

**Minutes of Le Sueur County Board of Commissioners Meeting
July 5, 2022**

The Le Sueur County Board of Commissioners met in regular session on Tuesday, July 5, 2022 at 9:00 a.m. in the Government Center at Le Center, Minnesota. Those members present were: Dave Gliszinski, John King, Danny O’Keefe, Steve Rohlfig and Lance Wetzel. Also present were Joe Martin, Brent Christian and Pam Herrmann.

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

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

- June 28, 2022 Board Minutes and Board Summary Minutes
- June 2022 Transfers

On motion by Gliszinski, seconded by Wetzel, the Board unanimously approved the following HS claims:

Financial: \$30,702.74

Soc Services: \$62,278.77

Dani Blaschko, Auditor-Treasurer came before the Board with one request.

On motion by King, seconded by Wetzel, the Board unanimously approved the recommendation for a ditch lien for County Ditch 35; 10.2% of the benefits for a total of \$124,222.29 to be spread over 10 years beginning with taxes payable in 2023, 4% interest, \$10 minimum assessment, and any assessments that are \$250 or less will be payable in one installment. A lien will be filed in the Le Sueur County Recorder’s Office in December 2022.

Megan Kirby, Public Health Director came before the Board with a Public Health update.

Cindy Westerhouse, Human Resources Director came before the Board with a retirement presentation.

Presentation of retirement plaque to Cindy Jirak, full time Lead Eligibility Worker in Human Services. Cindy will retire on July 15, 2022. Cindy has been employee with Le Sueur County since November 1984.

Staffing Updates – Hired:

Kim Goettl, full time Registered Nurse in Public Health, Grade 10, Step D at \$31.21 per hour, effective July 11, 2022.

Jim McMillen, Facilities was unable to present at this time.

Brent Christian, County Attorney came before the Board with two items for approval.

On motion by Gliszinski, seconded by Wetzel, the Board unanimously approved the Resolution Approving State of Minnesota Joint Powers Agreement with the County of Le Sueur on Behalf of its County Attorney and Sheriff.

WHEREAS, the County of Le Sueur on behalf of its County Attorney and Sheriff desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State’s criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with

the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Le Sueur County, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Le Sueur on behalf of its County Attorney and Sheriff are hereby approved.
2. That the Le Sueur County Sheriff, Brett Mason, or his or her successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. That the Le Sueur County Attorney, Brent Christian, or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
4. That Danny O'Keefe, the Chair of the County of Le Sueur, and Joe Martin, the County Board Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 5th day of July, 2022.

COUNTY OF LE SUEUR

By: Danny O'Keefe
Its Board Chair

ATTEST:

By: Joe Martin
Its County Board Clerk

On motion by King, seconded by Rohlfing, the Board unanimously approved the State of Minnesota Joint Powers Agreement for five years at a cost of \$600.00 per year.

On motion by Rohlfing, seconded by Wetzel, the Board unanimously approved the Court Data Services Subscriber Amendment to CJDN Subscriber Agreement.

Joe Martin, County Administrator came before the Board with West Jefferson Sewer District Operating Policy Changes.

I. New Maintenance Surcharge in 2022 and Increase Base Rate Charge

- a. Issue
 - i. The current operating/maintenance account is not building an adequate reserve amount to address anticipated maintenance costs. Operating account regularly runs in deficit.
- b. *New Policy – On motion by Wetzel, seconded by King, with Rohlfing abstaining, the Board unanimously approved:*
 - i. *All property owners that are part of the sewer district will be assessed \$100 in 2022. This will include properties that are using the system and properties that have infrastructure to their property that are not yet connected to the system. Based on 140 connections, anticipated revenue is \$14,000. The surcharge may again be assessed in 2023 depending on account balances. There will be a July notification with October 2022 billing.*

II. Unused hookups with equipment installed

- a. Issue

- i. We have three properties that have pumps and panels installed that are inactive. These properties are not paying a base fee.
- b. *New Policy – On motion by King, seconded by Wetzel, with Rohlfing abstaining, the Board unanimously approved:*
 - i. *All pumps will be immediately removed from these properties as to preserve their integrity.*
 - ii. *If the properties are not connected by December 31, 2022, these properties will be assessed ½ of the current monthly base fee.*
- c. *Add 3rd paragraph to New Policy – On motion by King, seconded by Wetzel, with Rohlfing abstaining, the Board unanimously approved:*
 - i. *The costs for reinstallation of pumps on these properties will be the responsibility of the landowner.*

III. Partial hookups and Stubbed-in Properties

- a. Issue
 - i. We have several partial hookups and stubbed-in properties on the system that are not paying base fee.
- b. *New Policy – On motion by King, seconded by Wetzel, with Rohlfing abstaining, the Board unanimously approved:*
 - i. *Starting January 1, 2023, all partial hookups and stubbed-in properties will start paying ½ of the current monthly base fee.*
 - 1. *Future discussion on when these properties will need to connect or when/if they should be charged full amount.*

IV. Excess Use Policy

- a. Issue
 - i. We have had excessive use readings on some properties, some due to mechanical issues that led to no discharge, and others that led to discharge.
- b. *New Policy – On motion by Wetzel, seconded by Gliszinski, with Rohlfing abstaining, the Board unanimously approved:*
 - i. *Any excessive use and corresponding charges, regardless of cause, shall be responsibility of property owner. The only exception to this is if the excessive use reading can be verified to be a mechanical failure of equipment that did NOT lead to discharge to the system.*

V. Vacating Property Policy

- a. Issue
 - i. The sewer district does not currently have a procedure in place to know when individuals are vacating their properties for extended periods of time.
- b. *New Policy – On motion by Gliszinski, seconded by King, with Rohlfing abstaining, the Board unanimously approved:*
 - i. *County and sewer district will have a form available for homeowners to submit when they are vacating the property for an extended period of time.*

VI. Late Payment Policy

- a. Issue
 - i. Current late payment policy is \$10 per quarter, thus not punitive enough to encourage prompt payment.
- b. *New Policy – On motion by Wetzel, seconded by Gliszinski, with Rohlfing abstaining, the Board unanimously approved:*
 - i. *Late payment fee will be set at \$10 per month.*

VII. Sewer Access Charges

- a. Issue
 - i. Need to formally set sewer access charge (SAC) for new hookups.
- b. *New Policy – On motion by Gliszinski, seconded by Wetzel, with Rohlfing abstaining, the Board unanimously approved:*
 - i. *SAC fee is \$5,500 (\$1,000 for City of Cleveland and \$4,500 for Sewer District)*

VIII. Process for Requesting New Hookups

- a. Issue
 - i. Need to establish formal process for requesting new service or to connect an existing partial hookup.
- b. *New Policy – On motion by King, seconded by Wetzel, with Rohlfing abstaining, the Board unanimously approved:*
 - i. *All individuals with partial hookups shall contact the County Administrator of their intent to hook up to the system before any work is completed. They will be given a form to complete with directions on how to proceed and who to work with.*
 - ii. *Any new landowner requesting a new hookup shall contact the County Administrator. They will be given a form to complete for County review. Once reviewed, the County will determine if the hookup is feasible and contact the City of Cleveland for their concurrence.*

IX. GIS Expense Authorization

- a. Issue
 - i. In working with engineer on GIS information for the locating service, we discovered that we need to get GIS information into to County systems. This is in progress. Going forward, we need to recognize that changes are and will be made to the system and major repair work will be done, and we need to capture this information on an ongoing basis within GIS to maintain accurate records.
- b. *New Policy – On motion by King, seconded by Wetzel, with Rohlfing abstaining, the Board unanimously approved:*
 - i. *Authorize county and sewer district to enter into new agreement with engineering firm for continued work on system.*
 - ii. *Authorize county and sewer district to spend \$5,400 to Bolton & Menk, Inc. to create a GIS web application that allows for continual updates that flow in between users (e.g. maintenance contractor, engineer, county and locating service). This web application would be capable of maintaining spatial/attribute data about the sewer district and allow it to have a history of maintenance performed on it. The \$500 per each connection fee for future connection mapping will be the responsibility of the landowner.*

On motion by King, seconded by Rohlving, the Board unanimously approved the following County claims:

Warrant #	Vendor Name	Amount
69675	Ag Partners Coop	\$ 43,192.41
69678	American Engineering Testing	\$ 8,000.00
69679	American Solutions for Business	\$ 3,838.68
69685	Bauer Built	\$ 2,556.00
69691	Bolton & Menk Inc.	\$ 77,060.30
69701	Barbara Droher Kline	\$ 2,491.28
69703	Earl F. Andersen	\$ 7,946.50
69714	Information Systems Co.	\$ 5,680.00
69715	ITsavvy LLC	\$ 3,462.00
69720	Liberty Tire Services LLC	\$ 27,560.00
69728	Motorola Inc.	\$ 11,992.48
69732	O'Connell Oil Co.	\$ 5,191.40
69733	OMG Midwest Inc.	\$ 8,136.75
69739	Precisely Software Inc.	\$ 2,918.60
69742	Ramsey County	\$ 4,614.00
69745	Regents of the University of MN	\$ 29,862.25
69753	Selly Excavating Inc.	\$ 2,956.25
69760	Suel Printing Co.	\$ 8,187.88
69764	Traxler Construction Inc.	\$ 9,861.25
69770	Wayne's Auto Body Collision Repair	\$ 5,831.00
69771	Wendland Sellers Law Office	\$ 3,276.00
69773	Ziegler Inc.	\$ 4,141.30
78 Payments paid less than \$2,000.00:		\$ 32,786.25
22 Payments paid more than \$2,000.00:		\$278,756.33
100 Total all payments:		\$311,542.58

Commissioner Committee Reports:

- Commissioner Rohlving reported on DNR Shallow Lakes Workshop, Annual WJSD Meeting
- Commissioner Gliszinski had no report
- Commissioner King had no report
- Commissioner Wetzel reported on DNR Shallow Lakes Workshop, Annual WJSD Meeting
- Commissioner O'Keefe reported on DNR Shallow Lakes Workshop, Annual WJSD Meeting, HRA Board Meeting, County Ditch 43 Onsite Ditch meeting with landowner

On motion by Wetzel, seconded by King and unanimously approved, the Board adjourned until July 19 at 9:00 a.m.

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