



# **Le Sueur County, MN**

**Tuesday, January 3, 2017**

**Board Meeting**

## **Item 2**

**9:15 a.m. Agenda and Consent Agenda (5 min)**

*RE: December 20, 2016 Minutes and Summary Minutes*

Staff Contact:

## **Minutes of Le Sueur County Board of Commissioners Meeting December 20, 2016**

The Le Sueur County Board of Commissioners met in regular session on Tuesday, December 20, 2016 at 4:30 p.m. in the Courthouse at Le Center, Minnesota. Those members present were: John King, Dave Gliszinski, Steve Rohlffing, Lance Wetzel, and Joe Connolly. Also present were Darrell Pettis and Brent Christian.

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

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

- Approved the Minutes and Summary Minutes for the December 13, 2016 Meeting

On motion by Rohlffing, seconded by Wetzel and unanimously approved, the following cases and claims were approved:

Financial: \$ 37,762.55  
Soc Serv: \$186,953.40

Kathy Brockway, Planning & Zoning Administrator appeared before the Board with two requests for action.

On motion by Rohlffing, seconded by Gliszinski and approved via roll call vote 4-0 with Connolly absent, the Board granted a Conditional Use Permit to Ross & Ruth Heilman, Cleveland, MN, (Applicant/Owner) to allow grading, excavating, and filling of approximately 43 cubic yards of material within the shore impact zone for a rip rap project in a Recreational Residential "RR" District, on a Recreational Development "RD" lake, Lake Jefferson. Property is located in Government Lot 5, Section 2, Washington Township. The application was approved with the following condition and findings are on file at the Planning and Zoning Office.

- That a 7' no-mow buffer is maintained to help reduce the possibility of future erosion issues.

On motion by Gliszinski, seconded by Wetzel and approved via roll call vote 4-0 with Connolly absent, the Board granted a Conditional Use Permit R & C Logistics LLC, New Prague, MN, (Applicant); David & Megan Culver, New Prague, MN, (Owner) to establish and operate a Contractor Company along with shop and yard in an Agriculture "A" District. Property is located in the NE 1/4, Section 22, Lanesburgh Township. Findings are on file at the Planning and Zoning Office.

Cindy Westerhouse, Human Resources Director appeared before the Board with several items for consideration and approval.

On motion by Rohlffing, seconded by Gliszinski and unanimously approved, the Board approved the recommendation to adopt the Le Sueur County Board of Commissioners Per Diem Policy.

On motion by Wetzel, seconded by Rohlfig and unanimously approved, the Board approved the recommendation to change the meal reimbursement policy to the following:

The maximum reimbursement per meal, with receipts, including tax, shall be:

Standard Maximum Rate:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Add to policy: The reimbursement for meals, when traveling out of state, will be reimbursed to a maximum of \$75.00 per day, with receipts, including tax.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved the recommendation to accept the resignation from Makayla Schmitz, full time Public Health Nurse in Public Health, effective December 15, 2016.

On motion by Rohlfig, seconded by Gliszinski and unanimously approved, the Board approved the recommendation to post and advertise for a full time Public Health Nurse in Public Health, as a Grade 11, Step 1 at \$23.42 per hour.

Sue Rynda, Human Services Director, appeared before the Board to give the monthly Human Services Report. This presentation covered Finance, Income Maintenance, Child Support, Family Services, and Mental Health.

On motion by Connolly, seconded by Rohlfig and unanimously approved, the Board approved and authorized the Board Chair and County Administrator to sign a contract with Minnesota Valley Action Council.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Board Chair to sign a contract with Advanced Billing Services, LLC.

On motion by Rohlfig, seconded by Wetzel and unanimously approved, the Board approved and authorized the Board Chair and County Administrator to sign a contract with Aging Services for Communities.

On motion by Gliszinski, seconded by Connolly and unanimously approved, the Board approved the purchase of the proposed Document Management System for the Child Support Unit.

Chuck Retka, representing Le Sueur County Trails, appeared before the Board to request authorization to use the township road in Ney Park for a snowmobile trail.

On motion by Connolly, seconded by Rohlfig and unanimously approved, the Board authorized Le Sueur County Snow Trails to use the Ney Environmental Center Road for a period of one year with a speed limit of 20 miles per hour. The Snow Trails group shall erect all proper signage.

Cindy Shaughnessy, Public Health appeared before the Board with one item for approval.

On motion by Rohlffing, seconded by Wetzel and unanimously approved, the Board approved the request to purchase cubicle supplies with 2016 funds.

Brett Mason appeared before the Board with one item for consideration.

On motion by Wetzel, seconded by Rohlffing and unanimously approved, the Board approved and authorized the Board Chair and County Administrator to sign the JPA for the Cannon River Drug and Violent Offender Task Force.

Darrell Pettis, County Administrator, appeared before the Board with several items for discussion and approval.

On motion by Gliszinski seconded by Rohlffing and unanimously approved, the Board adopted the following resolution setting the 2017 mileage reimbursement rate:

**BE IT RESOLVED:** That the Le Sueur County Board of Commissioners hereby sets the mileage reimbursement for Le Sueur County Employees to be the Federal IRS mileage at 53.5 cents per mile and 2 cents per mile additional for those Water Patrol Officers while pulling a water patrol boat for the year 2017.

On motion by Connolly, seconded by Gliszinski and approved 3-2 with Connolly, Gliszinski and Wetzel for and King and Rohlffing against, the Board adopted the following 2017 Per Diem Rates for Le Sueur County Commissioners:

**BE IT RESOLVED:** That the Le Sueur County Board of Commissioners hereby sets the 2017 Per Diem rate for Le Sueur County Commissioners at \$75.00 per half day and \$100.00 per full day, effective January 1, 2017.

On motion by Rohlffing, seconded by Wetzel and approved the Board adopted the following 2017 Per Diem Rates for non-Commissioners:

**BE IT RESOLVED:** That the Le Sueur County Board of Commissioners hereby sets the 2017 Per Diem for non-Commissioners at \$50.00 per half day and \$80.00 per full day, effective January 1, 2017.

On motion by Wetzel seconded by Gliszinski and approved, the Board set the 2017 Per Diem Eligible Committees as follows:

#### **2017 PER DIEM ELIGIBLE COMMITTEES**

Personnel Policy Committee, Personnel Committee, Scenic Byway Alliance, Family Services Collaborative, Labor Management, Historical Society, Union Negotiations, Fair Board, PIC, Law Library, Airport Commissions, Extension, MVCOG, Le Sueur/Waseca Regional Library, Road

& Bridge, Transportation Alliance, Annual Township Meeting, Personnel Interviews, all AMC Policy Committees, AMC, NACO, Le Sueur - Waseca Community Health Board, Planning & Zoning matters, Tri-County Solid Waste, Cannon River Matters, MSSA, Mental Health Advisory, Immtrack Joint Powers Board, Region 9, MVAC, EMS Joint Powers, HRA, Multi-County HRA, Region 9, Le Sueur County Aging and Transit, MV River Watershed Committee, Ney Foundation, Parks, Le Sueur – Scott Joint Drainage Authority, Le Sueur – Rice Joint Drainage Authority, Le Sueur – Blue Earth Joint Drainage Authority, Public Health Emergency Preparedness Advisory Committee, Public Health Advisory Committee, LCDS Inc., German – Jefferson Sewer District, Regional Radio Board, GBERBA, Middle MN River Watershed, SHIP (Statewide Health Improvement Program), Aquatic Invasive Species (AIS) Committee, Safety Committee, Benefit Committee, Veterans Services Drivers and any other newly created committees recognized by the County Board in the year 2017.

On motion by Rohlfing, seconded by Gliszinski and approved, the following resolution was adopted:

**BE IT RESOLVED:** that all members of the County Board, the Human Services Director, the County Engineer / Administrator, and the VSO are hereby designated as Association of Minnesota Delegates for Le Sueur County in 2017.

**BE IT FURTHER RESOLVED:** that all officials and their delegates are hereby authorized to attend all meetings called by their respective associations, regional and national, including regular meetings called during the year 2017, and

**BE IT FURTHER RESOLVED:** that all out-of-state meetings must be requested in person by the Department Head before the County Board.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board established the 2017 annual base salary of the Le Sueur County Board of Commissioners to be \$28,933.70 plus cafeteria benefits as negotiated by the Union Contracts.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board adopted the following resolution setting the 2017 Le Sueur County hours of operation:

**THEREFORE BE IT RESOLVED:** That all employees except for public safety and the county highway department employees shall have their normal work week at 39.5 hours in 2017.

**BE IT FURTHER RESOLVED:** That the normal hours of operation for the County Courthouse and Planning and Zoning Office shall be 8:00 a.m. to 4:30 p.m. on Mondays thru Thursday and 8:00 a.m. to 4:00 p.m. on Friday for 2017.

On motion by Rohlfing, seconded by Wetzel and unanimously approved, the Board approved the Proposed 2016 Road and Bridge budget line item changes.

## Proposed 2016 Road and Bridge Budget Line Item Changes

Account Number	Line Item Description	Approved 2016 Budget	Proposed Budget Amount	Difference	Comments
10-300-	Federal Reimbursement	\$	\$233,814	-\$233,814	2015 Federal Project Reimbursements
10-300-	Refunds and Reimbursements	\$	\$132,179	-\$132,179	
10-300-	Misc Reimbursement	\$6,216,607	\$1,900,000	\$4,316,607	CSAH 23 Reconstruction
10-300-	State Aid Regular Construction	\$1,659,583	\$1,300,000	\$359,583	
10-300-	State Aid Municipal Construction	\$237,999	\$420,000	-\$182,001	
10-300-	Bridge Bonds	\$365,940	\$0	\$365,940	No Bridge Bonding this year
10-300-	Sale of Material to City	\$20,000	\$800,000	-\$780,000	Montgomery Reimbursement
10-304-	State Aid Bonds	\$3,861,119	\$260,000	\$3,601,119	

\$7,315,255 <-- This is a decrease in Revenue

### Expenditures

Account Number	Line Item Description	Approved 2016 Budget	Proposed Budget	Difference	Comments
10-300-6260	Professional Services	\$250,000	\$45,000	\$205,000	
10-300-6360	Miscellaneous	\$5,000	\$65,000	-\$60,000	Ditch Liens
10-301-6260	Professional Services	\$541,900	\$700,00	-\$158,100	TH 112 Engineering
10-301-6389	State Aid Contracts	\$10,461,97	\$3,200,00	\$7,261,978	CSAH 23 Reconstruction
10-301-6390	State Aid Municipal Contracts	\$852,370	\$440,00	\$412,370	
10-301-	County Contract Payments	\$1,000,000	\$400,00	\$600,000	CR 104
10-302-6301	Hired Equipment	\$10,000	\$165,00	-\$155,000	Flood damage
10-302-	Supplies-Road Repair &	\$175,000	\$270,00	-\$95,000	Striping, spraying, lighting, crackfilling
10-302-6496	Supplies - Aggregate /	\$450,000	\$700,00	-\$250,000	
10-302-6605	Buildings and Structures	\$	\$120,00	-\$120,000	Waterville shop final/ LeSueur Shop/cold
10-302-6610	Major Road Equipment	\$530,500	\$395,00	\$135,500	Paid for equipment in 2015
10-303-	Motor Fuel	\$400,000	\$225,00	\$175,000	
10-303-	Equipment Repair / Supplies	\$225,000	\$290,00	-\$65,000	Cutting edges

\$7,899,848.00 <-- This is a decrease in Expenses

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

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved to move forward with implementing a permit parking program for the County owned west parking lot located behind Radermacher's.

On motion by Rohlfing, seconded by Connolly and unanimously approved, at 5:50 p.m. the Board convened the Public Hearing to take testimony on the proposed 2017 Fee Changes. 0 members of the general public were present. There were 0 public comments.

On motion by Gliszinski, seconded by Connolly and unanimously approved, the Board declared the Public Hearing closed at 5:51 p.m.

On motion by Rohlfing, seconded by Wetzel and unanimously approved, the Board approved the following 2017 Fee Changes:

<b>Dept</b>	<b>Fee</b>	<b>Current 2016 Fees</b>	<b>Proposed 2017 Fees</b>
<b>Aud-Treasurer</b>	On-Sale Liquor License (Selling strong beer only)		\$750.00
<b>Public Health</b>	Pregnancy Test	\$5.00	\$8.00
	Early Childhood Screening	\$30.00	\$35.00 an hour
	Hepatitis B	\$45.00	\$60.00
	Tdap	\$45.00	\$54.00
	Mantoux	\$10.00	\$20.00
	VFC Vaccinations Admin Fee(Vaccine is free)	\$10.00	\$20.00
	VFC Vaccinations - Admin Fee Alternative Schedule (Vaccine is free)		1 injection \$20.00
			2 injections \$27.00
			3 injections \$34.00
			4 injections \$41.00
<b>Sheriff</b>	Mechanics Lien Sales/Certificates		\$70.00
	Redemptions (non-refundable)		\$250.00
	Gun permit expired renewal fee	Remove \$85.00 fee	
<b>Recorder</b>	40 Year Tract Search		\$250.00

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board opened the Public Hearing at 6:00 p.m. to take testimony on the proposed 2017 County Levy and the 2017 County Budget. 1 member of the general public was present. County staff present included: Auditor / Treasurer Pam Simonette, Human Services Director Sue Rynda, Public Health Director Cindy Shaughnessy, Finance Director / Elections Administrator Carol Blaschko, County Administrator Darrell Pettis and Assessor Shayne Bender. There were 0 public comments.

Darrell Pettis, County Administrator gave an informational overview of the proposed 2017 County Levy and Budget.

On motion by Gliszinski, seconded by Rohlfig and unanimously approved, the Board declared the Public Hearing closed at 6:13 p.m.

On motion by Rohlfig, seconded by Gliszinski and unanimously approved, the Board adopted the following 2017 Final Levy:

**2017 FINAL LEVY**

<b>FUND</b>	<b>TAXES</b>	<b>PROGRAM AID</b>	<b>TOTAL</b>
<b>Revenue</b>	9,239,584	506,928	8,732,656
Road & Bridge	3,050,843	506,927	2,543,916
SS & PA	2,668,608		2,668,608
PA & GA	989,468		989,468
Fair	35,000		35,000
Building	387,147		387,147
Extension Services	189,386		189,386
Park	238,719		238,719
Bonded Indebtedness	2,142,313		2,142,313
Victim Witness	16,651		16,651
<b>TOTAL</b>	<b>18,957,719</b>	<b>1,013,855</b>	<b>17,943,864</b>

2017 FINAL LEVY           \$ 17,943,864  
 2016 FINAL LEVY         \$ 17,171,162  
 INCREASE IN LEVY       \$    772,702  
 INCREASE OF                 4.5 %

On motion by Wetzel, seconded by Connolly and unanimously approved, the Board adopted the following 2017 Expenditures:

**FINAL 2017 RECAP OF EXPENDITURES LE SUEUR COUNTY**

<b>FUND</b>	<b>TAXES</b>	<b>OTHER REVENUES</b>	<b>USE OF FUND BALANCE</b>	<b>TOTAL</b>
REVENUE	9,239,584	4,364,003	57,000	13,660,587
ROAD & BRIDGE	3,050,843	7,866,350		10,917,193
SS & PA	2,668,608	2,287,118		4,955,726
PA & GA	989,468	1,317,250		2,306,718
FAIR (600)	35,000	0		35,000
BUILDING (111)	387,147	0	327,853	715,000
EXT SERVICES (601)	189,386	3,725		193,111
PARK (525)	238,719	64,264		302,983
GERMAN/JEFFERSON (129)	0	0	23,000	23,000
BONDED INDEBT	2,142,313	0	-130,135	2,012,178



ENV SERVICES	0	1,031,039	389,022	1,420,061
VICTIM WITNESS	16,651	80,200		96,851
TOTAL	18,957,719	17,013,949	666,740	36,638,408

Al Christensen appeared before the Board with a 2016 Tri County Update.

Amy Beatty appeared before the Board with one item for approval.

On an amended motion by Rohlfling, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Chair to sign a 3 year Recycling Services Agreement between the City of Le Center and Le Sueur County with an increase to \$2,300 per month.

On motion by Gliszinski, seconded by Rohlfling, and unanimously approved, the following claims were approved for payment:

<b>Warrant #</b>	<b>Vendor Name</b>	<b>Amount</b>
43529	A'Viands	\$ 8,170.00
43532	APG Media of Southern MN LLC	\$ 4,010.40
43537	Cargill Inc.	\$ 12,600.02
43560	Lake Francis Assoc	\$ 5,000.00
43575	Prairie River Home Care Inc.	\$ 2,700.00
43578	Regents of the University of MN	\$ 28,284.75
43583	Selly Excavating Inc.	\$116,930.05
43591	Sycks Construction LLC	\$ 2,035.00
43594	TimeKeeping Systems Inc.	\$ 4,002.91
43595	Traxler Construction Inc.	\$ 4,810.40
43597	US AutoForce	\$ 3,822.16
43603	Wornson, Goggins, Zard	\$ 3,536.00
43604	Xerox Business Services LLC	\$ 5,761.88
43606	Zimmerman Construction	\$ 14,989.01
64 Claims paid less than \$2,000.00:		\$ 24,364.21
14 Claims paid more than \$2,000.00:		\$216,652.58
78 Total all claims paid:		\$241,016.79

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board adjourned until Tuesday, January 3, 2017 at 9:00 a.m.

**ATTEST:** \_\_\_\_\_  
**Le Sueur County Administrator**                      **Le Sueur County Chairman**

## **Summary Minutes of Le Sueur County Board of Commissioners Meeting, December 20, 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](http://www.co.le-sueur.mn.us).
- Approved the agenda. (Wetzel-Rohlfing)
- Approved the consent agenda: (Gliszinski-Wetzel)
- Cases and claims were approved: Financial:\$37,762.55 and Soc Serv:\$186,953.40 (Rohlfing-Wetzel)
- Approved a Conditional Use Permit to Ross & Ruth Heilman, Cleveland, MN and findings are on file at the Planning and Zoning Office. (Rohlfing-Gliszinski)
- Approved a Conditional Use Permit R & C Logistics LLC, New Prague, MN, (Applicant); David & Megan Culver, New Prague, MN, (Owner). Findings are on file at the Planning and Zoning Office. (Gliszinski-Wetzel)
- Approved the recommendation to adopt the Le Sueur County Board of Commissioners Per Diem Policy. (Rohlfing-Gliszinski)
- Approved to change the meal reimbursement policy. (Wetzel-Rohlfing)
- Accepted the resignation from Makayla Schmitz in Public Health. (Gliszinski-Wetzel)
- Approved to post and advertise for a full time Public Health Nurse. (Rohlfing-Gliszinski)
- Approved a contract with Minnesota Valley Action Council. (Connolly-Rohlfing)
- Approved a contract with Advanced Billing Services, LLC. (Wetzel-Gliszinski)
- Approved a contract with Aging Services for Communities. (Rohlfing-Wetzel)
- Approved the proposed Document Management System for the Child Support Unit. (Gliszinski-Connolly)
- Authorized Le Sueur County Snow Trails to use the Ney Environmental Center Road for a period of one year. (Connolly-Rohlfing)
- Approved Public Health purchase of cubicle supplies with 2016 funds. (Rohlfing-Wetzel)
- Approved the JPA for the Cannon River Drug and Violent Offender Task Force. (Wetzel-Rohlfing)
- Adopted a resolution setting the 2017 mileage reimbursement rate at 53.5 cents per mile and 2 cents per mile additional for those Water Patrol Officers while pulling a water patrol boat for the year 2017. (Gliszinski-Rohlfing)
- Approved 3-2, the Board adopted 2017 Per Diem Rates for Le Sueur County Commissioners at \$75.00 per half day and \$100.00 per full day. (Connolly-Gliszinski)
- Adopted 2017 Per Diem Rates for non-Commissioners at \$50.00 per half day and \$80.00 per full day. (Rohlfing-Wetzel)
- On motion by Wetzel seconded by Gliszinski and approved, the Board set the 2017 Per Diem Eligible Committees. (Wetzel-Gliszinski)
- On motion by Rohlfing, seconded by Gliszinski and approved a resolution was adopted that all members of the County Board, the Human Services Director, the County Engineer / Administrator, and the VSO are hereby designated as Association of Minnesota Delegates for Le Sueur County in 2017 and are hereby authorized to attend all meetings called by their respective associations, regional and national, including regular meetings called during the year 2017, and that all out-of-state meetings must be requested in person by the Department Head before the County Board.
- The Board established the 2017 annual base salary of the Le Sueur County Board of Commissioners to be \$28,933.70 plus cafeteria benefits as negotiated by the Union Contracts. (Gliszinski-Rohlfing)
- On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board adopted a resolution setting the 2017 Le Sueur County hours of operation that all employees except for public safety and the county highway department employees shall have their normal work week at 39.5 hours in 2017 and the normal hours of operation for the County Courthouse and Planning and Zoning Office shall be 8:00 a.m. to 4:30 p.m. on Mondays thru Thursday and 8:00 a.m. to 4:00 p.m. on Friday for 2017.
- Approved the Proposed 2016 Road and Bridge budget line item changes. (Rohlfing-Wetzel)
- Approved to move forward with implementing a permit parking program for the County owned west parking lot located behind Radermacher's. (Wetzel-Gliszinski)

- Convened a public hearing to take testimony on the proposed 2017 Fee Changes. There were 0 public comments. (Rohlfing-Connolly)
- Declared the public hearing closed at 5:51 p.m. (Gliszinski-Connolly)
- On motion by Rohlfing, seconded by Wetzel and unanimously approved, the Board approved the 2017 Fee Changes. (Rohlfing-Wetzel)
- On motion by Connolly, seconded by Wetzel and unanimously approved, the Board opened the Public Hearing at 6:00 p.m. to take testimony on the proposed 2017 County Levy and the 2017 County Budget. There were 0 public comments. (Connolly-Wetzel)
- Declared the public hearing closed at 6:13 p.m. (Gliszinski-Rohlfing)
- Adopted the \$17,943,86 2017 Final Levy: (Rohlfing-Gliszinski)
- Adopted the \$36,638,408 2017 Final Expenditures: (Wetzel-Connolly)
- Approved a 3 year Recycling Services Agreement between the City of Le Center and Le Sueur County. (Rohlfing-Gliszinski)
- The following claims were approved for payment: (Gliszinski-Rohlfing)

Warrant #	Vendor Name	Amount
43529	A'Viands	\$ 8,170.00
43532	APG Media of Southern MN LLC	\$ 4,010.40
43537	Cargill Inc.	\$ 12,600.02
43560	Lake Francis Assoc	\$ 5,000.00
43575	Prairie River Home Care Inc.	\$ 2,700.00
43578	Regents of the University of MN	\$ 28,284.75
43583	Selly Excavating Inc.	\$116,930.05
43591	Sycks Construction LLC	\$ 2,035.00
43594	TimeKeeping Systems Inc.	\$ 4,002.91
43595	Traxler Construction Inc.	\$ 4,810.40
43597	US AutoForce	\$ 3,822.16
43603	Wornson, Goggins, Zard	\$ 3,536.00
43604	Xerox Business Services LLC	\$ 5,761.88
43606	Zimmerman Construction	\$ 14,989.01
64 Claims paid less than \$2,000.00:		\$ 24,364.21
14 Claims paid more than \$2,000.00:		\$216,652.58
78 Total all claims paid:		\$241,016.79

- Adjourned until Tuesday, January 3, 2017 at 9:00 a.m. (Connolly-Wetzel)
- ATTEST: Le Sueur County Administrator                      Le Sueur County Chairman