



Le Sueur County, MN

Tuesday, January 15, 2019

Board Meeting

Item 1

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

RE: January 8, 2019 Board Minutes and Summary Minutes

Staff Contact:

Minutes of Le Sueur County Board of Commissioners Meeting January 8, 2019

The Le Sueur County Board of Commissioners met in regular session on Tuesday, January 8, 2019 at 9:30 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: John King, Dave Gliszinski, Steve Rohlring, Lance Wetzel and Danny O'Keefe. 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 2019 Le Sueur County Board.

On motion by Rohlring, seconded by Wetzel and unanimously approved, Commissioner King was nominated for 2019 Board Chair.

On motion by Gliszinski, seconded by O'Keefe and unanimously approved, nominations ceased and a unanimous ballot was cast for King as 2019 Board Chair.

On motion by Wetzel, seconded by O'Keefe and unanimously approved, Commissioner Gliszinski was nominated for 2019 Board Vice Chairperson.

On motion by Rohlring, seconded by Wetzel and unanimously approved, nominations ceased and a unanimous ballot was cast for Gliszinski as 2019 Board Vice Chairperson.

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

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

- Approved the December 18, 2018 County Board Minutes and Summary Minutes
- Approved December 2018 Transfers:
 - #1721 Transfer 70.17 from Victim Witness to Road & Bridge (July – Nov Fuel)
 - #1722 Transfer 1,596.80 from Human Services to Road & Bridge (July – Nov Fuel)
 - #1723 Transfer 779.59 from Env Serv to Road & Bridge (July – Nov Fuel)
 - #1724 Transfer 405.61 from Ditch to Road & Bridge (D#38 survey)
 - #1725 Transfer 69,810.56 from Revenue to Road & Bridge (July – Nov Fuel: Assessor 1210.97; Emerg Manage 207.78; Parks 38,744.99; Vets 912.87; Sheriff 28,056.01; Administrator 377.42; Maint 300.52)
 - #1726 Transfer 2,673.00 from Agency to Revenue (December Landshark)
 - #1727 Transfer 43,984.25 from Env Serv to Revenue (2018 Adm fee – SW assessment)
 - #1728 Transfer 27,842.10 from Human Services to Revenue (4th Qtr Rent)
 - #1729 Transfer 18,500.00 from Agency to Revenue (2018 Gun Permit Wages)

On motion by Rohlring, seconded by Wetzel and unanimously approved, the Board approved the cases and claims for Human Services:

Financial: \$ 27,648.66

Soc Services: \$ 95,656.41

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

On motion by Rohlfing, seconded by O'Keefe and unanimously approved, the Board approved to grant regular status to Alisha Lager, full time Agency Social Worker in Human Services, effective December 25, 2018. Alisha has completed the six-month probationary period.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved to accept the resignation from Derek Rossow, part time Correctional Officer/Dispatcher in the Sheriff's Office, effective January 1, 2019.

On motion by O'Keefe, seconded by Rohlfing and unanimously approved, the Board approved to hire Samuel Mathis as a full time Correctional Officer in the Sheriff's Office, Grade 6, Step 4 at \$20.86 per hour, effective January 9, 2019.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved to hire a full time Deputy Sheriff in the Sheriff's Office, Grade 10, Step 4 at \$26.33 per hour.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved to grant a personal leave request from employee 1955, effective January 1, 2019 to March 26, 2019.

On motion by O'Keefe, seconded by Wetzel and unanimously approved, the Board approved to promote Jesse Aland, full time Help Desk Technician in the Information Technology Department, Grade 8, Step 4 at \$22.88 per hour to a full time Help Desk Supervisor in the Information Technology Department, Grade 9, Step 5 at \$25.76 per hour, effective January 21, 2019.

On motion by Rohlfing, seconded by O'Keefe and unanimously approved, the Board approved to post and advertise for a full time Help Desk Technician in the Information Technology Department, Grade 8, Step 4 at \$23.45 per hour.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved to rescind the resignation request from Nancy Toth, part time Homemaker in Public Health.

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

On motion by Rohlfing, seconded by Wetzel and unanimously approved, the Board approved an HVAC Tracker and Planned Service Agreement with Schwickert's Tecta America, LLC in the amount of \$8,950.

Brett Mason, Sheriff appeared before the Board with several items for approval.

On motion by Gliszinski, seconded by O'Keefe and unanimously approved, the Board approved an equipment purchase from Cellebrite in the amount of \$12,935.

The Sheriff's Office received 2 firearms quotes from:

Kiesler	\$11,509.50
Tactical Advantage	\$11,644.60

On motion by Wetzel, seconded by O'Keefe and unanimously approved, the Board approved the purchase of firearms from Kiesler in the amount of \$11,509.50

The Sheriff's Office received two holster quotes from:

Kiesler	\$2,429.83
Streicher's	\$2,242.00

On motion by Gliszinski, seconded by Rohlfling and unanimously approved, the Board approved a holster purchase from Streicher's in the amount of \$2,242.00

On motion by Rohlfling, seconded by Wetzel and unanimously approved, the Board approved a 5 year lease to own purchase from Axon for tasers in the amount of \$26,100.00

Shayne Bender, County Assessor's Office came before the Board to review the 2018 Clerical Abatements and Additions to the Tax Rolls Annual Report.

On motion by Wetzel, seconded by Rohlfling and unanimously approved, the Board acknowledged receiving the 2018 Clerical Abatements and Additions to the Annual Report from the Assessor's Office.

Jeff Neisen appeared before the Board with several items for approval.

On motion by Gliszinski, seconded by O'Keefe and unanimously approved, the Board approved to purchase a Mitel Software Assurance three year option from Marco in the amount of \$6,522.41

Two quotes for 2019 computers were received from:

Marco	\$93,888.56
IT Savvy	\$84,072.01

On motion by Rohlfling, seconded by Gliszinski and unanimously approved, the Board approved the 2019 PC purchases from IT Savvy in the amount of \$84,072.01

Dave Scheiber appeared before the Board with noise and land use concerns.

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

On motion by Wetzel, seconded by Rohlfling and unanimously approved, the Board approved the request to delegate 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 O'Keefe, seconded by Gliszinski and unanimously approved, the Board approved the following list of the dedicated reserves for Le Sueur County for 2019:

Revenue Fund	5,591,541
Road & Bridge	10,023,442
Human Services	2,736,019
Environmental	2,241,163
Victim Witness	36,337
Solid Waste	1,762,740.70 (actual)
Bond Fund	1,043,442

On motion by Wetzel, seconded by Rohlfing and unanimously approved, the Board approved to designate the following financial institutions as depositories of funds for Le Sueur County for 2019, provided they furnish proper and sufficient collateral or surety bond, as needed for such deposits.

- | | |
|-------------------------------------|----------------|
| 1. First National Bank | Le Center MN |
| 2. First State Bank | Le Center MN |
| 3. Frandsen Bank & Trust | Montgomery MN |
| 4. First Farmers and Merchants Bank | Le Sueur MN |
| 5. Cornerstone State Bank | Le Sueur MN |
| 6. HomeTown Bank | Cleveland MN |
| 7. Frandsen Bank & Trust | Waterville MN |
| 8. Elysian Bank | Elysian MN |
| 9. Wells Fargo Advisors | Minneapolis MN |
| 10. Magic Fund | Minneapolis MN |

11. State Bank of New Prague

New Prague MN

12. Cornerstone State Bank

Montgomery MN

On motion by Gliszinski, seconded by O'Keefe and unanimously approved, the Board approved the amount of interest collected on investments during the year of 2018.

Total Interest Collected in 2018: \$250,607.36

Included in the interest amount:

Collected on daily accounts \$ 47,605.55

Holly Kalbus appeared before the Board with one item for approval.

On motion by Rohlfing, seconded by O'Keefe and unanimously approved, the Board approved the use of gravel tax funds in the amount of \$650 for the Barnlund Project on West Jefferson.

Brian Kunz, A&P Senior Project Manager appeared before the Board with two items for approval.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved the contract with Crane Creek Asphalt for the Justice Center Project.

On motion by Rohlfing, seconded by O'Keefe and unanimously approved, the Board approved the contract with Steinbrecher Painting for the Justice Center.

At 11:00 a.m. Administrator Pettis opened and read aloud the sealed bids for the 2019 County Legal Newspaper.

On motion by Wetzel, seconded by O'Keefe and unanimously approved, the Board designated the Le Sueur County News 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 2019. The Board also designated the Lake Region LIFE as the second publication for the County Financial Statement for the year 2019, and accepted the legal bids for all other notices for other county newspapers, those being: New Prague Times, Lake Region Life, and Le Sueur County News, Montgomery Messenger, Elysian Enterprise.

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

By consensus, the Board agreed to the following AMC Appointments:

Environment & Natural Resources Policy Committee
General Government Policy Committee
Health & Human Services Policy Committee

Steve Roling
Danny O'Keefe
John King

Commissioner Committee Reports:

Commissioner Rohlfig attended an MRCI Board meeting

Commissioner King attended a Justice Center progress meeting and a TRUE Transit Advisory Board meeting.

On motion by Gliszinski, seconded by O’Keefe and unanimously approved, the following 2018 claims were approved for payment:

Warrant #	Vendor Name	Amount
52785	Ag Partners Coop	\$ 2,096.07
52800	Department of Transportation	\$ 66,000.00
52808	Jeff Gibbs	\$ 2,752.50
52809	Robert Goettl	\$ 3,575.55
52814	I & S Group Inc.	\$ 22,637.00
52816	ITsavvy LLC	\$ 7,474.00
52817	Javens Mechanical Contracting Inc.	\$ 5,878.65
52823	Le Sueur Co Soil & Water Conserv. Dist.	\$ 20,069.43
52826	M-R Sign Co. Inc.	\$ 3,115.78
52827	Marco Inc.	\$119,332.91
52835	Nuss Truck & Equipment	\$ 5,065.92
52838	Shawn Onken	\$ 15,535.52
52842	Pro-West & Assoc. Inc.	\$ 2,686.19
52846	Rinke-Noonan Law Firm	\$ 6,454.50
52851	S.E.H. Inc.	\$ 14,538.19
52852	Selly Excavating Inc.	\$ 5,500.00
52853	SHI International Corp.	\$ 29,924.88
52855	S.M.C. Co. Inc.	\$ 13,725.11
52857	State of MN	\$ 16,928.58
52878	Wornson, Goggins, Zard	\$ 2,418.00
52879	Ziegler Inc.	\$ 5,266.03
75 Claims paid less than \$2,000.00:		\$ 23,212.06
21 Claims paid more than \$2,000.00:		\$370,974.81
96 Total all claims paid:		\$394,186.87

On motion by Wetzel, seconded by O’Keefe and unanimously approved, the following 2019 claims were approved for payment:

Warrant #	Vendor Name	Amount
52908	Bolton & Menk Inc.	\$ 3,648.00

52911	Conduent Business Services LLC	\$ 6,112.78
52916	MN Counties Computers Coop	\$ 38,708.25
52917	Norchem Drug Testing	\$ 2,120.00
52918	Paragon Printing & Mailing Inc.	\$ 4,175.58
52920	Selly Excavating Inc.	\$ 2,060.00
11 Claims paid less than \$2,000.00:		\$ 5,375.41
6 Claims paid more than \$2,000.00:		\$ 56,824.61
17 Total all claims paid:		\$ 62,200.02

On motion by Wetzel, seconded by O’Keefe and unanimously approved, the Board adjourned until Tuesday January 15, 2019 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 8, 2019

- 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 King was nominated for 2019 Board Chair. (Rohlfing-Wetzel)
- Nominations ceased and a unanimous ballot was cast for King as 2019 Board Chair. (Gliszinski-O'Keefe)
- Commissioner Gliszinski was nominated for 2019 Board Vice Chairperson. (Wetzel-O'Keefe)
- Nominations ceased and a unanimous ballot was cast for Gliszinski as 2019 Board Vice Chairperson. (Rohlfing-Wetzel)
- Approved the agenda for the business of the day. (Gliszinski-O'Keefe)
- Approved the consent agenda. (Wetzel-Rohlfing)
- Approved regular status to Alisha Lager in Human Services. (Rohlfing-O'Keefe)
- Approved the resignation from Derek Rossow in the Sheriff's Office. (Wetzel-Gliszinski)
- Approved to hire Samuel Mathis in the Sheriff's Office. (O'Keefe-Rohlfing)
- Approved to hire a full time Deputy Sheriff in the Sheriff's Office. (Wetzel-Gliszinski)
- Approved a personal leave request from employee 1955. (Gliszinski-Rohlfing)
- Approved to promote Jesse Aland to a full time Help Desk Supervisor in the Information Technology Department. (O'Keefe-Wetzel)
- Approved to post and advertise for a full time Help Desk Technician in the Information Technology Department. (Rohlfing-O'Keefe)
- Approved to rescind the resignation request from Nancy Toth in Public Health. (Gliszinski-Wetzel)
- Approved an HVAC Tracker and Planned Service Agreement with Schwickert's Tecta America. (Rohlfing-Wetzel)
- Approved an equipment purchase from Cellebrite in the amount of \$12,935. (Gliszinski-O'Keefe)
- Approved a firearms purchase from Kiesler in the amount of \$11,509.50 (Wetzel-O'Keefe)
- Approved a holster purchase from Streicher's in the amount of \$2,242.00 (Gliszinski-Rohlfing)
- Approved a 5 year lease to own purchase from Axon for tasers in the amount of \$26,100.00 (Rohlfing-Wetzel)
- Acknowledged receiving the 2018 Clerical Abatements and Additions to the Annual Report from the Assessor's Office. (Wetzel-Rohlfing)
- Approved to purchase a Mitel Software Assurance three year option from Marco in the amount of \$6,522.41 (Gliszinski-O'Keefe)
- Approved 2019 PC purchases from IT Savvy in the amount of \$84,072.01 (Rohlfing-Gliszinski)
- Approved to delegate authority to review claims before payment pursuant to M.S. 375.18, Subd 1b. to the Le Sueur County Auditor-Treasurer. (Wetzel-Rohlfing)
- Approved the list of the dedicated reserves for Le Sueur County for 2019. (O'Keefe-Gliszinski)
- Approved to designate the financial institutions as depositories of funds for Le Sueur County for 2019. (Wetzel-Rohlfing)
- Approved the amount of interest collected on investments during the year of 2018. (Gliszinski-O'Keefe)
- Approved the use of gravel tax funds in the amount of \$650 for the Barnlund Project on West Jefferson. (Rohlfing-O'Keefe)
- Approved the contract with Crane Creek Asphalt for the Justice Center Project. (Gliszinski-Wetzel)

- Approved the contract with Steinbrecher Painting for the Justice Center Project. (Rohlfing-O'Keefe)
- Designated the Le Sueur County News as the legal paper of the Le Sueur County Board and designated the Lake Region LIFE as the second publication for the year 2019. (Wetzel-O'Keefe)
- The following 2018 claims were approved for payment: (Gliszinski-O'Keefe)

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11 Claims paid less than \$2,000.00:		\$ 5,375.41
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17 Total all claims paid:		\$ 62,200.02

- Adjourned until Tuesday January 15, 2019 at 9:00 a.m. (Wetzel-O'Keefe)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman