BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, July 23, 2024

DATE APPROVED: Tuesday, August 6, 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, and Kaczmarek present.

Present and responding to roll call were the following:

Board of Commissioners:	Tina Diedrick
	Jeanne Holland
	Michael Kaczmarek
	Darek Vetsch
Absent	
Board of Commissioners:	Nadine Schoen

PLEDGE OF ALLEGIANCE

MINUTES - DISPENSE WITH READING, APPROVE AS WRITTEN/REVISED

Motion to approve minutes collectively made by Kaczmarek and seconded by Holland

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

A. Approve Minutes from the Aggregate Tax Committee (6-26-2024)

B. Approve Minutes from the County Board Meeting (7-2-2024)

C. Approve Minutes from the County Board Retreat (7-8-2024)

D. Approve Minutes from the County Board Workshop (7-9-2024)

E. Approve Minutes from the County Board Meeting (7-10-2024)

REVIEW & APPROVAL OF AGENDA

Diedrick asked to remove Items for Consideration A4, approve reclassification request of License Center Supervisor to Interim Director of Taxpayer Services and A5, authorize signatures and adopt a resolution appointing Greg T. Kryzer as the Interim Wright County Administrator as they have not been vetted through the appropriate processes, and bring them to the personnel committee. Vetsch added Item A6 to schedule a personnel committee of the Whole to discuss listed positions.

Motion to approve with items A4 and A5 removed made by Diedrick and seconded by Kaczmarek

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

CONSENT AGENDA

Kaczmarek asked to remove items C3, Approve attached budget amendments through June 2024, and E1, Approve request to rehire Senior Technical Support Specialist (TSS) and IT Intern, for discussion.

Motion to approve with items C3 and E1 removed for further discussion made by Kaczmarek and seconded by Holland

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

A. ADMINISTRATION

1. **Approve and Authorize Signatures on wRight Choice Lease Agreement with Court Services and ISD 877 for 2024-2025 School Year.   This Lease References Space Currently Being Utilized Within the Justice Center**

2. **Approve a Letter of Support Regarding Xcel Energy's 2024-2040 Upper Midwest Integrated Resource Plan**

B. FACILITIES

1. **Authorize Signatures on the Public Works Building HVAC System Replacement Contract**

2. **Authorize Signatures on the Household Hazardous Waste Architect Agreement**

C. FINANCE & TAXPAYER SERVICES

1. **Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:**
   Approval of use of ARP Funds from 01-099-493-000
   $50,869.00 9.2 Surface Transportation Projects- Victor Township

2. **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.
   $4,658.79   5.19 Last Mile Project

3. **Approve Attached Budget Amendments Through June 2024.**

4. **Approve Reduction in the Petty Cash / Change Fund in the Human Services Department for 60+ Foot Clinic by $100.00.**

5. **Approval of Denial of Tobacco License Application for Otsego Tobacco and Vape Inc. (9099 Quaday Avenue NE, Otsego) Actual Address 9125 Quaday**

6. **June 2024 Budget to Actual Report**

7. **Acknowledge Warrants Issued Between June 26, 2024 and July 15, 2024**

D. **HEALTH & HUMAN SERVICES**

1. **Accept Opioid Settlement Advisory Council (OSAC) Member Application:**
   1. Benjamin (Benjy) Schirm, District 1
   2. Mikki Northuis, District 3

   With the Addition of Schirm and Northuis, OSAC Would Have 23 Active Members.

2. **Approve Request to Rehire One Full Time Child Protection Social Worker, Child Protection (CP2) Team, Social Services.**

3. **Approve Request to Rehire One Full Time Child Protection Social Worker in Child Protection (CP2) Team , Social Services.**

E. **INFORMATION TECHNOLOGY**

1. **Approve Request to Rehire Senior Technical Support Specialist (TSS) and IT Intern. Will Hire From Within for Sr. TSS**

F. **PLANNING & ZONING**

1. **Accept the Recommendation of the Planning Commission to Rezone the Following Property: Zachary Arens - (Chatham Twp.). With a Unanimous Vote, the Planning Commission Recommends Approval to Rezone the Entire Property from AG-General Agriculture and Part S-2 Residential Recreational Shoreland to AR-Agricultural/Residential and Part S-2 Residential Recreational Shoreland.**

Item C3 Pulled from Consent

Kaczmarek said there was not any supporting documentation or explanations for the 2024 PERA error and asked when and how the error was discovered. Finance Director Lindsey Meyer said it was discovered during a recent budget-to-actual review. It was an inadvertent miss that occurred in the creation of the 2024 budget during a manual calculation or a manual transfer. The calculation of the increase was not correct for the Attorney's Office and was likely human error. Vetsch asked if the system going forward would limit manual input and the likelihood for human error. Meyer said that the intent is to use Oracle for the 2026 budget.

Assistant County Administrator Clay Wilfahrt asked for clarification from Health & Human Services (HHS) on the amendment for the Suicide Prevention grant. Business Manager Jim O'Dell said that the grant was referenced incorrectly and the amendment is for the Family Planning Special Projects Grant, that was approved in February.

Motion by Kaczmarek and seconded by Holland

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

Item E1 Pulled from Consent

Kaczmarek asked what the duties of an intern would be, and what the pay scale is. Information Technology (IT) Director Matt Fomby said that in the past, an intern has helped with auctions and miscellaneous projects within IT and believes that the budgeted intern was $18 per hour for 2023. Kaczmarek asked if another position was able to do the duties of the Senior TSS instead of backfilling the position. Fomby said that the Senior TSS has very specific duties in its job description and he is looking to hire from within and leave a current TSS position open once transitioned.

Motion by Diedrick and seconded by Holland

Aye: 3; Nay: 1; Abstain: 0; Absent: 1; Recused: 0

Names:
For: Diedrick, Holland, Vetsch
Against: Kaczmarek

Absent: Schoen

TIMED AGENDA ITEMS

A. 9:05 AM- PAT O'MALLEY, SHERIFF

1. Authorize Signature on Contract Amendment with Aramark Correctional Services for Jail Food Services

Jail Captain Pat O'Malley said that this is a renewal of a service agreement with Aramark, the provider for jail food services in Wright County. O'Malley said that Aramark covers all of the food, labor and management of the kitchen services and the amendment would provide for a three-year extension of the contract, originally signed in 1999. The Sheriff's Office has discussed services with other companies, but only one has put forth a bid and it did not make sense to switch services.

Motion by Diedrick and seconded by Holland

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

B. 9:10 AM- CHAD HAUSMANN, HIGHWAY

1. Approve MnDOT Agency Agreement Contract # 1057290 and Adopt Corresponding Resolution for MnDOT Joint Powers Contract for Professional and Technical Services.

Highway Engineer Chad Hausmann said that this is a reimbursement for Wright County's assistance with engineering on trunk highways.

Motion by Diedrick and seconded by Kaczmarek

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

2. Award Contract No. 24-06, CSAH 5 Federal Bridge Replacement Project (Subject to Authorization of Award by the Minnesota Department of Transportation [MnDOT] Civil Rights Office). SP 086-605-026

Hausmann said that this contract allows for construction either this fall or spring. A formal date has not yet been set.

Motion by Kaczmarek and seconded by Diedrick

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

C. 9:15 AM- ROSS DEMANT, PARKS & RECREATION

1. Adopt a Resolution Related to a Grant Application Through the Greater Minnesota Parks and Trails Commission for Construction of a Trail Head and Parking Lot at Stanley Eddy Regional Park.

Parks & Recreation Director Ross Demant said that the property acquisition for the trail head was acquired through the same legacy funds. The funds would be applied to expand the parking lot and add a vault toilet as well as a potential water source. The funding is estimated to be approximately $305,000.

Motion by Diedrick and seconded by Holland

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

D. 9:20 AM- LINDSAY SALO, FINANCE & TAXPAYER SERVICES

1. Approve and Adopt Recommendations from the Wright County Aggregate Tax Committee and Authorize Staff to Execute Contracts

Property Tax Administrator Lindsay Salo gave a PowerPoint presentation with an overview of the program and the recommended funding for 2024. The committee recommends approving four projects, totaling $76,000. The projects include $6,000 for the Wright County Highway pit reclamation, $12,500 for Independent School District (ISD) 877 Native Grasses at Tatanka, $17,500 for the City of Monticello Prairie Restoration, and $40,000 for the City of Otsego observation well.

Motion by Diedrick and seconded by Holland

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

E. 9:30 AM- PUBLIC HEARING

1. Public Hearing- Property Tax Abatement, SJB Holdings, LLC

The public hearing opened at 9:30 a.m. There were not any members of the public present that requested to comment. The public hearing was closed at 9:30 a.m.

2. Adopt Resolution and Authorize Signatures Approving Tax Abatement and Business Subsidy Agreement for SJB Holdings, LLC.

Diedrick said that she would like to have a discussion with the applicant to reduce the cap by $50,000 per year for the nine-year agreement. Vetsch said that he is open to a discussion, but wanted to confirm that the applicants financing was not tied to the abatement or that it would have any other consequences to lose the business to another county. Wilfahrt confirmed that staff could have a discussion with the applicant and bring back to a future meeting.

Motion to table until a discussion with the applicant made by Diedrick and seconded by Holland

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

F. 9:45 AM- TYLER WEBSTER, FINANCE & TAXPAYER SERVICES

1. Adopt Amendment to Resolution 24-17, Establishing Absentee Ballot Board; Mail Ballot Absentee Ballot Board and UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) Absentee Ballot Board

Elections Manager Tyler Webster said that the amendment to the resolution was to conform to legislation from 2023.

Motion by Holland and seconded by Diedrick

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

2. Approval of Large Group Assembly Permit for the Up the Creek Bar & Grill Street Dance (4246 112th Street NW, Maple Lake)

Webster said that when the permit was approved in 2023, the board requested the music to end by midnight in order to clear people out before the law enforcement contract ends at 1:00 a.m.

Motion to approve permit with stated condition that music ends at midnight made by Holland and seconded by Diedrick

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

G. 9:50 AM- MARC MATTICE, ADMINISTRATION

1. Approve Agreement with the University of Minnesota for Extension Programs

U of M Extension Director Lori Vicich said that the contract is for three years and Extension is asking for renewals across the state. The most significant increase is in rates for staff, with a one-year price adjustment and back to a 3 percent Cost of Living Adjustment (COLA) for the other two years. Wright County is in a partnership with Meeker and McLeod counties, and both have already approved the contract. Kaczmarek asked why the contract is coming outside of the typical budget time and said that he would like to discuss charging rent for usage of space at Wright County. Vetsch confirmed that rent is usually only charged when it can be recouped by a grant. Holland said that she is not happy that the contract is coming outside of the standard budget and that she is disappointed in the other counties and hopes that it doesn't happen again in the future.

Motion by Diedrick and seconded by Holland

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

ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Schedule a Finance Committee of the Whole to Discuss the 2025 Audit- Suggested Date Monday, July 29
Schedule a Special Board Meeting in Relation to the 2025 Audit- Suggested Date, Tuesday, July 30

A Finance Committee of the Whole was scheduled for 8:00 a.m. Friday, July 26 to discuss the county audit for 2025.

Motion by Kaczmarek and seconded by Holland

Aye: 3; Nay: 1; Abstain: 0; Absent: 1; Recused: 0

Names:
For: Holland, Kaczmarek, Vetsch
Against: Diedrick

Absent: Schoen

A Wright County Special Board Meeting was scheduled for 9:00 a.m. Tuesday, July 30.

Motion by Kaczmarek and seconded by Holland

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

2. Review September 2024 Board and Workshop Meeting Schedule

The September county board meeting schedule was updated to Tuesday, September 10 and Tuesday, September 24. The county board workshop for September has been canceled.

Motion by Holland and seconded by Kaczmarek

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

3. Approve Budget Meeting Schedule:
7/31/24 - Board Budget Retreat (Proposed 10am - 12pm)
8/8/24 - Budget Committee of the Whole (Scheduled 9am -11am)
8/12/24 - Board Budget Retreat (Scheduled 9am - 12pm)
8/14/24 -Board Budget Retreat (Scheduled 9am - 12pm)
8/19/24 - Budget Committee of the Whole (Scheduled 8:30am - 2:30pm)
8/20/24 -Budget Committee of the Whole (Scheduled 10:30am - 4:30pm)
9/4/24 - Budget Committee of the Whole (Scheduled 9am - 11am)

The budget meeting schedule has been updated to:
7/31/24 - Board Budget Retreat (9:30 a.m. - 11:30 a.m.)
8/8/24 - Budget Committee of the Whole (9:00 a.m. -11:00 a.m.)
8/8/24 - Budget Committee of the Whole (1:00 p.m.- 2:30 p.m.)
8/12/24 - Board Budget Retreat (9:00 a.m. - 12:00 p.m.)
8/13/24 - Budget Committee of the Whole (12:30 p.m. - 2:30 p.m.)
8/14/24 - Board Budget Retreat (9:00 a.m. - 12:00 p.m.)
8/19/24 - Budget Committee of the Whole (8:30 a.m. - 2:00 p.m.)
9/4/24 - Budget Committee of the Whole (9:00 a.m. - 11:00 a.m.)

Motion by Kaczmarek and seconded by Holland

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

4. Approve Reclassification Request of License Center Supervisor to Interim Director of Taxpayer Services
1. Approve the Reclassification of the License Supervisor to the New Position of Interim Director of Taxpayer Services Effective July 24, 2024.
2. Approve the Job Description for Interim Director of Taxpayer Services.

3. Proceed with the Position Assessment Questionnaire ("PAQ") and Pointing with Baker Tilly.
4. Authorize Back Pay as Required Once the Pointing is Complete with Baker Tilly.

Item was removed during agenda approval.

5. Authorize Signatures and Adopt a Resolution Designating Greg T. Kryzer as the Interim Wright County Administrator

Item was removed during agenda approval.

6. Schedule a Committee of the Whole to Discuss Interim Positions

A Committee of the Whole was scheduled for 10:00 a.m. Tuesday, July 30.

Motion by Holland and seconded by Kaczmarek

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

B. HIGHWAY

1. Adopt Resolution of Final Acceptance for Contract 2208 and Authorize Final Payment to Knife River Corp. in the Amount of $21,256.53

Motion by Holland and seconded by Diedrick

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

C. COMMITTEE RECOMMENDATIONS

1. Approve and Adopt Recommendations from the County Board Workshop (7-9-2024)

Kaczmarek moved to approve all recommendations except 3, Wright County Economic Development Partnership Appropriations. The motion died for a lack of a second.

Kaczmarek said that there was not any time spent reviewing the employee engagement survey during the workshop.

Motion to approve all recommendations except 9 and add the Employee Engagement Survey to the August workshop made by Holland and seconded by Diedrick

Aye: 3; Nay: 1; Abstain: 0; Absent: 1; Recused: 0

Names:
For: Diedrick, Holland, Vetsch
Against: Kaczmarek

Absent: Schoen

D. FINANCE

1. Approve a Reimbursement for Money Spent in Connection with Fair Labor Standards Act (FLSA). A Journal Entry and Budget Amendment will be Processed in the Amount of $66,732.90 from 01-100-000-0000-6910 Transfer Out into 01-201-000-0000-5910 Transfer In $41,627.47 and 01-250-000-0000-5910 Transfer In $25,105.43.

Meyer said the request is to approve a journal entry and budget amendment from a known missing calculation in Oracle Phase II for payroll. The system required and additional FLSA calculation which would have delayed go-live. The recommendation was to move forward without the calculation and reimburse the Sheriff's Office for any additional costs for not being allowed to exercise the right to take the premium credit already paid on employee wages.

Motion by Holland and seconded by Kaczmarek

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

ADJOURNMENT

The meeting adjourned at 10:50 a.m.

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

WARRANTS ISSUED

A. Warrants Issued