WORKSHOP MEETING MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

FEBRUARY 11, 2025

DATE APPROVED: FEBRUARY 18, 2025

Tina Diedrick	District 1
Darek Vetsch	District 2
Jeanne Holland	District 3
Nadine Schoen	District 4
Robert (Kirby) Moynagh III	District 5

Members Present:	Tina Diedrick, Jeanne Holland, Kirby Moynagh, Nadine Schoen, Darek Vetsch
Others Present:	Carol Bachun, Marisa Campanaro, Elizabeth Karels, Greg Kryzer, Brian Lutes, Marc Mattice, Lindsey Meyer, Barry Rhineberger, Sally Stevens, Jacob Wagaman, Geoff Welles, Clay Wilfahrt

9:00 a.m. - Commissioner Darek Vetsch began the meeting.

1. 9:00 AM - Schedule Meetings as Needed

9:00 a.m. - County Administrator Greg Kryzer requested an amendment to the agenda, adding Agenda Item 7: 10:30 AM –Closed Session Meeting to Discuss the Purchase of Real Property. Kryzer said the closed session meeting would be held pursuant to Minnesota Statute 13D.05 Subd. 3. The board agreed to amend the agenda as requested.

RECOMMENDATION*: Informational Only.*

2. 9:05 AM - Wright County Historical Society Year-End Review and 2025 Goals

9:01 a.m. - Wright County Historical Society (WCHS) staff, Archivist Marisa Campanaro, Business Manager Sally Stevens, and Outreach Coordinator Geoff Welles, presented a 2024 year-end review and 2025 goals to the board. WCHS highlighted performance measures for 2024 in areas of volunteer involvement, historical collections work, visitor engagement, research requests, programs and participation, social and electronic media, and revenue. WCHS staff reported positive increases these areas from 2023 to 2024 and outlined plans to continue growing participation and revenue in 2025, supporting a wide range of services and programs.

Discussion included WCHS's service and value to the citizens of Wright County, WCHS's partnership with the county identifying performance measures and implementing goals, WCHS's staffing, and increased data trends since 2020 due to staffing, performance measures, and goal implementation.

RECOMMENDATION: *Informational Only.*

3. 9:15 AM - Recycling Grant Program Considerations

9:17 a.m. - Assistant County Administrator Marc Mattice reviewed timelines and meetings for the Select Committee on Recycling and the Environment (SCORE) program since September 2023. Mattice presented a list of SCORE options aimed at addressing the core pillars of the SCORE funding: 1) increasing recycling rates, 2) providing outreach and education on the benefits of recycling, and 3) funding the start-up of new programs rather than offsetting existing expenses.

Board discussion covered several points, including the challenges townships face in offering recycling services and the potential for adjusting formulas for cities and townships to ensure greater equity. The board also discussed the option of county support for townships in facilitating hauler contracts and the language of the county recycling ordinance. Additional topics included the costs associated with administering programs, past practices of using SCORE funding, and the cost-benefit analysis of SCORE funding relative to Household Hazardous Waste (HHW)/Recycling Center operational costs and the number of citizens served. The planned use of the HHW/Recycling Center site was also addressed.

RECOMMENDATION: *The consensus of the board was to direct staff to:*

- *move forward with the example Memorandum of Understanding (MOU) in the workshop agenda and distribute to eligible townships to utilize the HHW/Recycling Center for the disposal of certain materials and distribute to townships that do not have a yard waste or brush collection site with an expiration date to February 1, 2029.*
- *move forward with researching the feasibility and desire of townships on refuse and recycling collection programs through a Joint Powers Agreement pursuant to Minnesota statute 115A.94.*

4. 9: 30 AM - 2026 Proposed Budget Schedule Review and Adoption

9:49 a.m. - County Administrator Greg Kryzer presented the 2026 budget process to the board, outlining the budget timeline and calendar, long-term planning (including assessment and budget forecasts, levy, and tax shifts), and budget narrative expectations (such as template requirements and revenue/expenditure summaries). The proposed timeline as presented in the agenda packet was revised with the following:

- August 5 changed to July 22: Budget Committee of the Whole (COTW) will review the Capital Improvement Plan (CIP) and staff requests.
- August 12 changed to August 11: Budget COTW/Retreat Q&A for Property Services, scheduled from 9 a.m. to 12 p.m.
- August 14 changed to August 12: Budget COTW/Retreat Q&A for Centralized Services, also from 9 a.m. to 12 p.m.

Board discussion included improvements made to the budget review process, commissioner access to the budget books both electronically and hard copy, and the implementation of Oracle by Finance staff being used to perform double-entry accounting during budget cycle to increase the accuracy of the budget process.

RECOMMENDATION: *The consensus of the board was to direct staff to move forward with scheduling meetings as presented with revisions for the 2026 budget review process.*

5. 9:45 AM - American Rescue Plan and General Fund Project Review

10:00 a.m. - Project Administrator Elizabeth Karels provided the board with a summary on American Rescue Plan (ARP) and Lost Revenue fund balances. Karels said all ARP funds were obligated by the end of 2024, in compliance with ARP requirements, with $2,114,029.04 unallocated under Lost Revenue that does not have a specific time in which funds must be used. Karels clarified that ARP funds are different than Lost Revenue funds and must be spent by the end of 2026.

The board discussed options in which the unallocated funds may be used and reached the consensus to leave the Lost Revenue funds unallocated at this time.

RECOMMENDATION: *Informational Only.*

6. 10:15 AM - Review Request to Gain Opinion from The Outside Counsel on The Legality of Funding Drainage Projects with General Fund Money

10: 13 a.m. – The board reviewed and discussed a commissioner request to gain opinion from the outside counsel on the legality of funding drainage authority projects with general fund money. County Attorney Brian Lutes said his legal opinion on the use of general funds approved by the board as the acting drainage authority have been done so legally under state statutes.

Lutes said his duty as County Attorney to give opinions and advice, upon the request of the county board or any office, upon all matters in which the county may be interested, or in relation to the official duties of the board or officer pursuant to Minnesota Statute 388.051. Lutes acknowledged that the county has a law firm on retainer in cases where the county is challenged or there may be a conflict of interest; however, statutory duties of the County Attorney is as legal advisor to the board of commissioners and all the offices.

RECOMMENDATION: *The consensus of the board was to direct staff to draft Commissioner Handbook policy language for seeking outside counsel as a collective board and/or individual commissioner.*

7. 10:30 AM – Closed Session Meeting

10:20 - Kryzer announced pursuant to Minnesota Statute 13D.05 Subd. 3. the meeting was moved to closed session to discuss the purchase of real property PID 209000153406.

The closed session meeting adjourned at 10:45 a.m.

8. 11:00 AM – Adjourn

10:45 a.m. Vetsch adjourned the meeting.

Meeting minutes submitted by Kelly Kosloski, Administrative Specialist.