



HOUSTON COUNTY

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Eric Johnson
District 3
Robert Burns
District 4
Teresa Walter
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HOUSTON COUNTY BOARD OF COMMISSIONERS WORKGROUP AGENDA

January 19, 2021
9:00 – 11:00, Room 219, Historic Courthouse

A workgroup session is a meeting of the County Board designed to provide an opportunity for in-depth review and discussion of topics that may come before the Board at a Regular Session for official action. They are also an opportunity for trainings, presentations, and informational updates. Work Sessions are scheduled as needed, generally on the first and third Tuesday of each month beginning at 9:00 and are open to the public. Portions of the meeting may be closed to the public, if data classified as private or confidential is discussed (following standard notification requirements). Public Comment is not scheduled during work sessions.

*****The meeting will be accessible to public participants via our conference call line at 312-626-6799 and entering meeting ID: 994 7297 7175 and password 368422. Public attendees are requested to mute their line.*****

CALL TO ORDER

1. Discuss the LRIP (Local Road Improvement Program). (Pogodzinski)
2. Discuss guidance for the highway department as to when and how to provide maintenance work for cities and townships. (Pogodzinski)
3. Assessor office discussion.
4. Workgroup session discussion. (Wagner)
5. Additional discussion items.

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REMINDERS

Houston County Agenda Request Form

Date Submitted: January 14, 2021 Board Date: January 19, 2021

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Discuss the LRIP (Local Road Improvement Program). This grant program provides funding for capital construction. There are a few cities and townships interested in applying that require the County to sponsor them.

Attachments/Documentation for the Board's Review:

MN/Dot LRIP Solititation Guide, part 4.

Justification:

Action Requested:

Guidance on whether the Board wants sponsor this program or not.

For County Use Only			
Reviewed by:	<input type="checkbox"/> County Auditor	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning Administrator
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> Environmental Services
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (indicate dept)	
<u>Recommendation:</u>			
<u>Decision:</u>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

regional tourist destination, e) provides capacity or congestion relief to a parallel trunk highway or county road, and f) is a connection to the regional system, trunk highway, or a county road.

4. Be supported by agency board or council and other local agencies impacted by the project, including county sponsor if applicable.

Note: Cities that are not a State Aid city (populations less than 5,000) and townships must have a county sponsor and support of the County Board. A city or township resolution in support of the project and a county board resolution for support and willingness to sponsor the project must be included in the application package. The sponsor's tasks include but are not necessarily limited to:

- *Be the fiscal agent on behalf of the community and have funds flow from MnDOT to the county to the contractor*
- *Request SAP/SP number for the project*
- *Ensure the project meets milestones and dates*
- *Assist local agency in execution of a grant agreement*
- *Develop, review and/or approve the plan*
- *Submit plan, engineers estimate, and proposal to the DSAE*
- *Advertise, let, and award the project*
- *Submit pay requests to State Aid*
- *Communicate progress and updates with the DSAEs and State Aid Programs Engineer*
- *Ensure that the project receives adequate supervision and inspection*
- *Assist with project close out*

5. Consider availability of other funding sources.

6. Be non-controversial.

Note: Projects should have minimum problems or issues that could delay the letting and construction such as right of way acquisition, railroad, and historical impacts.

7. Expected useful life. Include permanent elements of the roadway corridor and have a minimum expected life of the project of 10 years. Maintenance type activities such as filling potholes, blading gravel roads, and ditch repairs are not eligible for LRIP.
8. High Impact. Provide letters of support from other local agencies or public/private parties impacted by the improvement. For example, letters of support from area businesses regarding the impact and benefit of constructing a road to a 10-ton design standard.
9. Projects would be anticipated for construction letting in years **2021 – 2023**.

Application Overview

The LRIP application is available on the State Aid Local Road Improvement webpage - <http://www.dot.state.mn.us/stateaid/lrip.html>. Use the guide below for assistance in filling out the application. Please keep the descriptions clear and concise.

Houston County Agenda Request Form

Date Submitted: January 14, 2021 **Board Date:** January 19, 2021

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Discuss guidance for the highway department as to when and how to provide maintenance work for cities and townships. The highway department has been providing certain maintenance work for townships (such as signs) for a long time, but would like know how to move forward with new requests.

Attachments/Documentation for the Board's Review:

Justification:

Action Requested:

Guidance how to handle new maintenance requests.

For County Use Only			
<u>Reviewed by:</u>	<u> </u> County Auditor <u> </u> Finance Director <u> </u> IS Director	<u> </u> County Attorney <u> </u> County Engineer <u> </u> Other (indicate dept)	<u> </u> Zoning Administrator <u> </u> Environmental Services
<u>Recommendation:</u>			
<u>Decision:</u>			

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