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# **Le Sueur County, MN**

**Tuesday, September 19, 2017**

**Board Meeting**

## **Item 1**

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

*RE: September 5, 2017 Minutes and Summary Minutes*

*RE: Sheriff's Youth Project Gambling Application*

Staff Contact:

## **Minutes of Le Sueur County Board of Commissioners Meeting**

### **September 5, 2017**

The Le Sueur County Board of Commissioners met in regular session on Tuesday, September 5, 2017 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlfing, Lance Wetzel, Dave Gliszinski and John King. Brent Christian and Darrell Pettis were also present. Joe Connolly was excused.

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

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

- Approved the August 22, 2017 County Board Minutes and Summary Minutes
- Approved August 2017 Transfers:

#1665 Transfer 2,667.90 from Bonded Indebt to Env Serv (AJE 03 2016 Baker Tilly)

#1666 Transfer 3,182.00 from Human Services to Revenue (A87 Qtr Ending 6-30-17)

#1667 Transfer 3,788.00 from Agency to Revenue (August Landshark)

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

Financial:         \$ 54,017.83

Soc Services:     \$ 99,234.10

Dan Larson with Minnesota Rural Counties appeared before the Board to give a background and activities presentation.

Jim McMillen, Maintenance Director appeared before the Board with one item for approval.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved a quote from T.P. Kelly in the amount of \$8,758 to replace the area under the dumpsters with concrete.

Pam Simonette, Auditor-Treasurer appeared before the Board with one item for approval.

On motion by King, seconded by Wetzel and unanimously approved, the Board approved an application to repurchase for Shane Selbrade.

Brett Mason, Sheriff appeared before the Board with one item for discussion and approval.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved to move forward with the purchase of a new K9.

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

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved the following recommendations:

Human Services Staff met with the Human Resources Committee to request review of several positions. The Committee approved the reclassification requests to be submitted to Springsted. Springsted made their recommendations to reclassify the positions indicated below. Upon board approval, the grade, step and hourly wage for the employees listed will be effective September 18, 2017.

Recommendation to reclassify the following full time Agency Social Workers in Human Services.

- Alana Adams, Grade 11, Step 2, \$24.87 per hour
- Stacey Beil, Grade 11, Step 7, \$29.68 per hour
- Jennifer Christensen, Grade 11, Step 4, \$26.71 per hour
- Justin Coates, Grade 11, Step 2, \$24.87 per hour
- Kari Davis, Grade 11, Step 5, \$27.69 per hour
- Talia Gilster, Grade 11, Step 1, \$24.01 per hour
- Teri Hopkins, Grade 11, Step 4, \$26.71 per hour
- Megan Kelly, Grade 11, Step 1 at \$24.01 per hour
- Audrey Krenik, Grade 11, Step 6, \$28.68 per hour
- Amber Lazzari, Grade 11, Step 2, \$24.87 per hour
- Jeffrey Mack, Grade 11, Step 6, \$28.68 per hour
- Maggie Novak, Grade 11, Step 3, \$25.77 per hour
- Marni Pearson, Grade 11, Step 5, \$27.69 per hour
- Kari Peters, Grade 11, Step 10, \$32.90 per hour
- Sally Schroer, Grade 11, Step 10, \$32.90 per hour
- Jessica Schwartz, Grade 11, Step 1, \$24.01 per hour
- Katherine Van Otterloo, Grade 11, Step 2, \$24.87 per hour
- Amanda Worrell, Grade 11, Step 1, \$24.01 per hour
- Shari Solheim, Grade 11, Step 10, \$32.90 per hour

Recommendation to reclassify the following full time Eligibility Workers in Human Services.

- Robin Allen, Grade 7, Step 10, \$26.08
- Abby Alonso, Grade 7, Step 4, \$21.15 per hour
- Leanne Gieseke, Grade 7, Step 4 \$21.15 per hour
- Margaret Kline, Grade 7, Step 10, \$26.08 per hour
- Laura La Valle, Grade 7, Step 3, \$20.42 per hour
- Suzanne Milam, Grade 7, Step 3, \$20.42 per hour
- Shawn O'Malley, Grade 7, Step 5, \$21.92 per hour
- Sheyna Patterson, Grade 7, Step 5, \$21.92 per hour
- Ramona Shook, Grade 7, Step 10, \$26.08 per hour
- Ann Sunderman, Grade 7, Step 10, \$26.08 per hour
- Erin Wachtel, Grade 7, Step 1, \$19.00 per hour

Recommendation to reclassify the following full time Lead Eligibility Workers in Human Services.

Laurie Appel, Grade 8, Step 10, \$27.64 per hour

Cindy Jirak, Grade 8, Step 11, \$28.60 per hour

Recommendation to reclassify the following full time Child Support Supervisor in Human Services.

Kandi Larson, Grade 12, Step 7, \$31.47 per hour

Recommendation to reclassify the following full time Fiscal Supervisor in Human Services.

Kari Sowieja, Grade 12, Step 7, \$31.47 per hour

Recommendation to reclassify the following full time Office Support Specialists in Human Services.

Denell Cesafsky, Grade 3, Step 6, \$18.00 per hour

Erica Miller, Grade 3, Step 9, \$19.95 per hour

Recommendation to reclassify the following full time Community Support Technicians in Human Services.

Christopher Schoenstedt, Grade 6, Step 8, \$22.96 per hour

Kathy Siebsen, Grade 6, Step 10, \$24.60 per hour

Recommendation to promote the following full time Office Support Specialist to a full time Office Support Specialist, Sr. in Human Services.

Patty Wolter, Grade 4, Step 7, \$19.74 per hour

Recommendation to post the reclassification announcements for the full time positions in Human Services. It has been past practice that all positions that have been reclassified are posted internally.

Peter Lindstrom with University of Minnesota Regional Sustainable Development Partnerships, Clean Energy Resource Teams appeared before the Board with one item for approval.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved and authorized the Board Chair and County Administrator to sign a Joint Powers Agreement between the Port Authority of the City of St. Paul and Le Sueur County.

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

On motion by King, seconded by Wetzel and unanimously approved, the Board approved and authorized the Board Chair and County Administrator to sign an Emergency Management Performance Grant Agreement in the amount of \$23,239.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved to move forward with the eminent domain process to acquire right of way for County Road 104 on land owned by Charles Theis.

After a discussion on a possible redetermination of benefits on County Ditch #42, the Board consented to move forward with the process.

Josh Mankowski, Environmental Services appeared before the Board with one item for approval.

On motion by King, seconded by Wetzel and unanimously approved, the Board approved the use of \$5,000 from the gravel tax fund for the Johnson Dry Creek Bed Project.

### **Commissioner Committee Reports:**

Commissioner Gliszinski attended a Veteran's Office meeting in Montgomery, design meetings with BKV and AP for the Justice Center project, and a Blue Earth-LeSueur Joint Ditch 1, 2 and 15 meeting.

Commissioner King attended a Blue Earth-LeSueur Joint Ditch 1, 2, and 15 meeting

Commissioner Wetzel attended a Blue Earth-LeSueur Joint Ditch 1, 2, and 15 meeting, LCDS meeting, and a Public Health Advisory Committee meeting.

Commissioner Rohlfing attended a Blue Earth-LeSueur Joint Ditch 1, 2, and 15 meeting, LCDS meeting, and a Veteran's Office meeting in Montgomery.

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

<b>Warrant #</b>	<b>Vendor Name</b>	<b>Amount</b>
46618	Charles W Anderson	\$ 2,626.36
46619	Barnett Bros Inc.	\$ 4,012.20
46624	Bolton & Menk Inc.	\$ 41,437.50
46628	Contech Engineered Solutions LLC	\$ 3,602.70
46647	Genesis	\$ 20,821.52
46659	I & S Group Inc.	\$ 7,116.00
46660	Information Systems Co.	\$ 12,015.00
46664	JC Construction & Design Inc.	\$ 11,862.14
46669	Kris Engineering Inc.	\$ 3,463.72
46673	M-R Sign Co. Inc.	\$ 5,296.89
46676	Mayo Clinic Health Systems	\$ 4,956.00

46680	MN CCC	\$ 26,978.55
46703	S.E.H. Inc.	\$ 43,948.20
46709	S.M.C. Co. Inc.	\$ 26,034.88
46714	Summit	\$ 8,827.47
46720	Tire Associates Inc.	\$ 7,484.96
46722	Traxler Construction Inc.	\$ 8,133.72
46731	Waterford Oil Co. Inc.	\$ 12,640.87
46733	Waterville Lakes Assoc.	\$ 4,256.00
46734	Wenck Assoc. Inc.	\$ 30,025.70
46739	WW Blacktopping Inc.	\$ 4,936.37
46741	Zimmerman Tiling & Excavating LLC	\$ 22,445.00

108 Claims paid less than \$2,000.00:	\$ 40,084.25
22 Claims paid more than \$2,000.00:	\$312,921.75
130 Total all claims paid:	\$353,006.00

On motion by King, seconded by Wetzel and unanimously approved, the Board adjourned until Tuesday, September 19, 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, September 5, 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](http://www.co.le-sueur.mn.us).
- Approved the agenda. (Wetzel-Gliszinski)
- Approved the consent agenda. (King-Wetzel) August 22, 2017 County Board Minutes and Summary Minutes and August 2017 Transfers: #1665 Transfer 2,667.90 from Bonded Indebt to Env Serv (AJE 03 2016 Baker Tilly), #1666 Transfer 3,182.00 from Human Services to Revenue (A87 Qtr Ending 6-30-17) and #1667 Transfer 3,788.00 from Agency to Revenue (August Landshark)
- Approved Human Services claims. (King-Gliszinski) Financial \$54,017.83 and Soc Services \$99,234.10
- Approved a quote from T.P. Kelly in the amount of \$8,758 to replace the area under the dumpsters with concrete. (Gliszinski-King)
- Approved an application to repurchase for Shane Selbrade. (King-Wetzel)
- Approved to move forward with the purchase of a K9. (Wetzel-King)
- Approved the following recommendations for Human Services effective September 18, 2017: (Gliszinski-Wetzel) Reclassify full time Agency Social Workers from Grade 10 to Grade 11, reclassify full time Eligibility Workers from Grade 6 to Grade 7, reclassify full time Lead Eligibility Workers from Grade 7 to Grade 8, reclassify a full time Child Support Supervisor from Grade 10 to Grade 12, reclassify a full time Fiscal Supervisor from Grade 9 to Grade 12, reclassify full time Office Support Specialists from Grade 2 to Grade 3, reclassify full time Community Support Technicians in from Grade 5 to Grade 6, promote a full time Office Support Specialist to a full time Office Support Specialist from Grade 2 to Grade 4, and the recommendation to post the reclassification announcements for the full time positions in Human Services internally.
- Approved a Joint Powers Agreement between the Port Authority of the City of St. Paul and Le Sueur County. (Gliszinski-King)
- Approved an Emergency Management Performance Grant Agreement in the amount of \$23,239. (King-Wetzel)
- Approved to move forward with the eminent domain process to acquire right of way for County Road 104 on land owned by Charles Theis. (Wetzel-Gliszinski)
- Approved the use of \$5,000 from the gravel tax fund for the Johnson Dry Creek Bed Project. (King-Wetzel)
- The following claims were approved for payment: (Wetzel-King)

Warrant #	Vendor Name	Amount
46618	Charles W Anderson	\$ 2,626.36
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108	Claims paid less than \$2,000.00:	\$ 40,084.25
22	Claims paid more than \$2,000.00:	\$312,921.75
130	Total all claims paid:	\$353,006.00

•Adjourned until Tuesday, September 19, 2017 at 9:00 a.m. (King-Wetzel)

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: Sheriff's Youth Project of Le Sueur County

Previous Gambling Permit Number: X-92998

Minnesota Tax ID Number, if any: \_\_\_\_\_

Federal Employer ID Number (FEIN), if any: 80-0800938

Mailing Address: 610 North Park Avenue

City: Le Center State: MN Zip: 56057 County: Le Sueur

Name of Chief Executive Officer (CEO): Brett V.P. Mason

Daytime Phone: 507-444-7100 Email: bmason@co.le-sueur.mn.us

**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): Traxler's Hunting Preserve

Physical Address (do not use P.O. box): 37699 Hunting Preserve Lane

Check one:

☐ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

☐ Township: Lexington Zip: 56057 County: Le Sueur

Date(s) of activity (for raffles, indicate the date of the drawing): October 17, 2017

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, including this raffle: \$ 6,000.00)

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball 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)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> 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.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**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: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: Brett V.P. Mason

**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 Depart-

ment 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*

**Business Record Details »**

Minnesota Business Name

**Sheriff's Youth Project of Le Sueur County, MN****Business Type**

Nonprofit Corporation (Domestic)

**MN Statute**

317A

**File Number**

467350000024

**Home Jurisdiction**

Minnesota

**Filing Date**

1/27/2012

**Status**

Active / In Good Standing

**Renewal Due Date**

12/31/2018

**Registered Office Address**610 N Park Ave  
Le Center, MN 56057  
USA**Registered Agent(s)**

(Optional) None provided

**President**Brett VP Mason  
610 North Park Avenue  
LeCenter, MN 56057  
USA**Filing History****Filing History**Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	1/27/2012	Original Filing - Nonprofit Corporation (Domestic) (Business Name: Sheriff's Youth Project of Le Sueur County, MN)	