

**LE SUEUR COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA
COMMISSIONERS ROOM
March 4, 2014**

1. **9:00am Agenda and Consent Agenda**
Minutes and Summary Minutes from February 18, 2014

2. **9:05am Claims**

3. **9:10am Amy Beatty - Environmental Specialist**
2014 Recycling Facility Agreement Between Le Sueur County and City of Le
 Center
Household Hazardous Waste Facility Agreement Between Le Sueur and Scott
 Counties

4. **9:25am Diane Dewitt - Extension**
Introduce the Extension Regional Director

5. **9:30am Cindy Westerhouse - Human Resources Director**
Promotion
Resignation
Request to Hire
Market Survey

6. **9:40am Al Christensen**
Paint Care/ Paint Kickback Program

7. **9:45am Pam Simonette - Auditor Treasurer**
Revised Investment Policy
Scanner Purchase
Electronic Retention Policy
Tax Forfeiture Settlement Break-down

8. **9:55am Darrell Pettis - Administrator/Engineer**

Joint Power Agreement between the State of Mn. and Le Sueur County to
provide access to the States I/Mobile System
Board of Appeal and Equalization, Saturday, June 14th at 10:00 a.m.

9. **Future Meetings**

10. **Work Shop - Scott Gerr - Informational Technology Director**

Le Sueur County, MN

Tuesday, March 4, 2014

Board Meeting

Item 1

9:00am Agenda and Consent Agenda

Minutes and Summary Minutes from February 18, 2014

Staff Contact:

Minutes of Le Sueur County Board of Commissioners Meeting February 18, 2014

The Le Sueur County Board of Commissioners met in regular session on Tuesday, February 18, 2014 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlffing, Lance Wetzel, Dave Gliszinski and John King. Joe Connolly was excused. Also present were Darrell Pettis and Brent Christian.

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

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

- Approved the February 4, 2014 County Board Minutes and Summary Minutes.
- Approved the January Transfers:
 - #1551 Transfer 2,059.50 from Human Services to Revenue
 - #1552 Transfer 78.79 from Human Services to Road & Bridge
 - #1553 Transfer 2,692.00 from Agency to Revenue
 - #1554 Transfer 14,040.55 from Revenue to Road & Bridge
- Approve the Renewal for Consumption and Display Permit for Traxler's Hunting Preserve.
- Approved the Application for Exempt Permit with no waiting for the Minnesota Sporting Clays Association at Caribou Gun Club Inc.
- Approved the Application for Exempt Permit with no waiting for Gustavus Adolphus Ducks Unlimited at the Shoreland Country Club.
- Approved the Application for Exempt Permit with no waiting for Le Sueur Valley Ducks Unlimited 180 at the Caribou Gun Club.

Sue Rynda, Human Services Director, appeared before the Board to give the monthly Human Services Report. This presentation covered Finance, Income Maintenance, Child Support, Family Services, and Mental Health.

On motion by Gliszinski, seconded by King and unanimously approved, the following cases and claims were approved:

Financial: \$ 29,679.28
Soc Serv: \$241,368.07

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

On motion by King, seconded by Gliszinski and unanimously approved, the Board authorized the Chair to sign the Telecommuting Agreement between Le Sueur County and Roxanne Brown -Billings effective March 1, 2014 and to renew the agreement for one year.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved the transfer of Conrad Browning to a full time Jailer/Dispatcher in the Sheriff's Office as a Grade 6, Step 2 at \$17.17 per hour, effective February 18, 2014.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved the transfer of Joe Kern to a full time Deputy Sheriff in the Sheriff's Office as a Grade 10, Step 4 at \$23.28 per hour, effective February 23, 2014.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the hiring of Jody Brown as a full time Deputy Auditor/Treasurer II - Motor Vehicle Specialist, in the Auditor/Treasurer's office, as a Grade 6, Step 1 at \$16.57 per hour, effective March 3, 2014.

Don Reak, Parks Director came before the Board to request an upgrade for the E-911 Software.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board authorized the purchase of Geolynx DNS software and a laptop computer in the amount of \$13,569.84 for E-911 addressing.

Pam Simonette Auditor Treasurer came before the Board with one county credit card application for approval.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved Brett Mason's county credit card application.

Darrell Pettis, County Administrator/ Engineer appeared before the Board with a number of items for the Board's consideration.

On January 31, 2014, the following bids were received for the CSAH 35 Project, Project number S.P. 040-090-001 and SAP 040-635-004:

Chard Tiling and Excavating, Inc	\$1,172,062.30
Wm. Mueller Sons	\$1,419,697.33
OMC Midwest dba SMC	\$1,449,212.05

On motion by King, seconded by Wetzel and unanimously approved, the Board awarded the bid to Chard Tiling and Excavating, Inc. in the amount of \$1,172,062.30.

On motion by King, seconded by Gliszinski and approved via a roll call vote of 4-0, with Commissioner Connolly absent, the Board approved the following Resolution to Terminate the Minnesota River Basin Joint Powers Agreement and End Business Operations of the Minnesota River Basin Joint Powers Board (*a.k.a.* Minnesota River Board) on April 1, 2014:

Resolution to Terminate the Minnesota River Basin Joint Powers Agreement and End Business Operations of the Minnesota River Basin Joint Powers Board (*a.k.a.* Minnesota River Board) on April 1, 2014

This resolution was prepared by the Minnesota River Joint Powers Board (hereafter referred to as the "MRB") and approved by the MRB Executive Committee for member counties to consider, take action on, and file with the MRB Executive Director no later than February 21, 2014.

The Minnesota River Basin Joint Powers Agreement (hereafter referred to as the "joint powers agreement") was signed by 37 counties on July 12, 1995 and revised March 16, 1998, November 15, 1999, May 15, 2000, and approved with revisions on July 12, 2000, thereby establishing the joint exercise of powers to promote water quality improvement and management of the Minnesota River Watershed (in accordance with Minnesota Statutes 103B.311, 103B.315, and 471.59). The 37 counties that signed the agreement in 1995 included Big Stone, Blue Earth, Brown*, Carver, Chippewa, Cottonwood, Dakota*, Douglas*, Faribault, Freeborn, Grant*, Hennepin, Jackson*, Kandiyohi, Lac Qui Parle, Le Sueur, Lincoln*, Lyon*, Martin, McLeod, Murray, Nicollet, Pipestone*, Pope*, Ramsey, Redwood, Renville, Rice*, Scott, Sibley, Steele*, Stevens, Swift*, Traverse*, Waseca, Watonwan*, and Yellow Medicine*. As of January 1, 2014, 15 counties (*) had withdrawn from membership.

WHEREAS, after nearly 20 years of initiatives and challenges, as well as calls for change from its valued partners, the MRB delegates passed Resolution 12-01 in September 2012 to dedicate funds for a full external review of the MRB governance structure, mission, duties, services provided, and funding; and

WHEREAS, the external review process was led by an independent consultant and a steering committee that included one representative from each of the following entities: Minnesota River Board, Minnesota Association of Watershed Districts (MAWD), Minnesota River Watershed Projects, citizen-led organizations, agricultural and water resource interests, and the Minnesota Association of Soil and Water Conservation Districts (MASWCD); and

WHEREAS, after several rounds of revisions, the end result of the external review process included guiding principles, primary functions, and recommendations for the governance and funding of a new basin entity; and

WHEREAS, the MRB delegates passed a motion on December 16, 2013, to advance the recommendations with no additional MRB involvement in the process, on a split vote (11 in favor, 6 opposed, 1 abstention); and

WHEREAS, the MRB delegates passed a resolution on December 16, 2013 to complete required business, transfer existing projects, and/or otherwise cancel all agreements and bring the MRB business operations to a close on April 1, 2014.

THEREFORE, BE IT RESOLVED that the MRB member counties must establish that the sentiment of the members is for the Minnesota River Basin Joint Powers Agreement termination process to be initiated; and

THEREFORE, BE IT FURTHER RESOLVED that as per Section 7, Part B of the joint powers agreement, when a majority of the member counties agree, by resolution, to terminate the agreement, termination may then, but only then, be initiated; and

THEREFORE, BE IT FURTHER RESOLVED that, per the joint powers agreement, a majority of the member counties is defined as 12 of the 22 counties that paid dues during the first half of FY2014 (July 1, 2013 – December 31, 2013); and

THEREFORE, BE IT FURTHER RESOLVED that upon receipt of a majority of member county resolutions to terminate the Minnesota River Basin Joint Powers Agreement, the MRB shall wind up its business, including the defense and provocation of any claims against it;

THEREFORE, BE IT FURTHER RESOLVED that prior to the April 1, 2014, the MRB shall compile the review process recommendations, testimony from the December 16, 2013 meeting, other reports, and copies of this resolution from the member counties as part of a final MRB report that will be distributed to the Minnesota Legislature, Local Government Roundtable participants (Association of Minnesota Counties, MAWD, and MASWCD), natural resource agency leadership, and any other interested parties.

On motion by King, seconded by Wetzel and unanimously approved, the Board approved the Work Plan for the Upper Cannon River Watershed BMP Targeting and Watershed Database Development, BWRS Grant ID-C14-8279 Rice County.

On motion by King, seconded by Wetzel and unanimously approved, the Board denied the claim of John Yackley in the amount of \$744.88 for vehicle damage from road work on CSAH 29.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board set the bid opening date as March 28, 2014 at 1:00 p.m. for the CSAH 36, old CSAH 23, CSAH 41, CSAH 42, CSAH 43, CR 116 and CR 154 bituminous projects.

On motion by King, seconded by Gliszinski and unanimously approved, the Board set the bid opening date as March 28, 2014 for the countywide restriping project.

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

Warrant #	Vendor Name	Amount
30615	A'Viands	\$ 7,705.34
30633	Bolton & Menk Inc.	\$ 31,664.35
30639	Christian, Keogh, Moran & King	\$ 3,504.08
30648	ESRI	\$ 4,200.00
30657	Genesis	\$ 29,509.38
30665	Huckle Media, LLC	\$ 3,937.78
30673	Kris Engineering Inc.	\$ 22,005.69
30674	Lake Region Life	\$ 2,602.00
30675	Lakes Gas Co.	\$ 3,661.42

30684	Little Falls Machine Inc.	\$ 3,696.33
30689	Minn St Admin ITG Telecom	\$ 2,840.00
30700	Paragon Printing & Mailing Inc.	\$ 5,501.73
30707	Rinke-Noonan Law Firm	\$ 2,575.00
30711	RTVision Inc.	\$ 2,655.00
30716	State of Minnesota	\$117,943.50
30733	Waseca County Hwy Dept	\$ 5,481.46
30734	Waterford Oil Co. Inc.	\$ 24,236.49
30736	Wenck Associates Inc.	\$ 3,841.40
30743	Ziegler Inc.	\$ 7,301.01

110 Claims paid less than \$2,000.00:	\$ 38,070.78
19 Claims paid more than \$2,000.00:	\$284,861.96
129 Total all claims paid:	\$322,932.74

On motion by King, seconded by Wetzel and unanimously approved, the Board adjourned until Tuesday March 4, 2014 at 9:00 am.

ATTEST: _____
Le Sueur County Administrator **Le Sueur County Chairman**

**Summary Minutes of Le Sueur County Board of Commissioners Meeting
Tuesday February 18, 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.

The Le Sueur County Board of Commissioners met in regular session on Tuesday, February 18, 2014 at 9:00am in the Commissioners Room in Le Center, Minnesota. Those members present were: John King, Dave Gliszinski, Lance Wetzel, and Steve Rohlfing. Joe Connolly was excused. Also present were Darrell Pettis and Brent Christian.

- The Board unanimously approved the amended agenda for the business of the day. (Wetzel - King)
- The Board unanimously approved the consent agenda. (King - Gliszinski)
 - A. Approved the Minutes and Summary Minutes from the February 4, 2014 regular meeting.
 - B. Approved the January Transfers:
 - #1551 Transfer 2,059.50 from Human Services to Revenue
 - #1552 Transfer 78.79 from Human Services to Road & Bridge
 - #1553 Transfer 2,692.00 from Agency to Revenue
 - #1554 Transfer 14,040.55 from Revenue to Road & Bridge
 - C. Approve the Renewal for Consumption and Display Permit for Traxler's Hunting Preserve.
 - D. Approved the Application for Exempt Permit with no waiting for the Minnesota Sporting Clays Association at Caribou Gun Club Inc.
 - E. Approved the Application for Exempt Permit with no waiting for Gustavus Adolphus Ducks Unlimited at the Shoreland Country Club.
 - F. Approved the Application for Exempt Permit with no waiting for Le Sueur Valley Ducks Unlimited 180 at the Caribou Gun Club.
- Sue Rynda, Human Services Director, appeared before the Board to give the monthly Human Services Report.
- The following cases and claims were approved: (Gliszinski – King)
 - Financial: \$ 29,679.28
 - Soc Serv: \$241,368.07
- Cindy Westerhouse, Human Resources Director came before the Board with several items for discussion and approval.
- The Board authorized the Chair to sign the Telecommuting Agreement between Le Sueur County and Roxanne Brown -Billings effective March 1, 2014 and to renew the agreement for one year. (King – Gliszinski)
- The Board approved the transfer of Conrad Browning to a full time Jailer/Dispatcher in the Sheriff's Office as a Grade 6, Step 2 at \$17.17 per hour. (Gliszinski – Wetzel)
- The Board approved the transfer of Joe Kern to a full time Deputy Sheriff in the Sheriff's Office as a Grade 10, Step 4 at \$23.28 per hour. (Gliszinski – Wetzel)
- The Board approved the hiring of Jody Brown as a full time Deputy Auditor/Treasurer II - Motor Vehicle Specialist, in the Auditor/Treasurer's office, as a Grade 6, Step 1 at \$16.57 per hour. (Gliszinski – King)
- Don Reak, Parks Director came before the Board to request an upgrade for the E-911 Software.

Le Sueur County, MN

Tuesday, March 4, 2014

Board Meeting

Item 2

9:05am Claims

Staff Contact:

Le Sueur County, MN

Tuesday, March 4, 2014

Board Meeting

Item 3

9:10am Amy Beatty - Environmental Specialist

2014 Recycling Facility Agreement Between Le Sueur County and City of Le Center

Household Hazardous Waste Facility Agreement Between Le Sueur and Scott Counties

Staff Contact:

Le Sueur County Environmental Services

Mailing Address:
88 South Park Avenue
Le Center, MN 56057
Direct Dial (507) 357-8538

Physical Address:
515 South Maple Avenue
Le Center, MN 56057
Fax (507) 357-8541

Date: Wednesday, February 26, 2014
To: Le Sueur County Board of Commissioners
From: Amy Beatty, Le Sueur County Environmental Programs Specialist
RE: Le Sueur County and City of Le Center Recycling Agreement

Since 2001, the City of Le Center has operated a recycling facility open to all county residents. The county has funded the recycling facility with SCORE¹ funding.

Changes to the 2014 agreement:

1. The term of the agreement – January 1, 2014 to December 31, 2014.
2. Recycling contract between the City of Le Center and LJP Enterprises Waste and Recycling, LLC.
3. In Section 3: Facilities and Equipment, changed “These materials will be transported to Waste Management’s Recycling Center located at 37701 Ottawa Road, Le Sueur.” to “These materials will be transported to recycling facility that meets the requirements under state statutes and rules, county ordinances and solid waste management plan, and city ordinances.”

It is my recommendation that the Le Sueur County Board of Commissioners to make a motion to sign this agreement between Le Sueur County and the City of Le Center for the city to operate a county-wide recycling facility.

¹ In 1989, the Minnesota Legislature adopted comprehensive waste reduction and recycling legislation based on the recommendations of the Governor's Select Committee on Recycling and the Environment. SCORE is part of Minnesota’s Waste Management Act and provides counties with a funding source to develop waste reduction, recycling and solid waste management programs. Ambitious goals for recycling and waste reduction were set for Minnesota counties and have typically been met, if not exceeded.

RECYCLING SERVICES AGREEMENT
BETWEEN CITY OF LE CENTER AND LE SUEUR COUNTY

THIS AGREEMENT is between the City of Le Center and Le Sueur County, through their respective City Council and Board of Commissioners, (hereinafter singly referred to as "Party" or jointly referred to as "Parties").

WHEREAS, Le Sueur County desires to create a mechanism whereby residents of the county may use a county-wide recycling facility; and

WHEREAS, it is recognized that there is a benefit derived from increasing the availability for recycling by the City of Le Center operating a county-wide recycling facility; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the City of Le Center and Le Sueur County hereby agree as follows:

1. PURPOSE

This Agreement is to provide recycling and waste reduction services to the residents of Le Sueur County. The City of Le Center has agreed to receive the recyclable materials brought to the recycling center located at the city garage, 112 S. Lexington Avenue, Le Center, by any resident of Le Sueur County.

2. TERM

This Agreement shall commence on January 1, 2014, and terminate on December 31, 2014, unless terminated earlier as provided herein.

3. FACILITIES AND EQUIPMENT

The City agrees to receive recyclable materials at its recycling drop site at 112 S. Lexington Avenue, Le Center. The City has entered into a contract with a waste management company to provide recycling service. In this contract, the company will provide containers and will remove the recyclable materials on a set schedule. These materials will be transported to recycling facility that meets the requirements under state statutes and rules, county ordinances and solid waste management plan, and city ordinances.

The City of Le Center shall provide, at its own expense, such machinery and equipment as may be necessary to receive these recyclable materials.

4. RECYCLABLE MATERIAL

The following recyclable materials will be received at this recycling drop site at no charge to residents of Le Sueur County:

- a. Corrugated Cardboard. These are corrugated cardboard materials used primarily for packaging. Materials to be accepted must be 100% true corrugated, not coated with wax, plastics, or food contaminants or contain no chipboard.
- b. Aluminum, Tin/Steel, and Bi-Metal Food and Beverage Cans. These are containers fabricated primarily of aluminum, bi-metal, and tin-plated steel and commonly used for beverages and canned food products. Cans shall be rinsed and be reasonably clean. The following types of metals shall not be accepted aerosol cans, sheet metal, or scrap metal.
- c. Plastics, Numbers 1 through 7. Plastic containers must have a neck or pourable content. Containers shall be rinsed with all caps and lids removed. The following items shall not be accepted margarine tubs, ice cream buckets, food trays, and 5 gallon plastic pails.
- d. Glass Food and Beverage Containers. Clear, green, blue, and amber glass. These shall include containers fabricated of glass and used for packaging and bottling of various foods and beverages. Containers shall be rinsed with the caps removed. The following types of

glass shall not be accepted window glass, mirrors, light bulbs, ceramics, and glass jars or bottles that contained hazardous materials.

- e. Mixed Paper. This included newspaper, magazines, catalogs, direct mail advertisements, brochures, booklets, office paper, hard and soft cover books, phone books, manila office folders, computer paper, envelopes, letters, and boxboard (cookie, cake, cereal, and chip boxes). The following items shall not be accepted beer/pop carrying cases, egg cartons, milk cartons, frozen food boxes, foil, plastic wrap, and carbon paper.

It is understood that recyclable materials will be accepted "commingled." Commingled recyclable materials shall be aluminum, bi-metal, steel/tin food and beverage containers, glass food and beverage containers, and numbers 1 through 7 plastic containers received together and handled as one commodity.

Recycled materials may be added to or deleted from the list by written request of the parties or as required by law.

5. FACILITY OPERATIONS

- a. Hours for operation of the recycling drop site are as follows: Each Saturday from 7:00 am to 12:00 pm. On the event a state or federal holiday falls on a Saturday, the recycling drop site is not required to be open to the public.
- b. The City of Le Center agrees to have at least one employee on site at all times during operational hours to assist county residents with recycling questions and sorting of recyclables.

6. PAYMENT

Le Sueur County shall pay the City of Le Center in the amount of \$1,950.00 per month for the term of the agreement. This payment will cover the costs for labor, recycling services, insurance, and miscellaneous costs.

7. PERMITS AND LICENSES

The City of Le Center shall be responsible for all applicable state and county permits and licenses required to operate the facility.

8. RECORDS

Each Party shall maintain financial and other records and accounts in accordance with requirements of the State of Minnesota. Each Party shall maintain strict accountability of all funds and maintain records of all receipts and disbursements.

9. AUDIT/ACCESS TO FACILITY

Each Party shall allow the other Party and the State of Minnesota pursuant to Minn. Stat. § 16C.05, subdivision 5, including the Legislative Auditor or the State Auditor, access to its records at reasonable hours, including all books, records, documents, and accounting procedures and practices relevant to the subject matter of this Agreement, for purposes of audit.

8. COMPLIANCE WITH REQUIREMENTS OF THE LAW

In performing the provisions of this Agreement, each Party agrees to comply with all applicable federal, state or local laws, ordinances, rules and regulations.

9. AFFIRMATIVE ACTION

No person shall illegally, on the grounds of race, creed, color, religion, sex, marital status, public assistance status, sexual preference, handicap, age or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subject to unlawful discrimination under any program, service or activity hereunder.

10. ENTIRE AGREEMENT

It is understood and agreed that this Agreement constitutes the entire agreement of the parties and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

11. AMENDMENTS

Except as otherwise provided in this Agreement, any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing and duly signed by each Party.

12. TERMINATION

Either Party may terminate this Agreement, with or without cause, by providing ninety (90) days' written notice to other Party. Termination shall not act to discharge any liability incurred by any Party before the effective date of termination, including payments or credits due. Such liability shall continue until appropriately discharged by law or agreement.

13. CONTACTS

The individuals designated as contact persons for this agreement for each party shall be:

Chris Collins
City of Le Center
10 West Tyrone Street
Le Center, MN 56057
Ph: 507-357-4450
Email: collinschrisl@yahoo.com

Amy Beatty
Le Sueur County Environmental Services
88 South Park Avenue
Le Center, MN 56057
Ph: 507-357-8203
Email: abeatty@co.le-sueur.mn.us

14. LIABILITY/INDEMNIFICATION AMONG THE PARTIES

- a. General Indemnification. The Parties agree that each Party will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other Party and the results thereof. Each Party therefore agrees that it will assume liability for itself, its agents, employees, or contractors for any injury to persons or property resulting in any manner from the conduct of its own operations, and operations of its agents, employees or contractors. Each Party shall defend, indemnify and hold harmless the other Party for all liability, obligations, claims, loss and expense, including reasonable attorneys and other professional fees, resulting from its acts or the acts of its agents, employees or contractors.
- b. Indemnification for Benefit of Parties. The indemnification provisions of this Section 14 are for the benefit of the Parties only and shall not establish, of themselves, any liability to third parties. Nothing in this Agreement is intended to waive or limit the provisions of Minn. Stat. Chap. 466, or any other law, legislative or judicial, which limits governmental

liability.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands on the date written as follows:

CITY OF LE CENTER

COUNTY OF LE SUEUR

Mayor, City of Le Center

Chair, Le Sueur County Board of Commissioners

Date

Date

Approved as to form:

Approved as to form:

City of Le Center Attorney's Office

Le Sueur County Attorney's Office

Date

Date

City of Le Center Recycling Facility

Year	Co-Mingled (tons)	Paper/Cardboard (tons)	Cost Per Month	Yearly Cost
2001	53.785	126.57	\$ 1,000.00	\$ 7,000.00
2002	51.4	150.01	\$ 1,033.00	\$ 12,396.00
2003	58.47	153.89	\$ 1,056.00	\$ 12,672.00
2004	62.67	168.18	\$ 1,073.00	\$ 12,876.00
2005	58.95	162.3	\$ 1,110.56	\$ 13,326.72
2006	69.44	160.31	\$ 1,149.43	\$ 13,793.16
2007	75.82	163.48	\$ 1,500.00	\$ 18,000.00
2008	77.19	153.12	\$ 1,564.50	\$ 18,774.00
2009	80.88	137.08	\$ 1,581.71	\$ 18,980.52
2010	84.42	141.83	\$ 1,950.00	\$ 23,400.00
2011	78.92	132.93	\$ 1,950.00	\$ 23,400.00
2012	86.28	139.32	\$ 1,950.00	\$ 23,400.00
2013*			\$ 1,950.00	\$ 23,400.00
Total	838.225	1789.02		\$ 221,418.40

1st year of county-wide operation

*Will receive the 2013 recycling tonnages when the city submits its license application.

Monthly payment adjusted annually by an amount equal to the percentage increase from the previous 12 month period by the Consumer Price Index. In 2006, the city asked for the 2007 monthly payment to be \$1500 + Consumer Price Index increase to cover the costs to operate.

The City of Le Center is responsible for all applicable permits and insurance.

Le Sueur County Environmental Services

Mailing Address:
88 South Park Avenue
Le Center, MN 56057
Direct Dial (507) 357-8538

Physical Address:
515 South Maple Avenue
Le Center, MN 56057
Fax (507) 357-8541

Date: Wednesday, February 26, 2014
To: Le Sueur County Board of Commissioners
From: Amy Beatty, Le Sueur County Environmental Programs Specialist
RE: Le Sueur and Scott Counties Household Hazardous Waste Agreement

Agreement History:

Scott County approached Le Sueur County in early 2007 due to increasing number of Le Sueur County residents using the Scott County Household Hazardous Waste (HHW) Facility. The first agreement was signed by the counties in spring of 2007. The term of the initial agreement was from January 1, 2007 to December 31, 2009. This agreement allowed Le Sueur County residents to properly dispose of their HHW at the Scott County Facility. The cost for dispose was directly billed to Le Sueur County. Le Sueur County used SCORE funding to pay for HHW disposal costs. Le Sueur County was billed on an annual basis. The bill was determined by the previous year's cost for operation divided by the total number of participants plus \$5 administrative fee per participant.

At the end of 2009, Scott County approached Le Sueur County with the option of paying a flat fee for use of the facility. After discussion between county staff, a fee of \$3,000 was proposed based on past participation. This fee and agreement were approved by both County Boards of Commissioners.

Proposed Agreement:

The proposed agreement is for the term of January 1, 2013 to December 31, 2014. The proposed fee amount is a flat fee of \$6,000 (approximately 158 residents). If Le Sueur County owes Scott County more than \$6,000, the additional payment will be \$38.00 times the number of residents over the \$6,000 flat fee. The \$38.00 per resident is based upon the previous years' cost-per-participant.

Facility Hours of Operation:

The Scott County HHW Facility is open three days per week from January to December. It also offers monthly fluorescent bulb collections for businesses. County residents may also dispose of tires, appliances, and electronics for a fee.

It is my recommendation that the Le Sueur County Board of Commissioners to make a motion to sign this agreement between Le Sueur County and Scott County for the use of the Scott County Household Hazardous Waste Facility.

HOUSEHOLD HAZARDOUS WASTE
INTER-COUNTY RECIPROCAL USE AGREEMENT
BETWEEN SCOTT COUNTY AND LE SUEUR COUNTY

THIS AGREEMENT is between Scott County and Le Sueur County, through their respective Boards of Commissioners, (hereinafter jointly referred to as the "Counties").

WHEREAS, the Counties desire to create a mechanism whereby residents of the Counties may use Household Hazardous Waste Facilities in each of the Counties; and

WHEREAS, the Counties may enter into agreements with the Minnesota Pollution Control Agency for the operation and management of Metropolitan Household Hazardous Waste Facilities; and

WHEREAS, the Counties each provide a Household Hazardous Waste management program for their residents; and

WHEREAS, it is recognized that there is a regional benefit derived from increasing the availability of Household Hazardous Waste Facilities by allowing reciprocal use of facilities; and

WHEREAS, the administrative cost for tracking waste origin is substantial and recognizing that waste has no borders, it is desirable that during the term of this Agreement the Counties will work together to find more efficient arrangements for managing waste received from residents of the other County.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Counties hereby agree as follows:

1. PURPOSE

This Agreement shall establish a mechanism to allow for the reciprocal use of Household Hazardous Waste Facilities and to provide for payment of costs incurred by the County receiving household hazardous waste from residents of the other County.

2. TERM

This Agreement shall commence on January 1, 2013, and terminate on December 31, 2014, unless terminated earlier as provided herein. This agreement can be extended for additional years upon the mutual agreement of both counties.

3. DEFINITIONS

The terms used in this Agreement shall have the following meanings:

- a. County shall mean Scott County or Le Sueur County.
- b. County of Origin shall mean the County whose residents generated Household Hazardous Waste and delivered such HHW to a Household Hazardous Waste Facility in the other County.
- c. EPA or MPCA Permitted Facility shall mean a facility that is permitted by the EPA or MPCA to transfer, store, process, or dispose of the type of household hazardous waste to be delivered under this Agreement.
- d. Household Hazardous Waste (HHW) shall mean waste as defined in Minn. Stat. § 115A.96, subdivision 1(b).
- e. Household Hazardous Waste Facility shall mean a facility that consists of one or more collection, management, and/or storage facility or facilities which are located in one County and are available for use by residents of the other County. A Household Hazardous Waste Facility may consist of one or more stationary or mobile facilities. A Household Hazardous Waste Facility may be publicly or privately owned and/or operated.
- f. MPCA Approved Processing/Disposal Facilities shall mean facilities evaluated and approved by the MPCA for the processing and/or disposal of HHW, the use of which the MPCA has authorized in writing.
- g. Problem Materials shall mean waste as defined in Minn. Stat. § 115A.03, subdivision 24a.

- h. Program Wastes shall mean wastes that a County accepts at a Household Hazardous Waste Facility. These wastes shall include HHW. These wastes may also include Problem Materials that are not HHW.
- i. Receiving County shall mean the County in which a Household Hazardous Waste Facility has received waste from a resident of another County.
- j. Special Handling shall mean services including long-term storage, handling by a bomb squad or other extraordinary treatment and/or disposal practices.
- k. State Contractor Services shall mean hazardous waste management services that are performed for either County's program activities and made available by the MPCA through its contracts with hazardous waste management firms. Hazardous waste management services include supplying materials, receiving and sorting HHW, packaging, repackaging, consulting, training and sampling, analysis, treatment, transportation, storage, and disposal.
- l. State Household Hazardous Waste Operations Contract shall mean the contract(s) between the Counties and the State of Minnesota for the operation of Household Hazardous Waste Facilities, as may be amended.

4. RECIPROCAL USE

The Counties agree that:

- a. Residents of either County may use a Household Hazardous Waste Facility in the other County to the same extent the facility is available to Receiving County residents. The Receiving County, however, shall have the right to refuse to accept any HHW (types or quantities) that will require Special Handling. The County of Origin shall use its best efforts to minimize the delivery of HHW requiring Special Handling by the Receiving County or its contractors;
- b. Each County shall comply with the requirements as set forth in the State Household Hazardous Waste Operations Contract; and
- c. Each County shall provide a HHW management program meeting the requirements of Minn. Stat. § 473.804 and § 115A.96.

5. PAYMENT

- a. Le Sueur County shall pay Scott County a Reciprocal Use Fee in the amount of \$6,000 for 2013 and 2014. Scott County shall not pay a Reciprocal Use Fee to Le Sueur County in 2013 and 2014. This payment structure is based upon past usage patterns. Should Le Sueur County owe Scott County more than the above-mentioned 2013 and 2014 fee at year-end, Le Sueur County shall pay Scott County an equivalent amount of \$38.00 per person (based upon past years' costs-per-participant) for the total number of additional HHW drop-off participants during that year.
- b. Out of County residents using the other County's Household Hazardous Waste Facility shall be charged the same rates for services as are applicable for Receiving County residents using the same facility.
- c. The Reciprocal Use Fee payable pursuant to Section 5(a) above shall be remitted within sixty (60) days of the effective date of this Agreement.

6. RECORDS

Each County shall maintain financial and other records and accounts in accordance with requirements of the State of Minnesota. Each County shall maintain strict accountability of all funds and maintain records of all receipts and disbursements.

7. AUDIT/ACCESS TO HOUSEHOLD HAZARDOUS WASTE FACILITIES

Each County shall allow the other County and the State of Minnesota pursuant to Minn. Stat. § 16C.05, subdivision 5, including the Legislative Auditor or the State Auditor, access to its records at reasonable hours, including all books, records, documents, and accounting procedures and practices relevant to the subject matter of this Agreement, for purposes of audit. In addition, each County shall have access to the other County's Household Hazardous Waste Facilities at reasonable hours.

8. COMPLIANCE WITH REQUIREMENTS OF THE LAW

In performing the provisions of this Agreement, each County agrees to comply with all applicable federal, state or local laws, ordinances, rules and regulations.

9. AFFIRMATIVE ACTION

No person shall illegally, on the grounds of race, creed, color, religion, sex, marital status, public assistance status, sexual preference, handicap, age or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subject to unlawful discrimination under any program, service or activity hereunder.

10. ENTIRE AGREEMENT

It is understood and agreed that this Agreement constitutes the entire agreement of the parties and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

11. AMENDMENTS

Except as otherwise provided in this Agreement, any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing and duly signed by each County.

12. TERMINATION

Either County may terminate this Agreement, with or without cause, by providing ninety (90) days' written notice to other County. Termination shall not act to discharge any liability incurred by any County before the effective date of termination, including payments or credits due. Such liability shall continue until appropriately discharged by law or agreement. If a County terminates this Agreement, its residents may no longer use Household Hazardous Waste Facilities in the other County, nor will the terminating County be paid by the County of Origin for use of the terminating County's Household Hazardous Waste Facilities if it continues to accept Program Wastes from the other County after the effective date of the termination. In the event this Agreement is terminated after Le Sueur County has made its annual payment under Section 5(a) above, said payment shall be reimbursed by Scott County to Le Sueur County on a pro-rata basis.

13. CONTACTS

The individuals designated as contact persons for this agreement within each county shall be:

Greg Boe
Scott County Community Services
200 Fourth Avenue West
Shakopee, MN 55379-1220
Ph: 952-496-8652

Amy Beatty
Le Sueur County Environmental Services
88 South Park Avenue
Le Center, MN 56057
Ph: 507-357-8203

14. LIABILITY/INDEMNIFICATION AMONG THE COUNTIES

- a. General Indemnification. The Counties agree that each County will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other County and the results thereof. Each County therefore agrees that it will assume liability for itself, its agents, employees, or contractors for any injury to persons or property resulting in any manner from the conduct of its own operations, and operations of its agents, employees or contractors. Each County shall defend, indemnify and hold harmless the other County for all liability, obligations, claims, loss and expense, including reasonable attorneys and other professional fees, resulting from its acts or the acts of its agents, employees or contractors.
- b. Environmental Impairment Claims. It is the intention of the Counties that the Receiving County shall assume all liability under the federal Comprehensive Environmental Response, Compensation and Liability Act, the Minnesota Environmental Response and Liability Act, or any similar statute, and all other liabilities resulting from actual or threatened impairment of the environment (hereinafter "Superfund Liability") resulting from the operation of the Receiving County's HHW program. The Receiving County shall defend, indemnify and hold harmless each County of Origin pursuant to Section 13(a) for any Superfund Liability resulting from the Receiving County's HHW program, including Superfund Liability related to waste delivered from the County of Origin pursuant to this Agreement.
- c. Indemnification for Benefit of Counties. The indemnification provisions of this Section 14 are for the benefit of the Counties only and shall not establish, of themselves, any liability to third parties. Nothing in this Agreement is intended to waive or limit the provisions of Minn. Stat. Chap. 466, or any other law, legislative or judicial, which limits governmental liability.

15. SURVIVAL

Sections 5, 6, 7 and 13 of this Agreement shall survive termination or expiration of this Agreement or the services or duties to be performed hereunder.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands on the date written as follows:

COUNTY OF SCOTT

COUNTY OF LE SUEUR

Chair, Scott County Board of Commissioners

Chair, Le Sueur County Board of Commissioners

Date

Date

Approved as to form:

Approved as to form:

Scott County Attorney's Office

Le Sueur County Attorney's Office

Date

Date

Le Sueur County, MN

Tuesday, March 4, 2014

Board Meeting

Item 4

9:25am Diane Dewitt - Extension

Introduce the Extension Regional Director

Staff Contact:

Le Sueur County, MN

Tuesday, March 4, 2014

Board Meeting

Item 5

9:30am Cindy Westerhouse - Human Resources Director

Promotion

Resignation

Request to Hire

Market Survey

Staff Contact:



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 DETAILED AGENDA ITEMS March 4, 2014

Recommendation to promote Justin Lutterman to a full time GIS Manager, in the GIS Department, as a Grade 13, Step 1 at \$24.92 per hour effective March 4, 2014. Justin has been employed with Le Sueur County since February 2008 as a GIS Coordinator.

Justin and Dave Armstrong met with the Reclassification Committee and they approved having the GIS Manager classification description graded through the SAFE Evaluation Program.

Recommendation to accept the resignation of John Pesta, part time Deputy Sheriff in the Sheriff's Office, effective March 7, 2014. John has been employed with Le Sueur County since April 2011.

Recommendation to hire a part time Deputy Sheriff, in the Sheriff's Office, as a Grade 10, Step 1 at \$20.92 per hour. This vacancy is due to the resignation of John Pesta. The only benefits for this position are if the employee meets the criteria for PERA contributions.

Recommendation to approve hiring Springsted, Inc. to conduct a market survey. The survey will provide information regarding previous, current and proposed cost of living and other adjustments for employees, any changes in the organizations compensation plan, whether a study has been conducted since the original wage information was collected, whether the organization plans on conducting a study and other changes in the compensation of employees, any changes in benefits and other information that the County would like to gather for information. The last market survey was done in 2011; the County hired Springsted to conduct a compensation and classification study. The fee for conducting a market survey update is \$3,500.00

Equal Opportunity Employer

Le Sueur County, MN

Tuesday, March 4, 2014

Board Meeting

Item 6

9:40am Al Christensen

Paint Care/ Paint Kickback Program

Staff Contact:

Le Sueur County, MN

Tuesday, March 4, 2014

Board Meeting

Item 7

9:45am Pam Simonette - Auditor Treasurer

Revised Investment Policy

Scanner Purchase

Electronic Retention Policy

Tax Forfeiture Settlement Break-down

Staff Contact:

LE SUEUR COUNTY INVESTMENT POLICY

I. POLICY STATEMENT

It will be the policy of Le Sueur County to invest non-committed cash in instruments authorized by Minnesota Statute 118A. The objectives, in order of priority, will be to preserve principal, maintain liquidity, and earn the optimum rate of return. Investments shall be made with the exercise of that judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

II. INVESTMENT RESPONSIBILITY

The County Auditor-Treasurer is designated as Investment Officer and is responsible for investment decisions and activities.

It is further the responsibility of the County Auditor-Treasurer to designate which financial institutions are used as depositories of funds, as stipulated in M.S. 118A.02.

III. REPORTING

It is the policy of the Le Sueur County Auditor-Treasurer to prepare an annual investment report to the Le Sueur County Board. Additional investment reports will be prepared for the County Board upon request.

IV. MAXIMUM INVESTMENTS

It is the policy of the Le Sueur County Auditor-Treasurer to determine the cash balance on a daily basis for the purpose of investing excess funds. All County dollars will be invested to preserve principal, maintain liquidity to meet the County's need for cash and to maximize interest income with prime concern for safety and liquidity.

V. LOCAL INVESTMENTS

It is the policy to place investments through Le Sueur County institutions. Institutions outside of Le Sueur County will be given the opportunity to bid, but must exceed local institutions by one half (.50) percent and must meet safety and security standards.

VI. POOLING OF INVESTMENTS

It is the policy of the Le Sueur County Auditor-Treasurer to pool the cash for all funds for the purpose of making the maximum return on investments.

VII. SCHEDULED MATURITY

It is the policy of the Le Sueur County Auditor-Treasurer to schedule investment securities to coincide with the payment of property tax settlements and other bill paying dates. Portfolio Maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity. Le Sueur County bank CD's will have a maturity of up to 5 years with interest compounded and interest received in at maturity or redemption.

VIII. INVESTMENT BIDDING

All parties interested in bidding on investments will be given the opportunity to bid by telephone or mail. Once the deadline for bidding has passed, the County Auditor-Treasurer will award the bid and bidders will be notified of all bids received.

IX. INVESTMENT RISK

It is the policy of Le Sueur County to avoid unreasonable risk in order to obtain investment income. The County may request from the bidders a rating (such as Veribanc Rating) to limit the amount of risk. The high bidder may be denied the investment, based upon that rating. Le Sueur County will only invest in securities issued by the Federal National Mortgage Association (FNMA), The Government National Mortgage Association (GNMA), The Federal Home Loan Mortgage Association (Freddie MAC), Federal Home Loan Bank (FHLB), Brokered Jumbo C.D.'s covered by FDIC, Repurchase Agreements, and Magic Fund.

X. INVESTMENT DIVERSIFICATION

It is the policy of the Le Sueur County Auditor-Treasurer to make investments, which shall suggest diversification to limit risk.

ELECTRONIC FUNDS TRANSFER

The County Auditor-Treasurer is authorized to use electronic fund transfers for investment purposes as stipulated in M.S. 385.071.

WIRE TRANSFERS

Wire transfers are generated by a phone call or email from authorized personnel of the County Auditor-Treasurer's Office, which includes the Auditor-Treasurer and Deputy Auditor-Treasurer. Or a wire transfer may be initiated via internet access to the bank by the County Auditor-Treasurer with the Deputy Auditor-Treasurer sending the wire.

A confirmation call or email back, verifying the amount of the wire transfer is made by the bank to authorized personnel. In the case of internet process in the wire transfer, a call back by the bank is not required.

The wire information is kept in the Auditor-Treasurer's Office, and also at the bank for each of the parties using the wire process.

Under this policy, wire transfers are to be used only where deemed appropriate, expeditious and in the best interest of Le Sueur County.

To: Pam Simonette, Le Sueur County
From: Wayne Altenbernd
Date: January 29, 2014
Subject: Canon Document Scanner Pricing

Scanner Installation and End User Training Charge

\$200.00

Desktop Scanners for up to Legal Size (8.5" x 14")

Purchase Price

Annual Maintenance Agreement

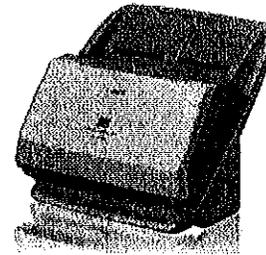
Canon DR-M160 Color Duplex Document Scanner

\$999 00

N/A

Specifications:

- Recommended Scanning Volume – 7,000 Scans per Day
- Grey Scale: 8-Bit maximum, 256 levels
- Color: 24-Bit maximum
- Built-in 60-sheet capacity automatic document feeder
- **Scan speed – 60 letter size pages per minute @ 200dpi**
- Maximum document size of 8.6" x 14"
- Minimum document size of 2.1" x 2.8"
- Scan resolutions of 100 to 600 dpi
- Dimensions: (H x W x D) 9.09" x 11.2" x 9.76"
- Weight: 7.05 lbs.



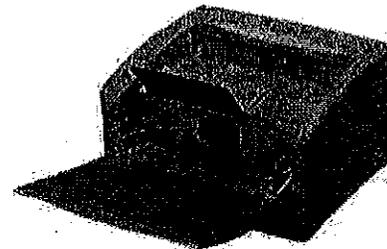
Canon DR-6010C Color Duplex Document Scanner

\$2,469.00

\$445.00

Specifications:

- Recommended Scanning Volume – 7,500 Scans per Day
- Grey Scale: 8-Bit maximum, 256 levels
- Color: 24-Bit maximum
- Built-in 100-sheet capacity automatic document feeder
- **Scan speed – 60 letter size pages per minute @ 200dpi**
- Maximum document size of 8.6" x 14"
- Minimum document size of 2.1" x 2.8"
- Scan resolutions of 100 to 600 dpi
- Dimensions: (H x W x D) 7.3" x 12.5" x 10.9"
- Weight: 14.3 lbs.



Desktop Scanners for up to Ledger Size (11" x 17")

Purchase Price

Annual Maintenance Agreement

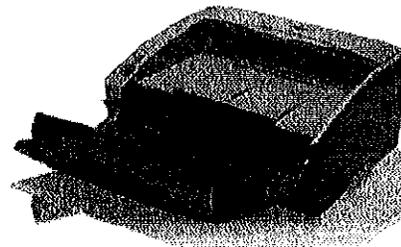
Canon DR-6030C Color Duplex Document Scanner

\$3,543.00

\$595.00

Specifications:

- Recommended Scanning Volume – 10,000 Scans per Day
- **Straight Path** design for feeding thicker or delicate documents
- Grey Scale: 8-Bit maximum, 256 levels
- Color: 24-Bit maximum
- Built-in 100-sheet capacity automatic document feeder
- **Scan speed – 80 letter size pages per minute @ 200dpi**
- Maximum document size of 11.8" x 17"
- Minimum document size of 2.2" x 2.8"
- Scan resolutions of 100 to 600 dpi
- Dimensions: (H x W x D) 7.5" x 15.6" x 12.3"
- Weight: 23 lbs.



Le Sueur County, MN

Tuesday, March 4, 2014

Board Meeting

Item 8

9:55am Darrell Pettis - Administrator/Engineer

Joint Power Agreement between the State of Mn. and Le Sueur County to provide access to the States I/Mobile System

Board of Appeal and Equalization, Saturday, June 14th at 10:00 a.m.

Staff Contact:

MINNESOTA · REVENUE

Memo

Date: February 25, 2014

To: County Assessors

From: John Hagen, Director
Property Tax Division

Re: 2014 County Board of Appeal and Equalization

Please provide a copy of this memo to the Chairperson of the County Board of Commissioners.

This memorandum is intended to specify the dates that the County Board of Appeal and Equalization (CBAE) may convene so all CBAEs meet on dates that comply with state law.

Board Meeting Dates/Times

Minnesota Statutes, section 274.14, states:

“The board must meet after the second Friday in June on at least one meeting day and may meet for up to ten consecutive meeting days. The actual meeting dates must be contained on the valuation notices mailed to each property owner in the county as provided in section 273.121. For this purpose, “meeting days” is defined as any day of the week excluding Sunday. At the board’s discretion, “meeting days” may include Saturday. No action taken by the county board of review after June 30 is valid, except for corrections permitted in sections 273.01 and 274.01. The county auditor shall keep an accurate record of the proceedings and orders of the board. The record must be published like other proceedings of county commissioners. A copy of the published record must be sent to the commissioner of revenue, with the abstract of assessment required by section 274.16.”

In other words, the County Board of Appeal and Equalization may meet on any meeting day in June after the second Friday in June. The board may meet up for ten meeting days. This means that for 2014, the board may convene on any day after Friday, June 13 (including Saturday, June 14 if the county recognizes Saturday as a meeting day; but not including Sunday, June 15 as Sunday is not a business day).

JUNE 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Another important reminder is that M.S. 274.14, subdivision 2 requires that:

“...for counties that conduct either regular board of review meetings or open book meetings, at least one of the meeting days must include a meeting that does not end before 7:00 p.m. For counties that require taxpayer appointments for the board of review, appointments must include some available times that extend until at least 7:00 p.m. The county may have a Saturday meeting in lieu of, or in addition to, the extended meeting times under this paragraph.”

Therefore, for County Board of Appeal and Equalization meetings convened in 2014, the board must also hold at least one meeting that does not recess or adjourn prior to 7 p.m. If the board does not offer a meeting until 7 p.m., the board must meet on a Saturday. For county boards that require appointments, appointments must be allowed as late as 7:00 p.m. or on a Saturday.

Training/Quorum Requirements

County and Special Boards of Appeal and Equalization are both held to the same training and quorum requirements as are outlined in Minnesota Statutes, section 274.135. For both county and special boards of appeal and equalization, at least one member of the board must have completed Department of Revenue training and received certification, and a quorum of members must be present at each meeting.

For appeals beginning in 2014, if a board attempts to convene but does not have a quorum or trained member present, the taxpayers are not to be unduly disenfranchised and shall be allowed to appeal to the Commissioner of Revenue.

Minnesota Statutes, section 274.135, subdivision 3, paragraph (d) provides that in the case of either a county or special board failing to meet training or quorum requirements, property owners and taxpayers who would have appealed to that board will be allowed to appeal to the Commissioner of Revenue. This same law provides that a fee of \$500 per tax parcel will be assessed to the county for these appeals.

If you have any questions or concerns, please contact us at proptax.questions@state.mn.us.

Property Tax Division
600 North Robert Street
Mail Station 3340
St. Paul, MN 55101

Tel: 651-556-6104
Fax: 651-556-5128
TTY: Call 711 for Minnesota Relay
An equal opportunity employer

www.revenue.state.mn.us

**YOU'RE INVITED TO
A NEIGHBORHOOD MEETING
FOR THE
FIFTH STREET (CSAH 3) AREA STREET AND UTILITY IMPROVEMENT PROJECT**

The proposed Fifth Street (CSAH 3) Area Street and Utility Improvement Project will be presented and discussed at a neighborhood meeting to be held on **Tuesday, March 11, 2014, from 6:30 p.m. to 8:00 p.m.** in the **Montgomery Middle School Auditorium** (*NOTE: Please enter the building through the Pool Door*). A presentation of the project will be made beginning at 6:40 p.m. The streets included in the proposed project are:

- Fifth Street SE/NE (CSAH 3) from TH 21 to Mill Avenue (CSAH 3)
- Fifth Street NE from Mill Avenue to Hickory Avenue (*potential resurfacing only*)
- Oak Avenue SE from Fifth Street to dead-end
- Elm Avenue SE from Fifth Street to dead-end
- Sixth Street SE from Oak Avenue to Elm Avenue
- Ash Avenue SE from Fifth Street to dead-end

Note that the project is being proposed for the 2015 construction season and includes consideration of sanitary sewer, sanitary sewer services, water main, water services, storm sewer, concrete curb and gutter, sidewalk, aggregate base, bituminous surfacing, turf restoration, and miscellaneous items required to properly complete the improvements.

This first neighborhood meeting is intended to be informal and provide you with an opportunity to discuss the plans for the proposed project, answer questions you may have, and give you the opportunity to make city staff and the engineers aware of any special problems the project could address. Note: there is likely to be two additional meetings coming up before the project moves forward into final design. We anticipate a second neighborhood meeting in late April to provide any new information about the project and to provide a second opportunity for those that may not be able to attend this first meeting. The preliminary planning phase will end with a public hearing and formal presentation of the engineer's report with the city council tentatively in May.

Information will be provided at the meeting concerning:

- Scope of the proposed project
- Construction information
- Anticipated project costs

As the project is developed, your input is important. We need to hear your concerns and comments regarding the proposed project.

If you cannot attend this meeting or would like information concerning the proposed project, you can contact Chris Cavett, SEH, at 877.316.7636, or by e-mail at ccavett@sehinc.com.

Brian Heck
City Administrator

c: Darrell Pettis, Le Sueur County Engineer/County Administrator

P:\KOL\Lesur\125487\1-gen\16-meet\Neighborhood Meeting\Neighborhood Mtg Notice.docx

Le Sueur County, MN

Tuesday, March 4, 2014

Board Meeting

Item 9

Future Meetings

Staff Contact:

Future Meetings

March 4, 2014	Board Meeting
March 11, 2014	No Meeting CSAH 3 in Montgomery- Neighborhood Meeting, March 11 at 6:30pm
March 13, 2014	Planning and Zoning Meeting – 7:00pm – Environmental
March 18, 2014	Board Meeting
March 20, 2014	Board of Adjustment Meeting – 7:00pm – Environmental Building
March 25, 2014	Nothing on the Agenda so Far
March 27, 2014	HRA Meeting – East Conference Room – 10:00am
April 1, 2014	Board Meeting
April 8, 2014	Nothing on the Agenda so Far Public Hearing for the Lake Washington Dam – Kasota Community Center – 7:00pm
April 10, 2014	Planning and Zoning Meeting – 7:00pm – Environmental
April 15, 2014	Board Meeting Le Sueur – Waseca Community Health Board -1:30pm – Waterville City Council Chambers
April 17, 2014	Board of Adjustment Meeting – 3:30pm to 5:30pm – Environmental Building
April 22, 2014	Nothing on the Agenda so Far
April 24, 2014	HRA – East Conference Room – 10:00am
April 29, 2014	No Board Meeting 5 th Tuesday

Le Sueur County, MN

Tuesday, March 4, 2014

Board Meeting

Item 10

Work Shop - Scott Gerr - Informational Technology Director

Staff Contact:

Proposal Created Exclusively For:

Le Sueur County, Minnesota

Custom Government Website Design &
e-Gov Content Management System

February 12, 2014

This proposal is valid for 30 days

By: Revize LLC – Troy, Michigan
LaKya Garrison
Phone: 248-269-9263 ext. 15
Fax: 866-346-8880
E-Mail: lakya.garrison@revize.com
www.revize.com

TABLE OF CONTENTS

EXECUTIVE SUMMARY.....	2
COMPANY PROFILE	3
WHY CHOOSE REVIZE?.....	4
AWARDS & ACCOLADES!	6
PROJECT PLANNING AND SETUP	7
IMPLEMENTATION PROCESS	7
TECHNICAL SUPPORT & HOSTING.....	12
PROJECT TEAM	15
REVIZE CMS USER INTERFACE	16
GOVERNMENT ACCOUNT REFERENCES.....	17
REVIZE GOVERNMENT CUSTOM DESIGN EXPERIENCE (EXAMPLES)	18
FEE PROPOSAL.....	20
INTEGRATED FEATURES/MODULES	22
REVIZE SUPPORT	23
REVIZE MAINTENANCE	23
WEBSITE FEATURES AND MODULES	24

Dear Selection Committee:

Thank you for considering Revize for your New Website Project. We understand this is a very important project that you are about to undertake and it is important to select the right vendor that will work with you through all the details of building a new website and so that you may provide high quality on-line services to the users of the Le Sueur County, Minnesota website.

Revize Software Systems has been building government websites and content management systems for **over 14 years** and although we are growing with over 800 municipal clients nationwide; when you work with Revize, you're not just a client, you are part of the Revize family and will receive the service and support you expect! We are the government website experts and we will stand by our work.

Through our many years of working with municipal leaders, as well as surveys conducted nationwide, we have learned that the key ingredient in choosing a solution is the right *balance between the total cost of the solution, the quality of design, online tools and user functionality.*

Revize is able to provide high quality design, functionality, and ease of use for a price point that is unmatched in the industry today. We are able to do this because we have built *extremely efficient and streamlined processes* to design, develop and enable our websites with our award winning government content management software called Revize e-Gov CMS.

Revize is able to roll-out websites in less time than our competitors and we are able to train our clients *in less than half the time that it takes our competitors.*

We have all seen the power of a vibrant and dynamic web presence in creating the desire to visit again and again. The **key to such vibrancy** is the ability to easily and quickly add and change the **website's content**, for it is the content that drives the success of any website!

Through the implementation of a new e-Gov CMS and redesigned website powered by Revize, Le Sueur County, Minnesota will not only improve the websites look, layout and navigation, but also provide a 24/7 Government Communication Center for residents, business and visitors equipped with the communication tools you need such as:

- Citizen Request Tracker
- Calendar of Events
- E-Notification
- On-Line Payment Portal
- Facilities & Reservations
- News Center Platform
- Emergency Alerts
- Forms / Survey Tools
- E-Newsletter Application

"We considered many solutions. We looked at Contribute but it was more of a web page editing tool for small web sites use rather than a web content management system for a city. We also looked at other larger solutions but all of them were too complex for the non-technical end users. Most of them, including Contribute, had training sessions that started from 45 minutes and up. Revize® was the only solution where I was able to train the non-technical content editors in approximately 15 minutes with Word-like editing environment that the content editors were already used to. The common sense approach Revize uses to edit web content has proven itself because I rarely get a support call from the end users."

*An Interview with Nina McNeilly,
Director of Web Communications,
City of High Point, NC*

"Feeling a bit skeptical, I had that old adage, "If it is too good to be true, then it is" running through my mind. But Revize delivered on all of its promises, and my dream of a new web site for the Town of West Hartford came true with no glitches or unexpected surprises". Renée B. McCue, Public Relations Specialist, Web Master, Town of West Hartford, Connecticut

Company Profile

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM and in video productions. In September, 1996 as the Internet was just becoming a world-wide reality, Revize began developing a Web content management system (CMS) for Government market to enable non-technical contributors to quickly and easily update content on Websites. The result was "the now state-of-the-art" **Revize e-Gov CMS**.

Today, our mission remains the same: to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads "The empowerment of people through simplified information management technologies."

Focused exclusively on Creative Web Design and Government Web Content Management technologies, Revize continues to invest in its technology continually adding new capabilities and features that embody our vision.

While each year many municipalities choose Revize to design and cost-effectively manage the Web Site content, more and more clients are using Revize as an information-sharing platform. Our suite of Revize e-Gov Web-based Solutions is proving valuable as a powerful Web technology that assists clients to build and maintain sophisticated web sites. All this while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information - ensuring the right people have the right information at the right time.

We are proud of our technologies and capabilities. And we are committed to continuing the evolution of both to provide increased value to our government clients and that means "You".

Organization Chart:



Why Choose Revize?

We have Government Specific Experience and Outstanding Client Testimonials

With more than 14 years of experience working with municipal clients of all sizes, you can rely on Revize to deliver. We will provide a customized site design that improves layout, navigation, usability and content. Your website will be reliable, W3C and ADA compliant, and enable **easy integration with existing or future web applications and third-party software.**

We Build a Government Communication Center for your Community!

The Revize e-Gov CMS and interactive tool sets are developed exclusively for our Government clients to help them effectively communicate with their key target audiences like residents, businesses and visitors. Some of the most popular e-Gov features and modules include: new and improved Online Calendar, the comprehensive Forms Center, and News Center with real-time social media connectivity, Emergency Alerts, E-Notification, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

Superior Technology built into our e-Gov CMS for Website Performance & Reliability

What is the single factor that sets Revize apart from other companies? The Revize technical architecture and publishing engine provides our Government clients with the most reliable website solution on the market today. By ensuring our client's data security and providing a redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate and our clients can be assured that they will never have to worry about data loss or data corruption because of our instantaneous back-up process; in addition to our daily center center's tape back-up processes. Revize believes that by investing a higher percentage of its profits into our technology and security makes it easy for clients to see why Revize is the best value for their community's government website.

Friendly and Responsive Service!

All this, and a reliable IT partner too! Our e-Gov CMS is easy to learn and administer, but our **24/7 technical support** will be there for you to help get over the hurdles! We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus, regular updates and improvements ensure that your site will keep up with industry standards and keep running smoothly for years to come.

With a Higher Benefit to Cost Ratio...a Clear and Easy Choice!

Revize understands the financial and manpower resource constraints on most municipalities today! During these difficult economic times, we must be willing and able to deliver a government communication solution that provides the most benefits at a cost that community board leaders can justify to their resident and business tax payers. After all, the goal of all government websites is to increase communications, provide government transparency, and extend services on-line to make lives easier and government more accessible.

The Client Owns the Code!

We often hear the question: "What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?" The answer is 100% No Way! As our client you own the template source code and any data that you put onto the website. We understand that from time to time clients come and they go, but we always make sure they know they are just as important to us at the end as they are at the beginning.

Dollar for Dollar, you receive the Greatest Value!

1. Full functionality to update and manage your website
2. All the tools/apps to increase communications with citizens
3. Modern, progressive unique website design
4. On-time delivery
5. Responsible stewardship for the organization's stakeholders
6. An easy CMS to train employees quickly
7. Unparalleled phone and email support
8. A system built on open standards
9. You own the template source code and the content
10. Unlimited Upgrades: Revize provides unlimited CMS software upgrades and feature enhancements to modules built into your website at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

Awards & Accolades!



Populations of 30,000 or greater can participate and are rated on use of technology to increase operating efficiencies while realizing strategic cost savings

City of High Point, North Carolina
2010 & 2011 Digital Cities Survey Winner



The leading international creative awards program honoring creative excellence for communication professionals

Clearwater County, Idaho
2011 Communicator Award Winner



HORIZON

INTERACTIVE AWARDS Honors the most talented developers of interactive media internationally

City of Greer, South Carolina,
2011 Horizon Interactive Award Winner



City of Covington, Washington,
Winner of Public Relations Society of America Award



Project Planning and Setup

What makes Revize unique in its project approach and experience is the range of website deployments that Revize has implemented. From small to large, the Revize project management process fits to the size of the deployment and the expectations of the client's level of engagement preferences. We don't provide a single "one size fits all approach" because it doesn't make sense, however we do use a standard process methodology. Each client is unique and we tailor our process to fit their unique needs. Thus, we will do the same for you. As long as you are a client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your specific dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your specific dedicated Project Manager will handle all issues related to the design, development, navigation, website content, training, timelines and deliverables as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

24/7/365 Project Portal Access: From day one your project and on-going support is tracked in the Revize Redmine On-line project portal. The main customer point of contact for the project will receive an invitation to register, setting up a secure user name and password. The project portal serves as a communication tool for your website design, development and on-going support even after your website is launched.

Implementation Process

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Sales Executive will set up the initial Kick-Off Meeting where we talk about managing the project overall, establish a timeline, and establish a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases that those requirements will be addressed. Additionally, if content migration is requested, we review and discuss those requirements; after this meeting, Revize will develop a Statement of Work and provide it to the client.

Prior to the design kickoff meeting you will receive questionnaire to complete with various questions to help the designer gathering information on your likes and dislikes, and brainstorm with you during the meeting. The questionnaire includes various questions such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key areas you may want featured on the Home Page
- Do you need help with Logo Design? Image & Branding?

Phase 2: Discovery & Design

Once you have assembled your ideas and your team that will weigh-in on the design of the website, we will schedule a Design Kick-Off Meeting. A senior designer will conduct an in-depth interview, and brainstorm ideas with you about your vision of the look and feel of your Custom Website Design. Our efforts in this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 12 years of web design and development expertise in the most effective ways of displaying that information and getting users to access your website and engage them. We will strive for nothing less than an award winning design!

Revize Design Principals

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website, they are also responsible for the security of the Web content and Web-based applications they create. They ensure that the code supports secure authentication, authorization, and provides access control mechanisms as required.

Good design principals are always based in readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper or maybe softer depending on the amount of shadow used.

Of course color cannot be overlooked; our designers first take the clients preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors and then use variants and hues to create visual appeal, contrast, pop and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as (call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas). The key is to provide a clean, easy to navigate webpage without so much going on that it becomes overwhelming, therefore it is the designers job to guide the client in making appropriate placement choices for these items.

Revize Design Trends for 2014

There are some excited new design trends this year, and Revize is on the cutting edge and implementing some of these already in newly developed websites. Revize is excited about the possibilities that new trends hold for increasing engagement on government websites.

#1 Responsive Web Design – This is the most important development in website design in years. With the vast number of devices with different screen sizes on the market today, users are no longer just visiting your website from their desktop computers. Responsive Web Design (RWD) automatically conforms and optimizes the website for any screen size. There is a substantial increase in smartphone and tablet users today and they range from teens to grandparents.

#2 Image Tiles – is a trend that enables developers to display content into a pin board style of display. Image tiles creates a very visually appealing display of content, such as pictures or social streams. Image tiles also helps promote engagement by encouraging site visitors to comment; like or reply to items from directly within the image tile. This is an interesting option for web pages promoting tourism.

#3 Parallax Scrolling – this is a highly advanced, innovative design technique for sophisticated websites that allows websites to be built in multiple layers, with content that moves across the screen at different speeds as visitors scroll. Sections of the website with parallax scrolling can be built either horizontally or vertically. This unique design technique is very visually engaging and can help improve time-on-site metrics.

#4 Typography – this plays a very important role in website design, image and branding as well as especially important for the look and feel of the website when accessing the website from mobile devices. Our designers take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#5 Social Feeds – Social networks are continuing to deepen the connection between people and this is a wonderful opportunity for government organizations to increase community engagement and make government more accessible. One method already discussed for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest

Key Phase Objectives & Deliverables:

- **Establish Creative Direction:** Understand client's objectives, requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of the area, which will inspire ideas for the overall design direction of the website.
- **Main Menu Navigation & Home Page Wireframes:** Work with client to establish a main-level navigational architecture and identify key items accessible from the client's home page. This establishes a baseline for the navigational structure as well as the preferred content structure (wireframe*) for the home page.

Please Note: The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not have to include the final text nor final imagery for this phase.

- **Design Deliverable:** Revize will present the conceptual design options based on the findings and recommendations from client. The design concepts for this phase will be based on one (1) or possibly (2) Home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that the client have no more than three iterations of changes up till the point that the final concept is approved.
- **Final Home Page Sign Off:** When all changes have been made, Revize will present client with a final Home page design and layout for final approval. Customer approval is required to proceed to the next phase which is the Inner Page of the website and the process repeats itself before the actual HTML & CSS is written.

Phase 3 & 4: Build the Templates, Activate the CMS and Set-up eGov Modules

First, the Revize development team will transform the approved designs from a picture into HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow the customer to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided with the Advanced Training Program.

Next, all the features and modules that the client has requested will be set up, such as: calendar, document center, picture galleries, alert center, e-Notify etc...they are all brought to life and made functional as well as tested in the Revize CMS. **Revize upgrades software and enhances features of existing modules continuously and you will receive all the future updates at no additional cost.**

Phase 5: Custom Development

In this phase and according to client specifications, custom functionality of existing CMS modules; database scripting and programming, as well as any custom application development will be done. The Revize developers will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap Phase 2 – 4.

Phase 6: Quality Assurance Testing

In our testing phase we ensure the website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, as well as any custom developed applications or modules. Additionally, through a series of testing we perform input validation to ensure security mechanisms cannot be bypassed if a malicious user tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce exposure of sensitive implementation information.

Phase 7: Content Migration / Development

Revize will develop a pre-defined number of pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest in standard formatting practices to develop the navigation and create the most effective content possible for your website. There are no limits to the number of pages you can create after you have gone through training.

Revize will implement an effective website architecture with the latest trends in usability so your website visitors can find information fast. We will also assess your current website content and incorporate what you have existing with additional content to create interest and excitement for your readers. Our content experts are educated in proper writing and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the Web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the layout. Good use of typography also ensures that your website will look good from mobile and tablet devices and it is especially important when developing a website using responsive website design code.

Phase 8: Training on Your Website (In-person or web based training)

Once your website is ready for you to begin editing your content and making your final touch-ups before going live. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-line; however we can also provide on-site training for your staff as well. Training Materials can be downloaded from the Revize Website. After training, our friendly support staff is always here to answer questions and provide training refreshers as needed.

Standard Training Agendas

Administrator Training (How to)

- Sign-In
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics Reports

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert /update a table
- Spell check
- Save and Save as Draft

Content Editor Training (How to).....continued

- History of the page content (content archive)
- Create a survey form or any other types of online web form
- How to create navigation pages (top/left menus)
- Revize Web Calendar-how to create new calendar and how to create/edit calendar events
- Edit Meta Data

Training on use of specific Modules included, such as:

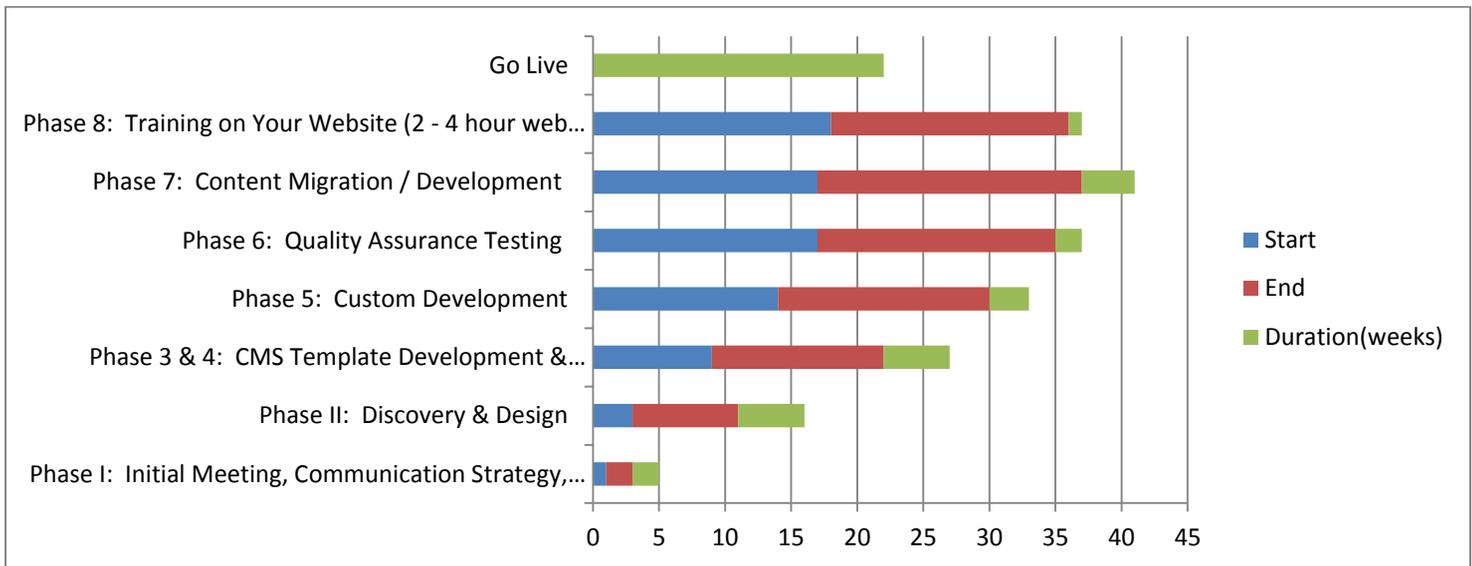
- Emergency Alert
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Request Center
- RSS
- etc..

Final Phase: Go Live

Once your website content is completed and your staff is trained the final phase is to redirect your website domain name from your old website to your new website. Once you let us know that is completed, Revize will monitor closely for the first 24 hours to ensure everything is working properly and address any issues immediately.

Typical Project Timeline

Phase I: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 2	2 weeks
Phase II: Discovery & Design	Weeks 3 thru 8	6 weeks
Phase 3 & 4: CMS Template Development & Module Set-up	Weeks 9 thru 13	5 weeks
Phase 5: Custom Development	Weeks 14 thru 16	3 weeks
Phase 6: Quality Assurance Testing	Week 17	1 week
Phase 7: Content Migration / Development	Weeks 17 thru 20	4 weeks
Phase 8: Training on Your Website (2 - 4 hour web based training)	Week 20	1 week
Go-Live (Best Case Scenario)		22 weeks



Marketing & Ongoing Consultation:

Revize will continuously monitor the site after it goes live and submit your sites for different awards and recognition contest. We make every effort to make our client's sites highly visible.

Search Engine Registration and Marketing:

The Revize CMS Templates do have built in code to automatically generate key words based on the specific content on any particular page. This will help improve the search engine ranking without any extra SEO effort from the client side. However, for further visibility and SEO, targeted key words can be input manually through the "Edit Meta Data" interface in the templates. Targeted key words will make your web pages even more search engine friendly and provide an even higher level of visibility to your website when people are searching for specific information through Google, Yahoo or other search engines.

Technical Support & Hosting

Service Level Assurance

The Revize promise is that we aim at 100% uptime for your website in everything that we do. We constantly invest, where possible, into new equipment and innovations to ensure the smooth running of your website and historically have provided 99.9% uptime. However, in the event you find that your website is down for 2 hours or more, Revize will provide monthly prorated credit equal to 1 day of your annual service contract. (Example: Annual Service Contract divided by 12 months; monthly prorated amount divided by 30 days = daily credit). Each two hours increment will equal 1 daily credit.

Unlimited Technical Support

The Revize technical support staff supports calls for both content management and technical issues with business day support via phone and email. You can contact Revize support & customer service representatives for assistance with our website solutions including our content management technology, online interactive tools, training and hosting services. Our friendly and knowledgeable support staff will assist you and solve any issue that may arise 24 hours a day, 7 days a week. Telephone support is available between 8AM-6PM EST and email support/customer online portal is available 24 hours.

Minimum Response Times:

- 1 hour for Critical Issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Revize Support Covers:

- 8 AM – 6PM EST (Monday thru Friday)
- Staff to provide assistance and answer all questions
- Dedicated Support Staffs
- New User Trainings
- Existing User Training / Training Refreshers
- Video Tutorials and Online Training Manual
- Automatic upgrade of CMS Modules, such as Calendar, Document Center, etc...

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and 6 to 8 product updates every year. Revize CMS is continuously enhanced to stay ahead of cutting edge technologies and industry trends. As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge. When a software update or new version is rolled out, Revize will automatically update all the servers used by our subscription service clients.

Revize Maintenance Covers:

- 4 major CMS Upgrades per year
- Software & Modules Upgrades (Automatic Install)
- Server Hardware & OS Upgrades
- Immediate Bug Fixes / Patches
- Round the Clock Server Monitoring
- Data Center Network Upgrades
- Security and Antivirus Software Upgrades
- Firewall and Router Upgrades
- Bandwidth and Network Infrastructure Upgrades
- Remote Backup of all Website Assets
- Tape backup of all Website Assets
- Quarterly Newsletters on the major feature updates
- Regular Webinars on CMS Features and Usage
- Free Website Design Upgrade in Every 5th Year

Hosting Service

Revize has two state of the art physical data centers located in San Diego and Houston with round the clock (24/7/365) monitoring of all server activities; and remote data backups are scheduled nightly with Carbonite data backup service. Additionally, the Revize utilizes multiple Tier 1 bandwidth providers such as, Level 3, Wiltel, and Cogent for redundancy and continuous connectivity; providing our clients with up to 100Mbps of fast fiber optic up-stream connectivity. .

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 8GB RAM) servers in order to provide enhanced performance, security and data restoration for your website. The Revize technology architecture physically separates the CMS from the Website in order to provide another layer of redundancy. With this model, we keep an exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site in less than two hours as opposed to several hours or days.

Revize provides our clients up to 15GB of data storage server space for each website, and additional server space is available when needed for a nominal annual fee. Revize will host both your Extranet and Intranet; Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to; OS patches, intrusion prevention, antivirus; software upgrades

Security

Revize takes your website security very seriously. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators are monitoring network activity 24 hours a day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls and Protocols

- Anti-malware software: such as antivirus software, anti-spyware software, and rootkit detectors
- Intrusion detection and prevention software (such as: file integrity checking software)
- Host-based firewalls to protect CMS server from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the Web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL (HTTPS)): Provides encryption and decryption for user page requests for more secure online transactions
- SSL (Secure Socket Layer): provides encrypted end-to-end data path between a client and a server regardless of platform or OS

Application Security Authentication

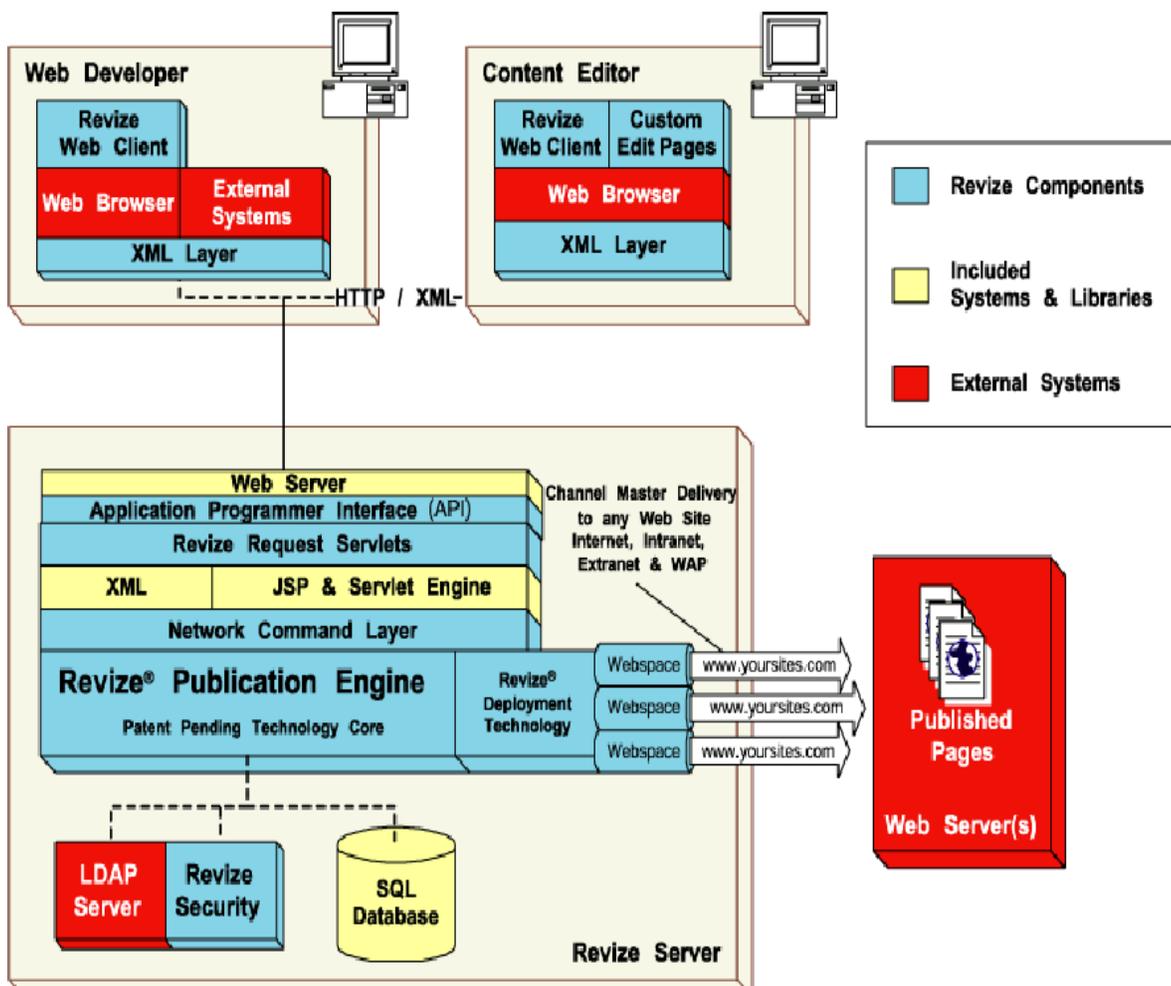
- **Roles Based Security:** Role based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, or Workflow Approvers etc. or department roles and assign the department specific roles to the users.
- **Permission Based Security:** Ability to setup Content Owners/Editors and restrict which Web Pages they are authorized to update

- Global & Department Workflow Management:** Create workflow management and approval processes where authorized department personnel become approvers for department level content changes. Or create global workflow where all the content changes are routed through one central approver.

Revize Technology Architecture

The Revize e-Gov CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its' own integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Server Architecture Diagram



Project Team

LaKya Garrison: Senior Sales and Business Development Executive:

Lakya is an accomplished professional Business Sales Consultant with over 10 years of excellent business development and account management experience. She has worked with thousands of townships, cities, counties, educational institutions, non-profits, fortune 500 and global 1000 companies. She's an expert in identifying opportunities and addressing clients' needs while developing business plans that assist in clients operations running more efficiently. Additionally, she is a heavily involved with a non-profit organization New Bethel Missionary Church (Pontiac MI). She has an excellent reputation for building and sustaining effective long lasting client relationships. Education & Expertise Includes: AA Marketing, BS Business Management, 10+ years of project, sales and marketing experience with government, education, corporate, and non-profits.

Ray Akshaya: Technical Director:

When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system. Ray has worked on numerous organization web sites over the last 15 years and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran to Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted in over 500 web sites. Education & Expertise Includes: Master of Science in Engineering, from Louisiana State University, Baton Rouge; Deploy Web Content Management and Web Hosting Solutions; Windows, Linux, Solaris, Java/JSP, Java Script, PHP, Oracle/MSSQL and SSL

Samir Alley: Creative Arts Director/Lead Designer

Samir has over 10 years of experience in managing web site design projects. He has deployed over 250 municipal websites and has a solid background in web design and latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web projects. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry. Education and Expertise Includes: BS Computer Science, Web Project Management Graphic Design; Adobe CS5: Photoshop, Illustrator, Dreamweaver, Flash, Cold Fusion, Fireworks; Strong HTML/CSS skills.

James Myers: Graphic Designer, Illustrator, and Website Designer:

James is one of our young creative geniuses on staff at Revize and comes with 11 years of experience in Graphic Design including – Print, Illustration and Branding. James has designed numerous logos and marketing materials for Musicians/Artists, Record Labels, Small Businesses as well as Corporate. James is a perfectionist when it comes to his design and will stop at nothing less than complete customer satisfaction. Education & Expertise Includes: Associates Degree in Graphic Design, Schoolcraft College, Livonia MI; Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5

Denise Brazier: Project Manager / Trainer:

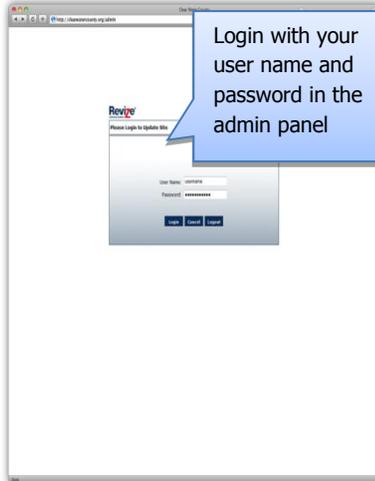
Denise is an educator by nature. Her twenty years of experience in the public school system has made Denise a master of engaging participants during training. She effortlessly builds relationship with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit, Government and Public Sectors. She has been appointed to the state's quality committee evaluating organization's policies and procedures for recognition. Education & Expertise Includes: Certification in Secondary Education; BS in Business and Marketing Education from Marygrove College; MS in The Art of Education from Marygrove College; and Denise is a candidate for Doctor of Education (Ed.D.) from Walden University with a specialization in adult training and education.

Revize e-Gov CMS User Interface

Revize CMS User Interface Home Page



Users simply browse to a page that they want to edit and then go to a Login Screen as shown below.



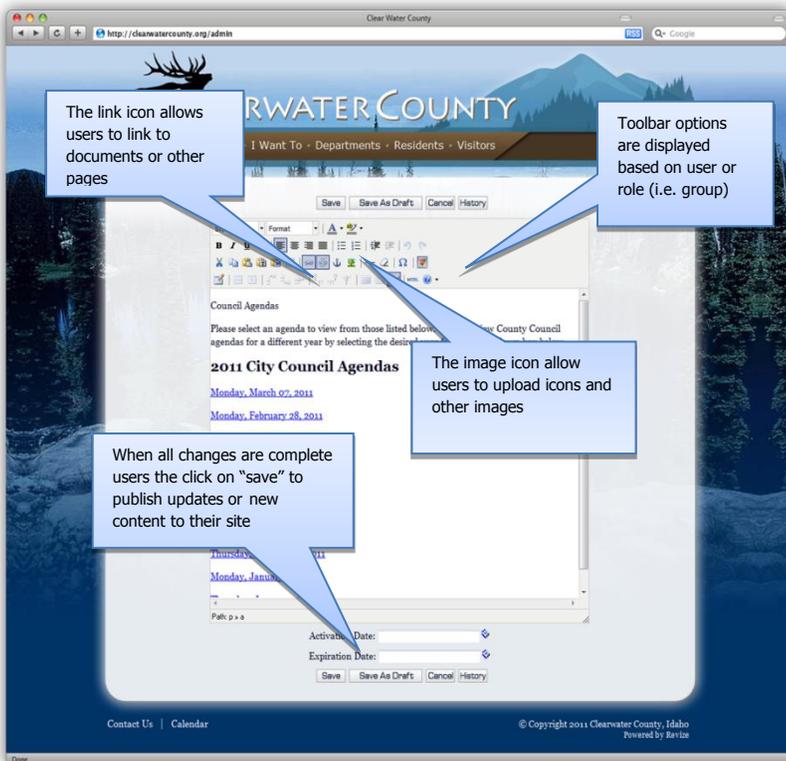
Login with your user name and password in the admin panel

Edit buttons appear on the page after the login. Only the buttons allowed, based on users role, are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.

Last Step....



After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

Government Account References

Client: City of High Point, NC,
Nina McNeilly, Web Manager
Office: 336-883-3113,
Email: nina.mcneilly@highpointnc.gov
Website: www.high-point.net



Client: Sibley County, MN
Beth Wilson, Director of Information Technology
Office: 507-237-4105, Email: Beth@co.sibley.mn.us
Website: www.co.sibley.mn.us

"The web site has created an overall change in attitude about the picture of the City of Melissa. The website is no longer a cold tablet of factual information, but an interactive medium that opens the visual senses of what Melissa is all about. The new layout is colourful, filled with pictures, blocked in easy to find and read information links, updated easily with current programs and general information, all the while being very easy to navigate through. It has become a living, growing and evolving organism in the City of Melissa's administrative tool box."--
Reed Greer, Mayor, City of Melissa, Texas

Client: Town of West Hartford
Renee McCue, Public Relations Specialist
Office: (860) 561-7521
Email: Renee@westhartford.org
Website: www.westhartford.org



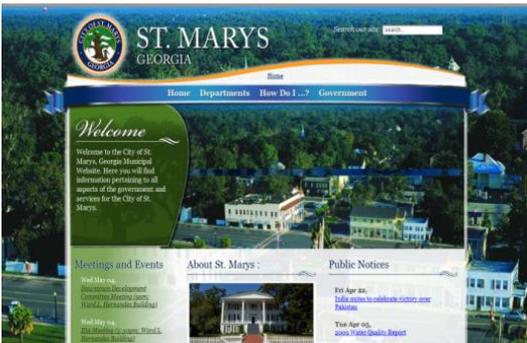
Client: Clearwater County, ID.
Angela Vanderpass, Director of Information Technology
Office: 208-476-7262,
Email: avanderpass@clearwatercounty.org
Website: www.clearwatercounty.org



West Hartford, CT – www.westhartford.org

Design Details: Residential Community look and feel with a special attraction to professionals and families to populate the downtown area restaurants, shops, and art galleries

Feature Spotlight: Residents, Business, and Visitor Member Centers, Document Center, Events Calendar, Rotating Photo Gallery, How do I



St. Mary's, GA – www.ci.st-marys.ga.us

Design Details: Municipal website design to make you feel like you are in the heart of the city. This design captures the essence of St. Mary's Georgia, both a lovely tourist destination and residential area that sits on the Atlantic Coast on the South Eastern most tip of Georgia. No longer will St. Mary's be bypassed by tourists seeking a calm and beautiful place to relax on the beach...Georgia Style!

Feature Spotlight: The aerial photography and photo slideshow, in addition to a prominently displayed Welcome Message.



Pinellas Park, FL – www.pinellas-park.com

Design Details: A long-time customer of Revize; with a recently updated design providing a new and modern image for this coastal city. The website projects its Government mission while serving its tourism interest as well. The ocean background and palm trees provide just the right combination of official business and fun at the same time.

Feature Spotlight: Audience Centered Navigation, FAQ, City Events Calendar, Site Wide Search, News Center, Quick Link Navigation



Springdale, AR – www.springdalear.gov

Design Details: Located in the Northwest part of Arkansas, close the Ozark National Forest offers a plethora of interests and history to its residents, visitors, and business community. They needed a website to capture the hometown feeling, but provide information about services and encourage community involvement.

Feature Spotlight: Photo Slideshow (Pictures tell the story), Streaming Video, Large Quick Links, City Calendar, Employee Portal, Streaming Video, and GIS Mapping Integration,

Quote For: Le Sueur County, Minnesota

Option 1: Revize hosts CMS, Website in our Datacenter

Phase 1. Project Planning and Analysis, SOW	\$250.00
Phase 2. Discovery & Design – Home Page Template and Inner Page Design and Layout	\$1,500.00
Phase 3 & 4: Revize Template Development (up to two templates); Set-up all CMS Modules listed on the following page	\$3,000.00
Phase 5. QA Testing	\$500.00
Phase 6: Content Migration – up to 398 web pages and 707 documents (approximate count on your website today)	(optional) \$2,210.00
Phase 7. Content Editing and Site Administration Training (4hrs)	Included
Phase 8. Go Live	Included
Revize CMS subscription, Annual Tech Support, Website Hosting (up to 10GB storage), Website Health Checks, and Maintenance Agreement (Unlimited users):	\$2,400.00
Responsive Website Design	\$1,000.00
Grand Total (1st year)	\$8,650.00
Grand Total (1st year) with Phase 6 Option	\$10,860.00
Second year and onwards investment	\$2,400.00/year

Option 2: Client buys Revize CMS License and installs in their server that will allow hosting/managing any number of sites through Revize CMS

Phase 1. Project Planning and Analysis, SOW	\$250.00
Phase 2. Discovery & Design – Home Page Template and Inner Page Design and Layout	\$1,500.00
Phase 3 & 4: Revize Template Development (up to two templates); Set-up all CMS Modules listed on the following page	\$3,000.00
Phase 5. QA Testing	\$500.00
Phase 6: Content Migration – up to 398 web pages and 707 documents (approximate count on your website today)	(optional) \$2,210.00
Phase 7. Content Editing and Site Administration Training (4hrs)	Included
Phase 8. Go Live	Included
Revize CMS and Annual Software Maintenance Fee	\$4,000.00
Responsive Website Design	\$1,000.00
Grand Total (1st year)	\$10,250.00
Grand Total (1st year) with Phase 6 Option	\$12,460.00
Second year and onwards investment	\$4,000.00/year

Other Options:

Revize provides a free website design after 5 years, if the client chooses to sign a locked-in rate contract for 5 years.

Optional Additional Services:

On-Site Training Program: \$2,900

One day on-site training, classroom style content editor and administrator training, all travel expenses

Content Migration:

Content Migration “as is” if required, at \$2 per web page or document

On-Site Consulting: \$4,200

On-site consulting and thought gathering sessions with all departments, requirements gathering, survey creation, all travel expenses

Content Copywriting: \$98 per hour

Design Services: \$75 per hour

Content Editing: \$50 per hour, 30 min minimum

Following Features & Modules will be integrated into Your Website Project

Enhanced Content Editing Feature (Module)
Document Management Center
Form Builder
Menu Manager:
Automated Workflow Approval System
History
Content Scheduling (Activation / Expiration Date)
Image Manager
Link Checker:
Word Like Editor (WYSIWYG)

Navigation Feature (Module)
Dynamic Breadcrumbs
Menu Manager:
Quick Link Buttons

Site Administration and Security Feature (Module)
Ability to manage Workflows by Department
Audit Trail
Automated Workflow Approval System
Auto Site Map Generator
Unique Login/Password for each Content Editor
Fast Download Time
History
Permissions
Roles and Permission-based Security Mode
Screen Size Compatibility
Secure Connection
Web Statistics and Analytics

Interactive User Experience Feature (Module)
Document Management Center
Events Calendar
FAQs
Form Builder
Photo Slideshows
Site Search
Where Do I
Bid Posting
Bookmark Widget
Email This Page
Emergency / Community Alert Notification
Facebook/Twitter Integration with News Center
Facebook/Twitter Widget Set-up
GIS Integration:
Job Posting:
Multi-Use Directory (Members or Businesses)
News Center (News& Events)
Online Credit Card Payment Processing
Photo Gallery
Print This Page:
RSS Feed
Share This Widget
Staff Directory

Revize Support Includes:

<ul style="list-style-type: none">• 8 AM – 6PM EST (Monday thru Friday)• Staff to provide assistance and answer all questions• Dedicated Support Staffs• New User Trainings	<ul style="list-style-type: none">• Existing User Training / Training Refreshers• Video Tutorials and Online Training Manual• Automatic upgrade of CMS Modules, such as Calendar, Document Center, etc...
--	---

Revize Maintenance Includes:

<ul style="list-style-type: none">• 4 major CMS Upgrades per year• Software & Modules Upgrades (Automatic Install)• Server Hardware & OS Upgrades• Immediate Bug Fixes / Patches• Round the Clock Server Monitoring• Data Center Network Upgrades• Security and Antivirus Software Upgrades	<ul style="list-style-type: none">• Firewall and Router Upgrades• Bandwidth and Network Infrastructure Upgrades• Remote Backup of all Website Assets• Tape backup of all Website Assets• Quarterly Newsletters on the major feature updates• Regular Webinars on CMS Features and Usage• Free Website Design Upgrade in Every 5th Year
---	--

Revize Features & Modules Descriptions:

Revize Provides Dynamic Features (Modules) in following important areas:

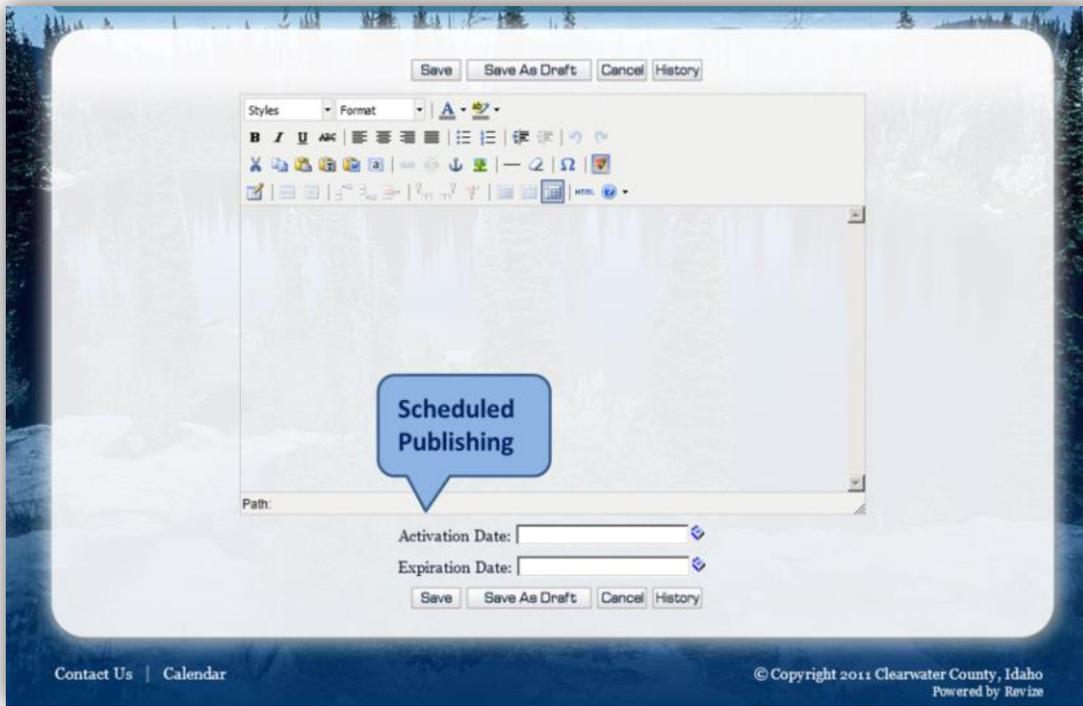
- Enhanced Content Editing
- Interactive User Experience
- Security
- Navigation Management
- Site Administration
- Accessibility

Enhanced Content Editing

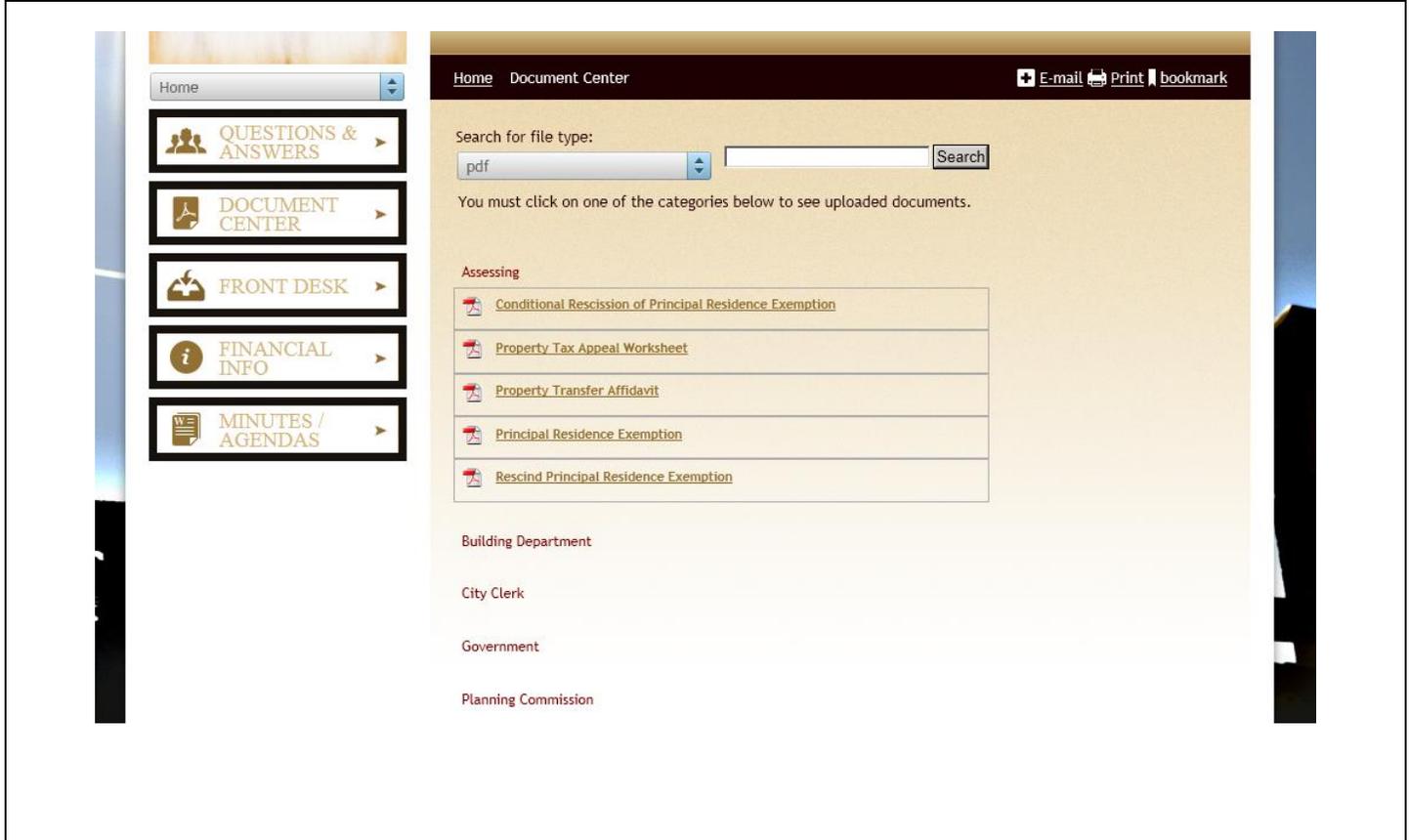
The Revize CMS comes well-equipped with features to help Non-Technical Content Owners/Editors to update your website faster and easier with the use of easy-to-use Edit Forms, a MSWORD like WYSIWIG editor and Wizards that help add pages and control the navigation of web pages.

Feature	Functionality	Benefits / Uses
Automated Workflow Approval System	Go with the flow when you use the Revize interface to set up a flow chart that graphically displays your approval process for website content changes. You can easily compare your existing page with the planned page content and approve, reject, edit or comment on the proposed changes.	Provides a method for Supervisory Oversight for content updates. The process allows an authorized “approver” to compare the current page with the proposed new page content (side by side) for easy review and comparison.

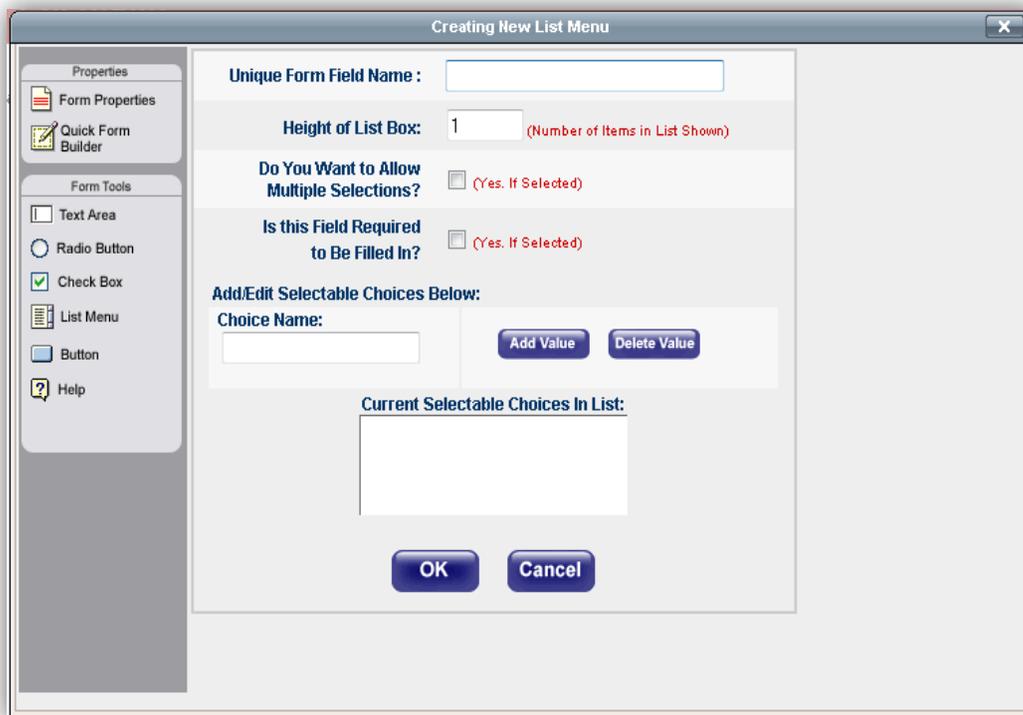
Feature	Functionality	Benefits / Uses
<p>Content Scheduling</p>	<p>When is planned obsolescence a good thing? When it ensures that your website is always 100% current and eliminates the potential embarrassment of having outdated information on your site, which can undermine your credibility. That's the inspiration behind Revize's automated activation/expiration module. A web page or block of content created today can be marked with any future date for publishing to the site. And this same content can be scheduled for removal, such as on the last day of an event... all automatically, so there's no chance of error. The Revize system handles these actions automatically at midnight Pacific Standard Time on the scheduled dates.</p>	<p>This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.</p>



Feature	Functionality	Benefits / Uses
Document Management Center	<p>This feature gives the Content Editor a table driven interface to create a Searchable Document Library to upload documents; create categories, and assign or archive documents into categories. Plus, with all documents in one repository they can be easily updated in one location and any areas that link to them within the website are automatically up-to-date. Site visitors can do a controlled search, using Keywords to search for documents; the search engine will search the words within the documents and return matching results from only the document center. Most popular file types can be included, such as .doc, .jpg, .xls, .pdf and more, plus website links.</p>	<p>Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs. Because it frees employees to perform tasks more vital than form fulfillment and processing, this module is essential for all public, private and educational organizations.</p>



Feature	Functionality	Benefits / Uses
Form Builder	<p>Survey says... your staff can develop every aspect of your online forms with no programming skills needed when they use Revize's Form Builder Module. Our easy-to-use CMS allows non-technical editors to build any type of form or survey and then output information to email or an excel spreadsheet. The screen shot below shows our Form Builder Module, which our clients rely on to gather information from website visitors. Using this module, you can create -- from scratch -- an unlimited number of online-forms within any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. If you prefer, Revize can develop your online forms for you. You can elect to receive submitted forms via email, or they can be kept in a CSV file and exported to Microsoft Access, Excel, or other database software. Once submitted, the survey results can be forwarded to your staff member best suited to address the request or concern.</p>	<p>Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.</p>



History	<p>Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.</p>	<p>This feature is a benefit to the client/content editor who may prefer to copy, paste and edit existing content from prior postings instead of recreating the content from scratch. Simply a time saver! Plus, keeps all important info at your fingertips.</p>
Image Manager	<p>Allows approved content editors to upload images from computer or network folders.</p>	<p>Very easy interface to upload new pictures and stores uploaded pictures for reuse.</p>

Navigation Management

Feature	Functionality	Benefits / Uses
Menu Manager	Allows approved content editors to add or edit site wide top navigation, department or section specific links (e.g. left or right navigation)	This feature gives control to change and update the Navigation menus of your website for continuous improvement
Dynamic Breadcrumbs	This feature shows the navigation trail of the current page relative to the home page. The Breadcrumb is automatically created each time a new web page is created and automatically placed in the page without the content editor having to do anything.	This features benefits the users who are navigating through your website and gives them another option to go-back to the previous page.
Quick Link Buttons	Large Button Display of Links to most frequently accessed pages in the web site	Helps focus the users attention to areas of information most commonly visited interactive functions like On-line Bill Pay

Accessibility

Revize has adopted the same standards as the Federal Government, 508 compliance. We have integrated many accessibility standards into our software, making it easy for users of Revize CMS to make their sites available to everyone.

Feature	Functionality	Benefits / Uses
Alt-Tags	Use of alt tags for images, a required part of the Revize CMS image manager feature.	Allows vision impaired individuals to understand the content of the image.
Plug-Ins	No required use of applets, plug-ins, or active scripting to allowing viewing of the site.	Reduces pop-ups and downloads that could be confusing to impaired individuals.

Interactive User Experience

The Revize CMS comes Well-Equipped with interactive features to help your website users find information more quickly and enhance the usability of your website with visual appeal and intuitive functionality.

Feature	Functionality	Benefits / Uses
Events Calendar	The Revize CMS is distinguished for many reasons including its ability to allow users to effortlessly create multiple web calendars for as many separate departments as they like. Single or recurring events can be placed on multiple calendars; recurring events can be placed on any selected day (such as every other Tuesday) or date of the month (such as 5 th and 15 th of each month). The system allows for the inclusion of web links, images, files and the insertion of videos, and a rich text content event description. Notable events can be highlighted in eye-catching colors for enhanced visibility; and online signup forms can be included with any listing. .	The Master/Sub Calendar provides an easy to use tool to enhance usability and encourage the communications of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. . The ability to insert recurring events saves our client time by creating the event once then repeating automatically; great for Board and City Council meetings.

Feature	Functionality	Benefits / Uses
Photo Slideshows	Displays photos and descriptions in any web page in a scrolling slideshow format, typically on the home page. Photos are uploaded to a photo repository and can also include a description that will display as an overlay on the photo.	Provides visually appealing photo slide show that loads quickly for your users regardless of connection speed, and pictures are accessible by all devices and operating systems.
		
Fillable Web Forms	Survey says... your staff can develop every aspect of your online forms with no programming skills needed when they use Revize's Form Builder Module. Our easy-to-use CMS allows non-technical editors to build any type of form or survey and then output information to email or an excel spreadsheet. The screen shot below shows our Form Builder Module, which our clients rely on to gather information from website visitors. Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. If you prefer, Revize can develop your online forms for you. You can elect to receive submitted forms via email, or they can be kept in a CSV file and exported to Microsoft Access, Excel, or other database software. Once submitted, the survey results can be forwarded to your staff member best suited to address the request or concern.	Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.
<div style="text-align: center;"> <h3>Contact Us</h3> <p>11648 N. Main Street Whitmore Lake, MI 48189 Phone - 734.550.9595 Fax - 734.550.9590 info@aimhighschool.com</p> <p><small>If you have a question, would like to receive additional information from us, or wish to schedule a visit, please fill in the information below and click the "submit" button. Please include what you're interested in and someone from our school will be in contact with you soon!</small></p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City, State, Zip: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>I'm interested in: <input type="text"/></p> <p><input type="button" value="submit"/> <input type="button" value="reset"/></p> </div>		

Feature	Functionality	Benefits / Uses
Site Search	Full searchability has become the standard for websites today. The Revize platform provides a custom search engine so that your site visitors can easily and quickly locate documents, images or content. The system integrates Google site search capabilities, as well.	Provides users with a high powered search engine to help them find exactly what they are looking for. Searches all indexes and directories.
Where Do I	Quick Links module that allows site visitors to navigate to their areas of interest, much like FAQ	Examples for users: Where do I...Get Registered for Summer Camp Where do I...Get a Marriage License
Document Management Center	This feature gives the Content Editor a table driven interface to create a Searchable Document Library to upload documents; create categories, and assign or archive documents into categories. Plus, with all documents in one repository they can be easily updated in one location and any areas that link to them within the website are automatically up-to-date. Site visitors can do a controlled search, using Keywords to search for documents; the search engine will search the words within the documents and return matching results from only the document center. Most popular file types can be included, such as .doc, .jpg, .xls, .pdf and more, plus website links. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.	Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. It frees employees to perform tasks more vital than form fulfillment and processing, this module is essential for all public, private and educational organizations.
Bookmark Widget	User clicks on Bookmark Widget and saves page to their Favorites	Convenience for users
Frequently Asked Questions	You can set up your FAQs with Revize's FAQ module, which allows you to post Frequently Asked Questions on your site. When visitors click a question, the appropriate answer will be displayed at the top of the page. The FAQ module is very important to your site visitors and can be added quickly to any page as a simple hyperlink. It may also be configured as a dynamic page element. Your FAQs can even be set up to reflect department-specific categories.	FAQ's make it easy for site visitors to find answers to common questions will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!
Email This Page	Provides your web visitors with a convenience feature to Share a web page URL with a friend and include a specific message.	Both a convenience feature for the user to share information, plus it helps increase the number of people reading and visiting your website.

Feature	Functionality	Benefits / Uses
Facebook / Twitter Integration with News Center	Place Facebook and Twitter Widgets on any page of your website; plus integrate your Daily News Updates for One-Push, Simultaneous updates.	Keeps all your media channels and followers up-to-date with less work on the part of the content editor.
Facebook / Twitter Widget Setup	Expand your audience with Social Media by placing Facebook and Twitter Widgets on any page of your website.	Provides users with one-click access to subscribe or like your social media applications and follow you.
GIS Integration:	Integrates GIS apps in the website	Integrates existing GIS apps in the website
Emergency / Community Alert Notification	You can't fool Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, This module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.	Emergency Alert keeps visitors up-to-the-minute on emergencies like floods, hurricanes, tornadoes and earthquakes, plus other critical situations like amber/silver alerts and street closures.
Job Posting:	Dramatically increasing the number of qualified candidates applying for your job openings has never been easier! Revize's job postings module allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as many details as you like and link to or upload any number of files that describe the job position in full detail. Best of all, with the form fill interface new openings can be posted in minutes by non-technical staff.	Options in this module allow site visitors to download a job application and email their resume to the person/department of your choice, or prospective employees can fill out the application form online. Site visitors can search for job by posting date or job type, and they can sign up to be notified of new jobs via email.
Multi-Use Directory (Members or Businesses)	Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.	The applicant can quickly browse through categories or input search words to locate a specific member/business all within the Client website. Input information directly into a form and submit immediately.
News Center (For News and Events)	Put all the news that's fit to print right on your website! Content editors can use this feature to create online news, event notifications and press releases with a link to a news detail page. Revize's system allows each section of your site to have its own News Center, or the entire site can feature global news items. The archive page keeps a running list as news is posted. Plus, This feature can be integrated with Social Media like Facebook, Twitter, or RSS Feeds for simultaneous One-Push updates.	Website visitors can see all the news stories in a given time frame on one full page of the website, they can click on subjects and get the full details of the news event. Users can also subscribe to news and press releases through email, RSS Feeds, Facebook and Twitter.

Feature	Functionality	Benefits / Uses
Online Credit Card Payment Processing	3 Options: <ul style="list-style-type: none"> • <u>Pay Direct Merchant Service</u> - Merchant Service Agreement - Ongoing Cost to Municipality approx. 3% of payments made - No Setup charge - Online Pay Page and at counter acceptance • <u>Hosted Pay Page</u> - 'Host' Agreement with processor - Online Pay Page - Citizen Convenience Fee collected by Host - \$500 Setup Fee - \$240/year • <u>Expanded Hosted Pay Page</u> -All Hosted Pay Page items above - Integrates with accounting software - Online and Counter Payments Accepted. 	Allows client to set-up secure on-line payment processing for Credit Card transactions. Can be used for Utility and Tax Payments; Purchasing items on-line; or Making Donations to Non-Profit Organizations
Photo Gallery	The Revize photo gallery module gives your staff the ability to easily add, remove and organize pictures/images into a thumbnail photo gallery and include descriptions under each photo; the photo gallery is typically placed on an inside page.	A picture is worth a thousand words and photos are a proven way to increase the amount of time people spend on any given website. Great for showcasing pictures of events in and around the community.
		
Print This Page:	Feature which optimizes the page to print on standard size paper in a readable format.	Allows a user to print the page on a standard 8 1/2 x 11 size sheet of paper
RSS Feed	Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.	Visitors have the option of subscribing to your feed, which means that they automatically receive notifications of new postings to your site, such as press releases and pertinent news updates. RSS begins when visitors download a free reader, like those available on Google, MSN, and Yahoo, and then subscribe to your feed.
Share This Widget	Provides a one click drop down to multi-social media and utility buttons	Common widget used on the web, intuitive and easy to use
Staff Directory	Revize's Staff Directory module allows you to build a searchable, consistent looking staff directory in a table format and personalize your services with optional links to your staff members' 'details' pages. These individual pages can include any information you like, such as title, bio, photo, and contact links, and your directory can be set up so that site visitors can contact employees by phone, form or email (e-mail addresses are blocked from harvesting programs). The Staff Directory can also be linked to pages throughout your site, providing quick access to specific departments or employees.	The need for detailed contact information is among the most frequently cited reasons for website visits. Website users can search the directory for a specific employee by last name, first name or department and can also be found using Site Search if they are in the directory. A detailed staff directory saves you money by drastically reducing the number of calls that have to be routed through your main switchboard.

Site Administration & Security

Feature	Functionality	Benefits / Uses
Permissions	Ability to setup Content Owners/Editors and restrict which Web Pages they are authorized to update;	Reduces the number of unauthorized content changes
Manage Workflows by Department	Establish a multi-layer approval process system for each department where authorized personnel are designated to review and approve any content changes. Or use one global workflow where all the content changes will be routed through a central approver.	Provides site administration and security
Audit Trail	An administrative tracking tool that provides reports on the content change activities of any webpage within the system.	Administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.
Automated Workflow Approval System	Go with the flow when you use the Revize interface to set up a flow chart that graphically displays your approval process for website content changes. You can easily compare your existing page with the planned page content and approve, reject, edit or comment on the proposed changes.	Provides a method for Supervisory Oversight for content updates. The process allows an authorized “approver” to compare the current page with the proposed new page content (side by side) for easy review and comparison.
Unique Login/ Password for each Content Editor	The Revize CMS is browser based and only designated content editors will have log-in and passwords to access the editable areas of the website	Security feature
Fast Download Time	Revize is a cross-platform, dynamic application that reconstructs Web Pages and republishes them only when content is changed, not on every page view.	By publishing pages to your Web Site when content is changed, rather than constructing pages every time they are viewed maximizes response time for visitors who browse your Web Sites. This strategy completely supports all Search Engines – even those that use “automated spider” technology to index your Web Site
History	Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.	This feature is a benefit to the client/content editor who may prefer to copy, paste and edit existing content from prior postings instead of recreating the content from scratch. Simply a time saver! Plus, keeps all important info at your fingertips. The legal department can also benefit from this feature, should there ever be any dispute related to the website information.
Plug-Ins	Not used due to potential security threats	reduces the number harmful viruses that can infect users computers
Roles and Permission-based Security Mode	Our CMS uses role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow approvers etc. or you can add roles for each department and assign the department specific roles to the users	Provides functionality to properly administer your website and add levels of security.

Feature	Functionality	Benefits / Uses
Screen Size Compatibility	Optimized for all standard screen sizes	website will be displayed the same way regardless of size of screen
Secure Connection	HTTPS encrypts and decrypts user page requests as well as the pages that are returned by the Web server. The use of HTTPS protects against eavesdropping and man-in-the-middle attacks.	HTTPS is supported for your site to make online transactions more secure.
Web Statistics and Analytics	Revize will integrate the Google Analytics Dashboard software into your website to monitor site usage, such as number of unique visits, number of page views, average number of pages per visit, bounce rate, average time spent on the website, and most importantly the percentage of New "unique" visits. It provides information in graphical display such as pie charts and world maps, and also show referring websites, links and much more.	This module is a helpful tool for understanding how well your website is doing. Each time to make changes or improvements you can measure the changes with these analytics. You could clean important information about your website users that could help you improve the navigation of your website.

“Revize did a great job building our website design. Not only did Revize capture the character of our Southern city, but it has helped connect our citizens to their government. The City of Mansfield is booming from the exploration of shale gas, so we needed an economic development tool, and now we are actually reaching perspective businesses internationally.” – Curtis W. McCoy, Mayor, City of Mansfield, Louisiana