

**Minutes of Le Sueur County Board of Commissioners Meeting  
January 5, 2021**

The Le Sueur County Board of Commissioners met in regular session on Tuesday, January 5, 2021 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: John King, Dave Gliszinski, Lance Wetzel (remote), Steve Rohlfing and Danny O'Keefe. Also present were Darrell Pettis, Brent Christian and Pam Herrmann.

Darrell Pettis, County Administrator, called the meeting to order and called for nominations for the Chair of the 2021 Le Sueur County Board.

On motion by King, seconded by O'Keefe and approved via roll call vote 5 to 0, Commissioner Rohlfing was nominated for 2021 Board Chair.

On motion by King, seconded by Gliszinski and approved via roll call vote 5 to 0, Commissioner O'Keefe was nominated for 2021 Board Vice Chairperson.

On motion by Gliszinski, seconded by O'Keefe and approved via roll call vote 5 to 0, the Board approved the agenda for the business of the day.

On motion by Wetzel, seconded by King and approved via roll call vote 5 to 0, the Board approved the consent agenda:

- Approved the December 22, 2020 Board Minutes and Summary Minutes
- Approved the December 29, 2020 Special Board Minutes and Summary Minutes

On motion by Gliszinski, seconded by O'Keefe and approved via roll call vote 5 to 0, the Board approved the cases and claims for Human Services:

Financial:       \$ 59,384.08  
Soc Services:    \$151,099.93

Shayne Bender, County Assessor, came before the Board to review the 2020 Clerical Abatements and Additions to the Tax Rolls Annual Report.

On motion by O'Keefe, seconded by Wetzel and approved via roll call vote 5 to 0, the Board acknowledged receiving the 2020 Clerical Abatements and Additions to the Annual Report from the Assessor's Office.

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

On motion by Wetzel, seconded by Gliszinski and approved via roll call vote 5 to 0, 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 King and approved via roll call vote 5 to 0, the Board approved the following list of the dedicated reserves for Le Sueur County for 2021:

Revenue Fund	6,134,639
Revenue Fund-Tipping Fees	1,670,354.25 (Restricted)
Road & Bridge	3,875,431
Human Services	2,780,674
Environmental	541,499
Victim Witness	41,205
Bond Fund	1,507,254

On motion by Wetzel, seconded by O'Keefe and approved via roll call vote 5 to 0, the Board approved to designate the following financial institutions as depositories of funds for Le Sueur County for 2021, 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 King, seconded by O'Keefe and approved via roll call vote 5 to 0, the Board approved the amount of interest collected on investments during the year of 2020.

Total Interest Collected in 2020:	\$334,952.92
Included in the interest amount:	
Collected on daily accounts	\$150,487.11

Cindy Westerhouse, Human Resources Director came before the Board with several 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 with Le Sueur County.

Cindy Shaughnessy	Public Health	40 years
Pamela Voit	Public Health	30 years
Colleen Stoffel	Human Services	25 years
Ramona Shook	Human Services	20 years
Vicki Walechka	Victim Witness	20 years
Nickolas Greenig	Sheriff's Office	20 years
Ben King	County Attorney's Office	15 years
Amber Karels	Public Health	15 years
Heather Gilhousen	Auditor/Treasurer	5 years
Talia Gilster	Human Services	5 years
Amanda Worrell	Human Services	5 years

Liza Donabauer, Management Consultant, with DDA Human Resources, Inc. (*A David Drown Associates Company*) presented executive recruitment information and answered questions regarding their proposal. This proposal was tabled until January 19 after the Board Work Session on January 12.

On motion by O'Keefe, seconded by King and approved via roll call vote 5 to 0, the Board approved the resignation of Justin Coates, full time Agency Social Worker in Human Services, effective January 29, 2021.

On motion by O'Keefe, seconded by Wetzel and approved via roll call vote 5 to 0, the Board approved the recommendation to post and request the merit list for a full time Agency Social Worker in Human Services, Grade 11, Step 4 at \$28.62 (2020) per hour.

On motion by Gliszinski, seconded by O'Keefe and approved via roll call vote 5 to 0, the Board approved the recommendation to hire Brennan Vollmer as a full time Deputy Sheriff in the Sheriff's Office, Grade 10, Step 4 at \$26.99 (2020) per hour, effective January 11, 2021.

On motion by O'Keefe, seconded by Gliszinski and approved via roll call vote 5 to 0, the Board approved the Recommendation to approve the Public Employees Retirement Association - Police Officer Declaration for Brennan Vollmer.

On motion by O’Keefe, seconded by King and approved via roll call vote 5 to 0, the Board approved the Recommendation to hire Ryan Schaefer as a full time Deputy Sheriff in the Sheriff’s Office, Grade 10, Step 4 at \$26.99 (2020) per hour, effective January 11, 2021.

On motion by O’Keefe, seconded by Gliszinski and approved via roll call vote 5 to 0, the Board approved the recommendation to approve the Public Employees Retirement Association - Police Officer Declaration for Ryan Schaefer.

On motion by King, seconded by Wetzel and approved via roll call vote 5 to 0, the Board approved the recommendation to post and advertise for a full time Appraiser in the Assessor’s Office, Grade 10, Step 4 at \$26.99 (2020) per hour.

On motion by O’Keefe, seconded by Gliszinski and approved via roll call vote 5 to 0, the Board approved the recommendation to approve the 2021 wages for the Teamster’s Unions; Deputies, Correctional Officers/Dispatchers, Courthouse, and Human Services employees. Effective January 1, 2021, a 1.0 percent cost of living, and step increase to eligible employees, and effective July 1, 2021, a 0.5 percent cost of living.

On motion by Wetzel, seconded by King and approved via roll call vote 5 to 0, the Board approved the recommendation to approve and sign the 2021 Service Agreement between Le Sueur County and SafeAssure.

At 10:00 a.m., Administrator Pettis opened and read aloud the sealed bids for the 2021 County Legal Newspaper.

On motion by O’Keefe, seconded by Wetzel and approved via roll call vote 4 to 0 with Wetzel absent, the Board designated the Montgomery Messenger 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 2021. The Board also designated the Life Enterprise as the second publication for the County Financial Statement for the year 2021, 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, Life Enterprise.

Cindy Shaughnessy, Public Health Director, appeared before the Board with a COVID-19 Update.

Dave Tiegs, Highway Department, appeared before the Board with a couple items.

On motion by Wetzel, seconded by King and approved via roll call vote 5 to 0, the Board approved the request to advertise for Seasonal Material and Equipment Rates. Bids will be opened on Tuesday, February 16 at 9:05 a.m.

Dave will bring the final draft of the Le Sueur County ADA Transition Plan to the February 2 meeting for approval.

Justin Lutterman appeared before the Board with a request.

On motion by King, seconded by Wetzel and approved via roll call vote 5 to 0, the Board approved the spring 2021, Countywide, 4-Band Ortho-Photography Agreement with Ayres Associates.

Barbara Droher Kline appeared before the Board with updates on the CARES Act and Broadband updates.

On motion by Gliszinski seconded by King and approved via roll call vote 5 to 0, the Board approved the draft of the Small Business Economic Relief Fund Program Guidelines.

Darrell Pettis, County Administrator appeared before the Board with several items for consideration.

On motion by Gliszinski, seconded by O'Keefe and approved via roll call vote 4 to 0 with Rohlfing abstaining, the Board approved the West Jefferson Partial Payment#14 to Ellingson Drainage for \$164,533.19 with a reduction of the retainage from 5% to 2%.

On motion by Gliszinski, seconded by King and approved via roll call vote 5 to 0, the Board set the 2021 Board of Appeal and Equalization meeting for Tuesday, June 15, 2021 starting at 7:00 p.m.

On motion by O'Keefe, seconded by King and approved via roll call vote 5 to 0, the Board approved the 2021 Commissioner Committees as amended.

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

- |  |            |
|--|------------|
| • Environment & Natural Resources Policy Committee | Rohlfing   |
| • General Government Policy Committee              | O'Keefe    |
| • Health & Human Services Policy Committee         | King       |
| • Public Safety Policy Committee                   | Gliszinski |
| • Transportation & Infrastructure Policy Committee | Wetzel     |

On motion by Wetzel seconded by Gliszinski and approved via roll call vote 5 to 0, the Board adopted the following resolution setting the 2021 mileage reimbursement rate:

**BE IT RESOLVED:** That the Le Sueur County Board of Commissioners hereby sets the mileage reimbursement for Le Sueur County Employees to be the Federal IRS mileage at 0.56 cents per mile and 2 cents per mile additional for those Water Patrol Officers while pulling a water patrol boat for the year 2021.

On motion by King, seconded by Gliszinski and approved via roll call vote 5 to 0, the following **EOY 2020** claims were approved for payment:

<b>Warrant #</b>	<b>Vendor Name</b>	<b>Amount</b>
62607	Advanced Correctional Healthcare Inc.	\$ 3,001.12
62609	Ag Partners Coop	\$ 5,875.53
62613	American Engineering Testing	\$ 2,898.15
62620	Bolton & Menk Inc.	\$ 30,970.50
62625	Compass Minerals America Inc.	\$ 26,480.18
62626	Contech Engineered Solutions LLC	\$ 2,980.70
62632	Frontier Precision Inc.	\$ 59,559.65
62646	I & S Group Inc.	\$ 7,791.26
62647	ITsavvy LLC	\$ 83,376.37
62648	Johnson Aggregates	\$ 9,782.63
62654	Lamar Companies	\$ 2,665.00
62659	Le Sueur Co Soil & Water Cons. Dist.	\$ 36,131.41
62663	McGrath Electrical Services LLC	\$ 2,104.00
62668	Minn St. Admin Itg Telecom	\$ 6,493.96
62670	MN Counties Computers Coop	\$ 40,384.75
62673	MN Dept of Transportation	\$ 8,168.26
62675	Motorola Inc.	\$ 2,115.00
62678	Nuss Truck & Equipment	\$ 4,270.57
62682	OMG Midwest Inc.	\$ 5,443.39
62687	Ramsey County	\$ 3,115.50
62689	Regents of the University of MN	\$ 27,621.91
62693	Robert M. Segna Construction LLC	\$ 3,650.00
62699	Schneider Geospatial LLC	\$ 2,625.00
62700	S.E.H. Inc.	\$ 59,811.83
62701	SHI International Corp.	\$ 4,785.00
62711	Summit	\$ 8,345.14
62712	Sycks Construction LLC	\$ 13,813.86
62718	Traxler Construction Inc.	\$ 9,825.89
62730	Ziegler Inc.	\$ 4,081.66
62731	Zimmerman Tiling & Excavating LLC	\$ 40,617.50

<b>95 Claims paid less than \$2,000.00:</b>	<b>\$ 36,812.30</b>
<b>30 Claims paid more than \$2,000.00:</b>	<b>\$518,785.72</b>
<b>125 Total all claims paid:</b>	<b>\$555,598.02</b>

#### **Commissioner Committee Reports:**

- Commissioner Gliszinski reported on none
- Commissioner King reported on Le Sueur City Council
- Commissioner Wetzel reported on none
- Commissioner O'Keefe reported on none
- Commissioner Rohlring reported on Negotiations and Cleveland City Council

Commissioner Wetzel would like to have a discussion on opening the courthouse specifically the License Bureau. Discussion will be added to the January 12 Work Session.

On motion by Gliszinski, seconded by King and approved via roll call vote 5 to 0, the Board adjourned until January 19, 2021 at 9:00 a.m.

**ATTEST:** \_\_\_\_\_  
**Le Sueur County Administrator**                      **Le Sueur County Chairman**