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# Le Sueur County, MN

Tuesday, February 16, 2016

Board Meeting

## Item 1

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

*RE: February 2, 2016 Minutes and Summary Minutes*

*RE: Caribou Gun Club Renewal of Consumption and Display Permit*

*RE: Le Sueur Valley Ducks Unlimited Gambling Permit*

Staff Contact:

## Minutes of Le Sueur County Board of Commissioners Meeting February 2, 2016

The Le Sueur County Board of Commissioners met in regular session on Tuesday, February 2, 2016 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlffing, John King, Joe Connolly, Lance Wetzel and Dave Gliszinski. Also present were Darrell Pettis and Brent Christian.

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

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

- Approved the January 26, 2016 County Board Minutes and Summary Minutes
- Approved the NWTf Valley Yelpers Gambling Application

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

Financial:	\$ 34,049.71
Soc Serv:	\$ 49,164.57

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

On motion by Rohlffing, seconded by Gliszinski and unanimously approved, the Board approved the recommendation to promote Kelly Wroe to a full time Accounting/Licensing Clerk in the Auditor-Treasurer's Office as a Grade 7, Step 1 at \$18.54 per hour, effective February 8, 2016.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board approved the recommendation to promote Heather Gilhousen to a full time Accounting/Licensing Clerk in the Auditor-Treasurer's Office as a Grade 7, Step 1 at \$18.54 per hour, effective February 8, 2016.

On motion by Wetzel, seconded by Rohlffing and unanimously approved, the Board approved the recommendation to hire Kathleen Hagen as a part time Homemaker in Public Health as a Grade 1, Step 1 at \$13.08 per hour, effective February 22, 2016.

On motion by Rohlffing, seconded by Gliszinski and unanimously approved, the Board approved the recommendation to approve and sign to renew the Le Sueur County Telecommute Agreement with Roxanne Braun-Billings, full time Agency Social Worker, in Human Services, effective March 1, 2016 to March 1, 2017.

Administrator Pettis appeared before the Board with a number of items for consideration and approval.

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board approved the purchase of a John Deere Tractor 6130M with a trade-in of a 2009 John Deere 6430 from Ag Power Enterprises for \$46,000 and a Mower from Diamond Mowers for \$36,487 for a total of \$82,487.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved the purchase of a 2016 Chevrolet Equinox, State Contract 72060, from Ranger Chevrolet Buick GMC in the amount of \$22,109.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Chair to sign the Agreement to Provide Professional Services between Minnesota Counties Computer Cooperative and Trimin Systems, Inc.

On motion by Rohlfing, seconded by Wetzel and unanimously approved, the Board approved a resolution to open Seasonal Bids for the Highway Department on Tuesday, February 16<sup>th</sup> at 10:00 a.m.

On motion by Rohlfing, seconded by Wetzel and unanimously approved, the Board approved and authorized the Sheriff to sign the annual agreement between the Le Sueur County Jail and A'Viands, LLC.

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

<b>Warrant #</b>	<b>Vendor Name</b>	<b>Amount</b>
39357	A;Viands	\$ 6,480.20
39370	Bolton & Menk Inc.	\$ 11,220.00
39374	Cargill Inc.	\$ 6,613.50
39384	Dirt Merchant Inc.	\$111,072.58
39386	Ehlers & Assoc. Inc.	\$ 3,300.00
39404	Le Sueur County Soil/Water Conservation Dist.	\$ 2,395.81
39405	M-R Sign Co. Inc.	\$ 2,442.75
39411	Nicollet County Sheriff	\$ 2,280.00
39417	Rinke-Noonan Law Firm	\$ 3,589.75
39422	S.E.H. Inc.	\$ 45,482.24
39423	Selly Excavating Inc.	\$ 83,717.50
39424	SHI International Corp.	\$ 6,362.00
39431	Technical Solutions of Madison Lake Inc.	\$ 2,086.01
39437	Tri-County Solid Waste	\$ 18,423.85
<b>76 Claims paid less than \$2,000.00:</b>		<b>\$ 31,506.10</b>
<b>14 Claims paid more than \$2,000.00:</b>		<b>\$305,466.19</b>
<b>90 Total all claims paid:</b>		<b>\$336,972.29</b>

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board adjourned until Tuesday February 16, 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, February 2, 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, February 2, 2016 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlfiing, John King, Joe Connolly, Lance Wetzel and Dave Gliszinski. Also present were Darrell Pettis and Brent Christian.
- The Board approved the amended agenda for the business of the day. (Connolly-Rohlfiing)
- The Board approved the consent agenda: January 26, 2016 County Board Minutes and Summary Minutes and NWT Valley Yelpers Gambling Application. (Wetzel-Gliszinski)
- The Board approved the claims for Human Services: Financial: \$ 34,049.71 and Soc Serv: \$ 49,164.57 (Gliszinski-Rohlfiing)
- The Board approved to promote Kelly Wroe to a full time Accounting/Licensing Clerk in the Auditor-Treasurer’s Office as a Grade 7, Step 1 at \$18.54 per hour, effective February 8, 2016. (Rohlfiing-Gliszinski)
- The Board approved to promote Heather Gilhousen to a full time Accounting/Licensing Clerk in the Auditor-Treasurer’s Office as a Grade 7, Step 1 at \$18.54 per hour, effective February 8, 2016. (Connolly-Gliszinski)
- The Board approved to hire Kathleen Hagen as a part time Homemaker in Public Health as a Grade 1, Step 1 at \$13.08 per hour, effective February 22, 2016. (Wetzel-Rohlfiing)
- The Board approved to renew the Le Sueur County Telecommute Agreement with Roxanne Braun-Billings, full time Agency Social Worker, in Human Services, effective March 1, 2016 to March 1, 2017. (Rohlfiing-Gliszinski)
- The Board approved the purchase of a John Deere Tractor 6130M with a trade-in of a 2009 John Deere 6430 from Ag Power Enterprises for \$46,000 and a Mower from Diamond Mowers for \$36,487 for a total of \$82,487. (Connolly-Wetzel)
- The Board approved the purchase of a 2016 Chevrolet Equinox, State Contract 72060, from Ranger Chevrolet Buick GMC in the amount of \$22,109. (Rohlfiing-Gliszinski)
- The Board approved and authorized the Chair to sign the Agreement to Provide Professional Services between Minnesota Counties Computer Cooperative and Trimin Systems, Inc. (Wetzel-Gliszinski)
- The Board approved a resolution to open Seasonal Bids for the Highway Department on Tuesday, February 16<sup>th</sup> at 10:00 a.m. (Rohlfiing-Wetzel)
- The Board approved and authorized the Sheriff to sign the annual agreement between the Le Sueur County Jail and A’Viands, LLC. (Rohlfiing-Wetzel)
- The following claims were approved for payment: (Wetzel-Connolly)

Warrant #	Vendor Name	Amount
39357	A;Viands	\$ 6,480.20
39370	Bolton & Menk Inc.	\$ 11,220.00
39374	Cargill Inc.	\$ 6,613.50
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76 Claims paid less than \$2,000.00:	\$ 31,506.10
14 Claims paid more than \$2,000.00:	\$305,466.19
90 Total all claims paid :	\$336,972.29

●The Board adjourned until Tuesday February 16, 2016 at 9:00 a.m. (Connolly-Wetzel)

ATTEST: Le Sueur County Administrator                      Le Sueur County Chairman



**Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement**  
445 Minnesota Street, Suite 222  
St. Paul, MN 55101  
651-201-7512

**RENEWAL OF CONSUMPTION AND DISPLAY PERMIT**  
Permit Fee \$250 (Renewal Date: April 1)

ID# 262	License Code CDPBL
Caribou Gun Club Inc.	
Caribou Gun Club	
30649 380th St	
LeSueur	MN 56058
Business Phone 5076653796	

**IF NAME AND ADDRESS  
SHOWN ARE NOT  
CORRECT, MAKE  
CHANGES BELOW**

Worker's Comp. Ins. Name State Fund Policy # 485693 Policy Period 8/12/15 / 7/26/16  
 City/County where permit approved LeSueur 048710.805  
 Licensee Name Caribou Gun Club  
 Address, City, State, Zip 30649 - 380th LeSueur MN  
 Business Phone 507-665-3796 Email \_\_\_\_\_

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that workers compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms business premises are separate from any other business establishment.

Licensee Signature Randy J. Voss Date Feb -12- 16  
 (Signature certifies all application information to be correct and permit has been approved by city/county.)

City Clerk/County Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

**MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT  
AND RETURN WITH APPLICATION**

Amount Received \_\_\_\_\_



# 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: LESUEUR VALLEY DUCKS UNLIMITED Previous Gambling Permit Number: 180

Minnesota Tax ID Number, if any: ES 37964 Federal Employer ID Number (FEIN), if any: 13-5643799

Mailing Address: 413 SO. PARK LANE

City: LESUEUR State: MN Zip: 56058 County: LESUEUR

Name of Chief Executive Officer (CEO): DOUG MALM

Daytime Phone: 507-665-2653 Email: Kdmalm@mediacombb.net

## 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  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
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, MN. Zip: 56058 County: LESUEUR

Date(s) of activity (for raffles, indicate the date of the drawing): APRIL 9, 2016

Check each type of gambling activity that your organization will conduct:

- Bingo\*     Paddlewheels\*     Pull-Tabs\*     Tipboards\*<sup>#</sup>
- Raffle (total value of raffle prizes awarded for the calendar year: \$ 3,000)

\* **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: \_\_\_\_\_

**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: LESUEUR

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: \_\_\_\_\_

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

**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: Doug Malm Date: 2-11-16  
(Signature must be CEO's signature; designee may not sign)

Print Name: DOUG MALM

**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:** 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.