

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
PROPOSED MEETING AGENDA  
JANUARY 5, 2016**

**1 9:00 CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**2 9:02 CONSIDERATION OF AGENDA ITEMS \***

**3 9:04 CONSENT AGENDA \***

A. December 29, 2015 Meeting Minutes and Synopsis.

**ADJOURN**

The 2015 County Board will adjourn sine die.

**4 9:06 ELECTION OF BOARD CHAIR \***

County Administrator Pat Melvin will request nominations for the 2016 Board Chair.

**5 9:08 ELECTION OF VICE CHAIR \***

The Board Chair will request nominations for the 2016 Vice Chair.

**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.

**6 9:15 CONSIDERATION OF AGENDA ITEMS \***

**7 9:17 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.

**8 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST \***

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

**10 9:20 JAIL RENOVATION & COURTHOUSE SECURITY – Wold Architect John McNamara and Contegry Group Construction Manager Larry Filippi**

- A. Authorization to advertise for bids.\*

**11 9:30 AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz**

- A. Consider adoption of Resolution 16-CB-01 authorizing the McLeod County Auditor-Treasurer to designate depositories.\*

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

- B. Consider adoption of Resolution 16-CB-02 waiving three uncollected Worthless or Dishonored Checks totaling \$101.25.\*
- C. Consider approval of 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.

**12 9:35 ESTABLISHMENT OF COMMITTEES**

- A. Consider approval of 2016 committee appointments.\*

**13 10:00 PANNING AND ZONING – Administrator Larry Gasow**

- A. Consider 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.

## 14 COUNTY ADMINISTRATION

- Review of Commissioners Calendar
  - Commissioner reports of committee meetings attended since December 29, 2015.
- A. Award official McLeod County newspaper for 2016 and second publication of 2015 McLeod Financial Statement.\*

## OTHER

Open Forum  
Press Relations

## RECESS

Next board meeting January 19, 2016 at 9:00 a.m. in the County Boardroom.

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
PROPOSED MEETING MINUTES – December 29, 2015**

**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 Shimanski, Nagel, Krueger and Nies were present. County Administrator Pat Melvin, Administrative Assistant Donna Rickeman, County Auditor-Treasurer Cindy Schultz Ford and County Attorney Michael Junge were also present.

**PLEDGE OF ALLEGIANCE**

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

**CONSIDERATION OF AGENDA ITEMS**

- A) Add under Auditor-Treasurer item B; Consider amending benefits on County Ditch 20.

**Nies/Shimanski carried unanimously to approve the agenda as revised.**

**CONSENT AGENDA**

- A) December 15, 2015 Meeting Minutes.
- B) December 11, 2015 Auditor's Warrants.
- C) December 17, 2015 Auditor's Warrants.
- D) December 18, 2015 Auditor's Warrants.
- E) December 18, 2015 Special Auditor's Warrants.
- F) Approve replacement of mandatory steel-toed safety footwear damaged during clean-up of a chemical spill at a cost of up to \$120 from the Solid Waste Account.

**Nies/Krueger motion carried unanimously to approve the consent agenda.**

**PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

General Revenue	\$96,486.22
Road & Bridge	\$26,845.90
Solid Waste	\$72,005.27
Human Service Fund	\$70.74
County Ditch Fund	\$151.86
Special Revenue Fund	\$979.90

**Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$196,388.03 from the aforementioned funds.**

**ENVIRONMENTAL SERVICES – Environmentalist Roger Berggren**

- A) Roger Berggren requested approval of the 2016 & 2017 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement (NRBG) that provides state money to administer 4 different resource programs in the county.

The NRBG grant money is used to help offset the costs for programs that the county is in charge of administering. The County will receive \$55,737 from these grants while providing a required match of \$22,599. The county has administered these programs using the NRBG money for more than 20 years.

**Nies/Krueger motion carried unanimously to approve the 2016 & 2017 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement (NRBG) that provides state money to administer 4 different resource programs in the county.**

- B) Roger Berggren requested approval of the 2016 & 2017 MPCA County Feedlot Program Delegation Agreement Work Plan that shows the County will meet the state requirements in administering the delegated feedlot program.

The MPCA feedlot work plan is a required MPCA Document to administer this program and receive funding from the state.

**Shimanski/Krueger motion carried unanimously to approve the 2016 & 2017 MPCA County Feedlot Program Delegation Agreement Work Plan that shows the County will meet the state requirements in administering the delegated feedlot program.**

**CONTINUATION OF 12/15/15 PUBLIC HEARING – 2016 Fee Schedule**

- A) Consider 2016 Appraisal fees. With no comment, the \$10.50 per parcel fee will stay in place.

**SHERIFF'S DEPARTMENT - Emergency Services Director Kevin Mathews**

- A) Kevin Mathews requested approval of the annual service for the CodeRED mass notification system with the base package cost of \$14,175.00, the CodeRED Weather Warning will cost \$5,815.00, and the IPAWS Submission App will cost \$1,500 for a total of \$21,490.00. Reimbursement for the IPAWS amount of \$1,500 will be received from the SW Minnesota regional emergency management grant, leaving the county responsibility for \$19,990.00 with funding coming from the Emergency

Management budget for \$10,000 and the 911 Fund for the remaining \$9,990 that will not be reimbursed.

This will continue the service that went live in April 2013. As of Dec 22, 2015, we used a total of 2,225 out of our bank of 50,000 voice minutes in 2015. This does not include the weather warning messages, text, and email messages that were sent out. This system is used almost on a daily basis for internal communications.

**Nies/Nagel motion carried unanimously to approve the annual service for the CodeRED mass notification system with the base package cost of \$14,175.00, the CodeRED Weather Warning will cost \$5,815.00, and the IPAWS Submission App will cost \$1,500 for a total of \$21,490.00. Reimbursement for the IPAWS amount of \$1,500 will be received from the SW Minnesota regional emergency management grant, leaving the county responsibility for \$19,990.00 with funding coming from the Emergency Management budget for \$10,000 and the 911 Fund for the remaining \$9,990 that will not be reimbursed.**

#### **INFORMATION TECHNOLOGY – Director Vince Traver**

- A) Vince Traver requested approval of the Website Redesign project for a cost of \$40,300 from Revize (Troy, MI) with funding coming from the Records Compliance Fund. The support and hosting for the first year of \$9,700 is included in the price for the first year but will be paid by the IT Department Budget for the next four years at which time Revize will do another redesign for no extra charge.

The Compliance fund board approved to pay for the website redesign from that fund due to the nature of the website being heavily used for Land Records data. A website redesign committee was formed to choose the vendor after an RFP process that initially got seven responses. Those seven were narrowed to three for further review, GovOffice, Civic Plus, and Revize. Revize was chosen for several reasons one being that they agreed to program a tool on the current website for free, others were the free redesign after four years, unlimited storage space for the website, their affiliation with our current credit card processor Point and Pay, AMC discount.

**Nagel/Nies motion carried unanimously to approve the Website Redesign project for a cost of \$40,300 from Revize (Troy, MI) with funding coming from the Records Compliance Fund. The support and hosting for the first year of \$9,700 is included in the price for the first year but will be paid by the IT Department Budget for the next four years at which time Revize will do another redesign for no extra charge.**

- B) Vince Traver requested approval to purchase 44 new Olympus DS-5500 voice recording devices for a cost of \$385.00 per device from Northland Business Systems to replace our current devices that are 10 years old. The devices are used by Law

Enforcement, Social Services, the Attorney's office, and IT/Administration and the money will come from each department's budget for 2015. The total cost for all 44 devices is; \$16,940.

The current devices are 10 years old. At some point we'll start experiencing issues and it's a great deal more work to have a mix of devices so it will be better to have all the same devices. Built into the price of the device is \$25 credit for the old devices. That won't be available much longer either since they are close to not being supported. The new devices can record much longer interviews so Social Services won't need multiple devices to do their investigations.

**Nies/Shimanski motion carried unanimously to approve the purchase of 44 new Olympus DS-5500 voice recording devices for a cost of \$385.00 per device from Northland Business Systems.**

#### **SOLID WASTE – Recycling Manager Don Hopp**

- A) Don Hopp requested approval of a 3 month Agreement with Adult Training & Habilitation Center (ATHC) to oversee the recycling activities at the Douglas Kugler Eco Site in Watertown, MN for \$19,250.00 per month.

By signing this Agreement McLeod County will assist ATHC's recycling efforts, and increase McLeod County's processing and storage capacities.

**Nies/Shimanski motion carried unanimously to approve a 3 month Agreement with Adult Training & Habilitation Center (ATHC) to oversee the recycling activities at the Douglas Kugler Eco Site in Watertown, MN for \$19,250.00 per month.**

#### **BUILDING MAINTENANCE - Supervisor/Purchasing Scott Grivna**

- A) Scott Grivna requested approval of revised one year Honeywell contract for maintenance of HVAC systems located at the North Complex, Courthouse and Jail for a cost of \$44,500.

This contract is a reduction from previous contracts of \$13,765.56 based on volume of service received from Honeywell.

**Nies/Krueger motion carried unanimously to approve a revised one year Honeywell contract for maintenance of HVAC systems located at the North Complex, Courthouse and Jail for a cost of \$44,500.**

#### **AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford**

- A) Cindy Schultz Ford requested approval to issue a permit for outdoor fireworks January 9, 2016 from 6:00 p.m. to 9:00 p.m. for Northern Lighter Pyrotechnics Inc., from Forest Lake, MN at the location of 22232 Garden Avenue, Silver Lake MN.

An Outdoor Public Fireworks Display Application from Northern Lighter Pyrotechnics of Forest Lake, MN was received to test fireworks from 6:00 p.m. to 9:00 p.m. on January 9, 2016 for a single non-profit event. This fireworks demonstration is to test firework products and provide safety training and would not be open to the public. The firework products will not go any higher than 200 feet and the organizers have provided a certificate of insurance. The location for the display is 22232 Garden Avenue, Silver Lake MN on the Mike Mickolichek property.

**Nies/Shimanski motion carried unanimously to issue a permit for outdoor fireworks January 9, 2016 from 6:00 p.m. to 9:00 p.m. for Northern Lighter Pyrotechnics Inc., from Forest Lake, MN at the location of 22232 Garden Avenue, Silver Lake MN.**

- B) Cindy Schultz Ford requested approval to approve settlement and allow County Attorney Mike Junge to draw up an order to amend benefits on County Ditch 20 from \$105,746.05 to \$82,350.85 due to some surface water draining into private property.

**Nagel/Krueger motion carried unanimously to approve settlement and allow County Attorney Mike Junge to draw up an order to amend benefits on County Ditch 20 from \$105,746.05 to \$82,350.85 due to some surface water draining into private property.**

## COUNTY ADMINISTRATION

- A) Pat Melvin requested approval of county board procedures including:
1. Any agenda items added the day of the meeting must be placed on the regular agenda.
  2. The deadline for agenda items and related background information is Wednesday at noon. Any agenda items received after that time or lacking any information should wait until the next Board meeting or if not possible due to deadlines are required to be added at the Board meeting on Tuesday and it will be the responsibility of the department head to notify and recruit a Commissioner to make the addition to the agenda and to bring copies to the board meeting. Bids should be received prior to Wednesday at noon to allow the Board to have all information in the packet sent out on Friday.
  3. Department heads and Commissioners are responsible for doing any background work on the agenda item including redacting personal

information, obtaining Attorney and/or Information Technology approval and inviting guests to appear.

4. Department heads are responsible for submitting complete and accurate Board Agenda Request Forms indicating the number of signed copies requested, individual who is responsible for presenting agenda item to the Board, etc. Any documents requiring signature that are not presented at the Board meeting will require being placed on a future consent agenda so that the Board has the opportunity to review the document prior to signature.

**Shimanski/Krueger motion carried unanimously to approve county board procedures as presented.**

- B) Pat Melvin requested approval to set the 2016 non-union salary increases at 2% plus additional .20/hr. for all full and part-time employees not at the salary maximum and a one-time lump sum payment of 2% plus .20/hr. for employees at the salary range maximum. One half of the lump sum payment shall be paid in July, 2016 and one half of the lump sum payment shall be paid in December 2016. Employees, who voluntarily separate from employment prior to the payment of the lump sum in July or December, shall be eligible for the lump sum on a pro-rata basis. The Sheriff Posse will receive a 2% salary increase only.

**Shimanski/Krueger motion carried unanimously to set the 2016 non-union salary increases at 2% plus additional .20/hr. for all full and part-time employees not at the salary maximum and a one-time lump sum payment of 2% plus .20/hr. for employees at the salary range maximum.**

- C) Pat Melvin requested approval to set the 2016 non-union employer contribution towards health insurance by increasing the employer contribution towards single health insurance by \$15 month for a total monthly single contribution of \$722.50 and increasing the employer contribution towards family health insurance by \$40 month for a total monthly contribution of \$987.50. In addition offer employees who transition for the first time to a Healthcare Savings Account a one-time payment of \$500 for single and \$1000 for family.

**Krueger/Shimanski motion carried unanimously to set the 2016 non-union employer contribution towards health insurance by increasing the employer contribution towards single health insurance by \$15 month for a total monthly single contribution of \$722.50 and increasing the employer contribution towards family health insurance by \$40 month for a total monthly contribution of \$987.50. In addition offer employees who transition for the first time to a Healthcare Savings Account a one-time payment of \$500 for single and \$1000 for family.**

D) Pat Melvin requested approval to hire a full-time Social Worker (grade 22) in the Adult Mental Health Unit of the Social Services Department due to February retirement.

**Nies/Nagel motion carried unanimously to approve hiring a full-time Social Worker (grade 22) in the Adult Mental Health Unit of the Social Services Department due to February retirement.**

E) Pat Melvin requested approval to set a Public Hearing on February 2, 2016 at 10:00 a.m. for Solid Waste fee schedule changes.

**Nies/Shimanski motion carried unanimously to approve a Public Hearing on February 2, 2016 at 10:00 a.m. for Solid Waste fee schedule changes.**

**Nies/Shimanski motion carried unanimously to adjourn the County Board meeting at 9:55 a.m. until 9:00 a.m. January 5, 2016 in the County Boardroom.**

ATTEST:

\_\_\_\_\_  
Paul Wright, Board Chair

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Patrick Melvin, County Administrator

McLEOD COUNTY  
BOARD OF COMMISSIONERS  
SYNOPSIS – December 29, 2015

1. Commissioners Wright, Shimanski, Nies, Krueger and Nagel were present.
2. Nies/Shimanski motion carried unanimously to approve the revised agenda.
3. Nies/Krueger motion carried unanimously to approve the consent agenda including December 15, 2015 Meeting Minutes; December 18, 2015 Auditor's Warrants; December 18, 2015 Special Auditor's Warrants; Approve replacement of mandatory steel-toed safety footwear damaged during clean-up of a chemical spill at a cost of up to \$120 from the Solid Waste Account.
4. Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$196,388.03 from the aforementioned funds.
5. Nies/Krueger motion carried unanimously to approve the 2016 & 2017 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement (NRBG) that provides state money to administer 4 different resource programs in the county.
6. Shimanski/Krueger motion carried unanimously to approve the 2016 & 2017 MPCA County Feedlot Program Delegation Agreement Work Plan that shows the County will meet the state requirements in administering the delegated feedlot program.
7. Nies/Nagel motion carried unanimously to approve the annual service for the CodeRED mass notification system with the base package cost of \$14,175.00, the CodeRED Weather Warning will cost \$5,815.00, and the IPAWS Submission App will cost \$1,500 for a total of \$21,490.00. Reimbursement for the IPAWS amount of \$1,500 will be received from the SW Minnesota regional emergency management grant, leaving the county responsibility for \$19,990.00 with funding coming from the Emergency Management budget for \$10,000 and the 911 Fund for the remaining \$9,990 that will not be reimbursed.
8. Nagel/Nies motion carried unanimously to approve the Website Redesign project for a cost of \$40,300 from Revize (Troy, MI) with funding coming from the Records Compliance Fund. The support and hosting for the first year of \$9,700 is included in the price for the first year but will be paid by the IT Department Budget for the next four years at which time Revize will do another redesign for no extra charge
9. Nies/Shimanski motion carried unanimously to approve the purchase of 44 new Olympus DS-5500 voice recording devices for a cost of \$385.00 per device from Northland Business Systems.
10. Nies/Shimanski motion carried unanimously to approve a 3 month Agreement with Adult Training & Habilitation Center (ATHC) to oversee the recycling activities at the Douglas Kugler Eco Site in Watertown, MN for \$19,250.00 per month.

11. Nies/Krueger motion carried unanimously to approve a revised one year Honeywell contract for maintenance of HVAC systems located at the North Complex, Courthouse and Jail for a cost of \$44,500.
12. Nies/Shimanski motion carried unanimously to issue a permit for outdoor fireworks January 9, 2016 from 6:00 p.m. to 9:00 p.m. for Northern Lighter Pyrotechnics Inc., from Forest Lake, MN at the location of 22232 Garden Avenue, Silver Lake MN.
13. Nagel/Krueger motion carried unanimously to approve settlement and allow County Attorney Mike Junge to draw up an order to amend benefits on County Ditch 20 from \$105,746.05 to \$82,350.85 due to some surface water draining into private property.
14. Shimanski/Krueger motion carried unanimously to approve county board procedures as presented.
15. Shimanski/Krueger motion carried unanimously to set the 2016 non-union salary increases at 2% plus additional .20/hr. for all full and part-time employees not at the salary maximum and a one-time lump sum payment of 2% plus .20/hr. for employees at the salary range maximum.
16. Krueger/Shimanski motion carried unanimously to set the 2016 non-union employer contribution towards health insurance by increasing the employer contribution towards single health insurance by \$15 month for a total monthly single contribution of \$722.50 and increasing the employer contribution towards family health insurance by \$40 month for a total monthly contribution of \$987.50. In addition offer employees who transition for the first time to a Healthcare Savings Account a one-time payment of \$500 for single and \$1000 for family.
17. Nies/Nagel motion carried unanimously to approve hiring a full-time Social Worker (grade 22) in the Adult Mental Health Unit of the Social Services Department due to February retirement.
18. Nies/Shimanski motion carried unanimously to approve a Public Hearing on February 2, 2016 at 10:00 a.m. for Solid Waste fee schedule changes.

Complete minutes are on file in the County Administrator's Office. The meeting adjourned at 9:55 a.m. until January 5, 2016.

Attest:

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Paul Wright, Board Chair

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Patrick Melvin, County Administrator

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



ROBECK  
12/24/15 10:36AM

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



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			...		
66	1969 ASSURANT EMPLOYEE BENEFITS 01-000-000-0000-2051		1,975.18	DENTAL PREMIUM 12/01/2015 12/31/2015	C229751	Dental Insurance Payable
67	01-000-000-0000-2054		49.00	DENTAL PREMIUM 12/01/2015 12/31/2015	C229751	Cobra Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		2,024.18	2 Transactions		
19	3028 MINNESOTA CHILD SUPPORT PAYMENT 01-000-000-0000-2056		314.25	CHILD SUPPORT 11/29/2015 12/12/2015	001124208702	Child Support Garnishment Payable
21	01-000-000-0000-2056		114.90	CHILD SUPPORT 11/29/2015 12/12/2015	001436294701	Child Support Garnishment Payable
18	01-000-000-0000-2056		255.19	CHILD SUPPORT 11/29/2015 12/12/2015	001447664801	Child Support Garnishment Payable
20	01-000-000-0000-2056		130.13	CHILD SUPPORT 11/29/2015 12/12/2015	001499730601	Child Support Garnishment Payable
22	01-000-000-0000-2056		299.49	CHILD SUPPORT 11/29/2015 12/12/2015	001527027301	Child Support Garnishment Payable
23	01-000-000-0000-2056		327.64	CHILD SUPPORT 11/29/2015 12/12/2015	001530953002	Child Support Garnishment Payable
	3028 MINNESOTA CHILD SUPPORT PAYMENT		1,441.60	6 Transactions		
0	DEPT Total:		3,465.78	...	2 Vendors	8 Transactions
13	DEPT			COURT ADMINISTRATOR'S		
91	377 THE LAW OFFICE OF TROY A SCOTTING 01-013-000-0000-6273		97.50	COURT APPOINT CC	F1-01-50022	Court Appt Atty-Other
92	01-013-000-0000-6273		15.00	COURT APPOINT JM	FA-14-1145	Court Appt Atty-Other
90	01-013-000-0000-6273		172.50	COURT APPOINT LB	FA-15-1276	Court Appt Atty-Other
95	01-013-000-0000-6272		90.00	COURT APPOINT RH/TH/KS	JV-14-235	Court Appt Atty-Dep/Neg/Ter
93	01-013-000-0000-6272		90.00	COURT APPOINT HP/CW	JV-14-243	Court Appt Atty-Dep/Neg/Ter
96	01-013-000-0000-6272		45.00	COURT APPOINT CS/MM	JV-15-155	Court Appt Atty-Dep/Neg/Ter
94	01-013-000-0000-6272		322.50	COURT APPOINT SW/JW	JV-15-182	Court Appt Atty-Dep/Neg/Ter
97	01-013-000-0000-6272		22.50	COURT APPOINT CP/JD	JV-15-189	Court Appt Atty-Dep/Neg/Ter
	377 THE LAW OFFICE OF TROY A SCOTTING		855.00	8 Transactions		

ROBECK  
 12/24/15 10:36AM  
 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
13	DEPT Total:		855.00	COURT ADMINISTRATOR'S	1 Vendors	8 Transactions
117	DEPT			FAIRGROUNDS		
4147	WEST CENTRAL SANITATION INC					
27	01-117-000-0000-6257		447.55	CONTRACTED SERVICE	10451698	Sewer, Water And Garbage Removal
				11/01/2015 11/30/2015		
4147	WEST CENTRAL SANITATION INC		447.55		1 Transactions	
117	DEPT Total:		447.55	FAIRGROUNDS	1 Vendors	1 Transactions
201	DEPT			COUNTY SHERIFF'S OFFICE		
1160	MCLEOD COUNTY AUDITOR TREASURER					
85	01-201-000-0000-6327		12.00	#110 LICENSE PLATE FEE		General Auto Maintenance
86	01-201-000-0000-6327		12.00	#111 LICENSE PLATE FEE		General Auto Maintenance
1160	MCLEOD COUNTY AUDITOR TREASURER		24.00		2 Transactions	
201	DEPT Total:		24.00	COUNTY SHERIFF'S OFFICE	1 Vendors	2 Transactions
251	DEPT			COUNTY JAIL		
1160	MCLEOD COUNTY AUDITOR TREASURER					
87	01-251-000-0000-6327		12.00	#144 LICENSE PLATE FEE		General Auto Maintenance
1160	MCLEOD COUNTY AUDITOR TREASURER		12.00		1 Transactions	
251	DEPT Total:		12.00	COUNTY JAIL	1 Vendors	1 Transactions
520	DEPT			COUNTY PARK'S		
213	MCLEOD COOP POWER ASSN					
12	01-520-000-0000-6253		41.60	521 POWER	205200	Electricity
16	01-520-000-0000-6253		264.92	526 POWERHOUSE	416900	Electricity
15	01-520-000-0000-6253		48.29	524 POWER	424600	Electricity
14	01-520-000-0000-6253		39.52	523 POWER	483200	Electricity
13	01-520-000-0000-6253		55.02	522 POWER	518000	Electricity
17	01-520-000-0000-6253		29.39	526 POWER	572300	Electricity
213	MCLEOD COOP POWER ASSN		478.74		6 Transactions	
520	DEPT Total:		478.74	COUNTY PARK'S	1 Vendors	6 Transactions

ROBECK  
12/24/15 10:36AM  
1 GENERAL REVENUE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<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>On Behalf of Name</u>
1 Fund Total:		5,283.07	GENERAL REVENUE FUND	26 Transactions

ROBECK  
 12/24/15 10:36AM  
 3 ROAD & BRIDGE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<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>
0	DEPT			...		
	1969 ASSURANT EMPLOYEE BENEFITS					
68	03-000-000-0000-2051		672.50	DENTAL PREMIUM	C229751	Dental Insurance Payable
				12/01/2015 12/31/2015		
	1969 ASSURANT EMPLOYEE BENEFITS		672.50	1 Transactions		
0	DEPT Total:		672.50	...	1 Vendors	1 Transactions
3	Fund Total:		672.50	ROAD & BRIDGE FUND		1 Transactions

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 5 SOLID WASTE FUND

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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		
69	1969 ASSURANT EMPLOYEE BENEFITS 05-391-000-0000-2051		261.82	DENTAL PREMIUM 12/01/2015 12/31/2015	C229751	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		261.82	1 Transactions		
5	540 HUTCHINSON UTILITIES COMMISSION 05-391-000-0000-6253		745.13	ELECTRIC 10/25/2015 11/30/2015	00410076-02748	Electricity
8	05-391-000-0000-6255		562.34	GAS 10/25/2015 11/30/2015	00410076-02748	Natural Gas
	540 HUTCHINSON UTILITIES COMMISSION		1,307.47	2 Transactions		
28	4147 WEST CENTRAL SANITATION INC 05-391-000-0000-6259		696.96	23486 CO RD 20 11/01/2015 11/30/2015	10468767	Recycling
29	05-391-000-0000-6259		871.20	CO RD 9 S RECYCLING 11/01/2015 11/30/2015	10468767	Recycling
30	05-391-000-0000-6259		348.48	CO RD 9 S OCC 11/01/2015 11/30/2015	10468767	Recycling
31	05-391-000-0000-6259		174.24	RECYCLING AMES ST 11/01/2015 11/30/2015	10468767	Recycling
32	05-391-000-0000-6259		348.48	14995 CO RD 7 RECYCLING 11/01/2015 11/30/2015	10468767	Recycling
33	05-391-000-0000-6259		174.24	14995 CO RD 7 OCC 11/01/2015 11/30/2015	10468767	Recycling
34	05-391-000-0000-6259		871.20	CO RD 7 RECYCLING 11/01/2015 11/30/2015	10468767	Recycling
35	05-391-000-0000-6259		174.24	CO RD 7 OCC 11/01/2015 11/30/2015	10468767	Recycling
36	05-391-000-0000-6259		871.20	305 MAIN ST RECYCLING 11/01/2015 11/30/2015	10468767	Recycling
37	05-391-000-0000-6259		348.48	305 MAIN ST OCC 11/01/2015 11/30/2015	10468767	Recycling
38	05-391-000-0000-6259		4,533.75	2385 HENNEPIN AVE RECYCLING 11/01/2015 11/30/2015	10468767	Recycling
39	05-391-000-0000-6259		871.20	208 1ST AVE RECYCLING 11/01/2015 11/30/2015	10468767	Recycling
40	05-391-000-0000-6259		348.48	208 1ST AVE OCC	10468767	Recycling



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
41	05-391-000-0000-6259		174.24	2944 110TH ST RECYCLING 11/01/2015 11/30/2015	10468767	Recycling
42	05-391-000-0000-6259		348.48	2944 110TH ST OCC 11/01/2015 11/30/2015	10468767	Recycling
43	05-391-000-0000-6259		174.24	11655 HWY 15 S RECYCLING 11/01/2015 11/30/2015	10468767	Recycling
44	05-391-000-0000-6259		45.00	840 CENTURY AVE RECYCLING 11/01/2015 11/30/2015	10468767	Recycling
45	05-391-000-0000-6258		771.60	COUNTY & SCHOOL COLLECTION OCC 11/01/2015 11/30/2015	10468852	School Recycling
46	05-391-000-0000-6258		1,122.00	COUNTY & SCHOOL COLLECTION OCC 11/01/2015 11/30/2015	10468852	School Recycling
4147	WEST CENTRAL SANITATION INC		13,267.71	19 Transactions		
391	DEPT Total:		14,837.00	SOLID WASTE TIP FEE	3 Vendors	22 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
1	2541 AMERICAN ENERGY SYSTEMS 05-393-000-0000-6346		475.56	NOVEMBER UTILITIES	84023	RENTALS-BUILDING & FACILITY
	2541 AMERICAN ENERGY SYSTEMS		475.56	1 Transactions		
70	1969 ASSURANT EMPLOYEE BENEFITS 05-393-000-0000-2051		138.18	DENTAL PREMIUM 12/01/2015 12/31/2015	C229751	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		138.18	1 Transactions		
2	134 CITY OF HUTCHINSON 05-393-000-0000-6350		275.60	WATER SEWER	308506502	Other Services & Charges
3	05-393-000-0000-6350		39.32	WATER SEWER	308506510	Other Services & Charges
	134 CITY OF HUTCHINSON		314.92	2 Transactions		
4	540 HUTCHINSON UTILITIES COMMISSION 05-393-000-0000-6253		3,063.30	ELECTRIC 10/25/2015 11/30/2015	00410076-02748	Electricity
7	05-393-000-0000-6255		2,311.83	GAS 10/25/2015 11/30/2015	00410076-02748	Natural Gas
	540 HUTCHINSON UTILITIES COMMISSION		5,375.13	2 Transactions		



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
11	664 LENTSCH TRUCKING		5,530.00	RECYCLED MATL SHIPPING		Contracts
	05-393-000-0000-6269					
	664 LENTSCH TRUCKING		5,530.00		1 Transactions	
24	3028 MINNESOTA CHILD SUPPORT PAYMENT		365.48	CHILD SUPPORT	001459280201	Child Support Garnishment Payable
	05-393-000-0000-2056			11/29/2015 12/12/2015		
	3028 MINNESOTA CHILD SUPPORT PAYMENT		365.48		1 Transactions	
102	4170 WASTE MANAGEMENT OF WI MN		595.27	RECYCLING RESIDUE GARBAGE	12894-1702-2	Sewer, Water And Garbage Removal
	05-393-000-0000-6257					
101	4170 WASTE MANAGEMENT OF WI MN		117.93	RECYCLING RESIDUE GARBAGE	12907-1702-2	Sewer, Water And Garbage Removal
	05-393-000-0000-6257					
103	4170 WASTE MANAGEMENT OF WI MN		1,447.88	RECYCLING RESIDUE GARBAGE	6865467-1593-5	Sewer, Water And Garbage Removal
	05-393-000-0000-6257					
	4170 WASTE MANAGEMENT OF WI MN		2,161.08		3 Transactions	
47	4147 WEST CENTRAL SANITATION INC		30.50	RURAL RDU COLLECTION	10468852	Recycling
	05-393-000-0000-6259			11/01/2015 11/30/2015		
48	4147 WEST CENTRAL SANITATION INC		137.25	BISCAY COLLECTION	10468852	Recycling
	05-393-000-0000-6259			11/01/2015 11/30/2015		
49	4147 WEST CENTRAL SANITATION INC		963.80	BROWNTON COLLECTION	10468852	Recycling
	05-393-000-0000-6259			11/01/2015 11/30/2015		
50	4147 WEST CENTRAL SANITATION INC		71.40	BRONWTON MUD COLLECTION	10468852	Recycling
	05-393-000-0000-6259			11/01/2015 11/30/2015		
51	4147 WEST CENTRAL SANITATION INC		6,822.85	GLENCOE COLLECTION	10468852	Recycling
	05-393-000-0000-6259			11/01/2015 11/30/2015		
52	4147 WEST CENTRAL SANITATION INC		277.95	GLENCOE MUD COLLECTION	10468852	Recycling
	05-393-000-0000-6259			11/01/2015 11/30/2015		
53	4147 WEST CENTRAL SANITATION INC		18,141.40	HUTCHINSON COLLECTION	10468852	Recycling
	05-393-000-0000-6259			11/01/2015 11/30/2015		
54	4147 WEST CENTRAL SANITATION INC		3,345.60	HUTCHINSON MUD COLLECTION	10468852	Recycling
	05-393-000-0000-6259			11/01/2015 11/30/2015		
55	4147 WEST CENTRAL SANITATION INC		2,040.45	LESTER PRAIRIE COLLECTION	10468852	Recycling
	05-393-000-0000-6259			11/01/2015 11/30/2015		
56	4147 WEST CENTRAL SANITATION INC		10.20	LESTER PRAIRIE MUD COLLECTION	10468852	Recycling
	05-393-000-0000-6259			11/01/2015 11/30/2015		
57	4147 WEST CENTRAL SANITATION INC		433.10	PLATO COLLECTION	10468852	Recycling
	05-393-000-0000-6259			11/01/2015 11/30/2015		
58	4147 WEST CENTRAL SANITATION INC		1,085.80	SILVER LAKE COLLECTION	10468852	Recycling
	05-393-000-0000-6259					



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
59	05-393-000-0000-6259		61.20	11/01/2015 11/30/2015 SILVER LAKE MUD COLLECTION	10468852	Recycling
60	05-393-000-0000-6259		707.60	11/01/2015 11/30/2015 STEWART COLLECTION	10468852	Recycling
61	05-393-000-0000-6259		2,857.85	11/01/2015 11/30/2015 WINSTED COLLECTION	10468852	Recycling
62	05-393-000-0000-6259		102.00	11/01/2015 11/30/2015 WINSTED MUD COLLECTION	10468852	Recycling
63	05-393-000-0000-6259		61.56	11/01/2015 11/30/2015 VALET SERVICE	10468852	Recycling
4147	WEST CENTRAL SANITATION INC		37,150.51	11/01/2015 11/30/2015 17 Transactions		
393	DEPT Total:		51,510.86	MATERIALS RECOVERY FACILITY	8 Vendors	28 Transactions
397	DEPT			HOUSEHOLD HAZARDOUS WASTE		
6	540 HUTCHINSON UTILITIES COMMISSION 05-397-000-0000-6253		331.17	ELECTRIC 10/25/2015 11/30/2015	00410076-02748	Electricity
9	05-397-000-0000-6255		249.92	GAS 10/25/2015 11/30/2015	00410076-02748	Natural Gas
540	HUTCHINSON UTILITIES COMMISSION		581.09	2 Transactions		
10	664 LENTSCH TRUCKING 05-397-000-0000-6269		375.00	RECYCLABLES PICKED UP		Contracts
664	LENTSCH TRUCKING		375.00	1 Transactions		
397	DEPT Total:		956.09	HOUSEHOLD HAZARDOUS WASTE	2 Vendors	3 Transactions
5	Fund Total:		67,303.95	SOLID WASTE FUND		53 Transactions

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12/24/15 10:36AM  
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		
71	1969 ASSURANT EMPLOYEE BENEFITS 11-420-000-0000-2051		713.65	DENTAL PREMIUM 12/01/2015 12/31/2015	C229751	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		713.65	1 Transactions		
420	DEPT Total:		713.65	INCOME MAINTENANCE	1 Vendors	1 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI		
72	1969 ASSURANT EMPLOYEE BENEFITS 11-430-000-0000-2051		3,305.35	DENTAL PREMIUM 12/01/2015 12/31/2015	C229751	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		3,305.35	1 Transactions		
25	3028 MINNESOTA CHILD SUPPORT PAYMENT 11-430-000-0000-2056		276.88	CHILD SUPPORT 11/29/2015 12/12/2015	001486828601	Child Support Garnishment Payable
	3028 MINNESOTA CHILD SUPPORT PAYMENT		276.88	1 Transactions		
430	DEPT Total:		3,582.23	INDIVIDUAL AND FAMILY SOCIAL SER	2 Vendors	2 Transactions
11	Fund Total:		4,295.88	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
633 DEPT		COUNTY DITCH #20		
2042 HJERPE CONTRACTING INC				
104 20-633-000-0000-6302		PAYMENT #2		Construction And Repairs
2042 HJERPE CONTRACTING INC			1 Transactions	
633 DEPT Total:		COUNTY DITCH #20	1 Vendors	1 Transactions
20 Fund Total:		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		
83	6 MATTHEW BENDER & CO INC 25-015-000-0000-6451		379.31	DUNN MN DIG 15	78239028	Books
84	25-015-000-0000-6451		178.10	MN CIVIL PRACTICE REL#17	78362741	Books
	6 MATTHEW BENDER & CO INC		557.41	2 Transactions		
89	1393 MINNESOTA CONTINUING LEGAL EDUCA 25-015-000-0000-6451		102.50	PROBATE&TRUST LAW DESKBOOK	735139	Books
	1393 MINNESOTA CONTINUING LEGAL EDUCA		102.50	1 Transactions		
98	358 WEST PAYMENT CENTER 25-015-000-0000-6451		1,183.50	LAW BOOKS	833095554	Books
	358 WEST PAYMENT CENTER		1,183.50	1 Transactions		
15	DEPT Total:		1,843.41	LAW LIBRARY	3 Vendors	4 Transactions
102	DEPT			COUNTY RECORDER'S COMPLIANCE FU		
80	2748 CDW GOVERNMENT INC 25-102-000-0000-6610		18,068.72	NETWORK SWITCHES	BLR4689	Capital - Over \$5,000 (Fixed Assets)
81	25-102-000-0000-6610		10,715.26	SWITCH COMPONENTS	BLR4689	Capital - Over \$5,000 (Fixed Assets)
	2748 CDW GOVERNMENT INC		28,783.98	2 Transactions		
102	DEPT Total:		28,783.98	COUNTY RECORDER'S COMPLIANCE FI	1 Vendors	2 Transactions
106	DEPT			COUNTY RECORDERS ESCROW DEPOSIT		
65	3086 TITLE RESOURCES 25-106-000-0000-6810		91.00	DISCONTINUE ESCROW ACCOUNT		Refunds And Reimbursements
	3086 TITLE RESOURCES		91.00	1 Transactions		
106	DEPT Total:		91.00	COUNTY RECORDERS ESCROW DEPOS	1 Vendors	1 Transactions
220	DEPT			BOAT & WATER SAFETY-GRANT		
73	1969 ASSURANT EMPLOYEE BENEFITS 25-220-000-0000-2051		1.15	DENTAL PREMIUM	C229751	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		1.15	12/01/2015 12/31/2015 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
220	DEPT Total:		1.15	BOAT & WATER SAFETY-GRANT	1 Vendors	1 Transactions
485	DEPT			COUNTY PUBLIC HEALTH NURSING		
74	1969 ASSURANT EMPLOYEE BENEFITS 25-485-000-0000-2051		47.40	DENTAL PREMIUM 12/01/2015 12/31/2015	C229751	DENTAL INSURANCE PAYABLE
	1969 ASSURANT EMPLOYEE BENEFITS		47.40	1 Transactions		
485	DEPT Total:		47.40	COUNTY PUBLIC HEALTH NURSING	1 Vendors	1 Transactions
614	DEPT			WETLANDS ADMINISTRATION-GRANT		
82	6009 INNOVATIVE OFFICE SOLUTIONS LLC 25-614-000-0000-6402		374.04	OFFICE SUPPLIES-TONER CP4025	IN1018129	Office Supplies
	6009 INNOVATIVE OFFICE SOLUTIONS LLC		374.04	1 Transactions		
614	DEPT Total:		374.04	WETLANDS ADMINISTRATION-GRANT	1 Vendors	1 Transactions
617	DEPT			AG PROGRAMMING		
64	4693 WINTER/NATHAN 25-617-000-0000-6350		25.36	MEETING SUPPLIES		Other Services & Charges
	4693 WINTER/NATHAN		25.36	1 Transactions		
617	DEPT Total:		25.36	AG PROGRAMMING	1 Vendors	1 Transactions
886	DEPT			COUNTY FEEDLOT PROGRAM		
75	1969 ASSURANT EMPLOYEE BENEFITS 25-886-000-0000-2051		42.84	DENTAL PREMIUM 12/01/2015 12/31/2015	C229751	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		42.84	1 Transactions		
886	DEPT Total:		42.84	COUNTY FEEDLOT PROGRAM	1 Vendors	1 Transactions
25	Fund Total:		31,209.18	SPECIAL REVENUE FUND		12 Transactions

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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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
853 DEPT		LOCAL PUBLIC HEALTH GRANT			
1969 ASSURANT EMPLOYEE BENEFITS					
76 82-853-000-0000-2051		115.00	DENTAL PREMIUM	C229751	DENTAL INSURANCE PAYABLE
			12/01/2015 12/31/2015		
1969 ASSURANT EMPLOYEE BENEFITS		115.00	1 Transactions		
853 DEPT Total:		115.00	LOCAL PUBLIC HEALTH GRANT	1 Vendors	1 Transactions
854 DEPT			WIC		
222 MEEKER COUNTY TREASURER					
88 82-854-000-0000-6856		672.40	WIC TRAINING		Wic
222 MEEKER COUNTY TREASURER		672.40	1 Transactions		
854 DEPT Total:		672.40	WIC	1 Vendors	1 Transactions
862 DEPT			SHIP		
5576 BACHMAN/MARY					
79 82-862-000-0000-6121		980.00	SHIP GRANT TIME		Personnel Wages
5576 BACHMAN/MARY		980.00	1 Transactions		
862 DEPT Total:		980.00	SHIP	1 Vendors	1 Transactions
82 Fund Total:		1,767.40	COMMUNITY HEALTH SERVICE		3 Transactions

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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		
77	1969 ASSURANT EMPLOYEE BENEFITS 84-490-000-0000-2051		129.13	DENTAL PREMIUM 12/01/2015 12/31/2015	C229751	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		129.13	1 Transactions		
490	DEPT Total:		129.13	SUPPORTING HANDS NURSE FAMILY P	1 Vendors	1 Transactions
493	DEPT			MIECHV		
78	1969 ASSURANT EMPLOYEE BENEFITS 84-493-000-0000-2051		25.87	DENTAL PREMIUM 12/01/2015 12/31/2015	C229751	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		25.87	1 Transactions		
493	DEPT Total:		25.87	MIECHV	1 Vendors	1 Transactions
84	Fund Total:		155.00	SUPPORTING HANDS N F P FUN		2 Transactions

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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
961 DEPT				MUNICIPAL ASSESSMENTS
362 CITY OF WINSTED				
99 86-961-000-0000-6850		2,351.25		SPECIAL ASSESSMENT PAYOFF 21.110.0210 Collections For Other Agencies
100 86-961-000-0000-6850		2,351.25		SPECIAL ASSESSMENT PAYOFF 21.111.0080 Collections For Other Agencies
362 CITY OF WINSTED		4,702.50		2 Transactions
961 DEPT Total:		4,702.50		MUNICIPAL ASSESSMENTS 1 Vendors 2 Transactions
975 DEPT				DNR CLEARING ACCOUNT
509 MINNESOTA DNR				
26 86-975-000-0000-6850		2,765.50		DNR 12/15/2015 12/21/2015 Collections For Other Agencies
509 MINNESOTA DNR		2,765.50		1 Transactions
975 DEPT Total:		2,765.50		DNR CLEARING ACCOUNT 1 Vendors 1 Transactions
86 Fund Total:		7,468.00		TRUST & AGENCY FUND 3 Transactions
Final Total:		157,524.46		42 Vendors 104 Transactions

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	5,283.07	GENERAL REVENUE FUND	
	3	672.50	ROAD & BRIDGE FUND	
	5	67,303.95	SOLID WASTE FUND	
	11	4,295.88	HUMAN SERVICE FUND	
	20	39,369.48	COUNTY DITCH FUND	
	25	31,209.18	SPECIAL REVENUE FUND	
	82	1,767.40	COMMUNITY HEALTH SERVICE	
	84	155.00	SUPPORTING HANDS N F P FUN	
	86	7,468.00	TRUST & AGENCY FUND	
All Funds		157,524.46	Total	Approved by, .....
				.....
				.....

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Consent Agenda - January 5, 2016 Board Meeting

Approve Employee Dishonesty and Faithful Performance of Duty Coverage bonds for officers and employees in the following amounts:

Coverage Limit	Coverage	Employee Covered	
\$ 50,000	Blanket Employee Dishonesty Coverage w/Faithful Performance of Duty Coverage	All Employees	MCIT
\$100,000	Excess Limit of Insurance	Treasurer	Old Republic Surety
\$ 10,000	Credit, Debit or Charge Card Forgery	All Employees	Old Republic Surety
\$ 10,000	Forgery or Alteration	All Employees	Old Republic Surety



# 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](mailto:Ron.Shimanski@co.mcleod.mn.us)

**COMMISSIONER DOUG KRUEGER**

2nd District  
Phone (320) 864-5944  
9525 County Road 2  
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**COMMISSIONER PAUL WRIGHT**

3<sup>rd</sup> District  
Phone (320) 587-7332  
15215 County Road 7  
Hutchinson, MN 55350  
[Paul.Wright@co.mcleod.mn.us](mailto: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](mailto:Sheldon.Nies@co.mcleod.mn.us)

**COMMISSIONER JOE NAGEL**

5th District  
Phone (320) 587-8693  
20849 196<sup>th</sup> Road  
Hutchinson, MN 55350  
[Joseph.Nagel@co.mcleod.mn.us](mailto:Joseph.Nagel@co.mcleod.mn.us)

**COUNTY ADMINISTRATOR**

**PATRICK MELVIN**  
Phone (320) 864-1363  
830 11<sup>th</sup> Street East, Suite 110  
Glencoe, MN 55336  
[Pat.Melvin@co.mcleod.mn.us](mailto:Pat.Melvin@co.mcleod.mn.us)

## RESOLUTION 16-RB01-03

### DESIGNATING McLEOD COUNTY WEBSITE AS OFFICIAL PUBLICATION FOR TRANSPORTATION PROJECTS

**WHEREAS:** pursuant to authority contained in Minn. Stat. 331A.12 the McLeod County Board of Commissioners may designate the McLeod County Web Site as the official publication of transportation projects.

**NOW, THEREFORE, BE IT RESOLVED:** that the McLeod County, MN web site is designated the official publication for transportation projects.

Adopted this 5<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
, Board Chair

#### CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by McLeod County at a duly authorized meeting thereof held on the 5<sup>th</sup> day of January, 2016, as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Pat Melvin, County Administrator

# CONFESSION OF JUDGMENT FOR DELINQUENT REAL ESTATE TAXES

State of Minnesota  
McLeod County

District Court  
1st Judicial District

TO THE ADMINISTRATOR OF THE DISTRICT COURT OF MCLEOD COUNTY:

I, **Ryan Redden & Heather J Shaw**, owner of the following described parcel of real property located in McLeod County, Minnesota, to-wit:

Parcel ID # 20.055.0100

Municipality: CITY OF STEWART

Legal Description: W 79' OF S 150' OF BLOCK 3  
D A STEWART'S 1ST

upon which there are delinquent taxes for the taxes payable year **2015 and prior years**, as follows:

Year	Taxes	Penalty	Interest*	Cost	Total
2015	1,784.00	142.72	0.00	0.00	1,926.72
2014	1,896.00	265.44	181.79	20.00	2,363.23
2013	2,252.00	315.28	474.33	20.00	3,061.61
2012	1,878.00	262.92	612.26	20.00	2,773.18
2011	1,764.00	246.96	778.53	20.00	2,809.49
2010	2,026.00	283.64	1,125.99	20.00	3,455.63
				<b>Total</b>	<b>\$16,389.86</b>

\*Interest Figured Through **10/31/2015**

do hereby offer to confess judgment under M.S. 279.37 in the sum of **\$16,389.86** and waive all irregularities in the tax proceedings affecting such taxes and any defense or objections which I may have thereto, and direct judgment to be entered for the amount hereby confessed less the sum of **\$1,638.99** hereby tendered, being **one-tenth** of the amount of said delinquent taxes, penalties, interest, and costs.

I agree to pay the balance of such judgment in nine equal annual installments, with interest at the rate provided in M.S. 279.03 (**2015 equals 5%**) and payable annually on the installments remaining unpaid. Each annual installment is to be paid on or before December 31 of each year following the year in which this judgment is confessed.

I also agree to pay current taxes on said parcel each year before they become delinquent or within thirty days after final judgment in proceedings to contest such taxes under M.S. 278.01 to 278.13, inclusive.

10/20/2015  
Date

  
Owner Signature

Address: 351 Main St  
Stewart, MN 55385

Telephone No.: (320) 296-9890

Email Address:



# County of McLeod

830 11th Street East  
Glencoe, Minnesota 55336  
FAX (320) 864-3410

---

**COMMISSIONER RON SHIMANSKI**

1st District  
Phone (320) 327-0112  
23808 Jet Avenue  
Silver Lake, MN 55381  
[Ron.Shimanski@co.mcleod.mn.us](mailto:Ron.Shimanski@co.mcleod.mn.us)

**COMMISSIONER DOUG KRUEGER**

2nd District  
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9525 County Road 2  
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**COMMISSIONER PAUL WRIGHT**

3rd District  
Phone (320) 587-7332  
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[Paul.Wright@co.mcleod.mn.us](mailto:Paul.Wright@co.mcleod.mn.us)

**COMMISSIONER SHELDON NIES**

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**COUNTY ADMINISTRATOR**

**PATRICK MELVIN**  
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## RESOLUTION 16-CB-01

**WHEREAS**, Minnesota Statute 118A.02 Subd 1 states that the governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions. The governing body may authorize the treasurer or chief financial officer to:

- 1) designate depositories of the funds;
- 2) make investments of funds under sections 118A.01 to 118A.06 or other applicable law; or
- 3) both designate depositories and make investments as provided in Minnesota Statute 118A.

**NOW, THEREFORE, BE IT RESOLVED**, effective January 5, 2016, that the Board of Commissioners in and for McLeod County, Minnesota do hereby authorize the McLeod County Auditor-Treasurer to designate depositories, and

**BE IT FURTHER RESOLVED**, that the McLeod County Auditor-Treasurer shall designate depositories on an annual basis per the Investment Policy and shall further supply the Board of Commissioners with a list of those financial institutions designated as depositories at the time of designation.

Dated this 5th day of January, 2016.

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Board Chair

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Pat Melvin, County Administrator



# County of McLeod

830 11th Street East  
Glencoe, Minnesota 55336  
FAX (320) 864-3410

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**COMMISSIONER RON SHIMANSKI**

1st District  
Phone (320) 327-0112  
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## RESOLUTION 16-CB-02

**WHEREAS**, Minnesota Statue 604.113 Issuance of Worthless Check and 609.535 Issuance of Dishonored Check, and

**WHEREAS**, McLeod County License Center has three Worthless or Dishonored Checks from three individuals that have not satisfied their obligations with McLeod County License Center

- 1) Jason Richard Papenfuss - \$11.25 dated April 8, 2004;
- 2) Madden Transportation - \$15.00 dated September 15, 2005;
- 3) Barbara Koester - \$75.00 dated January 4, 2011, and

**WHEREAS**, the McLeod County Attorney's Office and the Attorney for the City of Glencoe have exhausted their abilities to collect the Worthless or Dishonored Checks from the three individuals mentioned above.

**NOW, THEREFORE, BE IT RESOLVED**, effective January 5, 2016, the Board of Commissioners in and for McLeod County, Minnesota do hereby approve the waiving of the three uncollected Worthless or Dishonored Checks in the amount of \$101.25.

**BE IT FURTHER RESOLVED**, that the McLeod County Auditor-Treasurer shall issue an Auditor's Warrant from the County General Fund 01143.6350 in the amount of \$101.25 to the McLeod County License Center to be deposited into the checking account at Security Bank & Trust, Glencoe, Minnesota to restore the checking account to its original balance.

Dated this 5th day of January, 2016.

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Board Chair

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Pat Melvin, County Administrator



REBECCA OTTO  
STATE AUDITOR

# STATE OF MINNESOTA

## OFFICE OF THE STATE AUDITOR

SUITE 500  
525 PARK STREET  
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)  
(651) 296-4755 (Fax)  
state.auditor@state.mn.us (E-Mail)  
1-800-627-3529 (Relay Service)

December 30, 2015

The Honorable Cindy Schultz Ford, County Auditor-Treasurer  
McLeod County  
2385 Hennepin Avenue North  
Glencoe, Minnesota 55336

Members of the Board of Commissioners  
County Administrator  
Human Services Director  
McLeod County

We are pleased to confirm our understanding of the services we are to provide pursuant to Minnesota Laws for McLeod County, Minnesota, for the year ended December 31, 2015. We will audit the group financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of McLeod County as of and for the year ended December 31, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement McLeod County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to McLeod County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis
- Budgetary presentations for the general and major special revenue funds and related notes
- GASB-required supplementary other post-employment benefits and pension information and related notes

We have also been engaged to report on supplementary information other than RSI that accompanies McLeod County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining and individual fund statements
- Schedule of intergovernmental revenue
- Schedule of expenditures of federal awards and related notes

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (a) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance and (b) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the legal provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions and to report in conformity with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*. We will issue written reports upon completion of our single audit. Our reports will be addressed to the governing body of McLeod County. We intend to place reliance on the audit performed by component auditors of the McLeod County Housing and Redevelopment Authority and plan to make reference to the component auditors in our report on your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If, for

any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

### **Management Responsibilities**

Management is responsible for the financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. In order to meet your responsibilities for the financial statements, notes, and schedule of expenditures of federal awards, you agree to have information completed and available for audit by the dates identified in a schedule of completion document provided to auditors. If you are unable to prepare the information needed for the financial statements, notes, or schedule of expenditures of federal awards, or if the completion schedule varies significantly, we will, based on our staffing availability, provide the additional nonaudit services necessary to assist in the preparation of your draft financial statements, notes, and schedule of expenditures of federal awards in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on management's chart of accounts and other information determined and approved by management. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The County understands this will result in additional costs and agrees to pay for these services.

You will be required to acknowledge in the written management representation letter our assistance, if any, with preparation of the financial statements, notes, and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (a) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (b) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (c) additional information that we may request for the purpose of the audit, and (d) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Your

responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings, if applicable, should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the

reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing us with report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those financial audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior consent to reproduce or use our report in bond offering official statements or other documents.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (a) errors, (b) fraudulent financial reporting, (c) misappropriation of assets, or (d) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of McLeod County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of McLeod County's major programs. The purpose of these procedures will be to express an opinion on McLeod County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Audit Administration and Other**

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. Additional copies of the reporting package may be required. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide your governing body, management, related organization representatives, and nonfederal grantor entities with copies of our reports. Management is responsible for all other distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the Office of the State Auditor. We may be requested to make certain audit documentation and appropriate individuals available to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under our supervision. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained, pursuant to our record retention plan, for a period of ten years after the date the auditor's report is issued. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact those contesting the audit finding for guidance prior to destroying the audit documentation. We will be available throughout the year to answer questions, provide assistance, or assist you in implementing any of our recommendations.

Our fees are based on standard hourly rates plus travel and any out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Progress billings will be mailed to you every four weeks. The condition of your records and the assistance you are able to provide us affects both the timeliness and cost of the audit.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract when requested by you. Our 2015 peer review report can be found on our website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us).

We appreciate the opportunity to be of service to McLeod County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact me at (651) 282-2748 or Stephanie Erickson, CPA, who will be in charge of this audit, at (651) 297-7106. If you agree with the terms of our engagement as described in this letter, please sign where provided below and return it to us.

Sincerely,



Dianne Syverson, CPA  
Audit Manager

Approved: This letter correctly sets forth the understanding of McLeod County.

\_\_\_\_\_  
Chair, Board of County Commissioners

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Auditor-Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Services Director

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Date

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
AGRICULTURAL INSPECTOR	ANNUALLY	AL KOGLIN 840 CENTURY AVE SW HUTCHINSON MN 55350	PARKS DIRECTOR	JAN 1, 2015	MAR 31, 1998	NA JAN 1, 2016
AMC DELEGATES  Annual Conference December 5-6-7, 2015 at Kelly Inn St Cloud	ANNUALLY	JOE NAGEL (DISTRICT 5) RON SHIMANSKI (DISTRICT 1) DOUG KRUEGER (DISTRICT 2) COUNTY RECORDER COUNTY ADMINISTRATOR HIGHWAY ENGINEER SOCIAL SERVICES DIRECTOR AUDITOR-TREASURER		JAN 1, 2015 JAN 1, 2015	JAN 1, 2015 JAN 1, 2015	NA NA NA NA NA NA NA NA JAN 1, 2016 JAN 1, 2016
AMC GENERAL GOVERNMENT POLICY (2 regular meetings each year)	ANNUALLY	PAUL WRIGHT PAT MELVIN	COMMISSIONER ADMINISTRATION	JAN 1, 2015 JAN 1, 2015		NA NA JAN 1, 2016 JAN 1, 2016
AMC HUMAN SERVICES POLICY (2 regular meetings each year)	ANNUALLY	RON SHIMANSKI GARY SPRYNCZYNYATYK	COMMISSIONER SOCIAL SERVICES	JAN 1, 2015 JAN 1, 2015		NA NA JAN 1, 2016 JAN 1, 2016
AMC ENVIRONMENT & NATURAL RESOURCE POLICY COMMITTEE (2 regular meetings each year)	ANNUALLY	JOE NAGEL ROGER BERGGREN	COMMISSIONER ENVIRONMENTAL	JAN 1, 2015 JAN 1, 2015	JAN 1, 2015	NA NA JAN 1, 2016 JAN 1, 2016
AMC PUBLIC SAFETY POLICY COMMITTEE (2 regular meetings each year)	ANNUALLY	SHELDON NIES SCOTT REHMANN	COMMISSIONER SHERIFF OFFICE	JAN 1, 2015 JAN 1, 2015		NA NA JAN 1, 2016 JAN 1, 2016
AMC TRANSPORTATION POLICY COMMITTEE (2 regular meetings each year)	ANNUALLY	DOUG KRUEGER JOHN BRUNKHORST	COMMISSIONER HIGHWAY DEPAR1	JAN 1, 2015 JAN 1, 2015	JAN 1, 2015	NA NA JAN 1, 2016 JAN 1, 2016
ASSESSOR	4-YEAR TERM	SUE SCHULZ	COUNTY ASSESSC	JAN 1, 2013		JAN. 1, 2017

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES		
BOARD OF ADJUSTMENT (BOA)	THREE 3-YEAR TERMS MAXIMUM	CURTIS CARRIGAN	312 8TH AVE S, PC BROWNTON MN 55312	JAN 1, 2014	JAN 8, 2008	JAN 1, 2017	JAN 1, 2017	
		LES ENGELMANN	11389 CO RD 9 PLATO MN 55370	JAN 19, 2013	JAN 19, 2010	JAN 1, 2019	JAN 1, 2016	
		RON MICKOLICHEK	21898 GARDEN AV SILVER LAKE MN 55381	JAN 19, 2013	JAN 19, 2010	JAN 1, 2019	JAN 1, 2016	
			CHUCK HAUSLADEN	23529 TAGUS AVE HUTCHINSON MN 55350	JAN 1, 2014	JAN 1, 2014	JAN 1, 2023	JAN 1, 2017
			ROBERT DOERR	2887 ULM AVE STEWART MN 55385	JAN 1, 2015	JAN 6, 2009	JAN 1, 2018	JAN 1, 2018
	EX-OFFICIO	MARC TELECKY	ASSISTANT ZONING ADMINISTRATOR			INDEFINITE	INDEFINITE	
	EX-OFFICIO	LARRY GASOW	ZONING ADMINISTRATOR			INDEFINITE	INDEFINITE	
BOARD OF HEALTH	ANNUALLY	ALL FIVE COMMISSIONERS		JAN 1, 2015		JAN 1, 2016		
BUDGET COMMITTEE	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015		NA	JAN 1, 2016	
		PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	NA	JAN 1, 2016	
		PAT MELVIN	COUNTY ADMINIS	JAN 1, 2015		INDEFINITE	INDEFINITE	
		CINDY SCHULTZ	COUNTY AUDITOR	JAN 1, 2015		INDEFINITE	INDEFINITE	

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
BUFFALO CREEK WATERSHED DISTRICT BOARD OF MANAGERS	3 -YEAR TERMS WHICH ARE RENEWABLE UPON APPROVAL OF THEIR COUNTY BOARD OF COMMISSIONERS	MATT MELBERG - SECRETARY RENVILLE REPRESENTATIVE	83259 CR #22 HECTOR MN 55342	MAY 17, 2014	MAY 17, 2014	MAY 17, 2017
		SCOTT LANG RENVILLE REPRESENTATIVE	86756 520TH ST BUFFALO LAKE MN 55314	MAY 17, 2013	MAY 17, 2010	MAY 17, 2016
		DONALD BELTER - PRESIDENT SIBLEY REPRESENTATIVE	43540 180TH ST GLENCOE MN 55336	MAY 17, 2014	MAY 17, 1993	MAY 17, 2017
		* LARRY PHILLIPS - TREASURER MCLEOD REPRESENTATIVE	8495 IDEAL AVE GLENCOE MN 55336	MAY 17, 2012	JUN 3, 1997	MAY 17, 2015
		COREY HENKE - FINANCIAL SECRETARY MCLEOD REPRESENTATIVE	13031 CR 7 STEWART MN 55385	MAY 17, 2012	JUN 17, 2003	MAY 17, 2015
* MCLEOD APPTS Notify Cindy Schultz, Lisa Pfarr (Sibley Co) Sas Folsted (Renville) of any changes of members Also notify Pete Kasal Attorney for McLeod Co Reps At Suite 101, 720 Century Ave SW, Hutchinson MN 55350 320-587-2163						
CENTRAL MINNESOTA JOBS & TRAINING SERVICE (Quarterly meetings-March/June/Sept./Dec.) Notify of membership changes 1-800-284-7425	ANNUALLY	RON SHIMANSKI (DISTRICT 2)	COMMISSIONER	JAN 1, 2015	JAN 2, 2013	JAN 1, 2016
COMMUNITY HEALTH SERVICES	ANNUALLY	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016
		RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
		JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016
		PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2015	JAN 1, 2009	JAN 1, 2016
		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015	MAR 17, 2003	JAN 1, 2016
e-mail changes to Jennifer Hauser 3 Counties meet 6 times per year		JENNIFER HAUSER	PUBLIC HEALTH DIRECTOR		INDEFINITE	INDEFINITE
CORRECTIONS ADVISORY BOARD	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015		JAN 1, 2016

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
SECURITY SUB COMMITTEE	ANNUALLY	SCOTT REHMANN	SHERIFF OFFICE	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
		RICH GRONLUND	SHERIFF OFFICE	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
		KEVIN MATHEWS	SHERIFF OFFICE	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
		SCOTT GRIVNA	BUILDING MAINT	MAY 19 2015	MAY 19 2015	JAN 1, 2016
		SHARI O'DONNELL	ATTORNEY OFFICE	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
		VINCE TRAVER	INFORMATION TECH	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
		ANDY YPMA	COURT SERVICES	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
		DEB DONNAY	COURT ADMIN	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
		KAREN MESSNER	COURT ADMIN	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
		JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016
CROW RIVER JOINT POWERS BOARD	ANNUALLY	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016
		PAUL WRIGHT (ALTERNATE) (DISTRICT 3)	COMMISSIONER	JAN 1, 2015	JAN 6, 2009	JAN 1, 2016
Joint Power Board Members are appointed by respective County Boards Officer - Terms expire December 31		MIKE HOUSMAN - VICE-CHAIR MEEKER COUNTY REPRESENTATIVE	325 SIBLEY AVENUE N LITCHFIELD MN 55355			JAN 1, 2016
Notify Diane Sanders of changes		BRYAN LARSON (ALTERNATE)				
Meeting time 9:00 a.m. 1st Wednesday of Month in Litchfield		PAUL SETZEPFANDT - CHAIR RENNVILLE COUNTY REPRESENTATIVE	105 S 5TH STREET OLIVIA MN 56277			JAN 1, 2016
		JEFF JOHNSON HENNEPIN COUNTY REPRESENTATIVE ELLEN SONES (ALTERNATE)	300 S 6TH ST GOVERNMENT CENTER MINNEAPOLIS MN 55487			JAN 1, 2016
		LARRY LINDOR POPE COUNTY REPRESENTATIVE CODY ROGAHN (ALTERNATE)	130 E MINNESOTA AVE GLENWOOD, MN 56334			JAN 1, 2016
		CHARLIE BORRELL WRIGHT COUNTY REPRESENTATIVE MICHAEL POTTER (ALTERNATE)	10 2ND STREET NW BUFFALO MN 55313			JAN 1, 2016
		TIM LYNCH CARVER COUNTY REPRESENTATIVE RANDY WOLF (ALTERNATE)	600 E 4TH STREET CHASKA MN 55318			JAN 1, 2016
		ROGER IMDIEKE KANDIYOHI COUNTY REPRESENTATIVE HARLAN MADSEN (ALTERNATE)	2200 23RD STREET NE SUITE 2020 WILLMAR MN 56201			JAN 1, 2016
		JOY COHRS SIBLEY COUNTY REPRESENTATIVE JIM SWANSON (ALTERNATE)	400 COURT AVENUE GAYLORD MN 55334			JAN 1, 2016
		JEFF MERGEN STEARNS COUNTY REPRESENTATIVE (ALTERNATE)	705 COURTHOUSE SQUARE ST. CLOUD MN 56303			JAN 1, 2016

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
DEPARTMENT HEAD MEETINGS	ANNUALLY	PAUL WRIGHT (BOARD CHAIR)	COMMISSIONER	JAN 1, 2015	JAN 1, 2013	NA	JAN 1, 2016
		SHELDON NIES (BOARD VICE-CHAIR)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	NA	JAN 1, 2016
DITCH INSPECTORS	ANNUALLY	ROGER BERGGREN (ALL DISTRICTS)		JAN 1, 2015	JAN 8, 2002		JAN 1, 2016
DITCH COMMITTEE	ANNUALLY	DAVID DOSTAL 327-8484	23585 JET AVE. SILVER LAKE, MN 55381	JAN 1, 2015	JAN 1, 2013		JAN 1, 2016
		LARRY PHILLIPS 864-4142	8495 IDEAL AVENI GLENCOE, MN 55336	JAN 1, 2015	JAN 1, 2013		JAN 1, 2016
		STEVE REINER	15161 PAGE AVEN HUTCHINSON, MN 55350	JAN 1, 2015	JAN 1, 2013		JAN 1, 2016
		FRANCIS SVOBODA 587-8718	14114 200TH STRE HUTCHINSON, MN 55350	JAN 1, 2015	JAN 1, 2013		JAN 1, 2016
		SCOTT STREICH	12986 ZANE AVEN STEWART, MN 55385	JAN 1, 2015	JAN 1, 2013		JAN 1, 2016
		ROGER BERGGREN	COUNTY ENVIRON	JAN 1, 2015	JAN 1, 2013		JAN 1, 2016
		CINDY SCHULTZ	COUNTY AUDITOR	JAN 1, 2015	JAN 1, 2013		JAN 1, 2016
CHRISTY CHRISTENSEN	GIS DIRECTOR	JAN 1, 2015	JAN 1, 2013		JAN 1, 2016		
EMPLOYEE ENRICHMENT AND DEVELOPMENT	ANNUALLY 3 -YEAR TERMS TERM WILL CONTINUE IF NO ONE ELSE VOLUNTEERS	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2014	1993		JAN 1, 2017
		LARRY GASOW	DEPT HEAD	JAN 4, 2014	2002		JAN 1,2017
		RHONDA ZAJICEK	NON-UNION SUPEI	JAN 1 2015	JAN 1 2015		JAN 1,2018
		PAT SCHOMMER	TEAMSTERS - HW'	JAN 1 2015	JAN 1 2015		JAN 1,2018
		ELIZABETH ANDERSON	TEAMSTERS - CLE	JAN 1 2015	JAN 1 2015		JAN 1,2018
		THERESA DWOVAK	AFSCME	JAN 1 2015	JAN 1 2015		JAN 1,2018
		ROBIN SIKKILA - CHAIRPERSON	NON-UNION PROFI	JAN 4, 2013	APR 6, 2004		JAN 1,2016
		MARY JO WIESELER	ADMINISTRATION	MAY 19, 2015	MAY 19, 2015		JAN 1,2019
DOUG MUNSCH	LELS/MNPEA	JAN 4, 2014	APR 7, 2008		JAN 1,2017		

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
EXTENSION e-mail Nathan Winter of changes	TWO 3-YEAR TERMS MAXIMUM (ADULTS)	SCOTT STREICH (DISTRICT 3)	12986 ZANE AVE STEWART, MN 55385	JAN 2013	JAN 2013	JAN 1, 2019	JAN 1, 2016
	ONE 2-YEAR TERM MAXIMUM (YOUTH)	MARIAN FILK (DISTRICT 4)	1620 ADAMS ST SI HUTCHINSON MN 55350	JAN 2013	JAN 2010	JAN 1, 2016	JAN 1, 2016
		ASHLEY KOHLS	HUTCHINSON MN 55350	JAN 1, 2014	JAN 1, 2014	JAN 1, 2020	JAN 1, 2017
		CARLA KUEHN (DISTRICT 2)	7336 ACORN AVE PLATO MN 55370	JAN 1, 2014	JAN 1, 2014	JAN 1, 2020	JAN 1, 2017
		NEAL DEMARS (DISTRICT 1)	4649 212 ST WINSTED MN 55395	JAN 2013	JAN 2010	JAN 1, 2016	JAN 1, 2016
		BECKY KOBOW (AT LARGE MEMBER)	22163 HIGHWAY 1 HUTCHINSON MN 55350	JAN 1, 2014	JAN 1, 2014	JAN 1, 2020	JAN 1, 2017
	ANNUALLY	PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 4, 2014	JAN 6, 2009		JAN 1, 2016
	ANNUALLY	JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2015	JAN 1, 2013		JAN 1, 2016
		CINDY SCHULTZ (SECRETARY)	COUNTY ADUTIOR	(BY STATUTE)			N/A
		RACHEL STENDER- YOUTH REP	19785 220TH ST HUTCHINSON MN 55350	SEPT 1, 2013	SEPT 1, 2013		SEPT 1, 2015
		MADLINE KUEHN - YOUTH REP	GLENCOE MN 55336	JAN 1, 2015	JAN 1, 2015		SEPT 1, 2016

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
FAIRGROUNDS COMMISSION Meets 3rd Mondays at 11:30 am	ANNUALLY	JERRY SCHIMELPFING - VICE PRESIDENT 320-864-1334	7748 130TH ST GLENCOE, MN 55336	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016	
		SCOTT ZIEGLER - PRESIDENT		JAN 1, 2015	??	JAN 1, 2016	
		TIM ULRICH (WORKS CITIZENS BANK & TRUST HU) 320-587-3184	14568 155TH STRE HUTCHINSON MN 55350	JAN 1, 2015	JAN 21, 2003	JAN 1, 2016	
	EX-OFFICIO	JILL GRAMS 320-484-4305		JAN 1, 2015	JAN 4, 2005	JAN 1, 2016	
	EX-OFFICIO	AL KOGLIN 320-484-4307		JAN 1, 2015	JAN 21, 2003	JAN 1, 2016	
	EX-OFFICIO	RANDY STARKE 320-484-4311		JAN 1, 2015	JAN 6, 2008	JAN 1, 2016	
		PAUL WRIGHT (DISTRICT 3) 320-587-7332	COMMISSIONER	JAN 1, 2015	JAN 6, 2009	JAN 1, 2016	
		JOE NAGEL (DISTRICT 5) 320-587-8693	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016	
		CASEY WALTERS		JAN 1, 2015	JAN 1, 2012	JAN 1, 2016	
GIS COMMITTEE (Geographical Information System)	ANNUALLY	PAUL WRIGHT (DISTRICT 3) JOE NAGEL (DISTRICT 5)	COMMISSIONER COMMISSIONER	JAN 1, 2015 JAN 1, 2015	FEB 2, 2011 JAN 1, 2015	JAN 1, 2016 JAN 1, 2016	
	INDEFINATE TERMS	CHRISTY CHRISTENSEN	GIS DIRECTOR			INDEFINITE	
		PAT MELVIN	ADMINISTRATION			INDEFINITE	
		ALL DEPARTMENT HEADS				INDEFINITE	
		JEN OTTO	DISPATCH SERGEANT			INDEFINITE	
		KEVIN MATHEWS	EMERGENCY MANAGEMENT			INDEFINITE	
		DEB JENSEN	CHIEF DEPUTY RECORDER			INDEFINITE	
	BRENDA CHMIELEWSKI	APPRAISER			INDEFINITE		
AD HOC	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	INDEFINITE		
HEALTH INSURANCE STEERING Two Union Representatives Staggered 2 year terms Hwy 2014 & 2015 Clerical 2016 & 2017  LELS MNPEA 2015 & 2016 AFSCME 2017 & 2018	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2015	JAN 1, 2014	JAN 1, 2016	
		JENNIFER HAUSER	PUBLIC HEALTH	JAN 1, 2015	JUN 3, 2008	INDEFINITE	
		CRAIG GLIEDEN	TEAMSTERS HIGHWAY		APR 5, 2011	NA	JAN 1, 2016
		PATRICK MELVIN DOUG MUNSCH	COUNTY ADMINIS' LELS MNPEA	JAN 1, 2015 JAN 1, 2015	JAN 6, 2009 JAN 1, 2015	NA	INDEFINITE JAN 1, 2017
		MARY JO WIESELER COLLEEN ROBECK KERRY WARD	HUMAN RESOURC PAYROLL/BENEFIT WELLNESS COMM	JAN 1, 2015 JAN 1, 2015 JAN 1, 2015	JAN 6, 2009 APR 19, 2011 JAN 4, 2011	INDEFINITE INDEFINITE INDEFINITE	

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
<b>HEARTLAND COMMUNITY ACTION</b> No need to notify reappointments, just notify new members or changes	<b>ANNUALLY</b>	<b>DOUG KRUEGER (DISTRICT 2)</b>	<b>COMMISSIONER</b>	<b>JAN 1, 2015</b>	<b>JAN 2, 2007</b>	<b>JAN 1, 2016</b>
<b>HEART OF MINNESOTA ANIMAL SHELTER</b>	<b>ANNUALLY</b>	<b>PAUL WRIGHT (DISTRICT 3)</b> <b>SHELDON NIES (DISTRICT 4)</b>	<b>COMMISSIONER</b> <b>COMMISSIONER</b>	<b>JAN 1, 2015</b> <b>JAN 1, 2015</b>	<b>JAN 6, 2009</b> <b>JAN 2, 2007</b>	<b>JAN 1, 2016</b> <b>JAN 1, 2016</b>
<b>HIGH ISLAND JOINT POWERS</b>	<b>ANNUALLY</b>	<b>DOUG KRUEGER (DISTRICT 2)</b>	<b>COMMISSIONER</b>	<b>JAN 1, 2015</b>	<b>JAN 1, 2015</b>	<b>JAN 1, 2016</b>
<b>HIGH ISLAND WATERSHED DISTRICT</b> (each county selects their own)	<b>3-YEAR TERM</b> <b>NO LIMIT ON TERMS</b>	<b>VERN SCHLEUTER - SECRETARY</b> <b>SIBLEY COUNTY REPRESENTATIVE</b>	<b>25804 431ST Ave</b> <b>ARLINGTON MN 55307</b>	<b>AUG 31, 2014</b>	<b>AUG 31, 1996</b>	<b>AUG 31, 2017</b>
		<b>LEONARD EIBS - PRESIDENT</b> <b>SIBLEY COUNTY REPRESENTATIVE</b>	<b>26697 371ST AVE</b> <b>HENDERSON MN 56044</b>	<b>AUG 31, 2014</b>	<b>AUG 31, 1996</b>	<b>AUG 31, 2017</b>
		<b>DWIGHT SWANSON - VICE PRESIDENT</b> <b>RENVILLE COUNTY REPRESENTATIVE</b>	<b>74679 500TH ST</b> <b>HECTOR MN 55342</b>	<b>AUG 31, 2014</b>	<b>AUG 31, 1996</b>	<b>INDEFINITE</b>
		<b>HERMAN MILLER - MANAGER</b> <b>MCLEOD COUNTY REPRESENTATIVE</b>	<b>18717 30TH ST</b> <b>BROWNTON MN 55312</b>	<b>AUG 31, 2013</b>	<b>JAN 16, 2007</b>	<b>AUG 31, 2016</b>
		<b>ORVILLE POLZIN - TREASURER</b> <b>SIBLEY COUNTY REPRESENTATIVE</b>	<b>48126 210TH ST</b> <b>GAYLORD MN 55334</b>	<b>AUG 14, 2014</b>		<b>AUG 14, 2017</b>
<b>HIGHWAY ENGINEER</b>	<b>4-YEAR TERM</b>	<b>JOHN BRUNKHORST (HIRED NOV 13, 2001)</b>		<b>MAY 1, 2014</b>	<b>2002</b>	<b>MAY 1, 2018</b>

COMMITTEE	TERM	NAME	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
TRAILS COMMITTEE	ANNUALLY	MARY BEHRENS	1816 175TH ST. LESTER PRAIRIE MN 55354	APR 21, 2015	APR 21, 2015		JAN 1, 2016
		BILL ARNDT	1660 SOUTH GRAC HUTCHINSON MN 55350	APR 21, 2015	APR 21, 2015		JAN 1, 2016
		STEVE COOK	728 JUUL RD HUTCHINSON MN 55350	APR 21, 2015	APR 21, 2015		JAN 1, 2016
		DEAN NISSAN	630 SHADY RIDGE HUTCHINSON MN 55350	APR 21, 2015	APR 21, 2015		JAN 1, 2016
		JOHN GILLARD	1363 WESTWOOD HUTCHINSON MN 55350	APR 21, 2015	APR 21, 2015		JAN 1, 2016
		CHRIS SCHULTZ	120 6TH ST N WINSTED MN 55395	APR 21, 2015	APR 21, 2015		
		TONY HAUSLADEN	1194 212TH ST LESTER PRAIRIE MN 55354	APR 21, 2015	APR 21, 2015		
		KYLE STROBEL	12301 CR 9 PLATO MN 55370	APR 21, 2015	APR 21, 2015		
		LAWRENCE WINTER	1019 FORD AVE GLENCOE MN 55336	APR 21, 2015	APR 21, 2015		
		JON CHRISTENSEN	1245 ST HWY 7 E HUTCHINSON MN 55350	APR 21, 2015	APR 21, 2015		
		AL KOGLIN	PARKS DIRECTOR	APR 21, 2015	APR 21, 2015		
		JOHN BRUNKHORST	HWY ENGINEER	APR 21, 2015	APR 21, 2015		
		KENT EXNER	HUTCHINSON ENG	APR 21, 2015	APR 21, 2015		
		MATT JOHNSON	MID MN DEV	APR 21, 2015	APR 21, 2015		
		ALL FIVE COMMISSIONERS		APR 21, 2015	APR 21, 2015		

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
<b>HOUSING AND REDEVELOPMENT AUTHORITY</b>	<b>5-YEAR TERM NO LIMIT OF TERMS</b>	<b>FRANK FAY- (RESIGNED)</b>	<b>1221 GOLF VIEW C HUTCHINSON MN 55350</b>	<b>JAN 5, 2010</b>	<b>JUN 1, 1995</b>		
Jill Bengtson 320-235-8637, Ext 2855							
	EXCEPT ONLY 1 YEAR TERM FOR LIAISON APPOINTED BY COMMISSIONERS	MARY KRUEGER	10686 CAMEO CIR GLENCOE MN 55336	MAY 5, 2015	MAY 5, 2015	JAN 1, 2020	
		JAMES LINDEMAN	433 7TH AVE S, PC BROWNTON MN 55312	FEB 5, 2013	FEB 5, 2008	JAN 1, 2018	
		DOROTHY MERRILL	312 FRANK ST NW SILVER LAKE MN 55381	JAN 1, 2015	AUG 31, 1999	JAN 1, 2020	
		OTTO TEMPLIN	1017 LEWIS AVE HUTCHINSON MN 55350	JAN 1, 2014	JAN 1, 2014	JAN 1, 2019	
	ANNUALLY	DOUG KRUEGER (DISTRICT 2) SHELDON NIES - ALTERNATE	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016	
<b>HUMAN SERVICES BOARD</b>	ANNUALLY	ALL FIVE COMMISSIONERS		JAN 1, 2015	NA	JAN 1, 2016	
<b>HUTCHINSON AREA JOINT PLANNING BOARD</b>	ANNUALLY 10 YEAR LIMIT	GARRETT LUTHENS (HASSAN VALLEY TOWNSHIP)	18503 NICKLE AVE HUTCHINSON MN 55350	JAN 1, 2015	APR 2009	APR 2019	JAN 1, 2016
Townships make their appointment in March City makes their appointment in January all 6 members vote		DOUG JOHNSON (LYNN TOWNSHIP)	550 LAKEWOOD D HUTCHINSON MN 55350	MAR 2014	MAR 2014	MAR 2024	MAR 1, 2015
Bonnie Baumetz of City of Hutchinson or Larry Gasow can update us on any changes		RON RUSCH (ACOMA TOWNSHIP)	23015 230TH ST HUTCHINSON MN 55350	MAR 2014	MAR 2014	MAR 2024	MAR 1, 2015
Commissioners appoints a representative for McLeod County Only		BILL ARNDT - APPOINTED (CITY OF HUTCHINSON)	420 GROVE ST SW HUTCHINSON MN 55350	JAN 1, 2014	JAN 2008	JAN 2018	JAN 1, 2015
Representative does not need to be a Board Member		SHELDON NIES (DISTRICT 4) (MCLEOD COUNTY)	1118 JEFFERSON HUTCHINSON MN 55350	JAN 1, 2015	JAN 1, 2013	JAN 1, 2023	JAN 1, 2016
	EX-OFFICIO	DAN JOCHUM (CITY PLANNER)	111 HASSAN STREET SE HUTCHINSON, MN 55350			INDEFINITE	INDEFINITE
Check with Larry Gasow for others in April and let Payroll know	EX-OFFICIO	MARC TELECKY	ASSISTANT ZONING ADMINISTRATOR			INDEFINITE	INDEFINITE
	EX-OFFICIO	LARRY GASOW	ZONING ADMINISTRATOR			INDEFINITE	INDEFINITE

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
JOINT POWERS BOARD OF DIRECTORS OF PRIMEWE! COUNTY-BASED PURCHASING INITIATIVE call 1-888-588-4420 for schedule (monthly meetings)	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2015	JAN 1, 2013	NA	JAN 1, 2016
		DOUG KRUEGER (ALTERNATE) (DISTRICT 2)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	NA	JAN 1, 2016
LAW LIBRARY BOARD	ANNUALLY	JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	NA	JAN 1, 2016
		MICHAEL JUNGE TERRENCE CONKEL	COUNTY ATTORNEY JUDGE			INDEFINITE INDEFINITE	INDEFINITE INDEFINITE
MCLEOD FOR TOMORROW (MFT) STEERING COMMITTEE	ANNUALLY	JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015		JAN 1, 2016
		PATRICK MELVIN	COUNTY ADMINIS	JAN 1, 2015	JAN 6, 2009		JAN 1, 2016
		MARY JO WIESELER	HUMAN RESOURC	JAN 1, 2015	JAN 6, 2009		JAN 1, 2016
		CASEY WALTERS	PROGRAM COORC	JAN 1, 2015	JAN 1, 2013	INDEFINITE	INDEFINITE
MCLEOD COUNTY IMPROVEMENT TEAM	2 YEAR TERM (?)	AL KOGLIN	PARK DIRECTOR/AG INSPECTOR				INDEFINITE
			HIGHWAY OR SOLID WASTE				INDEFINITE
		CHRIS MARSH	INFORMATION TECHNOLOGY				INDEFINITE
		DEB JENSEN	RECORDER CHIEF DEPUTY				INDEFINITE
		LISA BECKER - CHAIR	CHILD SUPPORT OFFICER				INDEFINITE
		RICH GRONLUND	SERGEANT				INDEFINITE
		BETTY WERTH	CENTRAL SERVICE COORDINATOR				INDEFINITE
PAT MELVIN - ADVISOR DOUG KRUEGER (DISTRICT 2)	COUNTY ADMINSTRATOR COUNTY COMMISSIONER				INDEFINITE INDEFINITE		
MCLEOD TREATMENT PROGRAM, INC FOR COMMISSIONERS APPOINTMENTS ONLY NOT OTHER MEMBERS	THREE 3-YEAR TERMS	BEV WAGERIN	817 COLORADO ST NW HUTCHINSON MN 55350				NOV. 1, 2016
		CHESTER HOERNEMANN 612-226-1693	821 11TH STREET GLENCOE MN 55336	DEC 1, 2013	DEC 2013	DEC 1, 2022	DEC. 1, 2016
APPOINTMENTS ARE MADE BY BOARD OF DIRECTORS							
Contact is secretary Phyllis pbc@mcleodtreatmentprograms.org		SHIRLEY NOWAK VICE PRESIDENT	1103 10TH ST E GLENCOE MN 55336	JAN 1, 2013	JAN 2010	JAN 2019	JAN 7, 2016
		JOSEPH NEUBAUER PRESIDENT	322 ALAN ST SW HUTCHINSON MN 55350	JAN 1, 2013	JAN 1, 2010	JAN 2019	JAN 7, 2016
		GLORIA HILGERS SECRETARY/TREASURER	1329 MCLEOD AVE GLENCOE MN 55336	FEB 2011	FEB 2011	FEB 2020	FEB 1, 2017
	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2015	JAN 1, 2013		JAN 1, 2016
	ANNUALLY	JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015		JAN 1, 2016

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
MEDICAL EXAMINER APPOINTED BY RESOLUTION LAST BOARD MEETING OF YEAR UP TO 4 YEAR TERM APPOINT BY RESOLUTION 12-16-14	4-YEAR TERM NO MAXIMUM	DR QUINN STROBL MIDWEST MEDICAL EXAMINER'S OFFICE 14341 RHINESTONE ST NW RAMSEY MN 55303 763-323-6400	Dec 16, 2014	JAN 1, 2011		JAN 1, 2019
MENTAL HEALTH ADVISORY COMMITTEE	ANNUALLY	SHELDON NIES (DISTRICT 4) RON SHIMANSKI (DISTRICT 1) JOANNE BOLLAND	COMMISSIONER COMMISSIONER PUBLIC HEALTH NURSE	JAN 1, 2015 JAN 1, 2015 JAN 1, 2013	JAN 5, 2010 JAN 1, 2013	JAN 1, 2016 JAN 1, 2016 INDEFINITE
MID-MINNESOTA DEVELOPMENT Notify Mid-MN of appointments	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015		INDEFINITE
MID-MINNESOTA JOINT POWERS BOARD (Tri-County - McLeod, Meeker, Renville for water plan)	ANNUALLY	SHELDON NIES (DISTRICT 4) DOUG KRUEGER (DISTRICT 2)	COMMISSIONER COMMISSIONER	JAN 1, 2015 JAN 1, 2015	JAN 6, 2009 JAN 1, 2015	JAN 1, 2016 JAN 1, 2016
MINNESOTA COUNTY COMPUTER COOPERATIVE (MCCC)	ANNUALLY	SUE SCHULZ (DELEGATE) CINDY SCHULTZ (ALTERNATE) VINCENT TRAVER (ALTERNATE)	COUNTY ASSESSOR COUNTY AUDITOR IS MANAGER	JAN 1, 2015 JAN 1, 2015 JAN 1, 2015		JAN 1, 2016 JAN 1, 2016 JAN 1, 2016
MINNESOTA RURAL COUNTIES CAUCUS e-mail to Dan Larson at: dan27@frontiernet.net each year of appointments even if no change	ANNUALLY	RON SHIMANSKI (DISTRICT 1) (DELEGATE) DOUG KRUEGER (DISTRICT 2) (ALTERNATE)  CLAIR NELSON (Chair) WARREN AFFELDT (Vice Chair) KEN SOLBERG BOB WILHELM DELRAY LARSON (Treasurer) SYD NELSON BOB HOEFERT	COMMISSIONER COMMISSIONER  LAKE COUNTY POLK COUNTY CLEARWATER COUNTY ITASKA COUNTY MARSHALL COUNTY OTTER TAIL COUNTY MILLE LACS CO	JAN 1, 2015 JAN 1, 2015	JAN 1, 2013 JAN 1, 2015	JAN 1, 2016 JAN 1, 2016
MATERIAL RECOVERY FACILITY OPERATIONS COMMITTEE	ANNUALLY	PAUL WRIGHT (DISTRICT 3) SHELDON NIES (DISTRICT 4)	COMMISSIONER COMMISSIONER	JAN 1, 2015 JAN 1, 2015	JAN 6, 2009 MAR 16, 2004	JAN 1, 2016 JAN 1, 2016
MITIGATION TASK FORCE EMERGENCY MANAGEMENT	ANNUALLY	JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016
NOXIOUS WEEDS APPEAL BOARD Needed by law - AI serves complaint to res and they have 24 hrs to get back to him	ANNUALLY	ALL FIVE COMMISSIONERS  MICHAEL LAXEN		JAN 1, 2015  JAN 1, 2015		JAN 1, 2016  JAN 1, 2016

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
PARK COMMISSION e-mail Al Koglin of any changes Al will be contacting new appointees each year to let them know they have been appointed  APPOINT ONE PERSON FROM EACH DISTRICT	THREE 3-YEAR TERMS MAXIMUM	BRAD DUESTERHOEFT (DISTRICT 3)	HUTCHINSON MN 55350	JAN 1, 2014	JAN 1, 2014	JAN 1, 2023	JAN 1, 2017
		RYAN LEMKE (DISTRICT 2)	GLENCOE MN 55336	MAY 19, 2015	MAY 19, 2015	JAN 1, 2019	JAN 1, 2019
	JEROME THIEMANN (DISTRICT 1)	132 LINDEN AVE WINSTED MN 55395	JAN 1, 2014	JAN 8, 2008	JAN 1, 2017	JAN 1, 2017	
	DAN RICKERT (DISTRICT 4)	9072 PLUM AVE BROWNTON MN 55312	JAN 1, 2013	JAN 30, 2007	JAN 1, 2016	JAN 1, 2016	
	TOM PRIEVE (DISTRICT 5)	21898 TAGUS AVE HUTCHINSON MN 55350	JAN 1, 2014	JAN 8, 2008	JAN 1, 2017	JAN 1, 2017	
	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2024	JAN 1, 2018	
PACT FOR FAMILIES	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015	JAN 4, 2011	JAN 1, 2016	JAN 1, 2016
		DOUG KRUEGER (DISTRICT 2) (ALTERNATE)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016	JAN 1, 2016
		LINDA SENST	PUBLIC HEALTH NURSE				INDEFINITE
		JENNIFER HAUSER	PUBLIC HEALTH DIRECTOR				INDEFINITE
PERSONNEL POLICY REVIEW COMMITTEE	ANNUALLY	PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2015	JUL 20, 2004	JAN 1, 2016	JAN 1, 2016
		DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016	JAN 1, 2016
		PATRICK MELVIN	COUNTY ADMINIS	JAN 1, 2015	JAN 6, 2009	JAN 1, 2016	JAN 1, 2016
		GARY SPRYNCZYNATYK	SOCIAL SERVICES	JAN 1, 2015	JUL 20, 2004	JAN 1, 2016	JAN 1, 2016
		LYNN ETTIE SCHRUPP	COUNTY RECORD	JAN 1, 2015	JUL 20, 2004	JAN 1, 2016	JAN 1, 2016
		MARY JO WIESELER	HUMAN RESOURC	JAN 1, 2015	JUL 20, 2004	JAN 1, 2016	JAN 1, 2016
		COLLEEN ROBECK	ACCOUNTANT	JAN 1, 2015	APR 19, 2011	JAN 1, 2016	JAN 1, 2016
PIONEERLAND LIBRARY SYSTEM BOARD	THREE 3-YEAR TERMS MAXIMUM	JIM FOWLER	LESTER PRAIRIE, MN 55354	MAY 19, 2015	MAY 19, 2015	JAN 1, 2018	JAN 1, 2018
		MARK LARSON CITY ADMINISTRATOR	1107 11TH STREET GLENCOE, MN 55336	JAN 1, 2012	JAN 1, 2012	JAN 1, 2021	JAN 1, 2015
		ROGER VACEK	HUTCHINSON				
e-mail Laurie Ortega of Pioneerland Library of any changes - she also needs information about the Alternate	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016	JAN 1, 2016
	ANNUALLY	DOUG KRUEGER (DISTRICT 2) (ALTERNATE)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016	JAN 1, 2016

COMMITTEE	TERM	NAME	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
PLANNING ADVISORY COMMITTEE Notify new members of their appointment and cc to Larry Gasow and Roger Berggren	THREE 3-YEAR TERMS MAXIMUM	PAUL MERKINS	24513 140TH ST STEWART MN 55385	JAN 1, 2013	JAN 1, 2013	JAN 1, 2022	JAN 1, 2016	
		WILLIAM HARD	22023 WALDEN AV HUTCHINSON MN 55350	JAN 1, 2013	JAN 2, 2007	JAN 1, 2016	JAN 1, 2016	
ONE COMMISSIONER FROM ANY DISTRICT		CURTIS CARRIGAN	312 8TH AVE S, PC BROWNTON MN 55312	JAN 1, 2014	JAN 8, 2008	JAN 1, 2017	JAN 1, 2017	
		LARRY PHILLIPS	PLATO MN 55370	JAN 1, 2014	JAN 1, 2014	JAN 1, 2023	JAN 1, 2017	
	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2015	JAN 1, 2013		JAN 1, 2016	
	EX-OFFICIO	LARRY GASOW	ZONING ADMINISTRATOR				JAN 1, 2016	
	EX-OFFICIO	MARC TELECKY	ASSISTANT ZONING				JAN 1, 2016	
PUBLIC HEALTH NURSING ADVISORY BOARD  Meeker-McLeod-Sibley Community Health Services Board included in this Advisory's meetings  Meets 4th Wednesday at 7:30 a.m.	NO TERMS NO MAXIMUM as of 12/31/08	SUE DEMARS	SILVER LAKE MN 55381	JAN 1, 2016	JAN 1, 2016		INDEFINITE	
		KAREN GENSMER	HUTCHINSON MN 55350	JAN 1, 2015	JAN 1, 2014		INDEFINITE	
		CHRIS SONJU	10660 CO RD 33 NYA MN 55397	JAN 1, 2015	APR 7, 2009		INDEFINITE	
		JOAN EWALD	7997 HWY 15 BROWNTON MN 55312	JAN 1, 2015	JAN 6, 2004		INDEFINITE	
		DR CATERINE MCGINNIS	505 MAIN ST S HUTCHINSON MN 55350	JAN 1, 2015	JAN 7, 2003		INDEFINITE	
		DONNA DAVIDSON	352 S SHORE DR WINSTED MN 55395	JAN 1, 2015	JAN 1, 2015		INDEFINITE	
		JENNIFER HAUSER	PUBLIC HEALTH DIRECTOR					INDEFINITE
		ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015	JAN 6, 2009		JAN 1, 2016
ANNUALLY	JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015		JAN 1, 2016		
RECORDER COMPLIANCE FUND COMMITTEE	ANNUALLY NO MAXIMUM	LARRY GASOW	ZONING ADMINSTI	JAN 1, 2015	MAY 16, 2006		JAN 1, 2016	
		ROGER BERGGREN	COUNTY ENVIRON	JAN 1, 2015	MAY 16, 2006		JAN 1, 2016	
		CINDY SCHULTZ	COUNTY AUDITOR	JAN 1, 2015	MAY 16, 2006		JAN 1, 2016	
		SUE SCHULZ	COUNTY ASSESSC	JAN 1, 2015	MAY 16, 2006		JAN 1, 2016	
		LYNN ETTIE SCHRUPP	COUNTY RECORDI	JAN 1, 2015	MAY 16, 2006		JAN 1, 2016	
		CHRISTY CHRISTENSEN	GIS DIRECTOR	JAN 1, 2015	MAY 16, 2006		JAN 1, 2016	
		VINCE TRAVER	IT DIRECTOR	JAN 1, 2015	JAN 1, 2014		JAN 1, 2016	
		PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2015	JAN 6, 2009		JAN 1, 2016	
		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015	MAY 16, 2006		JAN 1, 2016	
		PATRICK MELVIN	COUNTY ADMINIS	JAN 1, 2015	JAN 6, 2009		JAN 1, 2016	

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
REINVEST IN MN COMMITTEE (RIM)	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015		JAN 1, 2016
SAFETY	ANNUALLY	* SHELDON NIES (DISTRICT 4) (DELEGATE)	COMMISSIONER	JAN 1, 2015		JAN 1, 2016
3 YEAR TERMS EXCEPT PERMANENT MEMBERS *	ANNUALLY	* DOUG KRUEGER (DISTRICT 2) (ALTERNATE)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016
	PERMANENT	* DONNA RICKEMAN (VICE-CHAIR)	ADMINISTRATION	JAN 1, 2015	JAN 1, 2012	INDEFINITE
	PERMANENT	* KEVIN MATHEWS (CHAIR)	EMERGENCY MAN	JAN 1, 2015		INDEFINITE
	PERMANENT	* SCOTT GRIVNA	BUILDING MAINT &	MAY 19, 2015	MAY 19, 2015	INDEFINITE
		RANDY STARKE	PARKS/FAIRGROU	JAN 1, 2015	FEB 2008	INDEFINITE
		TAMARA WILMS	HEALTH & HUMAN	JAN 1, 2014	JAN 4, 2011	JAN 1, 2017
		CONNIE KURTZWEG	NORTH COMPLEX	JAN 1, 2014	JAN 1, 2014	JAN 1, 2017
		JASON ZAJICEK	HIGHWAY	JAN 1, 2015	JAN 1, 2015	JAN 1, 2018
		DON HOPP	SOLID WASTE	JAN 1, 2014	JAN 4, 2011	JAN 1, 2017
		BETH WARD	SHERIFF	JAN 1, 2014	JAN 4, 2011	JAN 1, 2017
SALARY COMMITTEE AND UNION NEGOTIATION	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
		PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2015	JAN 6, 2009	JAN 1, 2016
		MARY JO WIESELER	HR DIRECTOR			INDEFINITE
SALVATION ARMY BOARD/EMERGENCY FOOD AND SHELTER PROGRAM (1 YEAR TERM)	ANNUALLY	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016
Send confirmation letter when someone new is appointed to Amy Berry of Heartland						
SOUTH CENTRAL MINNESOTA REGIONAL RADIO BOARD		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015	JUL 22, 2008	JAN 1, 2016
		SCOTT REHMANN (ALTERNATE)	SHERIFF	JAN 1, 2015	JUL 22, 2008	JAN 1, 2016
SW MINNESOTA EMERGENCY MEDICAL SERVICE CORPORATION BOARD OF DIRECTORS	TWO 3-YEAR TERMS MAXIMUM	SCOTT WAIBEL Call him with approval 484-9326	GLENCOE REGION	JAN 1, 2014	JAN 1, 2011	JAN 1, 2017
		PATRICK EGAN	(ALTERNATE)	JAN 1, 2016	JAN 1, 2016	JAN 1, 2022
Contact IMO Sunderland Executive Director 1-800-253-4029 Send IMO Appointment Notices						
PERSONNEL COMMITTEE (ADHOC)	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2015	FEB 3, 2013	JAN 1, 2016
		PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2015	FEB 3, 2009	JAN 1, 2016
		MARY JO WIESELER	HUMAN RESOURC	JAN 1, 2015	FEB 3, 2009	JAN 1, 2016
SWAC (Solid Waste Adv Comm)	ANNUALLY	PAUL WRIGHT	COMMISSIONER	MAR 17, 2015		JAN 1, 2016
		SHELDON NIES	COMMISSIONER	MAR 17, 2015		JAN 1, 2016
		RON SHIMANSKI	COMMISSIONER	MAR 17, 2015		JAN 1, 2016
		DOUG KRUEGER	COMMISSIONER	MAR 17, 2015		JAN 1, 2016
		JOE NAGEL	COMMISSIONER	MAR 17, 2015		JAN 1, 2016

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
<b>SSTS</b>	<b>ANNUALLY</b>	<b>JOE NAGEL (DISTRICT 5)</b>	<b>COMMISSIONER</b>	<b>JAN 1, 2015</b>	<b>JAN 1, 2015</b>	<b>JAN 1, 2016</b>
(SUBSURFACE SEWAGE TREATMENT SYSTEMS)		CURTIS CARRIGAN (PAC)	312 8TH AVE S, PC BROWNTON MN 55312	JAN 1, 2015	JAN 1, 2008	JAN 1, 2016
Notify New Members of their Appointment And CC Larry Gasow and Roger Berggren		WILLIAM HARD (PAC)	22023 WALDEN AV HUTCHINSON MN 55350	JAN 1, 2015	JAN 2, 2007	JAN 1, 2016
		PAUL MERKINS	24513 140TH ST STEWART MN 55385	JAN 1, 2015		JAN 1, 2016
		MARK JOHNSON (PAC)	7453 ACORN AVE PLATO MN 55370	JAN 1, 2015		JAN 1, 2016
		ROBERT BILLIET SSTS CONTRACTOR	22517 TAGUS AV HUTCHINSON MN 55350	JAN 1, 2015		JAN 1, 2016
		DONALD ALBRECHT TOWNSHIP REPRESENTITIVE	15702 40TH ST BROWNTON MN 55312	JAN 1, 2015		JAN 1, 2016
		ROBERT HEIL KNOWLEDGABLE IN WATER RESOURCES	9848 PLUM AVE BROWNTON MN 55312	JAN 1, 2015		JAN 1, 2016
	EX-OFFICIO	NATHAN WINTER	EXTENSION EDUC	JAN 1, 2015		JAN 1, 2016
	EX-OFFICIO	ROGER BERGGREN	COUNTY ENVIRON	JAN 1, 2015		JAN 1, 2016
	EX-OFFICIO	LARRY GASOW	ZONING ADMINIST	JAN 1, 2015		JAN 1, 2016
	EX-OFFICIO	DILLON HAYES CREECH	ENVIRONMENTALI	JAN 1, 2014		JAN 1, 2015
<b>SUPPORTING HANDS NURSE</b>	<b>ANNUALLY</b>	<b>RON SHIMANSKI (DISTRICT 1) (DELEGATE)</b>	<b>COMMISSIONER</b>	<b>JAN 1, 2015</b>	<b>JAN 1, 2013</b>	<b>JAN 1, 2016</b>
<b>FAMILY PARTNERSHIP</b>		JOE NAGEL (DISTRICT 5) (ALTERNATE)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016
		JENNIFER HAUSER	PUBLIC HEALTH NURSE DIRECTOR			INDEFINITE
<b>SURVEYOR</b>	<b>4-YEAR TERM</b>	<b>JEFF RAUSCH</b>	<b>PO BOX 35</b>	<b>JAN 6, 2012</b>	<b>FEB 20, 1996</b>	<b>JAN 1, 2016</b>
Notify Surveyor of his reappointments	INDIFINITE		HUTCHINSON MN 55350			

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
TRAILBLAZER JOINT POWER BOARD	1-YEAR TERM ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2015	JAN 1, 2013	JAN 1, 2016
Notify of any changes to Trailblazer's		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015		JAN 1, 2016
		DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	JAN 1, 2016
VETERANS SERVICE OFFICER	4-YEAR TERM	JAMES LAUER		JAN 1, 2012	NOV 16, 2004	JAN 1, 2016
WELLNESS COMMITTEE MEMBERS		DONNA JANUS	NORTH COMPLEX			JAN 1, 2015
		PAT SCHOMMER	HIGHWAY	JAN 1, 2015		JAN 1, 2016
		KATIE JONES	SHERIFF	JAN 1, 2015		JAN 1, 2016
		KATHY STROBEL	ATTORNEY	JAN 1, 2015		JAN 1, 2016
		KRISTIN BATES	SOCIAL SERVICES	JAN 1, 2015		JAN 1, 2016
		KERRY WARD (CHAIR)	PUBLIC HEALTH	JAN 1, 2015		JAN 1, 2016
		JENNIFER HAUSER	PUBLIC HEALTH	JAN 1, 2016		JAN 1, 2016
		MARY JO WIESELER (ALTERNATE)	ADMINISTRATION	JAN 1, 2015		JAN 1, 2016
		PAT MELVIN	ADMINISTRATION	JAN 1, 2015		JAN 1, 2016
		SARAH YOUNG	SOLID WASTE	JAN 1, 2015		JAN 1, 2016
		MARLA THISSEN	EXTENSION	JAN 1, 2015		JAN 1, 2016
		DEBBIE BAKER	PUBLIC HEALTH	JAN 1, 2015		JAN 1, 2016
		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2015	JAN 1, 2014	JAN 1, 2016

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
ENVIRONMENTAL SERVICES ADVISORY COMMITTEE 2014 combined Water Planning Task Force/Wetland Advisory Committee	ANNUALLY	COREY HENKE		JAN 1, 2015	FEB 6, 2007	NA	
	NO TERM LIMIT	BUFFALO CREEK WATERSHED				JAN 1, 2016	
		KEVIN LINDEMANN FARMER	6636 NATURE AVE BROWNTON MN 55312	JAN 1, 2015			JAN 1, 2016
		CHARLES MATHEWS SWCD REPRESENTATIVE	1219 1/2 15TH ST E GLENCOE MN 55336	JAN 1, 2015			JAN 1, 2016
		SKIP QUADE LOCAL BUSINESSMAN	19928 SIOUX HILL HUTCHINSON MN 55350	JAN 1, 2015			JAN 1, 2016
		VIRGIL VOIGT CONSERVATION GROUP	164 4TH AVE NW HUTCHINSON MN 55350	JAN 1, 2015			JAN 1, 2016
		DONALD ALBRECHT TOWNSHIP REPRESENTATIVE	15702 40TH ST BROWNTON MN 55312	JAN 1, 2015	MAR 31, 2009		JAN 1, 2016
		PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015		JAN 1, 2016
	EX-OFFICIO	LEE SUNDMARK DNR REPRESENTATIVE	1025 TEXAS AVE N HUTCHINSON MN 55350	JAN 1, 2015			JAN 1, 2016
	EX-OFFICIO	ADAM BIELKE BWSR REPRESENTATIVE	BWSR REPRESEN	JAN 1, 2015			JAN 1, 2016
	EX-OFFICIO	JEREMY MOUL BWSR REPRESENTATIVE	BWSR REPRESEN	JAN 1, 2015			JAN 1, 2016
	EX-OFFICIO	CLAYTON SCHMITZ NRCS REPRESENTATIVE	DISTRICT CONSEF	JAN 1, 2015			JAN 1, 2016
	EX-OFFICIO	NATHAN WINTER	EXTENSION EDUC	JAN 1, 2015			JAN 1, 2016
EX-OFFICIO	RYAN FREITAG	SWCD REPRESEN	JAN 1, 2015			JAN 1, 2016	
EX-OFFICIO	ROGER BERGGREN	COUNTY ENVIRON	JAN 1, 2015			JAN 1, 2016	

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
FEEDLOT SUBCOMMITTEE (to Water Planning Task Force)	ANNUALLY	KEVIN LINDEMAN	6636 NATURE AVE BROWNTON MN 55312	JAN 1, 2015	APR 17, 2007	JAN 1, 2016	
		JIM HUESER	8596 80TH ST GLENCOE MN 55336	JAN 1, 2015		JAN 1, 2016	
		VIRGIL VOIGT	164 4TH AVE NW HUTCHINSON MN 55350	JAN 1, 2015		JAN 1, 2016	
		ROGER ENGELMANN	11664 CO RD 9 PLATO MN 55370	JAN 1, 2015	JUN 17, 2003	JAN 1, 2016	
		DALE HEGLAND	208 DESOTO AVE GLENCOE MN 55336	JAN 1, 2015	AUG 21, 2001	JAN 1, 2016	
		CHRIS HUTTON		JAN 1, 2015	JAN 1, 2014	JAN 1, 2016	
		EX-OFFICIO	PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2015	JAN 2, 2001	JAN 1, 2016
		EX-OFFICIO	RYAN FREITAG SWCD REPRESENTATIVE	1219 1/2 15TH ST E GLENCOE MN 55336	JAN 1, 2015	FEB 22, 2005	JAN 1, 2016
		EX-OFFICIO	CLAYTON SCHMITZ NRCS MCLEOD COUNTY REPRESENTATIVE	DISTRICT CONSEF	JAN 1, 2015		JAN 1, 2016
		EX-OFFICIO	ROGER BERGGREN	COUNTY ENVIRON	JAN 1, 2015	MAR 4, 1997	JAN 1, 2016
		EX-OFFICIO	NATHAN WINTER	EXTENSION EDUC	JAN 1, 2015	MAR 4, 1997	JAN 1, 2016
	EX-OFFICIO	LARRY GASOW	ZONING ADMINIST	JAN 1, 2015	JUL 13, 1999	JAN 1, 2016	
WETLANDS TECHNICAL EVALUATION PANEL (EX-OFFICIO) (ADVISES THE WETLANDS TECHNICAL ADVISORY COMMITTEE)	INDEFINITE	JOHN BRUNKHORST	HIGHWAY ENGINE	JAN 1, 2015	JAN 8, 2002	INDEFINITE	
		ROGER BERGGREN	ENVIRONMENTALI	JAN 1, 2015		INDEFINITE	
		JEREMY MAUL BWSR REPRESENTATIVE		JAN 1, 2015		INDEFINITE	
		RYAN FREITAG SWCD REPRESENTATIVE	1219 1/2 15TH ST E GLENCOE MN 55336	JAN 1, 2015		INDEFINITE	
		LEE SUNDMARK DNR REPRESENTATIVE		JAN 1, 2015		INDEFINITE	
ZONING ADMINISTRATOR	4-YEAR TERM	LARRY GASOW		JAN 1, 2012	FEB 8, 2000	JAN 1, 2016	

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Board meeting date:	<u>1/5/2016</u>	Originating department:	<u>Planning &amp; Zoning</u>
Consent or regular agenda:	<u>Regular</u>	Preferred agenda time:	<u>10:00 A.M.</u>
Amount of time needed:	<u>35 minutes</u>	Funding source (if applicable):	_____
Contact person for more info:	<u>Larry Gasow</u>	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	<u>Larry Gasow X-1218</u>		

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**MOTION 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.

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**JUSTIFICATION FOR MOTION:**

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.

## STAFF REPORT

TO: McLeod County Planning Commission

Prepared By: Larry Gasow

Date: December 14, 2015

**Permit: CUP #15-20      Meeting Date: December 23, 2015**

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### GENERAL INFORMATION

Applicant: Andromeda Community Solar Gardens, LLC  
7650 Edinborough Way, Suite 725  
Edina, MN 55435  
952.988.9000

Property Site: Cecil & Lindal Martin  
6585 Eden Prairie Rd 2  
Eden Prairie, MN 55346  
612.801.4397  
  
PID#14.036.1500 & 14.036.1525

Requested Action: Application for a conditional use permit for Essential Services of a community solar garden array system connected to the public power grid with future expansion. The purpose of the essential services is for electrical generation through solar energy.

Purpose: To operate potentially five (5) 1 MW solar arrays will be approximately 2 split parcels of 20 acres each for a total of 40 acres. The panels will be approximately 4' x 6' x 2" x 15' in ht. The area will have a 6' security fence with 1' of barbed wire, weather station and gravel access.

Existing Zoning: Agricultural.

Location: SW ¼ of NW ¼ of Section 36 within Winsted Township.

Size: Five, 1 megawatt (MW) array within the 40 acre tract.

Existing Land Use: Agricultural with an existing building site with cold storage.

Surrounding Land Use and Zoning: "A" Agricultural, residential and farmstead building sites with the City of Lester Prairie within 2 miles.

Applicable Regulations: Section 18, Subdivision 4

History: The landowner Mr. Cecil Martin has attempted to Rezoning this and adjoining property to Highway Business but was denied by McLeod County, which was appealed by the applicant and was upheld by District Court.

### SPECIAL INFORMATION

Transportation: CR #9  
Physical Characteristics: Existing building site.

### ANALYSIS

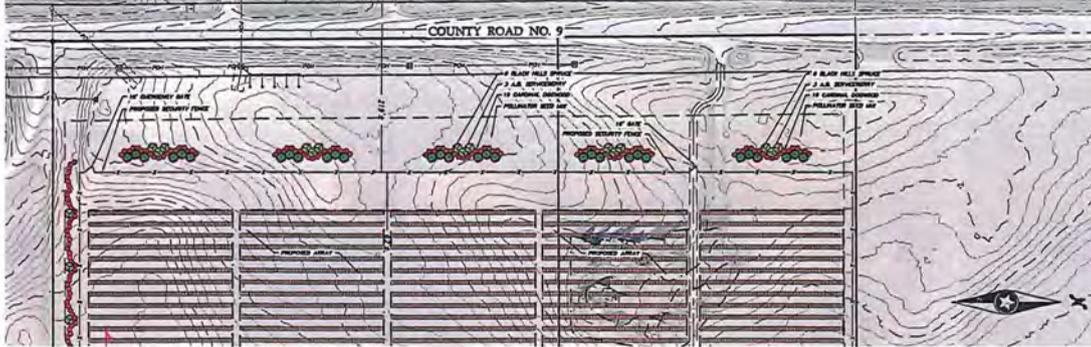
Both Winsted Town Board and City of Lester Prairie have not made recommendations at the time of this mailing due to change in their meeting dates. The City of Lester Prairie has stated that their long range planning is for Residential growth is to the north and east of Lester Prairie. This 40 acre tract is part of a larger agricultural tract which has an abandoned residence with cold storage buildings on site. Andromeda with Geronimo Energy would like to contribute to the growing need of "Green Energy" and will be run to the electrical grid with no use on site of the electricity generated on site. This would be similar to the other Electrical Coops within McLeod County which have their customers invest in electrical generating solar "fields" or "gardens" to place on the grid. This would be similar in size and production to the future solar array field being proposed to the north of this proposed site by ½ mile, excepting this site is being permitted by the State and Public Utilities Commission. Traffic and neighbors should not be affected other than a visual change in the landscape. Should not be a nuisance or negative affect on health safety or welfare with the public. The claim is also that there are no diminished property values. The question shall be with this amount of prime agricultural land being used for an Essential Services Use as electrical production is a valued use of the property.

### RECOMMENDATIONS

Staff has no objections since there have been no issues or concerns with other solar arrays within the state of Minnesota.

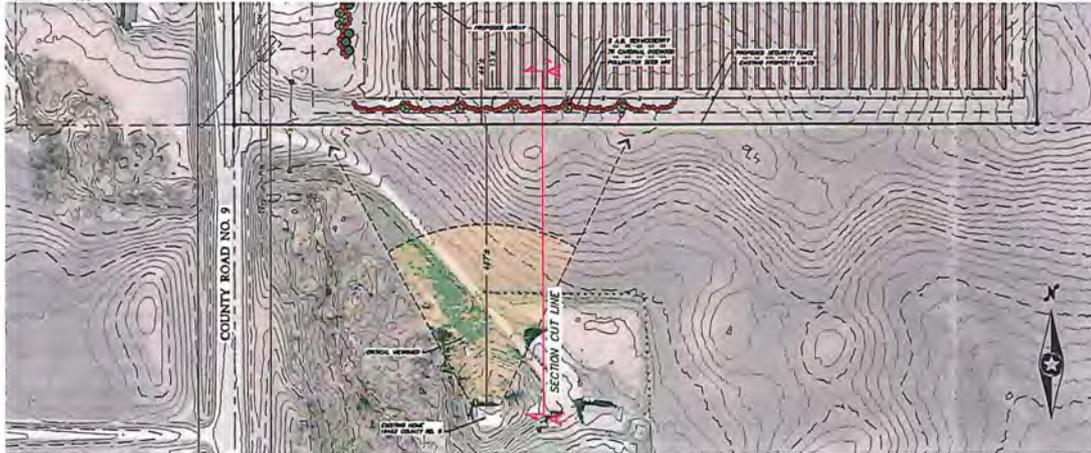
**Landscape Buffer Plan - County Rd. 9 Public Buffer**

Scale: 1" = 100'



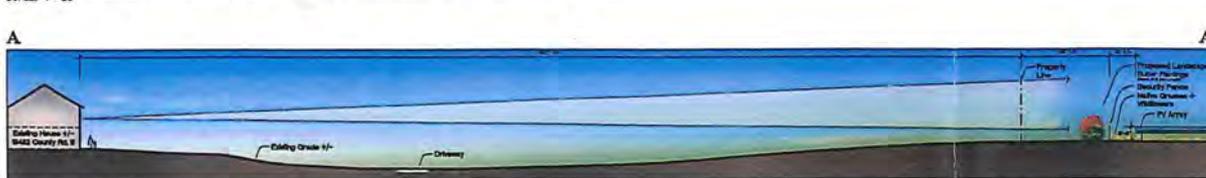
**Landscape Buffer Plan - Existing Residence: 19482 County Rd. 9**

Scale: 1" = 100'



**Illustrative Buffer Cross-Section - Existing Residence: 19482 County Rd. 9**

Scale: 1" = 30'



**Buffer Planting Materials**

Autumn Brilliance Serviceberry (Spring)



Cardinal Dogwood (Winter)



Black Hills Spruce



**Buffer Planting Schedule**

KEY	QTY.	COMMON/BOTANICAL NAME	SIZE	SPACING	O.C.	MATURE HEIGHT
30	30	Black Hills Spruce / <i>Picea glauca densata</i>	8" HT BB	As shown		30'-40'
15	15	Autumn Brilliance Serviceberry / <i>Amelanchier x grandiflora</i>	1.5" BB	As shown		20'-25'
85	85	Cardinal Dogwood / <i>Cornus sericea 'Cardinal'</i>	#0 CONT.	8'-0" O.C. TYP.		8'-10'

NOTE: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY.

**Buffer Planting Schedule**

KEY	QTY.	COMMON/BOTANICAL NAME	SIZE	SPACING	O.C.	MATURE HEIGHT
5	5	Autumn Brilliance Serviceberry / <i>Amelanchier x grandiflora</i>	1.5" BB	As shown		20'-25'
78	78	Cardinal Dogwood / <i>Cornus sericea 'Cardinal'</i>	#0 CONT.	8'-0" O.C. TYP.		8'-10'

NOTE: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY.

**Westwood**

Phone (480) 741-8888 8009 East Greenwood Parkway, Suite 100  
 Fax (480) 276-4020 Chandler, AZ 85224  
 www.westwood.com  
 Westwood Professional Services, Inc.

Designed:	NTM
Checked:	CLM
Drawn:	NTM
Record Drawing by/for:	
Reviewed:	
Date:	12/22/15

Prepared for:  
  
 Geronimo Energy,  
 7650 Edinborough Way, Suite 725  
 Edina, MN 55435

**Andromeda  
 Community Solar  
 Garden**  
 McLeod County, Minnesota

**Preliminary Landscape  
 Plan**

Project Address:  
 19696 County Road No. 9  
 Lester Prairie, MN 55354

**Preliminary  
 Not For Construction**

Date: 12/22/15  
 Drawing No LP.100



## Andromeda Community Solar Gardens, LLC

### Application for a Conditional Use Permit

#### Applicants:

Andromeda Community Solar Gardens, LLC

A handwritten signature in black ink that reads "Nathan Franzen".

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By: Nathan Franzen  
Vice President of Solar

Two handwritten signatures in black ink. The top signature reads "Lindal Martin" and the bottom signature reads "Cecil Martin".

Property Owner: Cecil and Lindal Martin

Application Prepared by Geronimo Energy on behalf of Andromeda Community Solar Gardens, LLC.

Permit Fee Calculation: Application fee: \$496.00

# 1 Introduction

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## 1.1 SUMMARY

Andromeda Community Solar Gardens, LLC (“The Project” or “Andromeda”) respectfully submits this application to McLeod County’s Board of Commissioners for a Conditional Use Permit (CUP) under Section 18 Essential Services. Andromeda respectfully requests that the County Board of Commissioners issues a CUP for the Project to be permitted, constructed, owned, and operated by Andromeda Community Solar Gardens, LLC. The Project has included the Site Plan in Appendix A for review.

The Project will be located in the Winsted Township in Section 36, Township 117, Range 27, McLeod County, Minnesota. The Project will consist of up to 5, 1 megawatt (MW) solar gardens that will generate enough energy to power 1,000 homes annually and avoid the emission of 6,057 metric tons of carbon annually.<sup>1</sup> The Project plans to interconnect to Xcel Energy’s existing distribution system near the Project.

The Project will be marketed as a host for Xcel Energy’s Solar Rewards Community program. Under the program, Xcel Energy customers may subscribe to a solar garden and receive a credit on their monthly Xcel Energy bill based upon the production of their garden subscription. The final size of the facility will be dependent upon final interconnection parameters, final equipment design and demand for garden subscriptions. The project as proposed in this application represents what Andromeda anticipates building. See Appendix C for additional information.

Andromeda is being developed by Geronimo Energy, a renewable energy developer based in Edina, Minnesota. Geronimo Energy is a North American utility-scale renewable energy development company headquartered in Edina, Minnesota. Geronimo has developed multiple operating wind farms and solar projects throughout the United States. Approximately 1,300 MW of wind projects and 200 MW of solar projects developed by Geronimo are either operational or are expected to be constructed by the end of 2016. Geronimo has a multi-gigawatt development pipeline of wind and solar projects in various stages of development throughout the United States. Geronimo provides custom renewable energy development solutions for utilities, independent power purchasers and corporations looking to harness renewable energy for business growth. With deep roots in agriculture, Geronimo prides itself on developing wind farms that are farmer-friendly, community-driven, and beneficial for rural communities.

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<sup>1</sup> Based on EPA Greenhouse Gas Equivalencies Calculator and 1,757,000 kWh annual production PVSYST model

## **2 Project Description**

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### **2.1 SUMMARY AND LOCATION**

The Project will be located in Section 36, Township 117, Range 27, McLeod County, Minnesota. The Project area lies in the Agricultural District within Winsted Township. The planned project design will be a 5 MW solar facility consisting of five 1 MW solar gardens each owned as described in section 2.2 of this application. Final design will be dictated by interconnection study results. It is proposed to utilize typical photovoltaic panels, central inverters and a linear axis tracking system or a fixed-tilt racking system for the site. The Project's footprint will be approximately 40 acres.

The estimated start date will be spring of 2016 and completion before December 2016.

### **2.2 PROJECT OWNERSHIP**

Andromeda Community Solar Gardens, LLC (Andromeda) has a purchase option for the Project site. Andromeda Community Solar Gardens, LLC is the CUP applicant.

Additional related Special Purpose Vehicle Project LLCs that will be part of the project are Andromeda CSG1, LLC, Andromeda CSG2, LLC, Andromeda CSG3, LLC, Andromeda CSG4, LLC and Andromeda CSG5, LLC. These are required for the Xcel Program and financing purposes. Enforcement will be through the parent LLC of Andromeda Community Solar Gardens, LLC.

### **2.3 PROJECT CONSULTANTS**

Surveying/ Solar Array Design & Civil Engineering:

Westwood Professional Services  
7699 Anagram Drive, Eden Prairie, MN 55344

Interconnection Design & Engineering:

Leidos Engineering, LLC  
60 Plato Blvd., Ste 300, St. Paul, MN 55107

### **2.4 SOLAR PROJECT FACILITY**

The Project's facilities will include:

- Solar modules, inverters and racking;
- Fencing;

- Access roads as required;
- On-site underground electrical collection lines;
- Up to two weather stations (up to 20 feet tall);

The Project covers approximately 40 acres of two privately owned parcels. Andromeda selected the specific development area based on County land use guidance, significant landowner interest, interconnection suitability, optimal solar resource, and minimal environmental impact.

Andromeda has provided a site plan of existing conditions and a site plan of proposed conditions for the solar gardens in Appendix A. This proposed site plan will denote the general footprint and layout of the Project including proposed locations of facilities.

The Project’s final layout will optimize electrical generation and efficiency of the solar resource while avoiding and minimizing environmental, cultural, and economic impacts. The Project’s facilities will be sited so as to comply with the county’s setback requirements, where applicable, as well as other voluntarily-imposed setbacks. To the extent applicable, the Project will also comply with all other local, state, and federal regulatory standards.

The County structure setback in the Agricultural District and our proposed setbacks are provided in Table 1:

**2.5 TABLE 1: SETBACK TABLE**

Front from Centerline of:	County Setback Requirements	Proposed Setbacks
County Road of C.S.A.H	130'	277.28'
Side	20'	59.03'
Rear	40'	50.88'

The Project’s proposed components include PV modules mounted on a linear axis tracking system or fixed-tilt racking system and a centralized inverter(s). The modules will have approximate dimensions of 4 to 6.5 feet long by 2 to 3.5 feet wide, and 1 to 2 inches thick. The foundations of the racking system will likely be a driven steel pier and will unlikely require concrete, although some concrete foundations may be required. Geotechnical soil testing will determine final installation process. Areas of bare ground at the facility will be re-vegetated with a low-growing seed mix.

The modules will be electrically strung together to meet at one of the central inverters. The inverters will convert the DC power from the modules to AC power. Additionally, a transformer will step up the voltage to meet the local interconnection voltage of Xcel’s distribution grid. From the inverters, the cable will be buried underground to the Point of Interconnection. Here the system will interconnect to the existing distribution infrastructure. Andromeda will secure all private easements for its facilities and will secure permits and other authorizations from the state,

county and township governments as needed. An aerial map of Andromeda's proposed site is found in Appendix B.

An interconnection agreement with Xcel Energy will be provided prior to construction. The Interconnection Agreement process is built in with the Solar\*Rewards Community program.

The Project will use a Supervisory Control and Data Acquisition (SCADA) system, which allows remote control and monitoring of the status of The Project. The monitoring system provides status views of electrical and mechanical data, operation and fault status, meteorological data, and grid station data. For security The Project will be fenced and have site security cameras. Access to the Project area is through lockable gates.

**2.5.1 Construction**

Construction of the solar gardens will begin starting as early as spring of 2016. The intended completion of the Project is the end of 2016.

Traffic during construction is estimated to be 25-35 trucks daily. Traffic will include pickup trucks, semi-trailers for delivery of equipment, and other machinery. It is unexpected to use any overweight or oversized loads during the construction.

**2.5.2 Drainage**

The existing natural drainage patterns on this site are towards the southwest corner and northern side of the site. In this application, the preliminary grading design will have the site re-graded to provide consistent slopes for proposed single axis tracker systems. The preliminary grading design of the site has been done in a way that the natural drainage patterns of the site will continue. Grading will be the minimum amount that is practical.

The site is currently an agricultural field. With the proposed community solar garden there will be a rock access road added for access to the site. In the development of this community solar garden the existing field will change from agricultural conditions to a grassy field that will be under the solar panels. With this change drainage patterns should remain consistent with the existing natural conditions.

**2.5.3 Project Components**

- Panel Type-
  - Photovoltaic panels
- Panel Size-
  - 4 to 6.5 feet long by 2 to 3.5 feet wide, and 1 to 2 inches thick
- Racking Type-
  - Fixed-tilt/Tracking racking system
  - Utilizes galvanized steel for foundations and frame
- Panel Height-
  - Fixed-tilt: up to 15 feet
  - Tracking: up to 15 feet
- Panel Material-
  - Aluminum frame
  - Silicon

- Weatherized plastic backing
- Central Inverter Skid and electrical cabinets
  - Enclosed central inverters and transformers
  - Overhead shade will be 10 to 12 feet tall and the equipment enclosure, if used, will be up to approximately 45 feet long by 10 feet wide by 10 feet tall.
- Metering and Switching Gear
  - Electrical equipment required to connect to Xcel's system
- Access roads
  - Gravel roads within the fenced area leading to the inverter skids for repair
- Rated Power & Performance-
  - 1000-1500 volt system that steps up to 13.8 kV local distribution
- Safety-
  - Tempered glass, security fence (6 foot chain link, 1 foot barbed wire), security cameras, on-site cables buried underground.

Andromeda is currently evaluating a number of systems for installation that include the following:

**Linear Axis Tracking System:**

A Linear axis tracking system tracks the solar resource throughout the day. The panels are generally aligned in rows north and south and face east in the morning, perpendicular to the ground during mid-day, and then west in the afternoon. The panels are rotated by a small motor to slowly rotate the panels throughout the day.

**Fixed-tilt Racking System:**

A fixed-tilt racking system does not rotate. It remains in a fixed position, facing a southerly direction.

**2.5.4 Aesthetics**

To limit reflection, solar PV panels are constructed of dark, light-absorbing materials and covered with an anti-reflective coating. Today's panels reflect as little as two percent of the incoming sunlight depending on the angle of the sun and assuming use of anti-reflective coatings.

The solar array will occupy most of The Project site for the solar facilities. The electrical transformers and inverters, and access roads complete the solar project. Most of the facility, including the solar field, will be low-profile. Currently, the proposed generation tie line will be built underground to the edge of the parcel.

Images 1-5 below visually show the general racking equipment and dimensions of both a fixed-tilt racking system and a linear axis tracking system.

**2.5.5 Operations and Maintenance**

Andromeda will be professionally maintained and operated. Primary tasks include scheduled monthly and quarterly inspection(s) of electrical equipment, vegetation management as well as snow removal on access drives.

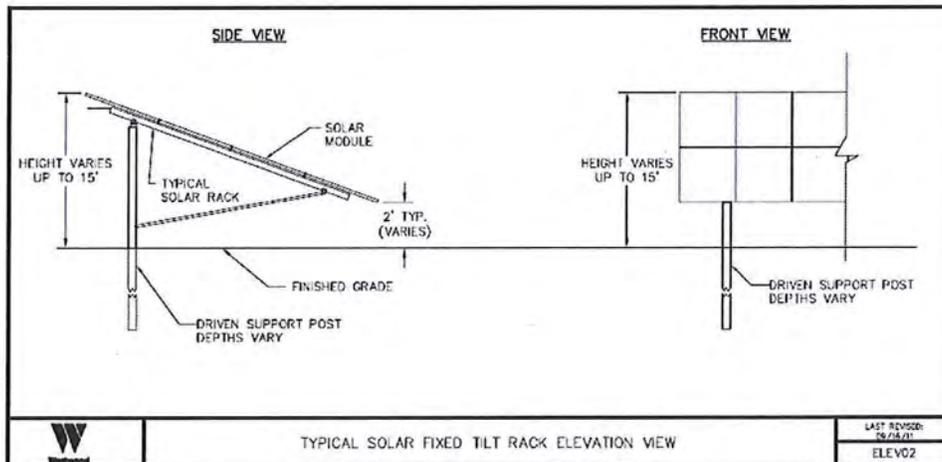
A sample seed mix has been provided in Appendix D. Final seed mix will be submitted prior to construction.

The existing homestead will be removed and all permits for demolition will be obtained prior to demolition.

**Image 1- Fixed-Tilt System Racking**



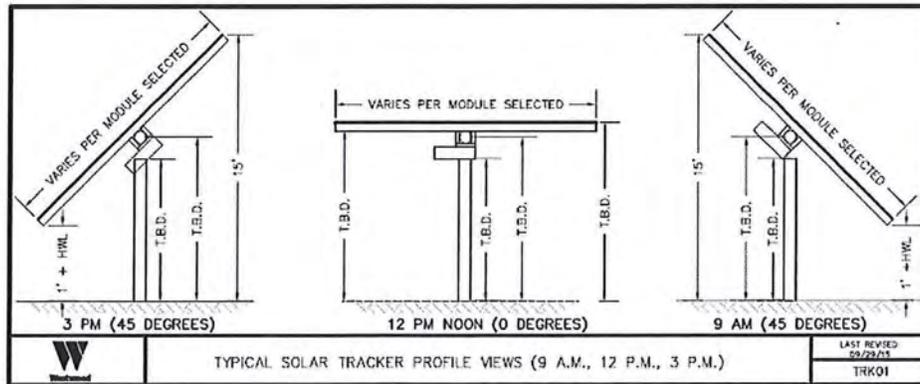
**Image 2- Fixed-Tilt System Dimensions**



**Image 3- Tracking System Racking**



**Image 4- Tracking System Dimensions**



**Image 5 – Standard Steel Pier Foundations**



### 3 Compliance with McLeod County's Zoning Ordinance

Andromeda has provided information in this application to make it complete under the requirements of the McLeod ordinance. Table 2 summarizes this compliance.

3.1 TABLE 2: COMPLIANCE WITH MCLEOD COUNTY ORDINANCE

	<b>Requirement per Section 17 of McLeod County Ordinance</b>	<b>Andromeda response in fulfilling ordinance requirements</b>
Subd 4.1	Legal Description	See Cover sheet in Appendix A
Subd 4.2	Site plan	See Appendix A
Subd 4.3	Location of all buildings and their square footage	See Appendix A
Subd 4.4	Curb cuts, driveways, access roads, parking spaces, off-street loading areas, sidewalks, utilities	Driveways, Access roads, and point of interconnection are found in Appendix A and B
Subd 4.5	Landscaping and Screening plans	Andromeda will be planting a low growing seed mix within the fence line.
Subd 4.6	Drainage plans	Drainage patterns and plans are found in Appendix A and within the narrative of the application within section 2.5.2. There is no county drain tile on the parcels. Any private drain tile that is damaged will be repaired or rerouted and will meet or improve the condition of the existing drain tile.
Subd 4.7	Sanitary sewer and water plan with estimated use per day	Andromeda is not proposing any Operations buildings to be constructed on site. During construction, typical construction facilities will be provided.

Subd 4.8	Soil Type	Appendix E
Subd 4.9	The applicant shall have obtained all necessary township, county, state and federal permits and provide such other information as necessary and reasonable to adequately review the requests.	All necessary permits needed for construction will be obtained and provided prior to construction of the facility. Andromeda is scheduled is present at Winsted Township on Dec 17 <sup>th</sup> .
	<b>Requirement per Section 18 of McLeod County Ordinance</b>	<b>Andromeda response in fulfilling ordinance requirements</b>
Subd.4.1	The applicant shall, on forms provided by the County, file an application, in duplicate, with the Zoning Administrator. The application shall include such maps indicating location, alignment, and type of service proposed, together with the status of any applications made or required to be made under state or federal law to any state or federal agency. The application shall provide the name, address and telephone number of a contact person to which post construction inquiries related to exact location and depth of essential service facilities may be addressed. The application, in the case of pipelines other than water, shall outline a contingency plan including steps to be taken in the event of a failure, leak, or explosion occurring during operation of the pipeline. The operator of the pipeline shall demonstrate its capability and readiness to execute the contingency plan.	See Appendix A and B. No pipelines are required for the project. Prior to construction Andromeda will provide the name, address and telephone number of the operator for future inquiries.

Subd.4.2	One set of the information required in Subdivision 4, Paragraph 1, shall be furnished to the County Engineer, who shall review the information and forward his comments and recommendations to the County Planning Commission and County Board.	Andromeda will provide copies of 4.1 to County Engineer.
Subd.4.3	The maps and accompanying data shall be submitted to the County Planning Commission for review and recommendations regarding the relationship to urban growth, land uses, drainage facilities, highways and recreation and park areas.	Andromeda will be submitting maps and data as detailed under Section 17 requirements. Andromeda does not immediately impact growth in the surrounding area, will be drained as required per county and state requirements, does not create additional traffic during the operational phase and will not impact any recreation and park areas. Essential Services are a conditionally permitted use in the Agriculture District.

In this application, Andromeda is providing proposed responses to the Ordinance requirement of Conditional Use Findings found in Section 17, Subdivision 7.

**Subd. 7.1-That the specific requirements listed in Subdivision 3 above for the use in question have been met.**

*Andromeda meets Section 17, Subdivision 3.15, an Essential Service Structure. Essential Service Structure requirements are outlined in Table 2.*

**Subd. 7.2 – Whether the conditional use will be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, or would substantially diminishes and impair property values within the immediate vicinity.**

*Andromeda will not be injurious to the neighboring properties as permitted. Andromeda is low profile, does not create odors and virtually noiseless. Andromeda is setback approximately 450 feet from the nearest resident, allowing substantial buffer to mitigate visual impacts. Additionally, the drainage of the property will be improved with the conversion of tillable acreage to a stable habitat.*

**Subd. 7.3 – Whether the conditional use would impede the normal and orderly development and improvement of surrounding vacant property for uses predominate to the area.**

*Solar farms as Essential Service Structures are allowed and guided by the county for placement in Agriculture Districts as an Essential Service with a Conditional Use Permit. Andromeda does not impede on development in the immediate area.*

**Subd 7.4 - Whether adequate utilities, access roads, drainage, and other necessary facilities have been or are being provided.**

*The Project does not require water or other utilities. All electrical connections will be completed by the Project and Xcel Energy to the standards that are required to connect into the grid. Gravel access roads will be required to access inverters for repair. Best Management Practices (BMPs) and industry standard practices will be implemented for drainage and soil erosion control. Permits for construction, including NPDES, and SWPPP plans will be completed prior to construction.*

*Drainage will be improved on site and soil erosion control measures are outlined in the Plan set provided, which includes the use of silt fences and composite matting.*

**Subd 7.5 – Whether adequate measures have been or will be taken to provide sufficient off-street parking and loading spaces to serve the proposed use**

*Andromeda will have a laydown area during construction that will provide space for employees on site and the delivery of equipment. During the operational phase of the project, parking is not needed outside of the fenced area due to the low traffic nature of the project. Vehicles servicing the area will be able to park inside the fence.*

**Subd 7.6 – Whether adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to the neighboring properties will result.**

*During the operational phase of the project, Andromeda will not produce odor, fumes, dust, vibration and virtually no noise. Inverters will produce sound and on average, inverter sound will be reduced to 50 dB(a) at approximately 100 feet. The inverters, as proposed, will be located away from any neighboring residents. Andromeda may have security lighting at the entrance that will be down lit and motion controlled. There may be lights at each inverter that will be down lit and switch controlled for repair purposes.*

Andromeda is requesting a two year Conditional Use Permit. Due to the lengthy development process and need to have assurance of permitting for the marketability of a solar site, it is essential for the Project to receive a two year CUP.

## **4 Conclusion**

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The Project as designed and planned complies with McLeod County's CUP process and the Zoning Ordinance. Andromeda is working in close coordination with the landowner of the Project site, and will continue to engage the surrounding neighbors and the community as the Project develops. Andromeda Community Solar Gardens, LLC respectfully requests that the Board of Commissioners approve the Project's conditional use permit.

**Appendix A**

**Site Plan**

# CONDITIONAL USE PERMIT APPLICATION No. \_\_\_\_\_

Larry Gasow, McLeod County Zoning Administrator  
830 11<sup>th</sup> Street E., Suite 113, Glencoe, Minnesota 55336 – (320) 864-1291

➤ You must call your Township Clerk to get on the agenda of your Township Board meeting for their recommendation on this application. Once you have obtained their recommendation, return this application to the Zoning Office for your public hearing with the McLeod County Planning Commission.

Date:	11/25/2015	60-day date:		Permit Fee:	\$496.00	Receipt No.	
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<b>Applicant Name:</b> Andromeda Community Solar Gardens, LLC <b>Address:</b> 7650 Edinborough Way, Suite 725 Edina, MN 55435 <b>Phone:</b> 952-988-9000 <b>e-Mail Address:</b> tena@geronimoenergy.com	<b>Property Owner:</b> Cecil and Lindal Martin <b>Address:</b> 6585 Eden Prairie Road 2 Eden Prairie, MN 55346 <b>Phone:</b> 612-801-4397 <b>e-Mail Address:</b> NA
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**Legal Description:** See Attached

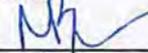
<b>Section / Township:</b> Section 36, Township 112, Range 27	<b>PID No.</b> 14.036.1500 and 14.036.1525
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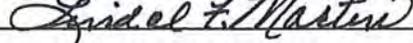
<b>Type of Conditional Use Requested:</b> Essential Services
--

<b>Present Use of Property:</b> Agriculture and Farm House	<b>Estimated Date of Completion:</b> December 2016
--	--

**Description of operation requiring a conditional use permit:** Solar Farm as an essential service. See attached narrative for details.

*I swear that all information submitted by me (or my agent representing me) as part of this request to the best of my knowledge is true, accurate and complete. I hereby authorize the County Zoning Administrator or authorized agent to enter upon property subject to this request to gather information pertinent to this application.*

**Applicant's Signature**  **Date** 11/25/2015

**Property Owner's Signature**  **Date** 11/25/15  
 11/25/15

**TOWNSHIP BOARD**

\_\_\_\_\_ Township Board recommended  approval  denial of this Conditional Use Permit on \_\_\_\_\_

Signed \_\_\_\_\_

Chairperson. \_\_\_\_\_  
(Date)

**MCLEOD COUNTY PLANNING COMMISSION**

McLeod County Planning Commission recommended  approval  denial of this Conditional Use Permit on \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson.  
(Date)

**MCLEOD COUNTY BOARD OF COMMISSIONERS**

McLeod County Board of Commissioners  approved  denied this Conditional Use Permit on \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson.  
(Date)

➤ A Conditional Use Permit shall become void one (1) year after it was granted unless made use of. ◀

In cases where MS. 15.99 applies, the County hereby notified the applicant that a decision may not be rendered within 60 days due to public hearing requirements and agency review. Therefore, the County is notifying the applicant that a 60-day review waiver is required. A decision on the request shall be completed within 120 days unless additional review extensions are approved by the applicant.

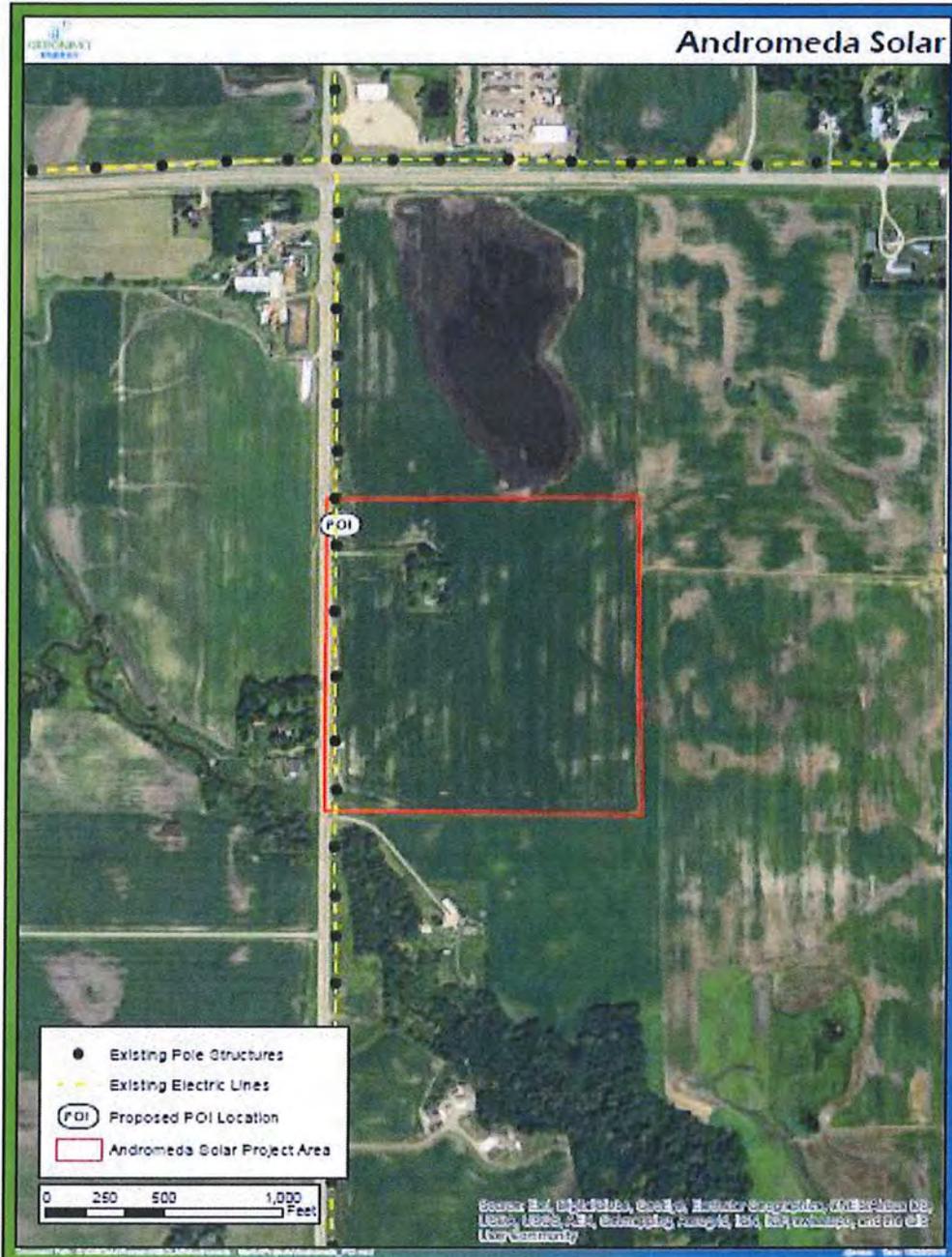
I hereby agree to waive the 60-day timeline requirement set by state statute on my conditional use request.

  
Applicant's Signature

11/25/2015  
Date

# Appendix B

## Project and Interconnection Vicinity Map



**Appendix C**

**Xcel Energy Solar\*Rewards Community Program**



# WHAT IS A COMMUNITY SOLAR GARDEN?

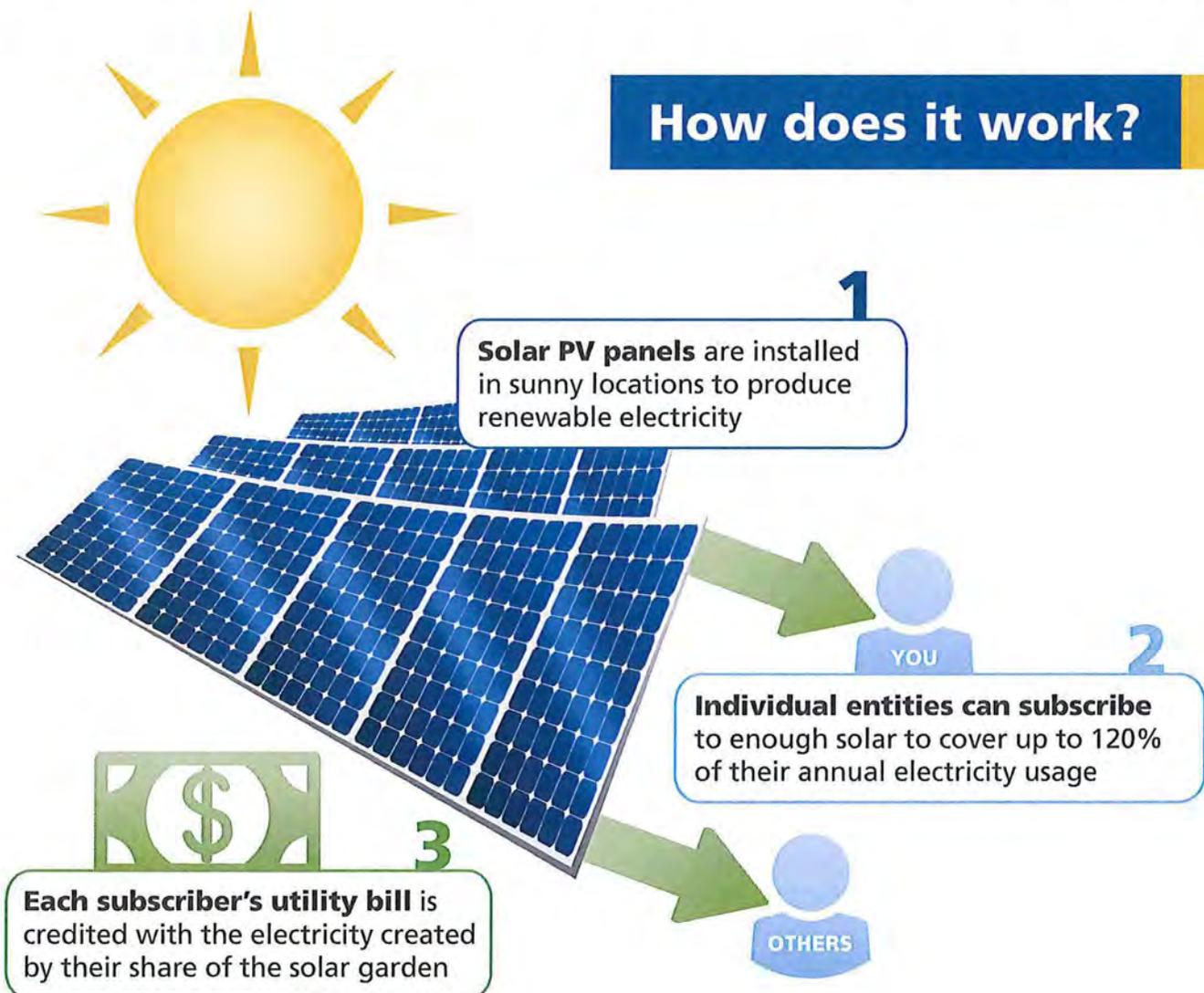
**Community Solar Gardens are centrally-located solar photovoltaic (PV) systems that provide electricity to participating subscribers. Could it work for you?**

## Q Who is it for & why would I do it?

**Are you interested in going solar but unable to do so on your own?** Perhaps you live in an apartment, have a shaded roof at home, or don't have space at your organization. Now you can join a community solar garden installed near you!

**Community solar gardens are a simple way to go solar.** You purchase an up-front subscription, then soak in the rays (much of Minnesota is as sunny as places like Houston, TX and Tallahassee, FL).

## How does it work?



Q

## How much solar should I get?

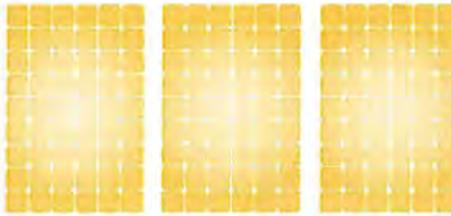
The amount of electricity you use each year helps you decide how much solar to get. Your solar garden subscription can cover up to 120% of your usage. A typical Minnesota home uses 800 kilowatt-hours (kWh) a month. Remember: a more efficient home means more cost-effective solar!

### Electricity Use



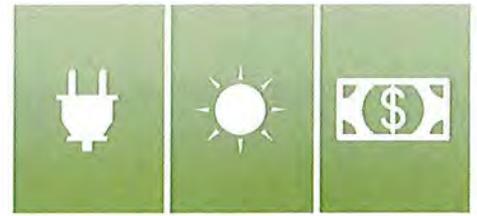
**A typical MN home** uses 800 kWh each month, or 9,600 kWh each year

### Solar Subscription



**4 kW of solar could provide half the electricity** used by the typical MN home

### Utility Bill



**Solar power production** is shown and credited on the subscriber's utility bill

Q

## Who is involved in a project?

As a subscriber, you don't have to worry about every detail. See below for key players.



**SUBSCRIBERS:** individual entities who get solar power



**DEVELOPER:** primary group organizing the solar garden



**HOST SITE:** location where solar garden is installed



**FINANCE:** sources of financing for the project



**UTILITY:** electricity provider\* where solar garden is installed



**SITE ASSESSOR:** expert that studies solar garden location



**INSTALLER:** expert that installs the solar garden



**OUTREACH PARTNERS:** groups that find subscribers

\* See more details about utility programs and rules for community solar gardens on our website at [SolarGardens.MnCERTs.org#Who](https://SolarGardens.MnCERTs.org#Who).



Learn more, ask questions & take action:

**SolarGardens.MnCERTs.org**

CERTs: Minnesotans building a clean energy future

**Appendix D**  
**Sample Seed Mix**

Seed Mix Examples:

Example Pollinator Seed Mix  
Solar short-stature prairie reconstruction

Prairie Seed Mix (Mesic prairie UPs23) Seeding Rate: 40 seeds per Sq ft/ac	Height	Bloom Time
<i>Forbs</i>		
Allium canadense (wild garlic)	1-2'	Mid
Amorpha canescens (lead plant)	1-3'	Mid
Anemone canadensis (Canada Anemone)	1-2'	Early-Mid
Asclepias tuberosa (Butterfly-weed)	1-2'	Mid-late
Coreopsis palmata (Prairie coreopsis)	1-3'	Mid
Dalea candida (White Prairie Clover)	1-3'	Mid
Dalea purpurea (Purple Prairie Clover)	1-3'	Mid
Echinacea angustifolia (Narrow leaved Purple Coneflower)	1-2'	Mid-Late
Euthamia graminifolia (Grass-leaved goldenrod)	2-4'	Mid-Late
Galium boreale (northern bedstraw)	1-3'	Mid
Liatris aspera (rough blazingstar)	1-4'	Mid-Late
Lobelia spicata (pale-spike lobelia)	1-2'	Mid
Monarda fistulosa (Wild Bergamot)	2-4'	Mid
Phlox pilosa (Prairie phlox)	6-24"	Early-Mid
Potentilla arguta (Prairie cinquefoil)	1-3'	Mid
Pycnanthemum virginianum (Mountain Mint)	1-3'	Mid-Late
Ratibida columnifera (Upright prairie coneflower)	1-3'	Mid
Rudbeckia hirta (black-eyed Susan)	1-3'	Mid
Sisyrinchium campestre (Prairie blue-eyed grass)	4-16"	Early-Mid
Solidago rigida (Stiff Goldenrod)	1-5'	Late
Solidago speciosa (showy goldenrod)	1-5'	Late
Symphotrichum ericoides (Heath Aster)	1-3'	Late
Symphotrichum novae-angliae (New England Aster)	3-7'	Late
Zizia aptera (Heart-leaved Alexanders)	1-3'	Early
<i>Grasses</i>		
Avena sativa (Oats)		
Carex bicknelli (Copper shouldered oval sedge)	1-3'	Mid
Bouteloua curtipendula (Side oats grama)	1-2'	Late
Schizachyrium scoparium (Little Bluestem PLS)	1-3'	Mid-Late
Sporobolus heterolepis (Prairie Dropseed PLS)	2-3'	Late

Example No Mow Turf Seed Mix  
Solar short-stature prairie reconstruction

Now Mow Turf; Seeding Rate: 40 seeds per Sq ft/ac	Height	Bloom Time
<i>Grasses</i>		
Buchloe dactyloides (Buffalo grass--BOWIE cultivar) PLS	5"	<i>Mid</i>
Bouteloua gracilis (Blue grama) PLS	1'	<i>Mid</i>

## Appendix E

### Soil Survey Geographic Data Base Map and Legend



Symbol	Name	Prime Farmland
106B	Lester Loam, 2-6% slopes	Y
945B	Lester - Storden complex, 2-6% slopes	Y
109	Cordova clay loam	Y
945C2	Lester-Storden complex 6-12% slopes	N

# Andromeda Community Solar Garden

## 5 MW-AC Solar Array Project McLeod County, Minnesota Civil Permitting Plans

Project Contact Information			
Consultant	Company	Name	Phone No.
Developer	Geronimo Energy	Nathan Franzen	(952) 358-5683
Civil Engineer	Westwood	Jim Campbell	(480) 747-6558

Data Set Information			
Base File	File Name	Provider	Date
PV Array	0007444PVSITE.dwg	Westwood	11/13/2015
Topo	0007444DTM.dwg	MN Lidar	10/26/2015

### Legal Description

The Southwest Quarter of the Northwest Quarter of Section 36, Township 117, Range 27, McLeod County, Minnesota, except the north 491.27 feet of the west 567.71 feet of said Southwest Quarter of the Northwest Quarter, as measured along the west and the north lines thereof.

Also including, The North 491.27 feet of the west 567.71 feet of the Southwest Quarter of the Northwest Quarter as measured along the west and the north lines thereof, all in Section 36, Township 117, Range 27, McLeod County, Minnesota.

### Project Description

5 MW-AC Single-Axis Tracker Solar Project

Sheet Index	
Dwg. No.	Sheet Title
T.100	Cover Sheet
C.100	Overall Site Plan
C.101	Existing Conditions
C.102	Civil Site Plan
C.103	Civil Site Plan
C.104	Drainage Plan
C.200	Construction Details
C.201	Construction Details

### Westwood

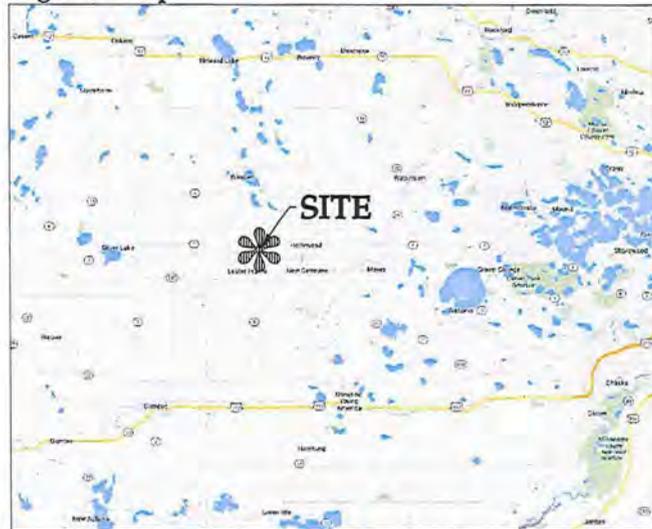
Phone (480) 747-6558 800 East Greenway Parkway, Suite 200  
Fax (480) 776-6000 Scottsdale, AZ 85260  
westwoodps.com  
Westwood Professional Services, Inc.

Revisions	
No.	DATE

Prepared for:

  
**GERONIMO ENERGY**  
Geronimo Energy,  
7650 Edinborough Way, Suite 725  
Edina, MN 55435

Regional Map



SOURCE: MAP DATA ©2015 GOOGLE (NOT TO SCALE)

Vicinity Map



SOURCE: MAP DATA ©2015 GOOGLE (NOT TO SCALE)

**Andromeda  
Community Solar  
Garden**  
McLeod County, Minnesota

### Cover Sheet

Project Address:  
19696 County Road No. 9  
Lester Prairie, MN 55354

Preliminary  
Not For Construction

Date: 11/20/2015

Drawing No: T.100



December 21, 2015

McLeod County Planning and Zoning  
C/o Marc Telecky  
830 E 11<sup>th</sup> Street  
Glencoe, MN 55336

**Re: Andromeda Conditional Use Permit Supplemental Material**

Mr. Telecky,

Please see the attached supplemental information to the Andromeda Conditional Use Permit application in response to the information requested by Winsted Township at the December 17<sup>th</sup>, 2015 township hearing. The application was submitted to McLeod County on November 25, 2015.

**Vegetative Management Plan**

Andromeda Community Solar Gardens, LLC (“The Project” or “Andromeda”) will monitor and manage the vegetation for the first 3 years to ensure establishment of the seed mix and eradicate noxious weeds. The landscaping used to mitigate view shed impacts will be maintained and managed for the life of the project. The first three years represents the establishment period. Management after that point will be to ensure that noxious weeds don’t encroach on the site and that the vegetation height doesn’t obstruct the solar access of the panels.

Contact with the landowner to the south of the project area has been made and a preliminary landscaping plan has been discussed. A finalized screening plan will be completed prior to construction.

Vegetation maintenance during operation of the Project will include mowing the ground cover that is planted under the arrays at each facility on a bi-annual basis, or potentially more frequently if necessary. Vegetation will be managed such that it allows for safe and reliable operation of the facility while ensuring an aesthetically pleasing ground cover.

Major infestation areas identified during the first growing season will be treated primarily by mechanical methods. Should the facility require an herbicide treatment the facility or its subcontractors will obtain any necessary permits and/or certifications prior to application. Herbicides will be used in accordance with manufacturer’s specifications and all applicable federal and state regulations. The contractor applying herbicide will keep proper documentation of location and timing of herbicide use and be prepared to provide such documentation to the



County and Applicant upon request as required under federal law. Reseeding after herbicide application will occur as needed.

## **24 Hour Contact Information**

Contact information for the operator on call, 24 hours a day, will be provided by Geronimo to the township and county prior to construction of Andromeda.

## **Decommissioning Plan**

### **Introduction**

Andromeda Community Solar Gardens, LLC hereby submits for the eventual decommissioning of the Project and the establishment of a decommissioning plan as part of the permitting process before McLeod County.

### **Timeline**

The decommissioning will occur at the end of the photovoltaic system's useful life or when the system has not been in use for twelve (12) consecutive months. Decommissioning is estimated to take two to three weeks to complete and the decommissioning crew will ensure that all equipment is recycled or disposed of properly.

### **Shutdown/Disconnection**

Shut down system at all disconnect points. NOTE: Per contract, utility has the ability to disconnect solar array from the utility's power grid for emergency purposes.

### **Removal and Disposal of Site Components**

The removal and disposal details of the site components are found below. All removal and disposal of equipment shall meet the requirements of the McLeod County Solid Waste Ordinance.

- **Modules:** Modules inspected for physical damage, tested for functionality, and removed from racking. Functioning modules packed and stored for reuse (functioning modules may produce power for another 25 years or more). Non-functioning modules packed and palletized and sent to the manufacturer or a third party for recycling.
- **Racking:** Racking uninstalled, sorted, and sent to metal recycling facility.
- **Poles:** Steel poles removed and sent to a recycling facility. Holes backfilled.
- **Wire:** All wire sent to facility for proper disposal and recycling.
- **Conduit:** Above-ground conduit disassembled onsite and sent to recycling facility.
- **Junction boxes, combiner boxes, external disconnect boxes, etc.:** Sent to electronics recycler.



- **Inverter:** Sent to manufacturer and/or electronics recycler. Functioning parts can be reused.
- **Concrete pad(s):** Sent to concrete recycler.
- **Fence:** Sent to metal recycling facility.
- **Computers, monitors, hard drives, and other components:** Sent to electronics recycler. Functioning parts can be reused.

#### **Restoration/Reclamation of Site**

After all equipment is removed the site will be restored to its pre-installation status. Holes created by poles, concrete pads, and other equipment will be filled in with soil to existing conditions and seeded. This will include the re-vegetation of the site.

#### **Reflectivity**

One of the items discussed at the township meeting on December 17<sup>th</sup> was the concern over glare and glint issues from the solar array. We understand the concern that residents have over the potential for undue glare. We have included a discussion of reflectivity and glare concerns in Andromeda's Conditional Use Permit application in Section 2.5.4.

Please contact me with any questions or comments.

Sincerely,

A handwritten signature in black ink that reads "Tena Rytel".

Tena Rytel  
Manager, Solar Development  
952-988-9000

CC: Winsted Township  
21746 Dairy Ave.  
Winsted, MN 55395