

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

MINUTES

The following change was made to the 11-01-16 Board Minutes: Page 5, 3rd Paragraph, change to "Gordy Simanton" (Husom). Borrell moved to approve the Minutes as corrected, seconded by Husom. The motion carried 5-0.

AGENDA

The following was petitioned to the Agenda: Consent Item I1, "Refer To The Personnel Committee The Starting Wage For Traffic Engineer" (Virgil Hawkins). Husom moved to approve the Agenda as amended, seconded by Potter. The motion carried 5-0.

CONSENT AGENDA

Daleiden moved to approve the Consent Agenda, seconded by Husom. The motion carried 5-0.

A. ADMINISTRATION

1. Refer To The 12-14-16 Ways & Means Committee:
 - A. Ag Inspector Year End Report
 - B. Drainage Inspector Year End Report
 - C. Motor Pool Year End Report/Vehicle Status

B. ASSESSOR

1. Approve Abatement, PID 155-102-001080, Donald Raymond Loughmiller

C. AUDITOR/TREASURER

1. Authorize The Allocation Of The Transfer Of \$1.6M Approved By The County Board On July 19, 2016 As Follows:
\$600,000 To CIP Technology Fund (34-170)
\$500,000 To CIP/Stabilization Fund (34-150) (Bldg Projects)
\$500,000 To CIP/Stabilization Fund (34-150) (Park Projects)

D. AUDITOR/TREASURER

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of \$265,851.85 With 159 Vendors And 227 Transactions

E. HEALTH & HUMAN SERVICES

1. Position Replacement
 - A. Office Technician I

F. INFORMATION TECHNOLOGY

1. Refer to the 11-16-16 Technology Committee:
 - A. Everbridge
 - B. Cellular BDAs
 - C. Project Prioritization

G. PLANNING & ZONING

1. Authorize Replacement:
 - A. Office Technician II

H. SOIL & WATER CONSERVATION DISTRICT

1. Appoint Dave Marquardt To The Water Management Task Force, Citizen-At-Large - Agriculture, Eff. 11-17-16 Through 12-03-18

I. HIGHWAY

1. Refer To The Personnel Committee The Starting Wage For Traffic Engineer

TIMED ITEMS

VIRGIL HAWKINS, HIGHWAY ENGINEER

Schedule CR 9 Road Tour – East Side Of Waverly Lake

On a motion by Potter, second by Borrell, all voted to schedule a Committee Of The Whole Meeting on 11-14-16 at 10:00 A.M. for the purpose of the CR 9 Road Tour on the East Side of Waverly Lake.

ALAN WILCZEK, FACILITIES SERVICES DIRECTOR

Select Contractor To Perform The Demolition Of The Tipping Floor Structure, Recycling Facility

Wilczek stated that in early July, the Recycling Facility received storm damage. As a result of discussions, the County obtained proposals to demolish the tipping floor structure. Proposals received are as follows:

<u>Bidder</u>	<u>Base Price</u>	<u>Alternate #1</u>	<u>Total</u>	<u>Alternate #2</u>
Vos Construction	\$52,194	not noted	\$52,194	
Carlson Construction	\$34,500	none	\$34,500	
Shingobee	\$143,951	in base	\$143,951	
Veit	\$43,339	\$31,119	\$74,458	
Marcus Construction	\$81,200	\$8,675	\$89,875	
National Demolition & Excavation	\$36,300	\$8,500	\$44,800	\$15,620

Carlson Construction’s proposal included the following comments: Pricing includes removal of conveyor, knocking in sidewalls, and putting holes in the pit floor for drainage. No cost difference to leave the conveyor in place due to the value of the steel. Did not price sealing conveyor structure pit with shelter. Plans to sub the roof & sidewall flashing. Meets all insurance levels per phone call 11/2/16

Marcus Construction’s proposal included the following comment: Authorized constructor of Varco Pruden buildings.

National Demolition & Excavation proposal includes the following comment: Alternate #2 was priced to remove the conveyor, concrete walls, and curb around the pit then fill and compact the conveyor pit with installation of 8” thick concrete slab over the top to seal it.
(End of proposals)

Wilczek stated that since the time of the bid opening, it was clarified that the Vos Construction bid includes a base bid of \$40,894, Alternate #1 of \$11,300, for a Total of \$52,194. The scope of the work is to take down the building, roof work will be flashed in, and the north and south walls need to be wrapped in the exterior metals. Work includes electrical demolition, roof and end panels, and a minimal amount of sprinkler system work. Wilczek recommended Vos Construction for the slight increase in price because of their experience and their understanding of the finish work. Borrell said Carlson has an excellent reputation and no concern if Carlson brings in a roof contractor. Considerable discussion followed on the pit and the removal of the conveyor. It was the consensus that the conveyor should remain, as it is unknown whether it could be utilized in the future. A shelter will be placed over the pit. Sawatzke said if \$120,000 is expended for construction, insurance will reimburse the County \$60,000.

Borrell made a motion to award the proposal to Carlson Construction at a total cost of \$34,500, contingent on Wilczek’s approval of the contractor hired for roofing/flashing. Carlson is not responsible for the shelter for the pit. The recommendation is to use a tarp or poly product over the conveyor and pit. The motion was seconded by Potter and carried 5-0. The funding source will be Capital Projects Fund 150.

ITEMS FOR CONSIDERATON

11-01-16 PERSONNEL COMMITTEE OF THE WHOLE MINUTES

The following correction was made to the Minutes: Page 1, 2nd paragraph, last sentence, change to “...effective January 1, 2017” (Husom). On a motion by Husom, second by Daleiden, all voted to approve the Minutes as amended, which follow:

11-01-16 Personnel Committee Of The Whole Minutes (cont.):**I. Proposed PTO Policy for Non-Union Employees**

Kelly introduced the proposed PTO Policy and opened the meeting for discussion. Hesse answered questions specifically related to catastrophic sick leave, bereavement leave, compensatory time for exempt employees and the proposed accrual tables. Staff present during the meeting were given the opportunity to express concerns and/or support of the proposed policy. Vergin and Kelly also provided support of the proposed policy.

Chair Sawatzke asked the full Board to determine whether there was a consensus to support a PTO policy for non-union employees. All five (5) Commissioners support moving forward with the implementation of PTO. However, based on comments/concerns received, Administration was asked to gather more information to present to the Personnel Committee on November 16, 2016 to finalize the details of the PTO Policy for non-union employees effective January 1, 2017.

RECOMMENDATION: refer to Personnel Committee on November 16, 2016 at 2 p.m. to finalize details of PTO Policy.
(End of 11-01-16 Personnel Committee Minutes)

10-25-16 TECHNOLOGY COMMITTEE MINUTES

Daleiden moved to approve the Minutes, seconded by Borrell. The motion carried 5-0. The Minutes follow:

I. RSI

Presented by Chad Davis, IT

RSI is a reporting system for our phones, allowing us to have telephone management, quarterly reports, along with detailed reports. These reports are used to define call costs used for county billing. RSI will replace the current system which is out of date. The new system will provide a Web Based Interface running on Windows OS; this will allow cost savings in the form of man hours. The current system requires a long process to run reports of all needs. The RSI upgrade is \$10,000.

Recommendation: Proceed with Acquisition of RSI

II. Email Retention

Presented by Scott Larson, IT

The current user email process allows for unlimited number of years' storage of emails. The goal is to move to limit email inboxes to 1 year, Email Archive available for 2 years. Our current email storage is growing 1-2 gigs per day; this growth has multiple issues. The storage itself is costly to uphold. There are state guidelines and legal standpoints to also look at for record keeping. From a record management view, any records having to do with a process, project, etc. should be kept with the records of the same items so that others will have access to that information, keeping in one's email inbox does not allow others to have access to that information. The plan is to have a phased approach of this change. Training will be utilized to give employees options for record keeping in different formats. It was noted that other public entities have limits to their email storage, for example Anoka County is limited to 3 months of email storage; they utilize shared drives for keeping important information.

Recommendation: Proceed with plans to apply retention to emails.

III. CIP Projects/Request

This was discussed in tandem with Project Prioritization. Projects may utilize CIP dollars.

10-25-16 Technology Committee Minutes (cont.):IV. Project Prioritization

Presented by Adam Tagarro, IT

There are currently 130 plus department projects that are on the IT Dept. To-Do list. Each department was asked to prioritize their own projects and send back to IT. That list was brought before the Technology Committee to gather thoughts on how best to Prioritize the entire list to meet the County's needs. It was suggested that the list in and of itself cannot be looked at as 1st priorities being the most important, or even the most time consuming for IT. Items to consider for determining importance were: Impact on Constituents, Impact on Employees, Revenue Generation, Cost Savings, Compliance issues, the number of Departments affected, length of time project has been in limbo, and available IT resources to give to projects. It was stated that each Department will naturally tend to have the opinion that their project is the most important. Looking at a wider list of considerations will allow each department to compare how their projects sit in relation to others.

Action: Information Only

(End of 10-25-16 Technology Committee Minutes)

DITCH 31 UPDATE

Greg Kryzer, Assistant County Attorney, said a Closed Session of the Board was held 11-01-16 to discuss Ditch 31. He presented a draft resolution outlining the offer presented by the DNR and the County's proposal back to the DNR.

On a motion by Borrell, second by Daleiden, roll call vote carried 5-0 to adopt Resolution #16-65:

RESOLUTION 16-65

Whereas, by e-mail dated October 25, 2016, the Department of Natural Resources (DNR), as part of settlement discussions related to a Public Waters Restoration Order, offered to enter into a stipulation for an amended Restoration Order, whereby the "Order" section of the Restoration Order would provide for:

- application / payment for an after-the-fact public waters permit to restore the elevation of the culvert to 992.66 feet (1988 datum) by reinstalling the current culvert within 3 months of the date of the amended order;
- erosion control methods designed / implemented on the disturbed banks and slopes around the culvert; and
- properly compacting the raised base when resetting the culvert; and

Whereas, the County Board has requested Director Review of the Restoration Order because it disagrees with factual allegations contained in the Order; and

Whereas, the DNR's proposed settlement offer does not address the disputed factual allegation; and

Whereas, the work proposed in the settlement offer is not occurring in public waters, nor does it construct, reconstruct, remove, abandon, transfer ownership of, or make any change in a reservoir, dam, or waterway obstruction on public waters or change or diminish the course, current, or cross section of public waters, entirely or partially within the state, by any means, including filling, excavating, or placing of materials in or on the beds of public waters.

Therefore, the Wright County Board of Commissioners resolves as follows:

1. The Board rejects the DNR offer and directs transmittal of the following counter offer:
 - a. Within three months of acceptance of this counter-offer, the County shall re-set the existing culvert under Fillmore Avenue at the alignment of County Ditch 31 to an elevation of 992.66 feet (1988 Datum) upon reasonable specifications therefore, to include compaction of the raised base and erosion control best management practices on the disturbed banks and slopes around the culvert provided that:
 - i. The DNR eliminate its requirement of a Public Waters Works Permit to perform the work; and
 - ii. The DNR dismiss or withdraw its Restoration Order.
 - b. Following re-setting of the culvert, the DNR will work with the County to determine the as-constructed grade line of County Ditch 31 and, pursuant to statutes section 103E.701, subd. 2, work with the County on establishing a repair grade for entire alignment of County Ditch 31.
2. The Board makes no admission of any of the facts alleged in the Restoration Order.

(End of Resolution 16-65)

SCHEDULE COMMITTEE OF THE WHOLE MEETING RE: STRATEGIC PLANNING

On a motion by Potter, second by Husom, all voted to schedule a Committee Of The Whole Meeting on 11-29-16 at 10:30 A.M.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. C.R.O.W. On 11-02-16, Borrell attended a C.R.O.W. Meeting followed by a One Watershed, One Plan Meeting. Discussion centered on governance. Borrell expects a Committee Of The Whole Meeting will be scheduled with the consultant for the One Watershed, One Plan.
2. Hwy. 12 Safety Coalition. Borrell attended a meeting on 11-03-16 in Delano. The Super-2 bypass around Long Lake recently had barriers installed for safety. Within two hours of the barrier installation, an accident occurred and it is felt that the barriers may have played a part in saving a life.
3. Bertram Chain of Lakes. Daleiden and Sawatzke attended a meeting on 11-04-16. Sawatzke stated the closing for the final land purchases will be held on 12-01-16 at 8:30 A.M. The chalet is coming along nicely and roads are being worked on. The City of Monticello is in the process of wrapping up the athletic complex master plan, which may be presented to the County as half owner of the property.
4. Safe Schools. Husom attended a meeting on 11-02-16. Good results are being seen with the later school start time for older students, including fewer unexcused absences.
5. Coping with Teenage Years. A presentation is being held at the HHS building on 11-08-16 from 11:30 AM to 1:00 PM.
6. Invasive Species –Starry Stonewort. Husom was invited to the Annandale City Council Meeting on 11-07-16 by the Lake Sylvania Association. Information was presented on Starry Stonewort. Chemicals and harvesting are methods to control but not eradicate this invasive species. Lake Koronis is the first lake in Minnesota to get Starry Stonewort. Husom said boats and trailers should be treated at decontamination sites so invasive species do not spread to other lakes. The process takes 5-20 minutes but many do not go through the process.

Lake Sylvania has Starry Stonewort in a confined area. A lengthy process was involved to get the DNR to close the access on Lake Sylvania. Daleiden said the DNR needs to protect lakes and it is not worth the risk to leave the access open. Sawatzke added that if there is any chance of stopping the Starry Stonewort on Lake Sylvania, the DNR could ban any surface use until procedures have been implemented. Anything else could reduce the likelihood of success. Husom said addressing this invasive species may come to the County Board.

Starry Stonewort takes over a lake, eliminating recreation (swimming, boating) and kills the plants and fish. It is also a host for blue green algae, and the plant continues to grow over winter months. Husom said Lake Sylvania has taken steps to monitor and inspect boats at landings. The Lake Sylvania Association want others to be aware of Starry Stonewort, as they feel they were blind sighted by this invasive species. Lake Koronis has \$800,000 dedicated over a three-year period in efforts to control Starry Stonewort, but the lake access remains open. Boaters move from lake to lake, and eventually invasive species could be transported to other lakes. Very few people have used the decontamination sites.

The meeting adjourned at 10:00 A.M.