

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

### MINUTES

Borrell moved to approve the 7-12-16 County Board Minutes, seconded by Husom. The motion carried 5-0.

### AGENDA

The Agenda was amended as follows: Move Consent Agenda Item D1, "Approve Charitable Gambling Application Form LG230, Clearwater Lions, 2016 Clearwater Rodeo, 17363 Cty. Rd. 7 NW, PO 399, Clearwater, MN 55320 (Clearwater Township), Date of Event 8-19-16 to 8-21-16" to Timed Item C1 (Kelly). Daleiden moved to approve the Agenda, seconded by Potter. The motion carried unanimously.

### CONSENT AGENDA

Daleiden moved to approve the Consent Agenda as amended, seconded by Husom, and the motion carried 5-0.

- A. ADMINISTRATION
  - 1. Claim, Madden, Galanter, & Hansen, LLP \$6,585.25
- B. ADMINISTRATION
  - 1. Request to hire 67 day Child Protection Intake Social Worker temporary employee in Social Services
- C. ADMINISTRATION
  - 1. Schedule Committee of the Whole for Strategic Planning August 2, 2016 10:30am
- E. ADMINISTRATION
  - 1. Refer Courtroom Bench Remodel Designs to Building Committee
- F. AUDITOR/TREASURER
  - 1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of \$337,347.26 With 140 Vendors And 191 Transactions
- G. INFORMATION TECHNOLOGY
  - 1. Refer to the Technology Committee:
    - a. Everbridge Mass Notification
    - b. OpenGov
    - c. ARMER Radio Charges
    - d. Office 365 update
- H. PLANNING & ZONING
  - 1. Accept the findings and recommendations of the Planning Commission for the following rezonings:
    - 1. SCOTT T. ANDERSON: (Rockford Twp.) Planning Commission unanimously recommend approval of the request to rezone approximately 57 acres from AG General Agricultural to A/R Agricultural-Residential.
    - 2. JAMES R. BOSSERT: (Woodland Twp.) Planning Commission unanimously recommend approval of the request to rezone approximately 19.5 acres from AG General Agricultural and S-2 Residential-Recreational Shoreland to R-2a Suburban-Residential and S-2.
- I. SHERIFF'S OFFICE
  - 1. Position replacement:
    - A. Deputy

### TIMED AGENDA ITEMS

#### BOB HIIVALA, AUDITOR/TREASURER

#### Approve Transfer From General Fund To Capital Projects Fund In The Amount of \$1,600,000

The Office of the State Auditor has recommended that each county establish a formal policy on the level of unrestricted fund balance that should be maintained in the General Fund and Special Revenue Fund. The County's Fund Balance Policy, General Fund, states that "At the end of each fiscal year, the County will maintain a

spendable, unassigned portion of the fund balance for cash flow in a range equal to 35 to 50 percent of the fund operating expenditures.” Hiivala stated this is the first time the fund balance has exceeded 50 percent. Daleiden moved to approve a transfer of \$1.6 million from the General Fund to the Capital Projects Fund, seconded by Potter, and carried 5-0. The Board will discuss allocations to various funds at their Budget Committee Of The Whole Meeting today.

Approve Procurement Card Transactions For The Period Ending June 27, 2016 For A Total Of \$13,771.10

Hiivala said steps are being taken to provide the County Board with additional detail for procurement card transactions. The transactions have already been paid, and his goal is to provide the Board with the report prior to payment. Daleiden moved to approve the Procurement Card Transactions for the period ending 6-27-16 for a total of \$13,771.10, seconded by Borrell, and carried 5-0.

State Demographer’s 2015 Population – Final Estimates (Informational)

The 4-01-15 population and household estimates were received from the MN State Demographic Center for Wright County, including cities and townships. Hiivala said the information was communicated to all municipalities. Wright County’s population estimate for 2015 is 131,361 which is an increase of 1.9% over 2014 and 5.3% over the 2010 Federal Census. This was provided as an informational item.

**BRIAN ASLESON, CHIEF DEPUTY ATTORNEY**

Adopt Resolution Declaring Intent To Retain CliftonLarsonAllen, LLP To Perform The Annual Financial Audit Beginning In 2017

In 2015, the MN Legislature passed a law that allows counties to choose to have their annual audit done by a CPA firm rather than the State Auditor. The law takes effect 8-01-16. In order to be effective for the 2017 audit, notice must be given to the State Auditor on 8-01-16. A draft resolution was presented which, if adopted, would be delivered to the State Auditor by a process server on 8-01-16.

The Board requested an update on the lawsuit with the State Auditor. Asleson stated that the Summary Judgement Motion Hearing occurred about one month ago. Both sides argued that it is a legal and not a factual decision on whether the law is constitutional. Sawatzke asked if the County does not take action by 8-01-16, how will the State Auditor’s Office act against the County if the County has not used their services. Hiivala responded that last year, at the request of the County Board, he notified the State Auditor’s Office of the County’s intent to not use their services. Adopting the resolution today would reaffirm this intent. Hiivala estimated the cost of the 2015 audit by the State Auditor’s Office is just over \$61,000. It was estimated that about \$300,000 has been spent thus far by all parties on the lawsuit.

Borrell moved to adopt Resolution #16-40 declaring the County’s intent to retain CliftonLarsonAllen, LLP to perform the Annual Financial Audit beginning in 2017. The motion was seconded by Husom. Sawatzke said this action is consistent with the County’s rights under MN Statutes. Asleson said that part of the direction should be to have the Auditor and Attorney provide notice on 8-01-16 to the State Auditor. Borrell and Husom accepted this as a friendly amendment to the motion. The motion carried 5-0 on a roll call vote.

Approve Charitable Gambling Application Form LG230, Clearwater Lions, 2016 Clearwater Rodeo, 17363 Cty. Rd. 7 NW, PO 399, Clearwater, MN 55320 (Clearwater Township), Date of Event 8-19-16 to 8-21-16

Potter moved to adopt Resolution #16-41, seconded by Daleiden. The motion carried 5-0 on a roll call vote.

**ITEMS FOR CONSIDERATION**

7-13-16 BUILDING COMMITTEE MINUTES

At today’s County Board Meeting, Daleiden moved to approve the Minutes and recommendations. The motion was seconded by Potter and carried 5-0. The Minutes follow:

I. Modification To The Human Services Center Room 127

Wilczek provided an overview of two project proposals requested for the Human Services Center. First, an exit door and awning was discussed in the north wall of conference room 127. The basis for the request was a desire by Human Services to have both access and exiting ability through the location for meeting attendees to enter the room without traveling through workstations and as another point of exit in the case of an emergency. Dahl also noted the importance of another exit location as occupancy loads have increased at the

**7-13-16 Building Committee Minutes (cont.):**

site, the original design intent was not for an office setting, and exit locations are narrowly within requirements. Wilczek noted the proposal from Shingobee was to establish a baseline price for discussion and the project could potentially be completed for less if bid to multiple companies. Goodrum Schwartz indicated that staff at the site do not feel comfortable or safe when the room is designated as their emergency shelter and there are no exit doors to the outside. Card readers, security alarms, and vision windows were also discussed by Daleiden, Potter, Dahl, Kelly, Wilczek, and Gillman as potential elements that should be considered with the installation of a door system.

The second project presented was the installation of moveable partitions to split conference room 127 when needed. Wilczek summarized the two system types offered in the proposals. Both provide very similar finishes, operation, and sound transfer minimization. However, the difference in the systems is in the installation method. The Skold proposed product from Moderco was specified to hang from the metal building structure above the ceiling grid. This option would only be available after thorough analysis of the structure to ensure the metals would support the wall system. The Hufcor system was proposed with a Unispan element to support the weight of the wall by mechanically fastening on the side walls and spanning the room from those fastened supports. Gillman detailed the current environment in which there is often a need for more conference rooms at the property. If a moveable wall system was installed, it would provide flexibility in the use of the space for another conference room. Wilczek noted the proposals presented were for the wall systems only and if the project moves forward, there would also be electrical work to split the room's lighting (as they are currently on a whole room dimming system for presentations) and modify the existing ceiling grid to accommodate the wall system. Daleiden asked if the wall system was electronic and Wilczek responded it is not.

Overall discussion amongst the group occurred in relation to the longevity of the facility, the potential Human Services use of the likely vacating space at the Government Center (pending a potential new Courts Facility), and the appetite to invest money into the site with potential changes in staffing loads or site utilization.

**Recommendation:**

Daleiden and Potter recommended moving forward with both proposed modifications as the potential timetable for changes in site utilization would likely be at least a minimum of 4 years (pending the Courts Facility development and long term space planning). With respect to the exterior door, Daleiden proposed bidding it to two other companies and selecting an option to include a secure window panel and a cloth awning but to not include card access or alarms. On the moveable partition wall, Potter and Daleiden recommended moving forward with the installation of the Hufcor product due to the questionability of the Skold installation attaching to the building structure.

**II. Annex Restroom**

Wilczek provided an update on the project and the status of the architect's work. Tiffany Townsend with Nelson was on site Monday, June 27<sup>th</sup> to review the site and develop ideas on finishes. Product options have been gathered and are being sent to Wilczek for review. After finishes & fixtures are selected, the details will be written into the bid documents and will be ready to release for bid solicitation.

**Recommendation:**

Daleiden recommended to keep moving forward with the drawings and bids. The project and cost will be reviewed and considered for construction after all information is gathered.

**III. IT Expansion**

Wilczek provided an update on the IT expansion project and noted the buildout has been completed and furniture installation is near completion. The only item remaining after furniture installation is a small area of painting to be completed by the custodial staff.

**Recommendation:**

No recommendation except to continue progress toward completion.

**7-13-16 Building Committee Minutes (cont.):****IV. Public Works Deferred Maintenance & Remodel**

Wilczek provided an update on the architect's design status for the interior modifications. Tiffany Townsend with Nelson was at the site for a review meeting on Monday, June 27<sup>th</sup>. The scope of the design thoughts were discussed and details regarding ceiling heights, door types, and a variety of existing conditions were reviewed. Townsend is working on completing AutoCAD drawings of the project and verifying path of travel & evacuation routes to ensure code compliance. Details will be provided to Wilczek when a draft is complete. Cynthia Long and Larry Koch with Inspec were on site July 7<sup>th</sup> to complete a walkthrough and initial assessment of the roof systems and building envelope. The hvac system, windows, building structure, and roof details were discussed and visually reviewed as a part of the initial conditions assessment with plans to complete further investigation into systems with test cuts. A schedule for project completion is being developed and will be presented at the next committee meeting.

Discussion took place between Daleiden, Potter, Mattice, Wilczek, and Kelly regarding the wood shop dust collection system, the service area overhead door, and the welding fume evacuation system. The overhead door installation was described by Mattice as to allow for trailer drive through and maintenance without unhooking and jockeying to allow for other equipment to utilize other parts of the service area. The second overhead door would be installed to connect the wood and metal shop areas to allow for a more fluid work environment when large projects are being complete. The estimated cost for the two doors was \$20,000. The welding fume evacuation system was described by Wilczek as a welding cable that pulled the fumes directly back inside the head and back down the cable system to a filtration unit attached to the welder. Hastings Air Energy Control offered to bring a sample of the equipment to the site for a demo. The wood shop dust collection system is currently located inside the shop and should be relocated outside the shop with properly sized ducts to provide a more functional and safe system. The estimate for the complete system is approximately \$40,000.

**Recommendation:**

It was recommended by Daleiden and Potter to continue moving forward with Nelson to complete the PW interior design & review and with Inspec for the assessment of the existing roof system & building envelope. Also recommended was to obtain multiple bids for the overhead doors and move forward with an estimated complete cost of \$20,000 combined and to move forward with the dust collection system at the estimated cost of \$40,000. Daleiden recommended to demo the welding cable to explore possible future purchase of the system.

(End of 7-13-16 Building Committee Minutes)

**7-12-16 COMMITTEE OF THE WHOLE (COTW) MINUTES**

At today's County Board Meeting, Potter moved to approve the Minutes and recommendations. The motion was seconded by Daleiden and carried 5-0. The Minutes follow:

**I. Strategic Planning**

Kelly provided an overview of the retreat held last November with the County Board and Coordinator. The result of the retreat was an executive summary containing proposed County strategic goals and proposals for a revised mission statement. Kelly stated the goals were brought to the Leadership Team for discussion earlier in 2016. He and his staff have been working on developing action items for these goals and wanted to meet with the Board to start a dialog regarding strategic planning. He requested that the Board meet once a month to discuss strategic planning.

Husom felt it was critical to establish an effective mission statement. Several proposals were discussed at the retreat and there was interest in adopting a new mission statement for the County. Sawatzke felt transparency should be included in the mission statement. Kelly will develop a draft of a revised mission statement for the next meeting.

Kelly stated his concern about being able to carry out strategic plan action items due to the County's structure. He asked for clarification on the role of the Administration department. There was discussion regarding enforcement of County policies across departments. Hesse discussed the need for consistency and how it impacts Human Resources functions. She stated that recent supervisory training sessions were well received and there were several requests for additional training sessions on a wide variety of topics.

**7-12-16 COTW Minutes (cont.):**

Kelly noted there have been inconsistencies in the way software programs and systems have been selected and deployed. IT should be involved in this process. After discussion the consensus was that technology projects should be discussed and vetted through the Technology Committee. Daleiden recommended documenting this directive in a letter from the Board to Department Heads.

Wilczek raised the need for clarity and direction regarding the approvals process for funding projects. Kelly felt that documenting the Board's guidance would be valuable for Department heads.

Borrell encouraged discussion of issues at the leadership team meetings. Hesse noted that all departments may not be in attendance at each leadership team meeting. While the bylaws allow sending an alternate department representative to the meeting sometimes a department is not represented. Kelly noted a recent meeting was cancelled due to lack of a quorum. Daleiden thought attendance at leadership was critical and should be a requirement of the department heads. This should also be noted in the letter to Department Heads.

The consensus was to begin to meet monthly to discuss strategic planning. The next meeting was proposed for August 2<sup>nd</sup> at 10:30.

Recommendation: Draft a letter regarding the Board's expectations for Department Heads attendance at Leadership Team meetings and requiring technology projects be vetted through the Technology Committee.  
(End of 7-12-16 COTW Minutes)

**7-13-16 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 Committee Minutes follow:

I. Pre-Backfill of IT Office Assistant

Filled by current incumbent since 2008. Wide variety of ongoing tasks throughout the department. Retirement September 29, 2016. Asking for 1 (one) month overlap. Personnel budget can absorb cost due to long-term vacant positions.

Recommendation: Approve up to 3 weeks overlap between new hire and current incumbent.

II. Temporary Front Desk Staff for Public Works Building

Assign Return to Work employee to HHS in the morning and Public Works Building in the afternoon (exact hours to be determined). PT Highway Department staff remains in Public Works building to cover desk in the morning.

Surveyor/Parks department covers front desk in the event return to work employee is no longer available. PT Highway Department staff may adjust schedule to accommodate front desk coverage as appropriate.

Recommendation: Approve current PT Highway Department staff member to work scheduled 20 hours per week in Public Works building to cover desk in the morning and Return to Work employee to work 20 hours per week to cover desk in afternoon. Return to Work employee will work remaining 20 hours per week at HHS.

III. Request to Hire Social Worker Above 12% of Minimum Salary Range

As of today, both Child Protection Intake Social Worker positions are vacant. Conducted interviews for both vacancies. Conducted 4 second interviews. Applicant comes with 12 years of direct child protection experience including intake. Training will be minimal.

Recommendation: Approve offer of \$28.00 per hour to start.

**7-13-16 Personnel Committee Minutes (cont.):**IV. Request to Hire IT Position Above 12% of Beginning Hiring Range

Interviewed a number of applicants. Very few had business analysis and project management experience. Conducted second round interviews with two (2) applicants. Candidate comes with business analysis and project management experience as well as leading teams for SharePoint and Web development. Requesting to offer \$66,000 starting salary.

Recommendation: Approve offer of \$66,000 per year.

(End of 7-13-16 Personnel Committee Minutes)

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. Wright County Economic Development Partnership. Potter attended a meeting on 7-15-16 where the 2017 budget was discussed. He anticipates the EDP to present a request during County budget sessions for an increase in their marketing budget. The idea is to use marketing to attract more business.
2. Solar Group. Sawatzke said the group met on 7-18-16 and discussed some of the same issues as at the prior meeting. Excel representatives conveyed they will try to address concerns on the location of power poles. A survey will be completed. Based on the results, the poles may be moved or property owners may be contacted to provide an easement to Excel. After the survey has been completed, Excel will meet with the Township Board on the results.
3. Parks Commission. Daleiden attended a meeting on 7-18-16. The budget is being worked on. Daleiden provided a reminder for residents to take the opportunity to enjoy the Wright County Parks.
4. French Lake Improvement Association. Borrell was at the Lake Association Meeting on 7-16-16. Milfoil has almost been eradicated from French Lake.
5. Marty Farm Tour. Potter said the Tour will be held on 7-21-16 at 3:00 P.M. The Marty Farm is located in Silver Creek Township.
6. Bertram Blast. Sawatzke said the Bertram Blast Triathlon, Duathlon and Trail Run will be held on 7-23-16.

The meeting adjourned at 10:00 A.M.