



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
MARCH 2, 2021

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

DATE APPROVED: MARCH 16, 2021

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

COUNTY BOARD MINUTES 2-23-21 MEETING

Husom moved to approve the minutes from 2-23-21. The motion was seconded by Vetsch and carried 5-0.

AGENDA

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

CONSENT AGENDA

Kaczmarek requested to pull Item B5 (Administration-Finance) and Item H1 (Sheriff's Office) for further discussion and clarification. Vetsch explained that the position in the Sheriff's Office is not a new position, it is to backfill a Deputy position due to a retirement, and promotions within the Sheriff's Office. Vetsch said this position is not going to the Personnel Committee because it's not a new position. Daleiden said the board will table item H1 until the next board meeting on Tuesday, March 16, 2021.

Vetsch moved to approve the Consent Agenda with the removal of B5 for discussion. The motion was seconded by Husom and carried 5-0.

* Item H1 is tabled until the March 16, 2021 meeting.

A. ADMINISTRATION

1. Approval of Charitable Gambling application, form LG220, Silver Bullet Saddle Club, gambling premises: Silver Bullet Saddle Club Grounds, 17363 County Rd 37 NW, Clearwater, MN 55320 (Clearwater Township), date of activity: June 26, 2021

B. ADMINISTRATION- FINANCE

1. Acknowledge name change from Wright County License Bureau to Wright County License Center
2. Request position replacement for License Center Specialist
3. Acknowledge and adopt changes to the Wright County Financial Policies
4. Acknowledge Warrants issued between February 17, 2021 and February 23, 2021 (see below, Item IX, Warrants Issued)

C. ATTORNEY

1. Schedule Public Hearing for 9:30 A.M. March 16, 2021 for Ordinance Amendment Number 21-2, Subdivision Regulations

D. HEALTH & HUMAN SERVICES

1. Position replacement
 - A. Eligibility Specialist
 - B. Accounting Clerk

E. HIGHWAY

1. Approve schedule for receiving bids for highway projects
 - A. Schedule to receive bids for Thursday, April 8, 2021:
 - 11:00 A.M. Contract 2105 - CR118 Reconstruct (CP 086-118-191)
 - 11:15 A.M. Seasonal Bids - 2021 Plant mix Bituminous
 - B. Schedule to receive bids for 11:00 A.M. Thursday, May 6, 2021
Contract 2106 - CSAH 30/Tiger Drive Mini - RAB (CP086-030-201)

F. PARKS & RECREATION

1. Position replacement
 - A. Authorize backfill of the open Park Aide position

G. RECORDER

1. Position replacement
 - A. Authorize backfill of Deputy Recorder position, due to retirement

H. * SHERIFF'S OFFICE

1. Position replacement
 - A. Authorize backfill of Deputy FTE position, due to retirement

ITEMS PULLED FROM CONSENT AGENDA TO BE DISCUSSED**B. ADMINISTRATION- FINANCE**

5. Motion to approve disbursing money from the County Relief Funding Program as follows: Disburse the remaining balance of \$1,097,719.30 of the \$2,733,983.57 received from Account Number 01-099-484.6814 COVID - Economic Development pending all necessary signatures and audit requirements. Approve a transfer for the reimbursement of the administration costs of administering the grant from 01-099-484.6910 transfer out into 01-100-489.5910 transfer in.

Kaczmarek said he thought there was going to be a board meeting after the disbursement was finalized and there was a total of how much money was left over, and the board would decide how to disburse the remaining funds.

Vetsch explained that the County Relief Funding Program is a rolling disbursement. He said there was a lot of back and forth trying to get the proper documents from the businesses. If the Business Relief Committee waited until the end, it would potentially run into the March deadline to have the money disbursed. Vetsch explained the difference between the CARES Act and the County Relief Funding Program, as they are two separate programs. The CARES Act is Federal funding and the County Relief Funding Program is State funding.

Kaczmarek moved to approve item B5, disbursing money from the County Relief Funding Program. The motion was seconded Vetsch and carried 5-0.

TIMED AGENDA ITEMS**ADMINISTRATION****Introduction of Project Administrator Elizabeth Karels**

Assistant County Administrator Sue Vergin introduced Karels to the board. Karels comes to Wright County from Hennepin County where she managed a variety of projects and programs for the Facilities Department. Prior to working for Hennepin County, she worked for Excel Energy as a Project Engineer. Karels has a bachelor's degree in Civil Engineering, a Technical Communications Certificate, a Master of Project Management, and a Business Process Improvement Certificate. Karels said she is happy to be with Wright County. Karels shared with the board she is originally from Chicago, Illinois, but now lives in Wright County.

HIGHWAY DEPARTMENT VIRGIL HAWKINS**Approve Transportation Committee of the Whole (TCOTW) meeting minutes from Tuesday, February 16, 2021 and act on recommendations**

Hawkins summarized the recommendations from the TCOTW meeting. The first recommendation dealt with the County Highway 19 update in Saint Michael to improve safety, roadway geometrics, and increase capacity. The committee is recommending a two-signal light. However, the committee is not requesting formal action at this time, it's an informational item because there is environmental documentation that must be completed.

The second item dealt with the County Highway 118 reconstruction project which is planned for this year and paid for by the Local Option Sales Tax revenue. The committee will open the bids for this project in April. This item was informational.

The third item dealt with the Local Option Sales Tax. The Committee would like guidance moving forward regarding the Local Option Sales Tax because it is important to have proper planning and projects ready for the upcoming years. The current Local Option Sales Tax was adopted in 2017 and expires December 31, 2022. The Committee discussed the projects that are finished and the ones remaining in the five-year plan.

The recommendation was to have the program extended so the projects that are needed can be delivered. Hawkins said there would need to be a public hearing with a new list of projects if the board decides to extend the Local Sales Tax beyond 2022. Hawkins asked for clarification on how the public hearings would be held. He asked if there should be a virtual open house first by preparing a presentation with a new list of projects and a map to get the community's input.

Vetsch said his understanding is that there will be a virtual open house for public comments on the list of projects. There would be an in-person public hearing for the renewal of the sales tax. However, Vetsch said he believed the in-person public hearing for the renewal of the sales tax would be first because if it didn't go through there would be no point in having a virtual open house.

Daleiden said he would like to have the list of projects available for the five-year plan for public comment. He posed the idea of having multiple public hearings in different areas of the county. Vetsch said if the board holds multiple public hearings, the TCOTW could forgo putting together a presentation and having a virtual open house. The board could have the in-person hearings in the southern part of the county, the northern part of the county and one in Buffalo.

Hawkins spoke to the Minnesota Department of Revenue on Friday, February 26, 2021. He explained to the board there would need to be one resolution passed amending the timeframe and listing the projects included which would then be sent to the Minnesota Department of Revenue.

County Administrator Lee Kelly confirmed with the board that there will be three open houses in late-summer early-fall with the current projects and potential projects listed.

Hawkins provided an update on the Minnesota Department of Transportation (MNDOT) Northwest Metro Mississippi River Crossing Feasibility Study. Hawkins is serving on the Technical Advisory Committee and Vetsch is serving on the Policy Advisory Committee. Hawkins said there have only been a few meetings and it's in the early stages, but the area being looked at is between Otsego and Brooklyn Park. This item was informational.

Husom stated there was one correction for the minutes. It had Husom listed as starting introductions, but it was Daleiden.

Vetsch moved to approve the Transportation Committee of the Whole meeting minutes from February 16, 2021 with the recommendations and amendment. The motion was seconded by Husom and carried 5-0.

PARKS & RECREATION MARC MATTICE

Authorize signatures on a contract with Hoisington Koegler Group Inc. (HKGI) for the creation of the Wright County Parks & Recreation Comprehensive Master Plan

Mattice said this item was in the 2021 budget at \$45,000. Parks & Recreation received a grant from the Statewide Health Improvement Program for \$27,000 for a total of \$72,000 for this plan. Mattice said every five years, the Strategic Plan is updated to make it dynamic. The Strategic Plan flows into the Capital Improvement Plan and helps with the decision-making processes from the County Parks Commission as well as the County Board. Mattice explained this gives good input from the citizens. This is the first time a system-wide plan for the County is being done. Parks & Recreation developed a Request for Proposals that started in Fall 2020 and was reviewed by the Parks Commission. It was published in January 2021 and proposals were received. A sub-committee was set up which includes Mattice, Daleiden, Parks Commission Chair Sarah Hanson, and Parks & Recreation Assistant Director Brad Harrington.

Mattice said HKGI is a reputable firm and had great reviews. It will give the county a great benchmark and vision for the future.

Vetsch said the previous master plans that have been completed in the last (two previous) five years largely contributed to the county collecting millions of dollars in grant funds. He added what looks like a large amount of money up front has yielded seven figures over the last five years.

Kaczmarek said he took the time to read the outline and overview of the plan included from HKGI and called three of the references listed. He said the references had no complaints and stated HKGI does a good job. Kaczmarek said he trusts the county has a good Parks & Recreation Department and staff. He went on to say he gets complaints about the county spending money on consultants and studies. Kaczmarek said the \$72,000, some of which is from grants, is still someone's money.

Kaczmarek moved to decline the contract with HKGI for the creation of Wright County Parks & Recreation Master Plan. The motion died for lack of a second.

Husom said Mattice does a good job collecting information and building the county's park system, which makes them very well utilized. She said the parks are very necessary. Husom said it does cost money, but the people in the community benefit from it. Vetsch stated the county is at an all-time high with the utilization of the parks because of COVID. Vetsch explained if Wright County doesn't go after the grants another county will.

Vetsch moved to approve the contract with HKGI for the creation of Wright County Parks & Recreation Master Plan. The motion was seconded by Husom and carried 4-1 with Kaczmarek voting against it.

Accept bid from Knife River related to the Paving Project at Collinwood Regional Park and authorize the Director of Parks & Recreation to sign and develop all necessary contracts to complete the project

Mattice reviewed the details of the expansion project to Collinwood Regional Park. He said the project is wrapped up except for the paving portion. Parks & Recreation was able to open Collinwood Park in September 2020. Collinwood Park had good utilization and the Parks & Recreation Department received good comments regarding the expansion. Monday, March 1, 2021 kicked off opening the bookings for campgrounds in Wright County. Mattice said when the booking process opened the total revenue was \$125,000 in 45 minutes. Mattice said there was a new software system that was implemented. He said there were a few kinks that needed to be worked out, but there was a support staff behind the scenes making sure the system didn't crash.

Mattice said the board took action on February 2, 2021 to publish bids relating to the paving improvements. The bids opened on February 23, 2021. Knife River's bid came in \$226,000 and the County Engineer's estimate was \$308,000.

Vetsch moved to accept the bid from Knife River related to the Paving Project at Collinwood Regional Park. The motion was seconded by Wetter and carried 5-0.

ITEMS FOR CONSIDERATION

DIRECTOR OF COURT SERVICES MIKE MACMILLAN

Department budget review

Kaczmarek said the board received the 132-page budget in January 2021 and had a few days to go over it before the board meeting. He said there were some questions he had, and the Finance Department gave a presentation to help answer those questions, but he still wanted some clarification.

MacMillan gave a recap of the end-of-year budget for Court Services. MacMillan said he was anxious to see where Court Services was sitting at the end of 2020, so he created a "Fiscal Note" which he explained is his term. He said it's an overview snapshot of 2020. It is broken down into two areas, Revenue and Expenses. MacMillan held off hiring two positions for his department in 2020, he therefore thought he would have a cushion at the end of the 2020, but instead it was removed from the expenses line item.

He said the projected Federal Grant came in at zero in the revenue column. The reason for that was when Court Services started the application process for Drug Court it didn't finish, but not because of Wright County. It was a federal issue,

therefore the amount that was budgeted didn't come in as revenue.

MacMillan said the money saved in Court Services personnel was about \$150,000. However, it was shifted back to the General Fund. Vetsch explained the money was shifted due to budget amendments, turn-back dollars are turned into Debt Service Funds.

TIMED AGENDA ITEMS CONTINUED

ANNUAL EMPLOYEE YEARS OF SERVICE RECOGNITION

Kelly explained this year's Employee Years of Service Recognition had to be done differently than years past due to COVID-19. Kelly said he has the honor to kick off the Years of Service Recognition with two employees who have worked for Wright County for 30 years. The first is Judy Ahlm Sheriff's Department, and the second is Patricia Malecek, Health and Human Services. Malecek was able to attend the recognition in person and received her certificate and gift. The County Commissioners and Kelly thanked her for her years of service.

The County Board members read off the lists of employees celebrating Years of Service in five-year increments.

ITEMS FOR CONSIDERATION (CONT.)

2-24-21 TECHNOLOGY COMMITTEE MEETING MINUTES

Vetsch moved to accept the Technology Committee meeting minutes from 2-24-21. The motion was seconded by Husom and carried 5-0.

I. Project Updates

IT O365 Architect, Andrea Benedict updated the Committee that the SharePoint 2019 Upgrade project is in closure status. There are some residual tasks that are awaiting updates from Microsoft to be resolved, these are set to be completed in the near future.

Benedict also touched on the CAMA project. The vendor has assigned a Team to the Wright County project. The Implementation Kick Off has a preliminary date of late April. The vendor discussed new modules available for wind solar taxation that our County Assessors deal with. Commissioner Daleiden asked for clarification of the timeline of the process, which Benedict provided with an estimation of 6 months.

The Administration Event Scheduler was covered by Business Analyst (BA) Kevin Kaszynski. The Health & Human Services (HHS) portion of this initiative will move forward once the Contact Management Center project has been implemented. Kaszynski stated that the County Finance group is also looking into utilizing the Acuity platform for the Passport Photo Scheduler.

The Health & Human Services Contact Management Center, previously referred to as Call Center, was updated by Kaszynski. HHS is actively engaged in training; User Acceptance will kick off on Monday, March 1st. Report capabilities are also being reviewed with the Vendor. Daleiden questioned if this product could be used by other Departments in the future. HHS Business Manager Christine Partlow replied that Departments would be able to utilize the software; the product can provide individual department administration and customization.

The New Government Center Technology was reviewed by IT Manager Mark Kellogg. CISCO equipment needs are being finalized with contractors and vendors. Kellogg has conducted tours for IT staff which has proved beneficial. He also touched on the discussed topic that the Government Center move in date has been changed to January 2022.

2-24-21 TECHNOLOGY COMMITTEE MEETING MINUTES (CONT.)

The Enterprise Resource Planning Project (ERP) was reviewed by County Administrator Lee Kelly. User Acceptance Testing (UAT) is being worked through and is expected to ebb and flow as various items are reviewed, continuing

through April. Late March will be the decision point to determine if there is a GO / No GO of the Human Capital Management (HCM), Financial, and Procurement pieces of the ERP. Training is being reviewed with the Maverick vendor; customized training will be utilized for items that many staff members will be needing to take, such as Timesheet review.

RECOMMENDATION: Informational Only

II. Solution Architect Updates

IT Director Matthew Fomby updated that the IT Department has proceeded with the Microsoft Enterprise Agreement renewal as discussed at the previous meeting. The new agreement will provide savings in Windows Operating System as well as comprehensive security features. Recognizing the investment in the Microsoft products, Fomby and Benedict will be restarting the O365 Governance Committee. The O365 Governance Committee was originally formed to get O365 up and running, the reconstituted committee will focus on ensuring we make consistent, gradual enhancements with the product, meetings will be held quarterly, with members consisting of Department Head or 1 designated representative. There will also be a O365 Steering Committee that will meet monthly, made up of County Staff with technical backgrounds. The O365 Steering Committee will gather information on impacts of products, providing guidance for the big picture decision making of the O365 Governance Committee. Fomby questioned if the Technology Committee members had any concerns or questions, none were brought up. Partlow thanked Fomby for restarting the group.

Benedict then brought up the review of Microsoft Apps, these are products that staff members have indicated they would like to see developed for use. She noted that some of the products are not available to us in the Government O365 environment, but for the products that are she is developing an Intake process, with a form in the works. Presently Planner is being tested with Sheriff's Office, Todd Hoffman. The process is to see how it works on the staff member level, to then develop Job Aids for that, also see how various products act on a lower level regarding the infrastructure of the environment. Inquires for Microsoft Apps should be sent to Benedict.

Enterprise Content Management Architect ConnieMae Cooper updated the committee on various projects within the County. The highlight was DocuSign for the Business Relief Grant Process which allowed the entire process to be totally paperless. The process has taken in 237 applications, has automated 3000 supporting documents, over 180 agreements were created, and 140 signed applications with payment being able to be issued. This paperless system allowed over 80% of the applications to see a 24-hour turnaround. Commissioner Vetsch commented that he has heard it has been very well received on both staff and citizen sides. Vetsch questioned if there is future use of this tool across the County. Cooper and Fomby explained that there are costs that should be considered when using this product, it is very efficient but interested parties should contact Cooper for a cost analysis, to which Vetsch agreed. Cooper is working on several other initiatives across the County as well. Archiving training, expanding access between Local Police Departments and HHS, working on official records with Administration for official signature and seal, processes between the Judges and Court Services, Surveyors projects, and several inquiries from Risk Management.

RECOMMENDATION: The Committee approved the restart of the O365 Governance Committee and O365 Steering Committee as described by Fomby.

III. New Project Requests

One new project request was reviewed by IT, Rebecca Murphy. The Facilities Team would like to expand the Key Management System to the New Justice Center and the New Government Center. This project has been approved by

2-24-21 TECHNOLOGY COMMITTEE MEETING MINUTES (CONT.)

Assistant County Administrator Sue Vergin as the funds are coming out of the Facility Budget. They will begin with the Justice Center now and work on the New Government Center when that time approaches. No installations will be

done in old buildings that are set to be vacated. Discussion resolved around the system being easy to use, providing exceptional security measures allowing the right people to have the right access at the right time. Once in the new building other departments can also utilize it, with expansion done very easily and securely. Hoffman noted that the software and equipment would be very useful for County Fleet Key management. The Committee was in favor of the project moving forward.

RECOMMENDATION: Informational Only, move ahead with project.

IV. 2021 Project Portfolio Summary

Murphy reviewed the Project Summary with the Committee focusing on a few items. The SharePoint Upgrade project, as mentioned is in the closure status, which will free up staff time to move to other initiatives. The Sheriff RMS Discovery and Analysis was discussed to be placed at a prioritization of third among County projects. Fomby and Daleiden stated, with Committee agreement, that the importance of the project is necessary of that placement. The Website Redesign was discussed with Vergin noting that IT Pat Spaude and IT Mike Janckila and herself met with the new CivicPlus representative and began the process steps of the redesign, this meeting allowed the project to gain a good start with both the County and vendor being on the same foot. Vetsch stated that he would like fresh perspectives of Citizen Focus Groups to ensure the County has the citizen perspective of how easy the website is and what areas people want to get to the most. Vergin replied that in 2018 the County conducted a successful survey which produced good response with good feedback. She stated that the County can replicate this process again to provide fresh perspectives. The Committee agreed with the Portfolio Summary and Prioritization.

RECOMMENDATION: The Sheriff RMS Discovery and Analysis be placed at a prioritization level of three among County Strategic projects.

V. Project Milestones

Murphy updated the Committee that a new communication tool will be used to provide members and staff with a quick glance at where a project is sitting in regard to hitting major milestones.

RECOMMENDATION: Informational Only

ADMINISTRATION

Topics to discuss for March 9, 2021 Workshop meeting: Investment Policy, Dental Clinic, Overview of Ditches, Justice Center Video

Daleiden went over the list of topics for the County Board Workshop. Wetter requested to have the Minnesota Clean Car Policy added to the Workshop topics. Kelly said he could add the Clean Car Policy and would get the Commissioners information regarding it.

Allina Donation Discussion

Husom was scheduled to meet with President Kelly Spratt and Health and Wellness Coordinator Mona Volden from Allina Health regarding the Allina donation, March 2, 2021. This item will be tabled until the Tuesday, March 16, 2021 board meeting.

Approve resolution delegating the Statutory Duties of the Auditor/Treasurer

At the February 2, 2021 meeting, the board adopted a similar Resolution 21-14, clarifying some of the duties regarding the Auditor/Treasurer position. The transfer of Land Records duties was moved to the Recorder's Office.

Vetsch moved to approve the resolution delegating the Statutory Duties to the Auditor/Treasurer. The motion was seconded by Husom and carried 5-0 on a roll call vote.

Set date for Board Retreat

At the February 23, 2021 board meeting, the board discussed having a retreat for the Commissions and Kelly. The board

also discussed having a facilitator present during part of the retreat. Kelly reached out to Dr. Craig Waldron with the Waldron Company regarding his availability. Kelly went over the dates Waldron is available. The board decided the retreat would be at 9:30 A.M., Monday, March 29, 2021, at Ney Park with morning and afternoon sessions.

Vetsch moved to set the date for the Board Retreat at 9:30 A.M., Monday, March 29, 2021. The motion was seconded by Husom and carried 5-0.

HEALTH AND HUMAN SERVICES

Refer to Committee of the Whole Meeting March 11, 2021 or March 12, 2021

Kelly said this could be pushed out if need be. Daleiden said there is a time crunch regarding the Women, Infants, and Children (WIC) Program and the Committee of the Whole meeting date would need to be set. The board discussed the two dates listed and times that would work.

Vetsch moved to set the Committee of the Whole meeting regarding the WIC Program at 10:45 A.M., March 12, 2021. The motion was seconded by Husom and carried 5-0.

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

Central Mississippi River Regional Planning Partnership. Kelly attended the CMRP Framework 2030 Session. There were breakout groups that discussed various aspects of planning. Vetsch and Daleiden attended a CMRP workshop Thursday, February 25, 2021, to do the second round of engagement as a group. Vetsch said very good discussion was had by the groups. Daleiden said it was helpful for the new members on the CMRP. Daleiden said he believed all the Commissioners were sent a link to the Second Round of Engagement for information gathering.

Association of Minnesota Counties. Kelly stated AMC is continuing to follow the information regarding the possible COVID-19 stimulus, at the federal level. The information he has received from AMC is that the stimulus has cleared by the House. It may be revised in the Senate and, if it does, it may shift the scope of which counties and cities may be able to use the funds.

Economic Development Authority. Kelly has been getting Karels up to speed and building connections with the City of Buffalo regarding the EDA. Kelly has been getting materials ready for the next meeting Thursday, March 11, 2021.

Enterprise Resource Planning. Kelly received a phone call from Becker County, which is looking at forming an ERP system and has been asking Kelly questions. Kelly said the County should pay if forward since St. Louis County helped with Wright County's ERP.

Department of Revenue. On Monday, March 1, 2021 Vetsch met with the Department of Revenue Commissioner Robert Doty. There was discussion regarding the Transmission Line change on state assessed property, going from an individualized city rate to a county rate and shifting away from the city's capacity. Vetsch explained what that would mean to some municipalities in Wright County and across the state.

City of Otsego. Daleiden attended the City Council meeting for discussions regarding where the County is at and what things are planned. He told the Council members he would at some point meet with the city regarding the EDA and the goals.

City of St. Michael. Daleiden attended the City Council meeting for discussions regarding where the County is at and what things are planned. He told the Council members he would at some point meet with the city regarding the EDA and the goals.

Safety Committee. Husom and Kaczmarek attended the Safety Committee meeting. There was discussion about three incidents that happened the previous month and the Committee reviewed the workplan. She said the Occupational Safety and Health Administration (OSHA) logs have been completed. Husom said safety inspection scores were very high, about 90 percent, and in compliance. There was a mass COVID vaccination clinic in St. Michael, where 1,200 doses of the

vaccine were administered. There was also discussion regarding foot protection plans and the Safety Committee is working with Parks & Recreation to provide footwear to some departments.

Solar Work Group. Kaczmarek and Vetsch attended the Solar Work Group meeting with people in the industry and communities weighing in on different sides of the issue. At the next meeting, the group will review proposals from the solar industry.

Planning Commission. Kaczmarek attended the Planning Commission meeting. He said it was very lengthy and only a few things were resolved. He said there were three site inspections planned for March 2, 2021.

Fair Board. Kaczmarek attended the Fair Board meeting. He said the Fair Board is planning on having the 2021 County Fair. Since the Fair was not held last year, this year will be the 150th year of the Wright County Fair.

The meeting adjourned at 10:43 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist