



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS

Tuesday, November 19, 2024
DATE APPROVED: December 3, 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 collectively by Schoen and seconded by Holland

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

- A. Approve Minutes from the Ways & Means Committee Meeting (11-4-2024)**
- B. Approve Minutes from the Personnel Committee Meeting (11-04-2024)**
- C. Approve Minutes from the County Board Meeting (11-5-2024)**
- D. Approve Minutes from the County Board Workshop (11-12-2024)**

REVIEW & APPROVAL OF AGENDA

Motion by Kaczmarek and seconded by Holland

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

CONSENT AGENDA

Motion by Schoen and seconded by Holland

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

A. ADMINISTRATION

1. Request To Rehire Office Manager In Administration

B. ASSESSOR

1. Approve Request To Rehire Vacant Property Appraiser Position

C. ATTORNEY

1. Request Chairperson Sign Joint Power Agreement (JPA) with the City of Otsego for the Enforcement and Regulation of Cannabis.

D. FINANCE & TAXPAYER SERVICES

1. Motion to approve the reimbursement of the American Rescue Plan Act Funds (ARP) as follows:
Approval of use of ARP funds from 01-099-493-8467
\$36,695.09 9.2 Surface Transportation Projects- Franklin Township
\$48,623.00 9.2 Surface Transportation Projects- Middleville Township
\$105,872.62 5.9 Clean Water: Nonpoint Source-Indian Lake
2. Approve the Reimbursement of the American Rescue Plan (ARP) Act Funds as Follows:
Approval of Use of ARP Funds From 01-099-493-8467
\$40,448.32 9.2 Surface Transportation Projects- Maple Lake Township
3. Approve Attached Budget Amendments for October 2024
4. Acknowledge the October 2024 Budget to Actual Report.
5. Acknowledge Warrants Issued Between October 29 thru November 11, 2024.

E. HEALTH & HUMAN SERVICES

1. Approve Request to Rehire One Full Time Social Worker I Position.
2. Approve Request to Rehire One Full Time Child Support Officer in Child Support.
3. Approve Request to Rehire One Full Time Office Technician II Position.

F. INFORMATION TECHNOLOGY

1. **Approve Request to Back-fill One Full Time Information Technology (IT) Developer Position**

G. PLANNING & ZONING

1. **Authorize Board Chair To Sign Grant Agreement for the 2025 Subsurface Sewage Treatment Systems (SSTS) Grant.**

TIMED AGENDA ITEMS

A. 9:05 AM- ALICIA O'HARE, WRIGHT SOIL & WATER CONSERVATION DISTRICT

1. **Authorize the Mississippi River St. Cloud Watershed Policy Committee Representative to Authorize the Comprehensive Watershed Management Plan for Final Submission to the Board of Water and Soil Resources (BWSR) on Behalf of the Wright County Board.**

Wright Soil & Water Conservation Water Resources Specialist Alicia O'Hare shared that the Mississippi River St. Cloud Watershed Policy Committee, comprised of state and local partners including Diedrick, had been working for the past two years on the plan. A public hearing on the plan draft was held at 11:00 a.m. Tuesday, November 5 at the Sherburne History Center and O'Hare requested board authorization to the policy committee to then authorize to send the draft to the Board of Water and Soil Resources for review and approval. Pending review and approval, access to funding would be granted in the amount of \$1 million dollars over the next biennium with implementation scheduled to begin the summer of 2025.

Motion by Diedrick and seconded by Holland

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

B. 9:10 AM- BRIAN LUTES, ATTORNEY

1. **Approve Request for Chairperson and Interim County Administrator to Sign an Approval and Oath for Kyle E. Day, Assistant County Attorney**

Introduction of Kyle E. Day, Assistant County Attorney, to the Board

County Attorney Brian Lutes introduced Attorney Kyle Day and gave a brief history of his background, which includes prior government experience. Day's focus would be on Child in Need of Protection or Services (CHIPS) cases in the Civil Division.

Motion by Schoen and seconded by Holland

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

C. 9:15 AM- JAMI GOODRUM, HEALTH & HUMAN SERVICES

- 1. Request to Schedule a Public Hearing for Ordinance No. 24-8: Regulating the Retail Sale of Cannabis and Lower-Potency Hemp Edibles within the County of Wright, Minnesota. Suggested Date for Scheduling, 1:00 PM, Tuesday December 3rd.**

The public hearing was scheduled for 1:00 p.m. Tuesday, December 3.

Motion by Diedrick and seconded by Holland

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

D. 9:17 AM- CHAD HAUSMANN, HIGHWAY

- 1. Approve Minnesota Department of Transportation (MnDOT) Cooperative Construction Agreement 1057600 and Adopt Corresponding Resolution.**

Highway Engineer Chad Hausmann stated the agreement was for the signal replacement and pedestrian improvements in Montrose on Highway 12. Hausman said MnDOT has a project next year in Howard Lake, Waverly, and Montrose doing pedestrian improvements and this agreement is Wright County's share of that construction cost.

Motion to approve the agreement by Holland and seconded by Kaczmarek

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

Motion to approve the resolution by Holland and seconded by Kaczmarek

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

Names:

For: Diedrick, Holland, Kaczmarek, Schoen, Vetsch

E. 9:20 AM- LARKIN WALTER, PROJECT ADMINISTRATION

- 1. Adopt Resolution Proclaiming November 20, 2024 as National GIS Day in Wright County.**

GIS Coordinator Larkin Walter emphasized a wide variety of work the county GIS performs and stated her hope for the future of the GIS team is to continue growth in the services provided to county stakeholders and the general public. Walter highlighted a recently completed project by the GIS team that began in 2017. A statewide initiative named Next Generation 911 that includes Minnesota and other states are leading the charge and modernizing the way data is provided to dispatchers when making a call for service. Walter said the technology currently used by dispatchers was developed and implemented in the 1970s. The Wright County GIS team finished validations with the state and when

the initiative goes live, Wright County is prepared. Lark said one of the recognized benefits of the project was that the county will now be part of a statewide aggregate of address and road data which the state can share with downstream applications like Google and Apple to ensure that our addresses and roads in Wright County will be updated in those applications in a timelier manner.

Motion by Diedrick and seconded by Holland

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

Names:

For: Diedrick, Holland, Kaczmarek, Schoen, Vetsch

ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. **Authorize Staff to Enter into License Agreements with Law Enforcement Agencies for the Use of the Wright County Law Enforcement Training facility.**

Assistant County Administrator Clay Wilfahrt provided a summary with context in which the agreement was created to allow for out-of-county agency use of the Wright County Sheriff's Office Training Center. The board adopted a 2025 fee schedule that listed out-of-county agency use, and board approval of the agreement was needed to execute agreements with out of county agencies. Wilfahrt stated the agreement was similar to the agreement used for in-county agency use, with removal of the cap on the number times that the center can be used, as well as subject the user to the fee schedule.

Diedrick clarified that priority of use would be given to the Wright County Sheriff's Office and that scheduling and staffing of agreements would be coordinated by the Sheriff's Office. Wilfahrt confirmed Diedrick's clarification, and stated the agreement had language for the Sheriff's Office Captain in charge of the training center as instrumental in working with agencies to schedule training center use to ensure the Wright County Sheriff's Office has priority for use.

Kaczmarek stated the agreement language did not include a county person present at scheduled training by law enforcement agencies, did not specify no firearms training from 8:00pm to 8:00am at the outdoor range and/or indoor range, and noted concern regarding fiscal impact of potential overtime pay to staff present at scheduled trainings. Holland shared Kaczmarek's concern of fiscal cost of potential overtime pay for staffing at scheduled trainings.

Wilfahrt said the agreement allowed the Sheriff's Office discretion to determine staffing needed based on training being conducted. Kaczmarek stated he was in favor of having a staff member present at all trainings and be the last to leave. Kaczmarek wanted to have language state "shall have a range safety officer present at firearms training." Kaczmarek wanted to ensure no overtime pay for staffing needed for agreement use and for scheduling to account for potential overtime. Holland agreed with Kaczmarek and did not want any overtime pay and wanted a staff person present at the center when agreements are implemented. Vetsch said based on the fee schedule, in almost all likelihood

situations even with overtime would still be a net gain and it would be in the Sheriff's Office favor to avoid overtime, but at times it may be necessary. Wilfahrt confirmed the approved 2025 fee schedule did account for county staff needed at scheduled trainings. Sheriff Sean Deringer stated the Sheriff's Office would effectively manage the use of the training center facility and staffing needed.

Kryzer proposed amended language changes to item 10 of Temporary License to Use Premises agreement to state "The Wright County Sheriff's Office shall have a range safety officer or other designee present at any firearms training. No outdoor firearms training shall occur between the hours of 8:00pm and 8:00am."

Kaczmarek moved to authorize staff to enter into license agreements with law enforcement agencies for the use of the Wright County Law Enforcement Training Center with proposed amended language changes.

Motion by Kaczmarek and seconded by Schoen

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

2. Adopt Resolution for Hearing Officer's Findings Regarding Tobacco License Appeal of Casey's in Albertville

Kryzer proposed an amendment to the resolution to include a \$2,000 civil penalty that was inadvertently omitted that is consistent with the ordinance.

Motion to approve with amendment made by by Diedrick and seconded by Holland

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

Names:

For: Diedrick, Holland, Kaczmarek, Schoen, Vetsch

B. COMMITTEE RECOMMENDATIONS

1. Approve and Adopt Recommendations from the Ways & Means Committee Meeting (11-4-2024)

Kaczmarek discussed a list of committees that commissioners serve on to be reviewed prior to appointment in the coming year. Vetsch instructed commissioners to communicate committee descriptions, appointments, suggestions, or other relevant information with Assistant County Administrator Marc Mattice. Vetsch informed the board that a meeting was scheduled between Mattice and himself to review the committee list to present at the annual board organizational meeting in December.

Diedrick made a motion to approve the Ways & Means recommendations with an amendment to item III recommendations to include summarized minutes along with attendees and actions.

Motion to amend the the recommendation for how minutes are documented to include attendees, summarized minutes, and recommendations and approve the other recommendations by Diedrick and seconded by Kaczmarek

Aye: 2; Nay: 3; Abstain: 0; Absent: 0; Recused: 0

Names:

For: Diedrick, Kaczmarek

Against: Holland, Schoen, Vetsch

Motion to implement Association of Minnesota Counties (AMC) best practices for all committees of the board listed in the handbook to include a memo that summarizes points of discussion, the attendees, and the recommendations 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 Meeting (11-04-2024)

Kryzer said the majority of policy changes were a result of mandates from the 2024 legislative session that must be updated and implemented starting January 1, 2025.

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 (11-12-2024)

Motion by Schoen and seconded by Kaczmarek

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

ADJOURNMENT

The meeting adjourned at 10:06 a.m.

WARRANTS ISSUED

A. Warrants Issued

Wright County Board meeting minutes submitted by Kelly Kosloski, Administrative Specialist.