

**Minutes of Le Sueur County Board of Commissioners Meeting
January 17, 2023**

The Le Sueur County Board of Commissioners met in regular session on Tuesday, January 17, 2023 at 9:00 a.m. in the Government Center at Le Center, Minnesota. Those members present were Dave Gliszinski, John King, Danny O’Keefe, David Preisler and Steve Rohlffing. Also present were Joe Martin, Brent Christian and Pam Herrmann.

On motion by O’Keefe, seconded by Preisler, the Board unanimously approved the agenda for the business of the day.

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

- January 3, 2023 Board Minutes & Board Summary Minutes
- Electronic Funds Transfer Report
- December 2022 Transfers
- LG230 Application to Conduct Off-Site Gambling – Dr JE Le Clerc Knights of Columbus at Caribou Gun Club Hunting Reserve from 3/30/23 to 4/3/23
- Credit Card Requests for Sarah Goblirsch, Danny O’Keefe, David Preisler

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

On motion by Preisler, seconded by Gliszinski, the Board unanimously approved the LinguaOne, Inc Services Agreement for Translation Services for the hearing impaired.

Aaron Stubbs, Environmental Services Director came before the Board with one item for approval.

On motion by Rohlffing, seconded by O’Keefe, the Board unanimously appointed Russell Anderson from District 4 to the Le Sueur County Board of Adjustment.

Cindy Westerhouse, Human Resources came before the Board with Length of Service Anniversaries and multiple items for approval.

The Le Sueur County Board of Commissioners and the Employee Recognition Committee would like to recognize the following employees on their significant length of service anniversary with Le Sueur County (4th quarter 2022).

Mike Grundhoffer, 25 years, Highway Department
Michelle Mettler, 25 years, Environmental, Planning and Zoning
Sally Weber, 25 years, Human Services
Lori Brown, 20 years, Sheriff’s Office
Jim Whiteis, 20 years, Sheriff’s Office
Cari Krenik, 15 years, Human Services
Lindsay Oakland, 10 years, Human Services
Pat Pitlick, 10 years, Highway Department

On motion by Gliszinski, seconded by Preisler, the Board unanimously approved the recommendation to grant regular status to Laura Guddal, full time Public Health Supervisor in Public Health, effective January 12, 2023.

On motion by Rohlffing, seconded by O’Keefe, the Board unanimously approved the recommendation to promote Jonathan Hammel, full time Planning Technician IV, Grade 9, Step 6 (C), \$29.31 per hour,

promoted to Senior Planner in Environmental, Planning and Zoning, Grade 10, Step 5 (B), \$29.99 per hour, effective January 30, 2023.

On motion by O'Keefe, seconded by Rohlfing, the Board unanimously approved the following wage adjustments, for all non-union employees in the Sheriff's Office, effective January 1, 2023:

- The starting pay for all non-union new hires in the Sheriff's Office will begin at Step D (7);
- All current non-union Sheriff's Office employees, who are at Step A (4), Step B (5), Step C (6) will have the following one-time 2023 wage adjustments:
 - a. A current employee will be placed at Step D (7).

On motion by Gliszinski, seconded by Rohlfing, the Board unanimously approved the following wage adjustments, for all non-union employees in the Sheriff's Office, effective July 1, 2023:

- All current non-union Sheriff's Office employees who are at Step D (7), will have the following one-time 2023 wage adjustments:
 - a. A current employee will be placed at Step E (8).
- All current non-union Sheriff's Office employees, who are at Step E (8), Step F (9), Step G (10), Step H (11), will have the following one-time 2023 wage adjustments:
 - a. A current employee will receive an additional step.
- All current non-union Sheriff's Office employees, who are at Step I (12), will receive the following one-time Retention/Longevity Pay wage adjustment July 2023:
 - a. A current employee will receive a one-time retention/longevity pay bonus which equates to 3.5% of their current pay for the year of 2023 (2080 hours) in July 2023.

On motion by Rohlfing, seconded by Gliszinski, the Board unanimously approved the following wage adjustments effective January 1, 2023:

- The starting pay for all non-union new hires in the Highway Department will begin at Step D (7);
- All current non-union Highway Department employees, who are at Step A (4), Step B (5), Step C (6) will have the following one-time 2023 wage adjustments:
 - a. A current employee will be placed at Step D (7).

On motion by O'Keefe, seconded by Gliszinski, the Board unanimously approved the following wage adjustments, for all non-union employees in the Highway Department, effective July 1, 2023:

- All current non-union Highway Department employees who are at Step D (7), will have the following one-time 2023 wage adjustments:
 - b. A current employee will be placed at Step E (8).
- All current non-union Highway Department employees, who are at Step E (8), Step F (9), Step G (10), Step H (11), will have the following one-time 2023 wage adjustments:
 - a. A current employee will receive an additional step.
- All current non-union Highway Department employees, who are at Step I (12), will receive the following onetime Retention/Longevity Pay wage adjustment July 2023:
 - a. A current employee will receive a one-time retention/longevity pay bonus which equates to 3.5% of their current pay for the year of 2023 (2080 hours) in July 2023.

On motion by Preisler, seconded by O'Keefe, the Board unanimously approved and signed the 2023 Service Agreement between Le Sueur County and SafeAssure for \$8,825.72 per year.

On motion by O'Keefe, seconded by Preisler, the Board unanimously accepted the proposal from Baker Tilly and signed the Agreement to conduct a compensation study for Le Sueur County.

Staffing Updates –

Retirements:

Bob Collins, part time Building and Grounds Worker in Building Maintenance, effective January 20, 2023. Bob has been employed with Le Sueur County since June 2012.

Promotions:

Theresa Kubes, full time Human Resources Coordinator, Grade 11, Step 8 (E), \$35.28 per hour, promoted to Human Resources Director in Human Resources, Grade 15, Step 5 (B), \$40.12 per hour, effective January 16, 2023.

New Hires:

Kole Baker, part time, regular Building and Grounds Worker in Building Maintenance, Grade 3, Step 4 (A), \$19.26 per hour, effective January 4, 2023.

Tyler Ongie, seasonal Building and Grounds Worker in Building Maintenance, Grade 3, Step 4 (A), \$19.26 per hour, effective January 4, 2023.

Mike Thrasher, temporary Building and Grounds Worker in Building Maintenance, Grade 3, Step 4 (A), \$19.26 per hour, effective January 4, 2023.

Anneli Soucek, full time Planning and Zoning Technician II in Environmental, Planning and Zoning, Grade 6, Step 4 (A), \$22.91 per hour, effective January 11, 2023.

Julie Hike, full time Planning and Zoning Technician I in Environmental, Planning and Zoning, Grade 5, Step 4 (A), \$21.62 per hour, effective January 11, 2023.

Cindy Jirak, temporary Eligibility Worker in Human Services, Grade 7, Step 5 (B), \$25.17 per hour, effective January 4, 2023.

Resignations:

Mayra Lala-Quito, full time Agency Social Worker in Human Services, effective January 27, 2023. Mayra was employed with Le Sueur County since February 2022.

Jamie Hayes, Director of Human Services came before the Board with Director Updates, Human Services Data and Updates and three items for approval.

On motion by Preisler, seconded by O’Keefe, the Board unanimously approved the Minnesota Department of Human Services County Grant Contract for Community Support Program from January 1, 2023 through December 31, 2024. Le Sueur County will receive \$15,252 at the start of the contract.

On motion by O’Keefe, seconded by Gliszinski, the Board unanimously approved the Home and Community-Based Waiver Services Contract with Angela Wilson doing business as Alee Services from 1/1/2023 through 12/31/2023.

On motion by Rohlfing, seconded by Preisler, the Board unanimously approved the Human Services claims.

Financial: \$50,925.49

Soc Services: \$64,022.49

Dani Ongie, Auditor-Treasurer appeared before the Board with several items for approval.

On motion by Rohlfing, seconded by Preisler, the Board unanimously 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 Rohlfing, seconded by O'Keefe, the Board unanimously approved the following list of the dedicated reserves for Le Sueur County for 2023:

Revenue Fund 7,103,103
 Revenue Fund-Tipping Fees 1,670,354.25 (Restricted)
 Road & Bridge 5,354,654
 Human Services 2,849,655
 Environmental 655,187
 Victim Witness 44,751
 Bond Fund 1,396,503

On motion by O'Keefe, seconded by Gliszinski, the Board unanimously approved to designate the following financial institutions as depositories of funds for Le Sueur County for 2023, 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. First Bank & Trust, New Prague MN
12. Cornerstone State Bank Montgomery MN
13. Pershing Solutions, fka TD Ameritrade Omaha NE
14. UBS Financial Services, Wayzata, MN

Total Interest Collected on Investments in 2022: \$407,191.20
 Included in the interest amount: Collected on daily accounts \$19,715.96

On motion by O'Keefe, seconded by Preisler, the Board unanimously approved Pay Request #4 to Brunz Construction, County Ditch 43 Repair Project for \$19,340.70.

Holly Bushman, Environmental Resources Specialist came before the Board with two items for approval.

On motion by Rohlfing, seconded by O’Keefe, the Board unanimously approved the Aquatic Invasive Species (IAS) Prevention Inspection of Water-related Equipment Delegation Agreement with the Department of Natural Resources (DNR) effective January 12, 2023 through December 31, 2025.

On motion by Preisler, seconded by Rohlfing, the Board unanimously approved the Le Sueur County Aquatic Invasive Species Prevention Plan.

Megan Kirby, Public Health Director, came before the Board with one item for approval.

On motion by Preisler, seconded by Rohlfing, the Board unanimously approved the Le Sueur County Mandatory Vaccination Policy for Employees Covered Under Centers for Medicare and Medicaid (CMS) Rule.

Joe Martin, County Administrator came before the Board with updates and two items for approval.

On motion by O’Keefe, seconded by Gliszinski, the Board unanimously approved the Memorandum of Understanding between Le Sueur County and International Union of Operating Engineers, Local No. 49, Representing Highway Maintenance Unit.

The Board acknowledged the DNR assistance with the CD29 Peat Fire. Taylor Schenk and Paul Lundgren, Minnesota Department of Natural Resources gave updates on the fire.

On motion by O’Keefe, seconded by Gliszinski, the Board unanimously approved the Waseca Le Sueur Regional Library Board appointment of Patrick Tebbe.

Reviewed Commissioner Committee Assignments.

On motion by O’Keefe, seconded by Rohlfing, the Board unanimously approved the following County claims:

Warrant #	Vendor Name	Amount
72149	Affordable Towing	\$3,216.00
72150	Ag Partners Coop	\$18,727.99
72154	American Solutions For Business	\$4,975.01
72155	ANCOM Technical Center	\$13,283.83
72159	APG Media of Southern Minnesota LLC	\$2,040.55
72161	Avenu Insights & Analytics LLC	\$6,896.84
72173	Christian, Keogh, Moran & King	\$3,333.47
72176	Cleveland City	\$19,181.48
72186	Elysian City	\$11,307.86
72201	Hildi Inc	\$2,490.00
72204	Holicky Bros Logistics	\$7,482.36
72207	ITsavvy LLC	\$3,744.00
72210	Johnson Aggregates	\$2,870.90
72211	Kasota City	\$20,102.86
72215	Le Center City	\$17,841.28
72218	Le Sueur City	\$64,915.47
72220	Le Sueur Co 4-H Federation	\$3,600.00
72222	Le Sueur County Soil & Water	\$16,447.00
72232	Mississippi Headwaters Board	\$5,000.00
72236	MN Transportation Alliance	\$2,695.00

72237	Montgomery City	\$28,144.00
72240	Motorola Inc	\$38,506.66
72242	Ney Environmental Education Foundation	\$115,900.00
72245	Northland Business Systems	\$4,062.81
72264	Schneider Geospatial LLC	\$7,380.00
72265	Scott County Treasurer	\$14,000.00
72268	SHI International Group	\$58,457.85
72275	Tritech Software Systems	\$42,784.69
72277	Tyler Technologies	\$22,314.00
72281	Van Paper Company	\$2,946.65
72285	Waterville City	\$27,557.67
72291	Ziegler Inc	\$2,549.08
111 Payments paid less than \$2,000.00:		\$ 49,875.51
32 Payments paid more than \$2,000.00:		\$594,755.31
86 Total all payments paid:		\$644,630.82

Commissioner Committee Reports:

- Commissioner Preisler reported on Orientation meetings with Departments, CD29 Meetings, Cordova Township, Kilkenny Township, City of Le Center, SWCD, Drainage meeting
- Commissioner O’Keefe reported on HR Interviews, Sharon Township, Drainage Steering meeting
- Commissioner Rohlfling reported on HR Interviews, Washington Township, Elysian Township, SWCD, MRCI Work Session, Region 9 Full Commission
- Commissioner Gliszinski had no report
- Commissioner King reported on CD29 Meetings

On motion by O’Keefe, seconded by Rohlfling and unanimously approved, the Board adjourned until January 24, 2023 at 9:00 a.m.

ATTEST: _____
Le Sueur County Administrator Le Sueur County Chairman