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# Le Sueur County, MN

Tuesday, January 16, 2018

Board Meeting

## Item 1

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

*RE: January 2, 2018 Minutes and Summary Minutes*

*RE: December 2017 Transfers*

Staff Contact:

## **Minutes of Le Sueur County Board of Commissioners Meeting January 2, 2018**

The Le Sueur County Board of Commissioners met in regular session on Tuesday, January 2, 2018 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlffing, Lance Wetzel, Dave Gliszinski and John King. Joe Connolly was excused. 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 2018 Le Sueur County Board.

On motion by Rohlffing, seconded by King and unanimously approved, Commissioner Wetzel was nominated for 2018 Board Chair.

On motion by King, seconded by Rohlffing and unanimously approved, nominations ceased and a unanimous ballot was cast for Wetzel as 2018 Board Chair.

A motion was made by King to nominate Gliszinski as 2018 Board Vice Chairperson. The motion failed for lack of a second.

On motion by Gliszinski, seconded by Rohlffing and unanimously approved, Commissioner King was nominated for 2018 Board Vice Chairperson.

On motion by Gliszinski, seconded by Rohlffing and unanimously approved, nominations ceased and a unanimous ballot was cast for King as 2018 Board Vice Chairperson.

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

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

- Approved the December 19, 2017 County Board Minutes and Summary Minutes

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

Financial:           \$ 42,048.45

Soc Services:       \$ 73,146.34

Shayne Bender, County Assessor's Office came before the Board to review the 2017 Clerical Abatements and Additions to the Tax Rolls Annual Report.

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

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

On motion by Rohlring, seconded by King and unanimously approved, the Board approved a County issued credit card request for Josh Mankowski.

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 approved to grant regular status to Ryan Schaefer, part time Correctional Officer/Dispatcher in the Sheriff's Office, effective December 27, 2017. Ryan has completed the probationary period.

On motion by Rohlring, seconded by King and unanimously approved, the Board approved to grant regular status to Stephanie Brockway, full time Accounting/License Clerk in the License Bureau/Auditor-Treasurers Office, effective December 26, 2017. Stephanie has completed the six-month probationary period.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved to accept the resignation request from Amber Lazzari, full time Agency Social Worker in Human Services, effective January 12, 2018.

On motion by Gliszinski, seconded by Rohlring and unanimously approved, the Board approved to post and request the merit list for a full time Agency Social Worker in Human Services, Grade 11, Step 1 at \$24.01 per hour.

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

On motion by Gliszinski, seconded by Rohlring and unanimously approved, the Board approved the 2018 Annual Dispatch Audiolog Contract in the amount of \$3,682.64.

Dave Tieg, Highway Engineer appeared before the Board with two items for approval.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Board Chair and Administrator to sign a MnDOT DCP Agreement and Resolution.

On motion by King, seconded by Rohlring and unanimously approved, the Board approved and authorized the Board Chair and Administrator to sign a TH 112 Turnback Agreement and Resolution.

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

On motion by Rohlring, and seconded by King and unanimously approved, the Board set the 2018 Minimum and Actual salaries, pursuant to Minnesota Statute for the following Le Sueur County elected officials:

(MN Statute 387.20) County Sheriff - Minimum \$82,600 and Actual to be determined.

(MN Statutes 385.373 and 384.151) County Auditor/Treasurer - Minimum \$72,588 and Actual to be determined.

(MN Statute 388.18) County Attorney - Minimum \$68,913 and Actual to be determined.

(MN Statute 386.015) County Recorder - Minimum \$54,246 and Actual to be determined.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved to authorize the County Administrator to sign a South Central Transit sponsorship letter to MCIT.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved to appoint Commissioners King and Rohlfing to the Parks Board.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved to increase the starting wage for the Help Desk Technician position in the Information Technology Department from a Grade 6 to a Grade 8.

At 10:00 a.m. Administrator Pettis opened and read aloud the sealed bids for the 2018 County Legal Newspaper.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board designated the Le Center Leader 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 2018. The Board also designated the Elysian Enterprise as the second publication for the County Financial Statement for the year 2018, and accepted the legal bids for all other notices for other county newspapers, those being: New Prague Times, Lake Region Life, and Le Center Leader, Montgomery Messenger, Elysian Enterprise.

### **Commissioner Committee Reports:**

Commissioner Rohlfing attended a union negotiation meeting last week.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the following final 2017 claims were approved for payment:

<b>Warrant #</b>	<b>Vendor Name</b>	<b>Amount</b>
48247	Bolton & Menk Inc.	\$ 17,425.00
48255	Conduent Business Services LLC	\$ 5,934.74
48256	Contech Engineered Solutions LLC	\$ 3,489.46
48261	Erickson Engineering Co. LLC	\$ 2,014.00
48264	Genesis	\$ 2,986.33
48266	Gregg Kocina Construction LLC	\$ 4,215.00
48284	M-R Sign Co. Inc.	\$ 6,421.12
48283	M.B. McGee P.A.	\$ 5,500.00
48289	MN Co Computers Coop	\$ 5,600.00

48301	Ramsey County	\$ 2,820.00
48311	Selly Excavating Inc.	\$ 5,240.00
48313	S.M.C. Co. Inc.	\$ 5,352.41
48319	Summit	\$ 7,862.58
48329	US Cargo Control	\$ 3,439.92
48334	Weber Building & Remodeling	\$ 2,406.80
48335	Wenck Associates, Inc.	\$ 9,421.44
48337	Ziegler Inc.	\$ 5,962.05
<b>83</b>	<b>Claims paid less than \$2,000.00:</b>	<b>\$ 30,806.93</b>
<b>17</b>	<b>Claims paid more than \$2,000.00:</b>	<b>\$ 96,090.85</b>
<b>100</b>	<b>Total all claims paid:</b>	<b>\$126,897.78</b>

On motion by King, seconded by Gliszinski and unanimously approved, the Board adjourned until Tuesday January 16, 2018 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 2, 2018

- 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).
- Commissioner Wetzel was nominated for 2018 Board Chair. (Rohlfing-King)
- A unanimous ballot was cast for Wetzel as 2018 Board Chair. (King-Rohlfing)
- A motion was made by King to nominate Gliszinski as 2018 Board Vice Chairperson and failed for lack of a second.
- Commissioner King was nominated for 2018 Board Vice Chairperson. (Gliszinski-Rohlfing)
- A unanimous ballot was cast for King as 2018 Board Vice Chairperson. (Gliszinski-Rohlfing)
- Approved the agenda. (Rohlfing-Gliszinski)
- Approved the consent agenda: (King-Gliszinski)
- Approved the year end cases and claims for Human Services: Financial: \$42,048.45 and Soc Services: \$73,146.34 (Gliszinski-King)
- Approved the 2017 Clerical Abatements and Additions to the Annual Report from the Assessor's Office. (Gliszinski-King)
- Approved a County issued credit card request for Josh Mankowski. (Rohlfing-King)
- Approved regular status to Ryan Schaefer in the Sheriff's Office. (King-Gliszinski)
- Approved regular status to Stephanie Brockway in the License Bureau/Auditor-Treasurers Office. (Rohlfing-King)
- Approved the resignation request from Amber Lazzari in Human Services. (King-Gliszinski)
- Approved to post and request the merit list for a full time Agency Social Worker in Human Services. (Gliszinski-Rohlfing)
- Approved the 2018 Annual Dispatch Audiolog Contract. (Gliszinski-Rohlfing)
- Approved a MnDOT DCP Agreement and Resolution. (King-Gliszinski)
- Approved a TH 112 Turnback Agreement and Resolution. (King-Rohlfing)
- Approved the 2018 minimum salaries with actual salaries to be determined, pursuant to Minnesota Statutes for elected officials. (Rohlfing-King)
- Approved a South Central Transit sponsorship letter to MCIT. (Rohlfing-Gliszinski)
- Approved to appoint Commissioners King and Rohlfing to the Parks Board. (Gliszinski-Rohlfing)
- Approved to increase the starting wage for the Help Desk Technician position in the Information Technology Department from a Grade 6 to a Grade 8. (Rohlfing-Gliszinski)
- Designated the Le Center Leader as the legal paper of the Le Sueur County Board for the year 2018 the Elysian Enterprise as the second publication. (Gliszinski-Rohlfing)
- The following final 2017 claims were approved for payment: (Rohlfing-Gliszinski)

Warrant	#Vendor Name	Amount
48247	Bolton & Menk Inc.	\$ 17,425.00
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48335	Wenck Associates, Inc.	\$ 9,421.44
48337	Ziegler Inc.	\$ 5,962.05
83	Claims paid less than \$2,000.00:	\$ 30,806.93
17	Claims paid more than \$2,000.00:	\$ 96,090.85
100	Total all claims paid:	\$126,897.78

•Adjourned until Tuesday January 16, 2018 at 9:00 a.m. (King-Gliszinski)

ATTEST: Le Sueur County Administrator                      Le Sueur County Chairman

## December 2017 Transfers

- #1672 Transfer 23,176.53 from Human Services to Revenue  
(4<sup>th</sup> Qtr Rent)
- #1673 Transfer 2,851.00 from Agency to Revenue  
(December Landshark)
- #1674 Transfer 33.69 from Victim Witness to Road & Bridge  
(Fuel – July to November)
- #1675 Transfer 1,379.25 from Human Services to Road & Bridge  
(Fuel – July to November)
- #1676 Transfer 674.74 from Env Services to Road & Bridge  
(Fuel – July to November)
- #1677 Transfer 67,583.35 from Revenue to Road & Bridge  
(Services and Fuel – July to November; Sheriff – 24,946.50;  
Assessor – 1,472.15; Vets – 803.61; Maint – 632.93;  
Emerg Mngmt – 174.91; Parks 39,553.25)
- #1678 Transfer 43,977.50 from Env Services to Revenue  
(2017 Admin fee for Solid Waste assessment)
- #1679 Transfer 3,000.00 from Human Services to Revenue  
(A87 quarter ending 9-30-17)
- #1680 Transfer 1,582.00 from Human Services to Family Service Collab  
(correct rect #10118)
- #1681 Transfer 8,100.00 from Revenue to Env Services  
(P & Z share of Machine room)