



## BOARD MINUTES

### BOARD OF WRIGHT COUNTY COMMISSIONERS

JUNE 19, 2018

DATE APPROVED: [DATE]

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

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

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

#### COUNTY BOARD MINUTES 6-12-18

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

#### AGENDA

The following item was petitioned onto the Agenda: Item For Consideration A., Committee Minutes, add "Personnel/Employee Relations Committee (6-12-18)" (Daleiden). Vetsch moved to approve the Agenda as amended, seconded by Borrell. The motion carried 5-0.

#### CONSENT AGENDA

Potter moved to approve the Consent Agenda, seconded by Husom. The motion passed 5-0.

##### A. ADMINISTRATION

1. wRight Choice Lease Agreement 2018-2019

##### B. AUDITOR/TREASURER

1. Acknowledge Warrants Issued Between June 6, 2018 And June 12, 2018
2. Approve Renewal Of Annual On-Sale (Including Sunday) And Off-Sale Liquor License For Two Friends Of Annandale, Inc. DBA Hitching Post At Lake Center In Corinna Township. License Period Is July 1, 2018 - June 30, 2019
3. Approve Renewal Of Annual On-Sale (Including Sunday) Liquor License For Norm's Wayside In Rockford Township. License Period Is July 1, 2018 - June 30, 2019
4. Approve Renewal Of Annual Off-Sale 3.2 Malt Liquor License For Hasty Truck Stop, Inc. DBA Olson's Truck Stop in Silver Creek Township. License Period Is July 1, 2018 - June 30, 2019

##### C. HIGHWAY

1. Approval To Receive Bids For The CSAH 38 Reconstruction Project, On One of the Following Dates: Tuesday, July 10, 2018 At 11:00 a.m.; Tuesday, July 17, 2018; Or Tuesday, July 24, 2018

##### D. INFORMATION TECHNOLOGY

1. Refer to the 6/27 Technology Committee:
  - a. ERP Status Update
  - b. Office 365 Status Update
  - c. Project Portfolio

##### E. PLANNING & ZONING

1. Accept the Findings and recommendation of the Planning Commission and rezone the following: John Grady - (Clearwater Twp.) Planning Commission unanimously recommends rezoning approximately 27 acres from AG General Agricultural to B-2 General Business

##### F. SHERIFF'S OFFICE

1. Replacement Request
  - A. Emergency Management Director

#### TIMED AGENDA ITEMS

##### **BOB HIIVALA, AUDITOR/TREASURER**

Approve Transfer Of Tobacco License For Mid County Coop (Formerly Mark's Service) In The City Of Waverly

Tammi Vaith, Chief Deputy Auditor/Treasurer, presented the Agenda item. Husom moved to approve the Tobacco License, seconded by Borrell. The motion carried 5-0.

Adopt The Preliminary Findings And Order Regarding A Full-System Repair On County Ditch #10. The Board Will Petition Itself To Initiate The Repair Proceedings Under 103E.715

Matt Detjen, Ditch Inspector, said a Ditch 10 meeting was held in March with landowners. Positive feedback was received supportive of beginning the repair process. Ditch 10 is located near Howard Lake and is 10.6 miles of open ditch. The last

major repair was in the 1980's. Ditch 10 is part of a pilot project with the SWCD.

Borrell moved to adopt Resolution #18-49 accepting the preliminary Findings and Order regarding a full-system repair on County Ditch #10, initiating the repair proceedings under 103E.715. The motion was seconded by Potter. Borrell noted that landowners on this Ditch will be responsible for the repair costs. Those costs can be placed on tax statements to be paid back over a one-year period with interest. The County is obligated by law to maintain County ditches as drainage authority. The ditches are maintained by the County, not owned by the County. The motion carried 5-0 on a roll call vote.

The Board Will Appoint The Engineering Firm Of I&S Group, Inc. (Mark Origer, P.E.) To Prepare Plans And Specifications And File And Report Within 9 Months Of This Order

On a motion by Vetsch, second by Borrell, all voted to appoint the Engineering Firm of I&S Group, Inc. (Mark Origer, P.E.) to prepare plans and specifications and file and report within 9 months of this Order.

**SHAWNA ATHMAN, BUSINESS MANAGER, SHERIFF'S OFFICE**

Recognize The Wright County Area United Way For Their Donation of \$5,000.00 to The Sheriff's Office. Adopt Resolution Accepting Donation

Athman said the Wright County United Way donated \$5,000 to assist with medical training for deputies, who perform more than 4,000 medical calls per year. Melissa Mulder, United Way Executive Director, and Paul Albares, United Way Board of Directors, presented the donation. Mulder said 99% of what the United Way gives stays in the community. The focus is health, education, food, and shelter relief.

Husom moved to adopt Resolution #18-50 accepting the \$5,000 donation to the Sheriff's Office from the Wright County Area United Way. The motion was seconded by Vetsch and carried 5-0 on a roll call vote.

**CARRIE TRIPP, VICE PRESIDENT FOR EXTERNAL RELATIONS, INITIATIVE FOUNDATION**

Overview of Services Provided To Wright County By The Initiative Foundation

Tripp provided information on the services the Initiative Foundation provides to Wright County and the 14-County Region. Their mission is to help local communities thrive and prosper. The cornerstone is a healthy and vibrant economy through workforce development, business financing, and direct technical assistance to businesses. They anchor that with general community work and philanthropic work. Tripp said local units of government are eligible for grants, especially planning grants. She provided the 2017-2019 strategic priorities and said they seek to advance the next generation of leaders. In 2017, there were 15 grants (\$652,090), 1 loan (\$50,000), and 3 jobs created. Business loans were provided to the Wright County Economic Development Partnership-Cokato & Hanover; St. Michael; Buffalo; and Waverly. Workforce issues include availability of labor/skills, child care, and affordable housing. Five grants were dispersed in Wright County, one of which was to the Greater Sylvia Lake Association for AIS prevention. Programs include Central MN Jobs & Training and Big Lake Community Food Shelf. Discussion followed on the AIS prevention project on Lake Sylvia. Tripp said that involves a \$623,000+ investment by the Initiative Foundation. The grant enabled the pilot project to be initiated.

**ANN BURNS AND MARY BETH NOLL, AMERICAN PROMISE**

American Promise Resolution RE: Federal Campaign Finance Funding

Burns and Noll presented information with the goal of gaining support of a resolution calling for an amendment to the Constitution relating to Federal Campaign Finance funding. Information was provided on three major themes. Burns said the first is the problem, and the problem is money having a corrupt influence in politics. She said it is a cross partisan problem accepting funding which could be called legal bribery, and is a result of a series of Supreme Court rulings allowing unlimited campaign spending. The second is the solution. Burns said they view the 28<sup>th</sup> amendment as the best way to address the problem and the Supreme Court rulings. The third addresses the democracy as a great experiment in self-government with real human beings, individuals with equal rights, and deciding how to govern to get the weight of big money out of politics.

An overview of the PowerPoint presentation was given. Noll said the group feels supporting the resolution promotes citizenship by encouraging residents to engage in civic responsibility and knowing they have a say in how government is run. Amending the constitution is a process in which each State could have a say on what is needed to function as a democracy. Noll said the request is to help inspire legislators by calling on them to pass Senate File 1082 and House File 2139. Finally, they ask the County Board to partner with them and the remainder of the grass roots movement across the nation by calling for the passage and ratification of the 28<sup>th</sup> Amendment.

Chuck Dery, who lives near South Haven, supports moving the information to the legislature. He feels this is about democracy and said democracy is failing because of the money involved. He said the Commissioners represent local

democracy, and he asked the Board to vote so the citizens can understand their positions on this topic.

Commissioners voiced their individual positions on the passage of the resolution. Borrell supports being able to pool funding to have a larger voice in the causes he believes in and does not want that right taken away. He encouraged those present to contact their state representatives. He also requested information on funding of the effort. Vetsch views the amendment as a step to local control. He said this is more an individual initiative rather than a party initiative and does not think it stifles freedom of speech. Husom said the amount of money put into elections is immoral. She said political spending is recognized as a form of free speech. If this is passed, she is concerned that those involved will find ways around the laws and policies to get what they want. She supports these efforts and her concern is with free speech, but she is not prepared to vote on the issue at this time. Potter said that even if the amendment is passed in Minnesota, the topic may die when it goes to committee in Washington, D.C.

Vetsch made a motion to adopt the resolution supporting the 28<sup>th</sup> Amendment. The motion failed for lack of a second.

The consensus was that more information on this topic should be provided to the individual Commissioners to assist them in making a decision on whether to support passage of the resolution.

The meeting recessed at 10:15 AM and reconvened at 10:21 AM.

#### **VIRGIL HAWKINS, HIGHWAY ENGINEER**

Award Contract No. 1805 for the 2018 Street Light Improvement Project to Design Electric, Inc. The low bid received is from Design Electric Contractors, Inc. of Saint Cloud, Minnesota in the amount of \$36,777.00

Hawkins said bids were received on 5-24-18. The project includes two intersections. The first is the intersections of Highways 17 and 13 in Delano (County Line road). The second is Highway 75 and Grover Avenue in Clearwater Township. Funding will be \$33,099.30 in HSIP Safety Grant Funds and \$3,677 in local levy funds.

Potter moved to award Contract No. 1805 to Design Electric Contractors, Inc. of St. Cloud in the amount of \$36,777.00. The motion was seconded by Husom and carried 5-0.

Award Contract No. 1809 That Includes Construction Of A Mini-Roundabout At The Intersection Of CSAH 8/CSAH 57/Elm Street In Maple Lake. And Highway Ditch Improvements Along CSAH 8 South Of Division Street. Bids Were Received On Thursday, May 24, 2018. The Low Bid Received Is From Landwehr Construction Inc. In The Amount Of \$619,390.68

Hawkins said there is a Memorandum of Understanding with the City of Maple Lake for their local share.

Borrell moved to approve Contract No. 1809 with Landwehr Construction Inc. in the amount of \$619,390.68. The motion was seconded by Vetsch and carried 5-0.

#### **MARC MATTICE, DIRECTOR OF PARKS AND RECREATION**

Request To Schedule A Parks and Recreation Committee Of The Whole Meeting In July

On a motion by Husom, second by Borrell, all voted to schedule a COTW Meeting on 7-09-18 from 8:00 AM to 12:00 PM. The group will meet at the Parks Building. Agenda items include: Review Capital Improvement Plans, Review Stanley Eddy Property Acquisition Status, and General Parks Tour (Bertram, Otsego, Beebe Lake, and Schroeder).

Adopt A Local Government Sponsor Resolution Related To A Park and Trail Legacy Grant Application To Be Submitted On OR Before July 27, 2018

The initial campground development cost is estimated at \$3,300,000. A grant request of \$2,450,000 along with a local match of \$850,000 is detailed in the Capital Improvement Plan. The grant will be submitted by 7-27-18 and if funds are awarded, the project could start in 2020 with completion in 2021.

Vetsch made a motion to adopt Resolution #18-51, the Local Government Sponsor Resolution related to the Park & Trail Legacy Grant Application to be submitted. The motion was seconded by Borrell and carried 5-0 on a roll call vote.

Award Contract #1810, For The Paving OF The Off-Road Trail Along CSAH 12, From Montrose To Buffalo

Bids were received on 5-24-18. The low bid is from Knife River Corporation, \$463,835.20. This is \$92,735.20 over budget. The grant request was written in 2015, and a few items and policies have changed since that time. Most notably would be the ADA guidelines adopted in 2017, which increased the cost of the project by \$39,185.20. The asphalt cost was the other major difference from the project estimate of \$46,530. The federal funding portion of the project is \$296,800, and the

County share is \$166,955.20 which is \$81,955 over budget. To help fund the shortfall, the asphalt thickness could be reduced from 3 inches to 2.5 inches reducing the cost by \$46,000. The recommendation is to award the contract to Knife River Corporation in the amount of \$463,835.20 (\$296,880 Federal Grant Funds & \$166,955.20 County Parks Funds).

Potter moved to award the contract to Knife River Corporation in the amount of \$463,835.20 to include a 3-inch asphalt thickness, seconded by Borrell. Hawkins said the recommendation is to proceed with the 3-inch base as designed. The motion carried 5-0.

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

Accept the Findings and recommendation of the Planning Commission and adopt 18-2 & 18-4 amendments to the Land Usage and Zoning of the Wright County Code of Ordinances

#### Ordinance Amendment 18-2:

The Wright County Planning Commission will be reviewing and discussing an amendment to exclude public lands in § Section 155.003(B)(1); add the word stored in § 155.003(21) Business definition; include a definition for Seasonal Storage, § Section 155.003(129a) and include a Conditional Use for Seasonal Storage in § Section 155.048(D) AG General Agricultural zone. Also, change the rear yard setback in § Section 155.050(F)(4) Suburban Residential (R-2) and § Section 155.051(F)(4) Suburban Residential (R-2a) from 50' to 30'; and also, § Section 155.055(E)(4) General Industry District (I-1) from 50' to 35'. Amend § 155.086 to include Guesthouses in the AG General Agricultural District and minor setback clarification; and amend Solar Energy Farms & Solar Energy Systems, § 155.108 (C)(14) add: "The salvage or resale value of the infrastructure shall not be used in calculating any offset or credit against the estimate of the total cost to remove the infrastructure and reclaim the property to its original condition."

Riley said two draft versions of Ordinance Amendment #18-2 were provided to the Board. The first version does not include language relating to seasonal commercial storage and the second version includes seasonal commercial storage language. The Planning Commission had a couple of workshops on whether to allow seasonal storage in the AG District.

Borrell said the second version came about because feedback was received from constituents and township supervisors on the CUP (Conditional Use Permit) fee. Borrell has an item later in the Agenda that would allow this as an authorized use without a CUP fee. Riley said that is one of the things that came up. The Planning Commission also had concern with whether people will understand building code requirements. Also discussed was whether it should be a permitted use instead of a conditional use.

Riley said the original version includes commercial storage and will require a CUP. Borrell asked Riley if the Board could still pass the original version even though it was not recommended by the Planning Commission. Riley said that whatever is passed, it should be done as a CUP. It will be difficult to do as a permitted use. The Planning Commission voting 6:1 against it. Borrell said the main objection of the Planning Commission was that the County should not charge anything; it should be a permitted use. Daleiden disagreed and said it allows a method in the situation someone is doing something illegal or obstructing for other purposes. Borrell said he supports that.

Vetsch questioned whether people would be agreeable to a lesser fee. Riley said it involves more than a fee. It is a process that involves an application and plans, and the request is presented to the township. A permitted process may result in an unclear definition, which leaves Riley exposed to interpreting those types of things. Vetsch questioned whether they should let this play out at the Planning Commission level. Borrell said that will not happen. There is a segment of the Planning Commission that feels it should be permitted. Borrell agrees with Riley on requiring a CUP. Borrell asked whether the CUP fee would be a one-time fee. Riley said it would be unless described differently by the Planning Commission.

Greg Kryzer, Assistant County Attorney, said he would address Borrell's question on what the Board can procedurally do today. What came from the Planning Commission was a recommendation and referral. The County Board can adopt whatever ordinance or make further amendments as necessary. That is why staff provided the original version and the version with the change as recommended by the Planning Commission. He said the Board can adopt whatever version or amendment it desires.

Borrell made a motion to adopt Ordinance Amendment #18-2 as originally presented by staff. That version allows for a CUP, a fee, and a hearing. Riley said the fee is \$350, and that fee is charged to all businesses. Language in 18-2 remains the same except for the language relating to commercial storage definition and the allowance of it as a CUP in the AG District. Other language changes relate to rear yard setbacks in zoning districts. The motion was seconded by Vetsch. Daleiden asked staff whether they are comfortable with the motion or whether additional review of the document is needed. Riley replied

that the CUP was discussed at length. They will find out during implementation whether any modifications to the Ordinance are required. The Planning Commission may be able to deal with those changes, but otherwise it will come back to the Board to amend the Ordinance. The motion carried 5-0 to adopt Ordinance Amendment 18-2 as originally presented by staff. A summary of the Ordinance Amendment follows:

The Wright County Board of Commissioners approved an amendment to exclude public lands in § Section 155.003(B)(1); add the word stored in § 155.003(21) Business definition; include a definition for Seasonal Storage, § Section 155.003(129a) and include a Conditional Use for Seasonal Storage in § Section 155.048(D) AG General Agricultural zone. Also, change the rear yard setback in § Section 155.050(F)(4) Suburban Residential (R-2) and § Section 155.051(F)(4) Suburban Residential (R-2a) from 50' to 30'; and also, § Section 155.055(E)(4) General Industry District (I-1) from 50' to 35'. Amend § 155.086 to include Guesthouses in the AG General Agricultural District and minor setback clarification; and amend Solar Energy Farms & Solar Energy Systems, § 155.108 (C)(14) add: "The salvage or resale value of the infrastructure shall not be used in calculating any offset or credit against the estimate of the total cost to remove the infrastructure and reclaim the property to its original condition."

Ordinance Amendment 18-4: Minor grammatical changes to current Ordinance

Vetsch made a motion to adopt Ordinance Amendment #18-4, seconded by Husom. The motion carried 5-0. A summary of the Ordinance Amendment follows:

Numerous Minor grammatical changes to current Code of Ordinances.

**ITEMS FOR CONSIDERATION**

**6-13-18 BUILDING COMMITTEE MINUTES**

At today's County Board Meeting, Borrell moved to approve the minutes and recommendation, seconded by Potter. Potter said this is time sensitive because of the Federal Bureau of Investigations (FBI) funding cycle in July. If Wright County doesn't act, the funding could go elsewhere. The County needs to look at whether to incorporate other uses into the facility. Vetsch asked whether there is an option to opt out if so desired. Brian Asleson, Chief Deputy Attorney, said his interpretation would be the primary purpose is to indicate a willingness to move forward on Wright County's part so the FBI can secure funding. There is language to allow for opting out. Vetsch viewed this as a good thing but wants this option in case it costs more than the County desires to spend. Daleiden referenced the \$8,670 lump sum to TRS Range Services LLC and inquired whether that includes flight costs, hotels, car rentals, etc. Lee Kelly, County Coordinator, said his recollection is that the proposal is all inclusive. The County will not engage the services of TRS right away as design work is being done for the building. Daleiden thought it would be good to have them evaluate the site before designing the building. It was the consensus that the Memorandum of Understanding does not need to be signed at this point which will provide an opportunity for the Attorney's Office to review the document. The motion carried 5-0. The Committee Minutes follow:

**I. SHERIFF'S OFFICE RANGE PROJECT**

Wilczek opened the meeting with a brief summary update of the project.

Hoffman described the recently updated Memorandum of Understanding (MOU) that was delivered by the FBI. In the new MOU, there are \$2.2m allocated to the project for contribution. Hoffman stated there was a meeting with the highway dept about an access road into the site, but costs have not been developed yet. He also noted there appears to be fiber at the intersection of County Rd 8 & 35, but believes it goes south and not west. Highway is verifying the fiber locations, but there will be a cost to run the fiber to the site. It was stated we do not have a construction cost estimate at this time, but do have numbers from a similar FBI project that cost \$1.8m. There was discussion that this may be a little larger because of some additional space needs beyond the FBI requests.

Hoffman requested signing the MOU to secure the funding with the FBI, then connect with Total Range Solutions (TRS) or another firm to complete a range study / assessment. Hoffman stated TRS would be able to assist in presenting a preliminary construction budget because of their experience with similar projects.

Wilczek asked Hoffman if he would prefer to do an assessment study with TRS before an architect is involved? Hoffman stated that it would be fine if an architect was selected and then engaged a group like TRS in their fact-finding phase of design as well. Wilczek stated an architect would want to work together on developing the needs & cost.

Borrell questioned if the MOU could be contingent on getting conditional use permits or formal approval. Hoffman didn't recall that a condition use permit was needed in the past and was not sure if we need public hearings for this

**6-13-18 BUILDING COMMITTEE MINUTES (cont.):**

project. Borrell stated he would prefer language inserted in the MOU to make sure Wright County is covered in the case permitting or process does not allow the project to move forward.

Potter stated the associated costs and the MOU improves Wright County's training and range. It makes sense to contribute relatively small funds if needed to get the project completed given the benefits.

Hoffman distributed a TRS proposal noting a cost of \$8,670.00.

Potter & Borrell commented this is a bit more complicated with the EEOC, data room, and other needs as compared to just constructing a range. This project engages a lot more pieces. Borrell asked that maybe Wright County should work with someone local on this project like Rick Scott (Scott Builders) as they have an in-house architect.

Wilczek stated he would connect with an architect to get the process discussion started.

Potter asked how soon the FBI wants the MOU signed? Deringer said they would prefer our scope back and commitment in July 2018 as they would like to fund the project soon. They have other projects around the county that the money may be spent on if it was to take longer.

**RECOMMENDATION:** Approval of the MOU with additional language to protect Wright County pending permitting and conditional use. Wright County Board to authorize Sheriff Hagerty's signature on the MOU. Wilczek to engage an architect.

(End of 6-13-18 Building Committee Minutes)

**6-12-18 COMMITTEE OF THE WHOLE MINUTES**

At today's County Board Meeting, Potter moved to approve the minutes and recommendation. The motion was seconded by Vetsch. Husom made the following change to the minutes: Page 2, Recommendation, 2<sup>nd</sup> line, change to "...identified in the Class and Comp Study..." The motion carried 5-0. The Committee minutes follow:

**I. County Administrator Job Description**

Commissioner Vetsch raised questions regarding section 8, page 3 of the draft County Administrator job description. Questioned if the Personnel Committee would remain the same or if it would change, such as doing the performance reviews for department heads.

Commissioner Daleiden stated the Administrator is under the direction of the Board.

Coordinator Kelly stated that some Counties involve the County Board in the union negotiation process and some do not. It was noted that having two commissioners in the process would be the preference, that lends support to the decision-making process for the full Board. Human Resource Director S. Johnson added that he does not see much changing with the negotiation process, sees that continue as is.

Vetsch stated that he could see changes occurring to the performance review process for department heads.

Discussed 8.1 of the job description, with regards to department heads. It was consensus that the Board retain discretion to remove department heads and will continue to be involved in the hiring process. Department heads will report to the Board "through the direction of the County Administrator". Noted that it is important for the County Administrator to keep the Board involved and informed of activities.

Discussed the Assistant County Coordinator position; if moving to a County Administrator, this position would then move to the Assistant County Administrator.

Discussed timing and process for moving forward. Vetsch stated that he would like to see the County Administrator as a contracted employee outside of the county's wage scale structure.

Staff was directed to gather wage data from the comparable counties that were identified for the Class and Comp study, along with samples of contracts. Vetsch also stated he would like to see this a pay for performance position. Daleiden added that he would like to see a three (3) year contract. Some changes per today's discussion will be made to the job description.

**6-12-18 COMMITTEE OF THE WHOLE MINUTES (cont.):**

Vetsch addressed the Assistant County Administrator position stating that this should be structured like a chief deputy to a sheriff, wages need to be tied together; need to address 2<sup>nd</sup> in command vs 1<sup>st</sup> in command.

Johnson noted that Springsted could assist with this process as they will have the data that the County is looking for.

It was suggested that Coordinator Kelly utilize his own attorney for the contract.

Due to budget timelines the Board would like to see this information back before them after July 4.

**Recommendation:**

Move forward with County Administrator structure. Provide salary information and years of service from the comparable Counties identified in the Class and Comp Study for the Assistant Administrator and Administrator, along with a contract for the Administrator. Once that information is available another COTW meeting is to be scheduled.

(End of 6-12-18 Committee Of The Whole Minutes)

**6-13-18 PERSONNEL COMMITTEE MINUTES**

At today's County Board Meeting, the following changes were made to the minutes: Page 1, Others Present should read, "Steve Jobe, Alek Halverson, Eric Stennes" (Kelly); Page 1, Others Present, Remove "Kelly" (Husom); Page 1, paragraph 2, 1<sup>st</sup> line, change to "Alek Halverson" (Kelly); Page 2, correct the heading date to "6-13-18" (Kelly). Husom moved to approve the minutes as corrected and the recommendations. The motion was seconded by Potter. Vetsch referenced positions that are being hired at 30 percent and 50 percent of the salary range. He wanted those hired to understand that they will not be moving to 30 and 50 percent of the salary range after the Class and Comp Study is completed. Those employees will move in the same linear fashion as other employees. He asked whether this will pose an issue when an employee is in a union and Kelly responded that was not necessarily the case. Potter said that the cost to rehire and train for this position will far exceed this. Those things were considered and discussed at the Committee level. The motion to approve the Committee minutes carried 5-0. The Committee Minutes follow:

**I. GIS Applicant Starting Wage**

Steve Jobe, County Surveyor, reported that they received a number of candidates for the open GIS Specialist position. Jobe was optimistic with the number of applicants that were received, however interest in this position has wavered due to wage expectations of the candidates.

Alek Halverson, GIS Coordinator stated that there were eighteen applicants for this position. Eleven of the candidates were offered interviews and eight of the candidates participated in the interview process. Halverson reported that they were comfortable with five of the interview candidates. A few of the candidates requested a starting wage of \$26.50 or more per hour for a starting wage. The salary range for the GIS Specialist position is \$19.44 – \$27.22 per hour. The selected candidate has a couple years of experience working with private companies in the GIS field and previously worked for another county as a GIS Coordinator. The selected candidate lives in Wright County and is looking forward to working closer to home.

Halverson stated that the salary range is currently at \$19.44 - \$27.22 per hour and the selected candidate is requesting a starting wage of \$23.50 per hour. He stated that the selected candidate stood out among the other candidates and has a number of years' experience in the GIS field.

Mike Potter, Commissioner said that he was in favor of the request due to the candidate's experience, commenting that it displays that the candidate wants to be at Wright County and is not just seeking to gain experience and move on to another opportunity.

Chris Husom, Commissioner commented that it becomes costly to go through the hiring and training process continuously when candidates are newer to the field.

Schawn Johnson, Human Resources Director, stated that it is a challenge to find people to fill GIS positions and that the County would be gaining a person with experience in the field and that they would be able contribute immediately to this department.

Potter stated that he is in favor of the hiring the GIS candidate at the requested starting wage of \$23.50 per hour.

Husom stated that she agreed with the requested starting wage for this candidate.

Johnson stated that he felt the starting salary request was reasonable due to the skill sets that this candidate would provide to the County.

**6-13-18 PERSONNEL COMMITTEE MINUTES (cont.):**

Recommendation: Approve to Hire the GIS Specialist at \$23.50 per hour.  
(End of 6-20-18 Personnel Committee Minutes)

**SCHEDULE OWNERS COMMITTEE MEETINGS (KELLY)**

Kelly stated construction is beginning on the new Justice Center. He proposed the first meeting on 6-27-18 and meetings on the third Wednesday of the month following that. Borrell and Potter serve on the Owners Committee.

Potter moved to schedule an Owners Committee Meeting on 6-27-18 at 1:00 P.M. and on the third Wednesday of each month at 1:00 P.M. The meetings will be held either on site or at the Highway or LEC buildings. The motion was seconded by Husom and carried 5-0.

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

The Board discussed cancellation of the 9-04-18 Board Meeting as Vetsch will not be attending. The consensus was to revisit this action in late July or early August.

**REFER ORDINANCE AMENDMENT NUMBER 18-5 TO THE PLANNING COMMISSION FOR A PUBLIC HEARING (BORRELL)**

This topic is no longer relevant due to the passage of Ordinance Amendment #18-2. Borrell moved to table this item, seconded by Potter. The motion carried 5-0.

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. Coordinator Report.
  - A. Correspondence was received from BKV Group on their proposal. Kelly will place a request on the next Board Meeting to schedule a COTW Meeting.
  - B. Kelly attended a City of Buffalo Meeting on 6-18-18 where annexation for the Justice Center was discussed.
  - C. Kelly participated in the Soil & Water Conservation Tour. He said it was nice to meet the residents and see some of the practices put into place. Borrell, Husom and Vetsch also attended the tour and said it was a great.
2. Good Neighbor Days. Borrell announced the event will be held June 21-June 24 in Howard Lake.
3. MEADA (Methamphetamine Education and Drug Awareness) Coalition. Husom attended a meeting on 6-13-18. Schools can apply for a \$500 grant to be used toward educational programs that fight drug abuse. Post cards were sent to students prior to prom letting them know the dangers of drugs. A Statewide Health Improvement Partnership (SHIP) grant was received through Public Health. An opioid task force will be formed.
4. Public Works Labor Management. Husom attended a meeting on 6-14-18. The group is discussing the use of CIP funds and how the funding should be distributed for the Annandale and Otsego sites.
5. Mayor's Association Meeting. Husom said Chad Hausmann, Assisting Highway Engineer, presented at the meeting on the Wright County Highway System and projects. Daleiden and Vetsch attended the meeting as well.
6. Wright County Community Action. Daleiden attended the meeting on 6-12-18. The group is working closely with Wright County Health & Human Services with a goal to eliminate duplication of services. They are also trying to do more with the senior grant they were given.
7. Xcel Energy Meeting. Vetsch will attend a meeting on 6-26-18 where integrated resource planning will be discussed.
8. WCAT (Wright County Area Transit) Meeting. Vetsch and Potter will attend a meeting on 6-19-18.
9. 7W/MnDOT Meeting. Potter attended a meeting in St. Cloud which was a joint meeting with the TAC Board and the Policy Board. He said funding for projects in the past has been good and that trend will continue. There will be a lot of activity in the next few years because of the state gas tax.
10. Upcoming meetings for Potter include the Great River Regional Library Board (6-19-18), the long-range transportation plan meeting at the Highway Department (6-20-18), KRWC Radio Show (6-20-18), and the AMC Business Partners Reception (6-21-18).
11. Board of Equalization Meeting on 6-18-18. Daleiden said staff from the Assessor's Office did a great job at the meeting and in working with property owners to try to attain resolution.

The meeting adjourned at 11:36 A.M.

Respectfully submitted,

Susan Backes, Clerk to the County Board