



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS

October 20, 2020

DATE APPROVED: October 27, 2020

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 a.m. with Commissioners Husom, Vetsch, Potter and Daleiden present. Commissioner Borrell was absent

COUNTY BOARD MINUTES 10-06-20

Vetsch moved to approve the minutes as presented. The motion was seconded by Daleiden and carried 4-0

AGENDA

Potter moved to approve the Agenda as presented. The motion was seconded by Daleiden and carried 4-0

CONSENT AGENDA

Potter moved to approve the Consent Agenda. The motion was seconded by Daleiden and carried 4-0.

A. ADMINISTRATION

1. Authorize Attendance to Tour Bertram Chain of Lakes Campground Facility

B. ADMINISTRATION

1. Refer Ag Inspector and Drainage Inspector to Ways & Means Committee on October 28, 2020

C. ADMINISTRATION

1. Approve and Authorize Signatures on the Department of Corrections (DOC) Lease

D. ATTORNEY

1. Schedule Public Hearing for 2020 Assessment for November 24, 2020 at 9.30 A.M.

E. AUDITOR/TREASURER

1. Acknowledge Warrants Issued Between September 30, 2020 and October 13, 2020

2. Motion to Approve the Reimbursement of the CARES Act Funds as Follows:

* County CARES Funds: County Reimbursement of \$287,560.94 from 01-099-489.6910 Transfer Out Into 01-100-489-5910 Transfer In

* School District Reimbursement of \$291,179.14 from 01-099-489.6813: CARES School District Expense: Annandale \$255,416.00 and Howard Lake-Waverly-Winsted \$35,763.14 (Maximum Allocation Remaining \$128,660.86)

* Election CARES: Funds: Cities Reimbursement of Election CARES Funds of \$3,537.32
01-099-499.6816 Election CARES Cities as Follows: City of Albertville \$3,369.74;
City of Maple Lake \$157.58

* County Reimbursement of the Election CARES Funds of \$517.84 01-099-490.6816 Transfer Out Into 01-071-490.5910 Transfer In

* County Reimbursement of Affiliates \$51,091.75 01-099-6815; Affiliates FYCC \$14,458.25; Love INC Big Woods \$7,099.10; True Friends \$4,747.92; SWCD \$24,786.48

3. Motion to Approve the Reimbursement of CARES Funds as Follows:

* County CARES Funds: County Reimbursement of \$666,133.10 from 01-099-489.6910 Transfer Out Into 01-100-489.5910 Transfer In. These are HHS Expenditures That Were Pre-Approved by the County Board

* Election CARES Funds: Cities Reimbursement of Election CARES Funds of \$6,753.26
01-099-490.5910 Transfer In. Election CARES Cities as Follow: City of Buffalo \$6,753.26

* Township Reimbursement of Election CARES Funds of \$1,931.69 01-099-490.6812. Election CARES Townships as Follows: Silver Creek Township \$1,243.17; Maple Lake Township \$688.52

* County Reimbursement of Election CARES Funds of \$26,692.25 01-099-490.6910 Transfer Out Into 01-071-490.5910 Transfer In

* County Reimbursement of Affiliates \$3,481.65 01-099-489.6815; Affiliates as Follows: Great River Regional Library \$3,481.65

F. HEALTH & HUMAN SERVICES

1. Position Replacement

- A. Eligibility Specialist
- B. Social Worker
- C. Office Technician II

G. HEALTH & HUMAN SERVICES

Approve Request to Purchase 1,000 COVID-19 Tests (\$118,100.00) from Vault Health

H. INFORMATION TECHNOLOGY

Refer to October 28, 2020 Technology Committee

- A. IT Status
- B. Project Updates
 - 1. ISeries
 - 2. New Building Updates
 - 3. Admin – Event Scheduler
 - 4. HHS – Contact Management Center
 - 5. ERP Implementation
 - 6. EDMS – Law/Legal Planning
- C. Incremental Approach Concept
- D. New Project Requests
- E. Project Portfolio Scoring

TIMED AGENDA ITEMS

LEE KELLY, ADMINISTRATOR

Reappoint Anthony Rasmuson as County Assessor Pursuant to MS 273.061, Subd. 2 for a Four-Year Term Commencing on January 1, 2021

County Administrator Lee Kelly explained that, by State Statute, the County Board must appoint the County Assessor to a term of its choosing. He said the state was looking for a response from Wright County by October 28. Potter said that Rasmuson and his staff have done an outstanding job. Daleiden praised how the assessor's office has embraced technology to make their product better. Kelly administered the oath of office. Rasmuson thanked the board for entrusting him with the duties of County Assessor and looks forward to doing so for the next four years.

Vetsch moved to re-appoint Anthony Rasmuson as Wright County Assessor pursuant to MS 273.061 Subd. 2 to a four-year term commencing January 1, 2021. The motion was seconded by Daleiden and carried 4-0.

BRIAN ASLESON, ATTORNEY

Authorize Signatures on Joint Powers Agreements and Subscriber Amendments with the State of Minnesota Bureau of Criminal Apprehension

Asleson brought four documents that required the signatures of the County Administrator and the County Board Chair – two each for the Sheriff's Office and the County Attorney's Office. The agreements with the Bureau of Criminal Apprehension were entered into five years ago for a five-year term that needs to be renewed. The agreements provide the Sheriff's Office and County Attorney's Office access to the BCA records system and also to the courts system records. He added that both county offices use the BCA and courts systems frequently. Asleson said that one resolution would cover all four documents.

Vetsch moved to authorize signatures on Joint Powers Agreements and subscriber amendments with the State of Minnesota Bureau of Criminal Apprehension. The motion was seconded by Potter and the resolution carried unanimously.

BOB HIIVALA, AUDITOR/TREASURER

Approve 2020 Tobacco License for Coborn's Incorporated DBA Coborn's Liquor #2407 (Otsego) for the License Period of November 1, 2020 to December 31, 2020

Daleiden moved to approve a 2020 tobacco license for Coborn's Liquor #2407 in Otsego for the license period of November 1, 2020 to December 31, 2020. The motion was seconded by Vetsch and carried 4-0.

Approve 2020 Tobacco License for Coborn's Incorporated DBA Coborn's #2407 (Otsego) for the License Period of November 1, 2020 to December 31, 2020

Daleiden moved to approve a 2020 tobacco license for Coborn's Store #2407 (Otsego) for the license period of November 1, 2020 to December 31, 2020. The motion was seconded by Potter and carried 4-0.

Approve Resolution Providing for the Prepayment and Redemption of the County's General Obligation Capital Improvement Plan Refunding Bonds, Series 2012A

Hiiivala said that the board had planned to pay off the 2012A bond when it came up for redemption December 1, 2020. The bonds, which were for the old county jail, were taken out in 2002 and refinanced at a reduced interest rate in 2012. The county has the opportunity to call for the redemption of the remaining \$500,000 principal amount. The annual debt service on the bond was between \$200,000-300,000 on an annual basis. Vetsch said getting the bonds off the books is a step in the right direction. Husom said that, after almost 20 years, it was good to get this bond off the county's plate. Potter added that this is the first of three bonds the county will look to pay off early, with the next opportunity coming in 2023 to call in prepayment of two more existing bonds.

Vetsch moved to approve a resolution providing the prepayment and redemption of the county's General Obligation Capital Improvement Plan Refunding Bonds Series 2012A. The motion was seconded by Potter and carried 4-0.

Approve Minutes from County Ditch 13 Continuation of Public Hearing Regarding Reestablishment of Records on October 6 at 1:00 P.M.

Vetsch moved to approve the minutes of the County Ditch 13 Continuation of Public Hearing Regarding Reestablishment of Records from October 6. The motion was seconded by Potter and carried 4-0.

Approve Ditch Assessment to be Levied Against the Benefited Landowners for Expenses Incurred from October 2019 to September 2020

Vetsch said that before setting the interest rate and approving the assessment roster, he wanted to have some discussion about retainer fees for Rinke-Noonan and administrative staff costs that are included in the assessment. Vetsch said that not all residents on county ditches benefit equally. Husom agreed, saying a deeper discussion should be had on this matter. Vetsch said he had no issue with the repayment interest rate proposed of 2.5 percent, but said he wants to have the discussion before assessment invoices are sent out. Vetsch asked to table the item to a future County Board meeting and, in the interim, have a Committee of the Whole meeting to discuss what is being assessed and how it is being assessed to provide more clarity. Hiiivala said that there wasn't a budget set up to pay for expenses the county bears and said it's time to determine how much of the costs will be borne by the county. Hiiivala said on Ditch 13 the county has incurred costs of \$6,000 with no line item in the budget set aside to cover the costs until repayment comes through the assessments. Wright County Drainage Inspector Matt Detjen has 25 percent of his salary paid through ditch assessments and that is charged by the number of miles on the county ditch system. Vetsch said that on a closed ditch system, one landowner could be assessed a significant amount of money and had nothing done to improve the ditch system on that property. He added that it doesn't make sense for a landowner to pay \$600 in a year for a ditch assessment and never have anyone from the county step foot on the property. Husom said Vetsch's concerns are valid and warrant further discussion to try to make the assessment system more fair and equitable. Potter said that, regardless of what system is used, there are none that are perfect and there will always be some inequities.

Jan Edmonson, Payroll Specialist/Drainage Administrator in the Auditor/Treasurer's Office, cautioned the board that she is up against a tight time frame and that, if further discussion is to take place, that it happens soon. She has to put all the assessment information into the county's tax system and get out the notices to landowners who have the option to pre-pay by December 31 each year. The more time she can give them, the better because she already gets complaints of a short time window between the notification and pre-pay deadline so that the assessment won't show up on their tax statement. Daleiden asked if the assessment being made for this particular ditch included the portion of Detjen's salary that is paid through assessment. Detjen said it is.

Vetsch said he was willing to have the discussion now at the board meeting, but Daleiden said he would like to see the numbers for the outside fees. Vetsch said the county assesses \$30,000 to \$40,000 a year for administrative costs. He added that there are small ditch systems in the county that get assessed \$3,000 to \$4,000 in a year with just 12 landowners that is never touched by anyone from the county. Daleiden asked how many miles of ditches are on the county system, to which Detjen replied 147 miles. Husom said that if a ditch hasn't been touched for several years, something needs to be done to make the system more equitable. Vetsch said he is having a

hard time justifying charging landowners for Rinke-Noonan's retainer and Detjen's salary. Hiivala said the county has expenses that they aren't levying for. On County Ditch 10, for example, \$288,000 in expenses have been incurred, but they have not been assessed yet. He felt that should be part of this deeper conversation.

Kelly said the County Board has a Committee of the Whole meeting set for Tuesday, October 27 and this discussion could be placed on that agenda. Hiivala said his office could calculate the assessment excluding the administrative costs or including them. Vetsch said he would be willing to make a motion to take out the 25 percent cost share of Detjen's salary from assessment, as well as the administrative fees from Rinke-Noonan, paying those costs out of the personnel budget and Professional Services, respectively. Vetsch said he was adamant about removing Rinke-Noonan from the assessment rolls because the firm serves to protect the interests of Wright County, not the landowners and, as such, it removes landowners' potential to retain Rinke-Noonan to combat Wright County for their legal needs. (Don't think that sentence should be included in the minutes)

Vetsch moved to approve the ditch assessment to be levied against the benefited landowners for expenses incurred from October 2019 to September 2020 with the removal of the 25 percent cost share for Detjen's salary and the \$1,200 annual administrative fee from Rinke-Noonan from the assessment. The motion was seconded by Potter and carried 4-0.

Set Interest Rate for the Ditch Assessments

Vetsch moved to set the interest rates for 2021 ditch assessments at 2.5 percent. The motion was seconded by Potter and carried 4-0.

Approve September Revenue/Expenditure Guidelines

Vetsch moved to approve the September Revenue/Expenditure Guidelines. The motion was seconded by Potter and carried 4-0.

ITEMS FOR CONSIDERATION

MARC MATTICE, PARKS & RECREATION

Schedule a Committee of the Whole Meeting to Review Current Nature-Based Education and to Explore Future Options and Expansion with Monticello School District at Bertram Chain of Lakes Park. Suggested Date: November 3, 2020 following the Regular County Board of Commissioners meeting

Kelly stated this was a housekeeping item requesting a Committee of the Whole meeting to discuss the potential expansion of the nature-based education program with the Monticello School District.

Vetsch moved to schedule a Committee of the Whole meeting at 10:30 a.m. following the Tuesday, Nov. 3 County Board meeting to review the current nature-based education and to explore future options and expansion with the Monticello School District at Bertram Chain of Lakes Park. The motion was seconded by Daleiden and carried 4-0.

ADMINISTRATION

Approve and Adopt the Revised Vision and Mission Statements and Value Streams

Kelly explained that the County has made a substantial effort throughout 2020 to look at strategic planning and to assist making County operations more efficient and effective. The County Board hosted a four-day strategic planning workshop in March and has been expanding on the information gathered at the workshop over the summer and fall months. At the October 13 County Board Workshop, some language changes were made to the Mission Statement, Vision Statement and Value Stream Definitions, which were presented to the Board for adoption. Vetsch said that it was amazing that when the Board held its strategic planning workshop in March to develop a mission statement, the Board didn't know at the time the challenges COVID-19 would present. He said that the Mission Statement truly fits given the unforeseen circumstances the County has faced since mid-March. Daleiden added that to come up with the Mission Statement, Vision Statement and Value Streams wasn't a County Board design, it involved staff and representatives from cities and townships in Wright County. Husom added that it was a collaborative effort and input was taken from everyone involved in the process.

Daleiden moved to approve and adopt the revised County Vision and Mission Statements and Value Stream Definitions. The motion was seconded by Vetsch and carried 4-0.

COMMITTEE MINUTESCommittee of the Whole (10-7-20)

Vetsch summarized the minutes of the meeting, which did not include recommendations split off from the rest of the minutes. These recommendations included:

- 1. Authorize Wright County Administration to communicate with Wright County school districts that all requests for CARES Act reimbursements must be submitted to the Wright County Auditor/Treasurer's Office by 4:30 p.m. Friday, October 30.**
- 2. Set a Committee of the Whole meeting for 10:30 a.m. Tuesday, October 20 to review and discuss the recommendations from the Wright County Economic Development Partnership CARES Act Committee, as well as discussing the potential for shifting CARES Act funding into this funding silo.**
- 3. Set a deadline for requests for CARES Act reimbursements by affiliate groups at 4:30 p.m. Friday, October 30.**

Vetsch moved to approve the minutes of the October 7, 2020 Committee of the Whole meeting. The motion was seconded by Potter and carried 4-0.

I. CARES ACT FUNDING

Kelly said the committee meeting was precipitated by the number of application requests that have come in from the small businesses/non-profits for CARES Act funding. Kelly said he was surprised at the lack of response the county has received to date from area school districts. More than \$4 million has been allocated for schools and he anticipated that most of that allocation would have been expended quickly, but only a small portion has been expended to date. Vetsch said there are many decisions that need to be made about how CARES Act funds will be expended. The board authorized County Administration to communicate with Wright County school districts that all requests for reimbursement must be submitted to the Wright County Auditor/Treasurer's Office by 4:30 p.m. Friday, Oct. 30.

Foss provided an update on the status of township CARES Act funding. She assisted eight townships in getting the required application process completed. She said Cokato Township missed the Minnesota Department of Revenue deadline due to a glitch in the submission of its application materials. Vetsch commended Foss for the work she did in assisting townships with questions and roadblocks they encountered during the process.

Foss summarized the number of applications from small businesses and non-profits that have submitted requests for funding through the county's CARES Act grant program. She explained the requirements that were needed to be considered for a grant, including having been in business for more than one year, have a physical commercial location in Wright County, have more than one employee, have an active filing with the Minnesota Secretary of State and provided documentation of a Department of Revenue tax ID. The WCEDP has a three-member review committee that is going to go through the applications prior to bringing them forward to the county board. As of Tuesday, Oct. 6, 157 small businesses and 25 non-profits had submitted applications with the deadline to apply being Thursday, Oct. 8. Foss added that, of the applications that have been approved to move forward to the WCEDP review board, if all the applications were approved for the amounts requested, the total would be \$931,000. There continue to be additional requests coming in prior to the deadline, so that amount is likely to increase by as much as \$200,000, including 15 applications that had come in the previous day. She is expecting 10-20 more applications to come in before the Oct. 8 deadline, which would bring the total to potentially \$1.6 million in total requests.

Foss said that approximately 30 applications came in from countries in Africa. Some of the requests from these countries asked for up to \$1 million. All were rejected for not meeting the criteria. Vetsch said that \$1.8 million has been set aside for this grant program and that, with the current requests, no additional funds would need to be put into this silo of funding. Foss said that some requests were deemed ineligible because they didn't have a physical commercial location in the county, including home-based businesses and businesses in which the owner was the sole employee. Foss said she is cross-referencing applications with those businesses that have received funding from cities to make sure there isn't "double-dipping" reimbursement amounts. Foss also stated that there have been applications made by the owners of multiple businesses for each individual business.

Daleiden asked if all small businesses requested the maximum amount allowed under the county's CARES Act grant program (\$20,000). Foss said that many of the applications were for less than \$20,000. She added that after the Oct. 8 deadline passes, she and her staff will vet out the applications and forward the eligible candidates to the county CARES Act Committee with recommendations. Husom and Vetsch commended Foss and the WCEDP for picking up the ball on the small business portion of the CARES Act programming. The board approved setting a meeting with Foss to review applications from eligible candidates as a Committee of the Whole and finalize the application. The consensus of the board was to have that meeting at 10:30 a.m. Tuesday, Oct. 20.

Vetsch asked about the status of affiliate groups that are part of the funding process. The county was anticipating that Functional Industries would be applying for CARES Act funds, but, to date, Functional Industries has requested very little financial assistance from the county. Discussion about Wright County Community Action followed. WCCA has already received almost \$160,000 in

CARES Act funds. The consensus of the board was to cap the allocation to WCCA at \$200,000. The amount of affiliate funding is also currently under the allocation total.

Daleiden asked if the county is anticipating turnback dollars from cities or townships. Lemieux said that Corinna Township has turned back funds to the county. The expectation is that most townships won't have enough eligible expenses to spend their entire allocations. Kelly said the Great River Regional Library has reached out. Potter added that most GRRL CARES Act-related requests are going through cities, since branch libraries are owned by those cities.

Vetsch said that, to get a better handle on the status of the remaining CARES Act funds, there should be a hard deadline for applications for reimbursement from affiliates. He suggested that it should be the same deadline as school districts – Friday, Oct. 30. The board concurred with setting Oct. 30 as the affiliate submission deadline.

County Board Workshop and Exhibits (10-13-20)

Kelly summarized the minutes and added that Recommendation No. 1 under Item 2, Discuss Assessment Contracts should change the wording of “revisit the cost of the contract starting in 2023” to “setting the fee at \$15 per parcel in 2023.”

Potter moved to approve the October 13 County Board Workshop minutes with the revision from Administrator Kelly. The motion was seconded by Daleiden and carried 4-0.

I. Discuss November/December Meeting Schedule

County Administrator Lee Kelly stated that the typical meeting schedule for the second Wednesday of November conflicts with the November 11 Veterans Day holiday and suggested that, if there are meetings scheduled for November 11, the board may want to push those meetings one day earlier or later. Kelly said the date was mentioned for planning purposes, but no meetings have yet been scheduled for that date. He also said that there are five Tuesdays in December and the board historically cancels a meeting if there are five Tuesdays in a month. Vetsch said he would like to see December 22, 2020 as the meeting to cancel. No other Commissioners had any objection.

Recommendation: To cancel the December 22, 2020 County board meeting due to five Tuesdays in the month.

Kelly stated that Parks & Recreation Director Marc Mattice had sent out an invitation for the Board and staff to tour the new campground facilities at Bertram Chain of Lakes Regional Park from 2:30 to 4 p.m. on Tuesday, October 27, 2020. Kelly said if multiple Commissioners are interested, he will place the item on a Board Consent Agenda to authorize Commissioner attendance. Kelly said the Economic Development Authority study group will be meeting Thursday, October 29, 2020. Kelly stated that on the October 20, 2020 Board Agenda there is going to be a request to set a Committee of the Whole meeting to discuss a Parks & Recreation Department item. In addition, County Attorney Tom Kelly has requested a Committee of the Whole meeting to discuss his recommendation for the appointment of his successor. Vetsch added that Wright County Community Action is scheduled to meet with the board as a Committee of the Whole as well. Vetsch suggested having a Committee of the Whole meeting Tuesday, October 27, 2020 with Kelly and officials from WCCA and another Committee of the Whole meeting Tuesday, November 3, 2020 with Mattice and possibly a CARES Act follow up meeting to add to the agenda.

Recommendations:

- 1. Set a Committee of the Whole meeting at 10:30 a.m. Tuesday, October 27, 2020 to discuss County Attorney Tom Kelly's successor and meet with Wright County Community Action.***
- 2. Set a Committee of the Whole meeting following the Tuesday, November 3, 2020 county board meeting to meet with Parks & Recreation Director Marc Mattice and potentially schedule an update on CARES Act small business/non-profit items.***

II. Discuss Assessment Contracts

County Assessor Tony Rasmuson provided the board with an Assessment Fee Study comparing what Wright County charges and what other districts within the immediate area and the assessment region are charging. He asked for direction from the board if the commissioners felt the assessment of \$14 per parcel should remain the same, be increased or be decreased. Rasmuson said that, given the pandemic and the uncertainty of everything that is going on at the moment, his office recommends keeping the per-parcel rate the same for the next two years of the contract (2021-22). He said the \$14 charge is already at the top of the range of surrounding districts. Vetsch said he believes that the fee for new construction (currently \$50 for structures with a value of under \$500,000 and \$150 for those valued at more than \$500,000) should be increased because the county is absorbing a lot of the cost. Borrell said he has concerns that having per-parcel prices so low will make private contractors unable to compete because they can't afford to charge that low a price and turn a profit. He added that the county subsidizes its program because the cost to the county (approximately \$20 per parcel) is more than the revenue it generates (\$14 per parcel) and that eliminates the ability for private

businesses to compete. Rasmuson said a challenge the county will face is that some of the private contractors will be retiring soon – likely during the term of the next two-year contract. Other districts have had a difficult time finding outside assessors to do that work. Borrell said he was of the impression the county was going to continue to incrementally raise the pre-parcel fee, adding that he would support an increase to \$15 per parcel. Vetsch proposed \$14 per parcel for the next contract and \$15 per parcel starting in 2023.

Recommendations:

- 1. Keep the per-parcel appraisal rate of \$14 per parcel for the 2021 and 2022 assessment and set the per-parcel fee at \$15 per parcel in 2023.**
- 2. Raise the appraisal fee for new construction from \$50 to \$60 for properties valued at less than \$500,000 and from \$150 to \$160 for properties valued at more than \$500,000 for the 2022 assessment.**

III. I.T. Department Discussion

Information Technology Director Matthew Fomby stated he has been with Wright County for one year and was asked to submit a status report of his department after 90 days, which he did and is now following up with his one-year report. He said his appearance at the workshop would entail a difficult discussion, but it is a discussion that that needs to be had.

Fomby explained that there are three circles of managerial responsibility in I.T. in its current form. Fomby said his department functions in one of two ways – a program input side and a technical services side. But the department currently has an organizational structure that splits responsibilities and does so in a way that is detrimental to the function of the department. He said the splitting of responsibilities is being done where it shouldn't be – the opposite of synergy. The current structure has a developmental side that is separated from the infrastructure side that is also split from the technical support side. They have been running separately for many years and have not been consistently communicating with one another. Fomby said he believes that, if he was to step away given the current structure of the department, it would descend into chaos – mostly due to the organizational structure. He proposes to create a division of labor between technical operations and program operations. The proposal would result in the dissolving of one manager position, eliminating one of the circles of responsibility and restructuring with two divisions that will work with those in similar spheres of responsibility. Fomby added that his proposal would be consistent with best business practices and consistent with achieving coordination of like-efforts instead of dividing like-efforts between sides that are incompatible.

Daleiden said the county spent a lot of time and some money with Info-Tech four years ago to address some of these concerns. Fomby said that was a “lay of the land” look at the terrain four years ago and that the terrain is totally different now. Fomby added that what Info-Tech suggested might have been a good idea four years ago, but, as far as he could tell, wasn't implemented in any significant way. He said he needs to have a department that is functionally operating without requiring his direct intervention on an almost-daily basis. Husom said the county board needs to take a look at different departments and focus on what is working and what isn't in their operational structure. She said she is a firm believer in putting like-products together and let them complement each other.

Vetsch stated Info-Tech took a snapshot in time and didn't address the idiosyncrasies of how projects operate within Wright County. The department has been hemorrhaging employees and the retention rate is mediocre at best and I.T. is still struggling to catch up with project requests. He added the best solution is to shake it up, start over and give Fomby the best opportunity to make his department succeed. Fomby said in order to make his department function, he needs to have gears the mesh together and he currently doesn't have that.

Borrell said that, as one of five managers of the county, if he didn't have trust in a department head, he would scrutinize their suggestions and that, although he has been with the county for just one year, Fomby has given him no reason not to trust his judgment. He said that he will back the plan put forward by Fomby.

Potter said when four of the five commissioners joined the board simultaneously, there was frustration with where the county was in terms of I.T. The previous I.T. Director took the county to the next step and that Fomby has the technical experience and expertise to take the county to the next step in the department's development. He also added his support. Potter said that the part of the county board's responsibility is to hire the right people, give them the tools they need to succeed and get out of the way – adding his support to the proposed changes

Recommendation: Move forward with the organizational restructuring Fomby recommended, and then come back at a later date to determine the timetable for the rest of the implementation.

IV. Strategic Planning

Kelly stated that the county's strategic planning efforts started prior to the COVID-19 pandemic and, while it has been derailed in some respects by the pandemic, he wanted to circle back to have the board review and adopt the county's vision and mission statements. There were objectives and value streams that were identified, but there has yet to be much done to connect those with key capabilities. He was hoping to get some of that discussion done prior to the end of the year, when it can get more difficult to make schedules mesh. Husom said she didn't like the wording of the Vision Statement “The Wright County for a great quality of life.

Education, opportunity, relaxation, and prosperity at your doorstep.” Several suggestions were brought up, as well as potential minor alterations to the Mission Statement “Wright County provides quality, fiscally responsible services through innovation, leadership, and compassion.” Husom also suggested some proposed changes to the Value Stream descriptions to make them more consistent among the descriptions.

Kelly said this has been a simmering pot for some time and that it’s time to get the new Vision and Mission Statements approved and out on the county website.

Recommendation: Have Husom, Holler and Fomby work to refine the language of the Mission Statement, Vision Statement and Value Stream Descriptions for consistency and proper verbiage and submit the revised document to the County Board for approval.

V. Commissioner Handbook

Kelly said there have been various versions of the Commissioner Handbook over the years and some updates were made – pointing out that it is the draft of a breathing document that can be fleshed out. Vetsch stated that some of the technical help information could be very useful to catalog aspects of the commissioner’s daily duties, such as how to set up a voice mail message or access WrightNet (the county’s intranet site). He said a new Commissioner needs to be walked through some of these tasks. Potter suggested that new Commissioners should meet with department heads and other county employees between the election and when they take office. Husom said the creation of a “cheat sheet” to cover numerous aspects of the job that haven’t been part of the previous Commissioner Handbooks would be helpful. Vetsch said he would like to see the Handbook as robust as possible to assist the new Commissioners to inform them on as many aspects of a Commissioner’s job as can be provided. Daleiden said no document will ever be perfect and any Commissioner has to learn on the job. Vetsch said there are things that are done in Wright County that are unique to the county and a new Commissioner should be aware of as many of those as possible. Potter said new Commissioners may not be aware of the relationship a County Commissioner has with townships and that type of information would be valuable because there are several moving parts. Vetsch suggested there should be a series of paragraphs detailing the county board’s relationship with groups like the Planning Commission, Board of adjustment, county ditches, etc. Husom said the Handbook can be a strong reference source and, if it doesn’t specifically answer questions, it can steer them in the right direction. Assistant County Administrator Sue Vergin pointed out that the Commissioner Handbook is an ongoing process and additions can be made to be as informative as possible. Vetsch said he likes what he has seen from the Handbook and that the process of updating the Handbook is on the right path. Kelly said that the Association of Minnesota Counties has had difficulty with Commissioner training because there are so many things that are nuanced among Commissioners in different county.

Recommendation: Informational only

Personnel/Employee Relations (10-14-20)

Daleiden moved to approve the October 14, 2020 Personnel/Employee Relations Committee. The motion was seconded by Potter and carried 4-0.

I. Sheriff’s Office Business Manager Reclassification to Office Administrator

Human Resources Director Schawn Johnson provided the committee members with an overview of the proposed reclassification of the Sheriff’s Office Business Manager to an Office Administrator position. The Administration Department worked with the Sheriff’s Office on developing the Sheriff’s Office Administrator position description. The position description was then reevaluated by the County’s compensation and classification consultant. The current Business Manager is a grade 18 (537 Points). The proposed Sheriff’s Office Administrator job description was evaluated as a grade 19 (575 Points).

Sheriff Sean Deringer stated the current Business Manager position touches all aspects of the Sheriff’s Office organizational functions. The new Office Administrator job description is more reflective of the position’s actual duties and this position also serve as a division supervisor that is similar to the Sheriff Captain job responsibilities.

Human Resources Director Johnson noted that the compensation and classification study took two years to complete and that the current Business Manager job description and addendum were approved by the previous Sheriff’s administration.

Health and Human Services (HHS) Director Jami Goodrum-Schwartz requested to the Personnel Committee that the existing Business Manager position be reevaluated for her department as well.

Personnel Committee agreed with the recommendation to reclassify the Sheriff’s Office Business Manager position to an Office Administrator position.

Personnel Committee also agreed to have the Administration Department reevaluate the classification and compensation for the Business Manager position in HHS.

RECOMMENDATIONS:

- 1. Approve the reclassification of the Sheriff's Office Business Manager Position to an Office Administrator position.**
- 2. Approve the recommendation of having the Administration Department reevaluate the classification and compensation for the Business Manager position in HHS.**

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

Legislative Update. Vetsch noted that the Minnesota State Legislature approved its \$1.87 billion 2020 bonding bill October 15, 2020 and the bill included \$1.4 million that will go to the construction of the Dental Clinic in the new Wright County Government Center. Vetsch thanked county staff, surrounding cities and counties, his fellow County Commissioners and the lobbying firm of Flaherty & Hood for their efforts to get the dental clinic in the bonding bill. He looks forward to working with Community Dental to get the project completed. Daleiden stated that this is the first request Wright County has ever made for bonding from the State Legislature, adding that the Dental Clinic will benefit residents of Wright County and several surrounding counties.

National Drug Takeback Day. Husom said that MEADA is partnering with the Wright County Sheriff's Office to set up two collection sites, Monticello Community Center and Montrose Citizens State Bank, from 10 a.m. and 2 p.m. Saturday, October 24, 2020 for individuals to drop off unused or expired medication. The Sheriff's Office has a permanent drop-off site at the Law Enforcement Center, but the one-day event is designed to bring more awareness to the problem of prescription medication that isn't used and can potentially be abused by others.

Interstate 94 Construction. Potter updated the Board on the I-94 construction between Albertville and St. Michael. He stated the third lane has been poured, the bridge beams on Hwy. 241 were put up Wednesday, October 14 and the bridge beams over County Highway 19 would be completed overnight Tuesday, October 20. The expectation is to finish the bridge decking and transfer the lanes over before the end of the year. Some of the barriers currently in place on I-94 will need to be removed because they cause issues with snow removal.

Labor Negotiations- Health Insurance Daleiden stated that negotiation sessions with the unions regarding insurance contributions would be held Friday, October 23. Daleiden said he would be unable to attend the meeting. Potter said he would attend in his place.

Association of Minnesota Counties. Kelly informed the board that the Association of Minnesota Counties District 5 Meeting will be conducted virtually Monday, October 26 via Zoom conference.

Administration Hiring. Kelly said the Administration Office is currently interviewing for the Office Manager and Administrative Specialist positions and had several good candidates in the pool of applicants.

The meeting adjourned at 10:06 a.m.

County Board minutes submitted by John Holler, Communication Specialist