WRIGHT COUNTY BOARD
AGENDA
JULY 5, 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 6-28-16

Documents: 2016-06-28 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Appoint Tony Rasmuson As County Assessor For A New 4-Year Term Effective 1-01-17

Documents: 070516AGENDAFORM_APPOINTCOASSESSOR.PDF

B. ADMINISTRATION

1. Authorize Personnel Wage Allocations For 2016

Documents: RFBA 2016 PERSONNEL WAGE ALLOCATIONS.DOCX.PDF

C. RECORDER

1. Position Replacement:
   A. Office Tech I

Documents: AGENDA 7-5 RECORDER POSITION REPLACEMENT OFFICE TECH I.PDF

V. TIMED AGENDA ITEMS

A. 9:05 A.M. BOB HIIVALA, AUDITOR/TREASURER

1. Adopt Resolution Establishing An Absentee Ballot Board For The Current Election Cycle, Ending 12-31-17
2. Approve 1 Day To 4 Day Temporary On Sale Liquor License For The Clearwater American Legion
3. Announcement Of The Posting Of 2015 Financial Statements On Wright County Website
4. Claims

Documents: AGENDA 7-5 ADOPT ABSENTEE BALLOT BOARD RESOLUTION.PDF, RESOLUTION FOR 2016-17 ELECTION CYCLE REVISED.PDF, AGENDA 7-5 TEMP LIQUOR 1-4 DAY CLEARWATER AMERICAN LEGION.PDF, AGENDA 7-5 POSTING OF FINANCIAL STATEMENTS.PDF, AGENDA 7-5 TIMED CLAIMS.PDF

B. 9:10 A.M. LEE KELLY, COUNTY COORDINATOR

1. 2017 - 800 MHZ Radio Fee

Documents: RFBA - 2017 MHZ RADIO FEE 1.PDF

C. **9:20 A.M. EXTERIOR LIGHTING RETROFIT (TIM DAHL, ALAN WILCZEK)**

1. Alt # 3 Exterior Lighting Retrofit

Documents: AGENDA FORM TIM DAHL 7 5 16.PDF

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Technology

Documents: 6-22-16 TECHNOLOGY COMMITTEE MINUTES AND ATTACHMENTS.PDF

B. CONSIDERATION OF TEMPORARY FRONT DESK STAFF FOR PUBLIC WORKS BUILDING (POTTER)

Documents: RFBA - TEMP FRONT DESK STAFF AT PW BLDG.PDF

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. NOTE: QUARTERLY LEADERSHIP TEAM MEETING @ 11:00 A.M.

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
JUNE 28, 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 6-21-16 County Board Minutes, seconded by Daleiden. The motion carried 5-0.

AGENDA
Petitions were accepted to the Agenda as follows: Aud./Treas. Item #1, modify item to reflect "Introduction of Lindsey Meyer, Tammy Vaith, and Office Organization." Potter moved to approve the Agenda as amended, seconded by Daleiden. The motion carried 5-0.

CONSENT AGENDA
Daleiden requested removal and discussion of Item D1, "Auditor/Treasurer, Approve Claims As Listed In The Abstract, Subject To Audit, For A Total of $315,630.83 With 168 Vendors & 232 Transactions." On a motion by Daleiden, second by Husom, all voted to approve the remainder of the Consent Agenda:

A. ADMINISTRATION
   1. Madden, Galanter & Hansen Claim, May 2016
B. ADMINISTRATION
   1. Refer To Building Committee Modification To The Human Service Center Room 127
C. AUDITOR/TREASURER
   1. Approve Renewal of Annual On Sale (including Sunday) and Off Sale Liquor License for Two Friends of Annandale, Inc. DBA Hitching Post at Lake Center
   2. Approve Renewal of Annual On Sale (including Sunday) Liquor License for Normano's LLC DBA Norm's Wayside
   3. Approve 6-13-16 Wright County Board of Appeal and Equalization Meeting Minutes
E. HIGHWAY
   1. Position Replacement:
      A. Highway Maintenance Worker
F. INFORMATION TECHNOLOGY
   1. Refer To Personnel Committee The Pre-Backfill Of IT Office Assistant
G. PLANNING & ZONING
   1. Accept the findings and recommendations of the Planning Commission for the following rezoning:
      A. KEVIN BUTCHER - (Franklin Twp.). Planning Commission unanimously recommends approval of the rezoning of approximately 26 acres from AG General Agricultural to A/R Agricultural-Residential
H. SHERIFF'S OFFICE/JAIL
   1. Authorize Signatures On MN DOC Work Release Contract, Eff. 7-01-16 Through 6-30-17. Renewal Of Existing Contract With No Changes.

Item D1, "Auditor/Treasurer, Approve Claims As Listed In The Abstract, Subject To Audit, For A Total of 315,630.83 With 168 Vendors & 232 Transactions
Daleiden referenced a claim on page 2, Rupp, Anderson, Squires, Waldspurge ($10,932.22) coded to the County Board, Professional Services line item. Daleiden asked whether this relates to the lawsuit with Rebecca Otto, State Auditor. Hiivala said that it is and the claim should be coded to 100-6261. Hiivala was asked to provide the total audit costs as soon as those numbers are obtained. On a motion by Daleiden, second by Borrell, all voted to approve the claims as listed in the abstract, subject to audit, for a total of $315,630.83 with 168 vendors and 232 transactions.

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TIMED AGENDA ITEMS

BOB HIIVALA, AUDITOR/TREASURER

Introduction Of Lindsey Meyer, Tammy Vaith, And Office Organization

Lindsey Meyer was introduced as the newly hired Assistant Finance Director. Also recognized were Tammy Vaith for her promotion to Chief Deputy Auditor/Treasurer, and Tanya West for being appointed as the County Recorder.

Approve Procurement Card Transactions For The Period Ending May 25, 2016 For A Total Of $7,842.73

The routing process is being perfected to assure the claims are legitimate and coded properly. Hiivala said the transactions will automatically be paid. The goal will be to submit for approval with the claims. Daleiden moved to approve the Procurement Card Transactions, seconded by Potter. A monthly report will be provided. The motion carried unanimously.

Approve a Plat "The Preserve at Sugar Lake" (Corinna Twp.)

On a motion by Potter, second by Daleiden, all voted to approve a Plat, “The Preserve at Sugar Lake” (Corinna Twp.).

Approve Acquisition of OpenGov

Hiivala recently challenged OpenGov to come up with software for the Auditor/Treasurer’s Office that will improve the transparency and efficiency of information, and allow providing public data through a secure portal. He asked for approval to proceed with the purchase of OpenGov with funding from the Capital Projects Fund.

Sara Wise, OpenGov, provided information on OpenGov programs. The question was posed as to whether any current systems will become obsolete with the purchase. Wise was unsure as other systems haven’t been analyzed. Wright County can realize a cost savings by signing on by 6-30-16. It would provide the following: Dashboard, Projections, and Mapping. Effective 7-01-16, a price increase will be implemented. It is unclear whether that increase will be for the overall package rate or individual features. The piece to assist with budget development in OpenGov is being offered at half price prior to 7-01-16. Ten counties in Minnesota are using OpenGov. If approved, Hiivala plans to share OpenGov information with other departments. Wise explained that two contracts are being presented. The first is a 5-year agreement with payments on an annual basis. The second agreement provides for full payment up front for an additional discount. OpenGov is pushing out new functionality weekly to meet the demands of customers.

It was the consensus that OpenGov should be referred to the Technology Committee. Daleiden stated that the Information Technology Department has about 100 projects in queue. Wise stated that they have worked with very few IT Departments as the data sets are pulled and uploaded. A customer success team will work with departments to assure success. Adam Tagarro, IT Director, said this is the first demo seen of the product and recommended sending to the Technology Committee. This will provide an opportunity to see the impacts to enterprise, whether the product can be utilized in other departments, and whether it is an adequate replacement for any current systems. Potter moved to refer OpenGov to the Technology Committee for further review, with a recommendation back to the full Board at a later date. The motion was seconded by Husom and carried 5-0.

Approve May Revenue/Expenditure Budget Report

Daleiden moved to approve, seconded by Borrell. The motion carried 5-0.

MARC MATTICE, PARKS AND RECREATION DIRECTOR

Recommend Award of the Following Bid:

Bertram Chain of Lakes Regional Park

Park Road and Parking Area, Grading, Aggregate Base, Culverts and Turf

Bids were opened on 6-17-16 at 11:00 A.M. The recommendation is to award the bid to Ramsey Excavating as follows: Base Bid: $264,853.75; Alternative: $13,262; Items 9 and 10 Deduct: ($8,272); Total Bid: $269,843.75. Electrical work will be an additional $29,000 (approx.). The budgeted amount for this phase of the project is $30,000. Daleiden moved to award the bid to Ramsey Excavating as outlined, seconded by Potter, and carried 5-0.

BRIAN ASLESON, CHIEF DEPUTY ATTORNEY

Authorize Signatures On Purchase Agreement For Sale Of Property Located At 4030 Naber Avenue NE

An online auction was held, closing on 6-20-16. High bid was Omann Properties II at $185,000. A buyer's premium was paid so the total contract price was $199,800. The County will incur closing costs. The existing well is not sealed and will be the seller's responsibility if the buyer decides not to use it. Daleiden moved to authorize signatures on the purchase agreement for the sale of property at 4030 Naber Ave. NE. The motion was seconded by Potter and carried 5-0.

Authorize Signatures On Temporary Construction Easement Requested By BNSF Railway Company For County Fairgrounds Property

BNSF is requesting a temporary construction easement for a small portion of County-owned property near the Fairgrounds. It would allow BNSF to gain access to an area to replace a culvert under the tracks. Language was added to the document so that work does not interfere with the County Fair. The exact schedule has not been determined. Potter moved to approve, seconded by Daleiden, and carried 5-0.

ALAN WILCZEK, FACILITIES SERVICES DIRECTOR

Award Contract For Exterior Lighting Retrofits

Wilczek provided the tabulation of bids opened at the last Board Meeting. The recommendation is to award the bid to Loberg Electric, Inc. for a base price of $100,938 plus alternates for a grand total of $119,661. Alternates are as follows: Alt. 1, HSC Soffit; Alt. 2, Historical Society New North; Alt. 3, Historical Society New Poles; and Alt. 4, GC NE.

Discussion followed on exterior lighting at the Historical Society and the potential use of photo cell fixtures, timers, and motion detectors. Historical Society staff have indicated that the drive needs lighting as patrons are having a hard time seeing and driving onto the turf. For safety, lighting on the north side of the building is recommended. Sawatzke did not think the Historical Society property should be lit when closed. Potter moved to award the bid to Loberg Electric, Inc., not to include Alt. 3. Staff will research options for Alt. 3 and present them to the Board. Staff will also seek rebates through the City of Buffalo. The motion was seconded by Daleiden and carried 5-0.

The meeting recessed at 10:29 A.M. and reconvened at 10:36 A.M.

GREG KRYZER, ASSISTANT COUNTY ATTORNEY

Approve Signatures On Agreement With LaPlant Demo, Inc.

The Agreement with LaPlant Demo, Inc. is to remove junk and refuse from the property located at 3659 40th St. NE, Buffalo. Kryzer stated this is a Court Ordered Abatement. The County Board previously approved an agreement for removal of vehicles with Burda's Towing. All costs associated with clean up with be assessed to the property pursuant to the Court's Permanent Injunction. On 6-14-16, the County Board tabled the Agreement with LaPlant for 14 days to allow the property owner, Dan Gutknecht, the opportunity to clean up the property. This would include substantial progress on removal of all tires, the burned barn, and the mobile home. All metal was to be put away or hauled away.

At today's meeting, Kryzer presented the revised Agreement with LaPlant which includes a credit of $60/ton for scrap steel (guaranteed price until 7-04-16 then market rate thereafter). Kryzer provided photos of the property taken 6-28-16. Out of the three items listed in the Board's motion from 6-14-16, only the pile of tires were removed from the property. He stated the property in entirety is nowhere in compliance with the courts and the permanent injunction. Kryzer had concern with where the tires were moved to. There are also tires located in miscellaneous places that need to be removed. The agricultural equipment will not be removed through the Agreement. A vehicle was recently brought to the property that is inoperable.

Kryzer requested approval of the Agreement with LaPlant Demo, Inc. The bill to Burda's Towing was $33,000. Half of the vehicles towed went to French Lake Auto for a credit of $13,000. Thus far, this brings the amount due the County by Gutknecht at just over $20,000. There are approximately 45 vehicles at the Compost site which will either be scrapped or auctioned. Court order indicates they must be sold at auction. A 10-year assessment with 4% interest is proposed for costs associated with cleanup. Costs incurred to date are not currently collecting interest. Kryzer believes property taxes have been paid. He made a Notice of Demand on the estate of Gutknecht's father, but no estate has been opened as of this time.

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Dan Gutknecht stated that the tires removed from the property were taken to First State Tire Recycling in Isanti. The mobile home will be gone in two days as two people have expressed interest through Craigslist. Items under the tarp include inventory from one of the buses previously removed. Gutknecht said he cleaned on the north side of the barn. The Board expressed concern with the sale of the mobile home because it is in disrepair. They do not want it moved to become a problem in another location. Kryzer alluded to proper permitting for the sale of the mobile home. Gutknecht stated he would disassemble the mobile home this afternoon.

Daleiden made a motion to allow LaPlant Demo, Inc. to proceed with cleanup of the property starting 7-11-16 at 8:00 A.M., seconded by Borrell. Sawatzke told Gutknecht that two weeks ago, it was made clear that all three things needed to be taken care of by 6-28-16, yet the only item completed was removal of tires. He estimated 90% of the work was not completed. Borrell offered a friendly amendment to the motion to change the date LaPlant Demo, Inc. will proceed with cleanup of the property to 7-06-16 at 8:00 A.M. Daleiden and Borrell accepted the friendly amendment. Sawatzke stated the expectation is that no additional time will be allowed past that date for cleanup. Kryzer stated he has an agreement with Gutknecht to fence an area for vehicles. If the buses are not within a fully enclosed fence by 8-31-16, Burda's Towing will be there on 9-01-16 to remove the buses and any other vehicles that are not licensed. Sawatzke noted that when he visited the property two weeks ago, additional junk had been deposited which suggests that this is continuing to occur. The motion carried 3-2 with Sawatzke and Potter casting the nay votes.

ITEMS FOR CONSIDERATION

6-22-16 BUILDING COMMITTEE MINUTES

At today's Board Meeting, the following corrections were made to the 6-22-16 Building Committee Minutes:

- Page 1, the Recommendation under Item I should be moved to Item III. The Recommendations states, "Daleiden recommended the site be looked at initially from a full fit plan approach rather than just converting and certifying the plan that was drawn internally. If the architect agrees it makes the most sense, then move forward with drawings."
- Page 1, Item I, the Recommendation should reflect: "Proceed with Nelson Architects to do drawings and bid documents."

Daleiden stated that another recommendation was to discuss having the same architect review the floor plan drawings for the current Public Works Building, which will house Extension, Parks and Surveyors. This will be brought back to the Building Committee. The inspection on the crane passed certification with the exception of needing to purchase a trolley. The cost is $600 plus an inspection fee. This saved the County a considerable amount of money. Daleiden moved to approve the 6-22-16 Building Committee Minutes and recommendations as revised. The motion carried 5-0 on a second by Potter. The Minutes follow:

I. Annex Restroom

Wilczek provided an update on scheduling work with the architect selected for the project. A meeting is set to walk through the site on Monday, June 27th with Tiffany Townsend of Nelson.

Recommendation:
Proceed with Nelson Architects to complete drawings and bid documents.

II. IT Expansion

Tagarro provided an update on the IT expansion project and that Ernst Construction had removed the hallway door and the rollup window. They are in the process of completing the taping of the openings. Once the walls are sanded, the painting will be ready for completion by the Custodial staff. The flooring contractor misunderstood the type of flooring required for the anti-static application so there was discussion between Tagarro, Ernst, and the contractor to work through it. Tagarro said there will be an approximate $1200 increase in flooring cost to get the correct material, but that Ernst believed he was trending under his anticipated cost on the project and the net cost

6-22-16 Building Committee Minutes (cont.):
add would be minimal if any. All IT staff will be temporarily relocated to a conference room or IT training room on July 8th to allow for the furniture installation on July 11th & 12th. Full operational occupancy is expected by Monday, July 18th.

Recommendation:
No recommendation from Daleiden or Potter except to continue progress and look forward to completion.

III. Public Works Deferred Maintenance & Remodel
Wilczek provided info and proposals from Roof Spec and Inspec for roof & building envelope conditions assessment services. At the time of the last building committee meeting, only a proposal for roof consulting services was in hand. In conversations with Wilczek, Inspec has shown great interest in the project and also requested a site meeting with Wilczek & Brian Jans prior to submitting their proposal (occurred June 10th). They reviewed the original design & building system plans to better understand the scope and site conditions prior to submittal. Depending on the results of the assessment, the replacement design services scope would be formed. Wilczek noted in follow up to the last building committee meeting, that Southern Minnesota Inspections completed the inspection of the Crane equipment in the shop. With the exception of needing to purchase a trolley, the inspection passed certification. A proposal is being sought after, but is expected to be minimal in cost.

Recommendation:
Daleiden recommended the site be looked at initially from a full fit plan approach rather than just converting and certifying the plan that was drawn internally. If the architect agrees it makes the most sense, then move forward with drawings.

It was recommended by Daleiden and Potter to move forward with Inspec to complete the assessment of the existing roof system and building envelope. Their report on the system & conditions will determine the scope for their design services proposal. The report and design proposal will be discussed for consideration at a future meeting when completed.
(End of 6-22-16 Building Committee Minutes)

6-22-16 PERSONNEL COMMITTEE MINUTES
At today's County Board Meeting, Husom moved to approve the Minutes and recommendations. The motion was seconded by Daleiden and carried 5-0. The Minutes follow:

I. Performance Review – Marc Mattice, Parks & Recreation Director
Recommendation: Based on four (4) reviews received, the Committee recommends a rating of "Meets Expectations".

II. Performance Review – Tony Rasmuson, Assessor
Recommendation: Based on four (4) reviews received, the Committee recommends a rating of "Meets Expectations".

III. Request for Reclassification Resulting in New Salary Range (County Board)
Hesse presented information on four (4) requests for reclassification. Each request resulted in significant revisions to the existing job description to accurately reflect the current duties and responsibilities of the position.

- Public Health Emergency Preparedness Coordinator – new position.

Request to reclassify one (1) current Health Promotion Coordinator FTE to a new Public Health

6-22-16 Personnel Committee Minutes (cont.):

Emergency Preparedness Coordinator classification resulting in a change in pay grade from 10 to 13.

- Collection Officer - change in pay grade from 9 to 10
- Fiscal Manager (new title of Business Manager) – change in pay grade from 19 to 21
- Assessment Assistant (new title of Assessment Process Specialist) – change in pay grade from 5 to 8

A number of other job descriptions have been reviewed and revised. However, the revisions were insignificant in nature and did not result in reclassification/re-rating.

Recommendation: Approved.

(End of 6-22-16 Personnel Committee Minutes)

6-22-16 WAYS & MEANS COMMITTEE MINUTES

At today's County Board Meeting, Husom moved to approve the Minutes and recommendations, seconded by Daleiden. In response to Daleiden, Kryzer expects the County's Ordinances to be on the website by about the end of July. The motion carried 5-0:

I. POLICY FOR THE ADOPTION OF THE COUNTY ORDINANCES

Kryzer provided an overview of the draft policy. The County has made a significant investment in the codification of the existing County Ordinances, and now we wish to have a policy in place that addresses how Ordinances, going forward are processed, keeping them consistent and clear.

Kryzer noted that one significant change proposed is that each ordinance, when introduced to the Board, will be assigned a number. This will provide a clear history of the ordinance through the process; was it approved, tabled or not approved.

Kelly noted that this would create a consistent process throughout the County as we continue to standardize and centralize processes and procedures.

Kryzer explained that number 11 of the proposed policy refers to when the County (Clerk to the Board) will send the updates of the Ordinances to the codifying company; the intent is once annually.

Vergin explained that the "Ordinance Procedure for the Clerk to the Board" is to provide direction on the process of Ordinance amendments; it is not part of the policy.

Recommendation:

Approval of the "Policy for the Adoption of County Ordinances", as hereto attached.

(End of 6-22-16 Ways & Means Committee Minutes)

APPOINT REPRESENTATIVE AND ALTERNATE TO HWY 25 CORRIDOR COALITION

Wright County entered into the Highway 25 Corridor Coalition Joint Powers Agreement on 6-07-16. Wright County is allotted one member. Sawatzke said when his term ends and a new Commissioner is appointed in 2017, he would like that person to decide whether they want to serve. Potter said he relayed to the Coalition that the Commissioner representative from Monticello should have first opportunity to serve if desired. Daleiden moved to appoint Potter as the representative and Sawatzke as the alternate on the Highway 25 Corridor Coalition. The motion was seconded by Borrell and carried 5-0.

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ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Mayor's Association Meeting. Husom and Potter attended which included a tour of the Trailblazer building. It is the goal to have full dispatch by the end of the year. Trailblazer will expand by 40 buses. Cities are not having to invest because of the success the transit has realized. The Trailblazer building includes a meeting room available for non-profit, governmental agencies.
2. State Community Health Services Advisory Committee (SCHSAC). Husom attended the SCHSAC meeting on 6-17-16 where opioid use and associated deaths were discussed. There was an 11% increase in deaths from 2014 to 2015. Prescription drugs play a large part. There has been a lot of discussion in the last few years on health availability inequities. The goal is to implement health in policies, strengthen community capacity, and expand the understanding of health. On 5-20-16, a law relating to opioids went into effect that allows pharmacies to dispense antagonists under the written protocol of a medical director or prescribing physician.
3. Central MN Mental Health. Husom attended a meeting on 6-27-16 where an audit report was received with no significant findings. Things are continually improving with the new Director and Interim Directors.
4. Highway 25 Corridor Coalition. Potter attended a meeting on 6-17-16. Election of Chair, Vice Chair and Secretary occurred along with discussion on getting started, next steps, and how to select an engineer. Monticello will serve as the fiscal agent.
5. Solar Group Meeting. Sawatzke said the group met on 6-17-16 and has generally come to a consensus on topics. An expert will be consulted relating to vegetation, and the topic of roads in solar sites will need to be discussed further. The challenge will be when addressing whether solar will be allowed in agricultural areas or the use of overlay districts. The group wants to know the conditions of the ordinance before addressing that. Progress is being made and he anticipates being able to report outcomes to the Board within the 6-month period. Borrell spoke with the Buffalo Township Supervisor on ordinance conditions relating to damage caused by roads constructed in solar areas and the potential to bond for that damage. He mentioned $20/sq. ft. Borrell said developers could be held responsible for reclamation when gravel is put on a field. This could be a condition of the ordinance.
6. Trailblazer. Daleiden asked for an update. Potter reported last week that he had discussed the audit with Sue Siemers of MnDOT on 6-24-16. At that time, she indicated the audit was complete and a report would be received in two weeks. Sawatzke said the report should go to the River Rider Board of Directors. They are waiting for the report to finalize things.
7. Lawsuit with Rebecca Otto, State Auditor, relating to County Audits. Asleson stated that on 6-16-16, a Summary Judgment Motion Hearing was held in Ramsey County. Both sides told Judge Lezlie Marek Ott there are no factual disputes, it is a legal issue. The State Auditor has asked Judge Ott to find the law unconstitutional. Becker and Wright Counties participated in the Hearing and argued that it is a valid law, requesting the Judge rule in their favor. The Judge has up to 90 days to rule. Asleson said it may be more like 30-45 days based on the Judge's comments.

   Asleson discussed with Scott Anderson, the County's Attorney in the lawsuit, the law which becomes effective 8-01-16. The law states that written notice must be given by 8-01-16 of an even year if the County intends to outsource the annual audit to private certified public accountant firms in lieu of the Office of the State Auditor. He anticipates presenting something to the County Board in July on that decision. As the law does not go into effect until 8-01-16, Asleson said the State Auditor will need to be served with written notice on 8-01-16. A private processor will probably be hired to deliver the notice. The County is locked into using the OSA for the 2015 and 2016 audits. Outsourcing would not be an option until 2018 for the 2017 audit. Daleiden asked why Ramsey County, also named in the lawsuit, did not take part in the Hearing. Asleson replied that Ramsey County filed a short document indicating they were not making any Summary Judgment motions.

The meeting adjourned at 11:33 A.M.

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WRIGHT COUNTY
REQUEST FOR BOARD ACTION

____ *BOARD MEETING DATE: 07/05/16__ 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:

Appoint Tony Rasmuson as County Assessor for a new 4-year term effective January 1, 2017.

BACKGROUND/JUSTIFICATION:

All County Assessors in the state of MN are appointed to the same 4-year term. This appointment is effective January 1, 2017 through December 31, 2020.

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:*** ***July 5, 2016***

CONSENT AGENDA: ***X*** ***AMT. OF TIME REQUIRED:*** _____

ITEM FOR CONSIDERATION: _____

Administration
ORIGINATING DEPARTMENT/SERVICE

X Sue Vergin
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Authorize the 2016 Personnel Allocations from Fund 100 – Personnel Services, to Departments as identified in the attached document.

BACKGROUND/JUSTIFICATION:

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

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

FINANCIAL IMPLICATIONS:
$_____

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

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

Department	Projected 2016 Expenditures	Original 2016 Budget	2016 Adjustment
Assessor	$ 1,203,846	$ 1,161,877	$ 41,969
Health And Human Services	14,136,741	13,900,430	236,311
Road & Bridge	3,516,424	3,483,905	32,519
Information Technology	1,233,059	1,228,366	4,693
Total Adjustment			315,492

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	7-5-2016	***Consent Agenda*:**	X
Amt. of Time Required:		***Item For Consideration*:**			

Recorder	**Board Action Requested:**
Originating Department/Service	Request Position Replacement for Office Tech I.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Request Position Replacement for Office Tech I due to a transfer to another department.

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:** **Yes** **No** **Funding:** **Levy** **Other**
Comments:		**Comments:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	7-5-2016	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Adopt Resolution Establishing an Absentee Ballot Board for the Current Election Cycle, ending 12/31/2017.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

We are administering all UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) absentee voting for every election, including Township Elections, School District and Special Elections, as well as regular absentee voting administration for all other elections. We have also added Mail Balloting. This resolution will cover all aspects of establishing Absentee, Mail and UOCAVA Ballot Boards.

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:**

BOARD OF COUNTY COMMISSIONERS
WRIGHT COUNTY, MINNESOTA

Date_____ Resolution No. _____.
Motion by Commissioner_____ Seconded by Commissioner_____.

RESOLUTION
ESTABLISHING ABSENTEE BALLOT BOARD, MAIL BALLOT BOARD AND
UOCAVA (UNIFORMED AND OVERSEAS CITIZENS ABSENTEE VOTING ACT) ABSENTEE BALLOT BOARD

WHEREAS, Wright County is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board, Mail Ballot Board and UOCAVA Absentee Ballot Board effective July 5, 2016, and

WHEREAS, these boards will bring uniformity in the processing of accepting or rejecting returned absentee and mail ballots in Wright County; and

WHEREAS, the Absentee Ballot Board, Mail Ballot Board and UOCAVA Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee ballots;

THEREFORE, BE IT RESOLVED THAT, the Wright County Board of Commissioners hereby establishes an Absentee Ballot Board, Mail Ballot Board and UOCAVA Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task for all elections in the 2016 – 2017 election cycle, ending on December 31, 2017.

ADOPTED BY the Wright County Board of Commissioners this 5th day of July, 2016.

YES		NO	
HUSOM	_____	HUSOM	_____.
SAWATZKE	_____	SAWATZKE	_____.
DALEIDEN	_____	DALEIDEN	_____.
POTTER	_____	POTTER	_____.
BORRELL	_____	BORRELL	_____.

STATE OF MINNESOTA)
ss.
County of Wright)

I, Lee Kelly, duly appointed and qualified County Coordinator of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on the day of , 2016, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Buffalo, Minnesota, this day of , 2016.

_____.
Lee Kelly, County Coordinator

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	7-5-2016	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve 1 Day to 4 Day Temporary On Sale Liquor License for the Clearwater American Legion.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Event is July 15 & 16, 2016.

Application has been approved by the offices of the Wright County Sheriff and Wright County Attorney, as well as the Town Board of Clearwater Township.

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*:**	9:05 a.m.	***Board Meeting Date*:**	7-5-2016	***Consent Agenda*:**	
Amt. of Time Required:	1 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Announcement of the Posting of 2015 Financial Statements on Wright County Website.
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*:**	9:05 a.m.	***Board Meeting Date*:**	7-5-16	***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: _____ ***BOARD MEETING DATE:*** ***July 5, 2016***

CONSENT AGENDA: _ _____ ***ITEM FOR CONSIDERATION:*** ***X***

AMT. OF TIME REQUIRED:_____

_____

Administration

ORIGINATING DEPARTMENT/SERVICE

X Sue Vergin

REQUESTOR'S SIGNATURE

_____

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Consideration regarding increasing the 800 MHZ Radio fee for 2017.
Administration and IT will provide information regarding this matter at the meeting.

BACKGROUND/JUSTIFICATION:

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

__X____ BOARD MEETING DATE: _07/05/16_ CONSENT AGENDA: ____

AMT. OF TIME REQUIRED: __5 mins_____ ITEM FOR CONSIDERATION: _____

_ADMINISTRATION_____.
ORIGINATING DEPARTMENT/SERVICE

X_Tim Dahl_____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Continue discussion related to Alt # 3 Exterior Lighting Retrofit project.

BACKGROUND/JUSTIFICATION:

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

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

FINANCIAL IMPLICATIONS: $_____

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

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

WRIGHT COUNTY TECHNOLOGY COMMITTEE MINUTES

6/22/2016

MEMBERS PRESENT: Borrell, Daleiden, Hoffman, Tagarro, Kelly, Hawkins

OTHERS PRESENT: O'Dell, Hohl, Cooper, Vergin, Goodrum-Schwartz, Strobel, Cavalliere

I. AGC Support Contract

AGC is the phone vendor and Adam presented the new AGC Support Contract. Since the county is moving to RightFax as a fax solution, the support for some digital and analog cards can be removed from the contract giving the county a savings of $14K. IT will have AGC order some extra replacement cards at a low cost to keep on hand in the event of an issue. This savings will help offset the cost of RightFax. The new contract goes from August 2016 – August 2019.

Recommendation: Approve & Sign AGC Contract

II. IT Projects

IT Management Staff is taking inventory of all open/outstanding projects. There are 105 with 51 of those added last year. IT is attempting to prioritize each project. Each department will get a list of their open projects to prioritize. Some departments have their listing already.

Questions arose as to whether the ISS Staff in Human Services could take on more duties that are currently being done by IT Staff. As of now, IT is spending ~75% of their time maintaining existing systems and taking care of problems, with 25% of their time on new projects. The prioritizing project should identify the deficiencies.

What is the possible outcome:

1. May consider outsourcing some projects
2. Would the County need to hire more IT personnel
3. Hire temporary personnel until projects are caught up

Recommendation: Proceed with Priority Listings to all Departments and Bring Results to the Technology Committee.

DRAFT

AGC
Accelerating Business

AVAYA CONNECT
Platinum Partner

3 Year AGC Guardian Exhibit B
For AVAYA Support Contract

Coverage Period
August 5, 2016 – August 4, 2019

***Today's Date*: 05.03.2016** ***SF Opp. #* 26146**

Customer: Wright County

Equip. Location: 10 NW 2nd Street- Gov. Center, Includes 3800 Braddock Ave. NE- LEC – 1901 Highway 25 N Public Work locations

Customer Contact: Chad Davis ***Phone:*** 763-684-8440

Sold To: 5295841(main)

Service Agreement Commencement Date: Avaya Pass - 08/13/2016- 08/12/2019 - 3YR Annual Prepay AGC Hardware - 08/05/2016- 08/12/2019 - 3YR Annual Prepay

Coverage Type: AGC Guardian- Avaya C/D Pass Basic- AGC Guardian 8X5* Hardware. Customer will call AGC directly. AGC will use Avaya Tier III & IV support for software issues only. (Co-terming the AGC Guardian to end with Pass so adding one extra week onto the hardware coverage.) AGC will monitor 24X7 the Government Center and Public Works building.
***includes extended hours to 8:00 pm**

Hardware

Wright County Govt. Ctr.
10 NW 2nd Street Room 151
Buffalo, MN 55313
Chad Davis

AGC Networks, Inc.
945 Broadway Street NE Ste 100
Minneapolis, MN 55413
Lori Sagehorn

Date of Quote: 5/3/2016

Qty	Part #	Description	Unit Sell	Extended Sell
		Wright County Gov Center		
1	AGC Guardian 8X5* wMonitoring	System Maintenance Switch Room Hardware Only & Labor - 8x5* with Remote Monitoring	$25,419.00	$76,257.00
		Wright County LEC		
1	AGC Guardian 8X5* wMonitoring	System Maintenance Switch Room Hardware Only & Labor - 8x5* with Remote Monitoring	$5,277.00	$15,831.00
		Wright County Public Works		
1	AGC Guardian 8X5* wMonitoring	System Maintenance Switch Room Hardware Only & & Labor – 8x5* with Remote Monitoring	$3,212.00	$9,636.00
		Wright County HSC – Human Service Centers		
1	AGC Guardian 8X5* wMonitoring	System Maintenance Switch Room Hardware Only & Labor - 8x5* with Remote Monitoring	$5,657.00	$16,971.00
		Annual Invoicing	**39,565.00**	

PAYMENT TERMS: All hardware invoices are due Net 30 days.

AGC Networks System Maintenance 3YR Total $118,695.00

Amounts quoted are before all applicable taxes. Applicable sales tax (tax rate is based on ship-to location) will be charged to shipments in the USA if exemption certificate is not received.

***8x5 (includes extended hours to 8:00 pm)**

ANNUAL SCHEDULE OF EQUIPMENT

Customer: Wright County Gov Center
10 NW 2nd Street Room 151
Buffalo, MN 55313

System Type: Communications Server 1000M-SG
Agreement: AGC Guardian, Switch Room Only 8X5 with Monitoring

Annual Price Total: $28,175.00 (Year 1 of 3)

PBX Ports:

Quantity	Description
2	# of CS/CPU's
1	# of Signaling Servers
16	Analog Trunk Ports
117	Digital Trunk Ports
281	TDM Station Ports
703	IP Station Ports
108	SIP Trunks
1225	**Total PBX Ports**

Voice Mail Channels

Quantity	Description
1	# of VM Systems
22	Voice Mail Channels & Fax
1	Desktop Messaging (1 = Yes)
24	**Total Base System & Channels**

Applications

Quantity	Description
1	CCMS (31-80 Agents)
1	Telecom Billing Package
1	TM - Telephony Manager
3	**Total Applications**

Remote Monitoring

Quantity	Description
1	Enterprise (i) - 4 Serial Ports, 8 Sensors, 1 10/100 BT, 10 Elements - With Enterprise Surveillance - 8x5 Monitoring - Renewal

ANNUAL SCHEDULE OF EQUIPMENT

Customer: Wright County LEC
3800 Braddock Ave. NE
Buffalo, MN 55313
System Type: Communications Server 1000B-Branch
Agreement: AGC Guardian, Switch Room Only 8X5

Annual Price Total: $5,587.00 (Year 1 of 3)

PBX Ports:

Quantity	Description
1	# of CS/CPU's
1	# of Signaling Servers
16	Digital Station Ports
169	IP Station Ports
30	SIP Trunks
215	**Total PBX Ports**

ANNUAL SCHEDULE OF EQUIPMENT

Customer: Wright County Public Works
1901 Highway 25 N
Buffalo, MN 55313

System Type: Communications Server 1000B-Branch
Agreement: AGC Guardian, Switch Room Only 8X5 with Monitoring

Annual Price Total: $4,700.00 (Year 1 of 3)

PBX Ports:

Quantity	Description
1	# of CS/CPU's
1	# of Signaling Servers
2	Analog Trunk Ports
48	TDM Ports
15	IP Station Ports
32	SIP Trunks
97	**Total PBX Ports**

Remote Monitoring

Quantity	Description
1	Select Surveillance Renewal Program

ANNUAL SCHEDULE OF EQUIPMENT

Customer: Wright County HSC – Human Service Center
1004 Commercial Drive
Buffalo, MN 55313

System Type: Communications Server 1000B-Branch

Agreement: AGC Guardian, Switch Room Only 8X5 with Monitoring

Annual Price Total: $5,688.00 (Year 1 of 3)

Quantity	Description
1	# of CS/CPU's
1	# of Signalling Servers
2	Analog Trunk Ports
0	Digital Trunk Ports
0	Analog Station Ports
2	TDM Station Ports
229	IP Station Ports
30	SIP Trunks
0	H.323 Trunks
263	Total PBX Ports

SOFTWARE:

Wright County Government Center Site ID: 1336867

Service Code	Product Description	Qty	Term/ mo.	Annual Investment
GE4303883	Call Pilot PASS Basic (3YR annual price) Serial #10277616	1340	36	$4,743.60
GE4303AQQ	CS1000 PASS (3YR annual price) Serial # 840099	1035	36	$4,995.60
GE4303CCA	AACC Manager Enterprise Bas Sys. PASS (3YR annual price) Serial # 840099_01	1	36	$252.00
GE4303CCE	AACC Nodal Voice Standard Agent 1-100 PASS (3YR annual price) Serial # 840099_01	60	36	$3,036.00
GE4303CCL	AACC Supervisor License 1-PASS (3YR annual price) Serial # 840099_01	11	36	$494.45
GE4303EL2	Aura Applications- Session Manager-No Charge License Entitlement	1245	36	$0
GF4300EH1	Aura Applications- S8800 Session Manager SRVR Partner Assurance Tech. Support-Base NBD Parts	1	36	$926.25
	Total Annual Investment			$14,447.90
	3YR Total Investment			$43,343.70

Wright County LEC Site ID: 13336867

Service Code	Product Description	Qty	Term/ mo.	Annual Investment
GE4303AQP	CS1000 PASS (3YR annual price) Serial # 318816816	16	36	$77.20
	Total Annual Investment			$77.20
	3YR Total Investment			$231.60

Wright County Public Works Site ID: 1336867

Service Code	Product Description	Qty	Term/ mo.	Annual Investment
GE4303AQP	CS1000 PASS (3YR annual price) Serial # 318816113	64	36	$308.80
	Total Annual Investment			$308.80
	3YR Total Investment			$926.40

Totals for all three sites

		Annual Investment	3YR Investment
	Gov. Center	$14,447.90	$43,343.70
	LEC	$77.20	$231.60
	Public Works	$308.80	$926.40
	TOTAL	$14,833.90	$44,501.70

THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS OF THE AGC NETWORKS MASTER SUPPORT AGREEMENT (MSA# 30000466) IN EFFECT AS OF THE DATE OF THIS ORDER, SUCH TERMS AND CONDITIONS ARE INCORPORATED INTO THIS ORDER BY REFERENCE. CUSTOMERS SIGNATURE INDICATES CUSTOMER HAS READ AND AGREES TO THE TERMS AND CONDITIONS OF THE APPLICABLE AGREEMENT.

Support Guidelines

- All Hardware/Software Additions will be prorated to co-term with your existing Contract.
- All parts are covered for the contracted support period outlined under Coverage Period. Support coverage is for work of a repair nature only.
- Emergency replacement of parts under a Support contract will be repaired or replaced within standard manufacturer delivery timeframes for the country in question (depending on product availability and does not include products that have reached end of life)
- For products not covered under support, all shipping and handling charges will be billed back to Customer.
- Support means the examination, testing, repair or part replacement performed to restore the equipment to its proper operating status.
- Patches and updates will be installed at AGC's discretion if deemed to improve system performance or recommended by AVAYA. Any hardware enhancements that may be required to support these upgrades or updates are not included.

Support Stipulations

- AGC will make commercially reasonable efforts to cover parts which have been named 'end of life' by the manufacturer.
- AGC will provide support for release versions that are considered still under support by the manufacturer and will make commercially reasonable effort to cover support for the release versions no longer under support by the manufacturer.
- Additions, deletions, and/or modifications to the System are not included. Any on-site or remote technical assistance that is not of a repair nature shall be billable at AGC's current labor and material rates.
- Applications that have been created by parties other than AGC are not supported.
- Customer understands that the equipment purchased may be connected to a variety of customer-supplied pieces of equipment such as "UPS" devices and or other telephone networks. Should these external devices not be covered under support and prove cause for a customer's Avaya system to fail, AGC may, at its sole discretion, charge the Customer the current rates for diagnosing and repairing any and all equipment necessary to bring the solution back to working order.

- The customer also understands that ONLY the Avaya hardware and software listed will be included in this support contract and that all other devices such as; Servers, Network Switches, Circuits, etc.... are NOT included in this support contract.

- AGC will determine the number of support personnel required to resolve a support request.

Upgrades Exclusions

- The Upgrades coverage option only applies when upgrading a covered software product from one Major Release to a subsequent Major Release. It does not include:
  - Design support, installation, professional services or other service changes.
  - Any provisioning of the software.
  - Any and all equipment costs.
  - Upgrading of components located in a customer "crash kit" or maintenance spared equipment.
  - Hardware changes required to comply with minimum vintage requirements.
  - Project Management costs.
  - Upgrades to any and all adjunct software applications.
  - New feature functionality or capacity requirements associated with additional software licensing.
  - Migration of software application to a new or different hardware platform.

Return Material Authorization (RMA) – for North America and International customers

- Contact the AGC Response Center to open an RMA request or reference the existing RMA request number. If an open request is already being worked, we will need to know the model type for defective hardware being returned, color, and serial number on the defective hardware device.

- Avaya offers advanced replacement on it covered equipment. There will be return labels in the RMA shipment. Please use these to return the defective product within 20 days. Once the defective product is received we will then close the RMA. If product is not returned within 20 days, you will be billed for the equipment.

- North America Customers:
  Per Avaya's policy for RMA requests, any requests made before 5 pm US Eastern time during normal business days, the replacement equipment will ship that same day, otherwise shipment will be released the following business day. Standard delivery timeframes for orders received by 5 pm US Eastern time:
  - System Hardware - Next Business Day
  - Avaya IP Phone – Ground Delivery

Support Disclaimer

- The Customer shall not permit a third party other than AGC or their authorized agent, to perform Support, attempt repairs, or change the system or equipment while such system and equipment is under a Support agreement, unless agreed to by prior

written approval by AGC, (this excludes MAC's and system administration).

- Unless Customer has purchased a backup solution from AGC, Customer is 100% responsible to incorporate the Avaya servers into their overall back-up strategy, along with all restores of OS and Avaya server software configuration.

- Management of the Microsoft patches for servers running Microsoft Server Operating Systems are the responsibility of the customer. AGC recommends installing only software updates from Microsoft and NOT a full service pack. Full service packs should only be installed with prior approval either from AGC or Avaya.

- Antivirus software is NOT included on servers sold through AGC and is the responsibility of the customer.

Accepted by:

_____
Printed Name

_____
Title

_____
Signature

_____
Date

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** ***_July 5, 2016_____***

CONSENT AGENDA: _ _____ ***ITEM FOR CONSIDERATION:*** ***_____X_____***

AMT. OF TIME REQUIRED:_____

_____County Board ___
ORIGINATING DEPARTMENT/SERVICE

X __Commissioner Potter_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Consideration of Temporary Front Desk Staff for Public Works Building.

BACKGROUND/JUSTIFICATION:

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

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

FINANCIAL IMPLICATIONS: $_____

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS: