



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

JUNE 25, 2019

DATE APPROVED: JULY 2, 2019

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, Daleiden, Potter and Borrell present.

COUNTY BOARD MINUTES 6-18-19

The following corrections were made to the Board Minutes:

- Page 2, last paragraph, 1st sentence should read, "Borrell stated he has been to the location twice and thinks it is a good location for an asphalt plant." (Borrell)
- Page 3, 1st paragraph, 2nd to last sentence should read, "Residents purchased their land based on the surroundings at the time." (Borrell)
- Page 7, Advisory Committee/Advisory Board Updates #5, 2nd to last sentence should read, "...S.H.I.P. (State Health Improvement Partnership)" (Husom)
- Page 7, Advisory Committee/Advisory Board Updates #7, 2nd sentence, change spelling to "Borell." (Borrell)

Daleiden moved to approve the minutes as corrected. The motion was seconded by Borrell and carried 5-0.

AGENDA

Petitions were accepted to the Agenda as follows:

- Add 9:01 A.M. Agenda Item, "Discuss Dates For Caring For Our Community Event" (Michelle Miller)

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

CONSENT AGENDA

Borrell requested that Consent Item C, "INFORMATION TECHNOLOGY, Refer "ARMER 800 MHz Radio Fee For 2020" To The 6-26-19 Technology Committee Agenda" be removed for discussion.

Borrell moved to approve the remainder of the Consent Agenda. The motion was seconded by Daleiden and carried 5-0:

A. AUDITOR/TREASURER

1. Acknowledge Warrants Issued Between June 10, 2019 And June 18, 2019
2. Position Replacement:
 - A. Office Technician I
3. Approve Renewal Of Annual Off-Sale 3.2 Malt Liquor License For David Olson DBA Olson's Truck Stop In Silver Creek Township For The License Period July 1, 2019 Through June 30, 2020 Contingent Upon Town Board Approval

B. HEALTH & HUMAN SERVICES

1. Authorize Coverage For FMLA Leave For DD Unit Social Worker By A Case Aide Working Out Of Class Per The AFSCME Contract For August 1 - September 30, 2019. Coverage To Overlap With Previously Approved 67-Day Temp Who Is Able To Work Part-Time September - October 2019. Due To Training Requirements, We Would Like The Working Out Of Class Dates To Reflect July 25 - September 30, 2019. The First Day Of Paid Time Under The County Policy Would Be August 1, 2019.

D. SHERIFF'S OFFICE

1. Appoint Richard Ward As Emergency Management Deputy Director Per Minnesota Statute 12.25 Subd. 2(a)

E. SHERIFF'S OFFICE - JAIL DIVISION

1. Authorize Signatures On Amendment To DOC (Department Of Corrections) Work Release Contract
 - A. Increase Per Diem To \$57.50/Day/Inmate
 - B. Add Language For Reimbursement To The County For Inmate Transport Once Released

Consent Item C, "INFORMATION TECHNOLOGY, Refer "ARMER 800 MHz Radio Fee For 2020" To The 6-26-19 Technology Committee Agenda

Borrell said the associated costs were recently discussed at the Emergency Services Board. He does not want to place too much of the fee on the local entities. Vetsch said further discussion can take place at the 6-26-19 Technology Committee Meeting. Lee Kelly, County Administrator, said this is an item reviewed annually as part of the budget process and that is why he referred it to Committee for discussion.

Borrell moved to approve Consent Item C, "INFORMATION TECHNOLOGY, Refer "ARMER 800 MHz Radio Fee For 2020" To The 6-26-19 Technology Committee Agenda." The motion was seconded by Husom and carried 5-0.

TIMED AGENDA ITEMS

MICHELLE MILLER, SOCIAL SERVICES MANAGER

Discuss Dates For "Caring For Our Community" Event

Miller said the dates of July 23 (1:30 P.M.) and August 8 (9:30 A.M.) have been selected for the events. Health & Human Services (HHS) will be sending an invitation to local churches. Miller was directed to potentially include churches that border Wright County as their membership may include Wright County residents.

Husom moved to schedule the "Caring For Our Community" events for July 23rd at 1:30 P.M. and August 8th at 9:30 A.M. The events will be held at the Law Enforcement Center. The motion was seconded by Daleiden and carried 5-0.

BRUCE KIMMEL, VICE PRESIDENT & SENIOR FINANCIAL/MUNICIPAL ADVISOR, EHLERS

Report On COP (Certificate Of Participation) Bond Sale

Chris Mickelson, Financial Specialist, Ehlers, provided an overview of three handouts relating to the COP Bond Sale. Ehlers assisted the County with 2019A and 2019B COP's, and the sale was held 6-20-19 at 11:00 A.M. Afterwards, it was confirmed that the sales results met the parameters of the resolution adopted by the County Board.

1. \$50,085,000 Certificates Of Participation, Series 2019A

The purpose of the funding is to construct a new Government Center. A rating of "AA" was assigned by S&P Global Ratings (with "AA+" rating affirmed for outstanding General Obligation bonds). Three bids were received, with the low bid from Wells Fargo Bank, National Association, Charlotte, North Carolina, at a 2.9729% interest rate. The high bid came in at a 3.1265% interest rate. This is an interest difference of \$2,528,717.

The Certificates will mature 12-01-30 and thereafter are callable 12-01-29 or any date thereafter. The closing date will be 7-18-19.

A summary of the sale results follows:

Principal Amount*	\$50,085,000	*Subsequent to bid opening, the issue size was
Underwriter's Discount	\$368,265	decreased by \$3,130,000
Reoffering Premium	\$3,966,810	
True Interest Cost	2.9543%	
Costs of Issuance	\$162,065	
Yield	1.40%-3.150%	
Total Net Principal & Interest	\$80,748,320	

Mickelson noted that generally there are more bidders in this situation. What occurred is that bidders joined together to form a syndicate, as some bidders may not be able to take on a \$50 million transaction independently. This resulted in consolidation and fewer bidders. Also referenced were the Sources and Uses document which reflects a total of \$54,051,809.75 and the debt service schedule

Discussion followed on the cost comparison to if bonds would have been issued. Mickelson said the difference would be negligible. The rating agency rated this project as strongly as it could have because of the essential purpose of the

facility (government center). The investment community bought as if it was a general obligation bond due to this essential nature of the facility.

2. \$6,000,000 Taxable Certificates of Participation, Series 2019B

The purpose of the funding is to construct a new law enforcement training facility. A rating of “AA” was assigned by S&P Global Ratings (with “AA+” rating affirmed for outstanding General Obligation bonds). Three bids were received, with the low bid from Wells Fargo Bank, National Association, Charlotte, North Carolina, at a 2.5303% interest rate. The high bid came in with a 2.9772% interest rate. This is an interest difference of \$167,867.

The Certificates will mature 12-01-27 and thereafter are callable 12-01-26 or any date thereafter. The closing date will be 7-18-19.

A summary of the sale results follows:

Principal Amount*	\$6,000,000
Underwriter’s Discount	\$53,880
True Interest Cost	2.5283%
Costs of Issuance	\$60,785
Yield	2.00%-2.65%
Total Net Principal & Interest	\$6,860,203

Mickelson explained that with taxable COP’s, there is not a reoffering premium and that is why the par amount is a flat \$6 million.

The S&P Global rating of “AA” for the Series 2019A and 2019B COP’s and affirmation of the “AA+” rating on the County’s previously issued General Obligation debt was assigned because of various factors including:

- strong economy
- strong management
- strong budgetary performance
- very strong budgetary flexibility
- very strong liquidity
- adequate debt and contingent liability profile
- strong institutional framework

Vetsch said this investment is for long term at the lowest possible price. The building will be here for 60-100 years and meets the needs of the County. Potter added that this will allow all County services to be on one campus.

JENNIFER SWICK, LUTHERAN SOCIAL SERVICE HOUSING DIRECTOR

Presentation on Family Homeless Prevention and Assistance Program (FHPAP)

Lutheran Social Services (LSS) is a homelessness prevention agency seeking renewal funding through FHPAP. The application requires a supporting resolution from the county board of each county in the service area.

Swick highlighted the program through a PowerPoint presentation. The amount of funding received is approximately \$379,000 for the service area of Wright, Stearns, Sherburne and Benton Counties for the period of July 1, 2019 through September 30, 2021. LSS contracts with local service providers to distribute funding in the service area. The program works with households who are homeless or facing homelessness, and services are targeted toward low income households who have no other funds or resources available to resolve the crisis. The bulk of services have been in Stearns County. Swick explained one reason may be the availability of walk-in services at that location. The grant allows expenditures of 13% of administrative costs, excluding salaries. That is one of the reasons it continues to be funded.

Swick stated the information presented today is for the entire service area. Daleiden requested information specific to services provided in Wright County. Potter asked for the funding formula. Swick will have that information forwarded to Commissioners. Vetsch questioned whether there is a maximum benefit for an individual or household. Swick said there is a tiered level of service and self-sufficiency is the goal.

Jami Goodrum-Schwartz, Health & Human Services Director, spoke in support of the resolution allowing LSS to obtain the funding. HHS has worked in partnership with LSS for years. Borrell questioned whether this funding could be given to an organization like Wright County Community Action as a means for Wright County to access more of the funding. Goodrum-Schwartz did not think so. She identified one of the problems is that Wright County HHS no longer has employees that work with this population and Stearns County does. Wright County collaborates with the other counties to provide services to those in need. Swick stated that a portion of the funding goes to Tri-Cap, an organization located in St. Cloud, who does not service Wright County. Potter explained the importance of LSS providing more detailed information on how this money is utilized in Wright County and the funding formula.

Approval Of FHPAP Resolution

Daleiden moved to adopt Resolution #19-76 authorizing LSS to seek renewal funding through the Minnesota Housing and Finance Agency Family Homelessness Prevention and Assistance Program, and for LSS to be charged with the administration of the funds. The service period is July 1, 2019 through September 30, 2021. The motion was seconded by Potter. Discussion followed on obtaining more information relating to services in Wright County. Potter wants to know why Stearns County utilizes the majority of funding. Goodrum-Schwartz stated that Wright County is not funding this program; the money comes from another source to help serve the population. Swick will have someone from LSS provide more detailed information to the Commissioners. The motion carried 4-1 with Borrell casting the nay vote.

JON YOUNG, PUBLIC HEALTH SUPERVISOR

Set Date For Committee Of The Whole (COTW) On Revision To The Tobacco Ordinance Including Increasing The Purchase Age to 21. Recommended Dates Are July 9 or July 16

Young reached out to the cities of Annandale, Buffalo, and Howard Lake for their availability to attend a COTW Meeting. Those cities were included as they have their own police departments. Buffalo will not attend as they plan to follow the lead of the County. The suggested dates are July 9th or July 16th.

Potter moved to schedule a COTW Meeting on 7-16-19 at 1:00 P.M. for the purpose of discussing revisions to the Tobacco Ordinance including increasing the purchase age to 21. The motion was seconded by Daleiden and carried 5-0.

BOB HIIVALA, AUDITOR/TREASURER

Rescind Resolution #19-75 Supporting MN Department Of Public Safety Deputy Registrar Reimbursement Grant Agreement Passed On June 18, 2019; Approve Revised MN Department Of Public Safety Deputy Registrar Reimbursement Grant Agreement and Supporting Resolution To Accept Grant Funds In The Amount Of \$85,088.45.

Tammi Vaith, Chief Deputy Auditor/Treasurer, said the request is to rescind Resolution #19-75, passed on 6-18-19, relating to the MN Department of Public Safety Deputy Registrar Reimbursement Grant funding. The Department of Vehicle Services recalculated the grant amount, reducing the amount received by \$20.28. The change relates to the way dealer transactions were being recorded.

Husom moved to rescind Resolution #19-75. The motion was seconded by Daleiden and carried 5-0.

Daleiden moved to adopt Resolution #19-77 approving the MN Department of Public Safety Deputy Registrar Reimbursement Grant Agreement to accept grant funding in the amount of \$85,088.45. The motion was seconded by Potter and carried 5-0 on a roll call vote.

VIRGIL HAWKINS, HIGHWAY ENGINEER

Approve Jurisdictional Change Agreement With The City Of Buffalo Regarding Calder Avenue (CR 134).

Hawkins explained this will allow the City to take over the former CR 134 and will be effective upon approval. Daleiden moved to approve Change Agreement No. 18-52 transferring jurisdiction of CR 134 (Calder Avenue) to the City of Buffalo. The motion was seconded by Potter and carried 5-0.

Approve Agreement No. 19-52 For The CSAH 30 Reconstruction Project With The City Of Delano.
Hawkins said construction will occur in 2020. The Agreement has been approved by the City of Delano.

Borrell moved to approve Agency Agreement No. 19-52 for the CSAH 30 reconstruction project with the City of Delano. The motion was seconded by Husom and carried 5-0.

SEAN RILEY, PLANNING & ZONING ADMINISTRATOR

Adopt Resolution & Findings For Requiring An Environmental Assessment Worksheet (EAW) For The Valley Paving Asphalt Plant (14584 County Road 75 NW, Silver Creek Township; PID 216-100-222300)

Riley stated at the last County Board meeting, staff was directed to prepare documents in support of requiring an EAW for the Valley Paving Asphalt Plant in Silver Creek Township. Public comment was closed two weeks ago.

Borrell noted Potter was absent from last week's Board Meeting when the Board took that action. Borrell then made a motion to direct staff to draft new findings consistent with not requiring an EAW for the Valley Paving Asphalt Plant. The motion was seconded by Potter.

Daleiden visited the area last weekend. While there, he referenced the EAW worksheet and was able to answer many of the questions without much research. He said some of the questions on the EAW will not serve much purpose for the residents in this area. The PCA (Pollution Control Agency) has also polled their concerns regarding asphalt plant requirements. Based upon his review, he did not feel an EAW is necessary in this case.

Vetsch referenced the staff and attorney time spent on this item, only to totally reverse the decision since last week. He understands Potter was not present last week, but he said this issue has been discussed at the last three Board Meetings.

The timeline was discussed. Riley said the County Board has until 7-03-19 to decide on the EAW requirement. The State does have allowances to further continue an item. Husom said she will not be present at the 7-02-19 Board Meeting. Vetsch said Attorney Greg Kryzer could be consulted on the ramifications of extending the timeline, and that staff could use discretion as to whether this can be delayed. Riley said if the Board were to pass a motion, his recommendation would be to direct staff to draft findings to not require an EAW. It would then be presented to the Board at the 7-02-19 Meeting. If another issue arises, it can be re-evaluated at that time.

Borrell and Potter made an amendment to the motion to include bringing this back to the 7-02-19 Board Meeting. The motion carried 3-2 with Vetsch and Husom casting the nay votes.

MIKE MACMILLAN, COURT SERVICES DIRECTOR

Request For Redistribution Of The Turn Grant Funds

MacMillan requested redirection of Turn Grant Funds to be re-distributed to Wright County Court Services as the fiscal agent. The current fiscal agent is Paul Patterson from the 10th Judicial District of the State of Minnesota.

The purpose of the grant is to provide services to participants of the Wright County Adult Drug Court Program. These services include access to drug free living and transitional housing, transportation to drug court activities, peer mentoring services, increased access to education, employment services, child care, improved alcohol and drug testing, and developing and implementing a drug court team education/training program.

MacMillan explained that providing these types of services are not a court function and doing so would conflict with the state policy expenditure guidelines. The transfer of fiscal agent responsibilities will allow Turn to use the funds for their intended purpose without violating Minnesota Judicial Branch Policy.

Daleiden moved to approve the request to re-distribute the Turn Grant Funding to Wright County Court Services as the fiscal agent. The motion was seconded by Husom and carried 5-0.

The meeting recessed at 10:29 A.M. and reconvened at 10:38 A.M.

ALAN WILCZEK, FACILITIES SERVICES DIRECTOROwners Committee Minutes (6-19-19)

At today's County Board Meeting, Potter moved to approve the minutes and recommendations. The motion was seconded by Husom. The following discussion occurred at the Board Meeting:

- Courts Hallway Security. Potter said in a recent Owners Meeting, Judge McPherson voiced concern with in-custody inmates and hallway security. Wilczek stated this has been resolved through placement of card readers on levels 2 and 3.
- Conference Room Scheduling Devices. Potter asked whether building plans include conduit for future placement of these devices if desired. Alan Wilczek, Facilities Services Director, said there is not conduit in the walls. The front of the conference rooms are glass with aluminum framing. Further discussion needs to occur on placement of scheduling devices.

Borrell supports the expenditure of \$6,000 for the two identified conference rooms in the Attorney's Office. He thought it made sense because of the need for attorneys to meet with clients. Wilczek said one conference room is not located in a public area and questioned the logistics of scheduling. He said the request was referred to Administrator Kelly for review. Wilczek said other departments may be requesting the devices for internal conference rooms.

Kelly met with Assistant County Attorney Kryzer and agreed to the devices for the two conference rooms in the Attorney's Office. He has not been made aware of further requests from other departments, but hopes to limit the devices to those two conference rooms other than the public areas. Vetsch said the Justice Center will be open for a year prior to the Government Center, and it will be a good pilot to determine the need.

- Justice Center Grand Opening. Potter favors holding the event just prior to the opening of the courts area. Holding the open house later could cause disruption to court hearings.
- Contingency Fund. Wilczek said the \$1.513 million reflected in the Contingency Fund may be misleading in that it will not be the end figure. There is a PR for Justice Center site work that will be redone to match the plans for the new Government Center. This includes such things as earth work, site lighting, concrete, asphalt, etc. The earthwork is out for pricing. Once received, it will be brought forth for review.
- Hardware. Daleiden questioned changes made since last fall with hardware. Wilczek said Sargent hardware is typical office hardware and Southern Steel is jail security hardware. When bid, alternates for hardware were included. Changes were made through the process of review, and they selected hardware based on functionality and consistency.

Discussion followed on how specifications will be handled at the new Government Center. Anthony Enright, BKV Group, said he is working on this with Wilczek and the Attorney's Office. If a sole-sourced type of hardware is specified for the new Government Center, a letter from the Attorney's Office will be required, as it closes the bids to only one manufacturer that can bid that product. Enright said they are reviewing whether to include an open bid process with an alternate for the County's preferred hardware.

The motion to approve the 6-19-19 Owners Committee Minutes carried 5-0. The minutes follow:

I. Justice Center Updates

Paulsen spoke to the short term schedule & progress on the site. On the exterior, crews are currently installing the longboard siding on the upper west overhang and area A is being framed to the roof parapet. After framed, it will be sheeted and the roof will be installed on the entrance. The building roofing is completed except for the main entrance, the sallyport, and stair C. Roofing will continue after July 4th. On level 0, crews are working on interior block cmu walls for the secure hallway and holding areas. Work is approximately 50% complete. One of the elevators is currently installed in the SE corner of the building, however will not be usable until after additional work is complete on the shaft surrounding the openings and a temporary use inspection is completed in the next few weeks. Level 1 is mostly taped and primed with mechanicals in place. Contractor activity has mostly moved to level 3 to

complete the courtroom infrastructure and get them ready for finishes. Contractors will then move down to level 2 and lastly move to area A of all 4 levels.

Currie spoke to the budget and PRs, noting the remaining contingency of \$1,531,789.18. Currently, security systems are being priced and will be submitted over the next several weeks. Proposal pricing for facility system commissioning services and PR 32R were discussed. The committee recommended moving forward with Hallberg Engineering and approving PR 32R.

Kryzer asked about conference room scheduling devices inside department spaces and if they were included in the project. Wilczek stated they are planned for the common use conference rooms in level 0 and level 1 next to the LEC, but not within department spaces. There was discussion about the functionality and use of them. More discussion involving Lee Kelly was advised by the committee and he was authorized to make the decision on the necessity of the devices inside department spaces.

As a whole, the group had discussion on the building opening schedule and if there will be a public grand opening event. Everyone agreed it would be appropriate to have one, but the timing will need to be determined at a later date. RECOMMENDATIONS: Proceed with Hallber Engineering for commissioning services and approve PR 32R. Next meeting 7/17/19 @ 1:00 pm.

Owners Committee Minutes Submitted by: Alan Wilczek, Facilities Services Director
(End of 6-19-19 Owners Committee Minutes)

Construction Document (CD) Cost Estimate

Pete Filippi, Contegrity Group, presented a 75% CD estimate sheet for the new Government Center. Figures will be refined moving forward. Highlighted changes include the front elevator walls moving from poured to block, increasing the square footage (from the Design Development estimate) mainly due to the change from a tuck-under parking garage to storage-based space, and increase of HVAC requirements to encompass that space. The most notable changes are in site work portions (Categories 31, 32, and 33). The PR for the earth work may realize savings because of the Justice Center. The CD cost estimate total is around \$40 million currently.

Filippi provided an overview of other items:

- The Design & Bid Contingency was removed in Schematic Design.
- In the Owners Item category, some of these items have evolved since the DD (Design Development) estimate.
- The Building AV (Audio/Visual) Allowance was added based on efficiencies learned from tours of other facilities.
- The Cell Phone/PA System was added.
- An allowance was added for playground equipment to address HHS needs.
- The Internal IT Infrastructure was added based off the Justice Center figures. That figure will be adjusted based on relocation of existing equipment. The desire is to have a placeholder figure so that everyone is cognizant of the costs associated with moving of IT.
- The Unit Pricing area of the document includes the export of stockpiled topsoil. A unit price will be obtained to move the material.
- There are three alternates:
 - Delete of the concrete slab in the shelled space
 - Add of 42-exterior covered and secure parking stalls
 - Possible add of a fire pump for additional water pressure for upper floors of the facility.

It was clarified that underground parking was removed as an alternate due to space limitations. Potter said the 42 exterior stalls closely mirrors the County's fleet vehicles.

Release Documents For Bid

Filippi said the next step is to aggressively market the project and asked for Board approval to distribute bids next week. Advertisement will occur three times in the legal newspaper. The bid opening will be scheduled for 8-01-19, with the request is to have the results being presented at the 8-13-19 County Board Meeting. Discussion followed as there is not a Board Meeting on 8-13-19. A Committee Of The Whole Meeting is scheduled for 8-13-19 at 9:00 A.M. and a County Board Workshop Meeting will be held at 10:00 A.M. Vetsch noted that a Board Meeting is required to accept the bids.

Potter moved to authorize the release of bid documents for the new Government Center. The motion was seconded by Husom. Discussion followed on the time frame of the tip ups. Filippi said the superstructure of the Government Center is similar to the Justice Center. The footings and the foundation can be done during the winter months although that is more challenging. Following will be the steel structure and the tilt up precast, which is more of an exterior envelope covering. He did not think that would hinder construction. Precast will be about 14 weeks after approval of shop drawings. He said this will be after the first of the year, so they may hold off until spring on that portion.

Daleiden asked about the additional heat costs associated with construction in the winter. Filippi said there will be additional cost to keep it tempered. Piers have been changed to 4' in depth and they will start on them as soon as they can. All costs across the board will be a bit more expensive because of winter, however bidding is still aggressive at this time. Vetsch asked whether the construction period is 24 months. Filippi responded that is what is slated but can vary based on changes to the project.

Vetsch called for the vote on authorizing the release of bid documents for the new Government Center. Borrell said he will abstain from the motion as he hasn't quite grasped that this project is moving forward. The motion carried 4-0 with Borrell abstaining.

County Board Room Design Update. Enright presented documents reflecting the layout of what is proposed for the Board Room in the new Government Center. Previous direction was for the back wall of the Board Room to be glass. Enright provided information on movable and Skyfold wall systems as an option. Pricing was obtained and the cost difference to add the movable partition is about \$40,000. The Skyfold system would be significantly more expensive.

Staff have voiced support of a movable wall system for large meetings, such as with HHS staff meetings and Planning Commission meetings. Enright said the seating capacity is 170 between the Board Room and second conference room. Vetsch said the entire area would seat around 300 people. It was the consensus to move forward with the movable partition. Staff and BKV can decide the placement of doors on either side of the partition. Enright said drawings include lighting specific to each seating location which will be controllable through touch pads.

Regarding the Department of Motor Vehicles space in the new Government Center, Enright stated that the plans were run by the State. The State has asked for a couple of specific secured storage areas.

ITEMS FOR CONSIDERATION

COMMITTEE MINUTES

Finance / CIP (6-12-19)

At today's County Board Meeting, Daleiden moved to approve the minutes, recommendations, and the revised finance policy. The motion was seconded by Husom. The following changes were made to the minutes:

- Page 93, top item, change to "Assistant Administrator"
- Page 94, 2nd item, 4th bullet, change to read, "Vendor/ERP meetings (cookies/coffee provided if vendor staff attend)"
- Husom offered some grammatical changes for uniformity

Borrell referenced Page 28, Collection Policy, which states "Wright County will follow an aggressive Policy to maximize the collection of revenues to avoid shortfalls that may impact cash flow and prevent imposing additional taxes." Borrell would like more compassion shown in the situation where the economy takes a downturn. Vetsch stated that there is a three-year period for repayment. After that, a confession of judgment is offered which allows for payment over a ten-year period for taxes, penalties and interest.

The motion carried 5-0 and includes the mentioned changes: The Finance/CIP minutes follow:

I. Draft Finance Policies and Procedures

Assistant County Administrator Vergin provided an update regarding the status of the draft document.

- *Currently being reviewed of formatting and grammar corrections.*
- *Comments have been received from Attorney Asleson and will be incorporated into the policy.*
- *Public purpose expenditures were addressed at the June Leadership meeting, no changes were proposed.*

- *Ditch Policy – once this policy is approved it will be incorporated into the Finance Policies and Procedures document.*
- *It was noted that this is a working document, that will be modified and updated over time.*

The Committee picked up review of the policies and procedures from where they had left off at the May 22, 2019 meeting.

Commissioner Daleiden indicated that we will want to review the motor pool policies once we are in the new facility, potential to create one pool.

There was discussion regarding the County's ability to reject bids or RFPs and rebid.

In the public purpose expenditure scenarios would like to have "Ribbon Cutting/Public" events added. Also add the Administration Sunshine Fund as an exhibit,

Out of State Travel (506.02 of the Personnel Policy) Add additional language to indicate that if the travel it is being paid for by another agency the Department or Elected Official must notify the County Board, by way of placing the matter on the Consent Agenda for Board consideration. If the out of state travel is budgeted or is budget neutral it shall also be placed on the County Board's Consent Agenda, however if the out of state travel is not in the budget then it shall be placed on the County Board agenda as an item for consideration.

Agreed that the Committee will look at training development and tuition reimbursements and whether that should include reimbursements for certifications as well. (This is within the Personnel Policy)

RECOMMENDATION: Recommend approval of the revised Financial Policies and Procedures at the June 25, 2019 Board meeting.

*Minutes submitted by Sue Vergin, Assistant County Administrator
(End of 6-12-19 Finance/CIP Minutes)*

REVISIONS TO PERSONNEL POLICIES PER THE FINANCE/CIP COMMITTEE RECOMMENDATION

Amendment To Personnel Policy 506, Business Related Expense Reimbursement

Kelly stated the changes relate to clarifying out-of-state travel expenses.

Husom moved to approve the amendment to Personnel Policy 506, Business Related Expense Reimbursement. The motion was seconded by Daleiden and carried 5-0.

Repeal Personnel Policy 803, Conflicts Of Interest In Its Entirety

Kelly said the language is included in the Finance Policy and so it should be removed from the Personnel Policy.

Daleiden moved to repeal Personnel Policy 803. The motion was seconded by Husom and carried 5-0.

RESOLUTION OF SUPPORT FOR PUBLIC TRANSIT AND COOPERATIVE PARTNERSHIPS

Vetsch said the draft resolution is a gesture from MnDOT (MN Department of Transportation). If a county receives MnDOT funding for transit systems, MnDOT would like the funds utilized. The resolution language relates to placement and cooperation of members on the Joint Powers Board and utilization of funding.

Daleiden made a motion to adopt Resolution #19-78, in support for public transit and cooperative partnerships. The motion was seconded by Potter. Borrell voiced concern with the resolution language and thought it was basically telling Board members how they should vote. Vetsch said the resolution asks that those involved be good partners and vote to utilize funding. Borrell asked Vetsch if he was included in the group that drafted the resolution. Vetsch responded that he was.

Vetsch said Wright County is in the infancy stages of capturing ridership. Public input on transit should be conveyed at the State level. Potter clarified that this involves State and Federal funding. If a county does not participate someone else receives the funding. Borrell said the statewide system needs to be looked at. Daleiden referenced a recent Wright County Community Action summit that he attended, and transportation came up in the areas of mental health and homelessness. The motion to adopt the resolution carried 4-1 with Borrell casting the nay vote.

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

Because of the length of the meeting, updates were not given.

The meeting was adjourned at 11:55 A.M.