

## **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 Rohlfling, 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 Rohlfling, 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 Rohlfling, 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 Rohlfling 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 (4<sup>th</sup> Qtr Rent)
  - #1729 Transfer 18,500.00 from Agency to Revenue (2018 Gun Permit Wages)

On motion by Rohlfling, 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 Rohlfig, 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 Rohlfig 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 Rohlfig 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 Rohlfig, 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 Rohlfig, 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	\$11509.50
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 Rohlfig and unanimously approved, the Board approved a holster purchase from Streicher's in the amount of \$2,242.00

On motion by Rohlfig, 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 Rohlfig 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 Rohlfig, 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 Rohlfig 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 Rohlfling 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.

First National Bank	Le Center MN
First State Bank	Le Center MN
Frandsen Bank & Trust	Montgomery MN
First Farmers and Merchants Bank	Le Sueur MN
Cornerstone State Bank	Le Sueur MN
HomeTown Bank	Cleveland MN
Frandsen Bank & Trust	Waterville MN
Elysian Bank	Elysian MN
Wells Fargo Advisors	Minneapolis MN
10. Magic Fund	Minneapolis MN

11. State Bank of New Prague  
12. Cornerstone State Bank

New Prague MN  
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 Rolwing  
Danny O'Keefe  
John King

Public Safety Policy Committee  
Transportation & Infrastructure Policy Committee

Dave Gliszinski  
Lance Wetzel

**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:

<b>Warrant #</b>	<b>Vendor Name</b>	<b>Amount</b>
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:

<b>Warrant #</b>	<b>Vendor Name</b>	<b>Amount</b>
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**