



**LE SUEUR COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA
May 17, 2016**

1. **9:00 a.m. Agenda and Consent Agenda**
RE: May 3, 2016 Minutes and Summary Minutes
RE: CD #64 and 59 Repair Request
2. **9:05 a.m. Claims (5 min)**
3. **9:10 a.m. Human Services (35 min)**
4. **9:45 a.m. Joshua Mankowski, LSC Resource Specialist (15 min)**
Gravel Tax projects
5. **10:00 a.m. West Jefferson Project Public Hearing (45 min)**
6. **10:45 a.m. Kathy Brockway, Environmental & PZ Director (20 min)**
FRST -Professional Contract
7. **11:05 a.m. Cindy Shaughnessy, Public Health Director (10 minutes)**
8. **11:15 a.m. Human Resources (10 min)**
9. **11:25 a.m. Jim McMillen (10 min)**
RE: Environmental Services Carpet Quote
10. **11:35 a.m. Darrell Pettis, County Administrator/Engineer**
RE: Award Bids CSAH 32, CR 126 and Countywide Restriping

RE: AMC Meeting
RE: Employee Appreciation Picnic
RE: Upcoming Board Workshops
RE: Transit
RE: CD #38 Redetermination Update
RE: CD #40 Discussion
RE: CD #43 Discussion
RE: SMIF Letter
RE: Annual Report

11. **Future Meetings**



Le Sueur County, MN

Tuesday, May 17, 2016

Board Meeting

Item 1

9:00 a.m. Agenda and Consent Agenda

RE: May 3, 2016 Minutes and Summary Minutes

RE: CD #64 and 59 Repair Request

Staff Contact:

Minutes of Le Sueur County Board of Commissioners Meeting May 3, 2016

The Le Sueur County Board of Commissioners met in regular session on Tuesday, May 3, 2016 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: John King, Dave Gliszinski, Steve Rohlffing, Lance Wetzel and Joe Connolly. Darrell Pettis and Brent Christian were also present.

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board approved the agenda for the business of the day.

On motion by Rohlffing, seconded by Gliszinski and unanimously approved, the Board approved the consent agenda:

- Approved the April 19, 2016 County Board Minutes and Summary Minutes
- Approved the Repair Requests for CD # 23, 43
- Approved a Gambling Application for Minnesota Sporting Clays Association

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved the claims for Human Services:

Financial: \$ 83,663.40
Soc Serv: \$ 132,541.86

Kathy Brockway, Zoning Administrator appeared before the Board with 2 items for approval.

On motion by Wetzel, seconded by Rohlffing and approved via roll call vote 5-0, the Board granted a Conditional Use Permit to Le Sun LLC, Minneapolis, MN (Applicant); Patrick Gregor, Waterville MN, (Owner): Request that the County grant a Conditional Use Permit to allow the applicant grading, excavating and filling of approximately 49,227 cubic yards of material for the purposes of site preparation for a solar garden construction in an Agriculture "A" District. Property is located in the SE 1/4, Section 26, Waterville Township. The application was approved with the following conditions and findings are on file at the Planning and Zoning Office:

- Obtain all necessary County, State and Federal Permits;
- Continued use of the existing drain tiles within the terraces;
- Run drainage models prior to construction and after construction;
- Provide documentation to the County, that the drainage will not negatively impact the adjacent properties and if this should occur, necessary corrective measures will be taken.

On motion by Gliszinski, seconded by Connolly and approved via roll call vote 5-0, the Board granted a Conditional Use Permit to Chuck & Melissa Fox, Shakopee, MN, (Applicant\Owner): Request that the County grant a Conditional Use Permit to allow the applicant to construct stairs in the bluff to include grading, excavating, and filling of approximately 2 cubic yards in the bluff in a Recreational Residential "RR" District, on a Recreational Development "RD" lake, Lake Jefferson. Property is located at Lot 3, Irish Subdivision No. 1, Section 6, Elysian Township. The application was approved and findings are on file at the Planning and Zoning Office.

Amy Beatty, Environmental Programs Specialist appeared before the Board with three items for approval.

On motion by Wetzel, seconded by Rohlfing and unanimously approved, the Board approved the 2016 - 2017 Solid Waste Licenses and the City Composting/Recycling Facilities as follows:

City Composting Facilities-waive the licensing fee, insurance and bonding requirements.

1. City of Cleveland
2. City of Le Center
3. City of Le Sueur
4. City of Montgomery
5. City of St. Peter

City Recycling Facilities-waive the licensing fee and bonding requirement.

1. City of Le Center

Collection and Transportation of Solid Waste License

1. City of Le Center- waive the licensing fee and bonding requirement
2. Hansen Sanitation, Inc.-Kasota, MN-5 Trucks-\$225.00
3. Lakers New Prague Sanitary, Inc-New Prague, MN-4 Trucks-\$190.00
4. LJP Enterprises, Inc-St Peter, MN-13 Trucks-\$505.00
5. Waste Management of Minnesota-Mankato, MN-13 Trucks-\$505.00

Recycling Facilities

1. Barnett Brothers, Inc-Kilkenny, MN - \$200.00
2. Fessel's Wood Recycling Services, LLC – Waterville, MN -\$200.00
3. Hansen Recycling and Transfer Station – Kasota, MN – \$200.00
4. Selly Excavating, Inc-Le Center, MN-\$200.00
5. Waste Management of Minnesota-Mankato, MN-\$200.00

Transfer Station

1. Waste Management of Minnesota-Mankato, MN-\$675.00

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved and authorized the Chair to sign the Le Sueur and Scott Counties Household Hazardous Waste Reciprocal Use Agreement.

On motion by Wetzel, seconded by Connolly and unanimously approved, the Board approved and authorized the Administrator to sign the Resolution in Support of Assistance with Solid Waste Disposal to the Townships of Le Sueur County.

Mike Schultz, SWDC appeared before the Board to discuss the 2016 Ditch Inspection Plan.

On motion by Connolly, seconded by Rohlfing and unanimously approved, the Board approved the following 2016 Ditch Inspection Plan:

Inspection priority will fall in the manner as described below:

1. County Board request of a specific County Ditch/redetermination of benefits
2. SWCD identifies ditches based off of landowner demand.
3. Oldest to newest ditches will be identified for inspection
4. On average at least one large County Ditch system will be inspected yearly

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board directed the Ditch Inspector to inspect the Le Sueur County portion of JD #1 and report back to the Board with a full repair recommendation.

Dave Tietz, Sheriff appeared before the Board with several items for consideration and approval.

On motion by Wetzel, seconded by Connolly and unanimously approved, the Board approved an equipment purchase for three squad cars from Code 4 in the amount of \$22,009.

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board approved and authorized the Chair and County Administrator to sign the Mutual Aid Agreement between Hennepin and Le Sueur County.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved the resolution to designate May 15-21, 2016 as National Police Week in Le Sueur County.

Jim McMillen, Maintenance appeared before the Board with one item for approval.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved the purchase of an updated fire panel in the amount of \$9,796 from Tyco SimplexGrinnell.

Cindy Westerhouse, Human Resources Director came before the Board with several items for approval.

On motion by Rohlfing, seconded by Wetzel and unanimously approved, the Board approved the recommendation to set the 2016 salaries, pursuant to Minnesota Statute 386.015, for the following Le Sueur County elected officials:

County Sheriff	\$105,323.40
County Auditor/Treasurer	\$ 95,011.64
County Attorney	\$ 96,354.80
County Recorder	\$ 68,319.89

On motion by Gliszinski, seconded by Connolly and unanimously approved, the Board approved the recommendation to grant regular status to Cari Krenik, full time Team Lead Social Worker in Human Services, effective May 2, 2016. Cari has completed the six-month trial period.

On motion by Connolly, seconded by Rohlfing and unanimously approved with Lance Wetzel abstaining, the Board approved the recommendation to hire Jennifer Wetzel as a full time Administrative Assistant II in the Attorney's Office, as a Grade 4, Step 1 at \$15.58 per hour, effective May 4, 2016.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved the recommendation to accept the resignation of Kele Lukes, full time Jailer/Dispatcher in the Sheriff's Office, effective May 10, 2016.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved the recommendation to post and advertise for a full time Jailer/Dispatcher in the Sheriff's Office as a Grade 6, Step 1 at \$17.50 per hour.

On motion by Wetzel, seconded by Rohlfing and unanimously approved, the Board approved the recommendation to promote Laurie Appel to a full time Lead Eligibility Worker in Human Services, as a Grade 7, Step 10 at \$25.44 per hour, effective May 16, 2016.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board approved the recommendation to post and request the merit list for a full time Eligibility Worker in Human Services, as a Grade 6, Step 1 at \$17.50 per hour.

Administrator Pettis appeared before the Board with a several items for consideration and approval.

On motion by Connolly, seconded by Rohlfing and unanimously approved, the Board approved to allow Kathleen Johannsen to continue as a member on the Le Sueur County HRA Board.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved to appoint Monica Muchow as Director of the Le Sueur County HRA Board.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Chair and Administrator to sign the following TH 13 Detour Resolution:

LE SUEUR COUNTY RESOLUTION

IT IS RESOLVED that Le Sueur County enter into MnDOT Agreement No. 1003195 with the State of Minnesota, Department of Transportation for the following purposes:

To provide payment by the State to the County for the use of County State Aid Road No. 3 and County State Aid Road No. 8 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 13, under State Project No. 4001-47 (T.H. 13=013).

IT IS FURTHER RESOLVED that the Board Chair and County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved the final payment to Dirt Merchant in the amount of \$5,421.02 for the Lake Washington Outlet Structure.

On motion by Wetzel, seconded by Rohlfing and unanimously approved, the Board approved and authorized the Chair to sign the 3 year MAXIMUS Agreement for consulting services.

On motion by Rohlfing, seconded by Connolly and unanimously approved, the following claims were approved for payment:

Warrant #	Vendor Name	Amount
40442	A'Viands	\$ 4,013.66
40448	Bolton & Menk Inc.	\$ 18,468.50
40449	Brock White Co. LLC	\$ 13,508.68
40459	Diamond Mowers Inc.	\$ 2,310.67
40462	Elysian City	\$ 14,674.13
40467	Genesis	\$ 13,959.49
40475	Jones & Magnus LLC	\$ 2,666.25
40480	Le Sueur Co Soil & Water	\$ 60,339.18
40491	New Horizons Minnesota	\$ 8,000.00
40494	North Central International	\$ 2,933.99
40503	Revize LLC	\$ 2,400.00
40508	S.E.H. Inc.	\$ 49,946.83
40509	Selly Excavating Inc.	\$ 8,150.00
40512	S.M.C. Co. Inc.	\$ 14,417.47
40519	Traxler Construction Inc.	\$ 6,562.43
40520	Tri-County Solid Waste	\$ 12,350.59
40521	Truck Utilities Inc.	\$ 2,354.00
40522	Twist-Op Office Etc	\$ 2,217.25
40529	Wornson, Goggins, Zard	\$ 2,683.50
40532	Zimmerman Construction	\$ 14,990.00
71 Claims paid less than \$2,000.00:		\$ 30,338.89
20 Claims paid more than \$2,000.00:		\$256,946.62
91 Total all claims paid:		\$287,285.51

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board adjourned until Tuesday May 17, 2016 at 9:00 a.m.

ATTEST:

Le Sueur County Administrator

Le Sueur County Chairman

Summary Minutes of Le Sueur County Board of Commissioners Meeting, May 3, 2016

- This is only a summary publication per MN Statutes 375.12 and 331A.01 sub. 10. The complete minutes are on file in the Le Sueur County Administrator's Office at 88 S Park Ave. Le Center, MN and are available at www.co.le-sueur.mn.us.
- The Le Sueur County Board of Commissioners met in regular session on Tuesday, May 3, 2016 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: John King, Dave Gliszinski, Steve Rohlffing, Lance Wetzel and Joe Connolly. Darrell Pettis and Brent Christian were also present.
- Approved the agenda for the business of the day. (Connolly-Wetzel)
- Approved the consent agenda. (Rohlffing -Gliszinski)
- The following cases and claims were approved: Soc Serv: \$132,541.86 and Financial: \$83,663.40 (Wetzel-Gliszinski)
- The Board granted a Conditional Use Permit to Le Sun LLC, Minneapolis, MN (Applicant); Patrick Gregor, Waterville MN, (Owner). The application was approved with conditions and findings are on file at the Planning and Zoning Office. (Wetzel-Rohlffing)
- The Board granted a Conditional Use Permit to Chuck & Melissa Fox, Shakopee, MN, (Applicant/Owner) and findings are on file at the Planning and Zoning Office. (Gliszinski-Connolly)
- Approved the 2016 - 2017 Solid Waste Licenses and the City Composting/Recycling Facilities. (Wetzel-Rohlffing)
- Approved the Le Sueur and Scott Counties Household Hazardous Waste Reciprocal Use Agreement. (Gliszinski-Rohlffing).
- Approved the Resolution in Support of Assistance with Solid Waste Disposal to the Townships of Le Sueur County. (Wetzel-Connolly)
- Approved a 2016 Ditch Inspection Plan. (Connolly-Rohlffing)
- The Board directed the Ditch Inspector to inspect the Le Sueur County portion of JD #1 and report back with a full repair recommendation. (Gliszinski-Wetzel)
- Approved an equipment purchase for three squad cars from Code 4 in the amount of \$22,009. (Wetzel-Connolly)
- Approved the Mutual Aid Agreement between Hennepin and Le Sueur County. (Connolly-Wetzel)
- Approved the resolution to designate May 15-21, 2016 as National Police Week in Le Sueur County. (Gliszinski-Rohlffing)
- Approved the purchase of an updated fire panel. (Gliszinski-Wetzel)
- Approved to set the 2016 salaries, pursuant to Minnesota Statute 386.015, for the following Le Sueur County elected officials: (Rohlffing-Wetzel)

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County Recorder	\$ 68,319.89
- Approved to grant regular status to Cari Krenik. (Gliszinski-Connolly)
- Approved to hire Jennifer Wetzel as a full time Administrative Assistant II. (Connolly-Rohlffing)
- Approved to accept the resignation of Kele Lukes. (Gliszinski-Wetzel)
- Approved to post and advertise for a full time Jailer/Dispatcher. (Rohlffing-Gliszinski)
- Approved to promote Laurie Appel. (Wetzel-Rohlffing)
- Approved to post and request the merit list for a full time Eligibility Worker in Human Services. (Connolly-Gliszinski)
- Approved to allow Kathleen Johannsen to continue as a member on the Le Sueur County HRA Board. (Connolly-Rohlffing)
- Approved to appoint Monica Muchow as Director of the Le Sueur County HRA Board. (Gliszinski-Wetzel)
- Approved the TH 13 Detour Resolution. (Wetzel-Gliszinski)

- Approved the final payment to Dirt Merchant in the amount of \$5,421.02 for the Lake Washington Outlet Structure. (Rohlfing-Gliszinski)
- Approved the 3 year MAXIMUS Agreement for consulting services. (Wetzel-Rohlfing)
- The following claims were approved for payment: (Rohlfing-Connolly)

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20 Claims paid more than \$2,000.00:		\$256,946.62
91 Total all claims paid:		\$287,285.51

- The Board adjourned until Tuesday May 17, 2016 at 9:00 a.m. (Connolly-Wetzel)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman

REPAIR REQUEST

We, the undersigned landowners, do hereby request the Le Sueur County Board of Commissioners to clean out and repair Le Sueur County Ditch # 64 located in Cordova township.

br 4

Signed

Jim Brault

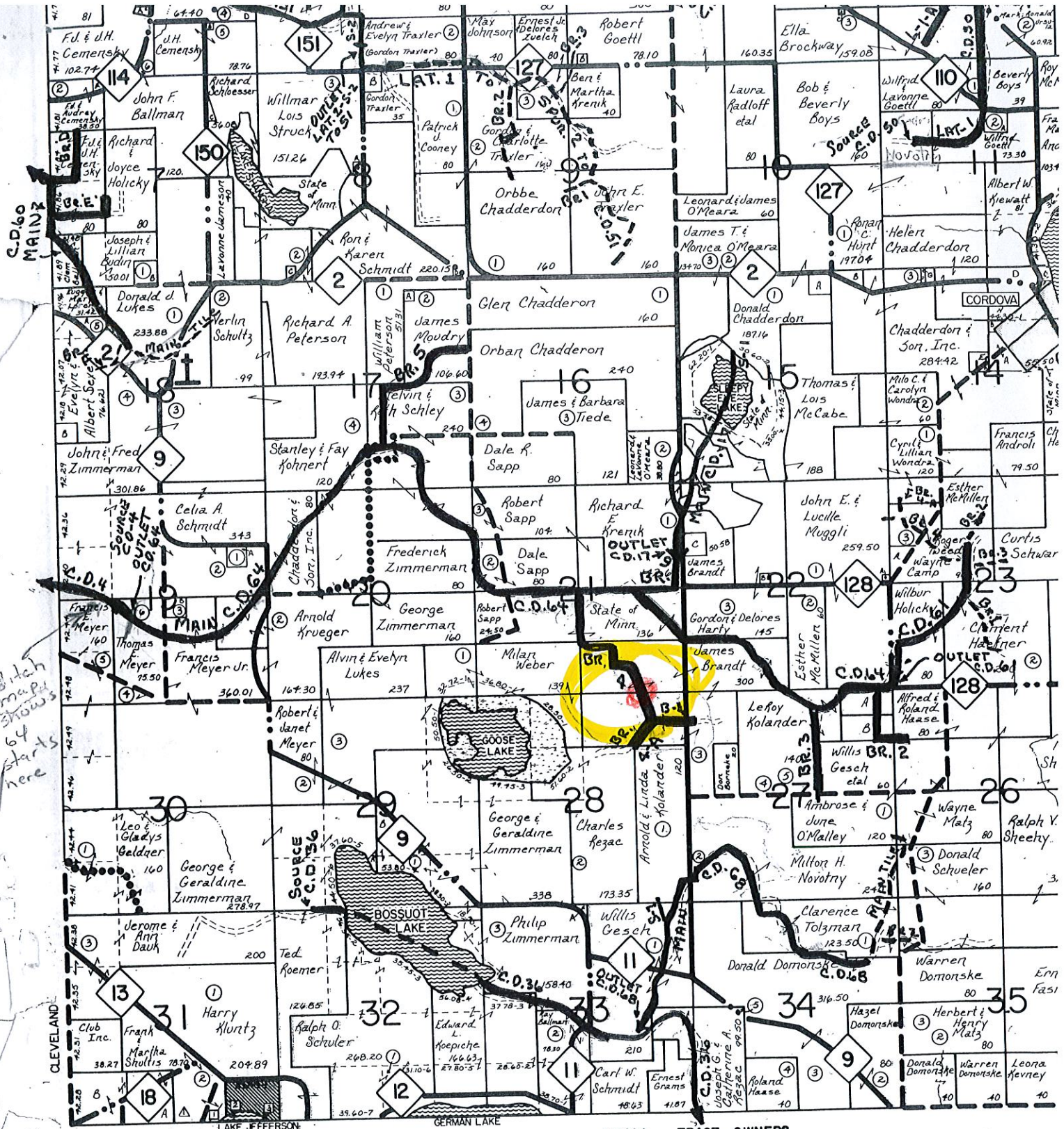
Address/Phone #

44339 221st Ave LeCenter

Date: 5/2/16

Description of problem: culvert rusted out

Needs to be replaced
Roger Rubles
5-2-16



SMALL TRACT OWNERS SEE SMALL TRACT SECTION FOLLOWING TOWNSHIP MAPS

GORMAN LAKE SUBDIVISIONS

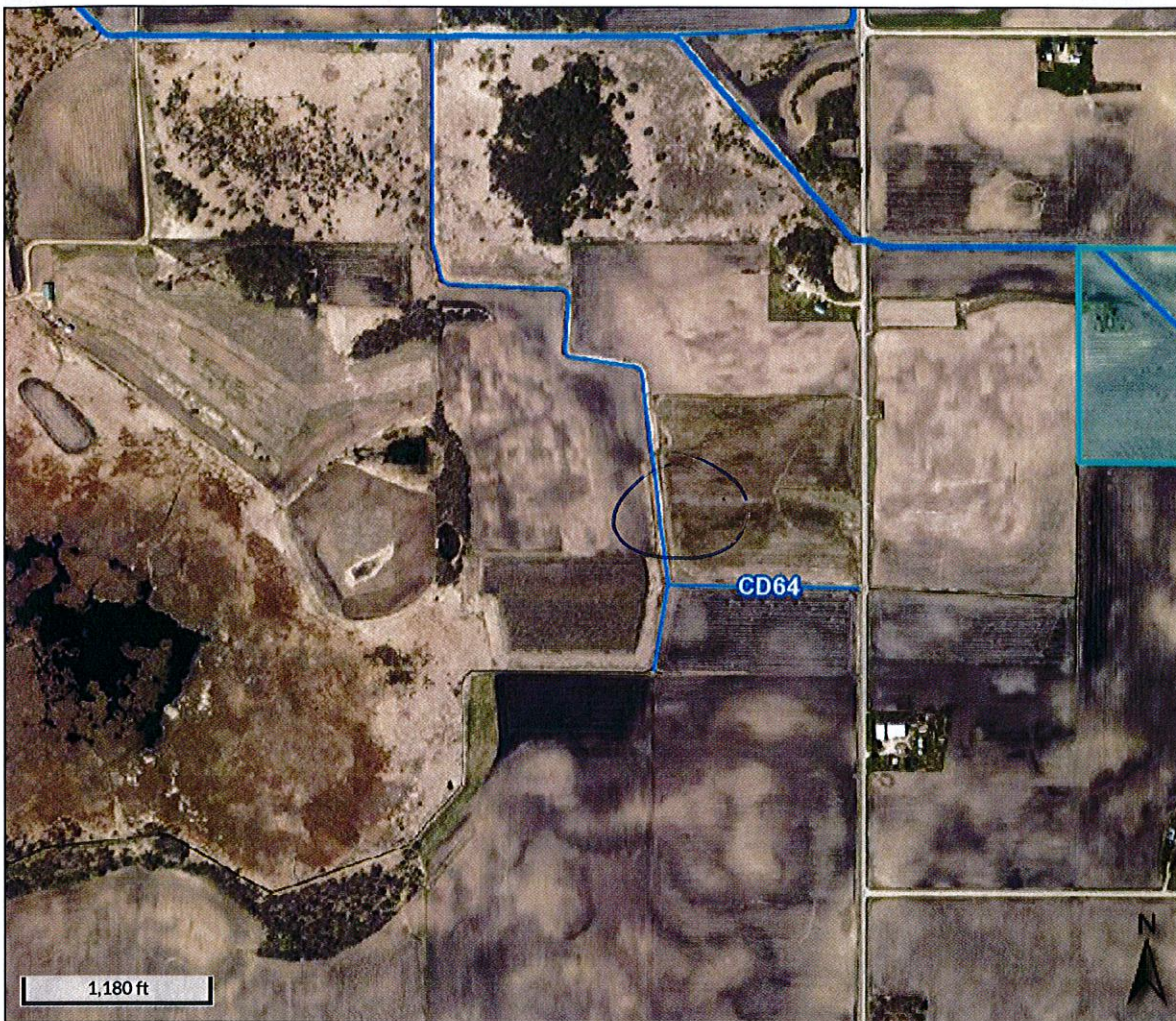
- △ OAK SHORES SUBDIVISION
- △ GLENN VIEW ESTATES

LAKE JEFFERSON SUBDIVISIONS

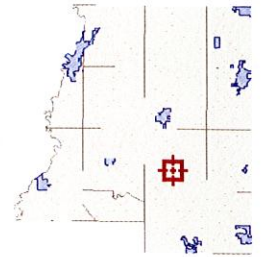
- △ HARDEGGER'S FIRST ADDITION

RESORTS/TRAILER PARKS

- ① HI LOW TERRACE RESORT
- ② CAST-A-LINE RESORT-TRAILER PARK
- ③ BLUE MARINA-TRAILER PARK



Overview



Legend

County Ditches

- MAIN
- SPUR
- - TILE

Parcel ID 02.022.7500
Sec/Twp/Rng 22-110-024
Property Address
District n/a
Brief Tax Description Sect-22 Twp-110 Range-024 40.00 AC SE 1/4 OF SW 1/4
(Note: Not to be used on legal documents)

Alternate ID n/a
Class 101 - AGRICULTURAL
Acreage 40

Owner Address BRANDT, JAMES R & BARBARA
44339 221ST AVE
LE CENTER, MN 56057

Photo from April 2013

Date created: 5/2/2016



Developed by
The Schneider Corporation

REPAIR REQUEST

We, the undersigned landowners, do hereby request the Le Sueur
County Board of Commissioners to clean out and repair Le Sueur
County Ditch # 59 located in Elysian Sec 184 township.
Spur # 4

Signed

Robert Zimm

Address/Phone #

1-507-380-0485

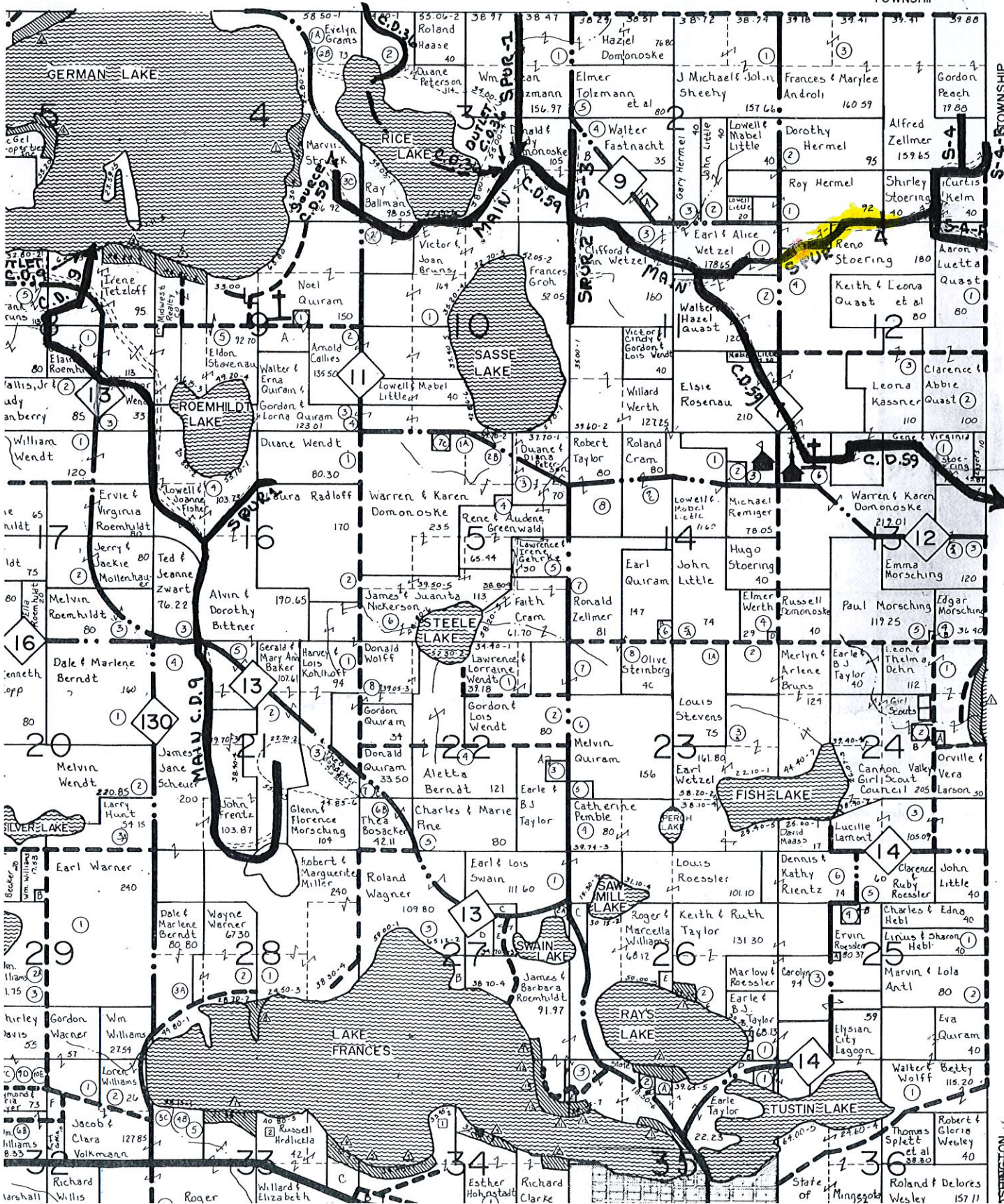
Date: 4-25-16

Description of problem: Clean & Repair

Needs repair & cleaning.
Roger Gubler
5-2-16

RANGE: 24 W.

TOWNSHIP





Le Sueur County, MN

Tuesday, May 17, 2016

Board Meeting

Item 2

9:05 a.m. Claims (5 min)

Staff Contact:



Le Sueur County, MN

Tuesday, May 17, 2016

Board Meeting

Item 3

9:10 a.m. Human Services (35 min)

Staff Contact:

Human Services Board Agenda May 17, 2016 @ 9:15 a.m.

100- INFORMATION/PRESENTATIONS:

- 110 - May is Mental Health Month
 - 110.1 - Power Point Presentation
- 120 - Legislative Updates
- 130 - Human Services Performance Measures Update
 - 130.1 - Cash Assistance
 - 130.2 - SNAP Measures

200- CHARTS/GRAPHS:

- 210- Finance Graphs/Report;
- 220- Income Maintenance/Child Support Graphs;
- 230- Family Services Graphs-
 - 231- Social Services Team
 - 232- Child Services Team
 - 232.1- Out Of Home Placement Report
 - 232.2- In-Home Family Therapy Report;
 - 233- Behavioral Health Team

300- BOARD APPROVAL ITEMS:

- 310 - Commissioner's Warrants



Executive Summary

The purpose of this document is to share performance data for Le Sueur County on the two cash assistance and Supplemental Nutrition Assistance Program (SNAP) timeliness measures as they relate to the Human Services Performance Management system (referred to as the Performance Management system).

This report provides information on Le Sueur County's performance compared to the thresholds established for the system. The Performance Management system defines a threshold as the minimum level of acceptable performance below which counties will need to complete a Performance Improvement Plan (PIP), as part of the remedies process defined in statute. For counties below the threshold, an official PIP notification with instructions for completing PIP forms and a description of available technical assistance will be sent as a follow-up to this report.

Le Sueur County Performance on Cash Assistance and SNAP Measures, Calendar Year 2015

Measure	County Performance	Threshold	High Performance Standard	Statewide
Percent of Expedited SNAP Applications Processed within One Business Day	82.5%	55.0%	83.0%	59.4%
Percent of Cash Assistance and SNAP Applications Processed Timely	88.9%	75.0%	90.0%	80.6%

Le Sueur County was above the performance thresholds on both measures and will not need to complete any Performance Improvement Plans.

County performance reports are issued when data become available. Reports will be issued in 2016 as follows:

Report Issued	Program Area	Data Cycle
February 2016	Child Support	Federal Fiscal Year (FFY) 2015
April 2016	Cash and food assistance	Calendar year 2015
June 2016	Child Safety and Permanency	Calendar year 2015
	Adult Protection	Calendar year 2015
	Minnesota Family Investment Program/Diversionsary Work Program Self-Support Index	March 2015 to April 2016 annualized data
December 2016	Child Support	Federal Fiscal Year (FFY) 2016



Le Sueur County, MN

Tuesday, May 17, 2016

Board Meeting

Item 4

9:45 a.m. Joshua Mankowski, LSC Resource Specialist (15 min)

Gravel Tax projects

Staff Contact: Kathy Brockway - Environmental and P & Z Director



Le Sueur County, MN

Tuesday, May 17, 2016

Board Meeting

Item 5

10:00 a.m. West Jefferson Project Public Hearing (45 min)

Staff Contact:

To those that could not attend the community meeting this is a summary of the meeting. May 10, 2016

To those that attended the community meeting this is a summary recap.

We had our community meeting on May 7th to provide information on the proposed voluntary sewer system. We had approximately 100 people attending which represented about 70 properties or 50% of the properties within the propose project area.

Dale started the meeting with a short explanation of when and how the proposed system got started along with a few key dates. How we identified the subdivision areas that most need another option (ie. pipe). Highlighted the Public Hearing to be conducted by Le Sueur County on May 17th at 10:00 AM. as a follow up requirement for the grant submittal process. He ended his part of the meeting by telling everyone that the project cost would be approximately **\$32,000 to \$33,000 per household before a possible grant** from the PCA based on the Engineers estimate.

Aaron Wills from the Cannon River Watershed then spoke about the grant process and that we are on the PSIG grant list and **if awarded would cover 50% of the project cost**. We will find out in late September if we get the grant. If we get the grant it would drop the cost to about \$16,000 to \$17,000 per connection and that we would need to start construction the summer of 2017 to keep the grant.

Jason Femrite of Bolton and Menk of Mankato (also Cleveland City Engineer) talked about the design options that were looked at to provide the best cost option for the people. This is best accomplished by using individual grinder pumps and trenchless construction methods. Lastly he emphasized that the **Facility Plan is a constantly evolving process** as the project discussions continue to get the best project for us and the best for the City of Cleveland.

I then covered the West Jefferson voluntary sewer information sheets and included extra information as needed throughout. Special information covered includes **Sewer access charge** - at this time in discussion stage with the City of Cleveland. **Mound removal** - can be left in place, if you want removed you need to contact Michelle Mettler or Kathy Brockway from Le Sueur County environmental services. **Vacant Lots** - contact Le Sueur County to determine if they are buildable or not. **Monthly costs** - under discussions with the City of Cleveland. **Grinder pump** maintenance and maintenance of the entire system - met with Derek with Schwickert's of Mankato. They are currently providing maintenance services to the Lake Washington system. **Connection of grinder pump at a later date** - we will require use of maintenance contractor.

I then covered the project timeline, **May 17th 10:00 AM Public Hearing** - Please come to the Public Hearing to show the County Board support of the project. **October 1st** we will have commitment meeting. we will know if we get a grant at that time, we will have the SAC fee established and a monthly cost. Please come to the commitment meeting prepared to make an informed/educated decision by having talked to the County in relation to vacant lots buildable or not, the County's continuing inspection program, and if wanting to build or rebuild to determine the best location for the grinder pump. You will be given +/- 2-3 weeks to decide before we move to other areas within the density circle to get the 140 connections. The order of inviting in will be properties that currently have a residence, next platted lots, next developable property and lastly properties outside the density circle. We need to keep properties outside the density circle last because we need to preserve the 90% - 10% ratio so as not to jeopardize the potential grant. Lstly we need to have construction starting in late June to meet the requirements of the grant.

The meeting may be viewed on You tube at the following address <https://youtu.be/bhKk3q6jP-Y> Title is West Jefferson Voluntary Sewer Meeting

Reminder to help save postage costs please send me your e-mail address for future updates.

Stan Wills 507-995-4332 or wills@hickorytech.net

Dale Wills 507-317-5189 or dale-jo-lake@mchsi.com

PROPOSED SEWER SYSTEM - The **voluntary** sewer system is a low pressure collection system with a grinder pump at each property. Directional boring (underground pipe installed without an open trench) is used to minimize disruption to the roads and yards. There will be digging where connections need to be made. Repair work is included in the contract. At this point the project will include the following subdivision areas. Tomahawk Point Subd., Tomahawk Point 1st Addn., Tomahawk Point 2nd Addn., Edgewater Terrace Subd., and the properties on the west side of Evergreen Ln. and Wildwood Subd., Biehn Sub-Div., Biehns West Jeff Subd., and Biehn South View Subd. and then leave the lake and go north on 281st avenue and west on 464th St. follow County 104 north to County 18 west on County 18 to County 104 then follow County 104 north to the City of Cleveland and connect to their inplace system.

OWNERSHIP OF SEWER SYSTEM - At the completion of construction, Le Sueur County will own the sewer system and through a joint powers agreement they will turn over the administration, operation, and maintenance to the City of Cleveland. The benefit of this arrangement gives the Sewer System and the City of Cleveland a means to collect unpaid bills. This is accomplished by using the County taxing authority to place delinquent bills on the tax rolls.

SEWER ACCESS CHARGE (SAC) - A development impact fee assessed for reserve capacity, sewage treatment, and connection rights to the City sanitary collection system. This is **included** in the estimated cost estimate.

SEPTIC TANK ABANDONMENT - Existing septic tanks will be filled in as part of the construction project.

MOUND SYSTEM REMOVAL - Mound systems **will not** be removed as a part of the construction project. If a property owner has a mound system and wants it removed, he or she needs to contact Michelle Mettler or Kathy Brockway from Le Sueur County environmental services.

MONTHLY COSTS - The base monthly cost consists of two parts. The first part of the fee is the same rate that all City of Cleveland residents pay for sewage. This includes the same usage rate. When this rate changes it will change at the same rate for all of Cleveland. The first part of the fee covers operation, treatment, maintenance, administration, billing and usage charge. The usage charge is based on the usage of water within the dwelling. The water will be metered within each dwelling by a water meter that is installed as part of the contract. The sewage rate will be based on \$x.xx per 1000 gallons used. The second part is a fee for system maintenance and replacement of equipment. The maintenance and operation fee is accumulated in its own account and to be used only for the sewer system. The maintenance and replacement fee will be reviewed annually and adjusted as needed. The cost of the meter installation is **included** in the contract and subject to any grant received. Each home may have an outside unmetered connection for lawn watering or other outside chores. The cost for installing the outside water connection **will not** be included in the contract, **homeowners responsibility**.

GRINDER PUMP - Each residence/separate parcel will have a grinder pump, the pump will be owned by the sewer system. Included in the cost estimates are the costs to connect to the existing sewer pipe outside of the building line and connect to the current electrical meter including a disconnect for the grinder pump. Home owner pays for electrical usage of the pump. After installation the homeowner is responsible for the sewer line from the structure to the grinder pump. **Does not** include plumbing upgrades inside the building line. If the existing electrical service needs to be upgraded to accommodate the grinder pump the homeowner **will be** responsible for those costs.

GRINDER PUMP - There will be one grinder pump per residence per separate tax parcel. There will be no shared grinder pumps between tax parcels. If a property has one or two EDU per parcel they will be required to pay 1 share of the collection/trunk system and 1 service connection (It may require a different grinder pump). If a property has three or four EDU per parcel they will be required to pay 2 shares of the collection/trunk system and 1 service connection (It may require a different grinder pump). This determination will be based on Le Sueur County classification of properties.

GRINDER PUMP MAINTENANCE - When there is a trouble call relating to a grinder pump and the problem is diagnosed to be plugging of the pump from flushing non-acceptable materials down the stool, the first time this happens, the cost will be covered by the system. Thereafter the maintenance cost will be added to the property owners monthly bill, if the problem is a plugged pump again.

LANDSCAPE - Any yard area disturbed by construction work will be leveled and seeded. This is included in the contract. Any flowers and or shrubs destroyed by construction **will not** be replaced by the contract.

MODIFIED USER - Since this is a **voluntary** system, a spur option will be offered to those that are not interested in a full connection at this time, but want to reserve a spot on the system for a future connection. The cost of constructing the spur at the time of construction would be eligible for grant funds and will be assessed the cost of the collection line and the trunk line to Cleveland. When completing the connection at a later date the costs of installation of the service line, grinder pump and SAC fee **will not be eligible** for funds through the sewer district. The installation of this service has to follow the installation requirements of the sewer system.

FUTURE USER - Since this is a **voluntary** system the option to connect at a later date is available. To be able to connect at a later date there has to be connections available. (Agreement with City of Cleveland allows 140 connections). The procedure for connection at a later date is : Petition Sewer Board - City of Cleveland for permission to connect (if approved) they will petition Le Sueur County to be added to the sewer district. Pay to the sewer fund the same amount as was charged the residents that connected at the time of construction and all costs to connect to the collection line and all service items to complete the installation. **None of these costs are eligible for funding through the sewer district.** The installation of this service has to follow the installation requirements of the sewer system.

COUNTY FEES AND PERMITS - There are no County fees or permits required for the pipe system. There is also no variance needed for placement of the grinder pump and no recording requirement for participants in the sub-district sewer system.

COUNTY SUPPORT OF THE SEWER SYSTEM - County ownership, taxing authority and bonding of the sewer project is contingent upon a petition and documentation of commitment to the County Board of Commissioners. Upon receipt the County Commissioners will consider creating the sewer sub-district, taking ownership of the project, and bonding of the sewer project. It is anticipated that the bond would be for a 15-20 year period of time. The operation and maintenance will be turned over to the City of Cleveland with a Joint Power agreement. This will also give Le Sueur County taxing authority, which can be use to collect delinquent bills.

SEASONAL RESIDENTS - The seasonal residents will be required to pay the same base rate as everyone else year around. The usage part of the base rate is based on water used. The sewage rate will be based on \$x.xx per 1000 gallons used.

FULL TIME RESIDENTS - Fulltime residents that leave for an extended period of time will be treated the same as seasonal residents.

ASSESSMENT PAYMENTS - Assessment payments will included on the semi-annual real estate tax bill. After the County certifies the assessment amount the bill may be paid in full, or included on your tax statement.

SEWER CONNECTIONS OUTSIDE OF THE DISTRICT - A property that is outside of the District may be allowed to connect to the sewer system if there are available connections. The property owner may request connection or may be invited to connect to the sewer system with the intent to fill the 140 connections as soon as possible. This may be able to be accomplished during the completion of the construction project and would be able to be financed through the assessment process.

VOLUNTARY SEWER SYSTEM - Since this is a voluntary sewer system there is no requirement to join. There are enough connections for everyone within the proposed project area. However, we will reach out to properties outside the district to fill the 140 connections as agreed with the City of Cleveland. This will be done to minimize the cost to all who connect while construction is proceeding. Once we reach the 140 connections there is no guaranty that any additional properties will be allowed on to the system. At that time those properties will be on their own.

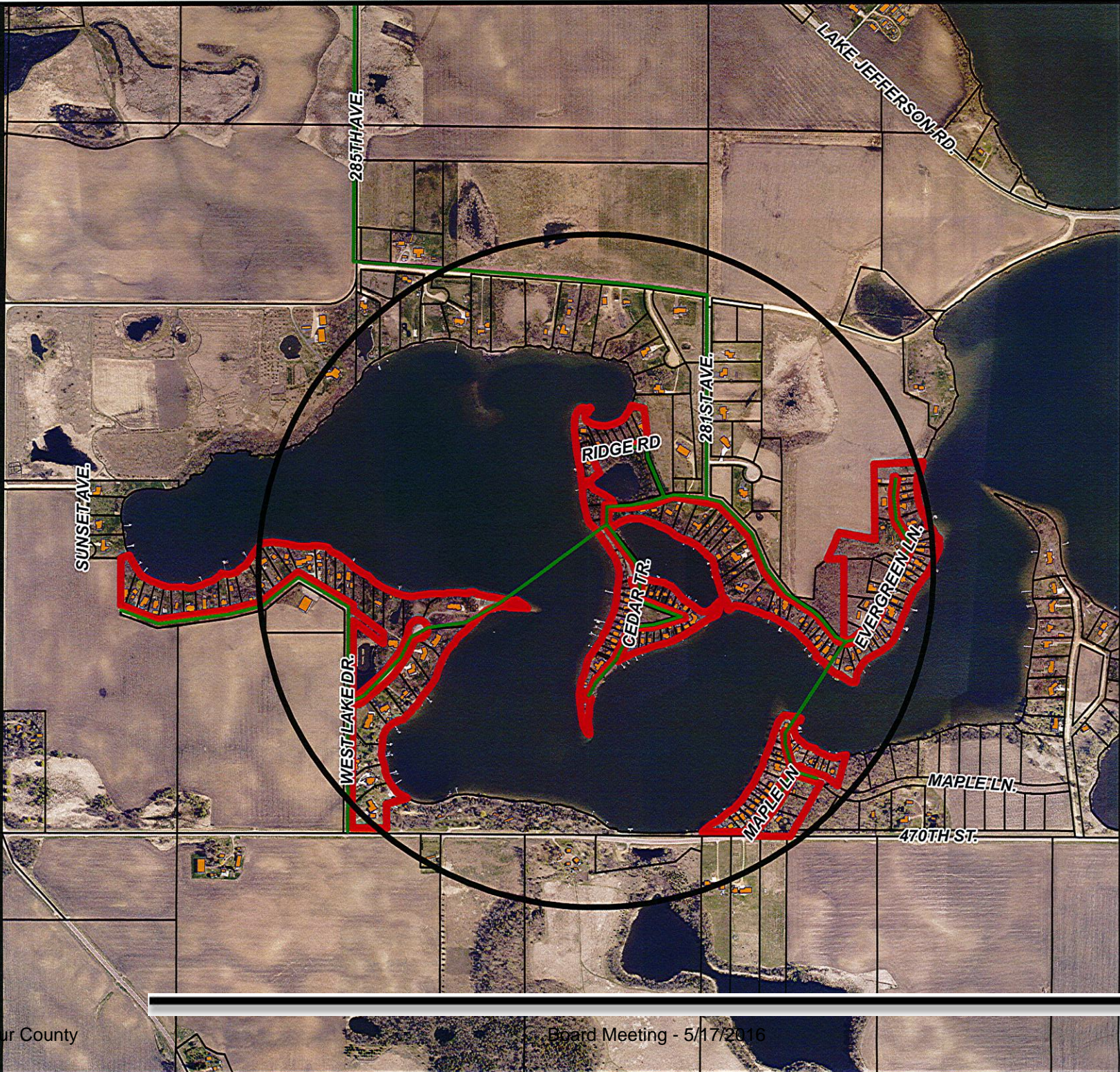
Any questions contact Stan Wills at 507-995-4332 or Dale Wills at 507-317-5189

C:\Files\sewer system\West Jefferson Sewer Information-aaron suggestions.docx

LE SUEUR COUNTY
PROJECT PRIORITY
LIST SCORING

Legend

- Impact Zone
- Proposed Sanitary
- Service District
- Structures
- Cities
- Parcels



0 250 500 1,000
Feet
1 inch = 1,000 feet



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

Facilities Plan Submittal Checklist

State Revolving Fund Program

Submissions Required for a Complete Facilities Plan
Minn. R. 7077.0272

Instructions: The Facilities Plan may be submitted via email at ppl.submittals.pca@state.mn.us (and one hard copy submitted to the assigned Minnesota Pollution Control Agency [MPCA] Review Engineer).

Facility Information

Project name: West Jefferson Lake Sanitary Sewer Collection System
Proposed dates for construction: June 2017-June 2018
City's authorized representative: Darrell Pettis
Title: County Administrator Telephone: 507-357-8200
Mailing address: 88 South Park Avenue
City: Le Center State MN Zip code: 56057
Technical agent or consulting engineer: Jason Femrite, PE
Name of firm/organization: Bolton & Menk, Inc. Telephone: 507-625-4171

Check Yes or No for the following questions

Is the Facilities Plan signed by an engineer registered in the State of Minnesota? ☒ Yes ☐ No
Has the municipality in which the facility will be located held at least one public hearing to discuss the proposed project?
☐ Yes ☒ No If yes, what was the date the hearing was held: _____

Check the boxes below if you have included the following items:

If all of the following items are not included with the Facilities Plan, the Facilities Plan is incomplete and may be returned or filed until a complete submittal is received. Facilities Plan review will not begin until a complete submittal is received. Please see Minn. R. 7077.0272 for more information about the content of facilities plan.

- ☒ A completed Cost and Effectiveness Certification Form **provided by the MPCA.**
- ☐ A summary of the public hearing documenting that the following items were discussed:
 - ☐ The various treatment alternatives considered
 - ☐ The location of the project site
 - ☐ The reasons for choosing the selected treatment method
 - ☐ The estimated sewer service charges
- ☐ A summary of the comments received at the public hearing and the action taken to address those comments.
- ☐ A complete list of addresses used for public notice purposes on a form **provided by the MPCA.**
- ☐ A copy of the resolution of the municipality's governing body adopting the facilities plan.
- ☒ A list of ordinances or intermunicipal agreements required for the implementation and administration of the project.
- N/A ☐ A signed treatment agreement with each significant industrial user.
- N/A ☐ For surface water dischargers only, a copy of the Preliminary Effluent Limits review letter **provided by the MPCA** (Wastewater treatment alternatives should also consider antidegradation analysis if necessary).
- ☒ A completed Environmental Information Worksheet **provided by the MPCA.**
- N/A ☐ For individual sewage treatment systems that serve more than one structure, an assurance from the municipality stating that all property owners who will be served by the proposed system agree to be part of the system, to participate in the construction project, and to finance future operation, maintenance, and replacement of the system.
- ☐ Copies of all notifications, certifications, and comments received.

TO BE
SUBMITTED
MAY 2016
(FOLLOWING
PUBLIC
MEETING)



**WASTEWATER FACILITY PLAN
AMENDMENT NO. 1**

**West Jefferson Lake
Sanitary Sewer
Collection System**

LeSueur County, MN

M15.111340

Submitted by:
Bolton & Menk, Inc.
1960 Premier Drive
Mankato, MN 56001
P: 507-625-4171
F: 507-625-4177

Certification

Wastewater Facility Plan

for

West Jefferson Lake Sanitary
Collection System

Le Sueur County, MN

BMI Project No: M15.111340

March 3, 2016

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:



Jason L. Femrite, P.E.
License No. 43869

Date:

3-4-16

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Appendix

Appendix A: Environmental Information Worksheet
Appendix B: Facility Plan Public Meeting Agenda
Appendix C: Ordinances/Agreements Summary List

I. INTRODUCTION

This report is an amendment to the Wastewater Facility Plan for Le Sueur County, dated March 3rd, 2016. The modifications made to this report relate to the route of the proposed sanitary forcemain between West Jefferson Lake and the City of Cleveland, as discussed in Section III.C.

Modifications include the re-routing on trunk forcemain near West Jefferson Lake and the construction of sanitary forcemain through the City of Cleveland, in comparison to connecting the new sanitary forcemain to the City's existing gravity collection system as discussed in the original draft of this report.

A. General

West Jefferson Lake is located in southern Le Sueur County in south central Minnesota. In late 2015, a private group of citizens approached the City of Cleveland to determine whether the City would consider providing treatment of wastewater from the residences and surrounding the lake. Officials for the City of Cleveland indicated that they would consider accepting wastewater from the West Jefferson Lake area. Bolton & Menk, Inc. was approached to assist in developing a preliminary plan for providing wastewater collection for the West Jefferson Lake area. The primary focus of this study is to develop a plan which provides wastewater collection for the areas surrounding West Jefferson Lake, mitigating the environmental impact of current development.

B. Plan Scope

A summary of the scope of this plan is as follows:

1. Determine extent of potential service area.
2. Develop alternatives for providing wastewater collection to service area.
3. Develop cost estimate for each alternative.
4. Develop plan for implementation of the chosen alternative.

C. Project History

Beginning in 2011, Le Sueur County initiated a sewer treatment system inventory for the German Jefferson Subordinate Service District area, in an effort to assess compliance issues within the area. During this time, the County hired an independent engineering firm (Wenck

Associates, Inc.) to inspect existing septic systems throughout the project area.

The following findings of this study were presented in reports from Wenck (Maple Lane Feasibility Study, dated March 2013, WENCK File #2660-01; Tomahawk – Evergreen Feasibility Study, dated March 31, 2015, WENCK File #2660-03; and West Lake Drive Feasibility Study, Dated March 10, 2015, WENCK File #2660-03) as it relates to existing system compliance in the West Jefferson Lake area. The existing compliance data in the proposed project area is as follows:

- Maple Lane (south side of lake) – 55% non-compliant systems
- Tomahawk/Evergreen (north side of lake) – 66% non-compliant systems
- West Lake Drive (west side of lake) – 52% non-compliant systems

Following the completion of the study, Le Sueur County passed a resolution which allowed for a five-year window (deadline December 2017) for property owners with non-compliant systems to bring private treatment systems into compliance.

II. DESIGN CONSIDERATIONS AND PARAMETERS

A. General

Wastewater collection and treatment systems are designed based on primarily two sets of parameters. One is the volume of wastewater to be conveyed and treated on a daily basis, commonly referred to as wastewater flow. The second set of parameters is the strength of the wastewater, which is measured in terms of organic matter and nutrients. This set of parameters is typically referred to as wastewater loadings. Wastewater loadings are utilized for determining the treatment requirements for the wastewater. In order to develop projections for these parameters, population and land use projections for the service area must be made. This section will provide an analysis for population, wastewater flow, and wastewater loadings generated in the service area over the duration of the planning period.

B. Planning Period

Typical planning periods for wastewater facilities is 50 years for collection systems and 20 years for treatment facilities. For the proposed service district, projections will be developed for the development of the service area within 20 years.

C. Planning Area

The proposed service area for West Jefferson Lake was delineated based on input provided by residents of the area, the City of Cleveland, and Le Sueur County. The service area was limited to localized developed areas on the north, south and west side of West Jefferson Lake. **Figure 2.1** provides a vicinity map of the area, with the proposed service area identified.

D. Service Area Development and Population Projections

The proposed project area is within the German/Jefferson Lakes Subordinate Service District. A private group of citizens in the West Jefferson Lake area are currently in the process of forming a “checkerboard” service sub-district. The proposed sub-district is planned to include any properties within the West Jefferson project area, whose owners are willing to sign up for the proposed improvements.

The proposed checkerboard service district will be primarily focused on providing service to existing development. No significant areas for future development are included in this service area. Development of the area includes the following land uses:

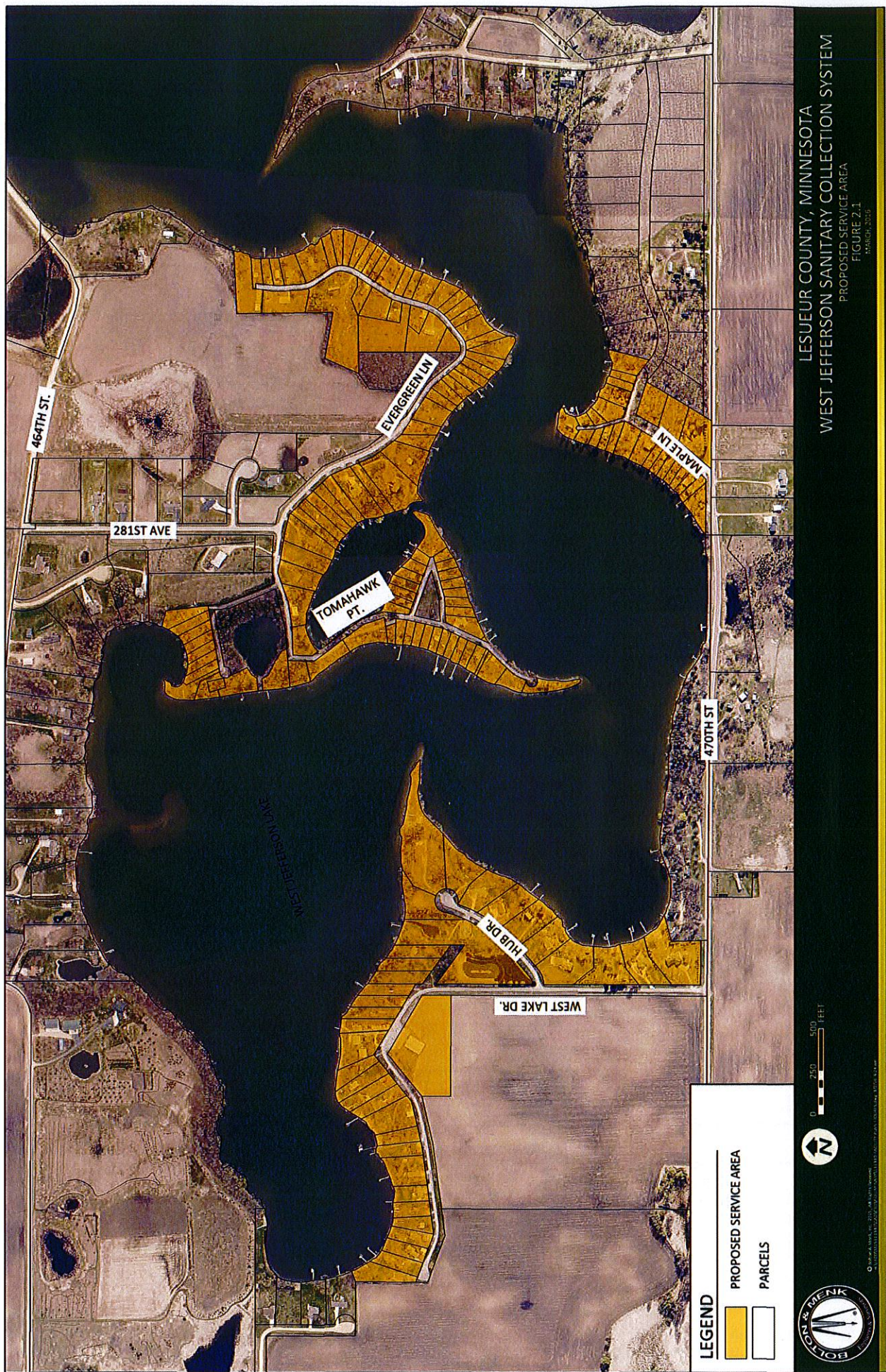
- Existing residential properties
- Properties which are currently developable / buildable

Currently, there are no commercial establishments within the proposed service area.

After the new checkerboard sub-district has formed, Le Sueur County and the City of Cleveland will enter into an agreement which defines the number of Sewer Availability Charge (SAC) units allocated to the sub-district. For the purposes of planning and design, one SAC is equivalent to one Equivalent Domestic Unit (EDU). Each EDU is defined as a unit which discharges wastewater equivalent to a typical domestic/residential household.

Table 2.1 provides an updated summary of the estimated SAC/EDU allocation to the proposed sub-district based on the proposed agreement between Le Sueur County and the City of Cleveland. For the purposes of this report, the data presented below represents the maximum number of properties within the proposed project area.

TABLE 2.1			
Summary of SAC/EDU Allocation			
	Existing	Future	Total
Residential – Full Time & Seasonal	130	10	140



Future allocation of SAC/EDU's includes single lake access lots or vacant/platted lots scattered throughout the service area. Development potential for these lots is unknown, as some lots may never be developed, and some will be developed outside of the planning period. For design purposes, the collection system will be designed to collect and transfer wastewater flows from the existing development. Due to the relatively small number of future allocated EDUs in the project area, it is not anticipated to significantly affect the sizing of the collection system. For the purposes of the agreement for treatment with the City of Cleveland, the total SAC/EDU allocation will be utilized as the basis for the agreement.

E. Wastewater Flows and Loadings

Wastewater design flows and loadings are developed based on the following criteria:

- Equivalent population for the service area is based on 2.4 people per SAC/EDU.
- Average flow is based on 100 gallons/person based on criteria established in "Recommended Standards for Wastewater Facilities".
- Peak hourly flow is based on a peaking factor of 4.0 based on criteria established in "Recommended Standards for Wastewater Facilities".
- Carbonaceous Biochemical Oxygen Demand (CBOD5) estimated based on 0.17 pounds per capita per day.
- Total Suspended Solids (TSS) estimated based on 0.20 pounds per capita per day.
- Total Kjeldahl Nitrogen (TKN) estimated based on 0.05 pounds per capita per day.
- Phosphorous (P) based on 0.008 pounds per capita per day.

TABLE 2.2
Summary of Design Flows and Loadings

	Population	Average Flow (gpd)	Peak Hourly Flow (gpd)	CBOD (lb/d)	TSS (lb/d)	TKN (lb/d)	P (lb/d)
Existing	312	31,200	124,800	53	62	16	2.5
Future Allocated	24	2,400	9,600	4	5	1	0.2
Total	336	33,600	134,400	57	67	17	2.7

III. WASTEWATER SYSTEM ALTERNATIVES

A. General

The following provides alternatives for wastewater treatment facilities and wastewater collection for the West Jefferson area.

B. Wastewater Treatment Systems

1. Wastewater Treatment System Alternatives

A number of wastewater treatment alternatives are considered for the study area. These methods include utilization of on-site wastewater treatment systems, construction of localized cluster systems, and regionalization with the City of Cleveland. These alternatives are discussed in more detail below.

2. On-Site Treatment Systems

Existing residences in the service area are served by on- site wastewater treatment systems. These systems have varying operational capacities due to age of the systems, installation and siting issues, and system maintenance.

Siting issues regarding on-site treatment systems fall into three general categories:

1. Soil suitability and percolation rates;
2. Groundwater level;
3. Setback requirements.

The soils in the service areas are primarily poorly drained loam and clay soils. In addition, groundwater levels are seasonally high throughout much of the service area.

In areas where a separation of three feet between the bottom of the drainfield system and the seasonal high water table (determined by the presence of mottled soil), cannot be achieved by the natural soil conditions, then a mound system is required. A standard mound system requires a minimum of one foot of suitable soil between the natural ground surface and mottled soil or bedrock.

While mound systems do provide adequate treatment of wastewater, they can be problematic due to the sizing requirements and aesthetic concerns. The average size mound system to serve a three or four bedroom home is approximately 70 to 80 feet long, 45 to 55 feet wide, and 3 to 4 feet high in the center. The average size mound system to serve a two bedroom seasonal home is approximately 40 feet by 40 feet and 3 to 4 feet high in the center. The site for a mound must be an area which has not been disturbed or compacted. In addition, there are required setback distances from structures, property lines, wells, and the lakeshore. In addition, the majority of the lots around the lake areas

do not have adequate space to construct a mound system conforming to current Minnesota regulations.

With the appropriate maintenance, a properly designed and installed system can last approximately 20 to 25 years. After that, the drainfields tend to become overloaded as the biomat becomes thick and impedes the ability of water to pass through it. Typically, due to lack of maintenance and less than ideal site conditions, the average effective life cycle of a drainfield is 10-15 years. When a system has failed, it is necessary to find a new location to construct a new drainfield.

Many of the existing systems have failed, and are no longer providing adequate service to the residents. Due to siting issues of new systems as well as the cost of relatively frequent replacement costs, other options appear to provide a more economical long term solution for the residents of the service area.

3. Construction of a Regional Facility

A regional wastewater treatment facility which would treat the wastewater from each of the service areas was considered. Options for treating wastewater included the following:


- Stabilization ponds
- Wetland treatment

Stabilization ponds are a proven treatment method commonly used by small communities. Although ponds require considerable land area, they provide efficient treatment with relatively low operation and maintenance costs when properly designed, constructed, operated and maintained. A licensed operator would be needed for this type of facility. Due to the relatively large area required for construction of ponds and the difficulty in siting a pond system in the vicinity of the service area, ponds do not appear to be a viable option.

Wetlands treatment systems utilize land where the water surface is near the ground surface for enough of the year to maintain saturated soil conditions and promote related vegetation. They are shallow bodies of slow-moving water typically less than 2 feet deep. Constructed wetlands are similar systems specifically designed for wastewater treatment. In manmade systems, these bodies are typically long, narrow trenches or channels.

Three major systems involving wastewater and wetlands can be observed in the United States:

1. Disposal of treated effluent into natural wetlands

- 
2. Use of effluents or partially treated wastewater for enhancement, restoration, or creation of wetlands.
 3. Use of constructed wetlands for wastewater treatment.

In the United States, there are constraints on the use of natural wetlands as functional components of wastewater treatment systems. Natural wetlands are considered receiving waters and are therefore subject to applicable laws and regulations regarding discharge. The water quality requirements for this discharge are specified by the applicable federal, state, and/or local agencies and typically are at least equal to secondary effluent standards. Most states make no distinction between the wetland and the adjacent surface waters and apply the same requirements to both. Under these conditions, economics will not favor the utilization of natural wetlands as a major component in a wastewater treatment process as the basic treatment must be provided prior to discharge to the wetland. Because the study area offers other surface waters to discharge treated effluent, there is no benefit to pursuing the natural wetland option for this project.

Constructed wetlands, on the other hand, can be considered part of a wastewater treatment system, and are not waters of the United States subject to discharge limits. Constructed wetlands are effective at removing biochemical oxygen demand (BOD) and suspended solids (SS) from primary or septic tank effluents. Phosphorus removal in wetlands and aquatic plant systems is not very effective because of the limited contact opportunities between the wastewater and the soil. Constructed wetlands are a relatively new technology that is generally unproven with minimal actual operating data. There is a lack of agreed-upon design factors available. Performance of constructed wetlands includes many variables that make their design very site specific. There are geographical limitations of plant species, as well as the potential that a newly introduced plant species will become a nuisance or an agricultural competitor. Some types of constructed wetlands may provide breeding grounds for disease producing organisms and insects. These types of systems provide limited flexibility and reliability, and may generate odors if not properly managed.

Because of these disadvantages and the variables involved with the performance of this type of system, wetlands will not be investigated further as part of this Study.

4. Localized Cluster Systems

A cluster sewage treatment system refers to a system which treats wastewater from a group of properties within a localized area. As it relates to the proposed project area, the implementation of cluster systems would include the construction of mid-sized to large

[REDACTED]

mound system located in the vicinity of the respective neighborhood served by the system. In this case, three individual cluster systems could be constructed to serve the West Lake Drive, Tomahawk/Evergreen, and Maple Lane neighborhoods.

For each neighborhood served, sanitary collection systems would need to be constructed to convey wastewater from individual properties to the localized cluster system. In addition, land would need to be acquired to house the new cluster system.

According to the recent studies implemented by Wenck as part of the German-Jefferson neighborhood feasibility studies (previously referenced in Section I.C.). The estimated costs of constructing localized cluster systems varies between \$39,000 and \$57,400, depending on the localized area served, the number of properties served and the total number of houses connecting to each individual system. Due to the relatively high construction costs in comparison to other alternatives analyzed as part of this report, the use of localized cluster systems was ruled out as a treatment option.

5. Regionalization with the City of Cleveland

The City of Cleveland operates wastewater treatment ponds to treat wastewater for the community's residential, commercial, and industrial users. Connection to the City's collection system would require a forcemain to be routed approximately four miles north from the service area to the City of Cleveland where it will connect to an existing gravity system. Prior to discharge to the wastewater treatment ponds, flow from the city is conveyed through an existing forcemain to the treatment pond site. Pumping wastewater to the Cleveland facility has many advantages.

The cost of constructing new wastewater treatment facilities for the study area would not be required, as our initial review of the capacity of the existing treatment ponds revealed that the existing system has adequate capacity to handle the additional inflow and loadings anticipated from the West Jefferson area. In addition, the existing sewer collection system appears to have adequate capacity to convey the additional wastewater flow with the inclusion of only minor upgrade costs prior to connecting to West Jefferson.

Operation and maintenance of the treatment facility would be the responsibility of the City of Cleveland; however, users in the West Jefferson Lake service areas would be subject to regulations, connection fees, and treatment charges imposed by the City of Cleveland. The users would be responsible for providing the maintenance and operation of the collection system, and forcemains required for wastewater collection and transmission.

C. Wastewater Collection System

1. Collection System Alternatives

There are two primary methods considered for collection and transport of wastewater for the West Jefferson Lake area. The first alternative includes a low pressure sanitary sewer system in the West Jefferson area. A second alternative was also analyzed, which included incorporating segments of gravity sanitary sewer where the existing topography allows.

These methods are discussed in more detail in the following sections.

2. Gravity Collection Systems

A gravity sanitary sewer system utilizes gravity to transport wastewater to a desired location. A four-inch gravity sanitary sewer service line would be constructed from each home to common gravity sanitary sewer main lines. These sewer mains would be constructed primarily within the right-of-ways of existing roadways to depths ranging from approximately eight feet to twenty-five feet deep.

Due to the existing topography of the area, the majority of the proposed project area would require the installation of low pressure sanitary sewer. There are, however segments of the service area where the existing topography favors the installation of gravity sanitary sewer. As such, the project area could be serviced by a combination of gravity and low pressure sanitary. In an effort to reduce the total amount of surface restoration required under this alternative, the gravity sewer could be installed using horizontal boring. It should be noted that in using this method, gravity sewer main must be installed at a minimum grade of 2%. Although this would be possible, this restriction minimizes the serviceable length of right-of-way within the project area. **Figure 3.1** provides an overview of the combination gravity/pressure collection system alternative.

As illustrated in Figure 3.1, the downstream end of each gravity segment will require the installation of a “minor” lift station (2 total). For the purposes of the study, the minor lift stations would be submersible type lift stations in a pre-cast manhole type structure, with two submersible pumps, retrievable from ground level. Each pump would be sized to pump 100 percent of the peak flow to that lift station. Each lift station would have a backup power generator, and would have odor control equipment to manage any odors released at the lift station.

In addition, this alternative will include the abandonment of all privately owned septic tanks and holding tanks.



Due to distance and topography, gravity sanitary is unable to service the project area as the “trunk” mainline between West Jefferson and the City of Cleveland. The “trunk” forcemain will be discussed in more detail in the following section.

The primary goal of incorporating localized segments of gravity sanitary in our analysis was to minimize the total number of grinder pump systems within the project area, which may in turn, reduce the overall cost of the project. Due to the need for multiple “minor” lift stations at the end of each gravity segment, the comparative cost between this system and a 100% pressurized system are relatively close. In addition, there is concern over the placed location of the minor lift stations, in relation to the existing properties in the project area. Due to the relatively narrow right-of-way of existing streets, construction easements would need to be acquired in order to install the lift stations.

For these reasons, the inclusion of localized segments of gravity sanitary sewer into the sanitary collection system does not appear to be a desirable option for West Jefferson Lake.

3. Low Pressure Sanitary Sewer Collection System

A pressurized sanitary sewer collection system transports wastewater in a pressurized forcemain to a desired location. This option proposes a grinder pump station at each establishment within the study area which will pump to a common three-inch to four-inch forcemain. This common forcemain would be constructed primarily within the right-of-ways of existing roadways at a depth of approximately eight feet. The forcemain is typically installed using horizontal boring technology to minimize the amount of surface disturbance during the construction period. The grinder stations would consist of a two-foot diameter grinder tank buried outside the home with a single submersible grinder pump. A control box would be mounted on the building, and an alarm light would be located in or outside of the building. The pump could be removed on a guiderail system without entering the structure. **Figure 3.2** provides an overview of the proposed low pressure sanitary sewer collection system.

It should be noted that this alternative would not require the installation of intermediate, “minor” lift stations, as would be required utilizing localized segments of gravity sewer main within the service area.

Construction of the new sanitary sewer system would also involve abandoning all of the privately owned septic tanks and holding tanks.

4. Trunk Forcemain

As discussed previously, due to a lack of elevation difference between West Jefferson Lake and the City of Cleveland, a new 4-inch sanitary forcemain is proposed. The new forcemain will enter the City of Cleveland within 2nd Street/County Road 104. The new forcemain would then be directionally drilled within the 2nd Street Right-of-Way up to Broadway Street. After crossing Highway 99, the new forcemain would be connected directly to the existing lift station north of the intersection of Broadway Street and Highway 99.

Due to the corrosive nature of sanitary wastewater vapors on the existing concrete sanitary structures, the proposed project will include the lining of the existing lift station wet well in an effort to preserve the structural integrity of the structure after West Jefferson is connected to the City.

An alternate route for the proposed sanitary forcemain was also considered. In this case the forcemain would enter the City of Cleveland within the 10th Street/County Road 15 Right-of-Way and continue north to the intersection with Broadway Street. The forcemain would then be routed to the west, within Broadway Street and connected to the existing lift station structure as previously described.

Although this alternative route would require slightly less forcemain between West Jefferson and Cleveland, additional surface restoration work would be required within the City. In addition, the route of the trunk line near West Jefferson Lake would not allow properties along the north shore of the lake (464th Ave) to easily connect to the trunk line. As such, the current plan for routing the proposed trunk forcemain between West Jefferson Lake and the City of Cleveland utilizes the “West Truck Forcemain Route” as illustrated in the figures noted below.

Figure 3.3 illustrates both trunk forcemain route alternatives. As previously described, minor upgrades to the City of Cleveland’s sanitary system would be required as a result of connecting with West Jefferson Lake. **Figure 3.4** provides a summary of the associated work and shows the forcemain routes through the City of Cleveland for both alternatives.





D. Wastewater System Alternatives Summary

Based on discussions with service area homeowner representatives and the findings of the recent feasibility studies for the German Jefferson Subordinate Service District, there appears to be significant issues with the viability of the existing wastewater treatment systems in the designated service areas. Primary issues fall into two categories - economic and environmental. From an economic point of view, properties with failing or non-conforming treatment systems are difficult to obtain financing for, and thus have potentially diminished real estate value. From an environmental view, failing systems may pose potential health risks, and also provide additional pollutant load (including nitrogen and phosphorous) to the lakes.

Based on these issues and the difficulty with siting of individual systems noted in this section, the alternatives which will be considered are the construction of a wastewater pressure sewer collection system with treatment provided by the City of Cleveland wastewater treatment ponds. Cost estimates for the two collection system alternative are presented in Section 5 of this report.

IV. COST ESTIMATES

A. General

The estimated costs presented in this section for each of the two wastewater collection system alternatives will include construction costs and operation, maintenance and replacement (OM & R) costs.

B. Project Phasing

With collection system projects, it is common that not all property owners will take advantage of the wastewater collection and treatment system at the same time. In order to provide economical service to the entire service area, the main collection lines will be constructed under Phase I of this project. Service connections for individual properties may be added at a later date as needed. The cost estimates have been developed with the following options for participation in the system under Phase I.

- A. 100 percent participation of all existing properties (140 Connections).
- B. 70 percent participation of all existing properties (100 Connections).
- C. 50 percent participation of all existing properties. (72 Connections)

Later phases may be implemented to provide connections to future properties, or connections may be made later on an as-needed basis.

C. Estimated Construction Costs

Preliminary construction cost estimates presented herein are based on January 2015 construction costs. Various material and equipment manufacturers and suppliers were contacted for information affecting cost estimates. Published and unpublished data on costs for similar construction projects were also utilized.

Increases in construction costs due to inflation are not taken into account. The cost estimates presented here are intended to be used as a guideline in the decision making process. Once preparation of final drawings and specifications is underway, a more refined cost estimate may be developed.

Table 4.1 provides a summary of the estimated cost for the pressure sewer collection system alternative and the gravity/pressure collection system alternative. Each alternative includes costs based on level of participation. Options A, B and C for each alternative, reflect the participation levels noted in paragraph 4.2 above. For each alternative, the main line cost includes construction of the primary trunk lines for transferring wastewater from the service area to the City of Cleveland system as well as costs of main lines within the road right-of-way throughout the service area. Each alternative includes the cost of installing the connection to the City, and for providing a meter station for monitoring of wastewater flows and loads. Service line costs include the cost of providing the service from the main line to the household or facility connection. Service line costs would only be implemented for the property owners participating in the system.

TABLE 4.1						
Estimated Construction Costs						
	Low Pressure Collection System			Gravity/Pressure Collection System		
	Option A	Option B	Option C	Option A	Option B	Option C
No. of Connections	140	100	72	140	100	72
Main Line	\$928,000	\$928,000	\$928,000	\$1,094,000	\$1,094,000	\$1,094,000
Lift/Metering Station	\$150,000	\$150,000	\$150,000	\$450,000	\$450,000	\$450,000
Services	\$2,470,000	\$1,795,000	\$1,315,000	\$2,070,000	\$1,549,000	\$1,200,000
Subtotal	\$3,548,000	\$2,873,000	\$2,393,000	\$3,614,000	\$3,093,000	\$2,744,000
Contingencies (10%)	\$355,000	\$287,000	\$239,000	\$361,000	\$309,000	\$274,000
Engr., Legal, Admin., Fees	\$564,000	\$505,000	\$451,000	\$614,000	\$555,000	\$501,000
Total Project Cost	\$4,468,000	\$3,665,000	\$3,083,000	\$4,589,000	\$3,957,000	\$3,519,000
Total Cost per Connection	\$31,907	\$36,650	\$42,819	\$32,779	\$39,570	\$48,875

D. Estimated Operation and Maintenance Costs

The operations, maintenance and repair (OM & R) costs are presented in Table 4.2 for the two collections system. OM&R costs include treatment, administrative and operations costs, as well as replacement costs for the each collection system. Treatment costs were calculated

Prepared by: Bolton & Menk, Inc.

West Jefferson Lake – Wastewater Facility Plan – Amendment No. 1 | M15.111340

COST ESTIMATES

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based on 2016 city of Cleveland charges of \$28 per month for “out-of-town” connections of the West Jefferson Lake collection to the City of Cleveland, and \$0.00385/gallon of wastewater processed. Treatment charges are for each of the options and are based on average flows on an annual basis. Annual flows were discounted 25 percent on seasonal users. For the purposes of this report, it was assumed that 50% of properties within the service area are seasonal users. Charges may vary from those shown due to the high proportion of seasonal residences and system alterations made during final design.

TABLE 4.2
Operation, Maintenance and Replacement Costs

	Low Pressure Collection System			Gravity/Pressure Collection System		
	Option A	Option B	Option C	Option A	Option B	Option C
Treatment	\$42,388	\$30,373	\$21,963	\$42,388	\$30,373	\$21,963
Collection System	\$24,500	\$17,500	\$12,600	\$18,000	\$13,000	\$10,000
Operations						
Lift Station Operations	\$10,000	\$10,000	\$10,000	\$20,000	\$20,000	\$20,000
Gopher State One-Call	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Billings and Administration	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Replacement Costs	\$14,000	\$10,000	\$8,000	\$13,000	\$10,000	\$8,000
Total Annual Costs	\$107,888	\$84,873	\$69,563	\$110,388	\$90,373	\$76,963
Monthly Cost per EDU	\$64	\$71	\$81	\$66	\$75	\$89

V. RECOMMENDATIONS AND IMPLEMENTATION

A. General

Previous sections of this report evaluated two alternatives for the West Jefferson Lake wastewater system. The wastewater system alternatives were considered in terms of cost, environmental, and operational considerations. This section describes the recommended alternative and discusses implementation of the alternative.

B. Recommended Wastewater System Alternative

The recommended wastewater system alternative is as follows:

- Construct a low pressure wastewater collection system around West Jefferson Lake
- Transport wastewater to the City of Cleveland (west connection point) for treatment

C. Project Funding

Costs associated with construction and operation and maintenance of a wastewater system for the West Jefferson Lake service area could be recovered in a number of different ways.

Construction costs can be recovered through assessments, or through monthly charges to retire

[REDACTED]

debt incurred to fund the project.

In order to implement the recommended wastewater treatment system, some form of financial assistance program or method of financing the improvements will be necessary. Project finance can be addressed either through bonding or use of the State revolving loan fund. The revolving loan program was created under the State Revolving Fund (SRF) provisions in the Federal Clean Water Act (Act) to provide financial assistance for water pollution control projects. Minnesota's revolving loan program provides loans to government entities for planning, design and construction of wastewater treatment projects. The Department of Trade and Economic Development's Public Facilities Authority administers the loan application and the distribution of funds. The loans are for a twenty year period. Current interest rates are approximately three (3) to four (4) percent with some project qualifying for a discounted interest rate of one (1) percent.

There are grant funding programs administered by the Public Facilities Authority which could help lower the overall cost of the project to the participating properties. Two programs this project could qualify for are the Point Source Implementation Grant Program (PSIG) and the Wastewater Infrastructure Fund (WIF). PSIG provides grants to units of local government to assist with the cost of water infrastructure projects necessary to meet waste load reductions prescribed under a total maximum daily load (TMDL) plan required by Section 303(d) of the federal Clean Water Act. WIF provides supplemental grants based on affordability criteria to help communities build wastewater treatment projects that address existing environmental or public health problems.

D. Schedule

A proposed implementation time line is as follows:

TABLE 5.1 PROPOSED PROJECT SCHEDULE

January 2016	Complete Preliminary Feasibility Estimates
	Send Updated Project Information to Residents
February 2016	City resolution supporting project for inclusion in Facility Plan
March 2016	Apply for PPL list due March 4 2016
	Facility Plan to MPCA due March 4 2016
May 2016	Hold Facility Plan Public Meeting
	Send letter to PFA requesting placement on the 2017 IUP
June 2016	Wastewater Facilities Plan Preliminary Approval by MPCA (June 30 th)
July 2016	Apply for PSIG grant due July 31, 2016
September 2016	PSIG Grant List Released
October 2016	Assessment and Commitment Meeting
	Petition County Board for Bonding
Oct – Nov 2016	County - City develop Joint Powers Agreement
	Final Design of project
Dec 2016 – Feb 2017	County Develop Ordinance/New District Governing the Project
Jan 2017	MPCA permit (Plan approval)
Feb-Mar 2017	Bid project
Mar 2017	Clean Water Revolving Loan Application due to PFA (March 30, 2017)
Apr 2017	Public Hearing and Award Project
June 2017	Begin Construction
June 2018	Construction Completion

E. Project Implementation

1. Public Hearing

It should be noted that the Facility Plan public hearing has been scheduled after the initial submittal of the Facility Plan. Initial discussions for the proposed project began during late fall of 2015. During this time, a large portion of the residents in the service area have traveled south for the winter months. In an effort to gather input from as many residents as possible, the Facility Plan public hearing was scheduled for May, 2016.

Following the public meeting, an addendum to this report will be issued which includes a summary of comments received, a complete list of addresses used for public notice purposes, and copies of notifications, certifications and additional comments received between the date of this report and the public meeting.



2. Key Milestones

Key milestones for implementation of the project and for application for loan program assistance include the following:

- Submittal of Facility Plan for MPCA approval.
- Submittal of Environmental Information Worksheet information for MPCA review and approval. A copy of this information is included in the Appendix.
- Public hearing for the Facility Plan. A copy of the proposed agenda for the meeting is attached in the appendix.
- County Resolution Adopting the Facility Plan will be added as an appendix to this report once the public meeting has been completed and public comments received
- Formation of the new “checkerboard” sanitary service sub-district, Development and adoption of ordinances by the sub-district, development of agreements with the City of Cleveland, and a listing of necessary ordinances and agreements are included in the Appendix.



Le Sueur County, MN

Tuesday, May 17, 2016

Board Meeting

Item 6

10:45 a.m. Kathy Brockway, Environmental & PZ Director (20 min)

FRST -Professional Contract

Staff Contact: Kathy Brockway - Environmental and P & Z Director



Environmental Services

Mailing Address: 88 South Park Ave, Le Center MN 56057

Physical Address: 515 South Maple Ave, Le Center MN 56057
(507) 357-8538

An increase in the rate of growth in Le Sueur County has resulted in development around many of the County's cities and lakeshore areas. With development comes the need for proactive management of new SSTS and compliance of existing systems. Identifying wastewater treatment as a priority in the draft water plan is considered a vital component for supporting existing state and local requirements, as well as to focus attention on strengthening and improving the SSTS program.

As development progresses, some of the small, seasonal cabins have been enlarged and converted to large, year round homes. With small lake lot sizes, sewage treatment options include advanced treatment systems, cluster systems, holding tanks, and piping waste to municipality wastewater treatment plants. It has been requested of the County to investigate and address the compliance status in and around county lake communities.

German-Jefferson Subordinate Service District completed a Septic Inventory Project. As a result of the inventory, all systems within the District must be in compliance by December 31, 2017 and remain in continuous compliance.

In 2014, Le Sueur County submitted a Clean Water Fund Application in order to do a septic inventory on lakes Francis, Rays, Sakatah, and Tetonka (FRST). The County was awarded \$332,800.00 from the Board of Water and Soil Resources for the inventory. The grant was executed on May 6, 2015 and will end on December 31, 2018; therefore, it is necessary to start the inventory process.

This will be a voluntary inventory as the County Ordinance is not set up for mandatory inspections. Per the newly submitted revised County Water Plan, FRST was listed as the next priority after the German-Jefferson inventory. The inventory will be a tool to determine a path to bringing systems within Le Sueur County into compliance.

The county created an interim ordinance that gave five years to update systems (imminent health threats had to be addressed within 10 months). This is to give the residents time to find solutions, funding etc. in order to bring their systems into compliance.

In the past, Le Sueur County contracted with Wenck Associates to complete the project for the German-Jefferson Sewer District; therefore, we are recommending that Le Sueur County again enter into a contract with Wenck Associates to perform the services as outlined in the attached Professional Services Subcontract Agreement.

WENCK PROFESSIONAL SERVICES SUBCONTRACT

April 29, 2016

The **AGREEMENT**, Made and entered into May _____, 2016, between Le Sueur County hereinafter called the "**PROJECT SPONSOR**" and Wenck Associates, Inc. called the "**SUBCONTRACTOR**". For the purposes of this contract, the County's official designee shall be considered the County's project officer.

WITNESS: That in consideration of mutual covenants herein contained, the **PROJECT SPONSOR** agrees to employ the **SUBCONTRACTOR** to perform the services hereinafter outlined in connection with providing technical assistance and project coordination with the Francis, Rays, Sakatah, Tetonka Lakes Septic Inventory and Upgrade Project. The **PROJECT SPONSOR**, through the Board of Water and Soil Resources (BWSR) Accelerated Implementation Grant for the Francis, Rays, Sakatah, Tetonka Lakes Septic Inventory and Upgrade Project, agrees to pay the **SUBCONTRACTOR** for such services according to the Work Plan and Budget contained in Exhibit A. The items described in Exhibit A were derived from the BWSR Grant All-Detail Report in Exhibit B. This contract would provide for services between May _____, 2016 and December 31, 2017

Further, the **SUBCONTRACTOR** agrees that the **SUBCONTRACTOR** shall provide the technical assistance and project coordination according to Exhibit A.

I. SCOPE OF SERVICES

The period of this contract shall be from May _____, 2016 to December 31, 2017. Over the Contract Period the services that the **SUBCONTRACTOR** agrees to perform are as follows and as documented in Exhibit A;

1. Grant Activity 003: Conduct ISTS Compliance Inspections on up to 400 Properties
2. Grant Activity 005: Provide Septic Information and Education
3. Grant Activity: Inventory Project Management

II COMPENSATION

For the services covered by the contract, the **PROJECT SPONSOR** agrees to pay the **SUBCONTRACTOR** an amount not to exceed \$310,300 as described in Exhibits A and B. **SUBCONTRACTOR** to submit requests for reimbursements of services rendered via invoices and satisfactory completion of work tasks monthly. The **PROJECT SPONSOR** will withhold 10% of the contract amount dependent upon the presenting the deliverables listed in Exhibit A, to the **PROJECT SPONSOR**.

III. IDEMNIFICATION AND HOLD HARMLESS

The **SUBCONTRACTOR** shall defend, indemnify and hold harmless the **PROJECT SPONSOR** against any and all claims, losses, liability, suits, judgments, costs and expenses, including reasonable attorney's fees, that arise or against **SUBCONTRACTOR**, it agents, servants, or employees to the proximate extent of any failure to perform **SUBCONTRACTOR**'s obligations under this agreement, negligent act, error or

omission on the part of the **SUBCONTRACTOR** or anyone for whom **SUBCONTRACTOR** is legally liable, while engaged in the performance of the Agreement. This agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota States Statutes, Section 466.04.

IV. STANDARD OF CARE

In performance of the services under this agreement, **SUBCONTRACTOR** will exercise the same care, skill and judgement, ordinarily used by similar professionals working under similar circumstances.

V. PROOF OF INSURANCE

The **SUBCONTRACTOR** shall obtain liability, property and auto insurance as it deems necessary and may obtain other insurance it deems necessary to indemnify the **PROJECT SPONSOR** for actions of the **SUBCONTRACTOR** arising out of this Agreement. The **SUBCONTRACTOR** agrees that at all times during the term of this Agreement, have and keep in force liability insurance at an amount required by MS 466.04, subdivision 1.

- A. A single limit or combined limit or excess umbrella general liability insurance policy of an amount not less than \$1,500,000 for total bodily injuries, death, personal injuries or property damage arising from one occurrence with an annual aggregate limit of not less than \$1,500,000.
- B. A single limit or combined limit or excess umbrella automobile liability insurance policy, if applicable, in an amount not less than \$1,500,000 per accident for property damage, \$1,500,000 for bodily injury and/or damages to any one person, and \$1,500,000 for total bodily injuries and/or damages arising from any one accident.
- C. Any policy obtained and maintained under this clause shall provide that it shall not be canceled or not renewed without thirty (30) days prior notice thereof to the **PROJECT SPONSOR**.

VI. PROJECT CHANGE REQUESTS

Communication of project change requests will begin between the **SUBCONTRACTOR** and the **PROJECT SPONSOR**. Formal project change requests by the **SUBCONTRACTOR** shall be in writing by the **SUBCONTRACTOR** to the **PROJECT SPONSOR**. Project change requests by the **PROJECT SPONSOR** shall be in writing to the **SUBCONTRACTOR**. All changes to the project are to be approved by the **PROJECT SPONSOR** and are to follow the Clean Water Funding Guidelines.

VII. NON DISCRIMINATION IN EMPLOYMENT

During the performance of this Subcontract, the **SUBCONTRACTOR** shall not, because of age, sexual preference, political affiliation, race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance or disability, discriminated against any person with respect to hire, tenure, compensation, terms of employment, upgrading of employment, facilities, privileges or conditions of employment; refuse to hire persons seeking employment; or discharge an employee.

VIII. NON DISCRIMINATION IN AVAILABILITY & USE OF FACILITIES

During the performance of this Subcontract, the **SUBCONTRACTOR** shall not exclude any person from participating in, deny them the benefits of, or discriminate against them on the basis of race, color, creed, religion, national origin, sex, marital status, age, sexual preference, political affiliation, or status with regard to public assistance or disability.

IX. OWNERSHIP OF DOCUMENTS

Any reports, studies, photographs, negatives, graphs, audio or video tapes, computer software or any other documents or materials prepared by or for the **SUBCONTRACTOR** in the performance of its obligations under this Subcontract shall be the exclusive property of the **PROJECT SPONSOR** and all such products shall be remitted to the **PROJECT SPONSOR** upon completion, termination or cancellation of this Subcontract.

X. TERM

This Agreement shall commence upon approval of each Party and signature of the official with authority to bind the entity listed above.

XI. TERMINATION

Termination with just reason must be by written or fax notice to the **PROJECT SPONSOR**. The **PROJECT SPONSOR** will notify the **SUBCONTRACTOR** in writing if termination for insufficient performance and/or lack of fiscal integrity occurs. The State and the **PROJECT SPONSOR** are not obligated to pay for any services that are provided after the notice and effective date of termination.

Termination for Insufficient Funding: If the State terminates this grant or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. The **PROJECT SPONSOR** will notify the **SUBCONTRACTOR** in writing if termination for insufficient funding occurs. The State and **PROJECT SPONSOR** are not obligated to pay for any services that are provided after notice and effective date of termination.

IN WITNESS WHEREOF, the parties hereto have made and executed the Subcontract as of the date and year first above written, intending to be bound thereby.

LE SUEUR COUNTY (PROJECT SPONSOR)

Darrell Pettis
Name

Le Sueur County Administrator
Title

Signature

Date

WENCK ASSOCIATES, INC

Peter Miller
Name

Executive Vice President, Wenck Associates, Inc.
Title

Signature

Date

Exhibit A: Work Plan and Budget
Francis, Rays, Sakatah, Tetonka Lakes Septic Inventory and Upgrade Project
Wenck Associates, Inc.

1. Grant Activity 003: Conduct Compliance Inspections

- Conduct Compliance Inspections
- Submit Compliance Inspection Paperwork to the County
- Complete GIS Layer of the Septic Inventory Data
- Digitize Septic Information
- Submit GIS Layer to County

Grant Activity 003 Budget: \$280,000

2. Grant Activity 005: Provide Septic Information and Education

- Conduct One (2) Project Introduction Meetings
- Conduct Two (2) Informational Meetings
- Create Website for the Inventory Project
- Inform Lake Associations of the Project and Annual Updates

Grant Activity 005 Budget: \$7,800

3. Inventory Project Management

- Pre-site Evaluation and Coordination
- Procurement and Coordination of Licensed Maintainers and Tank Pumping
- Coordination of Homeowner Permission forms (if needed) and Inspection Scheduling
- Interim, Draft, and Final Reports
- Project Management
- Administration

Grant Activity Inventory Project Management Budget: \$22,500

Exhibit B: BWSR Accelerated Implementation Grant All-Detail Report

DRAFT



Grant All-Detail Report Accelerated Implementation Grant 2015

Grant Title - Francis Rays Sakatah Tetonka Lakes Septic Inventory

Grant ID - C15-5164

Organization - Le Sueur County

Grant Awarded Amount	\$332,800.00	Grant Execution Date	5/6/2015
Required Match Amount	\$83,200.00	Grant End Date	12/31/2018
Required Match %	25%	Grant Day To Day Contact	Lauren Klement

Budget Summary

	Budgeted	Spent	Balance Remaining
Total Grant Amount	\$332,800.00	\$0.00	\$332,800.00
Total Match Amount	\$164,000.00	\$0.00	\$164,000.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$496,800.00	\$0.00	\$496,800.00

*Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.

Budget Details

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
001 Administer the FSTL project	Administration /Coordination	Current State Grant		\$22,500.00			N
001 Administer the FSTL project	Administration /Coordination	Local Fund		\$2,000.00			Y
003 Conduct up to 400 compliance inspections	Inventory/Mapping	Current State Grant	Francis Rays Sakatah Tetonka Lakes Septic Inventory	\$280,000.00			N

Report created on: 7/15/15

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
005 Provide septic information and education	Education/Information	Current State Grant	Francis Rays Sakatah Tetonka Lakes Septic Inventory	\$7,800.00			N
005 Provide septic information and education	Education/Information	Local Fund		\$12,000.00			Y
Project Management Inventory	Inventory/Mapping	Current State Grant	Francis Rays Sakatah Tetonka Lakes Septic Inventory	\$22,500.00			N
Septic Upgrades	Subsurface Sewage Treatment Systems	Local Fund	InKind Services	\$75,000.00			Y
Upgrade IPHT Systems	Subsurface Sewage Treatment Systems	Local Fund	In Kind Services	\$75,000.00			Y

Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
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Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
001 Administer the FSTL project	BOD 5	121000 LBS/YR	Francis, Rays, Tetonka, Sakatah	Septic System Improvement Estimator (SSIE)	
001 Administer the FSTL project	Total Suspended Solids (TSS)	66800 Mg/L	Francis, Rays, Tetonka, Sakatah	Septic System Improvement Estimator (SSIE)	
001 Administer the FSTL project	PHOSPHORUS (EST. REDUCTION)	3800 LBS/YR	Francis, Rays, Tetonka, Sakatah	Septic System Improvement Estimator (SSIE)	

Report created on: 7/15/15

Page 2 of 6

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
001 Administer the FSTL project	NITROGEN	16800 LBS/VR	Francis, Rays, Tetonka, Sakatah	Septic System Improvement Estimator (SSIE)	
001 Administer the FSTL project	PATHOGENS (E. COLI)	2752 CFU	Francis, Rays, Tetonka, Sakatah	Septic System Improvement Estimator (SSIE)	

Final Indicators Summary

Indicator Name	Total Value	Unit
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Grant Activity

Grant Activity - 001 Administer the FSTL project

- Description**
1. County Board work session.
 2. Public Meeting.
 3. Resolution for the establishment of interim technical and administrative standards.
 4. Complete Grant Agreement paperwork.
 5. Complete the required work plan.
 6. Complete the hiring process for a consultant.
 7. Create contract.
 8. Scan septic files into the external hard drive.
 9. Submit required reports.
 10. Prepare and submit claims for payment.
 11. Update database as inspections are completed.
 12. Conduct IPHT and non-conforming enforcement paperwork and mailings.

Category ADMINISTRATION/COORDINATION

Start Date	End Date
Has Rates and Hours?	
Actual Results	

Report created on: 7/15/15

Grant Activity - 003 Conduct up to 400 compliance inspections

1. Conduct compliance inspections.
2. Send Compliance inspection paperwork to the County.
3. Complete GIS layer of the septic inventory data.
4. Digitize septic information.
5. Submit GIS layer to the County.

(Consultant)

INVENTORY/MAPPING

No

End Date

Grant Activity - 005 Provide septic information and education

1. Create a website for the inventory project.
2. Conduct two project introduction meetings.
3. Send document to non-complying septic system homeowners with financial assistance information.
4. Inform the lake associations of the project and annual updates.
5. Conduct four informational meetings.
6. Conduct two septic maintenance workshops.

(County/Consultant)

EDUCATION/INFORMATION

Yes

End Date

Grant Activity - Project Management Inventory

1. Pre-site evaluation and coordination.
2. Procurement and coordination of Licensed Maintainers and tank pumping.
3. Coordination of homeowner permission forms and inspection scheduling.
4. Interim, Draft and Final reports .
5. Project Management.
6. Administration.

(Consultant)

INVENTORY/MAPPING

No

End Date

Grant Activity - Septic Upgrades

Septic Upgrades-Upgrade Non Complying Systems- Letters sent to landowners regarding the status of system and time frame as to bringing property into compliance. Septic Design submittal, review and approval. Low Interest Loan Program administration. Septic Inspection.

(County Staff)

SUBSURFACE SEWAGE TREATMENT SYSTEMS

No

End Date

Grant Activity - Upgrade IPHT Systems	
Description	Upgrade IPHT Systems- Letters sent to landowners regarding the status of system and time frame as to bringing property into compliance. Septic Design submittal, review and approval. Low Interest Loan Program administration. Septic Inspection.
Category	SUBSURFACE SEWAGE TREATMENT SYSTEMS
Start Date	End Date
Has Rates and Hours?	No
Actual Results	

Grant Attachments

Document Name	Document Type	Description
2015 Competitive Grant	Grant Agreement	2015 Competitive Grant - Le Sueur County
2015 Competitive Grant executed	Grant Agreement	2015 Competitive Grant - Le Sueur County
Application	Workflow Generated	Workflow Generated - Application - 09/26/2014
Inventory locations	Grant	Francis Rays Sakatah Tetonka Lakes Septic Inventory
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 01/28/2015
grantmap_12734_2014-09-19_03-24-16-PM.jpg	Grant	Francis Rays Sakatah Tetonka Lakes Septic Inventory



Le Sueur County, MN

Tuesday, May 17, 2016

Board Meeting

Item 7

11:05 a.m. Cindy Shaughnessy, Public Health Director (10 minutes)

Staff Contact:



Public Health
Prevent. Promote. Protect.

LE SUEUR COUNTY PUBLIC HEALTH

88 South Park Avenue
Le Center, MN 56057
Phone (507) 357-8246
Fax (507) 357-4223

Le Sueur County Board of Commissioners Meeting
May 17, 2016

Cindy Shaughnessy, Public Health Director

Agenda:

- 1) Resolution for adding a Re-Inspection Fee as discussed at the Le Sueur – Waseca Community Health Board (CHB) meeting May 3rd
 - Public Hearing scheduled for June 7, 2016 for the purpose of taking public comment on the proposed fee (Notice attached)
 - Le Sueur County proposed Resolution (attached)
 - Plan to request approval of the Resolution following the Public Hearing on June 7, 2016
- 2) Public Health & Community Health 2015 Financial Summary
- 3) Thank you!
 - Thank you for 100% attendance at the MDH Videoconference and CHB meeting last week
 - Thank you for the opportunity to attend the New Mexico Tech *Incident Response to Terrorist Bombing* training in April
- 4) Other

**LE SUEUR COUNTY BOARD OF COMMISSIONERS
88 SOUTH PARK AVE
LE CENTER MN 56057**

PUBLIC NOTICE

The Le Sueur County Board of Commissioners will conduct a Public Hearing at the Le Sueur County Courthouse, 88 South Park Ave, Le Center, MN on Tuesday, June 7, 2016 at 9:15 a.m., for the purpose of taking public comment on a proposed user fee for residents of Le Sueur County.

Copies of the proposed fee are available for review by any person during regular office hours of 8:00 a.m. to 4:30 p.m., Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Fridays, at the County Auditor-Treasurer's Office located in the Le Sueur County Courthouse.

Darrell Pettis, County Administrator

PLEASE PRINT ONE TIME FOR THE WEEK OF MAY 15TH.

LE SUEUR COUNTY BOARD OF COMMISSIONERS

RESOLUTION

WHEREAS, Ordinance 2010-3, the Food and Beverage Ordinance, Ordinance 2010-2, the Lodging Ordinance, Ordinance 2010-4, the Public Swimming Pool Ordinance, Ordinance 2010-5, the Youth Camp Ordinance, and Ordinance 2010-1, the Mobile Home Park/Recreational Camping Area Ordinance, provide for the licensing of food service establishments, lodging establishments, and mobile home parks and recreational camping areas;

WHEREAS, Ordinance 2010-3, Ordinance 2010-2, Ordinance 2010-4, Ordinance 2010-5, and Ordinance 2010-1 all provide that the County Board of Commissioners shall, by resolution, establish the license fees and penalty fees of such establishments;

WHEREAS, the Le Sueur-Waseca Community Health Board passed a motion to implement the Minnesota Department of Health fee schedule and any subsequent adjustments.

THEREFORE BE IT RESOLVED that the annual fees shall be as per Minnesota Statute 157.16, effective June 1, 2016.

FURTHER BE IT RESOLVED that the following procedures shall apply to food service establishments, beverage service establishments, lodging establishments, and mobile home parks/recreational camping areas:

- a) License category definitions shall follow those of the Minnesota Department of Health.
- b) The license period shall run from June 1 to May 31 of each year.
- c) A late fee shall be added when application is made and license fee paid on or after June 1.
- d) The license fee for a new operator purchasing an establishment previously licensed in this license year is one-half the annual license fee, plus any penalty that may be required.
- e) The license fee for operators opening on or after March 1 is one-half the appropriate license fee, plus any penalty fee that may be required. In no case shall the fee be reduced lower than one-half the regular annual fee.
- f) A re-inspection fee equal to the base fee shall be assessed for each subsequent inspection to establishments which are deemed necessary to visit a third or fourth time in less than 12 months due to a failure to comply with corrective orders issued during previous inspections.
- g) As the Minnesota Department of Health Food, Beverage and Lodging and Mobile Home Park and Recreational Camping Area fee schedules are revised, so shall the corresponding Le Sueur County fees.

PASSED AND APPROVED THIS 7th DAY OF JUNE 2016

John King, Chair
Le Sueur County Board of Commissioners

Darrell Pettis
Le Sueur County Administrator

LE SUEUR COUNTY PUBLIC HEALTH

FINANCIAL SUMMARY FOR 2015

INCOME

Grants

Local Public Health Grant (LPHG)	\$ 80,526
Maternal Child Health (MCH)	\$ 33,385
PH Emerg. Preparedness (PHEP)	\$ 17,341
Cities Readiness Initiative (CRI)	\$ 14,467
TANF	\$ 22,877
SHIP	\$ 5,587
IPI, EHDI and EHD	\$ 2,488
UCare Grant	\$ 25,000
Total	\$ 201,671

Fees For Home Care

Medicare	\$ 24,540
Medical Assistance	\$ 76,391
Private Pay	\$ 35,047
Veterans Administration	\$ 86,215
Waivered Services (AC, HM)	\$ 55,408
Insurance	\$ -
UCare MSHO, MSC+	\$ 91,716
Blues MSHO, MSC+	\$ 125,394
Medica MSHO, MSC+	\$ 3,520
Total	\$ 498,231

Fees Waiver Team/ Case Management

UCare MSHO, MSC+	\$ 98,630
Blues MSHO, MSC+	\$ 198,954
Medica MSHO, MSC+	\$ 1,233
Waiver (CM + Case Aide)	\$ 209,616
MnCHOICES (time study)	\$ 126,172
PCA - MA	\$ 822
Waiver Pass thru(chore, bus, mods)	\$ 18,485
Total	\$ 653,912

Miscellaneous

Supplies, Refunds & Misc Revenue	\$ 76
Total	\$ 76

Fees for Health Promotion

CTC Contract	\$ 64,675
CTC Clinic	\$ -
Immunizations	\$ 999
WIC	\$ 155,536
Early Childhood Screening	\$ 3,405
Hepatitis Vaccinations	\$ 720
Donations	\$ -
Flu Vaccinations	\$ 23,713
Family Health MA	\$ 9,618
Buccal Swabs	\$ -
Total	\$ 258,666

INCOME GRAND TOTAL \$ 1,612,556

EXPENSES

Salaries

Nurses	\$ 1,065,372
Nutrition Educator	\$ 23,915
Support Staff	\$ 115,295
Home Health Aides	\$ 124,988
Homemakers	\$ 42,837
Fringe Benefits	\$ 430,365
Payroll adjustment (HR)	\$ 2,712
Fringe Benefits adjustment (HR)	\$ 3,056
Unemployment	\$ -
Per Diem	\$ 150
Total	\$ 1,808,690

Transportation Costs

\$ 63,287

Professional Services

\$ 24,907

Program expenses

Waivered Services program expense	\$ 1,655
Waivered Pass through (chore, bus)	\$ 21,563
MCH	\$ 4,391
Medicare	\$ 2,841
CTC Outreach supplies	\$ 1,874
LPHG	\$ 7,451
WIC	\$ 2,511
PHEP/ PH Preparedness	\$ 318
CRI	\$ 435
PAS	\$ -
TANF	\$ 213
Flu Vaccine	\$ 10,775
SHIP	\$ 6,742
UCare Grant	\$ 16,135
Total	\$ 76,904

Operating Expenses

Staff Expenses, Training, Education	\$ 4,383
Printing & Advertising	\$ 5,544
Agency Dues & Licensing & Subscr.	\$ 6,063
Refunds	\$ 204
Office Supplies; UPS	\$ 2,736
Nursing Supplies	\$ 5,105
Equipment	\$ 3,612
Sales Tax	\$ -
MN Care Tax	\$ 191
Repairs & Maintenance	\$ -
Total	\$ 27,838
Misc Auditor's expense-reconcile	\$ 2

EXPENSES GRAND TOTAL \$ 2,001,628

County Tax dollars needed to operate \$389,072

Public Health under budget by \$35,639

**LE SUEUR COUNTY PUBLIC HEALTH
COMMUNITY HEALTH PROGRAM - FINANCIAL SUMMARY FOR 2015**

INCOME

Grants

Local Public Health Grant	\$ 14,502
Total	\$ 14,502

Fees

Water, Wells	\$ 5,400
Food, Beverage & Lodging	\$ 107,747
MHP / RCA licenses	\$ 5,670
Total	\$ 118,817

Misc. Reimbursement

Property Tax - delinquent	\$ -
Misc. reimbursement (Pools)	\$ 2,600
Total	\$ 2,600

EXPENSES

Salaries

EHS and Office Assistant	\$ 77,766
Fringe Benefits	\$ 29,566
Weekend compensation	\$ -
Total	\$ 107,332

<u>Transportation Costs</u>	\$ 3,854
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<u>Payment to Waseca County</u>	\$ 36,205
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Program/ Operating expenses

Printing, Publishing & Advertising	\$ 207
Dues & Subscriptions	\$ 130
Postage	\$ 376
Lab expenses	\$ 64
Training	\$ 450
Repairs & Maintenance	\$ -
Convention Expense	\$ 30
Sales Tax	\$ -
Miscellaneous	\$ 12
Core Function Fee Payment	\$ 1,005
Refunding	\$ -
Books, Ledgers	\$ -
Stationary & Forms	\$ -
Office Supplies	\$ 351
Educational Materials	\$ -
Equipment	\$ 10,506
Total	\$ 13,131

Auditor's Office Reconcile	\$ (1)
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INCOME GRAND TOTAL **\$ 135,919**

EXPENSES GRAND TOTAL **\$ 160,521**

County Tax dollars used: 0 Dollars used from CH cash reserves to balance: \$24,602

Community Health over budget by \$20,990 in 2015

Note: \$10,506 under equipment was used for software upgrade and front desk area redesign for PH.
CH cash reserve was eliminated 12-31-15. \$42,997.44 added to the 2016 PH / CH combined budget.
PH & CH budgets were combined effective Jan. 1, 2016.



Le Sueur County, MN

Tuesday, May 17, 2016

Board Meeting

Item 8

11:15 a.m. Human Resources (10 min)

Staff Contact:



Human Resources

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057
Telephone: 507-357-8517 • Fax: 507-357-8607
Cindy Westerhouse – Human Resources Director

HUMAN RESOURCES AGENDA ITEMS May 17, 2016

Recommendation to hire Ashlee Sames as a part time Jailer/Dispatcher in the Sheriff's Office as a Grade 6, Step 1 at \$17.50 per hour, effective May 23, 2016.

Recommendation to accept the resignation of Shawn Boyle, part time Jailer/Dispatcher in the Sheriff's Office, effective April 25, 2016.

Recommendation to advertise for a part time Jailer/Dispatcher in the Sheriff's Office as a Grade 6, Step 1 at \$17.50 per hour.

Equal Opportunity Employer



Le Sueur County, MN

Tuesday, May 17, 2016

Board Meeting

Item 9

11:25 a.m. Jim McMillen (10 min)

RE: Environmental Services Carpet Quote

Staff Contact:

CARPET CASTLE L.L.C.

P.O. Box 26
LeCenter, MN 56057

Estimate

Date	Estimate #
5/10/2016	0072

Name / Address
Le Sueur County Court House S. Park Ave le Center Mn 56057

			Project
Description	Qty	Cost	Total
		0.00	0.00T
carpet provided by County used patcraft tile		0.00	0.00T
carpet installation	307	6.50	1,995.50T
move contents of each area in and out, handling several times	1	1,200.00	1,200.00T
Labor, seal floor to prepare for installation	307	1.50	460.50T
Take Out and disposal of existing	307	4.00	1,228.00T
install 4" base provided by county	582	1.50	873.00T
Floor Prep scrape existing adhesive, prepare floor for install, patch any holes/cracks	12	55.00	660.00T
Materials adhesive dots for installation	307	1.10	337.70T
can not move electronics		0.00	0.00T
can not move computers/ phones		0.00	0.00T
desk tops/ cabnits/ tables... must be clear off		0.00	0.00T
Out-of-state sale, exempt from sales tax		0.00%	0.00
		Total	\$6,754.70

Customer Signature _____



Le Sueur County, MN

Tuesday, May 17, 2016

Board Meeting

Item 10

11:35 a.m. Darrell Pettis, County Administrator/Engineer

RE: Award Bids CSAH 32, CR 126 and Countywide Restriping

RE: AMC Meeting

RE: Employee Appreciation Picnic

RE: Upcoming Board Workshops

RE: Transit

RE: CD #38 Redetermination Update

RE: CD #40 Discussion

RE: CD #43 Discussion

RE: SMIF Letter

RE: Annual Report

Staff Contact:

BID TABULATION

Le Sueur County Projects: SAP 040-632-007; SAP 040-632-008, and CP 2116

Letting Date: May 13th, 2016, 1:00 P.M.

BIDDERS	AMOUNT BID
Central Specialties	
Crane Creek Const. 5% Bid Bond	\$ 2,981,905. ³⁹
Duininck 5% Bid Bond	\$ 3,140,534. ⁹⁶
Knife River 5% Bid Bond	\$ 3,032,105. ⁰¹
SMC 5% Bid Bond	\$ 3,229,270. ⁰⁷
Valley Paving	
Wm Mueller & Sons 5% Bid Bond	\$ 2,992,310. ⁶¹

BID TABULATION

Le Sueur County Project: 2016 County wide Striping

Letting Date: May 13th, 2016, 1:00 P.M.

BIDDERS	AMOUNT BID
AAA Striping 5% Bid Bond	\$ 181,425. ⁰⁰
Traffic Marking Service 5% Bid Bond	\$ 183,148. ⁵⁹

Le Sueur County Drainage Authority
88 South Park Avenue
Le Center, MN 56057

May 4, 2016

Honorable Drainage Authority,

As we have started the field work for the redetermination of benefits for Le Sueur County Ditch No. 38, we have found that approximately 20% of the ditch system watershed is located in Rice County. In order to consider benefits to all potential benefitting properties it may be necessary that a Joint Le Sueur – Rice County Drainage Authority be established. It is my understanding that with this joint board, we will be able to consider the determination of benefits to all properties within the watershed.

Thank you for your consideration

Ron Ringquist, Allen Kerber, Bill Anderson

The Viewers



May 9, 2016

Darrell Pettis
Le Sueur County
Courthouse
88 Park Ave S
Le Center, MN 56057-1600

Thank You Mr. Pettis and County Board!

With your gift of **\$3,000** to Southern Minnesota Initiative Foundation (SMIF), you are helping us to rewrite the rural narrative. More kids are entering kindergarten prepared to learn. Entrepreneurs are getting the start-up funding and the technical assistance to launch new businesses. And finally, a growing number of our region's communities are raising funds through local community foundations for a range of community improvement projects.

In our 30 years with your support, SMIF has planted many seeds of change, investing over \$96 million in our 20 county region. These seeds have taken root. On the backside of this letter are some stories of what donations like yours are making possible.

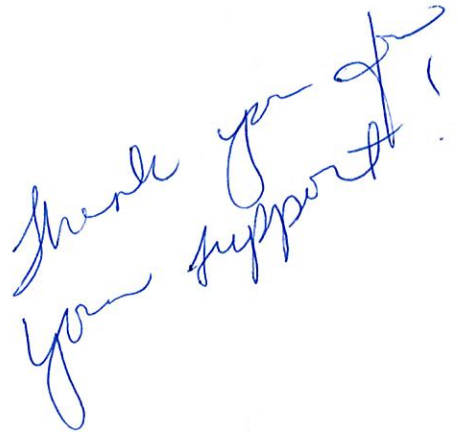
Again, thank you for your commitment to Southern Minnesota. For more information on how your donation has made a difference, visit our website at www.smifoundation.org.

Sincerely,



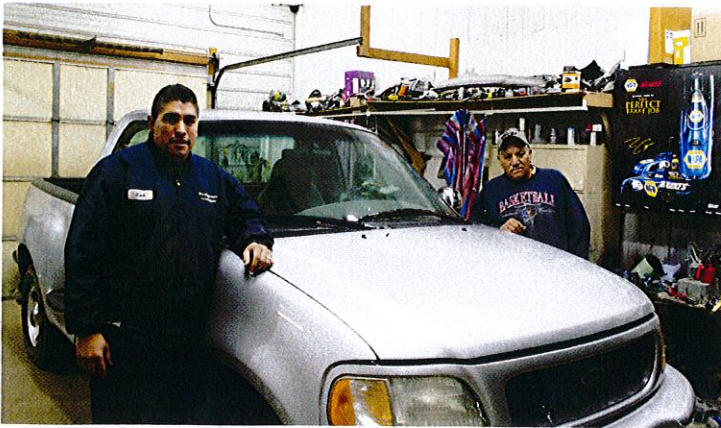
Tim Penny
SMIF President & CEO

P.S. Please enjoy this microfiber cloth as a token of our appreciation!



Southern Minnesota Initiative Foundation is a 501(c)(3) organization; your gift is tax deductible. No goods or services were provided to the donor.

525 Florence Avenue | P.O. Box 695 | Owatonna, MN 55060-0695 | 507.455.3215 | www.smifoundation.org



Economic Development

West Oakland Auto Repair, located in Austin, received a small enterprise loan and one-on-one technical assistance to expand their business. This family-run, minority-owned business went from a father-and-son operation to six employees in just two years. They are now looking to expand to a larger space to serve more customers.



Early Childhood Development

Lack of affordable transportation for preschool-aged kids is an issue for many communities. One of SMIF's newest Early Childhood Initiative communities, Owatonna, came up with a solution by drawing on the support of many local partners. Beginning this fall, a couple new buses will give around 100 pre-k kids an affordable ride to preschool!



Community Development

SMIF provides administrative and technical assistance to over 60 community groups throughout the region. One of those funds is the Watonwan Weekend Backpack Program. In the first year of the program, 200 families in need received food on weekends to ensure our youngest residents have the nutrition needed to be healthy and successful. The program will be expanding next year to reach even more families.

Le Sueur County, MN

Tuesday, May 17, 2016

Board Meeting

Item 11

Future Meetings

Staff Contact:

Future Meetings, May - June 2016

May 17, 2016	Board Meeting, 9:00 a.m. *West Jefferson Public Hearing, 10:00 a.m.
May 19, 2016	Board of Adjustment Meeting, 3:00 p.m. Environmental Services Building
May 24, 2016	Board Meeting, 9:00 a.m. *10:00 a.m. County Ditches Public Hearing #16, 18, 19, 22, 34, 45, 46, 51, 52, 53 *One Watershed, One Plan Workshop, 11:00 a.m.
May 30, 2016	Offices Closed - Memorial Day
May 31, 2016	No Board Meeting
June 1, 2016	AMC District 7 Spring Meeting 8:00 a.m. at The Woods in St. Peter
June 7, 2016	Board Meeting, 9:00 a.m. *Proposed New User Fee Public Hearing, 9:30 a.m.
June 9, 2016	P&Z Meeting, 7:00 p.m. Environmental Services Building
June 14, 2016	No Board Meeting
June 15, 2016	Board of Appeal and Equalization, 6:30 p.m. (Wednesday evening)
June 16, 2016	Board of Adjustment Meeting, 3:00 p.m. Environmental Services Building
June 21, 2016	Board Meeting, 9:00 a.m.
June 28, 2016	Board Meeting, 9:00 a.m. *10:00 a.m. Reconvene Board of Appeal and Equalization *10:15 a.m. County Ditches Public Hearing #29, 58, 64, 6, 31, 42 and 59