



**LE SUEUR COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA
March 21, 2017**

1. **9:00 a.m. Agenda and Consent Agenda**
RE: March 7, 2017 Minutes and Summary Minutes
RE: Tobacco License (partial year)—Scoops Liquor (change in ownership)
RE: 3.2 On Sale Beer License—St Thomas Sportsmen Club

2. **9:05 a.m. Claims (5 min)**

3. **9:10 a.m. Human Services (35 min)**

4. **9:45 a.m. Human Resources (10 min)**

5. **9:55 a.m. Darrell Pettis, Administrator / Engineer**
RE: Recommendation to hire BKV for Architect/Engineering services and
Adolfson & Peterson for Construction Management on the Justice Center and
Courthouse Remodel Project
RE: Order Amending Viewer Appointments for CD #18, #19, #28, #63 and #69

6. **Committee Reports**

7. **Future Meetings**



Le Sueur County, MN

Tuesday, March 21, 2017

Board Meeting

Item 1

9:00 a.m. Agenda and Consent Agenda

RE: March 7, 2017 Minutes and Summary Minutes

RE: Tobacco License (partial year)—Scoops Liquor (change in ownership)

RE: 3.2 On Sale Beer License—St Thomas Sportsmen Club

Staff Contact:

Minutes of Le Sueur County Board of Commissioners Meeting March 7, 2017

The Le Sueur County Board of Commissioners met in regular session on Tuesday, March 7, 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 was Darrell Pettis. Brent Christian was excused.

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 February 28, 2017 County Board Minutes and Summary Minutes
- Approved February 2017 Transfers

#1646 Transfer 2,493.00 from Human Services to Revenue (A87 Q4 ending 12-31-16)

#1647 Transfer 4,095.70 from Revenue to Road & Bridge (Law Enf – fuel & oil for Dec. 2016)

#1648 Transfer 2,822.00 from Agency to Revenue (February Landshark)

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

Financial: \$ 26,713.01

Soc Services: \$ 45,013.80

Pam Simonette, Auditor - Treasurer appeared before the Board with three items for approval.

On motion by King, seconded by Connolly and unanimously approved, the Board approved a valuation of tax forfeiture property for private sale, Parcel ID 12.930.0100 valued at \$14,800 as recommended by the Le Sueur County Assessor.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved a 3.2 On Sale Beer License to Immaculate Conception of Marysburg.

On motion by Connolly, seconded by King and unanimously approved, the Board approved a 3.2 On and Off Sale Beer License to Beaver Dam Resort.

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

On motion by King, seconded by Gliszinski and unanimously approved, the Board accepted the retirement request from Bonnie Reak, full time Administrative Assistant II in the County Attorney's Office, effective April 30, 2017. Bonnie has been employed with Le Sueur County since July 1, 1988.

On motion by King, seconded by Wetzel and unanimously approved, the Board approved to post and advertise for a full time Administrative Assistant II in the County Attorney's Office as a Grade 4, Step 1 at \$15.97 per hour.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board appointed Brett Mason, Chief Deputy Sheriff to Interim County Sheriff in the Sheriff's Office, annual salary of \$110,589.57, effective April 29, 2017 to January 2019. Brett has been an employee with Le Sueur County since September 2004.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved a request from David Tietz, County Sheriff, that upon retirement, Le Sueur County continue to pay the monthly health insurance premiums and SelectAccount contributions from May 1, 2017 until April 30, 2018.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved Brett Mason's recommendation to appoint Nick Greening as Chief Deputy. Salary will be discussed and presented to the Board at a later date.

Judd Schultz, Housing Services Director with MVAC appeared before the Board with an HRA update and two items for approval.

On motion by King, seconded by Connolly and unanimously approved, the Board approved the resignation of HRA Board member Kathy Johannsen.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board approved to appoint Leah Petricka to the HRA Board.

Administrator Pettis appeared before the Board with several items for discussion.

Commissioner Committee Reports:

Commissioners Gliszinski and King participated on the Interview Committee last week for the selection of an architect/engineering firm and a construction management company for the Justice Center and Courthouse Remodel Project.

Commissioners King and Wetzel attended an Extension Committee meeting. Commissioner Wetzel also attended an LCDS meeting.

Commissioner Rohlfig recently attended CHB, LCDS, 1W1P and MRCI meetings. He was appointed as Chair of 1W1P, and there was a change from monthly MRCI meetings to every other month.

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

Warrant #	Vendor Name	Amount
44425	Advanced Correctional Healthcare Inc.	\$ 2,352.25
44429	Ancom Communications	\$ 2,816.65
44432	Baker, Tilly, Virchow & Krause, LLP	\$ 4,500.00
44436	Blue Earth Environmental Services	\$ 6,860.31
44437	Bolton & Menk Inc.	\$ 9,557.50
44444	Contech Engineered Solutions LLC	\$ 2,554.40
44448	Department of Corrections	\$ 74,271.97
44453	Genesis	\$ 4,744.31
44461	Javens Mechanical Contracting Inc.	\$ 4,086.92
44470	Minn St Admin ITG Telecom	\$ 5,480.00
44485	Paragon Printing & Mailing Inc.	\$ 4,739.25
44499	Stocker Construction	\$ 4,625.00
44516	Wornson, Goggins, Zard	\$ 2,574.00
44517	Ziegler Inc.	\$ 4,889.10
79 Claims paid less than \$2,000.00:		\$ 29,790.40
14 Claims paid more than \$2,000.00:		\$134,051.66
93 Total all claims paid:		\$163,842.06

On motion by Connolly, seconded by King and unanimously approved, the Board adjourned until Tuesday, March 21, 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, March 7, 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.

- Approved the agenda. (Connolly-King)
- Approved the consent agenda: (Wetzel-Gliszinski)
- Approved claims for Human Services: Financial: \$26,713.01 and Soc Services: \$45,013.80 (King-Gliszinski)
- Approved a valuation of tax forfeiture property for private sale, Parcel ID 12.930.0100 valued at \$14,800 as recommended by the Le Sueur County Assessor. (King-Connolly)
- Approved a 3.2 On Sale Beer License to Immaculate Conception of Marysburg. (Gliszinski-Wetzel)
- Approved a 3.2 On and Off Sale Beer License to Beaver Dam Resort. (Connolly-King)
- Accepted a retirement request from Bonnie Reak in the County Attorney’s Office. (King-Gliszinski)
- Approved to post and advertise for a full time Administrative Assistant II in the County Attorney’s Office. (King-Wetzel)
- Appointed Brett Mason, Chief Deputy Sheriff to Interim County Sheriff in the Sheriff’s Office, annual salary of \$110,589.57, effective April 29, 2017 to January 2019. (Connolly-Gliszinski)
- Approved a request from David Tietz, County Sheriff, that upon retirement, Le Sueur County continue to pay the monthly health insurance premiums and SelectAccount contributions from May 1, 2017 until April 30, 2018. (Gliszinski-Wetzel)
- Approved Brett Mason’s recommendation to appoint Nick Greenig as Chief Deputy. Salary will be discussed and presented to the Board at a later date. (Wetzel-Gliszinski)
- Approved the resignation of HRA Board member Kathy Johannsen.(King-Connolly)
- Approved to appoint Leah Petricka to the HRA Board. (Connolly-Gliszinski)
- The following claims were approved for payment: (Wetzel-Connolly)

Warrant #	VendorName	Amount
44425	Advanced Correctional Healthcare Inc.	\$ 2,352.25
44429	Ancom Communications	\$ 2,816.65
44432	Baker, Tilly, Virchow & Krause, LLP	\$ 4,500.00
44436	Blue Earth Environmental Services	\$ 6,860.31
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44470	Minn St Admin ITG Telecom	\$ 5,480.00
44485	Paragon Printing & Mailing Inc.	\$ 4,739.25
44499	Stocker Construction	\$ 4,625.00
44516	Wornson, Goggins, Zard	\$ 2,574.00
44517	Ziegler Inc.	\$ 4,889.10
79 Claims paid less than \$2,000.00:		\$ 29,790.40
14 Claims paid more than \$2,000.00:		\$134,051.66
93 Total all claims paid:		\$163,842.06

•Adjourned until Tuesday, March 21, 2017 at 9:00 a.m. (Connolly-King)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman



Le Sueur County, MN

Tuesday, March 21, 2017

Board Meeting

Item 2

9:05 a.m. Claims (5 min)

Staff Contact:



Le Sueur County, MN

Tuesday, March 21, 2017

Board Meeting

Item 3

9:10 a.m. Human Services (35 min)

Staff Contact:

**Human Services Board Agenda
March 21, 2017 @ 9:15 a.m.**

100- INFORMATION/PRESENTATIONS:

- 101 - General Updates and Highlights
- 102 - Legislative Updates

200- CHARTS/GRAPHS:

- 210- Finance Graphs/Report;
- 220- Income Maintenance/Child Support Graphs;
- 230- Family Services Graphs-
 - 231- Social Services Team
 - 232- Child Services Team
 - 232.1- Out Of Home Placement Report
 - 232.2- In-Home Family Therapy Report;
 - 233- Behavioral Health Team

300- BOARD APPROVAL ITEMS:

- 310 - Commissioner's Warrants



Le Sueur County, MN

Tuesday, March 21, 2017

Board Meeting

Item 4

9:45 a.m. Human Resources (10 min)

Staff Contact:



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

March 21, 2017

Recommendation to post and request the merit list for a full time Child Support Officer in Human Services, as a Grade 7, Step 1 at \$19.00 per hour.

Recommendation to promote Talia Gilster, full time Community Support Technician in Human Services, as a Grade 5, Step 2 at \$17.54 per hour to a full time Agency Social Worker in Human Services, as a Grade 10, Step 1 at \$22.64 per hour, effective March 21, 2017.

Recommendation to post and request the merit list for a full time Community Support Technician in Human Services, as a Grade 5, Step 1 at \$16.92 per hour.

Recommendation to post and advertise for a full time Administrative Assistant III in Public Health, Grade 5, Step 1 at \$16.92 per hour.

Recommendation to appoint Nickolas Greenig, full time Patrol Sergeant in the Sheriff's Office, Grade 12, Step 11 at \$36.11 per hour to a full time Chief Deputy Sheriff in the Sheriff's Office, as a Grade 14, \$42.64 per hour, effective April 29, 2017.

Recommendation to accept the retirement request of David Struckman, full time Patrol Sergeant in the Sheriff's Office, effective April 30, 2017. Dave has been employed with Le Sueur County since March 1979.

Recommendation to post for two full time Patrol Sergeant in the Sheriff's Office, Grade 12, Step 1 at \$25.44 per hour.

Recommendation to grant regular status to Bruce Collins, full time Investigative Sergeant in the Sheriff's Office, effective March 21, 2017. Bruce has completed the one-year probationary period.

Recommendation to hire Tiffany Frase as a full time Corrections Officer/Dispatcher in the Sheriff's Office, as a Grade 6, Step 1 at \$17.50 per hour, effective March 27, 2017.

Equal Opportunity Employer



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 Alex Malmstedt as a part time Corrections Officer/Dispatcher in the Sheriff's Office, as a Grade 6, Step 1 at \$17.50 per hour, effective April 4, 2017.

Recommendation to hire Ryan Schaefer as a part time Corrections Officer/Dispatcher in the Sheriff's Office, as a Grade 6, Step 1 at \$17.50 per hour, effective March 27, 2017.

Recommendation to hire Miranda Krenske as a part time Corrections Officer/Dispatcher in the Sheriff's Office, as a Grade 6, Step 1 at \$17.50 per hour, effective March 30, 2017.

Equal Opportunity Employer



Le Sueur County, MN

Tuesday, March 21, 2017

Board Meeting

Item 5

9:55 a.m. Darrell Pettis, Administrator / Engineer

RE: Recommendation to hire BKV for Architect/Engineering services and Adolfson & Peterson for Construction Management on the Justice Center and Courthouse Remodel Project

RE: Order Amending Viewer Appointments for CD #18, #19, #28, #63 and #69

Staff Contact:

The following Architect/Engineering firms are ranked highest to lowest based on total scores submitted by the Interview Committee:

1. BKV
2. Wold
3. Klein McCarthy
4. Widseth Smith Nolting

The following Construction Management Advisor firms are ranked highest to lowest based on total scores submitted by the Interview Committee:

1. Adolfson & Peterson
2. Knutson
3. Contegrity Group

STATE OF MINNESOTA
LE SUEUR COUNTY BOARD OF COMMISSIONERS
SEATED AS DRAINAGE AUTHORITY UNDER STATUTES CHAPTER 103E
FOR LE SUEUR COUNTY DITCH 18

The matter of the request for the
Redetermination of Benefits for Le Sueur
County Ditch 18

**Order Amending Viewer
Appointment**

Commissioner _____ made a motion to adopt the following Order:

WHEREAS, on September 27, 2016, the Le Sueur County Board of Commissioners, Drainage Authority for Le Sueur County Ditch (LCD) 18, adopted findings and an order initiating a redetermination of benefits for LCD 18; and

WHEREAS, the Board reserved appointment of viewers to a subsequent order based on the availability of viewers to perform the redetermination of benefits; and

WHEREAS, the Board has identified and appointed viewers available to perform viewing duties as Tom Mahoney, Dan Ruby and Gary Ewert, with Ron Ringquist as alternate viewer /consultant, to redetermine and report the benefits and damages for LCD 18.

THEREFORE, the Le Sueur County Board of Commissioners, Drainage Authority for LCD 18, amends its order initiating a redetermination of benefits for LCD 18 as follows:

ORDER

IT IS HEREBY ORDERED that Greg Tusa be appointed as an alternate viewer to redetermine and report the benefits and damages for LCD 18.

The motion was seconded by Commissioner _____, and after discussion, the Order was approved by a vote of ___ yes and ___ no.

[26666-0001/2447672/1]

1

Dated this 21 day of March, 2017.

LE SUEUR COUNTY BOARD OF COMMISSIONERS
SEATED AS DRAINAGE AUTHORITY UNDER
STATUTES CHAPTER 103E FOR LE SUEUR COUNTY
DITCH 18

By _____
Chairperson

[26666-0001/2447672/1]

2

STATE OF MINNESOTA
LE SUEUR COUNTY BOARD OF COMMISSIONERS
SEATED AS DRAINAGE AUTHORITY UNDER STATUTES CHAPTER 103E
FOR LE SUEUR COUNTY DITCH 19

The matter of the request for the
Redetermination of Benefits for Le Sueur
County Ditch 19

**Order Amending Viewer
Appointments**

Commissioner _____ made a motion to adopt the following Order:

WHEREAS, on September 27, 2016, the Le Sueur County Board of Commissioners, Drainage Authority for Le Sueur County Ditch (LCD) 19, adopted findings and an order initiating a redetermination of benefits for LCD 19; and

WHEREAS, the Board reserved appointment of viewers to a subsequent order based on the availability of viewers to perform the redetermination of benefits; and

WHEREAS, the Board has identified viewers available to perform viewing duties.

THEREFORE, the Le Sueur County Board of Commissioners, Drainage Authority for LCD 19, amends its order initiating a redetermination of benefits for LCD 19 as follows:

ORDER

IT IS HEREBY ORDERED that Bill Anderson, Allen Kerber are appointed viewers, with Ron Ringquist as alternate viewer/consultant, to redetermine and report the benefits and damages for LCD 19.

The motion was seconded by Commissioner _____, and after discussion, the motion _____ and the Order was _____ by a vote of ___ yes and ___ no.

[15741-0029/2447718/1]

1

Dated this 21 day of March, 2017.

LE SUEUR COUNTY BOARD OF COMMISSIONERS
SEATED AS DRAINAGE AUTHORITY UNDER
STATUTES CHAPTER 103E FOR LE SUEUR COUNTY
DITCH 19

By _____
Chairperson

[15741-0029/2447718/1]

2

STATE OF MINNESOTA
LE SUEUR COUNTY BOARD OF COMMISSIONERS
SEATED AS DRAINAGE AUTHORITY UNDER STATUTES CHAPTER 103E
FOR LE SUEUR COUNTY DITCH 28

The matter of the request for the
Redetermination of Benefits for Le Sueur
County Ditch 28

**Order Amending Viewer
Appointments**

Commissioner _____ made a motion to adopt the following Order:

WHEREAS, on January 19, 2016, the Le Sueur County Board of Commissioners, Drainage Authority for Le Sueur County Ditch (LCD) 28, adopted findings and an order initiating a redetermination of benefits for LCD 28; and

WHEREAS, the Board reserved appointment of viewers to a subsequent order based on the availability of viewers to perform the redetermination of benefits; and

WHEREAS, the Board has identified viewers available to perform viewing duties.

THEREFORE, the Le Sueur County Board of Commissioners, Drainage Authority for LCD 28, amends its order initiating a redetermination of benefits for LCD 28 as follows:

ORDER

IT IS HEREBY ORDERED that Bill Anderson, Allen Kerber are appointed viewers, with Ron Ringquist as alternate viewer/consultant, to redetermine and report the benefits and damages for LCD 28.

The motion was seconded by Commissioner _____, and after discussion, the motion _____ and the Order was _____ by a vote of ___ yes and ___ no.

Dated this 21 day of March, 2017.

LE SUEUR COUNTY BOARD OF COMMISSIONERS
SEATED AS DRAINAGE AUTHORITY UNDER
STATUTES CHAPTER 103E FOR LE SUEUR COUNTY
DITCH 28

By _____
Chairperson

STATE OF MINNESOTA
LE SUEUR COUNTY BOARD OF COMMISSIONERS
SEATED AS DRAINAGE AUTHORITY UNDER STATUTES CHAPTER 103E
FOR LE SUEUR COUNTY DITCH 63

The matter of the request for the
Redetermination of Benefits for Le Sueur
County Ditch 63

**Order Amending Viewer
Appointment**

Commissioner _____ made a motion to adopt the following Order:

WHEREAS, on September 27, 2016, the Le Sueur County Board of Commissioners, Drainage Authority for Le Sueur County Ditch (LCD) 63, adopted findings and an order initiating a redetermination of benefits for LCD 63; and

WHEREAS, the Board reserved appointment of viewers to a subsequent order based on the availability of viewers to perform the redetermination of benefits; and

WHEREAS, the Board has identified and appointed viewers available to perform viewing duties as Tom Mahoney, Dan Ruby and Gary Ewert, with Ron Ringquist as alternate viewer /consultant, to redetermine and report the benefits and damages for LCD 63.

THEREFORE, the Le Sueur County Board of Commissioners, Drainage Authority for LCD 63, amends its order initiating a redetermination of benefits for LCD 63 as follows:

ORDER

IT IS HEREBY ORDERED that Greg Tusa be appointed as an alternate viewer to redetermine and report the benefits and damages for LCD 63.

The motion was seconded by Commissioner _____, and after discussion, the Order was approved by a vote of ___ yes and ___ no.

[26666-0002/2447542/1]

1

Dated this 21 day of March, 2017.

LE SUEUR COUNTY BOARD OF COMMISSIONERS
SEATED AS DRAINAGE AUTHORITY UNDER
STATUTES CHAPTER 103E FOR LE SUEUR COUNTY
DITCH 63

By _____
Chairperson

[26666-0002/2447542/1]

2

STATE OF MINNESOTA
LE SUEUR COUNTY BOARD OF COMMISSIONERS
SEATED AS DRAINAGE AUTHORITY UNDER STATUTES CHAPTER 103E
FOR LE SUEUR COUNTY DITCH 69

The matter of the request for the
Redetermination of Benefits for Le Sueur
County Ditch 69

**Order Amending Viewer
Appointments**

Commissioner _____ made a motion to adopt the following Order:

WHEREAS, on January 19, 2016, the Le Sueur County Board of Commissioners, Drainage Authority for Le Sueur County Ditch (LCD) 69, adopted findings and an order initiating a redetermination of benefits for LCD 69; and

WHEREAS, the Board reserved appointment of viewers to a subsequent order based on the availability of viewers to perform the redetermination of benefits; and

WHEREAS, the Board has identified viewers available to perform viewing duties.

THEREFORE, the Le Sueur County Board of Commissioners, Drainage Authority for LCD 69, amends its order initiating a redetermination of benefits for LCD 69 as follows:

ORDER

IT IS HEREBY ORDERED that Bill Anderson, Allen Kerber are appointed viewers, with Ron Ringquist as alternate viewer/consultant, to redetermine and report the benefits and damages for LCD 69.

The motion was seconded by Commissioner _____, and after discussion, the motion _____ and the Order was _____ by a vote of ___ yes and ___ no.

Dated this 21 day of March, 2017.

LE SUEUR COUNTY BOARD OF COMMISSIONERS
SEATED AS DRAINAGE AUTHORITY UNDER
STATUTES CHAPTER 103E FOR LE SUEUR COUNTY
DITCH 69

By _____
Chairperson

Le Sueur County, MN

Tuesday, March 21, 2017

Board Meeting

Item 6

Committee Reports

Staff Contact:

Le Sueur County, MN

Tuesday, March 21, 2017

Board Meeting

Item 7

Future Meetings

Staff Contact:

Future Meetings

March - April 2017

March 21, 2017	Board Meeting, 9:00 a.m.
March 23, 2017	9:00 a.m. Le Sueur – Rice County Joint Ditch #5 Public Hearing at the 4H Family Center in Le Center 10:00 a.m. Le Sueur – Rice County Joint Ditch #38 Final Redetermination of Benefits Public Hearing at the 4H Family Center in Le Center
March 28, 2017	Board Meeting, 9:00 a.m. *10:00 a.m. Outpatient Chemical Dependency/Mental Health Program Work Session
April 4, 2017	Board Meeting, 9:00 a.m. *Le-Sueur – Waseca CHB Meeting, 1:00 p.m. in Waterville
April 11, 2017	No Board Meeting
April 13, 2017	P&Z Meeting, 7:00 p.m. Environmental Services Building
April 18, 2017	Board Meeting, 9:00 a.m. at the 4H Family Center in Le Center *11:00 a.m. Public Hearing for a CD #23 ditch lien and informational repair/redetermination hearings for CD #23, CD #43, and CD #44
April 20, 2017	Board of Adjustment Meeting, 3:00 p.m. Environmental Services Building
April 25, 2017	No Board Meeting