



Le Sueur County, MN

Tuesday, January 17, 2017

Board Meeting

Item 2

9:00 a.m. Agenda and Consent Agenda (5 min)

RE: January 3, 2017 Minutes and Summary Minutes

RE: December 2016 Transfers

Staff Contact:

Minutes of Le Sueur County Board of Commissioners Meeting January 3, 2017

The Le Sueur County Board of Commissioners met in regular session on Tuesday, January 3, 2017 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlfing, Lance Wetzel, Dave Gliszinski, John King and Joe Connolly. Also present were Darrell Pettis and Brent Christian.

Darrell Pettis, County Administrator, called the meeting to order and called for nominations for the Chair of the 2017 Le Sueur County Board.

On motion by King, seconded by Connolly and unanimously approved, Commissioner Rohlfing was nominated for 2017 Board Chair.

On motion by King, seconded by Gliszinski and unanimously approved, nominations ceased and a unanimous ballot was cast for Rohlfing as 2017 Board Chair.

On motion by Gliszinski, seconded by Connolly and unanimously approved, a unanimous ballot was cast for Wetzel as 2017 Board Vice Chairman.

On motion by Connolly, seconded by King and unanimously approved, the Board approved the 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 December 20, 2016 County Board Minutes and Summary Minutes

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

Financial: \$38,474.75
Soc Services: \$59,895.55
Collaborative: \$ 3,598.00

Ann Traxler, Emergency Management Director appeared before the Board with one item for approval.

On motion by Connolly, seconded by King and unanimously approved, the Board approved an out-of-state travel request for Ann Traxler and Tammy Stewig to travel to Anniston, Alabama from March 5-10, 2017 for Public Information Management training.

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

On motion by King, seconded by Wetzel and unanimously approved, the Board approved the recommendation to change status for Tammy Stewig, from part time Deputy Emergency

Manager to full time Deputy Emergency Manager in Emergency Management, effective January 1, 2017.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the recommendation to hire Pat Rentz as a full time Social Services Supervisor in Human Services, as a Grade 14, Step 8 at \$36.59 per hour, effective January 30, 2017.

On motion by Wetzel, seconded by Connolly and unanimously approved, the Board approved the recommendation to pay part time employees, in a continuous shift operation, who work on the actual holiday, to receive pay at one and one-half times their regular straight time hours rate for all hours worked.

Pam Simonette, Auditor Treasurer appeared before the Board with a number of items for consideration.

On motion by King, seconded by Gliszinski and unanimously approved, the Board delegated 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

On motion by Wetzel, seconded by King and unanimously approved, the Board dedicated reserves in the following funds for cash flow up to 40% of the Total Budgeted Expenditures.

The following is a list of the dedicated reserves for Le Sueur County for 2017:

Revenue Fund	5,464,235
Road & Bridge	4,366,877
Human Services	2,904,978
Environmental	568,024

Victim Witness	38,740
Solid Waste	1,705,513.07 (actual)
Bond Fund	804,871

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board designated the following financial institutions as depositories of funds for Le Sueur County in 2017 provided they furnish proper & sufficient collateral or surety bond, as needed for such deposits.

First National Bank	Le Center, MN.
First State Bank	Le Center, MN.
Frandsen Bank & Trust	Montgomery, MN.
First Farmers and Merchants Bank	Le Sueur, MN.
Cornerstone State Bank	Le Sueur, MN.
HomeTown Bank	Cleveland, MN.
Frandsen Bank & Trust	Waterville, MN.
Elysian Bank	Elysian, MN.
Wachovia Securities Inc.	Minneapolis, MN.
Magic Fund	Minneapolis, MN.
State Bank of New Prague	New Prague, MN.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the amount of interest collected on investments during the year of 2016

Total Interest Collected in 2016:	\$204,526.00
Included in the interest amount:	
Collected on daily accounts	\$ 18,033.81

Administrator Pettis opened and read aloud the sealed bids for the 2017 County Legal Newspaper.

On motion by Rohlfig, seconded by Connolly and unanimously approved, the Board designated the Montgomery Messenger as the legal paper of the Le Sueur County Board for Financial Statements, Official Statements, Official Notices, Personal Property Lists and all legal notices required to be published in the Official Paper for the year 2017.

On motion by King, seconded by Wetzel and unanimously approved, the Board designated the Le Sueur Herald as the second publication for the County Financial Statement for the year 2017, and accepted the legal bids for all other notices for other county newspapers, those being: The Elysian Enterprise, New Prague Times, Lake Region Life, and Le Center Leader.

Shayne Bender, County Assessor's Office came before the Board to review the 2016 Clerical Abatements and Additions to the Tax Rolls Annual Report.

On motion by King, seconded by Wetzel and unanimously approved, the Board approved the Clerical Abatements and Additions to the Annual Report from the Assessor's Office.

Josh Mankowski appeared before the Board with one item for discussion and approval.

On motion by King, seconded by Connolly and unanimously approved, the Board approved the recommendation to appoint Commissioners Rohlffing and Wetzel to the Cannon 1W1P Policy Committee.

Jeff Neisen appeared before the Board with one item for discussion and Zix encrypted email will be revisited at a later Board Meeting.

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

On motion by Gliszinski, seconded by Connolly and unanimously approved, the Board approved the purchase of a Retriever motor grader attachment from Ziegler in the amount of \$18,350.41

On motion by King, seconded by Wetzel and unanimously approved, the Board approved the purchase of a Bobcat compact track loader from Bobcat of Mankato in the amount of \$69,002.34

On motion by Wetzel, seconded by King and unanimously approved, the Board approved the purchase of an F350 truck from Factor Motors, Le Center, MN and the truck body from Towmaster of Litchfield, MN for a total of \$42,020.88

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the purchase of a service truck chassis from Mike Motors, Ely MN and the truck body from Towmaster of Litchfield, MN for a total of \$140,516.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved the purchase of a MACK Tandem Axle Cab and Chassis from Nuss Truck and truck body from Towmaster of Litchfield, MN for a total of \$225,059.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved the authorization of Administrator Pettis to advertise for building proposals for construction management and architecture and engineering services for the Justice Center project. Commissioners King and Gliszinski will be on the interview committee.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Board Chair and County Administrator to sign an agreement between Le Sueur County and M.B. McGee, P.A. for services as Medical Examiner.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved the following 2017 Committee assignments:

2017 Committee Assignments:

Commissioner Gliszinski (1): AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridge,

Guardian Ad Litem, Transportation Alliance, Fair Board, Planning & Zoning, Work Force Council, Labor Management, Insurance Review, Le Sueur – Rice Joint Drainage Authority, Le Sueur – Scott Joint Drainage Authority, AMC Public Safety Policy Committee, Personnel Policy Committee, West Jefferson Sewer District, Building Committee, Township Board Meetings, City Council Meetings, Annual Lake Association Meetings

Commissioner Connolly (2): AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, Insurance, Deferred Compensation, Law Library, Le Sueur County Aging & Transit, AMC General Government Policy Committee, Le Sueur – Rice Joint Drainage Authority, Le Sueur – Scott Joint Drainage Authority, West Jefferson Sewer District, Township Board Meetings, City Council Meetings, Annual Lake Association Meetings

Commissioner King (3): AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, Airport Commission for Le Sueur, MSSA, Joint Powers, MCIT, Transportation Alliance, Safety Committee, Greater Blue Earth River Basin Alliance (GBERBA), Ney Foundation, Le Sueur – Waseca Regional Library, AMC Health & Human Services Policy Committee and Le Sueur – Scott Joint Drainage Authority, Le Sueur – Blue Earth Joint Drainage Authority, Regional Radio Board, Personnel Policy Committee, TH169 Coalition, 3 County Transit, West Jefferson Sewer District, Building Committee, Township Board Meetings, City Council Meetings, Annual Lake Association Meetings

Commissioner Wetzel (4): AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, Le Sueur County Developmental Services (LCDS), EMS Joint Powers, MVCOG, Cannon River Watershed, Public Health Advisory Committee, Public Health Emergency Preparedness Advisory, Family Services Collaborative, Regional Radio Board, AMC Transportation & Infrastructure Policy Committee, Le Sueur – Rice Joint Drainage Authority, Le Sueur – Blue Earth Joint Drainage Authority and Transportation Alliance, Personnel Committee, 3 County Transit, West Jefferson Sewer District, Township Board Meetings, City Council Meetings, Annual Lake Association Meetings

Commissioner Rohlfig (5): MVAC, AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, MCIT, Mental Health Advisory, Immtrack Joint Powers Board, Transportation Alliance, VIP, Scenic Byway Alliance, MN River Basins, Region 9, SBA, Le Sueur County Developmental Services (LCDS), Le Sueur – Waseca Regional Library, Mental Health Advisory, AMC Environment & Natural Resources Policy Committee, Historical Society, Le Sueur – Blue Earth Joint Drainage Authority, Airport Commission for Mankato, SHIP Community Leadership Team,

West Jefferson Sewer District, Township Board Meetings, City Council Meetings, Annual Lake Association Meetings

Chair and Vice Chair: Human Resources Committee (Union Negotiations, Reclassification and Personnel), Extension

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the following final 2016 claims were approved for payment:

Warrant #	Vendor Name	Amount
43645	American Engineering Testing Inc.	\$ 53,590.00
43654	Bolton & Menk Inc.	\$ 6,854.00
43656	Braun Intertec Corp	\$ 13,036.50
43663	Contech Engineered Solutions LLC	\$ 6,322.76
43665	Department of Corrections STS	\$ 15,066.38
43671	Genesis	\$ 10,247.18
43690	North Central International	\$ 2,947.44
43705	Schwicker's Tecta America LLC	\$ 29,714.00
43706	S.E.H. Inc.	\$ 51,502.48
43708	S.M.C. Co. Inc.	\$ 16,562.97
43712	Streicher's Inc.	\$ 3,444.94
43715	Taser International	\$ 2,986.25
43720	Traxler Construction Inc.	\$ 2,814.47
43726	Wenck Associates Inc.	\$ 3,053.92
43728	Widseth Smith Nolting & Assoc Inc.	\$ 3,244.76
74 Claims paid less than \$2,000.00:		\$ 31,518.91
15 Claims paid more than \$2,000.00:		\$221,388.05
89 Total all claims paid:		\$252,906.96

On motion by King, seconded by Wetzel and unanimously approved, the Board approved to open a closed meeting to develop an offer to purchase real property, parcels 20.575.0570 and 20.575.0580 per MN Stat. 13D.05 (3) (c) (3).

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board approved to close the closed meeting.

On motion by Connolly, seconded by King and unanimously approved, the Board adjourned until Tuesday January 17, 2017 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 3, 2017

•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.

- Commissioner Rohlfing was nominated for 2017 Board Chair. (King-Connolly)
 - A unanimous ballot was cast for Rohlfing as 2017 Board Chair. (King-Gliszinski)
 - A unanimous ballot was cast for Wetzel as 2017 Board Vice Chairman. (Gliszinski-Connolly)
 - Approved the agenda. (Connolly-King)
 - Approved the consent agenda: (Wetzel-Gliszinski)
 - Approved the year end cases and claims for Human Services: Financial: \$38,474.75, Soc Services: \$59,895.55, and Collaborative: \$ 3,598.00 (King-Gliszinski)
 - Approved an out-of-state travel request for Ann Traxler and Tammy Stewig. (Connolly-King)
 - Approved to change status for Tammy Stewig to full time Deputy Emergency Manager in Emergency Management. (King-Wetzel)
 - Approved to hire Pat Rentz in Human Services. (Gliszinski-King)
 - Approved to pay part time employees, in a continuous shift operation, who work on the actual holiday, to receive pay at one and one-half times their regular straight time hours rate for all hours worked. (Wetzel-Connolly)
 - The Board delegated their authority to review 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. (King-Gliszinski)
 - Approved 2017 dedicated reserves for cash flow up to 40% of the Total Budgeted Expenditures. (Wetzel-King)
 - Approved designated financial institutions as depositories of funds for Le Sueur County in 2017 provided they furnish proper & sufficient collateral or surety bond, as needed for such deposits. (Connolly-Wetzel)
 - Approved the amount of interest collected on investments during 2016. (Gliszinski-King)
 - Designated the Montgomery Messenger as the legal paper of the Le Sueur County Board for 2017. (Rohlfing-Connolly)
 - Designated the Le Sueur Herald as the second publication for 2017. (King-Wetzel)
 - Approved the Clerical Abatements and Additions to the Annual Report from the Assessor's Office. (King-Wetzel)
 - Approved to appoint Commissioners Rohlfing and Wetzel to the Cannon 1W1P Policy Committee. (King-Connolly)
 - Approved the purchase of a Retriever motor grader attachment. (Gliszinski-Connolly)
 - Approved the purchase of a Bobcat compact track loader. (King-Wetzel)
 - Approved the purchase of an F350 truck from Factor Motors and truck body from Towmaster. (Wetzel-King)
 - Approved the purchase of a service truck chassis from Mike Motors and truck body from Towmaster. (Gliszinski-King)
 - Approved the purchase of a MACK Tandem Axle Cab and Chassis from Nuss Truck and truck body from Towmaster. (Gliszinski-Wetzel)
 - Approved the authorization of Administrator Pettis to advertise for building proposals for construction management and architecture and engineering services for the Justice Center project. Commissioners King and Gliszinski will be on the interview committee. (King-Gliszinski)
 - Approved an agreement between Le Sueur County and M.B. McGee, P.A. for services as Medical Examiner. (Wetzel-Gliszinski)
 - Approved the 2017 Commissioner committee assignments. (Wetzel-King)
 - Approved the following final 2016 claims for payment: (Gliszinski-Wetzel)
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74	Claims paid less than \$2,000.00:	\$ 31,518.91
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•Approved to open a closed meeting to develop an offer to purchase real property, parcels 20.575.0570 and 20.575.0580 per MN Stat. 13D.05 (3) (c) (3). (King-Wetzel)

•Approved to close the closed meeting. (Connolly-Wetzel)

•Adjourned until Tuesday January 17, 2017 at 9:00 a.m. (Connolly-King)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman

December 2016 Transfers

- #1628 Transfer 47,419.10 from Revenue to Road & Bridge
(Fuel for Maint, EM, Parks, Vets, Assessor & Sheriff)
- #1629 Transfer 354.24 from Env Serv to Road & Bridge
(Fuel)
- #1630 Transfer 25,636.99 from Human Services to Revenue
(4th Qtr Rent)
- #1631 Transfer 2,912.00 from Agency to Revenue
(December Landshark)
- #1632 Transfer 66.24 from Victim Witness to Road & Bridge
(Fuel)
- #1633 Transfer 915.86 from Human Services to Road & Bridge
(Fuel)
- #1634 Transfer 9,800.00 from Env Serv to Revenue
(Adm Fee and Mileage for AIS)
- #1635 Transfer 43,409.38 from Env Serv to Revenue
(2016 Admin fee/maint for Solid Waste assessment)
- #1636 Transfer 8,566.00 from Revenue to Env Serv
(2016 Water Plan Levy)
- #1637 Transfer 8,100.00 from Revenue to Env Serv
(P& Z share of Machine Room)
- #1638 Transfer 157,501.38 from Env Serv to Revenue
(2006B Wastewater Bond balance)