

**LE SUEUR COUNTY BOARD OF COMMISSIONERS  
MEETING AGENDA  
COMMISSIONERS ROOM  
January 21, 2014**

1.       **8:30am Reclassification Request - Committee Meeting - Cindy Westerhouse, Darrell Pettis, Joe Connolly, Steve Rohlfing, Dave Armstrong, Jo Corrow, and Shayne Bender**
  
2.       **9:00am Agenda and Consent Agenda**  
Minutes and Summary Minutes from January 7, 2014
  
3.       **9:05am Sue Rynda - Human Services Director**  
Human Services Update
  
4.       **10:00am Claims**
  
5.       **10:05am Scott Gerr or Jeff Neisen Informational Technology Department**  
Public Health - Laptop Purchases  
New Copier Lease
  
6.       **10:10am Cindy Westerhouse - Human Resources**  
Swearing In  
Length of Service Awards  
Retirement Recognition  
Setting Salaries for Elected Officials  
Two New Hires  
Leave of Absence Request  
Post Position  
Request to Advertise for Part-Time Position
  
7.       **10:20am Don Reak - Parks Director**  
Two Annual Payments to the Ney Environmental Education Foundation  
Approve Caretaker for Richter Woods

8. **10:25am Becky Pollock - Ney Nature Center (15 minutes)**  
Annual Report
9. **10:40am Pam Simonette - Auditor Treasurer**  
Treasurer's Financial - Cash Drawer  
1 Credit Card Application  
Option for Customers to Pay with a Credit Card  
2013 Interest Report
10. **10:50am Jim McMillen -Building and Grounds Director**  
Roof Inspection Contract
11. **10:55am Darrell Pettis - Administrator/ Engineer**  
Southern Minnesota Initiative Foundation  
Local Bridge Replacement Priority  
Appointment of Library Board Members
12. **11:00am German - Jefferson Sewer District Ordinance**
13. **11:15am Closed Session - for pending litigation**
14. **Future Meetings January 21, 2104**

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# **Le Sueur County, MN**

**Tuesday, January 21, 2014**

**Board Meeting**

## **Item 1**

**8:30am Reclassification Request - Committee Meeting - Cindy Westerhouse, Darrell Pettis, Joe Connolly, Steve Rohlfing, Dave Armstrong, Jo Corrow, and Shayne Bender**

**Staff Contact:**

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# Le Sueur County, MN

Tuesday, January 21, 2014

Board Meeting

## Item 2

### 9:00am Agenda and Consent Agenda

*Minutes and Summary Minutes from January 7, 2014*

Staff Contact:

## Minutes of Le Sueur County Board of Commissioners Meeting January 7, 2014

The Le Sueur County Board of Commissioners met in regular session on Tuesday, January 7, 2014 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlffing, Lance Wetzel, Dave Gliszinski, John King and Joe Connolly. 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 2014 Le Sueur County Board. Commissioner Connolly moved, seconded by King to nominate Rohlffing as Board Chair. On motion by Wetzel, seconded by Gliszinski and unanimously approved, nominations ceased and the Secretary was instructed to cast a unanimous ballot for Rohlffing as 2014 Board Chair. Chairman Rohlffing then called for nominations for the 2014 Board Vice-Chair. On motion by Wetzel, seconded by King to nominate Connolly for Vice Chair. On motion by Gliszinski, seconded by Wetzel and unanimously approved, nominations ceased and the Secretary is instructed to cast a unanimous ballot for Connolly, the 2014 Board Vice Chairman.

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board approved the amended agenda for the business of the day.

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

- Approved the December 17, 2013, County Board Minutes and Summary Minutes
- Approved the Repair Request for County Ditch #51
- Approved the December Transfers:
  - #1542 Transfer 31,538.00 from Env Services to Revenue
  - #1543 Transfer 1,952.10 from Human Services to Revenue
  - #1544 Transfer 2,798.00 from Agency to Revenue
  - #1545 Transfer 88.97 from Human Services to Revenue
  - #1546 Transfer 15,095.46 from Revenue to Road & Bridge
  - #1547 Transfer 812.23 from Human Services to Road & Bridge
  - #1548 Transfer 289.99 from Env Serv to Road & Bridge
  - #1549 Transfer 40,157.58 from Revenue to Road & Bridge
  - #1550 Transfer 20,498.42 from Human Services to Revenue
- Approved two Applications for Exempt Permit with no waiting period for the Valley Yelpers at the Caribou Gun Club.

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

On motion by Wetzel, seconded by King and unanimously approved, the Board granted regular status to Tricia Christensen, full time Administrative Assistant II in Public Health effective December 28, 2013.

On motion by Connolly, seconded by King and unanimously approved, the Board granted regular status to Vanessa Holicky, full time Public Health Nurse in Public Health, effective December 28, 2013.

On motion by King, seconded by Gliszinski and unanimously approved, the Board authorized the hiring of Maggie Novak as a fulltime Agency Social Worker in Human Services, as a Grade 10, Step 1 at \$20.92 per hour, Effective January 13, 2014.

On motion by King, seconded by Wetzel and unanimously approved, the Board authorized the hiring of Kari Davis as a fulltime Agency Social Worker in Human Services as a Grade 10, Step 3 at \$22.47 per hour, effective January 27, 2014.

On motion by Gliszinski, seconded by Connolly and unanimously approved, the Board promoted Julie Factor to a full time Deputy Auditor-Treasurer II – Accounting Specialist, in the Auditor – Treasurer’s Office, as a Grade 7, Step 1 at \$17.57 per hour, effective January 27, 2014..

On motion by King, seconded by Wetzel and unanimously approved, the Board authorized the posting and advertising for a fulltime Deputy Auditor- Treasurer II – Motor Vehicle Specialist in the Auditor – Treasurer’s Office, as a Grade 6, Step 1 at \$16.57 per hour.

On motion by Wetzel, seconded by Connolly and unanimously approved, the Board approved the PERA Resolution for Police and Fire Member Transfer for Ryan Overn, Jail Administrator.

Kari Sowieja, Human Services came before the Board with the End of the Year and 2014 Claims for Human Services.

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

Financial:	\$25,787.39
Soc Serv:	\$78,168.16
Collaborative:	\$ 4,865.00

Shayne Bender, County Assessor's Office came before the Board to review the 2013 Clerical Abatements and Additions to the Tax Rolls Annual Report.

On motion by Connolly, seconded by King and unanimously approved, the Board approved the Clerical Abatements and Additions to the Annual Report from the Assessor’s Office.

Administrator Pettis opened and read aloud the sealed bids for the 2014 County Legal Newspaper.

On motion by Wetzel, seconded by King and unanimously approved, the Board designated the Lake Region Life 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 2014 and the Board designated the New Prague

Times as the second publication for the County Financial Statement for the year 2014, and accepted the legal bids for all other notices for other county newspapers, those being: Le Center Leader, Montgomery Messenger, Elysian Enterprise and Le Sueur News Herald.

Kathy Burns, Le Sueur County Historical Society came before the Board to request the release of funds for 2014 and to present a donation to the County for the Geldner Saw Mill project.

On motion by King, seconded by Gliszinski and unanimously approved, the Board authorized the payment of \$20,000 (its total 2014 budgeted revenue) to the Le Sueur County Historical Society to be spent on items detailed on Request for 2014 Funds, a copy of the final 2014 budget will be submitted to the Board when it is completed, the Board will be updated within 6 months on upcoming Society activities and the 2013 Annual Report will be presented to the Board.

Ms. Burns presented a check from the Le Sueur County Historical Society to Le Sueur County in the amount of \$600 for the restoration of Geldner's Sawmill.

Pam Simonette, Auditor Treasurer appeared before the Board with a number of items for its consideration.

On motion by Wetzel, seconded by Connolly and unanimously approved, the Board designated the following financial institutions as depositories of funds for Le Sueur County in 2014 provided they furnish proper & 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.
Wachovia Securities Inc.	Minneapolis, MN.
Magic Fund	Minneapolis, MN.
State Bank of New Prague	New Prague, MN.

On motion by Gliszinski, seconded by King and unanimously approved, the Board delegated 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-Treasurer's approval include:

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 Wetzel, seconded by Connolly and unanimously approved, the Board dedicated reserves in the following funds for cash flow up to 40% of the Total Budgeted Expenditures.

Revenue Fund	4,368,819
Road & Bridge	4,199,596
Human Services	2,567,309
Environmental	255,504
Victim Witness	29,655
Solid Waste	1,536,738.48 (actual)
Bond Fund	571,161

Scott Gerr, MIS Director came before the Board with a quote for the Boards consideration.

On motion by King, seconded by Gliszinski and unanimously approved the Board approved the renewal of the Syntax Inc. FortiMail in the amount of \$1,704.66.

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

On motion by Gliszinski, seconded by Connolly and unanimously approved, the Board authorized the Chair to sign Amendment Number Ten to Commissary Agreement and the Food Service Management Agreement between Le Sueur County and A'viands, LLC. This Amendment extends the Commissary Agreement and the Food Service Management Agreement for one year from January 1, 2014 to December 31, 2014.

On motion by Connolly, seconded by King and unanimously approved, the Board authorized the Chair to sign the Agreement for Professional Services between Le Sueur County and Bolton and Menk, Inc for design and construction engineering services for County State Aid Highway 23 from Ottawa to Trunk Highway 112.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved the following Resolution:

WHEREAS, Le Sueur County supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The

application is to construct a trail and bridge in the State Highway 13 right of way from Sakatah Lake Boulevard to the Sakatah Trail in the City of Waterville.

Administrator Pettis discussed the membership of the Le Sueur - Waseca Library Board. Commissioners were asked to bring forward names of residents who are willing to serve on the Library Board.

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board authorized out-of-state travel for Tom Beer to attend the ATSSA Sign conference in Fargo, ND from March 17 to March 19, 2014.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved the following 2014 Committee assignments:

**Commissioner Gliszinski (1):** AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridge, Guardian Ad Litem, Transportation Alliance, Fair Board, Planning & Zoning, Work Force Council, Labor Management, Insurance Review, Le Sueur – Rice Joint Drainage Authority, Le Sueur – Scott Joint Drainage Authority, AMC Public Safety Policy Committee.

**Commissioner Connolly (2):** AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, Insurance, Deferred Compensation, Law Library, Le Sueur County Aging & Transit, MVAC/HRA, AMC General Government Policy Committee, Le Sueur – Rice Joint Drainage Authority, Le Sueur – Scott Joint Drainage Authority, Employee Reclassification Committee, Union Negotiations.

**Commissioner King (3):** AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, Airport Commission for Le Sueur, MSSA, Joint Powers, MCIT, Transportation Alliance, Safety Committee, Minnesota River Board, Greater Blue Earth River Basin Alliance (GBERBA), Ney Foundation, Le Sueur – Waseca Regional Library, AMC Health & Human Services Policy Committee and Le Sueur – Scott Joint Drainage Authority, Le Sueur – Blue Earth Joint Drainage Authority, Regional Radio Board.

**Commissioner Wetzel (4):** AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, Le Sueur County Developmental Services (LCDS), MVAC, EMS Joint Powers, MVCOG, Cannon River Watershed, Public Health Advisory Committee, Public Health Emergency Preparedness Advisory, Family Services Collaborative, Extension, Regional Radio Board, AMC Transportation & Infrastructure Policy Committee, Le Sueur – Rice Joint Drainage Authority, Le Sueur – Blue Earth Joint Drainage Authority and Transportation Alliance.

**Commissioner Rohlfiing (5):** AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, MCIT, Mental Health Advisory, Immtrack Joint Powers Board, Transportation Alliance, VIP, Scenic Byway Alliance, MN River Basins, Region 9, SBA,, Minnesota River Board, Le Sueur County Developmental Services (LCDS), Envision 2020, Personnel Policy Committee, Extension, Le Sueur – Waseca Regional Library, Mental Health Advisory, AMC Environment & Natural Resources Policy Committee, Historical Society, Union Negotiations, Employee Reclassification Committee, Le Sueur – Blue Earth Joint Drainage Authority, Airport Commission for Mankato, SHIP Community Leadership Team.

**2014 Canvassing Board Members:** Commissioner Gliszinski and Commissioner King

On motion by Wetzel, seconded by Gliszinski and unanimously approved, **Contract # 20133**, SAP 40-030-010 and CP 2113, has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the County of Le Sueur and authorize final payment as specified herein.

On motion by Connolly, seconded by King and unanimously approved, **Contract # 20131**, SAP 40-640-002 and CP 2513, has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the County of Le Sueur and authorize final payment as specified herein.

On motion by Wetzel, seconded by King and unanimously approved, the Board authorized the expenditure of an additional \$3,627.50 from the Aggregate Production Tax Special Reserve Fund additional work that was required on the Lake Volney Retention Pond project.

Administrator Pettis read a letter from Leonard Wondra in which he resigned from the HRA Board.

On motion by King, seconded by Wetzel and unanimously approved, the following final 2013 claims were approved for payment:

<b>Warrant #</b>	<b>Vendor Name</b>	<b>Amount</b>
30099	Affiliated Computer Services	\$ 5,345.44
30102	Baker, Tilly, Virchow & Krause, LLP	\$ 3,592.00
30106	Bolton & Menk Inc.	\$ 33,746.70
30109	Braun Intertec Corp.	\$ 25,725.00
30110	Brian Beer Building Construction	\$ 2,800.00
30112	Cargill Inc.	\$ 3,072.62
30119	Elysian Enterprise Inc.	\$ 3,010.88
30124	Genesis	\$ 33,636.27
30132	Kris Engineering Inc.	\$ 5,601.03
30133	Lake Region Life	\$ 3,626.00
30140	MN Counties Computers Coop	\$ 2,124.99
30151	Regents of the University of MN	\$ 26,916.87
30156	S.E.H. Inc.	\$ 28,203.87
30164	TeamIntel, LLC	\$ 2,715.00
30166	Tire Associates Inc.	\$ 3,438.10
30170	Ziegler Inc.	\$ 2,266.79
<b>58 Claims paid less than \$2,000.00:</b>		<b>\$ 22,943.39</b>
<b>16 Claims paid more than \$2,000.00:</b>		<b>\$185,821.56</b>
<b>74 Total all claims paid:</b>		<b>\$208,764.95</b>

On motion by Connolly, seconded by King and unanimously approved, the Board adjourned until Tuesday January 21, 2014 at 9:00 a.m.

**ATTEST:**

\_\_\_\_\_  
**Le Sueur County Administrator**

\_\_\_\_\_  
**Le Sueur County Chairman**

## **Summary Minutes of Le Sueur County Board of Commissioners Meeting Tuesday January 7, 2013**

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](http://www.co.le-sueur.mn.us).

The Le Sueur County Board of Commissioners met in regular session on Tuesday, January 7, 2014 at 9:00am in the Commissioners Room in Le Center, Minnesota. Those members present were: John King, Dave Gliszinski, Lance Wetzel, Steve Rohlffing and Joe Connolly. 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 2013 Le Sueur County Board.
- The Board approved to nominate Rohlffing for Board Chair. (Connolly – King)
- The Board unanimously approved, nominations ceased and the Secretary was instructed to cast a unanimous ballot for Rohlffing as 2014 Board Chair. (Wetzel – Gliszinski)
- The gavel was passed from the Administrator to the Board Chair.
- Chairman Rohlffing called for nominations for the 2014 Board Vice-Chair.
- The Board approved to nominate Connolly for the Vice Chair. (Wetzel- King)
- The Board unanimously approved, nominations ceased and the Secretary was instructed to cast a unanimous ballot for Connolly as 2014 Board Vice-Chair. (Gliszinski – Wetzel)
- The Board unanimously approved the amended agenda for the business of the day. (Connolly – Wetzel)
- The Board unanimously approved the consent agenda. (Gliszinski – King)
  - A. Approved the Minutes and Summary Minutes from the December 17, 2013 regular meeting.
  - B. Approved the Repair Request for County ditch #51.
  - C. Approved the December Transfers:
    - #1542 Transfer 31,538.00 from Env Services to Revenue
    - #1543 Transfer 1,952.10 from Human Services to Revenue
    - #1544 Transfer 2,798.00 from Agency to Revenue
    - #1545 Transfer 88.97 from Human Services to Revenue
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    - #1549 Transfer 40,157.58 from Revenue to Road & Bridge
    - #1550 Transfer 20,498.42 from Human Services to Revenue
  - D. Approved two Applications for Exempt Permits with no waiting period for the Valley Yelpers at the Caribou Gun Club.
- Cindy Westerhouse, Human Resources Director came before the Board with several items for discussion and approval.
- The Board granted regular status to Tricia Christensen, full time Administrative Assistant II in Public Health. (Wetzel – King)
- The Board granted regular status to Vanessa Holicky, full time Public Health Nurse in Public Health. (Connolly – King)

- The Board authorized the hiring of Maggie Novak as a fulltime Agency Social Worker in Human Services, as a Grade 10, Step 1 at \$20.92 per hour. (King – Gliszinski)
- The Board authorized the hiring of Kari Davis as a fulltime Agency Social Worker in Human Services as a Grade 10, Step 3 at \$22.47 per hour. (King – Wetzel)
- The Board promoted Julie Factor to a full time Deputy Auditor-Treasurer II – Accounting Specialist, in the Auditor – Treasurer’s Office, as a Grade 7, Step 1 at \$17.57 per hour. (Gliszinski – Connolly)
- The Board authorized the posting and advertising for a fulltime Deputy Auditor- Treasurer II – Motor Vehicle Specialist in the Auditor – Treasurer’s Office, as a Grade 6, Step 1 at \$16.57 per hour. (King – Wetzel)
- The Board approved the PERA Resolution for Police and Fire Member Transfer for Ryan Overn, Jail Administrator. (Wetzel – Connolly)
- Kari Sowieja, Human Services came before the Board with the End of the Year and 2014 Claims for Human Services.
- The Board approved the year end cases and claims for Human Services: (King – Wetzel)
 

Financial:	\$25,787.39
Soc Serv:	\$78,168.16
Collaborative:	\$ 4,865.00
- Shayne Bender, County Assessor's Office came before the Board to review the 2013 Clerical Abatements and Additions to the Tax Rolls Annual Report.
- The Board approved the Clerical Abatements and Additions to the Annual Report from the Assessor’s Office. (Connolly – King)
- Administrator Pettis opened and read aloud the sealed bids for the 2014 County Legal Newspaper.
- The Board designated the Lake Region Life 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 2014 and the Board designated the New Prague Times as the second publication for the County Financial Statement for the year 2014, and accepted the legal bids for all other notices for other county newspapers, those being: Le Center Leader, Montgomery Messenger, Elysian Enterprise and Le Sueur News Herald. (Wetzel – King)
- Kathy Burns, Le Sueur County Historical Society came before the Board to request the release of funds for 2014 and to present a donation to the County for the Geldner Saw Mill project.
- The Board authorized the payment of \$20,000 (its total 2014 budgeted revenue) to the Le Sueur County Historical Society to be spent on items detailed on Request for 2014 Funds, a copy of the final 2014 budget will be submitted to the Board when it is completed, the Board will be updated within 6 months on upcoming Society activities and the 2013 Annual Report will be presented to the Board. (King – Gliszinski)
- Ms. Burns presented a check from the Le Sueur County Historical Society to Le Sueur County in the amount of \$600 for the restoration of Geldner's Sawmill.
- Pam Simonette, Auditor Treasurer appeared before the Board with a number of items for its consideration.
- The Board designated the following financial institutions as depositories of funds for Le Sueur County in 2014 provided they furnish proper & sufficient collateral or surety bond, as needed for such deposits: (Wetzel – Connolly)

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Elysian Bank	Elysian, MN.
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State Bank of New Prague	New Prague, MN.

●The Board delegated 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. (Gliszinski – King)

Claims to be paid under the Statute by Auditor-Treasurer's approval include:

- 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
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- Taxes & Special Assessments
- Bond Payments
- Septic Loans

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Bond Fund	571,161

●Scott Gerr, Informational Technology Director came before the Board with a quote for the Boards consideration.

●The Board approved the renewal of the Syntax Inc. FortiMail in the amount of \$1,704.66. (King - Gliszinski)

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

●The Board authorized the Chair to sign Amendment Number Ten to Commissary Agreement and the Food Service Management Agreement between Le Sueur County and A'viands, LLC.

This Amendment extends the Commissary Agreement and the Food Service Management Agreement for one year from January 1, 2014 to December 31, 2014. (Gliszinski – Connolly)

- The Board authorized the Chair to sign the Agreement for Professional Services between Le Sueur County and Bolton and Menk, Inc for design and construction engineering services for County State Aid Highway 23 from Ottawa to Trunk Highway 112. (Connolly – King)

- The Board approved the Resolution that supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. (Wetzel – Gliszinski)

- Administrator Pettis discussed the membership of the Le Sueur - Waseca Library Board.

Commissioners were asked to bring forward names of residents who are willing to serve on the Library Board.

- The Board authorized out-of-state travel for Tom Beer to attend the ATSSA Sign conference in Fargo, ND. (Connolly – Wetzel)

- The Board approved the following 2014 Committee assignments: (Wetzel – King)

**Commissioner Gliszinski (1):** AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridge, Guardian Ad Litem, Transportation Alliance, Fair Board, Planning & Zoning, Work Force Council, Labor Management, Insurance Review, Le Sueur – Rice Joint Drainage Authority, Le Sueur – Scott Joint Drainage Authority, AMC Public Safety Policy Committee.

**Commissioner Connolly (2):** AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, Insurance, Deferred Compensation, Law Library, Le Sueur County Aging & Transit, MVAC/HRA, AMC General Government Policy Committee, Le Sueur – Rice Joint Drainage Authority, Le Sueur – Scott Joint Drainage Authority, Employee Reclassification Committee, Union Negotiations.

**Commissioner King (3):** AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, Airport Commission for Le Sueur, MSSA, Joint Powers, MCIT, Transportation Alliance, Safety Committee, Minnesota River Board, Greater Blue Earth River Basin Alliance (GBERBA), Ney Foundation, Le Sueur – Waseca Regional Library, AMC Health & Human Services Policy Committee and Le Sueur – Scott Joint Drainage Authority, Le Sueur – Blue Earth Joint Drainage Authority, Regional Radio Board.

**Commissioner Wetzel (4):** AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, Le Sueur County Developmental Services (LCDS), MVAC, EMS Joint Powers, MVCOG, Cannon River Watershed, Public Health Advisory Committee, Public Health Emergency Preparedness Advisory, Family Services Collaborative, Extension, Regional Radio Board, AMC Transportation & Infrastructure Policy Committee, Le Sueur – Rice Joint Drainage Authority, Le Sueur – Blue Earth Joint Drainage Authority and Transportation Alliance.

**Commissioner Rohlfsing (5):** AMC, NACO, Tri-County Solid Waste, Le Sueur-Waseca Board of Health, German – Jefferson Sewer District, Roads & Bridges, MCIT, Mental Health Advisory, Immtrack Joint Powers Board, Transportation Alliance, VIP, Scenic Byway Alliance, MN River Basins, Region 9, SBA,, Minnesota River Board, Le Sueur County Developmental Services (LCDS), Envision 2020, Personnel Policy Committee, Extension, Le Sueur – Waseca Regional Library, Mental Health Advisory, AMC Environment & Natural Resources Policy Committee, Historical Society, Union Negotiations, Employee Reclassification Committee, Le Sueur – Blue Earth Joint Drainage Authority, Airport Commission for Mankato, SHIP Community Leadership Team.

- 2014 Canvassing Board Members:** Commissioner Gliszinski and Commissioner King.
  - The Board unanimously approved Contract #20131, SAP 40-030-010 and CP 2113, has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the County of Le Sueur and authorize final payment as specified herein. (Wetzel – Gliszinski)
  - The Board unanimously approved Contract #20131, SAP 40-640-002 and CP 2513, has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the County of Le Sueur and authorize final payment as specified herein. (Connolly – King)
  - The Board authorized the expenditure of an additional \$3,627.50 from the Aggregate Production Tax Special Reserve Fund additional work that was required on the Lake Volney Retention Pond project. (Wetzel – King)
  - Administrator Pettis read a letter from Leonard Wondra in which he resigned from the HRA Board.
  - The following final 2013 claims were approved for payment: (King – Wetzel)
- |   |                     |
|---|---------------------|
| <b>58 Claims paid less than \$2,000.00:</b> | <b>\$ 22,943.39</b> |
| <b>16 Claims paid more than \$2,000.00:</b> | <b>\$185,821.56</b> |
| <b>74 Total all claims paid:</b>            | <b>\$208,764.95</b> |
- The Board adjourned until Tuesday January 21, 2014 at 9:00 a.m. (Connolly – King)
- ATTEST:    Le Sueur County Administrator                      Le Sueur County Chairman**

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# Le Sueur County, MN

Tuesday, January 21, 2014

Board Meeting

## Item 3

**9:05am Sue Rynda - Human Services Director**

*Human Services Update*

Staff Contact:



# Department of Human Services

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057-1646  
507-357-2251 • FAX 507-357-6122

## Human Services Board Agenda January 21, 2014 @ 9:05 a.m.

### 100- PRESENTATIONS:

- 101 - Updated Organizational Chart 2014
- 102 - Introduction of New Staff -
  - Jeff Mack (Agency Social Worker)
  - Leanne Gieseke (Eligibility Worker)
  - Abby Alonso (Eligibility Worker)
  - Maria Hoffman (Support Enforcement Aide)
  - DeNell Cesafsky (Office Support Specialist)
  - Jes Kimpton (Agency Social Worker)
  - Maggie Novak (Agency Social Worker)
- 2013 Year Review

### 200- INFORMATIONAL ITEMS:

- 210- Finance Graphs/Report;
- 220- Income Maintenance/Child Support Graphs;
- 230- Family Services Graphs-
  - 231- Social Services Team
  - 232- Child Services Team
    - 242.1- Out Of Home Placement Report
    - 242.2- In-Home Family Therapy Report;
  - 233- Behavioral Health Team

### 300- BOARD APPROVAL ITEMS:

- 310 - County Vehicle Bids/Purchase Request
- 320 - Alee Services Contract
- 330 - Commissioner's Warrants

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# **Le Sueur County, MN**

**Tuesday, January 21, 2014**

**Board Meeting**

## **Item 4**

**10:00am Claims**

**Staff Contact:**

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# Le Sueur County, MN

Tuesday, January 21, 2014

Board Meeting

## Item 5

**10:05am Scott Gerr or Jeff Neisen Informational Technology  
Department**

*Public Health - Laptop Purchases*

*New Copier Lease*

Staff Contact: Scott Gerr



7503 Standish Place  
Rockville, MD 20855

## QUOTATION

Quote # 23570292.02-W

PLEASE REFER TO THE ABOVE  
QUOTE NUMBER WHEN ORDERING

Date: January 8, 2014  
Valid through: January 31, 2014  
Account #: S01332/4534406

Account Executive: John Giordano  
Phone: (800) 800-0019 ext. 33269  
Fax: (603) 683-0425  
Email: jgiordano@govconnection.com

### QUOTE PROVIDED TO:

AB#: 4534406  
LE SUEUR COUNTY COURTHOUSE  
ACCOUNTS PAYABLE  
88 SOUTH PARK AVENUE  
LE CENTER, MN 56057

### SHIP TO:

AB#: 4541495  
LE SUEUR COUNTY COURTHOUSE  
SCOTT GERR  
88 SOUTH PARK AVENUE  
LE CENTER, MN 56057

DELIVERY			FOB		TERMS		CONTRACT ID #	
1-30 Days A/R/O			Destination		NET 30			
* Line #	Qty	Item #	Manuf. Part #	Description		Price	Ext	
1	25	16270152	F2P35UT#ABA	Smart Buy ProBook 450 G1 Core i7-4702MQ 2.2GHz / 8GB / 500GB / DVD SM / bgn / BT / WC / 6C / 15.6" HD / W7P64-W8P Hewlett Packard Commercial PCs		\$1,064.64	\$26,616.00	
Lines: 1						Total Merchandise	\$26,616.00	
						Fee		
						Ship Via: Small Pkg Ground Service Level	175. pounds	
						Shipping and Handling	\$0.00	
						Tax	\$1,829.85	
						<b>TOTAL</b>	<b>\$28,445.85</b>	
						* Lease for as low as:		



January 14, 2014

Le Sueur County Courthouse  
88 South Park Ave  
Le Center, MN 56057

<u>Department</u>	<u>New Copier Model</u>	<u>New Monthly Lease</u>	<u>Old Monthly Lease</u>
County Attorney	e-Studio 4555c	\$221.88	\$193.58(e-3530c)
Auditor's Office	e-Studio 6540CT	\$344.09	\$191.03 (e-555)
Environment	e-Studio 3555c	\$200.02	\$151.30 (e-2830c)
County Extension	e-Studio 4555c	\$211.42	\$183.82 (e-3530c)
Highway Dept.	e-Studio 3555c	\$194.92	\$146.53 (e-2830c)
Public Health	e-Studio 4555c	\$211.42	\$183.82 (e-3530c)
Sheriff's Dept.	e-Studio 3555c	\$194.92	\$146.53 (e-2830c)
Probation Office	e-2830c (purchased)	\$16.64	\$17.07 (e-451c)
Sheriff's/Upstairs	e-2830c (purchased)	\$15.83	\$8.00 (e-202L)
Veteran's Office	e-2830c (purchased)	\$15.83	none
			\$11.26 (Re-Rite)
<b><u>Total Monthly Lease Payment</u></b>		<b><u>\$1,626.97</u></b>	<b><u>\$1,232.94</u></b>

- C.B.S. will pay costs (\$1,700.00 to \$1,900.00) and ship old copiers back to leasing company.
- Le Sueur County Courthouse will own the (3) three Toshiba e-Studio 2830c Copiers.
- Maintenance agreements for all copiers will not rise during term of lease.
- The Toshiba e-Studio 6540CT Copier is 65 PPM for B&W and Color printing.
- The Toshiba e-Studio 4555c Copier is 45 PPM for B&W and Color printing.
- The Toshiba e-Studio 3555c Copier is 35 PPM for B&W and Color printing.

1715 COMMERCE DR. N. MANKATO, MN 56003  
507-625-8040 FAX: 507-625-8832



**AVERAGE MONTHLY COPY VOLUME BY DEPARTMENT**

Auditor	e-555	13,230 copies/month	
Cty. Attorney	e-3530c	Black – 12,560/month	Color – 1,564/month
Public Health	e-3530c	Black – 15,682/month	Color – 1,615/month
Cty. Extension	e-3530c	Black – 9,545/month	Color – 2,890/month
Environment	e-2830c	Black – 7,845/month	Color – 1,567/month
Hwy Dept	e-2830c	Black – 5,285/month	Color – 551/month
Sheriff	e-2830c	Black – 5,000/month	Color – 606/month
Sheriff/Upstairs	e-202L	1,953 copies/month	
Probation	e-451c	Black – 3,006/month	Color – 21/month



January 14, 2014

Le Sueur County Courthouse  
88 South Park Ave  
Le Center, MN 56057  
(Auditor's Office)

**REQUESTED PRICING FOR NEW TOSHIBA DIGITAL COLOR COPIER**

**Toshiba e-Studio 6540CT (Benefits in bold vs. Toshiba e-555 Copier)**

- **65 PPM Printing In Black vs. 55 PPM for Toshiba e-555 Copier**
- **65 PPM Printing In Color**
- First Copy Speed – 5.3 Seconds In Black; 6.5 Seconds In Color
- **Page + Main Memory: 2 GB; PowerPC 1.5 GHz Processor**
- 100 Sheet Reversing Automatic Document Feeder
- Standard Stackless Duplexing
- (2) 540 Sheet Universal Paper Trays (**up to 140 lb index**)
- 2,320 Sheet Large Capacity Tray (**up to 140 lb index**)
- 100 Sheet Bypass (up to 110 lbs. cover stock)
- Multi-Position Staple Finisher – Includes Corner & Double Staple
- 2 & 3 Hole Punch
- Network Printing – Includes Private, Proof & Scheduled Printing
- Scan-to-File; Email; e-Filing; USB
- **Banner Printing – Paper up to 12 x 47 inches can be fed through bypass & printed on.**
- Automatic Paper Selection
- Automatic Magnification Selection (Reduction & Enlargement)
- **1200 x 1200 dpi Laser Print Resolution – Toshiba's patented technologies include our enhanced laser image technology that sets the standard by delivering the best in class color output.**
- Overwrite Data Kit - Completely erases all copy/print/scan/fax data that is temporarily written to the hard disk during job processing ensuring that information remains confidential and is not openly exposed.
- **Self-Encryption HDD – If HDD is removed and installed elsewhere, data is immediately invalidated.**
- **80 GB HD** - Allows storage of important company documents. Users are able to store, copy, print, fax and scan documents to the hard drive retrieving from either the control panel or the network.
- **ID Card Copy- Makes copying of both sides of checks, ID's etc very easy.**
- Access codes for monitoring and controlling black and color copies.
- **10.4 inch Color Super SVGA Tilttable LCD Touch Panel – Same programming of functions as Toshiba e-Studio 555 Copier – No relearning!**



- 39 Month FMV Lease - \$344.09 Per Month
- Includes delivery, installation and training.
- C.B.S. will pay costs (\$500.00 to \$550.00) and ship Toshiba e-Studio 555 Copier back to leasing company.
- **Service** is to be billed monthly at **\$.006** per copy for black and **\$.06** per copy for color. This includes all parts, labor, traveltime, drum, developer and **toner**.

Sincerely,

A handwritten signature in black ink that reads 'Mark Hager'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized.

Mark Hager  
Copier Business Solutions



January 14, 2014

Le Sueur County Courthouse  
88 South Park Ave  
Le Center, MN 56057  
(County Attorney's Office)

### REQUESTED PRICING FOR NEW TOSHIBA DIGITAL COLOR COPIER

#### Toshiba e-Studio 4555c (Benefits in bold vs. Toshiba e-Studio 3530c Copier)

- 45 PPM Printing In Black
- **45 PPM Printing In Color - (vs. 35 PPM)**
- **First Copy Speed – 4.7 Seconds In Black; 6.1 Seconds In Color**
- 100 Sheet Reversing Automatic Document Feeder (**Scans up to 73 OPM vs. 57 for e-3530c**)
- Standard Stackless Duplexing
- (2) 550 Sheet Universal Paper Trays (Bond to 140 lbs index)
- 2,000 Sheet Large Cap. Tray – **two (2) separate trays allowing adding paper on the fly.**
- 100 Sheet Bypass (Bond to 100 lbs cover)
- 33.6 Walk-up & LAN Fax
- Console Staple Finisher – Includes Corner & Double Staple
- Network Printing – Includes Private, Proof & Scheduled Printing
- Scan-to-File (Color Scanning); Email; e-Filing; USB
- Banner Printing – Paper up to 12 x 47 inches can be fed through bypass & printed on.
- Automatic Paper Selection
- Automatic Magnification Selection (Reduction & Enlargement)
- 600 x 1200 dpi Laser Print Resolution – Uses patented e-Fine toner & developer, overall image quality is highly improved, text is better, details in graphics and photos is razor sharp, and color gamut has been extended to render richer blues and redder reds.
- Overwrite Data Kit - Completely erases all copy/print/scan/fax data that is temporarily written to the hard disk during job processing ensuring that information remains confidential and is not openly exposed.
- **Self-Encrypting HDD** – If HDD is removed and installed elsewhere, all data is completely invalidated.
- 160 GB HD - Allows storage of important company documents. Users are able to store, copy, print, fax and scan documents to the hard drive retrieving from either the control panel or the network.
- **ID Card Copy – Makes copying both sides of ID's, checks etc. very easy.**
- Access codes for monitoring and controlling black and color copies.
- **9.0 inch WVGA Color Tilting Touch Control Panel – Same programming of functions as Toshiba e-Studio 3530c Copier – No relearning!**



- **39 Month FMV Lease - \$221.88 Per Month**
- Includes installation and training.
- C.B.S. will pay costs (\$400.00 to \$450.00) and ship Toshiba e-Studio 3530c Copier back to leasing company.
- **Service** is to be billed monthly at \$.006 per copy for black and \$.06 per copy for color. This includes all parts, labor, traveltime, drum, developer and **toner**.

Sincerely,

A handwritten signature in black ink that reads 'Mark Hager'. The signature is written in a cursive, flowing style.

Mark Hager  
Copier Business Solutions



January 14, 2014

Le Sueur County Courthouse  
88 South Park Ave  
Le Center, MN 56057  
(County Extension)

### REQUESTED PRICING FOR NEW TOSHIBA DIGITAL COLOR COPIER

#### Toshiba e-Studio 4555c (Benefits in bold vs. Toshiba e-Studio 3530c Copier)

- 45 PPM Printing In Black
- **45 PPM Printing In Color - (vs. 35 PPM)**
- **First Copy Speed – 4.7 Seconds In Black; 6.1 Seconds In Color**
- 100 Sheet Reversing Automatic Document Feeder (**Scans up to 73 OPM vs. 57 for e-3530c**)
- Standard Stackless Duplexing
- (2) 550 Sheet Universal Paper Trays (Bond to 140 lbs index)
- 2,000 Sheet Large Cap. Tray – **two (2) separate trays allowing adding paper on the fly.**
- 100 Sheet Bypass (Bond to 100 lbs cover)
- Console Staple Finisher – Includes Corner & Double Staple
- Network Printing – Includes Private, Proof & Scheduled Printing
- Scan-to-File (Color Scanning); Email; e-Filing; USB
- Banner Printing – Paper up to 12 x 47 inches can be fed through bypass & printed on.
- Automatic Paper Selection
- Automatic Magnification Selection (Reduction & Enlargement)
- 600 x 1200 dpi Laser Print Resolution – Uses patented e-Fine toner & developer, overall image quality is highly improved, text is better, details in graphics and photos is razor sharp, and color gamut has been extended to render richer blues and redder reds.
- Overwrite Data Kit - Completely erases all copy/print/scan/fax data that is temporarily written to the hard disk during job processing ensuring that information remains confidential and is not openly exposed.
- **Self-Encrypting HDD** – If HDD is removed and installed elsewhere, all data is completely invalidated.
- 160 GB HD - Allows storage of important company documents. Users are able to store, copy, print, fax and scan documents to the hard drive retrieving from either the control panel or the network.
- **ID Card Copy – Makes copying both sides of ID's, checks etc. very easy.**
- Access codes for monitoring and controlling black and color copies.
- **9.0 inch WVGA Color Tilting Touch Control Panel – Same programming of functions as Toshiba e-Studio 3530c Copier – No relearning!**



- **39 Month FMV Lease - \$211.42 Per Month**
- Includes installation and training.
- C.B.S. will pay costs (\$400.00 to \$450.00) and ship Toshiba e-Studio 3530c Copier back to leasing company.
- **Service** is to be billed monthly at \$.006 per copy for black and \$.06 per copy for color. This includes all parts, labor, traveltime, drum, developer and **toner**.

Sincerely,

A handwritten signature in black ink that reads 'Mark Hager'. The signature is written in a cursive, flowing style.

Mark Hager  
Copier Business Solutions



January 14, 2014

Le Sueur County Courthouse  
88 South Park Ave  
Le Center, MN 56057  
(Public Health)

### REQUESTED PRICING FOR NEW TOSHIBA DIGITAL COLOR COPIER

#### Toshiba e-Studio 4555c (Benefits in bold vs. Toshiba e-Studio 3530c Copier)

- 45 PPM Printing In Black
- **45 PPM Printing In Color - (vs. 35 PPM)**
- **First Copy Speed – 4.7 Seconds In Black; 6.1 Seconds In Color**
- 100 Sheet Reversing Automatic Document Feeder (**Scans up to 73 OPM vs. 57 for e-3530c**)
- Standard Stackless Duplexing
- (2) 550 Sheet Universal Paper Trays (Bond to 140 lbs index)
- 2,000 Sheet Large Cap. Tray – **two (2) separate trays allowing adding paper on the fly.**
- 100 Sheet Bypass (Bond to 100 lbs cover)
- Console Staple Finisher – Includes Corner & Double Staple
- Network Printing – Includes Private, Proof & Scheduled Printing
- Scan-to-File (Color Scanning); Email; e-Filing; USB
- Banner Printing – Paper up to 12 x 47 inches can be fed through bypass & printed on.
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Sincerely,

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Mark Hager  
Copier Business Solutions



January 14, 2014

Le Sueur County Courthouse  
88 South Park Ave  
Le Center, MN 56057  
(Environment)

### REQUESTED PRICING FOR NEW TOSHIBA DIGITAL COLOR COPIER

#### Toshiba e-Studio 3555c (Benefits in bold vs. Toshiba e-Studio 2830c Copier)

- 35 PPM Printing In Black
- **35 PPM Printing In Color - (vs. 28 PPM)**
- First Copy Speed – 6.4 Seconds In Black; 8.1 Seconds In Color
- 100 Sheet Reversing Automatic Document Feeder (**Scans up to 73 OPM vs. 57 for e-2830c**)
- Standard Stackless Duplexing
- (2) 550 Sheet Universal Paper Trays (Bond to 140 lbs index)
- 2,000 Sheet Large Cap. Tray – **two (2) separate trays allowing adding paper on the fly.**
- 100 Sheet Bypass (Bond to 100 lbs cover)
- Inner Staple Finisher – Includes Corner & Double Staple
- 2 & 3 Hole Punch
- Network Printing – Includes Private, Proof & Scheduled Printing
- Scan-to-File (Color Scanning); Email; e-Filing; USB
- Banner Printing – Paper up to 12 x 47 inches can be fed through bypass & printed on.
- Automatic Paper Selection
- Automatic Magnification Selection (Reduction & Enlargement)
- 600 x 1200 dpi Laser Print Resolution – Uses patented e-Fine toner & developer, overall image quality is highly improved, text is better, details in graphics and photos is razor sharp, and color gamut has been extended to render richer blues and redder reds.
- Overwrite Data Kit - Completely erases all copy/print/scan/fax data that is temporarily written to the hard disk during job processing ensuring that information remains confidential and is not openly exposed.
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- 160 GB HD - Allows storage of important company documents. Users are able to store, copy, print, fax and scan documents to the hard drive retrieving from either the control panel or the network.
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- Access codes for monitoring and controlling black and color copies.
- **9.0 inch WVGA Color Tilting Touch Control Panel – Same programming of functions as Toshiba e-Studio 2830c Copier – No relearning!**



- 39 Month FMV Lease - \$200.02 Per Month
- **Optional:**
  - e-Studio 3055c Copier -- (30 PPM for B&W and Color) - \$170.91 Per Month
- Includes installation and training.
- **Service** is to be billed monthly at \$.006 per copy for black and \$.06 per copy for color. This includes all parts, labor, traveltime, drum, developer and **toner**.

Sincerely,

A handwritten signature in black ink that reads 'Mark Hager'.

Mark Hager  
Copier Business Solutions



January 14, 2014

Le Sueur County Courthouse  
88 South Park Ave  
Le Center, MN 56057  
(Highway Dept.)

### REQUESTED PRICING FOR NEW TOSHIBA DIGITAL COLOR COPIER

#### Toshiba e-Studio 3555c (Benefits in bold vs. Toshiba e-Studio 2830c Copier)

- 35 PPM Printing In Black
- **35 PPM Printing In Color - (vs. 28 PPM)**
- First Copy Speed – 6.4 Seconds In Black; 8.1 Seconds In Color
- 100 Sheet Reversing Automatic Document Feeder (**Scans up to 73 OPM vs. 57 for e-2830c**)
- Standard Stackless Duplexing
- (2) 550 Sheet Universal Paper Trays (Bond to 140 lbs index)
- 2,000 Sheet Large Cap. Tray – **two (2) separate trays allowing adding paper on the fly.**
- 100 Sheet Bypass (Bond to 100 lbs cover)
- Inner Staple Finisher – Includes Corner & Double Staple
- Network Printing – Includes Private, Proof & Scheduled Printing
- Scan-to-File (Color Scanning); Email; e-Filing; USB
- Banner Printing – Paper up to 12 x 47 inches can be fed through bypass & printed on.
- Automatic Paper Selection
- Automatic Magnification Selection (Reduction & Enlargement)
- 600 x 1200 dpi Laser Print Resolution – Uses patented e-Fine toner & developer, overall image quality is highly improved, text is better, details in graphics and photos is razor sharp, and color gamut has been extended to render richer blues and redder reds.
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- **9.0 inch WVGA Color Tilting Touch Control Panel – Same programming of functions as Toshiba e-Studio 2830c Copier – No relearning!**



- **39 Month FMV Lease - \$194.92 Per Month**
- **Optional:**
  - e-Studio 3055c Copier – (30 PPM for B&W and Color) - \$165.81 Per Month
- Includes installation and training.
- **Service** is to be billed monthly at \$.006 per copy for black and \$.06 per copy for color. This includes all parts, labor, traveltime, drum, developer and **toner**.

Sincerely,

A handwritten signature in black ink that reads 'Mark Hager'. The signature is written in a cursive, flowing style.

Mark Hager  
Copier Business Solutions



January 14, 2014

Le Sueur County Courthouse  
88 South Park Ave  
Le Center, MN 56057  
(Sheriff's Dept.)

**REQUESTED PRICING FOR NEW TOSHIBA DIGITAL COLOR COPIER**

**Toshiba e-Studio 3555c (Benefits in bold vs. Toshiba e-Studio 2830c Copier)**

- 35 PPM Printing In Black
- **35 PPM Printing In Color - (vs. 28 PPM)**
- First Copy Speed – 6.4 Seconds In Black; 8.1 Seconds In Color
- 100 Sheet Reversing Automatic Document Feeder (**Scans up to 73 OPM vs. 57 for e-2830c**)
- Standard Stackless Duplexing
- (2) 550 Sheet Universal Paper Trays (Bond to 140 lbs index)
- 2,000 Sheet Large Cap. Tray – **two (2) separate trays allowing adding paper on the fly.**
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- 39 Month FMV Lease - \$194.92 Per Month
- **Optional:**
  - e-Studio 3055c Copier (30 PPM for B&W and Color) - \$165.81 Per Month
- Includes installation and training.
- **Service** is to be billed monthly at \$.006 per copy for black and \$.06 per copy for color. This includes all parts, labor, travelttime, drum, developer and **toner**.

Sincerely,

A handwritten signature in black ink that reads 'Mark Hager'. The signature is written in a cursive, flowing style.

Mark Hager  
Copier Business Solutions

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# Le Sueur County, MN

Tuesday, January 21, 2014

## Board Meeting

### Item 6

#### 10:10am Cindy Westerhouse - Human Resources

*Swearing In*

*Length of Service Awards*

*Retirement Recognition*

*Setting Salaries for Elected Officials*

*Two New Hires*

*Leave of Absence Request*

*Post Position*

*Request to Advertise for Part-Time Position*

Staff Contact:



# Human Resources

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88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057

Telephone: 507-357-8517 • Fax: 507-357-8607

Cindy Westerhouse – Human Resources Director

## HUMAN RESOURCES

### AGENDA ITEMS

**January 21, 2014**

Swearing in of David Tietz as Le Sueur County Sheriff.

Recommendation to grant David Tietz, County Sheriff, leave of absence from his prior position as Chief Deputy Sheriff in the Sheriff's Office, effective February 1, 2014.

Recommendation to grant Brett Mason, Chief Deputy Sheriff, leave of absence from his prior position as Deputy Sheriff in the Sheriff's Office, effective February 1, 2014.

Recognition of Tom Doherty's service to Le Sueur County. Tom will retire as County Sheriff on January 31, 2014 and has been with Le Sueur County since January 1977.

The Employee Recognition Committee and the Le Sueur County Commissioners wish to recognize the following employees celebrating their significant length of service anniversaries.

John Gramling	Sheriff's Office	5 years
Paula Orcutt	Public Health	10 years
Bob Vollmer	Sheriff's Office	25 years
Maureen Tuma	Recorder's Office	30 years
Don Reak	Parks Department	35 years

Recommendation to transfer Jeff Gilhousen to a full time Deputy Sheriff in the Sheriff's Office, as a Grade 10, Step 5 at \$24.12 per hour, effective January 22, 2014. Jeff has been a Le Sueur County employee since February 2008.

Recommendation to promote Scott O'Brien to a full time Deputy Sheriff in the Sheriff's Office, as a Grade 10, Step 5 at \$24.12 per hour effective February 10, 2014. Scott has been a Le Sueur County employee since June 2005.

Recommendation to post for a full time Jailer/Dispatcher in the Sheriff's Office, as a Grade 6, Step 1 at \$16.57 per hour.

Recommendation to advertise for two part time Jailer/Dispatchers in the Sheriff's Office, as a Grade 6, Step 1 at \$16.57 per hour.

*Equal Opportunity Employer*



# Human Resources

---

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057

Telephone: 507-357-8517 • Fax: 507-357-8607

Cindy Westerhouse – Human Resources Director

## **HUMAN RESOURCES AGENDA ITEMS January 21, 2014**

Recommendation to hire Jamie Kriha as a full time Highway Maintenance Worker, in the Highway Department, as a Grade 6, Step 1 at \$16.57 per hour, effective January 27, 2014.

Recommendation to hire Cheryl Dodd as a full time Agency Social Worker in Human Services, as a Grade 10, Step 1 at \$20.92 per hour, effective January 27, 2014.

Recommendation to appoint Cindy Westerhouse, Human Resources Director, in the Human Resources Department, to the South Central Service Cooperative Board of Directors for a two-year term, January 2014 to January 2016.

Recommendation to appoint Cindy Westerhouse, Human Resources Director, in the Human Resources Department as a trustee for the Le Sueur County 457b Deferred Compensation Plan, effective January 22, 2014.

Recommendation to appoint Kim Fillmore, Payroll and Benefits Specialist, in the Human Resources Department, as a trustee for the Le Sueur County 457b Deferred Compensation Plan, effective January 22, 2014.

Recommendation to set the 2014 salary, pursuant to Minnesota Statute 386.015, for the following Le Sueur County elected officials:

County Sheriff - Minimum \$82,600 Actual \$96,450

County Auditor/Treasurer - Minimum \$72,588 Actual \$87,007

County Attorney - Minimum \$68,913 Actual \$88,237

County Recorder - Minimum \$54,246 Actual \$62,565

*Equal Opportunity Employer*

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# Le Sueur County, MN

Tuesday, January 21, 2014

## Board Meeting

### Item 7

#### **10:20am Don Reak - Parks Director**

*Two Annual Payments to the Ney Environmental Education Foundation*

*Approve Caretaker for Richter Woods*

Staff Contact:



# Le Sueur County Highway Department

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057  
TEL: 507-357-2251 or 507-357-8201; FAX: 507-357-4520  
dreak@co.le-sueur.mn.us  
Don Reak, E-911 Coordinator

## Commissioners Meeting

January 21, 2014

Time: 10:20

### Parks Department

1. **Approve: \$17,000.00** to the Ney Environmental Education Foundation for their day to day operation. This money comes from the CRP payment and the tillable ground rent payment.

CRP amount: \$ 6,663.00 (County receives per year)  
contract ends in 2018

Tillable Rent: \$ 13,896.80 (County receives per year)  
2014 contract

\*\*\*\*\*

2. **Approve: \$ 42,200.00** for 2014 staff at the Ney Environmental Education Foundation. We did put this in the park budget for 2014.  
They will not be County employees, they will be hired by N.E.E.F.

One (1) full time Director,  
One Part Time office clerk (½ time),  
One Part time Naturalist (½ time).

\*\*\*\*\*

3. **Approve Caretaker for Richter Woods:**

I would like to put a Caretaker at Richter woods for the summer. This would not be a paid caretaker. We would give them a free place to stay for the summer, in exchange for taking care of the park. May through October, they would have to leave the park at the end of October with their trailer.

Thanks  
Don Reak  
Le Sueur County Park Director

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# **Le Sueur County, MN**

**Tuesday, January 21, 2014**

**Board Meeting**

## **Item 8**

**10:25am Becky Pollock - Ney Nature Center (15 minutes)**

*Annual Report*

Staff Contact:

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# Le Sueur County, MN

Tuesday, January 21, 2014

## Board Meeting

### Item 9

**10:40am Pam Simonette - Auditor Treasurer**

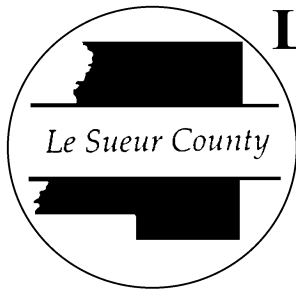
*Treasurer's Financial - Cash Drawer*

*1 Credit Card Application*

*Option for Customers to Pay with a Credit Card*

*2013 Interest Report*

Staff Contact:



# Le Sueur County Auditor-Treasurer Office

## Pam Simonette

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057  
TEL: 507-357-2251 FAX: 507-357-6375

January 21, 2014

Le Sueur County Commissioners  
Le Sueur County Courthouse  
Le Center MN 56057

I, Pam Simonette, Le Sueur County Auditor-Treasurer, do hereby submit to you the amount of interest earned on investments during the year of 2013.

Total Interest collected in 2013:	\$232,808.13
Included in the interest amount:	
Collected on daily accounts:	\$ 18,217.49

Respectfully Submitted,

\_\_\_\_\_  
Pam Simonette, Le Sueur County Auditor-Treasurer

**Blaschko, Carol**

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**From:** Lisa Meredith [lisa@mnccc.org]  
**Sent:** Tuesday, January 07, 2014 9:38 AM  
**To:** Blaschko, Carol  
**Cc:** Carol Brandenburg; Mike Fox; Thompson, Mary; LISA MEREDITH  
**Subject:** Treasurer's Financial & Cash Register Information

Good Morning!

Thank you for your time today Carol! Here are the fees you requested. Please let me know if you have any questions or if you would like additional information.

License Fees are:

Treasurer's Financial - \$3400.

\$8300

Cash Register - \$5400.

Training & Installation costs are:

Treasurer's Financial – 6.0 hours webex training at \$155.00 per hour = \$930.00

Cash Register System – 4.0 hours webex training at \$155.00 per hour = \$620.00

1550<sup>00</sup>

Annual Maintenance & Support Fees (2014 Rates):

Treasurer's Financial - \$1771

Cash Register - \$2499

4270

To proceed, simply send me a letter stating you would like to begin using these products. Training and installation can be schedule with Xerox.

Thank you! Stay warm!

--

Lisa Christine Meredith  
MCCC Executive Director  
Minnesota Counties Computer Cooperative (MCCC)  
100 Empire Drive Suite 201  
Saint Paul, MN 55103  
**651-917-6996** fax: 651-917-6989  
[lisa@mnccc.org](mailto:lisa@mnccc.org)

*My favorite quotes...*

*A small group of thoughtful people could change the world. Indeed, it's the only thing that ever has.*  
~Margaret Mead

*I'm fairly certain that given a cape and a nice tiara, I could save the world.*  
~Leigh Standley of Curly Girl Design

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# **Le Sueur County, MN**

**Tuesday, January 21, 2014**

**Board Meeting**

## **Item 10**

**10:50am Jim McMillen -Building and Grounds Director**

***Roof Inspection Contract***

**Staff Contact:**

**TECTA AMERICA'S ROOF HOUSEKEEPING, MAINTENANCE  
REPAIR AND TECTA CARE AGREEMENT**

WHEREAS, Schwickert's Tecta America LLC., herein called "Contractor" and Le Sueur County, herein called "Owner" enter into an Agreement which defines and allocates responsibility for accomplishing various tasks intended to enable Owner's roof(s) located at (See Attachment #1) to remain in a watertight condition subject to the terms and conditions of this agreement.

NOW, THEREFORE, Contractor and Owner hereby agree as follows:

1. Definitions. For purposes of this Agreement, the terms "housekeeping", "maintenance" and "repair" shall have the following meanings:
  - a. Housekeeping - shall consist of those routine tasks which need to be done so that the roofing system may drain freely and function as designed, e.g., to clear debris from gutters, interior drains and through-wall scuppers.
  - b. Maintenance - periodic work intended to protect the roofing system from premature deterioration or failure. Such work includes: any required re-caulking on metal flashings and pitch pans; restoration of wind scoured ballast; topping off of pitch pans, checking and securement of clamping rings on drains; and application of protective coatings on base flashings and to membrane.
  - c. Repair - work needed to correct deficiencies or defects in the roofing system or damage to the roofing system in order to bring the roofing system back to a watertight condition.
  - d. TectaTracker -- online roof asset management program with an assigned username and password.
2. During the term of this Agreement, Owner shall have the primary responsibility to perform housekeeping tasks with respect to the roofing system. Contractor shall make annual visual inspections of the roof and contiguous construction that may affect roof performance. Contractor shall submit a written report of each such inspection to Owner, stating the general condition of the roof system, including the membrane, details, fasteners, flashings, drains, vents, skylights and any other components related to the roof system. In its inspection report, Contractor shall recommend to Owner any

repair work which should be performed in order to preserve and protect the roofing system. Owner shall pay contractor a fee not to exceed (See Attachment #1) for each annual inspection.

3. In the event of leaks in the roof system, Contractor shall make temporary repairs as required to stop such leaks as soon as reasonably possible after receiving notification from Owner. Temporary repairs shall be paid for on the basis of Contractor's direct and indirect costs, including a reasonable allowance for overhead and profit. The Owner will be billed for all materials used and only for those hours used above and beyond those included in this agreement. Contractor shall furnish Owner with its estimate of the cost to make permanent repairs as well as an estimate of the cost to accomplish any maintenance work recommended by Contractor. Owner shall pay all billings by Contractor for maintenance work, temporary repairs and/or permanent repairs performed by Contractor, as authorized by Owner, on the 10th day of the month following presentation.
4. This agreement shall continue for a term of one year and thereafter from year to year. Either party may terminate this Agreement effective as of any annual anniversary of the date of execution hereof upon notification in writing to the other party thirty days prior to such anniversary date. Prices will not be raised for the following renewal periods without notifying Owner. A new agreement will then be made unless renewed upon such terms and conditions as the parties may agree.

#### **PRE-LIEN NOTICE OF PRIME CONTRACTOR**

(To be Attached as Rider to all Prime Contracts

for Work on Private Property)

**"(a) ANY PERSON OR PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.**

**(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."**



**RECEIPT**

Receipt of this Pre-Lien Notice, and a copy hereof, is hereby acknowledged by

SUBMITTED BY

SCHWICKERT'S TECTA AMERICA LLC.

  
\_\_\_\_\_  
Rodney Lorenz

(Print)

Title: Roofing Service Manager

Date: January 13, 2014

ACCEPTED BY

OWNER:

\_\_\_\_\_  
\_\_\_\_\_  
(Print)

Title: \_\_\_\_\_

Date: \_\_\_\_\_



ATTACHMENT #1  
TECTA AMERICA'S ROOF HOUSEKEEPING, MAINTENANCE & REPAIR  
AND TECTACARE AGREEMENT  
2014 Inspection for Le Sueur County

This agreement includes the following facilities:

**Le Sueur County Court House (18,651 SF)**

- 88 South Park Avenue, Le Center, MN 56057

**Le Sueur County Jail (9,530 SF)**

- 88 South Park Avenue, Le Center, MN 56057

**Total cost of 2014 inspection: Eight Hundred Dollars and no/100 (\$800.00)**



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# Le Sueur County, MN

Tuesday, January 21, 2014

Board Meeting

## Item 11

**10:55am Darrell Pettis - Administrator/ Engineer**

*Southern Minnesota Initiative Foundation*

*Local Bridge Replacement Priority*

*Appointment of Library Board Members*

Staff Contact:

January 2014

Darrell Pettis  
Le Sueur County  
Courthouse  
88 Park Ave S  
Le Center, MN 56057-1600

Dear Mr. Pettis and County Board:

We welcome this new year with a sincere **THANK YOU** for your partnership and financial support in 2013. Your investment of **\$3,000** to Southern Minnesota Initiative Foundation's general endowment is helping us create economic growth within the region.

The past year was a significant year for this Foundation. Here are some accomplishments to remind you of the importance of your partnership.

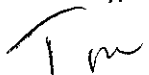
- ♦ Supported 27 organizations with early childhood grants totaling \$367,465
- ♦ Supported 134 organizations with early childhood resources totaling \$385,032
- ♦ Supported 93 businesses through loans and technical assistance for a total of \$806,000
- ♦ Supported 11 communities with entrepreneurial grants totaling \$174,245
- ♦ Supported 23 community foundations with assets of \$1,779,403

***Invested a total of \$4.5 million into southern Minnesota to enhance entrepreneurial and early childhood efforts.***

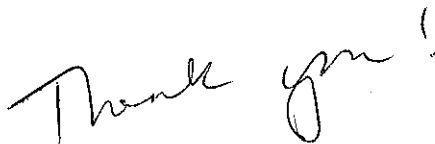
We also want to remind you of the leveraging of your investment with us. For every local dollar raised, we spend, on average, at least \$11 back into our region. We hope you agree that is an excellent return on your investment.

In the coming year, we look forward to making additional investments in southern Minnesota's children and entrepreneurs. Thank you, again, for your past support. We invite you to continue your partnership by supporting Southern Minnesota Initiative Foundation with a 2014 contribution. We also encourage you to check out our website at [www.smifoundation.org](http://www.smifoundation.org) to read more success stories about the Foundation's work.

Sincerely,

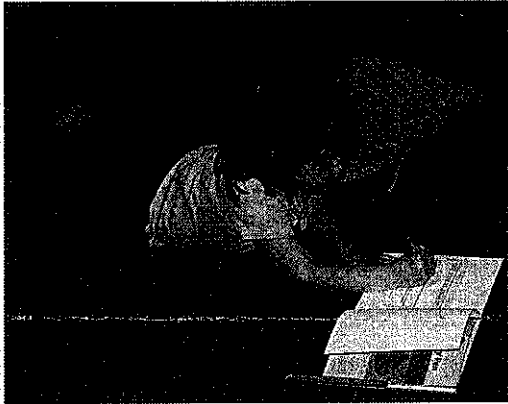


Timothy J. Penny  
CEO/President



525 Florence Avenue | Owatonna, MN 55060 | 507.455.3215 | [www.smifoundation.org](http://www.smifoundation.org)  
Breaking new ground with investments in early childhood and entrepreneurs

## Donors choose how they want to make a difference



*"I give because I believe the first obligation of each generation is to the next generation. There is no better return on our investment."*

—Fred W. Krahmer, Attorney at Law, Krahmer & Nielsen



*"I give because I believe SMIF is making a difference for entrepreneurs and making southern Minnesota a better place to work and live."*

—Dan Christianson, CEO, F & M Community Bank

## To Support the Work of Southern Minnesota Initiative Foundation

### Endowed Funds

- ☐ **General Endowment**—Support for overall mission of the Foundation
- ☐ **Youth Trust Fund**—Dedicated fund to promote opportunities for children
- ☐ **Entrepreneur Fund**—Dedicated fund to support local entrepreneurs

### Other Ways to Give

**Project Funds**—Support day to day work of early childhood or entrepreneurial work.

**Planned Giving**—Southern Minnesota Initiative Foundation accepts any of the following: bequest, charitable remainder trust, life insurance policy, pension, appreciated securities, property, or to be part of the Farm Retention Program please contact us.

Total Donation Enclosed: \$ \_\_\_\_\_ Fund: \_\_\_\_\_

☐ Bill Me Amt: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Individual/Business): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

☐ I would like to make my gift anonymously

As a public foundation, SMIF is a non-profit 501(c)3 tax exempt corporation; all donations are tax deductible. To give or to discuss giving opportunities call Jennifer Nelson at 507.455.3215 or [jennifern@smifoundation.org](mailto:jennifern@smifoundation.org). Contributions can be sent to 525 Florence, Owatonna MN 55060.

**RESOLUTION BY THE COUNTY BOARD OF COMMISSIONERS  
LE SUEUR COUNTY**

**FIVE YEAR BRIDGE PLAN**

**WHEREAS**, Le Sueur County has determined that the following bridges have sufficiency ratings less than 80. These bridges are on County State Aid Highways, County Roads, Township Roads, and City Streets. These bridge replacements are a high priority and require replacement or rehabilitation within the next five years.

LE SUEUR COUNTY FUTURE BRIDGE PROJECTS												
ROAD	EXISTING BRIDGE #	2012 Suff Rating	Deficient	NEW BRIDGE #	PROJECT #	DESIGN	Project Estimate	State Aid	Town Bridge	Local Tax	Bond Funds	Program Year
7	7297	39.7	SD	40J28	40-607-006	COMPLETE	\$265,193.00	\$132,596.50			\$132,596.50	2014
T-124	L0201	44.4	SD	40526	40-599-022	COMPLETE	\$330,481.00		\$320,481.00	\$10,000.00		2014
33	92723	63.1	SD	40J24	40-633-007	COMPLETE	\$188,043.25	\$94,021.63			\$94,021.63	2014
52	L8751	35	SD	?	40-652-003	PENDING	\$230,000.00	\$115,000.00			\$115,000.00	2015
T-194	L5907	38.9	SD	40J30	40-599-022	PENDING	\$250,000.00		\$240,000.00	\$10,000.00		2015
CITY	4358	49	SD	40525	40-597-04	COMPLETE	\$336,672.00			\$47,766.00	\$288,906.00	2016

**WHEREAS**, local roads play an essential role in the overall state transportation system. Local bridges are a critical component of the local road system, and

**WHEREAS**, state support for the replacement and the rehabilitation of local bridges continues to be crucial to maintaining the integrity of the local road system and is necessary for the County, Townships, and Cities to program bridge replacements of the structures with sufficiency ratings less than 80, and

**WHEREAS**, Le Sueur County intends to proceed with the replacement and rehabilitation of these bridges as soon as possible when the State Transportation Bond Funds are available, and

**WHEREAS**, Le Sueur County commits that it will proceed with the design and contact documents for these bridges immediately after being notified that funds are available in order to schedule construction within one year of notification.

STATE OF MINNESOTA

COUNTY OF LE SUEUR

I, **Darrell Pettis**, County Administrator of said County of Le Sueur, do hereby certify that I have compared the forgoing copy with the original resolution as adopted by the County Board of said County at their meeting held on the \_\_\_\_ day of \_\_\_\_\_ and recorded in Commissioners Record “\_\_\_\_\_” on page \_\_\_\_\_ now remaining on file and on record in my office and that the same is a correct transcript there from, and the whole of such original.

Witness by hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
County Administrator

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# **Le Sueur County, MN**

**Tuesday, January 21, 2014**

**Board Meeting**

## **Item 12**

**11:00am German - Jefferson Sewer District Ordinance**

**Staff Contact:**

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# **Le Sueur County, MN**

**Tuesday, January 21, 2014**

**Board Meeting**

## **Item 13**

**11:15am Closed Session - for pending litigation**

**Staff Contact:**

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# **Le Sueur County, MN**

**Tuesday, January 21, 2014**

**Board Meeting**

## **Item 14**

**Future Meetings January 21, 2104**

**Staff Contact:**

### **Future Meetings**

January 21, 2014	Board Meeting
January 28, 2014	Board Meeting
January 30, 2014	HRA – East Conference Room – 10:00am to 11:00am
February 4, 2014	Board Meeting 10:00am Public Hearing to Set County Fees
February 11, 2014	No Meeting
February 13, 2014	Planning and Zoning Meeting – 7:00pm – Environmental
February 18, 2014	Board Meeting Le Sueur-Waseca Community Health Board Meeting – Waterville City Council Chambers – 1:30pm
February 20, 2014	Board of Adjustment Meeting – 7:00pm – Environmental Building
February 25, 2014	Nothing on the Agenda so Far