BOARD WORKSHOP MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

OCTOBER 8, 2024

DATE APPROVED: OCTOBER 15, 2024

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Michael Kaczmarek	District 5

Members Present: Tina Diedrick, Jeanne Holland, Michael Kaczmarek, Nadine Schoen, Darek Vetsch

Others Present: Caitlin Chovan, Nick Gonderinger, Chad Hausmann, Elizabeth Karels, Greg Kryzer, Marc Mattice, Carole McNaughton-Commers, Lindsey Meyer, Jill Pooler, Clay Wilfahrt, Jennifer Wucherer

Commissioner Darek Vetsch opened the meeting at 9:01 a.m. Interim County Administrator Greg Kryzer requested an agenda item addition of Minnesota Counties Intergovernmental Trust (MCIT) Delegate to the MCIT Annual Meeting at 4:00 p.m. Monday, December 9. Commissioner Tina Diedrick requested the removal of agenda item 9 - Out of County Agency Use of Training Center - and requested it be added to the Training Center MOU Committee of the Whole agenda scheduled at 1:00 p.m. Tuesday, October 8. There were no objections to the agenda requests made.

1. **Highway Department 2023 Year End Report Overview**

Highway Engineer Chad Hausmann provided a summary of the Wright County Highway Department 2023 Annual Report approved by the board on August 6, 2024. Highlights from Hausmann included infrastructure of county road (CR) and county state aid highway (CSAH) construction projects, maintenance betterments of outlying county buildings and cost per mile spent across county road systems, inventory and supplies, changes in equipment, and the permits issued in 2023.

RECOMMENDATION: Informational Only

2. **Highway Department Construction Update**

Hausmann provided a 2024 Wright County Highway Department Construction Project Update. Project updates included eight reconditioning (overlay projects) substantially completed as of July 30, one intersection, four culvert replacements and bridge projects, and two reconstructions.

RECOMMENDATION: Informational Only

3. **AmeriCorps Presentation**

AmeriCorps Seniors St. Cloud RSVP Director Jennifer Wucherer and Sherburne and Wright County Program Coordinator Carole McNaughton-Commers presented the board with an update and services provided in Wright County to residents and local organizations through the AmeriCorps Seniors RSVP program. Regional statistics and the program’s role in meeting the needs of a growing aging population by providing avenues to be engaged in the community through volunteer work were highlighted. As of the presentation, 1,122 regional active volunteers were being supported in either a non-profit, licensed, healthcare, or government entity with focused efforts on strengthening food security, mentoring, tutoring, and building community capacity. A survey conducted with 400 volunteers showed more than 90 percent reported high satisfaction with an enhanced sense of meaning and purpose, improved mental and physical health, social connectedness, and would recommend

AmeriCorps Seniors RSVP to a friend. RSVP funding and support revenue sources provide each volunteer with a personalized experience based on individual skills and interests for an organization match. Program funding also reduced transportation barriers for volunteers to serve organizations located across the area.

RECOMMENDATION: Informational Only

4. **ERP Check-In**

Project Administrator Elizabeth Karels and Project Manager-Business Analyst Nick Gonderinger shared the results of an Enterprise Resource Planning (ERP) Check-In Analysis project completed in September. The project focused on data gathering through a series of interviews with all primary users of the Oracle system. The results identified common pain points impacting the work of employees who use the tool most, especially Finance and Human Resources employees. Recommendations to improve the experience and the functionality of the Oracle system were identified as four pillars: a better support structure, education and training, strategic planning and communications, and backend configuration for reporting.

RECOMMENDATION: Staff were directed to detail specific plans to address the four pillars and bring forward to the board.

5. **Public Survey Preliminary Results**

Assistant County Administrator Marc Mattice provided an overview of the county's first public survey conducted and the results. Mattice noted that customer service survey results showed high satisfaction while communication was an area identified as an area in need of improvement.

Discussion included website improvements, communication options with residents, response times to phone calls and emails received, options for increased survey participation, and improved survey questions to gather more detailed data.

RECOMMENDATION: Staff were directed to detail three to four specific recommendations to address areas in need of improvement based on the results and bring forward to the board for approval. Staff were directed to prepare communication with the public summarizing the survey, results, and recommendations that would be shared once board approved.

6. Break - The board recessed at 10:14 a.m. and resumed at 10:24 a.m.

7. **Department Moves (Finance and Projects)**

Mattice shared a plan to move departments that would provide better proximity of staff for collaboration, adequate space for current and future staffing, and allow for continued confidentiality needed in various departments. The proposed plan moved Finance to the first floor where Project Administration is located and move Project Administration to the third floor with Information Technology. The proposed plan was the most economical option and cost effective. Third floor construction bids had been received for the plan and would amount to an estimated $34,500 in construction and furniture costs paid out of the fund balance. Facilities Manager Alan Wilczek stated a significant cost savings would come from utilizing licensed employees to complete electrical and other skilled labor with the project plan completed by the end of the 2024 calendar year. Staff requested Administration authorization of signatures on contracts to move forward with the department move.

RECOMMENDATION: Board consensus was to move forward with the department moves and granted authorization of signatures to Administration on project contracts.

8. **Fee Schedule Review**

Mattice shared the revised Fee Schedule for 2025 and summarized the department review schedule. Mattice pointed out two new Dangerous Dog fees listed that would be approved pending the board's adoption of an ordinance amendment to Dangerous Dogs at the regular county board meeting November 5, 2024. The board discussed the liquor license club fee and state statute and determined the county should charge the maximum fee amount per statute and club size.

RECOMMENDATION: Schedule a public hearing for the 2025 fee schedule at 9:40 a.m. at the November 5 board meeting. Public Health was instructed to charge the maximum amount per state statute for liquor license club fees pending adoption of the 2025 fee schedule by the board.

9. **Out of County Agency Use of Training Center**

RECOMMENDATION: Removed from the agenda and added to the 1:00 p.m. October 8 Committee of the Whole (COW) meeting to discuss the Training Center MOU.

10. **Legislative Items/Schedule Meeting for November/December**
    - **A. Drainage Authority Bond VS Line of Credit**
    - **B. Dept. of Corrections Reinterpretations of Roaming Staff**
    - **C. Official Paper Print VS E-Print**
    - **D. Homestead Market Value Exclusion**

Kryzer suggested state-assessed properties and animal feedlot rule interpretation for backyard flocks be added to the legislative items. Commissioner Jeanne Holland suggested the addition of Homeowner Associations (HOAs) to the list. There were no objections to the additions. The board determined that a meeting with legislators should be scheduled the first week of December in the afternoon. Staff were directed to communicate with legislators to determine which date would work best.

RECOMMENDATION: Staff directed to add suggested items to legislative list and communicate with legislators for feedback on which date the first week of December would work best for a scheduled meeting.

11. **Commissioner Updates**

The board discussed and agreed to keep the December 10 Board Workshop as scheduled.

Commissioner Tina Diedrick volunteered to represent Wright County as a delegate at the MCIT meeting on December 9 with no objections.

Commissioner Jeanne Holland invited the board to Central Minnesota Jobs and Training Services (CMJTS) 40th Anniversary Celebration on Wednesday, October 9.

Commissioner Mike Kaczmarek communicated Quarterly Township meetings would send invites to specific county employees requested at each meeting moving forward. Kaczmarek shared that the Safe School Meeting structure had changed with a quarterly theme presented the first 20 minutes followed by round table discussion.

Discussion was had on communication with townships regarding 2025 SCORE Funding and changes. Consensus was had to add the 2025 SCORE funding and changes to the November Board Workshop agenda.

RECOMMENDATION: Staff directed to add 2025 SCORE Funding and changes to the November 12 Board Workshop Agenda.

12. Adjourn

The meeting adjourned at 11:05 a.m.

Minutes submitted by Kelly Kosloski, Administrative Specialist