



BOARD MINUTES

BOARD OF WRIGHT COUNTY COMMISSIONERS

June 1, 2021

DATE APPROVED: [DATE]

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Mary Wetter	District 4
Michael Kaczmarek	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, Daleiden, Wetter, and Kaczmarek present.

COUNTY BOARD MINUTES 5-25-21 MEETING

Kaczmarek requested additional information be added relating to the Resolution to Accept 2021 Minnesota Department of Natural Resources (DNR) Federal Boat Patrol Grant (*grant totals from the past three years which includes \$25,000 in overtime paid, 51 warnings, and 11 citations. In 2020, a supervisor received over half of the grant money.*) He also requested additional information be added to Schedule for the Committee of the Whole meeting to discuss County Assessing and Local Appraisers (*Kaczmarek requested staff gather information from a smaller county such as Meeker to use in the comparison.*)

Kaczmarek moved to approve the minutes from 5-25-21 with the additions. The motion was seconded by Husom and carried 5-0.

AGENDA

Vetsch moved to approve the Agenda. The motion was seconded by Wetter and carried 5-0.

CONSENT AGENDA

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

A. ADMINISTRATION

1. Request Approval of a Memorandum of Agreement (MOA) approving a Working Out of Class Assignment for a Building Inspector covered under the Teamsters Local 320 (Courthouse) Collective Bargaining Agreement to a Temporary Building Official Position

B. ADMINISTRATION - FINANCE

1. Acknowledge Warrants Issued between May 19, 2021 and May 25, 2021 (*See below, Item IX. Warrant Listing*)
2. Approve Temporary Liquor License for Clearwater Lions Club for three events on June 25-26, 2021, July 17, 2021, and August 20-22, 2021 at the Rodeo Grounds
3. Approve annual renewal of On-Sale, Off-Sale, including Sunday Sales Liquor License for Up the Creek Grill & Bar for the License Period July 1, 2021 to June 30, 2022
4. Approval to re-classify 1.0 Account Tech (vacant) to 1.0 Taxation Process Specialist

C. AG & Drainage

1. Approval of Payment Application #2 of \$68,968.14 to Blackstone Contractors, LLC for County Ditch #10

D. Attorney

1. Approve and Authorize Signatures on Solar Developers Agreement with USS Quail Solar, LLC and Jerry L. Quaal

E. Court Services

1. Position Replacement
 - A. Office Tech II

F. Health & Human Services

1. Position Replacement
 - A. Case Aide

G. Information Technology

1. Refer to the June 9, 2021 Personnel Committee a discussion of IT Senior Technical Support Specialist and IT Business Analyst, as fulfilling the 2nd & 3rd approved positions as part of the 2021 IT Department Budget

H. Recorder

1. Position Replacement
 - A. Deputy Recorder

I. Sheriff's Office – Jail

1. Request Board Approval and Signatures to extend contract with MDOC to House Work Release Inmates

TIMED AGENDA ITEMS

WRIGHT SOIL AND WATER CONSERVATION DISTRICT, ALICIA O'HARE

Ownership of CD3 Units

O'Hare requested the County consider taking ownership of up to five waterless cleaning stations. The stations have tools to help scrape off plants and Zebra Mussels from water related equipment. These units do not provide decontamination but help reduce the spread of Aquatic Invasive Species (AIS). The County already owns one watercraft cleaning station which is located at the Schroeder County access on Cedar Lake.

Funding is available for up to five watercraft cleaning stations between this year and next year. Two of the units already have committed funding from the AIS Local Aid Fund via the Soil and Water Conservation District (SWCD) and Lake Associations that have partnered with the SWCD. The other three units are coming from the Stop Starry Grant that was applied for through Legislative-Citizen Commission on Minnesota Resources (LCCMR). SWCD is waiting for the special session and is anticipating approval.

These units will be permanent fixtures at the landings and powered by solar panels, unlike the unit at Schroeder County access on Cedar Lake which is on a trailer and stored in the winter. The SWCD is committed to maintaining the units through funding. The County owns the decontamination unit that is operated and maintained by SWCD. The County would enter into no-cost lease agreements with the entities and the units listed as assets on the county's insurance through Minnesota Counties Intergovernmental Trust (MCIT).

The proposed units will be located on Cedar West at the DNR access, Sugar South at DNR access, West Sylvia at the DNR access, and two accesses on Pleasant Lake, the county's north access and City of Annandale's south access. SWCD will be responsible for winterizing the units.

Husom added these units help educate boat owners of the need to clean off their boats when leaving the lake. Kaczmarek asked if SWCD could coordinate with the Parks and Recreation Department to clean out the tanks. O'Hare confirmed the SWCD could coordinate, and it would need to be done at least once a year. The tanks have alerts on them so the SWCD knows when the tanks need to be cleaned out. Wetter asked if there is signage, so people know what the units are for, O'Hare confirmed there are decals showing that the units are free to use, and the tools are self-explanatory.

O'Hare said she will come back to the Board when the no-cost lease agreement is ready to be signed. The process could take up to two months because there is federal interest in the landings.

Vetsch moved to accept ownership of the CD3 Units and enter into a no-cost lease agreement with the DNR for the placement of the units on the mentioned lakes. The motion was seconded by Husom and carried 5-0.

PARKS AND RECREATION, MARC MATTICE

Authorize Parks and Recreation Department to Proceed with Negotiations and Developing a Value for a Potential 10-Acre Acquisition in French Lake Township Adjacent to an Existing Regional Park Reserve

Mattice attended the Park Commission meeting on May 17, 2021. Three different sellers have contacted him over the last month. One of the sellers has a 10-acre parcel in French Lake Township which is adjacent to Stanley Eddy Memorial County Park. The Park Commission requested moving forward with obtaining a value for the land and starting negotiations.

Daleiden asked if the land will mainly be for parking. Mattice confirmed it will be for parking due to people having to park on the road. Kaczmarek asked if there are any other plans for the ten acres of land besides just parking. Mattice said there will be some native restoration and landscaping. There is money in the Parkland Dedication Fund that can be used for this project. However, it may be possible to get grant funding.

Husom moved to authorize Parks and Recreation to proceed with an appraisal to develop a value for a potential 10-acre acquisition in French Lake Township and move into negotiations. The motion was seconded by Kaczmarek and carried 5-0.

Review Operational Changes at Otsego County Park for the Remainder of 2021

Mattice said Otsego County Park is one of the busiest in the County. There was a Greenview contract budgeted at roughly \$37,000 per year. Greenview does all the routine maintenance, cleaning the restroom twice a day, mowing, weed whipping, and making sure the shelters are ready for reservations.

Automated door locks have been added which will unlock at 8:00 a.m. and lock at 8:00 p.m., along with striker plates installed by Russell Security Resource Inc., the county electrician did all the wiring. Parks and Recreation were able to reduce the staffing at the park. There is a contract with ProClean Commercial Services for \$60 a day which covers the bathrooms and wiping down the shelter tables. Mattice said in the long run this operational change will be more cost effective than what was done before.

The automated door locks are panic locks if someone is in the bathroom after the door locks the person can still get out. Park Ranger Josh Neubert sent out a notice to local patrol officers to make sure doors have not been propped open.

Daleiden said the Board received an email regarding parking issues at Otsego County Park. The stripes have been worn off the parking lot, Mattice said he would look into the issue.

ITEMS FOR CONSIDERATION

ADMINISTRATION

Topics for Discussion on June 8, 2021 Workshop; Health Partners Clinic Discussion, 2022 Budget, Compost Facility Follow-Up from May Workshop, Charlotte Martha Subordinate Service District

County Administrator Lee Kelly went over the list of items for County Board Workshop and asked if there were any additions to the agenda.

Husom reminded Kelly the board still needs to decide which week in August and November the Board meeting will be cancelled due to having five Tuesdays in the month.

TECHNOLOGY COMMITTEE MEETING MINUTES 5-26-21

Vetsch moved to accept the Technology Committee meeting minutes and recommendations from 5-26-21. The motion was seconded by Husom and carried 5-0.

I. Project Updates

Andrea Benedict, IT O365 Architect, updated on the CAMA project. Benedict announced that she will be leaving Wright County for another opportunity. She has met with IT BA (Business Analyst) Jeremy Kringler to pass the project on to him. Presently the main items being worked on are file mapping and the VPN Connection. The goal is completion of the project by the end of 2021.

The Administration Event Scheduler was covered by IT BA Kevin Kaszynski. The HHS, Health & Human Services, Department is looking to sign with QFlow in June. The License Center is looking to use Qmatic in the New Government Center. Acuity is being used currently for DMV, Planning & Zoning, Records, and others throughout the County. Commissioner Mark Daleiden questioned the plan to have three separate scheduling platforms. Jim O'Dell, HHS, noted that the requirements of HHS differed significantly enough from the License Center to drive the

TECHNOLOGY COMMITTEE MINUTES (CONT.)

need for a separate tool, also that HHS will be handling the majority of work for the application. Jami Goodrum Schwartz added that QFlow provides for many benefits and efficiencies for HHS. Matthew Fomby, IT Director, also stated that Acuity is a low cost, low effort product being that if another product shows that it would work better the switch would be relatively easy to do. O'Dell ended with the thought that these initiatives could be seen as pilot projects to see which product is the best for the County.

The New Government Center Technology was reviewed by IT Director Matthew Fomby. CISCO networking equipment continues to arrive with the IT team prepping it for configuration.

The SQL Server project was updated by IT Supervisor, Mike Janckila. Six SQL servers will be updated and replaced in May and June. Three new ones will be built up. Applications will be moved per week. Janckila will work with Department Business Owners to ensure a smooth move and timely testing is done.

The Enterprise Resource Planning Project (ERP) was reviewed by Fomby. The Tuesday, May 25th, Board Meeting saw the official termination of the contract with Ciber, the implementation vendor. Ciber was simply not getting the job done for the County and it was time to move on. Currently the ERP team is in the discovery phase with a new vendor, the goal being to move that along in a timely manner to keep the project moving.

The Website Redesign project was reviewed by Matthew Fomby, IT Director, stating that the update will provide basic visual and compliance updates including mobile view, ADA compliance, etc. Links and other items will all remain the same. Jessi Miller, Court Services Office Manager, questioned if there was a specific timeline as her team is currently updating their website as preparation for the County update. Fomby replied that the goal is to align with the opening of the New Government Center.

Cindy Hohl, Attorney Office Manager, requested a status update on the MNCIS Court program, ConnieMae Cooper, IT, stated that there is a vendor access issue that IT is working through. Mark Kellogg, IT Manager, will provide Hohl with an update from the Infrastructure Team.

RECOMMENDATION: Informational Only.**II. Solution Architect Updates**

Andrea Benedict, O365 Architect, updated the Committee on several initiatives throughout O365. InTune is currently being revised with the various cell phone operating systems, with Android being currently completed and Apple coming next. With Benedict leaving, Josh Fox and Jesus Castillo, both IT, will be rolling out a plan to reconfigure the InTune connection towards the end of summer. Jash Happel, IT, will be shifting his work to moving SharePoint forward in the Roadmap, by cleaning up workflows, and a big focus of recreating workflows from Nintex to PowerApps. Nintex will drastically increase in price with SharePoint online, making this shift of more importance. As part of the Team 2.0 rollout allowing the usage of channels and groups, there has been a self-serve Power Apps workflow created for staff to request a team, this process is purely to allow the inventory of said Teams to be managed, which can become messy if not. Finally, Benedict is passing along movement of the Bookings application to Fomby and Fox. The O365 Architect position has been posted.

ConnieMae Cooper, ECM (Enterprise Content Management) Architect updated the committee on various projects within the County. Cooper plans on conducting Lunch-N-Learns in July to encourage staff to learn more about the OnBase platform by providing tips and a deeper dive on learning. The Administration of Official Records project has been moving along successfully. It has allowed the Board Packets to be captured in a digital form and more easily accessible for official signature, saving the County both time and money. Cooper has also been working on

TECHNOLOGY COMMITTEE MINUTES (CONT.)

The Sheriff Public Access to Foreclosure Notifications and the Surveyor Capture and Archive of Project Records. OnBase usage continues to grow in efficiency throughout the County.

RECOMMENDATION: Informational Only

III. New Project Requests

Rebecca Murphy, IT, brought to the Committee two new project requests, both from HHS. The first is the HHS Uniflow Public Scanners, to connect the new multi-function devices (printers /scanners) in HHS into the OnBase System. Christine Partlow, HHS Business Manager, stated that HHS brought IT in from the beginning stating their plan and needs, but that HHS has been waiting on IT for the work to be completed. Fomby stated that the IT team that was present in the meeting was not aware that the new printer contract needed to be a project, it ended up needing 40 hours of unplanned infrastructure time to build servers for the initiative, this in turn took time away from scheduled projects and plans. Architect's Cooper and Benedict advised that perhaps other IT staff be present in technical discussion meetings to provide discovery of needs from the start. Fomby also stressed that he would rather not make everything a project as that slows processes down. IT will proceed with the project. The second request is for HHS wanting to move from Survey Monkey to Qualtrics, this project is being aimed at being a Fast-Track project as HHS will be handling most of the work.

RECOMMENDATION: Proceed with projects.

IV. 2021 Project Portfolio Summary

Rebecca Murphy reviewed the Project Summary with the Committee focusing on a few items. Many items were covered already in the meeting. A strategic project focus will be on HHS EDMS, Electronic Document Management Systems, with that being an item to review in more detail by the strategy team. The overall management of the Online Land Division plan is also being reviewed with Tanya West County Recorder. Projects continue to make progress across the County.

RECOMMENDATION: Informational Only

V. CIP Technology Planning

Matthew Fomby, IT Director, requested that departments inform IT about any planned projects so that accompanying technological needs can be planned and budgeted for.

RECOMMENDATION: Informational Only

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

Enterprise Resource Planning. Kelly said he received a draft of the Statement of Work. There was a meeting scheduled for, Wednesday, June 2, 2021 to review it with the team. Although, a start date has not been set, internal work is being done.

Central Mississippi Regional Partnership (CMRP). Vetsch said CMRP is in the final stages to formally adopt the Framework 2030. A timeline has been developed for the organization's next steps. There will be a special meeting prior to adopting the 2030 Framework Plan. At the next meeting the organization will develop the Work Plan for funding because there are a variety of different routes the organization can decide on to facilitate the actions that will be taken.

Wells Fargo. Vetsch, Finance Director Lindsey Meyer, Assistant Finance Director Heather Lemieux, and Auditor/Treasurer Bob Hiivala met with Wells Fargo to go over the financial expectations for the County's investments, what the market looks like, and what is a reasonable expectation for short, mid, and long-term investments. At the end of

June, funds will need to be moved around due to the fact that some of the County's funds are under contract with Wells Fargo. When the contract ends it will drop from .4 to .17 percent.

Health & Human Services Advisory Committee. Husom said at the meeting the committee talked at length regarding the Minnesota Adult Abuse Reporting system and the challenges they are experiencing with elder abuse, financial abuse, and isolation. Health Promotion Coordinator Greg Wise is working with Blue Cross/Blue Shield to develop a work program for school partnerships to help families, so children don't have to miss school to access their health care. Integrated Services went live, and the contact center update can queue the calls which can be done from home. There were 17,029 calls from March 31, 2021 to May 25, 2021. 90 percent of Wright County residents 65 or older have been vaccinated.

Safety Committee. Kaczmarek said the Safety Committee went over the bylaws. Risk Manager, Tim Dahl discussed his findings from the Compost Facility review. The committee also discussed the Bloodborne Pathogens procedure.

The meeting adjourned at 9:39 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist