



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

JULY 31, 2018

DATE APPROVED: AUGUST 7, 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, and Borrell present. Daleiden was absent. Vice Chairman Vetsch presided at the meeting.

COUNTY BOARD MINUTES 7-24-18

Borrell moved to approve the minutes, seconded by Husom. The motion carried 4-0.

AGENDA

Husom moved to approve the Agenda, seconded by Potter. The motion carried 4-0.

CONSENT AGENDA

Potter moved to approve the Consent Agenda, seconded by Borrell. The motion carried 4-0.

A. ADMINISTRATION

1. Position Replacement:
 - A. Custodian

B. AUDITOR/TREASURER

1. Acknowledge Warrants Issued Between July 18, 2018 And July 24, 2018

C. HEALTH & HUMAN SERVICES

1. Position Replacement:
 - A. Financial Worker

TIMED AGENDA ITEMS

BOB HIIVALA, AUDITOR/TREASURER

Approve City Of St. Michael Tax Forfeit Land Resolution

Hiivala said the request involves two tax forfeit parcels that originally were bike paths. The City has requested taking the parcels.

Potter moved to adopt Resolution #18-56 recommending the Minnesota Commissioner of Revenue convey to the City of St. Michael by state deed the following tax forfeit properties:

PID #114-181-000040	public walking trail
PID #114-186-000010	public walking trail

The motion was seconded by Husom and carried 4-0 on a roll call vote.

Informational Item: Release Of The 2017 Comprehensive Annual Financial Report (CAFR)

Hiivala said the audited financial statements were recently received and will be placed on the website. A Committee Of The Whole Meeting has been scheduled on 8-07-18 with the Commissioners for further review. This was provided as an informational item.

ALAN WILCZEK, FACILITIES DIRECTOR

Request Authorization For Staff For Out-Of-State Travel To Attend Detention Hardware Training

Wilczek said there is limited knowledge of the Jail detention hardware and locks. Russell's Security has been able to assist on portions but otherwise there is not a vendor to service the hardware. This issue was brought forward by Capt. Pat O'Malley, Jail Administrator. The training is being held August 14-17, 2018 in San Antonio, TX. Estimated costs are \$2,300-\$2,400.

Husom moved to authorize out-of-state travel for Shawn Olson to attend the training with funding out of the Building Maintenance budget. The motion was seconded by Borrell and carried 4-0.

SEAN RILEY/PLANNING & ZONING ADMINISTRATOR

Review Petition For An EAW Of RAM EXCAVATING Mining Request (Franklin Twp.) At County Road 17

Riley explained the Environmental Quality Board (EQB) received a petition requesting an Environmental Assessment Worksheet (EAW) be prepared for the Delano Sportsman's Club Gravel Mining Conditional Use Permit Application (CUP). The decision on whether an EAW is needed was sent to Wright County as the responsible government unit (RGU). A memorandum sent by Greg Kryzer, Assistant Wright County Attorney, to the County Board outlines process and potential environmental concerns expressed by staff. Handout material also included a letter from the MN EQB, the petition, and maps of the wetlands and flood plain.

The County Board has 30 business days to review and make a final decision on the EAW petition. The deadline for completing this process is August 21, 2018. MN Rule 4410.1100 subpart 6 requires the RGU to "order the preparation of an EAW if the evidence presented by the petitioners . . . demonstrates that, because of the nature or location proposed project, the project may have the potential for significant environmental effects. The RGU shall deny the petition if the evidence presented fails to demonstrate the project may have the potential for significant environmental effects."

Borrell asked if the mining request is similar to the range expansion request by the Delano Sportsman's Club. Kryzer stated it is a similar process but the applications are different. Husom said with the range expansion, it was determined that an EAW was not required for the shooting range. This is a different subject with gravel being mined and the potential of lead particles getting into the gravel. Borrell said the mining is nowhere near the range.

Riley said the initial application has a component of the gravel mining behind the trap range shooting where a berm is being built. It is called the fall out zone. Riley said the applicant has indicated a need to possibly modify that so there is not an issue, but no documentation has been received. An EAW would potentially delineate those variables to make sure there isn't a conflict or any environmental issues.

Vetsch said there is a large stretch from the original application for a shooting range to a gravel pit, and there is an adequate amount of concern from an environmental side. Borrell said there are gravel mines throughout the County located near rivers and water. He did not see a huge difference in the gravel mining request and does not want a situation where extra paperwork is required anytime gravel is mined near a river. Potter said an EAW versus an Environmental Impact Statement (EIS) is very different. He referenced the petition and said that of the 116 petitioners that signed, 43 are not from the area. That is of concern to him. Potter thought most gravel mining operations had some type of EAW attached. Kryzer said as far as gravel mining, that is not correct. From a staff perspective, their main concern with environmental effects relates to the lead shot. Vetsch said mining along the river is not a concern; placing a river, mining, and a gun range together is. Potter referenced the memorandum from staff and MN Rule 4410.110 subpart 6 which reflects the preparation of an EAW if the project "may" have the potential for significant environmental effects. In response to Potter, Kryzer said staff will not tell the Board how to vote. Staff raised what is of concern and advice was provided on the law. Staff pointed out what could be a potential environmental effect. Husom supports going forward with an EAW to determine whether anything needs to be addressed regarding the lead shot.

Husom moved to direct staff to draft a resolution to move forward with an EAW for the RAM EXCAVATING Mining Request (Franklin Twp.) at County Road 17, seconded by Potter. Borrell said he is more intimately involved with the request as a member of the Planning Commission. He commended the group for being forthright with information and for efforts expended to mitigate noise. The group indicated at the Planning Commission meetings that they will proceed with mitigation within their resources. He did not want petitions such as this to be an impediment for business. Potter concurred that the group runs a very good program and are good stewards of the land. He thinks the EAW will show there is little to no effect and then the Club will be able to proceed. If the EAW is not completed and the group is challenged, they could expend a lot of money trying to defend their request. Vetsch referenced some of the petitioners residing outside of the area. Environmental

impacts can travel through groundwater or the hauling of gravel. Borrell said it was mentioned at the Planning Commission level that if resources are available, lead will be recovered from the shooting range. He added that lead naturally decays and becomes inert after time. The motion carried 3-1 with Borrell casting the nay vote.

ITEMS FOR CONSIDERATION

7-25-18 BUILDING COMMITTEE MINUTES

At today's County Board Meeting, Potter said proposals were received last week for the Sheriff's Range Project and discussions are ongoing. Decisions have not yet been made. Potter moved to approve the minutes and recommendation, seconded by Husom. Husom asked whether a meeting will be set to discuss this further. Wilczek stated that a Committee Of The Whole (COTW) meeting could be set if the Board desired. Lee Kelly, County Coordinator, said the project does have a timeline and he would like to keep things moving. The motion carried 4-0.

Potter moved to add discussion of the proposals for the Sheriff's Office Range Project to the 8-07-18 COTW Meeting scheduled for 1:00 PM. The motion was seconded by Husom and carried 4-0. The 7-25-18 Building Committee minutes follow:

I. SHERIFF'S OFFICE RANGE PROJECT

Wilczek opened by stating the purpose of the meeting is to discuss updates on the project and architectural proposals. He presented proposals from Wold and BKV, stating both are very qualified firms and would provide good service. The Wold fee is slightly lower, however the BKV proposal includes services from TRS and Wenck that drive their predesign higher. Wilczek indicated it would be very likely that additional firms would also be brought in if Wold were selected, they just were not specified as already included in the proposal.

Husom indicated she likes to see a couple of firms working on projects as it keeps pricing and input competitive. Both Wold & BKV have provided good service on previous projects.

Hoffman commented that with BKV doing the Justice Center and Government Center design, there maybe be some benefit have them do this as well. They will have a good understanding of multiple sites and the needs to make them work together.

Wilczek asked about BKV staffing capabilities, Schwartzman indicated they have dedicated staff and have no concerns with resources. Anthony Enright is dedicated to Wright County projects currently and would remain as the project manager for this site as well.

Kelly presented information on fiber availability. Currently IT is communicating with Windstream and City of Buffalo. Adam Tagarro to dig into it further and will have more information soon. The infrastructure believed to be at CR 35 & CR 8 is reported to be older and not actively utilized. It could be potentially used, however is not currently carrying services.

RECOMMENDATION: Bring the Wold & BKV proposals to the full board for final selection.

(End of 7-25-18 Building Committee Minutes)

7-24-18 COMMITTEE OF THE WHOLE (COTW) MINUTES – AM MEETING

At today's County Board Meeting, Husom said the County received a request from a citizen to be buried in an abandoned cemetery. The opinion of the County Attorney's Office is that there is not statute that gives the County that authority. At a recent Township Officers Meeting, a list of abandoned cemeteries was distributed to townships with a request for updates. Borrell made the following correction to the minutes: Page 2, 2nd paragraph should read, "Recommendation: Thompson will gather land records information and provide PID for cemeteries. Asleson to reach out to the Office of the State Archeologist regarding the German Methodist Cemetery and Ruckles Lake Cemetery."

Husom made a motion to approve the minutes and recommendation as revised, seconded by Borrell. The motion

carried 4-0. The 7-24-18 COTW Minutes follow:

I. Abandoned Cemeteries

Asleson reviewed Minnesota Statutes 306.243 and 306.245 relating to abandoned cemeteries. The County has not historically expended funds for the maintenance of abandoned cemeteries but have allowed groups to oversee maintenance in the past as they came forward with a request.

Husom requested a process be developed for how to proceed when the county receives a request from a resident to be buried in an abandoned cemetery. Many of the entities that created and maintained these cemeteries are no longer in existence. There are limited or no records available documenting where people were buried.

How to determine where people were buried was discussed. Often gravesites are not marked or platted. Many have no proper legal description.

Peterson suggested there should also be an agreement on cemetery names. Currently they are known by different names by residents. The county could consider providing signage displaying the official name once it is determined. He noted that the Office of the State Archeologist (OSA) has assisted in identifying the locations of graves using ground penetrating radar. Peterson suggested the OSA could assist in surveying the German Methodist Episcopal Church cemetery where an individual wished to be buried.

Daleiden suggested the board can decide who is responsible to maintain these cemeteries. Peterson noted that other municipal jurisdictions often do not want to take on this responsibility. Groups are not usually looking for money from the county for maintenance but would like to see a process in place. Asleson noted that statute indicated the county highway department is responsible for maintenance of abandoned cemeteries.

It was suggested additional information should be added to the list of cemeteries in the county received from the OSA. The list should include information of the person or group that is maintaining each cemetery. Parcel identification numbers and other location information should also be included.

Thompson noted she has located many legal documents related to the various cemeteries in the county. She has found deeds from the individuals that initially donated the land and the names of cemeteries. In a few instances there are gravesites in the middle of plats.

The process for how to proceed when the county receives a request from a resident to be buried in an abandoned cemetery was discussed. Asleson felt there was not a statute that gave the county authority to grant permission to be buried in an abandoned cemetery. Peterson noted that a permit for burial must be issued by the state to be buried in any cemetery. The consensus was that a funeral home director could request burial in the abandoned cemetery at the time of applying for the burial permit.

Recommendation: Thompson will gather land records information and provide PID for cemeteries. Asleson to reach out to the Office of the State Archeologist regarding the German Methodist Cemetery and the Ruckles Lake Cemetery.

(End of 7-24-18 COTW Minutes-AM Meeting)

7-24-18 COMMITTEE OF THE WHOLE MINUTES – PM MEETING

At today's County Board Meeting, Potter moved to approve the minutes and recommendations. The motion was seconded by Husom. Husom referenced Page 2, 5th paragraph, 1st sentence, and asked that the OTI reference be changed to Office Technician I. Hiiivala referenced the recommendation for Item I, Utilization of Buffer Enforcement Funding & Equipment to Maintain Ditch Systems, which reads in part, "...Allocate the wages of the Ag and Drainage Coordinator as follows, 25% to buffer enforcement, 25% to benefited land owners of ditches and 50% to the general fund." Hiiivala clarified that 50% of the Ag and Drainage Coordinator's wages and benefits are currently allocated to the ditch system and 50% is spread against benefited landowners. In essence, they would be reducing that 50% by 25%. The remaining amount would be to purchase the drone and to buy the

Mobitrac in 2019. The purchase of the Mobitrac will be more than 50% of the grant. Vetsch said the intent is to spread the cost of the purchase over three years. Hiivala suggested placing the grant in the general ditch fund and acknowledge the fund will be in the negative for the first year. It will then be replenished with grant funds as they are received.

Discussion followed on the whether there should be a correction to the minutes. Potter said this topic will come back and that could be part of that discussion. Although not brought up in the meeting, Hiivala recommended that the BWSR grant be placed in the general ditch fund. Vetsch suggested placing all \$97,400 in the ditch fund. Over the next three years, it will be reconciled back to the County. Husom pointed out that this was not discussed at the meeting, so the minutes would not be changed. Hiivala restated that with allocating the wages of the Ag and Drainage Coordinator 25%/25%/50% as outlined, the County is paying 50% and that is a reduction of the 50%. Vetsch said that was discussed at the Committee meeting. The motion carried 4-0. The 7-24-18 COTW Minutes – PM Meeting follow:

I. Utilization of Buffer Enforcement Funding & Equipment to Maintain Ditch Systems

Matt Detjen, Ag and Drainage Coordinator, addressed a recent situation where flooding occurred along County Road 75. Costs to repair the road range from 1.75M to 2.5M. A Drone inspection revealed a beaver dam is causing the flooding issues. To fix just the immediate issue, it would cost the County \$40,000.

Detjen recommended that the Committee of the Whole consider the acquisition of a drone for inspecting the County's ditch system. Currently to hire this out would cost the County \$78,000 for a single flyover on all ditch systems. A drone would cost \$8,176 with an annual software cost of \$3,000. This allows the County to fly the system as needed, seeing before and after conditions. It was noted that this is a different type of drone then that operated by the Sheriff's department.

It was noted that there 97,400 funds coming from BWSR for buffer strip enforcement.

Discussed the matter of cleaning out the ditch system and those associated costs. When wetlands are involved, of which 84% of the system involves wetlands, the costs increase. An example was the dredging of CD 36 to Rice Lake. The cost to dredge is \$175,000 and this would need to be done every 3 – 5 years. The most common issues within the system are cattails and beaver dams. Detjen suggested acquiring a Mobitrac which can be used in a wetland for the removal cattails and beaver dams, but no other work that would require wetland mitigation under the Wetland Conservation Act.

It was questioned who would operate the equipment. No CDL or special license is required to operate it. Attorney Greg Kryzer recommended that it be either Highway or Parks maintenance employees.

With bucket, cutter, rake, but no dredger the cost of the Mobitrac would be \$96,000 This can be charged back through the maintenance of the system to the benefiting properties. This enables the county to correct situations much quicker, not have to seek out a contractor. It would also not become an issue with competition with local contractors, since the nearest contractor with this type of equipment is in Spirit Lake Iowa. This would be a convenience and the farming areas would see immediate relief in regard to certain flooding issues, potentially preventing crop damage.

Detjen was directed to come back with final costs

Recommendation:

Proceed with the acquisition of the Drone in 2018, utilizing BWSR funds. Authorize the acquisition of the Mobitrac in 2019. Allocate the wages of the Ag and Drainage Coordinator as follows, 25% to buffer enforcement, 25% to benefited land owners of ditches and 50% to the general fund. Detjen will provide the Board with the final costs and delivery dates of the equipment.

7-24-18 COMMITTEE OF THE WHOLE MINUTES – PM MEETING (cont.):

II. License Bureau and Switchboard

Tammi Vaith, Chief Deputy Auditor Treasurer addressed the Committee on the matter of coverage at the switchboard / front reception area. Now that the County has installed kiosk signage, the question is whether that position is still required. Their department would like to allocate an OTI to the License Bureau.

Discussed an option to provide a kiosk sign where the reception area is currently with a phone set up with a phone tree for additional assistance.

Vaith stated that UPS deliveries and pickups can occur at any department, does not need to be at front desk. Also noted that this person is limited to the work that they can perform while in a public area.

Commissioner Borrell stated that he values that position, as it does provide a service.

Discussed allowing the License Bureau to utilize an Office Technician I (OTI) position and having Administration take over the reception area. Coordinator Kelly indicated that if he added a position the preference would be an Administrative Specialist to assist with minutes. Backing up that position could be problematic for Administration due to the small staff trying to cover breaks, vacations, and other time off situations.

Commissioner Daleiden stated that he would be supportive of utilizing part-time staff to provide coverage. In the past the County has not been interested in pursuing part-time positions, and he would like to see this readdressed.

Assistant Coordinator Vergin suggested that the County may want to look at an option of using volunteers at the reception area.

Recommendation:

Proceed to pursue recruitment of volunteers for the switchboard/reception area for two weeks, and report back to the Board. If there is no interest can meet back as a COTW to explore other options on how to staff the reception area. Once a solution is resolved for the reception area, the Auditor/Treasurer can then move an OTI to the License Bureau.

(End of 7-24-18 COTW Minutes-PM Meeting)

7-18-18 JUSTICE CENTER OWNERS COMMITTEE MINUTES

At today's County Board Meeting, Potter made a motion to approve the minutes. The motion was seconded by Borrell and carried 4-0. The 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 project and the current construction status. He indicated structural metals would be coming on site the week of 7/23 and setting of the steel would commence shortly thereafter. Currently footings, concrete pads, and stacking of the elevator shaft blocks are the focus. He stated everything is going well to this point and only 1 additional day was lost to rain since the past meeting on 6/27/18.

Currie continued through the agenda with a review of the schedule and the budget. No significant items were identified as issues or concerns. Wilczek noted the invoice for Builder's Risk Insurance was received at \$38,278 when noted in the budget as an allowance of \$65,000.

The current change order log was reviewed and no new items were presented that were not previously identified on 6/27/18. Potter asked about if we have the final numbers for the earthwork change order and

7-18-18 JUSTICE CENTER OWNERS COMMITTEE MINUTES (cont.):

Paulsen indicated we do not. Currie and Paulsen stated they would work to get the topo measurement

completed to close the item.

The 800 MHZ antenna on the LEC was discussed, and it was clarified the equipment is being moved to the east end of the LEC to move the signal around the construction and connect at Public Works. Wilczek noted further long term plans will be developed at a later meeting and potentially there may need to be an antenna mounted to the roof of the Justice Center.

Paulsen noted the door to the SW LEC stairwell and the south window from the first-floor lobby will be soon removed as the new building will be constructed in that location. Hoffman asked about fire exiting and code related concerns. Paulsen indicated the concerns would be reviewed and plans solidified before anything was removed or filled.

RECOMMENDATIONS: None. Next meeting August 15, 2018.

*Owners Committee Minutes Submitted by Alan Wilczek, Facilities Services Director
(End of 7-18-18 Justice Center Owners Committee Minutes)*

7-25-18 PERSONNEL / EMPLOYEE RELATIONS COMMITTEE MINUTES

At today's County Board Meeting, Husom moved to approve the minutes and recommendations. The motion was seconded by Borrell and carried 4-0. The committee minutes follow:

I. HHS REQUEST TO EXTEND PART-TIME STAFFING HOURS FOR SOCIAL SERVICES

Jill Marzean, Social Services Supervisor presented that in the past 21 months, the Family Intervention Services (FIS) units have seen more than a 100% turnover rate in their unit. Of the seven positions in Ongoing Child Protection, nine staff members have either moved to another position within HHS or have left the agency for various reasons. The FIS unit has not been fully staffed since November 2017.

Marzean stated that the turnover rate, insufficient staffing levels, and ongoing training needs, and high caseloads for staff and supervisors has created an untenable situation, which in turn, is creating higher levels of stress and strain for the existing 28 staff in the social services.

Marzean stated her request is to increase the hours of two (2) part-time staff from 20 hours per week to 32 hours per week. She explained that the two staff members would take on some of the training responsibilities of the new Child Protection staff, as well as on-going support consultation. She would like to increase the work hours of these two staff members at the beginning of a new pay period. This increase in work hours would continue through March 30, 2019 and be reevaluated at a later date.

Chris Husom, Commissioner, asked if both employees are willing to temporarily increase their work hours. Marzean replied that they already have discussed this scenario with both employees and both are agreeable.

Darek Vetsch, Commissioner asked if this would also make them benefit eligible?

Lori Pawelk, Assistant HR Director commented that the two employees are already eligible for benefits and are currently waiving their health benefits, however the County need to increase their vacation accruals.

Husom, asked if at some point would the two employees consider becoming full time or was part time employment their preference. Marzean stated that one of the employees has expressed some interest in full-time employment and this may be something that she considers in the future.

Jessica Nelson, Social Services Supervisor commented that the other part time employee used to be a full-time staff member, but she has not had that discussion with her. This employee has been willing to increase her hours in the past to cover for employee absences.

7-25-18 PERSONNEL / EMPLOYEE RELATIONS COMMITTEE MINUTES (cont.):

Vetsch, commented that this proposal must be budgetary neutral for this year since there is enough unfilled

positions.

Nelson, agreed and stated that the added hours would be used to help with offering more agency wide training for the child protection area. She added that this is something that the child protection workers are spending much of their time on and it is negatively impacting the programs that are being provided to our families.

Schawn Johnson, HR Director mentioned that from an HR and from a payroll perspective that the main concern is consistency. The employees need to be scheduled for a set number of hours per week and not jump around from one week to the next. It is important to be consistent for tracking accrued vacation and sick leave time.

Nelson said they would like to have the two part-time employees work 32 hours through March 30, 2019. Nelson stated that they would come back to committee at a future date if they would like to continue with this work schedule.

Vetsch and Husom both agreed to increase two (2) part-time staff from 20 hours per week to 32 hours per week.

Johnson suggested that HHS reach out to the local AFSCME union stewards to inform them of this temporary FTE status change.

RECOMMENDATION: Approve HHS request to extend (2) part-time staffing hours for social services to 32 hours per week or 64 hours per pay period beginning August 13, 2018 through March 30, 2019.

II. PERFORMANCE REVIEW – VIRGIL HAWKINS, HIGHWAY ENGINEER

RECOMMENDATION: Performance Appraisal – Virgil Hawkins, Highway Engineer; based on five (5) performance evaluations received, the Personnel Committee recommends a rating of “exceeds expectations”.

III. PERFORMANCE REVIEW – ADAM TAGARRO, INFORMATION TECHNOLOGY DIRECTOR

RECOMMENDATION: Performance Appraisal – Adam Tagarro, Information Technology Director; based on five (5) performance evaluations received, the Personnel Committee recommends a rating of “meets expectations”.

(End of 7-25-18 Personnel / Employee Relations Committee Minutes)

7-25-18 TECHNOLOGY COMMITTEE MINUTES

At today’s County Board Meeting, Husom moved to approve the minutes and recommendations. The motion was seconded by Potter and carried 4-0. The committee minutes follow:

I. ERP, ENTERPRISE RESOURCE PLANNING, UPDATE

Adam Tagarro, IT Director, stated that Lee Kelly, County Coordinator, has been in contact with InfoTech for the scheduled September meeting. Plans continue, no update beyond this.

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

II. Office 365 Update

Adam Tagarro, IT Director, stated that Procise Solutions will be utilized as a vendor to assist with the O365 SharePoint Online project. They will be helping with the discovery piece of planning the necessary data movements. The project has already identified that our current Nintex based workflows may need to be reviewed as part of the move to Online. Tagarro stated that online usage of Nintex results in a more costly

7-25-18 TECHNOLOGY COMMITTEE MINUTES (cont.):

tool than the on-premise version currently in use. Commissioner Borrell questioned how much more to which

Tagarro responded \$40,000 in maintenance would likely be the yearly renewal, compared to \$10,000. Commissioner Husom agreed that would be a hard sum to swallow. Tagarro reassured that IT will be looking at new SharePoint tools that are available that could be instituted in place of current Nintex workflows, that the goal is to retain current functionality while finding a cost-effective solution. The Commissioners asked for an example of what workflow is currently using Nintex, Tagarro offered the Assessor's Online Homestead Application as one high usage item. IT will continue to research the SharePoint Nintex workflows.

With 2019 budgets currently being worked on, Chief Deputy Hoffman asked for a clarification on O365 licenses. Cheri Nelson, IT Manager, provided that the process will be for IT to budget for the O365 license renewal and maintenance for the entire County, no chargeback will take place here. New licenses needed throughout the year will need to be purchased by the departments (via IT). The committee did discuss that this process will need to be developed, Nelson and Tagarro stated that IT is working on the license tracking process. Virgil Hawkins, County Highway Engineer, agreed that a tracking system would be helpful as he has perpetually vacant positions, however licensing has been retained for them, his department would like to ensure they don't have to buy new ones once the positions become filled. Deputy Hoffman also question if license can be reused and transferred, Nelson stated that they can be transferred. Tagarro also brought up that IT has a set of buffer licenses for position transitions.

Nelson also updated that the project involving the Squad Cars moving to O365 has been put on hold for the time being. The Sheriffs Department and IT agreed that the upcoming move to O365 online could provide a better solution for the Squads. The current Office client will be utilized for now, working as shared devices. The project will be revisited in the Fall.

RECOMMENDATION: Informational only

III. IT PROJECT PORTFOLIO UPDATE

Britta Holland, IT Project Portfolio Analyst, updated the committee that 31 projects have closed so far for 2018, in comparison 2017 had a total of 38 projects close. Holland presented the placement of the scoped Assessors EDMS project. This was split from one project to two projects, one strategic and one discretionary. The discretionary project is the Archiving of the Homestead Applications, finishing this project will provide the necessary process and model for the strategic project of assessing the remainder of the Assessor applications. The Committee agreed with placement of both projects.

While working with the projects list Holland determined that the Hold Status may need to be revisited. This was brought to the attention of IT due to a Health & Human Services, HHS, project that was on schedule in May, but then delayed indefinitely by the State of Minnesota. The County doesn't have any control of when the project will be worked on. However, HHS has this project prioritized as a number one, Holland stated it is effectively preventing another project from holding the number one spot. Pat Spaude, IT Manager, summarized that it would be good to revisit the placement of a project when it moves from Hold to Active due to changes that may have occurred during the hold time (which could be weeks or months). Spaude noted the project itself may have changed, perhaps more importantly available resources could change as well, be that staff or technology, the resource available may significantly alter the flow of the project. Hoffman stated he understood the reasoning behind reprioritizing hold projects but questioned when the project becomes active if having to bring it to committee will create unnecessary delays. Holland confirmed that for discretionary projects the departments are in control of prioritization of their own lists. After committee discussion Holland concluded that she will review any changes in hold status priority with Departments as well as verify accuracy of project status. Holland will also continue to include hold status projects in her monthly updates to Departments.

7-25-18 TECHNOLOGY COMMITTEE MINUTES (cont.):

RECOMMENDATION: Informational only; Confirmed placement of Assessor EDMS projects; Holland will

discuss with Departments any changes in their Hold status projects.

*Technology Committee Minutes submitted by Jennifer Rasset
(End of 7-25-18 Technology Committee Minutes)*

7-25-18 WAYS & MEANS COMMITTEE MINUTES

At today's County Board Meeting, the Board discussed Item II of the Committee Minutes, "Dissemination Of Information On A New Administration Building Versus Remodel Of The Current Government Center." Borrell stated that Board members are not in support of remodeling the current Government Center. Husom said it is important to provide information on all options to the public, including the remodel of the current location,

Borrell moved to approve the minutes and recommendations, seconded by Husom. It was clarified that the purpose of providing information to the public is so they can see the information that the Commissioners used to form their decision. Kelly said it is not to seek input on the decision the Board is moving forward with. Potter said the County has spent a lot of time in review, and the decision will be based on what is good for the County long term and how that fits into the budget and debt service. The motion to approve the minutes carried 4-0. The committee minutes follow:

I. Fairgrounds Lease

Brian Asleson, Chief Deputy County Attorney, said the draft of the revised Lease Agreement (Lease) between Wright County and the Wright County Agricultural Society includes a lease parcel description (versus a legal description) under Item 1, Lease of Property, as noted in Exhibit X (see attached). Exhibits Y and Z provide visual information about the parcel. Asleson said the Fair Board Executive Committee agreed with using a lease parcel description.

Asleson said the Lease is for a twenty-year term at a cost of \$1 per year (see Item 3, Term and Rent). Other changes are items 9 and 10, Sublease and Indemnification respectively. Asleson said Tim Dahl, Risk Manager, and he discussed whether the County should have the right to approve or disapprove subleases. Dahl said the Fair Board is responsible for the property, and they should incur liability. Asleson said the clause about the County approving subleases was removed. He said services or goodwill can be exchanged as consideration instead of money to eliminate the need for the Auditor/Treasurer's Office to audit. Asleson also suggested adding signature lines on the back of the draft Lease Agreement. Dahl asked Asleson to include a clause stating that official communications should be sent via letter to Wright County Administration, 10 Second St. NW, Room 235, Buffalo, MN 55313. Asleson will add the official address of the Fair Board, and ask whether they want an option to terminate the Lease.

Recommendation:

Authorize Asleson to 1) Make the proposed changes to the Lease Agreement between Wright County, Minnesota and Wright County Agricultural Society; 2) Obtain signatures of Fair Board members; and 3) Present the final Lease to the County Board at a future meeting.

II. Dissemination Of Information On A New Administration Building Versus Remodel Of The Current Government Center

Lee Kelly, County Coordinator, said Commissioner Mark Daleiden directed staff to compile a narrative regarding the rationale for building a new Government Center versus staying with the current facility. Husom said it is important to evaluate the cost of staying in the current facility, and to determine ways to save taxpayer dollars.

Borrell said there are three options: 1) Construct a new building; 2) Remodel the current Government Center; or 3) Do nothing. He said minimal changes could be made with Option 3, and the County could save perhaps \$2.5 to \$3 million per year toward a future building.

7-25-18 WAYS & MEANS COMMITTEE MINUTES (cont.):

Recommendation: Post information on the County website regarding the options for the Government Center:

1) Build a new Government Center building; 2) Remodel the existing building; or 3) Perform minimal maintenance and move several Health and Human Services divisions to the current Government Center at minor expense.

Minutes submitted by Deborah Schreiner, Administrative Specialist

(End of 7-25-18 Ways & Means Committee Minutes)

REVIEW BUDGET COMMITTEE OF THE WHOLE SCHEDULE - 2019 BUDGET

Kelly said the draft schedule was sent to Department Heads last week soliciting comment. The outside entities not scheduled include Initiative Foundation, Economic Development, Library Board. Those groups do not have a change in funding request compared to previous years. The Soil & Water Conservation District was assigned a time based on recent discussion of the AIS program and funding. The Board discussed the possibility of scheduling additional budget sessions based on need. It was the consensus that those could be scheduled at a future date if needed. Borrell moved to approve the Budget COTW Schedule as presented, seconded by Husom. The motion carried 4-0.

RESCHEDULE 8-22-18 COMMITTEE MEETINGS DUE TO BUDGET SESSIONS

Kelly said based on current schedule, committee meetings would be held on 8-22-18 in the morning. Because of budget sessions scheduled for that morning, he requested moving committee meetings to the afternoon of 8-22-18. He noted that the Technology Committee will meet at 11:00 A.M. on 8-22-18.

Potter moved to reschedule the 8-22-18 committee meetings to the afternoon, starting at 1:00 P.M. Technology Committee will be held at 11:00 A.M. The motion was seconded by Husom and carried 4-0.

DISCUSS 9-04-18 COUNTY BOARD MEETING SCHEDULE (KELLY)

Kelly said this item was laid over from several meetings ago and it was being brought forth for a decision by the Board. ERP (Enterprise Resource Planning) sessions are scheduled for that week.

Potter moved to cancel the 9-04-18 County Board Meeting. The motion was seconded by Borrell and carried 4-0.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. **Emergency Services Board**. Borrell attended a meeting in St. Cloud on 8-25-18. The main item was approval of the budget which will be sent to the County.
2. **Safe Communities of Wright County**. Husom attended a meeting a couple of weeks ago.
 - Wright County is nine months without a motor vehicle fatality.
 - The group received \$2,000 from the United Way and a 2018/2019 safe roads grant resolution for \$26,000.
 - Safe Communities previously assisted with getting the sober cab program implemented and it is still running. Safe Communities is contributing \$1/ride and bars are contributing \$4/ride.
 - Wright Road classes are continuing for parents and teens. The program was formerly named DriveWright.
 - Central MN Mental Health Center is holding a fundraiser to support victims of domestic violence, "Walk A Mile In Her Shoes" on 8-09-18 from 5:00-8:00 PM, Monticello Community Center.
 - Midwest Regional Forensic Lab will hold the National Forensic Science Week Celebration on 9-19-18 from 9:00 AM to 3:30 PM at their facility in Andover, MN. A \$10 registration fee is applicable.
3. Vetsch, Kelly, Rasmuson, and Vaith met with Xcel Energy on 7-25-18. Discussion included the future of the power plant in Monticello, property tax valuations, and what the future will look like with Xcel Energy as a taxpayer. A handout is available for review by Commissioners.
4. Vetsch extended thanks to Matt Detjen, Ditch Coordinator, and Greg Kryzer, Assistant County Attorney, for holding the County Ditch 35 Open House. The meeting was held to explain the ditch processes (petition for repair, redetermination, and how assessments work). Vetsch said it empowered ditch beneficiaries on options and working with the County to get things accomplished.
5. Potter and Hiiivala attended a Debt Managers EFM Meeting (MAGIC Fund) Meeting on 7-25-18 at the State Fairgrounds on public debt, how to manage it, and tools to help with budget forecasting. A 3-ring binder of material is available for Commissioner review.

6. Highway 25 Coalition. Potter attended a meeting on 7-26-18. The meeting was held to discuss the bridge river crossing location options in Monticello. This will be a regional connection between Hwy. 10 and I-94. There are five options that are being considered. The decision is tabled for a month for further discussion. Potter said the BUILD (Better Utilizing Investments to Leverage Development)p grant expires in 2022.
7. Coordinator Updates:
 - A. ERP Meetings. A meeting was held with InfoTech and the ERP sessions are scheduled.
 - B. Lobby Reception. Kelly said the County is soliciting volunteers for the Lobby Reception position.
 - C. Meeting with BKV. Kelly and Wilczek will meet with BKV on 8-03-18 to discuss the next phase of schematic design with the new building and coordination of the schedule.
 - D. Central Services. Kelly said IT and Administration are both central services. They have been meeting to discuss how they can uniformly leverage strategy and move forward in the County. There will be planning meetings to discuss this with the Board.
 - E. 2019 Budget. Department budgets have been submitted and are being reviewed.

The meeting adjourned at 10:38 A.M.

Submitted by: Susan Backes, Clerk to the County Board