

Le Sueur County
Board of Commissioners

Meeting Agenda

County Board Room

Le Sueur County Courthouse

January 5, 2021 at 9:00 A.M.

1. WebEx Meeting Information - January 5, 2021 At 9 A.m.

Documents:

[LE SUEUR COUNTY BOARD ROOM INVITES YOU TO JOIN THIS WEBEX MEETING 01-05-2021.PDF](#)

2. 9:00 A.M. Call The Le Sueur County Board Of Commissioners Meeting To Order

3. Pledge Of Allegiance

- 3.I. 9:00 AM Swearing In And Board Organization (20 Min)

1. Swearing In of Commissioner King and Commissioner Gliszinski
2. Swearing in of Newly Elected SWCD Board Members
3. Election of 2021 Board Chair
4. Election of 2021 Board Vice-Chair
5. 2021 Board Photos

Documents:

[BOARDREORGANIZATION_2021.PDF](#)

4. Agenda Review And Approval

5. Consent Agenda Review And Approval

1. December 22, 2020 Board Minutes and Summary Minutes
2. December 29, 2020 Special Board Minutes and Summary Minutes

Documents:

[DECEMBER 22, 2020 BOARD SUMMARY MINUTES.PDF](#)
[DECEMBER 29, 2020 BOARD SUMMARY MINUTES.PDF](#)
[DECEMBER 22, 2020 BOARD MINUTES.PDF](#)
[DECEMBER 29, 2020 BOARD MINUTES.PDF](#)

6. 9:22 A.M. 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.

7. Claims (2 Min)

1. HS Claims
2. 2020 EOY Claims
3. 2021 Claims

8. 9:25 A.M. Shayne Bender, Assessor (5 Min)

1. Clerical Abatements and Additions to Tax Rolls Annual Report

9. 9:30 A.M. Pam Simonette, Auditor - Treasurer (10 Min)

1. Claims for Auditor - Treasurer Approval
2. Dedicated Reserves
3. Designation of Depository
4. Interest Collected

Documents:

[0807_001.PDF](#)

10. 9:40 A.M. Cindy Westerhouse, Human Resources Director (20 Min)

Documents:

[JANUARY 5 HR AGENDA.PDF](#)

11. 10:00 A.M. Open Bids For 2021 Legal Newspaper

12. 10:05 A.M. Cindy Shaughnessy, Le Sueur County Public Health Director (20 Min)

1. COVID-19 Update

13. 10:25 A.M. Dave Tiegs, Highway Department (10 Min)

Documents:

[AGENDA ITEMS JAN 5 2021.PDF](#)

14. 10:35 A.M. Barbara Droher Kline (15 Min)

1. Draft guidelines
2. Press release
3. Department of Revenue payments

Documents:

[LE SUEUR COUNTY BOARD UPDATE 01052020.PDF](#)
[2021 SMALL BUSINESS GRANT GUIDELINES V3.PDF](#)

[UPDATE BUSINESS INFORMATION TO ACCESS NEW STATE FUNDS.PDF](#)
[MN DEPT. OF REVENUE-COVID-19 BUSINESS RELIEF PAYMENTS.PDF](#)

15. Commissioner Committee Reports

16. Future Meetings

Documents:

[JAN 5 FUTURE MEETINGS.PDF](#)

17. Adjourn

18. 11:00 A.M. Water Planner/SWCD Transition Work Session

19. 11:30 A.M. 2021 Maintenance Work Session



Le Sueur County Board Room invites you to join this Webex meeting.

Tuesday, January 5, 2021

9:00 a.m. | (UTC-05:00) Central Time (US & Canada) | 2 hrs 30 mins

Please copy and paste this link into a web browser to connect to the meeting:

<https://lesueurcounty.webex.com/lesueurcounty/j.php?MTID=m284cffa34ee3e264126e494ab91eb51c>

Meeting number (access code): 146 328 7504

Meeting password: 0104CountyBoard

Tap to join from a mobile device (attendees only)

[+1-408-418-9388,1463287504###](tel:+1-408-418-9388,1463287504###) United Toll States

Join by phone

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

Join from a video system or application

Dial [1463287504@lesueurcounty.webex.com](tel:1463287504@lesueurcounty.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [1463287504.lesueurcounty@lync.webex.com](tel:1463287504.lesueurcounty@lync.webex.com)

Need help? Got to: <http://help.webex.com>

Le Sueur County Board Reorganization

Administrator Pettis calls the 2021 Le Sueur County Board of Commissioners to Order.

Administrator Pettis then calls for nominations for Chairman. (3 Times)

Commissioner _____, seconded by Commissioner _____
nominates Commissioner _____ for Chairman.

On motion by _____, seconded by _____ and unanimously
approved, nominations cease and the Secretary is instructed to cast a unanimous ballot for
_____, the 2021 Board Chair.

Administrator Pettis hands over the gavel to the Board Chair.

The Board Chair then calls for nominations for Vice Chair. (3 Times)

Commissioner _____, seconded by Commissioner _____
nominates Commissioner _____ for Vice Chairman.

On motion by _____, seconded by _____ and unanimously
approved, nominations cease and the Secretary is instructed to cast a unanimous ballot for
_____, the 2021 Board Vice Chairman.

Summary Minutes of Le Sueur County Board of Commissioners Meeting, December 22, 2020

- This is only a summary publication per MN Statutes 375.12 and 331A.01 sub. 10. The complete minutes are on file in the Le Sueur County Administrator's Office at 88 S Park Ave. Le Center, MN and are available at www.co.le-sueur.mn.us.
- Approved the agenda. (King/Wetzel)
- Approved the consent agenda (Gliszinski/O'Keefe)
- Approved the final hearing date set for February 4 at 9:30 a.m. in the EOC for CD41 & CD61 FER. (Wetzel/O'Keefe)
- Approved the Resolution to adopt and implement the Local Water Management Plan 2020-2026. (King/Wetzel)
- Granted the request for a Conditional Use Permit for Randy Kubes, Shakopee MN (applicant) and John Hoefs, New Prague (owner) to allow the applicant to transfer the development right from the NE 1/4 SW 1/4 to the NW 1/4 SW 1/4 in an Agriculture "A" District. Property is located in N 1/2 of the SW 1/4, Section 12, Derrynane Township. The application was approved as written. (O'Keefe/King)
- Granted the request for a Conditional Use Permit for Judy Long, Madison Lake (Applicant/Owner) to allow a total of 66.5 cubic yards of grading, excavating, and filling of material on a lot, of which 45.3 cubic yards is located within the shore impact zone, 49.1 cubic yards is located in the bluff, for the replacement of retaining walls located in the shore impact zone and in the bluff in a Recreational Residential "RR" District, Lake Washington, Recreational Development lake. Property is located at Lot 11, Hecht's Sioux Lookout, Section 18, Kasota Township. The application was approved with the following conditions and findings are on file at the Planning & Zoning Office.
 - Plant Minnesota deep rooted native vegetation in the rock beds adjacent to the proposed retaining walls. The vegetation will help screen the retaining walls and will also help with water infiltration. (Gliszinski/Wetzel)
- Approved the 2020 Delta Dental Grant Carryover into 2021. (O'Keefe/King)
- Approved the revised Family Health Insurance County Contribution. (O'Keefe/Wetzel)
- Approved the recommendation to set the 2021 salaries for the Le Sueur County elected officials. (Wetzel/O'Keefe)
- Approved the recommendation to set the 2021 wages for Nick Greenig, Chief Deputy Sheriff in the Sheriff's Office, from \$48.43 per hour to \$49.88 per hour, effective the first pay period of 2021. (O'Keefe/King)
- Approved the recommendation to approve the 2021 wages for all non-union employees. Effective January 1, 2021, a 1.0 percent cost of living, and step increase to eligible employees, and effective July 1, 2021, a 0.5 percent cost of living. (Gliszinski/O'Keefe)
- Adopted the revised Travel Policy. (O'Keefe/King)
- Approved the resignation of Joshua Mankowski, Planning & Zoning, effective December 31, 2020. (Wetzel/Gliszinski)
- Approved the resignation of Darrell Pettis, County Administrator, effective January 22, 2021. (King/Wetzel)
- Approved the recommendation to recruit for a full time County Administrator in County Administration. (Wetzel/O'Keefe)
- Approved the proposed 2020 Budget Changes for the Highway Department. (O'Keefe/King)
- Approved to replace GPS Rover Survey System and Software with estimated cost of \$72,500 after trade of existing unit (14 years old). Quoted price from Frontier Precision: \$59,492.65 after trade of existing unit. Price is based from State Bid Contract. (O'Keefe/Wetzel)
- Approved the request for approval for Memo of Understanding with the City of Le Sueur for the Turnback of CSAH 37 and Reconstruction of CSAH 36. (King/O'Keefe)
- Approved the request for approval of the Professional Services Agreement with Bolton & Menk. (Wetzel/O'Keefe)

- Approved the MNDOT request for additional help if needed due to COVID related work shortages. (Gliszinski/Wetzel)
- Approved the final payment for JD 54 Culvert Replacement to Selly Excavating for \$10,923.72. (O'Keefe/King)

Commissioner Committee Reports:

- Commissioner Gliszinski reported on Department Head meeting, Le Sueur – Scott Ditch Meeting
- Commissioner King reported on no meetings
- Commissioner Wetzel reported on Le Sueur - Scott Ditch Meeting
- Commissioner O'Keefe reported on Negotiations, Le Sueur – Scott Ditch meeting
- Commissioner Rohlfing reported on Department Head, Blue Earth County Ditch meeting, Negotiations
- Adjourned until January 5, 2021 at 9:15 a.m. after the newly re-elected officials are sworn in. (O'Keefe/King)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman

Summary Minutes of Le Sueur County Board of Commissioners Meeting, December 29, 2020

- 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 for the business of the day. (Wetzel/King)
- Approved the recommendation to accept and sign the Severance agreement with Joshua Mankowski, effective December 31, 2020. (Gliszinski/King)
- Approved the recommendation to declass employee 1160, effective December 21, 2020. (King/Wetzel)
- Authorized to set up the West Jefferson Sewer District Account with the First National Bank of Le Center. (Wetzel/O'Keefe)
- Adjourned until January 5, 2021 at 9:00 a.m. (O'Keefe/Gliszinski)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman

**Minutes of Le Sueur County Board of Commissioners Meeting
December 22, 2020**

The Le Sueur County Board of Commissioners met in regular session on Tuesday, December 22, 2020 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: John King (remote), Dave Gliszinski (remote), Lance Wetzel (remote), Steve Rohlfing and Danny O’Keefe. Also present were Darrell Pettis, Brent Christian and Pam Herrmann.

On motion by King seconded by Wetzel and approved via roll call vote 5 to 0, the Board approved the agenda for the business of the day.

On motion by Gliszinski, seconded by O’Keefe and approved via roll call vote 5 to 0, the Board approved the consent agenda:

- Approved the December 15, 2020 County Board Minutes and Summary Minutes.
- Approved the Electronic funds transfer Report.
- Approved the December 15, 2020 Le Sueur-Blue Earth JD 1, and Blue Earth –Le Sueur JD 2 Board Minutes and Summary Minutes
- Approved the December 17, 2020 Scott – Le Sueur JD 1 and Lateral 2 of JD 1 and Le Sueur – Scott JD 4 Board Minutes and Summary Minutes

Dani Blaschko, Ditch Manager came before the Board to set a hearing date for CD41 & 61 Final Hearing, give ditch financial update and ditch status update.

On motion by Wetzel seconded by O’Keefe and approved via roll call vote 5 to 0, the Board approved the final hearing date set for February 4 at 9:30 a.m. in the EOC for CD41 & CD61 FER.

Holly Kalbus, Environmental Resources Specialist came before the Board with one item for approval.

On motion by King, seconded by Wetzel and approved via roll call vote 5 to 0, the Board approved the Resolution to adopt and implement the Local Water Management Plan 2020-2026.

Josh Mankowski, Planning and Zoning Administrator came before the Board with several items.

On motion by O’Keefe, seconded by King and approved via roll call vote 5 to 0, the Board granted the request for a Conditional Use Permit for Randy Kubes, Shakopee MN (applicant) and John Hoefs, New Prague (owner) to allow the applicant to transfer the development right from the NE 1/4 SW 1/4 to the NW 1/4 SW 1/4 in an Agriculture “A” District. Property is located in N 1/2 of the SW 1/4, Section 12, Derrynane Township. The application was approved as written.

On motion by Gliszinski, seconded by Wetzel and approved via roll call vote 5 to 0, the Board granted the request for a Conditional Use Permit for Judy Long, Madison Lake (Applicant/Owner) to allow a total of 66.5 cubic yards of grading, excavating, and filling of material on a lot, of which 45.3 cubic yards is located within the shore impact zone, 49.1 cubic

yards is located in the bluff, for the replacement of retaining walls located in the shore impact zone and in the bluff in a Recreational Residential “RR” District, Lake Washington, Recreational Development lake. Property is located at Lot 11, Hecht’s Sioux Lookout, Section 18, Kasota Township. The application was approved with the following conditions and findings are on file at the Planning & Zoning Office.

1. Plant Minnesota deep rooted native vegetation in the rock beds adjacent to the proposed retaining walls. The vegetation will help screen the retaining walls and will also help with water infiltration.

Cindy Shaughnessy, Public Health Director, appeared before the Board with a COVID-19 Update.

On motion by O’Keefe, seconded by King and approved via roll call vote 5 to 0, the Board approved the 2020 Delta Dental Grant Carryover into 2021.

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

On motion by O’Keefe, seconded by Wetzel and approved via roll call vote 5 to 0, the Board approved the revised Family Health Insurance County Contribution.

On motion by Wetzel, seconded by O’Keefe and approved via roll call vote 5 to 0, the Board approved the recommendation to set the 2021 salaries for the Le Sueur County elected officials.

County Attorney	\$115,543.92
County Sheriff	\$128,129.45
County Recorder	\$ 81,926.45

On motion by O’Keefe, seconded by King and approved via roll call vote 5 to 0, the Board approved the recommendation to set the 2021 wages for Nick Greenig, Chief Deputy Sheriff in the Sheriff’s Office, from \$48.43 per hour to \$49.88 per hour, effective the first pay period of 2021.

On motion by Gliszinski, seconded by O’Keefe and approved via roll call vote 5 to 0, the Board approved the recommendation to approve the 2021 wages for all non-union employees. Effective January 1, 2021, a 1.0 percent cost of living, and step increase to eligible employees, and effective July 1, 2021, a 0.5 percent cost of living.

On motion by O’Keefe, seconded by King and approved via roll call vote 5 to 0, the Board adopted the revised Travel Policy.

On motion by Wetzel, seconded by Gliszinski and approved via roll call vote 5 to 0, the Board approved the resignation of Joshua Mankowski, effective December 31, 2020.

On motion by King, seconded by Wetzel and approved via roll call vote 5 to 0, the Board approved the resignation of Darrell Pettis, effective January 22, 2021.

On motion by Wetzel, seconded by O’Keefe and approved via roll call vote 5 to 0, the Board approved the recommendation to recruit for a full time County Administrator in County Administration.

MCIT presented Le Sueur County a Certificate of Excellence award in recognition of an Outstanding Experience in Workers’ Compensation. The County’s experience modification was under 1.00 for the years 2017 to 2019.

Dave Tieg, Highway Department appeared before the Board with several items for consideration.

On motion by O’Keefe, seconded by King and approved via roll call vote 4-0 with Gliszinski absent, the Board approved the proposed 2020 Budget Changes.

REVENUES					
Account Number	Description	Approved 2020 Budget Amount	Recommended 2020 Budget Amount	Increase/Decrease Amount	Explanation
10-300-5557	Federal Reimbursement	\$0.00	\$1,902,863.00	\$1,902,863.00	CSAH 15 Funds Received
10-300-5558	Miscellaneous Reimbursements	\$19,100,000.00	\$80,000.00	-\$19,020,000.00	Turnback Funds Received prior to beginning of 2020
10-300-5884	State Regular Construction Advance	\$195,125.00	\$0.00	-\$195,125.00	Advance not needed
10-300-5895	State Aid Municipal Construction	\$500,000.00	\$1,080,000.00	\$580,000.00	SA Municipal Funds used for Ferry St and 2nd St
			TOTAL:	-\$16,732,262.00	

EXPENDITURES					
Account Number	Description	Approved 2020 Budget Amount	Recommended 2020 Budget Amount	Increase/(Decrease) Amount	Explanation
10-300-6260	Professional Services	\$125,000.00	\$20,000.00	-\$105,000.00	
10-301-6392	County Contract Payments	\$630,612.00	\$1,200,000.00	\$569,388.00	Justice Center Entrance, Contract Gravel Hauling
10-302-6301	Hired Equipment	\$85,000.00	\$180,000.00	\$95,000.00	Spring Emergency Repairs
10-302-6496	Supplies - Aggregate / Asphalt	\$550,000.00	\$680,000.00	\$130,000.00	COVID 19
10-303-6415	Supplies - Motor Fuel / Lubricants	\$360,000.00	\$300,000.00	-\$60,000.00	Fuel price lower than expected
			TOTAL:	\$629,388.00	

On motion by O’Keefe, seconded by Wetzel and approved via roll call vote 4 to 0 with Gliszinski absent, the Board approved to replace GPS Rover Survey System and Software with estimated cost of \$72,500 after trade of existing unit (14 years old). Quoted price from Frontier Precision: \$59,492.65 after trade of existing unit. Price is based from State Bid Contract.

On motion by King, seconded by O’Keefe and approved via roll call vote 4 to 0 with Gliszinski absent, the Board approved the request for approval for Memo of Understanding with the City of Le Sueur for the Turnback of CSAH 37 and Reconstruction of CSAH 36.

On motion by Wetzel, seconded by O’Keefe and approved via roll call vote 4 to 0 with Gliszinski absent, the Board approved the request for approval of the Professional Services Agreement with Bolton & Menk.

On motion by Gliszinski, seconded by Wetzel and approved via roll call vote 5 to 0, the Board approved the MNDOT request for additional help if needed due to COVID related work shortages.

Barbara Droher Kline appeared before the Board with updates on the CARES Act and Broadband updates.

Darrell Pettis, County Administrator appeared before the Board with several items for consideration.

On motion by O’Keefe, seconded by King and approved via roll call vote 5 to 0, the Board approved the final payment for JD 54 Culvert Replacement to Selly Excavating for \$10,923.72.

A letter from Le Sueur resident Lee Plonske was shared. The County assessor reached out to Plonske to discuss.

Commissioner Committee Reports:

- Commissioner Gliszinski reported on Department Head meeting, Le Sueur – Scott Ditch Meeting
- Commissioner King reported on no meetings
- Commissioner Wetzel reported on Le Sueur - Scott Ditch Meeting
- Commissioner O’Keefe reported on Negotiations, Le Sueur – Scott Ditch meeting
- Commissioner Rohlfing reported on Department Head, Blue Earth County Ditch meeting, Negotiations

On motion by O’Keefe, seconded by King and approved via roll call 4 to 0 with Wetzel absent, the Board adjourned until January 5, 2021 at 9:00 a.m. after the newly re-elected officials are sworn in.

ATTEST: _____
Le Sueur County Administrator

Le Sueur County Chairman

**Minutes of Le Sueur County Board of Commissioners Special Meeting
December 29, 2020**

The Le Sueur County Board of Commissioners met in special session on Tuesday, December 29, 2020 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: John King (remote), Dave Gliszinski (remote), Lance Wetzel (remote), Steve Rohlring and Danny O’Keefe (remote). Also present were Dani Blaschko, Brent Christian and Pam Herrmann.

On motion by Wetzel seconded by King and approved via roll call vote 5 to 0, the Board approved the agenda for the business of the day.

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

On motion by Gliszinski, seconded by King and approved via roll call vote 5 to 0, the Board approved the recommendation to accept and sign the Severance agreement with Joshua Mankowski, effective December 31, 2020.

On motion by King, seconded by Wetzel and approved via roll call vote 5 to 0, the Board approved the recommendation to declass employee 1160, effective December 21, 2020.

Dani Blaschko, came before the Board with one item for approval.

On motion by Wetzel, seconded by O’Keefe and approved via roll call vote 5 to 0, the Board authorized to set up the West Jefferson Sewer District Account with the First National Bank of Le Center.

On motion by O’Keefe, seconded by Gliszinski and approved via roll call 5 to 0, the Board adjourned until January 5, 2021 at 9:00 a.m.

ATTEST: _____
Le Sueur County Administrator **Le Sueur County Chairman**



Auditor-Treasurer Office

Pam Simonette-Auditor/Treasurer

Connie Kopet – Chief Deputy
88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057
TEL: 507-357-2251 FAX: 507-357-6375

January 5, 2021

Le Sueur County Board of Commissioners:

Request for the Board to delegate their authority to review the below listed claims before payment pursuant to M.S. 375.18, Subd 1b. to the Le Sueur County Auditor-Treasurer. These claims shall be examined in accordance with the established internal accounting and administrative control procedures to ensure the proper disbursement of public funds.

Claims to be paid under the Statute by Auditor-Treasurers' approval includes:

- Bills that are discounted when paid in specific time period
- Utilities/Telephone/Sewer & Water
- Contract/Lease Payments
- Employee's Credit Card Reimbursements
- Class Registration/Reservations
- Dues
- Postage
- Drug Investigation Money
- Tax Settlements/Apportionments
- License Fees
- Taxes & Special Assessments
- Bond Payments
- Septic Loans

Sincerely,

A handwritten signature in cursive script that reads 'Pam Simonette'.

Pam Simonette
Le Sueur County Auditor-Treasurer



Auditor-Treasurer Office

Pam Simonette-Auditor/Treasurer

Connie Kopet – Chief Deputy
88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057
TEL: 507-357-2251 FAX: 507-357-6375

January 5, 2021

Le Sueur County Board of Commissioners:

The following is a list of the dedicated reserves for Le Sueur County for 2021:

Revenue Fund	6,134,639
Revenue Fund-Tipping Fees	1,670,354.25 (Restricted)
Road & Bridge	3,875,431
Human Services	2,780,674
Environmental	541,499
Victim Witness	41,205
Bond Fund	1,507,254

Sincerely,

A handwritten signature in cursive script that reads "Pam Simonette".

Pam Simonette
Le Sueur County Auditor-Treasurer

Auditor-Treasurer Office

Pam Simonette-Auditor/Treasurer



Connie Kopet – Chief Deputy

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057

TEL: 507-357-2251 FAX: 507-357-6375

January 5, 2021

Le Sueur County Board of Commissioners:

I hereby designate the following financial institutions as depositories of funds for Le Sueur County for 2021, provided they furnish proper and sufficient collateral or surety bond, as needed for such deposits.

- | | |
|-------------------------------------|----------------|
| 1. First National Bank | Le Center MN |
| 2. First State Bank | Le Center MN |
| 3. Frandsen Bank & Trust | Montgomery MN |
| 4. First Farmers and Merchants Bank | Le Sueur MN |
| 5. Cornerstone State Bank | Le Sueur MN |
| 6. HomeTown Bank | Cleveland MN |
| 7. Frandsen Bank & Trust | Waterville MN |
| 8. Elysian Bank | Elysian MN |
| 9. Wells Fargo Advisors | Minneapolis MN |
| 10. Magic Fund | Minneapolis MN |
| 11. State Bank of New Prague | New Prague MN |
| 12. Cornerstone State Bank | Montgomery MN |

Sincerely,

A handwritten signature in cursive script that reads "Pam Simonette".

Pam Simonette
Le Sueur County Auditor-Treasurer



Auditor-Treasurer Office

Pam Simonette-Auditor/Treasurer

Connie Kopet – Chief Deputy
88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057
TEL: 507-357-2251 FAX: 507-357-6375

January 5, 2021

Le Sueur County Board of Commissioners:

I, Pam Simonette, Le Sueur County Auditor-Treasurer, do hereby submit to you the amount of interest collected on investments during the year of 2020

Total Interest Collected in 2020: \$334,952.92

Included in the interest amount:

Collected on daily accounts \$150,487.11

Respectfully submitted,

A handwritten signature in cursive script that reads 'Pam Simonette'.

Pam Simonette
Le Sueur County Auditor-Treasurer



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 January 5, 2021

The Le Sueur County Board of Commissioners and the Employee Recognition Committee would like to recognize the following employees on their significant length of service with Le Sueur County.

Cindy Shaughnessy	Public Health	40 years
Pamela Voit	Public Health	30 years
Colleen Stoffel	Human Services	25 years
Ramona Shook	Human Services	20 years
Vicki Walechka	Victim Witness	20 years
Nickolas Greenig	Sheriff's Office	20 years
Ben King	County Attorney's Office	15 years
Amber Karels	Public Health	15 years
Heather Gilhousen	Auditor/Treasurer	5 years
Talia Gilster	Human Services	5 years
Amanda Worrell	Human Services	5 years

Liza Donabauer, Management Consultant, with DDA Human Resources, Inc. (*A David Drown Associates Company*) will present executive recruitment information and answer questions regarding their proposal.

Recommendation to accept the proposal from David Drown Associates, Inc. (DDA) to conduct the executive search to recruit for the County Administrator's position.

Recommendation to accept the resignation request from Justin Coates, full time Agency Social Worker in Human Services, effective January 29, 2021.

Recommendation to post and request the merit list for a full time Agency Social Worker in Human Services, Grade 11, Step 4 at \$28.62 (2020) per hour.



Human Resources

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057

Telephone: 507-357-8517 • Fax: 507-357-8607

Cindy Westerhouse – Human Resources Director

Recommendation to hire Brennan Vollmer as a full time Deputy Sheriff in the Sheriff's Office, Grade 10, Step 4 at \$26.99 (2020) per hour, effective January 11, 2021.

Recommendation to approve the Public Employees Retirement Association - Police Officer Declaration for Brennan Vollmer

Recommendation to hire Ryan Schaefer as a full time Deputy Sheriff in the Sheriff's Office, Grade 10, Step 4 at \$26.99 (2020) per hour, effective January 11, 2021.

Recommendation to approve the Public Employees Retirement Association - Police Officer Declaration for Ryan Schaefer.

Recommendation to post and advertise for a full time Appraiser in the Assessor's Office, Grade 9, Step 4 at \$25.48 (2020) per hour.

Recommendation to approve the 2021 wages for the Teamster's Unions; Deputies, Correctional Officers/Dispatchers, Courthouse, and Human Services employees. Effective January 1, 2021, a 1.0 percent cost of living, and step increase to eligible employees, and effective July 1, 2021, a 0.5 percent cost of living.

Recommendation to approve and sign the 2021 Service Agreement between Le Sueur County and SafeAssure.

Highway Department Agenda Items

Tuesday, January 5th, 2021 County Board Meeting

1. Request to Advertise for Seasonal Material and Equipment Rates
2. Present Final Draft of the Le Sueur County ADA Transition Plan for Board Comment
3. Updates

**Le Sueur County Board Update
January 5, 2020**

**December 14, 2020 Minnesota legislature special session
Economic Relief Package**

Three Tiers

1. Minnesota Department of Revenue \$88 million direct to restaurants, breweries, wineries, distilleries, bowling alleys, bars, fitness/rec centers

Based on business type and 30% reduction in in sales tax revenues, comparing Q2/Q3 2019 to Q2/Q3 2020

i) No unemployment/sole proprietors	\$10,000
ii) 0 -20 employees	\$15,000
iii) 21-100 employees	\$25,000
iv) 101-300 employees	\$35,000
v) Over 300	\$45,000

Already hearing from businesses that do not qualify based on formula
Local businesses will be notified of their eligibility by Dec. 31 through their Ebusiness
(where they log in to pay sales tax) accounts with the MN Department of Revenue

2. DEED grants \$14 million to large convention centers and movies theaters

No eligibility in Le Sueur County

3. County administered relief fund \$115 million

- \$556,330 to Le Sueur County plus 2.5% administrative \$13,908
- More flexibility than CARES Act funds
- Draft guidelines
 - 1st Priority to those businesses closed by current executive order which is narrower than previous executive order which included hair salons, etc.
 - 2nd Priority businesses not funded under CARES act this fall
 - Non-profit community asset businesses included such as VFW posts and American Legion posts, community fitness centers
 - Application will ask about Tier I eligibility
 - Once applications are in, late January to early February, review of needs and resources
 - determining eligibility for county funds if state funds have been allocated

- Child care programs
 - Survey of need will be conducted with Next Stage survey to determine availability and access to state funds directly to Le Sueur County child care programs
 - Based on survey, separate application would be required
- Also not included other non profit organizations
 - Funded through CARES in fall
 - Significant other funds available for those with employees

FEDERAL COVID \$ December 30, 2020

- Direct checks and unemployment
- Transportation \$163 million to MN for highways, bridges, transportation projects
- Rental assistance
- Schools
- Child care providers

CARES ACT FUNDS

- \$44.3 Million unspent CARES Act funds in Minnesota, deadline extended through 2021

LE SUEUR COUNTY SMALL BUSINESS ECONOMIC RELIEF FUND PROGRAM GUIDELINES

A SMALL BUSINESS RECOVERY FUND TO SUPPORT AND ASSIST LOCAL
BUSINESSES ADVERSELY IMPACTED BY THE COVID-19 PANDEMIC
FUNDED BY THE STATE OF MINNESOTA BUSINESS RELIEF FUNDS

1/5/2021 DRAFT 3

Program Purpose

To provide emergency recovery support to small local businesses in Le Sueur County adversely impacted by the COVID-19 pandemic, Le Sueur County will provide grants of up to \$10,000 to small businesses, prioritizing those directly closed by Minnesota Emergency Executive Order 20-99, issued Nov. 19, 2020, and then those indirectly impacted by the pandemic who were not funded through the Fall 2020 Le Sueur County CARES Act program.

Funds will help businesses pay for critical expenses such as current payroll obligations, rent payments, mortgage payments, utilities and payments to suppliers. Providing this support will increase the capacity of small businesses with a physical location in Le Sueur County to rebound from the current crisis and will help prevent potential future blight scenarios.

The Le Sueur County Economic Relief Funds will be administered through NextStage, a local non-profit that brings extensive experience managing and administering loan funds. A total of \$556,330 in State of Minnesota Economic Relief grant funding is available for distribution to qualified applicants through this program offered by Le Sueur County.

Funding

- A one-time emergency grant of up to \$10,000, based on economic injury from the COVID-19 pandemic and eligible expenses. Final grant awards shall be limited to the lesser of eligible expenses or demonstrated loss, up to the \$10,000 maximum.
- Funds can be used for operating expenses, incurred between September 1, 2020, and January 1, 2021, including current payroll obligations, rent payments, mortgage payments, utilities, accounts payable, tax payments, or other critical business expenses as approved by the fund administrator.

Eligible Businesses

Businesses must meet all the following criteria as of March 1, 2020, to be eligible.

- Must be a locally owned and operating for-profit business with a physical establishment in Le Sueur County. Or a non-profit, "community-asset" business, such as bars and restaurants operated by a VFW post or American Legion Post, community fitness centers, ice arenas and other entities that earn revenue similar to a for-profit business, which had to cease operations due to Executive Order 20-99 are also eligible for this program.
- Must have been in business for at least 6 months prior to March 1, 2020, and intending to continue operations.
- Must be licensed, in good standing, and not have any delinquent property taxes or utilities.
- Must demonstrate a significant loss in revenue since March 15, 2020.

In addition, eligible businesses must meet ONE of the following conditions:

- Business was closed by Governor Walz’s Executive Order 20-04 or 20-08 or 20-99* , OR
- Business employed at least 1- and not more than 20- W-2 eligible employees as of March 1, 2020, and under \$1 million in annual revenue, OR
- Business is Owner-Operated, with not more than 20 W-2 eligible employees as of March 1, 2020, and under \$1 million in annual revenue. Owner-Operated shall be defined as one who’s owner’s principal employer is the business.

Certain businesses are ineligible, including:

- Home-based businesses; those without a physical establishment
- Tax-exempt, non-profit organizations
- Businesses in default conditions prior to February 29, 2020
- Businesses that derive income from passive investments; business-to-business transactions; real estate transactions; property rentals or property management; billboards; or lobbying.

Businesses that received COVID-related federal funding, such as the Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL) or Paycheck Protection Program (PPP), may still be eligible for this Le Sueur County program but must demonstrate that grant funds from this program shall be utilized for expenses not covered by another program.

*Businesses closed by Executive Order 20-99

- Restaurants, food courts, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption, NOT including institutional or in-house food cafeterias that serve residents, employees, and clients of businesses, childcare facilities, hospitals, and long-term care facilities.
- Bars, taverns, brew pubs, breweries, microbreweries, distilleries, wineries, tasting rooms, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption.
- Theaters, cinemas, indoor and outdoor performance venues, and museums.
- Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios.
- Amusement parks, arcades, bingo halls, bowling alleys, indoor climbing facilities, skating rinks, trampoline parks, and other similar recreational or entertainment facilities.

Application Process

- Applications will be accepted beginning January 11, 2021, and ending January 22, 2020, at 12:00 p.m. (noon). Applications are on the Le Sueur County website: [link](#)
- If applications exceed the funding available, the fund administrator will select recipients using a lottery system.

- The fund administrator, NextStage, will notify approved applicants by email on or before **TBD**.

Upon notice of an approved application, applicants are required to submit the following items within 5 business days:

- Notice of whether the business has been funded by Minnesota Department of Revenue Business Relief Payments.
- 2019 Federal Business Tax Return or appropriate Business Tax Schedule - based on entity type. Businesses that have not yet completed a 2019 Federal Return are eligible to apply and substitute other documentation of revenue deemed acceptable to the program administrator. If the applicant has applied for Le Sueur County CARES Act funds in 2020 and submitted their 2019 Federal Business Tax Return, they will not need to resubmit it.
- Evidence of revenue loss related to the COVID 19 emergency. Applicant should submit documentation that best demonstrates the impact and is deemed acceptable to Program Administrator. Some examples of acceptable documentation include comparable-period Sales Tax Reporting, Period Statements from 3rd-party Sales Platforms, Merchant Services Statements, and Point of Sale or Register reports.
- Evidence of employment prior to March 1, 2020. Acceptable documentation may include period reporting from a 3rd-party payroll processor, applicant's Federal Form 941/Employer's Quarterly Federal Tax Return, or other State or Federal payroll-related filing.
- Any additional documentation or information deemed necessary by the fund administrator to determine eligibility, generate loan documents, disburse loan proceeds, or meet program reporting requirements.
- Failure to submit required documentation will result in forfeiture of Grant Opportunity.

Note: Le Sueur County reserves the right to revise these guidelines as needed to best address the impact of the current pandemic.

FOR IMMEDIATE RELEASE

For information contact Sarah Johnson Malchow, 612-710-5787, smalchow@lsc-mn.gov

Dec. 18, 2020

Businesses: Update Information with the State to Get New Funding

Businesses in Le Sueur County are advised to update their information with the state in anticipation of receiving funding in the new round of grants for relief due to the latest COVID shutdown.

First the state will award grants with direct payments. On Dec. 14, the Minnesota Department of Revenue was authorized to distribute \$88 million to restaurants, breweries, wineries, distilleries, bowling alleys, bars, and fitness/recreation centers to receive direct payments from the state. It is critical for businesses to log into their accounts with the state to confirm or update their information because the payments are based on business type, number of employees and sales tax loss data. These state grants will range in size from \$10,000 to \$45,000.

To verify business addresses, log into e-Services, <https://www.mndor.state.mn.us/tp/eservices/>

If you have questions about your business category or number of employees, check with Minnesota Unemployment Insurance, <https://www.uimn.org/>

These steps are important for business owners because of how the state will evaluate and notify businesses of the grants. "We will determine what businesses are eligible and their aid amount based on sales tax and unemployment records as of Nov. 1, 2020," the state said. Then, eligible businesses will be notified via their e-Services account by Dec. 31. Payments will then be mailed in early January to the main address on the Sales Tax account.

The Minnesota legislature also approved over \$556,000 for grants to small businesses and non-profits to be administered by Le Sueur County for its citizens.

The county is continuing its contract with Next Stage, the firm that processed the CARES Act funds last fall. Le Sueur County has begun planning for distribution of funds, coordinating with the State of Minnesota's Department of Revenue. Little details have been received at this time.

Business owners may receive information and updates about the county program and others on the county's website at <https://www.co.le-sueur.mn.us/603/Small-Business-COVID-19-Information>.

Utilizing federal CARES Act funding, Le Sueur County was able to award up to \$10,000 grants to 56 businesses operating in the county, with a grand total of over \$500,000 in small business grants. The CARES Act funding ended Dec. 1.

COVID-19 Business Relief Payments

Eligibility and Program Requirements

We will notify eligible businesses in December 2020 and mail COVID-19 Business Relief Payments in early January. Businesses in the following categories may be eligible if they meet the other requirements:

- Full- and limited-service restaurants
- Cafeterias and buffets
- Caterers
- Bars
- Breweries with taprooms
- Family wineries with tasting rooms
- Distilleries with tasting rooms
- Bowling centers
- Gyms and fitness centers



You will receive a payment, based on your number of employees and participation in the state Unemployment Insurance (UI) System.

If you have	You will receive
1-20 employees	\$15,000
21-100 employees	\$25,000
101-300 employees	\$35,000
301 or more employees	\$45,000

If your business does not participate in the UI system, you will receive \$10,000.

For details and updates, visit our website at www.revenue.state.mn.us. Search keyword **covid-19**.

January 2021 – February 2021

Future Meetings

January

Tuesday, January 19th County Board Meeting, 9:00 a.m.

Tuesday, January 26th County Board Meeting, 9:00 a.m.

February

Tuesday, February 2nd County Board Meeting, 9:00 a.m.

Tuesday, February 2nd Community Health Board, 1:30 p.m.

Tuesday, February 16th County Board Meeting, 9:00 a.m.

Tuesday, February 23rd County Board Meeting, 9:00 a.m.