

1. 9:00 A.M. Call Board Of Commissioners Meeting To Order

1.I. Pledge Of Allegiance

1.II. Agenda Approval

1.III. Consent Agenda Approval

RE: April 2, 2019 Board Minutes and Summary Minutes

RE: March 29, 2019 Le Sueur County Ditch 40 Meeting Minutes and Summary Minutes

RE: March 2019 Transfers

RE: Beaver Dam Resort 3.2 Liquor License

Documents:

[APRIL 2, 2019 BOARD MINUTES.PDF](#)

[APRIL 2, 2019 SUMMARY MINUTES.PDF](#)

[MARCH 29, 2019 CD40 MINUTES.PDF](#)

[MARCH 29, 2019 CD40 SUMMARY MINUTES.PDF](#)

[MARCH 2019 REVISED.PDF](#)

2. 9:02 AM Public Open Forum

Note: This opportunity is reserved for private citizens only - not employees, unions or other organized groups funded by or associated with Le Sueur County. There is a three minute time limit per person to discuss topics that are not already on the meeting agenda for the day. The Board will not take action at the time of the presentation, but will direct County staff to respond appropriately to issues raised by citizens.

3. 9:10 AM Claims

4. 9:10 A.M. Sue Rynda, Human Services Director (35 Min)

RE: Human Services Presentation

RE: Board Resolution Authorizing Minnesota Valley Action Council's Application for Minnesota Housing and Finance Agency Family Homeless Prevention & Assistance Program

RE: Human Services Claims

Documents:

[HUMAN SERVICES BOARD AGENDA APRIL 2019.PDF](#)

[SNAP EXPEDITED AND 30 DAY PROCESSING OCT 2018 - DECEMBER 2018 CERTIFICATE.PDF](#)

[FAMILY HOMELESSNESS PREVENTION AND ASSISTANCE PROGRAM MVAC.PDF](#)

5. 9:50 AM Brian Kunz, A&P Senior Project Manager

RE: Twin City Tile and Marble and Hufcor contracts

6. 9:55 AM Cindy Westerhouse, HR Director

Documents:

[APR 16 HR AGENDA.PDF](#)

7. Darrell Pettis, County Administrator

RE: Appoint Commissioner Danny O'Keefe to the HRA Board

RE: County of the Year photo shoot with MCIT - Schedule on a Board Meeting Tuesday in May or June

RE: Broadband Feasibility Study Discussion

RE: CD58 Final Pay Application to Dirt Merchants

RE: West Jefferson Sewer District Rate Study

RE: Justice Center Furniture Package Quotes

RE: \$3,000 EMPG Grant

Documents:

[IC 134.PDF](#)

[SIGNED PAY APP 2 \(FINAL\).PDF](#)

[WEST JEFFERSON SUBORDINATE SEWER DISTRICT PROPOSAL.PDF](#)

[FURNITURE QUOTES.PDF](#)

8. Commissioner Committee Reports

9. Future Meetings

Documents:

[APRIL 16_FUTURE MEETINGS.PDF](#)

Minutes of Le Sueur County Board of Commissioners Meeting April 2, 2019

The Le Sueur County Board of Commissioners met in regular session on Tuesday, April 2, 2019 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: John King, Dave Gliszinski, Steve Rohlfing, Lance Wetzel and Danny O'Keefe. Also present were County Administrator Darrell Pettis and County Attorney Brent Christian.

On motion by O'Keefe, seconded by Wetzel and unanimously approved, the Board approved the amended agenda for the business of the day to include a solar garden discussion.

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

- Approved March 26, 2019 Board Minutes and Summary Minutes

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

Financial:	\$ 55,603.21
Soc Services:	\$ 60,391.68

Nik Kadel, Ditch Specialist appeared before the Board with an update on county ditch repairs.

The Board directed Nik get bids for spraying one half and one third of all county ditches and present these with a list of the ditches most in need of spraying for weeds to the Board in two weeks.

Ann Traxler and Tammy Stewig with Emergency Management appeared before the Board with a two items for discussion and approval.

On motion by Wetzel, seconded by O'Keefe and unanimously approved, the Board approved and authorized the Board Chair to sign a Resolution Declaring a State of Emergency for the March floods event of 2019.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved the out-of-state travel request for Ann Traxler and Tammy Stewig to attend Incident Command System training in Emmitsburg, MD from May 12-18, 2019.

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

On motion by Wetzel, seconded by O'Keefe and unanimously approved, the Board approved the request for Public Health to apply for a \$500 Blue Plus Mini-Grant.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved for Public Health to receive car seats awarded from the Minnesota Office of Traffic Safety.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved for Public Health to submit and accept, if approved, a \$5,000 Delta Dental grant application to support Healthy Smiles.

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

On motion by O’Keefe, seconded by Wetzel and unanimously approved, the Board approved to hire Don Reak as a part time Building and Grounds Worker in the Facility and Grounds Department, Grade 3, Step 4 at \$17.53 per hour, effective April 15, 2019.

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

On motion by Wetzel, seconded by Rohlfing and unanimously approved, the Board declined to join the All Seasons Arena Joint Powers Board.

On motion by Rohlfing, seconded by O’Keefe and unanimously approved, the Board approved to support establishing a Complete Count Committee to assist the U.S. Census Bureau with the 2020 Census.

The Board agreed by consensus to add a 10 minute agenda slot, with a 3 minute time limit per person at the beginning of every meeting for citizens to address the Board with topics not already on the agenda for that day.

Commissioner Wetzel discussed concerns with the Board regarding the progress of an ordinance regulating solar gardens. Commissioner Gliszinski will follow up with Planning & Zoning.

Commissioner Committee Reports:

- Commissioner Wetzel attended a County Officials meeting, Emergency Communications meeting, South Central EMS meeting, JD63 and CD40 public hearings.
- Commissioner O’Keefe attended a Justice Center progress meeting, HRA meeting and JD63 and CD 40 public hearings.
- Commissioner Rohlfing attended a LCDS meeting, CD40 public hearing and a Cleveland City Council meeting.
- Commissioner Gliszinski attended Justice Center progress meeting, County Officials meeting, P&Z workshop, JD63 and CD40 public hearings.
- Commissioner King attended a Justice Center progress meeting and a CD40 public hearing.

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

Warrant #	Vendor Name	Amount
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54000	Ag Partners Coop	\$ 7,260.15
54001	All America Pressure Washers	\$ 12,000.00
54002	American Solutions for Business	\$ 2,447.04
54004	ANCOM Technical Center	\$ 23,106.61
54010	Bolton & Menk Inc.	\$ 2,641.00
54012	Cargill Inc.	\$ 3,376.71
54031	Hildi Inc.	\$ 2,400.00
54033	I & S Group Inc.	\$ 26,064.00
54040	Kolden Funeral Home	\$ 2,097.00
54063	Prairie River Home Care Inc.	\$ 4,500.00
54066	Ramsey County	\$ 3,903.75
54069	Regents of the University of MN	\$ 30,296.49
54071	Ronco Engineering Sales Inc.	\$ 2,386.32
54073	S.E.H. Inc.	\$ 30,013.38
54083	Summit	\$ 7,725.62
54097	Ziegler Inc.	\$ 4,806.92

85	Claims paid less than \$2,000.00:	\$ 27,320.33
16	Claims paid more than \$2,000.00:	\$165,024.99
101	Total all claims paid:	\$192,345.32

On motion by Wetzel, seconded by Rohlfing and unanimously approved, the Board adjourned until Tuesday April 16, 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, April 2, 2019

•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 amended agenda. (O’Keefe-Wetzel)
- Approved the consent agenda: (Gliszinski-Rohlfing)
- Approved Human Services cases and claims: Financial \$ 55,603.21 and Soc Services \$ 60,391.68 (Gliszinski-Wetzel)
- Approved a Resolution Declaring a State of Emergency for the March floods event of 2019. (Wetzel-O’Keefe)
- Approved the out-of-state travel request for Ann Traxler and Tammy Stewig to Emmitsburg, MD from May 12-18, 2019. (Gliszinski-Rohlfing)
- Approved for Public Health to apply for a \$500 Blue Plus Mini-Grant. (Wetzel-O’Keefe)
- Approved for Public Health to receive car seats awarded from the Minnesota Office of Traffic Safety. (Rohlfing-Gliszinski)
- Approved Public Health to submit and accept, if approved, a \$5,000 Delta Dental grant application. (Gliszinski-Wetzel)
- Approved to hire Don Reak in the Facility and Grounds Department. (O’Keefe-Wetzel)
- Declined to join the All Seasons Arena Joint Powers Board. (Wetzel-Rohlfing)
- Approved to support establishing a Complete Count Committee. (Rohlfing-O’Keefe)
- The Board agreed by consensus to add a 10 minute agenda slot, with a 3 minute time limit per person at the beginning of every meeting for citizens to address the Board with topics not already on the agenda for that day.
- The following claims were approved for payment: (Wetzel-Rohlfing)

Warrant #	Vendor Name	Amount
54000	Ag Partners Coop	\$ 7,260.15
54001	All America Pressure Washers	\$ 12,000.00
54002	American Solutions for Business	\$ 2,447.04
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85	Claims paid less than \$2,000.00:	\$ 27,320.33
16	Claims paid more than \$2,000.00:	\$165,024.99
101	Total all claims paid:	\$192,345.32

•Adjourned until Tuesday April 16, 2019 at 9:00 a.m. (Wetzel-Rohlfing)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman

**Minutes of the Le Sueur County Drainage Authority Board Meeting for
County Ditch 40
Le Sueur County Courthouse, Le Center, MN
Friday, March 29, 2019
11:00 a.m.**

The Le Sueur County Drainage Authority met on Friday, March 29, 2019 at 11:00 a.m. at the Le Sueur County Courthouse in Le Center, Minnesota. Those Commissioners present were John King, Dave Gliszinski, Steve Rohlfing, Lance Wetzel and Danny O'Keefe.

Also present were Le Sueur County Administrator Darrell Pettis, Chuck Brandel, Engineer with ISG and Attorney John Kolb with Rinke-Noonan.

Board Chair King opened the meeting at 11:10 a.m.

Attorney Kolb reviewed the purpose of the meeting, procedural summary and standard of decision.

MnDOT representative Marcus Lee appeared before the Board to discuss the Petition of State of Minnesota, by the Commissioner of Transportation, for the Right to make Minor Alterations or Changes in County Ditch No. 40 in Le Sueur County.

The Drainage Authority Engineer's Report was presented by Chuck Brandel with ISG with the recommendation to approve the request for minor alterations petition as presented.

Attorney John Kolb reviewed the issues presented and recommendations.

On motion by Rohlfing, seconded by O'Keefe and unanimously approved, the Board approved to open public comments.

Comments and concerns were given from Ken Kline, Leroy Bauer, Darrell Turek, and Melinda Reeder regarding current flooding issues downstream not related to the proposed petition.

On motion by Wetzel, seconded by O'Keefe and unanimously approved, the Board approved to close public comments.

On motion by Wetzel, seconded by O'Keefe and unanimously approved, the Ditch Authority approved and authorized the Board Chair to sign Findings and Order approving the petition of the Commissioner of Transportation to modify a portion of CD40 by installing a larger crossing culvert under Trunk Highway 99 between sections 27 and 34 of Montgomery Township.

On motion by Gliszinski, seconded by O'Keefe and unanimously approved, the Board adjourned the meeting for Le Sueur County Ditch 40.

ATTEST: _____
Le Sueur County Administrator

Le Sueur County Chairman

Summary Minutes of Le Sueur County Drainage Authority Board Meeting, March 29, 2019

- 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.
- Board Chair King opened the meeting at 11:10 a.m.
- Approved to open public comments. (Rohlfing-O'Keefe)
- Approved to close public comments, four comments were received. (Wetzel-O'Keefe)
- Approved Findings and Order approving the petition of the Commissioner of Transportation to modify a portion of CD40 by installing a larger crossing culvert under Trunk Highway 99 between sections 27 and 34 of Montgomery Township. (Wetzel-O'Keefe)
- Adjourned the meeting for Le Sueur County Ditch 40. (Gliszinski-O'Keefe)

ATTEST: Le Sueur County Administrator

Le Sueur County Chairman

March, 2019 Transfers

- #1740 Transfer 23,073.00 from Human Services to Revenue
 (1st Quarter Rent)

- #1741 Transfer 3,290.00 from Agency to Revenue
 (March Landshark)

Human Services Board Agenda April 16, 2019 @ 9:15 a.m.

100- INFORMATION/PRESENTATIONS:

- 110 - SNAP Expedited & 30-Day Processing Certificate (Oct-Dec '18)
- 120 - Community Connections Project Update
- 130 - April is Child Abuse Prevention Month
- 140 - Legislative Updates

200- CHARTS/GRAPHS:

- 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 - Board Resolution
 - Authorizing Minnesota Valley Action Council's Application for Minnesota Housing and Finance Agency Family Homeless Prevention & Assistance Program
- 320 - Commissioner's Warrants

Le Sueur County Human Services

SNAP Expedited & 30-Day Processing

October 2018 – December 2018

Achieved a 96% or higher timeliness rate

Lori Bona

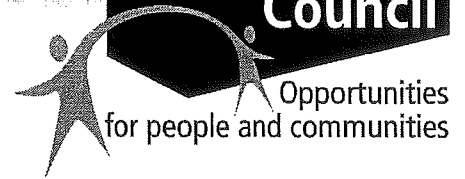
Lori Bona
SNAP Payment Accuracy Coordinator

Kathy Bruen

Kathy Bruen
SNAP Manager



DEPARTMENT OF
HUMAN SERVICES



Memo

To: Human Service Directors in Region 9
From: Kate Hengy-Gretz, LSW
Date: March 15, 2019
Re: Family Homelessness Prevention & Assistance Program

Thank you for giving Minnesota Valley Action Council the opportunity to deliver Family Homelessness Prevention & Assistance Program services in our area for the past 12 years. Each year this flexible program has allowed us to help over 1000 households with resource information / problem solving and provided funds to stabilize housing for approximately 200 households!

We are in the process of seeking funding for the 2019-2021 biennium. We need a continuing resolution from your Board of Directors. A sample letter is attached. A faxed or scanned copy of the resolution is acceptable per MN Housing.

Please return the completed resolution by 5/31/19 to:

Kate Hengy-Gretz
Supportive Services Coordinator
Minnesota Valley Action Council
706 N. Victory Dr.
Mankato, MN 56002-6803
or khengy@mnnvac.org

Thank you for your continued support!

**Resolution Authorizing Application for
Minnesota Housing and Finance Agency
Family Homelessness Prevention & Assistance Program**

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homelessness Prevention & Assistance Program; and,

WHEREAS, the counties in Region 9 have developed an application for the Minnesota Housing Finance Agency Family Homelessness Prevention & Assistance Program; and

WHEREAS, Minnesota Valley Action Council has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homelessness Prevention & Assistance Program;

NOW, THEREFORE, be it resolved that Minnesota Valley Action Council is hereby authorized as the grantee and administrator of funds made available through the Minnesota Housing Finance Agency Family Homelessness Prevention & Assistance Program in the counties of Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca and Watonwan, in Minnesota.

I hereby certify that the above is a true and correct copy of a resolution adopted by the Le Sueur County Board of Commissioners at their session on the 16TH day of April, 2019, and as appears on the minutes of their record of proceedings.

By _____
(authorized officer)

Its Board Chair _____
(title)



Human Resources

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 April 16, 2019

Recommendation to grant regular status to Makayla Drazen, full time Public Health Nurse in Public Health, effective April 4, 2019. Makayla has completed the one-year probationary period.

Recommendation to hire Patrick O'Malley as a part time regular Facility and Grounds Workers in the Facility and Grounds Department, Grade 3, Step 4 at \$17.53 per hour, effective April 29, 2019.

Recommendation to hire Dwight Voit as a part time regular Facility and Grounds Workers in the Facility and Grounds Department, Grade 3, Step 4 at \$17.53 per hour, effective July 8, 2019.

Recommendation to hire Stanley Stocker as a part time regular Facility and Grounds Workers in the Facility and Grounds Department, Grade 3, Step 4 at \$17.53 per hour, effective July 8, 2019.

Recommendation to adjust Don Reak wages as a part time Building and Grounds Worker in the Facility and Grounds Department, Grade 3, Step 9 at \$20.86 per hour, effective April 15, 2019.

Recommendation to approve the 2019 Le Sueur County Wellness Program Plan.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-058-425-792
Submitted Date and Time:	25-Mar-2019 4:38:58 PM
Legal Name:	DIRT MERCHANT INC
Federal Employer ID:	81-0608299
User Who Submitted:	Dirt2003
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1928110080
Minnesota ID:	6465612
Project Owner:	LE SUEUR COUNTY DRAINAGE AUTHORITY
Project Number:	15-17265
Project Begin Date:	01-Dec-2015
Project End Date:	31-May-2018
Project Location:	LE SUEUR COUNTY CD 58 REPAIRS
Project Amount:	\$116,918.50
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

Contractor's Application For Payment No. 2

To (Owner): Le Sueur County Ditch Authority		Application Period: 1/15/16-3/12/19	Application Date: 3/12/2019
Project: CD-58	From (Contractor): DMI		Via (Engineer): I+S Group
Owner's Contract No.:	Contract:		
	Contractor's Project No.:	Engineer's Project No.: 14-17265	

Application for Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS	\$ -	\$ -
NET CHANGE BY CHANGE ORDERS	\$ -	

1. ORIGINAL CONTRACT PRICE	\$	121,952.25
2. Net change by Change Orders	\$	-
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	\$	121,952.25
4. TOTAL COMPLETED AND STORED TO DATE (Column K on Progress Estimate)	\$	116,918.50
5. RETAINAGE:		
a. 0% x \$ 116,918.50 Work Completed.....	\$	-
b. 5% x \$ - Stored Material	\$	-
c. Total Retainage (Line 5a + Line 5b)	\$	-
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$	116,918.50
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	111,072.58
8. AMOUNT DUE THIS APPLICATION	\$	5,845.92
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)	\$	-

Contractor's Certification

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Kevin Depuydt

By: Kevin Depuydt, President Date: 3/25/19

Payment of: \$ 5,845.92
(Line 8 or other - attach explanation of other amount)

is recommended by: Chris T. Bell 3/12/2019
(Engineer) (Date)

Payment of: \$ 5,845.92
(Line 8 or other - attach explanation of other amount)

is approved by: _____ (Date)

(Owner)

Approved by: _____ (Date)

Funding Agency (if applicable)

Item No.	Construction Item	Unit	Quantity	Dirt Merchant Inc. Mankato, MN		Dirt Merchant Inc. Completed through 1/5/2016		Dirt Merchant Inc. Total Completed		Dirt Merchant Inc. Remaining to be Completed			
				Unit Price	Amount		Amount	% Complete	Amount	% Remaining	Amount		
001	MOBILIZATION	LS	1	\$ 11,905.00	\$ 11,905.00	1.00	\$ 11,905.00	1.00	100.0%	\$ 11,905.00	0.00	0.0%	\$ -
002	TILE INVESTIGATION	HR	5	\$ 250.00	\$ 1,250.00	0.00	\$ -	0.00	0.0%	\$ -	0.00	100.0%	\$ -
003	REMOVE TREES	LS	1	\$ 2,445.00	\$ 2,445.00	1.00	\$ 2,445.00	1.00	100.0%	\$ 2,445.00	0.00	0.0%	\$ -
004	REMOVE 24" CMP CULVERT	LF	85	\$ 10.00	\$ 850.00	85.00	\$ 850.00	85.00	100.0%	\$ 850.00	0.00	0.0%	\$ -
005	CROSS EXISTING GAS MAIN	EA	1	\$ 1,000.00	\$ 1,000.00	1.00	\$ 1,000.00	1.00	100.0%	\$ 1,000.00	0.00	0.0%	\$ -
006	REMOVE EXISTING BRICK STRUCTURE	LS	1	\$ 350.00	\$ 350.00	1.00	\$ 350.00	1.00	100.0%	\$ 350.00	0.00	0.0%	\$ -
007	REMOVE 15" AGRICULTURAL TILE	LF	90	\$ 10.00	\$ 900.00	90.00	\$ 900.00	90.00	100.0%	\$ 900.00	0.00	0.0%	\$ -
008	COMMON EXCAVATION	CY	3,700	\$ 5.00	\$ 18,500.00	3700.00	\$ 18,500.00	3700.00	100.0%	\$ 18,500.00	0.00	0.0%	\$ -
009	FIELD CROSSING RESTORATION	EA	2	\$ 500.00	\$ 1,000.00	2.00	\$ 1,000.00	2.00	100.0%	\$ 1,000.00	0.00	0.0%	\$ -
010	BULKHEAD EXISTING TILE	EA	7.0	\$ 180.00	\$ 1,260.00	7.00	\$ 1,260.00	7.00	100.0%	\$ 1,260.00	0.00	0.0%	\$ -
011	FURNISH AND INSTALL 24" RCP APRON	EA	4	\$ 835.00	\$ 3,340.00	4.00	\$ 3,340.00	4.00	100.0%	\$ 3,340.00	0.00	0.0%	\$ -
012	FURNISH AND INSTALL 24" RCP CULVERT	LF	90	\$ 53.55	\$ 4,819.50	90.00	\$ 4,819.50	90.00	100.0%	\$ 4,819.50	0.00	0.0%	\$ -
013	8" AGRICULTURAL TILE	LF	840	\$ 9.00	\$ 7,560.00	840.00	\$ 7,560.00	840.00	100.0%	\$ 7,560.00	0.00	0.0%	\$ -
014	12" AGRICULTURAL TILE	LF	1,220	\$ 14.55	\$ 17,751.00	1220.00	\$ 17,751.00	1220.00	100.0%	\$ 17,751.00	0.00	0.0%	\$ -
015	15" AGRICULTURAL TILE	LF	20	\$ 29.40	\$ 588.00	20.00	\$ 588.00	20.00	100.0%	\$ 588.00	0.00	0.0%	\$ -
016	18" AGRICULTURAL TILE	LF	1,070	\$ 21.35	\$ 22,844.50	1070.00	\$ 22,844.50	1070.00	100.0%	\$ 22,844.50	0.00	0.0%	\$ -
017	24" AGRICULTURAL TILE	LF	70	\$ 32.95	\$ 2,306.50	70.00	\$ 2,306.50	70.00	100.0%	\$ 2,306.50	0.00	0.0%	\$ -
018	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4020-60	LS	1	\$ 2,740.00	\$ 2,740.00	1.00	\$ 2,740.00	1.00	100.0%	\$ 2,740.00	0.00	0.0%	\$ -
019	FURNISH & INSTALL 8" DROP INLET	EA	1	\$ 586.00	\$ 586.00	1.00	\$ 586.00	1.00	100.0%	\$ 586.00	0.00	0.0%	\$ -
020	FURNISH & INSTALL 12" DROP INLET	EA	2	\$ 678.00	\$ 1,356.00	2.00	\$ 1,356.00	2.00	100.0%	\$ 1,356.00	0.00	0.0%	\$ -
021	FURNISH & INSTALL 18" DROP INLET	EA	1	\$ 833.00	\$ 833.00	1.00	\$ 833.00	1.00	100.0%	\$ 833.00	0.00	0.0%	\$ -
022	12" CROSS-CONNECT W/30 LF OF SPECIFIED PIPE	EA	1	\$ 1,174.00	\$ 1,174.00	1.00	\$ 1,174.00	1.00	100.0%	\$ 1,174.00	0.00	0.0%	\$ -
023	CONNECT TO EXISTING TILE (LESS THAN 8')	EA	4	\$ 252.00	\$ 1,008.00	4.00	\$ 1,008.00	4.00	100.0%	\$ 1,008.00	0.00	0.0%	\$ -
024	CONNECT TO EXISTING TILE (8" AND LARGER)	EA	3	\$ 451.00	\$ 1,353.00	3.00	\$ 1,353.00	3.00	100.0%	\$ 1,353.00	0.00	0.0%	\$ -
025	RANDOM RIPRAP CLASS III (ON TYPE 4GEOTEXTILE FABRIC)	CY	135.0	\$ 77.40	\$ 10,449.00	135.00	\$ 10,449.00	135.00	100.0%	\$ 10,449.00	0.00	0.0%	\$ -
026	SEED MIX (33-262) WITH MULCH	AC	2.25	\$ 1,165.00	\$ 2,621.25	0.00	\$ -	0.00	0.0%	\$ -	0.00	100.0%	\$ -
027	INLET PROTECTION	EA	5.0	\$ 75.00	\$ 375.00	0.00	\$ -	0.00	0.0%	\$ -	0.00	100.0%	\$ -
028	MOWING	AC	2.25	\$ 150.00	\$ 337.50	0.00	\$ -	0.00	0.0%	\$ -	0.00	100.0%	\$ -
029	WEED SPRAYING	AC	2.25	\$ 200.00	\$ 450.00	0.00	\$ -	0.00	0.0%	\$ -	0.00	100.0%	\$ -
				\$ 121,952.25		\$ 116,918.50		\$ 116,918.50		\$ -			

April 1, 2019

Darrell Pettis
County Administrator
Le Sueur County
88 South Park Avenue
Le Center, MN 56057

Re: Proposal for a Utility Rate Study

Dear Mr. Pettis,

Thank you for the opportunity to provide you with a proposal to undertake a Utility Rate Study for the West Jefferson Subordinate Sewer District. We understand the County has established the District to provide new sewer collection service for up to 140 lots around West Jefferson Lake and needs to establish sewer utility rates that will pay for operations of the District.

The West Jefferson utility rate study will provide a platform for the County and District to establish rates that, over the long-term, will:

- Position the District to efficiently and effectively deliver sanitary sewer services;
- Cover all treatment costs passed through from the City of Cleveland;
- Build appropriate levels of positive cash balances in the utility fund for future system repair and replacement.

The County's ordinance spells out the sewer rate structure to be adopted. The rate study will provide rate recommendations that conform to the existing ordinance. In addition, we will provide a 10-year cashflow projection that proposes future rates and charges and provides a long-term financial plan for the utility.

Ehlers proposes to take the following steps in completing the rate study. Our approach is flexible and has proven to deliver the information, recommendations and facilitated discussion essential to setting utility rates with confidence and accuracy.

Step 1. **Gather data**

Rate studies and financial plans are a team effort. Ehlers will work with you and the project engineer to ensure that we receive the necessary data for the study.

Step 2. Meeting/Call with staff

At our initial meeting or conference call, Ehlers will work with staff to make sure we fully understand the project, the objectives, the proposed funding, and the service agreement with the City of Cleveland.

Step 3. Complete a review of the District's Capital Improvement Plan

We will use information from staff and consulting engineers to compile a system replacement plan for the West Jefferson sewer system.

Step 4. Complete rate study and financial plan

This step will focus on providing recommendations for sewer rates and charges and developing a financial plan for a new Sewer Fund. Ehlers will:

- Assemble and review utility system operating projections;
- Develop a pro forma cash flow statement showing projected usage, total operating revenues and total expenses, including operations and maintenance costs, depreciation, department servicing, net operating income, capital improvements, etc. to test adequacy of proposed rates and charges;
- Identify and address any additional issues; and
- Develop recommendations for sewer rates and charges.

Step 5. Comparison with Other Communities

At your option, we can compare the proposed user charges with up to five comparable or neighboring communities or compare an average bill with the cost of paying for a septic system.

Step 6. Recommendations

The sewer rate and charges recommendations will be customized and will address annual adjustments to rates and cash balance policies.

Step 7. Presentation to the Board and the Community

As we receive direction from the staff and Board, we will adjust our methodology as needed. We will respond to the District's priorities and concerns without incurring unnecessary steps or cost.

We can complete the rate study in four weeks, depending on the availability of information and meeting schedules. Ehlers is prepared to commence the work immediately.

Ehlers will perform the Sewer Rate Study at an hourly rate of \$245. It is expected that the rate study will cost approximately \$5,000. Completing the optional comparison with other communities will add to the estimated cost.

Upon completion, the County and District will have:

1. Recommendations for sewer rates and charges for the next ten years;
2. The Utility Rate Study in either an Executive Summary or Power Point format;
3. Financial projections in Excel format that the District can update in the future. The financial projections will include up to two options for revenue sources and/or the timing of capital improvements;
4. Facilitated discussion with the County/District Board; and
5. A transparent decision-making process.

All deliverables will be provided in electronic format whenever possible so that if the County chooses, it can update projections and spreadsheets internally in future years.

Thank you for the opportunity to serve Le Sueur County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bruce Kimmel". The signature is fluid and cursive, with a large loop at the end.

Bruce Kimmel
Senior Municipal Advisor/Director
bkimmel@ehlers-inc.com
651-697-8572

From: [Margaret D. Lafferty](#)
To: [Pettis, Darrell](#)
Cc: [Kramer, Ruby](#); [DuWayne Jones](#); [Bruce Schwartzman](#); [Aaron Johnson](#)
Subject: Le Sueur furniture package quote
Date: Friday, April 12, 2019 4:55:59 PM
Attachments: [image001.png](#)
[Le Sueur County Labor 4-12-19.pdf](#)
[Le Sueur County Level 1 A 4-12-19.pdf](#)
[Le Sueur County Level 2 A 4-12-19.pdf](#)
[Le Sueur County Level A 4-12-19.pdf](#)
[Le Sueur County Ancillary 4-12-19.pdf](#)

Hi Darrell,

Please find attached herein the furniture quotes; a summary with sub-totals is below:

Level 2 Area A	\$90,942.48
Level 1 Area A	\$314,840.17
Ancillary/Jail Area B	\$129,583.64
Lower Level A	\$104,431.75
FURNITURE TOTAL	\$639,798.04
Labor	\$84,125.61
GRAND TOTAL	\$723,923.65

FYI: (labor for the below department furniture is included in the single install phase number above)

- Court Admin's quote is \$127,116.08 and sent separately.
- Public Defender's quote is \$12,408.69 and sent separately.
- Probation/DOC's 2 offices and ½ of the front counter is included in the attached quote but **subtracted from the overall numbers above**. It is \$\$18,812.81.

There are two things that are not included on these quotes but will be something we need to coordinate with Jeff:

1. Wire management
2. Monitor arms
3. Custom Lobby table top (will be done by millwork contractor separately, need to issue PR)
4. Courtroom spectator pews (by millwork contractor and done separately from this package)

These are minor costs and would still put us under budget overall. And if the attached quotes are approved, please sign and send them back; we do not need to wait to order, we can create PO's and order next week. Then order monitor arms and wire management separately.

Lastly, I have asked for add'l installation phases but I have not received numbers on that yet. Again, this would not affect ordering the furniture asap as this is something that can be coordinated after the orders are placed.

Future Meetings April - May 2019

April

- Tuesday, April 16** **Board Meeting, 9:00 a.m. – Meeting to be held in Courtroom A on the second floor of the Courthouse**
- Thursday, April 18 Board of Adjustment Meeting, 3:00 p.m. at Environmental Services
- Tuesday, April 23** **Board Meeting, 9:00 a.m.**
***Recycling Workshop after the Board Meeting**

May

- Tuesday, May 7** **Board Meeting, 9:00 a.m.**
- Thursday, May 9 P&Z Meeting, 7:00 p.m. at Environmental Services
- Tuesday, May 21** **Board Meeting, 9:00 a.m.**
- Thursday, May 16 Board of Adjustment Meeting, 3:00 p.m. at Environmental Services
- Monday, May 27 Offices closed for Memorial Day
- Tuesday, May 28** **Board Meeting, 9:00 a.m.**