



**BOARD MINUTES**  
**BOARD OF WRIGHT COUNTY COMMISSIONERS**  
**APRIL 27, 2021**

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

**DATE APPROVED: MAY 4, 2021**

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

**COUNTY BOARD MINUTES 4-20-21 MEETING**

Kaczmarek requested to add a sentence stating that Daleiden will seek legal opinion regarding the Board's involvement with personnel matters to Page 7.

Husom moved to approve the minutes from 4-20-21 with the addition on Page 7. The motion was seconded by Kaczmarek and carried 5-0.

**AGENDA**

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

**CONSENT AGENDA**

Kaczmarek requested to pull Item B1 (Administration – Finance, Warrants) for further discussion and clarification.

Kaczmarek moved to approve the Consent Agenda with the removal of Item B1 discussion. The motion was seconded by Husom and carried 5-0.

\* Item B1 for discussion.

A. ADMINISTRATION

1. Schedule Employee Years of Service Recognition on June 22, 2021
2. Request approval and authorization of signature of a Memorandum of Agreement (MOA) to allow AFSCME members to donate accrued Vacation Time to Social Worker Nathan Sindt

B. \*ADMINISTRATION- FINANCE

1. Acknowledge Warrants issued between April 14, 2021 and April 20, 2021 (See below, Item IX. Warrants Issued)
2. Schedule a Finance/CIP meeting for May 12, 2021
  - A. Cash flow review
  - B. Debt refinancing
  - C. Investment policy
3. Approve a Precious Metal Dealer License for Shaphan Kirkpatrick DBA National Gold Consultants (City of Buffalo) for a one-year period
4. Authorize the use of temporary staff to assist with administrative tasks in the License Center. Approve budget amendment of \$9,400 transfer from full-time staffing budget to temporary staffing budget. A zero-dollar budgetary impact

C. HEALTH & HUMAN SERVICES

1. Approve Community Health Board Grant Project Agreement: \$746,036 for period April 1, 2021 to December 31, 2021 COVID response and vaccine implementation: Epidemiology and Laboratory Capacity (ELC) for infectious diseases & immunizations

D. HIGHWAY

1. Request to fill vacant Highway Maintenance Worker position due to resignation effective April 30, 2021

E. PLANNING & ZONING

1. Ross Danielson – (Marysville Township) accept request to withdraw Rezoning Application. Planning Commission made recommendation to deny rezoning request

## ITEMS PULLED FROM CONSENT AGENDA TO BE DISCUSSED

### A. ADMINISTRATION - FINANCE

1. Acknowledge Warrants issued between April 14, 2021 and April 20, 2021 (See below, Item IX. Warrants Issued)

Kaczmarek said on Page 12, there was an entry for \$2,400 for Regents of The University of I, after doing research he found out this was a three-day training for Health and Human Services through the University of Minnesota which was covered by a Grant.

Kaczmarek said on Page 10, there was a payment of \$500 to Muntifering/Ronald, to install and remove buoys. After doing research he found out this is a private contract for Lake Pulaski Association, which Wright County is the fiscal agent. Kaczmarek wanted to know how many Lake Associations the County is a fiscal agent for. Daleiden said the County is a fiscal agent for all the Lake Associations in the County.

Finance Director, Lindsey Meyer said there are two organizations that the County does payroll services for, plus there are four or five additional organizations that the County does accounting services for. The accounting services deal with cash management, banking accounts, reporting services and cutting checks on the organization's behalf. The organization's board approves it, the organization then sends it to the Finance Department to be processed. There is an agreement in place and the fee charged to the organizations is \$25.

Kaczmarek moved to acknowledge the Warrants issued between April 14, 2021 and April 20, 2021. The motion was seconded by Wetter and carried 5-0.

## TIMED AGENDA ITEMS

### HIGHWAY DEPARTMENT, VIRGIL HAWKINS

Approve Agreement No. 21-52 for the CSAH 60 (Center Avenue South & 2<sup>nd</sup> Street South) improvements and jurisdictional change within the City of Montrose. The County's share of the project cost will be funded with Local Levy Funds that have been approved in the 2021 Highway Department Budget

Hawkins said this agreement is for the improvements and jurisdictional change to CSAH 60 in the City of Montrose. The Montrose City Council approved this agreement at the meeting on Monday, April 12, 2021.

Vetsch moved to approve Agreement No. 21-52 for the CSAH improvements and jurisdictional change within the City of Montrose. The motion was seconded by Wetter and carried 5-0.

## ITEMS FOR CONSIDERATION

### ADMINISTRATION

Department budget review: 310 Highway Department, Virgil Hawkins

Hawkins provided an overview of the Highway Departments budget. The 2020 Highway budget was approved at \$40,543,251. There are seven major divisions of the Highway Department: Administration, Engineering, Construction, Local Option Sales Tax, Maintenance, Shop Maintenance, and Sign Department. The majority of the budget is construction related. Hawkins discussed the duties of each division and the number of employees within each of them.

Kaczmarek inquired about the consulting fees. There was \$375,000 budgeted, but \$725,000 was spent which was 94 percent over budget. He said he thought this was connected to the professional services where money was spent on the Local Option Sales Tax Program, which he said is then related to personnel and that was about \$160,000 under budget. Kaczmarek said there were three Engineer Technician positions that were not filled and asked if there was a lack of applicants. Hawkins said this is an industry wide issue affecting all agencies across the state.

Hawkins said the Highway Department tries to utilize their own staff when possible, but there is the need to consult with outside agencies when it comes to design services, right of way acquisition, inspection, construction surveying, material testing, wetlands, environmental reports, geotechnical, intersection control evaluations, etc. Typically, the Highway Department staff are able to provide preliminary survey work.

Kaczmarek said \$12,000 spent out of the battery budget, making it 68 percent over budget. Kaczmarek asked what the contributing factors were and how can it be lowered moving forward. Hawkins said battery prices were about 10 percent higher than they have been in the past. The Highway Department went through more batteries than typical year, not just for squad cars, but also other department vehicles. This is contributed to vehicles are not being used as much because of COVID, causing the batteries to freeze up.

### **TIMED AGENDA ITEMS (CONT.)**

#### **PARKS & RECREATION, MARC MATTICE**

Authorize signatures (County Board Chair and County Administrator) on updated Joint Powers Agreement (JPA), Operating Agreement, and Bertram Chain of Lakes Advisory Council bylaws, between Wright County and the City of Monticello related to the Bertram Chain of Lakes Regional Park. These agreements are reviewed periodically and updated as necessary

Mattice said the documents are reviewed and updated every few years. He said this is to help to make sure there is consistency to provide a clean edited copy. The edits were provided to the Bertram Chain of Lakes Advisory Council and are recommended for adoption from the Board.

Vetsch moved to authorize signatures on updated JPA, Operating Agreement, and Bertram Chain of Lakes Advisory Council bylaws, between Wright County and the City of Monticello. The motion was seconded by Husom and carried 5-0.

Authorize a Resolution authorizing appropriate County Officials (Director of Parks & Recreation) to sign grant applications, agreements, and certifications regarding the Wright County Snowmobile Association participation in the Grant in Aid Snowmobile Assistance Program for the 2021-2022 season

Mattice explained Wright County is the fiscal agent for the Wright County Snowmobile Association. Mattice completes the paperwork which is then submitted to the Department of Natural Resources (DNR). The DNR will then send a check for a performance-based grant which is then deposited into the revenue and then taken out of expenses for the Parks & Recreation budget. The grant application is due May 15, 2021.

Vetsch moved to authorize a resolution authorizing appropriate County Officials to sign grant applications, agreements, and certifications regarding the Wright County Snowmobile Association. The motion was seconded by Wetter and carried 5-0 on a roll call vote.

#### **SHERIFF'S OFFICE, LUITENANT KENT LIPELT**

Resolution proclaiming May 2, 2021 through May 8, 2021 Correctional Officer and Employee Week

Lipelt stated on May 5, 1984 President Ronald Regan signed proclamation 5187 as National Correctional Officer Week. The first week in May, has since been known as Correctional Officer Week.

The board members thanked Lipelt and the rest of the Sheriff's Office for everything the staff do to keep Wright County safe.

Husom moved to adopt resolution proclaiming May 2, 2021 through May 8, 2021 Correctional Officer and Employee Week. The motion was seconded by Kaczmarek and carried 5-0 on a roll call vote.

#### **PLANNING & ZONING, SEAN RILEY**

Approve Ordinance Amendment No. 21-3 Section 155.108(C)(14)(C) Solar Energy Farms and Solar Energy Systems

Riley reminded the Board that a Solar Moratorium is in place. There has been a Solar Work Group working on amendments. This specific amendment was heard by the County Planning Commission and the record was then sent to the County Board for a final decision. This ordinance establishes a minimum amount for the developers' agreement for financial sureties on solar farms.

Vetsch said his understanding is, once this amendment to the ordinance is adopted, it will allow the solar projects that were held up in the application process and did not receive their Conditional Use Permit (CUP) due to the Solar Moratorium, to move forward with those projects.

Vetsch moved to approve Ordinance Amendment No. 21-3 Section 155.08(C)(14)(C) Solar Energy Farms and Solar Energy Systems. The motion was seconded by Husom and carried 5-0.

Discussion on setting public hearing for May 18, 2021 to consider Interim Ordinance No. 21-1 Solar Energy Farm Moratorium

Riley stated a public hearing needs to be scheduled to properly address the potential for specific parts of the moratorium to be lifted. Making it possible for approved pending projects to move forward.

Husom moved to set the public hearing for 9:30 A.M., May 18, 2021 to consider Interim Ordinance No. 21-1 Solar Energy Farm Moratorium pertaining to Ordinance No. 21-3 to allow pending applications to move forward. The motion was seconded by Vetsch and carried 5-0.

**ITEMS FOR CONSIDERATION (CONT.)**

**ADVISORY COMMITTEE/ADVISORY BOARD UPDATES**

Broadband. County Administrator Lee Kelly said the discussion regarding broadband continues. Surveys have been sent out and further information is being gathered from schools.

Enterprise Resource Planning (ERP). Kelly said adjustments to the schedule are being made and there will be more information to come.

Central Mississippi River Regional Planning Partnership (CMRP). Kelly attended the meeting on April 22, 2021 along with Vetsch. CMRP is getting closer to nailing down the vision. Vetsch said the CMRP is looking into broadband, road connections, and a river crossing.

Administration Department. Kelly said there are two people retiring. Zachary Robideau has accepted the Human Resources Representative position and will start on May 19, 2021. Active recruitment for the replacement of Assistant County Administrator Sue Vergin has begun.

Association of Minnesota Counties (AMC). Wetter attended an online course, Bridging Divides, which introduced the Minnesota Collaboration and Dispute Resolution Division. On April 23, 2021, Wetter listened to the legislative update regarding policies.

Historical Society. Wetter attended the April 21, 2021 meeting. An online fundraiser auction will be held April 29, 2021 through May 7<sup>th</sup>, 2021. The Historical Society will be reopening on May 10, 2021.

Water Management, One Watershed One Plan. Wetter attended the April 22, 2021 meeting where she learned about the Adopt a Drain Program. The North Fork Crow River One Watershed One Plan set aside money for the startup of the program which will begin in Buffalo Lake. Both the Mississippi St. Cloud One Watershed One Plan and the South Fork Crow River One Watershed One Plan are applying for grants. The 12-Mile Watershed District received a 319 Grant.

Drug Free Community. Husom said as part of the grant received by the Drug Free Community, there was a four-day training with Community Anti-Drug Coalitions of America (CADCA).

State Community Health Advisory Committee. Husom said Commissioner Malcom gave an update regarding COVID and the pandemic. The committee discussed the long-term complications people are experiencing from COVID. The committee discussed what local entities and public health can do.

Library Finance Committee. Kaczmarek said the committee discussed a self-serve locker library. The Otsego Library has some interest in a self-serve system if a viable option is available.

KRWC. Kaczmarek had his first experience on the radio as a Commissioner.

The meeting adjourned at 10:02 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist