



## BOARD MINUTES

### BOARD OF WRIGHT COUNTY COMMISSIONERS

APRIL 28, 2020

DATE APPROVED: MAY 5, 2020

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Michael Potter	District 4
Charles Borrell	District 5

The Wright County Board met in regular session at 9:00 A.M. with Husom, Vetsch, Potter and Daleiden present. Commissioner Borrell joined the meeting remotely.

#### COUNTY BOARD MINUTES 4-21-20

Daleiden moved to approve the 4-21-20 Wright County Board Minutes. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

#### AGENDA

Vetsch moved to approve the Agenda. The motion was seconded by Daleiden and carried 5-0 on a roll call vote.

#### CONSENT AGENDA

Daleiden moved to approve the Consent Agenda. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

#### A. ADMINISTRATION

1. Schedule Committee Of The Whole Meeting On 5-05-20 @ 10:30 AM RE: Follow-Up From Strategic Planning Sessions

#### B. ATTORNEY

1. Authorize Signatures On Amended Joint Powers Agreement For Family Home Visiting Services
2. Authorize Signatures On Collaborative Agreement For Grant Administration And Data And Resource Sharing
- 1.

#### C. ATTORNEY

1. Authorize Signatures On Contract For Professional Services Of Guardianship And/Or Conservatorship Services With Amy Tulp, Contract Period 1-01-20 Through 12-31-20

#### D. AUDITOR/TREASURER

1. Acknowledge Warrants Issued Between April 15, 2020 And April 22, 2020.
2. Set County Canvassing Board Meeting, To Canvass Results Of The State Primary Election, For Friday, August 14, 2020 At 1:00 P.M. In The County Board Room.

#### E. RECORDER

1. Approve Schedule B - Service Amendment To Master License Agreement With Trimin For Indexing And Import Project In The Estimated Amount Of \$372,270.00.

#### TIMED AGENDA ITEMS

#### HALEY DUBOIS, PSAP MANAGER, SHERIFF'S OFFICE

#### Resolution To Accept Grant Funding From The Central MN Emergency Services Board Related To The Next Generation 9-1-1 Project

The Central MN Emergency Services Board (CMNESB) received Federal grant money for the furtherance of the Next Generation 9-1-1 project. This grant money will be distributed amongst all PSAPs (Public Service Answering Point) within their region. Wright County PSAP is a part of CMNESB region and will receive \$92,617.17 for the NG9-1-1 project. Overall grant management is the responsibility of CMNESB. DuBois stated the majority of the grant funding will be utilized for wages. No match is required. The system is expected to be operational in a couple of years. PSAP will provide a statewide data set that will assist with call routing for 9-1-1 calls and address validation to send responders to appropriate locations more quickly. It will also help with text to 9-1-1 routing to the appropriate PSAP. Currently, each county has their own set of data and the change will move to a statewide set of data.

Daleiden moved to adopt Resolution #20-30 accepting the grant funding from the Central MN Emergency Services Board related to the NextGeneration 9-1-1- Project. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

The meeting recessed at 9:12 AM due to technical difficulties and reconvened at 9:22 AM.

## ITEMS FOR CONSIDERATION

### 4-22-20 PERSONNEL COMMITTEE MINUTES

At today's County Board Meeting, Daleiden moved to approve the minutes and recommendations of the 4-22-20 Personnel Committee Meeting. The motion was seconded by Potter.

Discussion followed on the Committee recommendation to approve the presence of a non-licensed uniformed officer at the Department of Motor Vehicles once the public facing counters are allowed to reopen by the State of Minnesota at the Wright County License Bureau. Sheriff Sean Deringer stated that he discussed this recommendation with the Administration Office. He will not proceed with designating an officer at that location for the purpose of social distancing because it is not a good use of resources. There is discussion at the State level that portions of courts will need to open because of the back up in court hearings. Utilizing part-time bailiff staff is not an option as those staff are allotted to work a specified number of days per calendar year. Budget discussions will need to occur long range if the request is to staff the current Government Center with an officer when the Justice Center opens.

Vetsch asked for clarification from the Sheriff on security versus not having the staff to facilitate that request. Sheriff Deringer responded that the security of the Government Center is not in his purview; the Sheriff's Office is responsible for the security of the Judges, Courts and Court Administration. Vetsch asked whether the Sheriff would suggest the use of a private security company. Sheriff Deringer stated that would be one solution if the Board understands they are taking that on and they are going to assign those staff members. He thought it would be a similar situation to when the Sheriff's Office took over Emergency Management. The Board would understand there is a security need at the new Government Center and those staff would be under the Sheriff's Office. He is open to that conversation but not willing to approve it today.

Potter said once the move is made to the Justice Center, there will no longer be a roving bailiff in the Government Center. The Board will also need to address security at the new Government Center Building. Sheriff Deringer said that is why he is drawing the line in the sand. There have been conversations about having an officer at the Government Center once the Justice Center opens, but he does not plan to do that.

Vetsch said the Committee recommendation to 'approve the presence of a non-licensed uniformed officer at the Department of Motor Vehicles once the counters are allowed to reopen by the State of Minnesota at the Wright County License Bureau' creates the expectation that there will be an individual present. He does not want to set that expectation. Potter said the recommendation could be in the form of hiring a private security firm. Vetsch prefers holding off discussion until information is available on options and associated costs. Borrell agreed.

Sheriff Deringer said there are solutions that may not be costly. Currently, the Sheriff's Office lobby is by appointment only. Building Maintenance devised cubicles with plexiglass for use while assisting the public. This is something that could be considered at the Government Center to mitigate the number of people in the hallway and to provide information. When Courts is moved to the Justice Center, Sheriff Deringer said he does not know of anything that would obligate having an officer at the Government Center. In the situation where assistance is needed, a call would be made to 9-1-1 just like with any other business. The Government Center is under the jurisdiction of the Buffalo Police, so they would respond. The Sheriff's Office may aid if they are in the area.

Daleiden withdrew the motion to approve the minutes and recommendations.

Daleiden made a motion to accept the 4-22-20 Personnel Committee minutes to include the Committee recommendation to approve moving forward with the development of a new election technology coordinator position. The motion does not include the recommendation for approval of a non-licensed uniformed officer at the License Bureau. That topic will be referred to a future Committee Of The Whole Meeting or the 5-12-20 County Board Workshop. The motion was seconded by Potter and carried 5-0 on a roll call vote.

The 4-22-20 Personnel Committee Minutes follow:

#### I. Department of Motor Vehicles

*Bob Hiivala, County Auditor and Becky Aanerud, License Bureau Supervisor shared with the Committee that they have concerns about the high demand and build up response from the community regarding the services provided by the license bureau once the shelter in place order is lifted by Governor Walz and the license bureau counter is reopened to the public for in person transactions. Hiivala explained that they want to be prepared. Hiivala noted that adding additional staff at this time is not an immediate solution due to the amount of time it takes to train new staff members and concerns about providing the necessary social distancing amongst staff members. Hiivala stated that they had been utilizing bailiffs prior to the shutdown, and it reportedly seemed to help with lessening the tension amongst the customers.*

## 4-22-20 Personnel Committee Minutes (cont.):

*Aanerud explained that prior to the Governor's orders and closing the counters to the community that both the department and community members had been experiencing high levels of tension with the long lines, wait time with the new specific requirements that has been added to the workload. Aanerud said that during that time period, they had the opportunity to utilize a bailiff to assist with controlling the lines and providing a presence of security, which lessened the tension. She added that once the counters reopen, the tensions and stress is anticipated to possibly being much more elevated than before with added confusion of longer lines following the space distancing protocol. Aanerud commented that her main request is to have a non-licensed uniformed officer available once the counters reopen to assist with crowd control and provide security if needed. The license bureau would also like to continue utilizing a non-license uniformed officer once we move into the new building.*

*A discussion occurred regarding the possibility of the driver's license testing stations in Buffalo not reopening and what that may possibly mean for their department for renewals which also may add to the stress and confusion levels for everyone.*

*Commissioner Mark Daleiden wondered if it's possible to assign one staff member to be exclusively performing one item, as tab renewals, etc. Aanerud explained that due to the amount of training and certification to log into the state systems will take time and needed space to allow the space distance which they don't have right now. Hiivala replied that if any of these suggestions occur are something that may happen outside of normal operating business hours or extended business hours and if so, then it becomes another issue all together. Aanerud commented that her staff is already at their max and cannot take on more hours. Aanerud replied that at this time her main concern is crowd control and security.*

*Several different suggestions were discussed regarding budgetary options for this position. Lori Pawelk, Assistant Human Resources Director added that ultimately the training responsibilities for this position would still fall under the Sheriff's Office, even if it was an assignment of security for a County department. Pawelk, reported that there are currently two part-time bailiffs and the rest are temporary employees. Human Resources Director, Schawn Johnson commented that the bailiffs are under the Teamsters Local 320 Union and responded that he will reach out to the Sheriff's Office to start the conversation about using a non-licensed officer to assist with the license bureau.*

*Both Commissioner Daleiden and Husom were supportive of the request of having a non-licensed uniformed officer present at the Department of Motor Vehicles when the counters open and we move into the new building.*

*RECOMMENDATION: Approve the presence of a non-licensed uniformed officer at the Department of Motor Vehicles once the counters are allowed to reopen by the State of Minnesota at the Wright County license bureau.*

## II. Authorize a New Election Technology Coordinator Position

*Bob Hiivala, County Auditor is requesting approval of a new election coordinator position. This position would require experience working with elections and have a technology background. He believes that this year there will be a massive turn out to vote even if it is absentee voters. Election judges are already expressing concerns about working in a polling place. Hiivala noted that Wisconsin needed to bring in the National Guard to assist with their most recent election due to the shortage of election judges.*

*He also added that by incorporating more technology into elections and utilizing the pole pads was very much appreciated by the voters in the last County elections. This-in-turn allowed for voters to sign in in just a few minutes.*

*Hiivala explained that they have added two DS tabulators which will allow them to move more absentee ballots through the system faster. He continued that this position would also need to be engaged and assist in serving the public, the municipalities along with the technology and feels that this position needs to be added sooner than later.*

*Commissioner Christine Husom asked what happens to this position after the election period. Hiivala replied that he foresees that there will always will be special elections for township schools, training on homeland security, and covering other gaps for the department. Office Manager I, Corissa Aronson is anticipating where there are off seasons of elections where we will be playing catch up on maintenance of equipment and technology and found through discovery of last campaign poling and feedback that the poling pads were a tremendous help, and this will take more time and need someone who is an expert with this equipment.*

*Commissioner Mark Daleiden asked if there was a job description already created and Hiivala said they already have it. Aronson commented that they created it as an Elections Equipment Coordinator. Human Resources Director Schawn Johnson added that it will have to go through the Position Analysis Questionnaire (PAQ) process. Human Resources will provide a copy of the PAQ form that needs to be completed by the department. Hiivala mentioned that neighboring counties are extremely interested in seeing this job description, because they are also seeing the need for this type of position in the elections area.*

4-22-20 Personnel Committee Minutes (cont.):

*Commissioner Mark Daleiden asked if the I.T Director has been contacted regarding what level of technology might be needed for this position. Hiivala responded that they have reached out about the possibility of having an IT person assigned for election duties. Aronson explained that they are looking for someone with an IT background they also need someone who can work in the customer service area. The selected candidate must be relatable to the public and office staff and also be able to train others on equipment and other areas.*

*A discussion was had regarding to the timing of hiring on how soon the position could be filled. It was noted by the committee that this position could be filled by July or August.*

*The positions potential compensation (grade and pay range) was discussed. Johnson added that it will all depend on how it comes back rated by Baker Tilly. Lee Kelly, County Administrator stated that there are a couple of positions that were included in the 2020 Budget that may not be filled.*

*RECOMMENDATION: Approve to move forward with the development of a New Election Technology Coordinator Position.*

*4-22-20 Personnel Committee Minutes submitted by Kathleen Brannan-Merritt*

(End of 4-22-20 Personnel Committee Minutes)

**PUBLIC HEARING - PROPOSED CHANGES TO THE SHERIFF'S FEE SCHEDULE**

At 9:43 A.M., Commissioner Husom opened the Public Hearing on the proposed changes to the Sheriff's Fee Schedule. Lee Kelly, Administrator, said the hearing notice was published in the newspaper per Statute. He stated he had received no public comment. Sheriff Deringer extended appreciation to the Board for consideration of the changes. He has received a number of positive responses since it was published. Husom called for public comment and there was none.

Potter moved to close the Public Hearing at 9:45 A.M. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

Borrell moved to approve the changes to the Sheriff's Fee Schedule. The motion was seconded by Potter and carried 5-0 on a roll call vote.

The following are the approved changes to the Sheriff's Office Fee Schedule pursuant to Minnesota Statutes, Chapter 373 (changes in **bold**):

SECTION I. GENERAL REVENUE

SHERIFF

Change the following language/fees on the Schedule:

	<u>From</u>	<u>To</u>
<b>Wright County Sheriff's Office Employee/Retired-in-Good Standing Employee Permit to Carry Fee Proposed \$10.00</b>	\$100.00	<b>\$10.00</b>
<b>Spouse of Wright County Sheriff's Office Employee Permit to Carry Fee</b>	\$100.00	<b>\$25.00</b>
<b>Any Active or Retired Peace Officer Permit to Carry Fee</b>	\$100.00	<b>\$25.00</b>
<b>U.S. Military Veteran Permit to Carry Fee</b>	\$100.00	<b>\$25.00</b>
<b>Spouse of U.S. Military Veteran Permit to Carry Fee</b>	\$100.00	<b>\$25.00</b>

(End of Fee Schedule changes)

**RESOLUTION AUTHORIZING APPROPRIATE COUNTY OFFICIALS (DIRECTOR OF PARKS AND RECREATION) TO SIGN GRANT APPLICATIONS, AGREEMENTS, AND CERTIFICATIONS IN REGARDS TO THE WRIGHT COUNTY SNOWMOBILE ASSOCIATION PARTICIPATION IN THE GRANT IN AID SNOWMOBILE ASSISTANCE PROGRAM FOR THE 2020 – 2021 SEASON**

Vetsch moved to adopt Resolution #20-31 authorizing signatures on the grant applications, agreements and certifications for the Wright County Snowmobile Association's participation in the Grant In Aid Snowmobile Assistance Program for the 2020-2021 Season. The motion was seconded by Potter and carried 5-0 on a roll call vote.

**COVID-19 (CORONAVIRUS)**

Jami Goodrum-Schwartz, Health & Human Services Director, provided an update on recent activity that relates to COVID-19. She referenced newspaper articles reflecting the lack of staff available at the State level to perform the initial contact and tracing of those that have tested positive for COVID-19. With increased testing, the number of confirmed cases is expected to grow. The initial contact and tracing will fall to local Public Health Officials. For the foreseeable future, Goodrum-Schwartz said they will assign this task to Public Health Nurses and will proceed with assigning 8-hour shifts on Saturdays and Sundays. It may take some time to get in stride working with those at the State level that have been completing this.

An increase is expected in some of the essential services. As required by Statute, the County is required to provide essential services in times of emergency. Outside of plans they have in place for foster care children and those being released from the hospital in congregate care facilities, they plan to ask individuals that test positive whether they have a place to shelter or isolate themselves. In situations where individuals cannot isolate themselves, it will be an essential duty of the County to provide a place. They will be working with mutual aid with other public entities and FEMA on this effort. This update is to let Board members know they are transitioning to another iteration of the COVID-19 pandemic and what that means for Health & Human Services. That might detract from other services they normally provide. Goodrum-Schwartz said the plan is to initially have two Public Health Nurses on duty every day to include the weekends to perform the initial contact and tracing. That could change depending on how things transpire. She said the State is asking counties to work in that capacity and this effort will be extending for quite some time.

Discussion moved to opening of the Compost Facility. Vetsch asked that the Facility be open to the public starting next week or the earliest possible date. He has been contacted by a number of constituents and townships with regard to brush. Those dropping off brush can do so with no contact, and there will be minimal contact for those dropping appliances (to receive payment). Kelly said there have been numerous discussions and a lot of work by Building Maintenance as they look forward to the potential of reopening to the public on May 4<sup>th</sup>, which is something that will be directed by the Governor. This includes building protective barriers between staff and the public. As things reopen, he said it is important to be cautious about face-to-face contact. Relative to the Compost Facility, those activities should be able to be achieved with social distancing. A lot of discussion has occurred with departments on operations moving forward. Daleiden said more discussion will need to occur for those employees that are unable to work at home due to technologies, and how employees will be paid going forward (use of vacation/sick/PTO).

The Board discussed whether to schedule an additional Board Meeting this week, so they can react to any orders given by Governor Walz. Kelly stated that the Board can recess this meeting to a date and time specific.

Vetsch moved to continue today's Board Meeting to 4-30-20 at 10:00 AM to further these discussions. The motion directs Administration to work with Planning & Zoning to open the compost Facility next week to the public. Administration should bring additional information to the meeting to assist with decisions based on Governor Walz's orders. The motion was seconded by Daleiden. Daleiden questioned whether Kelly had suggested items to discuss Thursday. Kelly said a lot of the effort is in preparing the facility internally. The timeline provided by Governor Walz will be helpful in determining what to do with personnel items. Staff has been reviewing a couple of policies that other public entities are entertaining, to include an early retirement program as an option. This is dependent on the length of the order. Kelly will gather information from departments on the status of employees. Vetsch said he would information on how many employees are working outside of their assigned department. Kelly said they are working to keep tabs on what options are available, so they can provide them to the Board. Kelly will provide to the Board information received from departments on the status of recruitments, open positions, and associated savings. The motion carried 5-0 on a roll call vote to continue this meeting to 4-30-20 at 10:00 AM and to reopen the Compost Facility.

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. Potter participated in a webinar last week with MnDOT. As gas tax revenues have decreased because of COVID-19, it is anticipated there will be a 20% reduction in revenues for next year's funding cycle and a 50% reduction for the 2022 cycle. It will not have any effect on this year's projects. The Legislature will need to decide whether to fill in the gap or there will be less delivery of projects.

2. GRRL (Great River Regional Library) Board. Potter said the GRRL Board will meet this afternoon. A 1.76% levy increase is anticipated for next year's budget, which has to do with union contracts for employees. This equates to an estimated \$65,000 increase for Wright County. The GRRL has utilized \$100,000 of reserves toward the signatory reduction and there is the potential for use of reserves for another \$100,000 reduction.
3. Water Management Task Force Meeting. Vetsch attended a meeting last week which involved the annual workplan and updates from three watersheds on the One Watershed One Plan. The group has moved more things to the AIS (Aquatic Invasive Species) Committee and that is working well. He said it is good to be able to discuss water quality instead of all AIS related items.
4. Husom remotely attended a Safety Committee and a Safe Harbors Meeting. There will be a Crime Lab Meeting this afternoon via skype.
5. Daleiden reported that the local board of appeals meetings have started.
6. Administrator Updates:
  - A. Kelly was notified that technical difficulties affected today's livestream of the Board Meeting during the Public Hearing held for proposed changes to the Sheriff's Fee Schedule. He recapped that the Public Hearing was held at 9:45 AM on the proposed changes to the fee schedule. No public comment was received and the changes to the fee schedule were approved as presented.

The County Board meeting recessed at 10:19 AM and will reconvene on Thursday, April 30, 2020 at 10:00 AM.

County Board Minutes submitted by Susan Backes, Clerk to the County Board