



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
MARCH 22, 2022

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

DATE APPROVED: MARCH 29, 2022

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

COUNTY BOARD MINUTES 03-08-2022

Commissioner Darek Vetsch moved to approve the County Board minutes from Tuesday, March 8, 2022. The motion was seconded by Commissioner Mark Daleiden and carried 5-0.

AGENDA

County Administrator Lee Kelly requested to remove Consent Agenda Item E1 (Highway). Kelly requested the addition of the Recognition of Deputy Wes Holland's Retirement as the first Timed Agenda Item.

Daleiden requested the addition of an Item for Consideration to discuss the Purchase of Signs to be Placed at the Vacated Government Center and Health & Human Services Center.

Daleiden moved to approve the Agenda with the additions and removal of the discussed items. The motion was seconded by Vetsch and carried 5-0.

CONSENT AGENDA

Daleiden moved to approve the Consent Agenda as presented. The motion was seconded by Commissioner Mary Wetter and carried 5-0.

A. ADMINISTRATION

1. Schedule Employee Years Of Service Recognition At 10:00 AM At The County Board Meeting On Tuesday, March 29
2. Authorize Payment To The Minnesota Counties Intergovernmental Trust (MCIT) In The Amount Of \$57,896.00 For Wright County Property Coverage #6638
3. Approval Of Charitable Gambling Application, Form LG220, Ancient Free And Accepted Masons Of Minnesota, Gambling Premises: Rockford Township Hall, 3039 Dague Ave SE, Buffalo, MN 55313 (Rockford Township), Date Of Activity: 4/2/2022
4. Approve The Following Grant Applications:
 - A. CITY-005 Rockford Water/Sewer Grant (\$149,375)

B. ADMINISTRATION – FINANCE

1. Approve Tobacco License For 152 Club, Inc. DBA 152 Club (Albertville) From March 22, 2022 To December 31, 2022
2. Motion To Approve The Reimbursement Of The American Rescue Plan Act (ARP) Funds As Follows:
Approval Of Use Of ARP Funds From 01-099-493-8415
\$100,333.92 1.7 Capital Investment-Customer Flow Management System
3. Motion To Approve The Reimbursement Of The American Rescue Plan Act Funds (ARP) As Follows:
County ARP Funds:
Approval Of County Reimbursement Of \$268.23 From 01-099- 493.6910 Transfer Out Into 01-100-493.5910 Transfer In As Follows:
\$268.23 For Administrative Expenses-Staff Costs
Approval Of Use Of ARP Funds From 01-099-493-8428, 8436 And 8416
\$150.00 7.1 Administration Time-Consultant Support
\$6,557.85 1.10 Mental Health Services-Safe Families
\$8,513.75 2.10 Aid To Nonprofits-4-H
4. Refer To Personnel Committee To Discuss The Process For Replacement Of Accounting Staff

5. Review Monthly Finance Report For January And February 2022
 6. Acknowledge Warrants Issued Between March 2, 2022 And March 15, 2022 (See Below, Item IX. Warrants Issued)
- C. ATTORNEY
1. Approve And Authorize Signatures On The Amendment To The Developers Agreement For Railroad Crossing Improvements In The City Of Albertville (CSAH 37 And 19)
 2. Approve And Authorize Signatures On The Two Separate Agreements With BNSF For Railroad Crossing Improvements In The City Of Albertville (CSAH 37 And 19)
- D. HEALTH & HUMAN SERVICES
1. Position Replacement
 - A. Social Worker
 - B. Eligibility Specialist
- E. HIGHWAY
1. ****In Accordance With The Wright County Financial Policies & Procedures, Due To The Dollar Amount, The Highway Department Is Requesting Approval To Enter Into A Professional Services Agreement With Oertel Architects. Oertel Architects Is Currently Working On The Otsego Truck Station Expansion Project And Submitted A Proposal For Design/Construction Administration Of The Stand Alone Brine Station That Will Be Located At The Highway Department In Buffalo**
 2. Approve Schedule For Receiving Bids
 - A. Contract 2208 - Maple Lake Township SPRA (SAP 086- 600-009): Tuesday, April 19, 2022 At 11:00 AM
 - B. Contract 2207 - CSAH 35/Dague Avenue Roundabout Project (SP 086-070-021): Thursday, April 21, 2022 At 11:00 AM
- F. INFORMATION TECHNOLOGY
1. Approve Out Of State Travel For IT Staff, Dave Angell And Tou Pha
 2. Refer To The April 13th, 2022 Personnel Committee Discussion Of Additional IT Positions
- G. SHERIFF'S OFFICE
1. Position Backfill
 - A. Two Deputy FTE
 - B. Three Corrections Officer FTE
 - C. One OT II FTE

TIMED AGENDA ITEMS

***SEAN DERINGER, SHERIFF'S OFFICE**

Recognition of Deputy Wes Holland's Retirement

Sheriff Sean Deringer recognized Deputy Wes Holland's 29 years of service and upcoming retirement. Deringer presented Holland a plaque for his years of service. Commissioner Christine Husom thanked Holland for his service. Commissioner Mike Kaczmarek stated Holland always saw the good in everyone.

LINDSEY MEYER, ADMINISTRATION-FINANCE

Approve Signing Memorandum Of Understanding For The Third Party Proctor Program Through DVS

Finance Director Lindsey Meyer stated the Memorandum of Understanding (MOU) must be signed to allow staff to conduct driver knowledge tests. Once signed, the application and agreement will be submitted to the State for approval, which will take approximately four to six weeks. The State is scheduled to approve the space in the new Government Center on Wednesday, March 23, 2022. Meyer anticipates driver knowledge testing to begin in May. Exams will be scheduled on Mondays, Wednesdays, and Thursdays by appointment only for Class D Licenses; 42 appointments will be available each day. The County received an exemption to allow all nine staff members to serve as proctors. The State will continue to proctor exams in Buffalo on Tuesdays. Testing will be computerized, and the Information Technology Department is assisting with the procurement of used computers. License Center services will be reassessed once there is a better understanding of how the services are being utilized by the public.

Meyer stated there are several requirements needed within a certain amount of time for behind the wheel testing. Kaczmarek questioned if there is still a chance the County will be allowed to administer behind the wheel testing. Meyer stated the county does not currently qualify for behind the wheel testing at the new Government Center, however, if development occurs near the new Government Center there may be an opportunity.

Vetsch moved to approve signing the Memorandum of Understanding for the Third-Party Proctor Program through Minnesota Driver and Vehicle Services (DVS). The motion was seconded by Daleiden and carried 5-0.

GREGORY PICKARD, VETERAN SERVICES

Adopt Resolution For Minnesota Department Of Veteran Affairs County Veterans Service Office (CVSO) Operational Improvement Grant And Authorize CVSO, Greg Pickard, To Execute The Fiscal Year 2022 CVSO Grant Agreement
 Veteran Services Director Gregory Pickard stated the grant is in the amount of \$15,000 and will likely be spent within three to four months. The grant will close in June. Daleiden questioned how the amount is determined. Pickard responded it is based on the number of veterans. As veteran population increases, the grant amount increases.

Daleiden moved to adopt the resolution for Minnesota Department of Veteran Affairs County Veteran Service Office (CVSO) Operational Improvement Grant. The motion was seconded by Commissioner Mary Wetter and carried 5-0, on a roll call vote.

MATT TREICHLER, SHERIFF'S OFFICE

Resolution To Accept The 2022-2023 Off Highway Vehicle Safety Grant

Deputy Chief Matt Treichler stated the Off Highway Vehicle Safety Grant from the State is a two-year non-matching grant in the amount of \$23,650. The grant will be used for equipment, training, safety education, and ATV patrol. Daleiden questioned if safety training is provided to residents. Treichler stated before the pandemic, the Sheriff's Office hosted a youth ATV safety course each year. Treichler stated the Sheriff's Office is looking for a new location to host the course. Daleiden suggested using the Compost Facility site.

Kaczmarek questioned if the staff have explored creating an ATV course within the county. Daleiden stated that has been entertained numerous times in the past, utilizing township roads and sand pits. It has been difficult to get everyone on board and has not moved forward at this point. Parks & Recreation Operations Manager Brad Harrington added the Parks & Recreation Department presented a map and offered support to Off Highway Vehicle (OHV) folks in the past. There have been private property issues and unfortunately it has not been successful yet.

Daleiden moved to approve the resolution to accept the 2022-2023 Off Highway Vehicle Safety Grant. The motion was seconded by Kaczmarek and carried 5-0, on a roll call vote.

TANYA WEST, RECORDER

Plat Approval; Authorize The Recording Of "Little Hawk Park" (Corinna Township)

Recorder Tanya West stated Chief of Civil Division Attorney Greg Kryzer has reviewed and approved the plat for recording. The property is in Corinna Township, northwest of Sugar Lake. There are three lots that will be platted into five.

Daleiden moved to authorize the recording of Little Hawk Park. The motion was seconded by Vetsch and carried 5-0.

VIRGIL HAWKINS, HIGHWAY DEPARTMENT

Award Contract No. 2201, For The 2022 Pavement Preservation Contract, To Knife River Corporation Of Sauk Rapids, MN. We Recommend Award Of Contract 2201 To Low Bidder Knife River Corp. Of Sauk Rapids, MN In The Amount Of \$9,408,159.58 (Which Includes The Alternate Bid Of \$56,933.50 For The Bertram Park Paving)

Highway Engineer Virgil Hawkins stated the low bid was 8.7 percent higher than the estimate and the estimate anticipated higher pricing. There were only two bidders which is less than normal. One of the potential bidders was unable to find oil. By the end of the month, pricing may be even higher.

Daleiden moved to award Contract No. 2201 for the 2022 Pavement Preservation Contract. The motion was seconded by Vetsch and carried 5-0.

Award Contract No. 2202, For The 2022 Seal Coat Contract To Allied Blacktop Company Of Maple Grove, MN. We Recommend Award Of Contract 2202 To Low Bidder Allied Blacktop Co. Of Maple Grove, MN In The Amount Of \$643,185.97

Daleiden moved to award Contract No. 2202 for the 2022 Seal Coat Contract. The motion was seconded by Kaczmarek and carried 5-0.

Award Contract No. 2203 For The 2022 Pavement Markings To Traffic Marking Services Of Maple Lake, MN. We Recommend Award Of Contract 2203 To Low Bidder Traffic Marking Services Of Maple Lake, MN In The Amount Of \$478,350.00

Daleiden moved to award Contract No. 2202 for the 2022 Pavement Markings to Traffic Marking Services of Maple Lake. The motion was seconded by Wetter and carried 5-0.

Set Transportation Committee Of The Whole (TCOTW) Meeting

Hawkins stated the topics for the meeting include reviewing updates to the five-year plan and reviewing directional signage to the new County Campus. After discussion, the commissioners agreed to schedule the meeting at 12:30 p.m. on Tuesday, April 5. The meeting will be held at the Highway Department.

Daleiden moved to schedule the TCOTW meeting at 12:30 p.m. on Tuesday, April 5. The motion was seconded by Kaczmarek and carried 5-0.

GREG KRYZER, ATTORNEY

Approve Resolution For Jurisdictional Change Of CR 147 To The City Of Buffalo

Kryzer stated approving the resolution is the final step in revoking County Road 147 to the City of Buffalo.

Vetsch moved to approve the resolution for jurisdictional change of County Road 147 to the City of Buffalo. The motion was seconded by Daleiden and carried 5-0, on a roll call vote.

PUBLIC HEARING TO DISCUSS OUTDOOR RECREATION GRANT APPLICATIONS

Proposed Play Structure Replacement At Montissippi County Park; Proposed Redesign Of Campground Facilities And Restroom At Schroeder County Park

Daleiden questioned if drawings were available. Harrington responded he received them late in the day on Monday, March 21. The size of the play structure at Montissippi County Park will remain the same but there will be improved Americans with Disabilities Act (ADA) accessibility. The design kept natural aesthetics in mind and will consist of natural tones.

Husom open the public hearing. There were no public comments. The public hearing was closed.

Kaczmarek questioned if the strategic comprehensive plan contributed to the proposals. Harrington stated the play structure is 20 years old and needs to be replaced. The project was part of the five-year strategic plan that was in place prior to starting the strategic comprehensive plan. The redesign of campground facilities was also part of the five-year strategic plan, and citizen and user feedback was received. There is not a site that has a water hook up at Schroeder County Park. The bathroom in the redesign has been scheduled for many years and been pushed off. Additionally, campers are increasing in size. The department is determining if the current systems can handle full-service campgrounds. Half the campground will be closed in 2023 for the redesign if the grant is successful.

BRAD HARRINGTON, PARKS & RECREATION

Adopt Resolution Related To The Grant Applications For Schroeder Park And Montissippi Park As Required By The MN Department Of Natural Resources Outdoor Recreation Grant Program

Vetsch moved to adopt resolutions related to the grant applications for Schroeder Park and Montissippi Park. The motion was seconded by Daleiden and carried 5-0, on a roll call vote.

ITEMS FOR CONSIDERATION

COMMITTEE MINUTES

DITCH COMMITTEE OF THE WHOLE (3/08/2022)

Kaczmarek stated the approval of the loan process was tabled at the Economic Development Authority (EDA) Meeting on Monday, March 21. Kaczmarek questioned if other options are available and looked for clarification of the order in which

items should be approved. Vetsch stated the order of approval does not matter. Due to the timing of meetings and wanting to keep the process moving forward, the loan process was presented at the EDA meeting. If the minutes and recommendation are adopted at today's meeting, the loan program will come back for further discussion at the April 18 EDA meeting. Kaczmarek stated he believes the loan process should be approved before the project is approved. Vetsch stated he does not know of any other funding source available. Approving the project allows the county to explore other finding options if the loan with the City of Monticello falls through. Daleiden added the project needs to be done whether the county is lending the money or not.

Vetsch moved to approve the Ditch Committee of the Whole minutes. The motion was seconded by Wetter and carried 5-0.

WRIGHT COUNTY BOARD WORKSHOP (3/15/2022)

Kelly stated the Legal Services Contract from Rupp, Anderson, Squires & Waldspurger, P.A. has been received. Staff will execute the contract upon approval of the minutes and recommendation.

Daleiden moved to approve the County Board Workshop minutes and recommendations, excluding the HealthPartners Clinic Update and Medication Options recommendation. The motion was seconded by Vetsch and carried 5-0.

Daleiden moved to approve the HealthPartners Clinic Update and Medication Options recommendation. The motion was seconded by Vetsch and carried 4-1, with Kaczmarek opposing. Kaczmarek stated he opposed due to the addition of medications and the unknown cost to taxpayers because it is based on usage.

***PURCHASE OF SIGNS FOR VACATED BUILDINGS**

Daleiden stated he would like one sign located at the Human Services Center and two signs, one in the front and one in the back, at the old Government Center stating the move to the new campus. The commissioners discussed several sign options and determined a professional sign is needed. Daleiden suggested an amount not to exceed \$500 per sign. Vetsch stated the signs must comply with the City of Buffalo's sign ordinance.

Daleiden moved to approve the purchase of three signs in an amount not to exceed \$500 per sign. The motion was seconded by Wetter and carried 5-0.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

Move to New Government Center. Kelly stated departments are moving into the new Government Center. Kelly encouraged members of the public to check the website or call ahead. All departments are planned to be moved in and operating by the end of the day on March 30. County Board Meetings will be held in the old Government Center building (10 2nd Street NW) through April 19.

Buffalo Rotary Club. Kelly was invited to present to the group things happening in the county.

Central MN Council on Aging. Wetter attended the meeting. The group discussed robotic companion pets. Additionally, the group is requesting an increase in funding from the legislature to increase the number of meals delivered to seniors.

Farm Bureau. Wetter and Kaczmarek raised \$9,000 in food for the food shelves.

Soil & Water Conservation District (SWCD). Two applications were approved through the Environmental Quality Incentives Program (EQIP). The solar ordinance was discussed. The SWCD set a \$750 application fee and \$400 inspection fee.

Mayor's Association. The Mayor's Association Dinner was held on March 16. Vetsch presented an update of things happening in the county. Vetsch stated there was good discussion from an economic development standpoint and discussion of the employment market.

Trailblazer Transit. The ridership report from last year has been completed. Ridership is starting to rebound from the pandemic. Many driver positions have been filled but there are four vacant management positions. The procurement of vehicles is becoming more difficult. Vehicles purchased in 2021 will not be received until 2023. Many busses have over

200,000 miles and there are concerns that the motors will not last. There are 14 busses not being utilized due to a lack of drivers.

I-94 Coalition. The group is still working on getting gap funding for the Albertville to Monticello section.

Parks Commission. Daleiden met with group on March 14. The Schroder Park redesign and ADA improvements at several parks were discussed. The system master plan and annual report will be presented to the commissioners at a future board meeting.

Wellness Committee. The committee is excited about the new facility. There is not a water fountain near the fitness center in the new Government Center.

Joint Ditch Meeting. Daleiden and Kaczmarek will be attending a Joint Ditch meeting on Friday, March 25 with three other counties.

KRWC Radio. Kaczmarek provided an update on county business.

Safe Communities of Wright County. The new Executive Director was welcomed. April is Distracted Driving Awareness month. As of March 11, there were 49 fatalities. The Sober Cab program and Wright Road for Teens programs will be beginning. Presentations for both parents and teens have been held in many schools. The Just Drive Day in Monticello will be held to raise money for distracted drivers.

Public Works Labor Management. The Surveyor's Department is working on GIS mapping for broadband. City population signs need to be replaced. There is a \$460,000 grant for a nine-signal system as well as blue lights for emergency vehicles.

Central MN Jobs & Training Joint Powers Board (JTPA) Workforce Center. There is a \$20 million bill to fund workforce development groups to develop strategies for employee shortages. If the bill passes, the local workforce will receive \$1.4 million.

Great River Regional Library (GRRL). The preliminary budget was discussed. Innovative options are being explored. One Library purchased four ukuleles that can be checked out.

*Item Petitioned on to the Agenda

**Item Removed from the Agenda

The meeting adjourned at 10:18 a.m.

County Board Minutes submitted by Elizabeth Clow, Business Analyst.