



## BOARD MINUTES

### BOARD OF WRIGHT COUNTY COMMISSIONERS

JULY 6, 2021

DATE APPROVED: July 20, 2021

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

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

#### COUNTY BOARD MINUTES 6-22-21 MEETING

Husom moved to approve the minutes from 6-22-21. The motion was seconded by Vetsch and carried 5-0.

#### AGENDA

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

#### CONSENT AGENDA

Kaczmarek requested to pull Items C1 (AG & Drainage), and D1 (Attorney) for discussion and clarification. Vetsch requested to pull Item B1 (Administration – Finance) due to a scheduling conflict.

Kaczmarek moved to approve the Consent Agenda with the removal of Items B1 (Administration – Finance), C1 (AG & Drainage), and D1 (Attorney) for discussion and clarification. The motion was seconded by Wetter and carried 5-0.

\* Items B1, C1, and D1 for discussion.

#### A. ADMINISTRATION

1. Request approval and authorization of signature of a Memorandum of Agreement (MOA) to allow Teamsters Local 320 (Courthouse) members to donate accrued Vacation Time to Eligibility Specialist Whitney Moran

#### B. ADMINISTRATION - FINANCE

1. \*Schedule a Finance/CIP Committee meeting for July 14, 2021. Topics for the meeting will include:
  - A. Investment review
  - B. Fiscal Agent Contracts
  - C. 2022 CIP
2. Acknowledge Warrants issued between June 16, 2021 and June 29, 2021 (*See Below, Item IX. Warrants Issued*)

#### C. AG & DRAINAGE

1. \*Approval of Payment Application #1 of \$147,546.68 to Molnau Trucking, LLC for highway culvert repairs on County Ditch #10

#### D. ATTORNEY

1. \*Refer the following positions to the next Personnel Committee meeting
  - A. Full-time Attorney for the Civil Division
  - B. Full-time Legal Administrative Assistant

#### E. HEALTH & HUMAN SERVICES

1. Position replacement
  - A. Office Technician II
  - B. Eligibility Specialist
  - C. Social Worker (.5FTE)

#### F. HIGHWAY

1. In accordance with the Wright County Financial Policies & Procedures, due to the dollar amount, the Highway Department is requesting approval to enter into a Professional Engineering Services Agreement with Oertel Architects. Funding for these professional services will come from the county's CIP fund for 2021

#### G. INFORMATION TECHNOLOGY

1. Request to fill open IT Technical Support Specialist position

**ITEMS PULLED FROM CONSENT AGENDA TO BE DISCUSSED****B. ADMINISTRATION – FINANCE**

1. Schedule a Finance/CIP Committee meeting for July 14, 2021. Topics for the meeting will include:
  - A. Investment review
  - B. Fiscal Agent Contracts
  - C. 2022 CIP

Vetsch stated the Finance/CIP Committee meeting is a continuation of previous discussions regarding investments and the Capital Improvement Plan (CIP). Vetsch is unable to attend the meeting on July 14, 2021 and requested to reschedule it on Monday, July 19, 2021. Vetsch contacted staff; there are no conflicts with the proposed date change.

Husom moved to approve Item B1 under the Consent Agenda, scheduling the Finance/CIP Committee meeting at 10:00 a.m., July 19, 2021. The motion was seconded by Vetsch and carried 5-0.

**C. AG & DRAINAGE**

1. Approval of Payment Application #1 of \$147,546.68 to Molnau Trucking, LLC for highway culvert repairs on County Ditch #10

Kaczmarek stated there are additional culvert repairs Molnau Trucking, LLC has been contracted to complete. Following the completion of County Ditch #10 at County Road 6, the company's permit was revoked and re-issued with additional stipulations to ensure repairs are completed on time.

AG & Drainage Coordinator, Matthew Detjen clarified the payment is for work that has already been completed on County Ditch #10. Molnau Trucking, LLC has been contracted for three additional culvert repairs. The project is insured for two years for issues such as potholes or sinking.

Molnau Trucking, LLC is scheduled to start the next of the three culvert repairs on August 22, 2021.

Kaczmarek moved to approve Item C1 under the Consent Agenda, approving the payment Application #1 of \$147,546.68 to Molnau Trucking, LLC for highway culvert repairs on County Ditch #10. The motion was seconded by Vetsch and carried 5-0.

**D. ATTORNEY**

1. Refer the following positions to the next Personnel Committee meeting
  - A. Full-time Attorney for the Civil Division
  - B. Full-time Legal Administrative Assistant

Kaczmarek recognized and acknowledged the detailed background and justification submitted with the request for the two additional positions. County Attorney Brian Lutes said he wanted to be transparent and explain the need for these two positions.

Daleiden asked if it would be possible to use the American Rescue Plan (ARP) funds for the full-time Legal Administrative Assistant position because of issues that arose from COVID-19. Lutes said COVID-19 changed the way the department does business. Virtual court dates through Zoom have increased and additional work must be done prior to each virtual court trial.

County Administrator, Lee Kelly said position expenses are eligible. The county needs to determine how to use the American Rescue Plan funds.

Kaczmarek moved to approve Item D1 under the Consent Agenda, referring the following positions to the next Personnel Committee meeting. The motion was seconded by Husom and carried 5-0.

## **TIMED AGENDA ITEMS**

### **WRIGHT SOIL AND WATER CONSERVATION DISTRICT, ALICIA O'HARE**

#### Approve South Fork Crow River One Watershed One Plan Memorandum of Agreement (MOA)

O'Hare explained the South Fork Crow River partners have submitted an application for funding to begin writing a comprehensive watershed plan for the South Fork Crow River Watershed. The application is strengthened by the acceptance of a MOA showing each entity's commitment to the process. The grant will be announced in August.

Entities include: McLeod County, Renville County, Meeker County, Kandiyohi County, Buffalo Creek Watershed District, McLeod County Soil & Water Conservation District (SWCD), Renville County SWCD, Meeker County SWCD, Kandiyohi County SWCD, Wright County SWCD, Carver County SWCD, and the City of Winsted.

Vetsch moved to approve the South Fork Crow River One Watershed One Plan MOA. The motion was seconded by Wetter and carried 5-0.

### **HIGHWAY DEPARTMENT, VIRGIL HAWKINS**

#### Approve MnDOT Detour Agreement (MnDOT Contract No. 1047217). This agreement provides MnDOT to use County State Aid Highway (CSAH) 6 as a detour route for Trunk Highway 24 traffic for the Trunk Highway 24 roundabout construction at Hemlock Street in Annandale.

Hawkins said the detour is scheduled to last approximately 42-days, dependent upon weather. The county will be reimbursed \$3,305.

Husom moved to approve MnDOT Detour Agreement (contract no. 1047217) to use County State Aid Highway 6 as a detour route for Trunk Highway 24. The motion was seconded by Vetsch and carried 5-0.

Vetsch moved to approve the resolution for the detour. The motion was seconded by Husom and carried 5-0 on a roll call vote.

#### Set Transportation Committee of the Whole (TCOTW) meeting to discuss transportation items.

Hawkins said there are several items to discuss.

- Preview Local Option Sales Tax (LOST) Program Open House information
- Updates and revisions to the Five-Year Plan (2021-2024)
- Update on MnDOT's Trunk Highway 25 Corridor Study / City of Buffalo Housing
- Monarch Candidate Conservation Agreement with Assurances (CCAA) and potential listing as endangered

Vetsch asked if there will be an update regarding traffic patterns once the new Government Center opens. Hawkins said the Long-Range Transportation Plan conducted in 2019 did not recommend any changes other than staggering start and end times to help reduce the flow of traffic. A roundabout is planned to replace the signal at the intersection of Highway 83 and County Road 25 in 2023.

Husom moved to set the Transportation Committee of the Whole meeting at 10:30 a.m., July 27, 2021. The motion was seconded by Vetsch and carried 5-0.

## **ITEMS FOR CONSIDERATION**

### **ADMINISTRATION**

#### Topics for discussion at the July 13, 2021 Workshop: Schedule Meetings as Needed, and Dental Clinic Project

Kelly reviewed the items on the agenda for the County Board Workshop and asked if the commissioners would like to add any additional topics for discussion.

The commissioners agreed to add the following items to the agenda:

- 2022 Budget Overview
- American Rescue Plan (ARP) Update
- Welker School Building
- Compost Facility Status Update

#### **TECHNOLOGY COMMITTEE MEETING MINUTES 6-23-21**

Vetsch moved to accept the Technology Committee meeting minutes and recommendations from 6-23-21. The motion was seconded by Kaczmarek and carried 5-0.

Commissioner Daleiden mentioned the need for an updated inventory of county owned software programs. Information Technology Director, Matt Fomby explained there is ongoing discussion regarding hiring a contractor to complete an independent assessment of all software programs the county owns. The contractor will produce a report and the information will provide the IT department guidance moving forward.

#### **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 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 25<sup>th</sup>, 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*

**TECHNOLOGY COMMITTEE MINUTES 6-23-21 (CONT.)**

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. Josh 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 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**

**TECHNOLOGY COMMITTEE MINUTES 6-23-21 (CONT.)**

*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**

County Budget. Kelly said departments have been busy preparing budgets. Budget books are due on July 9, 2021 and budget sessions will follow.

American Rescue Plan (ARP). Kelly stated additional departments have submitted potential uses for funds. There will also be discussion regarding hiring a firm to assist with finding additional funds.

University of Minnesota Extension. Wetter attended the Extension meeting on June 24, 2021. The group discussed the possibility of sharing a Horticulture Extension Educator between Meeker County, McLeod County and Wright County. The proposal is for a .75 full-time employee with benefits, costing each county approximately \$5,400 annually.

Water Management Task Force. Wetter attended the meeting on June 24, 2021. The members discussed the North Fork Crow River, serval projects, and regional priorities. An implementation update was given as well.

12 Mile 319 Grant. Wetter said this grant is expected in the fall which would be \$250,000 and can be used for four years.

Water and Soil Conservation District (WSCD). Wetter said Natural Resources Conservation Service (NRCS) is the federal version of WSCD, and it's hosting local work groups in July.

Central Mississippi Regional Planning Partnership (CMRP). Vetsch attended the meeting on June 24, 2021. The partnership formally adopted the Framework 2030 plan. The CMRP also formally adopted the plan to go forward with hiring a contract worker for the next 12 to 18 months, to help solidify the action plan. CMRP will be receiving the deliverables in the next 30-days from Planning Next. CMRP also adopted a plan to go forward with branding the organization. Daleiden met with the group which hired a local individual to develop branding for PowerPoint presentations, letterhead, and brochures.

Buffalo Township. Husom and Detjen attended the meeting on June 22, 2021. County Ditch #17 was discussed and there was a redetermination of benefits which all parties agreed to.

State Community Health Services Advisory Committee. Husom stated there was discussion regarding the transformation of the public health system and the three simple rules of the state local public health partnership: seek first to understand, make expectations explicit, and think about the part and the whole. Essentially, the role of public health is to diagnose problems and use data to find solutions. There is a lot of work being done to strengthen public health by doing pilot projects. Social vulnerability is a focus at the community level. The committee talked about what makes people more vulnerable. Essentially, the socio-economic status, house composition, disability, minority status language and

transportation.

Fair Board. Kaczmarek said everything has been prepared for the upcoming Wright County Fair which is July 21 – July 25, 2021.

Planning & Zoning. Kaczmarek attended the Planning and Zoning meeting last week which lasted four hours. Kaczmarek would like to revisit, using a clock to help keep meetings on task.

Transportation Bill. Vetsch informed the Commissioners and Kelly that the Transportation Bill was signed by the Governor. Within the bill, is funding for opening all Department of Vehicle Services (DVS) across the state. Vetsch asked if the commissioners would be interested in sending a letter to the State, asking to consider additional funding for our area for testing services as well as requesting a meeting. Flaherty and Hood will draft a letter on the board's behalf.

The meeting adjourned at 9:58 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist