

**THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD**

INFORMATIONAL

WRIGHT COUNTY BOARD  
MINUTES  
AUGUST 8, 2017

The Wright County Board met in regular session at 9:00 A.M. with Husom, Vetsch, Daleiden, and Potter present. Chairperson Borrell was absent. Vice Chair Daleiden presided at the Meeting.

**8-08-17 COUNTY BOARD MINUTES**

Husom moved to approve the 8-01-17 Minutes, seconded by Potter. The motion carried 4-0.

**AGENDA**

Vetsch moved to approve the Agenda as presented. Potter seconded the motion and it carried 4-0.

**CONSENT AGENDA**

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

A. ADMINISTRATION

1. Approve Charitable Gambling Application, Form LG220, TreeHouse, Inc., Bad Boys Custom, 13319 60th St. SW, Cokato MN 55321 (Stockholm Twp.)

B. AUDITOR/TREASURER

1. Position Replacement
  - A. Office Tech II

C. AUDITOR/TREASURER

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of \$952,096.13 With 166 Vendors And 269 Transactions

D. HEALTH & HUMAN SERVICES

1. Position Replacement:
  - A. Financial Worker

E. HEALTH & HUMAN SERVICES

1. Position Replacement:
  - A. Office Tech II

F. PLANNING & ZONING

1. Accept The Recommendation Of The Planning Commission For The Following Rezonings:
  - A. STEVEN D. DERUYTER - (Buffalo Twp.) - Planning Commission unanimously recommend approval of the request to rezone approximately 40 acres from AG General Agricultural to A/R Agricultural-Residential
  - B. BRUCE W. WHOLRABE - (Chatham Twp.) - Planning Commission unanimously recommend approval of the request to rezone approximately 38 acres from AG General Agricultural and S-2 Residential-Recreational Shorelands to R-2a Suburban-Residential and S-2

**TIMED AGENDA ITEMS**

**CAPT. PAT O'MALLEY, SHERIFF/JAIL DIVISION**

Approve Addendum to MEND Contract For Jail Medical Services

Capt. O'Malley stated another unit was opened in the Jail resulting in the need for additional medical services. The proposed Addendum to the MEND Contract would provide an additional 24 hours/week of RN coverage, 2 hours/week of Provider coverage, and 6 hours/week for mental health. All costs, including staff, will be completely covered by the contract for boarding prisoners. Costs for the increased services will be \$93,800. A portion of this cost is for direct services to Wright County inmates. Costs will be recouped through boarding revenues. At this point in 2017, projected revenues have been exceeded by almost \$100,000. Husom referenced the Contract expiration of 12-31-20 and inquired whether the Contract can be terminated prior to that date. Capt. O'Malley stated the provider indicated it can. Potter commended O'Malley for providing information on the revenues and

expenditures at the onset of opening the unit. Vetsch moved to approve the MEND Contract Addendum for Jail Medical Services. The motion was seconded by Husom and carried unanimously.

#### **SEAN RILEY, PLANNING & ZONING ADMINISTRATOR**

1. Accept the Findings and recommendations of the Planning Commission for denial of the following rezoning and authorize signature of the notice and order of denial.
  - A. MOJO WOJO LLC - (Silver Creek Twp.) - Planning Commission on a vote of 4/2 recommend denial of the request to rezone from AG General Agricultural and S-2 Residential-Recreational Shorelands to S-3 Commercial-Recreational Shoreland District.

Riley said the Planning Commission held meetings on the request, a site inspection was conducted, and a negative recommendation was received from the Township Board. The recommendation of the Planning Commission is for denial. He stated the Public Hearing held at the Planning Commission is closed and testimony cannot be taken at the County Board Meeting.

Vetsch moved to support the Planning Commission recommendation for denial of the request to rezone from AG and S-2 to S-3 and to authorize signatures on the Notice and Order for Denial. The motion was seconded by Potter and carried 4-0. Greg Kryzer, Assistant County Attorney, provided a copy of the Notice and Order for Denial to the applicant at the Board Meeting.

#### **ITEMS FOR CONSIDERATION**

##### **7-26-17 TECHNOLOGY COMMITTEE MINUTES**

The following correction was made to the Minutes: Page 2, last paragraph, 2<sup>nd</sup> sentence, change from "Counties" to "County's" (Daleiden). On a motion by Vetsch, second by Husom, all voted to approve the Minutes as corrected. The Minutes follow:

1. Technology CIP Requests  
Presented by Tagarro

Review of technology specific CIP Requests. The term technology does not necessarily mean that the item/project will be solely for the IT department. Many of the projects are considered Enterprise in nature, as they will be utilized throughout the entire County. Another aspect of the requests is timeline. Some items are noted for 2018 budget, others are noted for further years. The idea is to prepare for upcoming expenses rather than be reactive when they are needed.

MacMillan questioned the Credit Card Implementation Project's role in CIP dollars. He noted that it was not presented as a CIP request, but that the integration costs could be substantial, due to the multiple systems used by various departments; all of them have data to integrate in very different ways. Tagarro stated that the actual startup cost for the credit card systems should be minimal, but agreed that the possible integration costs make the project worthy of CIP inclusion. Tagarro noted that he could find preliminary costs for this project and present at next meeting.

MacMillan also brought the item of Sheriff body cams up. He stated that with recent events we may likely see mandates come through State Legislation sooner rather than later requiring Sheriff body cams. His concern is that it will be a non-funded mandate where the dollars currently allocated in CIP will not be enough to cover the costs. Vergin stated that she has been working with Chief Deputy Hoffman on updating the numbers associated with squad and body cams. All in attendance agreed that MacMillan's point was valid.

Other discussion revolved around CIP items. Daleiden stated to make sure Vergin and Admin know about CIP requests before meeting to officially discuss them. Vetsch questioned how dollars are determined for CIP requests, inquiring if the process could deliver more accurate estimates. A short review of CIP Technology Requests at each meeting or on a quarterly basis was suggested. This would allow the information to be available and questions to be asked if deemed necessary.

Action: Information Only

**7-26-17 Technology Committee Minutes (cont.):****2. Office 365 Status**

Presented by Tagarro

Office 365 will soon be led by a contracted Project Manager. Teresa Friedsam will start Thursday, July 27<sup>th</sup> as the Wright County Office 365 Project Manager. She has been contracted through On-Demand Services Group, Inc, a Minnesota state program that has contracted reduced rates for high quality personnel. Teresa has transitioned over 8000 users to Office 365 and is ready to help Wright County. Her contract stipulates up to 500 hours and no longer than one year. IT Infrastructure has logged into the Cloud presence of Office 365 for the County. They are continuing to ready behind the scenes aspects. Lynda.com, a training service, also went live in July. Teresa will be directed to utilize the site for Office 365, creating training playlists to assign to county staff. The arrival of Teresa will help the rollout of Office 365 stay on track.

Action: Information Only

**3. Project Portfolio**

Presented by Tagarro

Currently there are 87 open, new, and pending Projects that are part of the IT project Portfolio. IT has simultaneously closed and opened projects. Projects are rated from Level 1 to Level 3, with a designation of "P" for program level if necessary. Level 1: 40 – 100 IT hrs, affects 2 – 4 departments, has a project cost of \$10,000 or less. Level 2: 100 – 320 IT hrs, up to 4 departments affected, and a project cost between \$10,000 to \$50,000. Level 3: over 320 IT hrs, over 4 departments affected, and a cost above \$50,000. Office 365 would be considered a P3 program, as it meets level 3 requirements and will consist of several projects. The amount of projects was discussed in relationship to employees available to complete them. Daleiden stated that they are working within the County's means to bolster the IT team. Vetsch noted that the unemployment rate is low as well, creating another piece of the puzzle in the hiring process. Daleiden also stated that the Office 365 Contractor is a test for the County in using contract workers for IT. The use of the Project Portfolio has improved the way the IT department gauges projects, but the Project Portfolio Analyst will be a key role to making a big impact on projects.

Action: Information Only

(End of 7-26-17 Technology Committee Minutes)

**RESCHEDULE 8-14-17 OWNERS COMMITTEE OF THE WHOLE MEETING TO 8-15-17 @ 10:30 AM**

Potter moved to reschedule the Meeting, seconded by Husom. The motion carried 4-0.

**RESCHEDULE 8-23-17 COMMITTEE MEETINGS**

It was the consensus to lay this item over to the next Board Meeting for discussion.

**AUTHORIZE SIGNATURES ON AGREEMENT WITH MN DOR FOR COLLECTION OF A TRANSIT SALES AND USE TAX**

Lee Kelly, County Coordinator, said the Agreement is the next step in the process of rolling out the Local Option Sales Tax voted on earlier this year. The implementation date is 10-01-17. The Agreement lays out the logistics of the tax collection. The DOR (Department Of Revenue) has sent communication to local businesses in Wright County. Vetsch noted that when the tax sunsets, the DOR retains 20% of the final month's gross receipts to be used to make adjustments or refunds. He said this will need to be addressed during budgeting. Husom stated some businesses have not been notified by the DOR and the letter sent may make it appear that it is a one percent tax. It was clarified that this is a one-half percent tax. Kelly said the DOR advised him that the letters were mailed the week of July 28<sup>th</sup>. Additional information on the tax can be obtained by contacting the DOR at 800-657-3777. The County website will be updated to include a link to the DOR website.

Potter made a motion to authorize signatures on the Agreement with the MN DOR for collection of a Transit Sales and Use Tax. The motion was seconded by Husom and carried 4-0.

**BUDGET SCHEDULE**

On a motion by Vetsch, second by Potter, all voted to approve the Budget Schedule as presented.

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. Greater MSP/A Deeper Dive For Investors. Potter attended on 8-02-17. The event provided overview on four categories (newcomers in metro, professionals of color, technology, and making Greater MSP better in general). The Twin Cities kick-off meeting will be held October 9-15, 2017. Potter provided contact information for Greater MSP to Kelly for assistance with being competitive and attractive in the IT field.
2. Center for Transportation Studies (through U of M and MnDOT). Potter attended a meeting on 8-01-17, which is the first of fourteen workshops being held throughout the State on safety. Discussion included street lighting, signage improvements, and safety improvements to CR 39.

The meeting adjourned at 9:46 A.M.

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