

**LE SUEUR COUNTY BOARD OF COMMISSIONERS  
MEETING AGENDA  
August 19, 2014**

1. **9:00 am Agenda and Consent Agenda**  
RE: August 5, 2014 Minutes and Summary Minutes  
RE: Repair Request, Ditch # 35
  
2. **9:05 am Claims (10 minutes)**
  
3. **9:15 Human Services Board Agenda (1 hour)**
  
4. **10:15 am AIS Prevention Funding (10 minutes)**  
The State sent \$71,000 for Aquatic Invasive Species prevention work (477A.19).  
A resolution is required. The County Board will need to appoint AIS Advisory Committee members to assist with creating an AIS prevention plan. Per diem and mileage will be covered by funding. A list of names will be provided. A portion of the 2014 funds will be used to plan for implementation in 2015. Another recommendation by the state through webinar training was to have an AIS Vulnerability study done to prioritize the lakes to assist with creating an AIS Prevention Plan. A vulnerability assessment estimate has been obtained. 2014 Draft Budget will be attached and presented.
  
5. **10:25 am Kathy Brockway, PZ Administrator (5 minutes)**  
RFA- Schwartz CUP
  
6. **10:30 am Email virus software renewal (5 minutes)**
  
7. **10:35 am Human Resources (10 minutes)**
  
8. **10:45 am Tim Bengston - Zoning Ordinance (15 min)**
  
9. **11:00 am Darrell Pettis Administrator / Engineer**  
RE: 2015 MPCA Feedlot Performance Grant Agreement  
RE: Tyrone Twp Bridge Bid Opening

RE: German Jefferson Sewer District Proposal  
RE: Childhood Cancer Awareness Month Resolution  
RE: FEMA  
RE: Other  
RE: Old Waterville County Shop Leak Site Closure  
RE: Miscellaneous

10. **Budget Committee Workshop following the Regular Board Meeting**

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# Le Sueur County, MN

Tuesday, August 19, 2014

Board Meeting

## Item 1

### 9:00 am Agenda and Consent Agenda

*RE: August 5, 2014 Minutes and Summary Minutes*

*RE: Repair Request, Ditch # 35*

Staff Contact:

## Minutes of Le Sueur County Board of Commissioners Meeting August 5, 2014

The Le Sueur County Board of Commissioners met in regular session on Tuesday, August 5, 2014 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlfling, Lance Wetzel, Dave Gliszinski, John King and Joe Connolly. Also present were Darrell Pettis and Brent Christian.

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

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

- Approved the Minutes and Summary Minutes for the July 22, 2014 Regular Meeting
- Approved the Repair Request for CD #38
- Approved the Repair Request for CD #64
- Approved the Repair Request for CD #19
- Approved July 2014 Transfers:
  - #1587 Transfer 1,460.59 from Revenue to Road & Bridge
  - #1588 Transfer 103.69 from Human Services to Revenue
  - #1589 Transfer 278.49 from Env Services to Road & Bridge
  - #1590 Transfer 7,443.55 from Revenue to Road & Bridge
  - #1591 Transfer 1,482.27 from Human Services to Road & Bridge
  - #1592 Transfer 119.05 from Revenue to Agency
  - #1593 Transfer 2,092.31 from Human Services to Revenue
  - #1594 Transfer 2,868.00 from Agency to Revenue
  - #1595 Transfer 6,400.00 from Revenue to Env Serv
  - #1596 Transfer 8,566.00 from Revenue to Env Serv

Nick Landwer, Bolton and Menk Consultant Engineers presented the layout for the proposed Trunk Highway 169 and CSAH 28 R-CUT Intersection improvements. This project is scheduled for construction in 2015.

Cindy Westerhouse, Human Resources Director appeared before the Board.

On motion by King, seconded by Wetzel and unanimously approved, the Board accepted the resignation request from Lorene Jones, full time Deputy Auditor-Treasurer II, Motor Vehicle Specialist in the Auditor-Treasurer's Office, effective August 1, 2014.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board authorized to post and advertise for a full time Deputy Auditor-Treasurer II, Motor Vehicle Specialist in the Auditor-Treasurer's Office, as a Grade 6, Step 1 at \$16.74 per hour.

On motion by King, seconded by Wetzel and unanimously approved, the Board approved Kathy Rusch's request to participate in the PERA Phased Retirement Option Program and the Initial Agreement effective January 2, 2015.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board authorized to post and request the merit list for a full time Agency Social Worker, in Human Services, as a Grade 10, Step 1 at \$21.13 per hour.

On motion by Gliszinski, seconded by King and unanimously approved, the Board granted regular status to Kari Davis, full time Agency Social Worker in Human Services, effective July 27, 2014.

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board granted regular status to Julie Factor, full time Deputy Auditor-Treasurer II - Accounting Specialist in the Auditor-Treasurer's Office, effective July 27, 2014

On motion by King, seconded by Gliszinski and unanimously approved, the Board granted regular status to Jamie Kriha, full time Highway Maintenance Worker in the Highway Department, effective July 27, 2014.

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board granted regular status to Brett Mason, full time Chief Deputy Sheriff in the Sheriff's Office, effective August 1, 2014.

On motion by Gliszinski, seconded by King and unanimously approved, the Board accepted the retirement request of Kathy Riens, part time Home Health Aide in Public Health, effective August 29, 2014.

On motion by Wetzel, seconded by Connolly and unanimously approved, the Board authorized the hiring of Mindy Blaschko as a full time Administrative Assistant II - Legal Assistant, in the County Attorney's Office, as a Grade 4, Step 1 at \$14.90 per hour, effective August 18, 2013.

Darrell Pettis, Administrator / Engineer appeared before the Board with two items for their approval.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Chair to sign the Amended and Restated Joint Powers Agreement between the Minnesota Counties Computer Cooperative (MCCC) and Le Sueur County.

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board approved and authorized the Chair and Administrator to sign the 2014 Emergency Management Performance Grant (EMPG) in the amount of \$23,859.

Other items discussed included:

- Aurora Energy
- Tyrone Township bridge replacement.
- County Capital Improvement Plan and 2015 Bonding.
- Emergency work on Trunk Highway 19 in Ney Park.

Stacy Lienemann, Waseca - Le Sueur Regional Library Director presented the 2015 Annual Budget and Report to the Board.

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

Financial: \$26,485.67  
Soc Serv: \$49,736.69

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

Warrant #	Vendor Name	Amount
32550	American Engineering Testing Inc.	\$ 2,200.00
32553	Baker, Tilly, Virchow & Krause, LLP	\$ 3,156.00
32557	Bisek Interiors Inc.	\$ 5,895.00
32560	Bolton & Menk Inc.	\$ 48,185.20
32561	James Burg	\$ 2,200.00
32568	Crysteel Dist.Inc.	\$ 3,843.50
32573	Envirotech Services, Inc.	\$ 3,800.00
32579	Green Tech Recycling	\$ 7,702.30
32585	Information Systems Co.	\$ 4,457.00
32594	Le Sueur County Sheriff's Dept.	\$ 2,030.00
32597	Liberty Tire Recycling LLC	\$ 12,953.05
32598	M-R Sign Co. Inc.	\$ 2,500.74
32600	Mariska Enterprises	\$ 3,762.00
32604	Minn St Admin ITG Telecom	\$ 2,840.00
32606	MN Counties Computers Coop	\$ 2,654.11
32609	Mora Psychological Services, PLLC	\$ 2,750.00
32618	Pictometry International Corp.	\$ 24,291.08
32632	Selly Excavating Inc.	\$ 26,512.00
32640	Traxler Construction	\$ 4,929.68
32645	Veolia Environmental Services	\$ 5,090.87
85	Claims paid less than \$2,000.00:	\$ 25,175.93
20	Claims paid more than \$2,000.00:	\$171,752.53
105	Total all claims paid:	\$196,928.46

On motion by Connolly, seconded by King and unanimously approved, the Board adjourned until Tuesday, August 19, 2014 at 9:00 am.

ATTEST:

\_\_\_\_\_  
Le Sueur County Administrator

\_\_\_\_\_  
Le Sueur County Chairman

### **Summary Minutes of August 5, 2014 Le Sueur County Board of Commissioners Meeting**

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).

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- The Board approved the agenda for the business of the day. (Connolly-Wetzel)
- The Board approved the consent agenda: (King-Gliszinski)
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- The Board adjourned until Tuesday, August 19, 2014 at 9:00 am.

**ATTEST: Le Sueur County Administrator**

**Le Sueur County Chairman**





REPAIR REQUEST

We, the undersigned land owners, do hereby request the Le Sueur County Board Of Commissioners to clean out and repair Le Sueur County Ditch # 35 located in Montgomery Twp Sec 4 township(s).

Signed

Address & Phone No.

Roger F Ruhland 1-507-364-7789  
34926 PRAIRIE WOOD MONTGOMERY  
MINNESOTA

Date: 8-13-14

Description of problem: BALENTHER PIPE REPAIR

Clean silt out of waterway

Due to heavy rains.

Needs repair.

Roger Ruhland

8-14, 14



T=Tract Number	MT=Multiple Tract Number	HEL=Highly Erodible Land	MW=Minimal Effect Wetland (Exempt)
W=Wetland	CW=Converted Wetland	NHEL=Non-Highly Erodible	MWC, MWM, MWR=See SWCD
FW=Farmed Wetland	NA=Non-Agricultural	PC=Prior Converted Wetland	NC=Non-cropland
NW=Non-Wetland	AW=Artificial Wetland	ECW=Exempt (Commenced) CW	NI=Non-inventoried
COUNTY <b>LE SUEUR</b>	NOT TO SCALE	REPRODUCED 2001	CROP YEAR 2001
			PHOTO NO <b>H15-L</b>





## Future Meetings 2014

August 14, 2014	P&Z Meeting, 7:00pm, Environmental Services Bldg.
August 18, 2014	Budget Meeting with Departments, 9am-4pm
August 19, 2014	Board Meeting, 9am
August 19, 2014	Budget Meeting with Departments, 11am
August 21, 2014	Board of Adjustment Meeting, 3:00pm, Environmental Services Bldg.
August 26, 2014	No Board Meeting
September 1, 2014	Offices closed for Labor Day
September 2, 2014	Board Meeting, 9am
September 9, 2014	No Board Meeting
September 11, 2014	P & Z Meeting, 7:00 pm, Environmental Services Bldg.
September 16, 2014	Board Meeting, 9am
September 18, 2014	Board of Adjustment Variance Meeting, 3:00pm Environmental Services Bldg.
September 23, 2014	Board Meeting, 9am
September 30, 2014	No Board Meeting
October 7, 2014	Board Meeting, 9am
October 14, 2014	No Board Meeting
October 21, 2014	Board Meeting, 9am
October 28, 2014	Board Meeting, 9am
November 11, 2015	Offices closed for Veteran's Day
November 18, 2014	Le-Sueur-Waseca Community Health Board Meeting, 1:30pm - Waterville

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# Le Sueur County, MN

Tuesday, August 19, 2014

Board Meeting

## Item 2

**9:05 am Claims (10 minutes)**

Staff Contact:

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# Le Sueur County, MN

Tuesday, August 19, 2014

Board Meeting

## Item 3

**9:15 Human Services Board Agenda (1 hour)**

Staff Contact: Sue Rynda



# Department of Human Services

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057-1646  
507-357-2251 • FAX 507-357-6122

## Human Services Board Agenda August 19th, 2014

### 100- PRESENTATIONS:

110: Child Support Awareness Month - Governor Dayton Proclamation

### 200- INFORMATIONAL ITEMS:

- 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 - Estate Recovery Policy
- 320 - U Care Minnesota County Participation Agreement and Targeted Case Management Addendum
- 330 - Commissioner's Warrants

**Le Sueur County Human Services  
Local Policy Manual**

## **Policy Statement**

**TITLE:** Estate Recovery Policy

**PURPOSE:** To identify and effectively collect assets at client death to offset Medical Assistance claim.

**REFERENCE:** State Statue 524.3-805, 501B.89 and 256B.15

For purposes of this policy "Medical Assistance" includes the medical assistance program under this chapter and the general assistance medical care program under chapter 256D and alternative care for nonmedical assistance recipients under section 256B.0913.

**PERSONNEL RESPONSIBLE:** Collections Officer

**EFFECTIVE:** September 1, 2014

**POLICY:** When Applying for Medical Assistance, legal documents are signed by the recipient and/or a representative attesting to having received and read the warning regarding committing fraud by failing to disclose any assets of the recipient.

All assets remaining at the time of death, after funeral expenses have been paid, are subject to a Medical Assistance claim on behalf of the State of Minnesota and Le Sueur County pursuant to Minnesota Statutes 256B.15, 501B.89 and 524.3-805.

\*Collectible Assets include, but are not limited to:

All real and personal property, Cash, Uncashed checks, Checking or savings account, safety deposit box, trust accounts, stocks or bonds, vehicles, certificates/money market accounts, prepaid burial accounts excess funds, nursing home personal needs account, cash capital credits from power/electric company, valuables such as collections, antiques, jewelry, guns, tools or machinery, and life insurance (if beneficiary is the Estate or the Funeral Home or designated beneficiary is deceased and balance remains after funeral is paid in full.)



Items below are NOT considered reasonable expenses and may NOT be included on the Asset Information Form. The following items are to be considered family expense (unless specifically identified in a prepaid trust agreement):

- \* Family travel and lodging expenses
- \* Flowers - all flowers no matter the purpose or who they are from
- \* Food or luncheon costs: all entertainment outside the funeral proceeding is automatically not allowed.
- \* Clean up or disposal of items from apartment/home or room

If the beneficiary purchased a prepaid funeral trust and a dollar amount is designated for any item, DHS will only allow up to that amount for that item to be paid from the funeral trust. No additional items may be purchased.

AUTHORED BY: Susie McMillen

APPROVED BY: County Board

DATE:

DATE:

The county reserves the right to examine all charges for reasonableness and necessity.



## STATE of MINNESOTA

- WHEREAS:** Children are Minnesota's most valuable resource, and Minnesotans have a responsibility to promote and nurture their well-being; and
- WHEREAS:** Child Support Awareness Month reminds us that children need the emotional and financial support of both parents to reach their full potential; and
- WHEREAS:** County and state child support staff provide child support services for more than 398,000 parents and their 270,000 children annually; and
- WHEREAS:** Child support services have a direct impact on helping families meet children's basic needs; and
- WHEREAS:** Child support professionals help families work toward becoming and remaining self-sufficient and financially stable by creating and modifying child support orders, and collecting and disbursing child support on behalf of children; and
- WHEREAS:** During Child Support Awareness Month, all Minnesotans are encouraged to look to the future of our state and our children, and to work together to ensure their success.

NOW, THEREFORE, I, MARK DAYTON, Governor of Minnesota, do hereby proclaim the month of August 2014, as:


### CHILD SUPPORT AWARENESS MONTH

in the State of Minnesota.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 28<sup>th</sup> day of July.

  
GOVERNOR

  
SECRETARY OF STATE

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# Le Sueur County, MN

Tuesday, August 19, 2014

## Board Meeting

### Item 4

#### **10:15 am AIS Prevention Funding (10 minutes)**

*The State sent \$71,000 for Aquatic Invasive Species prevention work (477A.19). A resolution is required. The County Board will need to appoint AIS Advisory Committee members to assist with creating an AIS prevention plan. Per diem and mileage will be covered by funding. A list of names will be provided. A portion of the 2014 funds will be used to plan for implementation in 2015. Another recommendation by the state through webinar training was to have an AIS Vulnerability study done to prioritize the lakes to assist with creating an AIS Prevention Plan. A vulnerability assessment estimate has been obtained. 2014 Draft Budget will be attached and presented.*

Staff Contact: Lauren Klement

**[477A.19] AQUATIC INVASIVE SPECIES PREVENTION AID.**

**Subdivision 1.**

**Definitions.**

(a) When used in this section, the following terms have the meanings given them in this subdivision.

(b) "Aquatic invasive species" means nonnative aquatic organisms that invade water beyond their natural and historic range.

(c) "Watercraft trailer launch" means any public water access site designed for launching watercraft.

(d) "Watercraft trailer parking space" means a parking space designated for a boat trailer at any public water access site designed for launching watercraft.

**Subd. 2.**

**Distribution.**

The money appropriated to aquatic invasive species prevention aid under this section shall be allocated to all counties in the state as follows: 50 percent based on each county's share of watercraft trailer launches and 50 percent based on each county's share of watercraft trailer parking spaces.

**Subd. 3.**

**Use of proceeds.**

A county that receives a distribution under this section must use the proceeds solely to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county. The county must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds. The guidelines set by the county board may include, but are not limited to, providing for site-level management, countywide awareness, and other procedures that the county finds necessary to achieve compliance. The county may appropriate the proceeds directly, or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section. Each county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received.

**Subd. 4.**

**Payments.**

The commissioner of revenue must compute the amount of aquatic invasive species prevention aid payable to each county under this section. On or before August 1 of each year,

the commissioner shall certify the amount to be paid to each county in the following year. The commissioner shall pay aquatic invasive species prevention aid to counties annually at the times provided in section 477A.015. For aid payable in 2014 only, the commissioner shall certify the amount to be paid to each county by July 1, 2014, and payment to the counties must be made at the time provided in section 477A.015 for the first installment of local government aid.

**Subd. 5.**

**Appropriation.**

\$4,500,000 in 2014, and \$10,000,000 each year thereafter, is appropriated from the general fund to the commissioner of revenue to make the payments required under this section.

**EFFECTIVE DATE.**

This section is effective beginning with aid payable in 2014.

**2014 AIS Prevention Advisory Committee**

<b>Name</b>	<b>Lake/Agency</b>
Pam Olson	Washington
Eric Lomen	Sakatah Tetonka
Tom Miller	Gorman
Al Aspengren	Francis
John Stephanie	Elysian
Rick Connors	Jefferson
Jim Card	Emily
Nicki Weber	Volney
Dave Tietz	LSC Sheriff's Department
Joe Kern	LSC Sheriff's Water Patrol
Don Reak	LSC Parks Department
Diane DeWitte	UM Extension
Mike Schultz	LSC SWCD
County Commissioner?	
Lauren Klement	Environmental Services
Allison Gamble	MN DNR AIS



## QUOTE

### Aquatic Invasive Species Vulnerability Assessments For Selected Le Sueur County Lakes

Date: August 7, 2014

To: Lauren Klement, Le Sueur County  
From: Steve McComas, Blue Water Science

The Aquatic Invasive Species (AIS) Vulnerability Assessment costs for each specific lake (shown in Table 1) will include research of habitat suitability for the most serious aquatic invasive species found in Minnesota including curlyleaf pondweed, Eurasian watermilfoil, common carp, zebra mussels, quagga mussels, rusty crawfish, mystery snails, and more. We will include the latest management research results for prevention and control of the AIS, especially related to carp which are a significant factor in many of these lakes in Le Sueur County.

In addition, the sediment survey will help evaluate the nutrient release potential of lake sediments which will help to refine nutrient loading associated with TMDL's.

The AIS vulnerability assessments will include review of existing data, collection of lake sediment samples for analysis (a minimum of phosphorus, iron, sulfate, pH, organic matter and bulk density) and AIS informational material for each lake. Each invasive species will be assessed in terms of it's growth potential for a specific lake which will enable lake users and lake managers to allocate resources to the most vulnerable areas within a lake.

**Table 1. Costs for lake sediment surveys and analyses and preparation of a complete report. Also included in the cost are analyses for lake calcium and alkalinity analyses for each lake.**

Lake Name	DNR ID #	Lake Size (ac)	Littoral Zone (ac)	Number of Sediment Samples	AIS Vulnerability Assessment Report Cost per Lake
Clear	40-0079	279	198	14	\$3,100
Emily	40-0124	300	165	14	\$3,100
Francis	40-0057	927	502	18	\$3,900
German	40-0063	792	521	18	\$3,900
Gorman	40-0032	521	499	18	\$3,900
Greenleaf	40-0020	302	263	14	\$3,100
Jefferson Chain (40-0092)				40	\$6,600
East Jefferson	40-0092-01	685	343	(12)	
Middle Jefferson	40-0092-04	667	667	(16)	
West Jefferson	40-0092-02	439	348	(12)	
Rays	40-0056	166	139	8	\$2,900
Sakatah					
Lower Sakatah	66-0044	372	310	8	\$2,900
Upper Sakatah	40-0002	892	881	16	\$3,700
Tetonka	40-0031	1,358	548	18	\$3,900
Volney	40-0033	269	130	16	\$3,700
Washington	40-0117	1,519	783	20	\$4,300
<b>COSTS FOR ALL LAKES</b>					<b>\$49,000</b>

**BOARD OF COUNTY COMMISSIONERS  
LE SUEUR COUNTY, MINNESOTA**

**RESOLUTION FOR AQUATIC INVASIVE SPECIES PREVENTION AID  
RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota Counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount is designated by the number of watercraft trailer launches and the number of watercraft trailer parking spaces within each county. Le Sueur County received \$71,088 for the year 2014, which is 1.5% of the total. Funding is estimated to be \$158,000 in 2015 and years following, and

**WHEREAS**, the legislation requires that Le Sueur County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds, which are to prevent the introduction or limit the spread of AIS at all access sites within the county, and

**WHEREAS**, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a Joint Powers Board or cooperative agreement with another political subdivision, the Soil and Water Conservation District or lake associations located in the county.

**WHEREAS**, the county must submit a copy of its guidelines for use of the proceeds to the Minnesota Department of Natural Resources by December 31, of the year the payments are received, and

**WHEREAS**, AIS is one if the three priority concerns identified in the 2013-2023 State Water plan. A stated goal in the Water Plan is to provide leadership in the fight against AIS by developing proactive solutions aimed at educating and empowering local citizens.

**NOW, THEREFORE, BE IT RESOLVED** the Le Sueur County Board of Commissioners designates oversight of the Le Sueur County AIS Prevention Program to the Environmental Services Department and delegates to this department the responsibility to prepare, implement and report annually, a plan to allocate the funding in accordance with the above legislation. For 2014, an AIS Prevention Advisory Committee will be appointed. A comprehensive AIS prevention plan will be completed in early 2015.

State of MN)  
Le Sueur County) ss

I, Darrell Pettis, County Administrator, Le Sueur County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Le Sueur County Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on August 19, 2014, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seat this 19 day of August 2014.

\_\_\_\_\_  
Darrell Pettis, County Administrator

District/Commissioner	Yes	No
1-Gliszinski		
2-Connolly		
3-King		
4-Wetzel		
5-Rohlfing		



# DRAFT

**2014 AIS Prevention Budget**

\$71,088

July 1, 2014-June 30, 2015

Description		Budget Amount	
Vulnerability Assessment		\$ 49,000.00	
Conference		\$ 12,781.00	
Planning (7%)		\$ 4,970.00	
Per Diems		\$ 1,200.00	
	Total	\$ 67,951.00	
	Remaining	\$3,137	

Budget Item	Miles	Mileage/ Meetings /Days	Number	Amount	Total
Conference Fee			13	\$ 235.00	\$ 3,055.00
Hotel \$100 estimate		3	13	\$ 100.00	\$ 3,900.00
Food		2	13	\$ 15.00	\$ 390.00
Mileage	450	0.56	13		\$ 3,276.00
Per Diem		3	9	\$ 80.00	\$ 2,160.00
					<b>\$ 12,781.00</b>
Meeting Per Diems		3	8	\$ 50.00	\$ 1,200.00

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# Le Sueur County, MN

Tuesday, August 19, 2014

Board Meeting

## Item 5

**10:25 am Kathy Brockway, PZ Administrator (5 minutes)**

*RFA- Schwartz CUP*

Staff Contact:

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# Le Sueur County, MN

Tuesday, August 19, 2014

Board Meeting

## Item 6

**10:30 am Email virus software renewal (5 minutes)**

Minutes: 5

Staff Contact: Scott Gerr



Pricing Proposal  
Quotation #: 8391526  
Created On: Aug-11-2014  
Valid Until: Sep-10-2014

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**County of Le Sueur MN**

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**Inside Account Executive**

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**Scott Gerr**

Phone: (507) 357-8286  
Fax:  
Email: sgerr@co.le-sueur.mn.us

**Briton Zamoyta**

290 Davidson Avenue  
Somerset, NJ 08873  
Phone: 732-564-8511  
Fax: 732-564-8224  
Email: Briton\_Zamoyta@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 ScanMail Suite for Microsoft Exchange - Maintenance (renewal) ( 1 year ) - 1 user - EDU, volume, local, state - 251-500 licenses - Win Trend Micro - Part#: SSRA0038	260	\$9.10	\$2,366.00
		Subtotal	\$2,366.00
		Total	\$2,366.00

**Additional Comments**

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If you are using SHI's contract# #48196 release C1046(5), please include this contract number on your PO

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*The Products offered under this proposal are subject to the SHI Return Policy posted at [www.shi.com/returnpolicy](http://www.shi.com/returnpolicy), unless there is an existing agreement between SHI and the Customer.*

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# Le Sueur County, MN

Tuesday, August 19, 2014

Board Meeting

## Item 7

**10:35 am Human Resources (10 minutes)**

Staff Contact: Cindy Westerhouse



# Human Resources

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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 August 19, 2014**

Recommendation to accept the resignation request from Bryan Mulvehill, part time Jailer/Dispatcher in the Sheriff's Office, effective August 10, 2014. Bryan has been an employee with Le Sueur County since April 2013.

Recommendation to advertise for a part time Jailer/Dispatcher in the Sheriff's Office, as a Grade 6, Step 1 at \$16.74 per hour.

Recommendation to promote Ruby Kramer to a full time Deputy Auditor-Treasurer II - Motor Vehicle Specialist in the Auditor-Treasurer's Office, as a Grade 6, Step 1 at \$16.74 per hour, effective August 25, 2014.

Recommendation to post and advertise for a full time Deputy Auditor-Treasurer I in the Auditor-Treasurer's Office, as a Grade 5, Step 1 at \$15.79 per hour.

Recommendation to approve Judy Hepworth's request to participate in the PERA Phased Retirement Option Program and the Initial Agreement, effective November 21, 2014.

Recommendation to post and request the merit list for a full time Social Worker-Team Leader, in Human Services, as a Grade 12, Step 1 at \$23.74 per hour.

Recommendation to approve Kari Peters' telecommute renewal request and to sign the Le Sueur County Telecommuting Agreement effective September 17, 2014.

Recommendation to accept the resignation request from Louise Bauleke, part time Home Health Aide in Public Health, effective August 27, 2014. Louise has been an employee with Le Sueur County since December 2007.

Request to advertise for a part time Home Health Aide, in Public Health, as a Grade 2, Step 1 at \$13.26 per hour.

Request to advertise for a part time Homemaker, in Public Health, as a Grade 1, Step 1 at \$12.51 per hour.

*Equal Opportunity Employer*

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# Le Sueur County, MN

Tuesday, August 19, 2014

Board Meeting

## Item 8

**10:45 am Tim Bengston - Zoning Ordinance (15 min)**

Staff Contact:

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# Le Sueur County, MN

Tuesday, August 19, 2014

Board Meeting

## Item 9

**11:00 am Darrell Pettis Administrator / Engineer**

*RE: 2015 MPCA Feedlot Performance Grant Agreement*

*RE: Tyrone Twp Bridge Bid Opening*

*RE: German Jefferson Sewer District Proposal*

*RE: Childhood Cancer Awareness Month Resolution*

*RE: FEMA*

*RE: Other*

*RE: Old Waterville County Shop Leak Site Closure*

*RE: Miscellaneous*

Staff Contact:





**FY 2015 STATE OF MINNESOTA  
BOARD OF WATER and SOIL RESOURCES  
MPCA COUNTY FEEDLOT PERFORMANCE GRANT AGREEMENT**

<b>Vendor:</b>	0000197299	<b>VN#:</b>	
<b>PO#:</b>	3000004846	<b>Date Paid:</b>	

Amount	Account Code	Fund Code	FinDept ID	Approp ID	FY	Appropriation Description
\$2,035	441302	2001	R9P32FDC	R9PFDL3	2015	MPCA Feedlot Performance

*For BWSR Use Only*

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and **Le Sueur County, Treasurer LeCenter Minnesota 56057.**

<i>This grant is for the following Grant Programs :</i>		
P15-4740	2015 - MPCA Feedlot Performance (Le Sueur County)	\$2,035

**Total Grant Awarded: \$2,035**

**Recitals**

1. The Laws of Minnesota 2013, Chapter 114, Article 3, Sec. 3, Subd. 2, appropriated funds for the County Feedlot Permit Program.
2. Funds appropriated to the MPCA were transferred to the BWSR by Interagency Agreement No. 66071.
3. Minnesota Statutes 103B.101, subd. 9 (1), and 103B.3369, subd. 5, authorize the Board to award grants.
4. Minnesota Statutes 116.0711, subd. 2 establishes the disbursement of these funds.
5. A Grantee must meet the criteria established by statute, the Board, and MPCA to be eligible to receive these grant funds.
6. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.
7. As a condition of the grant, Grantee agrees to minimize administration costs.

**Authorized Representative**

The State's Authorized Representative is David Weirens, BWSR Acting Assistant Director, 520 Lafayette Road North, Saint Paul, MN 55155, 651-297-3432, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is **Lauren Klement, Environmental Resources Specialist**  
**88 South Park Avenue**  
**Le Center MN 56057-1600**  
**507-357-8540**

If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

## Grant Agreement

### 1 Term of Grant Agreement

- 1.1 **Effective date:** The date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2.
- 1.2 **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant contract: 7. Liability; 8. State Audits; 9. Government Data Practices; 11. Governing Law, Jurisdiction, and Venue; 15. Intellectual Property Rights.

### 2 Terms of Payment

- 2.1. Payment of the grant amount stated above will be made in one installment by the Board promptly after the effective date of this grant agreement.
- 2.2 The Board must consult with the approving authority before granting an amendment to the grant agreement, or a component thereof.
- 2.3 The obligation of the State under this grant agreement will not exceed the amount stated above.

### 3 Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

### 4 Assignment, Amendments, and Waiver

- 4.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 4.2 **Amendments.** Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 4.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or its right to enforce it.

### 5 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

### 6 State Audits

- 6.1 Under Minn. Stat. § 16B.98, subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.
- 6.2 The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant and match funds.
- 6.3 The Grantee or designated local unit of government implementing this Agreement will provide for an audit that meets the standards of the Office of State Auditor. The audit must cover the duration of the Agreement Period and be performed within one year after the end of the Agreement Period or when routinely audited, whichever occurs first. Copies of the audit report must be provided to the Board if requested.

### 7 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. § 13.08 apply to the

release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State.

**8 Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

**9 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**10 Termination**

The State may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

**11 Data Disclosure**

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**12 Prevailing Wage**

It is the responsibility of the Grantee or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply (Minn. Stat. 177.42 – 177.44). All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these state funds shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality.

*IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.*

Approved:

**Le Sueur County**

**Board Of Water and Soil Resources**

BY: _____
TITLE: _____
DATED: _____

BY: _____
TITLE: Acting Assistant Director
DATED: _____

August 5, 2014

Mr. Darrell Pettis  
Le Sueur County  
88 South Park Ave.  
Le Center, MN 56057

RE: German-Jefferson Subordinate Sewer District – Scope of Work for Sanitary Sewer Feasibility Study

Dear Mr. Pettis,

We submit this letter as a proposal and scope of work to complete a feasibility study to serve the German-Jefferson Subordinate District with sanitary sewer. We appreciate this opportunity, and know Wenck's history with area and the existing treatment system inspections will bring value throughout this study. Past studies indicate that alternative local treatment options may be feasible, and could show to be less expensive than providing collection systems to isolated areas within the district.

### ***Project Understanding***

The German-Jefferson Subordinate District was formed in response to failing septic systems within the district that may be negatively impacting the chain of lakes. Through various studies, it has been determined that a large percentage of existing systems are non-compliant. Due to inadequate availability of land and inadequate existing soils in some cases, alternative options for onsite sewer treatment are necessary.

Le Sueur County has taken the lead in establishing the sewer district and providing the most economical solution to the sewer treatment needs. Feasibility studies have been conducted previously, but were not acted on. There have since been additional options that have become available, and the County is now looking to re-evaluate the options.

It is Wenck's understanding that the City of St. Peter and the City of Cleveland shared that they potentially have capacity to receive some, if not all, the flows from the district and are willing to move forward in discussing alternatives.

### ***Expected Scope and Tasks***

Wenck will provide a final deliverable consisting of a Sanitary Sewer Feasibility Study recommending the most economical combination of collection and local treatment to address the existing non-compliance issues within the district. The properties included in the report are those that are existing residential with a home located within **XXX** feet of one of the lakes in the district. The study will assume **XX** percent growth among the undeveloped properties. We anticipate the following alternatives to be included in the Feasibility Study:

- Provide a regional collection system to the entire sewer district. Options include:
  - Collection piping options.
    - Pressure
    - Gravity
  - Pumping sewer to the City of St. Peter
  - Pumping sewer to the City of Cleveland
- Provide a combination of regional collection system listed above along with, cluster and onsite systems to serve the entire district.
  - Identify property options for cluster site locations.

Each alternative would include the evaluation of:

- Provide costs, figures, and feasibility of each alternative.
- Preliminary assessment roll for properties included in the alternative.

To complete the Feasibility Study, we anticipate the following work will be completed:

***Regional Collection System***

- Review previous collection system layout, topography and sewer sheds.
- Update collection system layout
- Update collection system costs
- Identify lift station areas and approximate sizes.

***Discharge to Treatment Sites***

- Analyze routing and associated costs for pumping to both the City of St. Peter and the City of Cleveland.
- Cost estimate for collection system and treatment fees and costs

***Alternative Treatment***

- Cluster Systems
  - Review past study information for cluster option feasibility in areas
  - Show layout for feasible cluster options
  - Estimated costs for cluster systems
  - Cost/benefit comparison for clusters vs regional collection
- Onsite System
  - Review past study information for onsite option feasibility in areas
  - Show locations for feasible onsite options
  - Estimated costs for onsite systems
  - Cost/benefit comparison for onsite vs clusters vs regional collection

***Preliminary Assessment Roll***

- Review assessment options with the County

***Deliverable***

- Assemble information into draft report.
- Review draft report with County and District and revise.
- Complete final Feasibility Study.
- Present Feasibility Study to District residents.

## Budget

Below is a table identifying estimated costs to complete the feasibility study as outlined above.

<b>Task</b>	<b>Estimated Cost</b>
Regional Collection System	\$12,075.00
Discharge to Treatment Sites	\$11,225.00
Alternative Treatment	\$2,600.00
Preliminary Assessment Roll	\$9,080.00
Deliverable	\$16,725.00
<b>Total Estimated Cost</b>	<b>\$52,805.00</b>

## Schedule

Wenck is available to begin the feasibility study immediately. It is estimated the report require 8 weeks to complete.

Should you have any questions, or need clarification of anything presented in this proposal, please do not hesitate to call me at (763) 479-5121 or Mr. Jared Ward at (763) 479-5126.

Sincerely,

WENCK ASSOCIATES, INC.

Peter G. Miller  
Principal

ACCEPTED BY:

\_\_\_\_\_

by

\_\_\_\_\_

Its

\_\_\_\_\_

(Date)

## Childhood Cancer Awareness Month

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15. This tragic disease is detected in more than 15,000 of our country's young people each and every year.

WHEREAS, one in five of our nation's children loses his or her battle with cancer. Many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

WHEREAS, founded over twenty years ago by Steven Firestein, a member of the philanthropic Max Factor family, the American Cancer Fund for Children, Inc. and Kids Cancer Connection, Inc. are dedicated to helping these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at University of Minnesota Amplatz Children's Hospital in Minneapolis, as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection also sponsor Courageous Kid Recognition Award ceremonies and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer.

NOW THEREFORE BE IT PROCLAIMED BY THE LE SUEUR COUNTY BOARD OF COMMISSIONERS the month of September as Childhood Cancer Awareness Month.

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# **Le Sueur County, MN**

**Tuesday, August 19, 2014**

**Board Meeting**

## **Item 10**

**Budget Committee Workshop following the Regular Board Meeting**

**Staff Contact:**