



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
AUGUST 14, 2018

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

DATE APPROVED: AUGUST 21, 2018

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

COUNTY BOARD MINUTES 8-07-18

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

AGENDA

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

CONSENT AGENDA

Daleiden pulled Consent Agenda Item B1, "Authorize Attendance, County Opioid Summit, September 12, 2018, Alexandria" for discussion. Borrell made a motion to approve the remainder of the Consent Agenda, seconded by Husom. The motion carried 5-0.

A. ADMINISTRATION

1. Refer The Compost & Recycling Facility To Building Committee

C. ADMINISTRATION

1. Authorize Attendance, AMC Fall Policy Conference, September 13-14, 2018, Alexandria

D. AUDITOR/TREASURER

1. Acknowledge Warrants Issued Between August 1, 2018 And August 7, 2018

E. HEALTH & HUMAN SERVICES

1. Position Replacement:
 - A. Financial Worker
 - B. Social Worker

F. HIGHWAY

1. Position Replacement:
 - A. Highway Maintenance Worker

G. INFORMATION TECHNOLOGY

1. Refer to the 8-22-18 Technology Committee:
 - A. ERP Status Update
 - B. Office 365 Status Update
 - C. Project Portfolio

Consent Agenda Item B, Administration, "Authorize Attendance, County Opioid Summit, September 12, 2018, Alexandria" was discussed. Commissioner Daleiden explained that he will be unable to attend the Summit and committee meetings which would normally be scheduled for this date.

Vetsch made a motion to authorize attendance at the Opioid Summit on 9-12-18 in Alexandria. The motion was seconded by Potter and carried unanimously. Staff was directed to place on the next County Board Agenda the reschedule of the September 12th committee meeting day.

TIMED AGENDA ITEMS

ADAM TAGARRO, INFORMATION TECHNOLOGY DIRECTOR

Introduction of IT Business Analyst, Andrea Benedict

Tagarro introduced Andrea Benedict who was recently hired in the Information Technology Department as an IT Business Analyst. Benedict was welcomed.

BOB HIIVALA, AUDITOR/TREASURERApprove July Revenue/Expenditure Budget Report

Lindsey Meyer, Assistant Finance Director, presented information on the July Revenue/Expenditure Budget Report. Overall the County has seen an increase in revenues, mostly due to exceeding projected revenues on the Local Option Sales Tax (LOST). Lowered federal reimbursements relates to the timing of reimbursements. Expenditures are where they are expected to be. The Report reflects being a bit behind in Personnel Services and that predominantly relates to vacancies and turnover. Meyer referenced Line Item 6300 which is under budget because of highway contracts.

On a motion by Potter, second by Vetsch, all voted to accept the July Revenue/Expenditure Budget Report.

GREG KRYZER, ASSISTANT COUNTY ATTORNEYApprove Resolution Ordering Preparation Of An EAW (Environmental Assessment Worksheet) For Wright County Road 17 Gravel And Sand Mine (5836 65th Street N.W., Franklin Township, PID 2308-200-011400)

Kryzer provided background information. A citizen's petition was submitted to the Environmental Quality Board who forwarded it to Wright County as the Responsible Government Unit. A hearing was held two weeks ago and the County Board requested staff to draft a resolution for the preparation of an EAW.

Kryzer estimated completion of the EAW in as soon as four months but it could take longer. The EAW is prepared by the applicant but it is a document that is submitted and filed by the County. There are drafts that go between the project proposer and Planning & Zoning. The document is then posted for public comment, and the County responds to the comment. A final hearing is held at a County Board Meeting.

Vetsch moved to adopt Resolution #18-60 ordering the preparation of an EAW for Wright County Road 17 Gravel and Sand Mine (5836 65th Street N.W., Franklin Township, PID 2308-200-011400). The motion was seconded by Potter. Potter said the completion of the EAW is the most cost-effective way to move forward and it will provide information. If denied and an appeal is filed, it would cost more in the long run. Borrell agreed that it will provide information on items that are not clear. He thought there were things that were not factually correct and said he will vote against the completion of the EAW. He does not feel it is required and does not want to set precedence as it relates to gravel mining. Potter responded that action should not affect future gravel mining requests. This request includes a trap range with lead shot, and possible impacts because of the flood plain and wetland. Potter said the lead shot is what makes it different than a request for a regular gravel pit. The motion to adopt the resolution carried 4-1 with Borrell casting the nay vote.

MARC MATTICE, PARKS & RECREATION DIRECTORDiscussion and Action Related To Temporary Closure Of The Pleasant Lake County Public Water Access Located In Clearwater/Pleasant Park, Due To AIS Discovery

Mattice said on August 8, 2018, Starry Stonewort was discovered just off the North Public Water Access on Pleasant Lake which is part of Clearwater/Pleasant Park. The access was closed until further investigation was completed. There is an alternative access on the south side of the Lake.

Mattice referenced a MNDNR (Minnesota Department of Natural Resources) draft inspection report showing the location of the Starry Stonewort observed during a snorkel survey. Plants were found 5-10 feet deep about 60' from the dock. Mattice asked for Board direction on whether to keep the access closed until treatment. Treatment will include hand pulling in a couple of weeks followed by an algicide treatment. At that point, the access will need to be closed for safety reasons.

Board members conveyed that they approved of Mattice's decision to close the access upon discovery of Starry Stonewort. The consensus was that it should remain closed through treatment efforts. Mattice would like to continue to work with the MNDNR and the SWCD (Soil & Water Conservation District) and have the Board authorize him to reopen the access when he feels it is safe to do so. He stated the MNDNR will continue the snorkel survey to include the access on the south side of the Lake.

Chief Deputy Todd Hoffman, Sheriff's Office, said it is unfortunate that Starry Stonewort was discovered on Pleasant Lake, but it did bring to light that this Lake is part of the Regional Inspection Program. He asked

whether it would be beneficial to schedule a COTW (Committee Of The Whole) meeting to discuss Wright County's plan after this treatment occurs and after the COTW meeting with the Greater Lake Sylvia Association on the Regional Inspection Program. Those involved are not biologists and do not have this area of expertise. He suggested the County look at potentially contracting for services. He provided an example of inspections (County and City) being performed at Lake Pulaski and the redundancy of questions to boaters. He questioned whether resources are being properly utilized. Borrell said similar discussion occurred at the SWCD Meeting last evening. Direction was given by the SWCD Board to proceed with organizing a meeting to discuss these types of things. Vetsch would also like to see a plan allowing for rapid response, empowering the Parks Administrator on what he can proceed with.

Discussion followed on the County holding a COTW meeting to discuss these items. Borrell suggesting letting the SWCD proceed with setting up their meeting as otherwise it is a redundant action. Daleiden said the County could see what happens with the SWCD Meeting prior to scheduling a COTW at the County level. More information will be available in October including regional inspection results.

Borrell referenced a letter from Luke Johnson, SWCD District Manager, announcing Starry Stonewort on Pleasant Lake. It was discovered due to a boater report to an inspector about zebra mussels seen while ice fishing on Pleasant Lake. The inspector informed the SWCD who worked with the MNDNR to proceed with a search of the Lake. No evidence of zebra mussels has been found but the Starry Stonewort was discovered. The letter suggested that at the end of the Wright Regional Inspection Program, that the program be evaluated on the logistics of off-site inspections and the seal/receipt system.

Vetsch moved to continue the temporary closure of the North Public Water Access on Pleasant Lake and to allow the Parks Administrator the discretion to determine when to reopen after treatment. The motion was seconded by Husom. Discussion followed on possible funding sources for treatment of Starry Stonewort including the MNDNR and the SWCD. Mattice said he will return if that is not the case. The motion carried 5-0.

ITEMS FOR CONSIDERATION

8-07-18 COMMITTEE OF THE WHOLE MINUTES, AM MEETING

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

I. OpenGov Training For Commissioners

Behm provided instruction on how to access and manipulate data using the OpenGov software. The Committee reviewed examples of reports and dashboards that have been prepared using the County's data. Francis provided examples of how he used OpenGov in presenting information during his time as a finance director in California.

Recommendation: Informational.

(End of 8-07-18 COTW Minutes, AM Meeting)

8-07-18 COMMITTEE OF THE WHOLE MINUTES, PM MEETING

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. Presentation Of Comprehensive Annual Financial Report (CAFR) With Open Gov

Lindsey Meyer provided an overview of the contents of the Comprehensive Annual Financial Report (CAFR). Meyer distributed two documents, entitled "CAFR Review" and "Calculation For Transfer Proposal Of General Fund, Fund Balance" (see attachments).

There was a review in OpenGov of the total revenues, total revenues excluding the 2017 refunding bond proceeds, total expenditures, and total expenditures excluding the defeasance of the 2007 Jail bonds. There was discussion regarding the difference between revenues and expenditures for the year and how the actual results varied from the amended budget.

8-07-18 COMMITTEE OF THE WHOLE MINUTES, PM MEETING (cont.):

The 2017 fund balance was discussed. The County's fund balance policy states that we will maintain a fund balance of 35-50% of the following year's budget. The results of 2017 show that we are carrying fund balance equal to 48% of the 2018 budgeted expenditures. Meyer explained that not all of the fund balance is actually available for general operations and explained the differences in the 4 fund balance categories (Nonspendable, Restricted, Assigned, Unassigned). Commissioner Daleiden asked what was included in the restricted fund balance and Meyer directed him to page 47 of the 2017 CAFR for further description of what those restricted balances were.

Recommendation: Informational only.

II. Proposals For the Sheriff's Office Range Project

Alan Wilczek, Facilities Services Director, said the County received two proposals for the FBI and Sheriff's Office Range Project, one from Wold Architects and Engineers, and the other from BKV Group (see attachments). Wilczek said BKV clarified their pre-design fees as stated on Page 27 of their proposal. They will match the same fee as Wold at 6 percent. Wilczek said there is continuity with working with BKV since they are working on the Justice Center and the Government Center Schematic Design. Wold worked with the County most recently on the Courts Feasibility Study regarding the potential remodel of the current Government Center. Wilczek said the size of the FBI/Sheriff's Office Range building is undetermined, as is the type of construction; making the potential cost unknown.

The Committee members discussed the pros and cons of working with each company. Wilczek said both are good firms and will build a quality project. The consensus was to contract with BKV Group for design services for the FBI/Sheriff's Office Range Project. Staff will keep Marysville Township informed of the project.

Recommendation: Award BKV Group the contract for Design Services for the FBI/Sheriff's Office Range Project.

(End of 8-07-18 COTW Minutes, PM Meeting)

8-08-18 COMMITTEE OF THE WHOLE MINUTES

At the County Board Meeting, the following changes were made to the minutes: Page 1, Others Present, add "T. Dahl" (Borrell). Borrell moved to approve the minutes as revised and the recommendations, seconded by Husom. Potter said it is the correct thing for the County to assess risks and save money on dues with MCIT (Minnesota Counties Intergovernmental Trust) going forward. The motion carried 5-0. The minutes follow:

I. Wright County Health & Safety Program

Tim Dahl, Risk Manager, introduced Michael Holmquist, President of Integrated Loss Control, Inc. (ILC). ILC is a safety consultation firm that reviewed the County's administrative Safety Program and evaluated physical hazards for ten facilities. This meeting will focus on the ILC program review and strategic planning.

Dahl distributed a discussion outline. Holmquist reviewed a PowerPoint presentation entitled, "Overview of Occupational Health & Safety Program," (see attachments).

Holmquist said Wright County is a single employer with multiple departments. If an organization doesn't have a sustainable program in place, over time, things fall between the cracks. His objective is to provide recommendations and goals. Holmquist emphasized that the County has more things going right than items that need correction. Areas of improvement were found on the administrative compliance side, which requires department heads and supervisors to administer. The Safety Program must keep pace with growth and changes in the County.

Holmquist referenced the fifteen Administrative Review Findings in the presentation. Item 12 states:

It was identified that there are currently a minimum 24 individual OSHA (Occupational Safety and Health Administration) compliance programs that apply to the County's various operations. During the review, 6 written programs were found within the Safety Program, but had not been fully implemented as required.

8-08-18 COMMITTEE OF THE WHOLE MINUTES (cont.):

Holmquist added that OSHA doesn't require everything to be in writing, however, ILC recommends written documentation. Programs that OSHA requires in writing must have an annual review.

Dahl recommended changing the Safety Committee structure and makeup. Holmquist suggested planning short- and long-term goals, and to consider succession planning and supervisory development to educate staff regarding their responsibilities.

Holmquist said workplace security is very important (Administrative Review Findings, Item 15). He mentioned several areas that lack security, and recommended reactivating the Security Committee.

The Physical Hazard Assessment of ten County facilities resulted in 245 observations and recommendations. Most findings were related to electrical safety, machine guarding, personal protective equipment, emergency action, fire prevention, walking/working surfaces, and control of hazardous energy (lockout/tagout).

Holmquist reviewed the section entitled, "Recommended 10 Major Tasks to Perform," which included establishing a Strategic Plan, an Annual Health and Safety WorkPlan, identifying staff and funding resources, conduct training, rewriting the Safety Program, and addressing the ILC assessment findings. Holmquist said a WorkPlan will show how the County can achieve a sustainable program that allows for easy updating, is accessible, provides organization for recordkeeping, and provides steps for transfer of responsibilities.

The "Overall Return-On-Investment" section of the program addressed the positives of compliance, such as reducing and/or eliminating losses due to injury/illness or property damage, achieving and maintaining compliance, potential insurance cost reductions, image within the community, and employee satisfaction and buy/in.

Dahl said the next step is to implement the eModule. Information on this will be taken to Leadership Committee. He did not have cost information at this point. Holmquist said the eModule has been paid for already and simply needs to be approved. He said ILC is onboard for one eight-hour session per month at a cost of about \$7,000 for six months of on-site support. Some of the eight hours per month will include training.

Holmquist said the County needs to do annual audiograms, as well as silica air monitoring, which could cost from \$3,000 to \$5,000 depending on the number of samples and locations. Dahl said carbon monoxide monitoring should also be done.

Vetsch reviewed the estimated costs: \$3,000-\$6,000 for air monitoring, \$13,000 - \$15,000 for audiograms on 250 employees at \$50 each.

Holmquist said if the County gets everything in order in 2019 with administrative programs, tasks, and initial training done, moving forward in 2020, it would probably take an additional \$15,000 to \$20,000 to complete the necessary elements of the County Safety Program.

Recommendations:

- 1) Reconvene the Safety Committee;*
- 2) Present information to the Leadership Team in October; and*
- 3) Authorize implementation of the ILC eModule.*

(End of 8-08-18 COTW Minutes)

8-08-18 PERSONNEL / EMPLOYEE RELATIONS COMMITTEE MINUTES

At today's County Board Meeting, Husom made the following changes to the committee minutes: Page 1, add "Barb Petersen" to Others Present; Page 3, last paragraph, correct the spelling of "Administrator." Husom moved to approve the committee minutes as revised and the recommendations. Daleiden noted that a Senior Developer position has been

vacant since December, 2017 and posted several times. That is why contract workers are being utilized. Vetsch referenced the Highway Department's request to hire a Highway Maintenance Worker. He does not want approval to set precedence for other departments to add staff outside of budget. He said it is important that if the requested position in 2019 is not approved, that the position not be backfilled. Daleiden said Human Resources will track to assure that does not happen. The motion to approve the minutes and recommendations was seconded by Potter and carried 5-0. The committee minutes follow:

I. REQUEST TO HIRE HIGHWAY MAINTENANCE WORKER

Virgil Hawkins, Highway Engineer stated that the Highway Department has currently been operating with one person short due to a highway maintenance worker that has been out on Workers Compensation for approximately 6 months. At this time, there is not a clear understanding when or if this employee will return to work. Hawkins commented that Tim Dahl, Risk Manager promotes the return to work program, however there isn't anything that they can offer that the employee is available to do at this time.

Chris Husom, Commissioner asked what the ramification is if approved to hire someone for this position and then the employee on leave returns to work. Hawkins replied that he has been in contact with Schawn Johnson, HR Director and Dahl and there are a few different routes to approach this situation; one way was to hire a temporary employee, however, there is a limit of 67 days and with the training and timing that this would not be efficient or cost effective. He added that they are planning on requesting to add additional staffing this January 2019 for an additional highway maintenance worker, however the budget hasn't been approved yet.

Husom stated that County Board can be approve the request and then pending approval from the budget process, this would be an early hire. If the 2019 position requested is not approved, then the new employee may have to be let go in theory. Steve Meyer, Highway Maintenance Superintendent commented after they get through the winter season they will most likely have some retirement notices coming, however there isn't anything in writing at this time. He believes there are a possible two positions that may be available from future retirements. Lori Pawelk, Assistant Human Resource Director said that that if the additional position is not approved for 2019's Annual Budget, that you could include that with the next highway maintenance worker resignation would not be eligible for replacement.

A discussion was held regarding the timing of the approval of next year's budget within the next few weeks, but final budget approval occurs in December. Mark Daleiden added that the worker's compensation wages are not a part of the budget and with the potential resignation due to retirement that this may be a budget neutral request.

Daleiden and Husom both agree since the position has not been staffed since March of this year, and with the additional road projects and winter season coming that with the knowledge of potential retirements in the coming year they will be able to approve moving forward with the recommendation to hire a Highway Maintenance Worker. There is the stipulation that if the budget request for a new employee is not approved, the next resignation received in 2019 for a highway maintenance worker position, will not be replaced. Pawelk added that HR just received notice that there is a resignation for another highway maintenance worker and we can submit a posting then for 2 positions after the County Board approval on next Tuesday's Board meeting agenda.

RECOMMENDATION: APPROVE TO HIRE HIGHWAY MAINTENANCE WORKER PRIOR TO THE 2019 BUDGET APPROVAL, WITH THE CONTIGENCY THAT IF THE 2019 REQUESTED POSITION IS NOT APPROVED, THE NEXT RESIGNATION RECEIVED FOR A HIGHWAY MAINTENANCE WORKER IN 2019 WILL NOT BE REPLACED.

II. HIRE OF SR. TECHNICAL SUPPORT SPECIALIST ABOVE 12% OF MINIMUM PAY RANGE

Adam Tagarro, Information Technology Director reported that interviews have taken place for a Sr. Technical Support Specialist and there is a very outstanding candidate. Tagarro added that this candidate has 18 years of

8-08-18 PERSONNEL / EMPLOYEE RELATIONS COMMITTEE MINUTES (cont.):

experience within the helpdesk area and also has extensive knowledge with the County's current systems. He commented that the candidate also has exceptional customer service skills, personality and the work references are stellar.

Tagarro reported that the candidate's current position is being eliminated through growth and re-organization of the current employer and highly desiring to work for Wright County and anticipates a cut in salary. There was a discussion with the salary range and this candidate is willing to accept \$27.40 per hour for a starting wage, which is above the 12% of the minimum of the pay range. Tagarro and Barb Petersen, Human Resource Representative believe that this candidate is well worth the higher percentage and with the vast knowledge and experience that matches the County's needs it is very advisable to offer the candidate this starting salary. Chris Husom, Commissioner asked what the salary range is for the Sr. Technical Support position. Lori Pawelk, Assistant Human Resources Director stated that the current range for this position is \$22.51 – \$31.51 per hour.

Petersen commented that the length of time for background checks to return has been extremely slow and is taking sometimes up to 3 weeks to return. Tagarro added that he would like this request approved at next Tuesday's Board meeting in order to move forward with the hiring process.

Chris Husom and Mark Daleiden, County Commissioners both agreed that with the skills and experience to move forward to approve the request.

RECOMMENDATION: APPROVE TO HIRE A SR. TECHNICAL SUPPORT SPECIALIST WITH THE BEGINNING SALARY OF \$27.40 PER HOUR, WHICH IS ABOVE 12% OF THE MINIMUM OF THE PAY RANGE.

III. IT STAFF ORGANIZATION

Adam Tagarro, Information Technology Director stated that one of the areas that they are having trouble with is the development team. He said currently there is one employee out on leave and the other position has been vacant since December of 2017. At this time, they have 2 employees on contract to assist with these job duties.

Tagarro explained that currently they have two senior developer positions; one focused in the Sharepoint area and the other in Onbase area. However, with the absence of the two senior developers, they have run into some major trouble with new people trying to take over these large platforms where there are such big projects and huge needs. He would rather see these senior developers be more focused and specific than such a broad scope and try to cover everything. Tagarro added that recruitment is also hurting, as the market for Senior developers are seeking more specific and focused skill set and not spread so thin. He is proposing to reclass the Senior Developers to a SharePoint Administrator and a OnBase Administrator dedicated to these specific areas with separate job descriptions. Although these positions are cross trained and can handle projects across the board, they have been modeling this structure using the two contractors.

Chris Husom, Commissioner asked if it could happen during the compensation and classification study that is in progress. Lori Pawelk commented that they have turned other departments' requests away because we are in the middle of the study, although meanwhile the County is paying for two contract worker, which is also costing the County quite a bit of money.

Husom added that they recognize IT is unique in comparison to other departments with the evolving infrastructure and is in need of the high level of support.

Tagarro would like to cease the recruitment for the current posting of the SharePoint position and focus on redeveloping the job descriptions as a Sharepoint Administrator and a Onbase Administrator.

8-08-18 PERSONNEL / EMPLOYEE RELATIONS COMMITTEE MINUTES (cont.):

RECOMMENDATION: APPROVE TO CEASE THE RECRUITMENT FOR THE SENIOR DEVELOPER (SHAREPOINT) AND APPROVE THE RECLASSIFICATION OF THE CURRENT TWO SENIOR DEVELOPERS, ONE AS A SHAREPOINT ADMINISTRATOR AND THE OTHER A ONBASE ADMINISTRATOR.

Minutes Submitted by: Kathleen Brannan-Merritt

(End of 8-08-18 Personnel / Employee Relations Committee Minutes)

SCHEDULE COMMITTEE OF THE WHOLE MEETING ON 8-23-18 AT 10:30 AM TO DISCUSS THE FOLLOWING:

1. Fairgrounds Paving
2. Greater Lake Sylvia Presentation RE: Regional Inspection Program

On a motion by Potter, second by Vetsch, all voted to schedule the COTW Meeting on 8-23-18 at 10:30 A.M.

REVISIONS TO BUDGET SCHEDULE

On a motion by Potter, second by Vetsch, all voted to approve the revisions to the budget schedule.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Coordinator Updates:
 - A. Lee Kelly, County Coordinator, said tours are scheduled for 8-16-18 of two Health & Human Services (HHS) buildings designed by BKV Group. Daleiden noted that the County is looking to build an administrative building not a HHS building. Kelly said comments were received from HHS that they wanted to tour this type of facility. Vetsch asked whether a tour of a government center building is planned. Kelly is not aware of anything planned but said administrative buildings were looked at when courts facilities were toured. Daleiden said positioning customer service departments near entrances is key.
 - B. A meeting was held on 8-13-18 with Auditor's Office staff on the budget. The budget kickoff meeting is scheduled for 8-17-18.
2. Borrell said the Cokato Corn Carnival started last evening and Montrose Days starts this weekend.
3. Husom attended a military appreciation celebration recently in Sturges Park. The Legion and the Veterans Services Office staff participated in the event.
4. Daleiden said the St. Michael Daze and Knights Festival occurred last weekend. The Maple Lake Gear Head Get Together and the Starry Trek events will occur this weekend. The Starry Trek event will be at Ney Park and relates to education on starry stonewort and other aquatic invasive species.
5. I-94 Coalition. Potter attended a meeting on 8-09-18. Discussion included Corridors of Commerce funding and the upcoming Washington DC trip on September 26-29.
6. Transportation Alliance Board of Directors. Potter attended a meeting on 8-13-18. Discussion included what occurred at the last Session including the Constitutional Amendment that did not pass last year relating to auto parts. There is momentum to possibly do a statutory agreement. Also discussed was next year's Washington Fly-In. The date may be moved back to June.
7. Daleiden encouraged people to vote in the Primary Election.

The meeting adjourned at 10:11 A.M.

Submitted by: Susan Backes, Clerk to the County Board