



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

Tuesday, June 4, 2024

DATE APPROVED: June 18, 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    |
|                         | Michael Kaczmarek |
|                         | Nadine Schoen     |
|                         | Darek Vetsch      |

**PLEDGE OF ALLEGIANCE**

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

Motion to approve minutes collectively by Kaczmarek and seconded by Diedrick

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

- A. Approve Minutes from the Committee of the Whole - County Ditch 33 Emergency Repair (5-17-2024)**
- B. Approve Minutes from the County Board Meeting (5-21-2024)**
- C. Approve Minutes from the Personnel Committee of the Whole Meeting (5-28-2024)**

**REVIEW & APPROVAL OF AGENDA**

Vetsch said he would like to move Items for Consideration A1, approval to backfill the Procurement Analyst position vacated on May 24, 2024, to the June 11 Workshop agenda. Vetsch also asked to add a Timed Item for 9:05 a.m. to present an award to Dan and Traci Torgerson for their years of service to the Wright County Foster Care Program.

Holland asked to review three warrants, added to Items for Consideration C5.

Motion to approve the agenda with the listed edits by Schoen and seconded by Diedrick

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

## **CONSENT AGENDA**

Motion by Diedrick and seconded by Schoen

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

### **A. 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 01-099-493-000  
\$47,584.00 9.2 Surface Transportation Projects- Stockholm Township**
2. **Approval of Liquor License Renewal (Off-Sale) for French Lake Liquor 14555 County Road 37 NW, Annandale**
3. **Approval of Liquor License Renewal (On-Sale) for Norm's Wayside 2448 Hwy 55 SE, Buffalo**
4. **Acknowledge Warrants Issued Between May 15, 2024 and May 28, 2024.**

### **B. HIGHWAY**

1. **Approve Agreement No. 23-53 Between the City of Annandale and Wright County for the Improvements to County Highway 5 at Brookwood Boulevard Associated with Access to a City Development.**

### **C. PROJECT ADMINISTRATION**

1. **Approve the Following Grant Applications:  
  
TOWN-017 Franklin Township Surface Transportation Grant (\$90,854)**

## **TIMED AGENDA ITEMS**

### **9:04 AM- TORGERSON FOSTER CARE RETIREMENT**

Health & Human Services Director Jami Goodrum said:  
Dan and Traci Torgerson have been licensed for foster care since 2011 with Wright County and a private agency, Path. They have had over 70 children come through their home. They have provided respite care, interim care, shelter care and back-on-track foster care. Dan and Traci have adopted two boys from foster care. They have also shared their experience as foster parents by mentoring new foster parents and sharing their experiences at support groups

and new provider orientation. They have filled a big need by taking mostly teen placements throughout the years. Wright County Health & Human Services is grateful for their years of service to foster children and we want to thank them for all they have done. We wish them the best!"

**A. 9:05 AM- TAYLOR HERBERT, EXTENSION**

**1. Adopt a Resolution Proclaiming Duske Dairy as the Wright County 2024 Farm Family of the Year**

Extension Educator Taylor Herbert presented the Duske family as the 2024 Wright County Farm Family of the Year. Herbert said:  
"Garret and Amber Duske and their family are the third generation to run their family farm. Garret and Amber purchased the farm in 2015 and currently raise a 120 head dairy herd and 300 head feeder cattle along with a growing beef herd. They also raise corn, soybeans, and alfalfa. Their four children are also active on the farm. Emmet helps with field work, Hazel takes care of the chickens, and Colton and Charlotte help with calf chores. Garret's father and uncle help with everyday chores and field work. Garret and Amber are also active in their local FFA Alumni chapter which serves their local community."

Motion by Kaczmarek and seconded by Diedrick

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

Names:

For: Diedrick, Holland, Kaczmarek, Schoen, Vetsch

**B. 9:10 AM- MATT DETJEN, PARKS & RECREATION**

**1. Approval of the Low Quote from Moore Engineering for Engineering Services on County Ditch #19.**

Agriculture and Drainage Supervisor Matt Detjen said that based on prior meetings, it was determined that repairs and reestablishment of records were required for County Ditch #19 (CD 19.) Requests for Proposals (RFP) were submitted for repairs and reestablishment of records and Moore Engineering was the low bidder for both projects. Chief of Civil Greg Kryzer requested that the motion be subject to revisions from the County Attorney's Office.

Motion subject to revisions by the County Attorney's Office by Kaczmarek and seconded by Diedrick

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

**C. 9: 15 AM- BARRY RHINEBERGER, PLANNING & ZONING**

- 1. 1. Action on Ordinance 24-4 Amending the Wright County Code of Ordinances Chapter 155 - Zoning**
- 2. Action on a Resolution Approving Summary Language for Publication of Adoption Ordinance Amendment 24-4**

Planning & Zoning Administrator Barry Rhineberger said this ordinance amendment is the result of a floodplain modernization process that was started in approximately 2011. As part of this project, the Federal Emergency Management Agency (FEMA) contractors converted the current floodplain maps using the county's 2008 LIDAR elevation information into new, more accurate Geographical Information System (GIS) mapping capable layers. Although this process took far longer than anticipated or desired, the maps and digital products have been completed and approved by FEMA. In order to use those products, FEMA and the Minnesota Department of Natural Resources (MNDNR) are requiring updating of the floodplain ordinance. The MNDNR Floodplain Division has reviewed and given preliminary approval of the proposed amendment, pending county board approval. Kaczmarek noted that feedback received from five townships included three in agreeance, one said it was too restrictive and one did not provide comment.

Motion by Kaczmarek and seconded by Holland

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

2. Resolution for publication of summary language.

Rhineberger said that the resolution is for approval to publish summary language of the ordinance amendment.

Motion by Kaczmarek and seconded by Holland

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

Names:

For: Diedrick, Holland, Kaczmarek, Schoen, Vetsch

#### **D. 9:20 AM- HEALTH & HUMAN SERVICES**

##### **1. HEALTH & HUMAN SERVICES CONSENT AGENDA**

Kaczmarek asked to pull items 6, 7, 8, and 9 for discussion.

Motion to approve items 1-5 by Kaczmarek and seconded by Holland

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

- i. Accept Mental Health Advisory Council (MHAC)  
Resignation:  
1. Shauntel Fett, District 5**
- ii. Approve Advisory Committee Two-Year Term  
Reappointment  
1. Kathy Elfstrand, District 2; 4th Term Ends 8-8-2024**
- iii. Accept Opioid Settlement Advisory Council Member  
Application  
1. Erin Herda, District 5  
With the Addition of Erin Herda, OSAC Would Have 18**

**Active Members.**

- iv. **Approve June 18, 2024 Child Support Team Retreat, Robert Ney Park, Maple Lake.**
- v. **Approve Request to Rehire One Full-Time (FT) Social Worker (MnCHOICES) Position in Assessment Services Team, Social Services**
- vi. **Approve Request to Rehire One FT Eligibility Specialist Position in METS/Health Care Team, Financial Services**
- vii. **Approve Request to Rehire One FT Eligibility Specialist Position in the Family and Adult Benefits (FAB)Team, Financial Services**
- viii. **Approve Request to Rehire Two FT Eligibility Specialist Positions in Economic Engagement Coordination Operations (EECO) Team, Financial Services.**
- ix. **Approve Request to Rehire Two FT Office Technician II Positions in Economic Engagement Coordination Operations (EECO) Team, Financial Services.**

**Items 6-9 Pulled from Consent**

Kaczmarek said that the inability to retain Eligibility Specialists is for different reasons. He is ok filling requests 6, 7 and 8 on the condition that staff work on data from the engagement survey and exit interview information to create a plan to help retain staff. Goodrum said that HHS has been doing surveys internally for several years and changes have been made based on feedback from staff. Goodrum acknowledged the high turnover rate and said this is an issue statewide. There is a lack of access from the state, adding stress to an already demanding job with high volume and strict timelines. Kaczmarek asked if Administration could work with HHS to bring some sort of plan to the board. Assistant County Administrator Clay Wilfahrt said that there is a current plan in process and a report will be presented in the near future. Based off of the survey and interviews, high caseloads is the primary problem and hiring will help with that. Goodrum said that not approving the position rehires compounds stress and the ability to hire allows the new employees to get onto the state list for access. HHS has ramped up internal training, with three employees hired and trained together to learn from each other. Goodrum added that the request to rehire positions is not always a bad thing, as several of these requests are because staff have been promoted internally.

Kaczmarek confirmed that the motion was to include survey information to be presented and he would like a copy of the survey with a summary and plan for implementation. Wilfahrt said that Administration will work with HHS and he will submit the findings in his weekly update.

Motion by Holland and seconded by Schoen

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

Kaczmarek asked about the Genesys phone system review project and said that he would like to wait until the assessment is complete to review the workload of the Office Technicians. Goodrum said that the Genesys phone system helps with the workload and would not impact the necessity to fill these positions. Wilfahrt confirmed that the project is about half completed and will be completed in approximately one month, but the outcome of the project would not impact the need to fill the open positions. Holland confirmed that she recently observed an Office Technician's job and workload and said that she is happy to know that the positions are open because of internal promotions and believes that the positions need to be filled.

Motion by Holland and seconded by Schoen

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

## **2. HEALTH & HUMAN SERVICES TIMED AGENDA**

### **i. Adopt Resolution HHS 24-06 - Accept May 2024 Donation**

Goodrum said that the donation is from the Annandale Lions Club in the amount of \$1,000 to be applied to the Wellness on Wheels (WOW) program.

Motion by Diedrick and seconded by Schoen

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

Names:

For: Diedrick, Holland, Kaczmarek, Schoen, Vetsch

## **ITEMS FOR CONSIDERATION**

### **A. FINANCE & TAXPAYER SERVICES**

#### **1. Approval to Back Fill the Procurement Analyst Position Vacated on May 24, 2024.**

Item was referred to the June 11 Workshop.

### **B. COMMITTEE RECOMMENDATIONS**

#### **1. Approve and Adopt Recommendations from the Committee of the Whole - County Ditch 33 Emergency Repair (5-17-2024)**

Motion by Schoen and seconded by Holland

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

#### **2. Approve and Adopt Recommendations from the Personnel Committee of the Whole (5-28-2024)**

Diedrick asked to pull item 2C to be discussed at the June 11 Workshop.

Motion to approve items 1 and 2A by Kaczmarek and seconded by Holland

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

Item 2B: Sheriff Technical Support Specialist Reclassification

Kaczmarek said that this request should go through the natural order of reclass and an exemption should not be made. Holland said that she would like to hold any review of the positions until Oracle is live to know how the position will change. Vetsch confirmed that the request made to the Personnel Committee was for reclassification and the committee's recommendation was to decline the request for the time being, but continue the process of review with Human Resources and not to make any special exceptions to the process. The recommendation was revised to "the committee consensus was for continued conversations between the Sheriff's Office and Human Resources for possible changes of the Technical Support Specialist position in the future" for clarity.

Motion by Kaczmarek and seconded by Schoen

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

Names:

For: Holland, Kaczmarek, Schoen, Vetsch

Against: Diedrick

Item 2C: Planning & Zoning: Over Comp Building Inspector

Diedrick asked to refer this topic to the June 11 Workshop for further discussion.

Motion to move topic to the June 11 Workshop by Diedrick and seconded by Schoen

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

Item 2D: Information Technology (IT): Telecom Specialist Reclassification to Systems Engineer

Motion to approve IT Telecom Specialist reclass to System Engineer request by Kaczmarek and seconded by Holland

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

Item 2E: Assessor: Appraiser

Kaczmarek asked if the requested position covers the additional townships being absorbed by the county, what will the remainder of the job entail as that alone won't account for full-time work. County Assessor Tony Rasmuson said that the growth within Wright County is dynamic. In the last four years, 4,600 new parcels have been created and those have been juggled between existing staff. Absorbing the parcels from the townships will make them hit a tipping point. Vetsch said that as articulated in the Personnel Committee, the Assessor Department is currently operating with zero extra capacity, the new position gives an extra buffer for current employees.

Motion to approve Assessor Appraiser position request by Kaczmarek and seconded by Holland

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

Item 3: Personnel Policy 307- Employee of the Month Program  
Diedrick said that she is disappointed that the option for Paid Time Off (PTO) was removed as an option for Employee of the Month. Kaczmarek asked if there was an option to use Vending Proceeds as an option to fund the Employee of the Month program. Finance Director Lindsey Meyer said that the use of Vending Proceeds must be directed by employees. Diedrick requested to keep PTO as an option. Vetsch said that employees have excess PTO and that it is a hard labor market. Kaczmarek said that a private business has more latitude than public funds and the most recent revisions seem more reasonable.

Motion to approve revisions to Personnel Policy 307, Employee of the Month by Kaczmarek and seconded by Holland

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

Names:

For: Holland, Kaczmarek, Schoen, Vetsch

Against: Diedrick

## **C. ADMINISTRATION**

### **1. Adopt Revisions to Policy 309, Employee Recognition.**

Action was taken under Items for Consideration Item B2, approve and adopt recommendations from the Personnel Committee.

### **2. Designate Commissioners to Serve on a Selection Committee for Personnel Board of Appeals**

County Administrator Lee Kelly said that applications were solicited from members of the public and five applications were received. Holland and Vetsch were appointed to the Selection Committee.

Motion by Holland and seconded by Kaczmarek

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

### **3. Refer Topics to the June 11, 2024 Workshop**

The topics of the Procurement Analyst and the Building Inspector were requested to be added from the Personnel Committee recommendation approval process. Kaczmarek said he would like to discuss the viability of the Wellness Program and requested to look at budgeted vs. actuals. He also asked for an update on the ditch project. Assistant County Administrator Marc Mattice said that staff is meeting on the ditch project and will come forward to set a meeting date for a Drainage Authority Committee of the Whole.

#### **4. Review July Board Meeting Schedule**

The July 16 county board meeting will be moved to July 23 in order to avoid a three-week break between board meetings.

Motion to approve moving the July 16 board meeting to July 23 by Kaczmarek and seconded by Holland

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

#### **5. Warrants Review**

Holland requested to review three warrants for the Sheriff's Office and said that the items were not quantified in the purchase requisitions and the Sheriff's Office did not provide documentation when requested. Kaczmarek asked if this would be an appropriate matter to seek an outside professional service to review. Vetsch confirmed that the purchases in question total approximately \$800 and the issue warrants discussion and corrective action, but not likely at the expense of a professional service. Diedrick asked to clarify if the issue is whether or not the expenses served a public purpose, or if the issue is the documentation. After discussion with the Finance Department and receiving clarification that the correspondence had missing documentation and requirements necessary, Wilfahrt confirmed that at this time, there is no indication that the expenses did not serve public purpose and that Administration would work with the Sheriff's Office to obtain required documentation and justify expenditures.

#### **D. CLOSED SESSION**

##### **1. Closed Session to Discuss Pending Litigation and Take Action as Necessary**

Kryzer asked to table until the June 18 county board meeting due to lack of an update.

#### **WARRANTS ISSUED**

##### **A. Warrants Issued**

#### **VII. ADJOURNMENT**

The meeting adjourned at 10:32 a.m.

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

