



BOARD WORKSHOP MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

AUGUST 9, 2022

DATE APPROVED: AUGUST 16, 2022

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

Members Present: Christine Husom, Darek Vetsch, Mark Daleiden, Mary Wetter, Mike Kaczmarek
Others Present: Lee Kelly, Matthew Fomby, Marc Mattice, Clay Wilfahrt, Greg Kryzer, John Holler, Lindsey Meyer, Alan Wilczek, Jessica Gadach

(Remote): Alissa Harrington, Donald Baron, Ryan Kotila, Brian Lutes, Steve Jobe, Peter Kile, Jennifer Rasset, Heather Lemieux, Tanya West, Joelette Gagnon, Schawn Johnson, Laine Stephan

I. Schedule Meetings as Needed

County Administrator Lee Kelly said the Broadband Committee meeting should be scheduled at a later time.

RECOMMENDATION: *To discuss and schedule Broadband Committee meeting at a later time.*

II. Dental Clinic Update

Project Administrator Elizabeth Karels gave an update on the Community Dental Clinic and requested approval for a temporary license agreement. Construction began in April and work had been done on the wall protection, flooring, electrical, and plumbing. An upcoming milestone would be the week of Monday, August 22 as furniture and equipment were scheduled to be delivered. Karels said the target date for construction completion of the dental clinic would be Friday, September 9. Community Dental plans to move in the following week with an opening date of Monday, September 19. Karels said the license agreement was intended to be a temporary agreement to be worked under, because the final approval had not been received from Minnesota Department of Management and Budget (MMB) on the use agreement. This license agreement was being proposed as a short-term measure from the current date until the clinic opened. The clinic would not be able to operate under this license agreement, so this was just to provide the county coverage while Community Dental was moving all its equipment, furniture, and staff in. Associate Attorney Alissa Harrington with Flaherty & Hood, P.A. was on the call for any additional questions.

Commissioner Darek Vetsch asked Karels if MMB would have the use agreement approved by the opening date. Karels said the initial commitment date for approval was end of August, and she was confident that this would be before the clinic opening. CEO of Community Dental Care Karen Kleinhans said the intent was that the lease agreement would be approved before the opening of the clinic, which would allow the Centers for Disease Control and Prevention (CDC) to allow the dental clinic to move in its furniture and supplies prior to that point, while still allowing the liability provisions for both sides. Commissioner Michael Kaczmarek asked what the delay was in the normal course of action agreement. Kleinhans said the agreement was being reviewed by MMB grant process. Because the county had received state bonding funds, it had to work under that lease agreement. The county cannot work under it until that agency has approved it.

Kleinhans said in terms of the operational opening of the clinic, she was currently in hiring mode. She needed about 22 employees, four dentists, four dental hygienists, eight to ten dental assistants, three to four front desk assistants and a clinic manager. Kleinhans said so far a licensed dental clinic manager had been hired, who was local, along with three licensed Dental Assistants (LDA) that were hired. Kleinhans said she had hired three Dentists already but was still looking for four Dental Hygienists. She said that Greiner Construction was doing a great job and staying on schedule. The ribbon cutting had been scheduled with the Buffalo Chamber of Commerce for 10 a.m. Friday, September 16. The phone number for the dental clinic would be published soon and would be staffed as of Monday, August 22 to start scheduling appointments.

Kaczmarek wanted to know how this nonprofit was affected when also taking on patients with commercial insurance. Kleinhans said that Community Dental Care was originally a private practice that opened in the 1980s or early 1990s. In 2005 it was converted to a nonprofit. To be qualified as a nonprofit it had to have at least 85 percent of patients on Medicaid. She said currently only about 5 percent of patients had commercial insurance. Kleinhans said there was a lot of charity community care done, and this was another way to qualify as nonprofit.

Kaczmarek said he asked Risk Manager Tim Dahl to review the insurance portion of the agreement. Dahl said staff had reviewed with the Attorney's Office and this was standard language being used that articulated who was responsible for what. Kaczmarek asked about Item E on Page 3 of the agreement which mentioned the CDC's intent to distribute and sell alcohol during local and private community events. He also wanted clarification about an amphitheater being referenced on county property. Dahl said the county did own an amphitheater in Sturges Park that was currently insured. He had noticed this but left it in the agreement because a number of nonprofits had community events. The agreement specified that in the event that the CDC did have an event where wine or beer was served that there was coverage. Kleinhans said they had never had an even where alcohol was served. Kaczmarek wanted the portion about alcohol at the amphitheater stricken from the agreement. Harrington said she could have these provisions struck from the agreement if the board instructed. Assistant County Attorney Greg Kryzer clarified with Kleinhans that there would never be alcohol sold or presented on premises. Dahl asked what the harm would be if the county kept that provision just in case there were to be this type of event. Kryzer said it would not hurt to leave it in. Kaczmarek said he wanted to vote to take it out. Commissioner Mary Wetter wanted this to stay in the agreement.

Kaczmarek asked if the state bonding money for \$1.4 million had been received. Karels responded it had not. She was waiting on the approval from MMB on the use agreement which was the last piece to be able to get the grant agreement in place. Kaczmarek asked if the amount had changed, Karels said she had not received any change so the project costs had remained the same as they were presented in April 2022. Kaczmarek said he was told by Health and Human Services (HHS) staff that this was going to be a clinic with 12 dental chairs lined up with a knee wall separating each. He said what he saw was enclosed offices and he wanted to know what the price of changing this was. The rest of the board agreed they were never informed of this knee wall, that people would want privacy in a dental clinic for the patients. The rest of the board members were always under the impression that the clinic would have enclosed offices. Kleinhans said a knee wall was never in the design. Vetsch and Commissioner Mark Daleiden said it was originally bid with offices. Karels invited the commissioners to join in a tour of the dental clinic after the board meeting.

RECOMMENDATION: To request approval for a temporary license agreement to keep the Dental Clinic project moving.

III. Reclassification Process Discussion

Kaczmarek said he saw room for improvement in how the reclassification process worked. He thought the department that needed the reclassification done should be the one covering the cost. Kaczmarek added that he would like to see the job description before and after the reclassification was done. He thought this was a minimal cost in the big picture of the hiring process. Kaczmarek suggested that the positions being reclassified be made available internally. He referenced a comment made by Human Resources Staff (HR) in a previous meeting about keeping two pay grades between supervisory positions. Kaczmarek wanted to know how strict the county would be on this and how this would be defined in the policy. Commissioner Christine Husom said positions were created, and the correct person was placed to fill the role, the county was not reclassifying for a person specifically but rather was the job description that needed to be changed. Kaczmarek wanted to make sure job postings were fair and offered to current employees as well. Vetsch asked if Kaczmarek was referring to an internal posting or only external posting. Kaczmarek said internal. Vetsch said reclassifications kept employees in their positions instead of terminating them. To change the practice, the county would have to terminate an existing employee. Husom said the workload was dictated by how a position was classified. HR Director Schawn Johnson was asked to speak about the difference of reclassification versus promotion. Johnson said the county always tried to reclassify when possible. Kaczmarek said the way the system worked was a bit unfair and wanted more information upfront.

Kelly said the last bill was \$275 from Baker Tilly US, LLC to reclassify positions. He wanted to know what the expectation was from the board when requesting a reclassification in the future. Kaczmarek asked why the county used Baker Tilly. Kelly said the county had been using Baker Tilly over the last year and it had gone well and saw no reason to stop using them. Daleiden asked how many reclassifications had been done over the last year. Johnson answered there were only about five reclassifications done a year. Johnson said in a perfect world, there would be two grades between positions but this was hard to do especially when getting into attorney positions. It was a gray area, and sometimes did not happen. Daleiden said the decision about pay grades was not coming from HR, it was decided by Baker Tilly. Vetsch said he was willing to try Kaczmarek's suggestion. Kaczmarek wanted all information ahead of time before a reclassification to see if this position should be opened up internally and he wanted the reclassification billed to the department requesting it. Daleiden said it would be hard to budget each department for reclassifications because it would be hard to know month-to-month what would be needed. He said budgeting for reclassifications for a department would not have any value.

Johnson said that this process was part of his and HR Assistant Director Lori Pawelk's role. Daleiden said if there were no issues, he was open to trying it the way Kaczmarek suggested. Vetsch agreed. Kelly said in the past departments had made an estimate for new positions on a starting level for the budget, but if the board wanted reclassifications sent out before, it could be done. Vetsch said it would be about \$900 to \$1,500 to reclassify a handful of these positions. Johnson said when the position was the same there was only one reclassification done, the county was not charged for each.

RECOMMENDATION: *To have individual departments pay for a reclassification of a position from the department's budget. To get qualifications of job descriptions laid out before and after with a reclassification prior to being brought to the County Board or Personnel and Employee Relations Committee. To change the 101 Position Classification and Reclassification Policy. Husom recommended striking the verbiage "they/there" from Policy 101, Procedure section G.*

IV. License Center Update

Finance Director Lindsey Meyer had License Center (LC) Supervisor Jessie Gadach attend to talk about new services in the License Center. Gadach explained that 2019 was a busy year, this was when the License Center was just coming down from the introduction of the Real ID and Enhanced ID. In 2020 there were a lot of restrictions that were not included in the graph. Gadach said in 2021 she felt like the numbers rebounded, but motor vehicle had tapered off which was a statewide trend. The state had really pushed online services for tab renewals. Several longer transactions were done in the building such as title transfers. She said the Department of Natural Resources (DNR) numbers were on par with the previous years.

The Class D Written Exam service was now offered by appointment on Mondays, Wednesdays, and Thursdays. Walk-ins were available if space allowed, appointments could be made up to 30 days in advance. Gadach said currently, testing days were full at the start of any business day. There had been 732 total appointments with 169 no-show or double-booked appointments from Wednesday, May 11 through July 29. Additional appointments were reserved by LC staff and released as needed. Gadach said 522 tests were administered from May 11 through Friday, July 29. She said plenty of people that were not from the area were visiting Wright County's License Center. Vetsch asked if there were updates regarding written motorcycle testing. Gadach said there were no updates about motorcycle testing, it would still need to go through legislation. Written tests could be retaken three times and there was an alert if the person had already tested three times so the exam administration would be aware. She said the drive-through was mostly tab renewals, this was a slow but steady start. On average there were about 30 transactions per day, with Fridays being the steadiest day. Clerk service in the drive through also processed drop box, mail transactions and voicemails. The drive-through was opened in April 2022 and, the graph Gadach presented showed a rise in May. June was busy for driver's licenses, less in the drive-through and July drive-through picked back up. She said the more people that know about it the better. Numbers at check in were always based on completed transactions. This showed the amount of people who checked into the kiosk. She said 55 percent of the transactions were driver's license, 30 percent were motor vehicle, 11 percent were exams, and 4 percent for DNR and other.

Gadach said her goal for the future would be to add some slides on the monitors to enhance customer awareness. She also wanted to expand service awareness with the drive-through. Facilities helped get signs up for the drive-through. She also said she would like to provide some information on the Real ID as the deadline for this was Wednesday May 3, 2023.

Gadach said she wanted to rebuild the License Center website to enhance customer experience and mentioned that it was great to have a deputy in the office or down the hall to calm customers and keep a peaceful atmosphere. Wetter asked how popular the drop box had been. Gadach said it had been very popular for employees, but she had seen a decline in public use, potentially due to the placement or because customers were interested in seeing the inside of the new building. Daleiden asked how many Real IDs had been processed. Gadach said there are 130 to 150 applications per day for all driver's licenses.

V. Solid Waste Ordinance

Kryzer said this was a long ordinance with a lot of hiccups. When he received it, it was more than 120 pages, and it is now 43 pages. It gave the county better requirements for haulers, providing detail to the county quarterly and annually. The policy of Wright County was to provide information for the management of solid waste in a manner that would protect the public health, welfare, safety, prevent the spread of disease, prevent the creation of nuisances, conserve natural resources, and protect the state's water, air, and land resources. It was also the policy of the county to conform to the purposes outlined in Minnesota Statute 115A.02 and to establish and implement a County Solid Waste Management Plan pursuant to Minnesota Statute 115A.46. Vetsch wanted clarification regarding licensure and Kryzer said the county would require a license for haulers that are picking up or dropping off waste from residences. Planning and Zoning Administrator Barry Rhineberger said self-haulers were exempt. A self-hauler was defined as a contractor who had his own equipment and whose business was not hauling waste. Residents who wanted to drive their waste to a municipal solid waste landfill rather than having someone pick it up at their site would be exempt. Individuals in those situations would be a self-hauler. Roll-off companies would have to have to be licensed.

Daleiden clarified that the state was requiring this. Kryzer confirmed that the state used the verbiage "you shall". Every truck that operates in Wright County would need a sticker which would be \$25 per sticker annually. Wetter asked if trucks needed to be inspected as well. Kryzer said trucks would not need to be inspected, haulers would just need to pay the \$25 fee for the sticker. He added that when haulers applied, they would have to fill out information for the county for reporting showing how much that vehicle had hauled over the last year.

Businesses would apply through Planning and Zoning. Daleiden asked if the county would have an online application instead of sending paper copies to Planning and Zoning. Rhineberger said the logistics had not been worked out yet. He said there was a list prepared as well as sticker designed, and he was hoping to use internal tracking to start. Rhineberger had reached out for a quote from the current permit vendor. The vendor had a piece of software that could do it but based on the price Rhineberger wanted to hold off as he did not know what type of volume Planning and Zoning would get. Rhineberger said forms would be provided to haulers and could be submitted by mail. He was meeting with Minnesota Pollution Control Agency (MPCA) Thursday, August 11 to go over the ordinance. Kaczmarek asked if the county would be using current staff. Rhineberger said that was the plan.

Daleiden asked what Sherburne County was charging for their haulers. Kryzer said it was a \$200 per year base fee for each hauler, plus \$25 for each vehicle. Kryzer said the deadline for this would be set for the middle of winter. Daleiden asked about cities that did their own sludge hauling, he wondered if the county would also have to have a license. Kryzer said the cities should be required. He said he wanted to schedule a public hearing for this adoption sometime in October. Kryzer had new staff starting after Labor Day. The new Environmental Health Supervisor would be starting on Tuesday, September 6 so he wanted to get ahead of the curve to roll out licensing requirements to all haulers in November or December.

Kaczmarek asked if the board needed to set up a meeting with staff to get a better definition of what would be needed as far as staff time, and how much this would cost. Daleiden said this could be discussed during a workshop and asked if this would require a public hearing. Kryzer said he would recommend a public hearing and suggested scheduling a Committee of the Whole meeting in September to discuss this as the only topic as it is extensive. Rhineberger said when the county adopted the Solid Waste Management Plan in 2020 it was specified that this was something the county was going to do. The State withheld Select Committee on Recycling and the Environment (SCORE) money because plan was outdated, now we have an ordinance that is close to adoption. Vetsch said his concern was the cost of labor versus how much the county would profit from licensing trucks. Rhineberger said it was important to require reporting instead of having to

contact each hauler to see what the county was recycling versus what was going into a landfill. This should save the county time rather than having to go back and gather this information after the fact.

RECOMMENDATION: *To require a permit for haulers picking up or dropping off waste from Wright County residents. To have staff put together finer details for a Committee of the Whole meeting in September, with a public hearing. To set meeting date for the Committee of the Whole meeting in September.*

VI. Compost Facility Update

Karels said the last update was given in July. Since then things had been moving along. In the first round of the auction, four of the seven items sold for a total of \$2,133.00. The truck scale sold for \$1,825.00, hydraulic power unit sold for \$73.00, wheels and tires sold for \$230.00, auto ramps and creeper sold for \$5.00. These had been posted as sold and would be removed in the next 30 days. The second round posting included 12 items from the compost site. Some of the items listed were a skid steer with a bid price of \$4,600.00, scrap steel listed at \$1.00 and a skid steer grapple bucket for \$490.00. Soon there would be another round of items posted. Assistant County Administrator Marc Mattice said it was previously suggested that there should be best practice tour of other Household Hazardous Waste (HHW) Facility. There was discussion on when to schedule this.

RECOMMENDATION: *To schedule a tour of the Stearns County HHW Facility from 8 a.m. to 3 p.m. on Friday, September 23.*

VII. Government Center Café Space

Facilities Services Director Alan Wilczek said the café would be on the east side of the lobby. The space was completely unfinished inside but did already have a vertical exhaust shaft that went through second and third floor to the roof and was currently closed off, but would be available for exhausting food prep. A survey was put out regarding types of food to be offered. There were a lot of options listed and staff received great feedback. Staff said they were willing to have a dollar range between \$10-15 for these items. Wilczek said the details needed to be worked out as far as how often the café would be open and what times during the day. Other items that need to be discussed were the structure, rent, who paid for improvements, where the prep was done, infrastructure needs, and logistics. Vetsch said the board did not want to get less desirable cost cutting equipment and wanted the county to remain in control finishing the build, because of the quality of the work that would be done. He suggested leasing space according to those costs.

Wilczek asked Kryzer if this would be a professional interviewing service opportunity to select an operator. Kryzer said this would be a best value bid. It was not a professional service. Kryzer asked if this space would have cooking limitations. Wilczek said it would depend on which vendor was chosen. There was an exhaust shaft in place which would be for a warmer oven. If the county wanted to construct a grease hood, currently it was not set up that way, but it could be done depending on how much the county wanted to spend. Also, there would likely be a grease smell in the lobby because of the air flow and current design. Wilczek said the space was only 500 sq ft. and he would like this space kept to a warmer and prep space with quick soup, and salad lunch options with pastries for breakfast. Wilczek said there needed to be structure and basis before going out to solicit. Kryzer asked Vetsch from an industry perspective, did the county need to have a schematic of the space, and Vetsch answered yes. After there was a schematic, the county could submit a Request for Proposal (RFP).

Wetter asked about the size of the space, Wilczek said the room is 25x25. This was the size of a prep space, not a large space, so the county may have to offer storage in the basement. Vetsch said the board may want to be involved because of cost and rendering, that way the board could show options with finer details. Kryzer asked Vetsch what he estimated the cost would be. Vetsch and Wilczek said about \$100,000. Having a base rent fee and a percent of sale would be a good place to start but there were a lot of different ways to do this. Husom saw this as a good way to utilize the space. Wetter asked about tables. Wilczek said he thought there could be a walk-up diner counter that wraps. If that did not work, a bistro type space could be available. Vetsch said Premier Restaurant Supply and Design of Minneapolis was a company he used in the past. Wilczek said most operators usually had their own architects in mind.

Kryzer cautioned the board on leaving a blank slate. He said the county should show the provider where items could be placed in the space. Vetsch said the county had standards to keep in place. He said give the renter the rendering showing what the county is expecting the store front to look like. Husom said the county did control most of it and agreed that it would need to fit withing the design. Wilczek said the county had final design say. His main concern was cost, and what would be allowed. Daleiden suggested Vetsch and Kaczmarek work with Wilczek in the decision making to avoid issues arising with this in the future.

RECOMMNDATION: *To set a plan to occupy the café space and set a logistic plan in place with renderings and leasing options.*

The meeting adjourned at 11:22 a.m.

County Board Workshop Minutes submitted by Delia Scepaniak, Administration Specialist.