



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

MAY 21, 2019

DATE APPROVED: MAY 28, 2019

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

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

COUNTY BOARD MINUTES 5-07-19

Husom made a motion to approve the minutes. The motion was seconded by Potter and carried 5-0.

AGENDA

Daleiden referenced Consent Item E1, "Refer to 5-21-19 Personnel Committee Discussion On Vacant Appraiser Position & Personnel Needs Within The Assessor's Department." He said the Agenda should be modified to refer the item to the 6-12-19 Personnel Committee meeting.

Daleiden moved to approve the Agenda as amended. The motion was seconded by Husom and carried 5-0.

CONSENT AGENDA

Borrell made a motion to remove the following items from the Consent Agenda for discussion:

D. ADMINISTRATION

1. Refer To 5-21-19 Personnel Committee Discussion On Hire Of Facilities Supervisor Position Above 12% Of Minimum Hire Range

H. HEALTH & HUMAN SERVICES

1. Refer To 5-21-19 Personnel Committee Meeting A Request To Hire Social Worker III Position Above 12% Of Minimum Hire Range

J. PLANNING & ZONING

1. Refer To 5-21-19 Personnel Committee Discussion On Hire Of Building Inspector Above 12% Of Minimum Hire Range

The motion includes approval of the remainder of the Consent Agenda which follows. The motion was seconded by Daleiden and carried 5-0.

A. ADMINISTRATION

1. Claim - Madden, Galanter, & Hansen Attorneys at Law, April 2019 Services, \$6,908.70

B. ADMINISTRATION

1. Reappoint Stephen Michel To A Three-Year Term On The Wright County Personnel Board Of Appeals, Eff. 7-01-19 Through 6-30-22

C. ADMINISTRATION

1. Authorize Attendance Of Commissioners, Interviews For Tactical Training Center Construction Manager, 5-21-19 @ 12:30 P.M.

E. ASSESSOR

1. Refer To 6-12-19 Personnel Committee Discussion On Vacant Appraiser Position & Personnel Needs Within The Assessor's Department

F. ATTORNEY

1. Authorize Litigation to Correct and Abate Zoning Violation, 4695 Rhoades Avenue N.W., French Lake Township, PID No.'s: 209029001010, 209029001040, 209029001050, 209029001060

G. AUDITOR/TREASURER

1. Acknowledge Warrants Issued Between May 1, 2019 And May 14, 2019
2. Approve Renewal Of Annual Off Sale 3.2 Malt Liquor License For Lantto's Store, Inc. (French Lake Township) For The License Period July 1, 2019 Through June 30, 2020

I. HIGHWAY DEPARTMENT

1. Position Replacement:
 - A. Diesel Mechanic
- K. SHERIFF'S OFFICE
 1. Position Replacements:
 - A. Deputy
 - B. Part-Time Civilian Bailiff

The Board then discussed the following items that were pulled from the Consent Agenda:

D. ADMINISTRATION

1. Refer To 5-21-19 Personnel Committee Discussion On Hire Of Facilities Supervisor Position Above 12% Of Minimum Hire Range

H. HEALTH & HUMAN SERVICES

1. Refer To 5-21-19 Personnel Committee Meeting A Request To Hire Social Worker III Position Above 12% Of Minimum Hire Range

J. PLANNING & ZONING

1. Refer To 5-21-19 Personnel Committee Discussion On Hire Of Building Inspector Above 12% Of Minimum Hire Range

Vetsch said the intent is to defer to Administration negotiation of the above items, and to set a Personnel Committee Of The Whole Meeting to discuss the topic of the hire above 12% of minimum grade range. Borrell voiced concern with the number of requests to hire above the 12% range in general.

Husom made a motion to defer the authority to Administration to negotiate the three requests from the Consent Agenda (listed above) and to schedule a Personnel Committee Of The Whole (COTW) Meeting to discuss the topic of hire above the 12% minimum grade range. The motion was seconded by Potter. Potter said the process needs to be reviewed because of the time involved with sending a request to committee and then to Board for approval. He supports authorizing Administration to handle such requests due to the staff time, meetings, and paperwork involved.

Lee Kelly, County Administrator, said with this action the Personnel Committee Meeting scheduled for today at 10:15 A.M. is cancelled. He noted that with one of the positions being approved today, there were nine candidates interviewed. Eight requested a higher wage than the one being approved. The motion carried 5-0.

Set Personnel Committee Of The Whole Meeting

Potter moved to set a Personnel COTW Meeting for 5-28-19 at 11:00 A.M. The motion was seconded by Husom and carried 5-0.

TIMED AGENDA ITEMS

MARC MATTICE, PARKS & RECREATION DIRECTOR

Adopt Resolution Authorizing Signatures On Snowmobile Grant In Aid Programs For The Wright County Snowmobile Association

Mattice explained action will authorize him to sign appropriate documents on behalf of the Wright County Snowmobile Association relating to their participation in the Grant in Aid Snowmobile Assistance Program for the 2019-2020 season. Snowmobile clubs in the County are part of one association.

Potter moved to adopt Resolution 19-67 authorizing County officials to sign the appropriate agreements with the State of Minnesota and an agreement with the Wright County Snowmobile Association, subject to approval by the County Attorney as to form and execution. The motion was seconded by Daleiden and carried 5-0 on a roll call vote.

BRIAN ASLESON, CHIEF DEPUTY ATTORNEY

Approve Of Retaining Clay M. Dodd To Perform Appraisals For Purposes Of Tax Court

Asleson presented two separate proposals for appraisals for Tax Court valuation appeals. Both properties are large distribution warehouses along the Highway 101 corridor in Otsego. The services will include a preliminary proposal,

providing an opportunity to negotiate with the landowner. Phase II will include a full written appraisal. Additional fees will be incurred if it moves to trial.

Potter moved to approve retaining Clay M. Dodd to perform appraisals for purposes of tax court. The motion was seconded by Daleiden and carried 5-0.

GREG KRYZER, ASSISTANT COUNTY ATTORNEY

Schedule Tentative Public Hearing For Creation Of Lake John Association LID (Lake Improvement District)

Kryzer said that representatives from Lake John are ready to proceed with filing of a petition to create a Lake John Association LID. He suggested scheduling a Public Hearing on this matter for 7-16-19.

Potter moved to schedule a Public Hearing on 7-16-19 at 9:30 A.M. The motion was seconded by Husom and carried 5-0.

VIRGIL HAWKINS, HIGHWAY ENGINEER

Approve Resolution For Agency Agreement (MnDOT Contract No. 1033820) Between Wright County And MnDOT. Agency Agreement (MnDOT Contract No. 1033820) For Advance Construction Of The CSAH 39 Buffer Lane Safety Project (Monticello To Otsego) Was Approved By The County Board At The May 7, 2019 Meeting. A Resolution Was Included And Is Required, But Was Not Acted On At The May 7, 2019 Board Meeting.

Hawkins explained that Agency Agreement (MnDOT Contract No. 1033820) for Advance Construction of the CSAH 39 Buffer Lane Safety Project (Monticello to Otsego) was approved by the County Board at the 5-07-19 meeting. A resolution was included and is required, but not acted on at the 5-07-19 Board Meeting.

Potter moved to adopt Resolution #19-68. The motion was seconded by Daleiden and carried 5-0 on a roll call vote.

Reject Bids Received For The CSAH 19/38 Project And Authorize Rebidding The Project This Fall. Bids Were Received On Tuesday, May 14, 2019. The Low Bid Is From New Look Contracting, Inc. Of Rogers, MN In The Amount Of \$12,531,276 (37.3% Over The Engineer's Estimate). We Recommend Rejecting The Two (2) Bids Received And Rebidding The Project Later In The Year.

Hawkins said the two bids received were 37% over the Engineer's estimate. He recommended rejecting the bids and rebidding later this year. The work will be done in 2020. MnDOT State Aid supports rebid of the project and verified the federal dollars in the 2019 STIP (Statewide Transportation Improvement Program) will not be in jeopardy due to rebid.

Borrell moved to reject the bids for the CSAH 19/38 Project and to authorize rebid. The motion was seconded by Husom and carried 5-0.

BOB HIIVALA, AUDITOR/TREASURER

Tammi Vaith, Chief Deputy Auditor/Treasurer, presented the Auditor/Treasurer items.

Approve April Revenue/Expenditure Budget Report

Potter moved to approve the April Revenue/Expenditure Budget Report. The motion was seconded by Daleiden and carried 5-0.

Approve Minutes From Ditch Committee Of The Whole Meeting On May 3, 2019

Borrell moved to approve the 5-03-19 Ditch Committee Of The Whole minutes. The motion was seconded by Daleiden and carried 5-0. The minutes follow:

I. Ditch Repair Funding Sources and Policy to spread costs to benefited landowners

Hiivala opened the meeting by sharing that he had reached out to sister counties regarding the policy they have in place on large ditch assessments. Most of the responses indicated that other counties are spreading the large

5-03-19 Ditch Committee Of The Whole Minutes (cont.):

assessments over 15-20 years at a 4% interest rate with graduated assessments based on total amounts due by landowner. Hiivala stated that the decision made by the COTW today would be incorporated into our current Drainage Policy.

Hiivala recommended that the interest rate be set at 4%, which is the current rate set by the State Court Administrator for judgements under M.S. 549.09, which you cannot exceed.

After much discussion the following policy was agreed upon by staff and the Drainage Authority regarding ditch assessment policy:

- Interest Rate will be set at 4%
- 1-year for assessments \$500 or less (by landowner)
- 3-years for assessments \$500.01 to \$1,000.00 (by landowner)
- 5-years for assessments \$1,000.01 to \$10,000.00 (by landowner)
- 10-years for assessments \$10,000.01 to \$50,000.00 (by landowner)
- 20-years for assessments \$50,000.01 and over (by landowner)
- The County will use General funds to pay for the repairs and charge interest. The interest charged will go back to the General Fund.
- The ditch policy will be changed from \$10 thousand to \$15 thousand for repair work, that can be authorized by the Drainage Authority Representative (the Commissioner in that district where the repair occurs). Any repair amount over \$15 thousand shall be brought to the County Drainage Authority (Wright County Board of Commissioners) for approval.

The Drainage Authority felt an additional section for emergency repairs, in the ditch policy, was not required at this time

II. Possible Retainer/Partnership with Engineering Firms for Drainage System repairs

Vetsch stated that he had met with Luke Johnson from Soil and Water regarding a partnership. The issue of having an engineer on retainer was raised when an engineer had to be hired to look at County Ditch 35. It was a large amount of money to have the engineer look at that system. After discussions with Virgil Hawkins and Chad Hausmann from Highway, it was brought up about having an engineer on retainer for small projects, like County Ditch 35 for a fixed cost. Soil and Water has an engineer, and for small projects Johnson would be willing to allocate hours to the County on an as-need-basis. Working with Soil and Water would be dramatically more cost effective than hiring an outside firm on retainer for engineering services. It gives our Drainage Coordinator resources to utilize and eliminates charging the benefited landowners such large amounts for a small project or clean out on a system.

Detjen added that we have a lot of ditch systems that have good records, not great records. We do not always have as constructed documents. Therefore, we can tell where the ditch is located but we do not know how deep the ditch was originally constructed. Soil borings, per statute, must be done by an engineer. In some cases, like on County Ditch 36, a joint soil boring was done with SWCD and the DNR to come up with a repair depth. So, instead of having to go through a re-establishment of records process, which is very costly, a licensed engineer could do the soil borings and determine the repair depth.

Borrell was concerned about adding even more expense on the benefited landowners. Vetsch suggested that the retainer for the engineer be paid for out of the General Fund account and not charged back to the landowners. Our Ditch Coordinator needs to be able to have an engineering resource they can ask questions of and not worry about charging that back to the ditch system.

Hiivala pointed out that SWCD operates under 103F, which is different than the drainage authority operating under 103E, and there may be some contradictions. Kryzer pointed out that if it is a ditch system that conflicts with wetland laws, the drainage authority would not use the Soil and Water engineer in that case.

After further discussion the Drainage Authority agreed to work with Luke Johnson from Soil and Water on a partnership in utilizing their engineer services. The agreed upon amount for using the engineer will be paid from the

5-03-19 Ditch Committee Of The Whole Minutes (cont.):

General Fund account and added to SWCD's appropriation. Kryzer will draft a contract to present to Soil and Water.

III. Drainage Coordinator Position and Risk Management concerns

Tim Dahl stated that it was his understanding that there was an interest for the Drainage Coordinator position to be able to do more field work. The current job description just talks about the Drainage Coordinator position being primarily administrative. My understanding is that there is interest in purchasing some equipment to do work in the field. If that is the desire, then the job description would need to be changed for the position. There are some safety aspects of the position working in the field and some OSHA regulations and programs that would be triggered. The drainage authority would need to decide what field work would be included in the job description and then the Risk Management division could go through the process involved. The Mobitrac, you are considering purchasing, is an amphibious vehicle so that will also trigger OSHA programs and regulatory requirements working around water.

Vetsch suggested that the county do a shared position with the Parks department. Marc Mattice is looking at adding an additional headcount anyway. This would prevent having to change the entire job description for the Drainage Coordinator. Kryzer added that in speaking with Mattice in the past the Parks employee would be a job share position and Mattice seemed fine with that arrangement. Vetsch stated that the parks department could then house and maintain the Mobitrac and train their employee on it.

IV. Buffer Enforcement Grant and Expenditures

Detjen stated he is looking at purchasing a drone with the grant money the county received. Dahl added that there are rules and regulations that apply in operating the drone. There needs to be a visual observer that always has effective communication with the remote pilot. The drone must be registered with the FAA and a remote pilot's certificate must be obtained.

Detjen mentioned that the surveyor's office showed interest in sharing the drone equipment. Daleiden thought that it would be in the best interest of the county to train another department so that the equipment is being used more often and therefore the county is not spending large amounts of money on equipment that rarely gets any use.

Dahl did mention that if you do let other departments utilize the equipment there are a number of flying hours required and logs must be kept.

V. Conclusion

- Detjen should proceed with purchasing the drone using grant money.
- Detjen will proceed with obtaining his pilot's certificate to fly the drone
- Authorization will be given up to 2 other staff members to become licensed to fly the drone
- Look at the budgeting process for the parks position being shared and if that proceeds then look at getting the Mobitrack ordered sometime in December so that it comes in mid-March and training begins mid-April.
- Ditch Policy will be updated with the agreed upon assessment and repair policies.

Meeting was adjourned.

Ditch COTW Minutes submitted by Jan Edmonson, Drainage Administrator
(End of 5-03-19 Ditch COTW Minutes)

Approve Resolution: Findings Of Fact And Order Accepting The Viewers' Reports And Adopting Redetermined Benefits For County Ditch # 10

Borrell moved to adopt Resolution 19-69 approving the Findings of Fact and Order accepting the Viewers Reports and adopting Redetermined Benefits For County Ditch #10. The motion was seconded by Daleiden and carried 5-0 on a roll call vote.

ITEMS FOR CONSIDERATION**5-07-19 PERSONNEL COMMITTEE OF THE WHOLE MINUTES**

At today's County Board Meeting, Daleiden moved to approve the 5-07-19 Personnel COTW Minutes. The motion was seconded by Potter. Potter said the position in the Surveyor's Office will be utilized to handle office tasks, freeing up higher paid staff to complete other work. Vetsch said the position is budgeted and discussion at committee was to address clarification of the position. The License Bureau position will assist the public, with the intent of reducing wait times for citizens. The motion carried 5-0. The 5-07-19 Personnel COTW Minutes follow:

I. Surveyor's Request to Reclassify A Position

Darek Vetsch, Commission Chair, said the position requested by the County Surveyor at a previous Personnel Committee meeting was for an Administrative Assistant, Pay Grade 11. Steve Jobe, County Surveyor, said he wanted to clarify the County Board's position on whether he could hire at that level.

Lee Kelly, County Administrator, retrieved the minutes from the 2019 budget sessions. He said his notes indicated the position was listed as a Surveyor Office Technician II or Administrative Assistant, based on the Surveyor's need. The notes also state that this matter would come back for further review.

Jobe said there were several administrative positions at different levels. His understanding was that the position under consideration was a Grade 11. He confirmed with Lindsey Meyer, Assistant Finance Director, that \$48,000 (or \$47,986) represents only the wage portion of the proposed position for Grade 11. Another \$24,000 was budgeted for benefits for this position. Schawn Johnson, Human Resources Director, verified that this position is budgeted at Grade 11.

Vetsch said his recommendation is to get the job description drafted and pointed. Hopefully it will fall at a Grade 11. If so, Jobe is free to move forward with filling the position. If the position comes in at a higher pay grade, Jobe will have to come back to the Personnel Committee of The Whole.

Christine Husom, County Commissioner, said her notes from the budget meeting indicated that an Office Technician II / Administrative Assistant position at Grade 8 was approved with wages and benefits at \$56, 773 per year. She is comfortable with Jobe going forward to draft the position and have it pointed. Jobe said he would do so and send it to the County's human resources consultant to calculate points for the position.

Mark Daleiden, County Commissioner said it makes more sense to wait until the Compensation and Classification study is completed, rather than spend more money now. Vetsch said the Classification and Compensation study is potentially nine months from implementation. Kelly said the County Board will adopt the new system at the completion of the Classification and Compensation study. Johnson said the County is still operating under the old system. Hence, the new Surveyor's position will be evaluated and pointed by George Gmach Compensation Consulting LLC (the current system) but will also be sent to Baker Tilly (Springsted) for grading under the new system. It's possible that the two companies may grade the position differently.

Daleiden asked if Jobe could wait until the beginning of 2020 before filling this position. Jobe said he would prefer not to wait.

Vetsch said \$72,000 was budgeted for the entire position, including benefits. Jobe is authorized to draft the job description and have it pointed. If the position comes in at Grade 11 or below, he may fill the position because it is budgeted. If it comes in above a Grade 11, Jobe will either not fill the position, bring it back to the Personnel Committee, or change the job description so it may be repointed to a Grade 11 level. Vetsch said he did not foresee Jobe coming back to the Personnel Committee to ask for a higher-grade level.

Recommendation: Authorize the County Surveyor to draft the Surveyor administrative job description and send it out for pointing. If the position comes back at Grade 11 or below, the Surveyor may proceed to advertise and hire.

5-07-19 Personnel Committee Of The Whole Minutes (cont.):**II. Department of Motor Vehicles Staffing**

Bob Hiivala, Auditor / Treasurer, said the advent of the Minnesota Vehicle Licensing and Registration System (MNLARS) has created more data entry for License Bureau employees. Every transaction takes more time and results in longer lines for customers. The State shifted those responsibilities to deputy registrars. Hiivala said that the State of Minnesota retained some of the simpler transactions that don't require data entry, so they can collect those fees.

Becky Aanerud, License Bureau Supervisor, said that she considered hiring temporary help but training a new staff person takes another employee away from the counter. The last time the License Bureau was fully staffed for an entire day was 4-12-19. A lot of License Bureau employees have been out sick recently, which makes the situation even worse. Vetsch asked whether a part-time employee would provide relief. Aanerud said a part-time employee is different than a temporary one. She was not sure how much relief it would provide on a daily basis.

Vetsch told Hiivala that if a position were approved now, it may be harder for his Department to ask for any new positions in 2020. Would he agree to that? Hiivala replied that his Department will still need additional new employees in the License Bureau due to the amount of data entry required by MNLARS and the increased number of transactions. Hiivala estimated that he may request perhaps five to ten new employees. He was not comfortable saying one additional person would be enough. In the future, he also will need more finance people in the Auditor/Treasurer's Office.

Daleiden said there is room to fund a full-time person till the end of the year due to unfilled positions in the 2019 budget. Vetsch said the License Bureau scores high in need for an additional person because it has the most customer contact. Hiivala said if the County Board felt there is room in the budget from turnback dollars, he would encourage them to allow the License Bureau to move forward to hire another person.

The consensus was to approve the hiring of one full-time person in the License Bureau.

Recommendation: Approve hiring a full-time Office Technician I in the License Bureau.

Personnel COTW Minutes submitted by Deb Schreiner, Administrative Specialist

(End of 5-07-19 Personnel COTW Minutes)

5-08-19 PERSONNEL / EMPLOYEE RELATIONS COMMITTEE

At today's County Board Meeting, Husom moved to approve the minutes and recommendations to include the change in spelling of the word "families" in the minutes. The motion was seconded by Daleiden. Potter said it is the intent to revisit the grant-funded positions when the grant is to expire. They do not automatically become County position. Vetsch requested that the Administration Department track which positions are grant funded. The motion carried 5-0. The 5-08-19 Personnel / Employee Relations Committee Minutes follow:

I. VACANT COLLECTION OFFICER POSITION

Fiscal Supervisor, Kate Dahl, distributed a Budget Amendment Form (attached) to the committee members supporting the HHS request of converting a vacant Collection Officer position to an Account Technician position. She commented that currently there are four Collections Officer positions. One of the positions was recently vacated due to a retirement. Dahl explained that by realigning the job duties of the Collection Officers in the areas of budgeting, invoicing, coding and billing of service arrangements will allow for more efficiencies in this area. HHS is requesting to fill the vacant Collection Officer position with an Account Technician position. This will result in more staff efficiency and a saving in personnel costs to the County.

A discussion regarding past positions that were reclassified occurred amongst the group.

Commissioners Mark Daleiden and Christine Husom agreed that this realignment of duties is a win-win for both the agency and the County.

5-08-19 Personnel / Employee Relations Committee Minutes (cont.):

RECOMMENDATION: APPROVE TO RECLASSIFY A VACANT COLLECTION OFFICER POSITION TO AN ACCOUNT TECHNICIAN.

II. APPROVE TWO GRANT-PAID PUBLIC HEALTH POSITIONS THROUGH FOUR-YEAR MULTI-COUNTY EVIDENCE-BASED HOME VISITING GRANT THROUGH MN DEPARTMENT OF HEALTH (1.0 FTE FOR THE HEALTHY FAMILIES AMERICA PROGRAM AND 1.0 FTE FOR THE NURSE FAMILY PARTNERSHIP), EFFECTIVE 5/1/19.

Public Health Director Sarah Grosshuesch explained that the County has received approval for two grant positions through the Four-year multi-county evidence-based home visiting grant through the Minnesota Department of Health. The two (2) Public Health Nurse positions for this grant were approved by the Health & Human Services Board on March 11, 2019. She added that the County Board also recently approved the Joint Powers Agreement for this program.

Schawn Johnson, Human Resources Director commented that with the grant in place, the employees will most likely continue to remain as an employee after the grant expires. Health and Human Services Director Jami Goodrum agreed and added that these two positions are self-sustaining positions. Goodrum distributed a Budget Amendment Form (attached).

Commissioner Mark Daleiden asked which counties are involved in this contract. Grosshuesch replied that Benton, Sherburne, and Stearns counties are a part of the collaborative agreement that was proposed in the grant. She described that each base model has its own costs with differentiating fees. The intent of this model is to share staff and develop set fees that are paid by the respective county that receives the requested services. This will assist all of the participating counties in sharing future training and recruitment costs. Both Commissioner Mark Daleiden and Christine Husom were agreeable to this recommendation.

RECOMMENDATION: APPROVE TWO GRANT-PAID PUBLIC HEALTH POSITIONS THROUGH THE FOUR-YEAR MULTI-COUNTY EVIDENCE-BASED HOME VISITING GRANT THROUGH THE MN DEPARTMENT OF HEALTH (1.0 FTE FOR THE HEALTHY FAMILIES AMERICA PROGRAM AND 1.0 FTE FOR THE NURSE FAMILY PARTNERSHIP), EFFECTIVE 5/1/19.

Personnel / Employee Relations Minutes Submitted by Kathleen Brannan-Merritt, Administrative Specialist
(End of 5-08-19 Personnel / Employee Relations Committee Minutes)

5-14-19 COUNTY BOARD WORKSHOP MINUTES

At today's County Board Meeting, the following changes were made to the minutes:

- Page 1, Item III, should read:
 - “Hiivala provided a listing of all the County investments as of March 31, 2019, totaling \$101.8 million, which includes bond proceeds invested that will be expended over the next 18 months for the construction of the Justice Center. Investments are made based on safety, liquidity and then yield.”
- Attachments for Item II:
 - Remove and replace two handout sheets pertaining to the 2020 forecast

Potter moved to approve the minutes and recommendations, including the changes. The motion was seconded by Daleiden and carried 5-0. The 5-14-19 County Board Workshop minutes follow:

I. Region 7W CEDS (Comprehensive Economic Development Strategy) County Priorities

Mark Hanson, Economic Development Coordinator for Central Minnesota Jobs Training and Service (CMJTS), explained that CEDS serves as a guide for development and a plan of action. They plan to have work sessions within the region to identify - Where are we going, Who do we serve, What is our focus.

The Board reviewed the priorities identified on the last page of the May 6, 019 Region 7W Agenda Packet. M. Hanson requested that the Board identify what they believe are the top four priorities for Wright County.

After some discussion each Commissioner identified what they felt was a priority.

5-14-19 County Board Workshop Minutes (cont.):

Potter – Transportation; Daleiden - Affordable Housing; Vetsch – Labor Force; Husom – Broadband; Borrell – Business Growth/Labor Force. Hansen requested that this be sent to him as he compiles information from the other 7W counties.

II. Financial Forecasting Prior to Budget Process

Auditor Bob Hiivala and Assistant Finance Director Lindsey Meyer provided budget forecast information. Meyer stated that the assumptions in the document include a 1% increase on investments, a 1% increase on State and Federal operating grants, Personnel costs will increase with a range increase of 3.35%, and a COLA 2.25%, and assumed that Insurance will increase by 4%. Overall operating costs will increase 1%, while tax capacity is assumed to increase between 4 -6%. Additional staffing of 4 new bodies, based on average wages and benefits, has also been incorporated into the forecast. All Debt service has been included as well.

Discussed fund balance and debt service levels. The County will work towards allocating year end “turn-back” dollars to debt service, while sustaining an appropriate reserve fund balance.

III. 101 Investments and Fund Balance

Hiivala provided a listing of all the County investments as of March 31, 201, totaling \$101.8 million which includes bond proceeds invested that will be expended over the next 18 months for the construction of the Justice Center. Investments are made based on safety, liquidity and then yield.

IV. RTCC (Regional Transportation Coordinating Council Resolution)

Health and Human Services Director Jami Goodrum Schwartz informed the Board that since the Board’s last workshop where this was discussed, staff has proposed that the following paragraph be added “Whereas. Wright County encourages MNDOT’s full funding of the implementation until a financially sustainable operational model is obtained.”

After some discussion it was the consensus of the Board that this would not add value to Wright County, and therefore the Board will not consider adopting the proposed resolution of support.

V. Update on Current CIP Projects & 2020 CIP Projects, CIP Fund Balance

Assistant County Administrator Sue Vergin provided an updated CIP document, noting that there is still much to do. The document is being revised to allow better tracking of project costs and the level of CIP dollars that are available. Departments have been contacted to provide their updated CIP plan for 2020-2024.

Discussed the utilization of the MCIT dividend as well as the CPA allocation currently being used to assist with funding the CIP. It was the consensus that the MCIT dividend will not be allocated to the CIP effective for 2020; however, the CPA allocation will remain. The CIP levy will be adjusted to make up for the loss of the MCIT dividend.

It is anticipated that the revised 2020-2024 CIP will be presented at a COTW sometime in June.

VI. Process for County Administrator’s Performance Review

Human Resource Director Schawn Johnson was directed to send the County Board, Departments Heads and Assistant County Administrator the 360 Performance Evaluation form to complete on Administrator Lee Kelly. Johnson will compile the reviews; the Board will then meet in a COTW closed session in late June. Suggested dates were June 25 or June 26.

VII. Other Miscellaneous Matters

Next County Board Agenda add:

Cancelation of the July 30 Board meeting.

Discussion of holding a 15-minute Board meeting prior to workshop meetings if there is immediate action required of the Board on a matter.

DISCUSSION RE: BRIEF BOARD MEETINGS ON WORKSHOP DAYS

The topic was referred to Board from the County Board Workshop, to discuss whether to hold Board Meetings on Workshop Days to expedite approval of items going to Board. The Board meetings could be held to approve consent items or items which require immediate action. Kelly said the normal three-day posting of the Agenda and Board packets would be required.

The Workshop Meetings were put into effect as a pilot this year and action included the cancellation of the Board Meetings on Workshop dates. Kelly said a result of one less Board Meeting per month has been the delay of some action items. He is unsure whether staff is adjusting to the new process or whether the situation warrants the additional Board Meeting. He anticipated that if Board Meetings are reinstated on Workshop days, it may result in those Board Meetings becoming full meetings over time.

Daleiden said the Administrator can call for an emergency Board Meeting. The parameters for those meetings should be based on whether delay in Board action would have a major financial effect on the County. Regarding the hire of employees, improving the process could assist in eliminating the delayed offers to candidates. Vetsch would not support the delegation of the entire process to the County Administrator position. After further discussion on reinstating the fourth Board Meeting, it was decided to let the pilot run through the end of 2019. The Board can review the process at that time to decide whether changes should be implemented.

Husom moved to add, "Discuss Board Meeting Schedule For 2020" to the Workshop Topics listing for December. The motion was seconded by Daleiden and carried 5-0.

CONTRACT FOR MEDICAL EXAMINER SERVICES

Kelly said Anoka County has requested approval of an updated contract for Medical Examiner Services. The County has utilized these services for many years.

The term of the initial contract is 1-1-20 to 12-31-20 at a cost of \$328,366 to be paid quarterly (based on a per capita rate of \$2.46 and a population figure of 133,482). The contract will renew automatically for two additional two-year terms and compensation may be increased or decreased.

Daleiden moved to approve the contract for Medical Examiner Services. The motion was seconded by Potter. Borrell referenced the annual cost of the contract and offered the suggestion of the County hiring a doctor. Vetsch stated that the contract includes the services of the Medical Examiner, aides, lab techs, and the facility. He thought the cost would far exceed the contract price.

Brian Asleson, Chief Deputy Attorney, said the Medical Examiner's Office provides reports to the County Attorney's Office to include final autopsies, questionable deaths, cremations, and death investigations. The Medical Examiner's Office also provides other services to include testimony at court hearings. Asleson supports continuation of the contract because of the professionalism and services provided.

Borrell stated there is not a Joint Powers Agreement (JPA), so the associated costs are determined by Anoka County. Asleson said the employees of the Medical Examiner's Office are Anoka County employees. Anoka County indemnifies and holds harmless Wright County. Asleson said Hennepin County may provide medical examiner services for outstate counties but thought those services could be expensive. Daleiden suggested that Borrell consult Anoka County's budget to determine Anoka County's cost for medical examiner services. It was suggested that the Administration provide a copy of the initial contract with Dr. Quinn Strobl to the Board. The motion to approve the Medical Examiner Contract carried 5-0.

CANCEL JULY 30, 2019 COUNTY BOARD MEETING (FIVE TUESDAYS IN JULY)

Daleiden moved to cancel the 7-30-19 County Board Meeting due to five Tuesdays in July. The motion was seconded by Potter and carried 5-0.

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

1. Administrator Updates:
 - A. Open Houses. Kelly stated Law Day was held on 5-10-19. The Sheriff's Office Open House is scheduled for 6-07-19.
 - B. Oracle. Oracle will be on site for four days over the next two-week period. The scope of the ERP (Enterprise Resource Planning) is being developed.
2. Great River Regional Library (GRRL) Board. Potter will attend a meeting on 5-23-19. The GRRL is looking at a proposed 1.12% budget increase.
3. I-94 Meeting in Rogers. Potter will attend on 5-23-19.
4. Parks Commission. Daleiden said the 5-13-19 Parks Commission Meeting was cancelled as there was not a quorum.
5. Wright County Community Action (WCCA). Daleiden attended a meeting on 5-14-19. WCCA is assisting with volunteer driving. Anyone interested should contact WCCA.
6. Mental Health Task Force. Daleiden attended a meeting on 5-14-19. Suicide prevention was discussed along with the importance of publicizing that it is okay to discuss this topic.
7. Open House, Mn/DOT and City of Hanover. Daleiden said that Hanover is concerned over the traffic impacts of the I-94 project on residents. It was conveyed that in the long run, the benefits will outweigh the impacts.
8. Friends of Bertram Lakes. Daleiden attended an open house on 5-16-19. The concept plans for the campground and sports fields were shown. This information is available on the City of Monticello's website. Borrell suggested the video could be shown at an upcoming County Board Workshop meeting.
9. Trailblazer. Vetsch has been meeting with the City of Buffalo, Trailblazer, and County staff on the transfer of ownership of the Trailblazer facility from the City to the County. The goal is to make it cost neutral for all involved.
10. Meeting with City of Monticello. Vetsch has been in discussions with the City of Monticello regarding the transfer of jurisdiction of Fenning Avenue in the next 1-2 years.
11. Meeting with Monticello Township. Vetsch has been meeting with the Township on Briarwood Avenue including timelines and expectations.
12. Xcel Energy Press Release. A recent press release reflects Xcel will propose to the Public Utilities Commission a request for a 10-year license extension (possible 20-year extension) for the Monticello Nuclear Plant in exchange for shutting down the Sherco Plant 4-5 years early. Xcel's current license for the Monticello Nuclear Plant expires in 2020.
13. Emergency Medical Services. Husom attended a meeting with the group on 5-15-19.
 - This week was declared EMS week in Wright County and a proclamation was recently signed by the Board.
 - When mentally ill patients are brought to the hospital, there are sometimes not enough beds. Action was recently taken so Monticello and Buffalo Hospitals are not on "divert" status at the same time.
 - Discussion occurred on having a local critical incident team to assist first responders. This will be explored further.
14. Safe Harbor Group. Husom attended a meeting on 5-17-19. Entities involved include: Victim Advocates, Regional Navigator, Child Protection, Public Health, Law Enforcement, Health Care, and Prosecution. They all have protocols they are working on. The multi-disciplinary team, the Safe Harbor sexually exploited youth team, will be established to provide support and collaboration to professionals working in Wright County with the survivors of human trafficking and sexually exploited youth.
15. County Fair. The Fair will be held July 24-28, 2019.

The meeting was adjourned at 10:35 A.M.