



Le Sueur County, MN

Tuesday, January 8, 2019

Board Meeting

Item 2

9:30 a.m. Agenda and Consent Agenda (5 min)

RE: December 18, 2018 Minutes and Summary Minutes

RE: December 2018 Transfers

Staff Contact:

Minutes of Le Sueur County Board of Commissioners Meeting December 18, 2018

The Le Sueur County Board of Commissioners met in regular session on Tuesday, December 18, 2018 at 4:30 p.m. in the Courthouse at Le Center, Minnesota. Those members present were Lance Wetzel, John King, Dave Gliszinski and Steve Rohlfling. Also present were Darrell Pettis and Brent Christian. Joe Connolly was excused.

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

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

- Approved the December 11, 2018 County Board Minutes and Summary Minutes
- Approved a gambling application for Blue Earth County Chapter of Minnesota Pheasants, Inc.

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 Rohlfling and unanimously approved, the Board approved and authorized the Board Chair to sign an AMH-CSP State Grant Contract CY 2019-20.

On motion by Rohlfling, seconded by Gliszinski and unanimously approved, the Board approved the 2019 Clubhouse Lease between Le Sueur County Soil & Water Conservation District and Le Sueur County.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved to accept a Child Welfare/Juvenile Justice Screening Grant in the amount of \$41,324.

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

Financial:	\$ 21,478.52
Soc Services:	\$ 122,633.23

Jeff Neisen appeared before the Board with several items for approval.

On motion by Rohlfling, seconded by Gliszinski and unanimously approved, the Board approved a SAN purchase from Marco in the amount of \$99,621.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved a DataCenter purchase from SHI in the amount of \$8,034.

On motion by King, seconded by Rohlfling and unanimously approved, the Board approved a VMWare purchase from SHI in the amount of \$4,848.

On motion by Gliszinski, seconded by Rohlffing and unanimously approved, the Board approved VeeamBackup purchase from SHI in the amount of \$17,044.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the purchase of 50 Mitel phones in the amount of \$12,865 and phone licenses in the amount of \$5,425 from Marco.

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

On motion by Rohlffing, seconded by King and unanimously approved, the Board approved to grant regular status to Leslie Heilman, Agency Social Worker in Human Services, effective December 18, 2018.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved to accept the resignation from Ryan Schaefer, part time Correctional Officer/Dispatcher in the Sheriff's Office, effective December 13, 2018.

On motion by Rohlffing, seconded by Gliszinski and unanimously approved, the Board approved to grant a personal leave request from employee 1927, effective December 13, 2018 to March 26, 2019.

On motion by King, seconded by Rohlffing and unanimously approved, the Board approved to promote Jose Aguillon, full time Help Desk Supervisor in the Information Technology Department, Grade 9, Step 6 at \$26.04 per hour to a full time Network Administrator in the Information Technology Department, Grade 10, Step 8 at \$29.57 per hour, effective December 24, 2018.

On motion by Gliszinski, seconded by Rohlffing and unanimously approved, the Board approved to post and advertise for a full time Help Desk Supervisor in the Information Technology Department, Grade 9, Step 4 at \$24.25 per hour.

Amy Beatty, Environmental Programs Specialist appeared before the Board with one item for approval.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved and authorized the Board Chair to sign a Household Hazardous Waste Inter-County Agreement between Scott County and Le Sueur County for 2019.

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

On behalf of Chuck Retka, Administrator Pettis requested authorization for Le Sueur County Snow Trails to use the township road in Ney Park for a snowmobile trail.

On motion by King, seconded by Gliszinski and unanimously approved, the Board authorized Le Sueur County Snow Trails to use the Ney Environmental Center Road for 2019 with a speed limit of 20 miles per hour. The Snow Trails group shall erect all proper signage.

On motion by Rohlffing, seconded by King and unanimously approved, the Board approved the final project payment for SAP 040-603-027 and SAP 040-614-011.

On motion by King, seconded by Rohlffing and unanimously approved, the Board approved and authorized the Board Chair to sign an Engineering Service Contract Agreement with Finley Engineering for a broadband feasibility study, and to apply for a Blandin Grant to support the implementation of the feasibility study.

On motion by King, seconded by Rohlffing and unanimously approved, the Board approved to amend their previous approval to direct the County Attorney to review the Finley Engineering contract prior to final approval. After review, the County Attorney had no concerns and the contract was approved.

On motion by Rohlffing, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Board Chair and County Administrator to sign a Hazard Mitigation Assistance Agreement for Counties utilizing HSEM Plan Update Consultant.

On motion by Gliszinski, seconded by King and approved, the Board adopted the following resolution setting the 2019 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 58 cents per mile and 2 cents per mile additional for those Water Patrol Officers while pulling a water patrol boat for the year 2019.

On motion by Rohlffing, seconded by King and approved, the Board adopted the 2019 Per Diem Rate:

BE IT RESOLVED: That the Le Sueur County Board of Commissioners hereby sets the 2019 Per Diem at \$75.00 per half day and \$100.00 per full day, effective January 1, 2019 for all per diems.

On motion by King, seconded by Gliszinski and approved, the Board set the 2019 Per Diem Eligible Committees as follows:

2019 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, MVCOC, 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, Ney 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., 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, Parks Board and any other newly created committees recognized by the County Board in the year 2019.

On motion by King, seconded by Rohlffing and 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 2019.

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 2019, 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 Rohlffing, seconded by Gliszinski and approved, the Board established the 2019 annual base salary of the Le Sueur County Board of Commissioners to be \$30,250.18 plus cafeteria benefits as negotiated by the Union Contracts.

On motion by King, seconded by Rohlffing and approved, the Board adopted the following resolution setting the 2019 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 2019.

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 2019.

At 5:50 p.m. the Board Chair convened the public hearing on the proposed 2019 User Fee changes.

Darrell Pettis gave an overview of current and proposed user fees changes.

On motion by Rohlfling, seconded by King and unanimously approved, the Board approved to open public testimony on the proposed 2019 User Fee Changes.

On motion by King, seconded by Gliszinski and unanimously approved, the Board declared the Public Hearing closed at 5:53 p.m. after no public comments.

On motion by King, seconded by Rohlfling and unanimously approved, the Board approved to adopt the following 2019 Fee Changes:

Department	Fee	Proposed 2019
County Ag Inspector	Pesticide Exams	\$20.00 per exam session
Public Health	Skilled Nurse	170.00 per visit*
Public Health	Home Health Aide	\$58.00 per hour*
*sliding fee scale for clients w/o insurance or not eligible for grant/waiver		
Public Health	Therapy (PT, OT, ST Medicare only)	\$240.00 per visit
Public Health	Homemaker (Waiver/grant only)	\$27.00 per hour
Public Health	Influenza vaccine	\$40.00
Human Services	Electric Home Monitoring	Sliding fee based on income
Human Services	Supervised Visits	Sliding fee based on income
Human Services	Change from Urine Analysis Testing to Substance Use Analysis Testing	Sliding fee based on income
Human Services	Childcare Background Study	Delete Fee
Recorder	Mail Fee	\$15.00
Environmental Services	Ordinance Amendment	\$2,000.00
Environmental Services	Septic- Type V (Existing)	\$400.00

Proposed 2019 Rate Schedule - Le Sueur County Solid Waste Fees	
Commercial Property	Per Unit
Value \$0-\$500,000	3
Value \$500,001-\$1,000,000	5
Value \$1,000,001, and over	10
Apartments (per unit)	1
Schools	5
Government	0.5
Hospitals	28
Nursing Home (per room)	0.5

Churches and Halls	0.5
Dwellings - residential and seasonal recreational	1
Mobile Home Park (per site)	1
Resort and Campgrounds (per entity)	4

On motion by Gliszinski, seconded by King and unanimously approved, the Board opened the Public Hearing at 6:00 p.m. to take testimony on the proposed 2019 County Levy and the 2019 County Budget.

County staff present included: Pam Simonette, Carol Blaschko, Cindy Shaughnessy, Sue Rynda, Shayne Bender and Brett Mason.

Darrell Pettis, County Administrator gave an informational overview of the proposed 2019 County Levy and Budget.

With one public comment from Clark Meyer, on motion by Rohlfing, seconded by King and unanimously approved, the Board declared the Public Hearing closed at 6:34 p.m.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board adopted the following 2019 Final Levy:

2019 FINAL LEVY

<u>FUND</u>	<u>TAXES</u>	<u>PROGRAM AID</u>	<u>TOTAL</u>
Revenue	10,362,736	571,455	9,791,281
Road & Bridge	3,189,350	571,455	2,617,895
SS & PA	2,482,629		2,482,629
PA & GA	1,091,800		1,091,800
Fair	35,000		35,000
Building	210,000		210,000
Extension Services	213,824		213,824
Park	249,634		249,634
Bonded Indebtedness	3,676,339		3,676,339
Victim Witness	23,619		23,619
Env Services – P & Z	239,142		239,142
Env Services – Water Plan	19,760		19,760
Env Services – ISTS	65,627		65,627
TOTAL	21,859,460	1,142,910	20,716,550

2019 FINAL LEVY	\$ 20,716,550
2018 FINAL LEVY	\$ 19,379,373
INCREASE IN LEVY	\$ 1,337,177

INCREASE OF

6.9%

On motion by King, seconded by Rohlfig and unanimously approved, the Board adopted the following 2019 Expenditures:

PROPOSED 2019 RECAP OF EXPENDITURES LE SUEUR COUNTY				
			USE OF	
FUND	TAXES	OTHER REVENUES	FUND BALANCE	TOTAL
REVENUE	10,323,536	4,721,596	891,500	15,936,632
ROAD & BRIDGE	3,339,428	25,449,055		28,788,483
SS & PA	2,482,629	2,630,519		5,113,148
PA & GA	1,091,800	1,612,250		2,704,050
FAIR (600)	35,000	0		35,000
BUILDING (111)	210,000	0		210,000
EXT SERVICES (601)	213,824	3,560		217,384
PARK (525)	249,634	62,763		312,397
BONDED INDEBT	3,676,339	44,000	-739,077	2,981,262
VICTIM WITNESS	23,619	80,200		103,819
ENVIRONMENTAL SERVICES	324,529	5,649,247	429,547	6,403,323
DRUG TASK FORCE	0	43,000	-20,238	22,762
CAP IMPROVEMENT	0	10,000,000	833,430	10,833,430
TOTAL	21,970,338	50,296,190	1,395,162	73,661,690

Commissioner Committee Reports:

Commissioner Rohlfig attended a Region Nine Board meeting and a Tri-County Solid Waste meeting.

Commissioner Gliszinski attended a Justice Center progress meeting.

Commissioner King attended a Tri-County Solid Waste meeting, Justice Center progress meeting and a Broadband Committee meeting.

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

Warrant #	Vendor Name	Amount
52611	APG Media of Southern MN LLC	\$ 2,446.50
52613	Bauer Built	\$ 4,715.50
52619	Bolton & Menk Inc.	\$ 20,095.00
52622	Braun Intertec Corp.	\$ 4,390.00
52625	Cargill Inc.	\$ 6,781.26
52627	Christian, Keogh, Moran & King	\$ 2,517.83
52634	Jenni Figueroa	\$ 3,600.00
52652	ITSavvy LLC	\$ 5,468.00
52660	M.B. McGee P.A.	\$ 3,750.00
52667	Minn St. Admin ITG Telecom	\$ 5,140.00
52671	Anthony Nerud	\$ 2,771.25
52674	Norchem Drug Testing	\$ 2,534.75
52684	Regents of the University of MN	\$ 29,644.38
52691	Selly Excavating Inc.	\$ 9,998.75
52694	SHI Int'l Corp.	\$ 3,130.00
52701	Summit	\$ 8,049.03
52705	Thomson Reuters	\$ 2,205.56
52710	Traxler Construction Inc.	\$ 3,262.97
52716	William F. Wagner PH.D	\$ 4,000.00
98	Claims paid less than \$2,000.00:	\$ 28,335.68
19	Claims paid more than \$2,000.00:	\$124,500.78
117	Total all claims paid:	\$152,836.46

On motion by King, seconded by Rohlfing and unanimously approved, the Board adjourned until Tuesday, January 8, 2019 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 18, 2018

- 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. (Gliszinski-King)
- Approved the consent agenda. (King-Rohlfing)
- Approved an AMH-CSP State Grant Contract CY 2019-20. (King-Rohlfing)
- Approved the 2019 Clubhouse Lease between Le Sueur County SWCD and Le Sueur County. (Rohlfing-Gliszinski)
- Approved to accept a Child Welfare/Juvenile Justice Screening Grant in the amount of \$41,324. (King-Gliszinski)
- Approved the Human Services claims: Financial \$ 21,478.52 and Soc Services \$ 122,633.23
- Approved a SAN purchase from Marco in the amount of \$99,621. (Rohlfing-Gliszinski)
- Approved a DataCenter purchase from SHI in the amount of \$8,034. (Gliszinski-King)
- Approved a VMWare purchase from SHI in the amount of \$4,848. (King-Rohlfing)
- Approved a VeeamBackup purchase from SHI in the amount of \$17,044. (Gliszinski-Rohlfing)
- Approved the purchase of 50 Mitel phones in the amount of \$12,865 and phone licenses in the amount of \$5,425 from Marco. (Gliszinski-King)
- Approved regular status to Leslie Heilman in Human Services. (Rohlfing-King)
- Approved the resignation from Ryan Schaefer in the Sheriff's Office. (King-Gliszinski)
- Approved a personal leave request from employee 1927. (Rohlfing-Gliszinski)
- Approved to promote Jose Aguillon to a full time Network Administrator in the Information Technology Department. (King-Rohlfing)
- Approved to post and advertise for a full time Help Desk Supervisor in the Information Technology Department. (Gliszinski-Rohlfing)
- Approved a Household Hazardous Waste Inter-County Agreement between Scott County and Le Sueur County for 2019. (Gliszinski-King)
- Approved Le Sueur County Snow Trails to use the Ney Environmental Center Road for 2019 (King-Gliszinski)
- Approved the final project payment for SAP 040-603-027 and SAP 040-614-011. (Rohlfing-King)
- Approved an Engineering Service Contract Agreement with Finley Engineering and application for a Blandin Grant for a broadband feasibility study. (King-Rohlfing)
- Approved to amend their previous approval to direct the County Attorney to review the Finley Engineering contract prior to final approval. After review, the County Attorney had no concerns and the contract was approved. (King-Rohlfing)
- Approved the Hazard Mitigation Assistance Agreement for Counties utilizing HSEM Plan Update. (Rohlfing-Gliszinski)
- Approved the mileage reimbursement for Le Sueur County Employees to be the Federal IRS mileage at 58 cents per mile and 2 cents per mile additional for those Water Patrol Officers while pulling a water patrol boat for the year 2019. (Gliszinski-King)
- Approved to set the 2019 Per Diem at \$75.00 per half day and \$100.00 per full day. (Rohlfing-King)
- Approved to set the 2019 Per Diem Eligible Committees. (King-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-Rohlfing)

- Approved the 2019 annual base salary of the Le Sueur County Board of Commissioners to be \$30,250.18 plus cafeteria benefits as negotiated by the Union Contracts. (Rohlfing-Gliszinski)
- Approved to set the 2018 Le Sueur County hours of operation. (King-Rohlfing)
- Approved to open public testimony on the proposed 2019 User Fee Changes. (Rohlfing-King)
- Declared the Public Hearing closed at 5:53 p.m. after no public comments. (King-Gliszinski)
- Approved to adopt the 2019 Fee Changes. (King-Rohlfing)
- Approved to open the Public Hearing on the proposed 2019 County Levy and Budget. (Gliszinski-King)
- Declared the 2019 County Levy and Budget Public Hearing closed. (Rohlfing-King)
- Adopted the following 2019 Final Levy: (Rohlfing-Gliszinski)

FUND	TAXES	PROGRAM AID	TOTAL
Revenue	10,362,736	571,455	9,791,281
Road & Bridge	3,189,350	571,455	2,617,895
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TOTAL	21,859,460	1,142,910	20,716,550

2019 FINAL LEVY \$ 20,716,550

2018 FINAL LEVY \$ 19,379,373

INCREASE IN LEVY \$ 1,337,177

INCREASE OF 6.9%

- Adopted the following 2019 Expenditures: (King-Rohlfing)

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98	Claims paid less than \$2,000.00:	\$ 28,335.68
19	Claims paid more than \$2,000.00:	\$124,500.78
117	Total all claims paid:	\$152,836.46

•Adjourned until Tuesday, January 8, 2019 at 9:00 a.m. (King-Rohlfing)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman

December 2018 Transfers

- #1721 Transfer 70.17 from Victim Witness to Road & Bridge
 (July – Nov Fuel)
- #1722 Transfer 1,596.80 from Human Services to Road & Bridge
 (July – Nov Fuel)
- #1723 Transfer 779.59 from Env Serv to Road & Bridge
 (July – Nov Fuel)
- #1724 Transfer 405.61 from Ditch to Road & Bridge
 (D#38 survey)
- #1725 Transfer 69,810.56 from Revenue to Road & Bridge
 (July – Nov Fuel: Assessor 1210.97; Emerg Manage
 207.78; Parks 38,744.99; Vets 912.87; Sheriff
 28,056.01; Administrator 377.42; Maint 300.52)
- #1726 Transfer 2,673.00 from Agency to Revenue
 (December Landshark)
- #1727 Transfer 43,984.25 from Env Serv to Revenue
 (2018 Adm fee – SW assessment)
- #1728 Transfer 27,842.10 from Human Services to Revenue
 (4th Qtr Rent)
- #1729 Transfer 18,500.00 from Agency to Revenue
 (2018 Gun Permit Wages)