



Le Sueur County, MN

Tuesday, August 28, 2018

Board Meeting

Item 1

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

RE: August 21, 2018 Minutes and Summary Minutes

Staff Contact:

Minutes of Le Sueur County Board of Commissioners Meeting August 21, 2018

The Le Sueur County Board of Commissioners met in regular session on Tuesday, August 21, 2018 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Lance Wetzel, John King, Dave Gliszinski and Steve Rohlfling. Joe Connolly was excused. Also present were County Administrator Darrell Pettis and County Attorney Brent Christian.

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

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

1. Approved the August 7, 2018 County Board Minutes and Summary Minutes
2. Approved the August 17, 2018 Canvass Minutes

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

Financial: \$ 38,828.01
Soc Services: \$ 136,492.85

Sue Rynda, Human Services Director, appeared before the Board to give the monthly Human Services Report. This presentation covered Finance, Income Maintenance, Child Support, Family Services, and Mental Health.

On motion by King, seconded by Rohlfling and unanimously approved, the Board approved and authorized the Board Chair to sign a Board Ratification Statement for the TRIMIN Systems, Inc. Computer Cooperative Agreement.

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

On motion by Rohlfling, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Auditor – Treasurer's Office to submit an Application for Cancellation of Forfeiture on property legally described as South 36 feet of Lot 14, Block 6, Smith's Addition to Le Sueur, County of Le Sueur, State of Minnesota.

Brian Kunz with Adolfson & Peterson appeared before the Board with several items for approval.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved and authorized the Board Chair to sign a BP2 Contract Amendment with Adolfson & Peterson for the Justice Center project.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Board Chair to sign the contract with Henkemeyer Coatings, Inc. for the Justice Center project.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved and authorized the Board Chair to sign the contract with Kone for the Justice Center project.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved and authorized the Board Chair to sign the contract with Schwickert's, Tecta America for the Justice Center project.

On motion by King, seconded by Rohlfing and unanimously approved, the Board approved and authorized the Board Chair to sign the contract with LVC Companies, Inc. for the Justice Center project.

On motion by Rohlfing, seconded by King and unanimously approved, the Board approved and authorized the Board Chair to sign the contract with Superset Tile for the Justice Center project.

Jamie Von Bank appeared before the Board with one item for approval.

On motion by King, seconded by Rohlfing and unanimously approved, the Board approved and authorized the Board Chair to sign a Grant Contract with the Minnesota Department of Veteran's Affairs to conduct the County Veterans Service Office Operational Enhancement Grant Program.

Justin Lutterman, GIS Director appeared before the Board with one item for discussion and approval.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the following 2017 SECB Grant dispersal quotes for a total amount of \$44,492:

ProWest	\$ 3,500 for Apprise
GEOCOMM	\$ 9,610 for Address Point Development
GEOCOMM	\$ 29,317 for GIS Analysis – Clean Up – Reporting
GEOCOMM	\$ 2,065 for Dissolving ESZ Layer into others

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

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved regular status to Abbie McCabe, full time Registered Nurse in Public Health, effective August 21, 2018. Abbie has completed the one-year probationary period.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved to hire Nancy Gens as a full time Administrative Assistant II in the County Attorney's Office as a Grade 4, Step 11 at \$24.24 per hour, effective August 27, 2018.

On motion by Rohlffing, seconded by Gliszinski and unanimously approved, the Board approved to hire Derek Rossow as a full time Correctional Officer/Dispatcher in the Sheriff's Office, as a Grade 6, Step 4 at \$20.35 per hour, effective September 2, 2018.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved to hire Nancy Toth as a part time Homemaker in Public Health as a Grade 1, Step 4 at \$15.22 per hour, effective September 12, 2018.

On motion by King, seconded by Rohlffing and unanimously approved, the Board approved to hire Kimberly Goettl as a part time Home Health Aide in Public Health as a Grade 2, Step 4 at \$16.14 per hour, effective September 17, 2018.

On motion by Rohlffing, seconded by King and unanimously approved, the Board approved to promote Theresa Kubes to a full time Payroll/HR Technician in Human Resources, as a Grade 10, Step 4 at \$25.69 per hour, effective September 12, 2018.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved to post and advertise for a full time Administrative Assistant in the Sheriff's Office, as a Grade 6, Step 4 at \$20.35 per hour.

Dave Tiegs, Highway Engineer appeared before the Board with two items for discussion and approval.

On motion by Rohlffing, seconded by King and unanimously approved, the Board approved to set the bid date for SAP 040-645-003 (Rabbit Road Repair) Monday, September 17, 2018 at 1:00 p.m.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved the AAA Striping contracts for SP 040-070-005 (Rumble Striping Project).

Jeff Neisen, IT Director appeared before the Board with one item for discussion and approval.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved to proceed with service implementation for the one time cost of \$1,734 and a monthly cost of \$3,872.60 for MNIT to purchase, install, configure, manage and maintain LAN devices for the new Le Sueur County LEC and Environmental Services Building.

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

On motion by Gliszinski, seconded by Rohlffing and unanimously approved, the Board approved and authorized the Board Chair to sign the Le Sueur County Procurement Policy.

After tabling a decision at the previous Board Meeting, the Board consensus was to decline making a contribution to the City of Preston for a veterans home.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved and authorized the Board Chair to sign a utility easement from Dennis and Marion Woelfel for the Justice Center project.

On motion by Rohlfling, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Board Chair to sign a purchase agreement with Charles Theis for CSAH 104 Right of Way in the amount of \$101,000.

Board Member Committee Reports:

Commissioner Rohlfling attended 2019 budget meetings.

Commissioner Gliszinski attended two Justice Center progress meetings and a Canvass Board meeting.

Commissioner King attended two Justice Center progress meetings and a Canvass Board meeting.

Commissioner Wetzel attended 2019 budget meetings and a Farm Family Award Presentation.

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

Warrant #	Vendor Name	Amount
51064	Accountemps	\$ 5,584.64
51065	Advanced Correctional Healthcare Inc.	\$ 2,413.97
51068	APG Media of Southern MN LLC	\$ 2,138.14
51102	I & S Group Inc.	\$ 11,487.00
51106	Johnson Aggregates	\$ 6,140.34
51110	Kibble Equipment LLC	\$ 6,811.40
51116	Mariska Enterprises	\$ 4,464.00
51120	Minn St Admin ITG Telecom	\$ 5,140.00
51132	Paragon Printing & Mailing Inc.	\$ 6,574.47
51139	Ramsey County	\$ 2,800.00
51148	S.M.C. Co. Inc.	\$ 29,464.09
51151	Suel Printing Co.	\$ 3,709.50
51152	Summit	\$ 8,803.74
51155	Thomson Reuters	\$ 2,061.24
51158	Tire Associates Inc.	\$ 3,742.48
51170	Waterford Oil Co. Inc.	\$ 17,135.22
51171	Wenck Associates Inc.	\$ 2,341.45
51174	Wornson-Goggins-Zard	\$ 2,992.00
93	Claims paid less than \$2,000.00:	\$ 27,275.85
18	Claims paid more than \$2,000.00:	\$123,803.68

111 Total all claims paid:

\$151,079.53

On motion by King, seconded by Rohlfing and unanimously approved, the Board adjourned until Tuesday, August 28, 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, August 21, 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.
- Approved the agenda. (Gliszinski-King)
- Approved the consent agenda. (Rohlfing-King)
- Approved Human Services claims: Financial \$38,828.01 and Soc Services \$136,492.85 (Gliszinski-King)
- Approved a Board Ratification Statement for the TRIMIN Systems, Inc. Computer Cooperative Agreement. (King-Rohlfing)
- Approved to submit an Application for Cancellation of Forfeiture on property legally described as South 36 feet of Lot 14, Block 6, Smith's Addition to Le Sueur, County of Le Sueur, State of Minnesota. (Rohlfing-Gliszinski)
- Approved a BP2 Contract Amendment with Adolfson & Peterson for the Justice Center project. (Gliszinski-King)
- Approved the contract with Henkemeyer Coatings for the Justice Center project. (King-Gliszinski)
- Approved the contract with Kone for the Justice Center project. (Gliszinski-Rohlfing)
- Approved the contract with Schwickert's, Tecta America for the Justice Center project. (Gliszinski-King)
- Approved the contract with LVC for the Justice Center project. (King-Rohlfing)
- Approved the contract with Superset Tile for the Justice Center project. (Rohlfing-King)
- Approved a Grant Contract with the Minnesota Department of Veteran's Affairs to conduct the County Veterans Service Office Operational Enhancement Grant Program. (King-Rohlfing)
- Approved the 2017 SECB Grant dispersal quotes for a total amount of \$44,492. (Gliszinski-King)
- Approved regular status to Abbie McCabe in Public Health. (Rohlfing-Gliszinski)
- Approved to hire Nancy Gens in the County Attorney's Office. (King-Gliszinski)
- Approved to hire Derek Rossow in the Sheriff's Office. (Rohlfing-Gliszinski)
- Approved to hire Nancy Toth in Public Health. (Gliszinski-King)
- Approved to hire Kimberly Goettl in Public Health. (King-Rohlfing)
- Approved to promote Theresa Kubes to Payroll/HR Technician in Human Resources. (Rohlfing-King)
- Approved to post and advertise for a full time Administrative Assistant in the Sheriff's Office. (Gliszinski-King)
- Approved to set the bid date for SAP 040-645-003 for Monday, September 17, 2018 at 1:00 p.m. (Rohlfing-King)
- Approved contracts for SP 040-070-005. (King-Gliszinski)
- Approved to proceed with service implementation for MNIT LAN devices for the new Le Sueur County LEC and Environmental Services Building. (King-Gliszinski)
- Approved the Le Sueur County Procurement Policy. (Gliszinski-Rohlfing)
- Approved a utility easement for the Justice Center project. (Gliszinski-King)
- Approved a purchase agreement with Charles Theis for CSAH 104 Right of Way. (Rohlfing-Gliszinski)
- The following claims were approved for payment: (King-Rohlfing)

Warrant #	Vendor Name	Amount
51064	Accountemps	\$ 5,584.64
51065	Advanced Correctional Healthcare Inc.	\$ 2,413.97
51068	APG Media of Southern MN LLC	\$ 2,138.14
51102	I & S Group Inc.	\$ 11,487.00
51106	Johnson Aggregates	\$ 6,140.34
51110	Kibble Equipment LLC	\$ 6,811.40
51116	Mariska Enterprises	\$ 4,464.00
51120	Minn St Admin ITG Telecom	\$ 5,140.00
51132	Paragon Printing & Mailing Inc.	\$ 6,574.47

51139	Ramsey County	\$ 2,800.00
51148	S.M.C. Co. Inc.	\$ 29,464.09
51151	Suel Printing Co.	\$ 3,709.50
51152	Summit	\$ 8,803.74
51155	Thomson Reuters	\$ 2,061.24
51158	Tire Associates Inc.	\$ 3,742.48
51170	Waterford Oil Co. Inc.	\$ 17,135.22
51171	Wenck Associates Inc.	\$ 2,341.45
51174	Wornson-Goggins-Zard	\$ 2,992.00
93	Claims paid less than \$2,000.00:	\$ 27,275.85
18	Claims paid more than \$2,000.00:	\$123,803.68
111	Total all claims paid:	\$151,079.53

•Adjourned until Tuesday, August 28, 2018 at 9:00 a.m. (King-Rohlfing)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman