



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

SEPTEMBER 28, 2021

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

DATE APPROVED: OCTOBER 5, 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 9-21-21 MEETING

Husom moved to approve the minutes from 9-21-21. The motion was seconded by Kaczmarek and carried 5-0.

AGENDA

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

CONSENT AGENDA

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

A. ADMINISTRATION

1. Authorize Attendance at Association of Minnesota Counties (AMC) Annual Conference, Monday, December 6, 2021 through Wednesday, December 8, 2021

B. ADMINISTRATION – FINANCE

1. Acknowledge Warrants Issued between September 15, 2021 and September 21, 2021 (*See Below, Item IX. Warrants Issued*)
2. Approve Temporary Liquor License for Lupine Brewing Company for an event on October 16, 2021 contingent upon approval from The Franklin Town Board
3. Motion to Approve the Reimbursement of the American Rescue Plan (ARP) funds as follows:
County ARP funds:
Approval of County reimbursement of \$1,096.55 from 1-099-493.610 Transfer Out Into 01-100-493.5910 Transfer In as follows:
\$1,080 for Administrative Expenses-Staff Costs
\$16.50 for 1.5 PPE
Approval of Use of ARP funds from 01-099-493.6261 and 01-099-493.6801
\$17, 182.68 1.8 Other COVID Public Health Expenses-Community Health Project
\$9,998.45 5.17 Broadband-Other Projects
4. Approve Capital Improvement Plan (CIP) Budget Amendment to Transfer Money from the Health and Human Services Call Center Project in CIP to CIP Unallocated
34-170-011-8206-6600 CIP Budget -\$10,219
34-170-000-8000-6600 CIP Budget \$10,219
5. Approve Transfer of \$55,045.65 from the CIP fund (Fund 34) to Human Services fund (Fund 11). These funds are Expended Out of CIP but Expenses Out of Human Services
11-420-600-8206-5910 Transfer In \$55,045.65
34-170-011-8206-6910 Transfer Out \$55,045.65
6. Approve a Transfer from CIP fund (Fund 34) to Debt Service fund (Fund 36) Due to the Completion of the Trailblazer Facility Project, as listed below:
34-166.6910 Transfer Out \$20,514.25
36-836.5910 Transfer In \$20,514.25
***Plus any additional Interest Earned upon the Closure of the Account

C. HEALTH & HUMAN SERVICES

1. Position replacement
 - A. Case Aide

- B. Office Technician I
 - C. Social Worker
 - D. Social Worker III/MHP
2. Approve a 67-day Temporary Employee: Office Technician I, beginning no earlier than October 1, 2021 and continuing for not more than 67 Working Days
- D. INFORMATION TECHNOLOGY
1. Request to Update Email Records Retention Schedule to a Total of Six Months
 2. Request to Update Teams Chat Records Retention Schedule to a Total of 14/Days

TIMED AGENDA ITEMS

AG & DRAINAGE, ASSISTANT COUNTY ATTORNEY GREG KRYZER

Approval of the Findings and Order Granting the Petition for Partial Abandonment of Wright County Ditch #14

Kryzer said after the public hearing at the County Board meeting on Tuesday, September 21, 2021 staff were directed to draft a resolution with findings and an order adopting the partial abandonment of Wright County Ditch #14.

Husom moved to approve the Findings and Order Granting the Petition for Partial Abandonment of Wright County Ditch #14. The motion was seconded by Wetter and carried 5-0 on a roll call vote.

UNIVERSITY OF MINNESOTA EXTENSION, KIM FOX & KELLY STREI

Presentation of Resolution Declaring Sunday, October 3, 2021 through Saturday, October 9, 2021 as National 4-H Week in Wright County by Extension Staff: Kim Fox, Kelly Strei and 4-H Member: Natalie Neumann

4-H member Natalie Neumann gave a presentation to the board. Neumann is a member of the Farside 4-H Club and is a 4-H Ambassador for Minnesota. The Wright County 4-H Youth Development Program is an organization for young people, kindergarten to one year past high school graduation. Minnesota 4-H offers age-appropriate hands-on learning through projects and activities including 4-H clubs, special interest groups, after school programs, volunteering, civic engagement, community service and more. Minnesota 4-H is committed to empowering youth with skills needed to be leaders for a lifetime.

The Wright County 4-H program has 19 clubs, over 200 adult volunteers and over 600 members. The first week of October is the annual celebration of National 4-H Week nationwide. This week is a time to celebrate and showcase the organization in the community and get the word out about becoming a member of 4-H.

Wright County 4-H would like the Wright County Board of Commissioners to declare Sunday, October 3, 2021 through Saturday, October 9, 2021 as National 4-H Week in Wright County.

Vetsch moved to declare Sunday, October 3, 2021 through Saturday, October 9, 2021 as National 4-H Week in Wright County. The motion was seconded by Husom and carried 5-0 on a roll call vote.

ITEMS FOR CONSIDERATION

ADMINISTRATION

Adopt Resolution Setting the 2022 Preliminary Levy

County Administrator Lee Kelly said the board is required to adopt a preliminary levy prior to September 30, 2021. There have been several meetings at the staff level and at the board level over the past few months. The levy is in the amount of \$87,257,925 which represents a 5.75 percent levy increase over last year's budget. The county has been mindful as property values are going up and the fact other jurisdictions come into play with individual property taxes.

Vetsch moved to adopt Resolution Setting the 2022 Preliminary Levy at 5.75 percent. The motion was seconded by Husom and carried 5-0 on a roll call vote.

Schedule a Special Board Meeting to Discuss 2022 Budget and Levy

Husom moved to set a special Board Meeting to discuss the 2022 Budget and Levy at 6:00 p.m. Thursday, December 9, 2021. The motion was seconded by Wetter and carried 5-0.

Schedule a Committee of the Whole to Discuss Sections 300 and 400 of the Wright County Personnel Handbook

Husom moved to set a Committee of the Whole to discuss Sections 300 and 400 of the Wright County Personnel Handbook at 10:00 a.m. Monday, October 4, 2021. The motion was seconded by Kaczmarek and carried 5-0.

Schedule a Closed Session for Labor Negotiations

Vetsch moved to set a Closed Session for Labor Negotiations at 1:00 p.m. Tuesday, October 5, 2021. The motion was seconded by Wetter and carried 5-0.

Cancel Tuesday, December 7, 2021 County Board Meeting Due to AMC Conference

Vetsch moved to cancel the County Board Meeting on Tuesday, December 7, 2021. The motion was seconded by Wetter and carried 5-0.

COMMITTEE MINUTES**COMMITTEE OF WHOLE MEETING MINUTES 9-20-21**

Wetter moved to accept the Committee of the Whole meeting minutes and recommendations from 9-20-21. The motion was seconded by Husom and carried 5-0.

Kaczmarek said he didn't know the Highway Department could claim ownership of the sign that was broken while Health and Human Services (HHS) was using it for the vaccination clinic. Vetsch said the Highway Department will be storing, transporting and maintaining the sign. Kaczmarek said he is not in favor of it being paid for through the American Rescue Plan (ARP) funds.

Kelly said the application for the sign will be discussed at the board meeting on Tuesday, October 5, 2021.

I. *American Rescue Plan (ARP) Updates***A. *Overview of approved programs and projects***

Project Administrator Elizabeth Karels reviewed the requested programs and projects as well as the allocations that were previously set. There have been 36 requests, totaling \$30 million, submitted at the program level. The county has not been allocated enough to fund all the requests. Currently, 13 programs have been approved, with an allocation of more than \$22 million. Initially, \$10 million was allocated to broadband. Karels questioned if any adjustments need to be made to the allocations.

Vetsch questioned if the schools requested to retract, or revise requested amounts. Karels stated she reached out the contact for clarification but has not yet heard a response. For now, the amount has remained unchanged.

Husom said during the initial discussions of broadband she had requested \$80,000 for the City of South Haven, but it was never formally submitted as a request. Karels said there are not individual requests for broadband. The initial allocation of \$10 million would cover any broadband projects. Husom said South Haven is so small that the city never received any Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. When the City of South Haven did ask for aid because of loss of revenue, it was after the CARES Act funds had been expended.

COMMITTEE OF WHOLE MINUTES 9-20-21 (CONT.)

Kaczmarek said he thought the board reduce \$3 million from broadband for a total of \$7 million. Husom stated it hasn't been decided yet. Vetsch said until the Feasibility Study is finished it's best not to do anything with broadband. Assistant Finance Director Heather Lemieux said for now it will stay at \$10 million in broadband.

Karels said the way this process works is, the board must approve the high-level programs and then there will be smaller projects under each program which will come to the board in a grant application regardless if it's external or internal.

Karels said the requested amount for sewer and water is \$4 million based on population. Vetsch asked if the board will use population data from 2019 or 2020. Daleiden suggested using the 2020 numbers. Karels said the cities must apply for it. Vetsch said the cities must have matching funds. Lemieux agreed and added the cities must have projects. Karels said the projects also must be reviewed by the county's ARP consulting firm Baker Tilly to ensure eligibility.

Vetsch asked what percent match will the cities need to have? After some discussion it was decided that the cities would have to match 50 percent. Vetsch said it works out to roughly \$35 per person. If the cities can't match the 50 percent, then the money will be reallocated somewhere else. The deadline for cities is by the end of 2023.

B. Review and approve new proposed programs

Karels said there were five high-level program requests that came in. Finance Director Lindsey Meyer said she received new information regarding loss revenue from Baker Tilly. Baker Tilly informed the county that according to the guidance for ARP as a reimbursement, it's excludable which changed the calculation from no lost revenue to \$1.6 million in lost revenue.

The calculation is based on guidance from the ARP which suggests that the county can use a federal Census report which is a way of massaging the financial data so it's consistent for all government entities. 2019 is the base year and then it's looked at going backwards. The reason it's looked at going backwards is to identify what the inflation rate is. The county's minimum inflation rate is 4.1 percent. When you look at the history of Wright County, the last three years have yielded the county 9.4 percent inflation rate which encompasses all revenue sources.

Karels said the ARP allows the county to take \$1.6 million of its allocation and spend it towards governmental services. Without this, the Outlying Maintenance Shop Plan – Otsego Expansion would be ineligible.

- 1. Outlying Maintenance Shop Plan – Otsego Expansion, would be categorized as loss revenue.*
- 2. Customer Flow Management System is categorized as Capital Improvement Plan (CIP).*
- 3. Replace HVAC Controls and Historical Society is CIP.*
- 4. Emergency Paid Sick Leave for County Staff*
- 5. Park Maintenance and Upgrades is CIP.*

Karels asked if there were any issues with the five high-level programs or if the projects could be moved on to the next phase. Kaczmarek asked for clarification that the end date for the Emergency Paid Sick Leave for County Staff is the end of January 2022. Kelly confirmed that Kaczmarek was correct.

C. Review and approve grant applications

COMMITTEE OF WHOLE MINUTES 9-20-21 (CONT.)

Karels said that all of the high-level programs that the board has approved have now submitted a more detailed grant application.

Vetsch said WCAG-006 County Ditch #33 Wetland Restoration could potentially be a jurisdictional change to the City of Monticello. The city would want to have access to those funds to apply for a storm water grant. It will have to be applied as something different than a wetland restoration, it would have to be applied for as a Clean Water Act Project. Therefore, the funds may be earmarked for the city, but the City of Monticello would have to apply for it. Lemieux said County Ditch #33 will be put on hold until the plan is finalized.

Karels said there are five parks' projects submitted for the grant application. There was more detail that needed to be added to the application per Baker Tilly. All the projects are in areas that serve disproportionately impacted communities. With the help of Public Health, it was decided to use the Area Deprivation Index which takes into account socioeconomic factors, housing and education. There are portions of the county that have a higher Area Deprivation Index number so those areas have been targeted for the park's projects.

Kaczmarek asked if there were any studies done regarding park usage. Daleiden said the Parks and Recreation Department does use vehicle counts to monitor the usage, but it's not done every year. Director of Parks & Recreation Marc Mattice said the counts are usually done at the high-usage parks. There were not tubes for counting cars this year, however.

Karels asked if those projects can be approved, and the board said yes.

Karels said there are a few other applications in the works. The Safe Families and Expanding Emergency Assistance need to have the details gone through to make sure those projects are eligible and then those should be ready within a week or two.

Vetsch said the Wright County Economic Development Partnership (WCEDP) Business Counseling and Technical Assistance did apply for a grant through Department of Employment and Economic Development (DEED) with the help of Flaherty and Hood consultants. The WCEDP can receive up to \$150,000 but there will be \$50,000 in matching funds that it will look to ARP for to get to \$150,000 if the county sponsors the \$50,000.

Kaczmarek said he would like to discuss the Programmable Sign through Health and Human Services for \$25,000. Daleiden said the Highway Department will own the sign to make things easier with maintenance because Health and Human Services does have a need for the sign all the time. Kaczmarek said he would like to have an administrative agreement with the Highway Department with the terms.

Kaczmarek said the program for Pandemic Unknowns was deemed ineligible, and then asked what if in the future employees need to be tested? Kaczmarek said he assumed the county would take that on. Karels said there was a project due to testing at the jail so it most likely would be able to be added into that project.

Karels said no one will be paid up front. It will have to be submitted for reimbursement. In the grant agreement, annual reports will have to be submitted so the board can review the performance of the program. That way if it's not meeting the expectations the board can stop funding.

COMMITTEE OF WHOLE MINUTES 9-20-21 (CONT.)

Karels said there is a hold on the Economic Assistance for Community Dental Care. Community Dental has not provided a number at this point, but as soon as they do it will be brought to the board.

RECOMMENDATION:

- *Follow-up meeting at 11:00 a.m. Tuesday, October 12, 2021*
- *When the cities applications start coming in to have the board look at those in chunks*
- *Have staff remove from the list any projects that Baker Tilly deems ineligible*
- *Karels will follow-up with the schools*
- *Ask Central Minnesota Jobs and Training Services (CMJTS) to attend a future meeting to go over the request, to clear up some confusion*

TECHNOLOGY COMMITTEE MEETING MINUTES 9-22-21

Vetsch moved to accept the Technology Committee meeting minutes and recommendations from 9-22-21. The motion was seconded by Husom and carried 5-0.

I. PROJECT UPDATES

Jeremy Kringler, IT Business Analyst (BA), updated on the CAMA project. IT staff continue to work on finalizing data migration. Staff User Acceptance Testing is happening now with the vendor. The project is being worked in conjunction with Hubbard County. Wright has actually caught up rather quickly to coincide the rollouts at the same time. Finances for the project continue to be discussed and received. The project is still set to meet the November 16th completion goal.

Kringler next presented the Nintex to Power Automate project. Nintex provides many of the SharePoint workflows throughout the County, one of the most well-known is the workflow for the Homestead Application. As the County shifts to an online SharePoint environment the price of Nintex would increase by \$100,000. IT determined that it would be in the County's best interest to utilize the Power Automate tool currently available with the Microsoft O365 subscription. IT staff are currently working on the IT workflows, moving to other departments with a goal of finishing by end of January. It was noted that some departments such as Recorders will be towards the end of the migration schedule as they are involved with other large projects such as CAMA.

The Website Redesign project was discussed by Matthew Fomby, IT Director, and Elizabeth Karels, Administration. The redesign will focus on making the website more ADA compliant and mobile friendly. It is still planned to be rolled out concurrently with the new Government Center. The website vendor – CivicPlus will provide navigation and content consultation. Karels stated that a representative from each department was requested to assist with decision making, if not provided IT & Admin will step into that roll. It was noted that Assistant County Administrator, Holly Wilson is the project owner, with Karels being the project manager.

Fomby, briefly reviewed the O365 – InTune project progress. IT Staff are moving all County computer devices from the security application Cylance to the Microsoft Defender product. Defender is included in the County's Microsoft 365 environment. Not renewing Cylance will save the County around \$15,000. Various security settings were briefly discussed.

TeamDynamix, TDX, was presented by Becki Murphy, IT. TDX will replace the current County helpdesk ticketing system known as TrackIt. It will also provide a project management tool, to be used to begin with IT projects initially but has promise for more widespread use. The TDX team has been diligently working with the vendor on discovery and configuration, with other departments getting involved as well. Demonstrations will begin in the October timeframe.

TECHNOLOGY COMMITTEE MINUTES 9-22-21 (CONT.)

The Administration Event Scheduler was covered by IT BA Kevin Kaszynski. The process to get to the Qflow product was reviewed. The DMV begin their process of selecting a vendor in 2019, with Qmatic being highlighted as vendor of choice. The COVID environment brought about the need for County wide scheduling, with Acuity identified as a lean tool providing for immediate business needs. The Event Scheduler project was then dived into to identify across the County needs more in-depth. The HHS, Health and Human Services, requirements guided the desired choice to be Qflow. After researching Qflow, the DMV joined with this solution as well. Qflow development will align with the move to the New GC. Departments using Acuity will be introduced to Qflow to see if they can also migrate over to the solution. The financial pieces of the Qflow project are in process as well.

RECOMMENDATION: Informational only.

II. NEW PROJECT REQUESTS

Rebecca Murphy, IT, brought to the Committee several new projects from Departments across the County. The first project was the American Rescue Plan (ARP) Program. The financial management of utilizing the American Rescue Plan funds proved to be a challenging project. ConnieMae Cooper, IT Enterprise Content Architect, utilized the OnBase system to establish an in-depth workflow and process for ARP management. Commissioner Vetsch questioned what was made available to go public, Cooper responded that signature testing is the last component to be confirmed. Commissioner Daleiden also questioned if the document type will be clear, in comparison to the CARES Act process, with Commissioner Vetsch also asking if documents can be changed or added to by citizens completing the process. Cooper stated that a lesson learned was completed with the CARES Act process and there were several areas that improved based on that analysis. Karels also noted that she and other Admin staff are reviewing each application personally when uploading them, this meets the ARP requirement of reporting and review. Cooper noted that the product also will track disbursements and will provide a dashboard to easily see where each application is at. Commissioner Daleiden stated that this process could be used elsewhere in the County being it is so useful.

Heidi Staunton, IT BA, brought up the Gun permit printer for the Sheriff's office. The current printer needs to be replaced. Requirements are different based on what is being printed, which provided various options available for the team. The Sheriff's team is determining if they will use a network printer or desk printers for the process.

The HHS PA System Zone Access was discussed by Murphy. The request was brought to the Admin Tech Committee and was added to as in scope to the New GC project as a whole. Commissioner Daleiden asked if other areas were being zoned, the answer provided was no. Partlow provided that it will be used to page staff members when a client arrives. HHS Staff are spread out across part of the Basement, part of Level 1, and the entirety of Level 2. Paging will allow them to locate a staff member if they are away from their desk.

Damion / Oracle Upgrade was presented by Staunton. The server for the current Damion application needs to be updated. This update was added to the current project as if the move to the new Karpel product is completed the server will not be an issue.

Staunton then moved to the CityView upgrade. There is a Planning & Zoning Upgrade to support the CityView application, this was completed.

RECOMMENDATION: IT has the capacity for the above-mentioned projects to proceed.

III. 2021 PROJECT PORTFOLIO SUMMARY

Rebecca Murphy reviewed the Project Summary with the Committee focusing on a few items. The priority

TECHNOLOGY COMMITTEE MINUTES 9-22-21 (CONT.)

placement of the ARP project was discussed to some depth. The ARP project is an important project to the County and is actively being worked on. Commissioner Daleiden and Karels both advised for it to be ranked high on the list. The suggested high listing right under the New Government Center was accepted by the Committee with the understanding that ERP is presently in an assessment mode confirmed by Commissioner Vetsch and Heather Lemieux, Finance. Murphy noted that Multi Factor Authentication and Surveyor EDMS projects were completed. Along with Recorders Land Notification reaching completion. 100 registrations have been completed along with a lot of interest being fielded by the Recorders Office in the new system. For technical compliance projects the Server Replacement project was reviewed with 56 applications being complete and 16 remaining. The SSA, System Security Authorization, enhancement project is still in the assessment and planning stages. Overall, most of the projects on the entire portfolio are in an active state.

RECOMMENDATION: Approved the ARP project to have a priority ranking right below the New Government Center, at fifth.

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

Enterprise Resource Planning (ERP). Kelly said things are moving forward with the ERP. The assessment has been completed with Sierra Cedar and a report is being compiled from the findings. Sierra Cedar will document and provide the county with a projected path to move forward with.

Rotary Club of Buffalo. Husom invited Kelly to the Rotary Club of Buffalo's meeting. Sheriff Sean Deringer, Sergeant Brian Johnson and Captain Todd Hoffman gave a presentation regarding operations at the Sheriff's Office and the Training Facility.

Xcel Energy Breakfast. Kelly attended the Xcel Energy breakfast which was virtual again this year. Xcel gave updates regarding Wright County and Sherburne County dealing with the Monticello Nuclear Power Plant.

Husom added that Xcel is working towards reducing carbon by 80 percent by 2030, be 60 percent renewable by 2030 and being 100 percent carbon-free by 2050. Xcel Energy is the largest taxpayer in Minnesota. Xcel Energy has 4,500 jobs. The Monticello Nuclear Plant operating license has been extended from 2030 to 2040.

Pork Chop Lunch. Kelly, Husom, Vetsch, Daleiden, Wetter and Kaczmarek attended the pork chop lunch for Wright County staff. There was discussion regarding what next year's pork chop lunch will look like after the rest of the county's staff moves to the new campus.

Great River Regional Library Board. Kaczmarek said there was a motion made and passed to continue not collecting late fee fines. People will still be responsible for any items that are lost.

Health & Human Services (HHS) Advisory Board. Husom attended the HHS Advisory Board meeting. The board welcomed two new members Kimberly Marquez and Todd Smith. The HHS Advisory board is asking people who cannot attend meetings on a regular basis to either resign or start attending.

There was discussion regarding illegal drugs. A major portion of illegal drugs are coming from the St. Cloud area.

There was a COVID update. The Pfizer booster has been approved and will start being distributed in November 2021.

The Turn Graduation. Husom attended The Turn Graduation on Thursday, September 23, 2021 at Sturges Park. There were two graduates – Jonathan Hareid and Jeremiah Stueven.

Broadband. Daleiden and Wetter attended the Broadband meeting the evening of Wednesday, September 22, 2021. There were about 32 people from the cities and townships that attended the meeting. There were vendors at the meeting.

Wellness Committee. The Wellness Committee met on Tuesday, September 21, 2021. The Red Cross Blood Drive went well, there was a good turnout.

Central Minnesota Economic Development 7W District Joint Powers Board. Vetsch was asked to be a speaker on a panel regarding broadband at the meeting on Thursday, September 23, 2021. There were speakers from the state and local government at all different levels.

Initiative Foundation. Vetsch attended the Initiative Foundation meeting Monday, September 27, 2021. There was discussion regarding childcare and initiatives that can be taken to retain and expand childcare opportunities. After considerable discussion, the Initiative Foundation is working on putting together a think-tank group of in-home and center-based providers to discuss current challenges that are being faced to remain open and what barriers keep them from expanding.

TIMED AGENDA ITEMS (CONT.)

YEARS OF SERVICE RECOGNITION

The County Commissioners and County Administrator recognized the employees that have been employed by Wright County for five, 10, 15, 20, 25, 30, 35 and 45 years. Each employee received a certificate and mug. Employees celebrating 15 or more years of service also received a gift card.

The meeting adjourned at 10:09 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist