

BENTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JUNE 7, 2022

The Benton County Board of Commissioners met in regular session on June 7, 2022, in the Benton County Board Room in Foley, MN. Call to order by Chair Steve Heinen was at 9:00 AM followed by the Pledge of Allegiance to the flag. A roll call showed Commissioners Beth Schlangen, Scott Johnson, Steve Heinen, Jared Gapinski and Ed Popp present.

County Administrator Montgomery Headley requested to amend the Regular Agenda to add the discussion of the MNDOT Construction Partnership Agreement and the discussion of the new public street connection onto CSAH 33 in Sartell as the second and third items under County Engineer Chris Byrd at 9:35 AM, and to add the discussion of allocating American Rescue Plan Act (ARPA) funds to City water/wastewater projects by Commissioner Heinen between County Engineer Chris Byrd's Agenda items and Commissioner Meeting Updates. Motion carried unanimously.

No one was present to speak under Open Forum.

Motion by Gapinski and seconded by Johnson to approve the Consent Agenda items 1 - 11: 1) approve the Regular Meeting Minutes of May 17, 2022 and authorize the Chair to sign; 2) approve the 2023 Budget and Development Calendar and Budget Development Guidelines; 3) approve the Park Commission appointments of Paul Wesenberg and Greg Bruestle for three-year terms; 4) approve the application for County Combination On-Sale, Off Sale & Sunday Liquor license for Jack & Jim's and Coyote Moon Grill & Lounge and authorize the Chair to sign; 5) approve a one-day 3.2 Beer License for St. Elizabeth Church on June 26, 2022 for the annual church bazaar and authorize the Chair to sign; 6) approve an application for Off Sale Liquor License for Midwest Investment LLC d/b/a Mini Mart #10 and authorize the Chair to sign; 7) approve one year contracts for local assessing services for Sauk Rapids Township, City of Sauk Rapids, and the City of Foley between Benton County and local assessor and authorize the Chair to sign; 8) approve the 2022 SCORE Grant Applications Round II; 9) approve the adoption of the Benton County Solid Waste Advisory Committee (SWAC) Bylaws; 10) approve the final payment to Knife River for project SP 005-007-008; 11) accept the donation of \$800 from Rice Lions Club to Police Activities League (PAL) program and authorize the Chair to sign. Motion carried unanimously.

Next, Chair Heinen presented a retirement award to Benton County's Emergency Management Director James (Jim) McDermott in appreciation for 16 years of loyal and distinguished service to Benton County. McDermott's retirement is effective June 30, 2022.

Next on the agenda was County Administrator Montgomery Headley's request for proposals (RFP) for a space needs assessment and conceptual design services. The RFP will seek professional services to assist the County with space needs planning now that the purchase of the former High School site in Foley is complete. The RFP focuses on potential new construction on this site, as well as remodeling portions of the County's existing Government Center. It does not seek services for detailed, construction-ready plans. Instead, the RFP asks for assistance with conceptual designs and approximate cost estimation to

aid in the County's planning. Motion by Johnson and seconded by Gapinski to send out the Request for Proposals Space Needs Assessment and Conceptual Design Services. Motion carried unanimously.

Next, Headley discussed matching funds for Parks Legacy Grant and other grant-related costs. The Park Commission is currently working with SRF Consulting on an application for a State Legacy Fund grant. Funds will be used for projects at Bend in the River Park. SRF has developed estimated costs for various projects, with a range between \$500,000 and \$1 million. SRF recommends identifying a local match of 15% since a higher match adds to the score given to a grant application. This would result in a local match in the range of \$75,000 to \$150,000. SRF has requested County concurrence on local match, which must be identified when the grant application is due July 29th. In addition, SRF recommends setting aside \$75,000 for DNR-required reviews (environmental assessments, state historic preservation) and design/project management costs in excess of the 10% covered by the Legacy Grant. Motion by Gapinski and seconded by Heinen to authorize a local match of up to \$225,000 for a Legacy Fund grant application and funding for other costs post-award. Motion carried unanimously.

Next, Gapinski requested to discuss creating a City/County/Township/School District collaboration to provide general updates. Gapinski suggested one member be appointed to this collaboration from each City/County/Township/School District, and Gapinski volunteered himself to be the member from Benton County. Gapinski suggested this committee would meet every 2-3 months. There was a consensus by the County Board to proceed with the creation of the City/County/Township/School District collaboration.

The Regular County Board meeting was recessed at 9:49 AM to conduct a Human Services Board Meeting.

The Regular Board meeting reconvened at 10:01 AM.

Next, County Engineer Chris Byrd discussed the Administrative Agreement with the City of Rice. The City of Rice received a Transportation Alternatives grant to build a trail in the Fox Meadows neighborhood. Benton County is the project sponsor for these federal funds. Rice will need to get started soon on preliminary engineering (City cost), and it would be prudent to execute an agreement between the County and the City to clearly establish the administrative roles of each entity. In the Agreement, the City of Rice will hire their own engineer to provide all engineering services required to complete the project. After plans have acquired the necessary approvals, Benton County will advertise and hold the bid opening. Upon receipt of valid bids, Benton County will award a construction contract to the successful bidder. Benton County will hold the construction contract, and therefore will be issuing intermediate payments to the contractor for completed and accepted work. We will invoice monthly the City of Rice for their cost participation. Then, we will submit payment request to MNDOT for reimbursement of the federal eligible costs. Byrd is recommending a 3% administrative fee cost be added due to Benton County managing the agreement. This agreement has received preliminary review by the County Attorney's office. There was a consensus of the County Board to move forward with executing an agreement between Benton County and the City of Rice to clearly establish the administrative roles of each entity.

Next, Byrd discussed the MNDOT Construction Partnership Agreement. Byrd stated MNDOT would like to partner with Benton County to install a MNDOT-owned conduit as part of the County's Broadband St. Cloud to Foley project. This agreement provides for MNDOT to reimburse the County for costs incurred on the project due to MNDOT owned features. Section 6 of the agreement details estimated costs. These are only estimates and subject to change. Actual costs will be determined by bid prices received at the time of Contract Award. If bid prices are higher than these estimated costs a Contract Amendment will need to be executed. The costs incurred for engineering are in a separate agreement. Motion by Johnson and seconded by Gapinski to approve the MNDOT Construction Partnership Agreement. Motion carried unanimously.

Next, Byrd discussed the new public street connection onto CSAH 33 in Sartell. Byrd stated the City of Sartell is working with landowners of the former Verso Paper mill site in Sartell. The City/Developer is proposing to create a new street across onto CSAH 33 and close the existing access to the paper mill site. The new access would become a city street and would be only 480' from the signalized intersection at CSAH 29. Currently, the accesses to the paper mill site align well with city blocks and the streets on the opposing side of CSAH 33. The proposed access point would create an "Offset Intersection" with 3rd ST NE. This creates a traffic concern with opposing left-turn movements. Byrd requested to continue this discussion at a future Committee of the Whole.

Next, Byrd provided an Engineering update for informational purposes only. No action was taken; no motion was made.

Next, County Board members reported on Commissioner updates and recent meetings they attended on behalf of the County.

Under Comments by Commissioners, Johnson requested the County Board to set a date and time for the Employee Recognition picnic provided by County Commissioners. The Employee Recognition Picnic will be held on Monday, July 18, 2022 from 11:00 AM to 2:00 PM.

Johnson/Gapinski to set Committees of the Whole: Road Tour on Tuesday, June 14, 2022 will begin at the Benton County Highway Department instead of the County Boardroom at 8:00 AM; CSAH 1 Corridor Study at Sauk Rapids City Hall, 250 Summit Ave N, Sauk Rapids, MN 56379, 5:00 PM. Motion carried unanimously.

Motion by Johnson and seconded by Heinen to adjourn the Regular Board Meeting at 11:13 PM. Motion carried unanimously.

ATTEST:

Steven J. Heinen, Chair
Benton County Board of Commissioners

Montgomery Headley
Benton County Administrator