



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

JULY 10, 2018

DATE APPROVED: JULY 17, 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.

COUNTY BOARD MINUTES 6-26-18

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

AGENDA

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

CONSENT AGENDA

Daleiden asked to remove Consent Item H (1): "Sheriff's Office, Approve the 2018 Emergency Operations Plan" for discussion.

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

A. ADMINISTRATION

1. Authorize Signatures On Memorandum Of Agreement For The County Contributions For The 2018 Health Insurance Plans With The Teamsters, Local No. 320 Non-Licensed Essential Sheriff Staff

B. ADMINISTRATION

1. Authorize Signature On Environmental Review For Continuum Of Care Project

C. ADMINISTRATION

1. Refer Fairgrounds Lease To Ways & Means Committee

D. ATTORNEY

1. Approve Signatures On A Consent To Boundary And Legal Description

E. AUDITOR/TREASURER

1. Request That Office Technician II Jessica Gadach Be Temporarily Classified As License Bureau Supervisor, Effective May 25, 2018
2. Approve Credit Card Acceptance Policy Revisions
3. Acknowledge Warrants Issued Between June 20, 2018 And July 2, 2018

F. HEALTH & HUMAN SERVICES

1. Position Replacement:
 - A. Social Worker

G. PLANNING & ZONING

1. Accept The Recommendation Of The Planning Commission And Rezone The Following:
 - A. SCHMIDT FAMILY LAND 1 LLC - (Rockford Twp.) On A Vote Of 4/1 The Planning Commission Recommends Approval Of The Request To Rezone Approximately 45 Acres From AG General Agricultural To A/R Agricultural-Residential

Consent Item H. "Sheriff's Office, Approve the 2018 Emergency Operations Plan" was discussed. Steve Berg, Emergency Management Director, said Emergency Operations Plans are on a four-year cycle. This year, the fourth, involves an upgrade. Berg said the format of the County Emergency Operations Plan (Plan) has been significantly reduced over time to make it more user-friendly and relevant. Federal and State planning requirements stipulate that counties and cities must have an approved Emergency Operations Plan to be eligible for Federal disaster funds, emergency management grants, or other non-disaster funds made available by the Federal Emergency Management Agency (FEMA). Berg said most cities in the County have adopted the County Plan and annex in their city plans. Berg encouraged citizens to contact his office with questions about the Plan.

Borrell moved to approve the 2018 Emergency Operations Plan as presented. Husom seconded, and the motion passed unanimously.

TIMED AGENDA ITEMS

BOB HIIVALA, AUDITOR/TREASURERAdopt Resolution Authorizing The Conveyance Of Tax Forfeiture Parcel 215-061-000010 To The Westford Meadows Homeowners Association

Brian Asleson, Chief Deputy County Attorney, said Westford Meadows is in Rockford Township. This is regarding an out lot that should have been deeded from the developer to the Westford Meadows Homeowners Association (Association) but was never done. The Association is asking the County to recommend that the out lot be deeded to them from the State. The Resolution accomplishes this task. Potter moved to adopt Resolution #18-54 Authorizing The Conveyance Of Tax Forfeiture Parcel 215-061-000010 To The Westford Meadows Homeowners Association, seconded by Vetsch. The Resolution carried unanimously on a roll call vote.

Adopt Resolution Approving Bryan Murphy And His Team From H2Overviewers As The Viewers For The Redetermination Of Benefits On County Ditch #20

Vetsch moved, seconded by Husom, to adopt Resolution #18-55 approving Bryan Murphy and his team from H2Overviewers as the viewers for the redetermination of benefits on County Ditch #20. The Resolution carried 5-0 on a roll call vote.

ADAM TAGARRO, IT DIRECTORAuthorize Travel For The IT Director To Attend InfoTech LIVE in November

Tagarro said he was not able to attend a previously scheduled meeting. He may attend this one for no additional fee. The conference is from November 6 to 8, 2018. Potter moved to authorize travel for the IT Director to attend the InfoTech LIVE meeting in Las Vegas from November 6-8, 2018. Borrell seconded, and the motion carried 5-0.

ITEMS FOR CONSIDERATION**DONATION TO CITY OF MAPLE LAKE LIBRARY (VETSCH)**

Vetsch asked to address this item before Committee Minutes so the library representatives would not have to wait. He said the County Board has a history of donating to the Maple Lake Library. Lee Kelly, County Coordinator, said traditionally this has been paid out of the 100 Professional Services line item. Vetsch said the library is staffed solely by volunteers. Terry Mooney, Library representative, said the library serves surrounding areas as well as Maple Lake. The library is expanding to a new site with greater square footage.

Vetsch moved to approve a donation in the amount of \$10,000 from Budget Line Item 100 – Professional Services to the Maple Lake Library, seconded by Husom. Potter said he appreciates all that the Maple Lake Library does for the community, however, the County spends more than two million dollars per year for the Great River Regional Library (GRRL) system. He said he has heard from other libraries in the County who ask whether the County will also donate \$10,000 to them as it has to the Maple Lake Library. Potter said he has a hard time saying yes to Maple Lake and no to the other libraries. Mooney said if the Maple Lake wanted any extra services from GRRL, they would have to pay for them. The motion carried 4 – 1, with Potter casting the Nay vote.

COMMITTEE MINUTES**6-13-18 911 PLANNING COMMITTEE MINUTES**

Potter summarized the minutes, which included updates for the 911 Plan, technology, the Armer System microwave tower, and a presentation by Dan Craigie from the Emergency Communications Network. Husom said that according to the current Continuity Of Operations Plan (COOP), if the County Dispatch Center is unable to function, operations will be transferred to Sherburne County.

Potter said the County 911 system is due for a hardware refresh in the amount of about \$170,000. Allocated funds for the refresh include \$60,000 from 911 Funding and \$60,000 from Capital Improvement Plan (CIP) funds. Potter said funding sources for the balance have not been finalized. The system refresh is slated for 2019. Committee discussion also included whether to do a temporary or permanent move of the microwave tower currently on top of the Law Enforcement Center, as the new Justice Center building will disrupt the signal. Potter said several options are being investigated and will be brought forward to a future County Board meeting.

Potter moved to approve the 6-13-18 911 Planning Committee minutes. The items discussed were informational only, with no recommendations. Husom seconded with a small correction to the minutes in the second to the last paragraph, changing the wording to “Discussion ensued regarding the uses of VHF systems and vendors.” The motion, as amended, carried unanimously. The 6-13-18 911 Planning Committee minutes follow:

6-13-18 911 PLANNING COMMITTEE MINUTES (cont.):**I. UPDATE OF 911 PLAN**

Haley DuBois, Communications 911-PSAP Manager, distributed the County 911 Plan, Update 2018, County of Wright, Wright County PSAP (see attachment).

It was reaffirmed that Todd Hoffman, Chief Deputy Sheriff, will chair this Committee.

DuBois and Rick Nevala, Communications Shift Lead, have been updating the 911 Plan (Plan). DuBois will correct the year at the top of the page for Section 2. The main changes to the Plan were to update the contacts list under Section 2 on Page 2. Sue Vergin, Assistant County Coordinator, said Tim Dahl, Risk Manager, and Mark Staller, Telecom Specialist, should be added. Cheri Nelson, Information Technology (IT) Manager, and Lee Kelly, County Coordinator should be listed as Alternates for IT and Administration, respectively.

DuBois said updates were made to the Public Safety Answering Point (PSAP) contacts Section 3, Page 4, as well as fire, police and ambulance contact information on subsequent pages. Dahl suggested numbering the pages in the future.

Back Up Procedures, Section 7, were updated as well. DuBois said she attached records related to pad and generator testing. The pad will be tested quarterly with Sherburne County at three in the morning beginning in July. The test involves switching the line to Sherburne and back to make sure it is working.

Hoffman asked whether the Plan needs to be signed by someone. DuBois said a signature is required on the second page. In the past, the Sheriff has signed the Plan. Hoffman asked her to forward the Plan to him. If the Board Chair needs to sign, Hoffman will submit it as a Consent Agenda item for an upcoming County Board meeting.

DuBois said the Continuity Of Operations Plan (COOP) for Dispatch was turned in and will be posted on SharePoint. According to the COOP plan, if County Dispatch staff needed to evacuate, they would go to Sherburne County. Included in the plans to finalize evacuation procedures are directions for the overhead paging system, which will be available 24/7 in Dispatch in the event there is a need to evacuate.

Alan Wilczek, Facilities Services Director, asked whether there are attachments to the Plan under Exhibits A-F, Section 8, Table of Contents. DuBois said those are sample templates provided by the State. She will remove them.

That will leave Exhibit A under Section 8, related to 911 Public Safety Communications, and Exhibit D will become Exhibit B - Session Initiated Protocol (SIP) Request.

RECOMMENDATION: Informational only.

11. TECHNOLOGY UPDATE

DuBois said they are scheduled with IES for the SIP conversion. Migration starts 7-17-18 with the actual conversion on 7-19-18. It was discovered that there is a need to increase 911 lines coming into the County. Currently there are four lines. This will increase to eight lines to handle the volume of incoming calls. There will be no charge from CenturyLink or IES to do this. When all four lines are in use, calls get rerouted to Administration, resulting in the loss of caller information. When these calls are routed to Dispatch from Administration, Dispatch staff is not aware that they are emergency calls, and consequently, some calls are missed.

DuBois said the SIP conversion must happen to enable Dispatch to accept 911 calls via text. The goal is to go live with Text to 911 by September, or the first of 2019 at the latest.

DuBois said they learned recently that the entire County 911 system is due for a hardware refresh. The typical lifespan for 911 systems is five to seven years. The cost is about \$170,000. Hoffman said this was discussed at the last meeting. The original quote included both the Text to 911 and the system hardware refresh. Sue Vergin, Assistant County Coordinator, said the allocation was \$60,000 from 911 Funding and \$60,000 from CIP funding. Adam Tagarro, Information Technology Director, said the last amount is only for the consolettes. The total cost to upgrade everything is roughly \$160,000. Hoffman said it was originally stated that this qualified for 911 Funds. Tagarro said nothing of the 911 hardware refresh is in the CIP. Vergin said the CIP is the consolettes, which is separate and involves radio technology. Hoffman said the system refresh is slated for 2019.

RECOMMENDATION: Informational only.

6-13-18 911 PLANNING COMMITTEE MINUTES (cont.):

III. PRESENTATION BY DAN CRAIGIE, EMERGENCY COMMUNICATIONS NETWORK

DuBois introduced Dan Craigie, 911 Program Analyst, Emergency Communications Network (ECN). ECN is a division of the Minnesota Department of Public Safety. There are 102 PSAPs in the State of Minnesota, including Wright County. They operate on their own within State guidelines, and the State pays many expenses. The ECN budget is about \$72 million per year, all raised by a 95-cent fee on every telephone bill. All funds go directly to ECN and PSAPs.

Craigie said DuBois has asked all the right questions. There are serious liability concerns on behalf of Wright County. The State is not liable if a call is missed and someone dies. He referenced confidential statistics related to Wright County and compared to Scott and Carver. He discussed the technology behind suggested changes to the system. Hoffman said this topic will be discussed again in future meetings.

RECOMMENDATION: Informational only.

IV. UPDATE OF ARMER SYSTEM MICROWAVE TOWER

Hoffman said when the first wall on the north side of the new Justice Center goes up, it will block the microwave tower that is on the Law Enforcement Center building (LEC) and disrupt the signal to the Public Works tower. He said one option is to move the microwave tower to a different location on the roof on the east end of the LEC. Another option is to move to the east end of the roof and bypass the Public Works tower altogether, connecting directly to the DOT tower. The last option discussed is to possibly utilize fiber and eliminate the towers.

Wilczek said putting the tower on the Justice Center building would be complicated. He suggested keeping the current tower on the LEC with a new tower where it makes sense long-term.

There was discussion regarding transitioning from fiber optics to the microwave signal, or whether fiber is needed at all.

Wilczek suggested 9-01-18 as a target date but may potentially be earlier depending on the construction schedule and stacking of elevator shafts that may block the signal. Wilczek will be discussing potential line-of-site issues and the construction schedule with Contegrity Group and BKV. He will then connect with Hoffman to meet and discuss options.

Discussion ensued regarding the uses of VHF systems and vendors.

Dahl asked whether consideration should be given to using the internal network for panic buttons and go directly to Dispatch, rather than routing them to Wright Hennepin monitoring and then to Dispatch. DuBois will get information from Drew Scherber, Sergeant, Sheriff's Department, regarding the panic button system. She will forward the information to Staller, Nelson, and Dahl.

RECOMMENDATION: Informational only.

(End of 6-13-18 911 Planning Committee Minutes)

6-26-18 COMMITTEE OF THE WHOLE MINUTES

Kelly said the presentation included many slides and information provided by staff regarding the goals, challenges, and future staffing issues of the Sheriff's Office. Potter moved to approve the 6-28-18 Committee Of The Whole minutes, seconded by Husom. There were no recommendations, as this was an informational meeting only. The motion carried 5-0. The 6-26-18 Committee Of The Whole minutes follow:

I. SHERIFF'S OFFICE PRESENTATION ON SERVICES

Attachments include:

- *Law Enforcement Services Presentation to the County Board (PowerPoint presentation)*
- *Wright County Jail brochure*
- *Wright County Sheriff's Office Current Reality*

The Board met with Sheriff's Office command staff to discuss current operations, successes, and challenges. Time was spent reviewing each divisions duties and staffing. PowerPoint was discussed and handouts were sent with each member in attendance for review.

RECOMMENDATION: Informational only.

(End of 6-26-18 COTW Minutes)

6-27-18 OWNERS COMMITTEE MINUTES

Potter moved to approve the 6-27-18 Owners Committee Minutes, seconded by Borrell. There were no recommendations.

The motion carried 5-0. The 6-27-18 Owners Committee minutes follow:

I. Justice Center Updates

Wilczek opened the meeting and asked Contegrity Group to walk through the agenda / meeting.

Paulsen provided updates on the earthwork and the site in general. He stated almost all ground is moved from the borrow site and in just a couple days that portion of the project will be completed. A schedule was distributed and a description of the current progress was given. The building is broken into areas A, B, and C with the focus initially and currently on area B. Footings are being poured with waterproofing and elevator shafts to be next. The east side of the building will be done first, then switch to the west side. Elevator shafts will go up and then steel will be set and attached to the walls and shafts to level 2. There was discussion on the 800 mhz tower signal that is coming from the Law Enforcement Center and connecting to the Public Works Building. The new structure will block the signal and a new path will need to be established to either connect to PW from a different location on the LEC or directly connect to the MNDOT tower, bypassing PW. There will be a meeting on June 29th to work out more details.

Hoffman asked about the cut of the sheriff support building driveway for storm water piping installation, Paulsen stated it had to be delayed due to not getting the utility locates in time. The fiber was located, however the gas was not so it had to be pushed further down the schedule and will be coordinated prior to commencement of the work. It is anticipated the drive can be removed, piping installed, and driveway built in approximately 3-4 hours. There is to be an available driveway area at all times to accommodate for emergency vehicles' exit at all times.

Currie stated the schedule is tracking well, however a couple of days have been lost on the project due to rain. The building is planned for roof enclosure in March 2019, with the final entry roof installed on area A in April 2019. Approximately 1 year for interior finishes is planned after enclosure.

Currie spoke about the distributed budget summary and the current status. Wilczek walked through the change order log, noting that most were code review requirements. No change orders have been executed to this date, however have been reviewed and are being drafted. Comments from the group were that the berm created on the north end of the property looks good and should likely stay in place as a barrier.

RECOMMENDATIONS: None.

(End of 6-27-18 Owners Committee Minutes)

6-27-18 PERSONNEL / EMPLOYEE RELATIONS MINUTES

Husom moved to approve the 6-27-18 Personnel / Employee Relations minutes and recommendations. Potter seconded, and the motion carried unanimously. The 6-27-18 Personnel / Employee Relations minutes follow:

I. REQUEST TO HIRE SENIOR SYSTEMS ENGINEER ABOVE 12% OF MINIMUM HIRE RANGE

Adam Tagarro, Information Technology Director stated that he has a candidate for the Senior Systems Engineer that has nine years of IT experience in the systems engineering field. Tagarro stated that if this candidate would be hired, there would be no salary leap frogging of other staff members. The other IT employees that are in similar positions are already are at the top of their salary range. Mr. Tagarro also added that he had included one of his Senior Systems Engineer in the interview process and that this employee was also very impressed with the candidate's skills and work-related experience.

Chris Husom, Commissioner commented that it was extremely important that the candidate has experience because training is very expensive. Tagarro agreed that this position is a senior level position and that the IT Department needs that higher-level experience and technical skills. Tagarro included that the candidate lives within the County and is looking forward to working closer to home. Husom commented that the County is competing with the private sector for these type of positions, however the county does offer candidates job stability. Mike Potter, Commissioner added that the County benefits package also a financial benefit for new employees. Tagarro stated that this is candidate has expressed a desire to work for the County and is also well qualified for this position. The candidate is asking for a starting wage of \$80,000.00 per year.

Schawn Johnson, Human Resources Director stated that the salary range for the Senior Systems Engineer position is \$61,256.00 - \$85,779.00 per year.

Husom and Potter both stated the importance of the Information Technology Department and how the services that this department provides effects every department in Wright County.

6-27-18 PERSONNEL / EMPLOYEE RELATIONS MINUTES (cont.):

RECOMMENDATION: APPROVE TO HIRE SENIOR SYSTEMS ENGINEER AT \$80,000 PER YEAR.

II. PERFORMANCE REVIEW – TONY RASMUSON, ASSESSOR

RECOMMENDATION: PERFORMANCE APPRAISAL – TONY RASMUSON, ASSESSOR; BASED ON FOUR (4) PERFORMANCE EVALUATIONS RECEIVED, THE PERSONNEL COMMITTEE RECOMMENDS A RATING OF “MEETS EXPECTATIONS”.

III. PERFORMANCE REVIEW – TANYA WEST, RECORDER

RECOMMENDATION: PERFORMANCE APPRAISAL – TANYA WEST, RECORDER; BASED ON FOUR (4) PERFORMANCE EVALUATIONS RECEIVED, THE PERSONNEL COMMITTEE RECOMMENDS A RATING OF “MEETS EXPECTATIONS”.

(End of 6-27-18 Personnel Committee Minutes)

6-13-18 TECHNOLOGY COMMITTEE MINUTES

Vetsch moved to approve the 6-13-18 Technology Committee minutes and recommendations, seconded by Potter. The motion carried 5-0. The 6-13-18 Technology Committee minutes follow:

I. ERP, ENTERPRISE RESOURCE PLANNING, UPDATE

Lee Kelly, County Coordinator, provided an update of ERP, Enterprise Resource Planning. Kelly received clarification of the recently received InfoTech Statement of Work. Based on the clarification his suggestion is to proceed with signing the Statement of Work and scheduling a time to meet with InfoTech. Commissioner Vetsch questioned how far out the initial meeting may be, as budgets are coming up quickly. Everyone agreed it would be best to have as much time as possible to plan for and integrate the ERP into budgetary costs. Kelly’s goal is to schedule the meeting as soon as possible, working with County and InfoTech’s schedules respectively. Adam Tagarro, IT Director, suggested that dedicated contracted resources might be a good path to take for a large project such as ERP. Kelly agreed that the County has seen great success by using a contracted Project Manager with the Office 365 project, that the ERP, with it’s size and complexity, would benefit as well. Commissioner Vetsch added that ERP contracted resources should be paid out of CIP funds as being a dedicated part of the project itself. Others in attendance agreed with Tagarro and Vetsch in regards to dedicated contracted resources.

RECOMMENDATION: Proceed with signing the InfoTech Statement of Work for ERP.

II. Office 365 Update

Adam Tagarro, IT Director, reviewed the progress of Office 365 (O365). Tagarro stated that Skype and the Exchange Migration projects of O365 are being closed out. The kickoff for the SharePoint part of O365 has begun. Wright County IT presented the O365 project to MNCCC, Minnesota Counties Computer Cooperative. The presentation went very well with a lot of interest in how successful the project proceeded. Cheri Nelson, IT Manager, reviewed O365 license usage. The County owns 833 O365 G3 licenses and has 829 in use. There are 740 licenses being used by staff members, 22 being used by employees in process of deletion. 30 are being used by temporary / intern staff. 18 by vendors and contractors. 19 are shared accounts. Discussion was held on what type of license to purchase for those that may not utilize all the products that are part of O365. Nelson explained the different licensing options available. Commissioner Potter questioned what the decision was for the initial license purchase. Olga Strobel, IT manager, stated that due to an accumulation of soft costs of managing different license models, the O365 Governance Committee decided on all licenses being a standard G3 license. As stated the added soft costs of managing would outweigh the standard license cost. Mike MacMillian, Court Services Director, pointed out that the extra cost discussed was minimal when staff time is added in as a variable. Nelson also requested additional licenses be purchased to provide a buffer for staff movement, members agreed this was necessary.

RECOMMENDATION: Continue with the Standard O365 G3 license for all O365 licenses purchased, also to purchase 10-15 additional buffer licenses to provide for additional staff.

III. IT PROJECT PORTFOLIO UPDATE

Britta Holland, IT Project Portfolio Analyst, began the discussion with an update of Resource Allocation for June project work. June’s allocation planning was more accurate than May’s with 70 hours being over allocated to various IT resources. IT staff has also begun actively utilizing a Time Tracking Tool to aid in allocation. Holland has communicated with Department Heads on status updates and expected activities in June. IT is working on July’s plans. Another large agenda item is to complete Scoping Sessions for EDMS projects. Correct scoping will allow for the project portfolio to offer a true picture of the projects that need to be worked on. Holland stated the end of August is the goal for completion of all EDMS scoping.

6-13-18 TECHNOLOGY COMMITTEE MINUTES (cont.):

Holland presented the allocation of Staff time to administrative work, KTLO (Keeping the Lights On), and Project work, along with a further breakdown of project work by type. Commissioner Vetsch stated he would like to see in the future where resource losses are impacting work. He also would like to see listed project deadlines, feeling that a deadline offers a goal and something to strive for. He will be holding feet to the fire for IT to show deadlines. He also noted that it offers an incentive to move staff around to accomplish projects. Members present agreed that they would all like to see deadlines, that is a goal that IT is actively striving to achieve. Pat Spaude, IT Manager, noted that unplanned projects and events often have an impact or ripple effect, increased planning and reporting will allow IT to display how those events have interrupted a project and thus why a deadline may need to be changed. True allocation also allows IT to show if a project was over allocated or perhaps due to resources needs to be paused.

Commissioner Potter questioned if there were ways to change present allocations. Holland replied that the allocations are in alignment with industry standards but agreed that time tracking allows the team to recognize any deviations from those standards, thus being able to question and react to them. Jami Goodrum Schwartz, HHS Director, questioned if IT sees any trends with tickets in relation to antiquated systems. Strobel responded that new systems continue to require support and training, with Tagarro adding that IT sees efficiencies gained and that work tickets fluctuate in general.

Bob Hiivala, County Auditor / Treasurer, presented for discussion his Department's Cash Drawer project. Due to necessity he would like to see it prioritized higher. Discussion questioned what the project involved with Lindsey Meyer, Assistant Finance Director, stating there are a few options available to proceed. Chief Deputy Todd Hoffman stated that the project sounded like it needed to be reclassified due to urgency. Due to other Agenda Items further discussion on this topic was placed on hold.

Tying into the Project Portfolio, Commissioner Vetsch brought discussion to Enterprise projects needing an official Sponsor. Historically during the course of everyday work, IT identifies areas of improvement or trends where several departments are requesting progress on a similar task. Since the function of IT is not to dictate Enterprise work Vetsch suggests that Administration be made the defacto Sponsor for Enterprise wide projects. Members agreed in the theory of this plan, but Goodrum Schwartz pointed out that often an Enterprise idea is first initiated by one department. Members agreed to this statement as well. It was decided that Administration should be the natural choice for a driver of Enterprise projects, while it is also natural to have departments function as the initiators and pushers of said projects, that both should be involved in the process. It was suggested that the selection of project Sponsor should be brought to the Committee for approval. MacMillian questioned if Administration has enough staff to be project champions, Kelly responded no. The consensus was that Administration would be the Project Sponsor for Enterprise projects, with those identified projects being brought for approval to the committee.

RECOMMENDATION: Continue Cash Drawer Discussion at next meeting. Assign, with committee approval, Administration as Sponsor of Enterprise projects.

(End of 6-13-18 Technology Committee Minutes)

6-27-18 TECHNOLOGY COMMITTEE MINUTES

Kelly corrected the minutes under Item IV. Change Meeting Frequency Format, so that the last two sentences read, "The standard meeting would be the 4th Wednesday of every month. If an additional meeting is needed, it will be scheduled on the 2nd Wednesday of the month." The Recommendation should read: "Beginning in August the Technology Committee meeting will be the 4th Wednesday of every month. Additional meetings will be scheduled as needed." Husom moved to approve the 6-27-18 Technology Committee minutes and recommendations as amended. Potter seconded. Kelly said regarding Item V., Alter Budget function of Department Chargeouts for technology related annual maintenance, that staff is looking at centralization of this process. The motion carried 5-0. The 6-27-18 Technology Committee minutes follow:

I. ERP, ENTERPRISE RESOURCE PLANNING, UPDATE

Lee Kelly, County Coordinator, provided an update of ERP, Enterprise Resource Planning. Kelly stated that the Statement of Work with InfoTech has been signed. The kickoff meeting with the ERP core team is being scheduled for September 4th through the 7th, with InfoTech on site at the County. Kelly stated that Lindsey Meyer, Assistant Finance Director Auditor / Treasurer, and Scott Weiland, IT Business Analyst, are identifying scoping session members, as it is foreseeable that subject matter experts will be needed to provide clarification at various points of the kickoff week. Core team invitations have gone out for the Kickoff, with additional staff invites going out as more research is done.

RECOMMENDATION: Informational only, InfoTech will be onsite for an ERP Kickoff September 4th - 7th.

6-27-18 TECHNOLOGY COMMITTEE MINUTES (cont.):

II. Office 365 Update

Adam Tagarro, IT Director, reviewed the progress of Office 365 (O365). Tagarro stated that Skype and the Exchange Migration projects of O365 are closed. The kickoff for the SharePoint part of O365 was held this month, with planning fully in process. O365 SharePoint Online will be the first phase to online data, with O365 OneDrive following. OneDrive will be implemented after thorough investigation and research has been done. Commissioner Michael Potter questioned if the Highway vehicle tracking would be affected by this project. Highway Engineer and Department Head Virgil Hawkins responded that it is a stand-alone product, not associated with SharePoint. It was noted that it would be beneficial to have a product that could be accessed across departments, similar to SharePoint ability. Deputy Todd Hoffmann added that the Sheriff department would like it to be integrated for better tracking and decision making.

RECOMMENDATION: Informational only, Office 365 SharePoint project is moving forward.

III. IT PROJECT PORTFOLIO UPDATE

Britta Holland, IT Project Portfolio Analyst, began the discussion with an update on projects. The Office 365 Exchange Migration and Skype have been closed as the milestone pieces have been completed. The PA System Upgrade has also been completed. A few projects are very near completion, OpenGov IFS integration and CPI (Crop Productivity Index). 703 work tickets were completed for the IT team for the month of June so far. The highest effort projects for June, where various IT staff spent most of their time, were the Sheriff Squad Car Camera Upgrade. Deputy Hoffman questioned the amount of time spent on this, which Tagarro answered that a lot of time was on back-end server and system work, with a total of 90 hours so far. Another large project was the O365 SharePoint Online Hybrid, due to the time invested by multiple staff to begin planning and kickoff. The Human Resources EDMS (Electronic Document Management System) was another big project many IT staff members have been working on throughout June. Holland will be sending out July resource allocations to staff and departments by end of month. She also noted that resource allocation planning for August project work has already begun as well. Commissioner Christine Husom noted that was good news to hear as it will help with long term planning.

Items brought for discussion before the committee began with the FBI / Sheriff's Office Long Range and Training Facility. Hoffmann stated that the facility itself will be on a streamlined schedule, but that we should put in place the planning and infrastructure for future items. A few of these may be moving the Emergency Management Committee Operations to the facility, housing a backup data center, and perhaps a backup dispatch area. These items would all require the infrastructure to be built into the facility, the actual completion of areas could be done at a later date. Tagarro also stated that 8 miles of fiber may need to be laid, with early estimates of this being between \$300,000 to \$400,000, having many variables involved, soil type being a big one. Commissioner Husom agreed that 8 miles is a lot of gravel but having a backup site for our 911 sites is a good plan. Commissioner Potter also brought up that there might be some existing fiber by the site of County Road 8 and County Road 35, Hawkins agreed that there was some and stated that Highway was looking into it. Tagarro also noted that fiber along a rural stretch could offer potential benefits for those communities. Steve Jobe, County Surveyor, suggested that drivers of the project look into regulations surrounding sharing facilities with a Federal institution, in effect can the County share and use some of the facility space for local purposes. Tagarro agreed to this stating that they have experience working with the State of Minnesota on shared spaces, Courts being a main area, and that Federal expectations will need to be reviewed. Hoffman also noted that decisions are on a timeline as the FBI would like to place this on their Budget, which is being decided on in July.

The Auditor Treasurer Cash Register project was brought before the committee again after being held over from the previous meeting. After discussion it was decided to do a risk scoping and planning in July, with a more thorough planning meeting done in August, to allow for the solution to be a long term one, not just a band aid. This was acceptable to Auditor / Treasurer Bob Hiiivala, as his DMV team has a lot of training in July and a key staff member will not be available until August. A risk plan will allow for a contingency to be in place, while also allowing other projects to be completed as well.

Deputy Hoffman along with Lee Kelly brought up an unforeseen issue with the new Courts Building and the Microwave ARMER Tower location. The current location of the tower will be soon be blocked by the new Courts Building, the County would lose the signal to the State of Minnesota if this were to happen. A few options exist, A. move the ditch east at \$11,000, noting this is temporary as it may need to be moved again, B. build a new tower with direct connectivity to MNDot Tower about \$60,000, eliminates need for current location and is the desirable long-term solution, C. use fiber for about \$6000 to move site, temporary in nature as it may have to move again. There is a meeting scheduled for Friday June 29th to discuss options. Per Lee Kelly, Facilities Director Alan Wilczek discovered this issue and also stated that a solution needs to be in place within a month due to current construction progress. Both Commissioners saw the long-term solution as doing it right the first time and as in the best interest for the County. All in attendance also were appreciative of Wilczek for locating the issue before connectivity was suddenly lost altogether. The project will continue to move forward.

RECOMMENDATION: *Continue investigating FBI / Sheriff's Office Long Range and Training Facility plans taking care to note July deadline; Schedule Risk meeting for contingency plan for Auditor Treasurer Cash Register project; Continue to move forward with discovery of solution of ARMER tower connectivity issue being aware of construction progress & deadlines.*

IV. Change meeting frequency format

Tagarro brought up changing the twice a month Technology Committee meetings to another format. Mike MacMillian, Court Services Department Head suggested having one standard meeting in place with the 2nd meeting being an alternate. The alternate being a meeting that IT could cancel if there is not a reason to meet, or if information could be provided in an email. Committee members approved of this plan. Because of existing agendas it was decided to start this format in August. The standard meeting would be the 4th Wednesday of every month. If an additional meeting is needed, it will be scheduled on the 2nd Wednesday of the month.

RECOMMENDATION: *Beginning in August the Technology Committee meeting will be the 4th Wednesday of every month. Additional meetings will be scheduled as needed.*

V. Alter Budget function of Department Chargeouts for technology related annual maintenance

With Budgets for 2019 coming due, Tagarro brought up the IT Maintenance Chargeout function currently in place with Departments. Presently for example the yearly maintenance fee for OnBase is about \$85,000, based on Department usage this is divided out and a "chargeout" is sent to departments to pay for their share. Note there are 17 departments in the County to divide a cost between. Tagarro stated that this is a time-consuming process for IT staff, because of the back and forth with departments it also takes longer for invoices to be paid. Based on the recent change to a centralized licensing with O365 Tagarro is interested in moving these annual costs into the IT Enterprise Budget as well, this has already been done with RightFax. Tagarro noted that IT will need to be firm on Governance of this process, as Departments will need to communicate any changes as it will affect the backend. For example, a large increase in scanning utilizing OnBase would increase annual maintenance costs. A Department would need to plan for this and then make sure IT is aware of it. Tagarro also noted that any upfront license cost would need to be covered by a department. This is similar to current OnBase license purchases that are being made by departments. Committee members appeared in agreement.

RECOMMENDATION: Informational Only

(End 6-27-18 Technology Committee Minutes)

C. SCHEDULE COMMITTEE OF THE WHOLE MEETING TO DISCUSS ABANDONED CEMETERIES IN THE COUNTY (HUSOM)

Husom requested a Committee Of The Whole meeting to establish procedures related to requests to be buried in abandoned cemeteries. State Statute delegates abandoned cemeteries to the County Board. Daleiden said he would like to know what the laws are related to abandoned cemeteries. Asleson said two chapters of State Statute deal with cemeteries; one for public cemeteries and one for private. Statutes make it optional for counties to assume responsibility of them. Townships may even step up if they desire. The County Attorney's Office will research the matter in preparation for the meeting. Asleson said the State Archeologist may have data on the cemeteries in the County. Vetsch moved to schedule a Committee Of The Whole meeting on 7-24-18 at 11:00, seconded by Borrell. The motion carried 5-0.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

Park Board: The Park Board met 7-9-18. Daleiden said the Department of Natural Resources (DNR) would like the County to take over a 12 ½-acre lake property and construct a public access. Planning & Zoning determined that it is a buildable lot. The property will go on sale as a tax forfeit parcel in the future and go back on the tax rolls.

Integrative Resource Plan Meeting: Vetsch attended that meeting on 6-26-18 regarding the Monticello Xcel Energy nuclear plant. Xcel will lay out a five-year plan and a ten-year forecast regarding future energy sources. Vetsch is following this matter closely.

Trailblazer Transit: Potter met this morning with Kelly, Hiiivala, and Bruce Kimmel, Vice President and Senior Financial / Municipal Advisor at Ehlers regarding the Trailblazer Transit building in Buffalo, since the County is taking over Wright County Area Transportation (WCAT) in 2019. Potter said there will a Committee Of The Whole soon to discuss this.

Drainage and Water Quality Seminar: Borrell and Vetsch attended in Mankato on 6-27-18, where they discussed many issues that were relevant to the Ditch 10 water project.

Wright County Fair: Borrell reminded the public that the County Fair runs from July 18 – 22.

Central Minnesota Emergency Services Board: Husom said this board met on 6-29-18. Two lives have been saved due to the donation of 150 doses of a prescription medicine used to treat an opioid emergency, such as an overdose. Also, one hundred percent of law enforcement have completed an AED survey. They continue to lobby with the State for more grant dollars.

FBI Training Center: Kelly said a representative from the Federal Bureau of Investigation (FBI) will arrive in Buffalo on Friday, 7-13-18 at 1:00 P.M. They will meet in Conference Room 118 at the Government Center to discuss the Memorandum Of Understanding (MOU) and logistics regarding the proposed training center. He invited Commissioners to attend. Borrell moved to authorize attendance by County Board members, seconded by Potter. The motion carried 5-0. Daleiden said the meeting is not a Committee Of The Whole but should be posted.

Kelly and the County Board expressed condolences to the family of Howard Lake City Administrator Nick Haggemiller for their recent loss.

Miriam Orr from the *Wright County Journal-Press* congratulated the County for no roadway fatalities during an eight-month period.

The meeting adjourned at 10:34 A.M.

Respectfully submitted,

Deborah Schreiner
Administrative Specialist