

APPROVED 8-30-16

WRIGHT COUNTY BOARD  
MINUTES  
AUGUST 23, 2016

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 8-16-16 County Board Minutes, seconded by Potter. The motion carried 5-0.

#### **AGENDA**

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

#### **CONSENT AGENDA**

Daleiden moved to approve the Consent Agenda, seconded by Borrell. Sawatzke commented regarding Item B (1) that the County is providing half the rent for the wRight Choice space only because it is vacant, and does not have responsibility for classroom space or schools. He said the School District is charged rent according to a Federal formula for reimbursement, which is applied to all entities who pay rent to the County. The motion passed 5-0.

- A. ADMINISTRATION
  - 1. Refer to 8-24-16 Personnel Committee Request to Reclassify Sr. Engineering Technician-Traffic to Traffic Engineer
- B. ADMINISTRATION
  - 1. Approve and Authorize Signatures on wRight Choice Lease Agreement for 2016-2017 School Year
- C. AUDITOR/TREASURER
  - 1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of \$1,372,607.11 with 224 Vendors and 425 Transactions
- D. SHERIFF'S OFFICE
  - 1. Position Replacement:
    - A. 1 Communications Officer

#### **TIMED AGENDA ITEMS**

##### **BOB HIIVALA, AUDITOR/TREASURER**

##### Approve Easement On Tax Forfeited Property

Hiivala said Xcel Energy contacted the County regarding the need to encroach on a tax forfeited property to do utility work. Chief Deputy Attorney Brian Asleson explained that the property is a narrow strip on the northern boundary of the City of Rockford. State Statute authorizes Hiivala to sign off on easements such as this if the County Board so approves. Asleson said this would be a permanent easement to replace a line servicing the adjacent neighborhood and would involve the north ten feet of the parcel.

Borrell asked whether they offered any compensation for the easement, as the agreement states only one dollar. Sawatzke said the easement should be worth more than a dollar. Borrell said he would have preferred that this item and Item B (regarding the resolution authorizing seizure and sale of abandoned personal property on tax forfeited land) had gone to the Tax Forfeit Committee to iron out details before going to the County Board. Asleson said the County Assessor's Office lists \$3,000 as a market value. Sawatzke said Xcel would not be interested in paying that amount, plus property taxes, insurance, and maintenance costs.

Potter moved to table this item to allow Asleson time to get more information. Daleiden seconded the motion. Borrell said he would like to refer this matter to the Tax Forfeit Committee for further discussion. Sawatzke asked for clarification on the motion. Potter said he would like to receive additional information and perhaps see the

property. Daleiden said that could include referring the matter to the Tax Forfeiture Committee. Asleson said this property was initially offered to the City of Rockford approximately two years ago, but they were not interested. He will gather the requested information. Sawatzke clarified that the motion includes referring this item to the Tax Forfeit Committee. The motion carried 5-0.

Husom moved to schedule a Tax Forfeit Committee on 8-30-16 at 8:30 A.M. Borrell seconded, and the motion carried 5-0.

#### Award Bids On County Ditch 10 and Joint Ditch 4

Hiiivala said bids were opened at the 8-16-16 County Board meeting. He recommended awarding the bids to the lowest bidders. Hiiivala asked the Board to award the bid for County Ditch 10 to Consolidated Landcare, Inc. in the amount of \$15,400.00. Daleiden moved, seconded by Borrell, and the motion carried 5-0.

Hiiivala recommended that the second bid be awarded to the lowest bidder, Ed Rettman Jr. Excavating, for Joint Ditch 4 in the amount of \$13,750.00. Borrell moved, seconded by Daleiden, and the motion carried 5-0.

#### Update Of Recount For Commissioner District 2

Jackie Schmidt, Elections Supervisor and Office Manager I for the Auditor/Treasurer's Office, said the District Two Commissioner primary ballot recount occurred 8-18-16. One additional vote was found for candidate Darek Vetsch. The ballot was written in light blue ink, and the machine most likely didn't read it initially. She said the Canvas Board met 8-22-16 and confirmed the change. The overall results of the election were not affected. Instead of a four-vote difference between Vetsch and Brad Fyle, there is now a five vote difference. This was an informational item only.

#### **BRIAN ASLESON, CHIEF DEPUTY ATTORNEY**

##### Adopt Resolution Authorizing Seizure And Sale Of Abandoned Personal Property On Tax Forfeited Land

Asleson said this is a routine matter regarding properties that will be going up for public auction. The two properties listed have buildings on them filled with abandoned furniture and miscellaneous other items left by previous residents. Both structures will probably be demolished. The tax forfeit process, however, only deals with real estate, and not personal property. The County Board must authorize by Resolution to seize abandoned personal property. The Attorney's Office notifies prior tenants and owners and then holds a sale at the Auditor/Treasurer's Office. In the past, no one has ever attended those events. The County then takes possession of the personal property.

Asleson referred to the last "Whereas" in the Resolution that states: "Abandoned personal property remains on several of the parcels scheduled for sale, including but not limited to the following parcels." He said this clause allows the County to take possession of abandoned personal property on land-only tax forfeited parcels as well. Borrell said he felt it would be good to refer these types of items to the Tax Forfeit Committee in the future. Potter moved, seconded by Husom, to adopt Resolution 16-49, Authorizing Seizure And Sale Of Abandoned Personal Property On Tax-Forfeited Land. The Resolution passed 5-0 on a roll call vote.

#### **ITEMS FOR CONSIDERATION**

##### **8-10-16 CAPITAL IMPROVEMENT/FINANCE COMMITTEE MINUTES**

Sawatzke said one correction should be made adding Brad Harrington to the list of "Others Present." Daleiden moved, seconded by Potter, to approve the 8-10-16 Capital Improvement/Finance Committee Minutes as amended. The motion carried 5-0. The Capital Improvement/Finance Committee Minutes follow:

##### Overview of Draft 2017-2021 Capital Improvement Plan (Documents attached)

Vergin stated that the CIP serves as a tool to assist in the long range planning and that it communicates the priorities and future needs of the County.

**8-10-16 Capital Improvement/Finance Committee Minutes (cont.):**

Vergin identified the revisions to the “Wright County Capital Improvement Plan” word document, which includes the introduction, definitions, and explanations of the components of the CIP.

- A revision date has been added
- A section referred to as “The Role of the Technology Committee” has been added. This committee serves as a platform for departments to discuss their needs, and evaluate and prioritize projects. All technology projects will be required to be vetted through this Committee.

CIP Project Spreadsheet

Vergin proceeded to walk the committee through the various sections of the CIP spreadsheet. She informed the Committee that the first column identifies 2015 projects that for some reason or another did not proceed, but are now occurring in 2016; therefore costs have been moved to the 2016 CIP budget. Vergin noted that she would explain that in more detail when they reviewed the Funding spreadsheet. There is also a column that identifies 2016 projects that will not proceed until 2017, that funding will be in the 2017 CIP budget.

The Committee then walked through each section of the CIP, noting that there were representatives from the departments present to answer any questions that the Committee may have.

Enterprise Projects (Technology projects that have an impact County Wide)

- The document will be revised to include \$38,000 in 2017 for Wireless Upgrades.
- Network Storage will be adjusted to reflect both the 2015 and 2016 budgets, \$36,000 each, totaling \$72,000, to be funded in 2017, as that work has not yet started.

County Facility/Building Needs

- Hot Water Boilers at LEC, \$335,000 – This project was proposed to occur in 2016, and it is now not being recommended to proceed.
- Annex MUA’s at a cost of \$195,000 and Chiller Tower at a cost of \$136,500 both proposed for 2018 are now being proposed to be part of the Courts remodel project.
- The Committee requested that the 2018, 2020 and 2021 budget amounts identified as holding spots be removed.
- Discussed the programmable thermostats that are proposed to be installed at the HHSC yet this year (2016) for \$12,000. Wilczek noted to the Committee that these should only be done if County intends to retain that building for 7+ years. If the building will no longer be used within the next 3 to 4 years, than recommends that this work not be completed.
- Discussed the deferred maintenance and renovation to the existing public works building. Some work is currently proceeding, but possibility that not all of the work proposed for 2016 will be completed, some may be done in 2017. CIP would be adjusted accordingly
- Caulking and Tuck Pointing – It was noted that Staff should re-evaluate both the timing of the work and what areas that need to be done.

Administration Projects

- This is the first year that Administration has had any department specific projects within the CIP. There was discussion if a “Future Space Study” should be part of the CIP or funded through Professional Services. At this time, it is not included in the CIP.

Assessor

- It was noted that the CAMA project has been pushed out to 2018.

**8-10-16 Capital Improvement/Finance Committee Minutes (cont.):**Attorney

- Jworks project is not anticipated to start until 2018.

Auditor/Treasurer

- Property Tax System has been pushed out to 2018, along with the CAMA project.
- OpenGOV – Auditor will be working with other departments to see if this system would be of benefit to them in presenting data and statistics.

Highway

- Nothing new has been added to their CIP, next project will not occur until 2018.

Human Services

- HHS - EDMS project – Christine Partlow questioned unspent funds from a previous year that were not identified in the CIP. Vergin stated that she would meet with Christine to clarify the funding, and if something had been missed Vergin would correct the CIP.
- Mobile Wellness on Wheels – Young provided additional information regarding their proposal to replace the current WOW vehicle. This will be a smaller cargo type van, which will contain equipment necessary to continue to provide services to the public.

Parks

- Questioned if campground improvements could be funded through the campground fees. Harrington responded that he was not clear on that, Mattice would need to clarify that for the Committee.

Recorder

- EDMS project for land records will continue this year and into 2017.

Sheriff

- Body Cameras and Server – Hoffman stated that that they have identified \$250,000 over time, as is it unknown when this will occur. The Sheriff's department is more in a holding pattern to see how the new legislation and public process will unfold.
- 800 MHZ Consoletes, due to their life expectancy are due to be replaced in 2018. The Sheriff's department as identified that they will fund 50% of the replacement through 911 funding, with the other 50% coming from the CIP.

CIP Funding Plan

Vergin stated that the projects are broken down by year and by the funding source that will be used. The last page of the Funding plan begins with year 2015 year-end fund balances for each funding source; it then identifies transfers that have been approved by the Board to fund the CIP; it identifies the anticipated expenditures for 2016 and any additional revenue sources for 2016; thus projecting out a year end fund balance for 2016.

This continues for each year moving forward, identifying proposed transfer amounts to fund CIP projects based on year-end fund balances.

Discussed the inclusion of the Highway Bond / Debt Levy. Vergin noted that the levy is projected at 105% of the debt due, as defined by State Statute. There was discussion if the CIP should recognize all debt of the County. It was the consensus of the Committee to include all debt.

**8-10-16 Capital Improvement/Finance Committee Minutes (cont.):**Overview – Next Steps

Vergin will meet with Partlow to clarify their funding for the HHS EDMS project; Mattice will be contacted to address the question regarding campground fees; the CIP will be updated with changes as identified today during the meeting.

**Recommendation:**

Present the CIP, with changes, to the COTW on August 23 with the overview of the 2017 Budget.

(End of 8-10-16 Capital Improvement/Finance Committee Minutes)

**8-10-16 COMMITTEE OF THE WHOLE**

Husom moved to approve the 8-10-16 Committee Of The Whole Minutes and Recommendations, seconded by Daleiden. Borrell said he doesn't feel this change is necessary, as Launette Figliuzzi, Director of Veterans Services/Nuclear, has emergency management experience. Borrell added that County nuclear drills have rated highly. He preferred to add a staff member to the Veterans Services Department than transfer nuclear emergency management duties to Emergency Management Coordinator Steve Berg in the Sheriff's Office. Borrell said it is valuable to have two staff members with emergency management training and skills in case an event occurs. The motion carried 4-1, with Borrell voicing the Nay vote. The 8-10-16 Committee Of The Whole Minutes follow:

I. Transfer of Nuclear Emergency Preparedness Department to the Emergency Manager's/Sheriff's Department

Kelly reminded the committee that this meeting was a follow-up to the Committee of the Whole held in May. Work on revising the impacted job descriptions has been started but he would like direction from the board prior to proceeding further.

Figliuzzi provided an overview of the nuclear preparedness activities conducted by her and her staff from October 2014 to October 2015. These totaled 1633 hours over a 12 month period. In addition she cited an additional 412 hours of events related to nuclear preparedness that staff were not able to attend.

In addition, Figliuzzi said her office receives 7400 phone calls per year from Veterans and their families. Transferring the nuclear preparedness duties would allow her to focus her efforts on serving veterans.

The current 2016-2017 Nuclear Grant was discussed. Historically this grant has allocated \$30,000 to cover staff costs. Sawatzke noted that in the past the board had been told that the nuclear grant covers approximately 50% of the wages of nuclear related staff, but those costs are greater than \$30,000. Additional grant funding should be requested to cover the cost of a new Emergency Management Deputy Director position. There was discussion regarding the budget logistics related to transferring nuclear preparedness. These scenarios will need to be discussed during budget meetings.

The committee identified that the job description for an Emergency Management Deputy Director should be finalized and rated by the consultant in order to identify the costs of the position for the 2017 budget. The Veteran's Service/ Nuclear Director and Emergency Management Coordinator job descriptions should also be reviewed.

**Recommendation: Review and prepare job descriptions related to the transfer of nuclear preparedness duties.**

(End of 8-10-16 Committee Of The Whole Minutes)

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. Dementia Friendly Community: Husom said she was recruited to take part in launching a Dementia Friendly Community in Buffalo to build awareness about the condition, and offer support to care givers.
2. Tri-County Regional Forensic Lab: Husom said requests for Bio-DNA tests are up 32 percent, and criminal sexual tests have increased 120 percent. A new software called STRMix will help analyze latent prints and record DNA. She cited several success stories regarding quick turnarounds that resulted in convictions. Husom said the Advisory Board approved a budget increase of 1.76 percent. Wright County's share is \$385,106.
3. Local Emergency Medical Systems Council: Husom reported on a new pulse point phone app that alerts any app user within a 1500 foot radius that someone is having a heart attack or needs CPR. It also indicates the location of nearby Automated External Defibrillators (AEDs). This is a pilot program involving Wright County, Carver County, Coon Rapids, and the University of Minnesota that will roll out on 9-01-16.
4. Economic Development Partnership (EDP)/Monticello Chamber of Commerce Luncheon: Potter said the EDP joined up with the Chamber for a Learning Luncheon on 8-16-16. The subject was transportation. The group reviewed a five-year plan and transportation initiatives. Potter said the EDP informed the Chamber about the new Highway 25 Coalition, which is meeting this Friday, 8-26-16.
5. Solar Committee: Sawatzke attended this Committee on 8-19-16. The next meeting on 9-02-16 may be the last one. The key point is the creation of a Developers Agreement requiring solar companies to sign a contract with the County regarding their responsibilities. If they don't fulfill them, the County will have the right to pull from their letter of credit. Borrell added that the new Agreement allows Townships to write their own ordinances that the County will enforce. Borrell said the Agreement will help keep the developers accountable.
6. Tour of Pine County Courthouse: Daleiden said the Board and other County staff toured the facilities on 8-18-16.
7. Local Government Roundtable On Regional Bufferworks: Daleiden said the event was hosted on 8-18-16 by the Association of Minnesota Counties (AMC), the Minnesota Association of Soil and Water Conservation Districts, and the Minnesota Association of Watershed Districts. Daleiden said there are a few dates of which the County must be aware. As of 11-01-17, buffers averaging 50 feet (with a minimum of 30 feet) will be required on all lands adjacent to public waters.

Daleiden said the second rule may be more of a concern to the County. As of 11-01-18, buffers of 16.5 feet will be required on all County ditches. He said the County must notify the Minnesota Board of Water and Soil Resources (BWSR) by 3-31-17 of its intent to assume enforcement of the Buffer Law. If the County decides not to enforce it by 3-31-17, BWSR will do it, although they prefer that counties take the initiative. At any time, the County may take over enforcement by giving BWSR a sixty-day prior notice. BWSR also requires information regarding how compliance and enforcement measures will be implemented. Daleiden said BWSR prefers that counties use a carrot versus a stick approach. Some agriculture loan programs are available for farmers. Daleiden said the County will need to discuss with SWCD other requirements about water courses that are not County Ditch or public waters, but have potential for impacting surface water. These must be reported and evaluated by SWCD regarding whether they should be plotted on the official Buffer Protection Map. Daleiden said at this point, the Minnesota Department of Natural Resources defines public waters to include rivers and lakes.

Daleiden said private drainage ditches are not public waters, but must be evaluated by the Soil and Water Conservation Districts (SWCDs). Currently the rules deal solely with County public waters and County ditches. BWSR will provide guidelines. The use of the Buffer Protection Map is to 1) Identify the waters;

- 2) Provide a system, and 3) Implement Buffers. If the County chooses not to enforce the Buffer Law, BWSR can ask the SWCD to do so. Daleiden said someone (perhaps either the SWCD or the Planning & Zoning Department) should have access to adjusting the Buffer Protection Map.
8. Mosquito Control: Daleiden said he has been getting a lot of calls about mosquito control measures, primarily on the eastern side of the County. Sawatzke said the Board talked about it a dozen years ago. Marc Mattice, Director of Parks and Recreation, did research at that time, and the cost was astronomical. There is also the question of whether the chemicals are safe for the environment and other species.
  9. Future Courts Tour: Lee Kelly, County Coordinator, said he made contact with the Polk County Court Administrator in Crookston, Minnesota, regarding a tour of their facilities. Sawatzke said 9-19-16 is a date that works for everyone. A time will be forthcoming after logistics including travel time are determined.
  10. Planning & Zoning Feedlot Workshop: Borrell said he attended this workshop on 8-15-16. The discussion centered on the chicken ordinance and allowing horses on smaller acreage.
  11. Safe Schools: Borrell said the presentation last week addressed child suicide and steps being taken at various schools.
  12. Reception for Kyla Mauk, 2015-2016 Princess Kay of the Milky Way: Borrell said Ms. Mauk will be recognized at the 8-30-16 County Board meeting. A reception follows at the Government Center that is open to the public.

The meeting adjourned at 9:55 A.M.