

BENTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JULY 6, 2021

The Benton County Board of Commissioners met in regular session on July 6, 2021 in the Benton County Board Room in Foley, MN with Commissioners Scott Johnson, Ed Popp, Jared Gapinski and Steve Heinen present. Commissioner Beth Schlagen was absent. Call to order by Chair Popp was at 9:00 AM followed by the Pledge of Allegiance to the flag.

Motion by Johnson to approve the Agenda. Seconded by Gapinski. Motion carried unanimously.

No one was present to speak under Open Forum.

Motion by Heinen, seconded by Johnson to approve Consent Agenda items: 1) approve the Regular Meeting Minutes of June 15, 2021 as written; 2) approve the Special Meeting Minutes of June 23, 2021 as written; 3) approve the Committee of the Whole Meeting Minutes of June 2, 2021 as written; 4) approve the Human Services Committee of the Whole Meeting Minutes of June 7, 2021 as written; 5) approve the Committee of the Whole Meeting Minutes of June 16 as written; 6) accept and file the Management Team Meeting Minutes of May 13, 2021 as written; 7) approve the Resolution to implement the 2021 Classification and Compensation Study results for Non-Union employees and authorize the Chair to sign; 8) approve the Letter of Understanding with Law Enforcement Labor Services, Inc., representing Non-Licensed Essential Supervisors to implement the 2021 Classification and Compensation Study results and authorize the Chair to sign; 9) approve the Letter of Understanding with Law Enforcement Labor Services, Inc., representing Detention Officers, Dispatchers and Court Security Officers to implement the 2021 Classification and Compensation Study results and authorize the Chair to sign; 10) approve a Letter of Understanding with the International Union of Operating Engineers Local No. 49 representing Property Management employees to implement the 2021 Classification and Compensation Study results and authorize the Chair to sign; 11) approve a Letter of Understanding with Teamsters Local 320 representing clerical employees to implement the 2021 Classification and Compensation Study results and authorize the Chair to sign; 12) accept and file the Administrator's Monthly Financial Report thru May 2021; 13) approve the application for a Special Event Permit to host a special event at Rollies, LLC requested by Deanna Rosa and authorize the Chair to sign; 14) approve an application for MN Lawful Gambling Exempt Permit by INDY Foundation, a non-profit organization to hold a raffle at Coyote Moon Grille & Lounge on August 16, 2021 and authorize the Chair to sign; 15) approve two applications for MN Lawful Gambling with a Resolution to conduct Off-Site gambling for Sauk Rapids Sportsmen's Club and authorize the Chair to sign; 16) accept the donation form Gerald and Mary Jayne Borene for the Police Activities League program and authorize the Chair to sign; 17) approve the T-CPR agreement with Mayo Medical Center and authorize the Chair to sign. Motion carried unanimously.

Chief Deputy Sheriff Neal Jacobson honored Jail Sergeant Connie Eull (absent), Jail Program Coordinator David Kieke and Recreation Director Alyssa Loehrer as our January through March quarterly Employee Recognition award winners in the category of "Customer Service". Eull, Kieke and Loehrer went the

extra mile for an inmate struggling with their incarceration. Together, they seized an opportunity to work with the individual, the family and area group homes to continue care and safety for the individual upon leaving the jail. All were nominated by Assistant Jail Administrator Sharlene Novak for their combined efforts.

Next, Jacobson honored the first responders that were involved in saving the life of Erin Talberg and to celebrate another life saved by first responders. On April 4, 2021 a 911 call was received from Matthew Friedrich to report his wife, Erin Talberg, was having difficulty breathing. Recognizing the emergency was present, Public Safety Dispatcher Lindsey Davis transferred Friedrich's call to the Mayo Medical dispatch center and began sending deputies and Foley Firefighters to the scene to assist. As Friedrich was on the phone with the Mayo dispatcher, Talberg stopped breathing. Friedrich followed the instructions of the Mayo dispatcher and began performing CPR on Talberg. Within minutes, Deputy Dustin Berthiaume was the first to arrive on scene and took over performing CPR on Talberg. About 4 minutes later, Foley Fire Chief Mark Pappenfus and Foley Firefighters Rick Herbrand, Todd Foreman and Jay Howard arrived on scene and began assisting with CPR. Shortly after the arrival of Foley Fire, Mayo Ambulance Paramedics Joel Peterson and Jennifer Lyke arrived on scene and began additional life-saving efforts. Thanks to the efforts of all these individuals, Talberg regained a pulse and was transported to the St. Cloud Hospital. After receiving treatment at the hospital, Talberg returned home on April 5, 2021. Jacobson honored their work with the presentation of life saving awards.

Next, County Administrator Montgomery Headley asked the County Board to hold a public hearing to adopt the proposed changes to the Fee Schedule that was proposed by the Land Services Department. Land Services Director Michael Harvey stated that the changes to the fee schedule would be a \$1.00 per page for copies of recorded documents, a \$5.00 one-time charge plus \$1.00 per page for single use fee, and a \$10.00 per day (24 hours); \$30.00 per month; \$300.00 per year fee for online access to historical property records (1850 – 1986). The public hearing opened at 9:19 AM. No one was present for the public hearing. The public hearing closed at 9:20 AM. There were no emails, letters or other communications to be read into the record. The department did not receive any comments or concerns from any State agencies, cities or townships. Motion by Gapinski and seconded by Johnson to adopt the proposed changes to the Benton County fee schedule effective July 6, 2021. Motion carried unanimously.

Next, Headley asked the County Board to consider rescinding the Public Health Emergency Personnel Policies. In the opinion of Headley and Human Resources Director Johanna Mattson, conditions have improved to the point where such temporary policies are no longer necessary. The effect of this action will be to restore any applicable Benton County Personnel Policies as controlling. Motion by Johnson and seconded by Gapinski to rescind the Benton County Public Health Emergency Personnel Policies. Motion carried unanimously.

Then, Headley asked the County Board to consider the revisions to the Benton County Remote Work Policy which is part of the Benton County Personnel Policies. The proposed revisions include: Adding a "shared office arrangement" where two employees share a workspace but occupy it on different days following a prescribed schedule; Adding an "intermittent remote work arrangement" where an

employee keeps their County workspace but works remotely on a periodic basis; Eliminate the requirement to live within 30 miles of County offices, but must live within 30 miles of the employee's client/customer base (for those who must visit clients in person); Provides for a 90 day and annual review of remote work arrangement to assess the ongoing viability of the arrangement. Motion by Johnson and seconded by Heinen to amend the Benton County Remote Work Policy and to incorporate the revisions into the Benton County Personnel Policies effective July 6, 2021. Motion carried unanimously.

Then, Headley asked the County Board to consider waiving the 30-day public hearing notification for the proposed Tax Increment Financing District in the City of Sauk Rapids, as requested by the City for a proposed TIF district in Sauk Rapids. The City states that the waiver is needed to allow construction to begin this fall. Motion by Heinen and seconded by Gapinski to waive the 30-day public hearing notification requirement for proposed TIF District 24 in the City of Sauk Rapids. Motion carried unanimously.

Then, Headley requested the County Board to consider an amendment to the Memorandum of Agreement with the University of MN Extension to contract for administrative support. Upon approval, the Extension Regional Office will recruit for a full-time administrative support position, which will be a University employee and will report to the Regional Extension Director. Motion by Johnson and seconded by Gapinski to approve the amended Memorandum of Agreement with the University of MN Extension for a contracted administrative support position; and to abolish the County administrative support position upon the retirement of the current incumbent. Motion carried unanimously.

The Regular County Board Meeting was recessed at 9:38 AM to conduct a Human Services Board Meeting.

The Regular Board meeting reconvened at 9:40 AM.

Next, County Engineer Chris Byrd wanted to discuss the installation of conduit within the county road right-of-ways. Byrd stated there may be some desire to have some installed on our current CR 55 construction project. Johnson asked if the conduit could be a potential "add-item" to allow for the installation of conduit as needed, rather than submitting a change order later and possibly increasing the cost of the project as well as extending the time to complete the project. Byrd said they could write the contract to include the installation of conduit as an "add-item" and agreed that it would be a good idea to do so. No motion was made on this topic. No action was taken.

Then, Byrd asked the County Board to approve the Resolution regarding the purchase of land for gravel pit operations. As discussed at a Closed Session meeting on June 15, 2021, the County would like to move forward with the purchase of land owned by Steve Eisenshenk for purposes of gravel pit operations. For the record, subject property to be purchased is Parcel # 01002100 and Parcel # 010021700, a combined 120-acre parcel also known as the Eisenshenk gravel pit. Byrd stated that we had been leasing this property to provide aggregate for County right-of-way. The County now desires to purchase the property to continue to mine aggregate for County right-of-way. Byrd stated that the property contains a residence utilized by the Eisenshenk's and as part of the consideration for

purchasing the property, the County is willing to enter into a lease not to exceed nine years to allow the Eisenshenk's to continue to reside on the property. Byrd also asked the County Board to allow him to act on behalf of the County and in the County's name to authorize and execute all documents required in connection with the purchase of the Property, included but not limited to purchase agreements, lease documents and escrow documents. Byrd stated that there would be enough gravel to last us at least 20 years and based on today's prices, it would pay for itself over the next 20 years. Gapinski stated this would be a good opportunity for the taxpayers of Benton County. Motion by Johnson and seconded by Gapinski to approve the Resolution authorizing the purchase. Motion carried unanimously.

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

Under Commissioner Concerns, Popp wanted to discuss the space needs for Benton County offices. Headley will be getting proposals from Vetter Johnson Architects Inc. for construction vs. renovation costs for our current buildings, as well as the estimated cost for parcels the County is considering purchasing for new buildings. Headley will provide the County Board with all the information to be discussed at a future meeting.

Johnson/Heinen to set Committees of the Whole: BEP Quarterly meeting at Sauk Rapids-Rice High School at 1835 Osauka Road NE Sauk Rapids, MN 56379 on Thursday, July 22, 2021 from 7:30 AM to 9:30 AM; County Board recognition of Employee Years of Service Milestones beginning at the Benton County Sheriff's Office at 7:00 AM, then the Public Works building at 7:30 AM, then the Human Services 3rd Floor Conference Room at 8:00 AM, then the Benton County Boardroom at 8:30 AM on Tuesday, August 3, 2021; Farm Family of the Year Ceremony at the Benton County Fairgrounds 1410 3rd Ave S Sauk Rapids, MN 56379 on Wednesday, August 4, 2021 at 6:30 PM; Budget Presentations at the County Boardroom from 8:00 AM to 12:00 PM on Monday, August 9, Tuesday, August 10 and Wednesday, August 11, 2021; Farm Tour/Alternative Annual Forage/Cover Crop Plot Field Day at the Dave Emslander Jr. Farm at 8133 170th Ave NE Oak Park, MN 56357 from 10:00 AM to 2:00 PM, Motion carried unanimously.

Meeting adjourned at 10:41 AM.

ATTEST:

Edward D. Popp, Chair
Benton County Board of Commissioners

Montgomery Headley
Benton County Administrator