



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

APRIL 17, 2018

DATE APPROVED: APRIL 24, 2018

Christine Husom, District 1
Derek 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.

COUNTY BOARD MINUTES 4-10-18

Husom made the following change to the Minutes: Page 3, 2nd paragraph, line 2, correct to "Senator Andrew Mathews." On a motion by Vetsch, second by Husom, all voted to approve the 4-10-18 County Board Minutes as corrected.

REVIEW & APPROVAL OF THE AGENDA

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

CONSENT AGENDA

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

- A. ADMINISTRATION
 1. Authorize Attendance, Wright County Law Day, 5-11-18 @ Wright County Government Center
- B. ADMINISTRATION
 1. Approve Charitable Gambling Application, For LG220, Church Of St. Mary Of Czestochowa, 1867 95th St SE, Delano MN 55328, 7-15-18 (Franklin Twp.)
- C. ADMINISTRATION
 1. Claim - Madden, Galanter & Hansen, LLP. 03-2018 Services \$9,763.16
- D. ATTORNEY
 1. Approve Mediation Agreement For Wojo Mojo, LLC Vs. County Of Wright And Wright County Board of Adjustment
 2. Cancel Closed Session For 4-17-18 @ 10:30 AM
- E. AUDITOR/TREASURER
 1. Approve Renewal Of Seasonal On-Sale And Off-Sale 3.2 Malt Liquor License For Olson's Campground In Silver Creek Township, License Period Is May 1, 2018 - October 31, 2018
 2. Acknowledge Warrants Issued Between April 4, 2018 And April 10, 2018
- F. INFORMATION TECHNOLOGY
 1. Refer to the 4-25-18 Technology Committee Meeting:
 - A. Project Portfolio
 - B. ERP Update
 - C. Office 365 Update
 - D. Zuercher Update
- G. PLANNING & ZONING
 1. Accept The Findings And Recommendations Of The Planning Commission For The Following Rezoning
 - A. ALEX B. BERSIE - (Marysville Twp.) On A Vote Of 5/2 The Commission Recommends Rezoning Approximately 43 Acres From AG General Agricultural To A/R Agricultural-Residential
 - B. CAROL HALVORSON - (Clearwater Twp.) On A Unanimous Vote The Commission Recommends Rezoning Approximately 40 acres From AG General Agricultural To A/R Agricultural-Residential

TIMED AGENDA ITEMS**BOY/GIRL COUNTY DAY - INTRODUCTION OF BOARD & OVERVIEW OF BOARD PROCEEDINGS, QUESTION/ANSWER PERIOD**

The County Board welcomed students representing the School Districts of Monticello and Howard Lake/Waverly/Winsted. County Board members introduced themselves and the Districts they represent. Students observed Board proceedings. As part of Boy/Girl County Day, students toured other parts of the Government Center and were served lunch at the American Legion.

ADAM TAGARRO, INFORMATION TECHNOLOGY DIRECTORIntroduction of Telecom Specialist, Mark Staller

Staller was recently hired as a Telecom Specialist in the Information Technology Department. Staller was welcomed.

BRIAN ASLESON, CHIEF DEPUTY ATTORNEYAdopt Resolution Approving Joint Powers Agreements Between BCA & Court Services

The Agreement is required by the BCA (Bureau of Criminal Apprehension) to allow Court Services to access electronic databases. Identical agreements are in place for other departments.

Vetsch moved to adopt Resolution #18-31 authorizing the Board Chair and County Coordinator to sign the Agreements. The motion was seconded by Husom and carried 5-0 on a roll call vote.

VIRGIL HAWKINS, HIGHWAY ENGINEERApprove Concurring Resolution For The City Of St Michael To Place MSAS (Municipal State Aid Street) Designation On Portions Of CR 119 In St Michael

The City has requested to add MSAS designation along CR 119 (from westbound CSAH 35 to Jamison Avenue NE) adding another 1.35 miles to the MSAS System. Hawkins said similar action was taken a couple of years ago on another portion of CR 119 between the two one-way pairs.

Potter moved to adopt Resolution #18-32 authorizing the City of St. Michael to place MSAS designation on that portion of CR 119. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

BOB HIIVALA, AUDITOR/TREASURERApprove March Revenue/Expenditure Budget Reports

Hiivala stated that budgets adjustments have been made related to personnel items and 2017 expenses. Boarding of prisoners revenues are up and sustaining. Vetsch made a motion to approve the March Revenue/Expenditure Budget Reports, seconded by Husom. The motion carried 5-0.

Adopt Resolution Affirming Wright County's Jurisdiction To Carry Out The Compliance Provisions Of Minnesota Statutes 103B.101, Subdivision 12A And 103F.48

Hiivala said the Governor passed water quality issues and mandated buffers on natural waterways, per MN Statutes 103B.101, Subd. 12A and 103F.48. The County will take over enforcement and if made aware of a violation, the County will send communication to that party. The County will always have the responsibility to observe, maintain, and re-establish the 16.5' buffers on the 103E buffers.

Vetsch made a motion to adopt Resolution #18-33 affirming Wright County's jurisdiction to carry out compliance provisions of MN Statute 103B.101, Subd. 12A and 103F.48. The motion was seconded by Potter. Husom and Daleiden attended a joint ditch meeting a few weeks ago and learned of the success of other counties through this enforcement. Husom said that information led to her support. Potter was initially skeptical because of not getting answers and because of the State's tendency not to fund things. He said Wright County has less than 2% of buffers out of compliance. Daleiden said it is better to have local enforcement rather than letting the State determine what will happen. The motion carried 5-0 on a roll call vote.

RESOLUTION #18-33
A RESOLUTION AFFIRMING WRIGHT COUNTY'S JURISDICTION
TO CARRY OUT THE COMPLIANCE PROVISIONS OF
MINNESOTA STATUTES 103B.101, SUBDIVISION 12A AND 103F.48

WHEREAS, during the 2015 First Special Session, the 89th Legislature adopted Chapter 4, creating the water quality buffer initiative; and

WHEREAS, Chapter 4 authorizes a county to assume jurisdiction over the compliance provisions of the water quality buffer initiative; and

WHEREAS, improved water quality is a statewide goal, but is best administered by local policymakers, whose familiarity with their home communities will ensure a cooperative and efficient implementation of the initiative; now, therefore,

BE IT RESOLVED, Wright County affirms its jurisdiction to carry out the compliance provisions of Minnesota Statutes 103B.101, subdivision 12a and 103F.48; and

BE IT FURTHER RESOLVED, county staff will draft a rule, ordinance, or official controls, to be approved by the Wright Board of County Commissioners, to carry out the compliance provisions of Minnesota Statutes 103B.101, subdivision 12a and 103F.48.

BE IT FURTHER RESOLVED, Wright County Resolution 17-29 is hereby rescinded.

(End of Resolution #18-33)

Schedule Public Hearing For The Buffer Enforcement Ordinance Number 18-3

Hiiivala said the purpose will be to adopt an ordinance to administer oversight of buffer enforcement. Greg Kryzer, Assistant County Attorney, said the draft ordinance has been prepared and sent to BWSR for preliminary review. He suggested the public hearing be scheduled for 6-05-18 to provide staff time to review the comments from BWSR and to send information to the Townships prior to the hearing.

Potter moved to schedule the Public Hearing on 6-05-18 at 9:30 A.M. for Buffer Enforcement, Ordinance Amendment Number 18-3. The motion was seconded by Vetsch and carried 5-0.

Authorize Request For Proposal For Professional Engineering Services For County Ditch 38

Matt Detjen, Ditch Coordinator, referenced a draft RFP (Request For Proposal) for professional engineering services for County Ditch 38. This tile line runs under 12 Hi Estates mobile housing area near Montrose. The proposal is to reroute the tile line.

Borrell said a past scoping performed at the west end of the trailer court by the SWCD shows that a steel tube is in disrepair. He suggested rerouting and abandoning that portion. The trailer court may still use that as part of their storm water system but that would not be the County's responsibility. Borrell said it would be expensive to redo the tile under the railroad tracks, and the portion under the railroad tracks is in decent shape. He suggested using the current line under the railroad tracks and then running the tile along the south side. When the tile previously collapsed north and east of the tracks, the 18" tile line was repaired with a 12" line. That portion either needs to be re-routed or re-laid. Detjen said the video reflects that the tile system joints need repair as well.

Hiiivala stated that advice was received from Huston Engineering. It is hoped that the tile line can be rerouted without causing an improvement to the ditch which holds another process. A redetermination and reestablishment of records has been done. Now it will be determined whether this is an improvement or a repair.

Borrell moved to authorize the RFP for professional engineering services for County Ditch 38. The motion was seconded by Potter and carried unanimously.

DUANE NORTHAGEN, EXECUTIVE DIRECTOR OF WRIGHT COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP

Approve Revised Comprehensive Economic Development Strategy Joint Powers Agreement

Northagen said the document will allow counties to be eligible for federal EDA (Economic Development Authority) funding. Being presented for approval are a JPA (Joint Powers Agreement) and the designation of two members on the Joint Powers Board.

The JPA is between Benton, Sherburne, Stearns and Wright Counties for the Central MN Economic Development 7W District and has been reviewed by all four county attorneys. The purpose of the Agreement is to satisfy the formation and organizational requirements for a "District Organization" pursuant to 13 CFR § 304.2 to coordinate and implement economic development activities within the District. It is also to carry out economic development research, planning, implementation, and advisory functions identified in the Comprehensive Economic Development Strategy (CEDS), to promote more jobs, and to prevent unnecessary duplication and effort between the parties.

The joint powers entity would be the "Central MN Economic Development 7W District." Its board will originally consist of nine members with two from each County and one at-large member. The at-large position will be for two years, so no county will have the at-large member more than once every eight years. Sherburne County will find the initial at-large member. There will be two Joint Powers Board meetings annually. The District will maintain professional staff through Central MN Jobs & Training, whose fiscal agent will annually present the operational budget. Northagen said one of the two members appointed to the Joint Powers Board must be an elected official. Discussion followed on the need to be a part of CEDS in order to access federal funding. Potter said this is good for Wright County due to the amount of growth. There needs to be tools to access and to attract business.

Potter moved to approve the Central MN Economic Development 7W District Joint Powers Agreement between Benton, Sherburne, Stearns and Wright Counties. The motion was seconded by Vetsch and carried 5-0.

Vetsch made a motion to appoint Potter and Northagen to the Joint Powers Board with Vetsch as the alternate. The motion was seconded by Husom. Brian Asleson, Chief Deputy Attorney, said the document reflects that an alternate can be designated for each of the appointments. Vetsch and Husom withdrew the original motion.

Vetsch made a motion to appoint Potter and Northagen to the Joint Powers Board with Vetsch and Kelly to serve as alternates. The motion was seconded by Husom and carried 5-0.

On a motion by Vetsch, second by Potter, all voted to add the Central MN Economic Development 7W District Joint Powers Board to the Committee/Advisory Board listing.

ALAN WILCZEK, FACILITIES SERVICES DIRECTOR

Discussion & Award Of Justice Center Category 1 & Alternate 1 Contracts

Wilczek said contracts for the Justice Center were awarded at the 4-03-18 Board Meeting. Not included in that award was Category 1 and Alternate 1 relating to the bituminous trail. Present for discussion were Pete Filippi and Kevin Currie from Contegriy Group and Anthony Enright from BKV Group.

Filippi stated that a meeting was held onsite last week with US Siteworks, Inc., who is low bid on Alternate 1. Also present at that meeting were Wilczek, Enright from BKV Group, a Civil Engineer from Wenck, Currie and Filippi from Contegriy Group, and two representatives of US Siteworks. The proposed trail was walked while referencing the documents. An email was received thereafter from US Siteworks, Inc. reflecting that they are comfortable with the intent of the drawings and don't believe any change orders will be necessary to complete the work. Wilczek added that the trail follows the berm of the retaining pond and the ground is fairly flat all the way around. The maximum grade is written in the specifications. The

recommendation is to accept the low bid for Category 1 and Alternate 1 from US Siteworks, Inc. Borrell asked whether the base bid could be accepted for Category 1 and then rebid Alternate 1. Wilczek said awarding the alternate to the contractor who is awarded the base bid is an advantage as the equipment is already onsite. Otherwise, it would cost more. Daleiden said he would task Potter and Borrell, as members of the Building Committee, with making sure there are no change orders associated with this project. Potter said if there is anything, it should be minor.

Potter made a motion to approve the low bid from US Siteworks, Inc. for Category 1 – Earthwork/Utilities at a base bid of \$997,808.00 plus Alternate 1 – Bituminous Trail at a cost of \$12,200.00. The motion was seconded by Husom. Borrell said he does not agree with how this is being handled, and said the specifications on the alternate were not adequate for all contractors to make a viable bid. Some contractors may have bid high to assure they covered the cost. Potter responded that the earthwork (base bid) was the primary focus and the alternate was of minor scope. Husom said since the scope was qualified, accepting the low bid is the correct thing to do. The motion carried 4-1 with Borrell casting the nay vote.

SEAN RILEY, PLANNING & ZONING

Review Petition For EAW At The Delano Sportsmen's Club Concerning Request To Move/Expand The Facility

Greg Kryzer, Assistant County Attorney, and Bill Stephens, Environmental Health Supervisor, presented the item. Kryzer said the MN EQB (Environmental Quality Board) had an EAW (Environmental Assessment Worksheet) petition filed with them. The petition was qualified and found to be valid, so it was referred to Wright County as the RGU (Responsible Government Unit) by the EQB on 3-26-18.

Kryzer said along with the petition, there is a memorandum and a letter from the EQB outlining the legal responsibilities of the County Board. MN Rule 4410.1100 subpart 6 requires the RGU to order the preparation of an EAW if the evidence presented in the petition demonstrates that because of the nature or location of the proposed project, the project may have the potential for significant environmental effects. The RGU shall deny the petition if the evidence presented fails to demonstrate the project may have the potential for significant environmental effects. The memorandum and letter from the EQB indicates what the definition is of significant environmental effects.

Kryzer said staff are looking for direction so a resolution can be placed on the next County Board Agenda. Four of the County Board members did a site inspection on their own and one member participated in the site inspection with the Planning Commission.

Vetsch said the materials reference a 500' setback from the wetlands in the Planning Commission Minutes. Kryzer responded that he is not aware of a setback requirement in the Zoning Ordinance for wetlands. Stephens stated the 500' setback might have been referenced in materials included with the petition from the National Rifle Association. Borrell said he is impressed with what the applicant has done including the sound proposals for the berms. Potter asked for clarification on what action is requested of the Board today. Kryzer stated that the action today is pursuant to MN Rule 4410.1100 subpart 6, and the Board is determining whether there is a significant environmental effect in this proposed project. If there is potential for a significant environmental effects, then the County Board should order an EAW.

Wally Johnson, petitioners' representative, provided an update on his motivation to pursue this. This is a high density area. According to the MN Shooting Range Performance Standards, any time there is a high populated area they are concerned with the noise and mitigation programs. Also of concern is lead going into the wetlands and potentially into the river. The MN Shooting Range Performance Standards reflect in four separate paragraphs that all ranges should have an EAW conducted. He said that was his motivation for the petition. The Standards include information about noise mitigation as part of that process with professional architects and engineers.

Johnson said the CUP (Conditional Use Permit) lacks noise mitigation. There is one sound berm that is 250' away from where they actually shoot, and he said it is more of a projectile containment berm. The current shooting range has a large berm on the west side and is located in the City of Independence. There is nothing in the proposal that shows a berm to the west or

south to protect people living in those areas. The land goes from lowland in Independence to higher ground in Wright County. Johnson said his motivation relates to the multiple comments in the material from the MN Shooting Range Performance Standards when an EAW should happen. He said that was his motivation, especially with the presence of a wetland that floods to the point of looking like a lake. He encouraged the Board to take this into consideration and request an EAW, consistent with what the MN Shooting Range Performance Standards recommends.

Potter referenced signatures on the petition and said many are from residents outside of Wright County. Kryzer said that the EQB rules indicate that a petition can be signed by anyone in the State of Minnesota. That is not part of the legal determination in front of the Board and this is a valid petition. Johnson said the expansion request was originally scheduled to go before the Township and then to the County. Things shifted as the Planning Commission met prior to the Township meeting. Johnson had less than 36 hours to meet the 100-signature requirement on the petition. All of the signatures he obtained were local, but others that assisted gained signatures from people outside of the local area.

Vetsch said trap shooting is popular and expanding. He asked about setting precedence for other ranges. Kryzer responded that action today will not set precedence for any future expansion. It is a determination on the site specific and the rules of the EQB.

Borrell said that a site visit was made by Commissioners. He said the Sportsmen's Club is taking precautions where they can. He did not see any environmental impacts and the shooting range will be for hand guns, not rifles.

Borrell made a motion to direct staff to draft a resolution consistent with the denial of the need for an EAW. The motion was seconded by Potter. When Husom toured the site, she learned of the plan for the berm and the sound barriers they are designing. She said the area designated as a wetland was dry. Daleiden said he is not an expert in this area and would prefer to have someone who is make that determination. Vetsch said he does not want to see unnecessary processes occur.

Husom asked about the EAW process. Kryzer said one EAW has been completed in the past nine years for a gravel pit, which was a more extensive project. There are 27 criteria reviewed. Outlined are general concerns and potential mitigation. This situation would address noise mitigation issues, where lead shot would go and mitigation efforts, and wetland delineation. It would provide more explanation and concrete evidence on the status of where things are. That information would be used by the Planning Commission for the CUP for the applicant. Kryzer said this would come before the Board to approve the EAW, and then the Board would make a determination of whether an EIS (Environmental Impact Statement) is needed. Daleiden asked who completes the EAW. Kryzer responded that as the RGU, the County Board is in charge of this and could delegate this to staff, which in this case would be Stephens.

Discussion followed on the timeline of an EAW. Kryzer stated the minimum would be six months. It involves preparation and submittal of various drafts. It is then published in the EQB Monitor. Stephens added that no formal decision on the request can be made by the Board until the EAW is completed. It adds time to the project. Vetsch again asked about precedence, and Kryzer stated that each requests stands alone on its own merit with an EAW.

The motion to direct staff to draft a resolution consistent with the denial of the need for and EAW carried 4-1 with Daleiden casting the nay vote.

The meeting recessed at 10:31 AM and reconvened at 10:36 AM. Audio technical difficulties followed and were corrected at 10:41 AM.

ITEMS FOR CONSIDERATION

4-11-18 PERSONNEL COMMITTEE MINUTES

At today's County Board Meeting, Husom moved to approve the Minutes as presented. The motion was seconded by Potter. Vetsch referenced the recommendation to hire the Senior Survey Technician at above 12% of minimum pay range. He said

this will place that person at maximum salary range for the position in a few years. Daleiden said the candidate brings a lot of experience to the County. Husom added that the candidate is taking a cut in pay and benefits and is requesting less than other candidates. Vetsch suggested listing the starting wage when posting positions. The full range could be posted as well. Potter said there have been challenges in many departments finding qualified candidates. He hopes to address this in the Classification/Compensation Study. Daleiden stated that working for the County provides stability. The County will never be where the private sector is in relation to wages. Vetsch said leapfrogging issues are. This topic will be discussed at an upcoming Committee Of The Whole Meeting. The motion carried 5-0 to approve the minutes:

I. Hire Of Senior Survey Technician Above 12% Of Minimum Pay Range

County Surveyor Steve Jobe began the meeting by stating his request to hire a Senior Survey Technician above 12% of minimum pay range. S. Jobe stated that they interviewed four candidates for this position. The top candidate requested \$30.00 per hour as a starting wage. The current salary range for the Senior Survey Technician position is \$24.71 to \$34.58 per hour. S. Jobe commented that it is very difficult to hire survey technicians in today's market place. There are a limited number of qualified candidates and we are competing with a number of our surrounding counties and the private sector for survey technicians.

Commissioner Mark Daleiden asked about the experience level for the top candidate. S. Jobe replied that the candidate was coming from the private sector with 13 years of experience plus additional experience working with other counties on survey related projects. The candidate also has job related project management and technical experience in the survey field.

Commissioner Chris Husom asked how soon the candidate could begin working for the County. S. Jobe answered that the candidate would need to give a 2 week notice to his current employer. S. Jobe commented that the sooner we can fill this position the better. Once the weather conditions cooperates we are looking at one our busiest seasons ever with road construction.

Commissioner Daleiden asked if there was an issue with "leap-frogging". S. Jobe said "Yes". We have one employee that would be leapfrogged salary wise due to the proposed hire. S. Jobe explained that the affected employee began working in the County in a different position and then was promoted to a Senior Survey Technician in 2015. He has been working as a Senior Survey Technician for a few years and is scheduled to receive a salary increase in July.

Commissioner Husom asked Human Resources Director Schawn Johnson and County Coordinator Lee Kelly what they would recommend. Johnson commented that finding qualified survey technicians is extremely difficult. We are always competing with other counties and the private sector for good candidates. S. Johnson stated that he is in favor of hiring a candidate that brings over 13 years of experience to the County and would have the necessary skill sets to hit the ground running. County Coordinator Lee Kelly stated that he agreed with S. Johnson's assessment.

Commissioners Husom and Daleiden were agreeable to approve the hiring the Senior Survey Technician at \$30.00 per hour.

Recommendation: Approve the Hiring of the Senior Survey Technician applicant at \$30.00 per hour.

(End of 4-11-18 Personnel Committee Minutes)

4-11-18 TECHNOLOGY COMMITTEE MINUTES

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

I. Office 365 Project Status

Presented by Adam Tagarro

County wide training is presently underway for the Office Client and Skype for Business. Departmental Early Adopters are presently testing the new Office Client and Skype for Business to discover any issues before rolling out to entire departments. The plan is to undergo a 4-phase rollout utilizing SCCM to remotely install the new applications. IT will be available for support during the rollouts. All new employees are being placed directly into the Cloud environment, what IT has discovered is that Microsoft is not able to provide an immediate turnaround for those new employees. Because

4-11-18 TECHNOLOGY COMMITTEE MINUTES (cont.):

of this delay, IT is enacting a 48-hour requirement for all new employees to be added to the County system, departments will need to let IT know at least 48 hours in advance of a new employee starting. Another change will be with the County's Anti-Spam and encryption applications, Zix & Securence. The County is targeting moving off these applications on April 25th, communication has been available online and in email to make staff and outside vendor's aware. However, Tagarro suggests continuing to let partners know of the upcoming changes so planning can be done for encrypted email. Strobel also noted that the Junk folder in Outlook will be utilized as the container for "spam" email. Formerly users were emailed daily by Securence, now users will need to manually check this folder for accuracy of spam routed there.

Action: Informational update only

II. ERP Update

Presented by Lee Kelly

On April 6th the County Board met to discuss ERP. It was directed to inquire with InfoTech on what their involvement could be for consultation. Both Commissioners requested that the cost of InfoTech's involvement be identified. Commissioner Vetsch also asked if their involvement would be solely via teleconference? Tagarro stated they would clarify this as he sees value in product demonstrations done in person. Discussion will continue with InfoTech on their involvement with ERP.

Action: Informational update only

III. IT Project Portfolio Update

Presented by Britta Holland

Holland began the discussion by presenting the projects currently prioritized, stating the next set consist mainly of department specific projects. The discussion began per the agenda with the Website Redesign project. Tagarro was able to clarify that the redesign opportunity is continually available through CivicPlus, that they will offer a redesign every 2 years after one has been completed. Tagarro stated that a rough estimate of IT time for a redesign is at 200 hours, consisting of usability testing, platform design, and general integration. Discussion highlighted that there has been a lot of momentum for the project to stay active, that this progress could be lost if it goes on the back burner. Vergin stated that mobile usage of the current website is troublesome along with general searching of resources. Commissioner Vetsch questioned if the project had a pressing need, West added that there was no hard deadline now to worry about. Hoffman stated that it seems like the 200 IT hours could be better utilized by some meatier projects. There would also need to be work done by Department Webmasters, which Partlow stated HHS would rather have their webmaster focus on EDMS first. Kelly noted that the new Communications position will be heavily involved with the website, the Commissioners added that the project should wait till this person starts. The project was prioritized at 15, being right below Veteran's EDMS.

As per the Agenda, Zuercher was the next project discussion. Weiland stated that this project was actively being worked on. Hoffman said that as long as they see progress and are kept updated the Sheriff's department is satisfied. This project was left in it's current standing at priority of 9.

The discussion moved to EDMS Assessors Records. West gave some insight to the Land Records Committee discussion of priority stating that the Assessor's project should go above the Surveyor EDMS project because of the Homestead application sub project. West also brought up that perhaps this entire project might need to be broken up as it truly consists of several projects. West stated that the Recorders EDMS project went through a thorough process of identifying what the end goal was and what the steps were to get there. Holland stated this shaped the Recorders EDMS project into a program that indeed has several projects under the program umbrella. It was discussed that several of the unprioritized and prioritized EDMS projects on the list would benefit from undergoing the same process done with Recorders EDMS project. Weiland stated that presently we are prioritizing chunks of an EDMS Program, that

4-11-18 TECHNOLOGY COMMITTEE MINUTES (cont.):

from the BA perspective it is much more manageable to break the huge programs into phases and small projects. Commissioner Daleiden questioned if the upcoming CAMA update will require all of the work to be redone (as it pertains to land records). Strobel stated (with Hiivala and Kelly agreeing) that we do not know when that new system will come. She added that it is beneficial to have work organized ahead of time. That the analysis of current business processes now, as well as creation of data management, makes the transition to a new system easier. It was discussed if a contractor could be used to plan this data. It was agreed it could be, but the system or process that is developed needs to be out of the box, or something that is not so custom that another team can't change it or fix it if necessary. It was decided that the Assessors EDMS was presently being worked on so it would remain in an active state and prioritized at 17.

HR EDMS was the next project to be discussed. HR would like to take employee files out of file cabinets and into an EDMS environment. Strobel stated that work has been started with this project, there being a statement of work and vendor purchase. The view is that this project truly benefits all departments in the County. It allows a supervisor to view from their desk, only the employees and documents they need to view, no more. OnBase is the application being used for this project. Hoffman questioned if this will duplicate an ERP process or perhaps an HR software tool? Strobel stated that it will not, but if it is seen that it does, the data will be ready for integration, similar to the Assessors discussion, that there will not be a waiting period to enter all the information, it will be ready to go. Tagarro added that it is unknown what the ERP will for sure fulfill, which several in attendance agreed. Partlow questioned why movement happened on this project when the HHS EDMS project presently didn't have a statement of work. Strobel responded that work has been done and is presently being done with the HHS EDMS project, that it's seen in tickets and not on the large scale of this list. Due to the impact on the County the HR EDMS project was moved to a priority of 11, below HHS Social Services EDMS.

The Project Portfolio discussions highlighted the benefit of analyzing EDMS projects to see if they should be reworked as programs with manageable projects under an umbrella. It also ended with the final projects being put on hold due to Resource Constraints and Dependency's, as it was seen that the present projects would tie up resource time and other projects were waiting for a key piece to move forward. IT will work on Resource Allocation with the goal of presenting an accurate picture of where the resource cutoff is. Placement of new projects will be discussed at the next meeting.

Action: IT will continue with Resource Allocation with an accurate report on the Resource Constraint cutoff. Discuss at next meeting where new projects fit in.

(End of 4-11-18 Technology Committee Minutes)

4-11-18 BUILDING COMMITTEE MINUTES

At today's County Board Meeting, Borrell moved to approve the minutes and recommendations. The motion was seconded by Vetsch. Discussion followed on the frequency of cleaning certain areas of the Jail twice per day. Wilczek said that relates partly to the Jail being a 24/7 operation. It will include trash removal, and floor and surface cleaning. The inmates are responsible for cells. It was the consensus to proceed as scheduled. Moving forward, staff will assess whether changes should be made. The motion to approve the minutes and recommendations carried 5-0. The minutes follow:

I. Contract For Janitorial Services Company & Execution of Services Agreement

Alan Wilczek, Facilities Services Director provided an overview of the Janitorial Services Agreement. Services are to be provided at the five main Buffalo sites including the Government Center, Human Services Center, Public Works, Highway Department, and Law Enforcement Center. Services are to be performed between the hours of 6:00 am – 8:00 pm except at the Law Enforcement Center where hours will differ due to lockdown times and availability. Loud work such as vacuuming and carpet extractions will be performed before and after normal office hours while tasks such as trash, dusting, and restroom stocking will occur during business hours. All employees of ABM are to be screened via a standard background check, a BCA fingerprint background check, local Courts system screening, and local Sheriff Department screening. They will then be trained in specific details related to performing services in a Jail facility and will become CJIS trained to work around sensitive data. Also staffed will be an Account Manager who is located on site

4-11-18 BUILDING COMMITTEE MINUTES (cont.):

and manages the performance of the crew. Commissioner Vetsch asked about the contact status and Wilczek stated the Wright County agreement is under legal review by ABM and will be returned for inclusion in the Board packet for execution. Wilczek also stated the service delivery method has been discussed and presented through the 2018 Budget process and has had development involvement from several departments including the Sheriff Dept., Jail Administration, County Attorney, Court Services, and Administration (including Risk Management).

Recommendation: Execute the service agreement with ABM Industry Groups.

(End of 4-19-18 Building Committee Minutes)

APPROVE EXECUTION OF THE SERVICE AGREEMENT FOR JANITORIAL SERVICES

The Agreement is for the period of May 1, 2018 – April 30, 2021 at an annual cost of \$431,966.16. Potter moved to authorize signatures on the Agreement with ABM Industry Groups, LLC, seconded by Borrell. The motion carried 5-0.

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

1. I-94 Coalition. Potter said the Coalition was at the Capital last week. He is anticipating an announcement on project funding for Corridors of Commerce projects. The Legislature was clear on scoring criteria in that there will be a hard 50/50 split between metro and outstate.
2. Jane Goodall School. Vetsch and Husom toured the school on 4-12-18. He encouraged others to tour.
3. HF 3708. Vetsch went to the Capitol to testify at the MN House Job Growth and Energy Committee on HF 3708. Discussed were the impacts of early closure of the Monticello Nuclear Power Plant on the tax infrastructure. He gained knowledge on how power plants are funded and how rates are determined.
4. CIP/Finance Committee. Daleiden and Vetsch attended the meeting where Parks CIP projects were discussed. More information will be provided at the next meeting.
5. Credit Card Acceptance. Daleiden and Vetsch attended a meeting last week. The County is unable to use one processing company for credit cards, and the State requires use of US Bank. Hennepin County has six processors. Daleiden said the County will move to credit card processing but he is unsure when.
6. Midwest Regional Forensic Lab. Husom attended a meeting on 4-10-18 at the Law Enforcement Center. Between January of 2015 and January 2017, there was a 35% increase in DNA testing. There is a 600 case backlog and over 60 new cases coming in per month. On the biology end, the priority cases are at a 6-week turnaround. Non-priority items are up to 12 months. There were 1023 total requests in the first 3 months of the year. Wright County's percentage of use is 17.74% and will fund on a population basis in 2018. Next year, funding will be based on population/usage.
7. U of M Extension Service. Borrell said 4H is always looking for new members. They will use publicity to get the word out. A survey will be sent to farmers on what they would like to learn about and classes may follow.
8. Fairgrounds. Borrell said the Fair Board continues to look into a new food building at the Fairgrounds. In McLeod County, they lease out the food building 11 months of the year to a caterer. During the month of the Fair, it is used by 4H.
9. One Watershed/One Plan. Borrell attended a meeting for the North Fork of the Crow River in Litchfield on 4-16-18. It was a well-attended meeting with public comment. Much of that comment relates to the need to get the word out on the Plan. The public comment period has closed but there will be another public meeting on 4-25-18 to finalize the Plan.
10. Coordinator Updates. Kelly said second round interviews for the Communication Specialist position will occur this week.

The meeting adjourned at 11:17 AM.