

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 1-26-16 County Board Minutes as presented, seconded by Husom. The motion carried 5-0.

**AGENDA**

Husom moved to approve the Agenda, seconded by Daleiden. The motion carried 5-0.

**CONSENT AGENDA**

On a motion by Borrell, second by Daleiden, all voted to approve the Consent Agenda:

- A. ADMINISTRATION
  - 1. Claim, Madden, Galanter & Hansen, LLP \$1,581.53
  - 2. Claim, Klein Bank, 2015 Employee Recognition Gift Cards, \$6,715.00
- B. ADMINISTRATION
  - 1. Approve Charitable Gambling Application, Form LG220, Ancient Free & Accepted Masons of MN, 4-02-16, Rockford Township Hall, 3039 Dague Ave SE, Buffalo MN (Rockford Township).
- C. ADMINISTRATION
  - 1. Authorize Attendance, AMC Legislative Conference, 3-10-16 & 3-11-16, St. Paul.
- D. AUDITOR/TREASURER
  - 1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of \$288,358.33 with 144 Vendors and 313 Transactions.
- E. HEALTH & HUMAN SERVICES
  - 1. Position Replacement
    - A. Accounting Clerk
- F. HIGHWAY DEPARTMENT
  - 1. Schedule Bid Opening Dates for Various Projects
    - Friday, 3-04-16, Location: Wright County Public Works Building
      - 11:00 A.M. Seasonal Requirements (Seal Coat, Micro-surfacing, Pavement Markings, Plant Mix Bituminous, and Equipment)
      - 11:15 A.M. 2016 Pavement Preservation Contract
  
    - Friday, 4-08-16, Location: Wright County Public Works Building
      - 11:00 A.M. CSAH 35 Flood Control (Wolff Swamp)
      - 11:15 A.M. CSAH 39 Intersection Improvements

Recommendations for award will be made to the County Board at a future meeting upon satisfaction of all criteria by the low bidders.
- G. PLANNING & ZONING
  - 1. RACHEL PROPERTIES LLC - Planning Commission unanimously recommend approval of the rezoning of the riparian portion of the property as shown on the revised concept plan completed by Campion Engineering Services, Inc. dated 11/17/2015 from AG General Agricultural and S-2 Residential-Recreational Shorelands to R-1 Urban-Rural Transitional and S-2.

**H. PLANNING & ZONING**

1. RACHEL PROPERTIES LLC - (Corinna Twp.) The Commission finds that the criteria in section 614.2(3) of the zoning ordinance are met, the Plan will meet the requirements for common open space as regulated in 614.9, and the Town Board has approved. Therefore the Commission recommends that the County Board approve the rezoning from AG General Agricultural and S-2 Residential Recreational Shorelands to A/R Agricultural-Residential and establishment of a Rural Planned Unit Development District as shown on the revised concept plan completed by Campion Engineering Services, Inc. dated 11/17/2015 for a maximum of 20 lots in accord with the outline development plan.

**TIMED AGENDA ITEMS****VIRGIL HAWKINS, HIGHWAY ENGINEER**Annual Resolution for Spring Load Restrictions

Daleiden moved to adopt Resolution #16-09, seconded by Borrell, carried 5-0 on a roll call vote.

Approve TH 25 Corridor Coalition Joint Powers Agreement

Hawkins presented for approval a Joint Powers Agreement (JPA) with Sherburne County, Big Lake Township, and the Cities of Monticello and Big Lake regarding the TH 25 Corridor between I-94 and TH 10. Hawkins said this is a TH 25 regional and advocacy group to work with MnDOT on Corridor decisions, similar to the I-94 and TH 55 Corridor Coalitions. The annual estimated County contribution is \$8,000-\$10,000, starting with the 2017 budget.

Potter stated that he has attended the TH 25 Corridor Meetings from the beginning. Sherburne County has a project planned which could have a significant impact on TH 25 traffic. A separate bridge crossing may be proposed west of TH 25. Being part of the Coalition will allow Wright County input when MnDOT is making the decision on the bridge location. Hawkins stated that this bridge would be in addition to one proposed 15 years ago closer to Clearwater.

Discussion followed on funding, voting members, and bridge location. With regard to the JPA, Wright and Sherburne Counties would fund one quarter each, and the Cities and Township would fund the remaining half. Sherburne County would carry three votes and Wright County two votes. Hawkins stated that the goal will be for representatives to advocate together on what is best for the Region. The JPA will be presented for approval to each member of the JPA. The initial meeting is planned for June.

Daleiden moved to table discussion until Sherburne County approves the JPA allowing additional time for review. The motion was seconded by Borrell and carried 4-1 with Potter casting the nay vote.

Select Five-Year Highway Construction Plan Meeting

Daleiden moved to set the Five-Year Highway Construction Plan Meeting for 2-23-16 at 1:30 P.M. in the County Board Room. The motion was seconded by Potter and carried unanimously.

**ITEMS FOR CONSIDERATION****1-26-16 BUDGET COMMITTEE OF THE WHOLE MINUTES**

On a motion by Borrell, second by Daleiden, all voted to approve the minutes. The 1-26-16 Budget Committee Of The Whole Minutes follow:

**I. Audit Entrance Meeting**

Pietrick and Mader presented an introduction to the Office of the State Auditor's (OSA) process for the upcoming County audit of the 2015 year. A planning/entrance meeting with County officials is required by the OSA at the outset of the process.

Pietrick provided an overview of the OSA audit process. Information was provided regarding the staff assigned to the project, the audit time line, procedures and scope. Pietrick reviewed the County's

**1-26-16 BUDGET COMMITTEE OF THE WHOLE MINUTES (cont.):**

responsibilities in completing the audit. A list of requested information was provided to the County earlier in January. OSA staff are currently gathering information onsite. Additional onsite work will take place during the week of March 21<sup>st</sup> and April 7th.

Mader reviewed the County's audit findings from the 2014 year end audit with the Committee. New accounting and auditing pronouncements have been issued by the Government Accounting Standards Board (GASB). There was discussion on the impact these changes will have on the year 2015 and subsequent audits.

Recommendation: Informational

(End of 1-26-16 Budget Committee Of The Whole Minutes)

**1-27-16 PERSONNEL COMMITTEE MINUTES**

Husom made a motion to approve the minutes and recommendation, seconded by Daleiden. Lee Kelly, County Coordinator, said the reorganizational plan will take effect 5-02-16 following the retirement of an employee at the end of April. Capt. Todd Hoffman said the intent is to work with Human Resources to proceed with the application and hire process prior to that date. This will potentially create the need to backfill other positions. The goal is to have all changes completed and in effect by 5-02-16. The motion carried 5-0. The 1-27-16 Personnel Committee Minutes follow:

I. Sheriff Department Reorganizational Plan

Sheriff Hagerty proposed a revised organizational structure for the Administrative, Patrol and Criminal Divisions of the Sheriff's Office. This request includes adding one (1) Captain position without increasing overall staffing by eliminating one (1) Sergeant position. The additional Captain position will provide the ability to divide the Patrol and Criminal Divisions which is necessary due to growth in the Divisions. The elimination of one (1) Sergeant position will occur through attrition (upcoming retirement).

Overall staffing/FTE's in the Sheriff's Office will not change. Impact to budget is estimated at approximately \$5000-\$8000 annually.

Recommendation: Recommend proposed Sheriff Department Reorganizational Plan as proposed to the County Board for approval on February 2, 2016.

(End of 1-27-16 Personnel Committee Minutes)

**1-27-16 TECHNOLOGY COMMITTEE MINUTES**

Discussion at the County Board Meeting relating to the Technology Committee Minutes included the potential for fiber expansion to the Historical Society. Adam Tagarro, Information Technology Director, said the advantage of doing so at this time is not clear as there are no products or goals they are trying to attain. Once the Records Manager is on staff, a benefit may be identified. Tagarro proposed running conduit from the Highway Building to the Historical Society prior to concrete being laid for the Highway Department Project. Daleiden said the Nintex product will be funded from the website budget. Daleiden moved to approve the 1-27-16 Technology Committee Minutes and recommendations, seconded by Borrell. It was clarified that the motion includes directing Tagarro to obtain a cost estimate on the conduit run for the fiber expansion to the Historical Society. Sawatzke said the conduit should run only to the point where it needs to (under the concrete). The remainder can be done at a later time. Tagarro will consult with the Highway Engineer. The motion carried 5-0. The 1-27-16 Technology Committee Minutes follow:

I. Board Video Streaming Update:

Tagarro stated that YouTube testing has been successful except for one incident when the recorder ran out of space and YouTube video was lost. LiveStream provided a fallback. Video recording equipment periodic cleanup procedures are being implemented to prevent this issue from happening in the future. Tagarro stated that current intent is to keep monthly subscription with LiveStream through February in order to work out all the issues with YouTube.

**1-27-16 TECHNOLOGY COMMITTEE MINUTES (cont.):**

Tagarro recommended to review and address quality of audio and video recording equipment in 2016.

Recommendation: Informational only.

**II. Land Records Onbase Conversion:**

Tagarro reported that the "Land Records Conversion to OnBase" project has been a great success. Janckila stated that there is one outstanding issue to be resolved in the Records office. The project is currently under budget. Tagarro stated that this project was phase two in the initiative of moving away from the old document imaging system - Oracle. Nelson stated that support for Oracle is expiring in 2016, and converting to Hyland OnBase document imaging system as a new EDMS standard in Wright County is a less expensive option than renewing support with and upgrading Oracle.

Recommendation: Informational only.

**III. OnBase Upgrade:**

Tagarro stated that Hyland OnBase database had to be upgraded to version 15 as a part of Health and Human Services Remote EDMS Project. This work required system downtime with an impact on all departments using OnBase (Sheriff's, Court Services, Land Records, etc). The OnBase Database Upgrade took place after business hours and has gone very well.

Recommendation: Informational only.

**IV. Potential Fiber Expansion to Historical Society - Project Initiation Example:**

Tagarro distributed project scope documentation for the Historical Society Fiber Expansion project as an example of how Project Scope Documentation presented during last Technology Committee meeting could be used (see attached).

Tagarro stated that the fiber extension to the Historical Society cost estimate is approximately \$15,000. There are a couple of options on how to run this connection. Tagarro stated that additional discovery is necessary on how this connection is going to be used in order to make an educated choice. Nelson stated that a potential of creating an additional point of failure on the County network without having 24x7 access to equipment is a significant concern. Committee members discussed a number of expansion options. Tagarro stated \$15,000 estimate is just for extending fiber, which does not include additional network equipment necessary. An early estimate for the project is \$45,000.

Recommendation: IT to provide project estimate to the County Board for review and decision.

**V. Wireless Upgrade Status**

Nelson stated that the Wireless Upgrade project has been slightly delayed. Second week of February is the target date to begin the project. Nelson said that the Government Center Building is going to be the starting point. Currently it is being evaluated whether to take everything down and replace at once, or perform incremental upgrade. Communication is taking place with department Technology Coordinators on specifics of the cutover.

Nelson stated that current equipment is very old, outside of support and our connectivity does not meet current security standards. Committee members discussed options of allowing public to connect to County wireless network. Tagarro stated a number of options are currently being researched. Current project scope to bring us up to required standards, implement modern equipment and security. Second phase of the project is to evaluate overall coverage throughout work areas.

Recommendation: Informational only.

**1-27-16 TECHNOLOGY COMMITTEE MINUTES (cont.):**VI. Email Archiving Retention Update:

Tagarro stated that last year committee discussed setting up retention of 5 years on email. A number of issues with County current email archive system has been discovered while trying to implement this retention schedule. Nelson stated that they are working with a vendor on the challenges. Meanwhile county email data is growing and there is a strong necessity to archive email and manage its size. There is a possibility that we would need to look into upgrading our current email archive system in order to solve current issues. This upgrade has not been planned for or discussed in the past.

Recommendation: Informational only.

VII. Nintex Workflow and Forms (Added to the Agenda 01-27-16):

Tagarro stated that County staff have successfully tested a trial of Nintex Workflow and Forms product. It allows departments to create workflow and forms in SharePoint. This product also provides an option for our current initiative to secure forms on our public website. Tagarro stated that this product is also going to be proposed to the Web Committee for approval. Committee discussion benefits on Nintex product. Tagarro stated that software cost is estimated at approximately \$20,000 with \$4,800 annual software assurance support (see attached).

Recommendation: Move forward with purchasing Standard Edition of Nintex Workflow and Forms Product with annual software support.

(End of 1-27-16 Technology Committee Minutes)

**CENTRAL MN EMS REGION ADVISORY BOARD (HUSOM)**

Husom said letters of interest were received from three candidates interested in serving on the Central MN EMS Regional Advisory Board. She said the EMS community is in strong support of reappointing Brian Nord, Allina EMS Operations Manager, and Steve Berg, Wright County Emergency Management Coordinator. Husom made a motion to reappoint Nord and Berg, seconded by Daleiden, and carried 5-0. Kelly stated that the openings were not listed on the website as both incumbents were interested in being reappointed.

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. Central MN EMS Region. Husom attended a meeting on 1-29-16. Tony Spector, Executive Director for the EMS Regulatory Board, provided information on goals including being transparent and determining ways to support EMS and ambulance services throughout the State. The EMS receives funding through seat belt ticketing. With 94% compliancy, other funding mechanisms will have to be looked at. State versus National EMS recertification is being reviewed. Centra Care has started a community paramedic program. Information was provided to the group on the opiate anecdote and training.
2. Web Committee. Daleiden said the County continues to move forward with the acceptance of credit cards. A convenience fee is being looked at as a means of covering the cost of doing business.

The meeting adjourned at 10:03 A.M.