



## BOARD MINUTES

### BOARD OF WRIGHT COUNTY COMMISSIONERS

AUGUST 27, 2019

DATE APPROVED: SEPTEMBER 3, 2019

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

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

#### COUNTY BOARD MINUTES 8-20-19

Borrell moved to approve the minutes as presented. The motion was seconded by Husom and carried 5-0.

#### AGENDA

The following changes were made to the Consent Agenda:

- Add Consent Item C, "Refer Discussion RE: Third Floor, New Government Center To The 8-29-19 Committee Of The Whole Meeting" (Kelly)

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

#### CONSENT AGENDA

Borrell moved to approve the Consent Agenda as amended. The motion was seconded by Potter and carried 5-0:

##### A. ADMINISTRATION

1. Refer To 9-09-19 County Board Workshop:

A. CMRP (Central Mississippi River Regional Planning Partnership) Presentation To Partnership Elected Bodies

##### B. AUDITOR/TREASURER

1. Approve \$0 Net Levy Budget Adjustment 6 - 2019 Reclassifying Appraisal Technician To Assessment Process Specialist In The Assessor Department
2. Acknowledge Warrants Issued Between August 14, 2019 And August 20, 2019

##### C. ADMINISTRATION (KELLY)

1. Refer Discussion RE: Third Floor, New Government Center Discussion To The 8-29-19 Committee Of The Whole Meeting

#### TIMED AGENDA ITEMS

##### LEE KELLY, COUNTY ADMINISTRATOR

###### Introduction Of Matthew Fomby, Information Technology Director

Kelly introduced the new Information Technology Director, Matthew Fomby. Fomby started with Wright County on 8-26-19. Fomby was welcomed.

##### BOB HIIVALA, AUDITOR/TREASURER

###### Approve Wright County Tax Forfeit Land Resolution

Hiivala stated the City of Buffalo would like to acquire tax forfeit property, PID #103-124-004410, from the County at the market value of \$1.00. The purpose is to correct a survey or platting error.

Daleiden moved to adopt Resolution #19-89 recommending to the Minnesota Commissioner of Revenue to convey PID #103-124-004410 to the City of Buffalo for \$1.00. The motion was seconded by Borrell and carried 5-0 on a roll call vote.

**VIRGIL HAWKINS, HIGHWAY ENGINEER**

Approve Resolution To Transfer The Excess Of The Last Two Years Of State Aid Municipal Distribution To The State Aid Regular Construction Account. We Currently Have A Balance Of \$1,909,248 In Our State Aid Municipal Construction Account, Which Exceeds By \$211,844 The Maximum Balance Over The Last Two Years Of \$1,697,404 In Our State Aid Municipal Account.

Daleiden moved to adopt Resolution #19-90 transferring two years of State Aid Municipal Distribution to the State Aid Regular Construction Account. The motion was seconded by Potter and carried 5-0 on a roll call vote.

Approve Transportation Committee Of The Whole (TCOTW) Minutes From The August 09, 2019 Meeting And Act On Recommendations

Hawkins reviewed the TCOTW Minutes and added the following comments at the Board Meeting:

- Item 1, Update on CSAH 35 Retaining Wall Project. Hawkins said that the City of Buffalo approved Option 1 (outlined in paragraph 1 of the TCOTW Minutes) subject to the County's approval. The Memorandum of Understanding will be prepared. The County will fund \$278,000 over the next two years.
- Item 3, Update on potential truck station parcel in Annandale. Hawkins said that following the TCOTW Meeting, he met with the Annandale City Administrator. Meetings will continue with the City to pursue potential locations.
- Item 5, Update on request for potential future TH25 access for Justice Center/New Government Center Campus. Hawkins said that there is a meeting scheduled with MnDOT on 9-06-19 to continue discussion on the new access to TH 25.

The following corrections were made to the TCOTW Minutes:

- Page 2, 3<sup>rd</sup> paragraph, 1<sup>st</sup> sentence should read, "Borrell asks why we need to reduce lanes or the shoulder at all, stating he believes narrowing any road is not a good idea." (Borrell)
- Correct the spelling of Daleiden's name throughout the document (Husom)

Borrell stated Option 1 for the CSAH 35 Retaining Wall Project may not be the most fiscally responsible option. Hawkins said the plan is to not remove the existing block and tier the new block in front of it. The cost was high to remove the existing block, cut back the wall 6', and acquire right of way.

Borrell made a motion to approve the TCOTW Minutes and recommendations. The motion was seconded by Potter. Husom viewed Option 1 as the most fiscally responsible and best option from an engineering standpoint. Hawkins said it will narrow the driving lanes from 12' to 11' and the shoulder from 10' to 8'. The sidewalk will remain the same. The motion carried 5-0. The minutes follow:

*I. Update on CSAH 35 Retaining Wall Project*

*As directed by the County Board at the June 26, 2019 TCOTW, we met with the City of Buffalo Engineer to discuss the County's two (2) concerns about the design of the new retaining wall, which are: (1) narrowing the CSAH 35 east bound shoulder and (2) the future/imminent sale of the government center parking lot that the buyer could redevelop the lot and the retaining wall may not be needed along this parcel.*

*The Highway Department met onsite with the City Engineer and representatives of Keystone on Tuesday, July 23, 2019. The condition of the wall is so fragile that simply touching the face of the blocks will cause them to crumble onto the sidewalk. The Keystone representatives did not offer a definitive explanation for why the wall blocks are failing in this manner, other than water from above/behind the wall may be playing a factor (and the block they produce now is more durable, such that this would not happen). They also indicated that they did not observe any structural failure of the wall occurring at this time (as the soil behind the wall is held/supported in place by geotextile fabric several feet back at different levels).*

*Justin Kannas, City of Buffalo Engineer, is analyzing the various options of wall replacement based on questions from the City Council of Buffalo and plans to report back to the Council at their next meeting on August 19th.*

*The City of Buffalo and Wright County agreed to share the cost 50/50 on replacing the deteriorating retaining wall along County Highway 35 just west of the Government Center in Buffalo. A copy of the Memo of Understanding*

**8-09-19 TCOTW Minutes (cont.):**

(MOU), dated June 26, 2016, is attached. The MOU indicates a shared 50% cost split for each agency (with a cap of \$177,000 for Wright County).

The City received bids in 2016 for the retaining wall and the bids came in too high (the apparent low bid was \$570,000) so the city rejected the bids.

The city re-bid the project on June 19, 2019, and the low bid came in at \$464,573.90 (the Engineer's Estimate was \$500,000). The city would like to award the bid and proceed with the project, with the county agreeing to pay for half of the project costs (construction and engineering). The county's 50% share is estimated to be \$278,000 based on the low bid plus estimated engineering, construction admin, testing. However, the signed MOU, dated June 21, 2016, caps the county share at \$177,000. The City has requested that the current MOU be rescinded, and a new MOU be signed that would indicate the county paying half the costs. The initial MOU, in 2016, was based on what the county had available in our budget at that time (since our 2016 budget had been set already).

**Discussion:**

- The original proposed design was to narrow the road, taking 4ft off the shoulder. After concerns were expressed regarding reducing the bike lanes and shoulder, Justin said they designed a compromise to address the concerns which would have 11ft thru lanes (standard is 12ft), which then gains 2ft back on shoulder/bike lanes. Narrowing the thru lane meets state aid design standards. There would be 800ft narrowed down to 11ft, then it increases back to 12ft widths.
  - Borrell asks why we need to reduce lanes or the shoulder at all, stating he believes narrowing any road is not a good idea. Justin explains it is due to the size of the retaining wall and what needs to be dug in. The big block is more durable and resistant. Regardless of what retaining wall is used, they still have to dig back. Borrell asks why can't the block just be replaced? Justin explained that no one will sign off on it structurally because the existing wall geo grid will become compromised. The big blocks don't need to be anchored – they are free standing.
  - Potter asks about traffic counts – Chad states approximately 5400 vehicles daily. Potter is less concerned with narrowing the widths as he doesn't see this road gaining more traffic volume.
  - Borrell asks "if money were not the issue, would you still narrow the road"? stating that he believes the plan is patch work rather than doing it right.
  - Daleiden says it bothers him to fix it the wall before we know what will happen with the sale of the Government Center, but agrees the wall needs to be fixed sooner rather than later, saying we should proceed.

**Staff Recommendations:**

Based on the recent meeting onsite with the City of Buffalo Engineer and Keystone wall representatives, the Highway Department staff recommends that wall be replaced soon (as the crumbling wall face is a potential hazard to sidewalk users). The current wall design narrows the CSAH 35 road top by four (4) feet, which does meet state aid standards (and is similar, still 4 feet wider than the CSAH 12 roadway design on the other side of Buffalo Lake that was rebuilt within the past 10 years).

A new MOU would need to be prepared for the County to pay for half of the cost of the project (county share estimated to be \$278,000). The current MOU would be rescinded. An additional \$101,000 would need to be included in the Highway Department's 2020 budget, which combined with the \$177,000 budgeted in 2019, would cover the county's cost share.

**TCOTW ACTION/RECOMMENDATION:**

Consensus is to move forward and repair the wall in the most financially responsible manner and to update the current MOU in Highway budget.

**II. Update on CR 106/Gowan Ave/85th Street Intersection Improvements (Maple Lake Township)**

The direction given at the June 26, 2019 TCOTW meeting was for Highway Department staff to proceed with the Option 2 intersection improvement (subject to reaching out to Corinna Township about their interest in realigning 85<sup>th</sup> St NW as part of the improvement).

**8-09-19 TCOTW Minutes (cont.):**

Option 2 (see attached) realigns Gowan Ave NW to intersect CR 106 on the outside radius of CR 106 just south of 85<sup>th</sup> St NW. Option 2 would eliminate the traffic movements that are the basis of concern at the intersection (southbound 106 traffic and westbound 106 traffic not yielding/stopping).

Staff Update:

The Highway Department reached out to Corinna Township about their interest in realigning 85<sup>th</sup> Street NW also (as part of this intersection improvement project). Corinna Township indicated that they were not interested in realigning 85<sup>th</sup> Street due to snow removal issues it may cause and right-of-way costs that would be incurred with a realignment.

We will proceed with the Option 2 improvement and it is planned that the work would be completed this fall by County Highway Maintenance staff. County Highway Engineering staff will survey the intersection and prepare a construction plan for the new design.

TCOTW ACTION/RECOMMENDATION:

Informational Item.

**III. Update on potential truck station parcel in Annandale**

Virgil reached out to Kelly at the City of Annandale and scheduled a meeting on Tuesday, August 13. At this meeting they will discuss if it's the right parcel for the county and other parcels that may be better.

Discussion:

- Daleiden asks what the current cost of the property is – Virgil stated \$49,000 per acre for 5 acres. Funds are already allocated in the CIP for this year, which will be rolled over to the next year. The earliest construction is planned for 2022.
- Daleiden asks how much we could sell French Lake for – Virgil estimates somewhere between \$50-80k.
- Christine asks if we are holding onto Maple Lake property. Virgil states we would sell it after the Annandale shop is built and whatever profit there is from the sale would go towards offsetting the cost of the Annandale shop.
- Short term plan is the Annandale shop opens. Midterm plan would be selling the Maple Lake shop.
  - Alan asks what Virgil expects the time frame to be for 'midterm', so he can consider maintenance/repairs. Virgil stated approximately 5years.

Virgil will give update after next Tuesday.

TCOTW ACTION/RECOMMENDATION:

Informational Item.

**IV. CSAH 36 Right of Way options (east of I94, south of Ogren Ave NE in St. Michael)**

Jeremy met with owners. The property owner has indicated that he may be a willing seller if the price is favorable. We have considered this property in the past for wetland credits. If the owner is willing to sell the property to us, we would have the option of exploring wetland credits for 60+ acres.

Jeremy also spoke with Soil and Water discussing the property being a potential wetland bank we could see credits from. However, we couldn't do wetland credits without the adjacent neighbor's approval. Jeremy left message with the adjacent property owner but has yet to hear back from them.

Looking at the total parcel, the city would like to keep the section where the home sits, so it can be resold. The rest of property could be wetland credits which would recoup costs of purchasing the property. Funding for this is on our current LOST funds list. We could buy it now with LOST funds to purchase the right of way.

The owners also inquired if the county were to do a total purchase, if they could they stay on the farm until the county needed to widen the road.

**8-09-19 TCOTW Minutes (cont.):**Staff Recommendations:

*Jeremy stated the county would need an agreement with neighboring land owner to get the wetland credits.*

TCOTW ACTION/RECOMMENDATION:

*The consensus is to continue to explore options for purchasing this parcel.*

**V. Update on request for potential future TH25 access for Justice Center/New Government Center campus**

*As directed by the County Board at the June 26, 2019 Transportation Committee of the Whole meeting, Highway Department Engineering staff has explored what a potential access to TH 25 might look like (see attached) and has determined a “ballpark” cost estimate for the potential improvements to be in the \$500,000 range (which includes the driveway access roads shown and construction of a right-turn lane and by-pass lane on TH 25.*

Next Steps:

*The next steps in the process, if the County Board would like to pursue this potential access, would be to submit an access application to MnDOT and go through their Local Plan & Development Process.*

*Another issue to consider with this potential access request, is a recent email that we received from an adjacent landowner inquiring about the County’s interest in purchasing land near the L.E.C. as a potential long-term gravel source.*

Discussion:

- *Alan poses the question of would we have to close the current entrance for Historical Society.*
  - *Borrell comments that it will make it difficult to get to Historical Society.*
- *We would have to go to Access Committee with MNDOT if we want to request this new access.*
  - *Will likely have to close two accesses according to MNDOT.*
  - *Closing the church access and the one at Bremmer’s property was suggested.*
- *Alan discusses the proposed walking path along the perimeter of the Government and Justice Center*
  - *Daleiden asks what trail completion/paving time line is. Alan stated Spring 2020.*
- *Bruce said we need to have a concept plan so that we have an idea how to tie in the Bremmer property and the accesses.*
- *Virgil presented information regarding potential land for sale by Fehn that could be used as a long-term gravel source. More information would need to be collected to determine if it would be a sufficient gravel source.*

TCOTW ACTION/RECOMMENDATION:

*The consensus is to:*

1. *Proceed with proposing a closure of two existing accesses to MnDOT and request a new access for the County Building to T.H. 25.*
2. *New building construction to continue with grading the walking path but to hold off on paving it until access request is finalized.*

**VI. Final Long-Range Transportation Plan (LRTP)**

*The County’s Long-Range Transportation Plan (LRTP) has been completed and is ready for distribution/adoption by the County Board. The plan is being distributed today to the County Board members for their review and will be brought forward for adoption at a future County Board meeting.*

*Of note, and currently very relevant given the County’s new building projects (Justice Center and New Government Center) is the recommendation in the LRTP for the jurisdictional change of Braddock Avenue NW (from Buffalo Township jurisdiction to County jurisdiction). The segment of Braddock Avenue NW would be a logical extension of CR 148 (from CR 138 to CR 113).*

Staff Recommendation:

*The Highway Department staff recommends that the County Board adopt the Final Long-Range Transportation Plan (LRTP) at a future board meeting.*

**8-09-19 TCOTW Minutes (cont.):**

Staff also recommends that the County Board move forward with the jurisdictional change of Braddock Avenue NW (new CR 148) and consider funding the improvement of Braddock Avenue NW soon (before both new county buildings are open/occupied).

Highway Department would need time internally to update our project list and re prioritize projects for the LOST fund. A public hearing would be required.

An updated LOST projects list would be available by the first quarter of next year for review.

TCOTW Action/Recommendation:

Information/distribution of Final LRTP for County Board review. The County Board's consensus is to:

1. Move forward with the jurisdictional change of Braddock Ave. to become a county highway.
2. Continue with updating the project list for LOST funds to present at public hearing next year.

VII. City of Monticello presentation for future route designation change for CSAH 39/Chelsea Road

Matt, from the City of Monticello, discussed ideas the city is working on to reduce truck traffic on Broadway in downtown Monticello. They are currently working on pedestrian amenities on Walnut and Broadway. The city is looking at options, if they are feasible, to route CSAH39 down Chelsea road and connecting it with Hwy 25. In doing so, Chelsea would become a county road. The other task is to figure out how to get trucks to use a different route.

TCOTW ACTION/RECOMMENDATION:

Informational Item.

(End of 8-09-19 TCOTW Minutes)

**SEAN RILEY, PLANNING & ZONING ADMINISTRATOR**

Continuation From August 20, 2019 Meeting For Language Changes To A Recommendation Of The Planning Commission Public Hearings held June 27 & July 18, 2019 To Adopt Ordinance Amendment Number 19-4. Language Changes Are To Section 155.03(B)(46) & Section 155.048(D)(12)

Riley said discussion was laid over from the last County Board Meeting to allow staff to make additional changes to the draft ordinance amendment. The changes relate to modifying:

- The last sentence of 155.03(B)46 to read, "Any structure with livable area must share access with the primary farm residence or the farm operation and shall be within 750 feet of the primary farm residence or the farm operation."
- 155.048(D)(12) to read, "One farm accessory mobile home or structure per farm operation as a temporary use and subject to annual local township review."

Borrell made a motion to adopt Ordinance Amendment 19-4 for language changes to Section 155.03(B)(46) and Section 155.048(D)(12) as presented. The motion was seconded by Daleiden.

Husom voiced concern with the Ordinance Amendment. She is supportive of people's property rights and making things convenient. If a mobile home is moved in, it may indicate hardship of the need for a place to live. However when a temporary structure is placed inside a permanent structure, she thought it was more of a slippery slope. She has concern with the definition of farm help. Zoning allows one building entitlement per 40 acres. This would allow essentially two residences on the property. Borrell said the hardship doesn't relate to the person who is moving in but is for the property owner who needs assistance on their farm because of illness, etc. The Ordinance currently allows placement of a mobile home. He favors a finished area within a structure versus a mobile home. Vetsch said he understands Husom's viewpoint but is supportive of the changes because the amendment has been made restrictive enough. The applicant will be required to go through the CUP (Conditional Use Permit) process and annual review. The Board can change the Ordinance if it not used as intended. Husom referenced the township vote on this matter (those that responded) with 6 against, 1 no comment, 4 in favor, and 1 generally in favor. She said the townships have concerns and they will be the ones that will be doing the reviews. Husom said she normally votes in support of the Planning Commission recommendation but this is her stand on this topic.

Daleiden asked whether the Ordinance addresses existing buildings or whether a landowner will be allowed to build for this purpose. Riley responded that it is not spelled out in the Ordinance. A person will be allowed to build and then apply. They will need to meet all requirements (sewer, setbacks, etc.) through the CUP process. This type of use will have to be permitted as a personal shed. Riley agrees with Husom in that it might be a challenge to convert back the space in the shed once it is no longer utilized for this purpose. He clarified that at no time will this action give the landowner a building entitlement. Husom views this as a possible way around that.

The motion to adopt Ordinance Amendment 19-04 carried 3-2 with Husom and Potter casting the nay votes. Ordinance Amendment 19-04 follows:

Ordinance Amendment Number 19-4

The County Board of Wright County Hereby Ordains:

Article I – Amendment to Chapter 155 Zoning

Sec. 1

**§155.003 RULES AND DEFINITIONS**

Amend § 155.03(B)(46):

(46) ***FARM ACCESSORY MOBILE HOME OR STRUCTURE***. A mobile home or structure with livable area placed on a farm which already has a primary residence on the same parcel or nearby land under the same homestead, said mobile home or structure to be used as a temporary residence by a family member or farm employee. Farm employment must be the primary occupation of the resident of the mobile home or structure, and the applicant for such a mobile home or structure must demonstrate the need for such occupant to be located on the farm site in addition to the primary farm residence. No such mobile home or structure shall be allowed as the primary or only residence on any parcel. Any structure with livable area must share access with the primary farm residence or the farm operation and shall be within 750 feet of the primary farm residence or the farm operation.

Sec. 2

**§155.048 GENERAL AGRICULTURE (AG):**

Amend § 155.048(D)(12):

(12) One farm accessory mobile home or structure per farm operation as a temporary use and subject to annual local township review;

**Effective Date:**

These ordinance amendments shall be effective upon passage and publication.

(End of Ordinance Amendment 19-4)

**SCHEDULE BUDGET COMMITTEE OF THE WHOLE MEETING ON 9-11-19 AT 2:00 PM TO REVIEW POSITION REQUESTS**

Potter moved to schedule a Budget Committee Of The Whole Meeting for 9-11-19 at 2:00 PM. The motion was seconded by Husom and carried 5-0.

**ITEMS FOR CONSIDERATION**

**8-13-19 COUNTY BOARD WORKSHOP MINUTES**

At today's County Board Meeting, Husom made the following changes to the minutes:

- Page 1, last paragraph, 2<sup>nd</sup> sentence should read, "If we stay with them the cost to the county will be between \$300,000 - \$400,000."
- Page 3, 8<sup>th</sup> paragraph, last sentence should read, "The covered parking would also reduce costs of snow removal."

Daleiden moved to approve the Workshop minutes as corrected. The motion was seconded by Potter and carried 5-0. The minutes follow:

*I. 2019 MCIT Presentation*

*Tom Suppes, MCIT Risk Manager provided the Board with an overview of what has been occurring and what is planned in the future with Minnesota Counties Intergovernmental Trust (MCIT). Currently 81 counties are enrolled in the Trust, six counties have opted out, as they are self-insured.*

*Rates for 2020 will be comparable to the County's 2018 rates. Our actual rates will be coming in the later part of August.*

*The County received a dividend of \$379,190 in 2018, and the dividend for 2019 will be \$351,099.*

*Wright County's work comp claims are the highest in the Sheriff and Highway departments.*

*Coverage enhancements occurring in 2019 include coverage limits increased for data compromises, builder's risk sublimits have been increased, coverage for drones has been extended to all departments, electronic data processing equipment coverage has been enhanced and now provide liability coverage for class III dams, of which Wright County has none.*

*Suppes also provided an overview of other services available with MCIT, which include work and safety programs, employee assistance program (EAP), various training opportunities along with awareness and prevention materials.*

*II. Computer Assisted Mass Appraisal (CAMA)*

*Assessor Tony Rasmuson provided an overview of what is occurring with the CAMA and Tax user groups. This project has been ongoing for about seven (7) years. In February 2019 there was a meeting with both user groups, at that meeting a motion was made by the CAMA group to find a different vendor due to a breach of contract. The negotiating committee discussed what path should follow. This is what is being presented today, Amendment 6. Rasmuson stated that he is seeking to opt out of CAMA at this point and seeking board support on this decision. Over the course of 7 years the county has spent \$65,000 on CAMA and Tax. Hiivala noted that the original vendor was Xerox, which was then sold, it is now Venu. Amendment 6 allows each county to pull out of this contract.*

*Rasmuson stated that they are working with MnCCC and have until February to find a new vendor. If we stay with them the cost to the county will be between \$300,000 - \$400,000. We can always go back if Venue does come up with a solution. To opt out we have until October 16, 2019. It is being recommended by both Rasmuson and Vaith, that the County wait until closer to that date to see what is happening and what the impacts will be.*

*The Board was in agreement to allow Rasmuson and Hiivala the authority to opt out by the deadline date, if that is best for the County. Vaith noted that the existing Legacy program is outdated but is efficient. We do have the ability to add three additional years to the Legacy contract.*

*Daleiden suggested that the County reach out to State Representative Marion O'Neil on this matter. State makes decisions on how things are taxed but does not provide a solution. Should be lobbying for changes. It was also noted that AMC may be a good platform for this topic.*

*III. Intergovernmental Loans / Wright County Economic Development Partnership Revolving Loan*

*Administrator Kelly informed Board that this matter has come forward from the City of Otsego, seeking financial assistance by way of abating taxes to provide for public improvements.*

*Otsego City Administrator, Adam Flaherty, stated that Otsego is seeking County participation in providing tax abatement so that those funds can be put toward public improvements in the area of CSAH 39/42, where a grocery store is planned to be located. It is anticipated that the grocery store alone will bring in an additional \$67,000 in taxes annually.*

**8-13-19 County Board Workshop Minutes (cont.)**

*Tim Dolan, developer of the project, and a Sherburne County Commissioner stated that Sherburne County has a revolving loan fund that assists with these types of projects. This is an option vs tax abatement. Commissioner Vetsch added that his preference would be a revolving loan fund over tax abatement.*

*Commissioner Daleiden would like to see workforce housing supported with this development. Flaherty responded that tax increment financing would be considered for housing, however the City Council was not supportive of that, due to the city's land use plan.*

*At this time the Developer's application will be submitted by the end of this month and would like to have some idea of what the County would support. Noting they intend to break ground in October.*

*Commissioner Husom suggested that the Board schedule a Committee of the Whole meeting (COTW) to drill into the details.*

*Commissioner Daleiden suggested that the County consider a formula for funding 50% of the project cost with 50% being tax abatement and 50% being an intergovernmental loan. Example: \$1.2M project @ 50% funding = \$600,000 (\$300,000 abatement & 300,000 intergovernmental loan).*

*Recommendation: Staff gather information from other Counties on their programs and schedule a COTW for September 9, 2019 at 10:00 AM to identify criteria for Intergovernmental Loans.*

*The Board then addressed the Revolving Loan Program available through the WCEDP. Administrator Kelly explained that currently the County has revolving loan funds available of \$200,000 in cash and \$70,000 in receivables. Part of these funds are required to be paid back to the State of Minnesota, as that is where the funds originated.*

*Kelly further stated that due to the requirements of those funds, they would not be a preferred option for the Otsego project. Preference would be to either retain those funds, or turn them over to the WCEDP, as a one-time option. WCEDP would then be required to grow the funds for continuing economic development within the County.*

*The Board discussed the current structure of the WCEDP and potential changes in light of Director Northagen's planned retirement in 2020. Discussion included whether this should fall under the County, similar to what Sherburne County has, or should this continue as a standalone entity and the County continue to provide annual financial support.*

*Recommendation: The Board will revisit the Revolving Loan Fund Program and the structure and funding of the WCEDP in 4 – 6 weeks.*

*The Workshop was recessed at 12:00 noon, to allow for a lunch break.*

*The workshop reconvened at 12:40 pm.*

**IV. Justice Center Earthworks Change Order and Government Center Bid Review**

*Alan Wilczek, Facilities Services Director; Larry Filippi, Pete Filippi and Kevin Currie of Contegrity; and Anthony Enright of BKV were present to address the bids received for the Government Center (GC) and the Justice Center (JC) Earth Work change order.*

*Reviewed the Base Bids (Trade Contractor Work) – Contegrity's construction document estimate was at \$40.3M for the base bid. Actual bids came in at \$33.8M, nearly \$7M under the estimate.*

*Alternate #2, Covered Parking construction document estimate was \$1.37M. The actual bid came in at \$1.24M.*

**8-13-19 County Board Workshop Minutes (cont.)**

*Base bids with all other items, including, but not limited to, site work, management fees, permits, contingencies, furniture, fixtures, equipment, etc. came in at \$47.1M. The Base Bid with Alternate 2 came in at \$48.34M.*

*Discussed pursuing the alternate for the covered parking based on the low bids received. It was suggested that the parking area be moved to the east due to traffic circulation concerns. Discussed whether it should be increased in size to accommodate more than 40 vehicles. By moving it further to the east would not need to match with finishes of the new GC facility, which could save a considerable amount of money. Also, by moving it further to the east would allow for future expansion to the GC facility if ever needed. The covered parking would also reduce costs of snow removal.*

*Reviewed the third-floor expansion option. It is estimated at a cost of 1.6 M- \$1.85M and would add an additional 23,418 square feet of shelled area. By doing this the exterior of the building would match, and would be less money now, than having to do later. BKV can look at alternatives to reconfigure the office areas in combination with the shelled areas to ensure better use of the area.*

*Commissioner Vetsch left the meeting at 1:23 pm.*

*Reviewed PR 62 (price request for change orders) for the Justice Center earthwork, which is a result of moving forward with the Government Center. All site parking lighting will be connected to and controlled from the JC project, along with a majority of the site grading, pavement, and landscaping. The earthwork and landscaping immediately surrounding the GC will be a part of the GC project cost. There are approximately seven thousand (7,000) yards of piled topsoil that will need to be moved offsite, along with scraping and balancing the remainder of the site. This PR will allow site work for both facilities, which can be done now to accommodate JC parking. PR 62 totals \$594,590.40 per the change orders.*

*Recommendation: Award contracts for the Government Center project and approve PR 62/Change Orders at the Board meeting of August 20, 2019.*

*County Board Workshop Minutes submitted by Sue Vergin, Assistant County Administrator  
(End of 8-13-19 County Board Workshop Minutes)*

**8-21-19 JUSTICE CENTER OWNERS COMMITTEE MINUTES**

At today's County Board Meeting, Borrell moved to approve the minutes and recommendation. It was the consensus to authorize attendance of the full Board at the 9-18-18 Owners Committee Meeting for a project update and walk through. The motion was seconded by Daleiden. Potter said that completing the earth work now to include the new Government Center site makes sense and saves money. Daleiden added that the piping will be designed to handle the needs well into the future. The motion carried 5-0. The 8-21-19 Justice Center Owners Committee Minutes follow:

**I. Justice Center Updates**

*Paulsen spoke to the short term schedule & progress on the site. On the exterior, US Sitework will be starting 8/26/19 on their work to the NW parking grading and utilities. Cast stone for the entry will be delivered and installation will start early next week, with limestone product to follow. Exterior windows on area A are currently being installed and will be completed in approximately 1 week.*

*On level 0, concrete block work continues in the holding area and will be completed in about 1 week. Stair C is currently being framed and finished. On level 1, the mass calendar courtroom wood material is being installed. The walls are in place, the ceiling is underway. The public restrooms in area A will have plumbing rough ins completed next week. On level 2, interior framing continues and Boser Construction is working on plywood backer installation.*

*Level 3 has recently been the main focus for most contractors and is the busiest area of the project. Crews are working on sheetrocking the main public corridor from south to north, the tapers are currently working on the adjacent conference rooms and will follow in the corridor. Painters are working the east side of the building and are currently applying finish coats to the chambers and adjacent rooms. Ceiling grid installation will follow the painting*

**8-21-19 JUSTICE CENTER OWNERS COMMITTEE MINUTES (cont.):**

completion. Wood wall panels have arrived for the Grand Jury courtroom and are being stored in a climate controlled space to keep humidity levels within parameters. Area A rough in inspections are scheduled and sheetrock will be hung upon completion. Data cable hangers have begun installation and cable pulls to termination points will follow.

Currie spoke to the long term schedule. The project is on track, however there has been some delay in selecting the courtroom stone wall caps due to non-approval of a finish mock up and awaiting an alternative material. Material for the next review is expected in approximately 1 week.

Change orders for PR27R1 & 29R1 were discussed. 27R1 is related to electrical work needed as a part of the facility security systems and 29R1 includes a number of small mechanical/plumbing changes.

Kryzer asked about A/V pricing and selection, Enright commented that it is one of the next items to be selected. There is currently an effort to coordinate the systems to be consistent with the Government Center.

**RECOMMENDATIONS:** Approval of PR 27R1 & PR 29R1. Next meeting 9/18/19 @ 1:00 pm.

Justice Center Owners Committee Minutes submitted by: Alan Wilczek, Facilities Services Director

(End of 8-21-19 Justice Center Owners Committee Minutes)

**SCHEDULE GROUNDBREAKING CEREMONY FOR GOVERNMENT CENTER**

Suggested Date: September 9, 2019 @ 9:30 AM

Potter moved to schedule the Groundbreaking Ceremony for the new Government Center for 9-09-19 at 9:30 AM. The motion was seconded by Husom and carried 5-0.

**RESCHEDULE QUARTERLY LEADERSHIP TEAM MEETING**

Lee Kelly, County Administrator, said the Board acted at their last meeting to cancel the 10-08-19 County Board Workshop because of five Tuesdays. That is also the date of the Quarterly Leadership Meeting that is attended by Department Heads and the County Board.

Husom moved to reschedule the Quarterly Leadership Meeting to 10-09-19 at 1:00 PM. The motion was seconded by Borrell and carried 5-0.

**ADVISORY COMMITTEE/ADVISORY BOARD UPDATES**

1. Lake Pulaski LID Annual Meeting. Husom attended. The group discussed high water levels this spring and the inability to pump into Buffalo Lake until July. The LID continues to work to combat AIS (Aquatic Invasive Species). By July, inspections identified 400 boats that would have carried weeds into the Lake.
2. Local Emergency Medical Systems Council. Husom attended the meeting last week. They are looking to form a team for critical incidences, to provide debriefing and support services for the teams. It was reported that they are out of Narcan but hope to get some by November. She said fire and EMS use the product on a regular basis.
3. Transportation Alliance. Potter attended a legislative outlook meeting last week where the gas tax was discussed and strategies going into next year. Potter will be the Transportation Alliance President in 2020.
4. Administrator Updates:
  - A. City Administrator's Meeting. Kelly attended the meeting. Discussion included economic development and the Local Options Sales Tax.

The meeting adjourned at 10:01 A.M.