 2024
DATE APPROVED: February 20, 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. YEARS OF SERVICE RECOGNITION

A. Quarter Four 2023 Years of Service Recognition

19 Wright County employees were recognized for milestone anniversaries of five, 10, 15, and 25 years of service.

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

Commissioner Michael Kaczmarek moved to collectively approve all meeting minutes. The motion was seconded by Commissioner Nadine Schoen. The motion passed 5-0.

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

A. Approve Minutes from the County Board Meeting (1-16-2024)

B. Approve Minutes from the Committee of the Whole (1-16-2024)

C. Approve Minutes from the Finance CIP Committee Meeting (1-23-2024)

IV. REVIEW & APPROVAL OF AGENDA

Commissioner Darek Vetsch said that he would like to add an Item for Consideration regarding sending a letter of opposition to the Public Utilities Commission relating to proposed transmission lines. It was added to Items for Consideration, D1.

Kaczmarek moved to approve the agenda, with the addition of Items for Consideration, D1. The motion was seconded by Schoen. The motion passed 5-0.

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

V. CONSENT AGENDA

Kaczmarek said that he would like to pull Item A1, Approve Annual Performance Review of County Administrator.

Kaczmarek moved to approve the Consent Agenda with the removal of Item A1. The motion failed for lack of a second.

Commissioner Tina Diedrick moved to approve the Consent Agenda. The motion was seconded by Schoen. The motion passed 4-1 with Kaczmarek opposing.

For: 4; Against: 1; Abstain: 0; Absent: 0; Recused: 0

A. ADMINISTRATION

1. Approve Annual Performance Review of County Administrator

B. EXTENSION

1. 1. Confirm District 3 Member - County Extension Committee
Appointment Paul Berning, First Term Effective February 6, 2024. Term Ends On December 31, 2026 (Three-Year Term).
2. Confirm Renewal of District 2 Member - County Extension Committee
Appointment Scott Peterson, Second Term Effective February 6, 2024. Term Ends On December 31, 2026 (Three-Year Term).

C. FINANCE & TAXPAYER SERVICES

1. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
Approval of use of ARP Funds From 01-099-493-8467
\$5,500.00 2.26 Education Assistance-Senior Community
2. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
Approval of use of ARP Funds From 01-099-493-8419, 8433.
\$5,754.84 5.19 Last Mile Project
\$1,160.00 5.11 Drinking Water Transmission & Distribution-City of Buffalo
3. 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.
\$7,793.75 7.1 Consultant Support-Baker Tilly

4. Approval of New Tobacco License for French Lake Liquors 14555 County Rd 37 NW, Suite 3, Annandale
5. Approve Renewal of Tobacco License for Coborn's 15700 88th Street NE Otsego
6. Acknowledge Warrants Issued Between January 10, 2024 and January 30, 2024.

D. INFORMATION TECHNOLOGY

1. Review and Approval of New Microsoft M365 Enterprise Agreement (EA) Renewal Quote.

E. PROJECT ADMINISTRATION

1. Approve the Following Grant Application:
TOWN-003 Woodland Township Surface Transportation Grant 1 (\$11,315.33).

VI. TIMED AGENDA ITEMS

A. 9:15 AM- MARC MATTICE, ADMINISTRATION

1. Set Date and Time and Acknowledge the Attendance of County Commissioners at Two Events with Wright Soil and Water Conservation District (SWCD)
 1. Wednesday, March 20, 2024 - Joint Meeting Between Boards at 10:00 a.m.
 2. Wednesday, June 5, 2024 - SWCD Project Site Tour

Assistant County Administrator Marc Mattice said that the board has been invited to two SWCD events that will be posted as quorums.

Schoen moved to set the date and time and acknowledge the attendance of county commissioners at two events with Wright SWCD. The motion was seconded by Diedrick. The motion passed 5-0.
For: 5; Against: 0; Abstain: 0; Absent: 0; Recused: 0

B. 9:20 AM- LEE MARTIE, ATTORNEY

1. Terminate by Resolution the 2018 Joint Powers Agreement (JPA) and Approve the New Joint Powers Agreement for Midwest Regional Forensic Laboratory

Assistant County Attorney Lee Martie presented a request to terminate by resolution the 2018 JPA and approve a new JPA for Midwest Regional Forensic Laboratory. The current JPA has been in effect for five years and is subject to an automatic five-year renewal. The recommendation from the board was to update the JPA, adding a termination clause. Martie said that beyond updating language, the biggest change is to the capital equipment fund where the proposed language allows excess funds to be returned to participating counties once the fund reaches \$1 million. Other participating county attorneys have approved of the proposed changes.

Diedrick moved to approve termination by resolution of the 2018 JPA and approve the new JPA for Midwest Regional Forensic Laboratory. The motion was seconded by Commissioner Jeanne Holland. The motion passed 5-0.

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

C. 9:25 AM- CHAD HAUSMANN, HIGHWAY

1. Approve a Resolution of Support for the City of Otsego's Active Transportation (AT) Grant.

Highway Engineer Chad Hausmann said that the proposed project will improve the connectivity of the overall sidewalk system and provide for more efficient and safer routes for pedestrians.

Holland moved to approve a resolution of support for the City of Otsego's AT grant. The motion was seconded by Schoen. The motion passed 5-0.

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

2. Approve Resolution Regarding Spring Load Restrictions on the Wright County Highway System.

Hausmann said that the proposed map was updated from last year based on completed projects that improved roads.

Diedrick moved to approve a resolution regarding spring load restrictions on the Wright County Highway System. The motion was seconded by Schoen. The motion passed 5-0.

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

3. Approve Resolution of Final Acceptance for Contract No. 23-01 and Authorize Final Payment to Knife River Corp. in the Amount of \$49,302.32.

Hausmann said that this resolution fulfills the county's obligation under the contract with Knife River to make final payment for work completed.

Holland moved to approve a resolution of final acceptance for Contract No. 23-01 and authorize final payment to Knife River Corp. in the amount of \$49,302.32. The motion was seconded by Schoen. The motion passed 5-0.

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

D. 9:30 AM- HEALTH & HUMAN SERVICES**1. HEALTH & HUMAN SERVICES CONSENT AGENDA**

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

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

- i. Approve Mental Health Advisory Council Member Appointment:
 - 1. Shirwa Adan, District 4
- ii. Approve HHS Advisory Committee (HHSAC) Member Two-Year Term Reappointment:
 - 1. Lashale Eskridge, District 4 - Second Term Ends April 11, 2024.
- iii. Accept HHS Advisory Committee Member Resignation
 - 1. Lisa White - District 4
- iv. Approve PH-Doc Maintenance and Support Agreement from MnCCC for the Term January 1, 2024 Through December 31, 2025.

2. HEALTH & HUMAN SERVICES TIMED AGENDA

- i. Adopt Resolution HHS 24-02 Proclaiming March 2024 as Social Work Month

Health and Human Services (HHS) Director Jami Goodrum said that the National Social Work Month proclamation identifies the important role social workers play nationally and locally in strengthening, supporting, and serving individuals, families, and communities.

Holland moved to adopt a resolution proclaiming March 2024 as Social Work Month. The motion was seconded by Schoen. The motion passed 5-0.

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

- ii. Approve HHS Recommendation for Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP) Request for Proposal (RFP)

HHS Business Manager Jim O'Dell said that HHS is required to provide employment services for MFIP participants. With the 2023 county contract procedure change, HHS has moved to an RFP for services. HHS received two respondents and one withdrew from the process. The recommendation is to move forward with Avivo. Diedrick asked how long this position has been contracted and if there has ever been an option to hire this position internally. Goodrum said that the option has been discussed and if a recommendation comes from the board, it could be

looked at. It is a commonly contracted position, with approximately 90 percent of counties contracting the service out.

Holland moved to approve the recommendation for MFIP and DWP RFP. The motion was seconded by Diedrick. The motion passed 5-0.

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

iii. Updated Information on the Genesys Contact Center Software.

Business Technology Supervisor Josh Kwoлик said that the Genesys phone system allows HHS to connect with clients and community partners. In 2023, HHS handled more than 60,000 calls, which was an 11 percent increase over 2022. Currently, HHS is on pace to handle 18,000 calls in the first quarter of 2024. In quarter four of 2023, a project was started to redesign the main call menu to meet the Department of Human Services (DHS) requirements to provide non-English support as a menu option. In the redesign process, all menu options were created to provide consistency to easier connect directly with a person more efficiently. The Genesys system allows an employee to see call information before connecting with the caller to assist them more quickly and efficiently. Future enhancements will allow HHS to capture verbal signatures for the healthcare renewal process.

Diedrick asked how often the system is reevaluated. Kwoлик said that there is a recurring meeting every two months to evaluate. Kaczmarek asked if there was information on what percentage of calls are answered by a person versus voicemail. Kwoлик said that most calls are directed to a queue of staff, not a direct person, so a person may sit on hold, but they do not end up in a voicemail box unless contacting a staff member directly and there is an option to be called back instead of staying on hold. Kaczmarek asked if there has been a staff reduction by moving to the new system. Goodrum said that staff has been reclassified to more in-demand positions and eliminated the need to request new staff with the new phone system efficiency. Kaczmarek asked about the cost per call and said that he would like to see a cost-benefit analysis. Goodrum said that there are tiered licenses dependent on a user's position and that HHS was tasked at budget meetings to look at options in which they worked with Project Administration and Administration and determined that Genesys is the best option. Vetsch suggested to refer this as a workshop topic if there are more questions.

iv. HHS Director Comments

Goodrum shared the Statewide Health Improvement Partnership (SHIP) annual report, which is specific to Wright County in 2023. Goodrum shared the family home visiting feedback survey that included testimonies of how home visiting has helped families. Goodrum announced that HHS received an additional \$130,000 from the 2024 Public Health Responsibilities Grant. HHS also received an

additional \$116,000 for the next four years from the Family Planning Special Projects (FPSP) funding, in addition to the \$176,800 that is received annually.

The NESA program through Trailblazer Transit has been extended through the end of 2024, continuing to offer free transportation to qualifying riders.

Wright County belongs to a local adult mental health initiative called CommUnity Adult Mental Health Initiative (CAMHI). CAMHI is in the process of applying for grant funding focused on providing housing services to adults with serious mental illness or co-occurring substance use disorders. The grant is through Projects for Assistance in Transition from Homelessness (PATH). Through the funding, HHS is hoping to hire a Housing Coordinator who can provide both direct support to individuals in the community as well as expand efforts to engage landlords and community members. Wright County is budgeted to receive \$131,995 toward one full-time employee and \$26,480 for direct client assistance if successful.

E. 9:50 AM- LINDSEY MEYER, FINANCE & TAXPAYER SERVICES

1. Accept the 2022 Certificate of Achievement for Excellence in Financial Reporting

Finance Director Lindsey Meyer said that Wright County has received the Certificate of Achievement for Excellence in Financial Reporting for the last eight years. It is the highest form of government recognition and Wright County has received the award every year that it has participated.

2. Approve Resolution Establishing Absentee Ballot Board; Mail Ballot Absentee Ballot Board and Uniformed and Overseas Absentee Voting Act (UOCAVA) Absentee Ballot Board

Diedrick asked how people get involved with the Absentee Ballot Board. Election Manager Tyler Webster said that typically Wright County will use its election clerks. These are people who are trained as election judges and work with the county regularly during election cycles.

Holland moved to approve the resolution establishing the Absentee Ballot Board, Mail Ballot Absentee Ballot Board, and UOCAVA Absentee Ballot Board. The motion was seconded by Diedrick. The motion passed 5-0.

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

VII. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Refer Items to the February 13, 2024 Board Workshop

County Administrator Lee Kelly said that he would like to add a discussion item for the Engagement Survey. Diedrick said that she would like to discuss legislative items and Kelly confirmed that legislative items will be included on the agenda for the next few months while in session.

Schoen moved to refer the above items to the Tuesday, February 13, 2024 Board Workshop. The motion was seconded by Holland. The motion passed 5-0.

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

B. SHERIFF

1. Approval of the Construction Contract for the Sheriff's Office Conference Room

Vetsch said that there is a lot of information to process with this request and recommended that the board entertain setting a Committee of the Whole (COTW) for a deeper discussion. A COTW was set for 10:30 a.m. Monday, February 12, 2024.

Holland moved to set a COTW for 10:30 a.m. Monday, February 12, 2024. The motion was seconded by Kaczmarek. The motion passed 5-0.

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

C. COMMITTEE RECOMMENDATIONS

1. Approve and Adopt Recommendations from the January 16, 2024 Committee of the Whole

Kaczmarek moved to approve and adopt the recommendations from the January 16, 2024 COTW. The motion was seconded by Holland. The motion passed 5-0.

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

2. Approve and Adopt Recommendations from the January 23, 2024 Finance CIP Meeting

Holland moved to approve and adopt the recommendations from the January 23, 2024 Finance Capital Improvement Projects (CIP) meeting. The motion was seconded by Schoen. The motion passed 5-0.

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

D. Letter to the Public Utilities Commission Regarding Concerns Over Proposed Power Lines

Vetsch said that he would like the board's support in sending a letter to the Public Utilities Commission (PUC) expressing concern regarding proposed powerlines through Wright County.

Holland moved to send a letter of concern to PUC. The motion was seconded by Schoen. The motion passed 5-0.

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

VIII. ADJOURNMENT

The meeting adjourned at 10:18 a.m.

IX. WARRANTS ISSUED

A. Warrants Issued

County Board meeting minutes submitted by Caitlin Chovan, Administration Office Manager

