

Le Sueur County Board of Commissioners Meeting



Le Sueur County Government Center, 88 South Park Avenue, Le Center, MN 56057

Commissioners: Danny O'Keefe 2026 Chair, John King, Dave Preisler, Steve Rohlffing, Dennis Tietz

Tuesday, January 27, 2026 at 9 a.m. / Commissioner's Board Room

***Note: Some Board Members may be participating by interactive technology**

Meeting Agenda

1. Teams Meeting Information - January 27, 2026

Documents:

[LE SUEUR COUNTY BOARD ROOM INVITES YOU TO JOIN THIS TEAMS MEETING 1.27.26.PDF](#)

2. 9:00 A.M. Call The Le Sueur County Board Of Commissioners Meeting To Order

3. Pledge Of Allegiance

4. Agenda Review And Approval

5. Consent Agenda Review And Approval

1. January 20, 2026 Board Minutes & Board Summary Minutes
2. Electronic Funds Transfer Report 1-27-26
3. Recommendation to grant regular status to Leanne Gieseke, full-time Public Health Social Worker, Public Health Department, effective January 27, 2026.

Documents:

[JANUARY 20, 2026 BOARD MINUTES.PDF](#)
[JANUARY 20, 2026 BOARD SUMMARY MINUTES.PDF](#)
[ELECTRONIC FUNDS TRANSFER REPORT 1-27-26.PDF](#)
[CONSENT AGENDA 1.27.2026.PDF](#)

6. 9:02 A.M. Public Open Forum

Note: This opportunity is reserved for private citizens only - not employees, unions or other organized groups funded by or associated with Le Sueur County. There is a three minute time limit per person to discuss topics that are not already on the meeting agenda for the day. The Board will not take action at the time of the presentation, but will direct County staff to respond appropriately to issues raised by citizens.

7. 9:05 A.M. Dave Tiegs, County Engineer (15 Min)

Documents:

[HIGHWAY DEPARTMENT AGENDA ITEMS JANUARY 27TH, 2026.PDF](#)

8. 9:20 A.M. Theresa Kubes, Human Resources Director (5 Min)

Documents:

[HUMAN RESOURCES AGENDA 1.27.2026.PDF](#)
[ORGANIZATIONAL CHART - HUMAN SERVICES.PDF](#)

9. 9:25 A.M. Joe Martin, County Administrator (10 Min)

1. Upper Cannon Watershed Flood Mitigation Initiative RFP

Documents:

[UPPER CANNON WATERSHED FLOOD MITIGATION INITIATIVE RFP.PDF](#)

10. Commissioner Committee Reports

11. Adjourn



Le Sueur County Board of Commissioners Meeting

Tuesday, January 27, 2026

Microsoft Teams [Need help?](#)

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Meeting ID: 214 589 858 845 06

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**Minutes of Le Sueur County Board of Commissioners Meeting
January 20, 2026**

The Le Sueur County Board of Commissioners met in regular session on Tuesday, January 20, 2026 at 9:00 a.m. in the Government Center at Le Center, Minnesota. Those members present were John King, Danny O'Keefe, Dave Preisler, Steve Rohlffing and Dennis Tietz. Also present were Brent Christian, Joe Martin and Pam Herrmann.

King moved, Tietz seconded, motion carried unanimously to approve the agenda for the business of the day.

Preisler moved, Rohlffing seconded, motion carried unanimously to approve the consent agenda:

1. January 6, 2026 Board Minutes & Board Summary Minutes
2. County Claims
3. Human Services Claims
Financial: \$ 38,303.65
Soc Services: \$133,221.40
4. LG220 Application for Exempt Permit for Tri City United Clay Target Club for a raffle on 6/7/2026 at the Montgomery Trap Shooting Range, 608 Montgomery Ave SE, Montgomery, MN 56069.
5. LG220 Application for Exempt Permit for Le Sueur Lions Club for a raffle on 3/7/2026 at Caribou Gun Club, 30649 380th St, Le Sueur, MN 56058.
6. MNCCC Tyler Tech - Implementation Services for December 2025 & Tyler Tech SaaS (Software as a Service) fee for 2026 Invoice
7. Resolution Establishing UOCAVA Ballot Board for Township Election on March 10, 2026
8. Claims for Auditor-Treasurer Approval
9. Designation of Depository
10. LG240B Application to Conduct Excluded Bingo - Lake Washington Fireworks Celebration, Bingo to be held on 3/15/26 and 4/30/26 at the Westwood Bar & Grill, 1400 Lake Washington Access Road, Kasota, MN
11. Electronic Funds Transfer Report 1-20-26
12. LG220 Application for Exempt Permit for Ladies of Ducks Unlimited Girls with Guns Chapter 329 for a raffle at Next Chapter Winery, 16945 320th St, New Prague, MN on 2/27/26
13. Correction to December 16, 2025 Board Minutes pertaining to misprint of Environmental Services Permit Structures 2026 proposed fees.

Warrant #	Vendor Name	Amount
85014	Advanced Correctional Healthcare Inc.	\$ 10,077.40
85015	Ag Partners Coop	\$ 15,370.22
85016	Aging Services for Communities	\$ 2,626.15
85023	Axon Enterprise Inc.	\$ 2,230.00
85027	Brunz Construction Co. Inc.	\$ 15,621.53
85032	Certified Laboratories	\$ 2,930.45
85033	Christian-Moran & King	\$ 7,420.81
85039	Compass Minerals America Inc.	\$ 7,752.40
85053	Holicky Bros Logistics LLC	\$ 5,509.62
85054	I & S Group Inc.	\$ 25,333.70
85056	Jensen Land Surveying LLC	\$ 4,680.00
85063	Richard Lea	\$ 3,700.00

85064	Leads Online LLC	\$ 3,199.00
85072	MN Transportation Alliance	\$ 2,973.00
85075	Motorola Solutions Inc.	\$ 44,965.83
85076	Northland Business Systems	\$ 4,658.42
85077	Nuss Truck Group Inc.	\$ 2,872.96
85081	Pro-West & associates Inc.	\$ 23,750.00
85082	Ramsey County	\$ 3,764.00
85089	Safe Assure Consultants Inc.	\$ 10,503.65
85095	Summit	\$ 13,303.00
85099	Tri-City United School #2905	\$ 2,400.00
85100	Tritech Software Systems	\$ 52,114.42
85107	Ziegler Inc.	\$ 14,387.85
70 Payments paid less than \$2,000.00:		\$ 33,511.83
24 Payments paid more than \$2,000.00:		\$282,144.41
94 Total all payments paid:		\$315,656.24

Public Open Forum: Marie Meyer, Cleveland

Theresa Kubes, Human Resources Director, came before the Board with Staffing Updates, Retirement Plaque presentation to Laurie Appel and Length of Service Anniversaries.

Presentation of retirement plaque to Laurie Appel, full-time Lead Eligibility Worker in Human Services. Laurie will retire on January 24, 2026 after 28 years of service with Le Sueur County.

The Le Sueur County Board of Commissioners and the Employee Recognition Committee would like to recognize the following employees on their significant length of service anniversary with Le Sueur County (4th Quarter 2025).

Pam Herrmann	5 years	County Administration
Mitch Johnson	5 years	Highway Department
Amanda Worrell	10 years	Human Services
Nick Greenig	25 years	Sheriff's Office
Ramona Shook	25 years	Human Services
Vicki Walechka	25 years	Victim Witness/County Attorney's Office
Colleen Stoffel	30 years	Human Services

Staffing Updates

New Hire: Taryn Mettler, full-time Licensed Mental Health Professional, Human Services, Grade 13, Step A/1, \$38.77 per hour, effective, February 2, 2026.

Promotion: Christy Smykalski, full-time Office Support Specialist, Grade 3, Step B/2, \$22.43 per hour, promoted to Case Aide, Human Services, Grade 5, Step A/1, \$24.32 per hour, effective January 26, 2026.

Trevor Rudenick, Water Resources Planner, came before the Board with one item for approval.

Rohlfing moved, King seconded, motion carried unanimously to approve the Delegation Agreement – Aquatic Invasive Species (AIS) Prevention Inspection of Water-related Equipment effective 1/20/26 through 1/31/28.

Tyler Luethje, Parks Director, came before the Board with one item for approval.

Preisler moved, Tietz seconded, motion carried unanimously to approve the Temporary Access Agreement for Construction of Project – Clean River Partners Gorman Lake Dam Modification and Dodd Road Culvert Replacement.

Jamie Hayes, Director of Human Services, came before the Board with Department Updates and two items for approval.

Preisler moved, Rohlfing seconded, motion carried unanimously to approve the Le Sueur County Statewide Affordable Housing Grant, authorizing preapproved reimbursement to Montgomery HRA.

Rohlfing moved, Tietz seconded, motion carried unanimously to approve the Advanced Billing Svc, LLC Service Agreement from 1/1/26 for a 24-month term of billing services.

Dani Ongie, Auditor-Treasurer, came before the Board with a 2025 Quarter 4 Financial Update.

Rohlfing moved, Tietz seconded, motion carried unanimously to adopt the Dedicated Reserves as presented.

At 10:00 the Continuation of CD 15 Public Hearing was reconvened by the Board Chair.

John Kolb, Attorney with Rinke Noonan, presented the purpose for the hearing.

Scott Henderson, H2Overviewers presented the amendments to the Findings & Order for the Dorothy Knish properties 06.015.2600, 06.015.2650 and 06.015.5000.

Preisler moved, Rohlfing seconded, the Board opened the public comment.

After zero public comments, King moved, Tietz seconded, to close the public comment.

On motion by Rohlfing, seconded by King, the Board unanimously adopted the amended Findings and Order accepting the redetermined benefits and damages as recommended by staff for CD 15.

Board Chair closed the Public Hearing and reconvened the regular meeting.

Commissioner Committee Reports:

Commissioner Preisler reported on Waterville City Council, SNAP Task Force (2), TZD, Waterville Sportsmen's Club, SWCD, Le Center City Council, Annual Drainage meeting, Kilkenny Township, Planning & Zoning, Waterville Township and Bevcomm phone call regarding USDA grant.

Commissioner Rohlfing reported on Middle MN Policy meeting, Kasota Township, Cleveland Township, Elysian Township, Washington Township, SWCD, City of Kasota, Annual Drainage meeting, and Planning and Zoning.

Commissioner Tietz reported on Lanesburgh Township, Annual Drainage meeting and Le Sueur Scott JD3 meeting.

Commissioner King reported on Waseca Le Sueur Regional Library Board meeting, Annual Drainage meeting, Planning & Zoning and Personnel Executive Committee meeting.

Commissioner O'Keefe reported on Personnel Executive Committee meeting.

On motion by Preisler, seconded by King, the Board adjourned until January 27, 2026 at 9:00 a.m.

ATTEST: _____
Le Sueur County Administrator

Le Sueur County Chairman

1/20/26 Summary Minutes of Le Sueur County Board of Commissioners Meeting

- 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 <https://www.lesueurcounty.gov/>
- Approved the agenda for the business of the day. King/Tietz
- Approved the consent agenda: Preisler/Rohlfing
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- Opened the public comment. Preisler/Rohlfing
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- Commissioner O'Keefe reported on Personnel Executive Committee meeting.
- Adjourned until January 27, 2026 at 9:00 a.m. Preisler/King

ATTEST: Le Sueur County Administrator

Le Sueur County Chairman

ELECTRONIC FUNDS TRANSFER REPORT

January 27, 2026

1/22/26: Transfer \$3,500,000 from UBS to First National Bank of Le Center to cover bond expenditures



Human Resources

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057

Telephone: 507-357-8221 • Fax: 507-357-8610

Theresa Kubes – Human Resources Director

HUMAN RESOURCES CONSENT AGENDA ITEMS January 27, 2026

Recommendation to grant regular status to Leanne Gieseke, full-time Public Health Social Worker, Public Health Department, effective January 27, 2026.

Highway Department Agenda Items

Tuesday, January 27th, 2026 County Board Meeting

1. Request approval to advertise for bids, pending necessary State Aid approvals, for the following 2026 budgeted projects:
 - SAP 040-602-020 (CSAH 2 CIR and Bituminous Surfacing from CSAH 15 to CSAH 11)
 - SAP 040-607-007 (CSAH 7 CIR and Bituminous Surfacing from CSAH 12 to CSAH 2)
 - SAP 040-030-017 (County-Wide Sealcoats)
 - SAP 040-598-012 (Replacement of Bridge 40506 on CR 117 near Le Sueur)
 - SAP 040-646-006, SAP 040-647-003 (Municipal Reconstruction and Rehab in the City of Cleveland)
2. Request approval of payment for the 2025 Municipal Maintenance Agreements to the Cities of Cleveland, Elysian, Kasota, Le Center, Le Sueur, Montgomery, and Waterville:

Agreement Pays Each City \$8,536.52 per mile of CSAH roadway maintained.
3. Request approval to purchase a Trimble S7 Robotic Total Station and required accessories for the purchase price of \$37,225.80 from Frontier Precision of Maple Grove. This is a 2026 budgeted item and will replace the current total station that was purchased in 2001.
4. Updates:

2025 Municipal
Maintenance Agreements

	<u># of Miles</u>	<u>\$\$ per Mile</u>	<u>2025 Payment</u>	<u>2024 Payment</u>	<u>Difference</u>
City of Cleveland	2.29	\$8,536.52	\$ 19,548.63	\$ 21,260.73	\$ (1,712.10)
City of Elysian	1.35	\$8,536.52	\$ 11,524.30	\$ 12,533.62	\$ (1,009.32)
City of Kasota	2.40	\$8,536.52	\$ 20,487.65	\$ 22,281.98	\$ (1,794.33)
City of Le Center	2.13	\$8,536.52	\$ 18,182.79	\$ 19,775.26	\$ (1,592.47)
City of Le Sueur	6.71	\$8,536.52	\$ 57,280.05	\$ 62,296.71	\$ (5,016.66)
City of Montgomery	3.36	\$8,536.52	\$ 28,682.71	\$ 31,194.78	\$ (2,512.07)
City of Waterville	<u>3.29</u>	\$8,536.52	<u>\$ 28,085.15</u>	<u>\$ 30,544.89</u>	<u>\$ (2,459.74)</u>
Totals	21.53		\$ 183,791.28	\$ 199,887.97	\$ (16,096.69)

Municipal Maintenance Agreement
Between
Le Sueur County
and
City of Cleveland

SEP 23 2025

THIS AGREEMENT made and entered into by and between the City of Cleveland hereinafter referred to as the MUNICIPALITY and the County of Le Sueur hereinafter referred to as the COUNTY **WITNESSETH:**

WHEREAS, pursuant to Minnesota Session Laws, 1959, Chapter 500, Article 3, Section 17, the parties do desire to enter into an agreement relating to the maintenance of County State Aid Highways within the corporate limits of the MUNICIPALITY upon the terms and conditions hereinafter set forth;

NOW, THEREFORE, THE PARTIES DO AGREE as follows:

The MUNICIPALITY will during the calendar year of 2025 maintain those portions of County State Aid Highways within the corporate limits of the MUNICIPALITY particularly described as follows:

C.S.A.H. No 2	From C.S.A.H. 15 to E. City Limits	0.23 MI
C.S.A.H. No 15	From S Limits to Washington St.	0.35 MI
	From Washington St. to T.H. 99	0.15 MI
C.S.A.H. No 46	From T.H. 99 to 2 nd Street	0.05 MI
	From 2 nd Street to C.S.A.H. 15	0.60 MI
C.S.A.H. No 47	From Broadway to Columbia St. on 6 th	0.20 MI
	From 6 th to 10 th on Columbia St.	0.27 MI
C.S.A.H. No 49	From S. City Limits to Main St.	0.30 MI
	From Main St. to Broadway	0.14 MI

Total Mileage: 2.29 Miles

The MUNICIPALITY will perform maintenance and snow removal on the aforesaid County State Aid Highways. The maintenance and snow removal will be according to Minnesota State Statutes.

The COUNTY will pay to the MUNICIPALITY the rate of \$ 8,536.52 per mile per year, this equals the sum of Nineteen Thousand Five Hundred Forty Eight Dollars and 63/100 (\$19,548.63) per year for the performance of the work and labor and the furnishing of materials, as hereinbefore set forth, on the County State Aid Highways hereinbefore set forth. Fractional miles and fractional months, if any, will be used in computing the amounts payable under this agreement.

Payments under this AGREEMENT shall be made on an annual basis as near as possible after the date of December 31st.

This AGREEMENT shall not be construed as a relinquishment by the COUNTY BOARD of any powers or control it may have over the hereinbefore described streets or highways.

Upon the failure of the MUNICIPALITY to perform any of the work named herein under the terms of the AGREEMENT, the County Engineer may do and perform such work, or cause it to be done and performed, and may retain from any monies then due to the MUNICIPALITY under this AGREEMENT, or thereafter becoming due, any such amount as is required for the completion of such work.

The MUNICIPALITY agrees to save and hold harmless the County Highway Engineer, the COUNTY and all of its agents and employees from any and all claims, demands, actions or causes of action of any nature whatsoever arising out of or by reason of the execution of performance of the work provided for herein to be performed by the MUNICIPALITY and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of any nature whatsoever arising out of the work to be performed by the MUNICIPALITY herein.

IN WITNESS WHEREOF, the COUNTY and MUNICIPALITY have caused these presents to be executed by their respective officers as of the date first above written.

ADOPTED: September 3, 2025.

Don McCaule
Mayor

ATTEST: [Signature]
Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of said City on _____, 2025

APPROVED AND ACCEPTED:

COUNTY OF LE SUEUR

ATTEST:

Chairman of County Board

County Administrator

Municipal Maintenance Agreement
Between
Le Sueur County
and
City of Elysian



THIS AGREEMENT made and entered into by and between the City of Elysian hereinafter referred to as the MUNICIPALITY and the County of Le Sueur hereinafter referred to as the COUNTY **WITNESSETH:**

WHEREAS, pursuant to Minnesota Session Laws, 1959, Chapter 500, Article 3, Section 17, the parties do desire to enter into an agreement relating to the maintenance of County State Aid Highways within the corporate limits of the MUNICIPALITY upon the terms and conditions hereinafter set forth;

NOW, THEREFORE, THE PARTIES DO AGREE as follows:

The MUNICIPALITY will during the calendar year of 2025 maintain those portions of County State Aid Highways within the corporate limits of the MUNICIPALITY particularly described as follows:

C.S.A.H. No 11	T.H. 60 to CSAH 14	0.68 MI
C.S.A.H. No 50	T.H. 60 to 2 nd Street	0.21 MI
	2 nd Street to 4 th Street	0.23 MI
	4 th Street to T.H. 60	0.23 MI

Total Mileage: 1.35 Miles

The MUNICIPALITY will perform maintenance and snow removal on the aforesaid County State Aid Highways. The maintenance and snow removal will be according to Minnesota State Statutes.

The COUNTY will pay to the MUNICIPALITY the rate of \$ 8,536.52 per mile per year, this equals the sum of Eleven Thousand Five Hundred Twenty Four Dollars and 30/100 (\$11,524.30) per year for the performance of the work and labor and the furnishing of materials, as hereinbefore set forth, on the County State Aid Highways hereinbefore set forth. Fractional miles and fractional months, if any, will be used in computing the amounts payable under this agreement.

Payments under this AGREEMENT shall be made on an annual basis as near as possible after the date of December 31st.

This AGREEMENT shall not be construed as a relinquishment by the COUNTY BOARD of any powers or control it may have over the herein before described streets or highways.

Upon the failure of the MUNICIPALITY to perform any of the work named herein under the terms of the AGREEMENT, the County Engineer may do and perform such work, or cause it to be done and performed, and may retain from any monies then due to the MUNICIPALITY under this AGREEMENT, or thereafter becoming due, any such amount as is required for the completion of such work.

The MUNICIPALITY agrees to save and hold harmless the County Highway Engineer, the COUNTY and all of its agents and employees from any and all claims, demands, actions or causes of action of any nature whatsoever arising out of or by reason of the execution of performance of the work provided for herein to be performed by the MUNICIPALITY and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of any nature whatsoever arising out of the work to be performed by the MUNICIPALITY herein.

IN WITNESS WHEREOF, the COUNTY and MUNICIPALITY have caused these presents to be executed by their respective officers as of the date first above written.

ADOPTED: August 11, 2025.

Dennis Schen
Mayor

ATTEST: Lou Kopalle
Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of said City on August 11, 2025.

APPROVED AND ACCEPTED:

COUNTY OF LE SUEUR

ATTEST:

Chairman of County Board

County Administrator

**CITY OF ELYSIAN
LE SUEUR COUNTY, MINNESOTA**

RESOLUTION NO. 963/25

**RESOLUTION APPROVING MUNICIPAL MAINTENANCE
AGREEMENT BETWEEN LE SUEUR COUNTY
AND THE CITY OF ELYSIAN FOR CALENDAR YEAR 2025**

WHEREAS, Le Sueur County has presented an agreement relating to the maintenance of County State Aid Highways within the corporate limits of the City of Elysian for the calendar year of 2025 for total mileage of 1.35 miles at a rate of \$8,536.52 per mile per year for a total payment of \$11,524.30 per year, and;

WHEREAS, the City of Elysian will perform maintenance and snow removal on the County State Aid Highways. The maintenance and snow removal will be according to Minnesota State Statutes.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ELYSIAN, MINNESOTA THAT: the Municipal Maintenance Agreement between Le Sueur County and the City of Elysian for calendar year of 2025 is approved.

Upon vote being taken:

Councilmember Houlihan introduced the resolution and was seconded by Councilmember Westby.

Council Members voting in the affirmative: Houlihan, Schnoor, Westby.

Councilmembers voting in the negative: None.

Adopted by the City Council of the City of Elysian this 11th day of August, 2025.

Approved:


Dennis Schnoor, Mayor

Attested:


Lorri Kopischke, City Administrator

Municipal Maintenance Agreement
Between
Le Sueur County
and
City of Kasota

AUG 25 2025

THIS AGREEMENT made and entered into by and between the City of Kasota hereinafter referred to as the MUNICIPALITY and the County of Le Sueur hereinafter referred to as the COUNTY **WITNESSETH:**

WHEREAS, pursuant to Minnesota Session Laws, 1959, Chapter 500, Article 3, Section 17, the parties do desire to enter into an agreement relating to the maintenance of County State Aid Highways within the corporate limits of the MUNICIPALITY upon the terms and conditions hereinafter set forth;

NOW, THEREFORE, THE PARTIES DO AGREE as follows:

The MUNICIPALITY will during the calendar year of 2025 maintain those portions of County State Aid Highways within the corporate limits of the MUNICIPALITY particularly described as follows:

C.S.A.H. No 21	Ridgley St. from South City Limits to Hill St. and on Hill St. East to East City Limits.	1.08 MI
C.S.A.H. No 41	Cherry St. from Ridgley St. to Mill St.; on Mill St. South to Pearl St.; on Pearl St. East to Pierce St.; thence Northeasterly across Blocks 77 and 91 to T.H. 22.	0.83 MI
C.S.A.H. No 43	On Webster St. from Hill St. to Cherry St.	0.07 MI
C.S.A.H. No 44	On Rice St. from Hill St. to Cherry St.	0.07 MI
C.S.A.H. No 45	On an unnamed St. commencing approximately 120 feet East of the intersections of Hill St. and Mill St., thence North to North City Limits.	0.35 MI
Total Mileage: 2.40 Miles		

The MUNICIPALITY will perform the maintenance and snow removal on the aforesaid County State Aid Highways. The maintenance and snow removal will be according to Minnesota State Statutes.

The COUNTY will pay to the MUNICIPALITY the rate of \$ 8,536.52 per mile per year, this equals the sum of Twenty Thousand Four Hundred Eighty Seven Dollars and 65/100 (\$20,487.65) per year for the performance of the work and labor and the furnishing of materials, as hereinbefore set forth, on the County State Aid Highways hereinbefore set forth. Fractional miles and fractional months, if any, will be used in computing the amounts payable under this agreement.

Payments under this AGREEMENT shall be made on an annual basis as near as possible after the date of December 31st.

This AGREEMENT shall not be construed as a relinquishment by the COUNTY BOARD of any powers or control it may have over the herein before described streets or highways.

Upon the failure of the MUNICIPALITY to perform any of the work named herein under the terms of the AGREEMENT, the County Engineer may do and perform such work, or cause it to be done and performed, and may retain from any monies then due to the MUNICIPALITY under this AGREEMENT, or thereafter becoming due, any such amount as is required for the completion of such work.

The MUNICIPALITY agrees to save and hold harmless the County Highway Engineer, the COUNTY and all of its agents and employees from any and all claims, demands, actions or causes of action of any nature whatsoever arising out of or by reason of the execution of performance of the work provided for herein to be performed by the MUNICIPALITY and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of any nature whatsoever arising out of the work to be performed by the MUNICIPALITY herein.

IN WITNESS WHEREOF, the COUNTY and MUNICIPALITY have caused these presents to be executed by their respective officers as of the date first above written.

ADOPTED: Aug. 12, 2025

Betty Ingalls
Mayor

ATTEST: Shirley Zerkow
Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of said City on _____, 2025.

APPROVED AND ACCEPTED:

COUNTY OF LE SUEUR

ATTEST:

Chairman of County Board

County Administrator

Municipal Maintenance Agreement
Between
Le Sueur County
and
City of Le Center



THIS AGREEMENT made and entered into by and between the City of Le Center hereinafter referred to as the MUNICIPALITY and the County of Le Sueur hereinafter referred to as the COUNTY **WITNESSETH:**

WHEREAS, pursuant to Minnesota Session Laws, 1959, Chapter 500, Article 3, Section 17, the parties do desire to enter into an agreement relating to the maintenance of County State Aid Highways within the corporate limits of the MUNICIPALITY upon the terms and conditions hereinafter set forth;

NOW, THEREFORE, THE PARTIES DO AGREE as follows:

The MUNICIPALITY will during the calendar year of 2025 maintain those portions of County State Aid Highways within the corporate limits of the MUNICIPALITY particularly described as follows:

C.S.A.H. No 11	From T.H. 99 to 0.20 MI North	0.20 MI
	From 0.20 MI North to 0.62 MI North	0.42 MI
	From 0.62 MI North to 0.82 MI North	0.20 MI
	From 0.82 MI North to North City Limits	0.11 MI
C.S.A.H. No 38	From T.H. 99 to Sharon St.	0.26 MI
	From Sharon St. to Minnesota St.	0.09 MI
C.S.A.H. No 39	From Maple St. to Kilkenny St.	0.19 MI
	From Kilkenny St. to Lexington St.	0.06 MI
	From Lexington St. to Montgomery St.	0.19 MI
	From Montgomery St. to Cordova St.	0.06 MI
C.S.A.H. No 40	From T.H. 99 to Sharon St.	0.26 MI
	From Sharon St. to Minnesota St.	0.09 MI

Total Mileage: 2.13 Miles

The MUNICIPALITY will perform maintenance and snow removal on the aforesaid County State Aid Highways. The maintenance and snow removal will be according to the Minnesota State Statutes.

The COUNTY will pay to the MUNICIPALITY the rate of \$ 8,536.52 per mile per year, this equals the sum of Eighteen Thousand One Hundred Eighty Two Dollars and 79/100 (\$18,182.79) per year for the performance of the work and labor and the furnishing of materials, as hereinbefore set forth, on the County State Aid Highways hereinbefore set forth. Fractional miles and fractional months, if any, will be used in computing the amounts payable under this agreement.

Payments under this AGREEMENT shall be made on an annual basis as near as possible after the date of December 31st.

This AGREEMENT shall not be construed as a relinquishment by the COUNTY BOARD of any powers or control it may have over the herein before described streets or highways.

Upon the failure of the MUNICIPALITY to perform any of the work named herein under the terms of the AGREEMENT, the County Engineer may do and perform such work, or cause it to be done and performed, and may retain from any monies then due to the MUNICIPALITY under this AGREEMENT, or thereafter becoming due, any such amount as is required for the completion of such work.

The MUNICIPALITY agrees to save and hold harmless the County Highway Engineer, the COUNTY and all of its agents and employees from any and all claims, demands, actions or causes of action of any nature whatsoever arising out of or by reason of the execution of performance of the work provided for herein to be performed by the MUNICIPALITY and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of any nature whatsoever arising out of the work to be performed by the MUNICIPALITY herein.

IN WITNESS WHEREOF, the COUNTY and MUNICIPALITY have caused these presents to be executed by their respective officers as of the date first above written.

ADOPTED: August 12th, 2025.


Mayor

ATTEST: 
Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of said City on August 12th, 2025.

APPROVED AND ACCEPTED:

COUNTY OF LE SUEUR

ATTEST:

Chairman of County Board

County Administrator

**Municipal Maintenance Agreement
Between
Le Sueur County
and
City of Le Sueur**

THIS AGREEMENT made and entered into by and between the City of Le Sueur hereinafter referred to as the MUNICIPALITY and the County of Le Sueur hereinafter referred to as the COUNTY **WITNESSETH:**

WHEREAS, pursuant to Minnesota Session Laws, 1959, Chapter 500, Article 3, Section 17, the parties do desire to enter into an agreement relating to the maintenance of County State Aid Highways within the corporate limits of the MUNICIPALITY upon the terms and conditions hereinafter set forth;

NOW, THEREFORE, THE PARTIES DO AGREE as follows:

The MUNICIPALITY will during the calendar year of 2025 maintain those portions of County State Aid Highways within the corporate limits of the MUNICIPALITY particularly described as follows:

C.S.A.H. No 22	From S limits of Le Sueur to the Intersection of US Hwy 169 Northbound ramp	3.70 MI
C.S.A.H. No 26	From T.H. 112 to Park Lane	0.10 MI
	From Park Lane to 0.4 MI E. T.H. 112	0.30 MI
	From 0.4 MI E. T.H. 112 to Kingsway Drive	0.10 MI
	From Kingsway Drive to E. City Limits	0.30 MI
C.S.A.H. No 35	From T.H. 112 to 4th St.	0.14 MI
	From 4th St. to 0.1 MI S. of Peck St.	0.44 MI
	From 0.1 MI S. of Peck St. to Barony Road	0.66 MI
	From Barony Road to CSAH 26	0.13 MI
C.S.A.H. No 36	From S. City Limits to Davis St.	0.30 MI
	From Davis St. to 0.05 MI S. of Ferry St.	0.20 MI
	From 0.05 MI S. of Ferry St. to Ferry St.	0.05 MI
	From Main St. to 2nd St.	0.07 MI
	From 2nd St. to T.H. 112	0.14 MI
	From Ferry St. to Bridge St.	0.08 MI

Total Mileage: 6.71 Miles

The MUNICIPALITY will perform maintenance and snow removal on the aforesaid County State Aid Highways. The maintenance and snow removal will be according to Minnesota State Statutes.

The COUNTY will pay to the MUNICIPALITY the rate of \$ 8,536.52 per mile per year, this equals the sum of Fifty Seven Thousand Two Hundred Eighty Dollars and 05/100 (\$ 57,280.05) per year for the performance of the work and labor and the furnishing of materials, as hereinbefore set forth, on the County State Aid Highways hereinbefore set forth. Fractional miles and fractional months, if any, will be used in computing the amounts payable under this agreement.

Payments under this AGREEMENT shall be made on an annual basis as near as possible after the date of December 31st.

This AGREEMENT shall not be construed as a relinquishment by the COUNTY BOARD of any powers or control it may have over the herein before described streets or highways.

Upon the failure of the MUNICIPALITY to perform any of the work named herein under the terms of the AGREEMENT, the County Engineer may do and perform such work, or cause it to be done and performed, and may retain from any monies then due to the MUNICIPALITY under this AGREEMENT, or thereafter becoming due, any such amount as is required for the completion of such work.

The MUNICIPALITY agrees to save and hold harmless the County Highway Engineer, the COUNTY and all of its agents and employees from any and all claims, demands, actions or causes of action of any nature whatsoever arising out of or by reason of the execution of performance of the work provided for herein to be performed by the MUNICIPALITY and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of any nature whatsoever arising out of the work to be performed by the MUNICIPALITY herein.

IN WITNESS WHEREOF, the COUNTY and MUNICIPALITY have caused these presents to be executed by their respective officers as of the date first above written.

ADOPTED: August 25, 2025.

Mayor Alison T. King

ATTEST: Kinda Chan
Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of said City on _____, 2025.

APPROVED AND ACCEPTED:

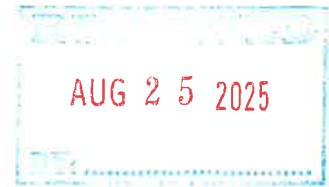
COUNTY OF LE SUEUR

ATTEST:

Chairman of County Board

County Administrator

Municipal Maintenance Agreement
Between
Le Sueur County
and
City of Montgomery



THIS AGREEMENT made and entered into by and between the City of Montgomery hereinafter referred to as the MUNICIPALITY and the County of Le Sueur hereinafter referred to as the COUNTY
WITNESSETH:

WHEREAS, pursuant to Minnesota Session Laws, 1959, Chapter 500, Article 3, Section 17, the parties do desire to enter into an agreement relating to the maintenance of County State Aid Highways within the corporate limits of the MUNICIPALITY upon the terms and conditions hereinafter set forth;

NOW, THEREFORE, THE PARTIES DO AGREE as follows:

The MUNICIPALITY will during the calendar year of 2025 maintain those portions of County State Aid Highways within the corporate limits of the MUNICIPALITY particularly described as follows:

C.S.A.H. No 3	From T.H. 21 to 0.30 MI N.	0.30 MI
	From 0.30 MI N. of T.H. 21 to C.S.A.H. 26.	0.67 MI
C.S.A.H. No 26	From West City Limits to 0.13 MI E.	0.13 MI
	From 0.13 MI E. West Limits to T.H. 13.	0.13 MI
	From T.H. 13 to UP RR	0.21 MI
	From UP RR to Mill Avenue	0.35 MI
	From 5th St. to 0.30 MI E of 5 th St.	0.30 MI
	From 0.30 MI E of 5 th St. to E. Limits (Co. Rd 144)	0.35 MI
C.S.A.H. No 56	From T.H. 13 to 5th	0.50 MI
C.S.A.H. No 57	From Oak St. to Boulevard St.	0.42 MI
	Total Mileage:	3.36 Miles

The MUNICIPALITY will perform maintenance and snow removal on the aforesaid County State Aid Highways. The maintenance and snow removal will be according to Minnesota State Statutes.

The COUNTY will pay to the MUNICIPALITY the rate of \$ 8,536.52 per mile per year, this equals sum of Twenty Eight Thousand Six Hundred Eighty Two Dollars and 71/100 (\$28,682.71) per year for the performance of the work and labor and the furnishing of materials, as hereinbefore set forth, on the County State Aid Highways hereinbefore set forth. Fractional miles and fractional months, if any, will be used in computing the amounts payable under this agreement.

Payments under this AGREEMENT shall be made on an annual basis as near as possible after the date of December 31st.

This AGREEMENT shall not be construed as a relinquishment by the COUNTY BOARD of any powers or control it may have over the herein before described streets or highways.

Upon the failure of the MUNICIPALITY to perform any of the work named herein under the terms of the AGREEMENT, the County Engineer may do and perform such work, or cause it to be done and performed, and may retain from any monies then due to the MUNICIPALITY under this AGREEMENT, or thereafter becoming due, any such amount as is required for the completion of such work.

The MUNICIPALITY agrees to save and hold harmless the County Highway Engineer, the COUNTY and all of its agents and employees from any and all claims, demands, actions or causes of action of any nature whatsoever arising out of or by reason of the execution of performance of the work provided for herein to be performed by the MUNICIPALITY and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of any nature whatsoever arising out of the work to be performed by the MUNICIPALITY herein.

IN WITNESS WHEREOF, the COUNTY and MUNICIPALITY have caused these presents to be executed by their respective officers as of the date first above written.

ADOPTED: August 18, 2025.



Mayor

ATTEST: Patricia Jukup

Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of said City on August 18, 2025.

APPROVED AND ACCEPTED:

COUNTY OF LE SUEUR

ATTEST:

Chairman of County Board

County Administrator

AUG 08 2025

Municipal Maintenance Agreement
Between
Le Sueur County
and
City of Waterville



THIS AGREEMENT made and entered into by and between the City of Waterville hereinafter referred to as the "MUNICIPALITY" and the County of Le Sueur hereinafter referred to as the "COUNTY"
WITNESSETH:

WHEREAS, pursuant to Minnesota Session Laws, 1959, Chapter 500, Article 3, Section 17, the parties do desire to enter into an agreement relating to the maintenance of County State Aid Highways within the corporate limits of the MUNICIPALITY upon the terms and conditions hereinafter set forth;

NOW, THEREFORE, THE PARTIES DO AGREE as follows:

The MUNICIPALITY will during the calendar year of 2025 maintain those portions of County State Aid Highways within the corporate limits of the MUNICIPALITY particularly described as follows:

C.S.A.H. No 3	From S. City Limits to 0.14 MI N.	0.14 MI
	From 0.14 MI N. of S. City Limits to Paquin St.	0.37 MI
	From T.H. 13 to 0.38 MI N.	0.38 MI
	From 0.38 MI N. of T.H. 13 to N. City Limits	0.26 MI
C.S.A.H. No 14	From W. City Limits to 0.25 MI E.	0.25 MI
	From 0.25 MI E. of City to 0.09 MI W. of Herbert St.	0.17 MI
	From 450 Ft. W. Herbert St. to Herbert St.	0.09 MI
	From Herbert St. to Buchanan St. on Paquin	0.18 MI
	From Buchanan on Paquin to Reed St.	0.06 MI
	From Paquin St. to Main St. on Reed	0.06 MI
	From Reed to 1st on Main St.	0.08 MI
	From 1st St. to T.H. 13 on Main St.	0.37 MI
C.S.A.H. No 52	From 1st on Main St. to Paquin St.	0.06 MI
	From Various Streets in Waterville	0.25 MI
	From on 3rd & Hoosac to Paquin St.	0.09 MI
	From on 3rd & Paquin to Main St.	0.06 MI
C.S.A.H. No 53	From Reed St to 1st St on Paquin St.	0.09 MI
	From 3rd to 5th St.	0.13 MI
	From 5th to T.H. 13.	0.12 MI
C.S.A.H. No 63	From Reed St. to 1 st Street	0.08 MI

Total Mileage: 3.29 Miles

AUG 08 2025

The MUNICIPALITY will perform maintenance and snow removal on the aforesaid County State Aid Highways. The maintenance and snow removal will be according to Minnesota State Statutes.

The COUNTY will pay to the MUNICIPALITY the rate of \$ 8,536.52 per mile per year, this equals the sum of Twenty Eight Thousand Eighty Five Dollars and 15/100 (\$28,085.15) per year for the performance of the work and labor and the furnishing of materials, as hereinbefore set forth, on the County State Aid Highways hereinbefore set forth. Fractional miles and fractional months, if any, will be used in computing the amounts payable under this agreement.

Payments under this AGREEMENT shall be made on an annual basis as near as possible after the date of December 31st.

This AGREEMENT shall not be construed as a relinquishment by the COUNTY BOARD of any powers or control it may have over the herein before described streets or highways.

Upon the failure of the MUNICIPALITY to perform any of the work named herein under the terms of the AGREEMENT, the County Highway Engineer may do and perform such work, or cause it to be done and performed, and may retain from any monies then due to the MUNICIPALITY under this AGREEMENT, or thereafter becoming due, any such amount as is required for the completion of such work.

The MUNICIPALITY agrees to save and hold harmless the County Highway Engineer, the COUNTY and all of its agents and employees from any and all claims, demands, actions or causes of action of any nature whatsoever arising out of or by reason of the execution of performance of the work provided for herein to be performed by the MUNICIPALITY and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of any nature whatsoever arising out of the work to be performed by the MUNICIPALITY herein.

IN WITNESS WHEREOF, the COUNTY and MUNICIPALITY have caused these presents to be executed by their respective officers as of the date first above written.

ADOPTED: 9/2, 2025.


Mayor

ATTEST: Linda K. Hunt
Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of said City on September 2, 2025.

APPROVED AND ACCEPTED:

COUNTY OF LE SUEUR

ATTEST:

Chairman of County Board

County Administrator



10900 73rd Ave N
Maple Grove, MN 55369
763-496-1366
www.frontierprecision.com

Quote 111053
Date: Jan 5, 2026 11:24 AM
By: Dylan Jones
djones@frontierprecision.com
Minnesota State Contract 278552

BILL TO:

LeSueur County Highway Dept
Garrett Block
88 South Park Ave
Le Center, MN 56057
UNITED STATES
garrett.block@lesuercounty.gov
[507-357-8206](tel:507-357-8206)

SHIP TO:

LeSueur County Highway Dept
Garrett Block
515 S. Maple Ave
Le Center, MN 56057
UNITED STATES
garrett.block@lesuercounty.gov
[507-357-8206](tel:507-357-8206)

Product Details	Qty	Price	Discount	Total
S7253200				
Instrument - Trimble S7 2" Robotic, DR Plus, Trimble VISION, FineLock, Scanning Capable	1	\$ 32,710.00	\$ 3,271.00	\$ 29,439.00
MT1000				
Trimble MultiTrack Target, including 7.4V Li-Ion battery	1	\$ 3,435.00	\$ 343.50	\$ 3,091.50
GCP13				
MT1000 BATTERY EXTENDED USE	1	\$ 124.00	\$ 12.40	\$ 111.60
73840019				
Instrument to PC cable for firmware updates	1	\$ 85.00	\$ 8.50	\$ 76.50
99511-30				
Total station battery	3	\$ 410.00	\$ 123.00	\$ 1,107.00
101070-00-01				
Trimble Geospatial Accessory - Dual Battery Charger with Power Supply and Power Cord (North America)	1	\$ 705.00	\$ 70.50	\$ 634.50
GCP106				
TOTAL STATION/ROBOTIC TELESCOPIC (CARBON FIBER)	1	\$ 429.00	\$ 42.90	\$ 386.10
GCP71				
BIPOD (ALUMINUM)	1	\$ 229.00	\$ 22.90	\$ 206.10
90553-TR-SUR				
TRI-MAX Tripod -Dual Clamp with Trimble Logo	1	\$ 585.00	\$ 58.50	\$ 526.50
110238-00-1				
Trimble EM120 2.4GHz Module - radio for TSC7	1	\$ 1,830.00	\$ 183.00	\$ 1,647.00

Sub Total:	\$ 37,225.80
Discount:	\$ 0.00
Tax:	\$ 0.00
Shipping:	\$ 0.00
Grand Total:	\$ 37,225.80

Valid Until: Feb 5, 2026

Special Notes



Human Resources

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057

Telephone: 507-357-8221 • Fax: 507-357-8610

Theresa Kubes – Human Resources Director

HUMAN RESOURCES

AGENDA ITEMS

January 27, 2026

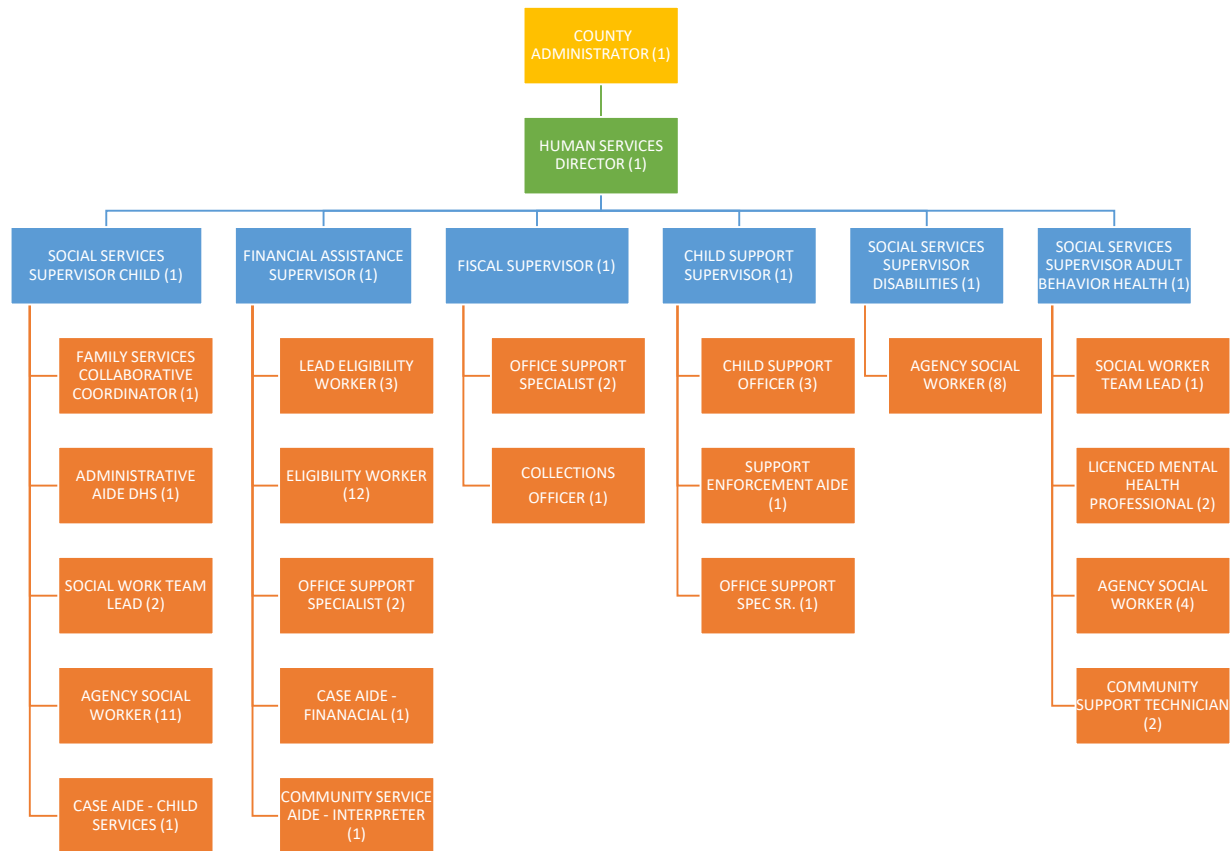
Recommendation to approve the restructured organizational chart for the Human Services Department. The revision would add an Agency Social Worker.

Staffing Updates

New Hire:

Allie Waytashek, full-time Agency Social Worker, Human Services, Grade 13, Step B/2, \$35.79 per hour, effective, February 17, 2026.

HUMAN SERVICES





**Request for Proposals to Create 13 Preliminary
Engineering Reports and 5 Final Engineering
Reports for Water Storage Projects in the Upper
Cannon River Watershed**

Request Issued: Monday, February 2nd 2026

Request Deadline: Friday, February 27th 2026

Direct all questions to:

Holly Bushman , Water Resources Manager

holly.bushman@lesueurcounty.gov

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CREATE 13 PRELIMINARY ENGINEERING REPORTS & 5 FINAL ENGINEERING REPORTS FOR WATER STORAGE PROJECTS IN THE UPPER CANNON RIVER WATERSHED

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CREATE 13 PRELIMINARY ENGINEERING REPORTS & 5 FINAL ENGINEERING REPORTS FOR WATER STORAGE PROJECTS IN THE UPPER CANNON RIVER WATERSHED

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Appendix A . FY'25 EDA Disaster Supplemental Grant Tri-County Application

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Section 1: General Information

Le Sueur County, in collaboration with Waseca and Rice Counties (Tri-County Partnership), are requesting \$613,000 from the U.S. Economic Development Administration (EDA) to launch the Upper Cannon Watershed Flood Mitigation Initiative. This initiative aims to address the causes of chronic flooding in the Upper Cannon Watershed and reduce the economic burden from these events. The goal is to complete the technical work necessary to construct 1,000 acre-feet of water storage across the three counties within the watershed.

Point of Contact

Address all correspondence regarding this RFP to:

Le Sueur County Environmental Services
Holly Bushman-Water Resources Manager
88 S. Park Avenue
Le Center, MN 56057
holly.bushman@lesueurcounty.gov

All firms who receive or download the RFP are requested to register their name and email address by sending an email to holly.bushman@lesueurcounty.gov. Any revisions or corrections to the RFP after the initial posting will be communicated to those registered RFP holders. Failure to register your contact information may result in disqualification of the RFP process. Proposals failing to include all requested information detailed within the RFP, and subsequent updates or modification, will not be considered.

**Proposals will be accepted until 4:00pm (CDT) on Friday, February 27th 2026.
Any submittals after this time will not be considered.**

Acceptance of Proposal Contents

All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13 - Minnesota Government Data Practices Act.

Section 2: Background

Le Sueur County, Rice County, and Waseca County (Tri-County Partnership) are located in southcentral Minnesota and are located within the Cannon River Watershed. The Tri-County Partnership are members of the Cannon River Watershed Joint Powers Organization (CRWJPO). This organization was created in 2020 to implement the Cannon River Comprehensive Watershed Management Plan. Within the Cannon River Comprehensive Watershed Management Plan, there are priorities, goals, and activities that are directly correlated to a reduction in peak flows and volumes to prevent flooding in communities and water quality benefits that reduce pollutant loading.

Partners within the Cannon River Watershed have taken on a very active role in flood mitigation efforts by implementing numerous best management practices, initiating a water storage/flood reduction education and outreach campaign, and completing a Flood Risk Reduction Study for the Upper Cannon River Watershed. The Flood Risk Reduction Study for the Upper Cannon River Watershed is set to be completed by mid-2026. This study will produce a hydraulic model that will target sub-watersheds where water storage will have the greatest impact to reduce peak flows, volumes, and flooding events. This model includes data from the June 2024 record rainfall event, for which Major Disaster DR-4797-MN was declared on June 28, 2024. Additionally, the study will identify best management practices that can be implemented over the next 10 years to provide water storage benefits.

Waterville, Minnesota (population 1,750) was one of the communities hit hardest by the June 2024 record flood. More than 7,000 tons of debris were removed after the waters receded, 130 homes were affected, and over \$2 million in infrastructure damage was incurred. Waterville and other small communities within the watershed will benefit significantly if the Initiative is funded and 1,000 acre-feet of shovel-ready water storage projects are identified. Floodwaters could be reduced by approximately one foot -- a substantial change in a landscape with minimal elevation variation.

The Tri-County Partnership requested \$613,000 from the U.S. Economic Development Administration (EDA) to launch the Upper Cannon Watershed Flood Mitigation Initiative. The Partnership is actively seeking funds at this time for the project; an application for the EDA funds has been submitted but not awarded. ***If awarded EDA funds, \$450,000 will be made available for the services mentioned in this request for proposals***. The EDA grant application is included as an Appendix.

Section 3: Preliminary Schedule, Scope of Services, Deliverable, and Project Support

Preliminary Project Schedule

The County reserves the right to modify the timeline if necessary.

Final RFP Posted	February 02, 2026
RFP Questions Due	February 13, 2026
RFP Questions Responded By	February 20, 2026
Proposals Due before 4:00pm (CDT)	February 27, 2026
Tri County Executive Committee Review Proposals	March 02-March 13, 2026
Interview Selection Notice	March 13, 2026
Interviews	March 23, 2026

CREATE 13 PRELIMINARY ENGINEERING REPORTS & 5 FINAL ENGINEERING REPORTS FOR WATER STORAGE PROJECTS IN THE UPPER CANNON RIVER WATERSHED

Consultant Selection/Award Notice
Contract to Le Sueur County Board for Approval

March 30, 2026
April 7, 2026

Scope of Services

This project will create 13 Preliminary Engineering Reports and 5 Final Engineering Reports for water storage projects that will achieve the goal of 1,000 acre-feet of water storage in the Upper Cannon River Watershed.

Preliminary Engineering Reports (PERs)

The PERs will provide technical and engineering information that is needed in order to support future efforts in applying for multiple funding opportunities for implementation of water storage projects. The scope of services outlined below summarizes the approach in developing a PERs for grant that are needed for grant applications. All the drawings, cost estimates, and budgets should be consistent and standardized.

1. Project Description

The consultant will provide a detailed narrative and technical description of the all project components, including whether the work involves new construction, renovation, or replacement. Each component must include details about dimensions, quantities, and capacities. Additionally, the project description must include language in how it relates to the Cannon River Watershed Comprehensive Watershed Management Plan and Upper Cannon River Watershed Flood Risk Reduction Study.

2. Site Layout, Feasibility, and Construction Approach

A general 11 x 17 CAD layout will be developed in order to illustrate existing site conditions and preliminary concept design for proposed improvements. Concept design will include a drainage plan, grading plan, and typical cross sections. This will also include dimensioning and quantifying project components for cost estimation and feasibility review.

The Report will include preliminary hydrologic and hydraulic modeling to assess capacity, storage volume, and local drainage benefits and impacts of the water storage project. Analysis will include understanding of impacts to the site as well as the Upper Cannon River Watershed to gauge progress towards annual runoff and peak flow goals.

3. Cost-Estimating and Budget Development

A detailed Engineer's Opinion of Probable Construction Cost based on concept plans. This must include quantities, unit prices, and total costs for each project component, and rationale for contingency estimates.

A comprehensive project budget will also be developed. This must include line items for administrative/legal expenses, land and right-of-way acquisition, architectural/engineering services, site work, demolition, construction, equipment, contingencies, and property acquisition.

4. Permitting Schedule

- a. Will identify all local, state, and federal permits that are anticipated to be needed for each project. This will also include anticipated timelines for each permit acquisition that is needed. If the project involves any jurisdictional approvals, the coordination efforts and associated timeframes should be outlined.

- b. A project schedule must be developed and included estimated durations for:
 - Design
 - Permit acquisition
 - Easement/right of way acquisition
 - Bidding and contract award
 - Construction

Final Engineering Reports (FERs)

The FERs will provide technical and engineering information that is needed in order to support future efforts in applying for multiple funding opportunities in order to implement shovel ready water storage projects. The scope of services outlined below summarizes the approach in developing a FERs for grant that are needed for grant applications. All the drawings, cost estimates, and budgets should be consistent and standardized.

5. Project Description

The consultant will provide a detailed narrative and technical description of the all project components, including whether the work involves new construction, renovation, or replacement. Each component must include details about dimensions, quantities, and capacities. Additionally, the project description must include language in how it relates to the Cannon River Watershed Comprehensive Watershed Management Plan and Upper Cannon River Watershed Flood Risk Reduction Study.

6. Site Layout, Feasibility, and Construction Approach

A general 11 x 17 CAD layout will be developed in order to illustrate existing site conditions and concept design for proposed improvements. Concept design will include a drainage plan, grading plan, and typical cross sections. This will also include dimensioning and quantifying project components for cost estimation.

The Report will include hydrologic and hydraulic modeling to assess capacity, storage volume, and local drainage benefits and impacts of the water storage project. Analysis will include understanding of impacts to the site as well as the Upper Cannon River Watershed to gauge process towards annual runoff and peak flow goals.

7. Cost-Estimating and Budget Development

A detailed Engineer's Cost of Construction based on final concept plans. This must include quantities, unit prices, and total costs for each project component, and rationale for contingency estimates.

A comprehensive project budget will also be developed. This must include line items for administrative/legal expenses, land and right-of-way acquisition, architectural/engineering services, site work, demolition, construction, equipment, contingencies, and property acquisition.

8. Permitting Schedule

- a. Will identify all local, state, and federal permits that are needed for each project. This will also include timelines for each permit acquisition that is needed. If the project involves any jurisdictional approvals, the coordination efforts and associated timeframes should be outlined.

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- b. A project schedule must be developed and included estimated durations for:
- Design
 - Permit acquisition
 - Easement/right of way acquisition
 - Bidding and contract award
 - Construction

Project Management

The consultant will take the lead in managing their time, staff, resources, budget, and any related activities to ensure the project objectives are met. The consultant's project manager and County Staff/Tri-County Executive Committee are expected to be in regular communication; others will participate as requested/required. The consulting team will provide meeting documentation and track/report on progress as well as issues and challenges that require attention.

Public Process

The participatory process is intended to seek out and involve residents, landowners, and other stakeholders with this project. The overall goal of the participatory process is to increase the ownership of the final product. Local partners will take the lead in the public process to collect information that is needed and will be included within the final report/assessment.

Plans, Studies, and Assessments

The consultant shall analyze the Cannon River Comprehensive Watershed Management Plans and reference any plan implementation activities, priority areas, and goals that will be achieved by completing the Preliminary and Final Engineering Reports.

Additionally, below is a list of plans and studies that have been completed by the County. These shall be incorporated into the following scope of services.

- Upper Cannon River Watershed Flood Risk Reduction Study (Anticipated Completion Date 2026)
- Cannon River Watershed Comprehensive Watershed Management Plan (2020)
- Cannon River Watershed Joint Powers Organization Education and Outreach Plan (2022)
- Cannon River Watershed Restoration and Protection Strategy Report (2016)
- Cannon River Watershed Total Maximum Daily Load Report (2017)
- Lake Volney Subwatershed Assessment Report (2025)
- Lake Francis Subwatershed Assessment Report (Anticipated Completion Date 2026)
- Lake Tetonka and Upper Sakatah Lakes Subwatershed Assessment Report (Anticipated Completion Date 2026)
- German/Jefferson Chain of Lake Subwatershed Assessment Report (Anticipated Completion Date 2027)

Anticipated Project Deliverables

It is anticipated that the project will result in the following primary deliverables, although the consultant and/or the County may identify additional intermediate deliverables when the final scope of work is negotiated. Within their proposal, consultants are encouraged to include any additional or alternative deliverables that they feel would be necessary, based on their professional expertise and knowledge.

- Identify high priority areas for potential water storage. *Note: The contractor is NOT expected to conduct public and landowner outreach, as those efforts will be managed by County staff.*
- Work with County staff on identifying and screening potential sites to conduct engineering.

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- Provide engineering services to create preliminary designs, cost estimates, permitting needs, and timelines to generate up to 13 Preliminary Engineering Reports (PERs) and up to 5 Final Engineering Reports (FERs) with the goal of developing “shovel-ready sites” and achieving 1,000-acre feet of water storage in watersheds above the City of Waterville;
- Assist the County in identifying other funding sources for construction.
- Provide progress reports.

Deliverables prepared by the consultant must be provided electronically in editable formats using common software, and any maps must be in both shapefiles and PFDs.

Project Resources and Support

County and Soil and Water Conservation District staff will lend assistance in completing data analysis, data gathering, or other necessary tasks, where needed, to facilitate accurate and timely completion of the project.

The role of County and SWCD staff will include but is not limited to:

1. Compile any background data, technical information, and landowner engagement information needed to include within each Preliminary and Final Engineering Report.
2. Provide access to all GIS, LiDAR, and other electronic data as needed. All GIS data will be distributed to the selected vendor in ESRI file geodatabase format in the Le Sueur County Coordinate System.
3. Assist with all public meetings, landowner meetings, and any additional community engagement activities.
4. Review draft documents.
5. Primary point of contacts for public communications about the project.

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Section 4: Proposal Submittal

Proposal Submission

Proposals should be submitted electronically to the email address below or ONE hard copy of the proposal should be labeled “Proposal to Create 13 Preliminary Engineering Reports & 5 Final Engineering Reports for Water Storage Projects in the Upper Cannon River Watershed”, and mailed or delivered to the following address:

Le Sueur County Environmental Services
Attention: Holly Bushman-Water Resources Manger
88 S. Park Avenue
Le Center, MN 56057

And emailed to: holly.bushman@lesueurcounty.gov

All proposals must be received by **February 27, 2026 , at 4:00pm (CDT)**.
Proposals received after that time will not be accepted.

Proposal Content

Below are the minimum requirements for the proposal. Consultants are encouraged to add context and sections as needed to fully explain your proposal.

1. **Cover Letter**
Concisely explain the firm's interest in the project and key credentials. Include contact information for the firm and project manager, who is expected to be the principal contact and authorized to make presentations on behalf of the firm. Include your firm's understanding of the work to be performed and why your firm believes it to be the best qualified to perform the services requested. Include similar information for sub-consultants, if any, for the proposed project.
2. **Project Understanding**
Include a summary of your understanding of this project.
3. **Approach/Work Program**
Provide a conceptual work program and specific approaches, methods, and assumptions for the project that you believe are appropriate based on your understanding of the County's needs, as well as the outcomes, deliverable, and the scope of work elements outlined within this RFP. Submittal of a draft project schedule is required as part of the conceptual work program.
4. **Project Team**
Describe your core team - the people who will actually be working on this project. Include their proposed roles and responsibilities and organizational structure. Provide summary information about their expertise and contributions to this project within the proposal body.
5. **Schedule**
Provide a proposed project schedule from initiation to project completion. The preliminary project schedule of 24 months was set by staff; however, the consultant should determine, based on the scope of services. Extension of project cannot extend past the Grant Agreement Expiration Date unless otherwise approved by the Economic Development Administration.

6. Total Consultant Cost

List the complete cost for the proposal.

Breakdown of the costs shall be as follows:

1. Proposed cost for each scope of work listed in Section 3.
2. Hourly rates for all consultant employees who are expected to work on this project.
 - a. The rates shall be agreed upon costs for any additional services requested by the County, above and beyond what is detailed in the RFP.
3. Reimbursable costs including details of service or items and the applicable charge per unit.

It is the responsibility of the proposing firm to accurately predict the amount of time and resources that they will need to spend on the project and their associated total cost. Again, please see the scope of services including the recent planning documents that have been completed that are to be incorporated into the plan.

Appendices

Below are the minimum requirements for the Appendices.

1. Experience / Work Samples

Provide 1-2 project examples including descriptions, visuals, and deliverables that highlight and showcase previous work that is similar or related in nature to what this RFP is asking. Additionally, please include key contacts, (i.e., name, email, phone numbers, etc.) for the client each project was done for.

2. References

List all the projects your firm has worked on, in a similar capacity, for the past three years. List names of organizations along with appropriate and applicable contact information (i.e., name, email, phone numbers, etc.) for each reference listed that can be contacted regarding the services you have provided them.

Section 5: Proposal Evaluation and Selection

Proposal Review

Proposals will first be reviewed by Le Sueur, Rice, and Waseca County and SWCD staff for completeness. Only proposals that have been properly completed and meet the minimum content requirements will be considered in the evaluation.

The Tri-County Partnership Executive Committee will review each completed proposal to identify the consultant that most closely meets the Tri-Counties needs. Although cost will be considered in the award process, cost will not be the sole determining factor. Emphasis will be placed on the demonstrated quality of the services to be offered, demonstrated relevant experience and the availability of the consultant in a timely manner to complete the services. After reviewing the proposals, a recommendation will be made to the Le Sueur County Board of Commissioners for a contract award.

Selection Criteria

Proposals will be evaluated based on the following review and selection criteria.

- Project Work Approach, Deliverable, and Organization
 - o Firm grasp of the project scope and objectives
 - o Quality and organization of response to proposed work program and proposed deliverables
 - o Quality of creative approach to both the deliverables and to public engagement
 - o Completeness of proposed deliverables
- Communications
 - o Organization and completeness of the response
 - o Writing skills, as shown through the submission and any other submitted work examples
- Related Experience, References, and Work Examples
 - o Demonstration of leadership skills necessary to navigate the social and political issues that invariably come with a project of this nature.
 - o Description and demonstrated ability (proven track record), of the firm as a whole and individual team members, in successfully completing similar projects, and producing quality deliverables, on time and within a budget.
 - o Experience and a demonstrated ability of consultant in the community / public planning process
 - o Ability of the consultant to conduct productive meetings and demonstrated experience in doing so.
 - o Ability of the consultant to work with staff, stakeholders, and elected officials and demonstrated direct experience in doing so.
 - o Ability to utilize and run multiple models and tools for targeting designing and engineering projects.
 - o Direct and demonstrated experience of consultant assigned to the project in working with a diverse group of stakeholders in water quality initiatives.
 - o Quality of submitted work examples.
 - o Current workload and availability of consultant team members for virtual and in-person meetings.
- Schedule
 - o Proposed consultant project schedule and the staffing plan that will facilitate completion of the Plan in a timely manner.

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- o Number of visits / planned meetings.
- **Cost**
 - o Demonstration of successful budgeting performance and previous experience in meeting project budgets.
 - o Description of the approach to budgeting.
 - o Presentation of the consultant's best offer; "not to exceed" cost.

Additional Information Requests

Le Sueur County reserves the right to request additional information or clarification from the Proposers during any phase of the proposal evaluation process. During the evaluation and selection process, Le Sueur County has the right to request the presence of Proposer's representatives and answer specific questions. Notification of any such requirements will be given as necessary.

Disqualification

Any one or more of the following may be considered as sufficient for the disqualification of a Proposer and the rejection of the proposal or proposals:

1. Incomplete Proposal Submittal
2. Conflict of interest with the Tri-County Partnership or its agents
3. Lack of qualifications or experience
4. Unsatisfactory performance record; judged from a standpoint of references
5. Any other reason to be determined in good faith to be in the best interests of the Tri-County Partnership
6. Failure to comply with any qualification requirements of Le Sueur County

Contract Award

Issuance of this RFP and receipt of proposals does not commit the County to selecting a consultant or otherwise awarding a contract, nor does it obligate the County to pay for any costs incurred in preparing and submitting proposals in anticipation of a contract. The County reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected consultant, should negotiations with the selected consultant be terminated, to negotiate with more than one consultant simultaneously, or to cancel all or part of this RFP.

Section 6: Terms and Conditions

County Rights

The County may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by the consultant, and require additional evidence of qualifications requested in this RFP. The County reserves the right to:

1. Reject any or all proposals if such action is in the public interest
2. Cancel the entire RFP
3. Issue a subsequent RFP
4. Remedy technical errors in the RFP process
5. Establish a short list of proposers eligible for interview after evaluation of written proposals
6. Extend the deadline or accept late proposals under extenuating circumstances at its discretion
Reject any or all proposals if such action is in the public interest
7. Negotiate with any, all, or none of the proposers

Pre-contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the proposer in: 1) preparing its proposal in response to this RFP; 2) submitting that proposal to Le Sueur County; 3) negotiating with Le Sueur County on any matter related to this RFP; 4) any other expenses incurred by the proposer prior to the date of execution of the proposed agreement. Le Sueur County shall not, in any event, be liable for any pre-contractual expenses incurred by the proposer in the preparation of their proposals.

Contract and Insurance Requirements

The selected consultant will be required to enter into a contract with Le Sueur County defining the parties' roles and duties. Le Sueur County will use its standard contract terms and conditions, which will be available on request. The consultant will be required to maintain, at a minimum, the following insurance coverages, with Le Sueur County listed as an additional insured:

1. Commercial General Liability Coverage in the amount of \$1,500,000 for each occurrence and \$3,000,000 annual aggregate.
2. Workers' Compensation insurance as required by Minnesota law and Employer's Liability Coverage.

Independent Contractor Status

The selected consultant will be an independent contractor, and nothing contained in any contract awarded shall be construed to create the relationship of employer and employee between Le Sueur County and the selected consultant.

Public Information

Data submitted to Le Sueur County in response to an RFP are private or nonpublic data until the responses are opened. Once the responses are opened, the name of the responder becomes public. All other data in the responder's response to the RFP are private or nonpublic data until completion of the evaluation process. "Completion of the qualification process" means that Le Sueur County has entered into a contract with the selected consultant. After Le Sueur County has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified

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in Minn. Stat. §13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFP become the property of Le Sueur County and will not be returned.

**REQUESTS FOR PROPOSALS MUST BE RECEIVED PRIOR TO 4:00pm (CDT) Friday,
February 27th 2026.
LATE SUBMITTALS WILL NOT BE CONSIDERED.**

DRAFT

Appendix A. FY'25 EDA Disaster Supplemental Grant Tri-County Application

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