



Le Sueur County, MN

Tuesday, December 19, 2017

Board Meeting

Item 1

4:30 p.m. Agenda and Consent Agenda

RE: December 12, 2017 Minutes and Summary Minutes

Staff Contact:

Minutes of Le Sueur County Board of Commissioners Meeting December 12, 2017

The Le Sueur County Board of Commissioners met in regular session on Tuesday, December 12, 2017 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlfling, Lance Wetzel, Dave Gliszinski and John King. Brent Christian and Darrell Pettis were also present. Joe Connolly was excused.

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

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

- Approved the November 28, 2017 County Board Minutes and Summary Minutes
- Approved the November 30, 2017 County Board Minutes
- Approved the December 7, 2017 County Board Minutes
- Approved November 2017 Transfers

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

Financial: \$160,011.03
Soc Services: \$ 68,017.16

Nik Kadel, Ditch Inspector appeared before the Board with an update on County ditches.

Josh Mankowski, Resource Specialist with Environmental Services appeared before the Board with one item for approval.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Board Chair and Administrator to sign the 2017-18 Agreement for CLIMB Theater Services.

Pam Simonette, Auditor-Treasurer appeared before the Board with two items for approval.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved a County issued credit card request for Tyler Luethje, Parks Director.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved a one year farm lease request for Ney Park property to David Woesthoff and lowered the amount from \$250 per acre to \$230.

Cindy Shaughnessy, Public Health appeared before the Board with several items for discussion and approval.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Board Chair, Administrator and County Attorney to sign an amended Immtrack Joint Powers Agreement.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved an agreement with Thomas Allen for contracted case management services.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved and authorized Public Health to move forward with an EBFHV Grant.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved a 2017 Public Health budget adjustment to move \$12,000 from account #124-6101 (perm. salaries) to account #124-6610 (equipment).

Tyler Luethje, Parks Director appeared before the Board with one item for discussion and approval.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved an ISG Proposal for Lake Washington Regional Park Master Plan Update.

On motion by Wetzel, seconded by King and unanimously approved, the Board opened a CIP Public Hearing at 10:00 a.m. and the Chairperson called the Public Hearing for the approval of the 2018 to 2022 Capital Improvement Bonds pursuant to Minnesota Statutes, Section 373.40.

The Chairperson stated that this was the time and place fixed for a public hearing to be held on the County's Capital Improvement Plan (the "Plan") and issuance of bonds (the "Bonds") under Minnesota Statutes, Section 373.40. The County Administrator presented an affidavit showing publication of the notice of public hearing at least fourteen (14) but not more than twenty-eight (28) days prior to the date fixed for the public hearing in the Montgomery Messenger, being the official newspaper of the County. The affidavit was examined, found to be satisfactory and ordered it to be placed on file with the County Administrator.

The Chairperson then opened the meeting for the public hearing on the proposal to adopt the Plan and approve the issuance of the Bonds. The purpose of the hearing was explained, the nature of the Plan and the Bonds was discussed and all persons present who desired to do so were afforded an opportunity to express their views with respect to the proposal to approve the Plan and issue the Bonds.

With no comments being received from the public on the proposals, on motion by King, seconded by Wetzel and unanimously approved, the Board approved to close public comments and the Chairperson declared the public hearing to be closed.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved the following resolution:

**Resolution Relating To Approval Of A Capital Improvement Plan And Issuance Of
General Obligation Capital Improvement Plan Bonds, Series 2018B**

BE IT RESOLVED by the Board of Commissioners (the Board) of Le Sueur County, Minnesota (the Issuer), as follows:

WHEREAS, the Issuer has published notice of its intent to hold a hearing on the issuance of capital improvement plan bonds under Minnesota Statutes, Section 373.40 (the "Bonds") and on its proposed Capital Improvement Plan (the "Plan"), at least fourteen (14) but not more than twenty-eight (28) days prior to the date hereof, pursuant to and in accordance with Minnesota Statutes, Section 373.40 (the "Act"); and

WHEREAS, the Board held a public hearing on the date hereof on the Plan and on the issuance of the Bonds to finance a portion of the costs associated with the construction of a new Justice Center as detailed in the County's 2018 -2022 Capital Improvement Plan. The County will pay debt service with future ad valorem property taxes. As described in the Act and in the Plan (the "Project");

WHEREAS, the Board has considered the factors described in subdivision 3 of the Act with respect to the Plan;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby a) approves the Plan, and (b) authorizes the issuance of the Bonds in an amount not to exceed \$5,000,000. Pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9), Ehlers & Associates is authorized to prepare and distribute an Official Statement and to solicit proposals for the Bonds on behalf of the County on a competitive sale basis. This Board shall meet on January 16, 2018, for the purpose of considering proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the County.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved the following resolution:

**Resolution Providing for the Sale of
\$9,255,000 General Obligation Bonds, Series 2018B**

- A. WHEREAS, the Board of Commissioners of Le Sueur County, Minnesota has heretofore determined that it is necessary and expedient to issue the County's \$9,255,000 General Obligation Bonds, Series 2018B (the "Bonds"), to finance a portion of the costs associated with the construction of a new Justice Center and current refundings of the Series 2006A, 2007A and 2008A Bonds; and
- B. WHEREAS, the County has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Le Sueur County, Minnesota, as follows:

1. Authorization. The Board of Commissioners hereby authorizes Ehlers to assist the County for the sale of the Bonds.
2. Meeting; Proposal Opening. The Board of Commissioners shall meet at 11:45 a.m. on January 16, 2018, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the County are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the County upon its completion.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved the following resolution:

**Resolution Authorizing the County to Enter into a Credit Enhancement Program
Agreement with the Minnesota Public Facilities Authority**

- A. WHEREAS, the County Board of Le Sueur County, Minnesota (the "County") proposes to issue its General Obligation Jail Bonds, Series 2018A (the "Bonds"), the proceeds of which will be used to finance a portion of the construction of a new County Jail facility; and
- B. WHEREAS, the County Board hereby determines it is in the best interest of the County to apply to the Minnesota Public Facilities Authority (the "Authority") for credit enhancement of the Bonds;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Le Sueur County, Minnesota, as follows:

1. Approval of the Authority's Credit Enhancement Program Agreement. The Authority's Credit Enhancement Program Agreement (the "Agreement") is hereby approved, the same being before the County Board and made a part of this resolution by reference.
2. Authorization to Sign Agreement and Related Forms. The County Board Chair and the County Administrator are authorized to sign the Agreement on the County's behalf and to execute any other related forms prescribed by the Authority with respect to the Agreement.
3. Agreement to Comply with Minnesota Statutes, Section 446A.086. The County is entering into the Agreement with the Authority pursuant to Minnesota Statutes, Section 446A.086 (the "Act") and the County hereby agrees to comply with and be bound by the provisions of the Act.
4. Submission of the Agreement. The County Board Chair and County Administrator are hereby authorized to submit, on the County's behalf, the Agreement to the Authority, together with the nonrefundable application fee in the amount of \$500.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved the following resolution:

**Resolution Providing for the Sale of
\$4,950,000 General Obligation Jail Bonds, Series 2018A**

- A. WHEREAS, the Board of Commissioners of Le Sueur County, Minnesota has heretofore determined that it is necessary and expedient to issue the County's \$4,950,000 General Obligation Jail Bonds, Series 2018A (the "Bonds"), to finance a portion of the costs associated with construction of a new County Jail facility; and
- B. WHEREAS, the County has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Le Sueur County, Minnesota, as follows:

1. Authorization. The Board of Commissioners hereby authorizes Ehlers to assist the County for the sale of the Bonds.
2. Meeting; Proposal Opening. The Board of Commissioners shall meet at 11:45 a.m. on January 16, 2018, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the County are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the County upon its completion.

Amy Beatty, Environmental Services appeared before the Board with one item for discussion and approval.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved and authorized the Chair to sign the 2018 Recycling Agreement with the City of Le Center.

Jeff Neisen, IT Director appeared before the Board with two items for discussion and approval.

On motion by King, seconded by Wetzel and unanimously approved, the Board approved an Office 2016 license purchase in the amount of \$58,764.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved an AS400 upgrade in the amount of \$48,676.49.

Dave Tiegs, Highway Engineer appeared before the Board with several items for approval.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the following 2017 Budget Change Requests:

Revenue

Acct	Description	Proposed Budget Amt
10-300-5065	Gravel Tax	\$217,000
10-300-5557	Federal Reimbursement	\$217,890
10-30-5558	Misc. Reimbursements	\$80,000
10-300-5893	State Aid Regular Constr.	\$2,953,595
10-300-5894	State Aid Municipal Maint.	\$308,522
10-300-5896	Bridge Bonds	\$0
10-300-5898	Sale of Supplies to Cities	\$312,000
10-304-5896	State Aid Bond	\$720,000
10-304-5941	Bond Proceeds	\$1,000,557

Expenditures

Acct	Description	Proposed Budget Amt
10-301-6389	State Aid Contracts	\$5,010,000
10-301-6390	State Aid Municipal Contr.	\$535,000
10-301-6392	County Contract Pmts.	\$460,000
10-302-6496	Supplies -Aggregate/Asphalt	\$500,000
10-302-6605	Building & Structures	\$785,000

On motion by King, seconded by Wetzel and unanimously approved, the Board approved the purchase of two boxes, sanders and plows from Towmaster in the amount of \$117,168 each per State of Minnesota contract # 120920 and two 2019 Mack chassis were purchased from Nuss Truck in the amount of \$122,301 each per State of Minnesota contract.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the final payments for 2017 Seal Coat Projects:

WHEREAS; Contract 20171, SAP 40-030-012, CP 2117 has in all things been completed, and the County Board being fully advised in the premises,

NOW THEN BE IT RESOLVED; That we do hereby accept said completed contract for and in behalf of the County of Le Sueur and authorize final payment as specified herein.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved the final payments for the CSAH 7 Bridge Replacement:

WHEREAS; Contract 20157, SAP40-607-006 has in all things been completed, and the County Board being fully advised in the premises,

NOW THEN BE IT RESOLVED; That we do hereby accept said completed contract for and in behalf of the County of Le Sueur and authorize final payment as specified herein.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved the purchase of parcel 18.410.2250 in the amount of \$2,000 for Rabbit Road repairs. Any encroachment issues will be addressed as needed.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved the following 2017 Municipal Maintenance Agreements.

<u>City</u>	<u>#Miles</u>	<u>\$ Per Mile</u>	<u>2017 Payment</u>
Cleveland	2.29	\$5,730.94	\$13,123.85
Elysian	1.35	\$5,730.94	\$ 7,736.77
Kasota	2.40	\$5,730.94	\$13,754.26
Le Center	2.13	\$5,730.94	\$12,206.90
Le Sueur	4.05	\$5,730.94	\$23,210.31
Montgomery	3.36	\$5,730.94	\$19,255.96
Waterville	<u>3.29</u>	\$5,730.94	<u>\$18,854.79</u>
Totals	18.87		\$108,142.84

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

On motion by King, seconded by Wetzel and unanimously approved, the Board approved to promote Jose Aguillon as a full time Help Desk Supervisor in the Information Technology Department, Grade 9, Step 3 at \$22.95 per hour, effective December 11, 2017.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved to post and advertise for a full time IT Help Desk Technician, in the Information Technology Department, Grade 6, Step 1 at \$17.94 per hour.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved to reappoint Shayne Bender as the County Assessor. This appointment is a four-year term beginning January 1, 2018.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved to promote Joshua Mankowski as a full time Environmental, Planning and Zoning Administrator in the Environmental, Planning and Zoning Department, Grade 14, Step 7 at \$35.35 per hour, effective December 11, 2017.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved to post and advertise for a full time Environmental Resources Specialist in the Environmental, Planning and Zoning Department, Grade 10, Step 1 at \$22.64 per hour.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved to grant regular status to Caitlin Meyer, full time Case Aide in Human Services, effective December 12, 2017. Caitlin Meyer has completed the six-month probationary period.

At 11:00 a.m. the Board reconvened the public hearing for County Ditches 19, 28, 42, 52 and 69.

Darrell Pettis, County Administrator, Pam Simonette, Auditor - Treasurer and Allen Kerber, Ditch Viewer were present and there were no public comments.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved the Findings and Order Adopting Redetermined Benefits for County Ditch 19.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved the Findings and Order Adopting Redetermined Benefits for County Ditch 28.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved the Findings and Order Adopting Redetermined Benefits for County Ditch 42.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved the Findings and Order Adopting Redetermined Benefits for County Ditch 52.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved the Findings and Order Adopting Redetermined Benefits for County Ditch 69.

Commissioner Committee Reports:

Commissioner Gliszinski attended Justice Center progress meeting.

Commissioner King attended a Le Sueur City Council meeting.

Commissioner Wetzel attended an AMC meeting and ditch meetings.

Commissioner Rohlfing attended an AMC, Region 9 and ditch meetings.

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

Warrant #	Vendor Name	Amount
47890	Advanced Correctional Healthcare Inc.	\$ 2,366.01
47892	Alternative Business Furniture	\$ 3,960.55
47897	Blue Water Science	\$ 3,900.00
47897	Bolton & Menk Inc.	\$ 28,893.50
47900	Braun Intertec Corp	\$ 13,174.50
47904	Cargill Inc.	\$ 17,588.50
47908	Contech Engineered Solutions LLC	\$ 2,489.30
47916	Dr.Cindra Kamphoff	\$ 2,000.00
47919	Jenni Figueroa	\$ 3,000.00
47930	I & S Group Inc.	\$ 8,924.48
47933	ITSavvy LLC	\$ 11,446.00
47938	Law Enforcement Tech Group	\$ 36,755.54

47943	Richard Lea	\$ 2,340.00
47950	Minn St. Admin ITG Telecom	\$ 5,140.00
47952	MN CCC	\$ 36,029.50
47972	Paragon Printing & Mailing Inc.	\$ 11,556.18
47982	Region 1-SE MN HSEM	\$ 9,995.35
47987	S.E.H. Inc.	\$ 45,111.74
47988	Selly Excavating Inc.	\$ 41,215.60
47992	S.M.C. Co. Inc.	\$ 3,325.39
47996	Suel Printing Co.	\$ 5,203.00
47997	Sunde Engineering PLLC	\$ 5,080.00
47999	Syntax Inc.	\$ 10,860.00
48004	Traxler Construction Inc.	\$ 4,791.45
48013	Wenck Associates, Inc.	\$ 2,086.79
48018	Wornson, Goggings, Zard	\$ 3,627.00

108	Claims paid less than \$2,000.00:	\$ 35,520.61
26	Claims paid more than \$2,000.00:	\$320,860.38
134	Total all claims paid:	\$356,380.99

On motion by King, seconded by Wetzel and unanimously approved, the Board adjourned until Tuesday, December 19, 2017 at 4:30 p.m.

ATTEST:

Le Sueur County Administrator

Le Sueur County Chairman

Summary Minutes of Le Sueur County Board of Commissioners Meeting, December 12, 2017

- 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.
- Approved the agenda. (King-Wetzel)
- Approved the consent agenda. (Gliszinski-King)
- Approved Human Services claims: Financial \$ 160,011.03 and SocServices \$68,017.16 (Gliszinski-King)
- Approved the 2017-18 Agreement for CLIMB Theater Services. (Wetzel-Gliszinski)
- Approved a County issued credit card request for Tyler Luethje. (Gliszinski-King)
- Approved a one year farm lease request for Ney Park property to David Woesthoff and lowered the amount from \$250 per acre to \$230. (Wetzel-King)
- Approved an amended Immtrack Joint Powers Agreement. (King-Gliszinski)
- Approved an agreement with Thomas Allen for contracted case management services. (Wetzel-King)
- Approved Public Health to move forward with an EBFHV Grant. (King-Gliszinski)
- Approved a 2017 Public Health budget adjustment. (Wetzel-King)
- Approved an ISG Proposal for Lake Washington Regional Park Master Plan Update. (Wetzel-Gliszinski)
- The Board opened a CIP Public Hearing at 10:00 a.m. for the 2018 to 2022 Capital Improvement Bonds pursuant to Minnesota Statutes, Section 373.40. (Wetzel-King)
- Approved to close public comments and declared the public hearing to be closed. (King-Wetzel)
- Approved the Resolution Relating To Approval Of A Capital Improvement Plan And Issuance Of General Obligation Capital Improvement Plan Bonds, Series 2018B. (King-Gliszinski)
- Approved the Resolution Providing for the Sale of \$9,255,000 General Obligation Bonds, Series 2018B. (Wetzel-King)
- Approved the Resolution Authorizing the County to Enter into a Credit Enhancement Program Agreement with the Minnesota Public Facilities Authority. (King-Gliszinski)
- Approved the Resolution Providing for the Sale of \$4,950,000 General Obligation Jail Bonds, Series 2018A. (King-Gliszinski)
- Approved the 2018 Recycling Agreement with the City of Le Center. (Wetzel-King)
- Approved an Office 2016 license purchase in the amount of \$58,764. (King-Wetzel)
- Approved an AS400 upgrade in the amount of \$48,676.49. (King-Gliszinski)
- Approved the Highway Department 2017 Budget Change Requests. (Gliszinski-King)
- Approved the purchase of two tandem plow trucks. (King-Wetzel)
- Approved the final payments for 2017 Seal Coat Projects. (Gliszinski-King)
- Approved the final payments for the CSAH 7 Bridge Replacement. (Wetzel-King)
- Approved the purchase of parcel 18.410.2250 in the amount of \$2,000 for Rabbit Road repairs. (Wetzel-Gliszinski)
- Approved the 2017 Municipal Maintenance Agreements. (King-Gliszinski)
- Approved to promote Jose Aguillon in the IT Department. (King-Wetzel)
- Approved to post and advertise for an IT Help Desk Technician. (Gliszinski-King)
- Approved to reappoint Shayne Bender as the County Assessor. (Wetzel-King)
- Approved to promote Joshua Mankowski to Environmental, Planning and Zoning Administrator. (Gliszinski-Wetzel)
- Approved to post and advertise for a full time Environmental Resources Specialist. (King-Gliszinski)
- Approved to grant regular status to Caitlin Meyer in Human Services. (Wetzel-King)
- Approved the Findings and Order Adopting Redetermined Benefits for County Ditch 19. (Gliszinski-Wetzel)
- Approved the Findings and Order Adopting Redetermined Benefits for County Ditch 28. (Wetzel-King)
- Approved the Findings and Order Adopting Redetermined Benefits for County Ditch 42. (King-Gliszinski)

- Approved the Findings and Order Adopting Redetermined Benefits for County Ditch 52. (Gliszinski-Wetzel)
- Approved the Findings and Order Adopting Redetermined Benefits for County Ditch 69. (Wetzel-King)
- The following claims were approved for payment: (Wetzel-Gliszinski)

Warrant	#VendorName	Amount
47890	Advanced Correctional Healthcare Inc.	\$ 2,366.01
47892	Alternative Business Furniture	\$ 3,960.55
47897	Blue Water Science	\$ 3,900.00
47897	Bolton & Menk Inc.	\$ 28,893.50
47900	Braun Intertec Corp	\$ 13,174.50
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47999	Syntax Inc.	\$ 10,860.00
48004	Traxler Construction Inc.	\$ 4,791.45
48013	Wenck Associates, Inc.	\$ 2,086.79
48018	Wornson, Goggings, Zard	\$ 3,627.00
108	Claims paid less than \$2,000.00:	\$ 35,520.61
26	Claims paid more than \$2,000.00:	\$320,860.38
134	Total all claims paid:	\$356,380.99

- Adjourned until Tuesday, December 19, 2017 at 4:30 p.m. (King-Wetzel)

ATTEST: Le Sueur County Administrator, Le Sueur County Chairman