

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 C1, "Auditor/Treasurer, Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of \$190,152.53 with 153 Vendors and 299 Transactions." On a motion by Daleiden, second by Husom, all voted to approve the remainder of the Consent Agenda:

- A. ADMINISTRATION
 - 1. Approve Charitable Gambling Application Form LG220, Dassel Cokato FFA Alumni, Dassel Cokato High School, 4852 Reardon Ave. SW, Cokato MN 55321 (Cokato Township), Date of Event 5-05-17
- B. ADMINISTRATION
 - 1. Appoint Tanya West as Recorder effective July 18, 2016
- D. HEALTH & HUMAN SERVICES
 - 1. Position Replacement:
 - A. Social Worker
- E. PLANNING & ZONING
 - 1. Accept the findings and recommendation of the Planning Commission for the following rezoning:
 - A. DEAN R. SPIKE (Clearwater Twp.) – on a vote of 6/1 Planning Commission recommends rezoning 11 acres from AG General Agricultural to R-2a Suburban Residential

Item C1, "Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of \$190,152.53 with 153 Vendors and 299 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 \$190,152.53 with 153 vendors and 299 transactions.

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

Hiiivala 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, Hiiivala 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 DIRECTORRecommend 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 ATTORNEYAuthorize 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 DIRECTORAward 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 ATTORNEYApprove 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 will 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.

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 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.

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

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 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.

6-22-16 Ways & Means Committee Minutes (cont.):

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.

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.