



BOARD AGENDA
BOARD OF WRIGHT COUNTY COMMISSIONERS

March 8, 2022

Christine Husom, District 1
Derek 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 02-22-2022

Documents:

[02-22-2022 WRIGHT COUNTY BOARD MEETING MINUTES.PDF](#)

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Approve Request To Back Fill The Open Park And Recreation Director Position
2. Approve Request To Back Fill The Open Administration Office Manager Position
3. Request Approval And Authorization Of Signature Of A Memorandum Of Agreement (MOA) To Allow Teamsters Local 320 (Courthouse) And Non-Union Staff Members To Donate Accrued PTO Time To IT Developer Angelique M. Petitta
4. Approve The Following Grant Applications:
CITY-003 Otsego Water/Sewer Grant (\$737,111)
CITY-004 South Haven Water/Sewer Grant (\$6,832)

Documents:

[RFBA TEMPLATE PARKS AND RECREATION DIRECTOR.PDF](#)
[RFBA TEMPLATE OFFICE MANAGER ADMIN.PDF](#)
[RFBA ANGELIQUE PETITTA FEB 2022.PDF](#)
[MOA - WRIGHT COUNTY-TEAMSTERS COURT HOUSE - ANGELIQUE PETITTA.PDF](#)
[RFBA ARP GRANT APPLICATIONS 2022.03.08.PDF](#)
[ADM AMERICAN RESCUE PLAN GRANT APPLICATION - CITY-003 OTSEGO.PDF](#)
[ADM AMERICAN RESCUE PLAN GRANT APPLICATION - CITY-004 SOUTH HAVEN.PDF](#)

B. ADMINISTRATION - FINANCE

1. Approve Renewal Of Annual On-Sale Intoxicating Liquor License For Albion Ridges, LLC DBA Albion Ridges Golf Course In Albion Township For The License Period April 1, 2021 To November 30, 2021
2. Proposed Establishment Of District 2 And Tax Increment Financing 2-1 In The City Of Clearwater
3. Proposed Establishment Of District 3 And Tax Increment Financing 3-1 In The City Of Clearwater
4. Motion To Approve The Budget Amendments As Attached:
The Information Technology Project Staff Moved To The Administration's Budget Under A New Program Code 033 (01-031-033)
5. Motion To Approve The Budget Amendments As Attached:
Authorization For The Following Budget Amendments Due To ERP Procurement Analyst Moving To Finance & Taxpayer Services From Administration
6. Motion To Approve The Reimbursement Of The American Rescue Plan Act Funds (ARP) As Follows:
County ARP Funds:
Approval Of County Reimbursement Of \$669.89 From 01-099-493.6910 Transfer Out Into 01-100-493.5910 Transfer In As Follows:
\$ 669.89 For Administrative Expenses-Staff Costs
7. Acknowledge Warrants Issued Between February 16, 2022 And March 1, 2022 (*See Below, Item IX. Warrants Issued*)

Documents:

[AGENDA 3-08 CONSENT - RBA LIQUOR LICENSE RENEWAL ALBION RIDGES.PDF](#)
[RFBA - CLEARWATER TIF.PDF](#)
[LETTER - CLEARWATER TIF.PDF](#)
[DRAFT PLAN - CLEARWATER TIF.PDF](#)
[RFBA - CLEARWATER TIF 3-1.PDF](#)
[LETTER - CLEARWATER TIF 3-1.PDF](#)
[DRAFT PLAN - CLEARWATER TIF 3-1.PDF](#)
[RFBA - BUDGET AMENDMENTS.PDF](#)
[BA TO ADMIN.PDF](#)
[RFBA - BUDGET AMENDMENTS ERP.PDF](#)
[BA TO FINANCE.PDF](#)
[RFBA - ARP FUNDS.PDF](#)
[RFBA - WARRANTS ISSUED.PDF](#)

C. ATTORNEY

1. Authorize Signatures On The 1st Amendment To The Development Agreement For The Plat Of Hannahs Landing

Documents:

[AGENDA - MARCH 8, 2022.PDF](#)
[KAMI - TOWNSHIP - COUNTY - 1ST AMENDMENT TO DEVELOPMENT AGREEMENT.PDF](#)

D. HEALTH & HUMAN SERVICES

1. Position Replacement
 - A. Eligibility Specialist

Documents:

[2022-03-08 RFBA HHS ELIGIBILITY SPECIALIST AFFS OT.PDF](#)

E. PARKS & RECREATION

1. Approve Request To Back Fill The Open Park Services Specialist Position

Documents:

[03-08-2022 CB AGENDA PARK SERVICES SPECIALIST POSITION REPLACEMENT.PDF](#)

F. SURVEYOR

1. Approve Request To Back Fill The Open GIS Specialist Position

Documents:

[RFBA_2022_03MARCH_08_HIRE REPLACEMENT GIS SPECIALIST.PDF](#)

V. TIMED AGENDA ITEMS

A. 9:02 A.M. VIRGIL HAWKINS, HIGHWAY DEPARTMENT

1. Approve Resolution Of Final Acceptance For Contract No. 2106 And Authorize Final Payment To Meyer Contracting, Inc. In The Amount Of \$9,736.85. Contract No. 2106 Was For The CSAH 30/Tiger Drive Mini-Roundabout Construction In Delano. The Final Value Of The Work Certified Is \$536,620.40
2. Award Contract No. 2206, County Highway 37 Reconstruction Project (From CSAH 18 To CSAH 19), To Knife River Corporation Of Sauk Rapids, MN. We Recommend Award Of Contract No. 2206 To Low Bidder Knife River Corporation Of Sauk Rapids, MN In The Amount Of \$6,789,520.89

Documents:

[BAR - AUTHORIZE FINAL PAYMENT - CONTRACT 2106.PDF](#)
[RESOLUTION - FINAL PAYMENT ACCEPTANCE - CONTRACT 2106.PDF](#)
[CERTIFICATE OF PERFORMANCE - 2106.PDF](#)
[FINAL PAY REQUEST - 2106.PDF](#)
[BAR - AWARD CONTRACT 2206 CSAH 37 RECONSTRUCT TO KNIFE RIVER.PDF](#)
[BID SUMMARY - CONTRACT 2206.PDF](#)

B. 9:07 A.M. ELIZABETH KARELS, ADMINISTRATION

1. Direct Staff To Take Appropriate Action For Starting Construction

On The Dental Clinic Project

Documents:

[RFBA DENTAL CLINIC.PDF](#)
[WRIGHT COUNTY - CDC - DENTAL CLINIC MEMO ON USE AGREEMENT.PDF](#)

C. 10:00 A.M. EMPLOYEE & GROUP OF THE YEAR RECOGNITION

VI. ITEMS FOR CONSIDERATION

A. ADMINISTRATION

1. Fair Board Request To Use County Motor Pool
2. Topics For Discussion At The March 15 County Board Workshop:
 - A. Schedule Meetings As Needed
 - B. HealthPartners Clinic Update And Medication Options
 - C. Legal Services Request For Proposals (RFP) Update
 - D. Xcel Carbon Free Plan And Request For Letter Of Support
 - E. Vacant Position Backfill Process

Documents:

[IFC MOTOR POOL USE.PDF](#)
[WRIGHT COUNTY FINANCIAL POLICIES MOTOR POOL.PDF](#)

B. COMMITTEE MINUTES

1. Committee Of The Whole (2/28/2022)

Documents:

[02-28-2022 COMMITTEE OF THE WHOLE MINUTES.PDF](#)
[2022 CIP PROJECTS - SUMMARY AND REQUEST FORMS.PDF](#)

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. WARRANTS ISSUED

Documents:

[02-16-2022 THRU 03-01-2022 WARRANTS ISSUED 3,363,330.91.PDF](#)
[02-16-2022 THRU 03-01-2022 CLIENT WARRANTS ISSUED 370,337.38.PDF](#)
[02-16-22 PROCUREMENT CARD 59,898.05.PDF](#)
[02-16-22 FLEET CARD 22,805.38.PDF](#)

X. NOTE

- 10:30 AM Ditch Committee Of The Whole
- 3:00 PM Economic Development Authority Special Meeting