

Le Sueur County, MN

Tuesday, January 2, 2018 Board Meeting

Item 2

9:10 a.m. Agenda and Consent Agenda (5 min)

RE: December 19, 2017 Minutes and Summary Minutes

Staff Contact:

Minutes of Le Sueur County Board of Commissioners Meeting December 19, 2017

The Le Sueur County Board of Commissioners met in regular session on Tuesday, December 19, 2017 at 4:30 p.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlfing, Lance Wetzel, John King and Dave Gliszinski. Also present were Darrell Pettis and Brent Christian. Joe Connolly was excused.

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

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

• Approved the December 12, 2017 County Board Minutes and Summary Minutes

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

Presentation of retirement plaque to Kathy Brockway, full time Environmental, Planning and Zoning Administrator in the Environmental, Planning and Zoning Department. Kathy will retire on December 29, 2017 after 38 years of service.

Presentation of retirement plaque to Linda Fischenich, full time Social Services Supervisor in Human Services. Linda will retire on December 29, 2017 after 30 years of service.

Presentation of retirement plaque to Kathy Siebsen, full time Community Support Technician in Human Services. Kathy will retire on December 21, 2017 after 24 years of service.

Presentation of retirement certificate to Rose Tousley, full time Community Service Aide – Interpreter in Human Services. Rose will retire on December 29, 2017 after 15 years of service.

On motion by King, seconded by Gliszinski and unanimously approved with Wetzel abstaining, the Board approved a personal leave to Angie LaVoi, full time Administrative Assistant V in the Recorder's Office, effective December 18, 2017.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved a vacation donation request from county employee 1567 to receive donated vacation/comp time from any county employee.

Kathy Brockway, Planning & Zoning Director appeared before the Board with two items for approval.

On motion by Gliszinski, seconded by Wetzel and unanimously approved via roll call 4-0 with Connolly absent, the Board approved a Conditional Use Permit to Pine Creek Kennels, LLC, Montgomery, MN, (Applicant); Jake Kline, Montgomery, MN, (Owner) to allow the applicant to expand an existing dog kennel to include training, boarding, and breeding in an Agriculture "A" District. Property is located in the SW 1/4 NE 1/4, Section 32, Lanesburgh Township. The application was approved with the following conditions and findings are on file at the Planning and Zoning Office:

- When the tank is installed, it be tested for water-tightness and not be installed at a depth greater than allowed by the manufacturer.
- The land application of the dog waste onto property owned by Mr. Gilbert Kline does not create or maintain a pollution hazard (maintain setbacks to sensitive features during land application and apply at agronomic rates). Per the 2010 CUP application, the waste is allowed to be land applied on Mr. Gilbert Kline's property through a signed, written agreement.
- If the dog waste is not land applied, a written statement as to where the dog waste will be disposed of and service agreement shall be on file with the Planning and Zoning Department.
 - If it will be disposed of at a city's wastewater treatment plant, approval from the wastewater treatment plant's operator shall be on file with the Planning and Zoning Department

On motion by Wetzel, seconded by King and unanimously approved via roll call 4-0 with Connolly absent, the Board approved a Conditional Use Permit to Summer Breeze Resort, Cleveland, MN, (APPLICANT); Scott Hass, Cleveland, MN, (Owner) to expand an existing campground (Commercial Planned Unit Development) in a Recreational Commercial "RC" District, on a Recreational Development "RD" lake, Lake Jefferson. Property is located in the SE 1/4, Section 31, Cordova Township. The application was approved and findings are on file at the Planning and Zoning Office.

Roy McIntyre with the City of Waterville appeared before the Board with a request for a Paquin Street temporary road closure.

After discussion, the Board directed Roy to draft and present a resolution at a future Board Meeting.

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 King, seconded by Wetzel and unanimously approved, the Board approved to accept the CY2018 Child Welfare/Juvenile Justice Screening Grant.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the 2018 Aging Services Contract.

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

Financial: \$43,482.72

Soc Services: \$145,178.95

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 King, seconded by Wetzel 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.

Pam Simonette, Auditor - Treasurer appeared before the Board with one item for approval.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved a County issued credit card request for Kim Fillmore.

Brett Mason, Sheriff appeared before the Board with two items for approval.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved an Agreement for Law Enforcement Services with the City of Elysian and an Agreement for Law Enforcement Services with the City of Kasota.

On motion by King, seconded by Wetzel and unanimously approved, at 5:50 p.m. the Board convened the Public Hearing to take testimony on the proposed 2018 Fee Changes. There were no public comments.

On motion by King, seconded by Gliszinski and unanimously approved, the Board declared the Public Hearing closed at 5:53 p.m.

On motion by King, seconded by Wetzel and unanimously approved, the Board approved the following 2018 Fee Changes:

Dept	Fee	Current 2017	Proposed 2018 Fees
		Fees	
Elections	For Non-Mail Ballot Precincts		
	1-50 Registered Voters	new	\$100.00/yearly
	51-500 Registered Voters	new	\$600.00/yearly
	501-1000 Registered Voters	new	\$900.00 /yearly
	1001 and up Registered Voters	new	\$1,200.00/yearly
	Mail Ballot Precincts		
	Reimburse Le Sueur County for	new	postage cost
	postage cost of mailing ballots		
Parks	Damage/Clean Up Deposit for	new	\$75.00
	Richter Woods Barn Rental		
Public	Food & Beverage Service		

Health	Establishment Fees		
	Base Fee, then add category below	\$150.00	\$165.00
	Category 1	\$60.00	\$110.00
	Category 2	\$120.00	\$245.00
	Category 3	\$310.00	\$385.00
	Large Establishment	\$540.00	delete
	Additional Food Service	\$150.00	\$175.00
	HACCP Verification	new	\$175.00
	Beer or wine table service	\$60.00	delete
	Alcohol Service from bar	\$165.00	delete
	Lodging Fees		
	Base Fee	new	\$165.00
	Number of Units x	\$10.00	\$11.00
	*Max	\$1,000.00	\$1,100.00
	Temporary Food Fees	,	,
	Special Event (No Base Fee)	\$50.00	\$55.00
	Food Cart	new	\$85.00
	Mobile Food Unit	\$60.00	\$85.00
	Seasonal Temporary Food Stand	\$60.00	\$85.00
	Seasonal Permanent Food Stand	\$60.00	\$85.00
	MHP Fees		
	Base Fee	\$150.00	\$165.00
	*Plus number of sites x	\$4.00	\$5.00
	RCA Fees		
	Base Fee per number of sites		
	24 sites or less	\$50.00	\$55.00
	25-99 sites	\$212.00	\$230.00
	100 or more sites	\$300.00	\$330.00
	*Plus number of sites x	\$4.00	\$5.00
	Pools		
	Base Fee	\$150.00	\$165.00
	Public Swimming Pool	\$325.00	\$355.00
	Additional Pool (each)	\$175.00	\$200.00
	Spa Pool	\$175.00	\$200.00
	Additional Spa (each)	\$100.00	\$110.00
	Schools		
	Base Fee	\$150.00	\$165.00
	Category 2	\$310.00	\$245.00
	Additional Inspections	\$360.00	\$250.00
	Additional Food Service	\$150.00	delete
	Concession Stand	\$60.00	\$0 or TBD

	Late Fees		
	Special Event RCA	new	\$360.00
	New Construction		
	Food		
	Category 1	\$275.00	\$400.00
	Category 2	\$400.00	\$450.00
	Category 3	\$450.00	\$500.00
	Additional Food	\$500.00	\$250.00
	Transient Food Service: Additional	\$150.00	delete
	Fees		
	Food Cart	new	\$250.00
	Mobile Food Unit	new	\$350.00
	НАССР	new	\$500.00
	Alcohol		
	Mobile food unit	\$350.00	delete
	Beer or wine table service	\$150.00	delete
	Alcohol Service from bar	\$250.00	delete
	Youth Camp		
	Up to 99 Campers	new	\$375.00
	100-199 Campers	new	\$400.00
	200 or more	new	\$500.00
	Remodel		
	Food		
	Category 1	\$250.00	\$300.00
	Category 2	\$300.00	\$350.00
	Category 3	\$350.00	\$400.00
	Large Food Establishment	\$400.00	delete
	Additional Food Service	\$150.00	\$250.00
	Alcohol		
	Beer or wine table service	\$150.00	delete
	Alcohol Service from bar	\$250.00	delete
	Youth Camps		
	Up to 99 Campers	new	\$250.00
	100-199 Campers	new	\$300.00
	200 or more	new	\$450.00
Environ	911 Addressing Fees		
Services			
	Creation and Installation of Address	\$100.00	Individual Components
	Trip Charge		\$60.00
	Sign Post		\$20.00
	Sign Blade & Bolts		\$15.00
	Sign Stickers		\$5.00

On motion by Wetzel, seconded by King and unanimously approved, the Board opened the Public Hearing at 6:00 p.m. to take testimony on the proposed 2018 County Levy and the 2018 County Budget.

County staff present included: Auditor / Treasurer Pam Simonette, Human Services Director Sue Rynda, Public Health Director Cindy Shaughnessy, Finance Director / Elections Administrator Carol Blaschko, Highway Engineer Dave Tiegs, County Administrator Darrell Pettis and Assessor Shayne Bender.

Darrell Pettis, County Administrator gave an informational overview of the proposed 2018 County Levy and Budget.

With no public comments, on motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board declared the Public Hearing closed at 6:15 p.m.

On motion by King, seconded by Gliszinski and unanimously approved, the Board adopted the following 2018 Final Levy:

Fund	Taxes	Program Aid	Total
Revenue	9,583,417	565,361	9,018,056
Road & Bridge	3,050,590	565,360	2,485,230
SS & PA	2,552,256		2,552,256
PA & GA	1,022,173		1,022,173
Fair	35,000		35,000
Building	428,601		428,601
Extension Services	205,531		205,531
Park	241,772		241,772
Bonded Indebtedness	3,107,169		3,107,169
Victim Witness	18,420		18,420
Env Services – P & Z	188,747		188,747
Env Services – Water Plan	24,928		24,928
Env Services – ISTS	51,490		51,490
TOTAL	20,510,094	1,130,721	19,379,373

2018 FINAL LEVY	\$ 19,379,373
2017 FINAL LEVY	\$ 17,943,864
INCREASE IN LEVY	\$ 1,435,509
INCREASE OF	8%

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

FINAL 2018 RECAP OF EXPENDITURES LE SUEUR COUNTY					
FUND	TAXES	OTHER REVENUES	USE OF FUND BALANCE	TOTAL	
REVENUE	9,583,417	4,485,320	57,000	14,125,737	
ROAD & BRIDGE	3,050,590	22,732,196		25,782,786	
SS & PA	2,552,256	2,374,327		4,926,583	
PA & GA	1,022,173	1,508,250		2,530,423	
FAIR (600)	35,000			35,000	
BUILDING (111)	428,601		581,399	1,010,000	
EXT SERVICES (601)	205,531	3,775		209,306	
PARK (525)	241,772	62,964		304,736	
GERMAN/JEFFERSON(129)	0	20,000	3,500	23,500	
BONDED INDEBT	3,107,169	4,000	-831,146	2,280,023	
VICTIM WITNESS	18,420	80,200		98,620	
ENVIRONMENTAL SERVICES	265,165	4,846,348	428,908	5,540,421	
DRUG TASK FORCE	0	43,000	-20,238	22,762	
TOTAL	20,510,094	36,160,380	219,423	56,889,897	

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

On motion by King seconded by Wetzel and unanimously approved, the Board adopted the following resolution setting the 2018 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 54.5 cents per mile and 2 cents per mile additional for those Water Patrol Officers while pulling a water patrol boat for the year 2018.

On motion by King, seconded by Gliszinski and unanimously approved, the Board adopted the 2018 Per Diem Rate:

BE IT RESOLVED: That the Le Sueur County Board of Commissioners hereby sets the 2018 Per Diem at \$75.00 per half day and \$100.00 per full day, effective January 1, 2018 for all per diems.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board set the 2018 Per Diem Eligible Committees as follows:

2018 PER DIEM ELIGIBLE COMMITTEES

Personnel Policy Committee, Scenic Byway Alliance, Family Services Collaborative, Labor Management, Historical Society, Fair Board, PIC, Law Library, Airport Commissions, Extension, MVCOG, Le Sueur/Waseca Regional Library, Road & Bridge, Transportation Alliance, Annual Township Meeting, 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, Nev Foundation, Parks, Le Sueur - Scott Joint Drainage Authorities, Le Sueur - Rice Joint Drainage Authorities, Le Sueur - Blue Earth Joint Drainage Authorities, 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, Veterans Services Drivers, West Jefferson Sewer District, TRUE Transit, Human Resources Committee, 1 Watershed 1 Plan, South Central Transit JPA and any other newly created committees recognized by the County Board in the year 2018.

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

BE IT RESOLVED: that all members of the County Board, the Human Services Director, the County Administrator, and the VSO are hereby designated as Association of Minnesota Counties Delegates for Le Sueur County in 2018.

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 2018, 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 King and unanimously approved, the Board established the 2018 annual base salary of the Le Sueur County Board of Commissioners to be \$29,512.37 plus cafeteria benefits as negotiated by the Union Contracts.

On motion by Wetzel, seconded by King and approved, the Board adopted the following resolution setting the 2018 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 2018.

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 2018.

Board Member Committee Reports:

- Commissioner Gliszinski attended a Justice Center progress meeting.
- Commissioner King attended a Le Sueur City Council meeting.
- Commissioner Wetzel attended a MN Valley Coalition of Governments meeting, P&Z meeting and a South Central EMS meeting.
- Commissioner Rohlfing attended a Region 9 meeting.

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

Warrant #	Vendor Name	Amount
48063	APG Media of Southern MN LLC	\$ 2,078.40
48071	Bolton & Menk Inc.	\$ 23,598.50
48073	Braun Intertec Corp	\$ 2,080.25
48077	Christian, Keogh, Moran & King	\$ 3,693.61
48082	Department of Corrections	\$ 15,970.35
48092	Genesis	\$ 29,522.87
48102	Herness Construction Co. LLC	\$ 2,700.00
48106	I & S Group Inc.	\$ 34,842.00
48122	Le Sueur County Soil & Water	\$ 32,712.23
48127	MN Dept of Transportation	\$ 3,319.06
48131	Anthony Nerud	\$ 2,441.25
48138	Regents of the University of MN	\$ 28,921.26
48139	Ronald Ringquist	\$ 3,119.66
48140	Rinke-Noonan Law Firm	\$ 3,717.00
48141	Robinson Appraisal & Associates Inc.	\$ 14,550.00
48144	Selly Excavating Inc.	\$ 23,847.50
48147	SK Trucking & Excavating	\$ 10,786.95
48148	S.M.C. Co. Inc.	\$ 10,199.03
48154	Thomson Reuters	\$ 2,061.24
48157	Tire Associates Inc.	\$ 2,658.36
48159	Traxler Construction Inc.	\$ 5,666.58
48166	Valley Asphalt Products Inc.	\$ 7,096.60

48169	Wenck Associates Inc.	\$ 8,110.42
48174	Ziegler Inc.	\$ 2,063.40
48175	Zimmerman Tiling & Excavating LLC	\$ 53,240.00
-	ess than \$2,000.00: nore than \$2,000.00:	\$ 30,159.62 \$328,996.52
113 Total all clain		\$359,156.14

On motion by King, seconded by Wetzel and unanimously approved, the Board adjourned until Tuesday, January 2, 2018 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 19, 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 <u>www.co.le-sueur.mn.us</u>.

•Approved the agenda. (Wetzel-King)

•Approved the consent agenda. (Gliszinski-King)

•Approved a personal leave to Angie LaVoi in the Recorder's Office. (King-Gliszinski)

•Approved a vacation donation request from county employee 1567. (Gliszinski-King)

•Approved a Conditional Use Permit to Pine Creek Kennels, LLC, Montgomery, MN, (Applicant); Jake Kline, Montgomery, MN, (Owner). The application was approved with conditions and findings are on file at the Planning and Zoning Office. (Gliszinski-Wetzel)

•Approved a Conditional Use Permit to Summer Breeze Resort, Cleveland, MN, (APPLICANT); Scott Hass, Cleveland, MN, (Owner) and findings are on file at the Planning and Zoning Office. (Wetzel-King)

•Approved to accept the CY2018 Child Welfare/Juvenile Justice Screening Grant. (King-Wetzel)

•Approved the 2018 Aging Services Contract. (Gliszinski-King)

•Approved Human Services claims: Financial \$ 43,482.72 and SocServices \$145,178.95 (Gliszinski-Wetzel)

Authorized Le Sueur County Snow Trails to use the Ney Environmental Center Road. (King-Wetzel)
Approved a County issued credit card request for Kim Fillmore. (Gliszinski-King)

•Approved an Agreement for Law Enforcement Services with the City of Elysian and the City of Kasota.

(Wetzel-King)

•Convened the Public Hearing to take testimony on the proposed 2018 Fee Changes. (King-Wetzel)

•Declared the Public Hearing closed. (King-Gliszinski)

•Approved the 2018 Fee Changes. (King-Wetzel)

•Opened the Public Hearing at 6:00 p.m. to take testimony on the proposed 2018 County Levy and the 2018 County Budget. (Wetzel-King)

•Declared the Public Hearing closed at 6:15 p.m. (Gliszinski-Wetzel)

•Adopted the following 2018 Final Levy: (King-Gliszinski)

Fund	Taxes	Program Aid	Total
Revenue	9,583,417	565,361	9,018,056
Road & Bridge	3,050,590	565,360	2,485,230
SS & PA	2,552,256		2,552,256
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Env Services – ISTS	51,490		51,490
TOTAL	20,510,094	1,130,721	19,379,373

2018 Final Levy \$ 19,379,373

2017 Final Levy\$ 17,943,864Increase In Levy\$ 1,435,509Increase Of8%•Adopted the following 2017 Expenditures: (Wetzel-Gliszinski)

FINAL 2018 RECAP OF EXPENDITURES LE SUEUR COUNTY						
			USE OF			
FUND	TAXES	OTHER REVENUES	FUND BALANCE	TOTAL		
REVENUE	9,583,417	4,485,320	57,000	14,125,737		
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ENVIRONMENTAL SERVICES	265,165	4,846,348	428,908	5,540,421		
DRUG TASK FORCE	0	43,000	-20,238	22,762		
TOTAL	20,510,094	36,160,380	219,423	56,889,897		

•Adopted a resolution setting the 2018 mileage reimbursement rate for Le Sueur County Employees to be 54.5 cents per mile and 2 cents per mile additional for those Water Patrol Officers while pulling a water patrol boat. (King-Wetzel)

•Approved the 2018 Per Diem Rate at \$75.00 per half day and \$100.00 per full day for all per diems. (King-Gliszinski)

•Approved the 2018 Per Diem Eligible Committees. (Wetzel-Gliszinski)

•Approved that all members of the County Board, the Human Services Director, the County Administrator, and the VSO are designated as Association of Minnesota Counties Delegates for Le Sueur County in 2018 and all officials and their delegates are authorized to attend all meetings called by their respective associations and that all out-of-state meetings must be requested in person by the Department Head before the County Board. (King-Wetzel)

•Approved the 2018 annual base salary of the Le Sueur County Board of Commissioners to be \$29,512.37 plus cafeteria benefits as negotiated by the Union Contracts. (Gliszinski-King)

•Approved to set the 2018 Le Sueur County hours of operation. (Wetzel-King)

•Claims were approved for payment: (Wetzel-Gliszinski)

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48174	Ziegler Inc.	\$ 2,063.40
48175	Zimmerman Tiling & Excavating LLC	\$ 53,240.00
88 Claims pai	d less than \$2,000.00:	\$ 30,159.62
25 Claims pai	d more than \$2,000.00:	\$328,996.52
113 Total all cl		\$359,156.14
 Adjourned unt 	til Tuesday, January 2, 2018 at 9:00 a.m.	(King-Wetzel)

•Adjourned until Tuesday, January 2, 2018 at 9:00 a.m. (King-Wetzel) ATTEST: Le Sueur County Administrator Le Sueur County Chairman