



WORKSHOP MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

MAY 11, 2021

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Mary Wetter	District 4
Michael Kaczmarek	District 5

DATE APPROVED: [DATE]

Members Present: Husom, Vetsch, Daleiden, Wetter, Kaczmarek

Others Present: Lee Kelly, Alan Wilczek, Matthew Fomby, Gregory Pickard, Bill Stephens, Tony Rasmuson, ConnieMae Cooper, Tim Dahl, Scott Weiland, Brain Asleson;
Attending Remotely: Sue Vergin, Brian Lutes, Christine Partlow, Donald Baron, Elizabeth Clow, Elizabeth Karels, Greg Kryzer, Heather Lemieux, Lindsey Meyer, Patsy Waytashek, Peter Sorenson, John Holler, Schawn Johnson, Bob Hiivala, Frank Petitta, Jami Goodrum Schwartz

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

I. Parking Lot Alongside Buffalo Library

County Administrator Lee Kelly said there have been some inquiries regarding the parking lot located to the east of the Buffalo Library. Commissioner Darek Vetsch said he is hesitant to sell it before a comprehensive plan for the current government center buildings has been developed. He suggested postponing the discussion until after the next Economic Development Authority (EDA) meeting, giving the EDA a chance to review the Requests for Proposal (RFPs). Commissioner Michael Kaczmarek said he believes it would be in the best interest of the taxpayers to keep it as a package deal.

RECOMMENDATION:

The Board agreed to put this item on hold until after the next EDA meeting so the RFP's can be discussed.

II. Compost Facility

Environmental Health Officer Bill Stephens stated the Compost Facility accepts hazardous waste, recycling, yard waste and brush, and problem materials such as electronics and appliances. The Parks Department uses a portion to store soils and aggregates.

Commissioner Mark Daleiden asked if anything can be done to get more use out of the facility. Stephens said the problem with a recycling facility is, whatever you take in you must have an outlet to recycle it. If there isn't, then the facility would be a transfer station, which would not be permitted. The facility was not designed as a drive thru drop off facility. Stephens added that the facility is being used at its maximum potential at this point.

Commissioner Christine Husom said there should be discussion regarding the costs associated with operating the facility and the cost associated with disposing of items. Vetsch said if the County started charging more to dispose of items, chances are people would dump the items on the side of the road instead of paying more. Stephens explained that other counties have Solid Waste Management Taxes which is a special assessment that gets added to every piece of property in the county. The tax would cover the cost of these programs and residents would not be charged to drop off items.

Facilities Services Director Alan Wilczek said there are things that can be done to help with the cost of heating the entire facility, such as, building an office or installing a drop-down ceiling rather than heating the 40-foot-high ceilings. He said the facility has been put on the backburner and some of these issues need to be addressed.

Risk Manager, Tim Dahl said he has been periodically monitoring the site for health and safety. Several safety hazards are due to the condition of the building. There should be increased venting due to chemicals and products that get dropped off, along with more fire suppression and fire mitigation systems.

Husom said the Buffalo Fire Chief John Harnois was looking for an area for a training facility near the fire station; however, it didn't work out. He said the fire department is running out of buildings for control burns. Harnois and Trainer Scott Caribou pitched the concept of a training facility which will be simple to build. They asked about building on the compost facility site which is 30 acres. If built, the training facility could be used by all fire departments in the County.

Vetsch asked if this would be funded by the County or if it would be a Joint Powers Board to make it a cost sharing mechanism in the construction and ongoing operating costs. Daleiden said money is already set aside to build it; they just need a piece of land.

Kaczmarek said the Fair Board is making about \$60,000 a year for outdoor storage of cars, boats, and other items from residents. The residents are charged by the square foot, length, and months. If it was cleared out, the compost facility could also be used for storage. Dahl said as far as storage at the compost facility, there would be a mixture of stored items and flammable items, so insurance would need to be discussed beforehand.

Daleiden suggested allocating \$10,000 to \$15,000 from the Admin-Professional Services for a Civil Engineer to complete a site layout of the property and determine what is feasible.

RECOMMENDATION:

The Board recommends Stephens, Wilczek and Dahl develop a service proposal for potential uses of the compost facility hangar. A civil assessment will be completed for the site with grading and a possible location for a fire department training facility.

III. County Assessing and Local Appraisers

Information Technology Director Matthew Fomby said the County is legally liable for all local assessments done in Wright County. Independent Assessors have been hired; however, the County is required to support the technology for these positions. The IT Department has been issuing old laptops to the independent assessors but has had to purchase additional licensing and virus protection software. Fomby said IT is assisting with the switch to a new appraising system referred to as CAMA (Computer Aided Mass Appraisal).

Dahl discussed the risk factors involved with having independent assessors and ways to mitigate those risks. Allowing non-county employees access to the County's network is one problem. Another issue is independent assessors are not an employee of the county and therefore the county's coverage may not extend to those individuals. The County has first-party coverage, not third-party coverage.

RECOMMENDATION:

The Board recommended Assessor Tony Rasmuson develop a 2022, 2023, and 2024 budget with revenue and expenses as if the County were doing all assessments with no independent assessors. Also, a notice will be sent to the independent assessors to let them know they will not have access to laptops unless they are on campus at the County.

IV. Enterprise Resource Planning (ERP)

Kelly said there have been numerous issues with the implementation of the project. The initial "go live" was scheduled for December 2020. A change order was signed in February 2021, changing the date of the first release. Ciber informed Project Manager Scott Wieland that the company would not be able to make the June 2021 release and most likely would not make the release in July 2021 either. After discussion it was decided to end the contract with Ciber.

Kaczmarek asked what the County has spent on the ERP. Kelly said the initial budget was a little over \$2 million. There is a cost for the licensing of Oracle which is billed quarterly for a total of \$306,000 a year. Cyber has been paid to date, approximately \$550,000. With the change order the cost increased by \$200,000.

Attorney Brian Asleson reviewed the contract and was surprised the language stated the County can terminate for convenience with 90-days written notice. Vetsch asked if the County owns the work that has been done. Fomby explained the County owns the work that has been coded. Once the contract with Cyber is terminated, IT will put a freeze on the work.

RECOMMENDATION:

The Board recommends sending a letter to Cyber today, May 11, 2021, ending the County's contract. An assessment will be completed by another company to determine the current status of the ERP and when it can go live.

The meeting adjourned at 11:20 a.m.

County Board Workshop Minutes submitted by Angie Fisher, Administrative Specialist