



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
JULY 17, 2018

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

DATE APPROVED: JULY 24, 2018

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

COUNTY BOARD MINUTES 7-10-18

The following correction was made to the minutes: Page 10, 1st line, change to read, "Central Minnesota Emergency Medical Services Board" (Husom). Borrell moved to approve the minutes as amended, seconded by Husom. The motion carried 5-0.

AGENDA

Auditor/Treasurer Timed Item 5 was modified to add, "Utilization Of Buffer Enforcement Funding & Equipment To Maintain Ditch Systems" (Hiivala). Husom moved to approve the Agenda as amended, seconded by Vetsch. The motion carried 5-0.

CONSENT AGENDA

Bob Hiivala, Auditor/Treasurer, referenced Consent Item A1, "Approve Department 100 Budget Amendment." He clarified that an un-budgeted refund was received in the amount of \$13,898. The request is to use these funds for Health and Safety Programs. It has a net \$0 budgetary impact. Vetsch moved to approve the Consent Agenda, seconded by Potter. The motion carried 5-0.

A. AUDITOR / TREASURER

1. Approve Department 100 Budget Amendment
2. Approve Wright County Board Of Appeal And Equalization Minutes From Meeting On June 18, 2018
3. Acknowledge Warrants Issued Between July 3, 2018 And July 10, 2018

B. HEALTH & HUMAN SERVICES

1. Request To Approve Statement Of Work For DataBank To Deliver Design Solution For Social Services EDMS. Original Agreement For Signatures Submitted

C. PLANNING & ZONING

1. Authorize County Board members attendance at a site inspection with the Planning Commission on Wednesday, July 18, 2018 at 1:00 p.m. - RAM Excavating Services (Property owner - Delano Sportsmen's Club - Franklin Twp.)

TIMED AGENDA ITEMS

PEGGY PETERSON

Request for Audit of Wright County Health and Human Services
Disclosure of Expenditures and Hours Spent to Terminate Provider License

Peterson said the purpose of addressing the Board is to request an independent audit of Wright County Health & Human Services and to make available what has been expended relating to the case for termination of her Foster Care and 245d License.

Peterson read information supporting her requests. She continues to provide services for people with significant challenges. A new way of thinking has evolved over the past several years because of what has been learned about people with developmental disabilities and how they can be supported in communities. This has resulted in a change to way this is viewed and addressed. Referenced were the US Supreme Courts decision in 1999 related to the ADA and supporting those with disabilities in the most integrated setting possible. In February 2001 the New Freedom Initiative was enacted

which is a comprehensive plan to ensure Americans have opportunities in the areas of skills, productive work, communities, and daily life choices.

Peterson read the Health and Human Services (HHS) Mission Statement which reads in part, "...will provide quality services in a fiscally responsible manner." She alluded to the lack of foster care providers and said there are providers who will not provide information to the County in fear of losing their licenses. She viewed the situation with services as rock bottom. Peterson provided a book to the Commissioners that relates to recovering customer loyalty when things have gone wrong. She said Commissioners need to hear and encourage reporting of complaints in the community to be responsive.

Daleiden said members of the public can contact Commissioners with concerns. Telephone conversations may be preferred as email is considered a public record.

Borrell made a motion to direct the County Coordinator to investigate an independent audit and associated cost. Information obtained should be reported to the HHS Board. The motion was seconded by Vetsch and carried 5-0.

BOB HIIVALA, AUDITOR/TREASURER

Informational Item: A Request Has Been Submitted To The Minnesota Department Of Public Safety, Driver & Vehicle Services For The License Bureau To Be Closed On Monday & Tuesday, August 6 & 7, 2018 For Mandatory Training Regarding Real ID

Hiiivala explained that Real ID will be implemented in October, and training of License Bureau staff is required. A decision was made to send all staff to the same meeting on August 6 and 7, 2018. Permission has been granted by the State to close the License Bureau for those two dates.

Potter made a motion to approve closing the Wright County License Bureau on August 6 & 7, 2018 for Real ID mandatory training. The motion was seconded by Husom and carried unanimously. Notice will be posted on the internet and on entrance doors.

Informational Item: We Are Sending A Notification Letter To The Office Of The Minnesota State Auditor That We Will Continue To Have CliftonLarsonAllen, LLP Perform Our Annual Audit

Hiiivala said that although not required, notice will be sent to the Office of the State Auditor of Wright County's intent to continue with CliftonLarsonAllen for the annual audit. Potter moved to approve sending the notification letter, seconded by Husom. The motion was withdrawn as this is an informational item.

Approve Change Fund For The Auditor/Treasurer's Office

Hiiivala requested establishing a \$2,100 change fund for the sole purpose of replenishing other departments' change funds. Borrell moved to approve the request, seconded by Vetsch. The Auditor/Treasurer's Office currently has a change fund for property taxes. The newly established change fund will be separate. Daleiden asked Hiiivala to review this in another year due to the implementation of credit card acceptance which may have an impact on the need for a change fund. The motion carried 5-0.

Approve June Revenue/Expenditure Budget Report

Hiiivala and Ryan Kotila, Fiscal Officer, presented information on the June Revenue/Expenditure Budget Report. Potter moved to approve the Report, seconded by Vetsch. The motion carried 5-0.

Schedule Committee Of The Whole Meeting To Discuss License Bureau And Switchboard, And Utilization Of Buffer Enforcement Funding And Equipment To Maintain Ditch Systems

Hiiivala said the discussion will include whether to have the Lobby Reception position filled 8 hours/day, 5 days/week. That staff could be utilized to assist in the License Bureau, as there will be more demand for customer service. There will be additional work realized through Real ID that the State will no longer be doing. License Bureau staff have also taken on additional work from the State related to MNLARs. Hiiivala said the Buffer Enforcement Funding topic will include discussion on the impact on budgets, how to use the \$92,000 grant, and the possible purchase of equipment.

Husom moved to set a Committee Of The Whole Meeting on 7-24-18 at 1:00 PM. The motion was seconded by

Potter and carried 5-0.

Schedule Committee Of The Whole Meeting For OpenGov Training On Monday, July 23, Time TBD

The training will be for Board members, the Coordinator, and the Assistant County Coordinator. After discussion, it was decided that Hiivala should present the date of 8-07-18 to the trainer. Scheduling of the COTW Meeting will be at a future date.

Schedule Public Hearings In The Month Of September To Accept The Viewer's Reports For County Ditch 18, County Ditch 22, And County Ditch 34 From The Redetermination Process

Matt Detjen, Ditch Coordinator, said the request is for public hearings for Ditch 22 in Woodland Township and Ditch 34 in Franklin Township. The hearings can be done concurrently in September prior to 9-18-18. Informational meetings will be held ahead of time.

Borrell made a motion to set Public Hearings on 9-11-18 at 10:30 AM for County Ditch 22 and County Ditch 34. The motion was seconded by Potter and carried 5-0.

ITEMS FOR CONSIDERATION

7-11-18 BUILDING COMMITTEE MINUTES

At today's County Board Meeting, Potter moved to approve the Building Committee Minutes and recommendations. The motion was seconded by Husom. The following correction was made by Husom: Page 1, last sentence, first line, change to, "He indicated the current driveway is not ideal from a safety perspective due to a hill to the east which limits visibility." The motion includes the change and carried 5-0. The minutes follow:

I. SHERIFF'S OFFICE RANGE PROJECT

Wilczek opened the meeting by stating we were getting together to discuss updates on the project. There are still a lot of unknowns, however discussion is needed to meet the 12-month deadline in the MOU.

Kelly indicated that indicated Adam Tagarro was working on identifying the fiber location and options for delivery to the site. He is also working on identifying the level of technology and space needs for the facility. Tagarro was unavailable for the meeting today and will have more information to provide the next time the committee meets.

Wilczek asked if all range targets were outdoor and Deringer said all of those requested by the FBI are exterior, however he is requesting 6 lanes indoor for increased training capabilities. Have had to rent space from gun clubs and ranges in the past.

Wilczek gave architectural update in that he met with Wold Architects and spoke with Rick Scott of Scott Build Inc. He is meeting with BKV Group 7/12/18 and is expecting proposals for programming & schematic design work within a week.

Daleiden asked if we needed a consultant on the project to assist in identifying range costs. Wilczek said not at this time and indicated we should get an architect on board prior to bringing in consulting groups.

Deringer indicated that a member of the FBI is coming 7/13/18 to discuss the project and would be a good opportunity to narrow the current broad scope of the facility.

Wilczek outlined an email from Greg Kryzer referencing zoning in which it was stated that Wright County would be exempt from zoning regulations. The shooting activity at the property is permitted to expand under Minn. Stat. 87A.03 provided the range is in compliance with the 1999 NRA Range Source Book and meets the decibel limits identified in Minn. Stat. 87A.05.

Meyer provided aerial images of the site and spoke to the contours. He indicated the current driveway is not ideal from a safety perspective due to a hill to the east which limits visibility. He would recommend moving a new driveway to the top of the hill on the NE corner of the parcel.

7-11-18 BUILDING COMMITTEE MINUTES (cont.):

Daleiden asked about outside police dept. training and use options. Deringer indicated that it will be a future discussion and an item that will need to be worked through with Risk Management. He stated that Fire, Police, Sheriff, FBI, etc. need a space to partner and collaborate in today's environment. A facility that could be utilized by a number of groups would in his mind be a positive for Wright County.

RECOMMENDATION: Meet again next committee day. Updates / proposals from architects will be presented.

Treichler to bring information on potential funding resources after speaking with Steve Berg.

(End of 7-11-18 Building Committee Minutes)

7-09-18 COMMITTEE OF THE WHOLE MINUTES

At today's County Board Meeting, Daleiden made the following change to the minutes: Page 1, remove Lee Kelly from Others Present as he is already listed as a Member. Borrell said that erosion at Otsego from the Mississippi River may be an upcoming topic. Borrell made a motion to approve the minutes as corrected, seconded by Husom, and carried 5-0. The minutes follow:

I. Reviewed of 2019 – 2023 Capital Improvement Plan for Parks and Recreation Department

Recommendation: No recommendations made, this was more of an item for review and consideration.

II. Reviewed and Made Recommendations Regarding Parcel Acquisitions at Stanley Eddy Regional Park Reserve

A. Peterson Parcel = 20 Acres within the center of the South Unit of Stanley Eddy Park. This parcel was appraised through and independent appraiser and in March of 2018 a grant was applied for through the Natural and Scenic Area Grant Program, notice of grant award was received on June 13, 2018 in the amount of \$65,000. County match has been programmed into the Capital Improvement Plan.

Recommendation: Proceed with drafting of purchase agreement, survey, legal description and signatures on grant agreements.

B. Sundblad Parcel = 59 Acres along the eastern boundary of the South Unit of Stanley Eddy Park. This parcel was appraised through and independent appraiser and in March of 2018 a grant was applied for through the Natural and Scenic Area Grant Program, notice of grant award was received on June 13, 2018 included in the grant application was \$11,000 for restoration efforts, and \$5,150 for signage. County match has been programmed into the Capital Improvement Plan.

Recommendation: Proceed with drafting of purchase agreement, survey, legal description and signatures on grant agreements.

C. Moose Lake Point = This property 6.76 acres is located on west side of Moose Lake, adjacent to the exist public access which is part of the Middle Unit of Stanley Eddy Park Reserve. An appraisal was received and shared with the Parks Commission and Landowner. The landowner has agreed to sell on Contract for Deed with 3 equal payments starting in 2019. The funds have been programmed into the Capital Improvement Plan.

Recommendation: Proceed with drafting of purchase agreement, survey, legal description and signatures on grant agreements.

III. Tour of recent projects at Schroeder, Beebe Lake, Otsego, and Bertram Chain of Lakes Parks

A. Schroeder Park – Four main projects occurred over the past few years 1) Paved the day use parking area and lake access; 2) Construction of a new playground; 3) Construction of a new fish cleaning shack; 4) Upgraded 19 sites with 50-amp service. Upcoming projects 1) Demo and reconstruction of old Comfort Station; 2) Demo and reconstruction of picnic shelter.

7-09-18 COMMITTEE OF THE WHOLE MINUTES (cont.):

B. Bertram Chain of Lakes - Recent Projects - 1) Constructed the beach house; 2) Construction of the rental Chalet; 3) access road, turn around, and parking; 4) mountain bike trail resign and construction; 5) direct hardwood seedings of 19 acres; 6) Two new trail bridges; 7) Opening of Camp Manitou; 8) Picnic Shelter; and 8) Many other smaller projects. Upcoming projects; 1) Campground Development; 2) Continuation of hiking/ski and mountain bike trails; 3) Long Lake Overlook Construction.

C. Otsego Park – Recent Projects - 1) Fog sealed the trails, and seal coated the parking area; 2) began invasive species management for Buckthorn and Garlic Mustard; 3) Construction of new restroom facility. Upcoming projects – 1) Shoreline restoration; 2) Continued Invasive Species Management.

D. Beebe Lake – Recent Projects - 1) Replaced windows in restroom and office area; 2) Improvements to group camp including new vault toilet and group camp fire gathering area; 3) Constructed new playground. Upcoming projects 1) Add playground environment near shelter; 2) pave the trail system.

Recommendation: Informational items only.

(End of 7-09-18 Committee Of The Whole Minutes)

7-11-18 PERSONNEL / EMPLOYEE RELATIONS COMMITTEE

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

I. Performance Review – Marc Mattice, Parks & Recreation Director

Recommendation: Performance Appraisal – Marc Mattice, Parks & Recreation Director; Based On Five (5) Performance Evaluations Received, The Personnel Committee Recommends A Rating Of “Exceeds Expectations”.

(End of 7-11-18 Personnel/Employee Relations Committee Minutes)

7-11-18 TECHNOLOGY COMMITTEE MINUTES

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

I. ERP, ENTERPRISE RESOURCE PLANNING, UPDATE

Lee Kelly, County Coordinator, provided an update of ERP, Enterprise Resource Planning. Kelly stated that Scott Weiland, IT Business Analyst, and Lindsey Meyer, Assistant Finance Director Auditor Treasurer, are in the process of identifying staff that will be involved in Mega Process Areas of the ERP. Various staff will be included to contribute during the ERP InfoTech visit in September.

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

II. OFFICE 365 UPDATE

Olga Strobel, IT Manager, stated that the O365, Office 365, Exchange Migration for the County is complete, the additional project for the Squad cars is in progress. The Client Deployment of Office is also complete, with continued work on the syphoned off project of NetMail. SharePoint O365 Online Hybrid project has begun. Current work involves identifying data within SharePoint and the various restrictions that may / will surround migrating that data. Strobel stressed that there will be a Hybrid environment for some time. Some data will live in the Cloud and other data on our servers, this is due to the desire to migrate data to the online environment slowly to ensure the processes and workflows are able to handle the transitions.

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

7-11-18 TECHNOLOGY COMMITTEE MINUTES (cont.):**III. ARMER – 800 MHz Radio Fee for 2019**

Lee Kelly, County Coordinator, brought to the committee the ARMER – 800 MHz Radio Fee for 2019 budgeting. Local Fire, Police, and Emergency Management organizations have radios, provided by the County, connected to the 800 MHz Radio system. The County pays for, manages, and maintains the radio system at a cost of about \$250,000. In 2018 the local organizations mentioned paid \$85 per radio, amounting to about \$50,000. This covers only 20% of the 800 MHz Radio System with the County covering the remainder. Departments within the County also utilize the radio system, they are charged the same per radio cost, which resulted in about \$37,000 for 2018. Commissioner Daleiden noted that the County is still the one covering this cost when Departments “pay”. Committee members discussed increasing the per radio fee. Commissioner Vetsch noted that there are inflationary expenses that go up every year, that it would be wise to increase the fee as well. Commissioner Daleiden advised that the increase needn’t be too vast as the organizations are coming from the taxpayer base anyways, that in effect the money is coming from the same pot. Both Commissioners agreed that keeping the fee for the radios involves the organizations in the ARMER process, keeping them aware of it. It was noted that 2016 saw the first increase from \$75 to \$85, 2017 did not see any increase. Court Services Director, Mike MacMillan advised that a yearly increase is easier for local entities to manage, as local staff & councils experience personnel change, a \$20 increase one year when there wasn’t precedent is harder to handle than an expected smaller yearly increase. Those in attendance agreed with this statement. Pat Spaude, IT Manager, questioned if it would be best for the County to aim to carry a certain percentage each year, with local organizations also handling an expected percentage of the radio budget. This was seen as a favorable goal to achieve. Chief Deputy Todd Hoffman stated that the 911 Committee had discussed future upgrades to the ARMER system. Upgrades included: upgrading the entire ARMER system itself, possibly connecting to the MNDOT Hasty Tower and an Annandale Tower, as well as adding a new Tower to accommodate the building structures on Braddock. Hoffman advised that these investments will cost additional dollars, that will add to the 800 MHz Radio Budget. With the discussion in mind the Committee decided upon increasing the per radio fee by \$15 to a total of \$100 per radio. The \$15 increase instead of a \$10 increase was decided upon because of no increase in 2017. Due to yearly inflationary increases along with upgrade costs the Committee also decided an expected \$5 to \$10 per radio yearly increase was a fair expectation. The Committee instructed that the letter informing local entities of the radio cost include actual per radio cost as well as a notice to plan for a per radio increase of \$5 to \$10 each year.

RECOMMENDATION: Increase 2019 800 MHz Radio fee by \$15 a radio from \$85 to \$100 to assist in covering inflationary and upgrade expenses. Advise local entities to plan for a \$5 to \$10 increase per radio per year to assist in covering expenses.

IV. IT Governance Document – Approve Updates

Pat Spaude, IT Manager, introduced the IT Governance Document. Spaude reviewed updates to the document that allow better clarification of IT’s role in relation to technology use within County Departments. It was stressed that the main reason for the guidance for collaboration in decision making is that the IT Department ends up supporting chosen technologies, with some having large ripple effects, data storage, record management, etc. Updates are indicated in Red in the Governance Document attached. Additional items discussed included adding the words “and replacements” to the statement New “x” audio / video or conference room equipment. As suggested by Christine Partlow, HHS Business Manager, noting that those items are supported by IT. MacMillan stated he was in support of the updates as they realize it is easier to maintain like items. He also commented that he hopes the process doesn’t slow a need down due to trying to include the desired technology in a bigger project.

Further discussion was held on USB drives and their role in business processes within the County. IT holds the preference that they not be utilized, both Commissioners were in agreement with IT. The consensus was that further discussion needed to be held with individual departments as there are many unique business processes where mobile storage is necessary. Deputy Hoffman brought up that DVD/DVD-RWs and CD/CD-

7-11-18 TECHNOLOGY COMMITTEE MINUTES (cont.):

RWs are also utilized throughout the County as mobile storage devices, which County Recorder Tanya West agreed. West also brought up that OneDrive will be coming soon and could be used in replacement of some of the processes where mobile storage devices are utilized. Partlow added that it is extremely helpful to have a process in place of how staff can utilize the new technologies in place of a former process. The Committee advised including in the Governance document, reference to the County Personnel Policy Manual, 711.08 Data Protection while Working in the Field pg 138-139 for the County policy regarding encryption of mobile storage devices. IT was also directed to have Adam Tagarro, IT Director, send a Memo to County Department Heads about mobile storage devices specifically to reinforce the use of encrypted devices for use with non-public data, and discourage the use of non-encrypted drives in preference of other methods of information exchange.

Discussion also included the County's Social Media Presence, with Administration being the governing body of Social Media for the County. Deputy Hoffman noted that there are some federal rulings on social media and archiving the data created. More research and discussion is needed on the topic of Social Media use, Kelly stated that it will still be handled by Administration, but they will utilize the Administration Technology Committee to ensure IT is in the loop. Kelly also noted that Julianne Fasching Communications Specialist has been visiting with departments about their Social Media Presence, which will be helpful in creating a unified presence for the County. In whole the Committee approved of the updates (in red) to the IT Governance Document with committee recommendations (in blue).

RECOMMENDATION: Approve the updates to the IT Governance Document, with Recommendations included. Note further departmental discussion is needed for USB Drive Business Purposes.

V. IT PROJECT PORTFOLIO UPDATE

Britta Holland, IT Project Portfolio Analyst, provided a brief review of the Project Portfolio. There are 79 current projects, 29 being active status, 28 on hold status – resource constraint, and 9 on hold status – project dependency. A trend for 2018 is more projects, but she noted this is likely due to accurate scoping of projects, breaking large ones down into multiple manageable small projects. For year to date comparison 2017 had a total of 38 projects closed, so far in 2018 29 projects have been closed.

RECOMMENDATION: Informational only

(End of 7-11-18 Technology Committee Minutes)

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. County Fair. The Fair starts on July 18th and runs through July 22nd.
2. C.R.O.W. (Crow River Organization Of Water). Borrell said the group met on the One Watershed One Plan document. The document will be sent to the attorneys representing the Soil & Water Conservation Districts.
3. Township Officers Meeting. The meeting was held on 7-11-18 and attended by Borrell, Husom, Daleiden and Potter. Husom said abandoned cemeteries were discussed. Each township was given a listing of cemeteries to verify and modify as needed. The Board will hold a Committee Of The Whole Meeting on 7-24-18 to discuss this topic. Potter said there was discussion regarding growth in the County and a few questions will need to be referred to the Auditor/Treasurer.
4. Mental Health Advisory Council. Daleiden attended a meeting last week. Discussion included the lack of beds for placement.
5. Bertram Chain of Lakes Advisory Board. Daleiden attended the meeting held 7-13-18. Information was provided on the future campground, city ballfields, parking, and a possible tax by the City of Monticello to fund construction. Vetsch said another topic is whether to allow large scale festivals at the site, and whether exclusive rights would be issued to the group for that portion of the Park. This discussion stemmed from a request by a group for a multi-day festival with exclusive rights to part of the Park. Daleiden noted that the majority of the Advisory Board was not interested as it is not a goal or intended use of the Park.

6. Monticello Riverfest. Vetsch attended the Riverfest celebration on 7-11-18. He said 700-800 people were served.
7. Meeting with the F.B.I. (Federal Bureau of Investigation). Vetsch, Potter and Borrell attended a meeting held on 7-13-18 with the F.B.I. regarding the Sheriff's Office Range Project.
8. Lobbying Firm. Vetsch, Hiivala and Kelly met with a lobbying firm. Information will be presented to the three on the scope of work and the cost. If there is interest, it will then be brought to the full Board.
9. Justice Center. Potter provided a progress update on the project. One of the towers is up and work has started on the next. The steel is expected to start on 7-28-18.
10. Coordinator's Report.
 - A. Following last week's Committee Of The Whole Meeting, Kelly said BKV was in touch to schedule on the programming for the new building. Discussion followed on dissemination of information to the public on pros/cons of the options of building a new Administration building or remodel of the current Government Center site. Administration staff was directed to put together information. Vetsch moved to refer discussion to the Ways & Means Committee Meeting. The motion was seconded by Potter and carried 5-0.
 - B. The Owners Committee will meet on 7-18-18 at the Justice Center site.
11. Potter referenced the Consent Agenda, approving attendance by Board members at a site inspection with the Planning Commission on 7-18-18 at 1:00 PM, RAM Excavating Services (Property owner Delano Sportsmen's Club). Potter and Borrell will be attending an Owners Meeting at the same time. Greg Kryzer, Assistant County Attorney, said an EAW (Environmental Assessment Worksheet) has been received from the EQB (Environmental Quality Board) for mining and excavation activity at the site. The Planning Commission will hold a site inspection on 7-18-18. If County Board members are unable to attend, a separate site inspection can be scheduled if desired. Kryzer anticipates the decision on whether to proceed with the EAW will be presented to the County Board in two weeks.

The meeting adjourned at 10:35 A.M.

Respectfully submitted,

Susan Backes
Clerk to the County Board