



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
MARCH 17, 2020

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

DATE APPROVED: MARCH 24, 2020

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

COUNTY BOARD MINUTES 3-03-20 MEETING

Vetsch moved to approve the minutes. The motion was seconded by Daleiden. The following correction was made to the minutes: Page 3, 7th paragraph, change from "John Dearing" to "John Deitering" (Husom). The motion carried 5-0.

AGENDA

Potter moved to approve the Agenda. The motion was seconded by Daleiden. Vetsch moved to amend the motion to include adding a Closed Session of the County Board to discuss emergency planning relating to COVID-19 (Coronavirus). The motion was seconded by Daleiden. Approval of the amended Agenda carried 5-0.

CONSENT AGENDA

Daleiden moved to approve the Consent Agenda. The motion was seconded by Potter and carried 5-0.

A. ADMINISTRATION

1. Schedule Committee Of The Whole Meeting On 3-26-20 @ 2:00 P.M. To Discuss Economic Development Authority

B. ADMINISTRATION

1. Refer Department Of Motor Vehicles To The Personnel Committee

C. ADMINISTRATION

1. Repeal and Replace Personnel Policy 902 Protective Footwear Policy. Authorize the Administration Department to make maintenance changes in the future to the "Classification Listing", without board approval.

D. ADMINISTRATION

1. Madden, Galanter & Hansen, Attorneys at Law, February 2020 Services, \$17,443.84

E. AUDITOR/TREASURER

1. Approve Renewal Of Seasonal On-Sale And Off-Sale 3.2 Malt Liquor License For Olson's Campground For License Period May 1, 2020 Through October 31, 2020
2. Acknowledge Warrants Issued Between February 26, 2020 And March 10, 2020
3. Refer to Personnel Committee - Request To Authorize A New Election Technology Coordinator Position For the Auditor/Treasurer Department.
4. Approve Budget Amendment 02 2020. This Amendment Is For Moving Ditch Activity From Auditor/Treasurer Department To The Parks Department.

F. HIGHWAY

1. Position Replacement:
 - A. Highway Maintenance Worker

G. INFORMATION TECHNOLOGY

1. Refer to 03/25/2020 Technology Committee:
 - A. Project Updates
 - B. Review New Requests
 - C. Review/Update County IT Project Prioritization

H. SHERIFF'S OFFICE

1. Position Replacement:
 - A. Deputy

TIMED AGENDA ITEMS**BOB HIIVALA, AUDITOR/TREASURER**Approve A Plat "Prairie Glen" (Victor Township)

Hiivala said the proper documents have been submitted and fees have been paid. The plat is ready for signature.

Vetsch moved to approve the "Prairie Glen" plat. The motion was seconded by Borrell and carried 5-0.

Approve February Revenue/Expenditure Budget And CIP Report

Hiivala explained the Report has been updated to include Fund 34, Capital Improvement Projects. The Report includes budget adjustments approved by the County Board.

Potter moved to approve the February Revenue/Expenditure Budget and CIP Report. The motion was seconded by Daleiden and carried 5-0.

JAMI GOODRUM SCHWARTZ, HEALTH & HUMAN SERVICES DIRECTORAdopt Resolution To Foster Diversity, Equity And Inclusion in Wright County

Sarah Grosshuesch, Public Health Director, suggested a revision to the draft resolution. Vetsch moved to table this item to a future Board Meeting. The motion was seconded by Potter and carried 5-0.

VIRGIL HAWKINS, HIGHWAY ENGINEER

Accept Plant Mixed Bituminous Seasonal Bids. Bids were received on February 27, 2020 for Plant Mixed Bituminous material. Bids received were from MN Paving and Materials, Inc.; Omann Brothers, Inc.; and Mid-Minnesota Hot Mix, Inc. It is recommended to accept all of the bids received for Plant Mixed Bituminous material.

Bid Summary:

Contract Name: 2020 Plant Mixed

Contract Number: 2006

Bids received: February 27, 2020 at 11:30am

Minnesota Paving & Materials = \$643,822.00

Line No.	Number	Description	Unit	Qty	Bid Amount	Total Amount
1	2231.509	Patching Mix	TON	100	\$65.25	\$6,525.00
2	2360.509	SP 9.5	TON	12000	\$52.67	\$632,040.00
3	2360.509	SP 12.5	TON	100	\$52.57	\$5,257.00

Omann = \$656,495.00

Line No.	Number	Description	Unit	Qty	Bid Amount	Total Amount
1	2231.509	Patching Mix	TON	100	\$82.00	\$8,200.00
2	2360.509	SP 9.5	TON	12000	\$53.60	\$643,200.00
3	2360.509	SP 12.5	TON	100	\$50.95	\$5,095.00

Mid Minnesota = \$689,930.00

Line No.	Number	Description	Unit	Qty	Bid Amount	Total Amount
1	2231.509	Patching Mix	TON	100	\$76.00	\$7,600.00
2	2360.509	SP 9.5	TON	12000	\$56.40	\$676,800.00
3	2360.509	SP 12.5	TON	100	\$55.30	\$5,530.00

Hawkins recommended that all bids be accepted. Potter moved to accept all bids for 2020 Plant Mixed Bituminous material. The motion was seconded by Daleiden and carried 5-0.

Award Contract No. 20-05 for Pavement Markings on various county highways. Bids were received on February 27, 2020 for Contract No. 20-05, 2020 Pavement Markings. It is recommended to award Contract No. 20-05 to AAA Striping Service Co. of Saint Michael, MN in the amount of \$422,800.

Bid Summary

Contract Name: 2020 Pavement Markings
 Contract Number: 2005
 Bids received: February 27, 2020 at 11:30am
 Engineer's Estimate \$436,400.00

AAA Striping

Line No.	Number	Description	Unit	Qty	Bid Amount	Total Amount
1	2582.606	White Paint	Gallon	23,000	\$12.60	\$289,800.00
2	2582.606	Yellow Paint	Gallon	11,000	\$13.00	\$143,000.00

Traffic Marking Service

Line No.	Number	Description	Unit	Qty	Bid Amount	Total Amount
1	2582.606	White Paint	Gallon	23,000	\$12.93	\$297,390.00
2	2582.606	Yellow Paint	Gallon	11,000	\$13.98	\$142,780.00

Hawkins recommended awarding Contract No. 20-05 to AAA Striping Service Co. of Saint Michael, MN in the amount of \$422,800. Vetsch moved to award as recommended. The motion was seconded by Daleiden and carried 5-0.

Award the Seal Coat Contract (No. 20-04) to Pearson Brothers, Inc. Bids were received on February 13, 2020. It is recommended to award the low bid to Pearson Brothers, Inc. of Hanover, MN in the amount of \$671,990.12.

Bid Summary

Contract Name: 2020 Seal Coat
 Contract Number: 2004
 Bids received: February 13, 2020 at 11:00am
 Engineer's Estimate \$727,568.15

Pearson Bros, Inc. = \$671,990.12

Line No.	Number	Description	Unit	Qty	Bid Amount	Total Amount
1	2356.504	Seal Coat	SY	503,615	\$0.36	\$181,301.40
2	2355.506	Fog Seal	GAL	60,496	\$1.54	\$93,163.84
3	2356.506	Mat. Seal Coat	GAL	141,012	\$2.00	\$282,024.00
4	2563.601	Traffic Control	LS	1	\$103,000	\$103,000.00
5	2580.503	Interim PM	LF	29,764	\$0.42	\$12,500.88

Asphalt Surface Tech Co. = \$773,553.80

Line No.	Number	Description	Unit	Qty	Bid Amount	Total Amount
1	2356.504	Seal Coat	SY	503,615	\$0.64	\$322,313.60
2	2355.506	Fog Seal	GAL	60,496	\$1.68	\$101,633.28
3	2356.506	Mat. Seal Coat	GAL	141,012	\$2.25	\$317,277.00
4	2563.601	Traffic Control	LS	1	\$25,000	\$24,000.00
5	2580.503	Interim PM	LF	29,764	\$0.28	\$8,333.92

Allied Blacktop Company = \$780,466.30

Line No.	Number	Description	Unit	Qty	Bid Amount	Total Amount
1	2356.504	Seal Coat	SY	503,615	\$0.90	\$453,253.50
2	2355.506	Fog Seal	GAL	60,496	\$0.50	\$30,248.00
3	2356.506	Mat. Seal Coat	GAL	141,012	\$1.00	\$141,012.00
4	2563.601	Traffic Control	LS	1	\$150,000	\$150,000.00
5	2580.503	Interim PM	LF	29,764	\$0.20	\$5,952.80

Hawkins recommended awarding the low bid to Pearson Brothers, Inc. of Hanover, MN in the amount of \$671,990.12. Potter moved to approve that recommendation. The motion was seconded by Borrell and carried 5-0.

Adopt Resolution and Approve Cooperative Construction Agreement No. 1035561 between Wright County and MnDOT for payment to the State of the County's share of the costs for the U.S. Highway 12 & CSAH 3 Traffic Control Signal System in Cokato. The Agreement estimates that the County cost share will be \$156,583.09.

Potter moved to adopt Resolution #20-21 approving Cooperative Agreement No. 1035561. The motion was seconded by Daleiden and carried 5-0 on a roll call vote.

Award Contract No. 20-02, Highway 39 reconstruction/expansion project, to Park Construction Company of Minneapolis, MN. We received bids on February 27, 2020. We recommend award of Contract No. 20-02 to low bidder Park Construction Company of Minneapolis, MN in the amount of \$6,325,785.46. The low bid was 24% under the estimate of \$8,319,471.03.

Potter moved to award Contract No. 20-02 for the Highway 39 reconstruction/expansion project to Park Construction Company in the amount of \$6,325,785.46. The motion was seconded by Vetsch and carried 5-0.

ITEMS FOR CONSIDERATION

2-27-20 COMMITTEE OF THE WHOLE (COTW) MINUTES

At today's County Board Meeting, Daleiden moved to approve the 2-27-20 COTW Minutes. The motion was seconded by Potter and carried 5-0. The minutes follow:

I. Discuss the Notice to Proceed to Phase 3 for Bertram Chain Of Lakes Campground and Consideration of a Capital Improvement Budget Amendment to Move the Project to 2020

Marc Mattice, Parks & Recreation Director, said they received a grant for Bertram Chain Of Lakes Campground Development. All bids were opened once he had received approval to do so. Originally it was planned to be a two-year project. He said \$500,000 was budgeted in the 2020 Capital Improvement Plan, and \$350,000 for 2021. All the contractors on the project state that they will be done before the end of November.

Mattice distributed the following documents (see attached):

- 1) Bertram Campground Development Expenses (also shows revenues)*
- 2) Exhibit B – Guaranteed Maximum Price Estimate*
- 3) Bertram Chain Of Lakes Campground – Bid Synthesis*
- 4) Notice to Proceed – Bradbury Stamm Construction Winkelman LLC*

Mattice referred to Document 1 that lists existing revenue sources and expenses. Current sources include a Legacy Grant for \$2,297,600, the 2020 CIP fund for Bertram for \$500,000, and the 2021 CIP for Bertram for \$350,000. Professional Services for 2020 amounts to \$72,915.12, Site Development is \$36,374, and Small Furniture is \$5,000. The total project funding is \$3,261,889.12.

Mattice read the list of expenses at the bottom of Document 1 that total \$3,501,203.78. He directed attention to Document 2, Exhibit B – Guaranteed Maximum Price Estimate. This document lists the low bidders on the project packages. The base bid is a complete buildout with a guaranteed maximum price of \$1,415,966.

Mattice turned to Document 3, Bertram Chain Of Lakes Campground – Bid Synthesis. This covers site development, earthwork, utilities, and landscaping. The two low bids on this sheet are Blackstone and Peterson Co. Peterson was the lowest bidder at \$1,715, 263.50. Highlighted in green just above this total is line item Alternate Bid P – Substitute Aluminum Conductors for Copper which results in a cost savings of \$70,000. The \$70,000 is not noted on this spreadsheet, but is reflected Document 1, in the Expenses section, under Site Development, Earthwork, Utilities, and Landscaping showing a total of \$1,655,263.50. A five percent contingency fund in the amount of \$85,000 for Site Development is also noted in this section. Mattice estimates a revenue shortage of \$16,276.48.

Mattice reviewed the options listed on the reverse side of Document 1. Options include paving all of Phase 1, or doing add-ons from Phase 2 and consider postponing construction of the playground until 2021. Mattice reviewed the plan sheets with the Commissioners to discuss water service, paving roads, camper cabins, dumpsters and the dump station, sanitary sewer, truck traffic, and the number of camper cabins and their construction timetable. Mattice asked whether the Commissioners preferred to keep the playground in and complete Phase 1.

2-27-20 COMMITTEE OF THE WHOLE (COTW) MINUTES (cont.):

Vetsch broached the subject of funding. Mattice said the 2021 CIP fund is the issue. The project can be done with a \$16,276.48 overage. This amount may be covered if all of the contingency funds aren't needed. He is more concerned about the 2021 CIP being forwarded. He spoke with Heather Lemieux, Assistant Finance Director, who suggested that instead of forwarding the amount needed, \$350,000 could be appropriated from the approximately \$1 million unallocated funds in the 2021 CIP and paid back at the end of next year. Vetsch clarified that the Parks Department CIP requests for next year would be reduced by the \$350,000 that would be appropriated this year. Sue Vergin, Assistant County Administrator, said last year during the budget process, the County levied for the full CIP. She indicated at that time that there were projects that may not get completed and projects that may come under budget. It was acknowledged then that there would likely be some unspent dollars. Ryan Kotila, Fiscal Officer, verified the unallocated CIP funds of \$1 million.

Discussion continued regarding whether to pave all of Phase 1, build the additional camper cabins, remove the playground, and the construction schedule.

Mattice requested a Budget Adjustment to appropriate \$350,000 from the Unallocated CIP fund and place it in the 2020 Parks CIP fund. The playground would be removed. A change order to the contract would be added to include paving the road from Briarwood to the entrance to the campground and all of Phase 1. The Professional Services and Site Development line item dedicated to Bertram in 2020 would be readjusted to the 2021 Parks budget. Mattice said he is delaying some projects in his 2021 Site Improvement line item. These things will cover the \$125,000 overage.

Recommendation:

1) Approve 2-27-20 Committee Of The Whole Recommendations Related To Development of Support Buildings, Campground Grading and Infrastructure:

A. Authorize Signatures On Notice To Proceed To Phase 3 Related To The Construction Of The Bertram Chain of Lakes Regional Park Campground: Support Buildings And Acceptance Of The Guaranteed Maximum Price Of \$1,415,966, With Bradbury Stamm Construction.

B. Accept Bids For Campground Grading and Infrastructure & Authorize Proceeding With Contract Development Between Wright County, Peterson Companies Including Alternates A and Alternate P - Site Development, & Loucks Inc - Construction Management.

C. Approve Budget Adjustments Of \$350,000 From Capital Improvement Fund 34 To 2020 Bertram Chain Of Lakes Campground Development, Which Was Part Of The 2021 Parks & Recreation Capital Improvement Plan.

COTW Minutes submitted by: Deb Schreiner, Administrative Specialist

(End of 2-27-20 COTW Minutes)

3-03-20 OWNERS COMMITTEE OF THE WHOLE MINUTES – JUSTICE CENTER

At today's County Board Meeting, Vetsch moved to approve the 3-03-20 Owners COTW Minutes for the Justice Center. The motion was seconded by Potter and carried 5-0. The minutes follow:

I. Justice Center – Venetian Plaster Review

Wilczek started the meeting by providing an overview of the venetian plaster locations and the sample installations currently in place. Naylor spoke to the purpose and the intentional selection of venetian plaster for the public spaces. She also spoke to the adjacent finishes in the public areas and the durability of the material. Commissioner Vetsch asked about the finish of the product and Commissioner Daleiden inquired about the repair process. Naylor stated the finish material (wax) is being reviewed as it is not appearing to provide the intended sheen and hardness. She also stated that if a wall was to be damaged, it would likely entail repairing a larger section of the wall and not just the small location of damage. She stated the product is applied in an artistic nature and will have some variation in appearance.

The group reviewed the sample areas on level 3 as well as a lighter color sample area on level 2.

RECOMMENDATIONS: Proceed with installation of venetian plaster per design plan locations. Colors to be medium gray and light gray with medium to the inside of the corridor. Texture to be random fan pattern and not linear.

Owners Committee Minutes Submitted by: Alan Wilczek, Facilities Services Director

(End of 3-03-20 Owners Committee Minutes)

ADOPT RESOLUTION APPROVING CHARITABLE GAMBLING APPLICATION FOR ROCKFORD LIONS

Daleiden moved to adopt Resolution #20-22 approving the Charitable Gambling Application for the Rockford Lions. The motion was seconded by Potter and carried 5-0 on a roll call vote.

WRIGHT COUNTY EMERGENCY DECLARATION

Husom read the draft Wright County Emergency Declaration declaring the State of Emergency.

Vetsch said that a State of Emergency has been declared. He asked at this time that the County Board moved to Closed Session to discuss operation. He suggested those authorized to attend the Closed Session will include: Public Health, Emergency Management, Attorney's Office, Sheriff, Communications Officer, Administrator, Assistant Administrator, and IT Director.

Vetsch moved to recess into Closed Session at 9:22 AM. The motion was seconded by Borrell and carried 5-0.

The meeting reconvened at 10:42 AM.

Husom stated that in light of the Declaration of a State of Emergency in Wright County all public counters, with the exception of the Sheriff's office, will be closed as an added caution. All departments will begin implementing telecommuting to the greatest extent possible. This is a very fluid situation and we ask that staff and the public stay informed as we will continue to make changes to better serve and protect the citizens of Wright County. We ask that all non-essential committees be postponed. This is in effect until April 1, 2020.

Discussion moved to the Emergency Declaration. Greg Kryzer, Assistant County Attorney, said that pursuant to the Board's Authority under MN Statute 12.29, the Board declared under their authority a State of Emergency for Wright County. The Board directed a meeting in Closed Session to discuss emergency preparedness plans. The County held the Closed Session. The Board indicated that it would be interested in formally affirming under MN Statute 12.29 the Declaration that was issued earlier in the Board Meeting, which is required in under three days per Statute. Edits were made by the Board in Closed Session to the draft document.

The changes include:

- Paragraph 3, change from "Wright County has had positive test results for COVID-19;" to "Wright County has had a positive test for COVID-19;"
- Page 2, Item 4, change from "Mayor's jurisdiction" to "County Board's jurisdiction"
- Remove Item 5 from the document which reads, "Requests the County Board convene an emergency session at its earliest convenience to discuss the situation and this declaration. This state of local emergency may not be continued for a period in excess of three days except by or with the consent of the Chair of the Board of Commissioners of Wright County."
- Item 6 will become Item 5.
- Change the dates in the document from "March 16, 2020" to "March 17, 2020"

Kryzer said the amended resolution is what the County Board can adopt pursuant to MN Statute 12.29.

Vetsch moved to adopt Resolution 20-23, the Wright County Emergency Declaration as amended. The motion was seconded by Potter and carried 5-0 on a roll call vote.

Husom mentioned other items discussed in Closed Session:

- A Continuity Of Operations Plan (COOP) Meeting will be held on 3-19-20 at 9:00 AM. The meeting will be held to continue with planning efforts.
- For the near future, the Board believes that limiting contact with the public will help slow the spread of COVID-19. It is unknown how long the coronavirus will last. Department Heads will be looking at staffing requirements and possible telework. Husom said even though public counters are closed, there is work that will be continued for operation of the County. She said it is better to have as many people at work as possible, but they also realize there are employees with reasons why they can't be at the worksite and working from home may be a consideration.

Sean Riley, Planning & Zoning Administrator, asked whether the Government Center is closed. Husom said it is not. The doors will be open, but the public counters will be closed. The Sheriff's Office is the exception to this. For the near future, the public will need to contact departments by phone or email. Riley asked for clarification on whether the public can enter his office. Vetsch said they need an appointment and it is at the discretion of the Department Head. Husom said signage is being placed in buildings and notice is being placed on the County's website. The Department of Motor Vehicles is closed. Potter encouraged the public to contact the Department which they are seeking services from to find out the process. Vetsch said this is a challenging situation that they haven't encountered before, and the Board is tasked with the difficult decision of making decisions for others. He said they all have compassion about people needing to work. Equity factors need to be considered, but they need to be cautious first about everyone's health.

Borrell made a motion to adjourn the meeting at 10:52 A.M. The motion was seconded by Daleiden and carried 5-0.

Minutes submitted by Susan Backes, Clerk to the County Board