



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

FEBRUARY 6, 2018

DATE APPROVED: FEBRUARY 13, 2018

Christine Husom, District 1
Darek Vetsch, District 2
Mark Daleiden, District 3
Michael Potter, District 4
Charles Borrell, District 5

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

Borrell moved to approve the 1-30-18 County Board Minutes. The motion was seconded by Husom and carried 5-0.

The Agenda was reviewed. Lee Kelly, County Coordinator, asked to remove the notation on the bottom of the Agenda that indicates there is a Committee Of The Whole meeting today at 1:30 PM. That meeting is being held tomorrow and was added to the Agenda in error. Potter moved to approve the Agenda as amended, seconded by Vetsch, and carried 5-0.

On a motion by Vetsch, second by Husom, all voted to approve the Consent Agenda:

A. ADMINISTRATION

1. Authorize 2018 I-94 West Corridor Coalition Membership Investment

B. AUDITOR/TREASURER

1. Acknowledge Warrants Issued Between January 24, 2018 And January 30, 2018
2. Request County Board To Accept And Authorize Auditor/Treasurer To Sign Voting Equipment Grant Agreement In The Amount Of \$79,894.60
3. Authorize Auditor/Treasurer To Sign Agreement With KNOWiNK For Electronic Rosters (Poll Pads)

C. HEALTH & HUMAN SERVICES

1. Position Replacement
 - a. Social Worker (1FTE)
 - b. Social Worker (1FTE)
 - c. Case Aide - Social Services (1FTE)
 - d. Case Aide - Social Services (1FTE)

D. INFORMATION TECHNOLOGY

1. Refer To The 2-14-17 Technology Committee:
 - a. Office 365 Update
 - b. ERP Foundation Update
 - c. Project Prioritization

E. SHERIFF'S OFFICE - JAIL

1. Position Replacement:
 - a. Corrections Officer

TIMED ITEMS

BOB HIIVALA, AUDITOR/TREASURER

Tammi Vaith, Chief Deputy Auditor/Treasurer, presented the Auditor/Treasurer items.

Adopt Resolution Approving Amendment No. 1 To Loan Agreement No. SRF0309 By And Between Minnesota Pollution Control Agency (MPCA), Crow River Organization Of Water (CROW) And Wright County

Vaith said this represents an additional \$300,000. Borrell moved to adopt Resolution #18-15, seconded by Husom. The motion carried 5-0 on a roll call vote.

Set Ditch Committee Of The Whole To Discuss Proposal For County Ditch 10

On a motion by Husom, second by Potter, all voted to schedule the Ditch Committee Of The Whole Meeting for 3-13-18 at 10:30 AM.

ADAM TAGARRO, INFORMATION TECHNOLOGY DIRECTORApprove 5 Year Renewal of Motorola Services Contract

The annual services agreement covers maintenance of the Motorola radio infrastructure at multiple sites. The equipment enables operation of the 800MHz radios used by the Sheriff's Office, Highway Department, and other agencies in Wright County. Motorola has offered to reduce the annual maintenance escalator from 5% to 3%, resulting in a savings of about \$20,000 over the 5-year contract. The scope of services is identical.

Vetsch moved to approve the 5-year renewal of the Motorola Services Contract, seconded by Husom, and carried 5-0.

LEE KELLY, COUNTY COORDINATORApproval to Issue Courts Facility Bid Documents

Kelly introduced Pete Filippi, Construction Manager, Contegrity Group, and Anthony Enright, Project Manager, BKV Group. Information was presented on the construction document estimate and bidding schedule for the Courts Facility. Filippi said the construction document total is \$51,346,723.27. Estimated costs for FF&E (furniture package) at \$2.2 million and IT (building technical systems) at \$1.1 million are not finalized but would bring the total closer to \$54 million. Discussions have included moving the storm pond to the north side of the road to lend space for potential future building projects. The thought is that doing that now would save money down the line for the potential building site. Anticipated alternatives include an asphalt bike path (\$166,894.42), vegetative roof-jury assembly (cost TBD), change existing analog cameras in Jail (cost TBD), and replace existing LEC parking lot lights.

Borrell stated that when the County first started looking at this project, the estimate discussed was \$30 million and included a smaller footprint. The project has grown to \$50+ million but will accommodate growth for 20+ years. Potter said they need to deliver a quality product that is built for the future. Additional discussion occurred on the move of security equipment from FF&E to the construction line; the move of state-owned equipment from the current to the new site, additional conduit runs to avoid future retrofits, and the add alternates. The County has the option to act as purchasing agent for specific products to avoid sales tax.

Alan Wilczek, Facilities Services Director, asked for clarification on whether the pond relocation would be handled as an alternate bid or whether it would be a bid standard. It was the consensus of Board members that it should be included in the bid documents.

Potter moved to approve the issuance of the Courts Facility bid documents, seconded by Borrell. Discussion followed on the timeline. Filippi stated this will be advertised in the legal newspaper for three publications. A pre-bid meeting is planned for 3-07-18 and a bid opening for 3-20-18. Bids will then be opened, qualified, and brought back to the Board on 4-03-18. They also plan to advertise in construction trade publication and extensive databases, as well as phone solicitation.

Judge Kate McPherson, 10th Judicial District, said the current courts area was constructed in 1959 and remodeled in 1990-1991. The time has come where they are forced to improve due to security, space requirements, technologies, and accessibility for the disabled. Judge McPherson said the District Judges are appreciative of what the County has done with the new Courts Facility. The process has been collaborative even though there were times they did not agree.

The motion to approve issuance of the Courts Facility Bid Documents carried 5-0.

ITEMS FOR CONSIDERATION**1-02-18 COMMITTEE OF THE WHOLE MINUTES**

At today's County Board Meeting, Potter moved to approve the minutes, seconded by Husom. Kelly noted that the legislative priorities attachment included in the Board packet was what was presented at the Committee Meeting. It has since been updated with additional information from departments and will be available for the meeting with Legislators tomorrow. The motion to approve the minutes carried 5-0. The minutes follow:

I. Legislative Priorities

Daleiden indicated he would like to identify 8-10 items which are the highest priorities to the County. Kelly distributed a list of items that were submitted by department heads. The consensus was that each item needed to be supported by facts and figures to share with the legislators.

Kelly noted many of the items under Administration pertained to other departments. Under Administration, the priority issues were public data statutes, data practices, and clarifying the sales tax exemption for building materials on construction projects. The consensus was that the data practices issues noted by Administration and the first Information Technology item that was listed should be combined into one item. Kelly noted that this was a case where statutes have not developed as fast as the technologies. Additional issues mentioned were the funding for body cameras and reimbursement for the costs associated with the State Auditor Lawsuit were noted for other departments.

The County Attorney's office noted the desire for programs such as Drive Wright to be allowed to operate locally. The committee discussed the impact of child protection services on Health and Human Services as well as the Attorney's office. Schwartz said the number of child protection cases has increased 100% since 2012. Costs have also increased significantly during this time period. The committee requested additional cost figures to be presented to the legislators.

The Auditor/treasurer issues to include were the use of expanded technologies for election purposes and to provide for clean water funding for buffer acquisitions.

Health and Human Services issues presented included the need for finance reform. Recent cost shifts have impacted the county budgets. The Minnesota Eligibility Technology System (METS) was discussed at length. Staff expressed frustration with state provided software systems such as MNLARS and METS. Daleiden requested that a demonstration of the METS system be given to legislators.

The county cost of Regional Treatment and Community Behavioral Health hospitals was discussed. Legislation passed in 2015 and 2016 requires counties to pay 100% of the care costs in these facilities. Counties have little ability to control these costs and there is a shortage of service providers. Based on discussion today, Schwartz will submit revised information for inclusion in the materials for legislators.

Hawkins discussed the list of items submitted for the Highway department. Support of funding for adding lanes to I-94 was a key issue. Potter noted funding mechanisms such as corridors of commerce and the FAST act should be noted. Hawkins provided an overview of the request for revisions to the MN Statute 117 regarding Eminent Domain. Asleson commented on the timing of appraisals and how the current language does not provide ample time for the County to react to appraisals.

Mattice provided a summary of the items submitted for the Parks Department. These are from the platform of the Greater Minnesota Parks and Trails Organization. He would like to encourage legislators to support the Greater MN Parks and Trails Association. He would also like to thank the legislators for their support on past projects. Mattice will provide a revised summary for inclusion in the final document.

Recommendation: Revise list of priority issues to be presented to legislators.

(End of 1-02-18 COTW Minutes)

1-24-18 TECHNOLOGY COMMITTEE MINUTES

Vetsch moved to approve the minutes and recommendations, seconded by Borrell. Discussion included Item 3, Zuercher. Daleiden stated that when the County originally proceeded with Zuercher, the three police departments were asked whether they wanted to join and they did not. Zuercher has since bought the company that those police departments used. He said the demands on the County's technology resources are unknown with this transition, and those resources are already short. The motion carried 5-0. The Technology Committee Minutes follows:

I. Office 365 Status

Presented by Adam Tagarro

The Office 365 migration schedule is set to begin February 6th, with an end date goal of March 8th. Departments will be migrated in scheduled waves. The two largest departments, Sheriff and Human Services are separated to allow for a managed deployment. IT staff will be onsite at each department to assist users with issues that may crop up. Commissioner Daleiden questioned if staff would be directed to utilize training that has been offered, which Nelson confirmed there is presently mandatory training for all staff as well as department specific technical liaisons who have been testing & identifying issues. Email will be affected in the short term and high need users will be identified and given primary attention during each scheduled migration. Commissioner Vetsch questioned login procedures changing. Nelson stated they will change but not drastically, IT staff will also be present to address those issues.

Action: Informational update only

II. ERP Follow-up

Presented by Adam Tagarro

The ERP Workshop is scheduled for February 5th to February 8th. All participants have been identified and notified. Commissioner's Vetsch and Daleiden equally stated the desire to have a recap or presentation of the results at the conclusion of the workshop. Tagarro stated that an implementation guideline will be the deliverable from this workshop. The Commissioner's requested that a presentation be made to the Committee of the Whole afterwards, which Tagarro agreed.

Action: ERP Workshop with InfoTech is scheduled for the week of February 5th, Presentation of workshop findings to Committee of the Whole, once deliverable has been received.

III. Zuercher

Presented by Deputy Todd Hoffman

Wright County Sheriff's personnel met with Ramsey County Sheriff's Personnel to discuss their partnership with local police departments. They found that Ramsey does not charge for support as they don't truly provide support unless it is a network issue. They also stated they do not have a governing process for the agreement, but they do have an existing user group. Nelson stated that from Wright County's research the BCA requires some form of agreement or memo of understanding. Asleson agreed that we will need an agreement of some kind, as Vetsch questioned our liability if a breach were to occur, Kelly agreed that it would help to manage risk. Cooper also brought up the distinction of data ownership vs. data storage location. Business Analyst Weiland broke out the path ahead as first establishing relationships with the local police departments to find out expectations, then bring these findings back to IT to discover solutions, and lastly bring back the plan to the local PDs. This discovery process will begin to lead us to the hard and soft costs involved with the project.

Action: Information only.

IV. OnBase Standardization

Presented by Adam Tagarro

As EDMS has been rolled out throughout the years the IT department has noticed that the teams from Databank, the OnBase vendor, have changed staff members. This in itself has not caused issues, but the way each person designs data has created an issue. The IT team has found that the different design conventions for data architecture have made it difficult to maintain & support OnBase in its current state. The different ways permissions and groups have been established have made items that should be accessible inaccessible. Different departments are granted permissions to

1-24-18 TECHNOLOGY COMMITTEE MINUTES (cont.):

different documents based on their use: for example Child Support, the Attorney's office and Health & Human service each have specific personnel that need access to those documents. The overlapping groups and permissions that have been created throughout the years are making it so some people who have been granted permission to see a document aren't able to because of the back end data architecture. Commissioner Daleiden questioned if end users will be part of the discussion to ensure best practices. Hoffman requested that IT acknowledge the uniqueness of departments along with the interfaces that are built into each system, recognizing that changes could wreck those connections. O'Dell stated that the State is pushing to have integrated service models where permissions will need to be working properly to utilize such a service. Tagarro stated the business process should not be affected by the standards. Strobel added that the standardization will manage how users are managed on the back end of OnBase. MacMillan made a motion to move forward. There was no dissent.

Action: Move forward with OnBase back end standardization of data architecture.

IV. Project Prioritization

Presented by Britta Holland

The project prioritization exercise is brought to the technology committee to aid in prioritizing the many projects that the IT department is presented with. The prioritization of IT projects affects every department and often the general business processes of the County as a whole. Due to this far reaching impact the committee is being presented with the exercise to guide which items will take precedent, which ones the County should address and move forward with more urgently than others. Enterprise projects, projects affecting the entire County, were brought before the committee. The IT team went through the process of scoring and prioritizing the projects. Tagarro noted however that the score doesn't tell the entire story, the IT team came up with the score summary graphical model to give a visual of how projects line up. Holland also stated the score is an aid and is meant as a tool to compare projects, but to truly prioritize them discussion and input would be beneficial. Several thoughts about the process emerged. Hawkins questioned if mandated initiatives, where there is a clear deadline, are taken into consideration. MacMillian also noted that if there is County Board Action then there really is no choice at this committee if the project will move forward or not. Hoffman stated that it is difficult to vote one project over another when we don't know staff resources. Strobel summarized the process of prioritizing the projects in conjunction with staff time. Ideally the projects will be prioritized, they will be taken back to the IT team who will see what is possible, the discovered reality will be brought back to the committee, with any priority shifting then being done. The process of Budgeting was also brought up, that if a project is approved for in a budget, that Budget is then approved by the County Board. Commissioner Daleiden questioned if all technology of significance should be in a CIP budget. Commissioner Vetsch noted that the time on the list should have some impact to its score, as several have been listed for quite some time. Commissioner Daleiden stated that perhaps there could be a listed "hold till" date while another project is completed. Kelly noted there is an opportunity cost accumulation of not moving forward with certain projects. Commissioner Daleiden requested that time involved be added to the summary. Tagarro stated that estimates can be given. MacMillian questioned the Active state vs. Planning state for listed projects, perhaps complete the active ones and move on to the others. Commissioner Vetsch asked about the planning state as well, if listed as planning will it constantly be trumped? Hiivala also expressed concern with the Active vs. Planning indication noting if it is listed as Active we already know it's being worked on. O'Dell noted that IT will need to prioritize the day to day activities, but this exercise will give the County a long-term option where each department can "deal" and decide amongst each other who and what can wait, while compromising on which project(s) to move ahead. Weiland also brought up the idea of project prioritization as an art. That the scorecard summary is a great scientific tool, but that the true art of prioritizing a project is an active one that will bring up different scenarios and thoughts. The score card is a beneficial starting point and tool in the art of project prioritization. The discussion is being continued to the next meeting.

Action: Continue discussion at next meeting

(End of 1-24-18 Technology Committee Minutes)

RESCHEDULE 2-13-18 COMMITTEE OF THE WHOLE MEETING RE: SPACE STUDY

At the last County Board Meeting, a COTW Meeting was set on 2-13-18 at 10:30 AM regarding the space study. Kelly said that date will not work for the architect.

Husom moved to cancel the 2-13-18 COTW Meeting at 10:30 AM and reschedule it for 2-22-18 at 1:00 PM. The motion was seconded by Potter and carried unanimously.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Arctic Plunge. Vetsch participated in the Arctic Plunge as part of the Maple Lake Ice Fishing Derby. He said 8,000+ people attended the Fishing Derby and over 20 participated in the Arctic Plunge.
2. East Regional Juvenile Detention Center Meeting. Vetsch attended a recent meeting. Excess funding realized from the non-member contract beds in 2017 will be used to fund capital improvement projects (moving from analog to digital for camera services) instead of turning the money back to member counties.
3. State of Cities Meeting for the I-94 Chamber. Potter attended the meeting on 1-30-18, which was hosted by St. Michael. A presentation was made by cities, some from Hennepin County, on what is occurring in their cities. All have seen a rise in plats.
4. SWCD Annual Meeting. Potter said this is a worthwhile meeting for commissioners to attend to be updated on activities. Discussion centered on ditches. Borrell encouraged benefited landowners on Ditch 10 to attend the COTW Meeting on 3-13-18 at 10:30 AM. Daleiden said this will be a collaborative effort with SWCD, DNR, and other government agencies, and will result in excellent water quality improvements for Lake Ann and Lake Emma. Husom referenced the regional inspection report and said more data will be gathered in the upcoming season. On-site inspections for events are being considered.
5. Meet & Greet, Jeff Johnson for Governor. Husom attended the event. Daleiden referenced the caucuses scheduled for this evening and encouraged the public to become involved.
6. MN Rural Caucus. Borrell attended the meeting held on 2-05-18. The group supports the top two priorities of AMC which includes a mental health facility and finding a permanent funding structure for roads and bridges. Regarding buffer strips, the group favored making it constitutional rather than just taking land (landowners should be compensated).
7. Fair Board. Borrell attended a meeting on 2-05-18 where the Fair Board voted to proceed with a new multi-purpose building at the Fairgrounds. It was felt that storage will almost pay for the cost of the building. Any time expenditures are over \$10,000 the request must be approved by the County Board, so that will be presented at some point in the future.
8. Bertram Campground. On 1-30-18, Daleiden and Vetsch met with members of the Parks Committee on six different responses they received on the Bertram Campground (design/build). A meeting will be held on 2-09-18 to conduct interviews with architectural/engineering firms. Daleiden said this is being rushed through to accommodate applying for grants, and will only proceed with grant funding. He said it will not totally be coming out of the County's budget. This will be brought to the Board in the future.

The meeting adjourned at 10:20 AM.