



## BOARD MINUTES

### BOARD OF WRIGHT COUNTY COMMISSIONERS

JULY 27, 2021

DATE APPROVED: AUGUST 10, 2021

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

The Wright County Board met in regular session at 9:00 A.M. with Husom, Vetsch, Daleiden, Wetter and Kaczmarek present.

#### COUNTY BOARD MINUTES 7-20-21 MEETING

Commissioner Husom moved to approve the minutes from 7-20-21. The motion was seconded by Commissioner Kaczmarek and carried 5-0.

#### AGENDA

Commissioner Vetsch requested the addition of an item to schedule a Broadband Committee meeting to discuss the Border-to-Border Broadband Development Grant Program. County Administrator Lee Kelly petitioned on an item to schedule a Committee of the Whole (COTW) meeting to discuss lease rates in the new Government Center. The additions were placed under Items for Consideration as item A3 and item A4, respectively.

Vetsch moved to approve the Agenda with the two additions. The motion was seconded by Commissioner Wetter and carried 5-0.

#### CONSENT AGENDA

Kaczmarek requested to pull items B1 and B2 (Administration – Finance) for further discussion.

Kaczmarek moved to approve the Consent Agenda with the removal of items B1 and B2 (Administration – Finance). The motion was seconded by Husom and carried 5-0.

\*Items B1 and B2 for discussion.

#### A. ADMINISTRATION

1. Request Approval And Authorization Of A Memorandum of Agreement (MOA) To Allow Teamsters Local 320 (Courthouse) And Non-Union Employees To Donate Accrued Vacation/PTO Time To License Center Specialist Marie Williamson
2. Request To Fill Vacant Administrative Specialist Position
3. Approve Charitable Gambling Application, Form LG220, Silver Bullet Saddle Club, Gambling Premises: Silver Bullet Saddle Club Grounds, 17363 County Rd 7 NW, Clearwater, MN 55320, Date of Activity: August 22, 2021
4. Authorize Signatures On A Professional Services Contract With Flaherty And Hood To Provide Consultant Services On The American Rescue Plan. The Contract Will Be For An Amount Not To Exceed \$50,000
5. Authorize Signatures On A Professional Services Contract With Baker Tilly To Provide Consultant Services On The American Rescue Plan. The Contract Will Be For An Amount Not To Exceed \$75,000

#### B. ADMINISTRATION – FINANCE

1. \*Approve Tobacco License For CHD Ventures, LLC DBA Hitching Posting At Lake Center (Corinna Township) For The Period August 1, 2021 Through December 31, 2021
2. \*Deny Tobacco License Application From Pure X Hale, LLC In The City Of Albertville
3. Review Monthly Finance Report For June 2021
4. Approve Budget Amendment To Increase Grant Revenue and Expenses For LPH (Local Public Health) Grant And Decrease Grant Revenue And Expenses For EBHV (Expanded Home Visiting) Grant. Account Codes, Descriptions, And Amounts Are Attached
5. Approve Application From Justin Trott For Large Group Assembly Permit For Event On September 10 – 12, 2021, Conditional On Applicant Following Any Recommendations From The Wright County Sheriff's Office And Wright County Highway Department
6. Approve On-Sale, Off-Sale, Including Sunday Sales Liquor License For CHD Ventures, LLC DBA Hitching Post

At Lake Center For The License Period August 1, 2021 Through June 30, 2022 Contingent Upon Approval From The Wright County Sheriff's And Attorney's Offices

7. Approve The Creation Of A Change Funds For The Parks And Recreation Department At Bertram Chain Of Lakes Regional Park. Approve The Attached List Of Change Funds Held At The County, This Includes The Addition Of The Bertram Chain Of Lakes Change Fund

8. Acknowledge Warrants Issued Between July 14, 2021 And July 20, 2021 (*See Below, Item X. Warrant Listings*)

C. HEALTH & HUMAN SERVICES

1. Position Replacement

A. Accounting Clerk

B. Eligibility Specialist

D. SURVEYOR

1. Request To Fill Vacant GIS Specialist Position

**ITEMS PULLED FROM CONSENT AGENDA TO BE DISCUSSED**

B. ADMINISTRATION – FINANCE

1. Approve Tobacco License For CHD Ventures, LLC DBA Hitching Posting At Lake Center (Corinna Township) For The Period August 1, 2021 Through December 31, 2021

2. Deny Tobacco License Application From Pure X Hale, LLC In The City Of Albertville

Kaczmarek stated one tobacco license application was approved while the other was denied due to the business being physically located within 1,000 feet of a youth-oriented facility. Additionally, a prior application was denied due to the percentage of tobacco sales being greater than 25 percent. Kaczmarek questioned whether there has been any feedback because of the denials.

Vetsch clarified the 1,000-foot setback from youth-oriented facilities applies strictly to tobacco-oriented establishments. He stated at the time the ordinance was adopted, there was little opposition. Finance Director Lindsey Meyer further clarified the youth-oriented facility language allows for some flexibility; however, it is being applied consistently. Only 25 percent of sales can be tobacco when an establishment is located within 1,000 feet of a youth-oriented facility.

Kaczmarek moved to approve items B1 and B2 under the Consent Agenda. The motion was seconded by Husom and carried 5-0.

**TIMED AGENDA ITEMS**

**BRIAN ASLESON, ATTORNEY**

Set Date And Time For Public Hearing Regarding Charges To Be Levied In The Charlotte – Martha Subordinate Service District

Chief Deputy Attorney Brian Asleson stated a Public Hearing is required before levying charges to the residents of the Charlotte-Martha Subordinate Service District (CMSSD). Staff is suggesting that residents have the option of paying a one-time charge or a charge spread over three years including interest.

After discussion, 3:00 P.M. Wednesday, August 25, 2021 was suggested. Husom motioned to confirm the date and time for the Public Hearing Regarding Charges to be Levied in the CMSSD. The motion was seconded by Wetter and carried 5-0.

Assistant Finance Director – Property Tax Operations Tammi Vaith discussed several options and the approximate surplus each would yield. Vetsch stated the board must set the assessment rate and the interest percentage so both can be published. The rate and interest percentage could be modified at the Public Hearing. Wetter stated most individuals would likely pay in full rather than spreading the charge over three years.

Vetsch made a motion to set the assessment rate at \$2,700 and an amortized interest rate of 4 percent. The motion was seconded by Husom and carried 5-0.

**VIRGIL HAWKINS, HIGHWAY DEPARTMENT**Approval And Acceptance Of Wright County Highway R/W Plat No. 74 For CSAH 37 Project, CP 086-037-171

Highway Engineer Virgil Hawkins stated the approval and acceptance of the right-of-way plat will allow acquisition of the needed right-of-way and recording of the easements. This project is scheduled for 2022.

Right-of-Way Agent/Engineering Assistant Jeremy Carlson stated there will be temporary easements on the north side of County State Aid Highway (CSAH) 37 during construction. The current easement is 36 feet, and it will be expanded to 45 feet. The CSAH 37 Project requires a small acquisition strip on the south side of the road that will include 10 parcels.

Vetsch motioned to approve and accept Wright County Highway Right-of-Way Plat No. 74 for CSAH 37 Project. The motion was seconded by Husom and carried 5-0.

Approve Agreement No. 21-51 For The Roundabout Intersection Improvements At CSAH 35 And Dague Ave. NE In The City Of Buffalo

Hawkins stated this project is in conjunction with the City of Buffalo and part of the County's Five-Year Plan for 2022 construction. A \$400,000 Safety Grant was awarded to the County for this project. The City of Buffalo approved the agreement at its city council meeting on Monday, June 7, 2021.

Kaczmarek questioned if a roundabout would still have been proposed if Buffalo High School was not located on the north side of the intersection. Hawkins stated the determination of a roundabout is based on traffic flow. When the school was built, there was not a signal at the intersection. Eventually, the County constructed turn lanes and had to split the cost with the City of Buffalo to install a traffic signal.

Husom motioned to approve Agreement No. 21-51 for the Roundabout Intersection Improvements at CSAH 35 and Dague Avenue NE in the City of Buffalo. The motion was seconded by Vetsch and carried 5-0.

**MARC MATTICE, PARKS AND RECREATION**Adopt A Resolution Related To A Grant Application Through The Greater Minnesota Regional Parks And Trails Commission For Connecting People To The Outdoors – Improvements To Robert Ney Park Including Lighting The Pond Loop Trail And ADA Access Improvements To The Nature Center

Parks and Recreation Director Marc Mattice explained this project is included in the 2022 Capital Improvement Plan (CIP). The application is due by July 31. If awarded, this would be a matching grant for the project.

Vetsch made a motion to adopt the Resolution related to a grant application through the Greater Minnesota Regional Parks and Trails Commission for Connecting People to the Outdoors for improvements to Robert Ney Park. The motion was seconded by Husom and carried 5-0.

Adopt A Resolution Related To A Grant Application Through The Greater Minnesota Regional Parks And Trails Commission For Acquiring Land – Potential Of Adding 10 Acres To Stanley Eddy Regional Park Reserve

Mattice stated the grant application is due by July 31. If awarded, matching funds related to this grant will be Park Dedication funds. This parcel was presented to the County Board on June 1, 2021; however, the appraisal has not yet been completed.

Kaczmarek asked if the appraisal price is deemed unacceptable if the funds could be used for another project. Mattice stated the grant application is for a specific parcel. If the price is unacceptable, the application will be pulled.

Kaczmarek made a motion to adopt the Resolution related to a grant application through the Greater Minnesota Regional Parks and Trails Commission for Acquiring Land to Stanley Eddy Regional Park Reserve. The motion was seconded by Husom and carried 5-0.

**LINDSEY MEYER, ADMINISTRATION – FINANCE**Review Of The 2020 County Audit With CliftonLarsonAllen And Request Authorization To Publish The County's 2020 Summary Financial Statements And Vendor List

Director of ClitonLarsonAllen St. Cloud Kristen Houle reviewed the County's 2020 Financial Statement Audit. Houle touched on several topics including: members of the audit team, required communications, internal control, a single audit, Minnesota legal compliance, financial results, and key issues.

There was only one material weakness and no significant deficiencies found in internal control. No material weaknesses and two significant deficiencies were found in the single audit. The annual electronic fund transfer (EFT) delegation was formally discussed, but no delegation was finalized. There was a \$34 million increase in revenues and a \$36 million increase in expenditures. Financial statements were submitted to the required state agencies by the June 30 deadline. Overall, the county performed well in the audit.

Kaczmarek requested the information being presented be provided in advance in the future.

Vetsch motioned to authorize to publish the County's 2020 Summary Financial Statements and Vendor List. The motion was seconded by Wetter and carried 5-0.

## ITEMS FOR CONSIDERATION

### ADMINISTRATION

#### Proclamation Of County Staff Appreciation Day

Commissioner Daleiden stated Governor Tim Walz has proclaimed July 27, 2021 as County Staff Appreciation Day in recognition of the work that county staff perform to deliver services to the public and in recognition of the additional responsibilities that were performed due to the COVID-19 pandemic. Daleiden, on behalf of the entire County Board, thanked Wright County employees for their service. County Administrator Lee Kelly echoed the County Board, recognizing the work of county employees that often goes unrecognized and unappreciated.

Husom made a motion to approve the Resolution Proclaiming County Staff Appreciation Day. The motion was seconded by Kaczmarek and carried 5-0.

#### 2022 Budget Meeting Schedule

Vetsch made a motion to accept the 2022 Budget Meeting Schedule. The motion was seconded by Husom and carried 5-0.

\*\*Items petitioned on the Agenda

#### \*\*Schedule a Broadband Committee Meeting

Vetsch requested to schedule a Broadband Committee meeting to discuss the Border-to-Border Broadband Development Grant Program.

Vetsch motioned to schedule a Broadband Committee meeting at 10:30 A.M. Wednesday, August 11, 2021. The motion was seconded by Husom and carried 5-0.

#### \*\*Schedule a Committee of the Whole (COTW) Meeting

Kelly requested to schedule a COTW meeting to discuss lease rates in the new Government Center.

Husom motioned to schedule a COTW meeting at 11:00 A.M. Monday, August 9, 2021. The motion was seconded by Wetter and carried 5-0.

## FINANCE/CIP COMMITTEE MINUTES 7-19-21

Vetsch moved to approve the Finance/CIP Committee minutes from 7-19-21. The motion was seconded by Husom and carried 5-0.

### **I. Investment Review**

*Auditor/Treasurer Bob Hiivala stated a portion of American Rescue Plan (ARP) funds were invested in June 2021. Hiivala considered safety, liquidity, and yield when determining where to invest the funds. Approximately \$8 million in ARP funds have been invested and the portfolio is currently yielding over 2 percent interest.*

**FINANCE/CIP COMMITTEE MINUTES 7-19-21 (CONT).**

*Staff discussed bank fees associated with the county's accounts. Finance Director Lindsey Meyer explained the county has access to a monthly client analysis statement. Further analysis could be performed to determine the cost associated with each service. Hiivala stated since the Investment Review Committee began, additional information has been tracked, including investment activity, maturities, and purchases. The U.S. Treasury is used as the benchmark for comparison.*

**RECOMMENDATION:**  
**Informational only.**

**II. Fiscal Agent Contracts**

*The Fiscal Agent Summary document details the annual cost of providing services to outside agencies. The county has three Fiscal Agent Contracts: Soil and Water Conservation District, Historical Society, and Lake Improvement Districts (LID). The county only provides accounting services for LIDs.*

*Each agency pays the county \$300 monthly, but it does not cover the cost of services the county currently provides. Each employee will need a license for Oracle to complete timesheets, resulting in additional costs. There is potential for added costs associated with Enterprise Resource Planning (ERP) as well.*

*Employees of the three agencies currently have the same health insurance costs as county employees. If the county decides to no longer provide the agencies access to the health insurance plan, the rates for employees will likely be higher.*

*These organizations can make purchases outside standard governmental statute capabilities. For example, items such as staff meals for events. The county pays all bills for the organizations and then requests reimbursement. Since these organizations have different purchasing ability, there is the potential for auditing issues. Additionally, it can take longer than a month for the county to obtain reimbursement, leaving the county's account with a negative balance.*

**RECOMMENDATION:**  
**Having a conversation with the fiscal agents regarding the possibility of the county no longer being able to provide fiscal agent services due to the county moving to ERP. This topic is on the agenda for Committee of the Whole scheduled for 10:00 a.m. Monday, July 26, 2021.**

**III. 2022 CIP**

*Commissioner Vetsch stated the intent is to have a fully funded Capital Improvement Plan (CIP). Funds will be earmarked for specific department projects and will not be reallocated to cash flow other projects. Meyer suggested a levy of \$3.5 million. County Administrator Lee Kelly explained other funds have been used to cash flow projects over the years and now it must be reconciled.*

*Highway Engineer Virgil Hawkins informed the committee that the Highway Department recently realigned its CIP priorities. The expansion design of the Otsego Maintenance Shop will be taking place this year and construction will begin in 2022. A revised CIP was submitted but it may need to be reviewed. There is an upcoming meeting with the architect for the Otsego Shop. Based on the current market, the Highway Department has been advised not to proceed with construction this year, even though there are funds in the CIP.*

*Health and Human Services requested \$750,000 for the Customer Relations Management (CRM) project. Meyer and Health and Human Services Business Manager Christine Partlow determined that the ERP Compliance Enhancements should be shifted to 2023. Health and Human Services Director Jami Goodrum Schwartz expressed concern that \$200,000 over the course of five years doesn't give much wiggle room to keep staff equipped.*

*Vetsch said looking at it from a budgeting perspective, starting at \$350,000 and creating a contingency line would be appropriate. Meyer asked if \$750,000 should be levied or offset against the allocation in 2022. Vetsch*

**FINANCE/CIP COMMITTEE MINUTES 7-19-21 (CONT).**

*said \$750,000 cannot be levied for just HHS. Vetsch said each department should have its own bucket to pull from otherwise it can get too messy. If a department has a project that comes in under budget, the department can keep that money in their bucket for other projects.*

*The Sheriff's Office has \$300,000 allocated for body cameras and squad cameras. Meyer said the Sheriff's Office has a balance remaining of \$298,000 for squad cameras and \$70,000 set aside for jail lock control system upgrade. \$300,000 is the proposed amount allocated to the Sheriff's Office on an ongoing basis. The Sheriff's Office originally requested \$2 million for a Records Management System (RMS) to replace Zuercher and \$1 million for body cameras which has been split between 2022 and 2023. However, the Sheriff's Office is investigating another option which may be cheaper.*

*Parks and Recreation Director Marc Mattice is anticipating setting aside \$315,000 for future projects. At the end of 2022, the Parks and Recreation Department is expecting to have \$438,000 unallocated to move forward into future years.*

*Enterprise Funds are not administration specific, instead county-wide projects. The only specific project coming up as a request is for buildings to replace the humidification at the Historical Society. Vetsch would like to segregate the earmark for buildings care and maintenance from Enterprise Technology Projects. The current request for 2023 is \$505,000 for building needs.*

*The request for ERP in 2022 is \$350,000, which would give the county \$2.1 million available to spend. The county has already spent \$1.8 million. There will be more information and solid numbers this fall. As of now, there is \$2 million of requested projects that are unfunded.*

*Information Technology (IT) Director Matthew Fomby said the IT Department has knocked off about 40 percent of Enterprise activities for things that are not going to happen. Fomby said the county runs the risk of levying funds that it's not going to spend.*

*The total cost for all 2022 requested projects is \$6.08 million. The suggestion is to fund that with \$3.75 million in levy funds.*

*There is \$300,000 that Fomby set aside for IT. Meyer bundled it with other departments because IT on its own is not that large and doesn't have many of its own projects. The document shows that it is primarily addressing Enterprise funds.*

*Meyer said she thinks that IT doesn't need all the \$300,000 allocated or IT-specific items should be bundled with the remaining department group. She then asked if \$800,000 should be allocated for the remaining department group. Vetsch said he would like \$300,000 to be put into the contingency unallocated fund and put \$600,000 in the remaining department group, allowing the committee to review on a needed basis.*

**RECOMMENDATION:**

***Meyer will update the 2022 budget workbook according to the discussion that took place and send it to the committee for review.***

**ADVISORY COMMITTEE/ADVISORY BOARD UPDATES**

Wright County Fair. Husom stated there were wonderful events for Veterans and senior citizens at the fair. Kaczmarek stated the Fair Board is still waiting on final attendance numbers but many events were very well attended.

Soil and Water Conservation District (SWCD). A Wetland Appeal Board Meeting was held on Monday, July 12, 2021. Two wetland bank applications were approved that will generate credits within the county. Jim Raymond was selected Outstanding Conservationist of the Year. He will be honored at the convention held in December and will be nominated for the State Outstanding Conservationist of the Year.

The meeting adjourned at 10:12 a.m.  
County Board Minutes submitted by Elizabeth Clow, Office Manager.