WRIGHT COUNTY BOARD
AGENDA
FEBRUARY 16, 2016

Interpreter Services for the hearing impaired will be provided upon written request.

I. **9:00 A.M. PLEDGE OF ALLEGIANCE**

II. **MINUTES - DISPENSE WITH READING. APPROVE AS WRITTEN/REVISED.**

A. **COUNTY BOARD MINUTES 2-09-16**

Documents: 2016-02-09 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

III. **REVIEW & APPROVAL OF AGENDA**

IV. **CONSENT AGENDA**

A. **ADMINISTRATION**

1. Union Employee (Teamsters 320 Communications/Corrections) Request For Vacation Donation. Request Approval To Receive Donations From Non-Union And Union Employees That Have Completed The Required Donation Forms.

Documents: 021616.AGENDAFORM_VACADONATIONREQUEST.PDF

B. **ADMINISTRATION**

1. Request Additional Phone Line To Administration/Human Resources.

Documents: RFBA 2.16.16 PHONE LINE.PDF

C. **ADMINISTRATION**

1. Schedule Boy/Girl Day For 4-26-16.

D. **ASSESSOR**

1. Approve Abatement, PID# 103-062-002170, Alan Seipp.

Documents: ABATEMENT - 103-062-002170.PDF

E. **ASSESSOR**

1. Approve Abatement, PID# 205-000-202301, Joel And Sandra Koivisto.

Documents: ABATEMENT - 205-000-202301.PDF

F. **ASSESSOR**

1. Approve Abatement, PID# 215-100-041200, Elmer And Carole Abbas.

Documents: ABATEMENT - 215-100-041200.PDF

G. **ASSESSOR**

1. Approve Abatement, PID# 203-000-311401, George Tkalec.

Documents: ABATEMENT - 203-000-311401.PDF

H. **ASSESSOR**

1. Approve Abatement, PID# 213-200-312105, Robert And Paula Kartak.

Documents: ABATEMENT - 213-200-312105.PDF

I. HEALTH & HUMAN SERVICES

1. Position Replacement
   A. Financial Worker

Documents: 2016-02-16 WC REQUEST FOR BOARD ACTION - FW.PDF

J. INFORMATION TECHNOLOGY

1. Refer To The Technology Committee:
   A. Highway Permitting System
   B. Wireless Upgrade
   C. Information Security Assessment
   D. Virtual Desktop Pilot Project
   E. Public Surplus Update
   F. Other

Documents: BOARD ACTION IT REQUEST TECH COMMITTEE FEB 2016.PDF

K. LAW LIBRARY

1. Approve Phone And A New Phone Number For Law Library Conference Room. This Is Not For A New Position.

Documents: AGENDA REQUEST - FEBRUARY 16, 2016.PDF

V. TIMED AGENDA ITEMS

A. 9:05 A.M. SHERIFF JOE HAGERTY

1. Recognize The 26 Years Of Service And The Retirement Of Deputy Todd Korbel

Documents: 02-01-16 REQUEST FOR BOARD ACTION - DEPUTY KORBEL RETIREMENT.PDF

B. 9:10 A.M. AUDITOR/TREASURER

1. Claims

Documents: AGENDA 2-16 TIMED CLAIMS.PDF

C. 9:11 A.M. TONY RASMUSON, COUNTY ASSESSOR

1. Schedule The 2016 County Board Of Appeal And Equalization Meeting.

Documents: SET 2016 CBAE MEETING DATE.PDF

D. 9:15 A.M. SEAN RILEY, PLANNING & ZONING ADMINISTRATOR

1. Set Public Hearing On 3-22-16 Concerning Zoning Amendment To Allow Solar Farms On Restricted Parcels.
2. FEMA Mapping Project

Documents: 2-16 COUNTY BOARD AGENDA SET PUBLIC HEARING FOR ORDINANCE AMENDMENT AND FEMA.PDF, MINUTES - COUNTY BOARD MEETING OF 1-19-16.PDF

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MEETINGS

1. Personnel.

Documents: 2016-02-10 PERSONNEL COMMITTEE MINUTES AND ATTACHMENTS - COUNTY BOARD.PDF

B. TRI-COUNTY REGIONAL FORENSIC LAB (DALEIDEN)

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. CLOSED SESSION RE: PENDING LITIGATION BY THE OFFICE OF THE STATE AUDITOR

IX. ADJOURNMENT

THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
FEBRUARY 9, 2016

The Wright County Board met in regular session at 9:00 A.M. with Husom, Sawatzke, Daleiden, Potter and Borrell present.

MINUTES
Borrell moved to approve the 2-02-16 County Board Minutes as presented, seconded by Husom. The motion carried 5-0.

AGENDA
Lee Kelly, County Coordinator, requested the Agenda be amended to include Item 8, "Closed Session to Discuss Pending Litigation by the Office of the State Auditor." Brian Asleson, Chief Deputy Attorney, said Wright, Becker and Ramsey Counties have been named in a lawsuit filed by Rebecca Otto, State Auditor. There was legislation passed in 2015 relating to county audits which allows a county to opt out of the State Auditor's Office audit and use a private firm for the audit. Wright County was released from the State Audit for a number of years and contract with a private firm. The understanding of the lawsuit is that the State Auditor disagrees with the new law and says it infringes on her constitutional duties. There are legal questions as to whether she has the authority to take away these rights. Asleson understands there are about 50 counties that are in the same position. He is unsure as to the rationale why three counties were singled out. Potter moved to approve the Agenda as amended, seconded by Daleiden. The motion carried 5-0.

CONSENT AGENDA
Bob Hiivala, Auditor/Treasurer, requested removal of Consent Item B, " Informational Item: Temporary Liquor License for Maple Lake - Lake Property Owner's Association Moved from 2-06-16 to 2-20-16." Hiivala said the event has been cancelled due to the thin ice. On a motion by Daleiden, second by Husom, all voted to approve the remainder of the Consent Agenda:

A. ADMINISTRATION
   1. Approve Charitable Gambling License Form LG220, Church of St. Mary of Czestochowa, 1867 95th St. SE, Delano MN (Franklin Twp.)

C. AUDITOR/TREASURER
   1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $1,567,795.11 with 182 Vendors and 269 Transactions

D. HEALTH & HUMAN SERVICES
   1. Position Replacement
      A. Child Support Officer
      B. Financial Worker

E. HIGHWAY DEPARTMENT
   1. Refer To Personnel Committee The Request To Hire A Full-Time Diesel Mechanic

F. SHERIFF'S OFFICE
   1. Position Replacement:
      A. Deputy Sheriff

TIMED AGENDA ITEMS

TONY RASMUSON, COUNTY ASSESSOR
Rasmuson introduced Tricia Gruber who was recently hired as an Office Technician in the Assessor's Office.

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KAREN PUNDSACK, GRRL EXECUTIVE DIRECTOR, AND SHEILA RIEKE, COKATO LIBRARY SERVICES COORDINATOR
Also present for discussion was Deb Cox-Johnson, Howard Lake Library Services Coordinator. Pundsack provided an overview of the 2016-2020 GRRL Strategic Plan which includes patron-centered core values focusing on service and organizational priorities. The Plan is a result of feedback received through a survey and 12 community sessions held in 2015. Local action plans are one of the largest initiatives, along with launching a revitalized catalog and redesigning the website. Pundsack said while the popular conception is that books are going away, it is something that Central MN uses on a regular basis. There were 1,412,164 visits in 2015 and 82,400 wireless connections in the GRRL System. Cox-Johnson provided information on a grant which funds the "We Play Here" kits that focuses on learning through play. Another popular program is "1000 Books before Kindergarten," which fosters the idea that reading early is important. In Wright County, there were 349,336 library visits in 2015 and 148,730 checkout sessions (data based on one-day monitoring). Pundsack said broadband is inconsistent around the State. Patrons take advantage of the Library's internet and wireless services. Riebe stated there were 825 programs held in the Wright County public libraries attended by 22,752 individuals. There are many Legacy programs. Pundsack said kiosks or lockers are one of the strategic initiatives. An assessment is being performed on cities to provide information on options for alternative services that cities could subscribe to. Pundsack said people are looking for personalized service and there is still a demand for expanding in communities without libraries. This option may work well in those areas. This was provided as an informational item.

Steve Jobe, Surveyor, said a new edition of the Wright County Plat Book is available at the Surveyor's Office (Public Works Building) or the Auditor's Office (Government Center) at a cost of $30 (additional $6 shipping/handling if mailed). The data is up to date from the beginning of November, 2015. The last Plat Book was dated 2013. A raffle will be held for a Wright County Wall Map or SmartMap. Register for the drawing at the Surveyor's Office prior to 3-11-16.

BOB HIIVALA, AUDITOR/TREASURER
Ratify MnCCC (Minnesota Counties Computer Cooperative) Contract for IFSpi
Hiivala requested the Board ratify the MnCCC Contract for IFSpi, the capital asset accounting software used by Wright County and 77 other Minnesota counties. The system is supported by Trimin. Daleiden moved to approve ratifying the Contract, seconded by Borrell. The motion carried 5-0.

Approve Purchase for Real Asset Management
As indicated in the audit finding from 2014, Wright County is in need of changing the capital asset system. Hiivala recommended the purchase of Real Asset Management. The Contract is for three years at a cost is $2,500 for acquisition; $2,500 for conversion, setup and training; and $400 for annual maintenance. Daleiden moved to approve the purchase, seconded by Potter. The $5,000 acquisition and conversion costs will be funded through Capital Assets. The annual maintenance will be funded through the Auditor/Treasurer's Budget. The motion carried 5-0.

Update on Status of Tax Forfeiture Properties for 2015
Hiivala said 290 parcels were transferred out of tax forfeiture in 2015, either to municipalities or placed on the tax rolls. He cited the work completed by the Tax Forfeiture Committee. Discussion followed on working with real estate agents and also placing for sale signs on properties. One topic that may be discussed at the Tax Forfeiture Committee is whether minimal maintenance can be performed to make lots more appealing. This was provided as an informational item.

MIKE YOUNG, WRIGHT COUNTY DRAINAGE INSPECTOR
Discussion Regarding The Needed Repairs And Maintenance On County Ditch 31
Young provided historical information on maintenance of the Ditch. More recent clean out efforts have included tree removal, excavation, and bringing the Ditch to its intended grade, depth and width. Elevation data show the system is running in the wrong direction due to the incorrect culvert elevation at Fillmore Ave. SW. With the recent clean out efforts, Young is requesting to place the culvert at the correct elevation and continue with cleaning of the remainder of the Ditch. He said there has been significant pushback from some of the agencies

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involved. In the past year, the DNR completed an ordinary high water mark on this basin. Young said it is about 5' above the culvert and he viewed that as high. It could potentially flood County Road 30 at that elevation.

Daleiden suggested sending Ditch 31 to the Ditch Committee for further discussion with the SWCD and the DNR. Borrell stated the SWCD would not be involved any longer because they deal with wetlands above the high water mark. Sawatzke said it may be beneficial for them to be present for a historical perspective. Potter made a motion to refer Ditch 31 to the Ditch Committee, seconded by Husom.

Sawatzke asked whether there was any additional input from those present. Allen Gutknecht, resides NE of Buffalo on the end of Ditch. 13. He brought up flooding problems on his property to the SWCD a couple of years ago and was informed they could not help him. Gutknecht has buildings sitting in water, and he said the tile line does not drain any longer. Young contacted the SWCD and was told Gutknecht's land is protected so clean out could not be performed.

The motion to refer Ditch 31 to the Ditch Committee carried 5-0

Husom made a motion to refer Ditch 13 to the Ditch Committee for further review, seconded by Daleiden. Young will contact the DNR to invite them to the Ditch Committee Meeting. The motion carried 5-0.

CONTINUITY OF OPERATIONS PLAN (COOP) COMMITTEE

2015 Annual Report

An update was provided on the progress of the COOP Plan. The County began development of the Plan in 2009 to evaluate priorities of departments in the case of an emergency and to ensure essential services are delivered safely and timely. A tabletop exercise is being developed for the COOP response team and targeted for spring, 2016. The Committee is also working on a public/employee notification system, and a Memorandum of Understanding with other counties relating to backup for technologies and space. This was provided as an informational item.

LAUNETTE FIGLIUZZI, NUCLEAR PREPAREDNESS

Figliuzzi requested the Board authorize signatures on the 2016-2017 Radiological Emergency Preparedness Grant Agreement (A-REP-WRIGHTCO-0005) from the MN Department of Public Safety, Homeland Security & Emergency Management. Daleiden moved to authorize signatures on the Grant agreement, seconded by Husom, and carried 5-0.

LAUNETTE FIGLIUZZI, VETERANS SERVICES

Figliuzzi requested the Board adopt a resolution to enter into a Grant Contract with the MN Department of Veteran Affairs providing $15,000 in funding for specific projects. Borrell moved to adopt Resolution #16-10, seconded by Potter, carried 5-0 on a roll call vote.

The meeting recessed at 10:33 AM and reconvened at 10:42 AM.

TRI-COUNTY REGIONAL FORENSIC LAB (DALEIDEN)

Daleiden said a letter was sent last fall to Anoka and Sherburne Counties indicating that Wright County would no longer participate as a member County of the Lab effective 4-06-16, because of the funding formula. He wants to rescind the letter. Daleiden said Wright County knows the Lab does an excellent job. The concern is that it is not a true partnership because of the funding formula. He provided the data for last year's analysis and samples:

Anoka County	2,375 samples submitted	$410.34/sample
Sherburne County	422 samples submitted	$617.89/sample
Wright County	403 samples submitted	$911.48/sample

He added that Anoka County funds two employees of the Lab. Figuring in another $200,000 that would bring Anoka County's cost to $494.55/sample.

Daleiden said Anoka County has realized success through the testing performed at the Lab (touch DNA, etc.) and the Wright County Attorney and Sheriff insist this is a tool they need. The Attorney and Sheriff conveyed to Daleiden that they will be up for election in 2018. If the public disagrees with continuing as a partner in the Lab, it can be made known at that time. Daleiden said he will place on the next County Board Agenda the request to have the letter sent to Anoka and Sherburne Counties rescinded.

Sawatzke said the data provided by Daleiden indicates Wright County is funding more of the Lab that it should be. Sherburne County is doing that as well, although not to the extent that Wright County is. With regard to the comment made about the County Attorney and Sheriff, he stated the County Board is responsible for contracts. That does not fall within the County Attorney's or Sheriff's statutory authority. The County Board is who the constituents should respond to.

Borrell would like the Board to look to the future, researching the possibility of funding a DNA specialist at the BCA. He estimated the cost at $80,000-$100,000. The person he contacted at the BCA is open to discussion with the County Board. Wright County could have the testing done at either Lab in the future without being a part of the organization. He suggested that if Wright County can get the same level of service or similar for a lot less money, he thought it should be given review.

Sawatzke said St. Cloud has budgeted $98,000 to be members of the Lab. He cautioned the other Commissioners on the potential of subsidizing that usage. Husom understands the City of St. Cloud would like to have a Lab at their location.

The Tri County Regional Forensic Lab will be placed on the 2-16-16 County Board Agenda.

ITEMS FOR CONSIDERATION

2-02-16 COMMITTEE OF THE WHOLE MINUTES
Daleiden moved to approve the Minutes, seconded by Potter, and carried 5-0. The Committee Of The Whole Minutes follow:

I. STATE HOMELAND SECURITY AND EMERGENCY MANAGEMENT PRESENTATION BY DIRECTOR JOE KELLY
Steve Berg introduced Joe Kelly, Director of Minnesota Homeland Security & Emergency Management (HSEM). J. Kelly referred to his PowerPoint presentation entitled, "Emergency Management Basics" (see attached). He said he will review the basics of emergency management, including Minnesota State Statute Chapter 12 requirements and authorities, disaster assistance programs, Emergency Management Performance Grants (EMPG), and Federal and State financial aid.

J. Kelly said the mission of HSEM is to help Minnesota prevent, prepare for, respond to, and recover from natural and human caused disasters. J. Kelly said he is charged with helping communities get back to normal as quickly as possible after an emergency or disaster.

J. Kelly referenced the fifth slide, entitled, "Operations Branch." He said the State has six regions. Wright County is in Region 4. Sommers is available to answer questions, suggest resources and assistance, and serve as his eyes and ears in a region. Sommers works closely with Wright County Emergency Coordinator Steve Berg.

Slide 5, "Why We Do It," illustrates the number of federally declared disasters in Minnesota since 1965. J. Kelly said Minnesota is one of the most disaster-prone states in the country. Wright County has had 15 major disaster declarations since 1965, averaging one every four years.

J. Kelly said the time to devise an emergency management plan is not during, but before, a disaster. He said the State takes an "all hazards" approach to emergency management planning. The Monticello Nuclear Generating Plant adds an additional layer of disaster planning.

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2-02-16 COMMITTEE OF THE WHOLE MINUTES (cont.):

J. Kelly asked those present whether they had any concerns about potential disasters. Sheriff Hagerty mentioned the number of railroad cars that cross the County every day. Potter discussed the need to expand I-94 to Monticello to facilitate better evacuation strategies. Hagerty said Berg organized a rapid flood response group in Delano.

Borrell said he was concerned about towns located near the railroad that runs adjacent to Highway 12 across the County, as well as reinforcing a viaduct under a section of railroad track. J. Kelly said mitigating factors related to infrastructure such as railroad crossings, gates, and overpasses all need to be addressed in an emergency management plan.

Berg said late last year he sent out maps of railroads to every city in the County within ½ mile of the nearest tracks. He will meet with city leaders in the next few months to go over evacuation plans for affected areas.

Figliuzzi mentioned the proposed Entertainment Mall that may be developed in Albertville. She said this development falls within the ten-mile Emergency Planning Zone (EPZ), and will add a critical component in future planning.

J. Kelly directed attention to the "Minnesota Disaster Tenets" slide. He said all responses and recoveries are local activities, with local authorities are in charge. Exceptions, such as a nuclear plant emergency, involve multiple jurisdictions and require State oversight. J. Kelly said the State will come alongside to assist in an emergency wherever needed, but will not direct local activities.

Many emergency management rules originated with Minnesota Statute Chapter 12 in 1951. J. Kelly explained that Chapter 12A was added in 2008 to allow the State to fund unaddressed recovery needs in local communities not covered by the Federal Emergency Management Agency (FEMA). Chapter 12B was added in 2014 to cover disaster aid for emergencies that do not report large enough damages to qualify for FEMA assistance.

J. Kelly discussed the creation of the Division of Emergency Management (DEM) and its responsibilities to provide emergency management training, a State Emergency Operations Plan, and nuclear power plant emergency response planning. The DEM gives the Governor direct operational control during a variety of emergencies.

The County is required to have an Emergency Management Director and one or more Deputy Directors appointed by the County Board. J. Kelly referenced Slides 11-13 for more details on emergency authorities granted.

An emergency declaration will invoke the Emergency Operations Plan (EOP) and open the Emergency Operations Center (EOC). J. Kelly said an emergency declaration will also give a local entity the ability to bypass time-consuming procedures and formalities as listed on Slide 14, "Effects of Declaring Local Emergencies." The declaration allows the local governing board to "fast provide emergency aid," such as entering into contracts and bypassing usual processes such as competitive bidding in order to provide services in a timely manner.

J. Kelly defined an incident as an event that requires a response, i.e., a car accident on the highway. An emergency is when the response requires extraordinary powers, resources, and authorities above and beyond day to day events in the local community. An example of an emergency would be when a truck carrying hazardous materials overturns and spills on a local highway. A disaster is defined as an incident that requires a greater response than the resources of the local community can provide, and triggers requests for assistance from the State and Federal Governments. A disaster involves recovery efforts to put the community back together. In order to get a disaster declaration from the Governor, the County or local entity must issue an emergency declaration.

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2-02-16 COMMITTEE OF THE WHOLE MINUTES (cont.):

There are Federal and State programs for public infrastructure that reimburse the County and local entities for eligible expenses. Slide 15, "Federal & State Programs for Public Infrastructure," lists the types of damages eligible for reimbursement, such as debris removal, roads and bridges, water control facilities, and emergency protective measures. J. Kelly said 95 percent of State and Federal aid goes toward providing financial assistance to counties and cities. Only about five percent of programs are geared to provide disaster assistance for individuals and households.

J. Kelly said the Federal Stafford Act requires the State of Minnesota to incur $7,478,534.25 in damages to be eligible for FEMA assistance (per Slide 16). That equates to $1.41 per capita. Wright County must incur a minimum of $445,179 in uninsured damage to public infrastructure (or $3.57 per capita) to qualify for a share in those funds. J. Kelly said it is extremely important that individual cities and townships in the County report their damages to help the County attain that threshold.

J. Kelly said local entities are required to demonstrate a damage assessment process in order to qualify for State grants. When a federal emergency has been declared, the Federal government will reimburse 75 percent of uninsured damage to public infrastructure. The State will reimburse local governments 25 percent of eligible costs. There are usually many other costs to local entities and individuals that are not covered by Federal or State assistance.

If the State did not meet the $7,478,534.25 damage threshold, no FEMA assistance would be available. J. Kelly said the Chapter 12B Program, otherwise known as the "State Stafford Act," fills in the gap in that situation. The County threshold is cut in half to $1.785 per capita, or $222,589.50. If the County incurs that amount in documented damage to public infrastructure, and the Governor declares a disaster, the State will reimburse 75 percent, and the County (and involved cities or townships) will absorb the remaining 25 percent. J. Kelly said there are also programs for individuals, such as disaster unemployment, housing, small business loans, and other types of assistance.

J. Kelly referred to Slide 16, "Federal & State Process Flow," and Slide 17, "Emergency Management Performance Grant (EMPG)." Depending on the level of emergency, J. Kelly said the State would ask the President to declare an emergency, or the County would ask the Governor to do so.

FEMA is trying to create incentives for States and local jurisdictions to mitigate recurring disasters. An EMPG exists to help local governments improve preparedness in areas that have a history of recurring disasters. Wright County receives $53,061.21 per year from this grant. J. Kelly said it requires a 1:1 match of local funding. The County must meet certain requirements, and may be used for emergency management staff positions, planning, exercises, training classes, public awareness campaigns, warning systems, and EOCs.

Recommendation: Informational only.

(End of 2-09-16 Committee Of The Whole Minutes)

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Buffalo Safe Schools. A meeting was held last week. There will be a RAVE (Respect and Value Everyone) Week Community Event on Homelessness and Gratitude. On 2-26-16 at 7:00 PM at the BHM Schools Performing Arts Center, a speaker will provide information on at-risk youth. There will also be a short presentation on the Bounce Back Project.
2. GRRL Board Finance Committee. Potter attended a meeting on 2-08-16. The group discussed simplifying the budget process.
3. Owners Committee Meeting. Sawatzke invited Board members to a tour of the new Highway Building on 3-03-16 at 10:30 A.M., just prior to the next Owners Committee Meeting.
4. Bertram Chain Of Lakes. Sawatzke and Daleiden attended a meeting on 2-05-16. The group is receiving proposals from SGA, WSB, and Loucks. The firm selected will be used to create ideas/drawings for projects at Bertram this summer (funded by grant dollars).

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5. MAGIC Fund Board. Sawatzke attended a meeting yesterday. The financial forecast provided is that the federal interest rate increase will be small and slow. Waiting to refinance bonds appears to be a good decision on the part of the County.
6. Joint Ditch Meeting. Borrell said there will be a Joint Ditch Meeting on 2-25-16. They were going to hold a Joint Ditch 14 repair meeting following but Meeker and McLeod Commissioners could not attend. That meeting will be rescheduled.

The meeting recessed at 11:09 AM to a Closed Session to discuss the Rebecca Otto vs. Wright County Citizens lawsuit.

The meeting reconvened at 11:52 AM and adjourned at 11:53 A.M.

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WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** _02/16/16_ ***CONSENT AGENDA:*** _X__

AMT. OF TIME REQUIRED: _____ ***ITEM FOR CONSIDERATION:*** _____

_ ADMINISTRATION ____.
ORIGINATING DEPARTMENT/SERVICE

X___Sunny M. Hesse_____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Union employee (Teamsters 320 Communications/Corrections) request for vacation donation. Request approval to receive donations from non-union and union employees that have completed the required donation forms.

BACKGROUND/JUSTIFICATION:
Corrections employee request for vacation donation for health reasons.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:
- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** ***2/16/16*** ***CONSENT AGENDA: X***

AMT. OF TIME REQUIRED: _____ ***ITEM FOR CONSIDERATION:*** _____

ADMINISTRATION .
ORIGINATING DEPARTMENT/SERVICE

X Lee Kelly, County Coordinator
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Request additional phone line to Administration/Human Resources.

BACKGROUND/JUSTIFICATION:

The additional phone line will be used as a shared rollover line to provide an option for incoming callers to speak with someone rather than being limited to an individual's voicemail.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:
- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

Req. Agenda Time:		*Board Meeting Date:*	2-16-2016	*Consent Agenda:*	X
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office	**Board Action Requested:**
Originating Department/Service	Approve Abatement, PID# 103-062-002170, Alan Seipp
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Alan Seipp homesteads PID#103-062-002170. The property owner was forced out of his home on January 25, 2015 as the result of a fire. The property owners were able to move back to the property in June of 2015. The Wright County Abatement policy does address this situation with the local option abatement. This abatement will adjust four months real estate taxes for the damaged structure.

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	County Attorney Review/Date:	Financial Implications: $ Budgeted: Yes No Funding: Levy Other
County Coordinator/Date	Administrative Recommendation: Approval Denial No Recommendation	
Comments:		Comments:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

Req. Agenda Time:		*Board Meeting Date:*	2-16-2016	*Consent Agenda:*	X
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office

Originating Department/Service

Requestor's Signature

Reviewed By/Date

Board Action Requested:

Approve Abatement, PID# 205-000-202301, Joel and Sandra Koivisto

Background/Justification:

Joel and Sandra Koivisto previously homesteaded PID#205-000-202301. The property owners were forced out of their home on June 2, 2015 as the result of a fire. The property owners opted not to rebuild on the parcel. The Wright County Abatement policy does address this situation with the local option abatement. This abatement will adjust six months real estate taxes for the damaged structure.

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	County Attorney Review/Date:	Financial Implications: $ Budgeted: Yes No Funding: Levy Other
County Coordinator/Date	Administrative Recommendation: Approval Denial No Recommendation	
Comments:		Comments:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

Req. Agenda Time:		*Board Meeting Date:*	2-16-2016	*Consent Agenda:*	X
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office

Originating Department/Service

Requestor's Signature

Reviewed By/Date

Board Action Requested:

Approve Abatement, PID# 215-100-041200, Elmer and Carole Abbas

Background/Justification:

Elmer and Carole Abbas homestead PID#215-100-041200. The property owners were forced out of their home on January 4, 2014, as the result of a fire. The property owners were able to move back to the property in November of 2015. The Wright County Abatement policy does address this situation with the local option abatement. This abatement will adjust twenty-one months real estate taxes for the damaged structure.

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	County Attorney Review/Date:	Financial Implications: $ Budgeted: Yes No Funding: Levy Other
County Coordinator/Date	Administrative Recommendation: Approval Denial No Recommendation	
Comments:		Comments:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

Req. Agenda Time:		*Board Meeting Date:*	2-16-2016	*Consent Agenda:*	X
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office	**Board Action Requested:**
Originating Department/Service	Approve Abatement, PID# 203-000-311401, George Tkalec
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

George Tkalec homesteads PID#203-000-311401. The property owner was forced out of his home on October 11, 2014, as the result of a fire. The property owner was able to move back to the property in June of 2015. The Wright County Abatement policy does address this situation with the local option abatement. This abatement will adjust seven months real estate taxes for the damaged structure.

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	County Attorney Review/Date:	Financial Implications: $ Budgeted: Yes No Funding: Levy Other
County Coordinator/Date	Administrative Recommendation: Approval Denial No Recommendation	
Comments:		Comments:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

Req. Agenda Time:		*Board Meeting Date:*	2-16-2016	*Consent Agenda:*	X
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office	**Board Action Requested:**
Originating Department/Service	Approve Abatement, PID# 213-200-312105, Robert and Paula Kartak
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Robert and Paula Kartak homestead PID#213-200-312105. The property owners were forced out of their home on February 11, 2015 as the result of a fire. The property owners were able to move back to the property in June of 2015. The Wright County Abatement policy does address this situation with the local option abatement. This abatement will adjust three months real estate taxes for the damaged structure.

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	County Attorney Review/Date:	Financial Implications: $ Budgeted: Yes No Funding: Levy Other
County Coordinator/Date	Administrative Recommendation: Approval Denial No Recommendation	
Comments:		Comments:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: BOARD MEETING DATE: 2/16/2016 *CONSENT AGENDA:*

AMT. OF TIME REQUIRED: _____ *ITEM FOR CONSIDERATION:* *Position replacement*

County Board

ORIGINATING DEPARTMENT/SERVICE

X Kim Johnson

REQUESTOR'S SIGNATURE

2/09/16

REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Financial Worker Position Replacement

BACKGROUND/JUSTIFICATION:
Financial Worker vacancy as of 2/19/16. Requesting immediate position replacement.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS:
$_____

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:
- ☐ APPROVAL
- ☐ DENIAL
- ☐ NO RECOMMENDATION

BUDGETED: __X__ YES

FUNDING: X PMAI
grants LEV
OTHER

COMMENTS:

COMMENTS:

Wright County
Request for Board Action

Req. Agenda Time:	Board Meeting Date: 2/16/16	Consent Agenda	X
Amt of Time Required: 0	Item for Consideration: Refer to Technology Committee		

IT

Originating Department

Requestor's Signature

BOARD ACTION REQUESTED:

Refer to Technology Committee

Reviewed by/date

BACKGROUND/JUSTIFICATION:

Refer to the Technology Committee:

a. Highway Permitting System
b. Wireless Upgrade
c. Information Security Assessment
d. Virtual Desktop pilot project
e. Public Surplus Update
f. Other

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

Date/Time Received in Administration Office:	County Attorney Review Date:	Financial Implications
County Coordinator/Date	Administrative Recommendation: __ Approval __ Denial __ No recommendation	Budgeted: Funding:

COMMENTS:

COMMENTS:

WRIGHT COUNTY REQUEST
FOR BOARD ACTION

REQ. AGENDA TIME: ***BOARD MEETING DATE: February 16, 2016*** ***CONSENT AGENDA: X***

AMT. OF TIME REQUIRED: ***ITEM FOR CONSIDERATION: _____***

County Attorney .
ORIGINATING DEPARTMENT/SERVICE

x Tom Kelly
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve new phone and phone number for Law Library Conference Room.

BACKGROUND/JUSTIFICATION:
As president of the Law Library Board, a phone with new phone number has been requested for the conference room in the law library. This is not for a new position.

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:
☐ **APPROVAL**
☐ **DENIAL**
☐ **NO RECOMMENDATION**

FINANCIAL IMPLICATIONS:
$_____

BUDGETED: _____ _____ **YES** **NO**

FUNDING: _____ _____ **LEVY** **OTHER**

COMMENTS:

COMMENTS:

Wright County
Request for Board Action

Req. Agenda Time:	0915	Board Meeting Date:	02-16-16	Consent Agenda	
Amt of Time Required:	5	Item for Consideration:			

Sheriff's Office

Originating Department

Todd Hoffman

Digitally signed by Todd Hoffman
DN: cn=Todd Hoffman, o=Sheriff's Office, ou, email=todd.hoffman@co.wright.mn.us, c=US
Date: 2016.02.01 08:40:18 -06'00'

Requestor's Signature

BOARD ACTION REQUESTED:

Sheriff Hagerty would like to recognize the 26 years of service and retirement of Deputy Todd Korbel.

Reviewed by/date

BACKGROUND/JUSTIFICATION:

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

Date/Time Received in Administration Office:	County Attorney Review Date:	Financial Implications
County Coordinator/Date	Administrative Recommendation: __ Approval __ Denial __ No recommendation	Budgeted: Funding:
COMMENTS:		**COMMENTS:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	2-16-16	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Claims.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	**County Attorney Review/Date:**	**Financial Implications: $** **Budgeted:** **Yes** **No** **Funding:** **Levy** **Other**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **No Recommendation**	
Comments:		**Comments:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

Req. Agenda Time:	*5 Min.*	*Board Meeting Date:*	2-16-16	*Consent Agenda:*	
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office	**Board Action Requested:**
Originating Department/Service	Schedule the 2016 County Board of Appeal and Equalization
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

This request is to set the date and time for the 2016 County Board of Appeal and Equalization. The County Board of Appeal and Equalization may meet on any meeting day in June after the second Friday in June. The board may meet up for ten meeting days. This means that for 2016, the board may convene on any day after Friday, June 10 (including Saturday, June 11 if the county recognizes Saturday as a meeting day; but not including Sunday, June 12 as Sunday is not a business day).

In addition, Minnesota Statutes, section 274.14 specifies that *"...for counties that conduct either regular board of review meetings or open book meetings, at least one of the meeting days must include a meeting that does not end before 7:00 p.m. For counties that require taxpayer appointments for the board of review, appointments must include some available times that extend until at least 7:00 p.m. The county may have a Saturday meeting in lieu of, or in addition to, the extended meeting times under this paragraph."*

Therefore, for County Board of Appeal and Equalization meetings convened in 2016, the board must also hold at least one meeting that does not recess or adjourn prior to 7 p.m. If the board does not offer a meeting until 7 p.m., the board must meet on a Saturday. For county boards that require appointments, appointments must be allowed as late as 7:00 p.m. or on a Saturday and the requirement for appointments must be clearly stated on the valuation notice.

Training/Quorum Requirements

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	County Attorney Review/Date:	Financial Implications: $ Budgeted: Yes No Funding: Levy Other
County Coordinator/Date	Administrative Recommendation: Approval Denial No Recommendation	
Comments:		Comments:

WRIGHT COUNTY

REQUEST FOR BOARD ACTION

REQ. AGENDA TIME any BOARD MEETING DATE: February 16, 2016 CONSENT AGENDA

AMT. OF TIME REQUIRED: 10 min

ITEMS FOR CONSIDERATION: Set Public Hearing & FEMA Mapping Project

PLANNING & ZONING **Originating Dept.** **Sean Riley** **Requester's Signature** _____ **Reviewed by/Date**	**BOARD ACTION REQUESTED:** 1. Set Public Hearing on March 22, 2016 concerning zoning amendment to allow solar farms on restricted parcels. 2. FEMA Mapping Project

BACKGROUND/JUSTIFICATION:

See County Board meeting minutes for 1-19-16 meeting.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

DATE/TIME RECEIVED IN ADMINISTRATION OFFICE	**COUNTY ATTORNEY REVIEW/DATE:**	**FINANCIAL IMPLICATIONS:** **BUDGETED: _____** **FUNDING: _____**

COMMENTS:

1-13-16 Personnel Committee Minutes (cont.):

Recommendation: Recommend proposed revisions to Motor Pool procedures to the County Board for approval on January 19, 2016.
(End of 1-13-16 Personnel Committee Minutes)

SEAN RILEY, PLANNING & ZONING ADMINISTRATOR
Address FEMA Mapping Project To Proceed With The Revised Preliminary Study Or To Move Forward With The County-Wide Appeal Period.
Correspondence was received from FEMA relating to Preliminary copies which FEMA provided in 2011 of the Flood Insurance Rate Map and Flood Insurance Study for Wright County and Incorporated Areas. The letter reflects that in 2011, the project was placed on hold due to the expiration of FEMA's Map Modernization Program. The project resumed under FEMA's Risk MAP Program in 2013. At meetings held, County officials and three communities expressed desire to have FEMA study identified lakes that were not mapped during the preliminary study. These Lakes include Anne, Beebe, Carrigan, Emma, Fish, Foster, French, Indian, Mary, Pleasant, Rice, Rock, Schmidt, Sylvia (East & West), and Twin (North and South). A hydraulic analysis was performed and draft work maps mailed in 2014. The intent of the draft work map mailing is to provide the impacted communities the opportunity to review the updated flood risk not included in the original preliminary study. Since the mailing, County officials have engaged FEMA with comments on the delineation of some lakes and expressed second thoughts on whether to proceed with the revised preliminary study. FEMA said that in 2015, Commissioners were to decide on whether to proceed with the revised Preliminary Study or enter into the County-wide appeal period without the map updates. The letter requests the County reply with a decision to proceed with the Revised Preliminary Study or move forward with the County-wide appeal period by 1-22-16. If no response is received, FEMA will initiate the statutory 90-day appeal period without including the revisions.

At today's County Board Meeting, Riley distributed a map reflecting the current flood plain, flood insurance claims, and revised preliminary lakes. He stated the Board should make a decision on whether to include the referenced Lakes on the map and have the maps redone. FEMA has indicated a willingness to provide additional time to the County. Riley stated the appeal process is a part of the overall Map Modernization Project. Once a decision is made to move forward, the appeals process is done. If the County wants to include additional lakes, then the preliminary maps must be updated before moving forward with the appeals process.

Borrell made a motion to request a 30-day extension from FEMA. If the extension is not granted, then to proceed without revisions. If an extension is granted by FEMA, Riley should immediately contact lake associations, cities, and townships one final time for input, giving them a deadline of 21 days from now. The motion was seconded by Husom and carried 5-0.

Accept the findings and recommendation of the Planning Commission to accept the zoning amendments as follows:

ADD THE FOLLOWING TO SECTION 762.2 Solar Energy Farms Requirements and Standards:
Solar Energy Farms and Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG).

ADD THE FOLLOWING TO SECTION 762.3 Solar Energy Systems Requirements and Standards
Solar Energy Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG).

This item was laid over from the last County Board Meeting, allowing staff to compile information as requested by the Board. Riley distributed material relating to an eight-section area of Buffalo Township and Rockford Township. The sampling included information on entitlements and restrictions. Also distributed was information on the number of entitlements remaining by township. Discussion involved what the maps reflected and various scenarios.

Daleiden questioned whether cities and townships (that are in charge of their Planning & Zoning) can be more restrictive than the County. Riley said cities stand on their own. Townships can elect to do their own Planning &

Zoning and can then be more restrictive by adopting land use regulations. It involves a process and there must be a basis for it.

Don Schmidt, Buffalo Township Supervisor, said Buffalo Township is opposed to solar projects being allowed on restricted parcels. He plans to pursue the option of Buffalo Township implementing a moratorium on solar energy farms. He referenced discussion at the Planning Commission level on restricted parcels (restricted due to a portion of the land being mortgaged) and said those situations are rare. Schmidt served on the Planning Commission and could only recall two times with that situation. Schmidt said this is a farming community. Solar farms have other opportunities through the CUP process. Schmidt referenced comments made at the Planning Commission on commodity farming prices, and said it is not the County's obligation to add Ordinance amendments because of hard times. He asked whether the County will cater to every enterprise. Schmidt said residents in Buffalo Township spoke loudly that they are opposed. If this comes to fruition, he did not feel there would be much agricultural land remaining. He asked the County Board to look at the short and long term ramifications while making their decision.

Tom Kleist, Buffalo Township, asked that the County Board take their time reviewing the ordinance amendments and do it correctly. Farmers are concerned with the possibility of solar farms being allowed on restricted land. He said farmers are having a hard time finding land to farm. Land is being purchased at a higher price than what it typically sells for. Kleist said the Aurora project does not provide benefit to Buffalo Township. He asked the County Board how much land they are prepared to take out of agriculture for this purpose.

Sawatzke responded that solar would generate more tax benefit compared to agriculture. Both provide a good tax base as they require very little services. He stated the topic of solar farms came up quickly and the County Board has not had the discussion relative to land being taken out of agricultural production.

Gordy Simonson, Solar Stone, reiterated statements made at the last County Board Meeting regarding Xcel Energy's footprint along Highway 12 and I-94 (about 10% of the County from a geographic standpoint). He said that substations have limited capacity and upgrades are expensive. Those upgrades would be the responsibility of the developer, which he stated is not financially feasible. Simonson said that with regard to capacity, negotiations with Xcel Energy resulted in a cap of 1 megawatt (approximately 5 acres) for any solar farm project applications effective 9-25-15. It was also negotiated that projects with 5 megawatts or less would be accepted for any project applications submitted prior to 9-25-15. Simonson mentioned the other solar garden projects that Solar Stone is working on in Minnesota. In Sartell, Big Lake, and Scandia, 5 megawatt projects have been approved using non-prime agricultural land. In Chisago City, a 3 megawatt project is proposed on a new jail site. Simonson said the project in Cokato can be 5 megawatts but setbacks will need to be met because of the land (lake, slough, and wetland).

Simonson said the best way to predict the future is to look at the past. He referenced the onset of wireless technology and cell towers, and the process to get that permitted with cities. Since that time, digital has been implemented. With regard to the solar industry, he said solar panels are currently 20% effective. Efficiencies will need to catch up with this technology over time as well. Simonson said there is a fundamental decentralization on how power is produced and delivered, moving from oil based to a renewable economy. The City of Waverly recently approved a bi-megawatt site, and that site will service 80% residential. He viewed this as residents being given an opportunity and making the right decision.

Sawatzke referenced the Xcel Energy footprint, which Simonson estimated at about 10% of the County. With 18 townships in the County, that would equate to about 2-3 townships being impacted. He supports giving more weight to the input of those townships impacted. Sawatzke responded to Simonson's comments on cell phone towers. Sawatzke said he was serving on the County Board at that time. The County Board took action to require cell phone towers to provide common usage (co-location). The Board also reviewed proposed locations and took action to protect itself. Cell phone towers are not allowed on restricted parcels.

Daleiden made a motion to table the issue for 30 days to provide the townships an opportunity to put in more restrictive language if that is their preference. Daleiden then withdrew his motion.

Discussion followed on the ability of townships to implement a moratorium. The moratorium could be imposed for one year, which would provide a township time for further review. Greg Kryzer, Assistant County Attorney, said a codification to the Ordinance requires a 10-day public notice.

Borrell made a motion to pass the Zoning Ordinance Amendments. The Amendments would not be effective for 60 days. This would allow a township time to implement a moratorium if desired. He said the townships in his District are supportive of solar gardens. Approval allows solar companies the advantage to move forward with planning. Borrell amended the motion to be effective for 60 days from 2-08-16. The motion failed for lack of a second.

Husom made a motion to table this issue for 60 days, seconded by Potter, and carried 5-0. This will allow Buffalo Township an opportunity to implement a moratorium if so desired. County staff was asked to provide assistance to the Township in this process where feasible. This issue will come back to the first County Board Meeting following 60 days from 1-19-16. The motion carried 5-0.

ITEMS FOR CONSIDERATION

1-13-16 WAYS & MEANS COMMITTEE MINUTES

Husom moved to approve the Minutes, seconded by Daleiden, and carried 5-0. The Ways & Means Committee Minutes follow:

1. Motor Pool Year End Recap (Laid over from 11/18/15

Vergin provided updated information through the end of 2015, as requested from the meeting of November 18, 2015. Discussion included the comparison of the cost to operate the motor pool versus the IRS mileage rate, and the rate of reimbursement by the County. Discussed if at this time it would be appropriate to consider the addition of vehicles to the motor pool.

Recommendation:

Direct Staff to seek additional information on the costs incurred by other departments within the County that have their own vehicles. Costs should include all operating costs, including deprecation and insurance. Compare those costs to the costs of operating the motor pool. Bring the findings back to Committee in late February.

(End of 1-13-16 Ways & Means Committee Minutes)

STATE OF THE CITIES LUNCHEON

Potter moved to authorize attendance on 1-26-16 at 11:30 A.M., City of St. Michael City Center. The motion was seconded by Husom and carried 5-0.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

None.

The meeting adjourned at 11:00 A.M.

THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD

PERSONNEL COMMITTEE MINUTES
COUNTY BOARD
February 10, 2016

MEMBERS PRESENT: Husom, Sawatzke,

OTHERS PRESENT: S. Hesse, J. Goodrum Schwartz, M. Miller

I. Request to Increase .8 FTE Planner Position to Full-Time Position (HHS Board)

II. Hire Social Worker Above Step 3 (Within 12% Range) (HHS Board)

III. Wright County Personnel Policy 512 Personal Appearance of Employees (County Board)

Reviewed and discussed the proposed revisions to policy 512 Personal Appearance of Employees.

Recommendation: Approve proposed policy revisions with the following changes:

- **Add "at the discretion of the department head" to second to last paragraph of section 512.02.**
- **Retain original 512.03 Grooming/Personal Hygiene**
- **Renumber proposed 512.03 Work Environment to 512.04.**

DRAFT

Wright County Personnel Policy
512 Personal Appearance of Employees

Policy Adopted: 11-16-04 **Policy Amended: 7-23-13**
Policy Revised: TBD

512.01 POLICY STATEMENT

Wright County's goals in establishing this Policy are to have a written set of expectations and protocols concerning appearance, provide a professional image, and ensure personal safety. Dress, grooming, and personal hygiene shall be appropriate to the work situation. Departures from conventional dress or personal grooming and hygiene standards are not permitted. Department Heads may establish a more restrictive personal appearance policy if appropriate for the nature of their Department.

512.02 EMPLOYEE DRESS

Employees are expected to report to work in dress that fits the type of work performed and still promotes a professional image of the County.

Clothing is to be neat, clean, and free of rips, tears, and patches.

Examples of acceptable attire may include sport shirts, dress slacks or trousers, sweaters, blouses, skirts, sandals, and attire with the County logo.

Examples of unacceptable attire include ~~blue~~ jeans (except as provided for in this policy), sweatshirts, tank tops, halter tops, T-shirts, shorts or skorts, spandex items, tennis/gym shoes, flip-flops, exercise wear. Wearing ~~blue~~ jeans is acceptable attire for some positions, depending on the nature of their duties at the discretion of the department head.

~~These positions include:~~

~~a. Building Inspectors~~
~~b. Building Maintenance Staff Compost/Recycling Facility Manager Environmental Health Staff~~
~~c. Feedlot Program Administrator~~
~~d. Highway, Survey and Parks Department Staff other than Office Support Staff~~
~~e. Assessor Staff other than Office Support Staff~~
~~f. Property Evidence Technician~~
~~Equipment & Supply Specialist~~
~~g. IT Technicians and other IT Staff based on the nature of the project work.~~

On days when these employees are in the office rather than doing field work, the wearing of ~~blue~~ jeans is inappropriate.

~~A department head may allow~~ All employees may be allowed to wear ~~blue~~ jeans on Fridays, dependent upon the nature of their duties for that day~~.~~

Employees reporting to work in attire that is not portraying a professional image shall be advised that such attire is not to be worn again. An employee who reports to work in inappropriate attire may be sent home to change clothes. This will be done on the employee's time.

~~**512.03 GROOMING/PERSONAL HYGIENE**~~

~~Hair shall be clean, combed, and neatly trimmed or styled. Obviously dyed hair of unnatural colors; i.e., green, purple, etc., is not acceptable. Sideburns, moustaches, and beards must be neatly trimmed. Body piercings (other than earrings) shall not be visible. Tattoos will be allowed to be visible providing the size,~~
~~location, and design are deemed to meet the Policy goals. The employee will be required to keep the tattoo covered if found to be inappropriate.~~

~~**512.04 GUIDELINE ON THE USE OF AEROSOL SPRAYS, DEODORIZERS, CLEANERS, PERFUMES AND PLANTS**~~
512.03 WORK ENVIRONMENT

The type of work performed by Wright County employees for the public requires each of us to work closely with our co-workers, clients, vendors and the public, both inside and outside the office environment. It is important that we are considerate of others who may have sensitivities or allergies to things that we bring into our work areas.

~~Examples of items that can aggravate existing symptoms and make the work environment uncomfortable are:~~

~~**512.04.1** Strong perfumes, colognes, after-shave~~
~~**512.04.2** Aerosol sprays (deodorizers, hair spray, static cling preventers, cleaners) Plants (flowering, bug-infested, moldy soil, aromatic such as eucalyptus) Ionizers (ozone generators), humidifier reservoir~~
~~**512.04.3** Potpourri~~
~~**512.04.4** Dry cleaning agents in clothes~~

~~Several plants such as the English Ivy, Peace Lily, spider plants and philodendron are considered air cleaners, assuming they are well maintained by staff, not over-watered, free of bugs and sprays, and the soil is not allowed to get moldy.~~

All employees ~~should be considerate of the items that they bring into the work environment and should~~ may be asked to discontinue ~~using~~ use or to remove items that can adversely affect co-workers or the public. ~~Employees should consider substituting hypo-allergenic items or solids for sprays. Aerosol sprays used in one area are quickly dispensed through the ventilation system and may affect employees in other areas.~~

By following these guidelines we can help ensure a healthy work environment for all employees.