

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

MINUTES

Borrell made the following change to the 3-01-16 County Board Minutes: Page 7, Advisory Committee/Advisory Board Update #3, change to "Feedlot Meeting. Daleiden and Borrell attended a meeting last week." Potter moved to approve the Minutes as corrected, seconded by Husom, and carried 5-0.

AGENDA

Petitions were accepted to the Agenda as follows: Consent Agenda Item B2, "Refer to Personnel Committee Request to Hire Facilities Services Director above 12% of Beginning Hiring Range" (Kelly); Consent Agenda Item B3, "Refer To 3-23-16 Personnel Committee VISA Sponsorship" (Kelly); Aud./Treas. Item 6, "County Ditch 38 Update" (Hiivala). Daleiden moved to approve the Agenda as amended, seconded by Potter. The motion carried 5-0.

CONSENT AGENDA

Daleiden moved to approve the Consent Agenda as amended, noting that the claims listing amount is high because of expenditures relating to the new Highway Building. The motion was seconded by Potter. In response to Sawatzke, Kelly stated that Item C1 relates to one of the two part-time employees in the Law Library submitting their resignation. Discussion will involve staffing the Law Library moving ahead. The motion carried 5-0.

- A. ADMINISTRATION
 - 1. Authorize Attendance, Tri-County Regional Forensic Lab Quarterly Meeting, 4-12-16 @ 2:00 P.M., Wright County Law Enforcement Center.
- B. ADMINISTRATION
 - 1. Refer to Personnel Committee Request for Reclassification of Property Tax Administrator/Chief Auditor Treasurer resulting in new salary range.
 - 2. Refer To Personnel Committee Request to Hire Facilities Services Director above 12% of Beginning Hiring Range. (Kelly)
 - 3. Refer To 3-23-16 Personnel Committee VISA Sponsorship. (Kelly)
- C. ADMINISTRATION
 - 1. Refer Law Library Staffing To Personnel Committee.
- D. ATTORNEY'S OFFICE
 - 1. Letter from DNR accepting Amendments to the Wright County Water Surface Use Ordinance
- E. AUDITOR/TREASURER
 - 1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of \$1,336,940.79 with 183 Vendors and 249 Transactions.
- F. AUDITOR/TREASURER
 - 1. Approve Renewal of 2016 Tobacco Licenses for City of Albertville: Westside Liquor.
 - 2. Approve Renewal of Seasonal On Sale Liquor License for Whispering Pines Golf Club.
- G. HIGHWAY DEPARTMENT
 - 1. Refer to Personnel Committee Request To Hire Right-of-Way Agent/Engineering Assistant.
- H. HEALTH & HUMAN SERVICES
 - 1. Position Replacement
 - A. Office Technician I

TIMED AGENDA ITEMS**BOB HIIVALA, AUDITOR/TREASURER****Convene Tax Forfeit Committee Meeting on Tuesday, March 22, 2016 at 8:15 A.M.**

Daleiden moved to set a Tax Forfeit Committee Meeting for 3-21-16 at 11:00 A.M. The motion was seconded by Husom and carried unanimously.

Approve Online Election Judge Training Agreement with DS Solutions, Inc.

Hiivala said an online election training and certification is available. The training cost will be in lieu of municipalities paying an election judge for travel and time. The County will be responsible for the initial up-front costs and ongoing maintenance. The County will continue to offer election judge training at the Courthouse. Daleiden moved to approve the contract with DS Solutions, Inc., seconded by Borrell, and carried 5-0.

Approve December Revenue/Expenditure Budget Report.

Potter made a motion to approve the December Revenue/Expenditure Budget Report. The motion was seconded by Daleiden. In May-June, Hiivala will schedule a Committee Of The Whole Meeting for an in-depth review of year-end data. The motion carried 5-0.

Procurement Card and Credit Card Acceptance Update.

Procurement Card - The goal is to maintain the sales tax exemption status to avoid situations where sales tax is paid at the time of purchase. It may be difficult to receive a sales tax credit after the fact.

Credit Card Acceptance - A business requirement document is being drafted. The next step will be to present the credit card acceptance policy to the Board. Currently, credit card payments are accepted by Health and Human Services, Court Services, Parks, and for property tax payments.

Adopt Resolution Addressing 2015 Federal Grant Awards.

Wright County needs to development a written procurement policy in compliance with the Uniform Administrative Requirement for Federal Grant Awards. A draft resolution was presented allowing Wright County to take advantage of a two-year grace period for implementation of the new requirements. Borrell moved to adopt Resolution #16-15, seconded by Potter, carried 5-0 on a roll call vote.

County Ditch 38 Update

Hiivala requested a meeting to discuss the status of County Ditch 38. Borrell asked that a Committee Of The Whole Meeting be scheduled to discuss County Ditch 38, County Ditch 31, and a number of other ditches. Hiivala will bring forth suggested dates at an upcoming Board Meeting.

VIRGIL HAWKINS, HIGHWAY ENGINEER

Bids were opened on 2-25-16 for the Fluids & Lube System, Highway Department Building Project. One quote was received from Pump and Meter Service of Hopkins, MN for a total of \$229,585.30. The Engineer's Estimate was \$280,000. Daleiden voiced concern on why there was only one bid received. Hawkins said that Kraus Anderson sent information to several companies known to supply this type of system and also advertised. Several companies looked at the building and plans. In the end, only one bid was received. Borrell asked that Hawkins follow up with Kraus Anderson on whether anyone indicated why they did not bid. Potter made a motion to award the bid to Pump and Meter Service of Hopkins at a cost of \$229,595.30. The motion was seconded by Husom and carried 4-1 with Daleiden casting the nay vote. His concern relates to only receiving one quote.

LEE KELLY, COUNTY COORDINATOR**Approve Contract with Wold Architects for Courts Remodeling Feasibility Study.**

Kelly said the request is for the Board to authorize signatures on a Contract with Wold Architects, at a cost of \$45,000 plus up to \$4,000 in reimbursable expenses. Lynae Schoen, Wold Architects, confirmed the cost will not be higher than \$49,000. Daleiden moved to approve the Contract, seconded by Borrell. The motion carried 5-0.

ITEMS FOR CONSIDERATION**3-01-16 CAPITAL IMPROVEMENT/FINANCE COMMITTEE MINUTES**

Daleiden moved to approve the 3-01-16 Minutes, seconded by Potter, carried 5-0. The Minutes of the Meeting follow:

Overview of Capital Improvement Plan

Vergin stated that the intended purpose of the meeting is to review the CIP, the process we use, the funding mechanisms and the plan document.

Hiivala provided a spreadsheet on the various funds used for capital projects, identifying where those fund levels are currently at. Discussed the ability to utilize the "Equipment Note" funds for building maintenance matters; and use the "Bond" (Jail) funds for the LEC geothermal investigation that will occur this spring. Hiivala stated he would follow up with the County's bond counsel to confirm the ability to use those funds for those purposes.

Vergin stated that the plan document, adopted late in 2014, will be reviewed for revisions. Revisions will include the addition of the Technology Committee process for IT projects, and any other revisions deemed appropriate, based on how the CIP process has revolved. Daleiden requested that revisions to the document be tracked and dated.

It was noted that the Parks section will need to be updated based on the phasing of Bertram Parks being shifted. Vergin will follow up with Mattice ensuring that the appropriate changes are made.

Discussed the Xerox & CAMA projects. Hiivala stated that both of these are making some progress, and that 2017 may realistic. At this time it seems that these will be the most economical for the County to use.

The next steps for the CIP will be to work with department heads to identify any additions or changes that they may have. The CIP process will be coordinated with the 2017 budgeting process.

Sawatzke questioned if the 1.M for the new Outlaying Shop (French Lake) could be deferred beyond 2017, based on the amenities that will come with the new Highway building. This will be looked into further with Highway Engineer Hawkins.

Reviewed the deferred maintenance and renovation budgets established for the Parks and Surveyors facility (existing PW Bldg). A Committee of the Whole has been set for March 29, to further review this matter. Coordinator Kelly was asked to look into the reroofing that was done in 1998 on the 1974 portion of the building, as this may still be covered under warranty/partial warranty.

Recommendation: Informational Only

(End of 3-01-16 Capital Improvement/Finance Committee Minutes)

2-24-16 TECHNOLOGY COMMITTEE MINUTES

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

I. Highway Permitting System

The Highway Department is looking into automating their permit system. The new system would make payments for permits easier and would potentially save approximately \$30K annually. Payments would be made online directly to Dakota County. Cost for new system will be \$2K up front and \$3.50/permit. Current system involves customer faxing in permit request, receiving permit prior to payment. With the new system, permits would be issued electronically and payment by Credit Card at time of request. Hawkins to verify fee structure.

Recommendation: Proceed with permitting system.

- II. Wireless Upgrade
Government Center upgrade is almost done, Public Works upgrade taking place Thursday 2/25/2016, HSC upgrade week of 2/29/2016. Wireless will be accessed faster with increased signal strength. Tagarro stated that the option for opening up Wi-Fi to the public is being discussed, but IT needs to ensure that the County's network is protected.
Recommendation: Informational only.
- III. Information Security Assessment
Tagarro stated that the Information Security Assessment that was approved by the Technology Committee in 2015 is moving forward. The company chosen for the assessment is FR Secure. The assessment will take about 10 – 12 weeks with approximately 2 days of being onsite talking to county personnel. The cost of the assessment was reduced from nearly \$60K to approximately \$43K due to contract pricing becoming available.
Recommendation: Informational only.
- IV. Virtual Desktop Pilot Project (VDI)
Tagarro stated that IT is planning to pilot VDI in 2016. Personnel would be able to connect to a virtual desktop server from their desktop device. IT will need to add more servers for the pilot. No quotes or timelines are available at this time. No pilot groups have been set up. Tagarro stated that IT would like to target 20 – 50 desktops for the pilot. Health & Human Services and Court Services are interested in the testing process. Tagarro stated that VDI could possibly replace the Citrix.
Recommendation: Informational only.
- V. Public Surplus Update
Items sold on Public Surplus Action site in 2015 were: 96 desktops, 154 laptops that included old Toughbooks and Tracers from Sheriff squad cars, and 56 Gateway monitors. The total sales including tax was \$7,929.28. If we receive payment for all auctions that have thus far closed for 2016 we will have \$3,009.77 – a good start for the new year. There was discussion as to whether to add more items to the auction site from different department, such as items from the Sheriff's Department and Bob Hiivala will look into adding Tax Forfeiture property.
Recommendation: Encourage other departments to explore Public Surplus as an option.
- VI. Committee Membership
Tagarro would like to set up the Technology Committee in Outlook as a recurring meeting. After discussion, Tagarro recommended marking invitees as "optional" but to encourage attendance if there are agenda items that will affect those departments.
Daleiden stated that some departments are buying their own software without the approval of IT, then having the TSS staff install the product. Tagarro referred to this as "Shadow IT". IT needs to approve all purchases of hardware and software for compatibility and security purposes.
Recommendation to Tagarro to discuss "shadow IT" at Leadership Team.
Recommendation: Proceed with suggestions for inviting department heads and discussing shadow IT at Leadership.
- VII. Credit Card Acceptance
Hiivala discussed the status of credit card acceptance. The County is looking into implementing a credit card payment process. No vendor selected at this time. Benefits would be; money for services will be collected immediately instead of being billed out. Staff time would be decreased on manually processing checks. Two presentations have been held so far; Craig Smith with Point & Pay and Dan Mitter with US Bank. A Business Requirements Document has been written and the County can use it to establish a policy. Recommended to survey other counties and cities who already have a process in place to find out what products are being used and how convenience fee is handled.
Recommendation: Establish County policy regarding credit card acceptance.

(End of 2-24-16 Technology Committee Minutes)

SCHEDULE COMMITTEE OF THE WHOLE MEETING RE: SUPPORTIVE CARE TO FRAIL, ELDERLY OR DISABLED ORDINANCE

Kelly said the Wright County Frail, Elderly or Disabled Ordinance has been in existence since the 1980's and allows mobile home placement to care for an elderly person if there is a medical need. The involved departments have requested a review of the Ordinance. Daleiden moved to schedule a Committee Of The Whole Meeting for 3-22-16 at 11:30 A.M. The motion was seconded by Potter and carried unanimously.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Buffalo Safe Schools. Husom attended a meeting last week. Texts for Life is an effort that Safe Schools has been involved with. It has made a positive effect on young people. There were 4,600 people that used Texts for Life in 2014 and 9,963 in 2015. This is active in 39 counties. In the Wright County area, there were 139 texts. Presentations are being made at schools about the Program. Texts received ranked in the order given - Mental Health, Suicide Ideations, and Relationships. A RAVE week - Rethinking Homelessness Seminar, was held the end of February through which \$800 worth of items (3,500 items) were collected for homeless people. There is a Mental Health Subgroup that will get together to discuss mental health issues. There will also be an Autism Spectrum Seminar on 3-17-16 from 8:30 to 10:00 A.M. at the Health & Human Services Building.
2. Pheasants Forever 2015-2016 Banquet. Sawatzke attended the event in Monticello on 3-05-16. Wright County received the Pheasants Forever Long Tail Award, recognizing the County's contributions.
3. Mental Health Initiative. Daleiden attended a meeting on 3-02-16 in Woodbury with the Health & Human Services Director. Discussion included ways to improve mental health services and crisis situations.
4. Tour of New Highway Building. Borrell and Husom attended the tour. The building is adequate to provide the space needed but not lavish. Hawkins stated the building may be ready for occupancy in June.
5. Fair Board. Borrell attended a meeting on 3-07-16. The Howard Lake Good Neighbor Days celebration may be held at the Fairgrounds in the future. Borrell is working to identify the legal address of the Fairgrounds in case of emergency during an event.

The meeting adjourned at 9:54 A.M.