

From: Roxy Traxler
To: Commissioner; Gary Kruggel
Date: 5/15/2018 8:41 AM
Subject: Board Update May 10 2018

Good morning all,
Please let me know if you would like further info on any of these items or would like to see a different format to communicate items.

Zoning presentation Schedule - May 16th 11:30 - 3:00 PM

- 11:30 - 12:00 Wenck
- 12:10 - 12:40 WSN
- 12:50 - 1:20 Hometown Planning
- 1:30 - 2:00 WSB

Each with have 15 minutes to present, with 15 minutes for questions.

Questions for the Presentations (please send others if you have them by end of day on Monday and I will type them up).

1. Questions related to the presentation for further clarification or information
2. If not answered during the presentation, suggested questions (Packets with sample staff reports, Proposals and original RFP will be mailed out Friday with hard copies available at the meeting) :
 - What would be your process in working with the County to set up the permit / application procedures?
 - How will you deal with resident or contractor questions? What is the expected response time to general inquiries and in what manner will these be completed?
 - What are your expectations related to county staff support given that the RFP covers the following items:
 - a. Review of applications for completeness and preparation/distribution of any letters necessary to communicate to the applicant when an application is incomplete.
 - i. Preparation, printing and distribution of a staff report to the appropriate Board/Commission. Includes all printing and mailing costs to distribute this information to the applicant and to the appropriate Board/Commission members.
 - ii. Preparation and distribution of a letter to the applicant following the public hearing, detailing the action taken by the applicable Board/Commission.
 - iii. Preparation of a document to be recorded at the Sibley County Recorder's Office detailing the outcome of each public hearing. Includes sending the document to the Recorder's Office and payment of any recording fees.
 - iv. Preparation of meeting minutes.
 - Would you be able to provide training to our Planning & Zoning / BOA committees?

Goals Being Work On

- Budget Goal - increase information related to the Budget Process
 - New spreadsheet has been created (thank you to Charlene!) using 4 year actual historical data and information from the 2018 budget. This will be the basis for our budgeting process as departments begin to make requests. In addition each department will be submitting a summary form about their budget needs and documentation for any requests that are different or new.
 - As part of the budget process, a personnel data history with both cost and FTE information is being created and will be used in making budget estimates and will be in the budget packet.
 - Budget Timeline Update
 - May 30 - department and library spreadsheet sent out
 - June 15 (or so) - outside agency letters mailed
 - July 10 - work session review budget major changes draft 1; discuss any staff requests and other budget information
 - July 15 - outside agency requests due
 - Aug 14 - work session review preliminary budget an levy draft 1; publish packet 1 by August 10
 - Sept 11 - review preliminary budget and levy draft 2 and staff requests; publish packet 2 by Sept 7
 - Sept 25 - set preliminary levy no later than this date
 - Oct - Nov - work on budget adjustments as needed or requested, approval for any staff requests
 - Dec 6 - budget hearing
 - Dec 11 or 26 - adopt final levy and budget
- Communication Goal - increase awareness of what the county is doing internally and externally
 - External

- Facebook - adding more content related to happenings including construction and jobs. Each Department has been requested to submit monthly items to be posted, for example we posted noxious weed information last month. Monthly reminders are being sent on this topic.
- Twitter is being worked on and we are going to move forward with this as well as using Sprout for content management so as to only have to post once for all social media sites. We will begin this project once our intern starts.
- Website is almost ready to go live and departments have been updating their pages.
- We are set to begin training on our new Agenda software next week and go live in August, this will make our agendas more user friendly.
- In addition, we have now updated the county information on the website Small Town America -
- News Articles
 - Feb - Construction project
 - March - Fund Balance
 - April - PW Noxious weeds and spraying
 - May - PHHS Article
 - June - Budget process (tent)
 - July -
 - * Departments have been requested to submit any articles they would like to share for this County Update column that the papers run for us at no cost.

- Internal

- Department Tours and Work Sessions and Board Presentations
 - May 22 - Extension, VSO and Public Works
- Department head - currently every other month, discussion item for June 16 to go monthly
- Employee Relations/ LMC - meeting May 30 with committee to discuss splitting these so as to better address employee relation related items and if split, to discuss make up of the committee(s)
- Mini scoop added items
 - News of note about board related items, general updates and any department info that is sent
 - Mini surveys - first one was related to snow removal services this past season
 - Added more documents such as Employee Recognition forms, HR software information, etc
 - Added request that if anyone has any information they would like to see added or questions about any items in the scoop, to let me know.
- HR hiring update process has been changed so that now as soon as we have a confirmed start date for a new employee, information will be sent out, rather than waiting until they start as has been the practice.
- Committee list for our internal committees is being created so that we have a clear list for all of them that we can post, and we will also be requesting that each committee post or submit to post their agendas and notes for each meeting on the intranet site so all staff can be informed.

- Construction goal

- Work continues to move forward, we are thinking at least part of the Annex will be ready for occupancy mid July at which time we will evaluate space moves for the Courthouse phase. Working on paint samples, carpet samples and also waiting on a draft key schedule to review.

- Restructure Goal

A current updated report on the restructure process is being completed.

- I. *Restructure Process*
 - a. *Working on cost benefit analysis of the changes made and proposed*
 - b. *Processes depending on other factors*
 - i. *VSO/Extension Admin staffing – options will be dependent on possible upcoming retirement, will know more in June/July on how this could look going forward*
 - ii. *Planning & Zoning – discussion regarding staffing is ongoing, review of consultant proposals is May 16; outcome of that will also help determine other needs such as solid waste and septic. Have discussed solid waste with Al Christianson and will be discussing septic with SWCD*
 - iii. *Help Desk – this was a goal for 2019; could be accomplished with adding some staff time to existing 32 hour per week positions; but also dependent on items above, more discussion in June/July*

Work session

- May 22
 - Department Tour – Extension & Public Works Offices (Tim B. & Jason E)

- June 12
 - Sioux Trails & Mental Health Services Discussion – John G.
- June 26
 - Department Tour – Property Assessing & Zoning – Laura H.
 - Review and Update the 5-Year Road & Bridge Plan – Tim B.
 - Discussion on CR 57
 - Petition for CR 63 Discussion
- July 10
 - 2019 Budget First Review – Roxy
 - Discussion on updates to restructure process and how this impacts budget
- July 24 (1:00 – 3:00 PM) Joint Work Session – County Board & Department Heads
 - Goal Review and Committee planning updates
 - Discuss development & training & performance management?
- August 14
 - 2019 Budget & Levy – Roxy & departments as needed/requested
- August 28 – no work session

TIF process

Upon Notification of a Proposed TIF District:

- County Auditor** must provide copies of the authority's proposed TIF plan and estimate of fiscal and economic implications of the proposed TIF district to County Board members upon receipt from the authority. Minn. Stat. § 469.175, subd. 2(a).
- County Board** may adopt standard questions on information requested for fiscal and economic implications in a written policy. Minn. Stat. § 469.175, subd. 2(b)(5).
- County Board** may, absent standard questions, request additional information within 15 days after receipt of the proposed TIF plan. Minn. Stat. § 469.175, subd. 2(b)(5).
- County Board** may submit written comments within 30 days of receipt of the authority's proposed TIF plan and estimate of fiscal and economic implications. Minn. Stat. § 469.175, subd. 2(a).
- County Commissioner** who represents the area of a proposed housing or redevelopment district may submit written comments on the proposal within 30 days of receiving written notice of the proposed district. Minn. Stat. § 469.175, subd. 2a.
- County Board** may notify the authority and municipality of its intent to use tax increments to finance county road improvements within 45 days after receipt of the proposed TIF plan. Minn. Stat. § 469.175, subd. 1a(b).

Septic system process

Laura and I are meeting with SWCD today to discuss ideas on how this could change, depending on our future staffing or consultant levels.

Roxy Traxler
Sibley County Administrator



Sibley County: A safe, healthy, progressive county providing quality public service in a cost effective manner through innovation, leadership and cooperation.

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