



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
FEBRUARY 5, 2019

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Michael Potter	District 4
Charles Borrell	District 5

DATE APPROVED: FEBRUARY 12, 2019

The Wright County Board met in regular session at 9:00 A.M. with Husom, Daleiden, Potter and Borrell present. Commissioner Vetsch was absent.

COUNTY BOARD MINUTES 1-29-19

Daleiden moved to approve the minutes. The motion was seconded by Potter and carried 4-0.

AGENDA

At the request of Lee Kelly, County Administrator, Consent Item C1, "Planning & Zoning, Refer To Personnel Committee Discussion On Hire Of Building Official Above 12% Of Minimum Hire Range" was moved to Items For Consideration to discuss with the topic of rescheduling the 2-13-19 committee meeting date.

Daleiden moved to approve the Agenda as amended. The motion was seconded by Potter and carried 4-0.

CONSENT AGENDA

Daleiden moved to approve the Consent Agenda as amended. The motion was seconded by Borrell and carried 4-0:

A. ADMINISTRATION

1. Position Replacement:
 - A. Facilities Supervisor

B. AUDITOR/TREASURER

1. Acknowledge Warrants Issued Between January 23, 2019 And January 29, 2019
2. Approval Of Precious Metal Dealer License For Shaphan Kirkpatrick DBA National Gold Consultants (City of Monticello)
3. Acknowledge And Accept The North Fork 1W1P Advisory Committee's Request For Wright County To Provide Fiscal Agent Services For A BWSR (Board Of Water & Soil Resources) Grant That Will Be Awarded To The CROW (Crow River Organization Of Waters)

D. SHERIFF'S OFFICE

1. Position Replacement:
 - A. Deputy

TIMED AGENDA ITEMS

BOB HIIVALA, AUDITOR/TREASURER

Recognition Of Award Of Financial Reporting Achievement

Hiivala stated this is third year in a row that the Certificate of Achievement for Excellence in Financial Reporting was awarded to Wright County by GFOA (Government Finance Officers Association of the United States & Canada) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The Board extended congratulations to Hiivala and Auditor/Treasurer staff.

MARC MATTICE, PARKS & RECREATION DIRECTORApprove And Authorize Signatures On A Memorandum Of Understanding (MOU) Between Wright County And The Cities Of Clearwater, Monticello, And Otsego For The Creation Of A Master Plan For The Great River Regional Trail And Authorize Issuance Of Request For Proposal

Mattice said in 2001, a County-wide trail and bikeway plan was completed. Out of that came two distinct trail possibilities.

The first is the Crow River Regional Trail. Mattice is working with Carver County, Three Rivers Park District, and nine municipalities on developing a master plan to seek grants in 2019 for the first 11 miles between Wright County and Three Rivers Parks.

The second major trail is the Great River Trail (from Dayton through Otsego, Monticello, Clearwater, and into Stearns County) where it will connect with the Stearns County trail system.

Development of a master plan will include obtaining public input, preferred alignment, usership, and cost analysis. That information will be used when determining whether to move forward. Costs will be shared between the four entities, and Wright County will be the lead coordinator on the project. Monticello and Otsego have authorized signatures on the MOU; Clearwater still needs to take action. A Master Plan allow potential designation as a proposed regional facility, which could open future Legacy Grant funding and Transportation Enhancement funding opportunities in the future. Borrell asked whether the trail will connect with the Crow River Trail, and Mattice said it will.

Potter asked Mattice to further explain the purpose of the Master Plan. Mattice said a large part of the Master Plan is public input, and it provides preferred alignments for users of the trail. It also includes a cost analysis for budgeting, places it in line for grant funding, provides usership data, public trends and values, etc. That information is utilized to guide proper decision making on how to spend funds and solicit grant funding.

Daleiden moved to approve and authorize signatures on a Memorandum of Understanding between Wright County and the Cities of Clearwater, Monticello and Otsego for the creation of a Master Plan for the Great River Regional Trail. The motion was seconded by Borrell. Funding is included in the 2019 Parks & Recreation budget under Professional Services. Mattice stated that the project specifications may have to be trimmed dependent on how the proposals come in. Staff will be responsible for completion of some items.

Mattice requested that the motion include authorization for the issuance of the Request For Proposals (RFP). Daleiden and Borrell included that authorization as an amendment to the motion. The motion carried 4-0.

Adopt A Resolution Authorizing The Parks and Recreation Director To Sign And Enter In An Agreement With The Minnesota Department Of Natural Resources, Related To Reconstruction OF The Fishing Pier Within Montissippi County Park

Mattice said the DNR will provide materials and the County will provide staff time.

Potter moved to adopt Resolution #19-18. The motion was seconded by Daleiden and carried 4-0 on a roll call vote.

ITEMS FOR CONSIDERATION**1-24-19 COMMITTEE OF THE WHOLE (COTW) MINUTES**

At today's County Board Meeting, Potter moved to approve the COTW Minutes. Potter referenced discussion on page 1, last paragraph, relating to a request to plant a tree in memory of a former Auditor/Treasurer. Potter said a tree was originally planted at the current Government Center, and they will investigate the potential of transplanting it to the new Government Center site. The motion to approve the minutes was seconded by Daleiden and carried 4-0. The COTW Minutes follow:

I. Design Development For New Government Center

Bruce Schwartzman, BKV Group (BKV), provided an update on the design development process. BKV staff will meet with individual Departments to continue discussions in mid-February. The next Committee Of The Whole meeting will be 2-25-19 at 10:00 A.M. when the final design development plan for both the interior

1-24-19 COMMITTEE OF THE WHOLE MINUTES (CONT.):

and exterior of the building will be presented.

Today's meeting includes more detail and a virtual walk-through of the interior. Schwartzman said the model is conceptual only and does not include final details. The February meeting will include materials, plans for interior spaces, and a price evaluation by Contegrity Group. Schwartzman said BKV staff will schedule a tour of other County Board Rooms to see a variety of layouts. A design development estimate will be presented on 3-14-19.

Two PowerPoint presentations, "Wright County Government Center, Buffalo, MN Design Development Progress Update" and "Wright County Government Center Site Plan Concept" were shown (see attachments). Anthony Enright, BKV Group, reviewed the site plan, including access for staff and public parking, fleet parking, deliveries, and access to all three buildings. BKV worked with Wenck regarding grading, drainage, retaining walls, size of parking areas, roads, and access points.

Schwartzman added that they will meet with the fire marshal regarding fire response access. He said the potential purchase of an adjacent property would provide additional support for staff parking. The new Government Center building address will be Braddock Ave. North East, although the number has not yet been finalized.

Jared Ward from Wenck described the stormwater plan for the site. Brady Halvorson of BKV Group explained the landscaping plan. Enright said a Veterans Memorial will be incorporated into the site. Potter said a request had also been made to plant a tree in memory of a former Auditor/Treasurer. Halvorson said the strategy is to use native plants and trees to be consistent with the Justice Center landscaping.

Enright said the only updates to the ground floor level are designated storage areas for Departments. Incremental changes were made to Level 1 related to individual Departments. The major change in the last two weeks is the layout of the License Bureau, where the waiting area was reconfigured to an L shape.

Enright said Level 2 encompasses Health & Human Services. The office areas can be modified as needed. Level 3 combines Administration and Information Technology (IT) and Building Services.

Two concepts were presented regarding the main public entrance. The first has a glassed-in enclosure and creates a new vestibule that pops out of the enclosure and uses limestone elements. The design ties in with the Justice Center.

Schwartzman said the second concept provides a broader perspective and makes a bigger statement. Either design would stand the test of time. The second concept would be more expensive. Commissioners Vetsch, Husom, and Borrell favored the first concept. Potter said either was fine.

Danielle Reid, BKV Group, conducted the virtual tour as Enright discussed the interior spaces. Reid said window placements will be defined when they meet with individual Departments.

There was discussion regarding shower facilities, locking the building after hours, and security camera placement. Enright said there are no plans for security screening at the building entrance. Schwartzman said underground parking requires additional plans. They will provide more information for the Board at a future meeting. The current plan is to price the underground parking as a bid alternate, but it could be set in the base bid toward the end of the design development stage if the numbers look good and the Board approves. Otherwise, this space on the Ground floor level will be unexcavated and unavailable for future use.

Schwartzman said BKV staff met with architects regarding how the existing Government Center site could be used. The City of Buffalo shows the site as a potential housing development. Potter said representatives from the City should be invited to the 2-25-19 meeting.

1-24-19 COMMITTEE OF THE WHOLE MINUTES (CONT.):

Recommendation: Informational only.

II. Sheriff's Office Range Project

Schwartzman said they were not planning to provide an update on the Tactical Training Center at this meeting. BKV will meet with those involved in early February to go over more details. The Committee Of The Whole scheduled for 2-25-19 will cover any proposed changes to the Tactical Training Center.

Recommendation: Informational only.

(End of 1-24-19 COTW Minutes)

PER DIEM RESOLUTION

Kelly said discussion occurred at a recent COTW Meeting on modifying the Committee Advisory Listing with additions. That action will require an update of the per diem resolution.

Daleiden moved to adopt Resolution #19-19 approving the per diem resolution. The motion was seconded by Borrell. Daleiden noted that by law, the listing includes all committees and advisory boards that Commissioners are involved in. Each Commissioner decides whether to submit a request to be paid a per diem for meetings attended. The motion carried 4-0 on a roll call vote.

GREAT RIVER REGIONAL LIBRARY (GRRL) CITIZEN REPRESENTATIVE APPOINTMENT

Kelly said a solicitation was posted on the website for citizen representatives on the GRRL Board. Three individuals submitted letters of interest including Alice Dahl, Jason Franzen, and Amy Sullivan.

Potter stated the desire is to have representation on the GRRL Board from the northeast part of Wright County (Monticello, St. Michael, Otsego, Albertville area) to provide more of a balance from various areas in the County. Potter made a motion to extend the posting for an additional two weeks. The motion was seconded by Daleiden. Kelly noted that the Board will meet in Workshop on 2-19-19 so there will not be a Board Meeting that day. It was the consensus that the appointment will be discussed at the 2-26-19 Board Meeting. Applications for the citizen representative will be accepted through 2-22-19. The motion carried 4-0.

RESCHEDULE 2-13-19 COMMITTEE MEETING DATE**PLANNING & ZONING - REFER TO PERSONNEL COMMITTEE DISCUSSION ON HIRE OF BUILDING OFFICIAL ABOVE 12% OF MINIMUM HIRE RANGE**

The Commissioners will attend the AMC Legislative Conference on 2-13-19 which is a regular committee date. Kelly said one item is scheduled for committee relating to the hire of the Building Official above 12% of minimum hire range.

Daleiden moved to hold a COTW Meeting on 2-08-19 at 9:00 A.M. to discuss the hire of the Building Official above 12% of minimum hire range. The motion was seconded by Borrell and carried 4-0. The motion includes the cancellation of the 2-13-19 committee meeting date.

CLOSED SESSION - PROPERTY LOCATED AT 3785 HWY 25, BUFFALO

Lee Kelly, County Administrator, said prior closed sessions have occurred to discuss the property purchase. Late last week, additional correspondence was received from the property owner. The suggestion would be to move into Closed Session for review.

Daleiden made a motion to move into a Closed Session to discuss the property located at 3785 Hwy. 25, Buffalo. The motion was seconded by Potter and carried 4-0. The Board went into Closed Session at 9:33 A.M.

The Board Meeting was reconvened at 9:44 A.M.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. SWCD Meeting. Husom, Daleiden, Vetsch and Potter attended the meeting on 1-31-19. Discussion included projects, ditches, water quality, and right-of-way acquisition/buffer requirements. It was noted that when the buffer law was passed, Wright County was 95% compliant. Borrell commended SWCD staff for their effort and approach in working with residents and landowners for their buy in on projects. He said it is a true partnership. Borrell was thanked for aiding in moving this process forward. Husom appreciates that the County took over buffer law compliance from the State and said the County can work with landowners to make decisions instead of having the State dictate what should be done.
2. Transportation Day At The Capitol. Potter is Vice President of the Transportation Alliance so will be attending. He plans to meet with legislators to discuss transportation topics.
3. I-94 Open House. Potter attended the Open House held in Monticello which included the environmental document and preliminary layouts for the segment from Albertville to Clearwater. The Albertville to Monticello segment is not funded but all the environmental documentation is being completed for efficiencies. Discussion focus was on the Monticello to Clearwater segment. A presentation was made by MnDOT on wetlands, lanes, and sound walls. Information is available on their website. Potter said this project was not included in the STIP (Statewide Transportation Improvement Program) prior to the current Commissioners being in office. This effort has been a team of people who have brought this project to the forefront. Husom thanked Potter for his efforts.
4. Fair Board Meeting. Borrell announced the Wright County Fair will be held July 24-28, 2019.
5. Maple Lake Fishing Derby. Husom attended the Derby. She said Commissioner Vetsch and Sheriff Deringer participated in the arctic plunge.
6. Safe Harbor Meeting. Husom attended a meeting on 2-01-19. The group addressed safety protocol for victims.
7. Administrator Updates:
 - A. Work continues with Springsted on the Comp/Class Study.
 - B. A meeting was held last week with Springsted on the IT Director recruitment. Posting of the position is anticipated next week. Kelly is serving as the interim IT Director.
 - C. ERP Demonstrations. ERP demo's will be held over the next two weeks.
 - D. County Board Workshops. Kelly said Board members should submit topics for the 2-19-19 Workshop. Workshop topic referrals will be placed on the 2-12-19 Board Agenda. A possible item may be discussion with BKV on the Board Room and office space for Commissioners.

The meeting adjourned at 10:04 A.M.

County Board Minutes Submitted by: Susan Backes, Clerk to the County Board