



## BOARD MINUTES

### BOARD OF WRIGHT COUNTY COMMISSIONERS

MARCH 8, 2022

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

DATE APPROVED: MARCH 22, 2022

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

#### COUNTY BOARD MINUTES 02-22-2022

Commissioner Mark Daleiden moved to approve the County Board minutes from Tuesday, February 22, 2022. The motion was seconded by Commissioner Mary Wetter and carried 5-0.

#### AGENDA

Daleiden moved to approve the Agenda as presented. The motion was seconded by Commissioner Mike Kaczmarek and carried 5-0.

#### CONSENT AGENDA

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

#### A. ADMINISTRATION

1. Approve Request To Back Fill The Open Park And Recreation Director Position
2. Approve Request To Back Fill The Open Administration Office Manager Position
3. Request Approval And Authorization Of Signature Of A Memorandum Of Agreement (MOA) To Allow Teamsters Local 320 (Courthouse) And Non-Union Staff Members To Donate Accrued PTO Time To IT Developer Angelique M. Petitta
4. Approve The Following Grant Applications:  
CITY-003 Otsego Water/Sewer Grant (\$737,111)  
CITY-004 South Haven Water/Sewer Grant (\$6,832)

#### B. ADMINISTRATION – FINANCE

1. Approve Renewal Of Annual On-Sale Intoxicating Liquor License For Albion Ridges, LLC DBA Albion Ridges Golf Course In Albion Township For The License Period April 1, 2021 To November 30, 2021
2. Proposed Establishment Of District 2 And Tax Increment Financing 2-1 In The City Of Clearwater
3. Proposed Establishment Of District 3 And Tax Increment Financing 3-1 In The City Of Clearwater
4. Motion To Approve The Budget Amendments As Attached: The Information Technology Project Staff Moved To The Administration's Budget Under A New Program Code 033 (01-031-033)
5. Motion To Approve The Budget Amendments As Attached: Authorization For The Following Budget Amendments Due To ERP Procurement Analyst Moving To Finance & Taxpayer Services From Administration
6. Motion To Approve The Reimbursement Of The American Rescue Plan Act Funds (ARP) As Follows:  
County ARP Funds:  
Approval Of County Reimbursement Of \$669.89 From 01-099- 493.6910 Transfer Out Into 01-100-493.5910 Transfer In As Follows:  
\$ 669.89 For Administrative Expenses-Staff Costs
7. Acknowledge Warrants Issued Between February 16, 2022 And March 1, 2022 (See Below, Item IX. Warrants Issued)

#### C. ATTORNEY

1. Authorize Signatures On The 1st Amendment To The Development Agreement For The Plat Of Hannah's Landing

#### D. HEALTH & HUMAN SERVICES

1. Position Replacement
  - A. Eligibility Specialist

#### E. PARKS & RECREATION

1. Approve Request To Back Fill The Open Park Services Specialist Position

**F. SURVEYOR**

1. Approve Request To Back Fill The Open GIS Specialist Position

**TIMED AGENDA ITEMS****VIRGIL HAWKINS, HIGHWAY DEPARTMENT**

Approve Resolution Of Final Acceptance For Contract No. 2106 And Authorize Final Payment To Meyer Contracting, Inc. In The Amount Of \$9,736.85. Contract No. 2106 Was For The CSAH 30/Tiger Drive Mini-Roundabout Construction In Delano. The Final Value Of The Work Certified Is \$536,620.40

Commissioner Darek Vetsch moved to approve the resolution of final acceptance for Contract No. 2106 and authorize final payment to Meyer Construction, Inc. in the amount of \$9,736.85. The motion was seconded by Daleiden and carried 5-0, on a roll call vote.

Award Contract No. 2206, County Highway 37 Reconstruction Project (From CSAH 18 To CSAH 19), To Knife River Corporation Of Sauk Rapids, MN. We Recommend Award Of Contract No. 2206 To Low Bidder Knife River Corporation Of Sauk Rapids, MN In The Amount Of \$6,789,520.89

Daleiden stated the low bid was approximately 4.5 percent over the engineer's estimate and there is a big difference between the low and high bidders. Highway Engineer Virgil Hawkins stated eight bids were received and the bids were very competitive. Hawkins stated shoulders will be added further west on Highway 37 as part of the five-year plan.

Daleiden moved to award Contract No. 2206, County Highway 37 Reconstruction Project, to Knife Rive Corporation of Sauk Rapids, MN. The motion was seconded by Wetter and carried 5-0.

**ELIZABETH KARELS, ADMINISTRATION**

Direct Staff To Take Appropriate Action For Starting Construction On The Dental Clinic Project

Project Administrator Elizabeth Karels stated a memorandum was sent to the commissioners on Friday, March 4, outlining the current state and potential risks in moving forward with the project without having a grant agreement in place.

Flaherty & Hood Associate Attorney Alissa Harrington stated there are two administrative type tasks remaining, Minnesota Management and Budget (MMB) approval of the use agreement and the recorded declaration against the property, before the county can enter into the Grant Agreement. The County Attorney's Office has been working on the Torrens process to fulfill the recorded declaration against the property. Both tasks will take time to complete. Harrington stated there is not a high risk of either of the tasks derailing the project in any way. The other tasks involved in getting the grant approved have already been completed.

Due to the start of construction season and the increased cost of materials, the risk is greater to delay the project further. Harrington stated there is a minimal risk that something could go wrong with either of the two remaining tasks. Harrington suggested the county move forward with construction at this time, rather than waiting for the grant agreement to be finalized.

Vetsch questioned if the county is far enough along in the process to recapture expenses. Harrington stated the rule for reimbursement with bonding projects is the expense must accrue after the date the bonding bill took effect. Vetsch questioned if the use agreement ties the county to Community Dental Care (CDC) or a dental use. Harrington stated the use agreement has already been fully negotiated with CDC and there is preliminary approval from MMB. At this point, small details are being discussed. Nothing substantive in the agreement will change.

Kaczmarek stated at a previous meeting in June, it was discussed that the project would not move forward without a grant agreement in place. Kaczmarek questioned if professional services will be reimbursed by the grant. Harrington stated the professional services provided regarding the bonding process are reimbursable through the grant. Harrington stated factors have changed since June. The Department of Employment and Economic Development (DEED) staff that is working on the project has no prior experience with this type of grant agreement. Bonding grant processes are different than other grant processes. Additional time was needed because the DEED staff had to be educated on the process. Typically, the last step is to get the source of funding approved, which would be a risk to move forward, however that is not the situation in this case.

Kaczmarek expressed his disappointment that professional services were used rather than the dental clinic steering committee sending a recommendation to the board. Kaczmarek stated he does not believe the grant is guaranteed, as the governor recently reduced the amount allocated for broadband grants. Kaczmarek stated the grant is \$1.4 million and there is a shortage of \$210,000. CDC raised \$800,000 for office furniture and equipment. Kaczmarek questioned if CDC has been asked to consider using the money raised to cover the shortage in order to get the project started and be reimbursed when the grant is approved. Harrington stated any approved expense is eligible for reimbursement. The grant does have to flow to the county first because the county is the applicant and recipient. The grant funding has already been appropriated and waiting to be encumbered. Vetsch questioned if there is a deadline for encumbering expenses. Harrington stated the deadline for encumbering funds is December 31, 2024.

Kaczmarek questioned if the mobile dental center still comes once a month in Wright County. Health & Human Services Director Jami Goodrum stated the mobile dental center will not continue once the new Government Center opens.

Kaczmarek stated he does not believe it is a good business decision to move forward with construction when a grant agreement is not yet in place. Kaczmarek stated he discussed the Dental Clinic with constituents and there was zero support for Wright County to be involved in the project.

Vetsch moved to direct staff to proceed with starting construction on the Dental Clinic. The motion was seconded by Daleiden and carried 4-1, with Kaczmarek opposing.

## **ITEMS FOR CONSIDERATION**

### **ADMINISTRATION**

#### Fair Board Request To Use County Motor Pool

County Administrator Lee Kelly stated the Wright County Fair Board approached the county about using a vehicle for a conference trip. This has occurred at least once, approximately 10 years ago. The county's motor pool policy is silent on this type of request. Kelly stated the board could authorize this use, however recommended denying the request and modifying the motor pool policy language.

Kelly stated no records have been found of any issues in the past. Kelly stated it is expected that vehicles are returned clean and filled if below a quarter tank of gas. Kaczmarek stated the county's insurance would cover vehicles loaned to other agencies. Kelly expressed concerns that other agencies would make requests in the future and questioned if it is a precedent the board wants to set.

Kaczmarek suggested adding a clause to the policy that a request can be made, and the board can decide to approve or deny. Kaczmarek stated the Fair Board withdrew the current requests and would only request to use a vehicle a few times a year. Commissioner Christine Husom stated it could potentially open the county to additional risk and would set a precedent.

Vetsch suggested establishing a rental agreement. Daleiden stated having a rental agreement in place will not eliminate risk.

Daleiden moved to deny the request. The motion was seconded by Wetter and carried 5-0.

#### Topics For Discussion At The March 15 County Board Workshop

Vetsch suggested postponing the Legal Services Request for Proposals (RFP) Update topic to allow the subcommittee more time to complete the process. Husom suggested leaving the item on the agenda in case information is available. Vetsch stated there will likely not be a recommendation.

Husom stated a retreat with the Commissioners and Department Heads needs to be scheduled. Vetsch suggested adding a topic to discuss the new campus opening expectations. Kaczmarek suggested asking contractors if they are interested in contributing to an opening event.

Kaczmarek stated American Rescue Plan (ARP) funds can be used for premium pay for all sworn personnel at the Sheriff's Office. It isn't getting any easier to find or retain employees. Vetsch stated a closed session to discuss union

negotiations should be scheduled and that discussion could be incorporated. Kaczmarek recommended scheduling a meeting within 30 days. Kelly stated staff have been working on putting together budget forecasts and the discussions go hand in hand.

Wetter requested an update on the Compost and Recycling Facility. Chief of Civil Division Attorney Greg Kryzer stated Environmental Health Supervisor Edward Pettit has been working with Stantec and the first draft the technical memorandum should be ready soon. Vetsch suggested scheduling a Committee of the Whole.

## COMMITTEE MINUTES

### COMMITTEE OF THE WHOLE (2/28/2022)

Kaczmarek moved to amend the recommendation to approve all the Capital Improvement Projects (CIP) except the Sheriff's Office Command Post due to cost, minimal use, conversations with constituents, and 50 percent reimbursement from services provided to other agencies. Daleiden stated the commissioners are not approving the purchase of a Command Post, but rather approving money is being set aside for future use.

Sheriff Sean Deringer stated Commissioner Kaczmarek has expressed disdain in two meetings for the Command Post project that is approximately five to seven years away from being purchased. Deringer stated he has offered to have conversations with Kaczmarek but has not been contacted. Deringer stated there is a breakdown in collaboration and individual meetings are being held. Deringer stated he would like to be involved in conversations that are being had.

Vetsch stated one board member is not following the process. Vetsch stated commissioners have to be cognizant of affordability and sustainability factors, and the impact to the taxpayers. Vetsch stated the commissioners must take a methodical approach in approving CIP.

Kaczmarek's motion failed for lack of a second.

Kaczmarek stated he asked and confirmed twice during the Committee of the Whole meeting that it was the proper place to discuss the background and justification of projects. Kaczmarek stated he asked questions of several Department Heads about requests and feels that he followed the process.

Vetsch moved to approve the minutes and recommendation. The motion was seconded by Daleiden and carried 4-1, with Kaczmarek opposing.

#### **I. Review CIP Process Updates**

#### **II. Recommend 2022 CIP Projects**

*Project Administrator Elizabeth Karels stated staff were tasked with improving the Capital Improvement Projects (CIP) process. Karels worked with Assistant Finance Director Heather Lemieux and former Administration Intern Ellie Lechner to create a proposal based on best practices. County Administrator Lee Kelly and Finance Director Lindsey Meyer approved the recommended proposal.*

*Karels stated part of the new process was used for the 2022 projects. The County Board already approved the 2022 CIP Budget, but the individual projects have not been approved. To improve the process, a form was developed to submit requests and a staff committee was formed to review and score the projects. Karels stated the process was partially implemented for 2022. A five-year plan will be included for 2023 requests.*

*Commissioner Darek Vetsch stated he believes the process should be adopted but expressed concern that it is too early in the year to decide on the projects. Lemieux stated the process will be complete before the budget meetings for 2023.*

*Commissioner Christine Husom questioned how some of the Parks & Recreation projects weighed higher than other projects. Karels stated several scoring criteria were used, including:*

- 1. Will this project directly contribute to a County strategic objective?*
- 2. Will this project result in a financial benefit?*
- 3. Is there a plan for the project?*

4. *Is this a grow project or a transform project?*
5. *Does it directly address risk or cost mitigation?*

*Lemieux stated that this is a starting point, and the process can be modified. Vetsch questioned if other funding sources should be taken into consideration. Karels stated other funding sources are not currently included in the scoring criteria. Both Vetsch and Husom agreed it should be included. Lemieux stated she is open to adding more scoring metrics. Karels stated the scoring is intended to be a tool and the commissioners can decide which projects move forward. Husom stated this is an improvement compared to the former process.*

*Vetsch questioned if projects that are submitted that do not get funding could use any unactualized funds from approved projects that came in under budget. Lemieux stated the unapproved projects should wait until the following year, so an emergency fund is maintained for projects that are over budget. Commissioner Mark Daleiden stated it is important to have a five-year plan for planning purposes.*

*Vetsch questioned if projects would be returned if a department does not include enough background information. Lemieux stated the committee reached out to departments when there were questions and asked for additional information to be provided. Karels stated with the centralization of projects, Business Analysts will work with each department to help better explain project requests for the 2023 budget year.*

*Commissioner Mary Wetter questioned what the range of scoring is. Lemieux stated the higher the score, the more likely the county should pursue with the project. Vetsch stated the approvals are based on the funds available. Vetsch questioned if points were assigned based on each department's priority for the project. Lemieux responded no; the committee worked with each department to confirm which project was the highest priority, but it is not part of the scoring.*

*Vetsch also questioned how ongoing projects that take more than one year to complete will be handled. Lemieux stated commissioners will approve project funds for one year. Departments will be allowed to carryforward a balance year after year until the total amount of the project is reached. Vetsch requested the project forms include a note stating the length of the project.*

*Karels stated the goals of the process include providing information to enhance decision-making, increasing transparency, aligning to CIP best practices, ensuring projects are consistent with strategic objectives and value streams, moving away from approving "buckets" to approving "projects", and ensuring requests have scope, schedule, and budget. Karels presented the 2023-2027 process schedule to the commissioners. By September, the five-year CIP will be approved. Karels stated the Recorder's Technology Fund and the Recorder's Compliance Fund are pursuant to Minnesota Statute and explained the differences in how the funds are handled.*

*Lemieux stated the carryforward amounts and the levy amounts will be differentiated for the commissioners. The deadline for submitting a 2023 CIP request is June 2022. Wetter questioned what happens if there is an emergency need for a project to be approved. Karels stated any emergencies or changes would come before the board for approval.*

*Commissioner Mike Kaczmarek stated the Enterprise Resource Planning (ERP) project received a score of 85 while a Parks & Recreation project for ski trail lighting and Americans with Disabilities Act (ADA) improvements at Robert Ney Park scored 140. Kaczmarek stated the ERP project has already begun and questioned if the scoring accounted for projects that have already been started. Lemieux stated the scoring does not account for how far along the project already is. Kaczmarek questioned if it should be included as a metric because if a project is nearing completion, the county likely will not scrap the project.*

*Kaczmarek questioned if the project at Robert Ney Park has started. Parks & Recreation Director Marc Mattice responded the project started with a grant application, there has been some site design, but no contracts are in place at this point. Daleiden stated the Parks & Recreation project was likely weighted higher due to the public benefit.*

*Kaczmarek asked what the process will be for departments to save money multiple years for a project. Additionally, Kaczmarek questioned if department heads are currently doing it. Vetsch responded departments cannot carry money forward from year to year. Vetsch added departments have put money toward a CIP project and later decided to move*

forward with a different project. Karels stated the new process will require that money is being saved for a specific project.

Information Technology Director Matthew Fomby stated his department needs the new process. Information Technology has big ticket items, and the process will help set aside the funds. Health & Human Services Director Jami Goodrum stated the Electronic Document Management System (EDMS) project only has a weight of 65 but she views the project as critical. The current system is more than 10 years old and affects 20,000 – 30,000 people.

Lemieux stated many of the software requests did not yet have project plans. Karels added the request was not written to reflect the high need. Projects need to be well documented, so everyone understands the impact. Kaczmarek questioned how the EDMS project will reduce staff time by automating as stated in the request. Goodrum responded the Financial Services Division is very transactional. EDMS will help streamline workflows and reduce the amount of time to assist clients.

Sheriff Sean Deringer stated the Sheriff's Office did not have the opportunity to provide input on the decision to put the Sheriff's Office project on hold until 2023. Deringer added he views the request as an immediate need and has been planning for three years. The current conference room is too small and has not been used. Deringer requested the ability to work with facilities to order furniture if funding is available due to the length of time it takes to get furniture in. Deringer stated the project was pushed off due to internal staffing needs. Daleiden questioned if the new conference room between the Law Enforcement Center (LEC) and Justice Center could be used. Deringer stated anyone can schedule the room so it may not always be available. Daleiden suggested waiting until current conference room utilization is known before building another conference room.

Vetsch asked for clarity of what is and is not considered a CIP project. Lemieux responded anything that is capitalized is considered a CIP project, following Government Accounting Standards Board (GASB) rules. Lemieux stated departments will have to be educated.

Facilities Director Alan Wilczek asked for clarification on the eliminations of "buckets". Karels stated the funds need to be tied to a project. Lemieux added previous projects have been grandfathered in. Wilczek questioned if he needs \$900,000 over five years for a project if a portion of the cost would be carried forward each year. Lemieux responded yes. Vetsch stated if 90 percent of the funds have been carried forward for a project, the project should have a higher ranking. Lemieux added parameters need to be established so funds are not carried for an excessive amount of time without a project being completed. Vetsch stated money needs to be put aside for Facilities for future building repairs.

Deringer stated setting funds aside has been a good way for departments to plan for future needs. Deringer stated now decisions are in someone else's hands. Daleiden stated he disagrees. Departments will have input and there is a need to plan five years out.

Kaczmarek questioned the \$750,000 Sheriff's Office request for a Command Center. Deringer stated the exact cost is unknown, but it is a close figure. Kaczmarek stated the Sheriff's Office currently has a Command Center and asked how many times it has been used in the last three years. Deringer stated it has been used approximately three times the past year. The Command Center doesn't get used a lot but when it does, it is critical. Kaczmarek questioned if the equipment can be moved from the current Command Center to the new one. Deringer stated some equipment could be reused or it could remain fully outfitted and be sold to another agency.

Vetsch questioned how the process will change what the Parks Commission does. Daleiden stated the Parks Commission will still have to plan. The County Board must have a methodology to determine what is best for the residents. Fomby stated the county has been good about determining costs for projects. Mattice stated departments should still be planning five years into the future, now there will be a process for doing so. Husom stated it is a bigger picture way to do things. Daleiden added the public will know the reasoning behind why things are being done.

Wetter questioned if there are issues with geothermal at the LEC. Wilczek stated a few heat pumps have already been replaced and the remainder are projected out in the CIP request. The issue is the heat pumps are dual purpose and there is a known failure point. The building can operate with one heat pump not working. The installation of a boiler will save money and be more efficient.

*Kaczmarek stated in a recent meeting it was discussed the Sheriff's Office was reimbursed 50 percent for assistance provided to Hennepin County. Kaczmarek stated he does not think \$750,000 can be justified for a new Command Center. Deringer stated the Command Center is a future request. Deringer added he is not prepared to answer specific questions regarding the Command Center. Karels stated the Command Center request is \$92,200 for 2022. Deringer stated there are unknowns for CIP for a Records Management System (RMS) and body cameras. Vetsch stated he liked the "buckets" because it allowed for the ability to pivot to different projects.*

*Kaczmarek questioned if the Parks Strategic Comprehensive Plan has been completed. Mattice stated it will be presented to the Parks Commission on Monday, March 14 and then presented to the commissioners. Kaczmarek questioned if the Highway Otsego Shop project request will change now that Local Option Sales Tax (LOST) funds can be used. Highway Engineer Virgil Hawkins stated the project is approximately 85 percent designed and the commissioners were sent information regarding proposed changes. Hawkins is proposing using LOST funding and eliminating the need for local levy funding.*

*Kaczmarek stated the Attorney's Office requested a records management update. Kaczmarek questioned if ERP could cover some of the tasks. County Attorney Brian Lutes stated the request was not mandated and it is part of the process of the department going paperless. ERP could not take over the task of the current case management system.*

***RECOMMENDATION: The commissioners agreed to proceed with the new CIP process and approve the 2022 CIP requests.***

#### **EMPLOYEE & GROUP OF THE YEAR RECOGNITION**

Kelly stated several nominations were received. Two individuals were selected for Employee of the Year: ConnieMae Cooper from the Information Technology Department and Risk Manager Tim Dahl. The Recorder's Office was selected for Group of the Year.

Information Technology Director Matthew Fomby nominated Cooper. Fomby stated Cooper has the desire and gumption to find solutions to problems. Fomby stated Cooper has broken down barriers and is the champion for electronic management in the county. Husom stated the award is well deserved. Cooper stated she is extremely honored and humbled by the award. Cooper stated she has had the opportunity to solve business problems throughout her career with the county. Cooper thanked the board for recognizing her contributions and supporting her work.

Kelly and Human Resources Director Schawn Johnson nominated Dahl. Johnson stated Dahl has a thankless job with many challenging issues. Dahl is an exemplary employee and does everything he can for the county. Kelly added Dahl has embraced his role as Risk Manager while making connections with employees. Kelly stated he is impressed with Dahl's commitment to the county. Dahl stated he is humbled and grateful for receiving the award. Dahl thanked Kelly and Johnson for their trust and confidence in him. Additionally, Dahl thanked his colleagues for their support. Dahl stated he is looking forward to this coming year. Daleiden stated Dahl has done a great job and is appreciated.

Recorder and Registrar of Titles Tanya West introduced the Recorder's Office team members: Anne LaTour, Casey Badeaux, Michelle Gardner, Mary Jo Faulhaber, Jeanne Lewandoski, Mary Cogley, Kathleen Albers, Paula Thompson, Danielle Lee, Trinity Nathe, Kelly Day, Angela Wehmhoff, Kyle Myers, Kathy Green, and Tanya West. West stated the department is excited about the honor. The Recorder's Office had another record-breaking year with historically low interest rates, a reorganization, and several projects. There was a 49 percent increase in recordings, a 60 percent increase in new plats and lots, and a 96 percent increase in vital record requests. Staff remained positive throughout the reorganization which has increased customer service and staff productivity. Land Notification Alerts, Electronic Document Management System, Computer-Assisted Mass Appraisal (CAMA) System, and Digital Stamping are a few of the projects completed during the year. West stated she is proud of the department's hard work and dedication.

#### **ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

Highway 12 Safety Coalition. Kaczmarek stated there is a plan for several crossings to be redone from County Line Road in Delano to the east in the next three to five years. There will be surveys and online options for citizens to weigh in.

Minnesota Rural Counties (MRC). Kaczmarek stated a bill has been proposed that would reduce speed limits. A representative from Minnesota Department of Transportation (MnDOT) listed reasons the county board would not want to adopt the proposal. MRC is not in favor of the proposed bill but will not be sending a letter to oppose it.

Buffalo Safe Schools. TreeHouse presented to the group. It is a program to help kids with mental health issues.

Central Minnesota Emergency Medical Service (EMS). Husom stated the group met to discuss the opioid settlement. Some of the funds could be used to help reinstate programs.

Safe Communities of Wright County (SCWC). The bylaws are being updated and a new Executive Director is starting this week.

One Watershed, One Plan Policy Committee (Mississippi-Saint Cloud). Wetter stated there will be a Request for Proposal (RFP) for a consultant and facilitator. The drafted bylaws were reviewed.

One Watershed, One Plan Policy Committee (North Fork Crow). There was a presentation that showed the eroding riverbank in other counties due to cattle grazing.

Attorney's Office. Kari Willis is now a judge.

Parks & Recreation. Reservations for campsites opened on Monday, March 7 and \$165,00 in revenue came in through reservations. There are still some sites available at Bertram Chain of Lakes Regional Park.

The meeting adjourned at 10:30 a.m.

County Board Minutes submitted by Elizabeth Clow, Office Manager.