

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING AGENDA
JANUARY 19, 2016**

1 9:00 CALL TO ORDER

PLEDGE OF ALLEGIANCE

Recognition of Secretary III Marla Thissen's retirement and presentation of a plaque in appreciation for his eleven years of service to the McLeod County Parks/Extension Department from February 18, 2004 through January 19, 2016.

2 9:03 CONSIDERATION OF AGENDA ITEMS*

3 9:08 CONSENT AGENDA*

- A. January 5, 2016 Meeting Minutes and Synopsis.
- B. December 31, 2015 Auditor's Warrants.
- C. January 8, 2015 Auditor's Warrants.
- D. Approve annual renewal of McLeod County Public Health Nursing Services Hispanic Outreach Worker Contract (Carmen Patino) at a rate of \$30.23/hour effective January 1, 2016-December 31, 2016.
- E. Sign Service Agreement with NU-Telecom (Hutchinson, MN) to install Wi-Fi service throughout the fairgrounds including parking lots. The Board approved a quote from NU-Telecom on 11/3/15 but did not sign the contract at the time.
- F. Accept the CY2016 Adult Mental Health – Community Support Program grant allocation of \$111,680 (no change for past several years) and comply with appropriate financial reporting.
- G. Accept the CY2016 Adult and Children's Crisis Response Service grant allocation in partnership with Carver and Scott Counties of \$971,405.

4 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST*

5 PAYMENT OF BILLS - ADDITIONAL MISCELLANEOUS BILLS TO BE PAID BY AUDITORS WARRANTS*

6 9:10 PUBLIC HEALTH – Director Jennifer Hauser

- A. Consider approval of Memorandum of Understanding (MOU) that outlines roles and responsibilities for coordination and collaboration between McLeod County Public Health and Heartland Community Action Agency Head Start.*

The purpose of this agreement is to improve coordination and collaboration on behalf of the children and families who are being served by McLeod County Public Health and Heartland Community Action Agency Head Start, and create and maintain a meaningful partnership that provides outreach and services to families residing in McLeod County. Both McLeod County Public Health and Head Start are committed to serving low income children and families.

McLeod County Public Health primary roles and responsibilities include:

- Refer age-eligible children
- Provide health education as requested
- Display Head Start information in the Public Health waiting areas

7 9:15 HUMAN RESOURCES – Director Mary Jo Wieseler

- A. Consider approval to updates of the Personnel Policy.*

8 9:25 ADMINISTRATION – Building Maintenance Supervisor/Purchasing Coordinator Scott Grivna

- A. Consider approval to replace climate control system in the data center from Foster Mechanical (Hutchinson, MN) for a cost of \$19,450.*

Additional quote: NAC Mechanical & Electrical Services (Vadnais Heights, MN) \$26,500.

9 9:30 AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford

- A. Consider setting Public Hearing of the Ditch Authority on County Ditch #26 and County Ditch #27 for February 16 at 10:30 a.m. to receive and review Engineer’s Report.*
- B. Consider adoption of Resolution 16-CB-04 authorizing and approving the issuance and the sale of commercial development revenue refunding bonds (Southwest Initiative Foundation Project), Series 2016; fixing the form and specifications thereof; directing their issuance and delivery and providing for their payment.*

10 9:50 INFORMATION TECHNOLOGY – Director Vince Traver

- A. Consider approval for the Compliance fund to pay for upgrading the technology in the North Complex Large Meeting Room from Tierney Brothers (State Contract #10599) for \$32,007.51.*

The compliance fund committee has approved the cost of the upgrade. A quote for just replacing the projector and some programming of the controller is \$6,564.05. The overhead projector went out in the room and to take advantage of the new functionality of today’s projector models we have to upgrade everything in the room. Recommendation is to upgrade everything to take advantage of that new technology. This conference room is used for a wide variety of presentations and DHS ITV training.

11 10:00 DAVID DROWN ASSOCIATES – Shannon Sweeney

- A. Authorize setting a Public Hearing for 9:30 a.m. February 16 to consider a County tax diversion to assist the City of Stewart to build a new road to serve the truck traffic for Form A Feed.*

12 10:10 SOLID WASTE – Recycling Manager Don Hopp

- A. Presentation of retrofit cost summary.
- B. Presentation of year end Materials Recovery Facility tons shipped for 2015.

13 COUNTY ADMINISTRATION

- Review of Commissioners Calendar
- Commissioner reports of committee meetings attended since January 5, 2016.

- A. Consider January 4, 2016 Budget Recommendations.*
- B. Consider approval of up to \$200 for lunch at the January 27th meeting for Agricultural Plastic Recycling Forum which will be held at Solid Waste Facility.*
- C. Consider approval of a revised Memorandum of Agreement (MOA) for the North Fork Crow River Water Planning Partnership.*
- D. Update on proposed February Workshop.
- E. Discuss appointments for 2016 Committees.

OTHER

Open Forum
Press Relations

RECESS

Next board meeting February 2, 2016 at 9:00 a.m. in the County Boardroom.

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING MINUTES – January 5, 2016**

CALL TO ORDER

The regular meeting of the McLeod County Board of Commissioners was called to order at 9:00 a.m. by Chair Paul Wright in the County Board Room. Commissioners Nies, Shimanski, Nagel and Krueger were present. County Administrator Patrick Melvin, Administrative Assistant, Donna Rickeman, County Attorney Michael Junge and County Auditor-Treasurer Cindy Schultz were also present.

PLEDGE OF ALLEGIANCE

At the request of the Board Chair, all present recited the Pledge of Allegiance.

CONSIDERATION OF AGENDA ITEMS

Nies/Krueger motion carried unanimously to approve the agenda.

CONSENT AGENDA

A) December 29, 2015 Meeting Minutes and Synopsis.

Nagel/Shimanski motion carried unanimously to approve the consent agenda.

ADJOURN

Nies/Shimanski motion carried unanimously to adjourn for 2015 sine die.

CALL TO ORDER

County Administrator Patrick Melvin called the 2016 organizational meeting to order.

Commissioners Wright, Nies, Shimanski, Krueger and Nagel were present.

ELECTION OF BOARD CHAIR

County Administrator Patrick Melvin requested nominations for the 2016 Board Chair. Commissioner Nies nominated Commissioner Paul Wright for Board Chair for 2016.

Nies/Nagel motion carried unanimously to cease nominations and cast a unanimous ballot for Commissioner Paul Wright as Board Chair for 2016.

ELECTION OF VICE CHAIR

Board Chair Paul Wright requested nominations for the 2016 Vice Chair. Commissioner Wright nominated Commissioner Ron Shimanski for Board Vice Chair for 2016.

Wright/Nagel motion carried unanimously to cease nominations and cast a unanimous ballot for Commissioner Ron Shimanski as Board Vice Chair for 2016.

INTRODUCTION OF NEW EMPLOYEE

Darcy Cole started employment as the 4H Coordinator on January 4, 2016.

RECOGNITION

Recognition of Nathan Winter for the Extension Educator of the Year Award.

Recognition of the McLeod County Sheriff's Office for passing the Police Officer Standards and Training review.

Recognition of William Hard for his dedicated service on the McLeod County Planning Advisory Commission, January 2007 through December 2015.

CONSIDERATION OF AGENDA ITEMS

Nies/Krueger motion carried unanimously to approve the agenda.

CONSENT AGENDA

- A) December 24, 2015 Auditor's Warrants.
- B) Approve Employee Dishonesty and Faithful Performance of Duty Coverage bonds for officers and employees.
- C) Adopt Resolution 16-RB01-03 designating the McLeod County website as the official publication for transportation projects.
- D) Approve Confession of Judgment for Ryan Redden & Heather J Shaw on Property ID 20.055.0100 in the City of Stewart.

Nies/Shimanski motion carried unanimously to approve the consent agenda.

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue	\$103,222.10
Road & Bridge	\$400.00

Solid Waste	\$945.06
Special Revenue Fund	\$20,708.54

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$125,275.70 from the aforementioned funds.

**JAIL RENOVATION & COURTHOUSE SECURITY – Contegrity Group
Construction Manager Larry Filippi and Wold Architect John McNamara**

- A) Larry Filippi and John McNamara requested authorization to advertise for bids on the jail renovation and security project.

Current timeline of project includes:

- Plans available on January 15th
- 3-1/2 week leadtime for bids to be received
- Bid opening on February 11th at 2:00 PM
- Presentation and possible bid awards February 16th at 10:00 AM

There will be about 30 different categories that will be going out for bid. McLeod County will be eligible for a tax rebate for purchases made from contractors.

Nies/Krueger motion carried unanimously to authorize the advertisement for bids on the jail renovation and security project.

AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz

- A) Cindy Schultz requested adoption of Resolution 16-CB-01 authorizing the McLeod County Auditor-Treasurer to designate depositories.

According to the McLeod County Investment Policy manual the County Board must authorize the County Auditor-Treasurer to designate depositories for the new year.

Shimanski/Krueger motion carried unanimously to adopt Resolution 16-CB-01 authorizing the McLeod County Auditor-Treasurer to designate depositories.

- B) Cindy Schultz requested adoption of Resolution 16-CB-02 waiving three uncollected Worthless or Dishonored Checks totaling \$101.25.

Krueger/Shimanski motion carried unanimously to adopt Resolution 16-CB-02 waiving three uncollected Worthless or Dishonored Checks totaling \$101.25.

- C) Cindy Schultz requested approval of an agreement between McLeod County and the State of Minnesota, Office of the State Auditor for services provided pursuant to Minn. Statute § 6.48 with McLeod County for the audit of year ending December 31, 2015.

This is an annual agreement with the Minnesota State Auditor to perform audit services for year ended December 31, 2015.

Nies/Nagel motion carried unanimously to an agreement between McLeod County and the State of Minnesota, Office of the State Auditor for services provided pursuant to Minn. Statute § 6.48 with McLeod County for the audit of year ending December 31, 2015.

ESTABLISHMENT OF COMMITTEES

- A) A list of Commissioners and associated committees was presented to the County Board by Donna Rickeman for approval of changes to the Commissioners serving on each committee for 2016.

The following were changes made during the meeting:

- Replace Joe Nagel with Doug Krueger on AMC Environmental & Natural Resource Policy Committee
- Replace Sheldon Nies with Joe Nagel on AMC Public Safety Policy Committee
- Replace Doug Krueger with Sheldon Nies on AMC Transportation Policy Committee
- Replace Sheldon Nies with Ron Shimanski on Department Head Committee
- Replace Ron Shimanski with Doug Krueger on Minnesota Rural Counties Caucus
- Replace Paul Wright with Doug Krueger on Personnel Committee

Krueger/Nagel motion carried unanimously to approve the 2016 Commissioner's Committee appointments with the above changes.

Shimanski/Krueger motion carried unanimously to set a maximum of 2 three year terms on the Trails Committee.

Nies/Krueger motion carried unanimously to appoint Jim Lauer as Veterans Services Officer for a 4 year term.

Shimanski/Nagel motion carried unanimously to appoint Larry Gasow as Zoning Administrator for a 4 year term.

PANNING AND ZONING – Administrator Larry Gasow

- A) Larry Gasow requested approval of Conditional Use Permit 15-20 requested by Geronimo Wind LLC on behalf of Andromeda Community Solar Gardens, LLC of Edina, MN on property owned by Cecil and Lindal Martin for the Essential Services of a community solar garden array system.

The design will be a 5 megawatt (MW) solar farm consisting of five 1 MW solar gardens. It is proposed to utilize typical photovoltaic panels, central inverters and linear axis tracking system or a fixed-tilt tracking system. The area will have a 6' security fence with 1' of barbed wire, weather station and gravel access. It will generate enough energy to power 1,000 homes annually and avoid the emission of 6.057 metric tons of carbon annually. The project will interconnect to Xcel Energy's existing distribution system near the project. This property is located in Section 36 of Winsted Township on two parcels (20 acres each) for a total of 40 acres.

Winsted Township recommended denial on December 10, 2015 due to the need for further information regarding vegetative management, project manager contact, and a decommissioning plan, all of which were addressed at the Planning Advisory Commission meeting on December 23, 2015.

The Planning Advisory Committee recommended approval on December 23, 2015 with the following conditions:

1. Proof of Insurance shall be provided to the Zoning Office prior to any permits being issued.
2. A Bond or Letter of Credit in the amount of \$20,000 per megawatt (5 MW @ \$20,000 = \$100,000) shall be provided to the Zoning Office prior to any permits being issued.
3. Contact person for weed control and other concerns shall be identified.
4. A landscape buffer plan and vegetative management plan shall be provided to the Zoning Office.
5. Applicant shall meet all NPDES Permit requirements.
6. Agricultural Fencing with two strands of barbed wire shall be installed for site security.

Krueger/Shimanski motion carried unanimously to approve Conditional Use Permit 15-20 requested by Geronimo Wind LLC on behalf of Andromeda Community Solar Gardens, LLC of Edina, MN on property owned by Cecil and Lindal Martin for the Essential Services of a community solar garden array system.

COUNTY ADMINISTRATION

- A) Pat Melvin requested approval to award the official McLeod County legal newspaper for 2016 and second publication of 2015 McLeod County Financial Statement.

McLeod County bids for 2016 Official Newspaper		
	Hutchinson Leader	McLeod Publishing
Line length in Picas	10.25	10.6
Line per inch	9	9
Length of LCA in Points	90	102
Cost per column inch	\$5.08	\$2.50
2 nd Publication Insertion Rate	\$0.05	Official Newspaper

Nies/Krueger motion carried unanimously to award the 2016 legal newspaper to McLeod Publishing at a cost per column inch of \$2.50 and award of the 2015 McLeod County Financial Statement to Hutchinson Leader at an insertion rate of \$0.05.

Krueger/Shimanski motion carried unanimously to recess at 10:29 a.m. until 9:00 a.m. January 19, 2016 in the County Boardroom.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

McLEOD COUNTY
BOARD OF COMMISSIONERS
SYNOPSIS – January 5, 2016

1. Commissioners Wright, Nies, Shimanski, Krueger and Nagel were present.
2. Nies/Krueger motion carried unanimously to approve the agenda.
3. Nagel/Shimanski motion carried unanimously to approve the consent agenda including December 29, 2015 Meeting Minutes and Synopsis.
4. Nies/Shimanski motion carried unanimously to adjourn for 2015 sine die.
5. Commissioners Wright, Nies, Shimanski, Krueger and Nagel were present.
6. Commissioner Nies nominated Commissioner Paul Wright for Board Chair for 2016. Seconded by Joe Nagel. Nies/Nagel motion carried to cease nominations and cast a ballot for Commissioner Paul Wright as Board Chair for 2016.
7. Wright/Nagel motion carried unanimously to cease nominations and cast a unanimous ballot for Commissioner Ron Shimanski as Board Vice Chair for 2016.
8. Nies/Krueger motion carried unanimously to approve the agenda.
9. Nies/Shimanski motion carried unanimously to approve the consent agenda including December 24, 2015 Auditor's Warrants; Approve Employee Dishonesty and Faithful Performance of Duty Coverage bonds for officers and employees; Adopt Resolution 16-RB01-03 designating the McLeod County website as the official publication for transportation projects; Approve Confession of Judgment for Ryan Redden & Heather J Shaw on Property ID 20.055.0100 in the City of Stewart.
10. Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$125,275.70 from the aforementioned funds.
11. Nies/Krueger motion carried unanimously to authorize the advertisement for bids on the jail renovation and security project.
12. Shimanski/Krueger motion carried unanimously to adopt Resolution 16-CB-01 authorizing the McLeod County Auditor-Treasurer to designate depositories.
13. Krueger/Shimanski motion carried unanimously to adopt Resolution 16-CB-02 waiving three uncollected Worthless or Dishonored Checks totaling \$101.25.
14. Nies/Nagel motion carried unanimously to an agreement between McLeod County and the State of Minnesota, Office of the State Auditor for services provided pursuant to Minn. Statute § 6.48 with McLeod County for the audit of year ending December 31, 2015.
15. Krueger/Nagel motion carried unanimously to approve the 2016 Commissioner's Committee appointments with the above changes.
16. Shimanski/Krueger motion carried unanimously to set a maximum of 2 three year terms on the Trails Committee.
17. Nies/Krueger motion carried unanimously to appoint Jim Lauer as Veterans Services Officer for a 4 year term.

18. Shimanski/Nagel motion carried unanimously to appoint Larry Gasow as Zoning Administrator for a 4 year term.
19. Krueger/Shimanski motion carried unanimously to approve Conditional Use Permit 15-20 requested by Geronimo Wind LLC on behalf of Andromeda Community Solar Gardens, LLC of Edina, MN on property owned by Cecil and Lindal Martin for the Essential Services of a community solar garden array system.
20. Nies/Krueger motion carried unanimously to award the 2016 legal newspaper to McLeod Publishing at a cost per column inch of \$2.50 and award of the 2015 McLeod County Financial Statement to Hutchinson Leader at an insertion rate of \$0.05.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at 10:29 a.m. until January 19, 2016.

Attest:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

***** McLeod County IFS *****



POOL
12/31/15 3:29PM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

POOL
 12/31/15 3:29PM
 1 GENERAL REVENUE FUND

***** McLeod County IFS *****



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
117	1874 MN COUNTIES INTERGOVERNMENTAL TI 01-000-000-0000-2045		75,272.94	MEDICAL PREMIUM GENERAL FUND 01/01/2016 01/31/2016		Health Insurance Payable
116	01-000-000-0000-2052		1,560.00	MEDICAL PREMIUM SELF PAY FUND 01/01/2016 01/31/2016		Cobra Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		76,832.94	2 Transactions		
0	DEPT Total:		76,832.94	...	1 Vendors	2 Transactions
5	DEPT			BOARD OF COUNTY COMMISSIONERS		
	1886 BMO					
78	01-005-000-0000-6336		209.02	BEST WESTERN	1627	Meals, Lodging, Parking & Miscellaneous
79	01-005-000-0000-6336		186.54	BEST WESTERN	1627	Meals, Lodging, Parking & Miscellaneous
81	01-005-000-0000-6336		209.02	BEST WESTERN	1627	Meals, Lodging, Parking & Miscellaneous
	1886 BMO		604.58	3 Transactions		
	3089 MN DOT STATE SIGN SHOP					
136	01-005-000-0000-6350		440.65	7 BEYOND YELLOW RIBBON SIGNS		Other Services & Charges
	3089 MN DOT STATE SIGN SHOP		440.65	1 Transactions		
	6205 RITEWAY CONVEYORS, INC.					
145	01-005-000-0000-6350		35.00	PLAQUE-MARLA THISSEN	1497	Other Services & Charges
146	01-005-000-0000-6350		35.00	PLAQUE-WILLIAM HERD	1497	Other Services & Charges
	6205 RITEWAY CONVEYORS, INC.		70.00	2 Transactions		
5	DEPT Total:		1,115.23	BOARD OF COUNTY COMMISSIONERS	3 Vendors	6 Transactions
13	DEPT			COURT ADMINISTRATOR'S		
	812 GAVIN WINTERS & LONG LTD					
98	01-013-000-0000-6272		420.00	COURT APPT CS/MM JV-15-155	20150247-000M	Court Appt Atty-Dep/Neg/Ter
	812 GAVIN WINTERS & LONG LTD		420.00	1 Transactions		
	6440 MELCHERT HUBERT SJODIN PLLP					
110	01-013-000-0000-6272		555.00	COURT APPT CJ/BH/CR JV-15-196	123139	Court Appt Atty-Dep/Neg/Ter
114	01-013-000-0000-6273		90.00	COURT APPT AP PR-15-1523	123141	Court Appt Atty-Other
111	01-013-000-0000-6272		15.00	COURT APPT AB/DN JV-215-119	123151	Court Appt Atty-Dep/Neg/Ter
108	01-013-000-0000-6272		15.00	COURT APPT CR/ZA JV-14-110	123154	Court Appt Atty-Dep/Neg/Ter



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
113	01-013-000-0000-6273		15.00	COURT APPT MLF FA-14-1726	123164	Court Appt Atty-Other
112	01-013-000-0000-6273		270.00	COURT APPT BPW FA-08-1558	123171	Court Appt Atty-Other
109	01-013-000-0000-6272		165.00	COURT APPT MS/TS JV-15-154	123172	Court Appt Atty-Dep/Neg/Ter
6440	MELCHERT HUBERT SJODIN PLLP		1,125.00	7 Transactions		
13	DEPT Total:		1,545.00	COURT ADMINISTRATOR'S	2 Vendors	8 Transactions
31	DEPT			COUNTY ADMINISTRATOR'S		
1886	BMO					
77	01-031-000-0000-6336		94.34	HOLIDAY INN	1627	Meals, Lodging, Parking & Miscellaneous
83	01-031-000-0000-6336		104.51	BEST WESTERN	1627	Meals, Lodging, Parking & Miscellaneous
85	01-031-000-0000-6336		93.27	BEST WESTERN	1627	Meals, Lodging, Parking & Miscellaneous
88	01-031-000-0000-6350		105.94	GIFTCARDS.COM	1627	Other Services & Charges
89	01-031-000-0000-6350		2,492.14	GIFTCARDS.COM	1627	Other Services & Charges
70	01-031-000-0000-6336		28.00	PURE PLUS LLC	1650	Meals, Lodging, Parking & Miscellaneous
71	01-031-000-0000-6336		80.00	RAMADA INN	1650	Meals, Lodging, Parking & Miscellaneous
72	01-031-000-0000-6336		60.00	RAMADA INN	1650	Meals, Lodging, Parking & Miscellaneous
74	01-031-000-0000-6336		369.20	RAMADA INN	1650	Meals, Lodging, Parking & Miscellaneous
75	01-031-000-0000-6336		8.00	SUN COUNTRY	1650	Meals, Lodging, Parking & Miscellaneous
1886	BMO		3,435.40	10 Transactions		
4158	HEWLETT-PACKARD COMPANY					
99	01-031-000-0000-6612		406.13	HP DISPLAY MONITORS	56703015	Capital - \$100-\$5,000 (Inventory)
100	01-031-000-0000-6612		26.13-	TAX EXEMPT	56703015	Capital - \$100-\$5,000 (Inventory)
4158	HEWLETT-PACKARD COMPANY		380.00	2 Transactions		
8564	OFFICE DEPOT INC					
182	01-031-000-0000-6402		27.58	ENVELOPES	811623381001	Office Supplies
8564	OFFICE DEPOT INC		27.58	1 Transactions		
5900	REGENTS OF THE UNIVERSITY OF MINNE					
235	01-031-000-0000-6358		2,281.95	MFT LEADERSHIP PROGRAM	0300014899	MCLEOD FOR TOMORROW EXPENSES
5900	REGENTS OF THE UNIVERSITY OF MINNE		2,281.95	1 Transactions		
31	DEPT Total:		6,124.93	COUNTY ADMINISTRATOR'S	4 Vendors	14 Transactions
41	DEPT			COUNTY AUDITOR-TREASURER'S		
935	AMERICAN SOLUTIONS FOR BUSINESS					

***** McLeod County IFS *****



POOL
12/31/15 3:29PM
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount Service Dates	Paid On Bhf #	On Behalf of Name
201 01-041-000-0000-6403		2,539.90 2016 TNT PROCESSING	INV02401437	Printed Paper Supplies
202 01-041-000-0000-6403		597.95 2016 TNT ENVELOPES	INV02401437	Printed Paper Supplies
203 01-041-000-0000-6403		614.35 2016 TNT NOTICES	INV02401437	Printed Paper Supplies
204 01-041-000-0000-6403		109.60 2016 9 X 12 ENVELOPES	INV02401437	Printed Paper Supplies
205 01-041-000-0000-6403		566.31 2016 TNT SODA PROCESS	INV02401437	Printed Paper Supplies
206 01-041-000-0000-6403		1.50 2016 HAND STUFFING BOXES	INV02401437	Printed Paper Supplies
207 01-041-000-0000-6403		566.31 2016 TNT PDF FILE COPY	INV02401437	Printed Paper Supplies
208 01-041-000-0000-6403		300.00 2016 ADMIN & PROGRAMMING	INV02401437	Printed Paper Supplies
209 01-041-000-0000-6403		13.93 2016 FREIGHT	INV02401437	Printed Paper Supplies
935 AMERICAN SOLUTIONS FOR BUSINESS		5,309.85		9 Transactions
1886 BMO				
80 01-041-000-0000-6336		93.27 BEST WESTERN	1627	Meals, Lodging, Parking & Miscellaneous
1886 BMO		93.27		1 Transactions
41 DEPT Total:		5,403.12	COUNTY AUDITOR-TREASURER'S	2 Vendors 10 Transactions
65 DEPT			INFORMATION SYSTEMS	
273 GOPHER STATE ONE-CALL				
237 01-065-000-0000-6269		49.30	DECEMBER FEE	153906 Contracts
273 GOPHER STATE ONE-CALL		49.30		1 Transactions
2348 XIGENT				
152 01-065-000-0000-6321		16,575.84	NETAPP MAINT & SUPPORT	68792 Maintenance Agreements
2348 XIGENT		16,575.84		1 Transactions
65 DEPT Total:		16,625.14	INFORMATION SYSTEMS	2 Vendors 2 Transactions
75 DEPT			CENTRAL SERVICES-CHARGE BACKS	
91 FRANKLIN PRINTING INC				
214 01-075-000-0000-6402		576.00	RECEIPT BOOKS	151181 Office Supplies
91 FRANKLIN PRINTING INC		576.00		1 Transactions
75 DEPT Total:		576.00	CENTRAL SERVICES-CHARGE BACKS	1 Vendors 1 Transactions
76 DEPT			CENTRAL SERVICES-COUNTY WIDE	
1886 BMO				
49 01-076-000-0000-6205		159.51	USPS	9909 Postage And Postal Box Rental



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1886	BMO		159.51		1 Transactions	
5918	CENTURY LINK					
93	01-076-000-0000-6203		55.78	CIRCUIT CHARGE	66XCD6-S-15349	Communications
5918	CENTURY LINK		55.78		1 Transactions	
5906	CENTURYLINK					
92	01-076-000-0000-6203		307.47	LOCAL SVC 12/18/2015 12/18/2015	313623769	Communications
91	01-076-000-0000-6203		3,054.82	LOCAL SVC 12/18/2015 12/18/2015	314019358	Communications
5906	CENTURYLINK		3,362.29		2 Transactions	
1857	METRO SALES INC					
115	01-076-000-0000-6321		792.37	COPIER MAINT MP C3500-JAIL	INV424378	Maintenance Agreements
228	01-076-000-0000-6321		28.46	COPIER MAINT-COURT SERVICES	INV425423	Maintenance Agreements
1857	METRO SALES INC		820.83		2 Transactions	
76	DEPT Total:		4,398.41	CENTRAL SERVICES-COUNTY WIDE	4 Vendors	6 Transactions
85	DEPT			ELECTIONS		
8599	ELECTION SYSTEMS & SOFTWARE INC					
166	01-085-000-0000-6350		813.10	M100 CODING SD 0423	943713	Other Services & Charges
167	01-085-000-0000-6350		411.20	AUTOMARK CODING SD 0423	943713	Other Services & Charges
168	01-085-000-0000-6350		33.13	FREIGHT SD 2859	943713	Other Services & Charges
8599	ELECTION SYSTEMS & SOFTWARE INC		1,257.43		3 Transactions	
85	DEPT Total:		1,257.43	ELECTIONS	1 Vendors	3 Transactions
91	DEPT			COUNTY ATTORNEY'S		
3095	DELGADO/JULIANA					
162	01-091-000-0000-6280		20.00	WITNESS FEE		Witness Fees
163	01-091-000-0000-6280		7.84	WITNESS MILEAGE		Witness Fees
3095	DELGADO/JULIANA		27.84		2 Transactions	
8564	OFFICE DEPOT INC					
183	01-091-000-0000-6402		59.98	OFFICE SUPPLIES	812525330001	Office Supplies

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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
8564 OFFICE DEPOT INC		59.98	1 Transactions	
91 DEPT Total:		87.82	COUNTY ATTORNEY'S	2 Vendors 3 Transactions
101 DEPT			COUNTY RECORDER'S	
1886 BMO				
82 01-101-000-0000-6336		104.51	BEST WESTERN	1627 Meals, Lodging, Parking & Miscellaneous
1886 BMO		104.51	1 Transactions	
7320 CROW RIVER TITLE GUARANTY				
161 01-101-000-0000-6810		46.00	3M/MEYER OVERPAYMENT	Refunds And Reimbursements
7320 CROW RIVER TITLE GUARANTY		46.00	1 Transactions	
5178 PAKOR				
200 01-101-000-0000-6402		305.74	PASSPORT FILM	8015878-2 Office Supplies
5178 PAKOR		305.74	1 Transactions	
101 DEPT Total:		456.25	COUNTY RECORDER'S	3 Vendors 3 Transactions
103 DEPT			COUNTY ASSESSOR'S	
1886 BMO				
68 01-103-000-0000-6450		22.86	BEEN VERIFIED	9891 Subscriptions
1886 BMO		22.86	1 Transactions	
103 DEPT Total:		22.86	COUNTY ASSESSOR'S	1 Vendors 1 Transactions
111 DEPT			COURTHOUSE BUILDING	
1886 BMO				
76 01-111-000-0000-6245		27.55	DETROIT SPONGE	1650 Dues And Registration Fees
73 01-111-000-0000-6303		20.00	MN DEPT OF LABOR & IND	1650 Repair And Maintenance Services
69 01-111-000-0000-6425		25.98	MENARDS	1650 Repair And Maintenance Supplies
1886 BMO		73.53	3 Transactions	
4257 DERKS WINDOWS				
95 01-111-000-0000-6303		1,600.00	WINDOW WASHING COURTHOUSE	10506 Repair And Maintenance Services
4257 DERKS WINDOWS		1,600.00	1 Transactions	
561 FASHION INTERIORS				

***** McLeod County IFS *****



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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
97 01-111-000-0000-6415		44.00	TILE CLEANER	Cleaning Supplies
561 FASHION INTERIORS		44.00	1 Transactions	
869 HILLYARD HUTCHINSON				
101 01-111-000-0000-6415		458.99	TP/CLEANING SUUPLIES/PT	Cleaning Supplies
869 HILLYARD HUTCHINSON		458.99	1 Transactions	
119 JOHN DEERE FINANCIAL				
104 01-111-000-0000-6303		1,867.49	TRACTOR MAINTENANCE	Repair And Maintenance Services
119 JOHN DEERE FINANCIAL		1,867.49	1 Transactions	
4427 NEUBARTH LAWN CARE & LANDSCAPING				
179 01-111-000-0000-6425		135.00	SALTED WALKS-COURTHOUSE	Repair And Maintenance Supplies
			12/15/2015 12/15/2015	
176 01-111-000-0000-6425		105.00	SALT-COURTHOUSE	Repair And Maintenance Supplies
			12/24/2015 12/24/2015	
173 01-111-000-0000-6425		1,190.00	PLOW/SALT-COURTHOUSE	Repair And Maintenance Supplies
			12/26/2015 12/27/2015	
4427 NEUBARTH LAWN CARE & LANDSCAPING		1,430.00	3 Transactions	
111 DEPT Total:		5,474.01	COURTHOUSE BUILDING	6 Vendors 10 Transactions
112 DEPT			NORTH COMPLEX BUILDING	
4427 NEUBARTH LAWN CARE & LANDSCAPING				
180 01-112-000-0000-6425		35.00	SALTED WALKS-NORTH COMPLEX	Repair And Maintenance Supplies
			12/15/2015 12/15/2015	
177 01-112-000-0000-6425		65.00	SALT-NORTH COMPLEX	Repair And Maintenance Supplies
			12/24/2015 12/24/2015	
174 01-112-000-0000-6425		555.00	PLOW/SALT-NORTH COMPLEX	Repair And Maintenance Supplies
			12/26/2015 12/27/2015	
4427 NEUBARTH LAWN CARE & LANDSCAPING		655.00	3 Transactions	
112 DEPT Total:		655.00	NORTH COMPLEX BUILDING	1 Vendors 3 Transactions
116 DEPT			HEALTH AND HUMAN SERVICES BUILDING	
5967 GLENCOE FLEET SUPPLY INC				
216 01-116-000-0000-6425		5.76	EXTENSION CORD	Repair And Maintenance Supplies
217 01-116-000-0000-6425		4.48	50LB 8" NAT NYLON CT	Repair And Maintenance Supplies



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5967	GLENCOE FLEET SUPPLY INC		10.24		2 Transactions	
4427	NEUBARTH LAWN CARE & LANDSCAPING					
181	01-116-000-0000-6425		45.00	SALTED WALKS-HHS/ANNEX 12/15/2015 12/15/2015	10728	Repair And Maintenance Supplies
178	01-116-000-0000-6425		60.00	SALT-HHS 12/24/2015 12/24/2015	107360	Repair And Maintenance Supplies
175	01-116-000-0000-6425		960.00	PLOW/SALT-HHS/ANNEX 12/26/2015 12/27/2015	10761	Repair And Maintenance Supplies
4427	NEUBARTH LAWN CARE & LANDSCAPING		1,065.00		3 Transactions	
116	DEPT Total:		1,075.24	HEALTH AND HUMAN SERVICES BUIL	2 Vendors	5 Transactions
117	DEPT			FAIRGROUNDS		
1886	BMO					
1	01-117-000-0000-6425		145.15	MENARDS	1700	Repair And Maintenance Supplies
1886	BMO		145.15		1 Transactions	
117	DEPT Total:		145.15	FAIRGROUNDS	1 Vendors	1 Transactions
201	DEPT			COUNTY SHERIFF'S OFFICE		
8258	ARROWWOOD RESORT & CONFERENCE C					
153	01-201-201-0000-6336		392.67	LODGING-S REHMANN 12/13/2015 12/16/2015	CO112543	Meals, Lodging, Parking & Miscellaneous
154	01-201-201-0000-6336		280.68	LODGING-T LANGENFELD 12/15/2015 12/17/2015	CO112543	Meals, Lodging, Parking & Miscellaneous
156	01-201-204-0000-6336		280.68	LODGING-J BORAAS 12/15/2015 12/17/2015	CO112543	Meals,Lodging,Parking,Misc
157	01-201-204-0000-6336		280.68	LODGING-R GRONLUND 12/15/2015 12/17/2015	CO112543	Meals,Lodging,Parking,Misc
155	01-201-206-0000-6336		280.68	LODGING-S WAWRZYNIAK 12/15/2015 12/17/2015	CO112543	Meals, Lodging, Parking & Miscellaneous
8258	ARROWWOOD RESORT & CONFERENCE C		1,515.39		5 Transactions	
1886	BMO					
60	01-201-201-0000-6336		317.68	HAMPTON INN & SUITES	1577	Meals, Lodging, Parking & Miscellaneous
61	01-201-201-0000-6336		7.67	MCDONALDS	1577	Meals, Lodging, Parking & Miscellaneous
62	01-201-201-0000-6336		11.46	MI MEXICO	1577	Meals, Lodging, Parking & Miscellaneous



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
63	01-201-201-0000-6336		6.44	SUBWAY	1577	Meals, Lodging, Parking & Miscellaneous
64	01-201-201-0000-6336		10.55	JAKES CITY GRILLE	1577	Meals, Lodging, Parking & Miscellaneous
65	01-201-201-0000-6336		8.58	JAKES CITY GRILLE	1577	Meals, Lodging, Parking & Miscellaneous
66	01-201-201-0000-6336		5.78	WENDYS	1577	Meals, Lodging, Parking & Miscellaneous
59	01-201-206-0000-6402		51.93	MEANRDS	1593	Patrol Office Supplies
1886	BMO		420.09			8 Transactions
5906	CENTURYLINK					
160	01-201-000-0000-6203		47.51	PHONE CHARGES 12/15/2015	313138411 01/17/2016	Communications
5906	CENTURYLINK		47.51		1 Transactions	
704	DOBRATZ HANTGE CHAPEL					
164	01-201-000-0000-6215		590.00	TRANSPORT OF DECEASED-LN 12/24/2015	12/24/2015	Transportaion Expense For Autospies
704	DOBRATZ HANTGE CHAPEL		590.00		1 Transactions	
42	HITE HARDWARE AND PAINT					
171	01-201-000-0000-6402		9.99	4 PADLOCKS	614398	Office Supplies
42	HITE HARDWARE AND PAINT		9.99		1 Transactions	
3090	MAJOR AVENUE HUNT CLUB					
172	01-201-000-0000-6350		448.20	POSSE BANQUET	6645	Other Services & Charges
3090	MAJOR AVENUE HUNT CLUB		448.20		1 Transactions	
5532	PROJECT LIFESAVER INTERNATIONAL					
186	01-201-000-0000-6359		1,041.56	TRANSMITTER/BATTERY	15-10469-46	Miscellaneous Charges
187	01-201-000-0000-6359		935.94	TRANSMITTER/BATTERY	15-10470-71	Miscellaneous Charges
5532	PROJECT LIFESAVER INTERNATIONAL		1,977.50		2 Transactions	
3752	STAR GROUP LLC					
194	01-201-000-0000-6327		23.99	#141 HEADLAMP	887348	General Auto Maintenance
3752	STAR GROUP LLC		23.99		1 Transactions	
900	STREICHERS INC					
195	01-201-000-0000-6456		197.99	2 TAPE SWITCH	11187525	Shooting Supplies For Firearms Program
900	STREICHERS INC		197.99		1 Transactions	

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
201 DEPT Total:		COUNTY SHERIFF'S OFFICE	9 Vendors	21 Transactions
251 DEPT		COUNTY JAIL		
5441 AVIANDS LLC				
158 01-251-000-0000-6420		MEALS & SUPPLIES	INV1900004848	Groceries And Supplies
5441 AVIANDS LLC			1 Transactions	
1886 BMO				
3 01-251-000-0000-6415		AMAZON.COM	1528	Cleaning Supplies
1886 BMO			1 Transactions	
443 DUNBAR DDS/WILLIAM				
165 01-251-000-0000-6268		3 EXTRACTIONS-R FIECKE	2185	Medical Aid To Prisoners
		12/14/2015 12/14/2015		
443 DUNBAR DDS/WILLIAM			1 Transactions	
8564 OFFICE DEPOT INC				
184 01-251-000-0000-6402		TONER/HP96	812636234001	Office Supplies
8564 OFFICE DEPOT INC			1 Transactions	
1457 PRO AUTO & TRANSMISSION REPAIR INC				
185 01-251-000-0000-6327		#149 IGNITION/INJECTION SYS	3058265	General Auto Maintenance
1457 PRO AUTO & TRANSMISSION REPAIR INC			1 Transactions	
4246 TASER INTERNATIONAL				
198 01-251-000-0000-6350		WARRANTY	S11422286	Other Services & Charges
197 01-251-000-0000-6612		4 TASERS	S11422286	Capital - \$100-\$5,000 (Inventory)
4246 TASER INTERNATIONAL			2 Transactions	
2617 TASER TRAINING ACADEMY-TRAINING				
196 01-251-000-0000-6360		TASER RECERT-W FELTMANN	TASE38541	Training
2617 TASER TRAINING ACADEMY-TRAINING			1 Transactions	
251 DEPT Total:		COUNTY JAIL	7 Vendors	8 Transactions
281 DEPT		EMERGENCY MANAGEMENT		
2589 SHI INTERNATIONAL CORP				
189 01-281-000-0000-6610		IPAD PRO	S43102140	Capital - Over \$5,000 (Fixed Assets)

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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
190	01-281-000-0000-6610		910.00	IPAD PRO	S43102140	Capital - Over \$5,000 (Fixed Assets)
191	01-281-000-0000-6610		910.00	IPAD PRO	S43102140	Capital - Over \$5,000 (Fixed Assets)
192	01-281-000-0000-6610		910.00	IPAD PRO	S43102140	Capital - Over \$5,000 (Fixed Assets)
193	01-281-000-0000-6610		910.00	IPAD PRO	S43102140	Capital - Over \$5,000 (Fixed Assets)
2589	SHI INTERNATIONAL CORP		4,550.00	5 Transactions		
281	DEPT Total:		4,550.00	EMERGENCY MANAGEMENT	1 Vendors	5 Transactions
485	DEPT			COUNTY PUBLIC HEALTH NURSING		
6090	BUSINESSWARE SOLUTIONS					
90	01-485-000-0000-6303		681.75	PRINTER SERVICE	247777	Repair And Maintenance Services
6090	BUSINESSWARE SOLUTIONS		681.75	1 Transactions		
4158	HEWLETT-PACKARD COMPANY					
169	01-485-000-0000-6612		203.06	1 HP ELITE DISPLAY	56717655	Capital - \$100-\$5,000 (Inventory)
170	01-485-000-0000-6612		13.06-	TAX EXEMPT	56717655	Capital - \$100-\$5,000 (Inventory)
4158	HEWLETT-PACKARD COMPANY		190.00	2 Transactions		
8564	OFFICE DEPOT INC					
139	01-485-000-0000-6402		61.73	SUPPLIES (ADMIN)	813290688001	Office Supplies
140	01-485-000-0000-6402		132.38	SUPPLIES (C&TC)	813479466001	Office Supplies
8564	OFFICE DEPOT INC		194.11	2 Transactions		
1769	OPTUM					
141	01-485-000-0000-6451		69.97	HCPCS LEVEL II EXPERT	80011807647	Books
1769	OPTUM		69.97	1 Transactions		
485	DEPT Total:		1,135.83	COUNTY PUBLIC HEALTH NURSING	4 Vendors	6 Transactions
520	DEPT			COUNTY PARK'S		
1886	BMO					
2	01-520-000-0000-6350		96.63	SEARS	1684	Other Services & Charges
1886	BMO		96.63	1 Transactions		
520	DEPT Total:		96.63	COUNTY PARK'S	1 Vendors	1 Transactions
1	Fund Total:		149,186.91	GENERAL REVENUE FUND		119 Transactions

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3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
118	1874 MN COUNTIES INTERGOVERNMENTAL TI 03-000-000-0000-2045		14,234.00	MEDICAL PREMIUM HWY FUND 01/01/2016 01/31/2016		Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		14,234.00	1 Transactions		
0	DEPT Total:		14,234.00	...	1 Vendors	1 Transactions
105	DEPT			COUNTY SURVEYING & GIS		
103	5211 HOUSTON ENGINEERING INC 03-105-000-0000-6265		113.75	PREFESSIONAL SVC WEB HOSTING	28130	Professional Services
	5211 HOUSTON ENGINEERING INC		113.75	1 Transactions		
105	DEPT Total:		113.75	COUNTY SURVEYING & GIS	1 Vendors	1 Transactions
310	DEPT			HIGHWAY MAINTENANCE		
135	1947 MINNESOTA DEPARTMENT OF TRANSPC 03-310-000-0000-6265		1,976.08	IN SERVICE BRIDGE INSPECTION	P00005369	Professional Services
	1947 MINNESOTA DEPARTMENT OF TRANSPC		1,976.08	1 Transactions		
310	DEPT Total:		1,976.08	HIGHWAY MAINTENANCE	1 Vendors	1 Transactions
320	DEPT			HIGHWAY CONSTRUCTION		
151	1519 WIDSETH SMITH NOLTING & ASSOCIATE 03-320-000-0000-6641		1,120.00	PRELIM ENGINEERING	107261	State Aid-Regular Construction
	1519 WIDSETH SMITH NOLTING & ASSOCIATE		1,120.00	1 Transactions		
320	DEPT Total:		1,120.00	HIGHWAY CONSTRUCTION	1 Vendors	1 Transactions
330	DEPT			HIGHWAY ADMINISTRATION		
84	1886 BMO 03-330-000-0000-6336		104.51	BEST WESTERN	1627	Meals, Lodging, Parking & Miscellaneous
53	03-330-000-0000-6245		185.00	U OF M CONT LEARNING	9929	Dues And Registration Fees
54	03-330-000-0000-6205		9.43	USPS	9937	Postage And Postal Box Rental
55	03-330-000-0000-6205		7.89	USPS	9937	Postage And Postal Box Rental
56	03-330-000-0000-6245		185.00	U OF M CONT LEARNING	9937	Dues And Registration Fees

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 3 ROAD & BRIDGE FUND

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1886 BMO		491.83	5 Transactions	
6263 PRECISE MRM LLC				
144 03-330-000-0000-6321		66.49	NOV 2015 DATA FOR GPS UNITS	1007355 Maintenance Agreements
6263 PRECISE MRM LLC		66.49	1 Transactions	
330 DEPT Total:		558.32	HIGHWAY ADMINISTRATION	2 Vendors 6 Transactions
340 DEPT			HIGHWAY EQUIPMENT MAINTENANCE	
1886 BMO				
57 03-340-000-0000-6425		406.10-	NORTHERN TOOL & EQUIPMENT	9945 Repair And Maintenance Supplies
58 03-340-000-0000-6425		221.25	AUTOMATION DISTRIBUTION	9945 Repair And Maintenance Supplies
1886 BMO		184.85-	2 Transactions	
4367 HOLT MOTORS INC				
102 03-340-000-0000-6425		278.64	PARTS	16634 Repair And Maintenance Supplies
4367 HOLT MOTORS INC		278.64	1 Transactions	
1087 O REILLY AUTOMOTIVE INC				
143 03-340-000-0000-6425		11.25-	PARTS	1522-329959 Repair And Maintenance Supplies
142 03-340-000-0000-6425		16.73	PARTS	1522-334170 Repair And Maintenance Supplies
1087 O REILLY AUTOMOTIVE INC		5.48	2 Transactions	
340 DEPT Total:		99.27	HIGHWAY EQUIPMENT MAINTENANCE	3 Vendors 5 Transactions
3 Fund Total:		18,101.42	ROAD & BRIDGE FUND	15 Transactions

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5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT			SOLID WASTE TIP FEE		
1886	BMO					
67	05-391-000-0000-6410		87.29	1800CEILING.COM	1550	Building And Safety Supplies
1886	BMO		87.29		1 Transactions	
5050	EMPLOYMENT PLUS					
213	05-391-000-0000-6105		691.60	TEMP EMPLOYEE K LEVINSKI	38478	Salaries And Wages - Full Time
5050	EMPLOYMENT PLUS		691.60		1 Transactions	
869	HILLYARD HUTCHINSON					
218	05-391-000-0000-6415		183.67	SUPPLIES	601901053	Cleaning Supplies
869	HILLYARD HUTCHINSON		183.67		1 Transactions	
1874	MN COUNTIES INTERGOVERNMENTAL TI					
119	05-391-000-0000-2045		2,155.34	MEDICAL PREMIUM SW FUND		Health Insurance Payable
				01/01/2016 01/31/2016		
1874	MN COUNTIES INTERGOVERNMENTAL TI		2,155.34		1 Transactions	
49020	NEOPOST USA INC					
137	05-391-000-0000-6350		247.50	POSTAL METER RENTAL-SW	602471	Other Services & Charges
49020	NEOPOST USA INC		247.50		1 Transactions	
391	DEPT Total:		3,365.40	SOLID WASTE TIP FEE	5 Vendors	5 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
593	BENNETT MATERIAL HANDLING					
210	05-393-000-0000-6560		427.25	FORKLIFT REPAIRS	01S4223560	Repair And Maintenance-Equipment
593	BENNETT MATERIAL HANDLING		427.25		1 Transactions	
6090	BUSINESSWARE SOLUTIONS					
211	05-393-000-0000-6269		2.52	MONTHLY PRINTER FEES	248050	Contracts
6090	BUSINESSWARE SOLUTIONS		2.52		1 Transactions	
6268	GALETON INC					
215	05-393-000-0000-6410		360.10	GLOVES	1308506	Building And Safety Supplies
6268	GALETON INC		360.10		1 Transactions	
136	HUTCHINSON CO-OP					
221	05-393-000-0000-6350		153.33	LP GAS	494756	Other Services & Charges

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5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
220	05-393-000-0000-6350		74.50	HYDRO FLUID	495448	Other Services & Charges
219	05-393-000-0000-6350		308.11	DIESEL	59430	Other Services & Charges
136	HUTCHINSON CO-OP		535.94		3 Transactions	
142	HUTCHINSON WHOLESALE SUPPLY COMI					
222	05-393-000-0000-6560		64.38	EQUIP SUPPLIES	258592	Repair And Maintenance-Equipment
142	HUTCHINSON WHOLESALE SUPPLY COMI		64.38		1 Transactions	
1874	MN COUNTIES INTERGOVERNMENTAL TI					
120	05-393-000-0000-2045		3,504.66	MEDICAL PREMIUM MRF FUND		Health Insurance Payable
				01/01/2016 01/01/2016		
1874	MN COUNTIES INTERGOVERNMENTAL TI		3,504.66		1 Transactions	
1038	REINER ENTERPRISES INC					
229	05-393-000-0000-6269		2,850.00	RECYCLABLE PICKUP	2355	Contracts
1038	REINER ENTERPRISES INC		2,850.00		1 Transactions	
681	SW INC					
231	05-393-000-0000-6259		22.00	FLB DISPOSAL		Recycling
681	SW INC		22.00		1 Transactions	
5326	ULINE					
232	05-393-000-0000-6350		496.47	PLASTIC BAGS	73188663	Other Services & Charges
5326	ULINE		496.47		1 Transactions	
211	WEST CENTRAL INDUSTRIES INC					
233	05-393-000-0000-6411		16,296.00	ALUMINUM-COUNTY	48565	Aluminum Recovery
211	WEST CENTRAL INDUSTRIES INC		16,296.00		1 Transactions	
393	DEPT Total:		24,559.32	MATERIALS RECOVERY FACILITY	10 Vendors	12 Transactions
397	DEPT			HOUSEHOLD HAZARDOUS WASTE		
664	LENTSCH TRUCKING					
223	05-397-000-0000-6269		910.00	RECYCLABLES PICKED UP		Contracts
224	05-397-000-0000-6269		4,965.00	RECYCLED MATL SHIPPING		Contracts
664	LENTSCH TRUCKING		5,875.00		2 Transactions	
2825	MENARDS HUTCHINSON					
225	05-397-000-0000-6410		31.95	VERMICULITE	77946	Building And Safety Supplies

***** McLeod County IFS *****



POOL
12/31/15 3:29PM
5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2825	MENARDS HUTCHINSON		31.95		1 Transactions	
121	1874 MN COUNTIES INTERGOVERNMENTAL TI 05-397-000-0000-2045		1,541.00	MEDICAL PREMIUM HHW FUND 01/01/2016 01/01/2016		Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		1,541.00		1 Transactions	
397	DEPT Total:		7,447.95	HOUSEHOLD HAZARDOUS WASTE	3 Vendors	4 Transactions
5	Fund Total:		35,372.67	SOLID WASTE FUND		21 Transactions

***** McLeod County IFS *****



POOL
12/31/15 3:29PM
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
420	DEPT			INCOME MAINTENANCE		
1886	BMO					
86	11-420-600-0002-6336		33.58	BEST WESTERN	1627	Meals Lodging & Parking - Director
1886	BMO		33.58		1 Transactions	
1857	METRO SALES INC					
226	11-420-600-0010-6321		20.42	COPIER MAINT-HHS FRONT DESK	IN425422	Maintenance Agreements
1857	METRO SALES INC		20.42		1 Transactions	
1874	MN COUNTIES INTERGOVERNMENTAL TI					
122	11-420-000-0000-2045		15,861.67	MEDICAL PREMIUM INC MAINT FUND		Health Insurance Payable
				01/01/2016 01/01/2016		
1874	MN COUNTIES INTERGOVERNMENTAL TI		15,861.67		1 Transactions	
420	DEPT Total:		15,915.67	INCOME MAINTENANCE	3 Vendors	3 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI		
1886	BMO					
51	11-430-709-0000-6336		98.23	HOLIDAY INN	0930	Meals Lodging & Parking - Childrens Unit
50	11-430-710-1070-6029		34.58	SHOPKO	0930	CW Holds-Medical Costs
52	11-430-710-1160-6040		100.00	CASEYS	0930	Social Service Transportation
22	11-430-709-0000-6033		170.95	TARGET	0940	Mental Hlth Pilot Project-Discretionary
7	11-430-740-4300-6086		400.00	TARGET	0940	Family Community Support Services
8	11-430-740-4300-6086		400.00	TARGET	0940	Family Community Support Services
9	11-430-740-4300-6086		400.00	TARGET	0940	Family Community Support Services
14	11-430-740-4300-6086		250.00	WALMART	0940	Family Community Support Services
15	11-430-740-4300-6086		245.00	TARGET	0940	Family Community Support Services
16	11-430-740-4300-6086		200.00	BELOW ZERO FROZEN YOGURT	0940	Family Community Support Services
17	11-430-740-4300-6086		250.00	SHOPKO	0940	Family Community Support Services
18	11-430-740-4300-6086		200.00	SUBWAY	0940	Family Community Support Services
19	11-430-740-4300-6086		200.00	PAPA MURPHY	0940	Family Community Support Services
6	11-430-740-4890-6048		40.00	SUPER AMERICA	0940	Child MH Respite Care Tri-County Grant
10	11-430-741-4030-6071		33.35	DOLLAR TREE	0940	Client Outreach - CSP
11	11-430-741-4030-6071		15.63	WALMART	0940	Client Outreach - CSP
12	11-430-741-4030-6071		300.32	COBORNS	0940	Client Outreach - CSP
13	11-430-741-4030-6071		55.44	WALMART	0940	Client Outreach - CSP
20	11-430-741-4030-6071		13.06	TARGET	0940	Client Outreach - CSP
21	11-430-741-4030-6071		85.47	WALMART	0940	Client Outreach - CSP
23	11-430-741-4030-6071		19.40	WALMART	0940	Client Outreach - CSP

***** McLeod County IFS *****



POOL
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11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
24	11-430-741-4030-6071		WALMART	0940	Client Outreach - CSP
25	11-430-741-4030-6071		CASHWISE	0940	Client Outreach - CSP
26	11-430-741-4030-6071		DOLLAR TREE	0940	Client Outreach - CSP
27	11-430-741-4030-6071		TARGET	0940	Client Outreach - CSP
28	11-430-741-4030-6071		WALMART	0940	Client Outreach - CSP
29	11-430-741-4030-6071		CASHWISE	0940	Client Outreach - CSP
30	11-430-741-4030-6071		WALMART	0940	Client Outreach - CSP
31	11-430-741-4030-6071		WALMART	0940	Client Outreach - CSP
87	11-430-700-0002-6336		BEST WESTERN	1627	Meals Lodging & Parking - Director
4	11-430-740-4300-6086		TARGET	9531	Family Community Support Services
5	11-430-740-4300-6086		TARGET	9531	Family Community Support Services
1886	BMO	4,661.73			32 Transactions
1857	METRO SALES INC				
227	11-430-700-0010-6321	36.31	COPIER MAINT-HHS FRONT DESK	IN425422	Maintenance Agreements
1857	METRO SALES INC	36.31			1 Transactions
1874	MN COUNTIES INTERGOVERNMENTAL TI				
123	11-430-000-0000-2045	45,214.29	MEDICAL PREMIUM WELFARE FUND		Health Insurance Payable
			01/01/2016 01/01/2016		
1874	MN COUNTIES INTERGOVERNMENTAL TI	45,214.29			1 Transactions
430	DEPT Total:	49,912.33	INDIVIDUAL AND FAMILY SOCIAL SER	3 Vendors	34 Transactions
11	Fund Total:	65,828.00	HUMAN SERVICE FUND		37 Transactions

***** McLeod County IFS *****



POOL
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20 COUNTY DITCH FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
623 DEPT		COUNTY DITCH #10		
9825 SHORT ELLIOTT HENDRICKSON INC				
230 20-623-000-0000-6302		1,254.80	ENGINEERING WORK CD #10	304857 Construction And Repairs
9825 SHORT ELLIOTT HENDRICKSON INC		1,254.80	1 Transactions	
623 DEPT Total:		1,254.80	COUNTY DITCH #10	1 Vendors 1 Transactions
673 DEPT		JOINT DITCH #11 SRMC		
6453 KOKESCH/MICHAEL J				
238 20-673-000-0000-6302		1,984.00	2015 CROP DAMAGE	12.019.0500 Construction And Repairs
239 20-673-000-0000-6302		2,140.00	2015 CROP DAMAGE	12.030.0450 Construction And Repairs
6453 KOKESCH/MICHAEL J		4,124.00	2 Transactions	
673 DEPT Total:		4,124.00	JOINT DITCH #11 SRMC	1 Vendors 2 Transactions
682 DEPT		JOINT DITCH #24 SMCR		
2852 LIPKE/ROSELLA				
240 20-682-000-0000-6302		644.00	2014 CROP DAMAGE	12.007.0450 Construction And Repairs
2852 LIPKE/ROSELLA		644.00	1 Transactions	
2851 MAIERS/JONATHAN T & KATIE L				
234 20-682-000-0000-6302		880.00	2014 CROP DAMAGE	12.018.0400 Construction And Repairs
2851 MAIERS/JONATHAN T & KATIE L		880.00	1 Transactions	
682 DEPT Total:		1,524.00	JOINT DITCH #24 SMCR	2 Vendors 2 Transactions
20 Fund Total:		6,902.80	COUNTY DITCH FUND	5 Transactions

***** McLeod County IFS *****



POOL
12/31/15 3:29PM
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
32	DEPT			MCLEOD FOR TOMORROW		
5900	REGENTS OF THE UNIVERSITY OF MINNE					
188	25-032-000-0000-6350		735.55	MFT LEADERSHIP PROGRAM	0300014899	Leadership Program Expenses
5900	REGENTS OF THE UNIVERSITY OF MINNE		735.55	1 Transactions		
32	DEPT Total:		735.55	MCLEOD FOR TOMORROW	1 Vendors	1 Transactions
101	DEPT			COUNTY RECORDER'S		
2654	COMPAR INC					
212	25-101-000-0000-6612		312.00	ID SCANNER	IN14982-1	Captial - \$100-\$5,000 (Inventory)
2654	COMPAR INC		312.00	1 Transactions		
5178	PAKOR					
199	25-101-000-0000-6612		1,995.00	PASSPORT CAMERA/PRINTER	8015878-2	Captial - \$100-\$5,000 (Inventory)
5178	PAKOR		1,995.00	1 Transactions		
101	DEPT Total:		2,307.00	COUNTY RECORDER'S	2 Vendors	2 Transactions
102	DEPT			COUNTY RECORDER'S COMPLIANCE FUI		
3097	REVIZE					
241	25-102-000-0000-6350		30,300.00	DOWNPAYMENT FOR WEBSITE	4288	Other Services & Charges
3097	REVIZE		30,300.00	1 Transactions		
102	DEPT Total:		30,300.00	COUNTY RECORDER'S COMPLIANCE FI	1 Vendors	1 Transactions
220	DEPT			BOAT & WATER SAFETY-GRANT		
1874	MN COUNTIES INTERGOVERNMENTAL TI					
124	25-220-000-0000-2045		12.25	MEDICAL PREMIUM BOAT & WATER		Health Insurance Payable
				01/01/2016 01/01/2016		
1874	MN COUNTIES INTERGOVERNMENTAL TI		12.25	1 Transactions		
220	DEPT Total:		12.25	BOAT & WATER SAFETY-GRANT	1 Vendors	1 Transactions
225	DEPT			MCLEOD COUNTY SHERIFFS POSSE		
1874	MN COUNTIES INTERGOVERNMENTAL TI					
125	25-225-000-0000-2045		11.04	MEDICAL PREMIUM POSSE		Health Insurance Payable
				01/01/2016 01/01/2016		

***** McLeod County IFS *****



POOL
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25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1874 MN COUNTIES INTERGOVERNMENTAL TI		11.04	1 Transactions		
225 DEPT Total:		11.04	MCLEOD COUNTY SHERIFFS POSSE	1 Vendors	1 Transactions
252 DEPT			JAIL CANTEEN ACCOUNT		
3510 BOB BARKER COMPANY INC					
159 25-252-000-0000-6460		79.46	DIAL/PICKS	WEB000405751	Jail Supplies
3510 BOB BARKER COMPANY INC		79.46	1 Transactions		
252 DEPT Total:		79.46	JAIL CANTEEN ACCOUNT	1 Vendors	1 Transactions
485 DEPT			COUNTY PUBLIC HEALTH NURSING		
1874 MN COUNTIES INTERGOVERNMENTAL TI					
126 25-485-000-0000-2045		488.55	MEDICAL PREMIUM PE FUND		HEALTH INSURANCE PAYABLE
			01/01/2016 01/01/2016		
1874 MN COUNTIES INTERGOVERNMENTAL TI		488.55	1 Transactions		
485 DEPT Total:		488.55	COUNTY PUBLIC HEALTH NURSING	1 Vendors	1 Transactions
612 DEPT			SHORELAND-GRANT		
1874 MN COUNTIES INTERGOVERNMENTAL TI					
127 25-612-000-0000-2045		24.30	MEDICAL PREMIUM SHORELAND FUND		Health Insurance Payable
			01/01/2016 01/01/2016		
1874 MN COUNTIES INTERGOVERNMENTAL TI		24.30	1 Transactions		
612 DEPT Total:		24.30	SHORELAND-GRANT	1 Vendors	1 Transactions
613 DEPT			WATER RESOURCE MANAGEMENT-GRAN		
1874 MN COUNTIES INTERGOVERNMENTAL TI					
128 25-613-000-0000-2045		38.89	MEDICAL PREMIUM WATER RESOURCE		Health Insurance Payable
			01/01/2016 01/01/2016		
1874 MN COUNTIES INTERGOVERNMENTAL TI		38.89	1 Transactions		
613 DEPT Total:		38.89	WATER RESOURCE MANAGEMENT-GR	1 Vendors	1 Transactions
614 DEPT			WETLANDS ADMINISTRATION-GRANT		
1874 MN COUNTIES INTERGOVERNMENTAL TI					

***** McLeod County IFS *****



POOL
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25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
129 25-614-000-0000-2045		92.35		Health Insurance Payable
1874 MN COUNTIES INTERGOVERNMENTAL TI		92.35	01/01/2016 01/01/2016 1 Transactions	
614 DEPT Total:		92.35	WETLANDS ADMINISTRATION-GRANT 1 Vendors	1 Transactions
617 DEPT			AG PROGRAMMING	
3091 DAIRY STRATAGIES				
96 25-617-000-0000-6350		1,000.00	SPEAKER FEE FOR DR R MILLIGAN 8790	Other Services & Charges
3091 DAIRY STRATAGIES		1,000.00	1 Transactions	
617 DEPT Total:		1,000.00	AG PROGRAMMING 1 Vendors	1 Transactions
886 DEPT			COUNTY FEEDLOT PROGRAM	
1874 MN COUNTIES INTERGOVERNMENTAL TI				
130 25-886-000-0000-2045		359.72	MEDICAL PREMIUM FEEDLOT FUND	Health Insurance Payable
1874 MN COUNTIES INTERGOVERNMENTAL TI		359.72	01/01/2016 01/01/2016 1 Transactions	
886 DEPT Total:		359.72	COUNTY FEEDLOT PROGRAM 1 Vendors	1 Transactions
25 Fund Total:		35,449.11	SPECIAL REVENUE FUND	13 Transactions

***** McLeod County IFS *****



POOL
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82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
852	DEPT			PROJECT HARMONY GRANT		
	1886 BMO					
34	82-852-000-0000-6265		60.00	CONSTANT CONTACT	0955	Professional Services
	1886 BMO		60.00	1 Transactions		
852	DEPT Total:		60.00	PROJECT HARMONY GRANT	1 Vendors	1 Transactions
853	DEPT			LOCAL PUBLIC HEALTH GRANT		
	1886 BMO					
32	82-853-000-0000-6336		94.34	HOLIDAY INN	0955	Meals, Lodging, Parking & Miscellaneous
33	82-853-000-0000-6336		142.06	HAMPTON INN	0955	Meals, Lodging, Parking & Miscellaneous
	1886 BMO		236.40	2 Transactions		
	222 MEEKER COUNTY TREASURER					
105	82-853-000-0000-6860		483.25	3RD QTR 2015 FAP		Follow Along Program
	222 MEEKER COUNTY TREASURER		483.25	1 Transactions		
	1874 MN COUNTIES INTERGOVERNMENTAL TI					
131	82-853-000-0000-2045		1,206.00	MEDICAL PREMIUM CHS FUND		HEALTH INSURANCE PAYABLE
				01/01/2016 01/01/2016		
	1874 MN COUNTIES INTERGOVERNMENTAL TI		1,206.00	1 Transactions		
	314 SIBLEY COUNTY TREASURER					
148	82-853-000-0000-6860		2,008.85	1ST-3RD QTR FAP 2015		Follow Along Program
	314 SIBLEY COUNTY TREASURER		2,008.85	1 Transactions		
853	DEPT Total:		3,934.50	LOCAL PUBLIC HEALTH GRANT	4 Vendors	5 Transactions
854	DEPT			WIC		
	222 MEEKER COUNTY TREASURER					
106	82-854-000-0000-6856		14,606.48	OCTOBER WIC 2015		Wic
107	82-854-000-0000-6856		4.34	AUGUST WIC 2015		Wic
	222 MEEKER COUNTY TREASURER		14,610.82	2 Transactions		
	314 SIBLEY COUNTY TREASURER					
149	82-854-000-0000-6856		8,549.55	OCTOBER WIC 2015		Wic
150	82-854-000-0000-6856		2.71	AUGUST WIC 2015		Wic

***** McLeod County IFS *****



POOL
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82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
314	SIBLEY COUNTY TREASURER			2 Transactions	
854	DEPT Total:		23,163.08	WIC	2 Vendors 4 Transactions
859	DEPT			HEALTHY COMMUNITIES ACTIVITIES	
3061	COMMUNITY EDUCATION-SIBLEY EAST				
94	82-859-000-0000-6350		25.00	HEALTHY COMMUNITIES	Other Services & Charges
3061	COMMUNITY EDUCATION-SIBLEY EAST		25.00	1 Transactions	
859	DEPT Total:		25.00	HEALTHY COMMUNITIES ACTIVITIES	1 Vendors 1 Transactions
862	DEPT			SHIP	
314	SIBLEY COUNTY TREASURER				
147	82-862-000-0000-6850		7,828.34	SEPT-OCT SHIP 2015	Collections For Other Agencies
314	SIBLEY COUNTY TREASURER		7,828.34	1 Transactions	
862	DEPT Total:		7,828.34	SHIP	1 Vendors 1 Transactions
82	Fund Total:		35,010.92	COMMUNITY HEALTH SERVICE	12 Transactions

***** McLeod County IFS *****



POOL

12/31/15 3:29PM

84 SUPPORTING HANDS N F F

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
490	DEPT			SUPPORTING HANDS NURSE FAMILY PA		
	1886 BMO					
35	84-490-000-0000-6338		22.79	CENEX	0971	Motor Pool Expenses
41	84-490-000-0000-6336		40.00	FRONTIER	1676	Meals, Lodging, Parking & Miscellaneous
43	84-490-000-0000-6336		42.00	SUPERSHUTTLE	1676	Meals, Lodging, Parking & Miscellaneous
44	84-490-000-0000-6336		40.00	FRONTIER	1676	Meals, Lodging, Parking & Miscellaneous
47	84-490-000-0000-6336		729.80	HAMPTON INN	1676	Meals, Lodging, Parking & Miscellaneous
36	84-490-000-0000-6338		28.37	RJ MINI MART	1676	Motor Pool Expenses
40	84-490-000-0000-6338		22.01	SHELL	1676	Motor Pool Expenses
38	84-490-000-0000-6402		89.99	AMAZON.COM	1676	Office Supplies
39	84-490-000-0000-6402		31.89	AMAZON.COM	1676	Office Supplies
42	84-490-000-0000-6402		110.00	AMERICAN CARRIAGE HOUSE PUB	1676	Office Supplies
45	84-490-000-0000-6451		200.00	FIRST BOOK	1676	Books
46	84-490-000-0000-6451		45.00	FIRST BOOK	1676	Books
37	84-490-000-0000-6610		1,549.00	AMAZON.COM	1676	Capital - Over \$5,000 (Fixed Assets)
48	84-490-000-0000-6350		1.05	USPS	9556	Other Services & Charges
	1886 BMO		2,951.90	14 Transactions		
	1874 MN COUNTIES INTERGOVERNMENTAL TI					
132	84-490-000-0000-2045		4,848.86	MEDICAL PREMIUM NFP FUND 01/01/2016 01/01/2016		Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		4,848.86	1 Transactions		
	5292 NURSE FAMILY PARTNERSHIP					
138	84-490-000-0000-6360		4,805.00	EDUCATION FEES-KERSTEIN	20151343	Training
	5292 NURSE FAMILY PARTNERSHIP		4,805.00	1 Transactions		
490	DEPT Total:		12,605.76	SUPPORTING HANDS NURSE FAMILY P	3 Vendors	16 Transactions
493	DEPT			MIECHV		
	1874 MN COUNTIES INTERGOVERNMENTAL TI					
133	84-493-000-0000-2045		1,481.14	MEDICAL PREMIUM NFP FUND 01/01/2016 01/01/2016		Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		1,481.14	1 Transactions		
493	DEPT Total:		1,481.14	MIECHV	1 Vendors	1 Transactions
84	Fund Total:		14,086.90	SUPPORTING HANDS N F P FUN		17 Transactions

***** McLeod County IFS *****



POOL
12/31/15 3:29PM
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
205 DEPT		CARRY CONCEAL PERMIT		
3781 BUREAU OF CRIMINAL APPREHENSION				
236 86-205-000-0000-6850		980.00	OCTOBER-DECEMBER 2015	43-000047 Collections For Other Agencies
3781 BUREAU OF CRIMINAL APPREHENSION		980.00	1 Transactions	
205 DEPT Total:		980.00	CARRY CONCEAL PERMIT	1 Vendors 1 Transactions
975 DEPT		DNR CLEARING ACCOUNT		
509 MINNESOTA DNR				
134 86-975-000-0000-6850		4,391.50	DNR	Collections For Other Agencies
			12/22/2015 12/28/2015	
509 MINNESOTA DNR		4,391.50	1 Transactions	
975 DEPT Total:		4,391.50	DNR CLEARING ACCOUNT	1 Vendors 1 Transactions
86 Fund Total:		5,371.50	TRUST & AGENCY FUND	2 Transactions
Final Total:		365,310.23	123 Vendors	241 Transactions

***** McLeod County IFS *****



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	149,186.91	GENERAL REVENUE FUND
	3	18,101.42	ROAD & BRIDGE FUND
	5	35,372.67	SOLID WASTE FUND
	11	65,828.00	HUMAN SERVICE FUND
	20	6,902.80	COUNTY DITCH FUND
	25	35,449.11	SPECIAL REVENUE FUND
	82	35,010.92	COMMUNITY HEALTH SERVICE
	84	14,086.90	SUPPORTING HANDS N F P FUN
	86	5,371.50	TRUST & AGENCY FUND

All Funds	365,310.23	Total	Approved by,
		
		

***** McLeod County IFS *****



POOL
1/8/16 1:49PM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

***** McLeod County IFS *****



POOL
1/8/16 1:49PM
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
3028	MINNESOTA CHILD SUPPORT PAYMENT					
71	01-000-000-0000-2056		314.25	CHILD SUPPORT 12/13/2015 12/26/2015	001124208702	Child Support Garnishment Payable
73	01-000-000-0000-2056		114.90	CHILD SUPPORT 12/13/2015 12/26/2015	001436294701	Child Support Garnishment Payable
70	01-000-000-0000-2056		255.19	CHILD SUPPORT 12/13/2015 12/26/2015	001447664801	Child Support Garnishment Payable
72	01-000-000-0000-2056		130.13	CHILD SUPPORT 12/13/2015 12/26/2015	001499730601	Child Support Garnishment Payable
74	01-000-000-0000-2056		299.49	CHILD SUPPORT 12/13/2015 12/26/2015	001527027301	Child Support Garnishment Payable
75	01-000-000-0000-2056		327.64	CHILD SUPPORT 12/13/2015 12/26/2015	001530953002	Child Support Garnishment Payable
3028	MINNESOTA CHILD SUPPORT PAYMENT		1,441.60	6 Transactions		
0	DEPT Total:		1,441.60	...	1 Vendors	6 Transactions
3	DEPT			COUNTY WIDE		
5281	TASC					
41	01-003-000-0000-6350		378.40	FSA ADMINISTRATION 01/01/2016 01/31/2016	IN679311	Other Services & Charges
42	01-003-000-0000-6350		86.00	FSA CLAIM CARD FEES 01/01/2016 01/31/2016	IN679311	Other Services & Charges
43	01-003-000-0000-6350		577.00	2016 RENEWAL FEE 01/01/2016 12/31/2016	IN679311	Other Services & Charges
40	01-003-000-0000-6350		430.00	HSA PLAN ADMINISTRATION 01/01/2016 01/31/2016	IN679322	Other Services & Charges
37	01-003-000-0000-6350		415.00	HSA PALN ADMINISTRATION 02/01/2016 02/29/2016	IN697552	Other Services & Charges
38	01-003-000-0000-6350		378.40	FSA ADMINISTRATION 02/01/2016 02/29/2016	IN697552	Other Services & Charges
39	01-003-000-0000-6350		86.00	FSA CLAIM CARD FEES 02/01/2016 02/29/2016	IN697552	Other Services & Charges
5281	TASC		2,350.80	7 Transactions		
3	DEPT Total:		2,350.80	COUNTY WIDE	1 Vendors	7 Transactions

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1 GENERAL REVENUE FUND

***** McLeod County IFS *****



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
13	DEPT				COURT ADMINISTRATOR'S		
11580	CENTURYLINK						
2	01-013-000-0000-6203	AP	4	28.94	LONG DISTANCE	320439462	Communications
					12/21/2015 01/20/2016		
11580	CENTURYLINK			28.94		1 Transactions	
9555	CONKEL/JEANNE M V						
55	01-013-000-0000-6273	AP	4	157.50	COURT APPOINT TO	F9-01-677	Court Appt Atty-Other
56	01-013-000-0000-6273	AP	4	7.50	COURT APPOINT CH	F9-01-677	Court Appt Atty-Other
48	01-013-000-0000-6272	AP	4	11.25	COURT APPOINT CT/AS	JV-14-190	Court Appt Atty-Dep/Neg/Ter
51	01-013-000-0000-6272	AP	4	18.75	COURT APPOINT CP/JD	JV-15-189	Court Appt Atty-Dep/Neg/Ter
50	01-013-000-0000-6272	AP	4	37.50	COURT APPOINT CJ/BH/CR	JV-15-196	Court Appt Atty-Dep/Neg/Ter
49	01-013-000-0000-6272	AP	4	11.25	COURT APPOINT JS/BB	JV-15-95	Court Appt Atty-Dep/Neg/Ter
53	01-013-000-0000-6273	AP	4	146.25	COURT APPOINT R SOMERVILLE	PR-15-1499	Court Appt Atty-Other
54	01-013-000-0000-6273	AP	4	150.00	COURT APPOINT E DAMMANN	PR-15-1554	Court Appt Atty-Other
52	01-013-000-0000-6273	AP	4	75.00	COURT APPOINT T NICOLAY	PX-03-398	Court Appt Atty-Other
9555	CONKEL/JEANNE M V			615.00		9 Transactions	
5485	DOHERTY SCHOOLER/TIFFANY						
57	01-013-000-0000-6272	AP	4	112.50	COURT APPOINT CR/RB	JV-14-110	Court Appt Atty-Dep/Neg/Ter
62	01-013-000-0000-6272	AP	4	165.00	COURT APPOINT BR	JV-14-137	Court Appt Atty-Dep/Neg/Ter
58	01-013-000-0000-6272	AP	4	15.00	COURT APPOINT JO/SB	JV-15-136	Court Appt Atty-Dep/Neg/Ter
60	01-013-000-0000-6272	AP	4	870.00	COURT APPOINT PS/DP	JV-15-138	Court Appt Atty-Dep/Neg/Ter
61	01-013-000-0000-6272	AP	4	15.00	COURT APPOINT JW/HW	JV-15-139	Court Appt Atty-Dep/Neg/Ter
59	01-013-000-0000-6272	AP	4	270.00	COURT APPOINT EW/JW/SJ	JV-15-175	Court Appt Atty-Dep/Neg/Ter
5485	DOHERTY SCHOOLER/TIFFANY			1,447.50		6 Transactions	
377	THE LAW OFFICE OF TROY A SCOTTING						
87	01-013-000-0000-6273	AP	4	15.00	COURT APPOINT	F1-01-50022	Court Appt Atty-Other
88	01-013-000-0000-6273	AP	4	52.50	COURT APPOINT	F6-02-467	Court Appt Atty-Other
86	01-013-000-0000-6273	AP	4	105.00	COURT APPOINT	FA-15-1276	Court Appt Atty-Other
89	01-013-000-0000-6273	AP	4	67.50	COURT APPOINT	FA-15-1710	Court Appt Atty-Other
91	01-013-000-0000-6272	AP	4	15.00	COURT APPOINT RH/TH/KS	JV-14-235	Court Appt Atty-Dep/Neg/Ter
93	01-013-000-0000-6272	AP	4	562.50	COURT APPOINT HP/CW	JV-14-243	Court Appt Atty-Dep/Neg/Ter
92	01-013-000-0000-6272	AP	4	45.00	COURT APPOINT CS/MM	JV-15-155	Court Appt Atty-Dep/Neg/Ter
94	01-013-000-0000-6272	AP	4	30.00	COURT APPOINT SW/JW	JV-15-182	Court Appt Atty-Dep/Neg/Ter
90	01-013-000-0000-6272	AP	4	322.50	COURT APPOINT CP/JD	JV-15-189	Court Appt Atty-Dep/Neg/Ter
95	01-013-000-0000-6272	AP	4	367.50	COURT APPOINT AG/TK	JV-15-209	Court Appt Atty-Dep/Neg/Ter

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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
377	THE LAW OFFICE OF TROY A SCOTTING		1,582.50		10 Transactions	
13	DEPT Total:		3,673.94	COURT ADMINISTRATOR'S	4 Vendors	26 Transactions
41	DEPT			COUNTY AUDITOR-TREASURER'S		
69	1625 MINNESOTA ASSOCIATION OF COUNTY 01-041-000-0000-6245		20.00	REG FEE VITALS COURSE		Dues And Registration Fees
	1625 MINNESOTA ASSOCIATION OF COUNTY		20.00		1 Transactions	
41	DEPT Total:		20.00	COUNTY AUDITOR-TREASURER'S	1 Vendors	1 Transactions
65	DEPT			INFORMATION SYSTEMS		
19	1160 MCLEOD COUNTY AUDITOR TREASURER 01-065-000-0000-6350		16.00	REGISTRATION-05 DURANGO		Other Services & Charges
	1160 MCLEOD COUNTY AUDITOR TREASURER		16.00		1 Transactions	
65	DEPT Total:		16.00	INFORMATION SYSTEMS	1 Vendors	1 Transactions
75	DEPT			CENTRAL SERVICES-CHARGE BACKS		
	1160 MCLEOD COUNTY AUDITOR TREASURER					
14	01-075-000-0000-6338		16.00	REGISTRATION -10 FORD ESCAPE		Motor Pool Expenses
15	01-075-000-0000-6338		16.00	REGISTRATION-12 FORD ESCAPE		Motor Pool Expenses
16	01-075-000-0000-6338		16.00	REGISTRATION-08 GRAND PRIX		Motor Pool Expenses
17	01-075-000-0000-6338		16.00	REGISTRATION-15 ESCAPE		Motor Pool Expenses
18	01-075-000-0000-6338		16.00	REGISTRATION-14 TRAVERSE		Motor Pool Expenses
20	01-075-000-0000-6338		16.00	REGISTRATION-13 ESCAPE		Motor Pool Expenses
21	01-075-000-0000-6338		16.00	REGISTRATION-04 VENUTURE		Motor Pool Expenses
22	01-075-000-0000-6338		16.00	REGISTRATION-13 ESCAPE		Motor Pool Expenses
25	01-075-000-0000-6338		16.00	REGISTRATION-09 ESCAPE		Motor Pool Expenses
26	01-075-000-0000-6338		16.00	REGISTRATION-08 IMPALA		Motor Pool Expenses
28	01-075-000-0000-6338		16.00	REGISTRATION-06 CARAVAN		Motor Pool Expenses
29	01-075-000-0000-6338		16.00	REGISTRATION-07 IMPALA		Motor Pool Expenses
30	01-075-000-0000-6338		16.00	REGISTRATION-13 ESCAPE		Motor Pool Expenses
	1160 MCLEOD COUNTY AUDITOR TREASURER		208.00		13 Transactions	
75	DEPT Total:		208.00	CENTRAL SERVICES-CHARGE BACKS	1 Vendors	13 Transactions
76	DEPT			CENTRAL SERVICES-COUNTY WIDE		

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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	11580 CENTURYLINK 01-076-000-0000-6203	AP 4	564.90	LONG DISTANCE 12/21/2015 01/20/2016	320439462	Communications
	11580 CENTURYLINK		564.90	1 Transactions		
107	5771 NU-TELECOM 01-076-000-0000-6203		1,584.61	EXT/PRI/SW B1 01/01/2016 01/31/2016	81647094	Communications
	5771 NU-TELECOM		1,584.61	1 Transactions		
76	DEPT Total:		2,149.51	CENTRAL SERVICES-COUNTY WIDE	2 Vendors	2 Transactions
101	DEPT 3096 BURNET TITLE			COUNTY RECORDER'S		
45	01-101-000-0000-6810	AP 4	46.00	FRIBERG/SANDBERG OVERPAYMENT		Refunds And Reimbursements
	3096 BURNET TITLE		46.00	1 Transactions		
101	DEPT Total:		46.00	COUNTY RECORDER'S	1 Vendors	1 Transactions
111	DEPT 1160 MCLEOD COUNTY AUDITOR TREASURER			COURTHOUSE BUILDING		
23	01-111-000-0000-6350		16.00	REGISTRATION-98 RANGER		Other Services & Charges
24	01-111-000-0000-6350		16.00	REGISTRATION-99 TRAILER		Other Services & Charges
	1160 MCLEOD COUNTY AUDITOR TREASURER		32.00	2 Transactions		
111	DEPT Total:		32.00	COURTHOUSE BUILDING	1 Vendors	2 Transactions
117	DEPT 5771 NU-TELECOM			FAIRGROUNDS		
81	01-117-000-0000-6203		92.64	PHONE FOR JANUARY	81624163	Communications
	5771 NU-TELECOM		92.64	1 Transactions		
117	DEPT Total:		92.64	FAIRGROUNDS	1 Vendors	1 Transactions
121	DEPT 1160 MCLEOD COUNTY AUDITOR TREASURER			VETERAN SERVICES		
27	01-121-000-0000-6350		16.00	REGISTRATION-05 VAN		Other Services & Charges

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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
						Service Dates	Paid On Bhf #	On Behalf of Name
1160	MCLEOD COUNTY AUDITOR TREASURER				16.00		1 Transactions	
121	DEPT Total:				16.00	VETERAN SERVICES	1 Vendors	1 Transactions
143	DEPT					LICENSE BUREAU		
1160	MCLEOD COUNTY AUDITOR TREASURER							
68		01-143-000-0000-6350			75.00	WAIVE DISHONERED CHECK	KOESTER	Other Services & Charges
67		01-143-000-0000-6350			15.00	WAIVE DISHONERED CHECK	MADDEN TRANS	Other Services & Charges
66		01-143-000-0000-6350			11.25	WAIVE DISHONERED CHECK	PAPENFUSS	Other Services & Charges
1160	MCLEOD COUNTY AUDITOR TREASURER				101.25		3 Transactions	
143	DEPT Total:				101.25	LICENSE BUREAU	1 Vendors	3 Transactions
201	DEPT					COUNTY SHERIFF'S OFFICE		
11580	CENTURYLINK							
3		01-201-000-0000-6203	AP	4	64.32	LONG DISTANCE	320439462	Communications
						12/21/2015	01/20/2016	
11580	CENTURYLINK				64.32		1 Transactions	
5771	NU-TELECOM							
83		01-201-000-0000-6203			143.68	111-2290 SPEC ACC VOICE	81646901	Communications
						01/01/2016	01/31/2016	
5771	NU-TELECOM				143.68		1 Transactions	
1083	WEX BANK							
97		01-201-000-0000-6455	AP	4	3,094.13	FUEL THROUGH 12/31/2015	43528710	Motor Fuels
1083	WEX BANK				3,094.13		1 Transactions	
201	DEPT Total:				3,302.13	COUNTY SHERIFF'S OFFICE	3 Vendors	3 Transactions
251	DEPT					COUNTY JAIL		
1083	WEX BANK							
98		01-251-000-0000-6455	AP	4	236.29	FUEL	43525579	Motor Fuels And Lubrication
1083	WEX BANK				236.29		1 Transactions	
251	DEPT Total:				236.29	COUNTY JAIL	1 Vendors	1 Transactions

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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
485	DEPT 11580 CENTURYLINK				COUNTY PUBLIC HEALTH NURSING		
4	01-485-000-0000-6203	AP	4	88.89	LONG DISTANCE 12/21/2015 01/20/2016	320439462	Communications
	11580 CENTURYLINK			88.89		1 Transactions	
116	10891 OLSON APARTMENTS			600.00	JANUARY RENT E WILER		Other Services & Charges
	01-485-000-0000-6350			600.00		1 Transactions	
	10891 OLSON APARTMENTS						
485	DEPT Total:			688.89	COUNTY PUBLIC HEALTH NURSING	2 Vendors	2 Transactions
520	DEPT 5906 CENTURYLINK				COUNTY PARK'S		
47	01-520-000-0000-6203			73.90	525 CARETAKER OFFICE PHONE 12/18/2015 01/17/2026	313540758	Communications
46	01-520-000-0000-6203			64.34	525 SHOP 12/18/2015 01/17/2026	314102204	Communications
	5906 CENTURYLINK			138.24		2 Transactions	
108	5771 NU-TELECOM			40.07	PIEPENBURG 587-2082 01/01/2016 01/31/2016	81647094	Communications
	01-520-000-0000-6203			40.07		1 Transactions	
	5771 NU-TELECOM						
520	DEPT Total:			178.31	COUNTY PARK'S	2 Vendors	3 Transactions
1	Fund Total:			14,553.36	GENERAL REVENUE FUND		73 Transactions

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3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
320 DEPT		HIGHWAY CONSTRUCTION		
1500 HOFFMAN CONCRETE INC				
64 03-320-000-0000-6641	AP 4	10,000.00 #4 SAP 43-602-30	602-30-4	State Aid-Regular Construction
65 03-320-000-0000-6643	AP 4	12,258.38 #4 SAP 43-602-30	602-30-4	County Road Construction
1500 HOFFMAN CONCRETE INC		22,258.38		
			2 Transactions	
320 DEPT Total:		22,258.38	HIGHWAY CONSTRUCTION	1 Vendors 2 Transactions
3 Fund Total:		22,258.38	ROAD & BRIDGE FUND	2 Transactions

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5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT 11580 CENTURYLINK			SOLID WASTE TIP FEE		
5	05-391-000-0000-6203	AP 4	23.10	LONG DISTANCE 12/21/2015 01/20/2016	320439462	Communications
	11580 CENTURYLINK		23.10	1 Transactions		
33	1160 MCLEOD COUNTY AUDITOR TREASURER 05-391-000-0000-6350		16.00	REISTRATION FEE-TRAILER		Other Services & Charges
	1160 MCLEOD COUNTY AUDITOR TREASURER		16.00	1 Transactions		
391	DEPT Total:		39.10	SOLID WASTE TIP FEE	2 Vendors	2 Transactions
392	DEPT 1462 BURNS & MCDONNELL			SOLID WASTE ABATEMENT		
103	05-392-000-0000-6269	AP 4	12,325.00	BUSINESS PLAN	87143-1	Contracts
	1462 BURNS & MCDONNELL		12,325.00	1 Transactions		
392	DEPT Total:		12,325.00	SOLID WASTE ABATEMENT	1 Vendors	1 Transactions
393	DEPT 11580 CENTURYLINK			MATERIALS RECOVERY FACILITY		
6	05-393-000-0000-6203	AP 4	4.48	LONG DISTANCE 12/21/2015 01/20/2016	320439462	Communications
	11580 CENTURYLINK		4.48	1 Transactions		
31	1160 MCLEOD COUNTY AUDITOR TREASURER 05-393-000-0000-6350		16.00	REISTRATION FEE-PTRB		Other Services & Charges
32	05-393-000-0000-6350		16.00	REISTRATION FEE-DODGE		Other Services & Charges
34	05-393-000-0000-6350		16.00	REISTRATION FEE-CARGO		Other Services & Charges
	1160 MCLEOD COUNTY AUDITOR TREASURER		48.00	3 Transactions		
393	DEPT Total:		52.48	MATERIALS RECOVERY FACILITY	2 Vendors	4 Transactions
397	DEPT 11580 CENTURYLINK			HOUSEHOLD HAZARDOUS WASTE		
7	05-397-000-0000-6203	AP 4	0.06	LONG DISTANCE 12/21/2015 01/20/2016	320439462	Communications

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5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11580	CENTURYLINK		0.06	1 Transactions	
397	DEPT Total:		0.06	HOUSEHOLD HAZARDOUS WASTE	1 Vendors 1 Transactions
5	Fund Total:		12,416.64	SOLID WASTE FUND	8 Transactions

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11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
420	DEPT				INCOME MAINTENANCE		
11580	CENTURYLINK						
8	11-420-600-0010-6203	AP	4	143.97	LONG DISTANCE 12/21/2015 01/20/2016	320439462	Communications/Postage
	11580 CENTURYLINK			143.97	1 Transactions		
420	DEPT Total:			143.97	INCOME MAINTENANCE	1 Vendors	1 Transactions
430	DEPT				INDIVIDUAL AND FAMILY SOCIAL SERVI		
11580	CENTURYLINK						
9	11-430-700-0010-6203	AP	4	255.96	LONG DISTANCE 12/21/2015 01/20/2016	320439462	Communications/Postage
	11580 CENTURYLINK			255.96	1 Transactions		
3028	MINNESOTA CHILD SUPPORT PAYMENT						
76	11-430-000-0000-2056			276.88	CHILD SUPPORT 12/13/2015 12/26/2015	001486828601	Child Support Garnishment Payable
	3028 MINNESOTA CHILD SUPPORT PAYMENT			276.88	1 Transactions		
430	DEPT Total:			532.84	INDIVIDUAL AND FAMILY SOCIAL SER	2 Vendors	2 Transactions
11	Fund Total:			676.81	HUMAN SERVICE FUND		3 Transactions

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20 COUNTY DITCH FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
682 DEPT		JOINT DITCH #24 SMCR		
2848 AHLBRECHT/DEAN E				
99 20-682-000-0000-6302	AP 4	2014 CROP DAMAGE	12.007.0200	Construction And Repairs
2848 AHLBRECHT/DEAN E		1 Transactions		
682 DEPT Total:		932.00 JOINT DITCH #24 SMCR	1 Vendors	1 Transactions
20 Fund Total:		932.00 COUNTY DITCH FUND		1 Transactions

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25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
15	DEPT			LAW LIBRARY		
63	9492 EAGLE LEGAL SERVICE	AP 4	30.00	LIBRARY SERVICES FOR NOV/DEC		Books
	9492 EAGLE LEGAL SERVICE		30.00	1 Transactions		
10	1965 LEGAL DIRECTORIES PUBLISHING COMP/		8.75	2016 MINNESOTA LEGAL DIRECTORY	435791	Books
	1965 LEGAL DIRECTORIES PUBLISHING COMP/		8.75	1 Transactions		
96	358 WEST PAYMENT CENTER		303.00	LAW BOOK MN REPORTER	833176370	Books
	358 WEST PAYMENT CENTER		303.00	1 Transactions		
15	DEPT Total:		341.75	LAW LIBRARY	3 Vendors	3 Transactions
106	DEPT			COUNTY RECORDERS ESCROW DEPOSIT		
44	3100 A LA CARTE BROKER SERVICES		26.00	DISCONTINUE ESCROW ACCOUNT		Refunds And Reimbursements
	3100 A LA CARTE BROKER SERVICES		26.00	1 Transactions		
106	DEPT Total:		26.00	COUNTY RECORDERS ESCROW DEPOS	1 Vendors	1 Transactions
252	DEPT			JAIL CANTEEN ACCOUNT		
84	5771 NU-TELECOM		104.39	CABLE	81645794	Jail Supplies
	5771 NU-TELECOM		104.39	01/01/2016 01/31/2016	1 Transactions	
252	DEPT Total:		104.39	JAIL CANTEEN ACCOUNT	1 Vendors	1 Transactions
285	DEPT			E-911 SYSTEM MAINTENANCE - GRANT		
82	5771 NU-TELECOM		588.30	587-04045 E-911	81647314	Communications - Telephone Equipment
	5771 NU-TELECOM		588.30	01/01/2016 01/31/2016	1 Transactions	

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25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #
				On Behalf of Name
285 DEPT Total:		588.30	E-911 SYSTEM MAINTENANCE - GRAN	1 Vendors 1 Transactions
614 DEPT			WETLANDS ADMINISTRATION-GRANT	
6009 INNOVATIVE OFFICE SOLUTIONS LLC				
117 25-614-000-0000-6402 AP 4		78.85	OFFICE SUPPLY-TONER	IN1001241 Office Supplies
6009 INNOVATIVE OFFICE SOLUTIONS LLC		78.85		1 Transactions
4034 RINKE NOONAN				
85 25-614-000-0000-6245		190.00	WETLAND CONF-ROGER/EMILY	Dues And Registration Fees
4034 RINKE NOONAN		190.00		1 Transactions
614 DEPT Total:		268.85	WETLANDS ADMINISTRATION-GRANT	2 Vendors 2 Transactions
25 Fund Total:		1,329.29	SPECIAL REVENUE FUND	8 Transactions

***** McLeod County IFS *****



POOL
1/8/16 1:49PM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
852	DEPT			PROJECT HARMONY GRANT		
1628	MN COUNTIES INTERGOVERNMENTAL TI					
104	82-852-000-0000-6265		6,700.00	PC RENEWAL/WC RENEWAL	1228R	Professional Services
105	82-852-000-0000-6265		788.00	WC RENEWAL	1228R	Professional Services
106	82-852-000-0000-6265	AP 4	105.00	WORKERS COMP AUDIT 2014	1463106	Professional Services
1628	MN COUNTIES INTERGOVERNMENTAL TI		7,593.00	3 Transactions		
852	DEPT Total:		7,593.00	PROJECT HARMONY GRANT	1 Vendors	3 Transactions
853	DEPT			LOCAL PUBLIC HEALTH GRANT		
9820	MINNESOTA COUNTIES COMPUTER COO					
11	82-853-000-0000-6265		6,240.00	1ST QTR SOFTWARE SUPPORT	2Y1601079	Professional Services
12	82-853-000-0000-6265		2,500.00	HIE FUND	2Y1601079	Professional Services
13	82-853-000-0000-6265		1,400.00	CHS USER-ANNUAL DUES	2Y1601079	Professional Services
9820	MINNESOTA COUNTIES COMPUTER COO		10,140.00	3 Transactions		
816	NATIONAL RURAL HEALTH ASSOCIATIC					
35	82-853-000-0000-6245		300.00	2016 DUES		Dues And Registration Fees
816	NATIONAL RURAL HEALTH ASSOCIATIC		300.00	1 Transactions		
2704	SPANIER/TOBIAS					
115	82-853-000-0000-6360	AP 4	1,200.00	INDIVIDUAL FEEDBACK		Training
2704	SPANIER/TOBIAS		1,200.00	1 Transactions		
1183	SURVEY MONKEY COM LLC					
36	82-853-000-0000-6350		228.00	2016 YEARLY PLAN	25698336	Other Services & Charges
1183	SURVEY MONKEY COM LLC		228.00	1 Transactions		
853	DEPT Total:		11,868.00	LOCAL PUBLIC HEALTH GRANT	4 Vendors	6 Transactions
862	DEPT			SHIP		
718	BUERKLE/RHONDA					
101	82-862-000-0000-6121		1,640.00	SHIP GRANT (SIBLEY)		Personnel Wages
102	82-862-000-0000-6203		45.75	SHIP COMMUNICATIONS		Communications
718	BUERKLE/RHONDA		1,685.75	2 Transactions		
862	DEPT Total:		1,685.75	SHIP	1 Vendors	2 Transactions

***** McLeod County IFS *****



POOL
 1/8/16 1:49PM
 82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
82 Fund Total:		21,146.75	COMMUNITY HEALTH SERVICE	11 Transactions

***** McLeod County IFS *****



POOL
1/8/16 1:49PM
84 SUPPORTING HANDS N F F

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
490	DEPT			SUPPORTING HANDS NURSE FAMILY PA		
100	535 AMERICAN COMMUNICATIONS 84-490-000-0000-6350	AP 4	500.00	ZIX VPM ENCRPTION SERVICE	14661	Other Services & Charges
	535 AMERICAN COMMUNICATIONS		500.00	1 Transactions		
111	5069 MORRIS ELECTRONICS INC 84-490-000-0000-6265	AP 4	35.00	SERVICE LABOR 12/03/2015 12/03/2015	20136368	Professional Services
112	84-490-000-0000-6265	AP 4	210.00	SERVICE LABOR 12/13/2015 12/13/2015	20136384	Professional Services
	5069 MORRIS ELECTRONICS INC		245.00	2 Transactions		
109	8564 OFFICE DEPOT INC 84-490-000-0000-6402	AP 4	302.73	SUPPLIES	814462670001	Office Supplies
110	84-490-000-0000-6402	AP 4	29.49	SUPPLIES	814462778001	Office Supplies
	8564 OFFICE DEPOT INC		332.22	2 Transactions		
113	932 RENVILLE CO PUBLIC HEALTH 84-490-000-0000-6269	DTG 6	3,531.03	STAFF DECEMBER 2015		Contracts
	932 RENVILLE CO PUBLIC HEALTH		3,531.03	1 Transactions		
490	DEPT Total:		4,608.25	SUPPORTING HANDS NURSE FAMILY P	4 Vendors	6 Transactions
493	DEPT			MIECHV		
114	932 RENVILLE CO PUBLIC HEALTH 84-493-000-0000-6265	DTG 6	435.00	MIECHV STAFF DECEMBER 2015		Professional Services
	932 RENVILLE CO PUBLIC HEALTH		435.00	1 Transactions		
493	DEPT Total:		435.00	MIECHV	1 Vendors	1 Transactions
84	Fund Total:		5,043.25	SUPPORTING HANDS N F P FUN		7 Transactions

***** McLeod County IFS *****



POOL
1/8/16 1:49PM
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
975 DEPT				DNR CLEARING ACCOUNT
509 MINNESOTA DNR				
78 86-975-000-0000-6850		1,019.00		DNR Collections For Other Agencies
				01/04/2016 01/04/2016
79 86-975-000-0000-6850	DTG 6	4,818.50		DNR Collections For Other Agencies
				12/29/2015 12/31/2015
509 MINNESOTA DNR		5,837.50		2 Transactions
975 DEPT Total:		5,837.50		DNR CLEARING ACCOUNT 1 Vendors 2 Transactions
976 DEPT				GAME & FISH CLEARING ACCOUNT
509 MINNESOTA DNR				
77 86-976-000-0000-6850		20.00		G & F Collections For Other Agencies
				01/04/2016 01/04/2016
80 86-976-000-0000-6850	DTG 6	5.00		G & F Collections For Other Agencies
				12/29/2015 12/31/2015
509 MINNESOTA DNR		25.00		2 Transactions
976 DEPT Total:		25.00		GAME & FISH CLEARING ACCOUNT 1 Vendors 2 Transactions
86 Fund Total:		5,862.50		TRUST & AGENCY FUND 4 Transactions
Final Total:		84,218.98		56 Vendors 117 Transactions

McLeod County IFS

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	14,553.36	GENERAL REVENUE FUND	
	3	22,258.38	ROAD & BRIDGE FUND	
	5	12,416.64	SOLID WASTE FUND	
	11	676.81	HUMAN SERVICE FUND	
	20	932.00	COUNTY DITCH FUND	
	25	1,329.29	SPECIAL REVENUE FUND	
	82	21,146.75	COMMUNITY HEALTH SERVICE	
	84	5,043.25	SUPPORTING HANDS N F P FUN	
	86	5,862.50	TRUST & AGENCY FUND	
	All Funds	84,218.98	Total	Approved by,
			
			

McLEOD COUNTY PUBLIC HEALTH NURSING SERVICES

HISPANIC OUTREACH WORKER CONTRACT

THIS AGREEMENT is made and entered into as of the 1st day of January, 2016, by McLeod County Public Health Nursing Service and Carmen Patino, Hispanic Outreach Worker.

WITNESSETH:

WHEREAS, The County desires to contract with a competent and qualified individual to provide outreach services on an intermittent part-time basis to assist the County in providing comprehensive public health care; and

WHEREAS, the Outreach Worker is competent and qualified to reach out and to the Hispanic population and desires to provide his/her professional services upon request according to the terms and conditions stated herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties do agree as follows:

I. TERM

The term of this Agreement is from January 1, 2016 to December 31, 2016, the date of signature by the parties notwithstanding, unless earlier terminated as provided herein.

II. WARRANTY

The Hispanic Outreach Worker warrants and represents that he/she is fluent in Spanish and knowledgeable in Hispanic cultural practices. He/she must also be in good standing from the Criminal Background Check.

III. SERVICES - CONSULTATION AND EDUCATION

Hispanic Outreach Worker shall, upon request by the County, make every reasonable effort to be available to the County at requested times and places in order to provide the following services:

- a) Assistance at WIC Clinics with WIC activities.
- b) Assistance at C&TC and ECS clinics with various clinic activities
- c) Provide family mentoring activities to Hispanic families
- d) Provide interpretation and translation to these families and staff

IV. SERVICES - EVALUATION AND HISPANIC OUTREACH. ACTIVITIES

In addition to those services provided for under Paragraph III, the Hispanic Outreach Worker shall, upon request by the County, make every reasonable effort to provide the following services in a prompt and timely manner to designated McLeod County clients at designated locations:

- a) Hispanic Outreach Worker shall recommend clients for admission to the County and after review and acceptance of the clients by the County; the client may be admitted by the County for health services.
- b) The required job description is attached and incorporated by reference into this contract (see addendum one). In the event such job description is amended at any time during the term of the contract, the Hispanic Outreach Worker agrees, upon receipt of a written copy of the new job description, to fulfill the duties set forth.
- c) The Hispanic Outreach services will be rendered to clients of McLeod County Public Health Nursing Services.
- d) The Hispanic Outreach Worker shall take all necessary steps to contact the designated client in order to evaluate and determine the type of concerns or problems the client possesses and based thereon, the Hispanic Outreach Worker shall assist the family in accessing needed services.

- e) Hispanic Outreach Worker will work with families and other staff of McLeod County, as appropriate, and help the family develop goals for themselves and for their children.
- f) Hispanic Outreach Worker shall participate as an assistant in screening clinics, immunization clinics, WIC, and other activities as designated by the County.

V. CONDITIONS OF SERVICE

Hispanic Outreach worker understands and agrees that for purposes of this Agreement he/she shall provide those services specified in paragraph IV (a) through (f) to clients that are served by the County. The Hispanic Outreach Worker further understands and agrees that each visit to a designated client for purposes of providing services hereunder, and each period of counseling, instruction, or advice under paragraph IV should be coordinated with the County whenever possible.

VI. NO MINIMUM REQUIREMENT

It is understood and agreed by the parties that the County assumes no obligation to purchase all of its requirements for Hispanic Outreach Services as defined by the terms of this Agreement from this contracting party. Further, the County makes no guarantee of minimum hours.

VII. TRANSPORTATION/SUPPLIES

The Hispanic Outreach Worker shall provide his/her own transportation in providing all services hereunder, unless otherwise expressly agreed by the parties. County shall provide an appropriate bag/case and appropriate supplies for the services rendered.

VIII. CONTINUING EDUCATION

- a) The Hispanic Outreach Worker may receive reimbursement for continuing education registration fees with approval of McLeod County in an amount

not to exceed Fifty and 00/100 Dollars (\$50) per year. The County will not compensate the Hispanic Outreach Worker for travel time, service time, or mileage related to the educational class.

- b) The County may provide continuing education and request the Hispanic Outreach worker to attend. The County may request the Hispanic Outreach worker to attend other continuing education programs that are offered through other organizations, which are specific to the County programs. The County will compensate the Hispanic Outreach Worker for service time, travel time and mileage.

IX. RECORDS AND REPORTS

The Hispanic Outreach worker shall secure, record and submit as specified, the following information:

- a) Progress notes and observation on designated clients shall be documented within one week of providing service.
- b) A Daily Log which includes:
 - 1) Miles traveled within McLeod County to provide the designated services,
 - 2) Service/activity description,
 - 3) Time per service/activity; and
 - 4) Coding for the above items.The Daily Log is completed each day and the Daily Log for the entire week must be sent to the County at the end of each week. Activities reported in the Daily Log shall include client visits, group activities, clinics or other designated services.

X. HIPAA Protocol

The Contractor provides assurances to the Public Health Nursing Service that she will comply with Health Information Portability and Accountability Act (HIPPA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that all IIHI be:

- ◆ Appropriately safeguarded;
- ◆ Any misuse of IIHI will be reported to the Public Health Nursing Service;
- ◆ Secure satisfactory assurances from any subcontractor;
- ◆ Grant individuals access and ability to amend their IIHI;

- ◆ Make available an accounting of disclosures; release applicable records to the Department of Health if requested; and
- ◆ Upon termination, return or destroy all IHI in accordance with conventional record destruction practices.

XI. BILLING AND PAYMENT

- a) The County shall pay for time assigned and worked as submitted on the nurse's daily report form monthly at the rate of \$30.23 per hour.
- b) The County shall pay mileage at the current county rate. The Hispanic Outreach Worker shall be compensated for travel within McLeod County from his/her home or nearest county line to the first client, between clients and from the last client to his/her home or nearest county line. The same compensation applies to all other designated services or activities performed by the Hispanic Outreach Worker.
- c) Hispanic Outreach Worker shall not bill any designated client, any family member of any designated client, or any insurance company for any services provided by him/her hereunder.
- d) For continuing education reimbursement under Paragraph VIII (a), herein, the Hispanic Outreach Worker shall submit a copy of the completed registration form and a copy of his/her check for the registration fee.
- g) The County shall pay the Hispanic Outreach Worker for all services provided hereunder at the rate specified above, within thirty (30) days of the date his/her billing statement is received by the County.

XII. INDEPENDENT CONTRACTOR

It is agreed by the parties, that at all times and for all purposes within the scope of this Agreement, the relationship of the Hispanic Outreach Worker to the County is that of independent contractor and not that of employee. No statement contained in this Agreement shall be construed so as to find the Hispanic Outreach Worker an employee of the County. Contractor acknowledges and agrees that the contractor is not entitled to receive any of the benefits received by County employees and is not eligible for worker's or unemployment

compensation benefits under the County. Contractor also acknowledges and agrees that no withholding or deduction for State or Federal Income Tax, FICA, FUTA, or otherwise will be made from the payments due contractor and that it is contractor's sole obligation to comply with the applicable provisions of all Federal and State Tax Laws.

XIII. INSURANCE

The Hispanic Outreach Worker shall maintain insurance against liability for personal injuries, death and property damage arising out of ownership, maintenance and use of any automobile. Such insurance will be for not less than \$100,000/\$300,000.

XIV. DISCRIMINATION

The Hispanic Outreach worker agrees not to discriminate against any designated client in the provision of service hereunder on the basis of race, religion, creed, sex or national origin.

XV. SERVICES NOT PROVIDED FOR

No claim for services provided by the Hispanic Outreach Worker not specifically provided for in this Agreement will be honored by the County.

XVI. SUB-CONTRACTS

Hispanic Outreach Worker shall not enter sub-contracts for any of the services to be performed hereunder by him/her.

XVII. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Hispanic Outreach Worker and the County relating to the subject matter hereof.

XVIII. REQUIREMENT OF A WRITING

Any alterations, amendments, deletions or waivers of the provisions of this agreement shall be valid only when reduced to writing and duly signed by the parties.

XIX. This Agreement may be terminated by either party at any time, with or without cause, upon thirty (30) days written notice delivered by mail or in person. For purposes of early termination, notice may be sent to the County as follows:

Director of Public Health Nursing Services
1805 Ford Avenue N. Suite 200
Glencoe, MN 55336

HOSTED SERVICES AGREEMENT

This AGREEMENT made and entered into on this ____ day of January 2016, by and between MCLEOD COUNTY, hereinafter referred to as "COUNTY" and NEW ULM TELECOM, INC., hereinafter referred to as "NU-TELECOM".

WITNESSETH:

WHEREAS, County desires to offer Wi-Fi access in the sites identified in Exhibit A. at the McLeod County Fairgrounds located at 840 Century Ave. SW Hutchinson, MN 55350.

WHEREAS, NU-Telecom hereby agrees to:

1. Purchase and install equipment and provide Internet service per Exhibit B.
2. Offer a guest service and a pay service for vendors/attendees utilizing County site locations. The guest service will be provided at the discretion of NU-Telecom and McLeod County Fairground Management. A diagram identifying the wireless access points and coverage area for this service is included as Exhibit C.
3. Build and support a VLAN service on NU-Telecom's wireless network for County to maintain keyless entry points for 3 County specified buildings.

WHEREAS, County shall allow NU-Telecom use of site resources such as poles, electricity, buildings, and any structure agreed upon, to mount equipment and signage in exchange for a service discount as described in Exhibit B.

NOW, THEREFORE, In consideration of the mutual covenants and promises herein contained, the parties agree as follows:

1. Term. This agreement shall be for a term of 10 (ten) years from the initial service activation date.
2. Installation/Equipment. NU-Telecom shall own and install the equipment to provide Wi-Fi access in the building sites identified in Exhibit A. In addition, NU-Telecom will install equipment at various

outdoor locations, at no cost to the County that will allow Wi-Fi access to NU-Telecom subscribers as well as a pay service for vendors/attendees.

3. Service. County will pay a monthly rate of \$198.00 for the Hosted WiFi Service for the term of the agreement. This Agreement may be modified within the term of the agreement to include upgrades to existing services by written amendment signed by both parties.
4. Early Termination. If County finds it necessary to terminate this contract prior to October 29, 2025, County will send written notice to NU-Telecom 30 days prior to requested termination date. County will be responsible to pay NU-Telecom 100% of the remaining contract. Contract can be terminated early if NU-Telecom is purchased by another telecommunications company.
5. Additional Terms and Conditions:
 - a. County warrants that it has full authority to enter into this agreement.
 - b. County may not transfer or assign this agreement without the written consent of NU-Telecom, which consent shall not be unreasonably withheld.

IN WITNESS WHEREOF, the parties hereto set their hands the day and year first written above.

MCLEOD COUNTY

By.....

Name.....

Title.....

NEW ULM TELECOM, INC.

By.....

Name.....

Title.....

EXHIBIT A

McLeod County Sites

1. Commercial Building
2. Ag Building
3. Country Diner
4. 4-H Building

EXHIBIT B

<u>Site</u>	<u>Qty</u>	<u>Equipment</u>	<u>Rate</u>
Commercial Building	5	Cisco Aironet 2700	\$90.00
Ag Building	2	Cisco Aironet 2700	\$36.00
4-H Building	3	Cisco Aironet 2700	\$54.00
Country Diner	1	Cisco Aironet 2700	\$18.00
<u>Service</u>			
Internet 10Mb/10Mb			\$189.95
VLAN Circuit			\$100.00
Wireless VLAN – Port Charge (3 at \$100 per port)			\$300.00
Partnership Loyalty			\$(589.95)
<u>Installation/NRC</u>			
One-time Installation / Setup Fee			\$3,600.00
Partnership Loyalty			\$(1,200.00)
Total one-time fees			\$2,400.00
Monthly Recurring Total			\$198.00

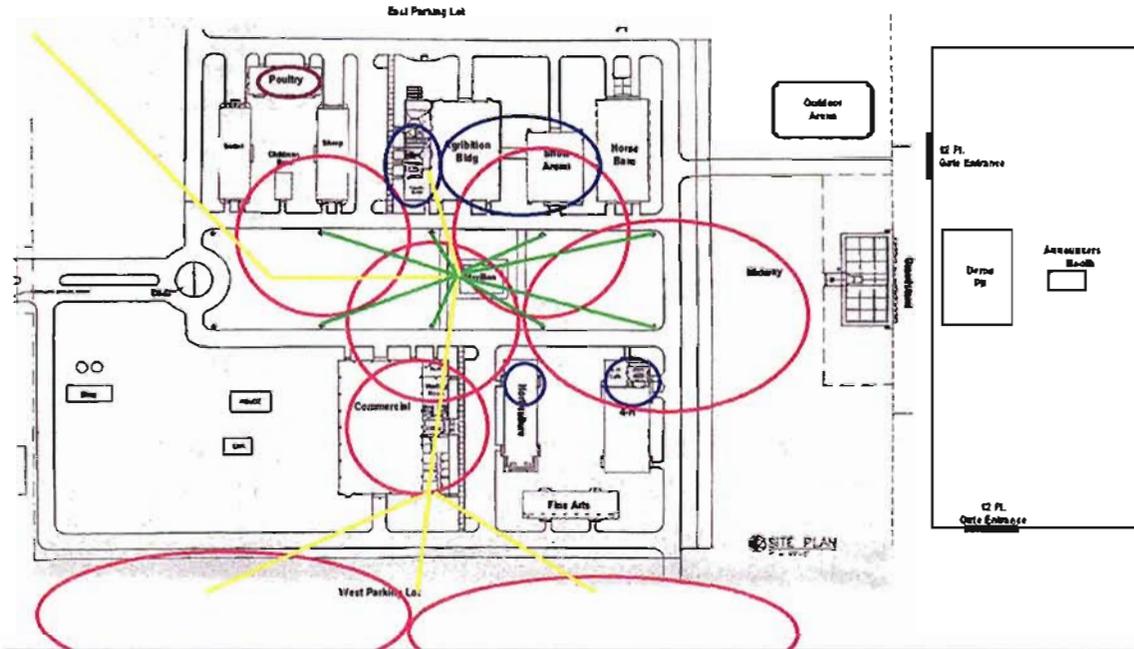
Additional Information

All equipment is owned by NU-Telecom. Bandwidth provided to the following site locations (Commercial, Ag, 4H, Country Diner) will be set to 10Mb/10Mb during normal business hours excluding days/nights during scheduled events. McLeod County Fairground administration can request increased bandwidth up to 50Mb/10Mb without a rate change during scheduled non-profit community events.

Partnership Loyalty

McLeod County Fairgrounds is given a partnership discount in exchange for use of site resources such as poles, electricity, buildings, and any structure agreed upon in respect to the contract agreement.

EXHIBIT C





Minnesota Department of **Human Services**

Date: December 31, 2015

To: The County Board Chair of McLeod County

From: Alice Nichols, Division Director *AN*
The Mental Health Division of the Department of Human Services

Re: **CY 2016 ADULT MENTAL HEALTH GRANTS**

This document serves as acceptance of your 2016 Adult Mental Health (AMH) Grant Plan. It is an agreement between the AMHI or county ("GRANTEE") and the Department of Human Services, Mental Health Division ("GRANTOR") for the dollar amount in the attached CY16 Adult Mental Health Grants award table which is hereby incorporated.

The GRANTOR'S Authorized Representative for the purposes of this document is Jana Nicolaison or his/her successor. They can be reached at 651-431-2234. The GRANTEE'S Authorized Representative for the purposes of this document is Leah Lundgren or his/her successor. They can be reached at 320-864-1431.

AMH Grants are inclusive of the four categories of the Adult Mental Health Initiative (AMHI), Housing with Supports, Project for Assistance in Transition from Homelessness (PATH), and Community Support Services Program (CSP). The information in this letter applies to all four grant categories.

Any funds granted pursuant to your Grant Plan are to be expended for the purposes approved by the Commissioner of Human Services and in accordance with applicable laws and rules. Documentation of compliance with all applicable laws and rules should be monitored and be made available for audit inspection. All AMH Grants are conditional and subject to the continued availability of state or federal funding. GRANTEES not meeting the requirements of M.S. 245.461 to 245.486, or not using funds according to their approved AMH Grant Plan, may have all or part of their funds terminated, delayed, or returned upon 30 day notice to the county board in accordance with M.S. 245.483.

In accepting Adult Mental Health Grants, the following is understood and agreed to:

- All expenditures reported to DHS shall be made after the fiscal agent's review of the documentation supporting the expense to determine that the expense is allowable,

including but not limited to both the type of expense and timing of the expense within the proper grant period.

- o All expenditures are for services, or items necessary for the delivery of those services.
 - o "Capital" purchases are prohibited. Capital purchases are defined as something which has a useful life of more than one year and a per-unit acquisition cost which exceeds \$10,000 and is 1) land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; or 2) additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations of the items listed above that materially increase their value or useful life (not ordinary repairs and maintenance).
 - Exceptions to the prohibition of capital purchases will be considered on a case-by-case basis.
- o The budgets, expenditures and programs are subject to periodic review by the Commissioner.
- o The GRANTEE shall comply with the Minnesota Department of Administration, Office of Grants Management Policy 08-10.
 - Grants Management Policy 08-10 requires a GRANTOR agency to monitor activity at least once during the grant period. The monitoring shall be documented. Monitoring activity may include topics such as statutory compliance, challenges faced by the GRANTEE, modifications made to the grant program, program outcomes, GRANTEE policies and procedures, GRANTEE governance, and training and technical assistance needs. Grants Management Policy 08-10 also requires the GRANTOR agency to perform a financial reconciliation of one payment during the grant period. A financial reconciliation is defined as matching the GRANTEE's supporting source documentation to the payment.
 - A Financial Reconciliation Plan, considering potential risk factors of the GRANTEE, may be completed and approved by the Mental Health Division.
- o The GRANTEE, as the AMHI fiscal host, shall ensure that member counties comply with the Grants Management Policy 08-10.
- o Expenditures shall be reported on the quarterly SEAGR report (DHS-2557) and on the BRASS-Based Grant Fiscal Report (DHS-2895). Please see the latest version of *DHS Summarizes Mental Health Grant Fiscal Reporting Requirements* bulletin and *Changes to DHS BRASS Manual for Calendar Years 2016-2017* bulletin for instruction. GRANTEE's must use the DHS-2895 form specific to their grant.
 - Grant #1 2895 for non-integrated GRANTEE's
 - Grant #4 2895 for integrated GRANTEE's

- o The GRANTEE shall seek permission from the GRANTOR, using a Budget Revision Form, of a significant change in a BRASS code expenditure. A significant change is defined as a 50% deviation from the approved Adult Mental Health Grant application.
- All revenue received by a GRANTEE, its contracted, or subcontracted providers shall be managed according to M.R. chapter 9535.1740, subp.3.
- The GRANTEE's governance body must have written policy and procedures governing their accounting and operational procedures.
- The GRANTEE shall comply with the Minnesota Government Data Practices Act, M.S. chapter 13, Federal Lobbying Restrictions, and the Single Audit Act.
- The GRANTEE shall comply with M.S. chapter 13D, the Minnesota Open Meeting Law.
- All GRANTEE contracts entered into under this agreement must be written to comply with M.S. 245.466, subd. 3, and 256.0112. The GRANTEE and contracted providers shall comply with programmatic and fiscal reporting requirements of the Commissioner.
- The GRANTEE shall have a transition plan that complies with M.S. 245.466 subd. 3a.
- The GRANTEE and their contracted providers shall have written personnel policies that comply with Titles VI and VII of the U.S. Civil Rights Act of 1964, the Americans with Disabilities Act, and the Minnesota Human Rights Act, M.S., chapter 363A.
- The GRANTEE shall include persons with mental illness and tribal organizations of the county/region in the development, implementation, and evaluation of all AMH Grant Plans.
- AMHI projects shall be planned and administered according to M.S. 245.4661.
- CSP services shall be planned and administered according to M.S. 245.4712, subd. 1.
- The GRANTEE must ensure their contracted providers are billing eligible insurance before accessing AMH funding.
- The GRANTEE must ensure their contracted providers are completing all required data reporting.

PATH

Federal PATH, along with the State match, renewal funding is applied for through the annual Federal and State PATH application. The current PATH GRANTEES will need to reapply for CY 2017 funding in the spring of 2016 upon release of the Federal and State PATH applications. PATH GRANTEES are required to use the Grant # 2 DHS-2895 specific to PATH grants.

Housing with Supports

The Housing with Support grants will expire in December 2016. A competitive application for Housing with Support grants will be available in the spring of 2016. Housing with Supports GRANTEES are required to use the Grant # 13 DHS-2895 specific to Housing with Supports grants.

The GRANTEE's are also required to issue a Notification of Housing with Support Award letter to the provider identifying the amount of the award and the January 1, 2016 to December 31, 2016 grant period. The GRANTOR shall be cc'ed on the award notification.

The signature of the County Board Chair indicates agreement to the above terms and conditions and constitutes an agreement between the GRANTEE and GRANTOR. **Please print one (1) original, sign and mail to Patti Luther, Mental Health Division, Minnesota Department of Human Services, PO Box 64981, St. Paul, MN 55164-0981.**

County Board Chair Signature

(dated)

County Board Chair Name and Address

DHS Authorized Signature

(dated)

- C: DHS, Financial Management Division (via email)
- The Director of Social Services of McLeod County, as the Fiscal Agent of the GRANTEE (via email)
- Leah Lundgren, GRANTEE contact (via email)
- Gladys Kirsch, GRANTEE fiscal contact (via email)
- Jana Nicolaison, Mental Health Division Program Consultant (via email)

Enc. CY16 Adult Mental Health Grants award table

Initial CY'16 Awards

Mcleod
CY'16 Adult Mental Health Grants

	2016 Base	Cola	Other Base Adjust	One-time Adjustments	Total CY Funding Base+COLA+Adjustments	Comments
Community Support Program						
74.ADLTMHR78CSP25.STATE (Note 1)						
Total CSP	\$111,680	\$0	\$0	\$0	\$111,680	
PATH	\$0	\$0	\$0	\$0	\$0	
74.MHHOMELESS**30 (Note 1)						
Adult Mental Health Initiative						
AMHI	\$0	\$0	\$0	\$0	\$0	
Adult Crisis Response	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total AMHI	\$0	\$0	\$0	\$0	\$0	
Housing with Support	\$0	\$0	\$0	\$0	\$0	
Housing with Support						
Adult & Childrens Crisis Response	\$0	\$0	\$0	\$0	\$0	
74.MHCRISIS 50/50 (Note 1)						
Transition To Community	\$0	\$0	\$0	\$0	\$0	
74.TRNSCOMMUNIT32 (Note 1)						
Total of all Grants	\$111,680	\$0	\$0	\$0	\$111,680	

Changes indicated in **bold** under comments

General Notes:

Note 1: An invoice field code has been provided for each grant category. This code will appear on payments made to your county.

Fin. Mgt. contact person: Craig Beske - 651-431-3780; Fax: 651-431-7480; e-mail: Craig.Beske@state.mn.us



Minnesota Department of **Human Services** _____

Date: **December 30, 2015**

To: **County Board Chair**

From: **Alice Nichols, Director**
Adult and Children's Mental Health Divisions
Community Supports Administration

Re: **CY 2016 Adult and Children's Crisis Response Service Grants**

This document serves as acceptance of your Crisis Response Service Grants for CY 2016 and is an agreement between the County or Tribe ("GRANTEE") and the Department of Human Services ("GRANTOR").

The GRANTOR'S Authorized Representative for the purposes of this document is Nelly Torori, or her successor. They can be reached at 651-431-2337. The GRANTEE'S Authorized Representative for the purposes of this document is Chuck Churchill or his/her successor. They can be reached at 952-361-1675.

This notice is being sent to award the Crisis Response Service Grants for CY 2016 in the amount of **\$971,405** the counties of Carver, McLeod, and Scott. Grants made to multi-county or county-tribal partnerships are awarded to the county serving as the fiscal agent for the region, or a tribe. These Grants are conditional and subject to the continued availability of state or federal funding and compliance with grant requirements.

In accepting the Crisis Response Service Grants, the following is understood and agreed to by the GRANTEE:

- All expenditures reported to GRANTOR will be made after the fiscal agent's review of the documentation supporting the expense to determine that the expense is allowable, including but not limited to both the type of expense and timing of the expense within the proper grant period.
- All expenditures are for services, or items necessary for the delivery of those services.
 - ALLOWABLE USES. Crisis Response Service Grants must be used to pay for:
 - infrastructure development costs for regional mobile crisis response services— including start-up costs such as searching for, and hiring, qualified professionals and practitioners; medical records management; and equipment purchase;

- mental health crisis response services, including: crisis screening; crisis assessment; crisis intervention; crisis stabilization; adult residential crisis stabilization; crisis intervention treatment planning; and crisis stabilization planning.
 - room and board services for adults receiving residential crisis stabilization services that have no other funding source.
 - transportation costs for uninsured or underinsured to receive medically necessary services
 - direct billing of time spent “on-call” and available to respond to crisis calls
 - outreach services to potential recipients and other community partners
- The budgets, expenditures and programs are subject to periodic review by the GRANTOR.
 - The GRANTEE shall comply with the Minnesota Department of Administration, Office of Grants Management Policy 08-10.
 - The GRANTEE, as the fiscal host, shall ensure that the other providers and counties comply with the Grants Management Policy 08-10.
 - Grants Management Policy 08-10 requires a GRANTOR agency to monitor activity at least once during the grant period. The monitoring shall be documented. Monitoring activity may include topics such as statutory compliance, challenges faced by the GRANTEE, modifications made to the grant program, program outcomes, GRANTEE policies and procedures, GRANTEE governance, and training and technical assistance needs. Grants Management Policy 08-10 also requires the GRANTOR agency to perform a financial reconciliation of one payment during the grant period. A financial reconciliation is defined as matching the GRANTEE’s supporting source documentation to the payment.
 - The GRANTEE is required to report expenditures on the quarterly SEAGR report (DHS-2557) and on the BRASS-Based Grant Fiscal Report (DHS-2895). Updated instructions for the reporting of expenditures are distributed annually in the *DHS Summarizes Mental Health Grant Fiscal Reporting Requirements* bulletin. Please consult the most recent version of the bulletin if you have questions.
 - The GRANTEE shall seek permission from the GRANTOR, using a Budget Revision Form, of a significant change in a BRASS code expenditure. A significant change is defined as a 10% deviation from the approved Adult and Children Mental Health Grant application.
 - Additional data reporting will be required from the provider of services. Please see “*Data Submission and Reporting*”
- All revenue received by a GRANTEE, its contracted, or subcontracted providers will be managed according to M.R. chapter 9535.1740, subp.3.
 - The GRANTEE’s governance body must have written policy and procedures governing their accounting and operational procedures.
 - The GRANTEE will comply with the Minnesota Government Data Practices Act, M.S. chapter 13, Federal Lobbying Restrictions, and the Single Audit Act.

- The GRANTEE will comply with M.S. chapter 13D, the Minnesota Open Meeting Law.
- All GRANTEE contracts entered into under this agreement must be written to comply with M.S. 245.466, subd. 3, and 256.0112.
- The GRANTEE and contracted providers will comply with programmatic and fiscal reporting requirements of the Commissioner.
- The GRANTEE and their contracted providers will have written personnel policies that comply with Titles VI and VII of the U.S. Civil Rights Act of 1964, the Americans with Disabilities Act, and the Minnesota Human Rights Act, M.S., chapter 363A.
- The GRANTEE must ensure their contracted providers are billing eligible insurance before accessing grant funding.
- The GRANTEE must ensure their contracted providers are completing all required data reporting.
- The GRANTEE must include each reservation and tribal organization in the development, implementation, and evaluation of all Crisis Response Service plans or an explanation why this was not possible.
- The GRANTEE shall include persons with a mental illness, or family members of children with a mental illness in the development, implementation and evaluation of all Grant Plans.
- The GRANTEE must ensure:
 - The services funded under these grants will be provided by individuals who meet the staff qualifications defined in section 245.462, Minnesota Statutes subdivision 18, clauses (1) to (6) and 245.462, Minnesota Statutes, Subd. 17, Item 1 to 4 and that adult crisis stabilization services are provided by individuals who meet the standards in the above statutes and M.S. 256.0615 or 256B.0623 - 2015 Minnesota Statutes, Subd. 5, Item 4
 - That all providers receiving funding as a part of the project will be certified to receive and will bill for medical assistance reimbursement.
 - That all services that are eligible for third party payment including medical assistance are billed to the appropriate payer.
 - That the cost per unit of service will be comparable to the cost of similar services in the same or similar local trade area.
- The GRANTEE must ensure that the following services are excluded from reimbursement under this section:
 - room and board services for children;
 - services delivered to a recipient while admitted to an inpatient hospital;
 - services provided and billed by a provider who is not enrolled under medical assistance to provide adult mental health crisis response services;
 - provider service time included in case management reimbursement. When a provider is eligible to provide more than one type of medical assistance service, the recipient must have a choice of provider for each service, unless otherwise provided for by law;
 - a mental health service that is not medically necessary.

REQUIRED REPORTING DATA SUBMISSION AND REPORTING

- GRANTEE will be responsible for reporting information regarding the services offered under these grants. A narrative report on progress toward the goals and objectives identified in this grant and a budget report of grant spending will be expected from the crisis services provider on

a quarterly basis.

- The report deadlines are **the last day of the month following the end of the quarter. For example, first quarter in 2016 ends March 31st. The reporting is expected by April 30th**
- The submissions should be emailed to the grant managers at DHS at the email provided in this letter. (Please refer to the reporting template and reporting dates and requirements sent with the application for these grants)
- Grantees must submit individual adult
- and children outcomes on the *Mental Health Information System (MHIS)*. The MHIS reporting manual can be found on the [DHS Adult Mental Health Website](#)
- As of November 1, 2016, the Commissioner of Human Services will be reporting grant funding and service information to the legislature. (Chapter 71 - Minnesota Session Laws Article 2 Sec. 10 Sub.10). These reports will be a very important part of the Commissioner's report.)

If you have any questions about the details of this memo and related attachments, feel free to contact Nelly Torori at nelly.torori@state.mn.us

Funding will be released contingent upon the receipt of the County Board Chair's signature indicating agreement to the above terms and conditions. This document constitutes an agreement between the GRANTEE and GRANTOR. **Please print one (1) original, sign and mail to;**

Patti Luther
P.O. Box 64981,
St. Paul, MN 55164-0981.

Grant funding will not be released until a signed copy is returned

Please note that this initial communication is being distributed by email. This will be followed up with a letter sent to the County Board Chair by mail.

County Chair Signature
Carver County

Alice Nichols, Director
Adult and Children's Mental Health Divisions
Community Supports Administration

CC: DHS, Financial Management Division
Director, County Social Services
Gary Norman, Carver County Behavioral Health Supervisor
Chuck Churchill, County Fiscal Contact

**MEMORANDUM OF UNDERSTANDING
BETWEEN MCLEOD COUNTY PUBLIC HEALTH
AND
HEARTLAND COMMUNITY ACTION AGENCY HEAD START**

I. Parties to the Understanding

- A. McLeod County Public Health
- B. Heartland Community Action Agency Head Start

II. Purpose of the Understanding

The purpose of this agreement is to improve coordination and collaboration on behalf of the children and families who are being served by McLeod County Public Health and Heartland Community Action Agency Head Start.

III. Program Description

- A. Heartland Community Action Agency, Inc. Head Start (Heartland Head Start), serves Kandiyohi, McLeod, Meeker, and Renville counties. Head Start is a nationwide Federal grant program funded by the U.S. Department of Health and Health Services. It is a comprehensive child and family development program. Providing services to children and families in the areas of education, health, and family engagement. Head Start serves pregnant women, infants and toddlers and children to age five and their families. It is the goal of Heartland Head Start to prepare children for kindergarten with the skills and behaviors necessary to be successful in future learning.
- B. McLeod County Public Health (Public Health) provides outreach, education, and connections to resources to families, schools and healthcare providers on issues related to maternal and child health, children's growth and development, special health needs, family planning and environmental health issues. Nutrition education and counseling are provided to low income families through the Women, Infant, and Children Supplemental Nutrition Program.

IV. Guiding Principles

- A. Create and maintain a meaningful partnership that provides outreach and services to families residing in McLeod County.
- B. Both McLeod County Public Health and Head Start are committed to serving low income children and families.

V. Roles and Responsibilities

- A. McLeod County Public Health
 - a. Refer age eligible children.
 - b. Provide health education as requested.
 - c. Display Head Start information in the waiting area.
- B. Heartland Head Start
 - a. Review recruitment and selection priorities, with additional selection criteria points given to children and families referred to Head Start from Public Health.
 - b. Designate Head Start staff to communicate:

- i. Recruitment opportunities.
 - ii. Services available through the Head Start program.
 - c. Invite Public Health representatives to become community representatives on Policy Council, the governing body, and the Health Services Advisory Committee.
 - d. Head Start staff will provide information on WIC to all families.
 - e. Head Start staff will work with families to ensure all children are up to date on EPSDT.
 - f. Head Start staff will refer children who are not up to date on their immunizations to Public Health.
- C. Joint Responsibilities
 - a. To help eliminate barriers to primary medical and dental care and to improve access to quality health care services.
 - b. Ensure collaboration between both agencies to identify and enroll uninsured children who qualify for medical assistance.

VI. Confidentiality

All Parties acknowledge confidentiality requirements that each must follow regarding informed parental consent and the sharing and release of personally identifiable information regarding children and families. Each Party to this MOU will protect the rights of young children with respect to records and reports created, maintained, and used by the public agencies. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records.

VII. Review of Understanding

The Memorandum of Understanding will be jointly reviewed by all parties every five years and more frequently if laws and regulations are amended that will significantly impact this understanding, or when a party requests a formal change.

VIII. Term of Understanding

The Memorandum of Understanding will become effective immediately after being signed and dated by all parties. This agreement will be in effect for five years from the date of signing. By signing the understanding each agency agrees to the terms. The signed Memorandum of Understanding will be binding on all successors of the parties to the understanding.

IX. Signatures

This Memorandum of Understanding is executed on behalf of McLeod County Public Health and Heartland Community Action Agency Head Start.

McLeod County Public Health Representative

Title

Date

Michele Rand LPN, CLC

Heartland Community Action Agency Head Start Representative

Health + Safety Manager
Title

12-4-15
Date

Title - Chairperson

Date

SECTION 3.2 - PERFORMANCE EVALUATIONS

It is the policy of the McLeod County Board that all employees have their performance reviewed by their supervisor and have an opportunity to discuss their performance with their supervisor. During an employee's performance evaluation, it will be the individual's total performance as related to the stated responsibilities of their positions that will be evaluated.

At the time of the Supervisor's/Department Head's pay increase, County Administration will conduct a review to ensure the Performance Evaluations of direct reports for the previous calendar year have been completed. If the evaluations have not been completed by December 15 of the current year, any increase will be suspended until they are up-to-date, at which time back-pay will be calculated and paid. (Exceptions due to such unforeseen circumstances as leaves of absences will be handled on a case-by-case basis.)

Performance evaluations shall be conducted at least annually. The following goals should be achieved during an employee's performance evaluation:

1. To determine how well an employee is performing in assigned areas of responsibility as outlined in the job description.
2. To stimulate improved performance and personal development on the part of each employee so as to achieve the highest possible level of excellence in service to the citizens of McLeod County.
3. To determine how the employee views his/her assigned responsibilities.

In addition to the annual performance evaluations, employees will also be evaluated under the following conditions:

1. At the completion of three months of service with the county
2. Prior to the completion of ~~the~~ six month's service, for both employees serving a six month and a one year probationary period ~~and~~ and for employees promoted or transferred into a new position.
3. Any time an employee's performance has significantly improved or declined.
4. Any time the Department Head determines it is in the best interest of the employee and/or the County.

A copy of the completed evaluation shall be sent to Human Resources for inclusion in the employee's personnel folder.

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Deleted: probationary period

Deleted: for new employees

SECTION 4.8 - PERSONAL LEAVE

For justifiable reasons, McLeod County may allow a Personal Leave in order to preserve the employee's status as a public employee and benefit rights under applicable retirement programs. The employee shall not accrue vacation, sick leave during a personal leave. This leave is to be used after vacation, sick leave and comp time balances are exhausted.

The Department Head may, with the concurrence of County Administration, approve the absence of an employee without pay for up to 30 calendar days. The employee will continue to receive the County Contribution and continue all insurances they are enrolled in except Long-term and Short-term Disability by pre-paying for those benefits. The employee will be responsible for the same percentage of the premium costs as prior to the personal leave.

Any absence of more than 30 days and less than one year must be approved in advance by the County Board. The employee will not receive the County Contribution and may choose to continue benefits other than Long-term and Short-term at the employee's expense by pre-paying for those benefits.

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Deleted: Any absence of more than 30 days and less than one year must be approved in advance by the County Board. Where appropriate, the County Board will grant an official leave of absence in order to preserve the employee's status as a public employee and benefit rights under applicable retirement programs. The employee shall not accrue vacation, sick leave or other paid benefits during a personal leave. This leave is to be used after Vacation, Sick Leave and Comp Time balances are exhausted.¶

Deleted: Health and life insurance will be continued during a personal leave of absence of 30 days or less with the employee being responsible for the same percentage of the premium costs as prior to the personal leave. Health and life insurance may be continued at the employee's expense during a personal leave of absence of more than 30 days.¶

SECTION 2.3 – REIMBURSABLE EXPENDITURES

This policy conforms with Minnesota Statutes 471.38, 471.96, subd. (1), and 471.97 (as amended) governing expenses incurred by employees and elected officials in the conduct of County business. This policy is designed to provide the basis for determining whether there is authority for County expenditure, the expenditure serves a public purpose, and if the expenditure is necessary and directly related to the business of the County. Reasonable expenses incurred by employees on County business shall be reimbursed. Whenever possible, employees shall seek the most efficient means of transportation, lodging, meals or for any other reimbursable expenditures.

All Employee Expense Reports must be submitted to the Auditor-Treasurer's Office within 60 days of the charge being incurred.

TRAVEL

- The McLeod County Board of Commissioners shall approve all travel costs through the annual budget
- All travel expenses require advanced approval of the Department Head, ensuring that funds are available to pay for all expenses that they approve
- All travel that is not budgeted requires advanced approval of the County Board.
- Out-of-state travel paid for by the County, not including travel to Fargo, shall be by Board approval, with the department justifying the need to go out state. Upon returning from the out-of-state conference or training, the individual shall give a report to the Board of what was learned or accomplished at this conference or training.

BILLING

Whenever possible, employees will make travel and accommodation arrangements in advance using a County credit card. If that is not possible, those authorized travel expenses that are paid by the employee will be subject to reimbursement according to this policy upon approval of an Employee Expense Report, including appropriate receipts.

MILEAGE REIMBURSEMENT

- Whenever possible, a County vehicle should be used for travel rather than the employee's personal vehicle and carpooling is encouraged.
- The amount of compensation to be paid for mileage reimbursement shall be at the current rate set by the County Board of Commissioners.
- Mileage reimbursement shall be paid for the most reasonable and shortest route either from home or work (Example: An employee living in Gaylord with their normal work site of Glencoe and traveling to a meeting in St Cloud would receive reimbursement from Glencoe to St Cloud round trip). Employee Expense Report must include the proper required details
- When two or more employees are traveling in one car, mileage reimbursement is made to one employee.
- While traveling for County business, incidental miles for personal use will not be reimbursed

TIME CONSIDERATIONS

When an employee is required to attend a County approved work related training session or conference during regular working hours, the employee shall be compensated for travel time and for all hours of actual participation in the training session or conference, except meal periods, and rest or sleep periods. If an employee uses a County vehicle or car pools with another conference participant, actual travel compensation shall exclude mileage. Mileage and time recording should be consistent.

MEAL ALLOWANCE

McLeod County will provide reimbursement for out-of County meal expenses when such expenses are necessarily incurred while conducting County business. The actual cost of meals, including tax, while traveling outside of the County will be reimbursed up to the daily amounts listed as follows:

Lunch: \$12.00 Dinner: \$14.00

- When overnight travel is involved, meals will be treated as an expense reimbursement. When no overnight travel is involved, meals will be treated as income subject to tax
- Reimbursement for dinner may be claimed by the individual if they are away from their normal work location in a travel status overnight or required to remain in a travel status until after 7:00 p.m.
- Individuals may claim reimbursement if they are not within the County boundaries during the regular scheduled lunch period.
- When meals are part of a tuition or registration fee, no additional reimbursement request for such meals can be claimed.
- Expenses for alcoholic beverages are not reimbursable and whenever possible not included with the food receipt.
- Tips or gratuities are not reimbursable, except if included as part of a conference, seminar fee, tuition fee, or registration fee, and are not separately identified.
- Meal expenses incurred must be paid directly by the employee. Each employee must submit their own receipt for reimbursement. County credit cards cannot be used to purchase employee meals only when accompanied by an overnight stay or with prior Board approval.
- The reimbursement for out-of-County meals will occur only upon submittal of itemized receipts with the Employee Expense Report. The receipt must be an original and must include the date and time of the meal, the name of the restaurant and an itemized food list.

CONFERENCES/TRAINING

All conferences must be approved by the affected Department Head prior to registration. Attending a non-approved conference will be at the employee's expense. A copy of the Conference or Training Agenda must be included with the Expense Reimbursement Form.

MISCELLANEOUS REIMBURSEMENTS

- All requests for reimbursements for items such as office supplies, etc. must also be accompanied by a receipt and be approved by the Department Head/Supervisor.
- Car rental costs are eligible for reimbursement when necessary for business purposes and when a cab fare may exceed the cost of the car rental (original

receipt required). Employees will not be reimbursed for the cost of car rental insurance.

- Lodging/hotel accommodations should be selected to receive the best value and shall be paid for employee's actual costs. If an employee's family member or any non-County employee accompanies a County employee on a County business trip, the employee may only claim up to the actual cost of single occupancy (original receipt required).
- Employees using personal vehicles are reimbursed on the actual expense for parking when parking is related to County business (original receipt required).

NO FREE TRAVEL THROUGH VENDORS

No employee involved with evaluation, recommendation or approval of County purchases shall accept free transportation or lodging from any person, firm or corporation where such transportation or lodging is for participation in vendor marketing activities or could be construed as a conflict of interest. Where such activities require use of the vendor's corporate transportation or lodging, fair value reimbursement by the County is required. Participation in such activities requires advance approval by the Board. This direction is not meant to limit participation, where appropriate, in vendor sponsored seminars and education related activities or in product marketing activities where automobile travel or a meal is provided.

SAFETY FOOTWEAR

For non-union employees, McLeod County will reimburse up to \$150 annually the purchase of required safety footwear upon approval by the department head. A receipt of the purchase is required.

SECTION 2.4 - TERMINATION ENTITLEMENTS

Severance payments shall be paid for separations of employment in the following circumstances for [employees who have served more than 6 months of services:](#)

Deleted: non-probationary employees:

- When resigning with proper notice ([refer to Section 3.5 – Termination of Employment](#))
- When laid off
- When retiring
- When dismissed for reasons other than misconduct
- Death of an employee

VACATION

Accrued vacation, up to the amount of time earned during the previous year, will be paid to regular full-time and part-time employees as provided above.

SICK LEAVE

Employees hired prior to October 21, 1997 will be eligible for a payout of their unused sick leave accrual up to 55% of a maximum of 100 days (800 hours).

For non-union employees hired prior to October 21, 1997, 100% of their vacation and sick leave severance will go into a Health Care Savings Plan (HSCP). (Upon the death of an employee, no funds can be received by the HCSP. All applicable payments will be made to the beneficiary as a payroll check).

COMPENSATORY TIME

Non-exempt employees will have compensatory time paid out as severance for any balance of compensatory hours. The total available balance of compensatory time shall not exceed 30 hours. Exempt employees will not be paid out for a compensatory time balance upon termination.

HEALTH AND LIFE INSURANCE

McLeod County will pay the regular monthly employer contribution for eligible employee coverage if the employment termination date is after the 15th of the month. If the termination date is on or before the 15th of the month, the contribution amount

will be pro-rated for calendar days prior to the termination date and the employee must pay a pro-rated amount to keep health insurance in effect for that month. Employees will be allowed to use vacation time until the end of the month of termination to extend their termination date for this purpose. Eligible employees have the option to continue coverage and will be notified by McLeod County's COBRA Administrator. The COBRA coverage will be available to the terminating employee and their dependents (if applicable) for 18 months following their termination date.

RECOGNITION

A regular employee, leaving employment in good standing, with at least 10 years of total service, will receive a plaque acknowledging their length of service with the County.

SECTION 1.9 – APPEARANCE POLICY

This policy is intended to promote and instill a level of professionalism while maintaining the public trust and promoting dignity and respect for those we serve, our co-workers and ourselves.

Employees are in the public's eye on a daily basis and impressions are formed in part by appearance. Appearance plays an important role in portraying the professionalism of our workforce and informs our customers, clients and the public that we are competent individuals who display stability, common sense, good character and excellent judgment.

Just as employees are expected to be professional in their verbal communications, they are expected to be professional about their non-verbal communications, including appearance, hygiene and grooming. This policy acknowledges the civil rights of our employees as well as cultural diversity and religious freedom issues.

APPEARANCE STANDARDS

These standards must be adhered to at all times when representing McLeod County, and includes work days, conferences, meetings, home visits, etc. ▼

No appearance policy can cover all contingencies, so employees must exert a certain amount of judgment in their appearance at work or representing the County at outside events.

If an employee reports for work improperly dressed or groomed, the department head shall instruct the employee to return home to change or may take other appropriate corrective action. The employee will be required to use vacation or compensatory time during their time away from work.

WORK ATTIRE STANDARDS

For such formal activities such as court appearances, County Board meetings, or meetings with the public, professional dress or uniforms are mandatory.

When uniforms are either paid for or provided by the County, they shall be worn. Uniformed employees who choose to wear hats will wear uniform hats only when on duty. Uniforms, including hats, are not to be worn when off duty.

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At the discretion of the Department Head, Casual Day (Casual Friday, Dress Down Day, etc.), may be permitted up to a maximum of one day per week. Blue jeans, in a clean condition and not frayed or torn may be worn on this day. The shirt/blouse should still be appropriate based on this policy. Appropriate stickers or signs should be posted giving notice of Casual Day.

Employees should dress appropriately for their position. Jobs involving physical labor may require a different standard of dress than office work.

Parks and, Fairgrounds employees are allowed to wear shorts (not cut-offs) when not mowing, trimming or working with chemicals.

Deleted: ,
Deleted: and Building Maintenance

Employees that deal with unclean conditions (i.e. meth homes, etc) or where there is a possibility of contamination should wear personal protective equipment (PPE) and boot covers. (Refer to McLeod County Safety Policy.)

Deleted: haz- mat suits

UNACCEPTABLE APPEARANCE

Appearance that is not acceptable at any time includes, but is not limited to:

1. Clothing that reveals cleavage, your back, your chest, your stomach or your undergarments.
2. Clothing that is wrinkled, torn, dirty or frayed.
3. Skirts and dresses that are shorter than 3 inches above the knee
4. Clothing that has words, terms or pictures that may be offensive to other employees, customers, or clients.
5. Midriff tops, jogging attire, halter-tops, strapless tops, spaghetti-strap tops (unless worn under another garment), sweatshirts, and athletic t-shirts.
6. Blue jeans (except on Casual Day), sweatpants, exercise pants, shorts, bib overalls, leggings or spandex (or similar) (unless accompanied by a dress, skirt or blouse/tunic of appropriate length), and flannel pants.
7. Athletic shoes, sneakers, slippers, beach flip flops, and Crocs and hiking boots (unless able to prove there is a medical necessity. Medical statement should be time specific).

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Deleted: blazer

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In general, if unsure whether an article of clothing is appropriate, most likely it isn't. In other words, when it doubt, don't wear it.

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JEWELRY, BODY ART, HAIR AND SCENTS

| Jewelry should be in good taste with limited visible body piercings. Any article of clothing, body art, or jewelry that conflicts with the ability to perform job function is not acceptable. Conflict with the ability to perform job functions is appearance that:

- poses a threat to the safety of self or others
- results in a productivity issue or the inability to perform a certain job task
- offends others on the basis of race, color, religion, sex, national origin, age, disability, marital status, citizenship, veteran status or any other characteristic protected by federal, state or local laws
- results in public complaints or reflects poorly on the County

Additionally, unnaturally colored hair including, but not limited to, green, blue and pink and extreme hairstyles do not present an appropriate professional appearance and are not acceptable. Perfume, cologne, lotions, oils and aftershave should be used moderately or avoided altogether as some individuals may be sensitive to strong fragrances.

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¶

There is an expectation that employees will maintain proper hygiene, including neatly groomed hair, be clean and be free of odor.



945 5th Ave SE # 12
Hutchinson, MN 55350
Ph. 320-587-4003 - Fax 866-203-3156
12/17/2015

Revised on 12/30/2015 for electrical work & humidifier

Proposal

Submitted to: McLeod County

ATTN: Scott Grivna

Project: Install a 3 ton Liebert air conditioner in the server room

Scope of work: Install a new 3 ton Liebert air conditioner with a ceiling mount evaporator in the server room. This unit is factory set-up for operation from -30° to 95° outside temperature. We will install line hide to cover the line set on the exterior of the building. We do not have any roofing work costs for this work, we are planning on laying down a scrap piece of rubber membrane on the roof with a 2" thick piece of high density foam insulation on top of that put a piece of 3/4" pressure treated plywood on top of that for the skids. The condensing unit will be set at least 10' from the edge of the roof to avoid installing a railing.

The following is included with this quote:

- 1 – Liebert Mini-Mate 2 model MMD36E7YHEDO ceiling hung evaporator. Voltage is 208/230 / 3 Phase / 60 Hz
- 1 – Liebert Mati-Mate model PFH037A-YL7 condensing unit. Voltage is 208/230 / 3 Phase / 60 Hz
- 19,100 BTU 5.6 KW electric heat 208/230 / 3 Phase
- Wall mounted microprocessor control
- Model NIC-ENCL1 network interface card for remote monitoring VIA SNMP, HTTP, MODBUS RTU, OR BACNET/IP
- Air distribution plenum with MERV 8 filter
- Line set with line hide on the exterior
- Skids with roofing protection for the condensing unit
- Pipe the condensate into the basement drain piping
- Labor
- Factory check, test, & start unit
- Electrical work
- Connect water line for the humidifier
- Permit

The cost for this is: \$19,175.00

One year parts & labor warranty

For 4 year additional parts only warranty on the compressor add: \$275.00

Roofing work is not included

This price is valid for 30 days

Thank You
Gary Wrege
Foster Mechanical, Inc.
945 5th Ave S.E. # 12
Hutchinson, MN 55350
Cell 320-583-7507
PH 320-587-4003
Fax 866-203-3156
Fostmec1@hutchtel.net

November 22, 2015

Mr. Scott Grivna
Purchasing & Maintenance Supervisor

Mcleod County
830 11th Street East, Suite 110
Glencoe, MN 55336

Re: Building Automation System Facility Improvements

Dear Mr. Grivna,

NAC has spent considerable time reviewing your BAS (Building Automation System) over that past several months looking at the data to determine deficiencies and to decide where new technology could be used.

The current Honeywell EBI system was installed in phases and the oldest most proprietary part of the system resides in the Jail and Court House facility. This system utilizes software and controllers that can only be purchased by Honeywell Branch Service so the pricing is fixed regardless of the issue. Honeywell will not sell, train, or provide the software tools or hardware to any other providers.

Maintaining a system at this late stage of its expected life becomes very expensive and risky due to its age and reliability. Typically what the industry sees is that if a proactive approach is not taken to replace the system you will have a catastrophic failure that will require an immediate need to fix. This will come at a high cost that will tie you right back into the proprietary system you currently have. Replacement of the system of this size will take months to complete so taking a proactive approach is the only way to address this issue long term.

Honeywell also has a service contract with the County to maintain these systems that is very expensive considering what is being provided. If the County continues to go down the path of installing and updating with Honeywell branch product the costs will continue to escalate and they will be in the same situation ten years from now as they are today. Current Honeywell service contract value is around \$50,000 yearly to maintain the different Honeywell systems throughout the County. NAC estimates that roughly 90% of the systems that are being maintained today in the Jail and Court House area are obsolete and are only being sold as repair parts. Over the next few years these parts will continue to escalate in cost so that they can be phased out of inventory completely.

Proposed Solution: NAC is proposing to replace the obsolete portion of the Honeywell EBI automation system with an Alerton automation system. This product is sold and supported by multiple partners in the area so the County has the ability to get competitive pricing for service and repairs. This product also uses an open BACnet communication standard so that other systems can access and tie into the overall operation if the County would like. This provides the County with options in the future that are not available to them today. NAC also provides all of the software tools for the owner so that they can maintain their system with whatever means they would like. This new system uses HTMP5 for an interface so it can be accessed on the County network without needing expensive third party software or hardware. A simple web page is used to access the system with a user name and password.

Scope: NAC would install new Cutting Edge Technology Alerton VLC controllers on the following pieces of equipment with enhanced programs designed to save energy and extend the equipment life by

reducing run times or excessive discharge pressures or temperatures. The goal of this project is to replace all proprietary systems that are currently installed in the Court House and Jail facility so that this Honeywell Support Agreement that covers this equipment can be cancelled. The only Honeywell equipment that will remain will be the XL10 controllers which are still being sold today and can be supported by NAC Mechanical & Electrical Services as well as other providers in the area.

BAS Equipment Replacement / Integration Coverage:

- (33) Integrate XL10 VAV Controllers
- (3) Court House Boiler Systems & Associated Pumps
- (1) Court House Chilled Water System
- (1) Solar System & Associated Pumps
- (1) Air Handling Unit 1 Court House
- (1) Air Handling Unit 2 Court House
- (1) Air Handling Unit 3 Court House
- (1) Air Handling Unit 4 Court House Auditorium
- (1) Air Handling Unit 5 Judges Room
- (1) Court House Makeup Air Unit
- (1) Air Handling Unit 1 Law Enforcement Center
- (1) Air Handling Unit 2 Law Enforcement Center
- (1) Law Enforcement Center Exhaust Fans
- (1) Law Enforcement Center Chilled Water System
- (2) Law Enforcement Center Split Systems (Critical Equipment Rooms) (Not currently on system)
- (1) Large McQuay Roof Top Unit
- (1) Five (5) Zone Multi Zone Air Handling Unit (Old Mechanical Room)
- (1) Jury Assemble Air Handling Unit (Old Mechanical Room)
- (1) Old Mechanical Room Chilled Water System
- (1) Judges Chamber / Court Room 3 Air Handling Unit
- (1) Data Center CRAC Unit
- (1) Alerton Compass Server Software HTML5 Interface (Does not require JAVA Software)

Data Center Unit:

- (1) Installation of Liebert MiniMate System

Overall Project Clarifications and/or exclusions:

- Work to be performed during normal working hours (7:00am-4:00pm).
- Permits applicable to our work are included.
- Anything beyond the above scope is not included in this proposal.
- Exposed conduit or wire mold to be used where access is not available.
- Where code allows free air plenum wire to be used were new wiring is required.
- Internet connection provided by owner.
- Existing wire, conduit, panels, relays, transducers, etc. that still meet the current codes will be reused as needed to complete the installation. These systems will only be used if they are deemed reliable and will meet the warranty requirements of the overall system.

BAS Client Investment: \$162,300 One Hundred Sixty Two Thousand Three Hundred Dollars and no/100)

Data Center Unit Investment: \$26,500 (Twenty Six Thousand Five Hundred Dollars and no/100)

Total Investment: \$188,800 (One Hundred Eighty Eight Thousand Eight Hundred Dollars and no/100)

Energy Rebate: This project may qualify for local utility rebates so this should be discussed with local utility providers. NAC will help provide the needed information to support the project savings.

Energy Savings and Payback Consideration: NAC has looked at the current heat and cooling load of the facility and we have determined that the existing utility bills support the replacement of the current system for easier use to promote the ability to save energy. Because of the complexity of the current system and the controllers involved, scheduling and adjusting of set points is difficult. It should also be noted that previous staff employees prior to Scott Grivna have disconnected outdoor air dampers which can promote unhealthy buildings and cause sick building syndrome. NAC will correct these issues with the new automation system installation assuming mechanical system are working properly. If there are mechanical issues these deficiencies will be discussed with County staff.

Current utility spend for the Court House and Jail was roughly \$63,000 in 2014 and is on track to be around \$87,000 for 2015. One major considering for this issue is the new data center reheat system that was installed and currently working very inefficiently. Replacement of this data center system with a properly sized unit would save the County roughly \$22,000 annually. If nothing is done the County will continue to see these higher electrical cost until this is addressed.

NAC has calculated that the replacement of the rest of the Honeywell control system will have yearly savings in excess of \$4,800 yearly and operational savings in excess of \$30,000 by renegotiating or cancelling the existing Honeywell contract. With these calculated savings the County would be able to have a new automation and data center system that would pay for itself in roughly 3.3 years conservatively. Additional savings are available by scheduling equipment more aggressively with tighter set points without impacting employee comfort.

Thank you for the opportunity to provide this solution for this project. If you have any questions, please give me a call at 612-741-9676.

Pricing is subject to change after 30 days.

Accepted by:

MCLEOD COUNTY

NAC MECHANICAL & ELECTRICAL SERVICES

Signature:

Signature:

Name: _____

Name: Jon Grad

Title: _____

Title: Director of Sales

Date: _____

Date: November 22, 2015

November 22, 2015

Mr. Scott Grivna
Purchasing & Maintenance Supervisor

McLeod County
830 11th Street East, Suite 110
Glencoe, MN 55336

Re: Building Automation Service Agreement

Dear Mr. Grivna,

NAC is pleased to provide pricing for this automation and pneumatic support agreement. This agreement is an option and is not required to be part of the project.

NAC will provide services to maintain and calibrate the digital automation and the pneumatic controls for each of the systems outlined in the automation retrofit project. These services will be performed quarterly and tracked electronically and reviewed quarterly with the owner to insure that all key areas are being maintained. In addition to the automation system service NAC will provide software patches yearly for the Alerton Compass system.

The following pricing is firm based on the hours that are outlined in this agreement. If accepted a detailed contract listing all of the equipment will be provided for review and approval.

Pricing for a five year agreement:

Pricing is based on a total of 24 hours quarterly or a total of 96 hours annually to include software patches installed yearly for the Alerton automation system.

Year 1	2016	\$10,560 (Ten Thousand Five Hundred Sixty Dollars and no/100)
Year 2	2017	\$10,880 (Ten Thousand Eight Hundred Eighty Dollars and no/100)
Year 3	2018	\$10,880 (Ten Thousand Eight Hundred Eighty Dollars and no/100)
Year 4	2019	\$11,200 (Eleven Thousand Two Hundred Dollars and no/100)
Year 5	2020	\$11,200 (Eleven Thousand Two Hundred Dollars and no/100)

Pricing is subject to change after 30 days.

Accepted by:

MCLEOD COUNTY

NAC MECHANICAL & ELECTRICAL SERVICES

Signature:

Signature:

Name: _____

Name: Jon Grad

Title: _____

Title: Director of Sales

Date: _____

Date: November 22, 2015



County of McLeod

830 11th Street East
Glencoe, Minnesota 55336
FAX (320) 864-1809

COMMISSIONER RON SHIMANSKI
1st District
Phone (320) 327-0112
23808 Jet Avenue
Silver Lake, MN 55381
Ron.Shimanski@co.mcleod.mn.us

COMMISSIONER DOUG KRUEGER
2nd District
Phone (320) 864-5944
9525 County Road 2
Glencoe, MN 55336
Doug.Krueger@co.mcleod.mn.us

COMMISSIONER PAUL WRIGHT
3rd District
Phone (320) 587-7332
15215 County Road 7
Hutchinson, MN 55350
Paul.Wright@co.mcleod.mn.us

COMMISSIONER SHELDON NIES
4th District
Phone (320) 587-5117
1118 Jefferson Street South
Hutchinson, MN 55350
Sheldon.Nies@co.mcleod.mn.us

COMMISSIONER JOE NAGEL
5th District
Phone (320) 587-8893
20849 196th Road
Hutchinson, MN 55350
Joseph.Nagel@co.mcleod.mn.us

COUNTY ADMINISTRATOR
PATRICK MELVIN
Phone (320) 864-1363
830 11th Street East, Suite 110
Glencoe, MN 55336
Pat.Melvin@co.mcleod.mn.us

MCLEOD COUNTY, MINNESOTA RESOLUTION NO. 16-CB-04

A RESOLUTION AUTHORIZING AND APPROVING THE ISSUANCE AND THE SALE OF COMMERCIAL DEVELOPMENT REVENUE REFUNDING BONDS (SOUTHWEST INITIATIVE FOUNDATION PROJECT), SERIES 2016; FIXING THE FORM AND SPECIFICATIONS THEREOF; DIRECTING THEIR ISSUANCE AND DELIVERY AND PROVIDING FOR THEIR PAYMENT

BE IT RESOLVED by the Board of Commissioners (the "Board") of McLeod County, Minnesota (the "County") as follows:

Section 1. Background; Findings.

1.01. It is hereby determined that:

(a) the County has been requested by the Southwest Initiative Foundation (the "Company"), a Minnesota nonprofit corporation and a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), to issue its revenue bonds, in one or more series, and loan the proceeds thereof to the Company for the purpose of refinancing the County's Commercial Development Revenue Bonds (Southwest Minnesota Foundation Project), Series 2005 (the "Refunded Bonds"), which bonds were issued to finance all or a portion of the costs of the acquisition of land and the construction of an approximately 10,500 finished square foot administration building thereon (the "Project Facilities");

(b) the County is authorized by Minnesota Statutes, Sections 469.152 through 469.165 (the "Act"), as amended, to issue revenue bonds in anticipation of the collection of revenues of the Project Facilities; and

(c) the County is authorized by the Act to enter into a revenue agreement with any person in such manner that payments required thereby to be made by the contracting party shall be fixed, and revised from time to time as necessary, so as to produce income and revenue sufficient

to provide for the prompt payment of principal of and interest on all of its revenue obligations issued under the Act for the benefit of such contracting party when due, and the revenue agreement shall also provide that the contracting party shall be required to pay all expenses of the operation and maintenance of the project including, but without limitation, adequate insurance thereon and insurance against all liability for injury to persons or property arising from the operation thereof, and all taxes and special assessments levied upon or with respect to the project and payable during the term of the revenue agreement; and

(d) this Board finds that it would be desirable and would further the purposes of the Act for the County to issue bonds in a principal amount not to exceed \$2,015,000 to refund all or a portion of the Refunded Bonds, which bonds will be payable solely from the amounts pledged therefor; and

(e) pursuant to a Trust Indenture between the County and U.S. Bank National Association (the "Trustee"), the County proposes to authorize the issuance of the Bonds (as hereinafter defined) and pledge certain revenues, including those to be derived from the Loan Agreement described hereinafter, as security for the Bonds, and set forth proposed recitals, covenants and agreements relating thereto; and

(f) pursuant to a Loan Agreement ("Loan Agreement") between the County and the Company, the County proposes to make a loan of the proceeds of the Bonds to the Company, which the Company will agree to repay in installments in amounts and at times sufficient to pay the principal of, premium, if any, and interest on the Bonds when due; and

(g) neither the County nor the State of Minnesota (the "State") nor any political subdivision thereof (other than the County and then only to the extent of the revenues pledged herein, which consists of the payments to be made by the Company in accordance with the Loan Agreement) shall be liable on the Bonds, and the Bonds shall not be a debt of the County or the State or any political subdivision thereof (other than the County and then only to the extent of the revenues pledged herein, which consists of the payments to be made by the Company in accordance with the Loan Agreement), and in any event shall not give rise to a charge against the credit or taxing power of the County, the State, or any political subdivision thereof; and

(h) pursuant to a Bond Purchase Agreement (the "Bond Purchase Agreement") among the County, the Company and Dougherty & Company LLC (the "Underwriter"), the County proposes to provide for the sale of the Bonds from the County to the Underwriter and set forth the terms and conditions of purchase; and

(i) pursuant to the Official Statement (the "Official Statement") for the Bonds, the Underwriter proposes to offer the Bonds for sale.

1.02. It is determined that it is necessary and desirable that the County issue and sell its Commercial Development Revenue Refunding Bonds (Southwest Initiative Foundation Project), Series 2016 (the "Bonds") pursuant to the Act to finance a portion of the costs of refunding the Refunded Bonds.

1.03. It is a condition of the issuance of the Bonds that the City of Hutchinson, Minnesota approve the issuance of the Bonds by the County.

Section 2. Approval and Execution of Documents. The form of the Bonds and the Indenture, the Loan Agreement, the Official Statement and the Bond Purchase Agreement (the "County Documents") are approved. The County Documents (except for the Official Statement) are authorized to

be executed in the name and on behalf of the County by the Chair and the County Administrator, at such time, if any, as they may deem appropriate, or executed or attested by other officers of the County, in substantially the form on file, but with all such changes therein, not inconsistent with the Act or other law, as may be approved by the officers executing the same, which approval shall be conclusively evidenced by the execution thereof. Modifications to the forms of the Mortgage and the other collateral security documents may be made at the discretion of the parties thereto.

Section 3. Approval, Execution and Delivery of Bonds. The County is authorized to issue the Bonds, in an aggregate principal amount not to exceed \$2,015,000, in the form and upon the terms set forth in the Indenture, which terms are for this purpose incorporated in this resolution and made a part hereof; provided, however, that the interest rates on the Bonds shall be as set forth in the final form of the Indenture, to be approved, executed and delivered by the officers of the County authorized to do so by the provisions of this Resolution, which approval shall be conclusively evidenced by such execution and delivery; and provided further that, in no event, shall the true interest cost exceed 2.31% per annum. The Chair, County Administrator and other County officers are authorized to execute the Bonds as prescribed in the Indenture at such time, if any, as they may deem appropriate, and to deliver them to the Trustee, together with a certified copy of this Resolution and the other documents required by the Indenture and Bond Purchase Agreement, for authentication, registration and delivery to the Underwriter.

Section 4. Certificates, etc. The Chair, County Administrator and other officers of the County are authorized at such time, if any, as they may deem appropriate, to prepare and furnish to bond counsel and the purchaser of the Bonds, when issued, certified copies of all proceedings and records of the County relating to the Bonds, and such other affidavits and certificates as may be required to show the facts appearing from the books and records in the officers' custody and control or as otherwise known to them; and all such certified copies, certificates and affidavits, including any heretofore furnished, shall constitute representations of the County as to the truth of all statements contained therein.

Section 5. Tax Covenants.

5.01. The County covenants and agrees with the holders from time to time of the tax-exempt Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the tax-exempt Bonds to become subject to taxation under the Code and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the tax-exempt Bonds.

5.02. (a) The County will comply with the requirements of the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States.

(b) The County acknowledges that the Bonds may be subject to the rebate requirements of Section 148(f) of the Code. The County covenants and agrees to retain such records, make such determinations, file such reports and documents and pay such amounts at such times as are required under said Section 148(f) and applicable Regulations to preserve the exclusion of interest on the Bonds from gross income for federal income tax purposes, unless the Bonds qualify for an exception from the rebate requirement pursuant to one of the spending exceptions set forth in Section 1.148-7 of the

Regulations and no “gross proceeds” of the Bonds (other than amounts constituting a “bona fide debt service fund”) arise during or after the expenditure of the original proceeds thereof.

ADOPTED AND APPROVED THIS 19TH DAY OF JANUARY, 2016.

Chair

ATTEST:

County Administrator



3300 University Avenue SE
Minneapolis, MN 55414-3326
www.tierneybrothers.com
612.331.5500 ♦ 800.933.7337 ♦ Fax - 612.331.3424

Wednesday, December 30, 2015

Vince Traver
McLeod County

Proposal for Audio-Visual Service

RE: Projector upgrade - North Complex

Opportunity Number: 10599

Scope of Integration Services

Summary of Work to be completed by Tierney Brothers, Inc. at **2391 Hennepin Ave
Glencoe MN 55336.**

(Please initial if address is correct or provide correct address. _____)

64612 - Projector upgrade - North Complex

Video

Tierney Brothers, Inc. will supply and install a new WUXGA 6,000 lumen projector from the drop tile ceiling. The projector will shine onto a new ceiling electric recessed screen that is 16:10 aspect with a 113" diagonal. The OFE (owner furnished equipment) screen will be de installed and given to the owner. An 18" SMART Podium will be installed on an articulating arm mount to the new lectern. The SMART Podium will connect to the dedicated PC via USB and be fed an output from the matrix switcher. A 10 seat license of SMART Meeting Pro Personal addition has been included as well as one license of SMART Meeting Pro Room Addition.

Inputs into the system will be from an OFE (owner furnished equipment) dedicated PC via HDMI at the lectern. A second connection for an OFE laptop via either HDMI or VGA with audio at the lectern. An input and output will be extended to the OFE Tandberg system (TTC7-08) via HDMI to DVI-I cable.

Audio

System audio will be heard through the OFE TOA amplifier and speakers within the room.

Control

System control will be done through a new 5" wired panel mounted in the lectern. A second wireless wall mounted 5" panel will be installed. Both panels will have the same program and provide the same control functions. The control system will control: System on/off, input selection, volume up/down, and electric screen up/down.

The control system will not control the video conferencing unit.

Video Conferencing

An OFE Tandberg system will be installed in the same spot to the left of the projector screen on an OFE camera shelf. A transmitter and scaling receiver will be installed at the codecs location. A new XLR plate will be installed at the front of the room below the electric screen for an OFE table top microphone to be hooked up during a video call.

Furniture

A new lectern maple in color will be installed with a 14 space A/V rack. All A/V equipment will be installed in the rack. The lectern will be tethered to the wall via a 12ft cable snake.

The owner furnished equipment including: the projector, lectern, and screen will be de installed and given to the owner. All old cabling will remain in place.

Customers Responsibilities

The following items will be required at least two weeks prior to installation.

- Duplex power at the projector location
- Duplex power at the lectern location
- All OFE equipment in working condition
- Cable pathways free from obstructions
- All configuration of the Tandberg video conferencing unit
- Ceiling above electric screen free from obstructions to install new screen

We appreciate the opportunity to present this proposal. If you have any questions, please do not hesitate to contact us at your convenience at 612-331-5500. Our fax number is 612-331-3424.

Proposal Prepared By:
Sales Representative - Missy Johnson
Sales Engineer - Corey Pederson

Please initial to acknowledge and authorize the Scope of Integration Services presented here. _____



Quote

Illinois | Indiana | Iowa | Michigan | Minnesota | Ohio | Wisconsin
 Remit To: 3300 University Avenue SE, Minneapolis, MN 55414-3326
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
 www.tierneybrothers.com

Quote #	Date
64612	12/16/2015

Bill To

McLeod County
 830 11th Street East
 Glencoe MN 55336

Ship To

Vincent Traver
 McLeod County
 2391 Hennepin Ave
 Glencoe MN 55336

___ Initial if correct or revise accordingly

___ Initial if correct or revise accordingly

Expires	Sales Rep	Contract	Memo
---------	-----------	----------	------

3/15/2016 350 Missy Johnson MNS-CPV 21594

Qty	Item	Description	Price	Ext. Price
		Projector upgrade - North Complex State Contract		
		-----Video Equipment-----		
1	PowerLite Pro G6770WU	PowerLite Pro G6770WU Projector, WUXGA, 6000 Lumens, w/standard lens, w/ HD Base T	3,686.10	3,686.10
1	Custom Product Bundle	Projector Mount Solution.	445.26	445.26
1	34516LS - Includes LVC	Da-Lite 34516 Electric Screen 60X96	1,643.58	1,643.58
1	SP518-SMP	SMART Podium 518 interactive pen display with SMART Meeting Pro. A 10-seat license of SMART Meeting Pro™ Personal Edition software in addition to SMART Meeting Pro™ 4.0 (room edition). First Year Meeting Pro Software Maintenance SSMY1-SMP required and included when purchasing this product.	3,072.76	3,072.76
1	Interface System	Custom Package - Crestron interface system with connections for a dedicated PC, guest laptop, and video conferencing integration.	7,938.39	7,938.39
		-----Audio Equipment-----		
		Owner Furnished Product - Toa Amplifier and Speakers		
		-----Conferencing Equipment-----		
		Owner Furnished Product - TTC7-08 Tanburg		
		If tax has not been included on this proposal, pricing does not include Minnesota General Sales Tax under Minnesota Statutes Chapter 297A Section 70 "Exemptions for Governments and Nonprofit Groups." Please inform us if this project will be used for taxable purposes.		
		If tax has been included on this proposal, we do not have a tax exempt form on file for your account. Please provide a completed Form ST3, Certificate of Exemption if applicable.		
		-----A/V Furniture and Rack(s)-----		
1	LEX31	Executive Lectern Features: pullout keyboard tray, pocket door, fan, 14U rack frame, Locking front & rear doors, removable electronics pod, Thermowrap finish and casters for mobility. MUST PROVIDE COLOR WHEN ORDERING	1,058.23	1,058.23



Quote

Quote #	Date
64612	12/16/2015

Qty	Item	Description	Price	Ext. Price
1	Equipment Rack Accessories Package 2 (11-19 space)	Custom Package of Equipment Rack Accessories (11-19 Space) -----Control System-----	656.89	656.89
1	TSW-552-B-S	5" Touch Screen, Black Smooth	747.50	747.50
1	TST-602-WALL-B-T	5.7" Wall Mount Wireless Touch Screen, Black Textured	2,645.00	2,645.00
1	CEN-RFGW-EX_E XCLUDES_PWE	infiNET EX® & ER Wireless Gateway	258.75	258.75
1	CEN-SW-POE-5	5 Port Poe Switch	230.00	230.00
1	Custom Cables, Connectors, and Hardware	Custom Package of Cables, Connectors and Hardware	1,784.02	1,784.02
1	Services: Design - State Contract	Services: Design - State Contract (Non Construction) Engineering and Project Management Services 17.63 Hours at \$64.00/Hour	1,128.00	1,128.00
1	Services - Integration for MN State Contract	State Contract (Non Construction) Installation Services (Non-Union, Non Prevailing Wage; Normal Business Hours). Union and/or Prevailing Wage rate requirement will result in a change order to the client. 17.49 Hours at \$70.00/Hour	1,224.00	1,224.00
1	Programming and Configuration	Programming and Configuration Completed in the Field or In House 21.11 Hours at \$115.00/Hour Includes 90-day Programming Warranty; allowing for modifications to be made to the initial functionality within this time frame at no charge. Appointment times determined by Tierney Brothers. Changes requested after this time will be billable at standard hourly rates.	2,428.00	2,428.00
1	TBIPM1YRWARR	Tierney Brothers, Inc. Premium Warranty Plan - Coverage for one year with preventative maintenance. * This quotation is for product and services included on the Minnesota State Contract only. * Additional components not available on Contract may be needed for the system to function as designed. * Installation and non contract items provided on separate quotation. The services on this page must be purchased in conjunction with the Integration services on the Contract Release portion of this proposal. * Cabling is a combination of pre-terminated product and bulk cable requiring termination with a specific compression tool. * Manufacturer's warranties only apply to product purchased on State Contract portion of this proposal. * Tierney Brothers, Inc. will assist in any vendor communications to obtain replacements or return product as specified in the Contract. If tax has not been included on this proposal, pricing does not include Minnesota General Sales Tax under Minnesota Statutes Chapter 297A Section 70 "Exemptions for Governments and Nonprofit Groups." Please inform us if this project will be used for taxable purposes. If tax has been included on this proposal, we do not have a tax exempt form on file for your account. Please provide a completed Form ST3, Certificate of Exemption if applicable.	990.00	990.00



Quote

Quote #	Date
64612	12/16/2015

Qty	Item	Description	Price	Ext. Price
		<p>Please note: One or more items on your order may include software.</p> <p>Our vendors require two unique email addresses with different domain names to be submitted with software orders. These email addresses will receive the electronic key codes required to download and install your new software.</p> <p>Please include these two email addresses with your purchase order at the time your order is placed.</p> <p>TBI cannot return/refund/otherwise update orders for software once placed with the vendor.</p>		

To accept this quotation, complete the proposal summary page at the end of this document. Please review the terms, conditions and client responsibilities of this proposal in full.

Subtotal	29,936.48
Shipping Cost (UPS Ground)	0.00
Total	\$29,936.48

The information contained within this proposal is supplied to you on a confidential basis and is not for disclosure to any organization without written consent of Tierney Brothers, Inc.

This document is subject to the terms and conditions found here: www.tierneybrothers.com/SOTC



Quote

Illinois | Indiana | Iowa | Michigan | Minnesota | Ohio | Wisconsin
 Remit To: 3300 University Avenue SE, Minneapolis, MN 55414-3326
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
 www.tierneybrothers.com

Quote #	Date
64652	12/16/2015

Bill To

McLeod County
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 Glencoe MN 55336

___ Initial if correct or revise accordingly

___ Initial if correct or revise accordingly

Expires	Sales Rep	Contract	Memo
3/15/2016	350 Missy Johnson	Transaction Not Eligible	

Qty	Item	Description	Price	Ext. Price
3	03137	Projector upgrade - North Complex Non contract Non-Contract Services - This sale is consistent with the "Contract Release Construction Language Modification" associated with the MN State Contract. 1FT 18 AWG OUTLET SAVER POWER EXTENSION CORD (NEMA 5-15P TO NEMA 5-15R)	3.01	9.03
1	Services - Integration for MN State Contract	Non Contract Installation Services - Construction Services by a Contract Vendor (Non-Union, Non Prevailing Wage; Normal Business Hours). Union and/or Prevailing Wage rate requirement will result in a change order to the client. 9 Hours at \$75.00/Hour	2,062.00	2,062.00

To accept this quotation, complete the proposal summary page at the end of this document. Please review the terms, conditions and client responsibilities of this proposal in full.

Subtotal	2,071.03
Shipping Cost (UPS Ground)	0.00
Total	\$2,071.03

The information contained within this proposal is supplied to you on a confidential basis and is not for disclosure to any organization without written consent of Tierney Brothers, Inc.

This document is subject to the terms and conditions found here: www.tierneybrothers.com/SOTC



Responsibilities and Conditions

Client Responsibilities

Contract a licensed electrician to provide high voltage power connections. The system design will determine if optimum placement of outlets is best achieved before or after the installation of the AV equipment. The assigned Project Manager will communicate the specific to you during the project planning. Tierney Brothers recommends that each projector, TV, plasma, LCD, etc. have a dedicated quad electrical outlet.

Provide Tierney Brothers with any existing system design specifications, diagrams, room drawings or other materials that would facilitate completion of the proposed Scope of Integration Services.

All necessary ceiling tile work involved in the installation, unless an alternative has been indicated in the Scope of Integration Services in this proposal.

Prepare, replace, repair or modify any structural or cosmetic changes that Tierney Brothers has made or needs to make. This includes, but is not limited to, ceiling grids, floor tiles, walls and pre-existing equipment. This does not include repair for accidental damage caused by Tierney Brothers.

Confirm area is ready for installation when scheduled. This includes but is not limited to the room being vacated, physical conditions confirmed and owner furnished equipment (OFE) available. If the area is not prepared for installation when scheduled or the client has not notified Tierney Brothers five business days in advance of any schedule change or installation cancellation, there will be a \$350.00 charge. Rescheduling of the installation will be set for a later date as determined by Tierney Brothers.

TBI will not be responsible for the condition and functionality of any existing OFE during the installation process. This includes de-install and reinstall of OFE. Should existing equipment fail or not work properly with our system design, the customer will have the option of sourcing a TBI approved replacement part or TBI will offer a billable replacement alternative. If OFE malfunction causes delays in the installation timeframe, additional billable labor charges may apply.

Clients purchasing SMART product are responsible for loading all SMART software on the applicable computers and connection of these computers to the SMARTboard prior to any scheduled training sessions.

Complete Customer Configuration Worksheets as requested by Tierney Brothers within five business days. This information is required to properly integrate the new equipment with your existing IT infrastructure.

TBI requires access to customer's computer and network at the time of installation to be able to complete installation and testing of the designed system. Return visits to test equipment and functionality may result in additional charges.

TBI's initial estimates assume all work may be completed using standard ladders. If a lift is required, additional charges will be incurred and presented as part of a change request.

For U of M Installations only: University of Minnesota customers are responsible for contacting their Facilities Management Department to coordinate conduit installation for all A/V wire and cable installations.

Tierney Brothers Responsibilities (Upon Authorization)

Proceed with ordering the specified equipment and preparing a schedule for completion of the proposed services.

Conduct pre-installation site visit (if necessary) involving the main site contact, site facilities representatives and a Tierney Brothers' project manager or a qualified alternate.

Review scope, terms and conditions of the installation with the client at the pre-installation site visit. This will include, but is not limited to electrical, construction and cosmetic responsibilities.

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Installations are typically scheduled six to eight weeks from receipt of the customer's purchase order. Custom ordered product may increase the time needed to complete the proposed services.

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This schedule assumes no delays or obstacles will be encountered in gaining access for the installation.

Site Conditions

Tierney Brothers cannot enter into work in or otherwise disturb any areas containing asbestos.

Tierney Brothers recommends that each Projector, TV, Plasma, LCD, etc. have a duplex receptacle fed off of a dedicated 20 amp circuit available for use. Systems containing multiple racks of amplifiers or other equipment may require additional circuits.



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All applicable sales tax amounts will be charged on the sale of goods or services according to each governing law and remitted to the proper taxing authority. If your organization is tax exempt, please complete an exemption certificate and return to Tierney Brothers.

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Video recording of a Tierney Brothers SMART Certified Trainer or Professional Development session, and copying or distribution of any printed material supplied by Tierney Brothers Inc., is protected content under copyright licensing and can be used only with express permission from Tierney Brothers, Inc. Any video or digital content created during a training session can be used only within the organization paying for such services and cannot be shared online or distributed in any manner.

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Other Terms

Installation Warranty

See specific warranty coverage program outlined in this proposal.

Repair or replacement service for TBI installed consumer grade monitors/displays are subject to manufacturer warranty and service. TBI does offer de-install/re-install assistance for vendor warranty repair or replacement at an additional charge.

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- Second Shift (3:00pm to 10:00pm) will be billed at one and a half times our standard labor rate.
- Weekend or Holiday hours will be billed at two times our standard labor rate.

Requests for installations outside our normal business hours are subject to approval by the Director of Post Sales Integration.



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612.331.5500 ♦ 800.933.7337 ♦ Fax - 612.331.3424

Tierney Brothers Premium Warranty Program
Designed for:
McLeod County

Tierney Brothers, Inc. warrants the installation you have purchased from Tierney Brothers, Inc. from defects in materials and workmanship, under normal use, during the One Year Premium Warranty period. Normal use is defined as operating the system within its designed specifications. Included in the One Year Premium Warranty the customer will receive:

- Unlimited Phone Support
- On-site service
- Discounts on Lamps and Accessories
- Preventative Maintenance Check

Preventative Maintenance Check will be completed toward the end of the one year warranty period. The warranty period commences on the date of customer signoff, at the completion of the install by Tierney Brothers, Inc.

During the warranty period, Tierney Brothers, Inc. will first work to resolve any problems by troubleshooting over the phone. If Tierney Brothers, Inc. Support Specialists determine that the issue cannot be resolved over the phone, a Technician will be dispatched to your location(s) within 24 hours (if necessary) of the original call (Monday through Friday 8:00am – 5:00pm, excluding national holidays). Customers outside of a 150 mile radius of Tierney Brothers, Inc. are subject to mileage and trip charges. If service is required after the One Year Premium Warranty period has expired, the customer will be billed at Tierney Brothers, Inc. current labor rates. If the customer has purchased a Tierney Brothers, Inc. Extended Maintenance Agreement, that will commence at the end of the One Year Premium Warranty. If you would like additional information regarding Tierney Brothers, Inc. Extended Maintenance Agreements, please contact your Tierney Brothers, Inc. Sales Representative at 612-331-5500.

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Obtaining Your Preventative Maintenance Check

Schedule your preventative maintenance appointment online by visiting the following page and registering for an available time slot on the right hand side:

<http://www.tierneybrothers.com/training/29213/PreventativeMaintenanceCheck-PremiumWarrantyHolders.aspx>

When scheduling your preventative maintenance check please make sure to follow the requirements for scheduling. If you have any questions or would rather contact a support specialist, please call 612-331-5500, Option 2. You can also email our support specialists at techicalservice@tierneybrothers.com if you have questions.

Limitations of coverage

The following items are excluded from coverage under the warranty:

- a. Equipment that has been removed or reinstalled in a different location
- b. Damage or other equipment failure due to causes beyond our control including, but not limited to, operator negligence, the failure to maintain the equipment according to the owner's manual instructions, abuse, vandalism, theft, fire, flood, wind, freezing, power failure, inadequate power supply, acts of war or acts of God.
- c. Any utilization of equipment that is inconsistent with either the design of the equipment or the way the manufacturer intended the equipment to be used.
- d. Premium Warranty covers all hardware related failures. Network or software related failures are not covered under Tierney Brothers, Inc. Premium Warranty.



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*Tierney Brothers Premium Warranty Program
Designed for:
McLeod County*

- e. Operational or mechanical failure which is not reported prior to expiration of this contract.
- f. Equipment where the serial plate attached to the equipment is removed, defaced or made illegible.
- g. Damage resulting from unauthorized repair, software virus, improper electrical wiring and connections.
- h. Existing Owner Furnished equipment.
- i. Lift and Scaffolding rental is not included.

This maintenance contract refers to:
**Projector upgrade - North Complex
10599**

I have read, understand and agree to the above terms and conditions per the plan elected.

Authorized Signature: _____

Date: _____



3300 University Avenue SE
Minneapolis, MN 55414-3326
www.tierneybrothers.com

McLeod County
Projector upgrade - North Complex
10599

Proposal Summary

*Please Initial to Accept or Decline
Please Acknowledge All Proposals
Accept Decline*

Projector upgrade - North Complex

State Contract Total:	\$	29,936.48
Non Contract Total:	\$	2,071.03
Proposal Total:	\$	32,007.51

The undersigned authorizes Tierney Brothers to proceed in accordance with the proposal including options elected and agrees as a representative of the client to be responsible for payment.

By signing below, the client has read and understands the scope of services and agrees to the client responsibilities and conditions.

Client's Name: _____

Authorized Signature: _____

*Client's Email Address: _____

*Client's Email Address: _____

Date: _____

*Please note, one or more items on your quote may include software. Our vendors require two unique email addresses with different domain names to be submitted with software orders. These email addresses will receive the electronic key codes required to download and install your new software. Please include these two email addresses with your purchase order at the time your order is placed.



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Thursday, December 10, 2015

Vince Traver
McLeod County

Proposal for Audio-Visual Service

RE: Projector upgrade - North Complex

Opportunity Number: 10380

Scope of Integration Services

Summary of Work to be completed by Tierney Brothers, Inc. at **2391 Hennepin Ave
Glencoe MN 55336.**

(Please initial if address is correct or provide correct address. _____)

64188 - Projector upgrade - North Complex

Video

Tierney Brothers, Inc. will supply and install a new 6000 lumen WUXGA projector from the drop tile ceiling. New mounting hardware has been included. If not used it will be credited back to the customer. The OFE projector will be de installed and given to the owner. The projector will shine onto an OFE 10' wide 4:3 electric screen. The new projector will not fill the screen from top to bottom. The stop on the screen will be adjusted for the new aspect ratio so it will fill as much of the screen as possible.

The projector will hook into the existing system as a projector for projector swap. The projector will be hooked in via the existing VGA cable.

A new control module will be installed to allow for the new projector to interface with the existing Crestron control system.

Customers Responsibilities

The following items will be required two weeks prior to installation.

- Duplex outlet at projector location.
- All OFE (owner furnished equipment) in working condition.

We appreciate the opportunity to present this proposal. If you have any questions, please do not hesitate to contact us at your convenience at 612-331-5500. Our fax number is 612-331-3424.

Proposal Prepared By:
Sales Representative - Missy Johnson
Sales Engineer - Corey Pederson

Please initial to acknowledge and authorize the Scope of Integration Services presented here. _____



Quote

Illinois | Indiana | Iowa | Michigan | Minnesota | Ohio | Wisconsin
 Remit To: 3300 University Avenue SE, Minneapolis, MN 55414-3326
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
 www.tierneybrothers.com

Quote #	Date
64188	12/9/2015

Bill To

McLeod County
 830 11th Street East
 Glencoe MN 55336

Ship To

Vincent Traver
 McLeod County
 2391 Hennepin Ave
 Glencoe MN 55336

___ Initial if correct or revise accordingly

___ Initial if correct or revise accordingly

Expires	Sales Rep	Contract	Memo
3/8/2016	350 Missy Johnson	MNS-CPV 21594	Projector Swap - North Complex

Qty	Item	Description	Price	Ext. Price
		Projector Swap - North Complex State Contract		
		-----Video Equipment-----		
1	PowerLite Pro G6770WU	PowerLite Pro G6770WU Projector, WUXGA, 6000 Lumens, w/standard lens, w/ HD Base T	3,686.10	3,686.10
1	RPA-OW	Milestone Projector Mount Original Style White	138.97	138.97
1	CMS-006009W	6"-9" Adjustable Pipe White	43.92	43.92
1	CMS-440	Milestone 8"X2' Ceiling Plate	84.56	84.56
		Owner Furnished Product - 10' Wide 4:3 Electric Screen		
1	Integration Item	QM-RMC Room Media Controller	402.50	402.50
1	Custom Cables, Connectors, and Hardware	Custom Package of Cables, Connectors and Hardware	378.00	378.00
1	Services: Design - State Contract	Services: Design - State Contract (Non Construction) Engineering and Project Management Services 3.63 Hours at \$64.00/Hour	232.00	232.00
1	Services - Integration for MN State Contract	State Contract (Non Construction) Installation Services (Non-Union, Non Prevailing Wage; Normal Business Hours). Union and/or Prevailing Wage rate requirement will result in a change order to the client. 6.57 Hours at \$70.00/Hour	460.00	460.00
1	Programming and Configuration	Programming and Configuration Completed in the Field or In House 3.11Hours at \$115.00/Hour Includes 90-day Programming Warranty; allowing for modifications to be made to the initial functionality within this time frame at no charge. Appointment times determined by Tierney Brothers. Changes requested after this time will be billable at standard hourly rates.	358.00	358.00
1	TBIPM1YRWARR	Tierney Brothers, Inc. Premium Warranty Plan - Coverage for one year with preventative maintenance.	630.00	630.00
		* This quotation is for product and services included on the Minnesota State Contract only. * Additional components not available on Contract may be needed for the system to function as designed. * Installation and non contract items provided on separate quotation.		



Quote

Quote #	Date
64188	12/9/2015

Qty	Item	Description	Price	Ext. Price
		<p>The services on this page must be purchased in conjunction with the Integration services on the Contract Release portion of this proposal.</p> <p>* Cabling is a combination of pre-terminated product and bulk cable requiring termination with a specific compression tool.</p> <p>* Manufacturer's warranties only apply to product purchased on State Contract portion of this proposal.</p> <p>* Tierney Brothers, Inc. will assist in any vendor communications to obtain replacements or return product as specified in the Contract.</p> <p>If tax has not been included on this proposal, pricing does not include Minnesota General Sales Tax under Minnesota Statutes Chapter 297A Section 70 "Exemptions for Governments and Nonprofit Groups." Please inform us if this project will be used for taxable purposes.</p> <p>If tax has been included on this proposal, we do not have a tax exempt form on file for your account. Please provide a completed Form ST3, Certificate of Exemption if applicable.</p> <p>Please note: One or more items on your order may include software.</p> <p>Our vendors require two unique email addresses with different domain names to be submitted with software orders. These email addresses will receive the electronic key codes required to download and install your new software.</p> <p>Please include these two email addresses with your purchase order at the time your order is placed.</p> <p>TBI cannot return/refund/otherwise update orders for software once placed with the vendor.</p>		

To accept this quotation, complete the proposal summary page at the end of this document. Please review the terms, conditions and client responsibilities of this proposal in full.

The information contained within this proposal is supplied to you on a confidential basis and is not for disclosure to any organization without written consent of Tierney Brothers, Inc.

This document is subject to the terms and conditions found here: www.tierneybrothers.com/SOTC

Total \$6,414.05



Quote

Illinois | Indiana | Iowa | Michigan | Minnesota | Ohio | Wisconsin
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 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
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Quote #	Date
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Ship To

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___ Initial if correct or revise accordingly

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Expires	Sales Rep	Contract	Memo
3/8/2016	350 Missy Johnson	Transaction Not Eligible	Projector Swap - North Complex

Qty	Item	Description	Price	Ext. Price
1	Services - Integration for MN State Contract	<p>Projector Swap - North Complex Non Contract</p> <p>Non-Contract Services - This sale is consistent with the "Contract Release Construction Language Modification" associated with the MN State Contract.</p> <p>Non Contract Installation Services - Construction Services by a Contract Vendor ((Non-Union, Non Prevailing Wage; Normal Business Hours). Union and/or Prevailing Wage rate requirement will result in a change order to the client. 2 Hours at \$75.00/Hour</p>	150.00	150.00

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Total \$150.00



Responsibilities and Conditions

Client Responsibilities

Contract a licensed electrician to provide high voltage power connections. The system design will determine if optimum placement of outlets is best achieved before or after the installation of the AV equipment. The assigned Project Manager will communicate the specific to you during the project planning. Tierney Brothers recommends that each projector, TV, plasma, LCD, etc. have a dedicated quad electrical outlet.

Provide Tierney Brothers with any existing system design specifications, diagrams, room drawings or other materials that would facilitate completion of the proposed Scope of Integration Services.

All necessary ceiling tile work involved in the installation, unless an alternative has been indicated in the Scope of Integration Services in this proposal.

Prepare, replace, repair or modify any structural or cosmetic changes that Tierney Brothers has made or needs to make. This includes, but is not limited to, ceiling grids, floor tiles, walls and pre-existing equipment. This does not include repair for accidental damage caused by Tierney Brothers.

Confirm area is ready for installation when scheduled. This includes but is not limited to the room being vacated, physical conditions confirmed and owner furnished equipment (OFE) available. If the area is not prepared for installation when scheduled or the client has not notified Tierney Brothers five business days in advance of any schedule change or installation cancellation, there will be a \$350.00 charge. Rescheduling of the installation will be set for a later date as determined by Tierney Brothers.

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Designed for:
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Obtaining Your Preventative Maintenance Check

Schedule your preventative maintenance appointment online by visiting the following page and registering for an available time slot on the right hand side:

<http://www.tierneybrothers.com/training/29213/PreventativeMaintenanceCheck-PremiumWarrantyHolders.aspx>

When scheduling your preventative maintenance check please make sure to follow the requirements for scheduling. If you have any questions or would rather contact a support specialist, please call 612-331-5500, Option 2. You can also email our support specialists at techicalservice@tierneybrothers.com if you have questions.

Limitations of coverage

The following items are excluded from coverage under the warranty:

- a. Equipment that has been removed or reinstalled in a different location
- b. Damage or other equipment failure due to causes beyond our control including, but not limited to, operator negligence, the failure to maintain the equipment according to the owner's manual instructions, abuse, vandalism, theft, fire, flood, wind, freezing, power failure, inadequate power supply, acts of war or acts of God.
- c. Any utilization of equipment that is inconsistent with either the design of the equipment or the way the manufacturer intended the equipment to be used.
- d. Premium Warranty covers all hardware related failures. Network or software related failures are not covered under Tierney Brothers, Inc. Premium Warranty.



3300 University Avenue SE
Minneapolis, MN 55414-3326
www.tierneybrothers.com
612.331.5500 ♦ 800.933.7337 ♦ Fax - 612.331.3424

*Tierney Brothers Premium Warranty Program
Designed for:
McLeod County*

- e. Operational or mechanical failure which is not reported prior to expiration of this contract.
- f. Equipment where the serial plate attached to the equipment is removed, defaced or made illegible.
- g. Damage resulting from unauthorized repair, software virus, improper electrical wiring and connections.
- h. Existing Owner Furnished equipment.
- i. Lift and Scaffolding rental is not included.

This maintenance contract refers to:
**Projector upgrade - North Complex
10380**

I have read, understand and agree to the above terms and conditions per the plan elected.

Authorized Signature: _____

Date: _____



3300 University Avenue SE
 Minneapolis, MN 55414-3326
 www.tierneybrothers.com

McLeod County
 Projector upgrade - North Complex
 10380

Proposal Summary

*Please Initial to Accept or Decline
 Please Acknowledge All Proposals
 Accept Decline*

Projector Swap - North Complex

State Contract Total:	\$	6,414.05
Non Contract Total:	\$	150.00
Proposal Total:	\$	6,564.05

Project Total: \$ 6,564.05 *Project total if all proposals are accepted.

The undersigned authorizes Tierney Brothers to proceed in accordance with the proposal including options elected and agrees as a representative of the client to be responsible for payment.

By signing below, the client has read and understands the scope of services and agrees to the client responsibilities and conditions.

Client's Name: _____

Authorized Signature: _____

*Client's Email Address: _____

*Client's Email Address: _____

Date: _____

*Please note, one or more items on your quote may include software. Our vendors require two unique email addresses with different domain names to be submitted with software orders. These email addresses will receive the electronic key codes required to download and install your new software. Please include these two email addresses with your purchase order at the time your order is placed.



Waconia Office:
 2078 Feather Circle
 Waconia, MN 55387
 Phone: (952) 442-5821
 Fax: (952) 442-8838
 Email: shannon@daviddrown.com

January 4, 2016

McLeod County
 Attn: Pat Melvin, County Administrator
 830 11th Street East, Suite 110
 Glencoe, MN 55336

RE: City of Stewart - North Connector Road Project

Honorable Commissioners and Administrator Melvin:

Thank you for the opportunity to discuss the North Connector Road Project proposed by the City of Stewart. This important project will serve the largest employer in the southwest portion of the County and reduce the impacts associated with truck traffic on recently reconstructed streets within the City.

Project Background:

Form A Feed, the largest employer in the City of Stewart, recently indicated that they were intending to expand their livestock feed mill facilities and add up to 25 additional employees at salaries ranging from \$35,000 - \$50,000 per year. As a result of this expansion, an additional 210 truck trips a day would be generated by their Stewart facility. Form A Feed currently generates approximately 100 truck trips a day that utilize local streets through residential areas of the community.

In order to reduce the proposed truck traffic through residential areas, and provide access to additional vacant land that could be developed for industrial purposes, the City of Stewart is proposing to construct a new roadway that will connect Yankee Avenue and McLeod County CSAH 7, both of which are designated truck routes that would provide a more appropriate means of access for Form A Feed and related development (North Connector Street Project).

The City of Stewart wants to encourage the Form A Feed expansion that will lead to additional employment opportunities within the community. The City would also like to implement the proposed North Connector Street Project to minimize the impact of additional truck traffic on residential streets that have been recently reconstructed.

North Connector Street Project:

The North Connector Street Project is presently estimated to cost \$1,030,000 (engineer's estimate attached) which includes the acquisition of the necessary right-of-way. The City is intending to fund the project through the following means:

Source:	Amount:
State of MN (BDIP Grant)	\$500,000
Right-of-Way Acquisition (Form A Feed)	\$100,000
Issuance of G.O. Tax Abatement Bonds (City)	<u>\$430,000</u>
Total:	\$1,030,000

Some of the Form A Feed properties were included in the JOBZ program as a result of a previous expansion project. The City of Stewart is proposing to fund payments on the issuance of \$430,000 in General Obligation Tax Abatement Bonds by implementing a tax levy based on the tax base that will be coming out of the JOBZ program after 2016. Form A Feed will be paying an additional \$49,317 per year in City and County property taxes following the expiration of the JOBZ program (\$40,921 – City and

\$8,396 – County). Additionally, Form A Feed will be paying \$11,288 in City, County, School, State, and Watershed taxes on the expansion project Form A Feed is proposing.

Based on a bond issue of \$430,000 amortized over ten years, the City would be abating (applying to bond payments) approximately \$45,000 in taxes each year, **and is requesting that the County consider abating (applying to bond payments) a maximum of \$8,000 in property taxes each year for a term of 10-years.** This request is less than the estimated County tax that will be paid by Form A Feed on its JOBZ properties, and the County will benefit immediately from the tax base created by the proposed Form A Feed expansion.

If the County is willing to consider participating in the proposed project through the use of tax abatement, the process would include the following:

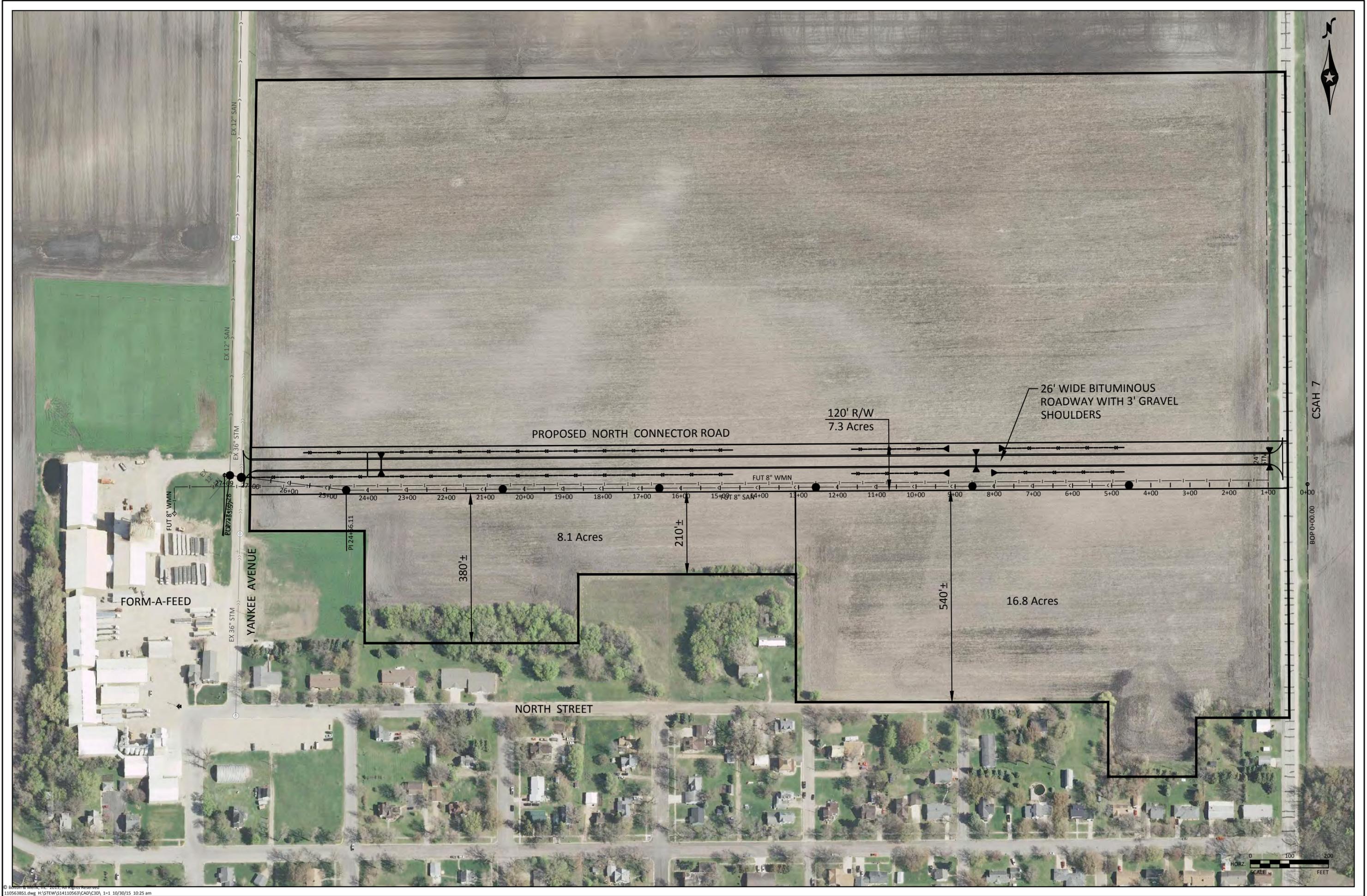
Meeting Date:	Action Required:
January 19, 2016	County Board calls for public hearing to consider tax abatement request. (11 days published notice required)
February 16, 2016	County Board holds public hearing and considers abatement resolution.

I will be available at the January 5, 2016 work session to discuss this material in detail. Thank you for your time and consideration.

Sincerely,

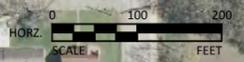


Shannon Sweeney
David Drown Associates, Inc.



CSAH 7

BOP 0+100.00



Preliminary Project Cost Estimate

Street Surfacing Improvements

North Connector Road

- north of North Street between Yankee Avenue to CSAH 7
 - Bituminous Pavement with Aggregate Shoulders
 October 27, 2015

H:\STEWIS14110563\3_Design\2016 North Connector Road PPCE.xls\PPCE New Road to FormAFeed

Item No.	Item Description	Unit	Estimated Unit Price	Estimated Quantity	Estimated Cost
Surface Improvements					
1	Mobilization & Traffic Control	Lump Sum	\$50,000.00	1.0	\$50,000.00
2	Common Borrow (LV)	Cubic Yard	\$8.00	0	\$0.00
3	Common Excavation (P)	Cubic Yard	\$7.00	17,600	\$123,200.00
4	Geotextile Fabric, Type V	Square Yard	\$0.95	9,400	\$8,930.00
5	6" Perforated PE Pipe Drain	Linear Foot	\$6.50	1,000	\$6,500.00
6	Aggregate Shouldering, Class 1 (5")	Ton	\$18.00	600	\$10,800.00
7	Aggregate Base, Class 7 (12")	Ton	\$15.00	5,700	\$85,500.00
8	Aggregate Base, Class 5 (8")	Ton	\$16.00	3,820	\$61,120.00
9	Type SP 9.5 Wearing Course Mixture (SPWEA240B) (2")	Ton	\$82.50	915	\$75,487.50
10	Type SP 12.5 Non-Wearing Course Mixture (SPNWB240B) (3")	Ton	\$80.00	1,380	\$110,400.00
11	Striping, Pavement Markings, Signs	Lump Sum	\$5,000.00	1	\$5,000.00
12	Silt Fence and Bioroll	Linear Foot	\$3.50	5,000	\$17,500.00
13	Inlet Protection	Each	\$150.00	5	\$750.00
14	Permanent Seeding	Lump Sum	\$4,000.00	1.0	\$4,000.00
Storm Sewer and Storm Water Management					
15	Centerline Culverts	Linear Foot	\$50.00	224	\$11,200.00
16	Driveway Culverts	Linear Foot	\$25.00	60	\$1,500.00
17	Culvert Aprons	Linear Foot	\$650.00	6	\$3,900.00
18	Driveway Culvert Aprons	Each	\$100.00	4	\$400.00
19	Rip Rap	Cubic Yard	\$50.00	18	\$900.00
20	6" and 8" Perforated Filtration Drain	Linear Foot	\$12.00	3,800	\$45,600.00
21	6" and 8" Filtration Drain Intake/Cleanout	Each	\$100.00	15	\$1,500.00
22	Storm Manhole	Linear Foot	\$300.00	20	\$6,000.00
23	Manhole Casting	Linear Foot	\$650.00	2	\$1,300.00
24	Linear Storm Water Filtration System	Linear Foot	\$12.28	3,800	\$46,664.00
25	Tile Repair/Replacement	Linear Foot	\$20.00	200	\$4,000.00
Subtotal Estimated Construction Costs					\$682,151.50
Contingency For Unforeseen and Incidental Items of Work					\$68,215.15
Total Estimated Construction Costs					\$750,366.65
Testing, Permits, Legal, Admin, Other Soft Costs (7%)					\$52,517.36
Preliminary, Design, and Construction Phase Engineering (18%)					\$135,066.00
120' Width Right-of-Way Acquisition		Acres	\$8,500.00	7.3	\$62,050.00
Total Estimated Project Cost					\$1,000,000.00

RetroFit Expenses

2013-2015

Single-Sort Feasibility Study

Project Approved January 22, 2013

Not To Exceed
\$50,000.00

Warrant Date	Vendor	Amount
5.23.13	Burns & McDonnell	\$ 2,580.50
6.6.13	Burns & McDonnell	\$ 4,367.00
7.3.13	Burns & McDonnell	\$ 5,558.00
10.5.13	Burns & McDonnell	\$ 2,977.50
10.5.13	Burns & McDonnell	\$ 2,580.50
1.8.14	Burns & McDonnell	\$ 29,672.75
2.20.14	Burns & McDonnell	\$ 1,191.00
4.3.14	Burns & McDonnell	\$ 8,619.50
Total		\$ 57,546.75

Single-Sort Retrofit

Project Approved April 8, 2014

\$4,500,000.00

Warrant Date	Vendor	Amount
4.24.14	Burns & McDonnell	\$ 14,912.50
11.20.14	Burns & McDonnell	\$ 441,570.00
11.21.14	Burns & McDonnell	\$ 713,475.50
12.5.14	Burns & McDonnell	\$ 704,322.75
12.26.14	Burns & McDonnell	\$ 845,745.75
1.23.15	Burns & McDonnell	\$ 512,111.75
2.27.15	Burns & McDonnell	\$ 630,171.78
4.10.15	Burns & McDonnell	\$ 448,342.05
6.5.15	Burns & McDonnell	\$ 121,334.72
7.31.15	Burns & McDonnell	\$ 50,893.72
12.17.15	Burns & McDonnell	\$ 2,540.75
Sub-total		\$ 4,485,421.27

Retrofit Related Expenses

Description	Comments	Amount
AES Rental	Re-locate Warehouse Activities (14 mo.)	\$ 92,742.00
AES Utilities	*12/14-11/15	\$ 7,559.41
AES Pest Control	Warehouse maintenance	\$ 1,681.50
Cart Mailings	Postage & Printing & Paper*	\$ 16,975.00
Labels	Rural SS Containers	\$ 2,174.00
Baler Rental	Maintain Processing	\$ 8,700.00
Chutes & Guards	Maintain Processing	\$ 3,401.64
Building Upgrades	Safety upgrade	\$ 2,500.25
Glass Extraction Sys	Equipment Addition	\$ 6,975.00
Cart Lids & Mobilization	Public Relations/Delivery	\$ 190,580.57
Cart Switches	Customer Requests	\$ 13,925.00
Equipment Modifications	Safety Upgrades	\$ 11,996.35
Electrical Upgrades*	Safety upgrades	\$ 59,732.59
Lift Rental	Temporary loading dock	\$ 375.00
Payloader	Purchase	\$ 113,317.00
Payloader	Rental	\$ 22,615.00
Sub-total		\$ 555,250.31
Total		\$ 5,040,671.58

Necessary expenses outside of Retrofit Project

Scale Software	Needed for scale	\$	51,793.54
Forklift	Needed for operations	\$	36,070.00
Technology Upgrades	Needed for scale	\$	13,376.19
Business Plan	Burns & McDonnell	\$	14,500.00
Kiosk	Non-Semi Use	\$	4,500.00
Kiosk Printer	Non-Semi Use	\$	3,676.50
Fence	Outdoor Storage	\$	166,904.38
Grading for Fence	Outdoor Storage	\$	960.00
Site Excavation for Fence	Outdoor Storage	\$	14,846.25
CUP	Outdoor Storage	\$	300.00
Transportation	Transport SS from WCS	\$	20,913.50
Total		\$	327,840.36

Estimate

2-invoices

july

Jan-Nov 2015

2015 Material Shipped

Type	Tons 2014	Tons - 2015	Difference
#2 Plastic	80.68	145.41	64.73
1-7 Plastic	93.06	74.08	18.98
3-7 Plastic	20.45	22.50	2.05
1 Sort	0.00	0.00	0.00
Ag Bags	43.38	44.21	0.83
Aluminum	141.39	241.14	99.75
Aspetic Containers	44.14	101.59	57.45
Blue Wrap		6.18	6.18
Boxboard	0.00	4.65	4.65
Car Seats	0.00	5.66	5.66
Cd/VHS		5.99	5.99
TV Shells	44.94	155.68	110.74
Glass	780.06	833.12	53.06
Kraft Paper	275.01	0.14	274.87
Lumber wrap	14.56	14.56	0.00
Misc Plastic	110.56	152.80	42.24
Mixed paper	29.40	0.01	29.38
OCC	3148.47	2853.20	295.27
ONP	2479.17	3636.69	1157.52
OP	1.52	0.00	1.52
PET	89.75	142.28	52.53
Plastic Components	140.87	266.40	125.53
Plastic Film	33.40	142.78	109.38
Quilting/foam	8.30	8.30	0.00
Residue	0.00	0.00	0.00
Seed Bags/Supersacks	46.86	144.76	97.90
Shrinkwrap	95.44	0.05	95.39
Steel	268.72	352.58	83.86
Strapping	7.81	0.00	7.81
Vinyl Siding	16.81	16.81	0.00
Wax paper	2.42		2.42
Gaylord Boxes		0.00	0.00
Electronics - recycling Tech	10.28	11.19	0.91
Elctronics -Tech Dump	67.64	84.46	16.82
Total	8,095	9467.22	1372.14

Budget Committee

Monday, January 4, 2016

11:30, North Complex

AGENDA

- A) Shannon Sweeney presenting a plan for the City of Stewart to construct a connector street that would serve Form A Feed and provide an alternate means for truck traffic to circulate around the community, rather than through residential areas.

Recommendation: Consider allowing the \$8,000 in property taxes that will be gained from the expiration of JOBZ program to be diverted for a period of ten years back to the City to assist in paying for a portion of the North Connector Street Project which will be funded by a \$430,000 General Obligation Tax Abatement Bond by the City of Stewart. The Cost to the City will be approximately \$45,000 year. This issue will be brought to the Board on January 19 for further consideration.

- B) Discuss change to Commissioner Warrants process. Cindy Schultz upon inquiry from another department surveyed other County's and learned of a way around having to schedule a third Board meeting in the three months where back to back meetings are required simply to pay bills. In other Counties the Auditor-Treasurer pays the bills and brings them forward for approval at the next available Board meeting. Historically the McLeod County Board has not made very few corrections or changes to the bills.

Recommendation: Approve new bill payment process for bills that come at the end of a long month by authorizing the Auditor-Treasurer to pay bills and bring them forward at the next earliest meeting. This issue will be brought to the Board once the Auditor-Treasurer has an opportunity to develop a policy outlining this practice.

*Please note that the Committee Chairperson has responsibility to invite staff
not copied on this Agenda and expected to attend the meeting.*

CC: All Commissioners
All Department Heads
Mary Jo Wieseler
Pat Melvin

MEMORANDUM OF AGREEMENT
NORTH FORK CROW RIVER
WATER PLANNING PARTNERSHIP
(as revised 1/8/16)

This agreement (Agreement) is made and entered into between:

The County of Kandiyohi, by and through the County Board of Commissioners, and
The County of Meeker, by and through the County Board of Commissioners, and
The County of Pope, by and through the County Board of Commissioners, and
The County of Stearns, by and through the County Board of Commissioners, and
The County of Wright, by and through the County Board of Commissioners, and
The County of McLeod, by and through the County Board of Commissioners.

The Kandiyohi Soil and Water Conservation District (SWCD), by and through the Soil and Water Conservation District (SWCD) Board of Supervisors, and
The Meeker SWCD, by and through the Soil and Water Conservation District (SWCD) Board of Supervisors, and
The Pope SWCD, by and through the Soil and Water Conservation District (SWCD) Board of Supervisors, and
The Stearns SWCD, by and through the Soil and Water Conservation District (SWCD) Board of Supervisors, and
The Wright SWCD, by and through the Soil and Water Conservation District (SWCD) Board of Supervisors, and
The McLeod SWCD, by and through the Soil and Water Conservation District (SWCD) Board of Supervisors.

The Middle Fork of the Crow River Watershed District, by and through the Board of Managers,
and
The North Fork of the Crow River Watershed District, by and through the Board of Managers.

The Crow River Organization of Water (CROW), by and through the CROW Board of Directors.

Collectively referred to as the “parties.”

WHEREAS, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs, water management, and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law, e.g., Minnesota Statutes Chapter 103B, 103E; and

WHEREAS, the Soil and Water Conservation Districts (SWCDs) of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

WHEREAS, the Watershed Districts of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out conservation of the natural resources of the state by land use controls, flood control, and other conservation projects for the protection of the public health and welfare and the provident use of the natural resources, pursuant to Minnesota Statutes Chapter 103B, 103D and as otherwise provided by law; and

WHEREAS, the CROW through Minnesota Statutes §471.59 is a political subdivision of the State of Minnesota, with the authority to carry out environmental programs; and

WHEREAS, the parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan in North Fork of the Crow River watershed to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

WHEREAS, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D with public drainage systems pursuant to Minnesota Statutes Chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities, and/or the other authorities inherent to the parties to this Agreement.

WHEREAS, preparing and adopting a comprehensive watershed management plan for the North Fork of the Crow River, pursuant to Minnesota Statutes §103B.101 Subd. 14, also known as One Watershed, One Plan and to the standards and specifications outlined by the Board of Water and Soil Resources for One Watershed, One Plan, shall satisfy all water management requirements of local units of government as required by the State and shall serve as a homogeneous water management plan for the North Fork watershed.

NOW, THEREFORE, the parties hereto agree as follows:

1. **Purpose:** The parties to this Agreement recognize the importance of partnerships to plan and implement protection and restoration efforts for the North Fork of the Crow River (see Attachment A for map of planning area). The purpose of this Agreement is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan and the BWSR content requirements as referenced in Attachment C.

2. **Term:** This Agreement is effective upon signature of all parties in consideration of the Board of Water and Soil Resources Participation Requirements for *One Watershed, One Plan (1W1P)*; and will remain in effect until canceled according to the provisions of this Agreement, unless earlier terminated by law. Notwithstanding the dates of the signatures of the parties, the term of this Agreement shall be from December 1, 2014 through December 31, 2016, unless earlier terminated by law or according to the provisions of this Agreement. Any party to this Agreement may opt out of this Agreement at any point in time pursuant to 30 days written notice to the Policy Committee.
3. **Adding Additional Parties:** A party desiring to become a member of this Agreement shall indicate its intent by adoption of a board resolution. The party agrees to abide by the terms and conditions of the Agreement; including but not limited to the bylaws, policies and procedures adopted by the Partnership.
4. **General Provisions:**
 - a. **Compliance with Laws/Standards:** The parties agree to abide by all Federal, State or local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which the Agreement is responsible.
 - b. **Indemnification:** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of the other party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statute Chapter 466 and other applicable laws govern liability of the parties. To the full extent permitted by law, actions by the parties, their respective officers, employees and agents, pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes Section 471.59, Subd. 1a(a), provided further that for purposes of that statute it is the intent of each party that this Agreement does not create any liability or exposure of one party for the acts or omissions of the other party.
 - c. **Records Retention:** The parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity’s records retention schedules that have been reviewed and approved by the State in accordance with Minnesota Statutes §138.17. The parties further agree that records prepared or maintained in furtherance of the Agreement shall be subject to the Minnesota Government Data Practices Act. At the time this Agreement expires, all records will be turned over to the CROW for continued retention.
 - d. **Timeliness:** The parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.

- e. **Termination:** The parties anticipate that this Agreement will remain in full force and effect through the term of the grant agreement with BWSR and until canceled by all parties unless otherwise terminated in accordance with law or other provisions of this Agreement.
- f. **Membership:** This Agreement establishes a Policy Committee for the development and adoption of a comprehensive watershed management plan for the North Fork Crow River. Each Policy Committee member shall have one vote regarding its duties and responsibilities, except for the CROW which shall serve as an ex-officio member. In addition, the Policy Committee shall establish a Technical Advisory Committee (TAC) that will be responsible for reviewing and assisting in drafting this plan. The TAC shall not have plan approval authority. These Committees will be collectively referred to as the North Fork Crow River Water Planning Partnership (Partnership).

5. **Administration:**

- a. **Establishment of Committees for Development of the Plan:** The parties agree designate one representative (must be an elected official, or in the case of a watershed district an official as appointed by a county board), from the respective Local Government Unit (LGU) pursuant to Minnesota Statutes Chapter 103D, to a Policy Committee for development of the comprehensive watershed management plan. The parties also agree to designate one or more technical representatives to a TAC.
 - i. The Policy Committee will meet monthly or as needed to decide/ approve on the content of the Plan. Each representative shall have one vote, except for the CROW which shall serve as an ex-officio member. The governing boards may choose alternates from their boards to serve on the Policy Committee as needed.
 - ii. The Policy Committee will establish and adopt bylaws within 60 days of execution of this document.
 - iii. The TAC will meet monthly or as needed to provide technical support and make recommendations to the Policy Committee on the development and content of the Plan.
- b. **Submittal of the Plan.** The Policy Committee will recommend the Plan to the parties to this Agreement. Each party will be responsible for initiating a review and comment process that conforms to Minnesota Statutes Chapters 103B, 103C, and 103D including required public hearings. The Policy Committee will be responsible for initiating a formal review process for the comprehensive watershed management plan conforming to Minnesota Statutes 103B and 103D including public hearings. Upon completion of local review and comment, and approval of the plan for submittal by each party, the Policy

Committee will submit the comprehensive watershed management plan jointly to the Board of Water and Soil Resources for review and approval.

- c. **Adoption of the Plan.** The parties to this Agreement, at their discretion, agree to adopt and begin implementation of the plan within 120 days of state approval and provide notice of plan adoption pursuant to Minnesota Statutes Chapter 103B, 103C, and 103D.
6. **Fiscal Agent and Grant Administration:** The CROW will act as the fiscal agent and grant administrator for the purposes of this Agreement and agrees to:
 - a. Accept all responsibilities associated with the Administration and implementation of the BWSR grant agreement for developing a comprehensive watershed management plan.
 - b. Perform all financial transactions as part of grant contract implementation.
 - c. Provide a full and complete annual financial audit report.
 - d. Provide the Policy Committee with such records as is necessary to describe the financial condition of the BWSR grant agreement.
 - e. Retain fiscal records consistent with the CROW's records retention schedule after termination of the Agreement. Accept all day-to-day responsibilities associated with the implementation of the BWSR grant agreement for developing a comprehensive watershed management plan including being the primary BWSR contact for the One Watershed, One Plan grant agreement and be responsible for BWSR reporting requirements associated with the grant agreement.
 - f. Provide the Policy Committee with such records as are necessary to describe the planning condition of the BWSR grant agreement.
7. The CROW agrees to provide the following additional services as listed in Attachment B to the Partnership.
8. Reimbursement of services provided by parties in developing the Plan shall be as outlined in the by-laws.

9. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

Kandiyohi County
Jeff Bredberg or successor
Water Plan Coordinator
400 SW Benson Ave, Willmar
(320-231-6229)

Meeker County
Kristin Cote or successor
County Administrator
325 Sibley Ave N, Litchfield
(320-693-5200)

Pope County
David Green or successor
Planning and Zoning Administrator
130 E Minnesota Ave, Glenwood
(320-634-7791)

Stearns County
Susan McGuire or successor
Water Plan Coordinator
705 Courthouse Sq, Rm 343, St. Cloud
(320-656-3613)

Wright County
Sean Riley or successor
Planning & Zoning Administrator
10 2nd St NW, Buffalo
(763-682-7330)

McLeod County
Roger Berggren or successor
Environmental Services
830 E. 11th Street, Glencoe
(320-864-1214)

Kandiyohi SWCD
Richard Reimer or successor
District Manager
1005 High Ave NE, Willmar
(320-235-3906)

Meeker SWCD
Joe Norman or successor
District Technician

916 E St. Paul St, Litchfield
(320-693-7287)

Pope SWCD
Holly Kovarik or successor
District Manager
1680 N Franklin St, Glenwood
(320-634-5327)

Stearns SWCD
Dennis Fuchs or successor
Administrator
110 Second St S, Ste 128, Waite Park
(320-251-7800)

Wright SWCD
Kerry Saxton or successor
District Manager
311 Brighton Ave S, Ste C, Buffalo
(763-682-1970)

McLeod SWCD
Ryan Freitag or successor
District Manager
1103 Gruenhagen Dr., Glencoe
(320-864-5176)

North Fork Crow River WD
Tara Ostendorf or successor
Administrator
PO Box 40, Brooten
(320-346-2869)

Middle Fork Crow River WD
Margaret Johnson or successor
Administrator
189 Cty Rd 8 NE, Spicer
(320-796-0888)

Crow River Organization of Water
Diane Sander or successor
Watershed Coordinator
311 Brighton Ave Ste C, Buffalo
(763-682-1933)

IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers. *(Repeat this page for each participant)*

PARTNER: _____

APPROVED:

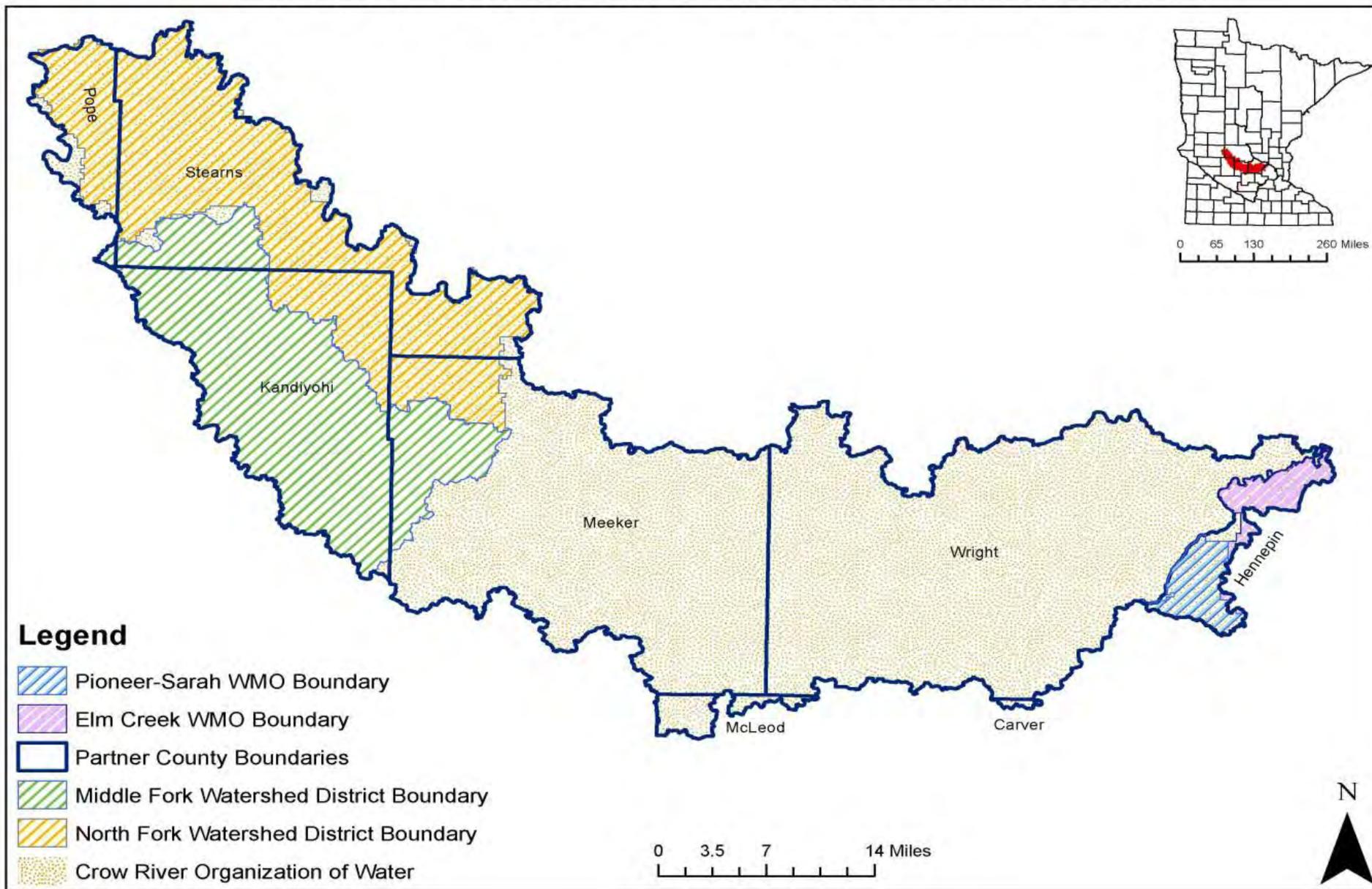
BY: _____
Board Chair Date

BY: _____
District Manager/Administrator Date

APPROVED AS TO FORM *(use if necessary)*

BY: _____
County Attorney Date

North Fork Crow Partners' Boundaries



Attachment B

CROW Responsibilities and Services for North Fork Crow River One Watershed, One Plan

Facilitation of One Watershed, One Plan grant agreement

- Coordinate and draft the By-laws as required for BWSR grant
- Serve as liaison between Partnership and BWSR
- Coordinate with the Partnership crafting of a “Work-Plan” as required for the BWSR grant agreement
- Communicate progress/issues with the Partnership.

Planning Process/Grant Administration

- Enter into grant agreement with BWSR
- Serve as Fiscal Agent for grant expenditures
- Report grant progress and final report to BWSR per grant agreement requirements
- Coordinate and manage the functions and responsibilities of the Policy Committee
- Coordinate and manage the functions and responsibilities of the Advisory Committee
- Draft, in collaboration with lead staff from the Partnership, Request For Proposal(s) and hire/manage contractors to carry out provisions of the planning process.
- Coordinate the acquisition and amalgamation of planning data and services that may be provided by the Partnership.
- Manage the implementation of the Planning Process for the completion of a Plan per the “Work Plan”.
- Facilitate the adoption of the Plan by the MOA parties.
- Facilitate amendments to the Memorandum of Agreement, if necessary.

ATTACHMENT C

BWSR PLAN CONTENT POLICY DOCUMENT

One Watershed, One Plan

Plan Content for Pilot Watersheds

September 23, 2014



Purpose: As per Minnesota Statutes §103B.101 Subd. 14, the Board of Water and Soil Resources “*may adopt resolutions, policies, or orders that allow a comprehensive plan, local water management plan, or watershed management plan, developed or amended, approved and adopted, according to chapter 103B, 103C, or 103D to serve as substitutes for one another or be replaced with a comprehensive watershed management plan,*” also known as *One Watershed, One Plan*. This document outlines plan content requirements for implementing this statute through selected pilot watersheds.

Introduction

This document contains specific details on the content requirements for drafting a plan through the *One Watershed, One Plan* pilot program. Full operating procedures for developing the plan - including initiating the planning process through review, approval, and adoption - are contained in the *One Watershed, One Plan* Operating Procedures document on the *One Watershed, One Plan* page of the BWSR website.

The following [Guiding Principles](#) provided sideboards and direction in the plan content requirements outlined in this document:

- *One Watershed, One Plan* will result in plans with prioritized, targeted, and measurable implementation actions that meet or exceed current water plan content standards.
- *One Watershed, One Plan* will strive for a systematic, watershed-wide, science-based approach to watershed management; driven by the participating local governments.
- Plans developed within *One Watershed, One Plan* should embrace the concept of multiple benefits in the development and prioritization of implementation strategies and actions.
- *One Watershed, One Plan* planning and implementation efforts will recognize local commitment and contribution.
- *One Watershed, One Plan* is not intended to be a one size fits all model.

The requirements in this document are also supported by the vision of the Local Government Water Roundtable that future watershed-based plans will have sufficient detail that local government units can, with certainty, indicate a

pollutant of concern in a water body, identify the source(s) of the pollutant, and provide detailed projects that address that particular source. This vision also includes a future of limited wholesale updates to watershed-based plans; with a streamlined process to incorporate collected data, trend analysis, changes in land use, and prioritization of resource concerns into the watershed-based plan; and an emphasis on watershed management and implementation through shorter-term workplans and budgeting. This vision includes acknowledging and building off of existing plans and data (including local and state plans and data), as well as existing local government services and capacity.

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NOTE: Operating Procedures for establishing planning boundaries, requirements for participation and formal agreement between local governments within the boundary, and procedures for plan development are provided in a separate document.

I. Overview

The requirements for plan content found in this document in general include background information and a purpose for the requirement, guidance for how the requirement can be met through the planning process, and the specific plan content requirements. The primary planning terms used are: priority issues, goals, and actions. These terms are defined within the sections they are used.

Plan development procedures and steps such as: initiating a plan, establishing a planning boundary, requirements for participation and formal agreements between local governments within the boundary, and procedures for formal review and approval can be found in the *One Watershed, One Plan Program Operating Procedures for Pilots* document found on the BWSR website. Also found in the Operation Procedures for Pilots is the concept of three approvable plan types within the *One Watershed - One Plan* framework:

- **Water Quality Implementation Plan:** This plan further develops the strategies identified in a Watershed Restoration and Protection Strategies (WRAPS) document or equivalent studies into a consolidated implementation plan. This plan can be used to replace the implementation section of an existing plan(s), or can be used by local government partners on its own to collaboratively apply for state grants.
- **Priority Concerns Watershed Implementation Plan:** This plan leverages the existing process for developing a plan based on priority concerns typically associated with current county water planning; but shifts the scope of the plan to a watershed boundary and elevates requirements for prioritizing, targeting, and measuring implementation actions.
- **Comprehensive Watershed Management Plan:** This all-inclusive plan leverages the existing requirements for watershed district plans and has the highest standards of the three plan options. These plans will address surface and groundwater, water quality and quantity, and land use; and implementation actions in the plan will consider the broad range of tools, including capital improvements, official controls, and other tools and programs necessary to achieve the goals of the plan.

Each plan content requirement section in this document contains a statement as to how the requirement may vary by these plan types. The Water Quality Implementation Plan type must have goals to address the water quality priority issues. The remaining plan types must have goals to address all identified priority issues such as water quality, water quantity, groundwater, etc.

Although not required, a recommendation in the planning process is to develop an overarching mission or vision statement, as well as higher-level guiding principles or purposes. The purpose of establishing a vision, mission, and/or guiding principles is to provide a sense of direction for the plan and participants in the planning process. Additionally, overall organization and format of the watershed-based plan is a local decision unless otherwise specified in these requirements as long as the plan content requirements are met. However, using planning terminology consistent with this document is recommended.

An underlying theme within these requirements is the intent for watershed-based plans developed through *One Watershed, One Plan* to be succinct, with a thorough and science-based process used in development, and an emphasis in the resulting plan on the implementation schedule and implementation programs. For example, the information found in a Land and Water Resources Inventory is extremely valuable to the planning process and ultimate implementation of the actions in the plan; however, the majority of this information can be incorporated into the final plan document by reference.

II. Plan Content Requirements

Each watershed-based plan will contain the elements outlined in the following sections.

1. Executive Summary

Each plan will have a section entitled "Executive Summary." The purpose of the executive summary is to provide a condensed and concise summary of the contents of the overall plan. A well-written executive summary is beneficial for current and future elected officials, staff, citizens, and stakeholders to achieve an understanding of the plan and its intent.

Plan Content Requirement: Executive Summary

Each plan will have a section entitled "Executive Summary." The purpose of the executive summary is to provide a brief look at the contents of the plan. The summary will include:

- A. Purpose, mission, or vision statement if developed;
- B. A general map or description of the planning boundary and smaller planning or management units if used;
- C. A summary of the priority issues and goals that are addressed in the plan;
- D. A summary of the implementation actions and programs;
- E. A brief description of the process used to identify the measurable goals and targeted implementation actions; and
- F. An outline of the responsibilities of participating local governments.

This requirement applies to all plan types; however, the requirement to have a separate Executive Summary for the plan type Water Quality Implementation Plan can be waived if this plan type is amended into an existing local water plan.

2. Analysis and Prioritization of Issues

This section of the plan is intended to summarize the process planning partners used to reach understanding of and agreement on the watershed issues and priorities that will be addressed within the lifespan of the plan. Prioritizing is recognition that not all identified issues can be addressed in the timeframe of a ten year plan—some items will be addressed before others.

Planning partners are strongly encouraged to consider the potential for more extreme weather events and their implications for the water and land resources of the watershed in the analysis and prioritization of issues. While these events cannot be predicted with certainty as to time and occurrence, the meteorological record shows increased frequency and severity of extreme weather events, which has a direct effect on issues in local water planning.

Broad issues likely to be identified through the watershed planning process include:

- Soil erosion and sedimentation
- Soil health
- Altered hydrology
- Shoreland and riparian management
- Maintenance of core services; understanding of local capacity
- Water quality
- Water supply (protect, provide and conserve)
- Drinking water supply
- Wetland management
- Drainage system management
- Wastewater management
- Groundwater protection
- Flood damage reduction
- Drought mitigation
- Habitat, wildlife and fisheries
- Education, outreach and civic engagement
- Contaminants of emerging concern
- Emerging issues (e.g. land cover, climate change, etc.)
- Invasive species management

The list above is not all inclusive; any land and water related issue could be part of the plan. The process for considering and prioritizing issues generally has two parts: agreement on priority natural resources and agreement on priority issues impacting those resources. High quality recreational lakes, the main stem of the primary river in the watershed, or a specific groundwater aquifer that is the primary drinking water source in the watershed are all examples of priority resources. Identifying priority issues goes a step further by focusing on the issue(s) that impact the priority resources of the watershed, such as: “high quality recreational lakes showing a downward trend in water quality” or “sedimentation in the main stem of the priority river.”

Through plan development, potential priority resources and issues are reviewed, aggregated, and summarized from: existing local plans, studies, and information; modeling, data collection, and assessment completed through the WRAPS and/or TMDLs; other state plans or studies; feedback received from the initial notifications to the plan review authorities and stakeholders; and the initial planning meeting(s) held in the watershed (see *One Watershed, One Plan Operating Procedures for Pilots*). These summarized issues are then filtered through local knowledge and information, and priority issues are selected in consideration of:

- Science and data generated through modeling, data collection, and assessment such as WRAPS, TMDLs, or equivalent;
- Anticipated future impacts or landuse changes that may provide an opportunity or escalate a risk if nothing occurs;
- Understanding of trends and/or tipping points for individual water resources;
- Understanding of precipitation frequency as per National Oceanic and Atmospheric Administration (NOAA) Atlas 14;
- Understanding of citizen and local landowner willingness to participate in potential changes to watershed management;
- Local values which may incorporate specific water or landscape resources as a priority.

Additional consideration should be made of the high-level state priorities identified in the state’s Nonpoint Priority Funding Plan for Clean Water Implementation Funding. These are the priorities identified by the state agencies for investing Clean Water Fund nonpoint implementation money, based on the principles of asset preservation and risk-opportunity assessment.

- Restore those impaired waters that are closest to meeting state water quality standards.
- Protect those high-quality unimpaired waters at greatest risk of becoming impaired.
- Restore and protect water resources for public use and public health, including drinking water.

Plan Content Requirement: Analysis and Prioritization of Issues

The plan must contain:

1. A summary of the issues and resource concerns identified;
2. The steps used to consider and prioritize the identified resources and issues; and
3. A list of the agreed upon priority resources and issues for the watershed and a brief description of why the issue was selected.

Priority issues can be articulated in the plan through both a list/descriptions and map(s). The format and exact planning terminology used in the plan for presenting priority issues may vary as long as the plan covers the three requirements above, and the terminology used is defined in the plan (the summary and steps are suggested to be included as appendices). The plan is not expected to address all identified issues; however, it should include a brief explanation as to why certain issues were rejected as priorities for this planning cycle.

In the event that conflicts exist in the interpretation of issues and/or selection of priority issues, consider whether the conflict can be addressed by having both watershed-wide priorities as well as individual priorities of the participating local governments.

Plans that do not demonstrate a thorough analysis of issues, using available science and data, will not be approved. BWSR will consider the guidance and recommended tools outlined in *Section 2 Analysis and Prioritization of Issues* in assessing if analysis has been thorough.

Through the development of the *One Watershed, One Plan* program, BWSR has partnered with the University of Minnesota to assess tools and models to assist in prioritization for the purposes of developing a watershed-based plan. Through this project, specific models and tools are recommended to be used in the pilot watersheds to assist in the identification of priority issues.

Assistance with selecting and using the models and tools will be made available to pilot watersheds through BWSR. Additional or alternative models, tools, or processes that are already in use across the state may be proposed; however, agreement between the pilot watershed and BWSR staff on whether the proposed tool, model, or process meets the specific criteria outlined in the analysis will need to be achieved before proceeding. This agreement will be outlined in the approved workplan for the pilot watersheds.

3. Establishment of Measurable Goals

The plan must contain measurable goals, sometimes called objectives in planning, to address the priority issues. Measurable goals articulate what the planning partners want to achieve and allow for future evaluation of progress. A useful method for assessing if a goal is measurable is to ask the question for each goal: “will we be able to measure / show / report that we have been successful in achieving this goal when we assess implementation of the plan in the future?”

The development of measurable goals and the resulting implementation actions will be an iterative process. Goals from existing local water plans and information should be summarized and discussed for potential inclusion as part of this process. WRAPS, TMDLs, and the models used for the prioritization process noted above should all be used in the setting of goals. The implementation programs and schedule for achieving the goals should be considered and goals adjusted to reflect those achievable within the timeframe of the plan versus those that may reflect a longer view.

Formatting, terminology, and organization in the plan to meet this requirement can vary. For example, a goal to “maintain clean drinking water for future generations” is too broad to be feasibly measured and may better serve as a guiding principle. However, a broad goal such as this could be acceptable if it is supported by a series of measurable sub-goals or objectives similar to the examples below. The plan may contain a blend of goals common to the watershed as a whole, goals individual to a specific local government participant(s) and/or resource, and goals that persist beyond the timeframe of the plan.

Not every goal can be measurable within the timeframe of the plan; however the aggregate of goals in the plan should together articulate an intended pace of progress. For example, if a water quality standard is unable to be met within the lifespan of the plan, the plan should contain longer-term goals with interim points at which progress can be examined and methods and models to establish the goal can be reevaluated. Ideally, these interim points would use some measure to show attainment of an interim goal.

The timeframe of goals may also need to recognize unique settings and situations across the state. As an example, The Minnesota Geological Survey notes that response time of nitrate concentrations to changes in land use practices in southeast Minnesota will likely vary in different hydrogeologic settings, and may lag behind landuse changes by decades. In addition some water quality or designated use support goals may take decades to achieve (e.g. changes in stream biota, altered base flow hydrology).

Plan Content Requirement: Establishment of Measurable Goals

Each priority issue must have associated measurable goals for addressing the issue. Some goals will be watershed-wide; however, the majority should be focused on a specific subwatershed, natural resource, or local government. Goals for prevention of future water management problems should also be considered. Plans that do not contain sufficient measurable goals to indicate an intended pace of progress for addressing the priority issues will not be approved.

BWSR will consider the guidance and recommended tools outlined in *Section 2 Analysis and Prioritization of Issues*, the balance of broad versus focused goals and shorter-term versus longer-term goals, and detail in the targeted implementation schedule to assess if goals are sufficient. Additionally, the pace of progress towards achieving goals will be used in determinations of the extent or depth of future 10 year plan revisions. BWSR may consider issuing findings when a plan and associated implementation is sufficient that a complete revision will not be required.

The Water Quality Implementation Plan type must have goals to address the water quality

4. Targeted Implementation Schedule

Targeting takes a closer look at the priority issues and identifies cost-effective, targeted, and measurable actions necessary to achieve the goals. These actions are included in the plan in consideration of: available technical skills and capabilities, knowledge of landowner willingness, funding resources available, and implementation items or projects from existing local water plans and information and the Strategies and Actions table from the WRAPS. Actions are entered into a schedule or table that provides the details of:

- A brief description of what each action is;
- Location targeting where the action will occur;
- Identification of roles and who is responsible for the action;

- An estimate of cost and potential sources of funding for implementing the action;
- An estimate of when the implementation will occur within the 10 year timeframe of the plan; and
- How the action will be measured.

The purposes of the implementation schedule are to clearly indicate an intended pace of progress for achieving the goals, support development of shorter term workplans and budgets for the planning partners, and to support budget requests to the state through BWSR's Biennial Budget Request (BBR). A template for the targeted implementation schedule will be provided. The schedule should be supported by maps indicating the location(s) of the targeted activities.

The development of a targeted implementation schedule and associated actions is an iterative process. The same tools used for prioritization and goal setting can be used to assist with the selection of actions to be included in the targeted implementation schedule. Additionally, some actions may require prior feasibility study to determine the viability of the action.

The depth and specificity of targeted actions identified in the plan will vary. For example, capital improvement projects and best management practices to be implemented on public land can generally be specifically located and identified in the plan; whereas, conservation practices proposed for private lands may be specifically identified through the use of models and tools for purposes of developing measurable goals and the targeted implementation schedule, but those locations are only generally described in the plan itself. For these areas, the plan must overtly describe actions to work with landowners in these critical areas and tailor conservation practices.

Plan Content Requirement: Targeted Implementation Schedule

Each plan will have a targeted implementation schedule for achieving the goals with:

1. A brief description of what each action is;
2. Targeting where the action will occur;
3. Identification of roles and the responsible government unit for the action;
4. An estimate of cost and potential sources of funding for implementing the action;
5. An estimate of when the implementation will occur within the 10 year timeframe of the plan; and
6. How the action will be measured.

The schedule must clearly identify the actions the planning partners will undertake with available local funds versus the actions that will be implemented only if other sources of funds become available, and should be supported by maps indicating the location(s) of the targeted activities.

5. Implementation Programs

The implementation programs described below support the targeted implementation schedule by describing the overarching program(s) that will be used to implement actions identified in the schedule and how these programs will be coordinated between the local water management responsibilities.

- A. **Plan Administration and Coordination:** The plan must describe the following administration and coordination programs as indicated in the table *Plan Content Requirement: Implementation Programs by Plan Type* at the end of this section.
- i. **Decision-making and Staffing:** Describe how the partners will transition from a planning partnership to implementation of a watershed-based plan through descriptions of roles and responsibilities of participating local governments.
 - a. **Policy Team** (decision-making): Describe if the policy team created to develop the plan will continue through plan implementation, or clearly outline an alternative method to provide oversight and maintain accountability throughout plan implementation.
 - b. **Advisory Committee** (advising): Describe if the advisory committee(s) created for plan development will continue through plan implementation and/or describe alternative methods to ensure: a dependable forum to exchange information and knowledge about the watershed and implementation of the plan, and meet the statutory requirements for ongoing advisory committees of counties (Minnesota Statutes §103B.301-103B.3355) and watershed districts (Minnesota Statutes §103D.331-103D.337).

The plan should also establish procedures for engaging state agencies, and describe the ongoing role and commitments of the state agencies on project teams for plan implementation.
 - c. **Identification and Coordination of Shared Services** (staffing): Describe specialized and shared service areas that will be used in the watershed to implement the actions identified in the schedule and achieve greater efficiencies in service delivery. This may include shared services for program management such as if a plan action requires forest resource management technical assistance, but the local government where the action is occurring does not have a staff forester. The watershed plan and associated formal agreements should describe how the service will be shared and/or the need met. Or it may include project management, for example if one county has history and experience in implementing a large-scale multipurpose drainage project, another county in the watershed may want to contract for services with staff of the first to implement a similar project. Shared services may also include partnership with non-governmental organizations.
 - ii. **Collaboration with other Units of Government:** Describe relationships with other units of government not part of the formal agreement for plan development, including the drainage authorities within the planning boundary. For example, cities and townships are not required participants; however, recognition and inclusion of cities and townships is important and especially critical to recognize for actions involving waste water treatment plants, source water and wellhead protection for population centers, MS4s, etc.

Additionally, federal government partners are not required participants; however, federal programs and partnerships are very important resources in watershed management.

- iii. **Funding:** Describe how actions in the implementation schedule will be funded. Both the state and local governments have responsibility for funding water management. All funding methods currently available to participants remain available to the participants and/or to the organization as a whole through the participants.
 - a. **Local Funding:** The local government planning partners have variable methods and options for generating funds to implement watershed management and to leverage state and other funding. These methods, options, and commitments of the participants must be clearly outlined in the plan.
 - b. **State Funding:** Describe state funding needs for implementation of the plan. This can be achieved through separation in the targeted implementation schedule of locally funded projects versus projects that will proceed only with state funds.
 - c. **Collaborative Grants:** Describe the intended approach to coordinated submittal of state grant applications. Collaborative grant making is a goal of *One Watershed, One Plan*.
 - d. **Federal Funding:** Federal sources of funds can be important to watershed management. The plan should describe what type of federal funding resources may be pursued to implement the plan, to the extent possible.
 - e. **Other Funding Sources:** Other sources of funds, such as from non-governmental organizations and private landowner funding, can be important to watershed management. The plan should describe what types of other funding resources may be pursued to implement the plan, to the extent possible.
- iv. **Work Planning:** Describe how the targeted implementation schedule and the implementation programs will be used for work planning. For example, describe if a collaborative work plan for the watershed, individual work plans for each local government participant, or some combination work planning be used; and describe how the work plan will be finalized and approved.
 - a. **Local Purpose:** Include a frequency, method, decision-making, and local purposes for work planning. Frequency is suggested to be annual in order to be incorporated into local budgeting and staffing decisions related to implementation of the plan and can be no more than every two years. Purposes depend on the extent of collaboration intended in the implementation schedule, programs, and subsequent agreements; as well as the extent of collaborative grant-making intended.
 - b. **State Purpose:** Describe a biennial commitment to collaboratively review and submit a BWSR biennial budget request (BBR) from the watershed. Future BBRs should be generated from the Targeted Implementation Schedule. Submittal of the BBR is a requirement for Soil and Water Conservation Districts and Counties to meet planning requirements associated with grants.
- v. **Assessment and Evaluation:** Describe the frequency, method(s), purposes, decision-making, and procedures for periodic assessment and evaluation of plan implementation. Periodic understanding of accomplishments—based on the targeted implementation schedule—is needed to measure progress, drive the work plan, and provide accountability.

- a. **Annual Evaluation:** Describe an annual commitment to collaboratively review and submit to BWSR's Level I [Performance Review and Assistance Program](#) performance standards. Additionally, describe sufficient baseline local evaluation of previous years' work to support generation of the local work plan above (if an annual local work plan is being used) and reporting requirements below.
 - b. **Biennial Evaluation:** If the watershed chooses a biennial work plan, a biennial evaluation must be described to evaluate the previous years' work and support the work plan. It is recommended this baseline evaluation ties to the requirement for measurability in the targeted implementation schedule and that a method for tracking implementation consistently across the watershed be described.
 - c. **Five Year Evaluation:** Include a schedule for a thorough five year assessment and potential revision to implementation schedule. The purpose of this evaluation is to determine progress and consider whether staying the course or resetting direction is necessary, and it may include revisions to models, considerations of new monitoring data, etc. Additional guidance, including BWSR involvement in this evaluation, will be developed through the pilot watersheds.
 - d. **Reporting:** Describe collaborative approaches to provide accountability to stakeholders and to meet annual reporting requirements of local governments, grant reporting requirements, and specific program and financial reporting requirements. Information on required annual reporting can be found on the BWSR website: www.bwsr.state.mn.us/grants/reporting/reporting.html. Consider a periodic 'state of the watershed report,' or individualized 'waterbody report cards' or other methods to provide accountability and demonstrate outcomes locally. See also the Education and Information requirements below.
- vi. **Plan Amendments:** Describe procedures for considering plan amendments, who can propose amendments, what criteria will be used in considering amendments, and who makes the decision to proceed with the amendment.
 - vii. **Formal Agreements:** List and briefly describe any formal agreements between local governments that are pertinent to water management. This includes longstanding existing agreements and any new agreements to be implemented as part of the plan. For example, prior to completion of the plan the formal agreement between partners for planning purposes should be revisited in consultation with Minnesota Counties Intergovernmental Trust (MCIT) and legal counsel. MCIT may recommend revising the planning agreement, establishing separate agreements or contracts for specific services or actions; and/or developing a broader, watershed-wide agreement for ongoing partnership.
- B. **Plan Implementation Programs:** Describe the following programs to support the targeted implementation schedule, including necessary feasibility studies, as indicated in the table *Plan Content Requirement: Implementation Programs by Plan Type* at the end of this section.
- i. **Incentive Programs:** Describe local voluntary cost share or grant programs necessary to achieve the goals; including the general purpose and scope, criteria that will be used to select projects/disperse funds, actions to work with landowners in these critical areas to tailor conservation practices, and how the program(s) will be implemented across the watershed to provide consistency and achieve goals. Incentive programs may be targeted

to specific issues, e.g. grants for sealing abandoned wells, or specific areas, e.g. watershed of priority lakes.

- ii. **Capital Improvements:** Describe opportunities for watershed-wide collaboration (e.g. sharing of specialized services and/or lessons learned on these large-scale projects) on capital improvements (physical/structural improvement with an extended life) identified in the targeted implementation schedule. Consider including opportunities for improved water management associated with county and township roads and within drainage systems managed through Drainage Law.
 - a. **Drainage:** Describe opportunities for enabling large-scale multi-purpose projects on a watershed basis.
 - b. **Capital Improvement Programs (CIPs) for Watershed Districts.** CIPs are required in the plan when a watershed district is included, consistent with the requirements of Minnesota statutes §103B and 103D. A CIP is an itemized program for at least a five-year prospective period, and any amendments to it, subject to at least biennial review, that sets forth the schedule, timing, and details of specific contemplated capital improvements by year, together with their estimated cost, the need for each improvement, financial sources, and the financial effect that the improvements will have on the local government unit or watershed management organization. This requirement can be incorporated into the targeted implementation schedule if the specific requirements are clearly met.
- iii. **Operation and Maintenance:** Include a description of who is responsible for inspection, operation and maintenance of stormwater infrastructure, public works, facilities, and natural and artificial watercourses. Specify any new programs or revisions to existing programs needed to accomplish the goals or that may benefit from watershed-wide collaboration.
- iv. **Regulation and Enforcement:** Describe existing regulations, controls, and authorities relevant to water management for the purposes of highlighting areas of duplication, gaps, and opportunities. Include description of drainage authorities and responsibilities. Use this analysis to identify areas to maximize effectiveness and build efficiencies through improved coordination and consistent application of regulations in support of meeting plan goals. Consider also opportunities for efficiencies in required annual reports related to regulation, and enforcement and connections to possible data gaps. Regulatory areas to consider include, but are not limited to: shoreland, floodplain, septic, Wetland Conservation Act, erosion control, minimum impact design standards, land use, feedlots, prescription drug drop off, etc.
 - a. **Regulation and Enforcement for Watershed Districts:** Describe the rules and associated permit programs of watershed districts in the watershed, consistent with and as necessary to meet the requirements of Minnesota statutes §103B.337-103D.345.
 - b. **Comprehensive or land use plans:** Describe the land use authorities within the watershed as well as potential opportunities to achieve goals through, or potential conflicts with, comprehensive land use plans.

- v. **Data Collection and Monitoring:** Describe data collection and monitoring activities necessary to support the targeted implementation schedule and reasonably assess and evaluate plan progress.
- a. **Inventory:** Describe additional inventories needed in the watershed to address any gaps in the land and water resources inventory support actions in the targeted implementation schedule, if applicable.
 - b. **Monitoring:** Describe the locations, frequency, and parameters of existing water quality, quantity and other monitoring programs in the watershed. Describe if these established monitoring programs are capable of producing an accurate evaluation of the progress being made toward the goals, including improved calibration of model(s), and any new monitoring needed to improve understanding of the watershed baseline or assess particular resources. State agencies are available to assist with identification of state monitoring activities.
- Include a requirement for periodic analysis of the data, a commitment to collect data consistent with state compatibility guidelines, and a commitment to submit locally collected data to the appropriate state agency for entry into public databases.
- vi. **Information, Outreach, and Education Programs:** The plan must describe information, outreach, and education program(s); specifically, opportunities where there are benefits from watershed-wide collaborations and areas where focused or targeted actions will support the priority issues and goals of the plan. At a minimum, include the purpose, targeted audiences, and a description of the actions or methods. Consider development of an education plan for the overall watershed using an approach currently successfully used in Minnesota is an adaptation of the U.S. Environmental Protection Agency guidance “Getting in Step: A Guide for Conducting Watershed Outreach Campaigns” available at: www.epa.gov/owow/watershed/outreach/documents/getnstep.pdf.

Plan Content Requirement: Implementation Programs by Plan Type

The following outlines the *minimum* plan content requirements for implementation programs, by plan type. BWSR will use the descriptions of the programs above to determine if the requirement has been met.

	Plan Content Requirement	Water Quality Implementation Plan	Priority Concerns Implementation Plan	Comprehensive Watershed Management Plan
Plan Administration & Coordination	Decision-making and staffing	Required	Required	Required
	Collaboration with other units of government	May include	May include	Required
	Funding	Required	Required	Required
	Work Planning	Required	Required	Required
	Assessment and Evaluation	Required	Required	Required
	Plan Amendments	Required	Required	Required
	Formal Agreements	Required	Required	Required
Plan Implementation Programs	Incentive Programs	Required	Required	Required
	Capital Improvements	May include	Required if necessary to address priorities	Required
	Operation and Maintenance	May include	Required if necessary to address priorities	Required
	Regulation and Enforcement	May include	Required if necessary to address priorities	Required
	Data Collection and Monitoring	Required	Required	Required
	Information, Outreach, and Education Programs	Required	Required	Required

6. Plan Appendix - Land and Water Resources Inventory

A land and water resource inventory is simply an account of the water resources and physical factors affecting the water resources within the watershed. In most cases, adequate data, inventories, and general analysis of land and water resources already exist; new information does not necessarily need to be generated and the majority of resource information can be incorporated by reference with a brief general description. At a minimum, the plan should acknowledge the resource information from existing local water plans and the Watershed Restoration and Protection Strategies Report (WRAPS). This information is important not just to understand the historic status of the watershed, but useful to consider the future.

Going forward, wholesale updates and/or revisions to land and water resource inventories should be limited. Instead greater flexibility and a streamlined process for more frequent updates to incorporate collected data, updated trends analysis, and changes in land use typically associated with land and water resource inventories are envisioned.

Plan Content Requirement: Land and Water Resources Inventory

The plan must contain sufficient land and water resource information to inform the planning process and support actions in the plan. Specifically, the plan must include a brief general description of—and reference where to find—the typical and available land and water resource information. This information includes, but is not limited to:

- Topography, soils, general geology;
- Precipitation;
- Water Resources
 - Surface water resources; including streams, lakes, wetlands, public waters and public ditches;
 - Groundwater resources, including groundwater and surface water connections if known;
 - Water quality and quantity, including trends of key locations and 100-year flood levels and discharges, regulated pollutant sources and permitted wastewater discharges;
 - Stormwater systems, drainage systems and control structures;
 - Water-based recreation areas;
- Fish and wildlife habitat, rare and endangered species;
- Existing land uses and proposed development

Inventory information critical to supporting the priorities and actions of the plan may need to be more thoroughly described. For example, a description of results of trend analysis may need more in-depth description to support a priority issue in the plan; however, the data behind the analysis can be referenced.

If gaps in inventory information are identified through the plan development process, consider implementation action(s) to fill the gap rather than delaying the planning process to generate new data.

This requirement applies to all plan types and is suggested to be included as an appendix to the plan.