BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, October 15, 2024

DATE APPROVED: November 5, 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

A. Approve Minutes from the County Board Meeting (10-1-2024)

Kaczmarek asked to amend the minutes approval from the County Board meeting (9-25-2024), third paragraph, third sentence to "it did not seem like a good use of time and taxpayer money."

Diedrick apologized about misspeaking regarding Kaczmarek's statement as he was not present. Diedrick asked to correct her statement for the record that it was Vetsch who agreed with Schoen and Holland to make additional cuts to the Sheriff's Office budget. Vetsch said that he would not vote in approval of that statement. He agreed on a dollar amount, but not cuts to any specific program. The dollar amount articulated was based off of turnback dollars from previous budgets. Diedrick said that she disagrees, it was stated and clarified at the meeting that it was for those programs. Schoen said it was not. Holland said that Schoen stated at least three times that she is not telling the Sheriff how to cut his budget.

Motion to approve minutes with correction made by Kaczmarek made by Kaczmarek and seconded by Holland

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

Diedrick motioned to withdraw the statement regarding the wellness program and to correct it stating that it was Vetsch who agreed, not Kaczmarek.
The motion failed for lack of a second.

B. Approve Minutes from the Committee of the Whole- ARP (10-01-2024)

Motion to approve the remainder of the minutes collectively made by Holland and seconded by Schoen

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

C. Approve Minutes from the Revisors Workgroup (10-01-2024)

D. Approve Minutes from the County Board Workshop (10-08-2024)

E. Approve Minutes from the Committee of the Whole- Training Center MOU (10-8-2024)

REVIEW & APPROVAL OF AGENDA

Commissioner Holland asked to add a discussion for the Minnesota Counties Intergovernmental Trust (MCIT) delegate. Vetsch said that the discussion could be added to the approval of the County Board Workshop recommendations.

Motion by Kaczmarek and seconded by Schoen

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

CONSENT AGENDA

Kaczmarek asked to remove item D2, approve mental and chemical health services team retreat, for discussion.

Motion to approve consent agenda with item D2 removed made by Kaczmarek and seconded by Diedrick

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

A. ASSESSOR

1. Approve Request To Rehire Vacant Property Appraiser Position

B. FACILITIES

1. Approval to Proceed with Capital Improvement Program (CIP) Project- Law Enforcement Center (LEC) / Jail Roof Replacement

C. FINANCE & TAXPAYER SERVICES

1. 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

$1,447.75 5.6 Clean Water: Stormwater- County Ditch #38
$4,720.50 5.6 Clean Water: Stormwater- County Ditch #33

2. **Approve the Reimbursement of the ARP Act Fund as Follows:**
   Approval of Use of ARP Funds From 01-099-493-000
   $49,118.00 9.2 Surface Transportation Projects- Southside Township
   $64,912.38 5.19 Last Mile Project-City of Buffalo
   $157,620.35 5.11 Drinking Water Transmission & Distribution-City of Buffalo

3. **September 2024 Budget to Actual Report**

4. **Approve Budget Amendments for September 2024**

5. **Acknowledge Warrants Issued Between September 25 thru October 7, 2024.**

D. HEALTH & HUMAN SERVICES

1. **Approve Request to Rehire One Full Time HHS Product Owner Position.**

2. **Approve Mental & Chemical Health Services Team Retreat, Ney Park, Maple Lake (10-24-2024)**

E. HIGHWAY

1. **Approve Authorization for Additional Engineering Services with WSB (CSAH 35)**

2. **Approve Authorization for Additional Engineering Services with WSB (CSAH 36)**

3. **Approve Memo of Understanding (MOU) with the Cities of Albertville, Cokato, Waverly, and Township of Cokato for the Storage and/or Purchase of Salt for the 2024/2025 Snow and Ice Control Season**

F. HUMAN RESOURCES

1. **Approval of the 2025 Non-Union Salary Ranges, Effective January 1, 2025**

2. **Approval of the 2025 Wright County Non-Union Benefit Contributions**

3. **Authorize the Interim County Administrator to Approve an Agreement Between Medica and Wright County for Health**

Insurance Plan Coverage Beginning January 1, 2025 and Authorize Cancellation of the Existing Employee Health Insurance Plan Coverage Through Health Partners That Expires on December 31, 2024.

G. PROJECT ADMINISTRATION

1. Approve the Following Changes to ARP Projects and Programs:

Projects:
- Move the $300,000 Allocation for Potential 2024 Border to Border Broadband Grants from ARP to General Funds
- Reduce the Consultant Support Program and Project to $77,805.98
- Move $1,277,791.96 of the Schroeder Redevelopment Project from General Funds into ARP

Programs:
- Reduce the Broadband Improvements Program to $3,468,500.93
- Increase the Park Maintenance and Upgrade Program to $1,477,791.96

Item D2 Pulled from Consent

Kaczmarek asked what the commute from the Wright County Government Center to Ney Park is, and if staff is paid for drive time. Health & Human Services Director Jami Goodrum said that HHS follows county policy as far as drive time. Travel time to the park before 8 a.m. is not part of the staff's paid time. And being that the retreat is from 8:00 a.m. to 4:30 p.m., most staff would not be in the office before or after the retreat. Kaczmarek asked how many people would be attending the retreat. Goodrum confirmed approximately 10. Kaczmarek said he reviewed the agenda and saw topics pertaining to several auxiliary committees that already have dedicated time to meet. He does not see the merit in leaving campus for a retreat and is not in favor of repetitive efforts. Goodrum said that HHS is very aware of the staff workload and client needs. Retreats are a way that HHS has been able to bring staff together and collaborate. The auxiliary committee's time on the agenda is meant as an update to the group in an effort to communicate, giving staff an opportunity to weigh in. Vetsch said he sees the value in being off site, also being cognizant of being away. He does not believe HHS has a habit of doing retreats often, and it is not paying for sites to leave the campus. Holland said it feels like the retreat requests come on the agenda quite frequently and asked how many times groups have left the campus. Goodrum said to her knowledge, there are several teams that have not been off site. HHS has 20 teams, so the requests appear to come often, but not all staff go on a retreat annually.

Motion to deny retreat as stated made by Kaczmarek. Motion failed for lack of second.

Motion by Holland and seconded by Schoen

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

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

TIMED AGENDA ITEMS

A. 9:05 AM- GREG PICKARD, VETERAN SERVICES

1. Adopt Resolution Declaring Wright County's Participation in Operation Green Light

Veteran Service Officer Greg Pickard said this program is sponsored by the National Association of Counties (NACo) and the purpose is to turn building lights green November 4-11 in recognition of Veterans Day.

Motion by Diedrick and seconded by Holland

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

B. 9:08 AM- MARC MATTICE, ADMINISTRATION

1. Request to Set Date and Time for a Public Hearing Related to Changes in the Fees For Service Schedule; Suggested Date November 5, 2024, at 9:45 a.m.

Kaczmarek said the Sheriff's fee schedule does not match with a recently discussed change, and petitioned to have the correct fee schedule added for the public hearing. Interim County Administrator Greg Kryzer confirmed that the recommendations to be voted on at the end of the meeting contain the fee schedule information from the meeting. If the recommendation is approved, the revised fee schedule will be included. Kaczmarek said that he did not see the recommendation that specifically called out updating the fee schedule. Assistant County Administrator Clay Wilfahrt said if direction is received to update the fee schedule from the recommendation, Administration can have a revised fee schedule to include during the public hearing.

The public hearing was set for 9:45 a.m. Tuesday, November 5.

Motion by Kaczmarek and seconded by Schoen

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

C. 9:10 AM- CHAD HAUSMANN, HIGHWAY

1. Adopt a Resolution Requesting a Speed Study to Determine the Reasonable and Safe Speed Limit for County State Aid Highway (CSAH) 35, from CSAH 19 to State Highway 55, About 11 Miles in Length

Highway Engineer Chad Hausmann said the resolution is asking for a speed study to be completed on CSAH 35 from Buffalo to St. Michael after the construction is complete per state statute.

Motion by Holland and seconded by Schoen

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

D. 9:13 AM- TIM DAHL, HUMAN RESOURCES

1. Request to Set Date and Time for a Public Hearing Related to Amendment Changes to the Dangerous Dog Ordinance. Suggested Date of November 5, 2024 at 9:30 a.m. During Regular Board Meeting

The public hearing was set for 9:30 a.m. Tuesday, November 5.

Motion by Schoen and seconded by Holland

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

E. 9:17 AM- MATT TREICHLER, SHERIFF

1. Adopt Resolution to Approve the 2025 Minnesota Department of Public Safety Traffic Enforcement Grant

Chief Deputy Matt Treichler said this is an annual grant for the enforcement of DWI, distracted driving, speed, seat belt and move over law violations.

Motion by Diedrick and seconded by Holland

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

F. 9:22 AM- MATT FOMBY, INFORMATION TECHNOLOGY

1. Approve Three-Year Avaya Phone System Maintenance & Support. 1st Year - $71,068.33, 2nd Year - $71,068.33, 3rd Year - $71,068.34

Information Technology (IT) Director Matt Fomby said this is a maintenance contract to have an expert on call for critical incidents and all maintenance. Kaczmarek asked how many staff system engineers are employed with Wright County and listed specific job duties found on the system engineer job description that included planning, design, testing, deployment and troubleshooting of enterprise data. Fomby said that this specific work is very specialized and there is not an employee on staff that has the skill set to provide the support that the contract does. The contract is an "expert time share" and it would be much more expensive to have someone with this narrow skill set on staff. Kaczmarek asked if $71,000 was paid per year whether the support was used or not and Fomby confirmed. Kaczmarek asked about the frequency of use and Fomby said typically they are used for on-call support once or twice per month but they also provide regular support for monitoring, patches, etc.

Kaczmarek asked if there was a usage report available and Fomby said that he did not have anything at the moment but could look into it. Fomby said this type of service agreement is standard for any purchased software or hardware and without it, you lose any sort of leverage for support in an emergency and it would end up being much more expensive to fix. Kaczmarek asked how hard it would be to add enough training for a staff member in a job description to fill this role. Fomby said the expertise level is so high, no one would ever have a person on staff like this unless they were a billion dollar corporation.

Motion by Holland and seconded by Schoen

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

ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Authorize Signatures Of The Board Chair and The Interim County Administrator to the Monticello Orderly Annexation Agreement.

Kryzer said this is a systematic review and the agreement has been in place for a number of years. This is an update to the agreement, which was reviewed by the Attorney's Office and the final product was worked out by the city and township. Kryzer referred to the map included and said that it was incorrect. The bottom line in the southeast corner is shown with a dip, but the official agreement has the line straight across. All parties agreed to the change. Vetsch confirmed that the meetings went well and the agreement will serve both parties well.

Motion by Holland and seconded by Schoen

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

2. Schedule a Committee of the Whole To Discuss 2025 Salary for the Wright County Sheriff and Attorney

A Committee of the Whole (COTW) was scheduled for 10:30 a.m. Tuesday, November 19.

Motion by Schoen and seconded by Holland

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

B. COMMITTEE RECOMMENDATIONS

1. Approve and Adopt Recommendations from the Committee of the Whole- ARP (10-01-2024)

Motion by Diedrick and seconded by Kaczmarek

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

2. Approve and Adopt Recommendations from the Revisors Workgroup (10-01-2024)

Motion by Diedrick and seconded by Holland

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

3. Approve and Adopt Recommendations from the County Board Workshop (10-08-2024)

Motion to approve the recommendations as printed made by Schoen and seconded by Kaczmarek

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

4. Approve and Adopt Recommendations from the Committee of the Whole- Training Center MOU (10-8-2024)

Kaczmarek said in reference to the first recommendation, he thinks the board should consider being consistent with booking the Sheriff's Office Training Center like other county facilities, where Administration would have access to a current schedule. Kaczmarek also said in regard to Meeker County using the facility without a fee, they need to be charged for use of the facility and it needs to be part of the recommendation. Vetsch said going forward, that will be the expectation, but this agreement was made before the fee schedule was in place. Sheriff Sean Deringer said he fully supports charging for use of the training facility and asked for the boards' support to allow Meeker County to use the facility without charge, as the original agreement was made, for this one instance. He fully supports the efforts once the agreement is complete. Vetsch said that imposing a last minute fee on Meeker would come across as petty and getting them into the facility could yield a long-term county relationship.

Kaczmarek said that he and Wilfahrt have been in contact with Meeker County Administration for months discussing interest in use of the facility. Deringer said that the agreement he made was directly with the Sheriff, who did not know the Chief Deputy had already been discussing use of the facility. Holland suggested the Sheriff pays for Meeker County's use of the facility from his own budget. Deringer said he would be fine with that. Vetsch said the conversation warrants further discussion on scheduling before a decision is made regarding scheduling and Administration involvement. Diedrick suggested to move forward with what is already planned and come back with updated use agreements so everyone is on the same page moving forward. Deringer said that the Sheriff's Office would need to control the scheduling so they aren't booked out of their own facility, but he is willing to let anyone have access to the schedule. Vetsch asked Kryzer to work with the Sheriff to develop accountability on usage. Kryzer confirmed he would work with IT and the Sheriff's Office to develop a solution.

Motion to direct staff to work with the Sheriff in developing the fee schedule and useage agreements and work with Administration to create a shared calendar made by Diedrick and seconded by Holland

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

Regarding the second recommendation, Kaczmarek asked to add a deadline of 30 days to the FBI letter recommendation. Vetsch suggested a deadline of November 26 in order to offer the FBI additional time but still allow to meet the deadlines for the last two board meetings of the year. Kryzer suggested November 22 due to the Thanksgiving holiday.

Motion to approve sending the drafted letter to the FBI with the dollar amount of $332,232 and a response deadline of November 22 made by Kaczmarek and seconded by Holland

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

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

MCIT Delegate added from Agenda Approval

Holland said that the decision to appoint the MCIT delegate at the workshop was hasty and thrown in the air. Since the workshop, Holland was at a Public Health retreat and a fellow commissioner from Winona County on the Public Health board asked for Holland's vote for her reappointment on the MCIT board. Holland said that she would like to vote for the commissioner, and asked to be the voting delegate for the December 9 meeting. The commissioner also informed Holland that the board is looking for an Auditor, and Holland suggested Wright County Finance Director Lindsey Meyer apply for a position on the MCIT board. Holland asked for the board to consider her to be the voting delegate for December 9, and for Meyer to be the delegate for the remainder of the year. Diedrick said that she volunteered to be the delegate as she has been attending meetings and following along with the needs of Wright County. Diedrick suggested that Holland could be the alternate and Meyer could apply for the position on the board, as they are different. Holland recommended Meyer be in both positions as she is a good fit and understands what Wright County needs. Diedrick asked why Meyer needs to be in both positions as she could vote for Meyer's application to be on the board.

Motion to support Meyer to apply for the MCIT board as well as be the voting delegate made by Holland and seconded by Schoen

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

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

Motion for Diedrick to be the alternate made by Diedrick and seconded by Kaczmarek

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

ADJOURNMENT

The meeting adjourned at 10:15 a.m.

WARRANTS ISSUED

A. Warrants Issued

NOTE

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