



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
JANUARY 5, 2021

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

DATE APPROVED: JANUARY 19, 2021

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

ADMINISTER OATHS OF OFFICE, JUDGE MOTTL

Judge Mottl administered the Oath of Office to Commissioner Michael Kaczmarek.

Judge Mottl administered the Oath of Office to Commissioner Mary Wetter.

2021 BOARD REORGANIZATION

Lee Kelly, County Administrator, called the meeting to order and asked for an election of the Chairperson for the coming year.

On a motion by Husom, seconded by Vetsch, all voted to elect Daleiden as Chairperson for 2021; and then Commissioner Daleiden presided at the meeting.

On a motion by Husom, seconded by Wetter, all voted to elect Vetsch as Vice Chairperson for 2021.

On a motion by Vetsch, seconded by Kaczmarek, all voted to transfer back any unused funds in the County Attorney's Contingency Fund, the Sheriff's Contingency Fund, and the Incidental Fund to the General Revenue Fund.

On a motion by Vetsch, seconded by Wetter, all voted to recall all unused clerk hire and unused budgets for 2020.

Vetsch made a motion to set the 2021 County Board sessions as listed below. The motion was seconded by Husom and carried 5-0.

County Board Regular Sessions:	All Tuesday except the second Tuesday of the month. The meetings shall be called to order at 9:00 AM.
County Board Workshops:	The second Tuesday of the month. The meeting shall start at 9:00 AM.

The Chairperson presented the existing list of committee memberships and asked the member of the County Board to convey their preferences and suggestions regarding committee designations for 2021.

The following is a list of members of Committees and the 2021 appointments. Alternates for Committees are in parenthesis:

<u>COMMITTEE</u>	<u>2021 APPOINTMENT</u>
Budget Committee Of The Whole	All Commissioners, Administrator, Auditor/Treasurer
Building Committee	Kaczmarek, Wetter, Facilities Services Director
Ditch Committee (Combined Committee to Inspect & Joint Ditch Committee)	Daleiden, Kaczmarek (Husom), Auditor/Treasurer, plus Commissioner from District being addressed shall attend if not part of the Committee. Joint Ditch meetings will require 3 commissioners
Finance/CIP	Vetsch, Daleiden, Administrator, Auditor/Treasurer, Assistant Administrator, Assistant Finance Director, & IT Director
Noxious Weed Appeal Committee	Daleiden, Kaczmarek
Nuclear	Vetsch, Husom (Wetter), Administrator, Emergency Management Director, & Emergency Management Deputy

COMMITTEE

Owners Committee

-New Government Center

Personnel/Employee Relations

Safety

Security

Tax Forfeit Committee

Technology

Transportation Committee Of
The Whole

Ways & Means

911 Planning Committee

ADVISORY BOARD MEMBERS

AIS (Aquatic Invasive Species)

Advisory Board

Area Transportation Planning (ATP)

Bertram Chain of Lakes

Advisory Board

Central MN Economic Development
7W District Joint Powers BoardCentral MN EMS Region Joint
Powers BoardCentral MN Jobs & Training Joint
Powers Board (JTPA)
Workforce CenterCentral MN Emergency Services
Board (Regional Radio Board)2021 APPOINTMENT

Vetsch, Daleiden

Daleiden, Vetsch (Kaczmarek), and HR Director.
Administrator and Assistant Administrator for Union Negotiations.
Deferred Compensation, Auditor/Treasurer, and Chief Deputy Attorney.Husom, Kaczmarek, Administrator, Assistant Administrator, Risk Manager,
Emergency Management Coordinator. (Also, one Representative from each unit:
Teamsters, WCDA, AFSCME, Attorney's and 49ers.)Husom, Kaczmarek, Two Judges, Administrator, Risk Manager, Court Administrator
& Representatives from the following departments: Sheriff, Court Services, &
County Attorney.

Wetter, Kaczmarek, Auditor/Treasurer

Vetsch, Daleiden, Administrator, IT Director, Auditor/Treasurer, & a
Representative from each Sub-Technology Committee: Land Records, Sheriff,
Public Works, Law Legal, HHS, & Administration

All commissioners, Highway Engineer, Administrator

Husom, Wetter, Administrator

Husom, Kaczmarek (Wetter), Assistant Administrator, IT Representative, Planning &
Zoning Administrator, Sheriff Representative, Emergency Management Deputy Director,
GIS Coordinator, Communication 911 PSAP Manager, Business Manager – Sheriff,
Facilities Services Director, Risk Manager2021 APPOINTMENTS

Husom, Wetter

Vetsch

Daleiden, Vetsch

Vetsch, Jolene Foss (Wetter, Administrator)

Husom (Kaczmarek)

Husom

Kaczmarek (Husom)

ADVISORY BOARD MEMBERSCentral Mississippi River Regional
Planning Partnership (CMRP)Clearwater River Watershed District
(CRWD)

County Extension Service

Delegates to AMC

East Central Joint Powers Board

Economic Development Partnership
Board

Great River Regional Library Board

Highway 55 Coalition

Historical Society

I-94 Coalition

Law Library Board

Legislative Matters

Mentorship Education and Drug
Awareness Coalition of Wright
County (M.E.A.D.A)MnDOT Policy Advisory Committee
(PAC)

MN Rural Counties

Monticello Joint Planning Board

One Watershed, One Plan
Policy Committee

Parks Advisory Board

Planning Commission

Public Works Labor/Management

Region 7W Transportation

Regional Crime Lab

Safe Communities of Wright
County (SCWC)2021 APPOINTMENTS

Vetsch, Daleiden

Vetsch motions to eliminate, seconded by Husom, 5-0 carried.

Wetter, Daleiden

All Commissioners, Auditor/Treasurer, Administrator, Highway Engineer

Vetsch, Court Services Director

Vetsch (Wetter)

Kaczmarek (Vetsch)

Husom, Wetter, (Highway Engineer)

Wetter

Vetsch

Husom

All Commissioners

Husom

Vetsch

Kaczmarek (Wetter)

Vetsch

Wetter

Daleiden

Kaczmarek

Husom, Administrator (Vetsch)

Vetsch

Husom

Husom

<u>ADVISORY BOARD MEMBERS</u>	<u>2021 APPOINTMENTS</u>
Safe Harbor Task Force	Husom
Soil & Water Conservation District (SWCD)	Wetter
Trailblazer Joint Powers Board	Vetsch, Teri Lachermeier (Wetter)
The Turn Steering Committee	Husom
Twin Cities Urbanized Areas (UZA) Boundaries	Vetsch
Water Management Task Force	Wetter
Wright County Agricultural Society	Kaczmarek
Wright County Area Transportation Advisory Council (WCAT)	Vetsch, Wetter
Wright County Community Action Council	Daleiden, Wetter, City Representative
Wright County Multi-Jurisdictional Hazard Mitigation Planning Committee	Kaczmarek

On a motion by Vetsch, seconded by Husom, all voted to accept the Board appointments as recommended.

MINUTES-DISPENSE WITH READING. APPROVE AS WRITTEN/REVISED

Vetsch moved to approve the Minutes from the County Board Meeting on 12-29-20. The motion was seconded by Husom and carried 5-0.

REVIEW & APPROVAL OF AGENDA

Husom stated she would like to add to the Consent Agenda under D. Planning and Zoning, to appoint Bob Neumann, District One, for a three-year term on the Board of Adjustment. She said they just learned in mid-December, the person in District One on that board would not be continuing.

Vetsch asked if they would need to reaffirm the Business Relief Committee. Daleiden and Kelly stated no because it is a temporary committee.

Bob Hiivala, Auditor/Treasurer stated they should acknowledge that the County is in its second year of a three-year contract with the Howard Lake Herald-Journal which is the County's official newspaper.

Vetsch moved to approve the addition to the Consent Agenda, per Commissioner Husom. The motion was seconded by Husom and carried 5-0.

CONSENT AGENDA

Kaczmarek asked to remove B. (1) a position replacement for Health and Human Services and D. (1) & (2) position replacements for the Sheriff's Office, for further discussion.

Kaczmarek moved to approve the Consent Agenda with the removal of the aforementioned. The motion was seconded by Vetsch and carried 5-0.

A. AUDITOR/TREASURER

1. Acknowledge Warrants Issued Between December 22, 2020 And December 28, 2020.
2. Authorization a transfer \$5,000 as follows:

03-310-000-0000-6912 SAFETY PROGRAM \$5,000.00
 03-310-000-0000-5910 TRANSFER IN (\$5,000.00)
 01-100-000-0000-6912 SAFETY PROGRAM (\$5,000.00)
 01-100-000-0000-6910 TRANSFER OUT \$5,000.00

This budget amendment is for the 2021 budget.

3. Approve:

Authorization to sign resolution designating Depositories of Public Funds for 2021 for Wells Fargo and Old National Bank of Buffalo.

As required by Minnesota Statute 385.05-requesting 2021 Chairman of the Board signature on form for check signature image for 2021 warrants.

Resolution of Chairperson's signature of record at bank, each year, for checking accounts and to sign appropriate signature forms.

B. HEALTH & HUMAN SERVICES

1. Position Replacement

A. Public Health Emergency Preparedness Coordinator

C. PLANNING & ZONING

1. PLANNING COMMISSION AND BOARD OF ADJUSTMENT APPOINTMENTS

A. Reappoint Patrick Mahlberg (Second District) For A Three-Year Term on The Planning Commission. (Term to Expire December 31, 2023)

B. Appoint Corey Tanner (Third District) For A Three-Year Term on The Planning Commission. (Term to Expire December 31, 2023)

C. Reappoint John Jones III (Third District) For A Three-Year Term on The Board of Adjustment. (Term to Expire December 31, 2023)

D. *Appoint Bob Neumann (First District) For A Three-Year Term on The Board of Adjustment. (Term to Expire December 31, 2023)

D. SHERIFF'S OFFICE

1. Position Backfill:

- a. One Deputy FTE due to a resignation
- b. One Office Tech II FTE due to a retirement

Kaczmarek stated that because he is new to the board he would like to get a better handle on the request for positions whether existing or new. Kelly explained the background and wages for the HHS position. He said there is not an eligibility list and it would need to be posted for seven days.

Jami Goodrum Schwartz stated it was a recent resignation. She said the position works very closely with MDH and Emergency Services. The position will be very involved with the public health response and the vaccination distribution planning.

Kaczmarek moved to approve the position for a Public Health Emergency Preparedness Coordinator in Health and Human Services. The motion was seconded by Husom and carried 5-0.

Kaczmarek asked for clarification on the Deputy position for the Sheriff's Office. Sheriff Deringer stated they had a resignation and are currently down seven deputies, which they are also in the process of hiring. Sheriff Deringer explained that it's the Sheriff's Office duty to provide security for the Justice Center. They have moved the staff that he has been able to since the pandemic but there is still a need for him to fill Deputy vacancies.

Kaczmarek then asked about the Office Tech II position. Sheriff Deringer stated the reason they need this position filled is because he had a staff member retire.

Kaczmarek moved to approve the position for a Deputy and Office Tech II in the Sheriff's Office. The motion was seconded by Husom and carried 5-0.

Kaczmarek suggested that departments add more detail in the Request For Board Action Forms (RFBA), to better understand the request or need for what is being requested.

TIMED AGENDA ITEMS

VIRGIL HAWKINS, HIGHWAY DEPARTMENT

Approve Resolution to Revoke a Portion of CSAH 39 Right-Of-Way to the City of Otsego

Hawkins stated this is part of the Highway reconstruction in front of Coborn's in Otsego. The City of Otsego said they will vacate it to a trail easement from the developer.

Vetsch moved to approve resolution to revoke a portion of CSAH 39 Right-Of-Way to the City of Otsego. The motion was seconded by Wetter and carried 5-0 on a roll call vote.

Approve Agreement No. 20-59 for Pedestrian Trail and Pavement Improvements to County Highway 7 with the City of Howard Lake.
The City of Howard Lake already agreed to approve this at a recent City Council Meeting.

Vetsch moved to Approve Agreement No. 20-59 for pedestrian trail and pavement improvements to County Highway 7 with the City of Howard Lake. The motion was seconded by Husom and carried 5-0 on a roll call vote.

LEE KELLY, ADMINISTRATION

Approve Resolution Setting County Board Per Diems

Daleiden verified that the per diem is \$50 a day for Committee meetings. Husom stated she believed workshops are part of the normal committee business and shouldn't have a per diem.

It was clarified that the Resolution setting County Board per diem at \$50 a day for Committee meetings, does not include County Workshops which are in place of the regular County Board Meetings.

Vetsch moved to approve Resolution Setting County Board Per Diems. The motion was seconded by Husom and carried 5-0 on a roll call vote .

Approve Resolution Setting Per Diems for Appointees to the County Board and Health & Human Services Board Committees, Boards and Commissions

Vetsch asked to modify the per diem for appointees to a flat dollar amount because some meetings are extremely lengthy. Vetsch suggested \$100 per diem for the Planning Commission. Daleiden asked what they are at for a per diem currently. Kelly stated \$60 for under four hours and \$100 for exceeding four hours. Daleiden suggested to leave it how it currently is until there can be a discussion with Planning and Zoning Administrator.

Daleiden reiterated the current amount. Parks and Recreation is set at \$50, Planning is set at \$60, anything over four hours gets an additional \$40 which increases the per diem to \$100, the Board of Adjustments is also set at \$60. Health and Human Services, Advisory Committee, Central MN Council on Aging is set at \$50.

Husom moved to approve Resolution Setting Per Diems for Appointees to the County Board and Health & Human Services Board Committees, Boards and Commissions. The motion was seconded by Kaczmarek and carried 5-0 on a roll call vote.

ITEMS FOR CONSIDERATION

Topics to Discuss for January 12, 2021 Workshop Meeting

Vetsch would like to discuss an emergency ordinance review regarding solar farms. The second item is county ditch review, buffer grant balance and equipment need for county ditches. The third item is discussion MN Inter-County Associates (MICA).

Husom would like to add any updates regarding the money being distributed from the Business Relief Funds.

Vetsch suggested submitting possible topics for the year to either the Chair or the Administrator.

Daleiden reminded everyone of the Committee Of The Whole meeting Thursday, January 7, 2021 and stated it would be regarding the Commissioner Handbook.

Daleiden welcomed the new commissioners and new County Attorney Lutes. Lutes then welcomed the new commissioners and stated he looks forward to working with the board.

Vetsch stated the application process for the Business Relief Funds from the county will be live either Wednesday or Thursday. If a business was granted funds from the Department of Revenue and haven't received them yet they need to contact the Department of Revenue.

The meeting adjourned at 10:38 AM.

County Board Minutes submitted by Angie Fisher, Administrative Specialist