



**BOARD AGENDA**  
**BOARD OF WRIGHT COUNTY COMMISSIONERS**

**April 20, 2021**

Christine Husom, District 1  
Darek Vetsch, District 2  
Mark Daleiden, District 3  
Mary Wetter, District 4  
Michael Kaczmarek, District 5

---

**I. 9:00 A.M. PLEDGE OF ALLEGIANCE**

**II. MINUTES - DISPENSE WITH READING. APPROVE AS WRITTEN/REVISED.**

**A. COUNTY BOARD MINUTES 4-06-21**

Documents:

[4-6-21 WRIGHT COUNTY BOARD MEETING MINUTES.PDF](#)

**III. REVIEW & APPROVAL OF AGENDA**

**IV. CONSENT AGENDA**

**A. ADMINISTRATION**

1. Approve Personnel Policy 309 Employee Recognition As Amended

Documents:

[RFBA EMPLOYEE RECOGNITION POLICY CHANGES.PDF](#)  
[309 EMPLOYEE RECOGNITION- DRAFT 4.20.21.PDF](#)

**B. ADMINISTRATION - FINANCE**

1. Acknowledge Warrants Issued Between March 31, 2021 And April 13, 2021 (*See Below, Item X. Warrants Issued*)
2. Approve A Transfer And Budget Change Of \$100,000 From 01-100-6910 Transfer Out Into 01-724.5910 Transfer In. This Transfer Will Put Funds And A Budget Into The Economic Development Authority's (EDA) Budget In The County's Financial System
3. Review Monthly Finance Report For March 2021
4. Authorize The Hire Of Temporary Staff To Assist Finance Team With The Implementation Of The ERP. Full-Time Staffing Replacement Request Will Be Withheld To Allow For \$0 Budget Impact
5. Approve The Related Budget Adjustment To Shift Funds From The Full-Time Staffing Budget To Temporary Staffing

Documents:

[AGENDA 4-20 CONSENT - RBA WARRANTS ISSUED.PDF](#)  
[AGENDA 4-20 CONSENT - RFBA BUDGET ADJ ECON DEV.PDF](#)  
[AGENDA 4-20 CONSENT - RFBA MARCH FINANCE REPORT.PDF](#)  
[AGENDA 4-20 CONSENT - MARCH FINANCE.PDF](#)  
[AGENDA 4-20 CONSENT - RBA TEMP STAFFING IN LIEU OF IMMEDIATE FT BACKFILL.PDF](#)

**C. ASSESSOR**

1. Approve To Recruit And Hire A Property Appraiser In The Assessor's Office With An Anticipated Start Date Of June 1, 2021

Documents:

[RFBA PROPERTY APPRAISER 04202021.PDF](#)

**D. ATTORNEY**

1. Approve The Joint Powers Agreement (JPA) Between The Wright County Economic Development Authority (EDA) And Wright County
2. Authorize Signature Of Wright County Assessor, Tony Rasmuson To Accept The Proposal Of Matthew Schroeder, MAI For Appraisal Work On PID # 118-186-001010

Documents:

[RFBA - JOINT POWERS AGREEMENT BETWEEN COUNTY AND EDA.PDF](#)  
[JOINT POWERS AGREEMENT 032921.PDF](#)  
[4-20-21 RFBA.PDF](#)  
[HOLIDAY INN OTSEGO APPRAISAL PROPOSAL.PDF](#)

**E. HEALTH & HUMAN SERVICES**

1. Position Replacement
  - A. Public Health Emergency Preparedness Coordinator
  - B. Social Worker I

Documents:

[RFBA HHS 2021-04-20 EMERGENCY PREPAREDNESS COORDINATOR.PDF](#)  
[RFBA HHS 2021-04-20 SW CM CP1.PDF](#)

**F. HIGHWAY**

1. Request To Fill Vacant Highway Maintenance Worker Position - Open Due To Resignation

Documents:

[BAR - REQUEST TO FILL VACANT HIGHWAY MAINTENANCE POSITION.PDF](#)

**G. INFORMATION TECHNOLOGY**

Refer To 04/28/2021 Technology Committee:

- A. Project Updates
  1. CAMA
  2. Admin - Event Scheduler
  3. HHS - Contact Management Center
  4. Admin- Government Center
  5. ERP
  6. Website Redesign
- B. Solution Architect Updates

1. O365
  2. ECM
- C. New Project Requests  
D. 2021 Project Summary  
E. CIP Technology Planning  
F. 2021 First Quarter IT Portfolio Summary

Documents:

[REQUEST FOR BOARD ACTION - TECHNOLOGY COMMITTEE AGENDA 2021-04-28.PDF](#)

#### **H. SHERIFF'S OFFICE**

1. Position Backfill:
  - A) One Deputy FTE Due To Resignation
  - B) One OT II FTE Due To Retirement
  
2. Refer To The Ways And Means Committee A Discussion Of The City Contract Rate For 2022-2023

Documents:

[RBA 04-20-2021 CA.PDF](#)

#### **V. TIMED AGENDA ITEMS**

##### **A. 9:02 A.M. KELLY DAY, RECORDER**

1. Plat Approval
  - A. Authorize The Recording Of "Maple Crest Second Addition" (Maple Lake Township)

Documents:

[REQUEST FOR BOARD ACTION - RFBA.PDF](#)  
[LETTER RE PLAT AND MYLARS OF MAPLE CREST SECOND ADDITION.PDF](#)

##### **B. 9:04 A.M. MATT TREICHLER, SHERIFF'S OFFICE**

1. Resolution To Accept The 2021 Speed And Aggressive Driving Enforcement Grant From The MN Office Of Traffic Safety

Documents:

[RBA 04-20-2021.PDF](#)  
[RESOLUTION SPEED GRANT 2021.PDF](#)  
[SPEED-GRANTAGREEMENT-WRIGHT.PDF](#)

##### **C. 9:09 A.M. VIRGIL HAWKINS, HIGHWAY DEPARTMENT**

1. Accept Plant-Mixed Bituminous Seasonal Bids. Bids Were Received On Thursday, April 8, 2021 For Plant-Mixed Bituminous Material. Bids Received Were From Omann Brothers, Inc. And From Mid Minnesota Hot Mix, Inc.
  
2. Award Contract No. 2105, County Road 118 Reconstruction Project, To Duinink Brothers, Inc. Of Prinsburg, Minnesota. We Recommend Award Of Contract No. 2105 To Low Bidder Duinink Brothers, Inc. Of Prinsburg, MN In The Amount Of \$4,748,782.51

Documents:

BAR - ACCEPT PLANT MIXED BITUMINOUS SEASONAL BIDS.PDF  
BID RESULTS - PLANT MIXED BITUMINOUS.PDF  
BAR - AWARD CONTRACT 2105 CR 118 PROJECT TO DUININCK  
BROTHERS, INC.PDF  
FINAL BID ABSTRACT FOR CR118.PDF

**D. 9:13 A.M. MATTHEW DETJEN, AG & DRAINAGE**

1. Approval Of Payment Application #1 Of \$124,689.03 To Blackstone Contractors, LLC For County Ditch #10

Documents:

CD 10\_RFBA\_PAY APP 1\_4\_20\_2021.PDF  
WRIGHT CD 10 DITCH - CHANGE ORDER 1.PDF  
WRIGHT CD 10 PAY APP SCHEDULE.PDF  
WRIGHT CD 10 PAY APPLICATION 1.PDF

**VI. ITEMS FOR CONSIDERATION**

**A. COMMITTEE MINUTES**

1. County Board Workshop Meeting Minutes (4/13/21)

Documents:

4-13-21 WRIGHT COUNTY BOARD WORKSHOP DRAFT.PDF

**B. ADMINISTRATION**

1. Set Dental Clinic Steering Committee Meeting. Suggested Dates:  
**Wednesday, May 5th Or Thursday, May 6th**
2. Resolution Setting County Board Per Diems For A Newly Established Committee
3. Department Budget Review: 111 Building Care

Documents:

RESOLUTION DENTAL CLINIC STEERING COMMITTEE PER DIEM.PDF  
DEPARTMENT REVIEW 111 BUILDING CARE.PDF

**C. RAMSEY LAKE PROPERTY OWNERS ASSOCIATION**

1. Adopt Resolution Approving Lawful Gambling Application, Form LG214, Organization Name: Ramsey Lake Property Owners Association, Gambling Premises: Up The Creek Grill And Bar, Inc., 4246 112th Street NW, Silver Creek, MN 55358 (Silver Creek Township), Effective **Date: May 1, 2021**

Documents:

**VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

**VIII. ADJOURNMENT**

**IX. MONTHLY FINANCE REPORT - MARCH 2021**

Documents:

[MARCH BUDGET AND CIP REPORT FOR BOARD.PDF](#)

**X. WARRANTS ISSUED**

Documents:

[03-31-2021 THRU 04-13-2021 CLIENT WARRANTS ISSUED  
266,407.80.PDF](#)

[03-31-2021 THRU 04-13-2021 WARRANTS ISSUED 4,789,874.45.PDF](#)

**XI. NOTE**

Tour Of The New Government Center, 3650 Braddock Ave NE, Following The  
County Board Meeting