

APPROVED 1-24-17

WRIGHT COUNTY BOARD
MINUTES
JANUARY 17, 2017

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

MINUTES

Daleiden moved to approve the 1-10-17 Board Minutes, seconded by Vetsch. The motion carried 5-0.

AGENDA

Petitions were accepted to the Agenda as follows: Items For Consideration E, "Crime Lab Funding Formula Work Group" (L. Kelly). Daleiden moved to approve the Agenda as amended, seconded by Husom, and carried 5-0.

CONSENT AGENDA

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

- A. ADMINISTRATION
 - 1. Refer County's Fidelity Bond Limit To The Ways & Means Committee
- B. ADMINISTRATION
 - 1. Refer Annex 3rd Floor Carpet To Building Committee
- C. ADMINISTRATION
 - 1. Refer To Personnel Committee (1-25-17) Request To Hire Telecom Specialist Above 12% Of Minimum Salary Range
- D. ADMINISTRATION
 - 1. Schedule Labor Management/Loss Control Committee Meeting On 1-25-17 At 1:00 P.M. Agenda items:
 - A. Loss Data - Employee Injuries/Workers Compensation Insurance
 - B. Purpose/Goals Of Committee
 - C. MCIT Training On Effective Safety Committees
- E. ADMINISTRATION
 - 1. Renewal Of Revocable License By Wright County To Provide One Parking Space For The Purpose Of Parking A Government Owned Vehicle That Is Used To Provide Transportation For Veterans For The Period Of Feb. 1, 2017 To July 31, 2017
- F. AUDITOR/TREASURER
 - 1. Approve Procurement Card Transactions for the Period Ending December 25, 2016 for a Total of \$12,109.46
 - 2. Approve Fleet Card Transactions for the Period Ending December 25, 2016 for a Total of \$14,800.28.
- G. HEALTH & HUMAN SERVICES
 - 1. Position Replacement
 - A. Social Worker
- H. INFORMATION TECHNOLOGY
 - 1. Refer to the Technology Committee:
 - A. Records and Data Management Policy
 - B. 911 Planning Committee
 - C. Office 365 Update
 - D. Project Prioritization
- I. PARKS AND RECREATION
 - 1. Authorize signatures on 2017 Park Caretaker Agreement with Green View Inc.

TIMED ITEMS**BOB HIIVALA, AUDITOR/TREASURER**Approve Temporary Liquor License for A.B.A.T.E. of Minnesota, Inc.

Potter moved to approve the license, seconded by Daleiden. The motion carried 5-0.

Approve Precious Metal Dealer License for Shapan Kirkpatrick of National Gold Consultants, Inc. (City of Monticello).

Vetsch moved to approve the license, seconded by Daleiden, and carried 5-0

Convene Tax Forfeit Committee Meeting.

Potter made a motion to set a Tax Forfeit Committee Meeting for 1-24-17 at 8:30 A.M. for an update on a private sale. The motion was seconded by Husom and carried 5-0.

Approve Resolution Supporting Request by Timber Ridge Third Addition Townhome Association to Repurchase Two Parcels of Tax Forfeited Land (City of Monticello).

Brian Asleson, Chief Deputy Attorney, stated the request involves the repurchase of tax forfeited land by the former owner and includes PID #155-163-000010 and PID #155-163-000020. The property went tax forfeit as special assessments were placed by the City of Monticello for unpaid water bills (in-ground sprinkler system).

Vetsch moved to adopt Resolution #17-05 to approve the repurchase, seconded by Daleiden. The motion carried 5-0 on a roll call vote.

Claims.

On a motion by Potter, second by Husom, all voted to approve the claims as listed in the abstract, subject to audit, for a total of \$204,345.65 with 168 vendors and 269 transactions.

DUANE NORTHAGEN, EXECUTIVE DIRECTOR, WRIGHT COUNTY ECONOMIC DEVELOPMENT PARTNERSHIPAuthorize Signatures On The CEDS Agreement

Northagen said meetings are being held to discuss the five-year plan for CEDS (Comprehensive Economic Development Strategy). He invited the Commissioners to a meeting on 1-26-17 at 9:00 A.M., at the Monticello Workforce Center. This will be one of four public meetings to be held approximately three weeks apart in the communities of St. Michael, Buffalo, and Delano. Potter moved to authorize signatures on the CEDS Agreement, seconded by Husom, and carried 5-0.

A short discussion followed on Greater MSP. Northagen said this topic will be on the Economic Development Partnership's February Meeting Agenda.

GREG KRYZER, ASSISTANT COUNTY ATTORNEYAdopt Resolution to Withdraw Appeal of DNR Order

This relates to a DNR order regarding a culvert on Ditch 31 at Fillmore Avenue in Woodland Township. On a motion by Potter, second by Daleiden, roll call vote carried 5-0 to adopt Resolution #17-06:

Resolution to Withdraw Appeal of DNR Order

Whereas, on May 17, 2016, the Wright County Board of Commissioners authorized Woodland Township to replace a failing culvert on Fillmore Avenue at the County Ditch 31 crossing; and

Whereas, on or about August 31, 2016, the Department of Natural Resources (DNR), issued a Public Waters Restoration and Replacement Order alleging that the culvert replacement constituted work in public waters or substantially effected Ruckles Lake (86-99); and

Whereas, the County Board initially appealed the Order pursuant to administrative rules 6115; and

Whereas, the County Board has investigated the culvert replacement and has determined that the work did not occur in public waters and that the work has not substantially effected public waters.

Therefore, the Wright County Board of Commissioners resolves as follows:

1. The Board hereby withdraws its appeal of the August 31, 2016 Public Waters Restoration and Replacement Order.
2. The Board affirms that the work performed to replace the culvert on Fillmore Avenue was not performed in public waters and has not substantially effected public waters.
3. The Board affirms the DNR is without jurisdiction under statutes chapter 103G or administrative rules 6115 to either issue or enforce its August 31, 2016 Public Waters Restoration and Replacement Order.
4. The Board directs its attorney to transmit this resolution to the DNR and to formally withdraw the County's appeal of the DNR Order.

(End of Resolution #17-06)

FRED BENGTSON, MN DNR AREA WILDLIFE MANAGER

Pelican Lake WMA Acquisition

Bengtson said the proposal is to purchase 12 acres in Section 14, T120N, R24W, in the City of St. Michael for the purpose of establishing this as an addition to the St. Michael Meadows State Wildlife Management Area (WMA). County Board approval is required as State funds will be used for the purchase. Steve Bot, Administrator for the City of St. Michael, said the City has worked closely with the DNR and supports the request. It is viewed as a key part of the St. Michael Meadows State WMA. Discussion followed on road work that could occur in the future within 1000' of this area. Bengtson said it is his understanding that if there is already a road or culvert in place, it can be maintained as originally designed.

Potter moved to adopt Resolution #17-07 approving the DNR's acquisition of 12 acres as outlined for the St. Michael Meadows State WMA. The motion was seconded by Husom and carried 5-0 on a roll call vote.

ITEMS FOR CONSIDERATION

1-11-17 BUILDING COMMITTEE MINUTES

Potter moved to approve the Building Committee Minutes and recommendations, seconded by Daleiden. The motion carried 5-0:

I. Supervised Visitation Space

Goodrum Schwartz described the request for supervised visitation space in that they are being held at the Human Services Building currently, but the space does not work well in that it is a very small room and the facilitator has to stay outside while viewing through glass. The visitations are court ordered and Wright County staff monitors the interactions with parents and kids during the sessions. With Extension moving out of their current space, it is seen as an opportunity to establish a better location for the visits. With a larger room and a kitchenette, it would be a better opportunity to facilitate interaction in a better atmosphere. The request would be to utilize the space as primary, but keep the room at the Human Services Center as secondary because there can be multiple visits happening at the same time. Borrell asked if this was the best location given the unsure future about the availability of the space long term and if the LEC might be a better site, Goodrum Schwartz indicated they need a space relatively quickly and this is the best option available at this time. Borrell stated that he generally sees the County as moving departments and shuffling way too much, and this would ultimately be a space that will need to be shuffled again when the new Courts facility is complete. Wilczek indicated the referenced space would be included in the budgeted Master Space Study and that it would likely be a part of a remodel in the future. Goodrum Schwartz stated she and staff recognize that, but this would solve the short term issue they have and they would like to use the space knowing that at some point it may be moved.

1-11-17 Building Committee Minutes (cont.):

Recommendation:

Potter and Borrell recommended to move forward with utilization of the space for Supervised Visitations and work space for a small group of staff (5-6 employees), but requested that Wilczek speak with Courts to be sure they are ok with the security concerns as they share a part of the office space with their staff. The recommendation is only to proceed at little to no cost.

II. HHS Alarm System – Operational Issues & Necessity

Goodrum Schwartz gave a summary of the current burglar system in the Human Services Center and brought attention to the fact that there have been a lot of false alarms in the past. There was discussion between Tagarro, Dahl, Goodrum Schwartz, Miller, Borrell, and Potter about the functionality of the system and the security of the IT infrastructure. Multiple types of systems and notification types were discussed.

Recommendation:

Borrell and Potter recommended moving forward with system changes as discussed and Dahl is to work with Tagarro to develop options on ways to utilize new technology and minimize risk. The new process is to be referred to the Technology Committee for further discussion.

III. Public Works Deferred Maintenance & Remodel

Wilczek provided updates on the status of the Public Works Building modifications. The construction of the new space is moving along, but is slightly behind schedule due to some timing delays in getting structural metals for the moveable partition in the conference room. The painting and wall finishes have begun, but there needs to be a lot of coordination with furniture, carpet, and existing office painting over the next couple weeks. Wilczek stated there is a construction meeting on 1/12 that will include a new construction phasing schedule.

Recommendation:

Update only, no recommendation.

IV. Recycling Center – Tipping Floor Demolition

Wilczek provided an update on the project that the structure is down, however the roof is not finished to the vertical separation wall and the conveyor is not covered as the contractor indicated it would be by this point. Wilczek has spoken with the contractor and they indicated the project would be completing by the 20th of the month. It was stated that extreme cold has minimized their work days, but warmer weather coming will allow completion.

Recommendation:

No recommendation, updates only.

(End of 1-11-17 Building Committee Minutes)

1-11-17 PERSONNEL COMMITTEE MINUTES

Vetsch moved to approve the Personnel Committee Minutes and recommendations, seconded by Daleiden. The motion carried 5-0. The Personnel Minutes follow:

ISD 728 Request For A School Resource Officer in Otsego

Hoffman said the Sheriff's office was contacted by the school district in November 2016. The school district would like to add a School Resource Officer (SRO) at an elementary school. A draft of the contract was sent to the school to review in December. Hoffman stated the contract rate has traditionally been for 9/12ths of the starting salary for a Deputy. Kelly noted the amount would need to adjusted when a new labor agreement is in place.

Kelly inquired if this request included approving an increase in the Sheriff's office authorized staff to 139 licensed staff. Hoffman stated it does. The Sheriff would like to have a deputy starting in May to allow for training time prior to the start of the school year.

1-11-17 Personnel Committee Minutes (cont.):

Recommendation: Approve SRO contract with ISD 728. Authorize hire of Deputy bringing authorized licensed staff to 139.

Temporary Backfill of a Deputy Position Due To a Long Term Medical

Hoffman noted there have been several staff on leave over the last year for workers compensation, medical issues, or military leave. Currently 4 deputies out on extended leaves. Hagerty reminded the committee that when an employee is out, the Sheriff's office must still cover shifts due to the contracts with the cities. He noted several new deputies that have been hired and are currently competing field training.

Hoffman requested that the Sheriff's office be permitted to temporarily exceed the authorized staffing level in situations of extended leaves. He noted that the action from the previous item authorized a staff level of 139 licensed officers, and that this request would allow the hire of up to 140 licensed officers temporarily, understanding that the authorized staffing level is 139.

Recommendation: Approve process which allows going over the approved FTE count temporarily for the position of Deputy in situations where staff will be out for an extended leave.

Request to Hire Business Analyst Above 12% Of Minimum Salary Range

Tagarro stated that this is the third recruitment for the Business Analyst position. The candidate has a high level of training and experience, including being a certified project manager. The candidate requested a starting salary of \$76,000. Discussion ensued regarding salary compression issues between this request and other IT Department staff. Due to the experience of the candidate and the backlog of projects the Committee is willing to recommend a higher starting salary. The Committee suggested starting negotiations at \$71,500 up to a maximum of \$76,000

Recommendation: Authorize starting wage up to \$76,000

(End of 1-11-17 Personnel Committee Minutes)

AMC LEGISLATIVE CONFERENCE, FEBRUARY 16-17, 2017

Potter moved to authorize attendance, seconded by Daleiden. The motion carried 5-0.

AMC COUNTY GOVERNMENT 101: AN ESSENTIAL CONFERENCE FOR ALL NEWLY ELECTED OFFICIALS, JANUARY 25-26, 2017

Daleiden moved to authorize Vetsch to attend the Conference, seconded by Husom. The motion carried 5-0.

SET COMMITTEE OF THE WHOLE MEETING TO DETERMINE PROCESS FOR SELECTION OF FIRM TO COMPLETE THE BUDGETED MASTER SPACE STUDY FOR COUNTY FACILITIES

Potter moved to schedule a Committee Of The Whole Meeting for 2-07-17 at 10:30 A.M. The motion was seconded by Daleiden and carried 5-0.

CRIME LAB FUNDING FORMULA WORK GROUP

Husom said the Tri County Regional Forensic Lab will become the Midwest Regional Crime Lab when Isanti joins in June or July, 2017. The Work Group's focus will be the funding formula for the Crime Lab. The suggested designees from each Member County are a Commissioner, the Sheriff, and another person. After discussion, Vetsch moved to designate Commissioner Husom, Sheriff Joe Hagerty, and Chief Deputy Todd Hoffman to the Crime Lab Funding Formula Work Group. The motion was seconded by Daleiden and carried 5-0.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. I-94 Coalition. Potter attended a meeting last Thursday where the group discussed rebranding and strategies to be presented at the Capital. Potter is optimistic the Corridors of Commerce may be funded.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES (cont.):

He is less optimistic on a regular transportation bill, as past issues are being brought up. The County's Transit Investment Board will bring back the Southwest Light Rail and the Legislature's ability to allow them a sales tax option. He referenced I-94 between Albertville and St. Michael. Although the project is shovel ready, there is now question on MnDOT's priority of the project.

2. Annandale Safe Schools Meeting. Husom attended a meeting last week. They are working on establishing leadership roles in the Middle School. They have a partnership with Village Ranch.
3. Safe Communities of Wright County. Husom attended a recent meeting. The group is working to revise the logo to be more reflective of their work. The mission of the group is to reduce traffic crashes and minimize fatalities and injuries. Two mock crashes are scheduled in Buffalo and Howard Lake. The group discussed Teen Drive Wright and Drive Wright classes, which are diversion programs in lieu of receiving a traffic ticket. Husom said the Programs are effective. A reduction has been seen in Wright County traffic fatalities, with seven in 2016 versus ten years ago when the numbers were in the higher teens.

The meeting adjourned at 9:58 A.M.