



## BOARD MINUTES

### BOARD OF WRIGHT COUNTY COMMISSIONERS

JULY 7, 2020

DATE APPROVED: JULY 21, 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 6-23-20

Daleiden moved to approve the 6-23-20 Wright County Board Minutes. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

#### AGENDA

Changes were made to the Agenda as follow:

- Add Auditor/Treasurer Timed Item, "Approve Temporary Liquor License For Clearwater American Legion Post 323 For An Event On July 18, 2020 Contingent Upon Clearwater Town Board Approval" (petitioned by Lee Kelly)
- Add Item For Consideration, "Schedule Committee Of The Whole Meeting To Discuss Strategic Planning" (Lee Kelly)

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

#### CONSENT AGENDA

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

##### A. ADMINISTRATION

1. Approve & Authorize Signatures On Memorandum Of Agreement (MOA) To Allow WCDA (Wright County Deputy Association) Members To Donate Accrued Vacation Time To Sheriff Deputy Nicholas Eldred

##### B. ADMINISTRATION

1. Approve And Authorize Signatures On The Labor Agreement With Minnesota Public Employees Association (MNPEA) For The 2020-2022 Calendar Years

##### C. ADMINISTRATION

1. Claim - Madden, Galanter & Hansen Attorneys At Law, April 2020, \$20,133.00
2. Claim - Madden, Galanter & Hansen Attorneys At Law, May 2020, \$12,137.54

##### D. ADMINISTRATION

1. Refer To The 7-14-20 County Board Workshop Meeting:
  - A. Health Partners Clinic
  - B. Highway 5-Year Highway Improvement Plan
  - C. CR 147 Jurisdictional Transfer Public Hearing

##### E. AUDITOR/TREASURER

1. Request Approval To Advertise For Applicants For Appointment To The Clearwater River Watershed Board Of Managers
2. Acknowledge Warrants Issued Between June 17, 2020 And June 29, 2020

##### F. INFORMATION TECHNOLOGY

1. Refer To The Personnel Committee A Discussion Of IT Budgetary Specialist Position

##### G. INFORMATION TECHNOLOGY

1. Refer To 07-22-20 Technology Committee:
  - A. Project Updates
  - B. New Project Requests
  - C. Q2 Portfolio Summary
  - C. CIP Technology
  - D. IT HelpDesk
  - E. ARMER 800 MHz Radio Fee For 2021

##### H. SHERIFF'S OFFICE

1. Position Replacement:
  - A. Two FTE Deputy Positions

**I. SHERIFF'S OFFICE - JAIL DIVISION**

1. Request Approval From The Board To Allow Pat O'Malley, Jail Administrator, To E-Sign The Joint Powers Agreements With The Mn Dept. Of Corrections To House Work Release (WR) Inmates And Release Violator (RV) Inmates. Contract Period 7/1/20 Through 6/31/21.

**TIMED AGENDA ITEMS****BOB HIIVALA, AUDITOR/TREASURER**Approve 2020 Tobacco License For LGS Pawn & Repair, LLC DBA Buddha Glass (City Of Monticello) For The License Period July 7, 2020 Through December 31,2020

Daleiden moved to approve the Tobacco License for LGS Pawn & Repair, LLC DBA Buddha Glass. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

Approve Temporary Liquor License For Clearwater American Legion Post 323 For An Event On July 18, 2020 Contingent Upon Clearwater Town Board Approval

Vetsch moved to approve the Liquor License for Clearwater American Legion Post 323 for the event on 7-18-20 contingent upon Clearwater Township Board approval. The motion was seconded by Borrell and carried 5-0 on a roll call vote.

**VIRGIL HAWKINS, HIGHWAY ENGINEER**Award Contract For Construction Of A New Salt Shed At Our Waverly Truck Station With Greystone Construction In The Amount Of \$144,900

Hawkins requested approval of the contract. Husom questioned the cost of the project compared to budget. Hawkins explained that \$250,000 was budgeted in the CIP (Capital Improvement Plan) but the project came in under budget. There will be additional costs for the project, but he envisioned the total cost will be well under budget.

Daleiden moved to approve the contract with Greystone Construction for \$144,900 for the construction of a new salt shed at the Waverly Truck Station. The motion was seconded by Borrell. Discussion followed on the need for the new shed. Hawkins stated it relates to size and the ability to mix the salt in a covered facility because of runoff. The motion carried 5-0 on a roll call vote.

Approve Jurisdictional Change Agreement With Rockford Township For CR 147 (Division Street East). Rockford Township Approved The Jurisdictional Change Agreement (No. 20-56) For Transferring Jurisdiction Of CR 147 (Division Street East) From County To Township

Hawkins said the Rockford Township Board approved the agreement at a recent meeting. It includes a small easterly portion of CR 147. The majority of that roadway is in Buffalo Township. Potter moved to approve the Jurisdictional Change Agreement with Rockford Township for CR 147. The motion was seconded by Daleiden and carried 5-0 on a roll call vote.

Accept The 2019 Highway Department Annual Report Which Was Distributed To The County Board Members For Review At The June 23, 2020 Meeting

Husom said it appears there are more dollars in the Local Option Sales Tax (LOST) line item than what was spent. She asked what amount was collected in LOST in 2019. Hawkins estimated \$7.5 million and said that all expenditures have not been made. This partially relates the CSAH 37 project in Albertville, which was delayed due to the I-94 project. Funds were shifted to a project in Delano this year. Hawkins stated that whatever is collected in LOST funding through 2022 will be spent. LOST funding has been utilized for projects along CR 19 in St. Michael and the corridor study. The 5-Year Plan will reflect other upcoming projects. Hiivala added that unspent LOST funds are dedicated for purposes of those projects.

Potter moved to approve the 2019 Highway Department Annual Report. The motion was seconded by Daleiden and carried 5-0 on a roll call vote. Hawkins said the Annual Report will be placed on the County website. Vetsch suggested that the Communications Officer complete a press release with a link to the Report.

Approve 2020 Maintenance Agreements For SIX (6) Cities: Delano, Elk River, Maple Lake, Monticello, Montrose, And Waverly.

Vetsch moved to approve the 2020 Maintenance Agreements with Delano, Elk River, Maple Lake, Monticello, Montrose and Waverly. The motion was seconded by Daleiden and carried 5-0 on a roll call vote. Daleiden extended appreciation to Hawkins for collaborating with the cities to make things efficient and cost effective.

## ITEMS FOR CONSIDERATION

### 6-19-20 COMMITTEE OF THE WHOLE (COTW) MINUTES

At today's County Board Meeting, Vetsch said relative to the EDA (Economic Development Authority) Task Force, the goal was for membership to include representation from each of the Commissioner districts, and from the Economic Development Partnership, townships, cities and business. Vetsch moved to approve the 6-19-20 COTW minutes and recommendations. The motion was seconded by Daleiden. Board members confirmed that the Commissioner representatives on the EDA Task Force will include Vetsch and Potter. Borrell voiced opposition to the EDA in its entirety. Husom said it is unknown whether the County will move forward with an EDA. The 13-member EDA Task Force will look at the scope of what that would mean for Wright County. Borrell said Vetsch had a good argument for an EDA for marketing the County's building. However, he would like businesses to be able to proceed without County involvement. The motion carried 5-0 on a roll call vote. Vetsch said the first meeting of the EDA Task Force will be held in late August. The 6-19-20 COTW Minutes follow:

#### I. EDA (Economic Development Authority)

*Lee Kelly, County Administrator, said the following people have submitted applications to serve on the EDA Committee:*

- Shannon Bye, Monticello Township
- Greg Eckblad, Rockford Township
- Gene Janikula, Woodland Township
- Kris Crandall, City of Clearwater
- Jason Franzen, City of Delano
- Nick Haggemiller, City of Howard Lake
- Jennifer Nash, City of Buffalo
- Corey Tanner, City of Otsego
- Marc Weigle, City of St. Michael
- Wayne Elam, Commercial Realty Solutions
- Brian Matzke, Citizens State Bank of Waverly

*Bruce Kimmel, Senior Municipal Advisor, Ehlers, was available by phone to answer questions. Kelly said a mailing was sent to city administrators, city council members and township officials to solicit persons who would like to participate.*

*Missy Meidinger, Executive Assistant for the Wright County Economic Development Partnership (WCEDP), said Jolene Foss, WCEDP Executive Director, would like to serve.*

*Kimmel referenced Minnesota Statute 469.1082, Subd. 2, Paragraph 2, Local Committees:*

*The committee shall consist of no fewer than 11 and no more than 15 members appointed by the county board. At least one city official, at least one housing and redevelopment official, and at least one township official from the county to be served by the county economic service provider shall be included on the committee. Members may also represent school districts, political subdivisions that currently provide services under sections 469.001 to 469.047 and 469.090 to 469.1081, nonprofit or for-profit housing and economic development organizations, business, and labor organizations located within the county. Political subdivision representatives must be selected by their local governments and must constitute at least 50 percent of the total committee membership. The county may appoint no more than two county commissioners. The committee shall select a chair at its initial meeting.*

*Kimmel said if the committee/task force has 11 members, he recommends that two Commissioners participate. He added that it would be most appropriate if the committee votes for one of the Commissioners to serve as the chair. With 11 members, 6 should be from cities, local Housing Redevelopment Authorities, townships school districts, or local EDAs. Some members may wear multiple hats. The entity they represent (for example, a city or township) must officially nominate them to serve on the task force. The remaining 3 could represent for-profit or nonprofit organizations, private business, or labor organizations.*

*Discussion continued regarding the number of participants for the proposed task force, and the list of applicants received. The consensus was to have 13 people on the task force. Charles Borrell, County Commissioner, recommended Nick Haggemiller from the City of Howard Lake for a representative from his district.*

*Kimmel said the actual mandate for the task force is limited, but the County Board may still solicit their input regarding useful endeavors for the EDA. Kimmel said the County intends to use the EDA to lay the ground work for the property in downtown Buffalo. Otherwise, the direction of the EDA could easily blossom into a wider discussion. He will work with the two*

**6-19-20 COTW Minutes (cont.):**

Commissioners regarding how best to manage the task force. The members must understand the limited purpose of the task force, although their feedback could still be obtained on a few topics.

Kimmel said he will facilitate the meetings, as outlined in a short proposal letter he sent to Kelly in early April. He will guide the County through the process. His expectation is that he would help with the initial communications and meetings. Also, a report must be generated in which the task force makes a recommendation as to the makeup and mandate of the EDA to provide services to the County. It is not realistic to ask a task force of volunteers to draft such a report. With input from the first two meetings, Kimmel said he could draft the report and bring it back to the task force before submitting it to the County Board. He estimates that the task force would meet at most three times, unless the County is prepared to generate a larger list of ideas. The task force has to be done within 90 days of its initial meeting, although they may request a 60-day extension. He recommends keeping it within a 90-day time frame.

Borrell said he would support the EDA if it was only focused on the Government Center and then dissolves. Kimmel said a future County Board would have to dissolve the EDA. It is not possible to put an end date on an EDA.

Vetsch recommended moving forward with creation of the EDA Task Force consisting of 13 members. He also recommended that the County contract with Ehlers to send letters to the participants to educate them regarding the goals and intentions of the EDA Task Force. Ehlers would also facilitate the EDA Task Force meetings and draft the required report.

Kimmel said the participants must be officially appointed to serve on the EDA Task Force by their local government, such as a township board or city council. This is not a permanent appointment. He will work with Kelly on the letter.

Vetsch said once the participants are officially approved by their individual entities, the County Board may schedule the first EDA Task Force meeting.

**Recommendations:**

1) Continue to move forward with creation of the EDA Task Force, comprised of:

- Shannon Bye, Monticello Township
- Greg Eckblad, Rockford Township
- Gene Janikula, Woodland Township
- Kris Crandall, City of Clearwater
- Nick Haggemiller, City of Howard Lake
- Jennifer Nash, City of Buffalo
- Corey Tanner, City of Otsego
- Marc Weigle, City of St. Michael
- Wayne Elam, Commercial Realty Solutions
- Brian Matzke, Citizens State Bank of Waverly
- Jolene Foss, Executive Director, Wright County Economic Development Partnership
- Wright County Commissioner Darek Vetsch
- Wright County Commissioner Michael Potter

2) Contract with Ehlers to:

- a. Draft a letter to the 13 Task Force participants regarding the intent and scope of the Task Force, and
- b. Facilitate the Task Force meetings and draft a report for the Task Force to review and ultimately submit to the Wright County Board.

The meeting adjourned at 11:05 A.M.

6-19-20 COT Minutes submitted by Deb Schreiner, Administrative Specialist

(End of 6-19-20 COTW Minutes)

**SCHEDULE COMMITTEE OF THE WHOLE MEETING TO DISCUSS THE SHERIFF'S OFFICE ORGANIZATION AND STAFFING STUDY (CHIEF DEPUTY MATT TREICHLER)**

Chief Deputy Matt Treichler said the meeting will be a follow-up from the presentation made by Baker Tilley at a recent COTW Meeting on this topic and to discuss how to proceed regarding staffing.

Vetsch moved to schedule a COTW Meeting on 7-15-20 at 11:00 AM. The motion was seconded by Daleiden and carried 5-0 on a roll call vote.

**CANCEL MEETING IN SEPTEMBER**

Daleiden moved to cancel the 9-08-20 County Board Workshop Meeting due to the occurrence of five Tuesdays in September. Future discussion may include whether to hold a County Board Workshop Meeting on another date in September based on topic matter. The motion was seconded by Potter and carried 5-0 on a roll call vote.

**CARES ACT**

Lee Kelly, County Administrator, said the State has allocated \$16.5 million in federal funding to Wright County. Kelly recommended a COTW Meeting to discuss concepts of how the funds should be spent. The Legislature encourages use of funds to stimulate economic development. Daleiden asked whether there is an estimate of what has been spent to date. Kelly responded that they are in the process of putting those numbers together. Kelly suggested the need for two COTW Meetings. The first will be to reconcile costs incurred by the County, how much of the funding will be utilized, and how much funding will be diverted to economic development. The second meeting will be to discuss economic development. Husom said another consideration is distribution of funding to municipalities.

Vetsch moved to schedule a COTW Meeting on 7-14-20 at 1:00 PM to discuss CARES Act Funding. The motion was seconded by Daleiden and carried 5-0 on a roll call vote.

Husom said associated with the CARES Act, there is a Coronavirus Relief Fund Certification Form that she is required to sign as County Board Chair. Daleiden moved to authorize Husom to sign the Coronavirus Relief Fund Certification Form. The motion was seconded by Potter and carried 5-0 on a roll call vote.

**SCHEDULE COMMITTEE OF THE WHOLE MEETING TO DISCUSS STRATEGIC PLANNING (LEE KELLY)**

Daleiden moved to schedule a COTW Meeting on 7-21-20 at 10:30 AM to discuss Strategic Planning. The motion was seconded by Potter and carried 5-0 on a roll call vote.

Daleiden moved to refer the Dental Center topic to the 7-14-20 County Board Workshop Meeting. The motion was seconded by Potter and carried 5-0 on a roll call vote.

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. Potter said they are waiting on the Legislature relating to bonding bills. He is unsure whether a special session will be held to address bonding only.
2. Vetsch said he met with staff on CARES Act funding.
3. Husom attended a Safety Committee Meeting. One point of discussion was the use of face shields as opposed to masks/face coverings. Kelly said there has been a lot of discussion regarding face coverings and staff use. Administration sent out a reminder to employees on what the County's policy is. He expects additional guidance from the State on this topic relating to office workers.
4. Husom attended a stakeholders meeting for strategic planning for the City of Buffalo. Discussed was planning and future development.
5. Borrell attended a recent Ditch meeting where a new property classification was discussed for lakeshore property owners on ditch systems. It would even out the assessments in areas where drainage is desired to maintain lake levels. Greg Kryzer, Assistant County Attorney, said they also discussed the scheduling of a public hearing for repairs on County Ditch 10 given the pandemic and social distancing requirements. One idea is to stream the engineer's presentation. A public hearing could be held three weeks later to allow residents to submit questions. Zoom meetings could be held to address questions. Vetsch asked Kryzer whether creating the new classification group in the redetermination of benefits is unprecedented. Kryzer said it is not. Review of historical plans show this ditch was built to drain part of French Lake and to try to get more land access in that area. In essence, what they would be doing is assigning benefits to those properties along the lakeshore at a higher level. He restated that the historical records reflect that the ditch was built to drain French Lake. Vetsch said he wants to make sure this is not altering the findings of the viewers. Husom said if the purpose of the ditch was to drain French Lake so they have more lake lots, that changes the purpose of the ditch. Kryzer said that is correct, it is a particular situation for this ditch system. He did not foresee this classification being applied to another ditch system. Given the fact that the ditch was created to drain French Lake, there is an inherent level of benefits that goes to those properties on the lake. The purpose of the prior public hearing was to gather this type of information.
6. Daleiden recently appeared on the KRWC Radio Show. Various topics were discussed including Bertram Chain of Lakes. Daleiden said the construction of campsites and camper cabins at Bertram are expected to be completed this fall, and the bathroom/shower facilities should be completed by then as well.
7. Daleiden attended a recent Technology Committee Meeting. Minutes from that meeting will be presented to the Board in the near future.

8. Daleiden said there was a meeting on 6-25-20 on the IT CIP and how that relates to budgeting. They also discussed policies. Vetsch said discussion included the policies that are in place. There may be some minor revisions to those policies.
9. Administrator Updates:
  - A. Kelly said there is a revised design of the parking area for the new Government Center and Justice Center. Potter said it is time sensitive. He suggested if the Commissioners have input, they should provide that to the Administrator.
10. Potter said the construction on I-94 between St. Michael and Albertville is approximately one month behind schedule due to the amount of soil correction that is required. This delay could grow to two months. This problem relates to the condition things were left in during a project in the mid 1970's.

The meeting adjourned at 10:01 AM.

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