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

COUNTY BOARD MINUTES 7-28-20
Vetsch moved to approve the 7-28-20 Wright County Board Minutes. The motion was seconded by Daleiden and carried 5-0.

AGENDA
Potter moved to approve the Agenda as presented. The motion was seconded by Daleiden and carried 5-0.

CONSENT AGENDA
Vetsch moved to approve the Consent Agenda. The motion was seconded by Daleiden and carried 5-0.

A. ADMINISTRATION
   1. Refer The Following To The 8-11-20 County Board Workshop:
      A. Legislative Update - Flaherty & Hood
      B. Economic Development Authority Update
      C. Construction Projects Update
      D. SWCD And Ag/Drainage Project Fund

B. AUDITOR/TREASURER
   1. Informational: Recount Designation From The Office Of The Secretary Of State
   2. Acknowledge Warrants Issued Between July 22, 2020 And July 28, 2020

C. HEALTH & HUMAN SERVICES
   1. Position Replacements:
      A. Child Support Officer
      B. Child Support Hearing Officer
      C. Case Aide

TIMED AGENDA ITEMS

BOB HIIVALA, AUDITOR/TREASURER

Appoint Dawn Cole To The Clearwater River Watershed District Board Of Managers For A Three-Year Term Beginning August 13, 2020

Hiivala said one application was received for the open position. Cole was recommended by the outgoing member.

Daleiden moved to appoint Dawn Cole to the Clearwater River Watershed District Board of Managers for a three-year term beginning 8-13-20. The motion was seconded by Potter and carried 5-0.

MATT DETJEN, AGRICULTURAL AND DRAINAGE INSPECTOR

Schedule An Informational Meeting For The Repair Report On County Ditch #10 On August 18th, 2020 At 11:00 A.M.

Detjen said the meeting will be held for the purpose of providing a draft repair report for County Ditch #10. The draft report was forwarded recently to the County Board. The meeting will be recorded and will be made available on YouTube for landowners. This will provide time for them to contact the Board or provide written comment.

Daleiden moved to schedule a Ditch Committee Of The Whole Meeting on County Ditch #10 for 8-18-20 at 11:00 AM. The motion was seconded by Borrell and carried 5-0.
 ITEMS FOR CONSIDERATION

7-22-20 TECHNOLOGY COMMITTEE MINUTES

At today’s County Board Meeting, Vetsch moved to approve the Technology Committee minutes and recommendations. The motion was seconded by Daleiden. Discussion followed on the move to Teams technology for remote meetings. Borrell favors the features that Zoom meetings offer like the ability to view attendees. Matthew Fomby, IT Director, stated that the Teams application is being upgraded to include this feature and suggested training once this occurs. Teams is the multi-media conference of choice and the only application being funded. WebEx will no longer be an option as of 8-07-20. Attendees have the option to attend other types of meetings if invited, but will no longer have the ability to set up meetings in those formats. With regard to the 900 MHz radios, Potter stated that the County has been implementing small increases in radio fees over a couple year period instead of one massive increase to entities. Borrell said the County is still subsidizing the radio cost to a degree. The motion to approve the minutes carried 5-0. The 7-22-20 Technology Committee Minutes follow:

I. Project Updates

Matthew Fomby, IT Director, updated the committee on the Office 365 (O365) TEAMs rollout and SharePoint upgrade. TEAMs has many functionalities with the first phase being a Web Conferencing Solution for all County Staff. The transition from Skype to TEAMs has been going well, with additional functionality planned to be rolled out at a future date. SharePoint Upgrade has been moving along nicely as well.

The OnBase Foundation upgrade was presented by ConnieMae Cooper, BA, Business Analyst, stating that the project is set to be in production on Wednesday, July 29th. Data validation has been happening since the beginning of June. Tanya West, County Recorder, asked if there would be training that will be sent out to staff, ConnieMae confirmed that materials are currently being developed for staff and will be sent out soon.

Mark Kellogg, IT Manager, discussed building updates. At the Tactical Training Facility the fiber install is getting close to completion. It is hoped that any setbacks are resolved with the City of Buffalo next week. Kellogg and Jason Banick, IT, have been putting in a lot of hours to get it set up. The Justice Center has been moving along nicely, vendors are getting connected with a highlight of the County Facilities team being able to connect to the HVAC system now.

Mike MacMillan, Court Services Department Head, discussed the use of soft phones by staff as a future topic to discuss in this Committee. Christine Partlow, HHS Business Manager, also invited MacMillan to attend a demo for their Call Center solution. Shawna Athman, Sheriff Business Manager, asked to clarify funding for new phones as well. It was agreed by the Committee to discuss Soft Phone usage at the next meeting, with IT reaching out to Departments in the meantime about phone plans. MacMillan also discussed the desire of his team to do a walkthrough of Justice Center AV (Audio Visual) equipment with the new IT AV Technician Frank Petitta. Kellogg stated that the AV vendor will actually be doing training with all staff after the installs are complete, and that Frank will be available to review equipment as well.

The Administration Event Scheduler was discussed by Fomby. There is currently an Event Scheduler in use by several departments. Fomby would like to know if there is interest by other departments in an Enterprise Solution for Event Scheduler. The idea is to take a wholistic approach to the project. Greg Pickard, Veterans Services Officer, questioned if the solution would integrate with Conference Rooms and the Outlook Calendar, Fomby replied that they are looking for all of those capabilities. Shawna Athman, Sheriff Business Manager, stated the Sheriff department may have a need for a scheduler solution as well. Kevin Kaszynski is the BA for the project and will reach out to departments.

RECOMMENDATION: Informational Only, discuss Soft Phones at the next Technology Committee Meeting.

II. New Project Requests

Rebecca Murphy, IT, brought up two new project requests the first being FTS Collections Closed Case Scanning. A project with an OnBase Solution already identified. The project will move forward with identified resources as part of a fast track process. The second being an Enterprise GIS (Geographic Information System) Update for Surveyors. This project encompasses both a routine upgrade as well as a move to a cloud platform. Commissioner Daleiden questioned why this is being brought to this Committee, as it should be part of an automatic planning process of routine maintenance. IT noted that it was two-fold, based on resource need and the move to the Cloud. The Website redesign project was brought up in conjunction with the GIS update. It was previously discussed to have the County’s Website go under a redesign aligning with moving into the new building. After careful review of projects presently on the docket, Assistant County Administrator Sue Vergin advised to push the Website Redesign to Quarter 2 of 2021 as the amount of time required from all Departments would be considerable while they are already devoting time to other initiatives. Both Commissioner Daleiden and Commissioner Vetsch agreed with this plan. With this move the GIS update swapped prioritization with Website redesign. It was questioned why the GIS update received the placement automatically with response being it is something that needs to be completed, it is not optional. Commissioner Daleiden stated that they are working on ensuring projects are being completed. Shawna Athman, Sheriff Business Manager, was asked by the Committee if any Body Camera Directive was given during the Special Session. She replied that no directive was given, but
7-22-20 Technology Committee Minutes (cont.):

provided that if it does happen it will be a very expensive project to get running, over a 1 million startup costs, with additional high yearly costs, current estimate of $200,000, plus additional staff needed to process footage, the likelihood of State funding is low.

RECOMMENDATION: Information Only, GIS project prioritized

III. Quarter 2 Portfolio Summary

Rebecca Murphy, IT, reviewed the IT Project Portfolio highlighting several closed projects. The amount of time spent on projects was also highlighted with ERP and the Buildings taking the most IT Staff time. Murphy touched briefly into Quarter 3 noting that a lot of work has been done already. Members were then shown a review of projects by department and status.

RECOMMENDATION: Informational Only.

IV. CIP Technology

The Technology Capital Improvement Project Funds will be determined in the coming budget cycle. Departments were advised to send project requests to Assistant County Administrator Vergin and IT Director Fomby. Commissioner Vetsch advised Committee Members to continue to request projects and not hold them back due to a perceived thought that IT will not get to them. Budget dollars should be accounted for in case a project can be accomplished.

RECOMMENDATION: Informational Only.

V. ARMER 800 MHz Radio Fee for 2021

The ARMER 800 MHz Radio Fee is paid by participating local agencies, local police departments, fire departments, etc. They each pay a per radio fee to the County, the County in turn pays for the maintenance of the County’s portion of the State secure communication system. The County’s total budgeted cost in 2019 was $235,984.00 with local agencies paying $60,200 of the cost, with the remaining $175,784 being paid by the County. The 2020 cost for the ARMER system did go up, as such it was discussed if the annual fee should be increased as well. The discussion recommended that the fee will be increased from $100 per radio to $105 per radio for both the budget year of 2021 and 2022. Upon full Board approval Jen Rasset, IT, will send the budget memo to local agencies to provide them planning for Budget 2021.

RECOMMENDATION: ARMER 800 MHz Radio Fee will be $105 per radio for 2021 and 2022.

7-22-20 Technology Committee Minutes submitted by Jennifer Rasset

(End of 7-22-20 Technology Committee Minutes)

APPROVAL OF 2021 BUDGET SCHEDULE AND DEFINE MEETING SETUP

Lee Kelly, County Administrator, stated there are changes required to the draft Budget Committee Of The Whole (COTW) schedule. Commissioner Borrell has a conflict the morning of 8-20-20, and he will not be available at 10:00 AM on 8-19-20 as he will be part of the KRWC Radio Show. Kelly said that traditionally, departments that have flat budgets or minimal changes have not been required to meet with the Board. For the 2021 budget, this would include the Court Administration and Extension Departments. After discussion, the following changes were proposed:

- remove Court Administration from 9:00 AM on 8-21-20
- remove Extension from 9:30 AM on 8-21-20

- move Administration to 9:00 AM on 8-21-20
- move Building Care & Maintenance to 9:30 AM on 8-21-20

- reschedule Auditor/Treasurer/Elections and Sheriff to the afternoon of either 8-21-20 or 8-24-20. Departments will be contacted as to their availability.

Kelly will bring the revised draft to the 8-11-20 County Board Workshop Meeting for review.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Emergency Services Board Meeting. Borrell attended the meeting virtually. The 2021 budget will remain flat.

2. Planning Commission. Borrell said a zoning request near Indian Lake will be presented at the next meeting.
3. Vetsch informed Board members that a letter was sent to the Buffalo School District in support of the continuation of the lunch program at Northwinds Elementary School for the remainder of the summer.

4. **CARES Act.** Vetsch said they are still working to understand details of the CARES Act. He discussed this with CliftonLarsonAllen last week.

5. **Central MN Emergency Medical Services.** Husom said the website went live at the end of June. The Regional Coordinator surveys weekly the local ambulance services. Meetings have been scaled back to once a month, but a weekly report is generated. The group is working with Stearns County Emergency Management to define the scope of a grant to hire an employee to focus on opioids. A three-year grant was received. With a reduction in revenues through seat belt fines, they continue to look for a more stable funding source. An update was provided at the meeting on the equipment that will be used to disinfect ambulances.

6. **Great River Regional Library Board.** Potter attended a meeting last week. There will be a slight decrease in the Wright County signatory share.

7. **Trailblazer Transit Building.** There was a pre-bid conference held on 7-21-20 for the Trailblazer building addition project in Buffalo. Bids are due on 8-05-20 at 1:00 PM.

8. **I-94 Coalition.** Potter attended a recent meeting held via Zoom with the federal delegation. Because the state did not approve a bonding bill, there is hope that something will happen at the federal level. There was additional discussion on funding projects in the state.

9. **MnDOT Listening Session.** Potter said a listening session was held last week. It was requested that no elected officials attend, but Gary Ludwig, Trailblazer Transit, attended the meeting. Potter said that Chisago and Isanti Counties are having issues with transit. He is unsure of MnDOT’s plan but expects an update from MnDOT on the situation.

10. **Justice Center Project.** Potter met with Contegri ty Group yesterday at the Justice Center. Punch list items are being worked on. Pavement is down in the parking lot. Next week, it will be connected to the Law Enforcement Center lot.

11. **New Government Center Building Project.** Potter said one tip up panel was delivered in the wrong color and the replacement should be delivered this week. The floor in the lower level can’t be poured until a decision is made on the Dental Clinic. He anticipates the roof to be enclosed near the end of September.

Borrell addressed parking for the Dental Clinic. He suggested that patrons of the Clinic should park in the main parking lot instead of next to the building. He thought that space should be designed for staff that come and go frequently throughout the day (i.e., Assessor, Planning & Zoning). Vetsch stated that county vehicles will be parked in a garage. Kelly said a project update is slated for the 8-11-20 County Board Workshop Meeting, and the topic can be discussed at that time.

12. **COVID-19 Update.** Sarah Grosshuesch, Public Health Director, referenced Governor Walz’s announcement calling for school districts to have flexibility on reopening following guidance based on county level data on COVID-19. Public Health was expecting to support districts in planning efforts but that support now includes data support as well. Some districts were unaware of the County’s dashboard that provides the data. A meeting is planned with school superintendents this afternoon to include presenting more information from the MN Department of Health. She said Public Health will support all of the district schools, charter schools, and private schools that are interested in working together to understand the data and the community transmission.

Grosshuesch said the data reflects that for 14 days for the 10,000 people, Wright County came in above the 10-person threshold. Because of that, the base recommendation for schools would be if they were to open this week, to follow the in-person for elementary and hybrid for secondary. The cut off is sixth grade. Public Health will continue to work with districts to monitor that. Grosshuesch said this can change up to two weeks before school opens. She said looking at the data, it would appear they could go back and forth between in person and hybrid, but that is not good for the students or the schools due to the planning involved. If it gets to the point where transmission increases or there is something specific in a community that needs to be addressed, there will be discussion between Public Health, the MN Department of Education, and the Minnesota Department of Health before anything transpires. She said there could be times when the method switches to distance learning because of cleaning requirements due to transmission in a school.

Potter said his frustration is that a while back, Europe came out with a model. What Minnesota adopted was something similar with a couple modifications, but it occurred a month and a half later. Now schools and parents have the stress of trying to figure this out in a shortened window.
Grosshuesch said the good thing is that the transmission rates are low enough that schooling for elementary students can all be in person at this point. There are nuances for districts that cross county borders and they are working with those districts. Moving west, there is less transmission, but Carver and Hennepin Counties have higher transmission rates. As a parent, she understands about wanting to know. She thought some of the superintendents were looking for an answer last week, but they will need to continue to watch the data.

Grosshuesch said the largest thing they want to promote is prevention activities including mask/face coverings, staying home when a person is sick, and social distancing, especially with kids. Those pieces will help to keep the kind of schooling that parents want. Information provided by the state and by school districts reflect that most parents want their children to attend school in person, but it has to be safe to do so. Daleiden said it will be interesting to see how busing works for transporting students. Husom responded that one school district said that 85% of parents indicate they will drop their children at school. Grosshuesch said having this information will help districts know the type of funding requests needed through the CARES Act Funding.

13. Administrator Updates:
   A. **2021 Budget.** Kelly said budgets were due from departments last Friday. Staff is compiling the budget information for the upcoming budget sessions in late August.
   B. **Trailblazer Transit Building Project.** Kelly has been discussing the project with Gary Ludwig of Trailblazer Transit. The Attorney’s Office has worked through a few things that have come up.
   C. **CARES Act Funding.** AMC (Association of Minnesota Counties) has hosted a couple of seminars with MN Management and Budget to provide counties with the most up-to-date information. Counties will have to submit reporting requirements on a monthly basis. Since Wright County received the CARES Act Funding last week, there is no report required for July but there will be a requirement for August. Discussion has occurred with cities on the CARES Act to get a sense of what they are doing and to coordinate things with the County. More discussion will occur at the Committee Of The Whole Meeting today.

14. **Virtual Walk-Through Of The Justice Center and Tactical Training Center.** Frank Petitta, IT A/V Technician, said the County is in the process of acquiring the equipment which will allow a virtual walk through of the buildings and further define the scope of what is planned moving forward. They are awaiting furniture for the Tactical Training Center before moving ahead. Daleiden suggested having the Sheriff’s guidance on what some of the equipment is used for and potentially having the FBI (Federal Bureau of Investigation) present to show the joint venture.

The meeting adjourned at 9:45 AM.

County Board Minutes submitted by Susan Backes, Clerk to the County Board