



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

TUESDAY, AUGUST 30, 2022

DATE APPROVED: SEPTEMBER 6, 2022

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

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

COUNTY BOARD MINUTES 8/16/2022

Commissioner Michael Kaczmarek wanted to make a change to the minutes so it read “Kaczmarek said he received this proposal at 8:40 a.m. and he could not give it the time it deserved to be looked at. He said Vetsch raised a good point in mentioning that it was hard to find good people, the county was always wanting to hire extra people when possible. He was concerned about the risk of losing an officer to injury and other reasons as well.” Commissioner Christine Husom wanted to make an edit to the previously approved August 9 Workshop minutes to correct verbiage from “they/there” to “they/their”.

Commissioner Mark Daleiden moved to approve the County Board minutes from Tuesday, August 16, 2022 with the recommended corrections. The motion was seconded by Kaczmarek. The motion carried 5-0.

AGENDA

Commissioner Darek Vetsch requested to add a discussion topic to the Items for Consideration on the Agenda regarding board approval for the out of state travel for himself, Kaczmarek, and two other staff members to Massachusetts in October 2022.

Daleiden moved to approve the Agenda with the requested agenda item. The motion was seconded by Commissioner Mary Wetter. The motion carried 5-0.

CONSENT AGENDA

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

* Items petitioned onto Agenda

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION

A. ADMINISTRATION

1. Request Approval And Authorization Of Signature Of A Memorandum Of Agreement (MOA) To Allow Teamsters Local 320 (Courthouse) Members To Donate Accrued PTO Time To Administrative Specialist Delia Scepaniak.
2. Approve The Following Program Request: Lake Pulaski Pump Replacement

B. ADMINISTRATION – FINANCE

1. Acknowledge Warrants Issued Between August 10, 2022 And August 23, 2022.
2. Motion To Approve The Budget Amendment Below Transfer The Funds To Cokato Shop Roof Replacement From Unallocated Capital Improvement Plan (CIP) Within Fund 34. 34-150-111-8057-6602 \$29,000.00
34-150-00-8000-6600 -\$29,000.00
3. Motion To Approve A Reimbursement For Salary Time For ATI State Grant. A Journal Entry Will Be Processed In The Amount Of \$40,000.00 From 02-025-000-0000-6910 Transfer Out Into 01-025-000-0000-5910 Transfer In.
4. Motion To Approve The Reimbursement Of The American Rescue Plan Act (ARP) Funds As Follows:
County ARP Funds:
 - i. Approval Of County Reimbursement Of \$490.43 From 01-099-493.6910 Transfer Out Into 01-100-493.5910 Transfer In As Follows:
\$490.43 For Administrative Expenses-Staff Costs
 - ii. Approval Of Use Of ARP Funds From 01-099-493-8448, 8428.
\$139,404.00 5.11 Water And Sewer-City Of Montrose
\$83.00 7.1 Administrative Expenses-Consultant Support

C. HEALTH & HUMAN SERVICES

1. To Accept \$294,000 Strong Foundations: Evidenced-Based Home Visiting Grant For Period 2023-01-01 Through 2023-12-31 As Annual Allocation For A Five-Year Grant.

TIMED AGENDA ITEMS

MARC MATTICE – ADMINISTRATION

Open House Stamp Card Drawing

Assistant County Administrator Marc Mattice said during the open house the week prior there were more than 300 people who attended. The Government Center and Justice Center were the highest trafficked areas, the Highway Department had around 80 people and the Parks Department had more than 60 people. He said he had received a lot of positive comments. Husom then drew for the grand prize winner from the open house stamp card submissions. The prize for visiting all four buildings and submitting the stamped Wright County entry card was a \$135 Parks and Recreation gift card- redeemable at any county event, campsite, or program. The winner was Gloria Jean Rowe.

VIRGIL HAWKINS – HIGHWAY DEPARTMENT

Approve Resolution Of Final Acceptance For Contract No. 2202 And Authorize Final Payment To Allied Blacktop Co. In The Amount Of \$32,062.27.

Daleiden moved to approve the resolution of final acceptance for contract No. 2022 and authorize final payment to Allied Blacktop Co. The motion was seconded by Wetter. The motion carried 5-0.

BARRY RHIINEBERGER – PLANNING AND ZONING

Request A Committee Of The Whole Meeting On September 6th, 2022 To Discuss Moving Forward With Amending And Adopting The Wright County Solid Waste Ordinance.

In 2020 the adoption of the Solid Waste Plan called out the licensing of haulers which would be the primary driver behind the ordinance change. Planning and Zoning did have a Solid Waste Ordinance, but it was very dated. Planning and Zoning Administrator Barry Rhineberger had prepared a draft and wanted to get this out for distribution to cities and townships 30 days prior to its adoption. There was discussion about dates and times that would work for this meeting. Rhineberger requested a Planning and Zoning Committee of the Whole meeting at 10:30 a.m. Tuesday, September 13. After this meeting the draft would be sent out and adopted in October 2022.

Daleiden moved to approve the request for a Committee of the Whole meeting at 10:30 a.m. Tuesday, September 13 to discuss moving forward with amending and adopting the Wright County Solid Waste Ordinance. The motion was seconded by Kaczmarek. The motion carried 5-0.

JOHN BOWEN – ATTORNEY

Adopt The Opioid Settlement Advisory Council Bylaws And List Of Proposed Opioid Settlement Advisory Council Members.

Assistant County Attorney John Bowen said he was presenting the resolution for approval of the Opioid Settlement Advisory Council and list of proposed Opioid Settlement Advisory Council members. Wright County would be receiving a series of payments resulting from the opioid litigation. Part of that settlement agreement vested with the Office of Public Health's responsibility for serving as chief strategists to the council. The Office of Public Health had already put out and received applications for potential members of the advisory council which Bowen asked approval for. The application list had members listed by sector showing representation. Bowen asked that the applications list be approved as well as the bylaws. Kaczmarek said this would be an 18-year process in which the funds would be received. He wanted to see a representative from Finance or Administration in the membership proposed. Bowen said the Office of Public Health was going to have a meeting next week with Finance to discuss the details of how funds would be dispersed. Vetsch clarified that the expenditures would ultimately go through the board, he suggested having one board member on the committee.

Bowen said he would be the committee representative. Husom did not see the need to pull a Finance representative on to the committee. Vetsch suggested Kaczmarek be on the committee. Kaczmarek wanted to hear from Finance to see if it would be necessary to have them on the committee. Finance Director Lindsey Meyer said there was a meeting scheduled next week to go over details. She said there was always interest for Finance to keep track of how this money would disperse. She said the Finance Department would have more of an opinion after the meeting. Vetsch asked how this process would work and Meyer said Finance would need to be looped into this at some point but would know more after the upcoming meeting.

Director of Public Health Sarah Grosshuesch said the focus of the group would be those who may be targeting funds into the community or grant funds. The reason to have county departments represented was because it was either required by the memorandum with the state for the settlement, or because the committee could receive reimbursements for the services that it provided. Public Health did not have a seat on that council because it was providing staffing support. Grosshuesch hoped Finance would attend meetings to remain in step with the process. Vetsch wanted a permanent board member to be a part of this council. Daleiden thought Kaczmarek would be a good fit because he was familiar with the law enforcement side.

Grosshuesch said the money the county received would be front loaded so over the 18 years, the last few years would be a smaller amount. There would likely be a direction set by community and council members which would be approved by the board and take several years to unfold. Kaczmarek said he was not willing to agree until he saw more. Husom said there could be two commissioners. Daleiden asked when the first meeting would be held. He was told Tuesday, September 13. The meeting with Finance would be Wednesday, September 7. Vetsch withdrew his motion to appoint Husom as ab at-large member and to approve the adoption of the Opioid Settlement Advisory Council bylaws and list of proposed Opioid Settlement Advisory Council members.

Daleiden moved to approve the adoption of the Opioid Settlement Advisory Council bylaws and list of proposed Opioid Settlement Advisory Council members. The motion was seconded by Vetsch. The motion carried 4-1. Kaczmarek was opposed.

ITEMS FOR CONSIDERATION

ADMINISTRATION

Disposition Of Government Center Items

Administrator Lee Kelly said he wanted direction from the board on this topic. Items had been taken out of the old Government Center and he asked that these items be opened to other cities to use. Husom asked if this could be opened to nonprofits as well. Kaczmarek said city fire departments had asked to be included. Husom asked if there was a proposed date to make these items available, Kelly said there was no date at this time but wanted to make sure everyone was included that needed to be. Vetsch asked how this would be done and was informed this would be an emailed invite when a date was settled. Kaczmarek requested photos be shared when sending information about these items. Wetter asked if the Historical Society and Soil and Water Conservation District (SWCD) had been asked. Kelly confirmed that the offer was relayed. Husom said consensus would be fine, the board did not need to take a vote on this.

Schedule A Personnel Committee Of The Whole

Kelly said there was an item he would like to discuss during a closed session and asked to schedule a Committee of the Whole meeting. Kelly said staff recommendation was at 1:00 p.m. Tuesday September 13.

Vetsch moved to schedule a Personnel Committee of the Whole at 1:00 p.m. Tuesday September 13. The motion was seconded by Kaczmarek. The motion carried 5-0.

COMMITTEE MINUTES

COMMITTEE OF THE WHOLE (8/15/2022)

Vetsch said on Monday, August 15 there was a Committee of the Whole meeting regarding the Taxpayer Services and the Elections reorganization which was due to staff openings. After discussions, the board had approved the recommendation to move forward with the proposed Taxpayer Services and Elections organization charts with modifications. There was also discussion of the Environmental Health Coordinator position in Health and Human Services. The recommendation was to approve the Environmental Health Coordinator position within Health and Human Services.

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

I. Taxpayer Services And Election Organization Future

Assistant County Administrator Marc Mattice said that the draft organizational chart being introduced was the staff recommendation for Taxpayer Services and Elections. The conversation had started in a Personnel and Employee Relations Committee meeting. Mattice had a number of conversations with elections staff and their input had assisted in the creation

of the presented chart. Mattice said the recommendation was to reclassify the Assistant Finance Director position to be rewritten as the Property Tax Administrator position. The recommendation also suggested implementation of succession planning was a key component to prepare for future growth. Mattice said the main issue that was highlighted in the discussions was the need for better communication, training, and function of positions.

Commissioner Mark Daleiden asked if the new organizational chart was going to address the concerns that staff had brought forward. Mattice said he and Assistant County Administrator Clay Wilfahrt had the opportunity to sit down with the entire elections staff to talk about how best to address these concerns. Commissioner Michael Kaczmarek asked who had been doing the work of the Property Tax Administrator position since the previous Property Tax Administrator was terminated a few months prior. Mattice said that Denise McCalla, a prior County Property Tax Administrator, had returned in the interim time as a consultant to assist with the responsibilities during the transition. Kaczmarek asked if the current Taxation Process Specialists (TPS) would be able to apply for the Taxation Process Lead (TPL) position in addition to other county employees. Mattice said that anyone in that specific union would be eligible to apply for the TPL position. Kaczmarek expressed concerned that there was not a need for three TPS positions. Mattice recommended that there be a redevelopment of the TPL position.

Daleiden thought it wise to have an individual on staff as the new Taxpayer Services system was being implemented. Mattice said the goal was to have the Property Tax Administrator position filled as soon as possible. He said Finance Director Lindsey Meyer would be the lead on the team and County Recorder and Register of Titles Tanya West and County Assessor Tony Rasmussen would also be part of the team continue the communication between departments. Mattice said this team would provide a great way to bring someone up to speed once an individual was hired on. Mattice said Elections Manager Tyler Webster gave the best feedback in regard to the Switchboard and Mailroom functions saying that it directly fell under elections because of its direct contact with the mail in ballots during this elections season and going forward.

Kaczmarek wanted to know more about the point system and grading for the new position and how far along this process was. Mattice said the Property Tax Administrator position was still being drafted but that the current pointing of the Assistant Finance Director was an 18. He said the pointing for TPS positions was a 7 and the TPL was still being drafted and was not pointed at that time. Daleiden thought there should not be a large change in points for the Property Tax Administrator position. Mattice said this change could potentially be a cost neutral to the county because of the room for growth that it could provide.

RECOMMENDATION: To move forward with the proposed Taxpayer Services and Elections organizational chart and taxation lead.

II. Environmental Health Coordinator Position - Health and Human Services

Planning and Zoning Administrator Barry Rhineberger said that Health and Human Services (HHS) had paid the Planning and Zoning department through a contract agreement to provide a number of services regarding environmental health. Planning and Zoning did not plan to renew the contract they had with HHS, and this created the need for a position within HHS to take on the environmental health responsibilities. Rhineberger said his department did not take on duties beyond what fell within the realm of Planning and Zoning responsibilities. HHS leadership thought it beneficial to take those funds they had been paying to Planning and Zoning and transition them into a position within HHS.

Director of Public Health Sarah Grosshuesch asked if there were any questions specifically in regard to how this new position would interact within the scope the Public Health Office. She said other counties had similar positions that took on the responsibilities within environmental health. Commissioner Christine Husom asked if this position would handle problem properties along with other responsibilities. Grosshuesch said the position would be the enforcement of the Public Health Nuisance Ordinance, which aligns with the statute, and Clandestine Drug Labs standards. She explained that addressing those ordinance violations fell within the responsibility of Public Health Office but there was not sufficient staffing on hand to address these violations and education currently. Grosshuesch gave the example of the concerns regarding manganese in the water. She explained that there was a need to provide education and outreach, much like the duties of the Health Promotion Coordinator but within the scope of Environmental Health.

HHS Director Jami Goodrum said her department had a vacant .5 Health Promotion Coordinator position that it was willing to use to assist the navigation through this process of creating the Environmental Health Coordinator position as well as utilizing the funds from the cancelled contract with Planning and Zoning. She said after the dissolution of the work group, she met with the previous Environmental Health Supervisor Edward Pettit and since his termination there was a

more urgent need for the Environmental Health Coordinator position as he had been taking on the responsibilities of this role. Grosshuesch said the plan was to budget water testing into the 2023 budget. Water testing was last done in July 2022 prior to Pettit's termination.

Husom wanted to clarify that Planning and Zoning would still be addressing Ordinance Violations and Public Health employees would be addressing nuisance violations, water testing, education, and outreach in regard to environmental health and mental health that affected public health. Husom asked if this was a full-time position need or whether it was able to be filled by the available .5 position. Grosshuesch said the proposal was that the .5 funds would go towards funding a full-time position. She said the fact that Public Health had not a had mandated requirements prior to the COVID-19 Pandemic. She said that since then, the amount of work she and her staff had absorbed emphasized the need for the Environmental Health Coordinator position. Grosshuesch expected more funding from federal and state governments within the federal fiscal year. She said if the funding went through, she would then be able to reimburse programs that do not qualify for grant funding.

Kaczmarek wanted confirmation that since 2004 Planning and Zoning had been paid \$47,000 to do water testing and inspect problem properties. Rhineberger confirmed this. Kaczmarek asked if the intention was for HHS to take back the funds as well as the duties. Rhineberger explained that some duties would be taken back, but not all. He pointed out that there was a slight ordinance difference between Public Health and Planning and Zoning duties. He said Planning and Zoning would continue to take on the duties it was ordained to do. Rhineberger explained that in the past there had been quite a bit of overlap between the two departments and their duties.

Commissioner Darek Vetsch asked about the delineation of duties in the situation in Clearwater Township. He asked if Public Health had dealt with the fecal matter in the yard and Planning and Zoning with the structural issues of the home. Rhineberger said Planning and Zoning would address both violations as it was within the realm of their work. Grosshuesch said that she and Pettit did not have a working relationship prior to that incident and added that she thought this was a portion of the process that needed to be strengthened. She said the intention for this position was to address the ordinance violations in one place, as Planning and Zoning only addressed issues on county-zoned properties and Public Health addressed issues globally. This would allow the public to go to one place to start the process and staff would delineate who the violation would be addressed by. Grosshuesch said the goal was better customer service.

Daleiden and Commissioner Mary Wetter agreed that this position addition was a good idea and thought that it would improve efficiency. Husom agreed, saying she thought it would streamline issues and make it less complicated for the public. Grosshuesch said an AmeriCorps member would join the county in August and could do the advertising to cities and townships. With the addition of this member, HHS would have extra help disseminating the information and changes to the public.

Kaczmarek wanted more clarification on the separation of the duties and funds between HHS and Planning and Zoning. Rhineberger said there would be better communication and workflow between the two departments in order to make it more streamlined for the public. Grosshuesch said the outward facing piece did not need to be labeled Public Health and said that the important piece was to provide a smoother experience for the public. She noted that the public did not need to see how the job was done on the back end.

Kaczmarek asked if house calls were made for water testing or if the residents brought samples in. Grosshuesch said that currently the residents brought in samples but thought this process should be revised. She said that Pettit had held the program together and had updated the policies but there was still a need to rework the program. Grosshuesch said there was no cost analysis done regarding how much was spent on supplies and staff time. Kaczmarek asked if it was in the position description for Planning and Zoning staff to take on water testing. Rhineberger said water testing was not listed as part of the job description. Kaczmarek asked where the \$47,000 would come from for the new position. Rhineberger said it would come out of the Planning and Zoning general ledger for the 2023 budget. He noted that because of the turnover in his staff, Planning and Zoning had reduced the full-time employment budget by \$192,000.

Kaczmarek had concerns about how much water testing was weighed in the job description if it cost \$47,000. Daleiden clarified that the \$47,000 was not strictly for water testing. Grosshuesch said the memorandum of understanding (MOU), which was only one page, had very vague language. It had been left up to Rhineberger and herself to separate out duties and enact the vision of the MOU. Goodrum said the implementation of this agreement predated her time with the county and she was unable to provide any insight into the intention behind the MOU. She said the conversation about where environmental

services fell and the issues associated had been continually pushed down the line. She thought it was a good time to reexamine how the duties would be handled going forward. Goodrum said with the continued county growth there was even more public confusion and thought it beneficial to delegate these responsibilities to one person.

Kaczmarek suggested that if there was a safety concern when making a house call, employees should call the Sheriff's Office for assistance and for more information on the property. Grosshuesch said coordinating with the Sheriff's Office was built into the process and appreciated the concern from the board. Daleiden recommended moving forward with the creation of the Environmental Health Coordinator position. All members of the board agreed.

RECOMMENDATION: To approve the new Environmental Health Coordinator Position within Health and Human Services.

***COMMISSIONERS**

Out Of State Travel For Commissioner Darek Vetsch, Commissioner Michael Kaczmarek And Two Staff Members To Massachusetts In October.

Vetsch said he, Kaczmarek, and two staff would be traveling to Massachusetts on a same-day trip to review a future potential land use application. Vetsch wanted to go before the ground started to freeze in order to get accurate sounds, smells, and sites that would be altered by winter weather. The travel would be to Massachusetts via Connecticut. The travelers would fly out in the morning and fly back at night with a very minimal budget impact which could be paid with the Commissioner budget or within Planning and Zoning budget. Either would have the ability to cover the expense which would be less than \$2,000.00. Assistant County Attorney Greg Kryzer and Rhineberger would be going along on this trip the first week in October. The estimated date would be Wednesday, October 5. Vetsch said doing a site visit before the first of the year when this land use application becomes available would be beneficial.

Daleiden moved to approve the out of state travel for Vetsch, Kaczmarek, and two staff members to Massachusetts in October. The motion was seconded by Vetsch. The motion carried 5-0.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

County Administrator Lee Kelly

Kelly said the Open House was a great turnout. He thanked staff for being available for tours and questions as he received very positive feedback. Kelly said the event went very well and he was happy to be a part of it.

Commissioner Michael Kaczmarek

Kaczmarek said the Open House was a good turnout, people did not have to wait long for tours, and he felt it was good for the public to see the commissioners' area. He said it was helpful to show the community how to best contact commissioners if the public needed, which would be an email or a phone call. He said Emergency Medical Services (EMS) and Fire Chiefs were going over the Opioid Advisory Board.

Commissioner Mark Daleiden

Daleiden unfortunately could not make the Open House, but he was happy to hear that it went well. He also said thank you to Administration and Finance Departments for the budgets that were done the previous week. He thought it went very well.

Commissioner Christine Husom

Husom said the budget meetings were painless, the best in 10 years. She said property values went up so high that residential taxes were going to be higher than commercial. Local Heroes Day was in Monticello and although she did not have final numbers yet, the event was a great tribute and very well attended.

Commissioner Darek Vetsch

Vetsch echoed that the Open House and the budget meetings went very well. He said he met with the Mining and Extracting Work Group. Wednesday, August 31 the board was invited on site tours of a gravel pit and reclamation processes. The group would be leaving at 8:30 a.m. Election Work Group met on Monday, August 29. He said more discussion needed to take place to work through interpretations and decisions would have to be made by the State Legislature or the Secretary of State Office. Central Mississippi River Regional Planning Partnership (CMRP) met and made the biggest change CMRP has ever had, removing contracting staff and changing functions.

Commissioner Mary Wetter

Wetter said she attended two meetings. The Water Management Task Force was going to request an extension of the County Water Plan until 2025 because it could adopt either the South Fork Crow River or the Mississippi River / St. Cloud River Plan. She said Ditch 10 had monitors in place. American Rescue Plan (ARP) funding was used to tag carp in Lake Ann, Lake Mary, Little Wavery Lake, Waverly Lake, and Howard Lake. The South Fork River One Watershed One Plan located in Hutchinson had a public kick off meeting and said the main issue was water drainage management.

The meeting adjourned at 9:53 a.m.

County Board Minutes submitted by Delia Scepaniak, Administrative Specialist.