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# Le Sueur County, MN

Tuesday, February 2, 2016

Board Meeting

## Item 1

### 9:00 a.m. Agenda and Consent Agenda

*RE: January 26, 2016 Minutes and Summary Minutes*

*RE: NWTF Valley Yelpers Gambling Application*

Staff Contact:

## Minutes of Le Sueur County Board of Commissioners Meeting January 26, 2016

The Le Sueur County Board of Commissioners met in regular session on Tuesday, January 26, 2016 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlfling, Dave Gliszinski, John King and Joe Connolly. Lance Wetzal was excused. Darrell Pettis and Brent Christian were also present.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board approved the amended agenda.

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

- Approved the January 19, 2016 County Board Minutes and Summary Minutes

Mike Schultz, Soil & Water, appeared before the Board to introduce Joe Jirik, the new Soil & Water Technician.

Justin Lutterman, GIS, appeared before the Board to introduce George Phillips, the new GIS Technician.

Jim Goltart, Veterans Services, appeared before the Board with one item for approval.

On motion by Rohlfling, seconded by Connolly and unanimously approved, the Board approved the out-of-state travel for Jim Goltart and Jamie Von Bank to attend the National Association of County Veterans Services Officers Conference at Myrtle Beach, SC from May 11-20, 2016.

On motion by Rohlfling, seconded by Connolly and unanimously approved, the Board approved a \$59 per day per diem for Jim Goltart and Jamie Von Bank. The reimbursable cost to drive to South Carolina for the National Association of County Veteran's Services Officers will be equivalent to an airplane ticket for Jim Goltart.

The Board directed Human Resources to update the Meal Reimbursement Policy to possibly include tiered reimbursement.

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

On motion by Gliszinski, seconded by Rohlfling and unanimously approved, the Board approved the recommendation to hire Lori Moon as a full time Administrative Assistant III, in the Veteran's Services Office, as a Grade 5, Step 1 at \$16.51 per hour, effective February 16, 2016.

On motion by Connolly, seconded by Rohlfling and unanimously approved, the Board approved the recommendation to promote Jason Squires to a full time Jailer-Dispatcher Corrections Sergeant, in the Sheriff's Office, as a Grade 9, Step 3 at \$22.39 per hour, effective February 7,

2016. Jason is currently a full time Jailer-Dispatcher, in the Sheriff's Office, as a Grade 6, Step 7 at \$21.64 per hour and has been employed with Le Sueur County since May 2007.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved the recommendation to approve the Public Employees Retirement Association - Police Officer Declaration for Jason Squires.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board approved the recommendation to post and advertise for a full time Jailer-Dispatcher, in the Sheriff's Office, as a Grade 6, Step 1 at \$17.50 per hour.

Scott Gerr, MIS appeared before the Board with one item for approval.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved the 3 year contract with Vision Solutions for AS400 Maintenance Renewal in the amount of \$4,500.15.

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

On motion by Rohlfing, seconded by Connolly and unanimously approved, the Board approved and authorized the Chair to sign the Agreement for Professional Services with Bolton & Menk for the CSAH 3 (Reed Street) Reconstruction/Overlay Project.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved and authorized the Chair to sign the CSAH 3 Proposal for Geotechnical Services with American Engineering Services.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board approved to accept the Application and Certificate for Payment from Mohs Construction for the Waterville Maintenance Facility in the amount of \$33,873.62.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved and authorized the County Administrator and Board Chair to sign the Contract Agreement between Le Sueur County and Mohs Construction for the Human Services Remodel Project.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved and authorized the County Administrator and Board Chair to sign the Purchasing Agent Agreement between Le Sueur County and Mohs Construction for the Human Services Remodel Project.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Chair to sign the South Central Workforce Council Joint Powers Agreement for South Central Workforce Development.

On motion by Rohlring, seconded by Gliszinski and unanimously approved, the Board approved the following Certificate of Final Acceptance for Crane Creek Asphalt:

WHEREAS; Contract 20154 has in all things been completed, and the County Board being fully advised in the premises,

NOW THEN BE IT RESOLVED; that we do hereby accept said completed project for and in behalf of the County of Le Sueur and authorize final payment as specified herein in the amount of \$205,298.15.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board adjourned until Tuesday, February 2, 2016 at 9:00 a.m.

**ATTEST:** \_\_\_\_\_  
**Le Sueur County Administrator**                      **Le Sueur County Chairman**

### **Summary Minutes of Le Sueur County Board of Commissioners Meeting, January 26, 2016**

- 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).
  - The Le Sueur County Board of Commissioners met in regular session on Tuesday, January 26, 2016 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlfiing, Dave Gliszinski, John King and Joe Connolly. Lance Wetzel was excused. Darrell Pettis and Brent Christian were also present.
  - The Board approved the amended agenda. (Connolly-Gliszinski)
  - The Board approved the consent agenda: January 19, 2016 County Board Minutes and Summary Minutes (Rohlfiing-Gliszinski)
  - The Board approved the out-of-state travel for Jim Goltart and Jamie Von Bank to attend the National Association of County Veterans Services Officers Conference at Myrtle Beach, SC from May 11-20, 2016. (Rohlfiing-Connolly)
  - The Board approved a \$59 per day per diem for Jim Goltart and Jamie Von Bank. The reimbursable cost to drive to South Carolina for the National Association of County Veteran's Services Officers will be equivalent to an airplane ticket for Jim Goltart. (Rohlfiing-Connolly)
  - The Board approved to hire Lori Moon as a full time Administrative Assistant III, in the Veteran's Services Office, as a Grade 5, Step 1 at \$16.51 per hour, effective February 16, 2016. (Gliszinski-Rohlfiing)
  - The Board approved to promote Jason Squires to a full time Jailer-Dispatcher Corrections Sergeant, in the Sheriff's Office, as a Grade 9, Step 3 at \$22.39 per hour, effective February 7, 2016. (Connolly-Rohlfiing)
  - The Board approved the Public Employees Retirement Association - Police Officer Declaration for Jason Squires. (Gliszinski-Rohlfiing)
  - The Board approved to post and advertise for a full time Jailer-Dispatcher, in the Sheriff's Office, as a Grade 6, Step 1 at \$17.50 per hour. (Connolly-Gliszinski)
  - The Board approved the 3 year contract with Vision Solutions for AS400 Maintenance Renewal in the amount of \$4,500.15. (Gliszinski-Rohlfiing)
  - The Board approved and authorized the Chair to sign the Agreement for Professional Services with Bolton & Menk for the CSAH 3 (Reed Street) Reconstruction/Overlay Project. (Rohlfiing-Connolly)
  - The Board approved and authorized the Chair to sign the CSAH 3 Proposal for Geotechnical Services with American Engineering Services. (Gliszinski-Rohlfiing)
  - On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board approved to accept the Application and Certificate for Payment from Mohs Construction for the Waterville Maintenance Facility in the amount of \$33,873.62.
  - The Board approved and authorized the County Administrator and Board Chair to sign the Contract Agreement between Le Sueur County and Mohs Construction for the Human Services Remodel Project. (Rohlfiing-Gliszinski)
  - The Board approved and authorized the County Administrator and Board Chair to sign the Purchasing Agent Agreement between Le Sueur County and Mohs Construction for the Human Services Remodel Project. (Rohlfiing-Gliszinski)
  - The Board approved and authorized the Chair to sign the South Central Workforce Council Joint Powers Agreement for South Central Workforce Development. (Connolly-Gliszinski)
  - On motion by Rohlfiing, seconded by Gliszinski and unanimously approved, the Board approved the Certificate of Final Acceptance for Crane Creek Asphalt. (Rohlfiing-Gliszinski)
  - The Board adjourned until Tuesday, February 2, 2016 at 9:00 a.m. (Connolly-Gliszinski)
- ATTEST: Le Sueur County Administrator                      Le Sueur County Chairman

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.  
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: NWTF Valley Helpers Chapter Previous Gambling Permit Number: X-33233-15-011  
 Minnesota Tax ID Number, if any: 59-1024951 Federal Employer ID Number (FEIN), if any: \_\_\_\_\_  
 Mailing Address: 30167 271<sup>st</sup> Ave  
 City: Henderson State: MN Zip: 56044 County: LeSueur  
 Name of Chief Executive Officer (CEO): James Legg  
 Daytime Phone: (507) 665-6300 Email: \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):  
 Fraternal     Religious     Veterans     Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division    Secretary of State website, phone numbers:  
 60 Empire Drive, Suite 100    [www.sos.state.mn.us](http://www.sos.state.mn.us)  
 St. Paul, MN 55103    651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Caribou Gun Club  
 Address (do not use P.O. box): 30649 380<sup>th</sup> St.  
 City or Township: LeSueur Zip: 56058 County: LeSueur  
 Date(s) of activity (for raffles, indicate the date of the drawing): March 10<sup>th</sup> 2016  
 Check each type of gambling activity that your organization will conduct:  
 Bingo\*     Paddlewheels\*     Pull-Tabs\*     Tipboards\*  
 Raffle (total value of raffle prizes awarded for the calendar year: \$ \_\_\_\_\_)

\* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under **List of Licensees**, or call 651-539-1900.



**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

\_\_\_ The application is acknowledged with no waiting period.  
 \_\_\_ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).  
 \_\_\_ The application is denied.

Print City Name: \_\_\_\_\_  
 Signature of City Personnel: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

\_\_\_ The application is acknowledged with no waiting period.  
 \_\_\_ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.  
 \_\_\_ The application is denied.

Print County Name: \_\_\_\_\_  
 Signature of County Personnel: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**  
 On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_  
 Signature of Township Officer: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *James Lopez* Date: 1-20-16  
(Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
 A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

\_\_\_ a copy of your proof of nonprofit status, and  
 \_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?**  
 Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

*An Equal Opportunity Employer*