

LE SUEUR COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA
COMMISSION CHAMBERS
February 17, 2015

1. **9:00 a.m. Agenda and Consent Agenda**
RE: February 3, 2015 Minutes and Summary Minutes
RE: Traxler's Renewal of Consumption and Display Permit
RE: ASL Cancer Research Gambling Application
RE: Gustavus Gambling Application
RE: Repair Request CD #60

2. **9:05 a.m. Claims (10 min)**

3. **9:15 a.m. Human Services (1 hour)**

4. **10:15 a.m. Human Resources (10 min)**

5. **10:25 a.m. BYOD Policy (15 min)**

6. **10:40 a.m. Dave Tietz, Sheriff (5 min)**
RE: Vehicle Quotes

7. **10: 45 a.m. Darrell Pettis, Administrator**
RE: Sheriff's Vouchers
RE: Le Sueur / Waseca Library Board, Judy Graham
RE: German-Jefferson Public Comments
RE: DVS Schedule Change
RE: Final Payment 2014 Paving Plan
RE: Final Payment Tyrone Twp Bridge
RE: CD #54
RE: CD #16
RE: CD #58

Le Sueur County, MN

Tuesday, February 17, 2015

Board Meeting

Item 1

9:00 a.m. Agenda and Consent Agenda

RE: February 3, 2015 Minutes and Summary Minutes

RE: Traxler's Renewal of Consumption and Display Permit

RE: ASL Cancer Research Gambling Application

RE: Gustavus Gambling Application

RE: Repair Request CD #60

Staff Contact:

Minutes of Le Sueur County Board of Commissioners Meeting February 3, 2015

The Le Sueur County Board of Commissioners met in regular session on Tuesday, February 3, 2015 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlfsing, Lance Wetzel, Dave Gliszinski, John King and Joe Connolly. Also present were Darrell Pettis and Brent Christian.

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

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

- Approved the January 27, 2015 County Board Minutes and Summary Minutes

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

Soc Serv:	\$89,981.87
Financial:	\$ 22,358.00

Cindy Westerhouse, Human Resources Director came before the Board with numerous items.

On motion by King, seconded by Rohlfsing and unanimously approved, the Board approved the recommendation to approve and sign the Le Sueur County Telecommute Agreement with Roxanne Braun-Billings effective March 1, 2015 to March 1, 2016.

On motion by King, seconded by Connolly and unanimously approved, the Board approved the recommendation to post and request the merit list for a full time Recreational Therapist, in Human Services, as a Grade 7, Step 1 at \$17.74 per hour.

On motion by Rohlfsing, seconded by Gliszinski and unanimously approved, the Board approved the recommendation to post and advertise for a full time Environmental Resources Specialist, in the Environmental Services, Water Planning Department, as a Grade 10, Step 1 at \$21.13 per hour.

On motion by Gliszinski, seconded by Connolly and unanimously approved, the Board approved the recommendation to promote Jody Brown to a full time Deputy Auditor-Treasurer III – Accounting Specialist/Motor Vehicle Supervisor, in the Auditor-Treasurer's Office, as a Grade 10, Step 1 at \$21.13 per hour, effective February 9, 2015.

On motion by Rohlfsing, seconded by Gliszinski and unanimously approved, the Board approved the recommendation to post and advertise for a full time Deputy Auditor-Treasurer II, Motor Vehicle Specialist, in the Auditor-Treasurer License Bureau Office, as a Grade 6, Step 1 at \$16.74 per hour.

Jim Goltart, Veterans Services appeared before the Board with one item for consideration.

On motion by Connolly, seconded by Rohlffing and unanimously approved, the Board approved the out of state travel for Jim Goltart and Jamie Von Bank to attend the National Association of County Veterans Services Annual Training Conference in Appleton, Wisconsin from May 30 – June 6, 2015.

Darrell Pettis, County Administrator appeared before the Board with numerous items for discussion and approval.

Two bids for carpet removal and installation for the second floor were received:

Hiller Commercial Floors: \$42,269.00

Carpet Castle LLC: \$24,970.80

On motion by Rohlffing, seconded by Connolly and unanimously approved, the Board approved the bid from Carpet Castle in the amount of \$24,970.80.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved the nomination of Steve Rohlffing as the German Jefferson Sewer District Board Chairperson.

On motion by King, seconded by Rohlffing and unanimously approved, the Board authorized the purchase of two 2015 GMC Sierra pickups from Nelson Auto Center in the amount of \$52,178.74 from State contract LeSueur Co TK15753.

On motion by Connolly, seconded by King and unanimously approved, the Board approved the Bolton & Menk Professional Services Agreement in the amount of \$270,000 for Project Design Services and \$145,000 for Construction Phase Services.

On motion by Gliszinski, seconded by Rohlffing and unanimously approved, the Board approved and authorized the Chair to sign the following resolution for SAP 40-599-022 Kilkenny Twp Bridge:

COUNTY BOARD ACKNOWLEDGEMENT

WHEREAS; CONTRACT NO. 20143 Has in all things been completed, and the County Board being fully advised in the premises, NOW THEN BE IT RESOLVED; That we do hereby accept said completed project for and in behalf of the County of Le Sueur and authorize final payment as specified herein.

On motion by Rohlffing, seconded by Connolly and unanimously approved, the Board approved the Agreement between the City of Elysian and the Le Sueur County Sheriff.

On motion by Rohlffing, seconded by Gliszinski and unanimously approved, the Board approved the Emergency Management 1994 Suburban to be gifted to the City of Le Center.

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

Warrant #	Vendor Name	Amount
34762	Alternative Business Furniture	\$ 2,015.57
34765	Bolton & Menk Inc.	\$ 48,383.00
34769	Carpet Castle LLC	\$ 8,234.34
34772	Conservation Landscapes	\$ 5,645.00
34773	Katheryn Cranbrook	\$ 8,050.00
34780	Genesis	\$ 14,833.93
34784	Govconnection Inc.	\$ 30,464.58
34788	Javens Mechanical Contracting Inc	\$ 4,431.16
34794	Le Center Ambulance Service	\$ 4,500.00
34807	MSpace Inc.	\$ 2,489.29
34809	Anthony Nerud	\$ 2,981.25
34824	S.E.H. Inc.	\$ 37,395.08
34826	Sibley County Treasurer	\$ 6,866.05
34830	Superior Home Health Care Inc.	\$ 2,790.00

68 Claims paid less than \$2,000.00:	\$ 19,226.85
14 Claims paid more than \$2,000.00:	\$179,079.25
82 Total all claims paid:	\$198,306.10

On motion by Connolly, seconded by King and unanimously approved, the Board adjourned until Tuesday February 17, 2015 at 9:00 a.m.

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

Summary Minutes of Le Sueur County Board of Commissioners Meeting, February 3, 2015

•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 3, 2015 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlffing, Lance Wetzel, Dave Gliszinski, John King and Joe Connolly. Also present were Darrell Pettis and Brent Christian.

•The Board approved the amended agenda for the business of the day. (Connolly-Rohlffing)

•The Board approved the consent agenda: (Gliszinski-King)

•Approved the January 27, 2015 County Board Minutes and Summary Minutes

•The following cases and claims were approved: (Gliszinski-Rohlffing)

Soc Serv: \$89,981.87 and Financial: \$ 22,358.00

•The Board approved the recommendation to approve and sign the Le Sueur County Telecommute Agreement with Roxanne Braun-Billings effective March 1, 2015 to March 1, 2016. (King-Rohlffing)

•The Board approved the recommendation to post and request the merit list for a full time Recreational Therapist, in Human Services, as a Grade 7, Step 1 at \$17.74 per hour. (King-Connolly)

•The Board approved the recommendation to post and advertise for a full time Environmental Resources Specialist, in the Environmental Services, Water Planning Department, as a Grade 10, Step 1 at \$21.13 per hour. (Rohlffing-Gliszinski)

•The Board approved the recommendation to promote Jody Brown to a full time Deputy Auditor-Treasurer III – Accounting Specialist/Motor Vehicle Supervisor, in the Auditor-Treasurer's Office, as a Grade 10, Step 1 at \$21.13 per hour, effective February 9, 2015. (Gliszinski-Connolly)

•The Board approved the recommendation to post and advertise for a full time Deputy Auditor-Treasurer II, Motor Vehicle Specialist, in the Auditor-Treasurer License Bureau Office, as a Grade 6, Step 1 at \$16.74 per hour. (Rohlffing-Gliszinski)

•The Board approved the out of state travel for Jim Goltart and Jamie Von Bank to attend the National Association of County Veterans Services Annual Training Conference in Appleton, Wisconsin from May 30 – June 6, 2015. (Connolly-Rohlffing)

•Two bids for carpet removal and installation for the second floor were received:

Hiller Commercial Floors: \$42,269.00

Carpet Castle LLC: \$24,970.80

•The Board approved the bid from Carpet Castle in the amount of \$24,970.80. (Rohlffing-Connolly)

•The Board approved the nomination of Steve Rohlffing as the German Jefferson Sewer District Board Chairperson. (King-Gliszinski)

•The Board authorized the purchase of two 2015 GMC Sierra pickups from Nelson Auto Center in the amount of \$52,178.74 from State contract LeSueur Co TK15753. (King-Rohlffing)

•The Board approved the Bolton & Menk Professional Services Agreement in the amount of \$270,000 for Project Design Services and \$145,000 for Construction Phase Services. (Connolly-King)

•The Board approved and authorized the Chair to sign the following resolution for SAP 40-599-022 Kilkenny Twp Bridge: (Gliszinski-Rohlffing)

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- The Board approved the Agreement between the City of Elysian and the Le Sueur County Sheriff. (Rohlfing-Connolly)

- The Board approved the Emergency Management 1994 Suburban to be gifted to the City of Le Center. (Rohlfing-Gliszinski)

- The following claims were approved for payment: (Gliszinski-King)

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68 Claims paid less than \$2,000.00:		\$ 19,226.85
14 Claims paid more than \$2,000.00:		\$179,079.25
82 Total all claims paid:		\$198,306.10

- The Board adjourned until Tuesday February 17, 2015 at 9:00 a.m. (Connolly-King)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7512

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT

Permit Fee \$250 (Renewal Date: April 1)

ID# 7544	License Code CDPBL
Traxler's Hunting Preserve Inc.	
Traxler's Hunting Preserve	
37699 Hunting Preserve Lane	
LeCenter	MN 56057
Business Phone 5073576940	

IF NAME AND ADDRESS
SHOWN ARE NOT
CORRECT, MAKE
CHANGES BELOW

Worker's Comp. Ins. Name Auto Owners Ins. Policy # 00706-08022548 Policy Period 10-12-2014/10-12/2015

City/County where permit approved _____

Licensee Name _____

Address, City, State, Zip _____

Business Phone 507-357-6940 Email info@traxlers.com

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that workers compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms business premises are separate from any other business establishment.

Licensee Signature [Signature] Date 2-4-15
(Signature certifies all application information to be correct and permit has been approved by city/county.)

City Clerk/County Signature _____ Date _____
(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

**MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT
AND RETURN WITH APPLICATION**

Amount Received _____

Arnold S. Leonard Cancer Research Fund

715 Florida Ave S #406B
Golden Valley, MN 55426
612-280-6244
www.ASLcancerfund.org
501c3# 20-2924536



Targeting the Cure for Cancer

To Whom It May Concern:

February 3rd, 2015

Enclosed you will find our application to the State of MN for a gambling permit for an event in your county. This permit requires County Approval. We would appreciate it very much if you could approve this application, sign and send back to us.

Thank you!

Sincerely,

A handwritten signature in blue ink, appearing to read "Bonnie Har".

Bonnie Har
Office Manager
ASL Cancer Research Fund

LG220 Application for Exempt Permit

<p>An exempt permit may be issued to a nonprofit organization that:</p> <ul style="list-style-type: none"> • conducts lawful gambling on five or fewer days, and • awards less than \$50,000 in prizes during a calendar year. <p>If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.</p>	<p>Application fee (nonrefundable)</p> <p>If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100.</p>
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Organization Information

Organization Name: <i>Arnold S. Leonard Cancer Research Fund</i>	Previous Gambling Permit Number: <i>X-35933-14-006</i>
Minnesota Tax ID Number, if any: <i>42489</i>	Federal Employer ID Number (FEIN), if any: <i>20-2924536</i>
Type of Nonprofit Organization (check one): <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other Nonprofit Organization	
Mailing Address: <i>715 Florida Ave S #406B</i>	City: <i>Golden Valley</i> State and Zip: <i>MN 55426</i> County: <i>Hennepin</i>
Name of Chief Executive Officer (CEO): <i>Dr. Arnold S. Leonard</i>	Daytime Phone: <i>612-280-6244</i> Email: <i>Leona002@umn.edu</i>

Nonprofit Status

Attach a copy of ONE of the following for proof of nonprofit status:

<input type="checkbox"/>	Nonprofit Articles of Incorporation OR a current Certificate of Good Standing. Don't have a copy? This certificate must be obtained each year from: Minnesota Secretary of State Business Services Division 60 Empire Drive, Suite 100 St. Paul, MN 55103 Phone: 651-296-2803
<input checked="" type="checkbox"/>	IRS income tax exemption (501(c)) letter in your organization's name. Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
<input type="checkbox"/>	IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter). If your organization falls under a parent organization, attach copies of both of the following: a. an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and b. the charter or letter from your parent organization recognizing your organization as a subordinate.

Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):

<i>Traxlers Hunting Preserve</i>			
Address (do not use PO box): <i>37699 Hunting Preserve Lane</i>	City or Township: <i>Le Center</i>	Zip Code: <i>56057</i>	County: <i>Le Sueur</i>
Date(s) of activity (for raffles, indicate the date of the drawing): <i>September 15, 2015</i>			
Check each type of gambling activity that your organization will conduct: <input type="checkbox"/> Bingo* <input type="checkbox"/> Paddlewheels* <input type="checkbox"/> Pull-Tabs* <input type="checkbox"/> Tipboards* <input checked="" type="checkbox"/> Raffle (total value of raffle prizes awarded for the year: \$ <i>4834 (2014)</i>)			
*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.			
To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the LIST OF LICENSEES , or call 651-539-1900.			

Local Unit of Government Acknowledgment**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

Local unit of government must sign.**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county).

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

Chief Executive Officer's Signature

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Arnold S. Leonard Date: 2/3/15Print Name: Arnold S. Leonard**Requirements****Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

- ☒ a copy of your proof of nonprofit status, and
- ☒ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to **State of Minnesota**.

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required.

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.mn.gov/gcb.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 12 2006**

ARNOLD S LEONARD CANCER RESEARCH
FUND
C/O GERALD E HELGET ATTY AT LAW
BRIGGS & MORGAN PA
2200 IDS CENTER
MINNEAPOLIS, MN 55402

Employer Identification Number:
20-2924536
DLN:
17053285013015
Contact Person:
SHERRY Q WAN ID# 31052
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
July 14, 2005
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to other organizations, your records must show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence the

Letter 1045 (DO/CG)

REPAIR REQUEST

We, the undersigned land owners; do hereby request the Le Sueur County Board Of Commissioners to clean out and repair Le Sueur County Ditch # 60 located in Cleveland Sec 11 township(s).

Signed

Address & Phone No.

Brad Theris 23905 366th St

Brad Theris 1-952-290-0788

Date: 1-21-15

Description of problem: 60" Culverts Collapsing

due to rains in summer 2014 also

60" RCP Separating

Needs to be repaired
Rogers Rubland

2-11-15

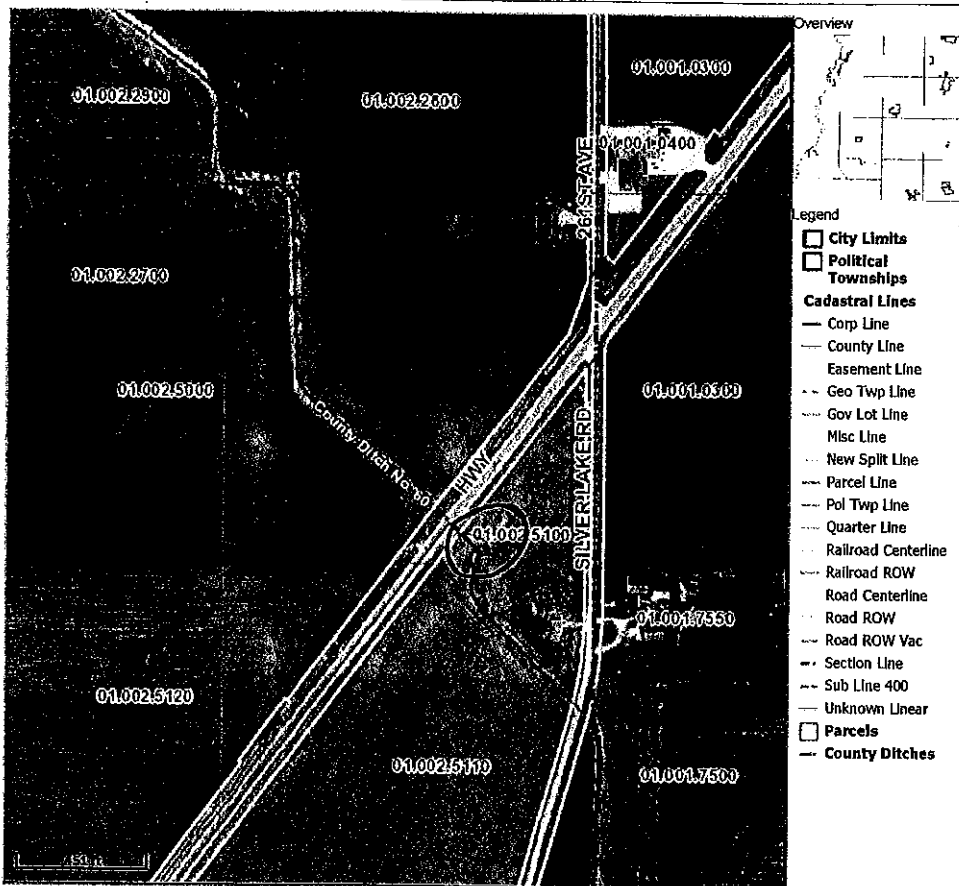
T=Tract Number W=Wetland FW=Farmed Wetland NW=Non-Wetland	MT=Multiple Tract Number CW=Converted Wetland NA=Non-Agricultural AW=Artificial Wetland	HEL=Highly Erodible Land NHEL=Non-Highly Erodible PC=Prior Converted Wetland ECW=Exempt (Commenced) CW	MW=Minimal Effect Wetland (Exempt) MWC, MWM, MWR=See SWCD NC=Non-cropland NI=Non-inventoried
COUNTY LE SUEUR	NOT TO SCALE	REPRODUCED 2001	CROP YEAR 2001
			PHOTO NO E7-L



Le Sueur County, MN



Date Created: 12/15/2014



Last Data Upload: 12/15/2014 4:12:17 AM

Photo from April 2013

developed by
The Schneider Corporation
www.schneidercorp.com

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.

Application fee (nonrefundable)If the application is postmarked or received 30 days or more before the event, the application fee is **\$50**; otherwise the fee is **\$100**.**Organization Information**

Organization Name:

Gustavus Adolphus Ducks Unlimited

Previous Gambling Permit Number:

~~46-3126717~~

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

46-3126717 (EIN#)

Type of Nonprofit Organization (check one):☐

Fraternal

☐

Religious

☐

Veterans

☒

Other Nonprofit Organization

Mailing Address:

800 West College Ave St. Peter

City:

State and Zip:

MN 56082 Nicollet

County:

Name of Chief Executive Officer (CEO):

Adam Peters

Daytime Phone:

320-226-1237

Email:

apeters24@gustaducks.com

Nonprofit Status

Attach a copy of ONE of the following for proof of nonprofit status:

☐**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:

Minnesota Secretary of State
Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Phone: 651-296-2803

☒**IRS income tax exemption (501(c)) letter in your organization's name.**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).**If your organization falls under a parent organization, attach copies of **both** of the following:

- an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):

Shoreland Country Club

Address (do not use PO box):

43781 Golf Course Road

City or Township:

Saint Peter

Zip Code:

56082

County:

Le Sueur

Date(s) of activity (for raffles, indicate the date of the drawing):

March 18th 2015

Check each type of gambling activity that your organization will conduct:

☐

Bingo*

☐

Paddlewheels*

☐

Pull-Tabs*

☐

Tipboards*

☒

Raffle (total value of raffle prizes awarded for the year: \$ 4000)

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

Le Sueur County, MN

Tuesday, February 17, 2015

Board Meeting

Item 2

9:05 a.m. Claims (10 min)

Staff Contact:

Le Sueur County, MN

Tuesday, February 17, 2015

Board Meeting

Item 3

9:15 a.m. Human Services (1 hour)

Staff Contact:



Department of Human Services

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

Human Services Board Agenda February 17, 2015 @ 9:05 a.m.

100- PRESENTATIONS:

- 101 - Introduction of New Staff -
 - Julie Bergeman (Agency Social Worker) Hired 02/09/15

200- INFORMATIONAL ITEMS:

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

300- BOARD APPROVAL ITEMS:

- 310 - 2015 Vehicle Purchase - 1/20/15 approval update
- 320 - Commissioner's Warrants

Le Sueur County, MN

Tuesday, February 17, 2015

Board Meeting

Item 4

10:15 a.m. Human Resources (10 min)

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 AGENDA ITEMS February 17, 2015

Recommendation to approve and sign the Le Sueur County Telecommute Agreement with Miranda Rosa effective January 15, 2015 to January 15, 2016.

Recommendation to grant regular status to Sydnie Wigand, full time Public Health Nurse in Public Health, effective February 4, 2015. Sydnie has completed the six-month probationary period.

Recommendation to grant regular status to Scott O'Brien, full time Deputy Sheriff, in the Sheriff's Office, effective February 10, 2015. Scott has completed the one-year probationary period.

Recommendation to hire Kelly Wroe as a full time Deputy Auditor-Treasurer II, Motor Vehicle Specialist, in the Auditor-Treasurer License Bureau Office, a Grade 6, Step 1 at \$16.74 per hour, effective March 9, 2015.

Recommendation to approve the Policy for Ensuring the Security of Not Public Data and post on the Le Sueur County website.

Equal Opportunity Employer

Policy for Ensuring the Security of Not Public Data

Legal requirement

The adoption of this policy by Le Sueur County satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in Le Sueur County's Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee's position description, or both, Le Sueur County's policy limits access to not public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to Le Sueur County's Data Practices Compliance Official (DPCO):

Data Practices Compliance Official
David Tietz, Sheriff's Office
Carla Mador
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-6375

Procedures implementing this policy

Data inventory

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, Le Sueur County has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by Le Sueur County. To comply with the requirement in section 13.05, subd. 5,

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in Le Sueur County's Inventory, the Responsible Authority, the Data Practices Compliance Official (DPCO), and authorized staff may have access to *all* not public data maintained by Le Sueur

County if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access. Policy for Ensuring the Security of Not Public Data Le Sueur County effective August 1, 2014.

Data sharing with authorized entities or individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or Le Sueur County will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within Le Sueur County, divisions may assign tasks by employee or by job classification. If a division maintains not public data that all employees within its division do not have a work assignment allowing access to the data, the division will ensure that the not public data are secure. This policy also applies to divisions that share workspaces with other divisions within Le Sueur County where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- ☐ Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- ☐ Password protecting employee computers and locking computers before leaving workstations
- ☐ Securing not public data within locked work spaces and in locked file cabinets
- ☐ Shredding not public documents before disposing of them

Penalties for unlawfully accessing not public data

Le Sueur County will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

Data on Individuals
Maintained by Le Sueur County Human Resources
August 1, 2014

This document identifies the name, title and address of the Responsible Authority for the County and describes private or confidential data on individuals maintained by Le Sueur County (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of Le Sueur County's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, Le Sueur County's Responsible Authority, Data Practices Compliance Official, and identified staff will also have access to all not public data on an as needed basis as part of a specific work assignment.

Le Sueur County's Responsible Authority is:

Responsible Authority

Darrell Pettis, Le Sueur County
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-6375

Direct all questions about this document to Le Sueur County's Data Practices Compliance Official (DPCO):

Data Practices Compliance Official

David Tietz, Sheriff's Office
Carla Mador
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-6375

Le Sueur County
Data Categories and Classifications
August 2014

Le Sueur County Division Index

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MINNESOTA GOVERNMENT DATA PRACTICES ACT
2014 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Abatement applications (valuation, homestead, class, disaster credit)	To substantiate claim for tax reduction; collects social security number	Private	M.S. 13.355, subd. 1	Jo Corrow, Assessment Technician
Blind/disabled and paraplegic veterans property tax application	Name, address, ownership, and disability type; collects social security number	Private	M.S. 13.355, subd. 1	Jo Corrow, Assessment Technician
Duplicate social security list	Names and addresses of individuals with multiple homesteads, including social security numbers	Private	M.S. 13.355, subd. 1	Jo Corrow, Assessment Technician
Exempt applications	Information to document qualification for property tax exemptions, may include federal tax ID# and/or social security numbers	Private	M.S. 13.355, subd. 1	Jennifer Flicek, Assistant County Assessor
Green Acre applications	Information to determine eligibility for taxation deferral program; includes names, addresses, PIN's, may include income and expense information, federal ID #'s and/or social security numbers	Private	M.S. 13.355, subd. 1 M.S. 13.51	Jo Corrow, Assessment Technician
Homestead Classification	Request for homestead status, names, addresses, social security numbers	Private	M.S. 273.124, subd. 13 and 13c M.S. 13.335, Subd.1	Jo Corrow, Assessment Technician
Tax Petitions	Taxpayer protests of valuations and/or classifications of property as determined by Assessor	Private	M.S. 13.51, subd. 2	Shayne Bender, County Assessor

Le Sueur County Extension Office

Name of Record, file, process, form or data type	Description (understandable to General Public)	Data Classification	Citation for Classification	Employee work access
Member/ Volunteer 4-H Data	Listing of names, addresses, phones, emails, ages of youth and adults	Private		David Foley, Nancy Domonoske
4-H Livestock Affidavits	Listing of names, addresses, phones, emails of family livestock data	Private		David Foley, Nancy Domonoske
School Listings	List of contacts at schools within the county	Public		David Foley, Nancy Domonoske, Diane DeWitte
Master Gardeners	List of county master gardener's	Private		Diane DeWitte, Nancy Domonoske
Private Pesticide Applicators	List of agricultural pesticide licensed individuals	Private		Diane DeWitte, Nancy Domonoske
LQA&E	Livestock Quality Assurance and Ethics training	Public		David Foley, Nancy Domonoske

Human Resources

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Employment Eligibility Verification Form (I-9)	Verifies status of citizenship or naturalization	Private	8 U.S.C. 1324(a) (Immigration and Nationality Act) Private-MS. 13.43 subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Recruitment and selection material	Requisitions, ads, postings, tests and scores, Interview records, reference checks	Public/Private	29 U.S.C. 626 and 29 C.F.R. 1627.3 (ADEA) and 29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA. Private/Public - M.S. 1303 Subd. 1 (data not on individuals) & M.S. 13.43 subd 3 (applicant data)	All HR Staff on an as needed basis as part of specific work assignments
Employee grievances and/or complaints	Complaints filed under a labor agreement (resolved up to and including the third step)	Public/Private	29 U.S.C. 626 and 29 C.F.R. 1627.3 (ADEA) and 29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964 and ADA Private/Public - M.S. 1343, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Employee Performance Reviews	Performance Evaluations and self evaluations	Public/Private	Administrative Procedure 20 Private - M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
Personnel File	Awards, applications, resumes, Employee Action Forms, Leave Requests, Data Change Forms,	Public/Private	29 U.S.C. 626 and 20 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA Private/Public M.S. 134., Subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Job Description	Essential duties/responsibilities, minimum requirement for position	Public	Administrative Procedure 20 Public - M.S. 13.43 Subd. 2	All HR Staff on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Training Records	Record of various training	Public	MN Rules 5206.0700	All HR Staff on an as needed basis as part of specific work assignments
Reasonable Accommodations Documentation	Record of interactive process, medical certifications, accommodation requests, record of accommodations purposed/made	Private	29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA Private - M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
Human Rights Complaints	Record of complaints made relating to Human Rights	Public/Private	20 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA Public/Private - M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
EEOC Charges	Records of charges filed with EEOC	Public/Private	20 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA Public/Private - M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
Vacation donation program application and supporting documentation		Public/Private	29 C.F.R. 1627.3 (ADEA) and 29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA and 29 C.F.R. 825.500 (Family and Medical Leave Act of 1993) Private/Public - M.S. 1343, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Seniority Rosters	Lists of seniority per the labor agreement	Public	None Public M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Medical statements, medical documentation and information	Workers' Compensation information, ADA requests, FMLA requests documentation	Private	29 U. S. C. 2601.29 C.F.R. 825.500 (Family and Medical Leave Act of 1993) Private - M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
FMLA Documentation	Employee requests, employer response forms, medical documentation	Public/Private	29 U.S.C. 2601; 29 C.F.R. 825.500 (Family and Medical Leave Act of 1993) Private/Public - M.S. 13.43, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Pre-Employment Physical Exams	Results from exams, pass or fail	Private	29 U.S.C. 629; 29 C.F.R. 1627.3 (Age Discrimination in Employment Act) Private M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
General Harassment Complaints	Files containing documentation of complaint, investigation and outcome	Public/Private	29 U.S.C. 626 and 29 C.F.R. 1627.3 (ADEA) and 29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964 and ADA Private/Public - M.S. 13.43, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Lawsuit Files	Information relating to lawsuits, including but not limited to investigation notes, interview notes	Public/Private	None Private/Public - M.S. 13.39 & M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
Employee Investigations	Notes and documents relating to employee investigations	Public/Private	29 E.S.C. 626 and 29 C.F.R. 1627.3 (ADEA) and 29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA Private/Public - M.S. 13.43, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Safety Data Sheets	Safety information on chemicals used	Public	29 C.F.R. 1910.1200	All HR Staff on an as needed basis as part of specific work assignments
OSHA 200 and 300 Logs	Records of work related injury/illness	Public/Private		All HR Staff on an as needed basis as part of specific work assignments
Commercial Driver Drug & Alcohol Testing	Test Results	Public/Private	49 C.F.R. 382.401(b)	All HR Staff on an as needed basis as part of specific work assignments
Payroll Documentation	Time sheets, leave requests	Public/Private	Private/Public M.S. 1343, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments

PUBLIC HEALTH

Name of Record, File, Process, Data Type	Description Understandable to General Public	Data Classification	Citation for Data Classification	Purpose and Use For Collection	Employee Work Access
Employee Personnel Records	Records of prior and current employment history. Contains data relating to hiring, licensing, examination, promotion, discipline and related administrative personnel actions.	Public Private	MS § 13.43	To determine employability; to record hiring, promotions performance evaluations and other personnel actions.	Staff whose work assignment requires access; labor organization; Bureau of Mediation Services
Child Abuse Reports	Professionals in the area of health care, social work, education and law enforcement are required to file reports with the local police department or welfare department. These reports shall be private and an individual data subject shall have access to them, except that the name of the reports shall be disclosed only:	Private	626.556 subd 11		Staff whose work assignment requires access; Law Enforcement, Human Services, County Attorney, Public Defenders
	<ul style="list-style-type: none"> · By the local welfare agency if the report is found to be unsubstantiated · By the local human service department upon court order if the report is found to be substantiated 				

Name of Record, File, Process, Data Type	Description Understandable to General Public	Data Classification	Citation for Data Classification	Purpose and Use For Collection	Employee Work Access
CHAMP (Community Health Administrative Management Program) Bookkeeping Records	Records of deposit slips, transaction records within the system, individual billing and receipting of fees to and from third party payers for client services. Documentation of Client Care.	Private	13.08, 13.38 and 144.335	Payment for individual services	Staff whose work assignment requires access; Records of deposit slips, transaction records within the CHAMP system, billing and receipting of fees to and from individuals and third party payers.
Vulnerable Adult Act	Reports submitted to report a potential vulnerable adult to local human service department or Law Enforcement and recorded in CHAMP documentation system	Private	626.557		Agency Staff, Human Services Department, County Attorney, Public Defenders, Law Enforcement
Client medical records	Client records containing demographic information, ICD's, diagnosis, physician orders, visit documentation, billing information	Private	MS 144.335 and 13.42	Provision of medical care to clients through a Medicare Certified Home Care Agency.	Staff whose work assignment requires access; With signed release: Physicians, Hospitals, Specialty Clinics, Insurance Company, Law Enforcement, Medical Examiners, Workers Compensation, Court, Minnesota Department of Health

Name of Record, File, Process, Data Type	Description Understandable to General Public	Data Classification	Citation for Data Classification	Purpose and Use For Collection	Employee Work Access
Immunization Records	Vaccination types and dates given	Private	13.06, 13.32, 13.42, 144.336 145.911-145.922		Staff whose work assignment requires access; Schools, Clinics, Hospitals
Blood Pressure Records	Blood pressure measurements of walk in clients	Private	144.335	Reference for ongoing evaluation	Staff, health care providers
Women, Infant and Children Records	Women, Infant and Children (WIC)	Private	13.03, 13.42, 13.46	Determination of eligibility and distribution of supplemental food	Staff whose work assignment requires access; Minnesota Department of Health, Law Enforcement, County Attorney
Child and Teen Check-up records	Patient forms with background information, authorization, referral information	Private	13.42	Carry out federally mandated social service program for EPSDT	Individual whose assignment reasonably requires. Health providers, schools, Headstart
Visit Data Reports	Aggregate monthly reports to board of number of visits, pay source and type of service provided.	Public	13.03	Agency evaluation and Board of Health review.	Board of Health
Bookkeeping Records	Records of deposit slips, transaction records within the system, billing and receipting of fees to and from other agencies and third party payers.	Public	13.03, 13.42, 145.911-145.922	Reimbursement of services provided throughout the agency	Board of Health, State Auditor, Insurance Companies, Individuals of the information

Name of Record, File, Process, Data Type	Description (Understandable to General Public)	Data Classification	Citation for Data Classification	Purpose and Use For Collection	Employee Work Access
Grant Data	Reports submitted to state agencies and financial reporting to the state of MN accounting for use of grant dollars	Public	13.03 and 145.99-145.922	Report and accountability of grant dollar expenditures.	
Payroll	Payroll forms and reports generated from payroll	Public	13.03	Payroll of staff employed by Le Sueur County Public Health	
Board of Health Agendas and Minutes	Documentation of official business conducted by the Le Sueur-Waseca Board of Health	Public	13.03	Public notice and accountability of actions of the Board of Health	
Medicare Cost Report	Statistical and financial information on the Medicare Certified Home Care Program	Public	13.03	Determine cost/visit for Medicare charges	

Le Sueur County Sheriff's Office

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Data Classification	Employee Work Access
Accident Reports	Officers report of an accident investigation required by State Law, indicating driver's name, DOB, address, passengers, cause of accident, amount of damage, injuries and drawing of accident with description	Private Confidential	MN Statute 169.09, Subd. 9	All Sheriff's Staff on an as needed basis as part of specific work assignments
Admission Release Records	To extent contains inmate private or confidential data.	Private Confidential	MN Statute 13.85, Subd. 2 and 3	All Sheriff's Staff on an as needed basis as part of specific work assignments
Adult Case Files	Written reports of investigation or action taken by deputy/investigator. Reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports and supporting documents.	Private Confidential (depending on status and identified individual)	MN Statute 13.82, Subd. 7-11 and 17	All Sheriff's Staff on an as needed basis as part of specific work assignments
Arson	Arson reporting immunity from disclosure of information insurance company to release to law enforcement.	Private Confidential	MN Statute 13.85, Subd. 7.17 MN Statute 299F.054	All Sheriff's Staff on an as needed basis as part of specific work assignments

Bookkeeping Records for Jail and Civil Process Transactions	Records of deposit slips, transaction records within the system, prisoner and Huber transactions, billing and receipting of fees to/from other agencies and attorneys.	Private to inmate financial records	MN Statute 13.85, Subd. 2 and 3	All Sheriff's Staff on an as needed basis as part of specific work assignments
Checking Account Numbers		Private	MN Statute 13.37	All Sheriff's Staff on an as needed basis as part of specific work assignments
Child Abuse Investigations		Private Confidential	MN Statute 13.82, Subd. 7-9	All Sheriff's Staff on an as needed basis as part of specific work assignments
Child Abuse - Maltreatment of Minors	Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority to prosecuting authority for disclosure of name of substantiated report. Unsubstantiated Reports	Private Confidential	MN Statute 626.556, Subd. 7 and 11, MN Statute 13.82, Subd. 7-9	All Sheriff's Staff on an as needed basis as part of specific work assignments
Criminal Records	Availability for public employment or licensing purposes. Convenience Copy from BCA.	Private	MN Statute 13.87	All Sheriff's Staff on an as needed basis as part of specific work assignments
Firearm Application/Permit and Related Data	All data related to Permits to obtain and/or carry a handgun.	Private	MN Statute 13.87, Subd. 2, MN Statute 624.714, Subd. 14	All Sheriff's Staff on an as needed basis as part of specific work

				assignments
Gunshot Wound Report	Health professionals shall report gunshot wounds they treat to the sheriff.	Confidential	MN Statute 626.53	All Sheriff's Staff on an as needed basis as part of specific work assignments
Huber Release Records	Permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege and monies paid to the court by their order.	Private to inmate	MN Statute 13.85, Subd. 2	All Sheriff's Staff on an as needed basis as part of specific work assignments
Incident Complaint Logs	Chronological records of events.I.D. of undercover agents, informants, victims of sexual assault or interfamilial sex abuse.Arrest warrant indices until taken into custody, served or appear before court.Description of stolen, lost or recovered property.Program DataDeliberative processes or investigative techniques, final opinion or justification.	PrivateConfidentialPrivateConfidentialConfidential	MN Statute 13.82, Subd. 7 and 17MN Statute 13.82, Subd. 7 and 17MN Statute 299C.065, Subd. 4MN Statute 13.82, Subd. 19MN Statute 13.82, Subd. 20MN Statute 13.82, Subd. 21MN Statute 13.82, Subd. 25	All Sheriff's Staff on an as needed basis as part of specific work assignments
Initial Complaint Report	First record of all calls for service or reports of offenses received. In part not public.	Private Confidential	MN Statute 13.80 MN Statute 13.82	All Sheriff's Staff on an as needed basis as part of specific work assignments
Initial Complaint Reports of Transports of Prisoner	Documents relating to all transportations of individuals showing date, time, name of person, by whom, and to where transported.	Juvenile Private	MN Statute 260B.171	All Sheriff's Staff on an as needed basis as part of specific work assignments

Inmate Financial Records	Records of inmates financial in/out status during incarceration.	Private	MN Statute 13.85, Subd. 2	All Sheriff's Staff on an as needed basis as part of specific work assignments
Inmate History Information	Summary card showing all financial transactions involving individual inmates filed after discharge and kept in booking room during incarceration.	Private	MN Statute 13.85, Subd. 2	All Sheriff's Staff on an as needed basis as part of specific work assignments
Inmate Incident Reports	Jailer/Deputy report giving particulars in case of accident/incident to inmate while incarcerated in the jail. Such incident will also be located in the daily log.	Private Confidential	MN Statute 13.85, Subd. 2 and 3	All Sheriff's Staff on an as needed basis as part of specific work assignments
Inmate Medical Record	Any and all medical activity and records involving each inmate during incarceration.	Private	MN Statute 13.85, Subd. 2	All Sheriff's Staff on an as needed basis as part of specific work assignments
Inmate Visitor Registration Log/Jail Visitor Register	Sign in log stating name of visitor, relation to inmate being seen, date, time and name of inmate seen.	Private	MN Statute 13.85, Subd. 2	All Sheriff's Staff on an as needed basis as part of specific work assignments
Investigations	Active: Cases involved in an ongoing investigation. Inactive: Closed cases, identities of same parties.	Confidential Private	MN Statute 13.82, Subd. 7, 8 and 10 MN Statute 13.82, Subd. 17	All Sheriff's Staff on an as needed basis as part of specific work assignments

Jailer's Daily Activity Log	Documents relating to specific activities of jailers and prisoners during each jailer's shift each day. Chronological record maintained by jailers in regard to daily events including security checks and routine occurrences.	Private Confidential (depending on context)	MN Statute 13.37 MN Statute 13.85, Subd. 2 and 3	All Sheriff's Staff on an as needed basis as part of specific work assignments
Juvenile Case Files	All information dealing with involvement of juveniles in criminal activity incidents prior to age 18. Also includes non-criminal activity involvement in any matter pending investigation by law enforcement.	Private Confidential	MN Statute 13.82, Subd. 17 MN Statute 260B.171 and 260C.171	All Sheriff's Staff on an as needed basis as part of specific work assignments
Maltreatment of Vulnerable Adults	Records created or received in conducting investigations by law enforcement. Identity of Reporter.	Private Confidential Confidential	MN Statute 13.82, Subd. 7, 10 and 11 MN Statute 626.557 MN Statute 626.557, Subd. 12b (c)	All Sheriff's Staff on an as needed basis as part of specific work assignments
Master Index: Adults	Name file entry and all incidences attached to the name.	Private Confidential (depending on context)	MN Statute 13.82, Subd. 7-11 and 17	All Sheriff's Staff on an as needed basis as part of specific work assignments
Master Index: Juveniles	Name file entry and all incidences attached to the name.	Private Confidential (depending on context)	MN Statute 13.82, Subd. 260B.171	All Sheriff's Staff on an as needed basis as part of specific work assignments
Officer Investigative Progress Reports	Deliberative processes or investigative techniques, final opinion or justification. Officer's views.	Confidential	MN Statute 13.82, Subd. 25	All Sheriff's Staff on an as needed basis as part of specific work assignments

Predatory Offender Registration Data		Private	MN Statute 243.166	All Sheriff's Staff on an as needed basis as part of specific work assignments
Property Lists	Description of stolen, lost or recovered property.	Private	MN Statute 13.82, Subd. 20	All Sheriff's Staff on an as needed basis as part of specific work assignments
Radio/Dispatch Logs	Documents relating to calls taken by dispatcher and referred to a law enforcement agency.	Private Confidential (depending on context)	MN Statute 13.82, Subd. 7-10 and 17	All Sheriff's Staff on an as needed basis as part of specific work assignments
Sealed Arrest and Criminal Files	Court Ordered Sealed/Expunged Records	Confidential	MN Statute 609A.03	All Sheriff's Staff on an as needed basis as part of specific work assignments
Tow Slips/Reports	Record of all vehicles towed by department	Private Confidential (depending on context)	MN Statute 13.82 MN Statute 13.85	All Sheriff's Staff on an as needed basis as part of specific work assignments
Vulnerable Adult Investigation		Private Confidential	MN Statute 13.82, Subd. 7, 10 and 11	All Sheriff's Staff on an as needed basis as part of specific work assignments
Warrant Files	Arrest warrant exists until taken into custody, served or appear before court.	Confidential	MN Statute 13.82, Subd. 19	All Sheriff's Staff on an as needed basis as part of specific work assignments

Warrants for Intercepting Communications	Court warrant approving interception of wire oral communication	Confidential	MN Statute 626A.06, Subd. 9	All Sheriff's Staff on an as needed basis as part of specific work assignments
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Le Sueur County Veterans Service

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Data Classification	Employee Work Access
Veterans File	Case History Summary. Information concerning Veterans Personnel Information	Confidential/Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Department of Veterans Affairs Rating Decisions and Award Letters	Explanation of Veterans Service Connected Disabilities	Confidential/Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Department of Veterans Affairs Forms	Used to file for benefits	Confidential/Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Medical Records/Mental Health Records	Record of Medical/Mental Health Treatment	Confidential	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Vetra- Spec Files	Documentation of Veterans Information, Record of Service, Veterans Disabilities, Dependents	Confidential/Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Retired Veterans Files	Case History Summary. Information concerning Veterans Personnel Information	Confidential/Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Listing of Deceased Veterans	List of Veterans who have died and where they are buried	Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
List of Claims filed with the Department of Veterans Affairs and the MN Department of Veterans Affairs	Record of Claims filed	Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director

Le Sueur County, MN

Tuesday, February 17, 2015

Board Meeting

Item 5

10:25 a.m. BYOD Policy (15 min)

Staff Contact: Scott Gerr--MIS

Le Sueur County Wireless Telecommunication Device User Agreement

Purpose	Le Sueur County supports the use of Wireless Telecommunication Devices, including cell phones, smart phones, tablets as an efficient tool for accomplishing work. Because an efficient administrative process is desired, County-wide policy and procedures regarding the purchase and use of Wireless Telecommunication Devices has been developed.
Policy and Appropriate Use	It is the responsibility of any employee of Le Sueur County who uses a wireless device to access County data/resources to ensure that all efforts be made to protect the security of the data, including adherence to the Le Sueur County Wireless Telecommunication Device Policy and abiding by security requirements identified for wireless equipment.
Access Control	<p>Le Sueur County reserves the right to authorize access to the County network or County-connected infrastructure whether through County-owned wireless devices or personally owned equipment. An employee considering the use of personally owned equipment is required to consult with IT to confirm that the device is capable of supporting a County connection.</p> <p>The County reserves the right to refuse, by physical and non-physical means, the ability to connect a wireless device to County and County-connected infrastructure. Devices that do not meet requirements may not be connected to the County infrastructure. The County reserves the right to remain current with security requirements and/or changes in technology. The county reserves the right to remotely wipe a mobile device that has been lost or stolen. In general all devices must:</p> <ul style="list-style-type: none">• Utilize screen lock/password capability• Support the Microsoft ActiveSync (Exchange ActiveSync) application allowing a mobile device to synchronize with either a desktop PC or Le Sueur County's email server.• Add any additional mobile device management software as adopted by the Information Technology Department for secure login and data security enforcement.
Security	<p>All mobile devices connected to the County infrastructure must conform to minimum security standards published by Le Sueur County. In the event that a mobile device connected to the County network is lost or stolen, it is the responsibility of the user of that device to immediately report the loss to their supervisor or the IT Department. The employee is also responsible for notifying their service provider.</p> <p>Employees using mobile devices and related software for network and data access will use the security features prescribed by the County including password protection and encryption. Any mobile device that is being used to store Le Sueur County data must adhere to the authentication requirements of Le Sueur County.</p> <p>The Le Sueur County Information Technology Department will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass said security implementation will be deemed an intrusion attempt and will be dealt with in accordance with County Personnel Policies.</p> <p>All employees must allow the Information Technology Department to remove County specific data and software from their personal wireless device when such data are no longer required.</p>
Wireless Authorization	This signed agreement must be completed prior to connecting personal devices to County-owned resources. Page 1 of 3

I, _____ have read and agree to the Le Sueur County Wireless Telecommunication Device Policy and User Agreement. I understand and agree to remove all County-specific data from my personal wireless device when such data is no longer required; and I will immediately report lost or stolen wireless devices to the Le Sueur County IT Department and my supervisor.

Employee Signature: _____ Date: _____

Supervisor Review

Request is Approved ☐ Denied ☐

Supervisor Signature: _____ Date: _____

Department Head Review

Request is Approved ☐ Denied ☐

Department Head Signature: _____ Date: _____

Information Technology Director Review

Request is Approved ☐ Denied ☐

IT Director Signature: _____ Date: _____

County issued phone number: _____ ☐ IT Master list updated

Le Sueur COUNTY

Wireless Telecommunication Device Policy

POLICY STATEMENT

The purpose of this policy is to define standards, procedures, and expectations for any users who access County data from mobile devices connected to external networks outside of Le Sueur County's direct control.

This policy recognizes that now and in the future, Le Sueur County business will be conducted on both County-owned and personally-owned mobile devices. This policy must be followed by all mobile device users no matter who owns the device.

Examples of mobile devices that this policy applies to include: cellular smartphones, tablets, e-readers, and other similar mobile wireless devices with computing functionality. This list is not exhaustive, will change over time, and is intended for illustration only.

The primary goal of this policy is to protect the integrity of the private and confidential client and business data that resides within Le Sueur County's technology resources, particularly when it is accessed by or transferred to mobile devices which, by their very nature, can be easily lost or stolen. This policy is intended to prevent these data from being deliberately or inadvertently stored insecurely on a mobile device, or carried over or stored on an insecure network, where the data potentially can be accessed by unsanctioned resources or persons. A breach of this type could result in loss of information, damage to critical applications, damage to the County's public image and liability to the County or third persons. Therefore, all users employing a mobile device connected to an external network outside of Le Sueur County's direct control to backup, store, and otherwise access County data or technology resources must adhere to County-defined policies and processes for doing so.

Secondary goals of this policy are to help employees work with maximum efficiency and to ensure accountability of public funds entrusted to Le Sueur County.

DEFINITIONS

Business use: work-related responsibilities required by an employee's position or role assigned by the employee's supervisor, manager, department head or other county official.

Convenience-level access: using the operating system of the device when purchased from the manufacturer users can connect (i.e. synchronize their device) to Le Sueur County's email network through its mobile device management system. This level of access limits users to see email, calendar, contacts and tasks data that make up the County's email system.

County email system: Data and services associated with the County-provided email system including calendaring, contact information, task management, etc. (also known as "Outlook" by users).

County-owned: a device that is purchased by, and provisioned by, Le Sueur County for use by County employees or associates¹. **County-sanctioned devices** are devices that are not owned by the County, but may instead be used by employees or associates of the County for county business use.

Data Security Officer: An employee in the Information Technology department who is responsible for developing and implementing a security risk management program for the County's technology resources; publishing enterprise-wide security policies, procedures, and responsibilities; and providing programs and processes to implement these security risk management policies.

¹ Associates are defined as people who are not employees but who work within County facilities or its networks to provide services to the County. Associates may include employees of vendors or contractors, interns, volunteers, or others.

Designee: For purposes of this policy, designee means one or more individuals to whom the County Administrator has delegated authority under this Policy by written delegations, which identify the authorities delegated, the individuals to whom authority is delegated, and the duration of the delegation. This written delegation document will be maintained on file with the Clerk to the Board.

Information Technology department (IT): IT staff provide services to all County employees who require telephone or computing technology hardware and software to perform their jobs. IT services include project management and business analysis, software development, maintenance, support, security and administration for: web-based applications, third-party applications, client records and document management systems, databases, the County's intranet and external website, and all virtual and physical desktop or mobile devices.

Mobile device: A tablet computer, mobile phone (also known as a "smart" phone), or other portable device with a proprietary operating system that is small enough to be easily transported and conveniently used in temporary remote work locations such as client settings, airplanes, libraries, temporary offices, and off-site meetings.

Mobile device management (MDM): a software system that acts as an over-the-air electronic gateway between an array of mobile devices and an organization's data and networks. MDM also blocks unauthorized users from synchronizing with technology resources and enforces device registration, authenticates users, encrypts data in transit and at rest on the device, enforces security protocols such robust passwords, and can remotely wipe (delete) all business-related data from devices that are compromised. Also known as a Mobile Applications Management system.

Mobile phones: Also known as "cellular phones", "cell phones", or "smart phones", a portable electronic device used for mobile voice or data communication over a network of specialized base stations.

Personally-owned or privately-owned devices: For the purposes of this policy, computing devices such as mobile phones and tablet computers that have been purchased and are maintained exclusively by an employee, county elected official, contractor, intern, or volunteer, and that are used for mobile voice or data communication for both business and personal use.

Provisioned: software or other customized operations system changes, including those necessary to support security protocols, installed on mobile devices by either the County or a device manufacturer. Applications for tablets may also be County-provisioned so that devices connect with County technology resources.

Technology resources: all of the components required to deliver or access IT services, including hardware, software, telecommunications, data networks, infrastructure, and other similar components.

Users: any elected official, employee (i.e., a person who is appointed to a non-limited or limited term of employment, contractor, vendor, intern, or volunteer who is provided access to Le Sueur County data or networks for business purposes.

GENERAL

SCOPE and APPLICABILITY

This policy relates to the purchase, use of, and connectivity to County technology resources, whether by personally-owned or County-issued devices. It applies to all Le Sueur County elected officials, employees (including full and part-time staff), temporary staff, interns, volunteers, and contractors or vendors who use either a County-owned or personally-owned mobile device to access County technology resources such as any County data on any County network. Access to technology resources is a privilege, not a right, and employment at Le Sueur County does not automatically guarantee the initial and ongoing privilege to use mobile devices to gain access to County technology resources.

Employees will follow all local, state, and federal regulations regarding the use of mobile devices while operating motor vehicles or heavy machinery. If possible, employees should pull off the road or use a hands-free device to conduct legally-allowed business using a mobile device while operating a motor vehicle. The Sheriff's Office may promulgate supplemental policies which will supersede the application of this section to licensed law enforcement employees.

All work-related photographs and/or videos captured on a County-owned mobile device are considered governmental data and shall be transferred to government computers for proper documentation and storage promptly. Similarly, all work-related photographs and/or videos captured on a non-County-owned mobile device are also considered governmental data and shall be transferred to government computers for proper documentation and storage promptly. Employees must exercise discretion with personal use of mobile devices when using a County-owned mobile device.

Employees authorized to use text messaging for County business may only do so for messages that do not need to be retained by Le Sueur County. Examples include notices of meetings, directions, and non-protected scheduling information, and other routine messages that would not be filed if it were a paper communication. Employees are prohibited from using text messages to send policy, contract, personnel or private client-related County data. Employees are prohibited from sending text messages containing governmental information classified as confidential, private, or non-public in Chapter 13 of Minnesota State Statute. If text messages need to be saved under Le Sueur County retention policies, employees must be able to transfer messages to their Department's network drive.

If a question arises regarding the retention of an electronic communication on a mobile device, the employee shall analyze the information and determine whether retention is required by federal, state or local regulations or policies. All users, of either County-owned or non-County-owned mobile devices, shall preserve all governmental data required to be maintained pursuant to the adopted records retention schedule of Le Sueur County for the required period on a County-owned server in a format that preserves the integrity of the original record and is easily accessible as required by state and federal laws.

This policy is complementary to any previously implemented policies dealing specifically with data access, data storage, data movement, and connectivity of mobile devices to any element of the County network.

CRITERIA

Device ownership preference

Based on necessity for his/her job, Le Sueur County's first preference is for employees to use personally-owned devices for approved business uses. The second preference is for Le Sueur County to approve County-owned mobile devices for employees to use as necessary to perform their work functions.

Nonexempt employees who access County systems with mobile devices may not work non-shift hours without authorization or direction from a supervisor.

Compliance and Data Maintenance

All employees who access County technology resources using a mobile device must sign a user agreement, which is time-limited and must be reviewed and renewed annually. As part of this process, employees are responsible for updating their list of active devices with the County.

IT staff provide department heads annually with a list of employees who access county data/networks using mobile devices under this policy. Department heads must review this list and confirm with IT staff that access has been terminated for:

- current employees who no longer require access,
- devices that are no longer in use,
- users who are on unpaid leave or whose access has otherwise been eliminated by department managers,
- or users who are no longer employed by Le Sueur County, so that their access can be terminated.

AFFECTED TECHNOLOGY

Any device remotely connecting to the County's technology resources must be manufactured with software that allows connectivity and synchronization. Such devices must also be compatible with the County's Mobile Device

Management (MDM) system. Not all personally-owned devices come with software that allows this connectivity. Connectivity of all mobile devices will be centrally managed by the Le Sueur County IT department and will require use of security protocols such as authentication and strong encryption measures, as outlined in the user agreement.

PROCEDURES

If the MDM system fails for any reason, or some other network-wide technology system fails, all mobile device users with access to County technology resources must ensure that all security protocols normally used in the management of County data continue to be followed. It is imperative that any mobile device that is used to conduct Le Sueur County business be used appropriately, responsibly, and ethically. Failure to do so may result in immediate suspension of the user's access privileges to County technology resources in order to protect the County's data and technology resources.

ACCESS CONTROL

1. Le Sueur County, through its Information Technology Director, reserves the right to refuse to connect or to remove the connection of mobile devices to the County's technology resources if the County reasonably believes that the mobile devices pose or might pose a risk to the County's technology resources, data, users or clients, or if otherwise deemed appropriate by management.
2. Any personally-owned devices must have sufficient minimum functionality to allow security protocols (such as encryption, password lockouts, and others) in order for them to be connected to County technology resources. Such devices must also be compatible with the County's MDM system.

SECURITY

3. For any devices connected to County technology resources that are lost or stolen, whether County owned or personally owned, the user of that device shall immediately report the loss to the Le Sueur County Help Desk and the user's supervisor.

When notified by Help Desk staff, the Data Security Officer will follow the established guidelines to determine next steps. If the device is owned by the user, the user is responsible for notifying his/her wireless service provider of the loss or theft.

4. Le Sueur County, through its Information technology Director, intends to remotely delete or wipe business- related messages and data from mobile devices, including personally-owned mobile devices, when the device has been reported to be lost or stolen. While Le Sueur County intends that the capability of its mobile device management system will not be used to delete personal messages and data from personally-owned devices, Le Sueur County cannot and does not guarantee that such personal messages and data will never be remotely deleted or wiped. Prudent owners of mobile devices should back up their personal messages and data that are stored on their personal devices.
5. All mobile devices, whether county-owned or personally-owned, will also be remotely wiped of all business data if the user is no longer a County employee, or for the duration of any unpaid leave. This remote wipe will occur when the user is removed from the MDM system.
6. Devices whose users modify hardware or software installed to enforce security protocols (known as "jail-breaking", an action to replace or over-ride the device's native operating system or other security systems installed on the device), will not be allowed access to County technology resources.
7. IT will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass these security systems will be deemed an intrusion attempt and could be dealt with in an appropriate manner.
8. All employees must remove County-specific data from mobile devices, whether County owned or personally owned, when such data are no longer required for performance of the employee's job duties.

HELP & SUPPORT

9. Le Sueur County supports technology that is used by its employees to conduct County business. However, Le Sueur County, through its Information Technology Department, reserves the right to establish and implement a system of prioritizing the allocation of resources for providing such help and support.
10. The Information Technology Department places the highest priority on providing support and help to users of County-owned mobile devices. The Information Technology Department places the next to highest priority on providing support and help to users of personally-owned devices that have been approved for business use. The lowest priority will be given to users of personally-owned mobile devices with only convenience-level access. Help and support for convenience access users will be limited to establishing connectivity to Le Sueur County's wireless networks and synchronization with Le Sueur County email and calendar system, as time allows.
11. Information Technology staff will maintain a list of mobile devices, both County-owned and personally-owned, for which the Information Technology Department is able to provide help and support. The Information Technology Department will provide help and support only in connection with devices that are County-owned or are personally-owned devices.
12. Mobile device malfunctions unrelated to connectivity to Le Sueur County technology resources on personally-owned mobile devices are addressed by the owner's service provider, not Le Sueur County Information Technology Department.

USER COMPLIANCE

Users who are authorized to bring their own device to work:

- Have no expectation of privacy for data contained on the portion of the device that is used for business purposes. All business-related messages and data transmitted through the County's technology resources are the property of Le Sueur County and are subject to being accessed, remotely deleted, or disclosed to Le Sueur County at all times and without notice.
- Have a high but not a guaranteed expectation of privacy for data contained on the portion of a personally-owned device that is used for personal purposes. Le Sueur County does not intend to intentionally access, delete or disclose data contained on the portion of the device that is used for personal purposes, unless directed to do so by the employee. However, it is possible that such access, deletion or disclosure may inadvertently or accidentally occur.

Employees that are issued a County-owned mobile device are prohibited from the following:

- Using the equipment for personal profit or gain.
- Using equipment to transmit, receive or distribute pornographic, obscene, abusive, or sexually explicit materials, or materials containing unclothed or partially unclothed people.
- Violating any local, state, or federal law or engaging in any type of illegal activity.
- Using the mobile device to engage in any type of harassment or discrimination, including but not limited to sexual harassment and harassment based upon race, gender, sex, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability or any other type of harassment or discrimination prohibited by law and County policy.
- Using the mobile device to engage in any type of commercial enterprise unrelated to the specific purposes and needs of Le Sueur County.
- Using the mobile device to engage in any form of solicitation.
- Using the mobile device to promote any political causes.

Whether using County-owned or personally-owned mobile devices to conduct County business, all users must cooperate with the staff in the Information Technology Department and the County Attorney's Office to preserve electronic records or data stored on the device that show the use of the device, and that are relevant to the

subjects of lawsuits or audits involving the County, its officials and employees. All mobile device users must immediately surrender the device for purposes described in this paragraph if requested to do so.

Users of County-owned or personally-owned mobile devices who seek access to County technology resources must confirm that they have read and understand this policy and must complete a training session about this policy. The training will include discussion of the responsibilities described in the user agreement. No user agreement will be accepted until the training is complete, and no access to County technology resources will be allowed without proof of a signed user agreement.

Disciplinary action for failure to comply with this policy

Employees failing to adhere to this policy may, at the full discretion of the employee's supervisor in consultation with IT, result in the suspension of any or all technology use and connectivity privileges. When violations of this Policy occur, County disciplinary procedures will be followed. If the employee is subject to a collective bargaining agreement, the disciplinary procedures in the agreement will be followed. Employee Relations staff must be consulted before any disciplinary action is taken based upon violations of this Policy.

Chair, Le Sueur County Board of Commissioners

Date

Le Sueur County Administrator

Date



Pricing Proposal
Quotation #: 9143426
Created On: 1/30/2015
Valid Until: 3/1/2015

County of Le Sueur MN

Inside Account Executive

Scott Gerr
88 South Park Avenue
Le Center, MN 56057
United States
Phone: (507) 357-8286
Fax:
Email: sgerr@co.le-sueur.mn.us

Anthony Favia
290 Davidson Avenue
Somerset, NJ 08873
Phone: 800-477-6479
Fax:
Email: Anthony_Favia@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 AirWatch Green Management Suite Perpetual AirWatch - Part#: GMS-PL-DEV Note: License - One Time Fee	75	\$38.67	\$2,900.25
2 AirWatch Green Management Suite AirWatch - Part#: GMS-MF-DEV Note: Maintenance - Annual Fee	75	\$9.94	\$745.50
3 AirWatch Green Management Suite Basic On AirWatch - Part#: PS-GMS-OP-LITE Note: Premise Deployment Offering	1	\$1,740.33	\$1,740.33
Subtotal			\$5,386.08
Total			\$5,386.08

Additional Comments

If you are using SHI's contract# #48196 release C1046(5), please include this contract number on your PO
Please include billing and shipping in PO.

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.



Pricing Proposal
Quotation #: 9140498
Created On: 1/30/2015
Valid Until: 3/1/2015

County of Le Sueur MN

Scott Gerr

88 South Park Avenue
Le Center, MN 56057
United States
Phone: (507) 357-8286
Fax:
Email: sgerr@co.le-sueur.mn.us

Inside Account Executive

Anthony Favia

290 Davidson Avenue
Somerset, NJ 08873
Phone: 800-477-6479
Fax:
Email: Anthony_Favia@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 AirWatch Green Management Suite Subscription License - Shared Cloud - Recurring 3 Year Fee AirWatch - Part#: GMS-SB-CLD-3USR-3Y Note: License -36 Months	50	\$213.02	\$10,651.00
2 AirWatch Green Management Suite Cloud Deployment Offering AirWatch - Part#: PS-GMS-CLD-SP Note: Professional Services - One Time	1	\$1,491.71	\$1,491.71
Subtotal			\$12,142.71
Total			\$12,142.71

Additional Comments

If you are using SHI's contract# #48196 release C1046(5), please include this contract number on your PO
Please include billing and shipping in PO.

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.



Pricing Proposal
Quotation #: 9140431
Created On: 1/30/2015
Valid Until: 3/1/2015

County of Le Sueur MN

Scott Gerr
88 South Park Avenue
Le Sueur, MN 56057
United States
Phone: (507) 357-8286
Fax:
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Inside Account Executive

Anthony Favia
290 Davidson Avenue
Somerset, NJ 08873
Phone: 800-477-6479
Fax:
Email: Anthony_Favia@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 AirWatch Green Management Suite - Subscription License - Shared Cloud - Annual Fee AirWatch - Part#: GMS-SB-CLD-3USR-1Y Note: License - Subscription - 12 Month(s)	50	\$78.90	\$3,945.00
2 AirWatch Green Management Suite Cloud - Deployment Offering AirWatch - Part#: PS-GMS-CLD-SP Note: Professional Services - One Time Purchase	1	\$1,491.71	\$1,491.71
Subtotal			\$5,436.71
Total			\$5,436.71

Additional Comments

If you are using SHI's contract# #48196 release C1046(5), please include this contract number on your PO
Please include billing and shipping in PO.

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.

Le Sueur County, MN

Tuesday, February 17, 2015

Board Meeting

Item 6

10:40 a.m. Dave Tietz, Sheriff (5 min)

RE: Vehicle Quotes

Staff Contact:



Office of
David D. Tietz
Sheriff of LeSueur County
88 South Park Avenue
Le Center, Minnesota 56057

CHIEF DEPUTY
Brett V.P. Mason

INVESTIGATORS
Bruce Collins
Robert Vollmer
Todd Waldron

PHONE 507 357-4440
Fax 507 357-4627

Le Sueur County Commissioners Meeting
February 17th, 2015

RE: Squad Quotes

Dear Commissioners:

Please find attached, quotes and specifications for the 2015 budgeted unmarked Sheriff vehicles. I received quotes from Wolf Motors, LeSueur and New Prague Auto Group, New Prague Ford.

- (1) 2015 - Ford Interceptor (Sedan) 4-Door (Replacing 2008 Chevrolet Impala)
New Prague Auto - \$24,600
Wolf Motors - \$24,689.44
- (2) 2015 - Ford Interceptor (SUV) 4-Door (Replacing 2008 Dodge Durango and 2006 Dodge Van)
New Prague Auto - \$26,300 x (2) \$52,600
Wolf Motors - \$26,433.44 x (2) \$52,866.88
- (1) 2015 - Ford F-150 4 Door Crew Cab XL Series (Replacing 2010 Ford Explorer)
New Prague Auto - \$28,428
Wolf Motors - \$28,548.88

Total Budgeted Monies: \$120,000.00 / Total for Purchases \$105,628.00
(There will be upcoming equipment installation costs)

There will be no trade-ins on these purchases. Le Sueur County Environmental Services has use for the 2008 Chevrolet Impala and 2008 Dodge Durango. Emergency Management has use for the 2010 Ford Explorer. The Sheriff's Office will keep 2006 Dodge Van for special details.

Respectfully submitted,


LeSueur County Sheriff
David Tietz



Office of
David D Tietz

Sheriff of Le Sueur County
Le Center, Minnesota 56057

CHIEF DEPUTY SHERIFF
Brett V.P. Mason

INVESTIGATOR
Bruce Collins
Bob Vollmer
Todd Waldron

PHONE 507 357-4440 or
507-357-4441 Day or Night
Fax 507 357-4627

January, 16, 2015

Please submit a written quote for the following vehicles and deliver said quote to Sheriff David Tietz at the LeSueur County Sheriff's Office, LeCenter, MN 56057 Quotes will be received until January 28, 2015 @ 5:00pm

(1) - 2015 Ford Interceptor (Sedan) 4-Door

Minimum Specifications

Privacy Glass
3.7 L V6 engine
Automatic Transmission
All Wheel Drive
Power Locks/Windows
Speed Control/Tilt Steering
Cloth Bucket Seats
Engine Block Heater
Rear View Camera
Carpeted Floors
Keyless Entry (2 Fobs)
Daytime Running Lights
Power/Heated Mirrors
Cargo Dome Light
Wheel Covers
Voice Activated Communication System
Sterling Gray Metallic (TN)

Respectfully yours,


LeSueur County Sheriff
David Tietz



Office of
David D Tietz

Sheriff of Le Sueur County
Le Center, Minnesota 56057

CHIEF DEPUTY SHERIFF
Brett V.P. Mason

INVESTIGATOR
Bruce Collins
Bob Vollmer
Todd Waldron

PHONE 507 357-4440 or
507-357-4441 Day or Night
Fax 507 357-4627

January, 16, 2015

Please submit a written quote for the following vehicles and deliver said quote to Sheriff David Tietz at the LeSueur County Sheriff's Office, LeCenter, MN 56057. Quotes will be received until January 28, 2015 @ 5:00pm

(2) - 2015 Ford Interceptor (SUV) 4-Door Colors (Smoke Stone & Medium Titanium Metallic)

Minimum Specifications

Privacy Glass
3.7 L V6 engine
Automatic Transmission
112.6 Wheel Base
All Wheel Drive
Power Locks/Windows
Speed Control/Tilt Steering
Cloth Bucket Seats
Engine Block Heater
Rear View Camera
Carpeted Floors
Keyless Entry (2 Fobs)
Daytime Running Lights
Power/Heated Mirrors
Cargo Dome Light
Wheel Covers
Voice Activated Communication System

Respectfully yours,


LeSueur County Sheriff
David Tietz



Office of
David D Tietz

Sheriff of Le Sueur County
Le Center, Minnesota 56057

CHIEF DEPUTY SHERIFF
Brett V.P. Mason

INVESTIGATOR
Bruce Collins
Bob Vollmer
Todd Waldron

PHONE 507 357-4440 or
507-357-4441 Day or Night
Fax 507 357-4627

January, 16, 2015

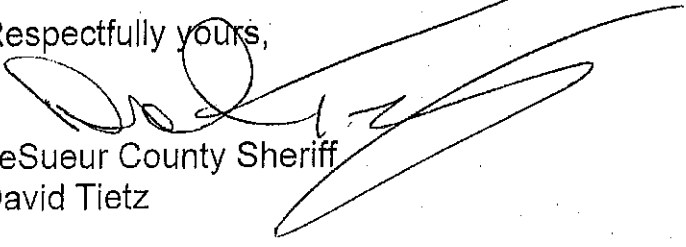
Please submit a written quote for the following vehicles and deliver said quote to Sheriff David Tietz at the LeSueur County Sheriff's Office, LeCenter, MN 56057. Quotes will be received until January 28, 2015 @ 5:00pm

(1) - 2015 Ford F-150 4 Door Crew Cab XL Series

Minimum Specifications

5.0 L V8 engine/145 Wheel Base
Automatic Transmission/Four Wheel Drive
Power Locks/Windows
Speed Control/Tilt Steering
Cloth Bucket Seats
Engine Block Heater
Rear View Camera
Carpeted Floors
Keyless Entry (2 Fobs)
Fog Lamps
Power/Heated Mirrors
Cargo Dome Light/Privacy Glass
Wheel Covers
Color - Caribou
Running Boards
Tow Package (Receiver and Wiring)

Respectfully yours,


LeSueur County Sheriff
David Tietz

Le Sueur County, MN

Tuesday, February 17, 2015

Board Meeting

Item 7

10: 45 a.m. Darrell Pettis, Administrator

RE: Sheriff's Vouchers

RE: Le Sueur / Waseca Library Board, Judy Graham

RE: German-Jefferson Public Comments

RE: DVS Schedule Change

RE: Final Payment 2014 Paving Plan

RE: Final Payment Tyrone Twp Bridge

RE: CD #54

RE: CD #16

RE: CD #58

Staff Contact:

German Jefferson Sewer District Public Information Meeting February 10, 2015

Commissioners Joe Connolly, Dave Gliszinski, John King, Steve Rohlfing and Lance Wetzel were present. Darrell Pettis, County Administrator was also present.

Peter Miller, Jared Ward and Matt Summers of Wenck Associates presented a Feasibility PowerPoint, and were available to answer questions from the public.

Public Comments:

1. Encouraged people to consider what's best for the lakes and future generations. Also asked why St. Peter is the only option.
2. Would like a second pond in Cleveland to be considered, wondering what the cost savings would be.
3. People who are non-compliant, can they surrender/sign off and what would the process be?
4. What would be the cost to remove existing septic systems?
5. Concerned about pollution and protecting the environment. In his opinion, on-site septic systems are the better than a municipal system.
6. Concerned about the \$9.12 St. Peter rate, worried that this cost will continue to rise. Also wants all contributors to water quality to be considered.
7. Homeowner has had 5 septic systems at a cost of \$70,000 that were signed off on by Environmental Services and feels that the pipe option is too expensive.
8. Non-compliant homeowner has tank pumped once a year, concerned about fairness in determining compliance.
9. Commented that last summer the lakes were the cleanest he's seen in years, would like to wait until the State and DNR decisions are made before moving forward with buffer strips.
10. Concerned about the costs for all options, feels it's unfair to people that can't afford it.
11. Concerned that compliance keeps changing, against proposals until County has a standard compliance policy.
12. Commented that to clean up the lakes, the "real" cause of pollution needs to be addressed.
13. Homeowner just had cluster system put in and the cost was much less than amount shown in presentation.
14. What is the service life of the pipe, grinder?
15. How to bypass the pump in case of emergencies?
16. Homeowner has had his system for 10 years, doesn't feel his needs to be inspected if it works, also thinks St. Peter costs are way too high. Compared costs to Lake Washington.
17. 4 septic systems in 4 years, would he have to pay ring fees?
18. Homeowner's opinion that cluster cost is overestimated and St. Peter cost is underestimated.

19. Is there going to be a vote on this issue and when?
20. Opinion given that the life cycle of a cluster system is 25-30 years.
21. Homeowner waited to build, then built with holding tank because a sewer decision had not been made, is for the pipe, thinks it's the best long-term choice, concerned that this issue will be ongoing if not addressed.
22. Homeowner feels that Sewer Board is pushing costs on landowners and thinks that farmers from miles around are the cause of water pollution.

CERTIFICATE OF PERFORMANCE

County of: Le Sueur

Project Numbers: SAP 40-599-023

Name of Contractor: Barnett Bros Inc

Funding:	Special Twp Bridge	\$387,144.00
	Tyrone Township	<u>\$10,000.00</u>
	Total	\$397,114.00

Contact Amount: \$388,953.50

Total Value of Work: \$397,114.00

Final Payment Amount: \$19,855.70

Contact Number: 20144

I HEREBY CERTIFY to the Board of Commissioners of Le Sueur County, that I have been in charge of the work required by the above described contract, that all such work has been done and performed, measured by, and in accordance with an pursuant to the items of said contract.

2/14/15
Date



Darrell Pettis, County Hwy Engineer

CERTIFICATE OF PERFORMANCE

County of: Le Sueur

Project Numbers: SAP 40-636-010 (CSAH 36)
CP 2114 (old CSAH 23)
CP 2214 (CSAH 42)
CP 2414 (CSAH 43)
CP 2514 (CSAH 44)
CP 2614 (CR 116)
CP 2714 (CR 154)


Name of Contractor: Crane Creek Asphalt

Funding:	CSAH Const	\$1,682,972.05
	CSAH Municipal Maint	\$52,687.12
	Local	<u>\$922,526.96</u>
	Total	\$1,133,463.13

Contact Amount: \$2,605,641.21
Total Value of Work: \$2,586,854.92
Final Payment Amount: \$328,967.98
Contact Number: 20141

I HEREBY CERTIFY to the Board of Commissioners of Le Sueur County, that I have been in charge of the work required by the above described contract, that all such work has been done and performed, measured by, and in accordance with an pursuant to the items of said contract.

2/14/15
Date



Darrell Pettis, County Hwy Engineer

	<u>Work Certified</u>	<u>Retainage Withheld</u>	<u>Payment</u>	
Payment #1 (08/01/2014)				
SAP 040-363-010	\$ 463,633.58	\$ 23,181.68	\$ 440,451.90	SA Reg
CP 2114	\$ -	\$ -	\$ -	Local
CP 2214	\$ -	\$ -	\$ -	Local
CP 2414	\$ -	\$ -	\$ -	Local
CP 2514	\$ -	\$ -	\$ -	Local
CP 2614	\$ 25,043.45	\$ 1,252.17	\$ 23,791.28	Local
CP 2714	\$ 113,481.10	\$ 5,674.06	\$ 107,807.05	Local
	\$ 602,158.13	\$ 30,107.91	\$ 572,050.22	

	<u>Work Certified</u>	<u>Retainage Withheld</u>	<u>Payment</u>	
Payment #2 (09/12/2014)				
SAP 040-363-010	\$ 1,123,457.16	\$ 56,172.86	\$ 1,067,284.30	SA Reg
CP 2114	\$ 139,114.04	\$ 6,955.70	\$ 132,158.34	Local
CP 2214	\$ 24,593.68	\$ 1,229.68	\$ 23,364.00	Local
CP 2414	\$ 14,409.97	\$ 720.50	\$ 13,689.47	Local
CP 2514	\$ 13,667.71	\$ 683.39	\$ 12,984.32	Local
CP 2614	\$ 120,809.95	\$ 6,040.50	\$ 114,769.45	Local
CP 2714	\$ 413,597.94	\$ 20,679.90	\$ 392,918.04	Local
	\$ 1,849,650.45	\$ 92,482.52	\$ 1,757,167.93	

	<u>Work Certified</u>	<u>Retainage Released</u>	<u>Incentive/ Disincentives</u>	<u>Payment</u>	
Payment #3 (02/20/2015) Final					
SAP 040-363-010	\$ 51,196.41	\$ 79,354.54	\$ 44,684.90	\$ 175,235.85	SA Reg
CP 2114	\$ 79,637.39	\$ 6,955.70	\$ 3,696.42	\$ 90,289.51	Local
CP 2214	\$ 5.36	\$ 1,229.68		\$ 1,235.04	Local
CP 2414	\$ 5.20	\$ 720.50		\$ 725.70	Local
CP 2514	\$ 5.20	\$ 683.39		\$ 688.59	Local
CP 2614	\$ 848.67	\$ 7,292.67	\$ 6,234.26	\$ 14,375.60	Local
CP 2714	\$ 3,348.11	\$ 26,353.95	\$ 16,715.63	\$ 46,417.69	Local
	\$ 135,046.34	\$ 122,590.43	\$ 71,331.21	\$ 328,967.98	

Final Totals		
SAP 040-363-010	\$ 1,682,972.05	SA Reg Const
CP 2114	\$ 222,447.85	County -local
CP 2214	\$ 24,599.04	Muni Mant \$\$
CP 2414	\$ 14,415.17	Muni Mant \$\$
CP 2514	\$ 13,672.91	Muni Mant \$\$
CP 2614	\$ 152,936.33	County -local
CP 2714	\$ 547,142.78	County -local
	\$ 2,658,186.13	
SA Reg Construction	\$ 1,682,972.05	
Muni Mant \$\$	\$ 52,687.12	
County -local	\$ 922,526.96	
	\$ 2,658,186.13	

* C E R T I F I C A T E O F F I N A L A C C E P T A N C E *

CONTRACT NUMBER 20141 CONTRACTOR 8824
DATE CERTIFIED 1/13/2015 CRANE CREEK ASPHALT
PAYMENT NUMBER 003

COUNTY BOARD ACKNOWLEDGMENT

WHEREAS, CONTRACT NO. 20141 HAS IN ALL THINGS BEEN COMPLETED,
AND THE COUNTY BOARD BEING FULLY ADVISED IN THE PREMISES, NOW THEN BE IT RE-
SOLVED, THAT WE DO HEREBY ACCEPT SAID COMPLETED PROJECT FOR AND IN BEHALF
OF THE COUNTY OF Le Sueur AND AUTHORIZE FINAL PAYMENT AS
SPECIFIED HEREIN.

COUNTY OF Le Sueur
STATE OF Minnesota

I, Darrell Pettis , Co Administrator WITHIN AND FOR SAID
COUNTY DO HEREBY CERTIFY THAT THE FOREGOING RESOLUTION IS A TRUE AND CORRECT
COPY OF THE RESOLUTION ON FILE IN MY OFFICE.
DATED AT , Minnesota
THIS DAY OF , 20....

.....
Co Administrator
Darrell Pettis

(SEAL)

Payments

	<u>Work Certified</u>	<u>Retainage Withheld</u>	<u>Payment</u>	
Payment #1 (12/19/2014)				
SAP 40-599-023 (participating)	\$ 345,519.50	\$ 17,275.98	\$ 328,243.53	Special TB
SAP 40-599-023 (non participating)	\$ 51,594.50	\$ 2,579.73	\$ 39,014.77	Special TB
SAP 40-599-023 (non participating)	\$ -	\$ -	\$ 10,000.00	Tyrone Twp
	<u>\$ 397,114.00</u>	<u>\$ 19,855.70</u>	<u>\$ 377,258.30</u>	

	<u>Work Certified</u>	<u>Retainage Paid</u>	<u>Payment</u>	
Payment #2 (02/13/2015) FNL				
SAP 40-599-023 (participating)	\$ -	\$ 17,275.98	\$ 17,275.98	Special TB
SAP 40-599-023 (non participating)	\$ -	\$ 2,579.73	\$ 2,579.73	Special TB
SAP 40-599-023 (non participating)	\$ -	\$ -	\$ -	Tyrone Twp
	<u>\$ -</u>	<u>\$ 19,855.70</u>	<u>\$ 19,855.70</u>	

<u>Final Totals</u>	
Special Town TB	\$ 387,114.00
Tyrone Twp	\$ 10,000.00
	<u>\$ 397,114.00</u>

* C E R T I F I C A T E O F F I N A L A C C E P T A N C E *

CONTRACT NUMBER 20144 CONTRACTOR 354
DATE CERTIFIED 1/22/2015 BARNETT BROS, INC.
PAYMENT NUMBER 002

COUNTY BOARD ACKNOWLEDGMENT

WHEREAS; CONTRACT NO. 20144 HAS IN ALL THINGS BEEN COMPLETED,
AND THE COUNTY BOARD BEING FULLY ADVISED IN THE PREMISES, NOW THEN BE IT RE-
SOLVED; THAT WE DO HEREBY ACCEPT SAID COMPLETED PROJECT FOR AND IN BEHALF
OF THE COUNTY OF Le Sueur AND AUTHORIZE FINAL PAYMENT AS
SPECIFIED HEREIN.

COUNTY OF Le Sueur
STATE OF Minnesota

I, Darrell Pettis , Co Administrator WITHIN AND FOR SAID
COUNTY DO HEREBY CERTIFY THAT THE FOREGOING RESOLUTION IS A TRUE AND CORRECT
COPY OF THE RESOLUTION ON FILE IN MY OFFICE.

DATED AT Minnesota
THIS DAY OF, 20....

.....
Co Administrator
Darrell Pettis

(SEAL)



RESOLUTION # _____

Adoption of Le Sueur County All-Hazard Mitigation Plan

WHEREAS, the Disaster Mitigation Act of 2000 identifies local government hazard mitigation planning requirements; and

WHEREAS, Le Sueur County has created a Hazard Mitigation Plan for the health, safety and general welfare of its residents; and

WHEREAS, the Le Sueur County Board of Commissioners has reviewed and approved Le Sueur County's All-Hazard Mitigation Plan; and

WHEREAS, the Minnesota Department of Public Safety, Homeland Security and Emergency Management, has reviewed Le Sueur County's Hazard Mitigation Plan; and

WHEREAS, the Federal Emergency Management Agency has reviewed and approved Le Sueur County's All-Hazard Mitigation Plan; and

WHEREAS, the Disaster Mitigation Act of 2000 states the requirement of adoption by the local governing body.

NOW, THEREFORE, BE IT RESOLVED BY LE SUEUR COUNTY, STATE OF MINNESOTA, as follows:

The 2014 Le Sueur County All-Hazard Mitigation Plan, and all appendixes, is hereby approved.

Approved this 17th day of February, 2015.

LE SUEUR COUNTY BOARD OF COMMISSIONERS

By: _____
Lance Wetzel- CHAIRMAN

By: _____
DARRELL PETTIS- COUNTY ADMINISTRATOR