

**JUNE 7, 2016
MCLEOD COUNTY
BOARD MEETING WILL
BE HELD AT
THE GLENCOE CITY
CENTER
1107 11TH STREET E
GLENCOE, MN**

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING AGENDA
JUNE 7, 2016**

1 9:00 CALL TO ORDER

PLEDGE OF ALLEGIANCE

2 9:03 CONSIDERATION OF AGENDA ITEMS*

3 9:08 CONSENT AGENDA*

- A. May 27, 2016 Auditor's Warrants.
- B. Approve Preliminary Plat / Final Plat 16-01 requested by Ryan Ritchie for a 1 -Lot Preliminary / Final Plat to be known as HBA Properties and to rezone this property to "R-1". Included is a request to vacate an easement highlighted in yellow on the Preliminary Plat. Upon approval of the Title Opinion by the County Attorney, this plat will then be recorded. This property is located in Section 26 of Hutchinson Township. The Board of Hutchinson Township unanimously recommended approval on May 12, 2016. The Planning Advisory Commission unanimously recommended approval on May 25, 2016.
- C. Approve Conditional Use Permit 16-15 requested by Hansen Gravel on property owned by Travis Peterson for the for the expansion and continued gravel mining operation with crushing and stockpiling on a 14.57 AC site within the Crow River shore land area for a period of another 5 years. Restoration is taking place as the mining takes place. After mining has been completed the restoration will be used for wildlife habitat purposes. This property is located within the S ½ of the NE ¼ of Section 31 in Rich Valley Township.

The Rich Valley Township Board unanimously recommended approval on May 11, 2016. The Planning Advisory Commission unanimously recommended approval on May 25, 2016 with the following conditions:

- 1. The hours of operation are 7:00 a.m. to 6:00 p.m., Monday through Friday.
- 2. A letter of credit or bond in the amount of \$14,500.00 shall be submitted to the Zoning Office prior to the County Board meeting on June 7, 2016.
- 3. No wetland or floodplain impacts shall take place unless prior approval from any agency with jurisdiction.
- 4. All MPCA Permits shall be maintained.
- 5. Applicant shall apply for a DNR Dewatering Permit, if needed.
- 6. All gravel pit conditions shall be adhered to, such as maintain the haul route and applying appropriate dust control measures along with the Reclamation Proposal Form as submitted.
- 7. Applicant shall notify Zoning Office as restoration takes place so an inspection can be made.

4 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST*

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

6 9:10 MCLEOD FOR TOMORROW – Program Coordinator Tasha Schiedel

A. Yearly update.

2016 Graduates and Sponsors include:

Beth Jerabek - GSL
Carol Stark - Citizens Bank and Trust
Daniel Tienter - City of Winsted
Dawn Hammond - McLeod County Public Health
Diana Klabunde - City of Brownton
Don Johnson - Twin Cities and Western Railroad (TCWR)
Eric Levine - City of Hutchinson
Jeff Shurtleff - TCWR
Jeff Streich - Midwest Industrial Tool Grinding, Inc. (MITGI)
Kristin Graham - McLeod County Recorder
Mae Fors - UFC
Rebecca Mariscal - Glencoe News
Russell Fellbaum - McLeod County Highway Department
Sandy Johnson - McLeod County Social Services
Sharon Hoese - Gert and Erma's
Sonia Ewald - Spartan Staffing
Tim Gratke - City of Hutchinson
Terri Healy - McLeod County Public Health

7 9:15 SOUTHWEST MINNESOTA HOUSING PARTNERSHIP – Program and Lending Manager Michele Clark

- A. Consider adoption of Resolution 16-CB-22 Southwest Minnesota Housing Partnership to administer the Rental Rehabilitation Deferred Loan (RRDL) Pilot Program.*

8 9:25 AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford

- A. Consider approval to purchase two 42" doors with sidelights for the Commercial Building at the Fairgrounds from Crow River Class (Hutchinson, MN) at a cost of \$4,950.00 plus sales tax with funding from the 2016 Fairgrounds budget.*
- B. Consider setting Final Hearing for County Ditch #20 on June 21, 2016 at 9:30 a.m.*
- C. Consider adoption of Resolution 16-CB-21 to establish the McLeod County Ballot Board.*

M.S. 203B.121, subd 1 requires the governing body of each county, municipality, and school district with responsibility to accept and reject absentee ballots must, establish a Ballot Board.

- D. Consider approval of agreement between the State of Minnesota acting through its Office of the Secretary of State and the McLeod County Auditor-Treasurer's Office effective July 1, 2016 through September 30, 2016 to act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 for the 2016 Primary Election and will conduct a recount as necessary of the votes cast in the county.*
- E. Consider approval of agreement between the State of Minnesota acting through its Office of the Secretary of State and the McLeod County Auditor-Treasurer's Office effective November 1, 2016 through December 31, 2016 to act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 for the 2016 General Election and will conduct a recount as necessary of the votes cast in the county.*
- F. Consider approval to purchase refreshments and snacks for 2016 Election Judge Trainings and State Primary and General Election Nights not to exceed \$500.00.*
- G. Consider approval to purchase a new Ricoh MP C6004 (color copier/printer/scanner/fax) from Metro Sales, Inc. (Richfield, MN) at a cost of \$16,525 (State Contract) with funding coming from the Compliance Fund.*

There will be a \$500 credit for a trade in value.

9 10:00 PLANNING AND ZONING – Administrator Larry Gasow

- A. Consider approval of Conditional Use Permit 16-14 requested by Lois Ernst to operate a home occupation of an events center in an existing remodeled barn to host weddings, receptions and other such events with catered in food and beverages. There will be portable bathroom units brought on-site; no SSTS or plumbing is needed. This property is located in the agricultural district. It is an existing farmstead with existing accessory buildings and located within Section 3 of Bergen Township.*

The Bergen Township Board unanimously recommended approval on May 12, 2016. The Planning Advisory Commission unanimously recommended approval on May 25, 2016 with the following conditions:

1. The venue shall have a PM closing time.
2. Proof of insurance shall be provided to the Zoning Office prior to any Land Use Permits being issued.
3. Engineered design plans shall be submitted at the time of making land use permit applications.
4. All waste hauling shall be performed by licensed waste haulers.

5. If a holding tank is needed for waste water the applicant shall work with the Environmental Services Office.
6. Applicant shall take proper security measures for safety purposes.
7. Applicant shall obtain permits as required by other State, Federal and Local Agencies.

10 COUNTY ADMINISTRATION

- Review of Commissioners Calendar
 - Commissioner reports of committee meetings attended since May 31, 2016.
- A. Consider Personnel Committee recommendation to authorize Administration to replace the full time building maintenance position due to a retirement.*
 - B. Consider approval of resolution 16-CB-23 allowing Southwest Minnesota Housing Partnership to administer the Rental Rehabilitation Deferred Loan (RDDL) Pilot Program on behalf of Minnesota Housing (MHFA) in McLeod County.*
 - C. Consider Building Committee recommendation to partner with the City of Glencoe by paying up to a maximum of \$8,000.00 of the \$42,767.50 for upgrades to the sewer line underneath the proposed Judd Avenue.*

OTHER

Open Forum
Press Relations

RECESS

Next board meeting (Board of Appeals) June 13, 2016 at 6:00 p.m. at the Glencoe City Center.

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



POOL
5/27/16 11:42AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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



POOL 5/27/16 11:42AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

1 GENERAL REVENUE FUND

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			...		
61	4547 AVESIS THIRD PARTY ADMINISTRATOR: 01-000-000-0000-2044		428.61	VISION PREMIUM GENERAL FUND 06/01/2016 06/30/2016		Vision Insurance PAYABLE
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		428.61		1 Transactions	
54	2811 CNA GROUP LONG TERM CARE 01-000-000-0000-2048		535.18	LONG TERM CARE GENERAL FUND 05/01/2016 05/31/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		535.18		1 Transactions	
80	3028 MINNESOTA CHILD SUPPORT PAYMENT 01-000-000-0000-2056		317.48	CHILD SUPPORT 05/01/2016 05/14/2016	001124208702	Child Support Garnishment Payable
82	01-000-000-0000-2056		117.67	CHILD SUPPORT 05/01/2016 05/14/2016	001436294701	Child Support Garnishment Payable
79	01-000-000-0000-2056		257.96	CHILD SUPPORT 05/01/2016 05/14/2016	001447664801	Child Support Garnishment Payable
81	01-000-000-0000-2056		130.13	CHILD SUPPORT 05/01/2016 05/14/2016	001499730601	Child Support Garnishment Payable
83	01-000-000-0000-2056		148.59	CHILD SUPPORT 05/01/2016 05/14/2016	001527027301	Child Support Garnishment Payable
84	01-000-000-0000-2056		327.64	CHILD SUPPORT 05/01/2016 05/14/2016	001530953002	Child Support Garnishment Payable
	3028 MINNESOTA CHILD SUPPORT PAYMENT		1,299.47		6 Transactions	
0	DEPT Total:		2,263.26	...	3 Vendors	8 Transactions
3	DEPT			COUNTY WIDE		
42	5281 TASC 01-003-000-0000-6350		430.00	HSA PLAN ADMINISTRATION 07/01/2016 07/31/2016	IN796348	Other Services & Charges
43	01-003-000-0000-6350		375.41	FSA ADMINISTRATION 07/01/2016 07/31/2016	IN796348	Other Services & Charges
44	01-003-000-0000-6350		75.00	FSA CLAIM CARD FEES	IN796348	Other Services & Charges
	5281 TASC		880.41		3 Transactions	



POOL
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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
3 DEPT Total:		880.41	COUNTY WIDE	1 Vendors 3 Transactions
13 DEPT			COURT ADMINISTRATOR'S	
9555 CONKEL/JEANNE M V				
4 01-013-000-0000-6273		11.25	COURT APPOINT TO	F9-01-677 Court Appt Atty-Other
9 01-013-000-0000-6273		11.25	COURT APPOINT JL	FA-15-1830 Court Appt Atty-Other
1 01-013-000-0000-6272		37.50	COURT APPOINT CP/JD	JV-15-189 Court Appt Atty-Dep/Neg/Ter
2 01-013-000-0000-6272		11.25	COURT APPOINT CJ/BH/CR	JV-15-196 Court Appt Atty-Dep/Neg/Ter
6 01-013-000-0000-6273		67.50	COURT APPOINT N IDE	PR-10-747 Court Appt Atty-Other
11 01-013-000-0000-6273		232.50	COURT APPOINT R SOMERVILLE	PR-15-1499 Court Appt Atty-Other
10 01-013-000-0000-6273		7.50	COURT APPOINT V WIGEN	PR-15-815 Court Appt Atty-Other
5 01-013-000-0000-6273		11.25	COURT APPOINT A NASS	PR-16-250 Court Appt Atty-Other
7 01-013-000-0000-6273		82.50	COURT APPOINT L CARLSON	PR-16-300 Court Appt Atty-Other
3 01-013-000-0000-6273		246.60	COURT APPOINT B HORSTMAN	PR-16-480 Court Appt Atty-Other
8 01-013-000-0000-6273		247.50	COURT APPOINT R STOKKE	PR-16-531 Court Appt Atty-Other
12 01-013-000-0000-6273		302.85	COURT APPOINT G HEMMANN	PR-16-540 Court Appt Atty-Other
9555 CONKEL/JEANNE M V		1,269.45		12 Transactions
4583 JONES & MAGNUS LLC				
16 01-013-000-0000-6273		150.00	COURT APPT MM P1-95-2	5571 Court Appt Atty-Other
14 01-013-000-0000-6273		442.50	COURT APPT CF PR-06-381	5669 Court Appt Atty-Other
15 01-013-000-0000-6273		423.75	COURT APPT MM PR-11-2016	5670 Court Appt Atty-Other
4583 JONES & MAGNUS LLC		1,016.25		3 Transactions
377 THE LAW OFFICE OF TROY A SCOTTING				
47 01-013-000-0000-6273		60.00	COURT APPOINT	FA-14-1145 Court Appt Atty-Other
46 01-013-000-0000-6273		15.00	COURT APPOINT	FA-14-169 Court Appt Atty-Other
45 01-013-000-0000-6273		45.00	COURT APPOINT	FA-15-1830 Court Appt Atty-Other
51 01-013-000-0000-6272		135.00	COURT APPOINT CS/MM	JV-15-155 Court Appt Atty-Dep/Neg/Ter
52 01-013-000-0000-6272		37.50	COURT APPOINT SW/JW	JV-15-182 Court Appt Atty-Dep/Neg/Ter
50 01-013-000-0000-6272		127.50	COURT APPOINT NA/MA	JV-15-207 Court Appt Atty-Dep/Neg/Ter
49 01-013-000-0000-6272		30.00	COURT APPOINT AG/TK	JV-15-209 Court Appt Atty-Dep/Neg/Ter
48 01-013-000-0000-6272		15.00	COURT APPOINT CB/RB	JV-16-15 Court Appt Atty-Dep/Neg/Ter
53 01-013-000-0000-6272		142.50	COURT APPOINT TWB/RH/DE/CH	JV-16-52 Court Appt Atty-Dep/Neg/Ter
377 THE LAW OFFICE OF TROY A SCOTTING		607.50		9 Transactions
13 DEPT Total:		2,893.20	COURT ADMINISTRATOR'S	3 Vendors 24 Transactions

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



POOL
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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		COUNTY PARK'S		
	213 MCLEOD COOP POWER ASSN				
21	01-520-000-0000-6253		525 POWER	140900	Electricity
17	01-520-000-0000-6253		521 POWER	205200	Electricity
22	01-520-000-0000-6253		526 POWER HOUSE	416900	Electricity
20	01-520-000-0000-6253		524 POWER	424600	Electricity
19	01-520-000-0000-6253		523 POWER	483200	Electricity
18	01-520-000-0000-6253		522 POWER	518000	Electricity
23	01-520-000-0000-6253		526 POWER	572300	Electricity
	213 MCLEOD COOP POWER ASSN				
					7 Transactions
520	DEPT Total:		960.17	COUNTY PARK'S	1 Vendors 7 Transactions
1	Fund Total:		6,997.04	GENERAL REVENUE FUND	42 Transactions

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



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3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
62	4547 AVESIS THIRD PARTY ADMINISTRATOR: 03-000-000-0000-2044		56.40	VISION PREMIUM HIGHWAY FUND 06/01/2016 06/30/2016		Vision Insurance Payable
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		56.40		1 Transactions	
55	2811 CNA GROUP LONG TERM CARE 03-000-000-0000-2048		131.01	LONG TERM CARE HIGHWAY FUND 05/01/2016 05/31/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		131.01		1 Transactions	
78	3328 GURSTEL CHARGO PA 03-000-000-0000-2055		277.00	GARNISHMENT 05/01/2016 05/14/2016	683730	Garnishments Payable
	3328 GURSTEL CHARGO PA		277.00		1 Transactions	
0	DEPT Total:		464.41	...	3 Vendors	3 Transactions
320	DEPT			HIGHWAY CONSTRUCTION		
75	4365 DUININCK INC 03-320-000-0000-6641		1,290.68	#8 ROUNDABOUT JOB 1152-1	SP070-006-1	State Aid-Regular Construction
72	03-320-000-0000-6648		569.58	#8 ROUNDABOUT JOB 1152	SP070-006-3	Federal Aid Road Construction Projects
73	03-320-000-0000-6647		569.58	#8 ROUNDABOUT JOB 1152	SP070-006-6	Joint Road Projects
74	03-320-000-0000-6647		162.13	#8 ROUNDABOUT CONST (CITY)	SP070-006-7	Joint Road Projects
77	03-320-000-0000-6647		12,262.42	#8 TH15 MILL & OVERLAY	SP4304-90-8	Joint Road Projects
76	03-320-000-0000-6647		43,884.37	#8 TH15 MILL & OVERLAY	SP4304-90-9	Joint Road Projects
	4365 DUININCK INC		58,738.76		6 Transactions	
320	DEPT Total:		58,738.76	HIGHWAY CONSTRUCTION	1 Vendors	6 Transactions
340	DEPT			HIGHWAY EQUIPMENT MAINTENANCE		
71	539 CENTER POINT ENERGY 03-340-000-0000-6255		11.70	GAS LP SHOP	6029864-3	Natural Gas
	539 CENTER POINT ENERGY		11.70		1 Transactions	
340	DEPT Total:		11.70	HIGHWAY EQUIPMENT MAINTENANCE	1 Vendors	1 Transactions
3	Fund Total:		59,214.87	ROAD & BRIDGE FUND		10 Transactions

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



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5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT			SOLID WASTE TIP FEE		
63	4547 AVESIS THIRD PARTY ADMINISTRATOR: 05-391-000-0000-2044		15.04	VISION PREMIUM SW FUND 06/01/2016 06/30/2016		Vision Insurance Payable
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		15.04	1 Transactions		
391	DEPT Total:		15.04	SOLID WASTE TIP FEE	1 Vendors	1 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
64	4547 AVESIS THIRD PARTY ADMINISTRATOR: 05-393-000-0000-2044		34.60	VISION PREMIUM MRF VISION 06/01/2016 06/30/2016		Vision Insurance Payable
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		34.60	1 Transactions		
88	4170 WASTE MANAGEMENT OF WI MN 05-393-000-0000-6257		582.61	GLASS FIND DISPOSAL	0013317-1702-3	Sewer, Water And Garbage Removal
89	05-393-000-0000-6257		2,404.35	RECYCLING RESIDUE GARBAGE	6916006-1593-0	Sewer, Water And Garbage Removal
	4170 WASTE MANAGEMENT OF WI MN		2,986.96	2 Transactions		
393	DEPT Total:		3,021.56	MATERIALS RECOVERY FACILITY	2 Vendors	3 Transactions
5	Fund Total:		3,036.60	SOLID WASTE FUND		4 Transactions

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



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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		
65	4547 AVESIS THIRD PARTY ADMINISTRATOR: 11-420-000-0000-2044		54.47	VISION PREMIUM INC MAINT FUND 06/01/2016 06/30/2016		Vision Insurance Payable
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		54.47	1 Transactions		
56	2811 CNA GROUP LONG TERM CARE 11-420-000-0000-2048		210.41	LONG TERM CARE WELFARE FUND 05/01/2016 05/31/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		210.41	1 Transactions		
420	DEPT Total:		264.88	INCOME MAINTENANCE	2 Vendors	2 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI		
66	4547 AVESIS THIRD PARTY ADMINISTRATOR: 11-430-000-0000-2044		208.37	VISION PREMIUM WELFARE FUND 06/01/2016 06/30/2016		Vison Insurance Payable
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		208.37	1 Transactions		
57	2811 CNA GROUP LONG TERM CARE 11-430-000-0000-2048		103.02	LONG TERM CARE INC MAINT FUND 05/01/2016 05/31/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		103.02	1 Transactions		
85	3028 MINNESOTA CHILD SUPPORT PAYMENT 11-430-000-0000-2056		276.88	CHILD SUPPORT 05/01/2016 05/14/2016	001486828601	Child Support Garnishment Payable
	3028 MINNESOTA CHILD SUPPORT PAYMENT		276.88	1 Transactions		
430	DEPT Total:		588.27	INDIVIDUAL AND FAMILY SOCIAL SER	3 Vendors	3 Transactions
11	Fund Total:		853.15	HUMAN SERVICE FUND		5 Transactions

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



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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		
87	2589 SHI INTERNATIONAL CORP					
	25-015-000-0000-6612		629.00	DESKTOP PC-LAW LIBRARY	B04815583	CAPITAL - \$100-\$5,000 (INVENTORY)
	2589 SHI INTERNATIONAL CORP		629.00	1 Transactions		
15	DEPT Total:		629.00	LAW LIBRARY	1 Vendors	1 Transactions
228	DEPT			CHAPLAIN PROGRAM		
86	3353 PASTOR TIM VANDENLANGENBERG					
	25-228-000-0000-6350		80.00	RESERVE BANDSHELL	100	Other Services & Charges
	3353 PASTOR TIM VANDENLANGENBERG		80.00	1 Transactions		
228	DEPT Total:		80.00	CHAPLAIN PROGRAM	1 Vendors	1 Transactions
254	DEPT			ANNAMARIE TUDHOPE DONATION		
91	3261 AUGUSTA ELECTRIC INC					
	25-254-000-0000-6610		34,822.25	CONTRACT PAYMENT	APPLICATION 2	Capital - Over \$5,000 (Fixed Assets)
	3261 AUGUSTA ELECTRIC INC		34,822.25	1 Transactions		
100	3258 DULAS EXCAVATING INC					
	25-254-000-0000-6610		47,025.00	CONTRACT PAYMENT	PR00003	Capital - Over \$5,000 (Fixed Assets)
	3258 DULAS EXCAVATING INC		47,025.00	1 Transactions		
105	3296 YAMRY CONSTRUCTION					
	25-254-000-0000-6610		19,000.00	CONTRACT PAYMENT		Capital - Over \$5,000 (Fixed Assets)
106	25-254-000-0000-6610		2,010.00	TEMP WALLS	238	Capital - Over \$5,000 (Fixed Assets)
108	25-254-000-0000-6610		3,730.00	LABOR/MATERIALS	241	Capital - Over \$5,000 (Fixed Assets)
109	25-254-000-0000-6610		1,315.00	TEMP SHELTER	243	Capital - Over \$5,000 (Fixed Assets)
110	25-254-000-0000-6610		220.00	TEMP SHELTER/ENTRYWAY	250	Capital - Over \$5,000 (Fixed Assets)
	3296 YAMRY CONSTRUCTION		26,275.00	5 Transactions		
254	DEPT Total:		108,122.25	ANNAMARIE TUDHOPE DONATION	3 Vendors	7 Transactions
612	DEPT			SHORELAND-GRANT		
67	4547 AVESIS THIRD PARTY ADMINISTRATOR					
	25-612-000-0000-2044		0.64	VISION PREMIUM SPECIAL REVENUE		Vision Insurance Payable
				06/01/2016 06/30/2016		

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



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25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
4547 AVESIS THIRD PARTY ADMINISTRATOR'S		0.64	1 Transactions	
612 DEPT Total:		0.64	SHORELAND-GRANT	1 Vendors 1 Transactions
613 DEPT			WATER RESOURCE MANAGEMENT-GRANT	
4547 AVESIS THIRD PARTY ADMINISTRATOR'S				
68 25-613-000-0000-2044		1.06	VISION PREMIUM SPECIAL REVENUE	Vision Insurance Payable
			06/01/2016 06/30/2016	
4547 AVESIS THIRD PARTY ADMINISTRATOR'S		1.06	1 Transactions	
613 DEPT Total:		1.06	WATER RESOURCE MANAGEMENT-GRANT	1 Vendors 1 Transactions
614 DEPT			WETLANDS ADMINISTRATION-GRANT	
4547 AVESIS THIRD PARTY ADMINISTRATOR'S				
69 25-614-000-0000-2044		2.45	VISION PREMIUM SPECIAL REVENUE	Vision Insurance Payable
			06/01/2016 06/30/2016	
4547 AVESIS THIRD PARTY ADMINISTRATOR'S		2.45	1 Transactions	
614 DEPT Total:		2.45	WETLANDS ADMINISTRATION-GRANT	1 Vendors 1 Transactions
694 DEPT			AQUATIC INVASIVE SPECIES	
1088 COBORNS LITTLE DUKES				
92 25-694-000-0000-6350		54.95	VISA GIFT CARD	AQUATIC INVASIVE SPECIES EXPENSE
1088 COBORNS LITTLE DUKES		54.95	1 Transactions	
694 DEPT Total:		54.95	AQUATIC INVASIVE SPECIES	1 Vendors 1 Transactions
807 DEPT			DESIGNATED FOR CAPITAL ASSETS	
3359 ASSESSCO ENVIRONMENTAL SERVICES				
90 25-807-000-0000-6610		1,348.00	ASBESTOS INSPECTION	6911 Capital - Over \$5,000 (Fixed Assets)
3359 ASSESSCO ENVIRONMENTAL SERVICES		1,348.00	1 Transactions	
3271 CONTEGRITY GROUP				
98 25-807-000-0000-6610		8,005.84	CONSTRUCTION MANAGEMENT FEE	2016062 Capital - Over \$5,000 (Fixed Assets)
93 25-807-000-0000-6610		12,100.00	ON SITE SUPERVISION FEE	2016063 Capital - Over \$5,000 (Fixed Assets)
94 25-807-000-0000-6610		1,800.00	REIMBURSABLES	2016063 Capital - Over \$5,000 (Fixed Assets)
95 25-807-000-0000-6610		450.00	TEMPORARY JOB OFFICE/TRAILER	2016063 Capital - Over \$5,000 (Fixed Assets)
96 25-807-000-0000-6610		358.75	CONSTRUCTION SIGNS	2016063 Capital - Over \$5,000 (Fixed Assets)

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



POOL
5/27/16 11:42AM
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
97	25-807-000-0000-6610			5,307.85	PERMITS		2016063	Capital - Over \$5,000 (Fixed Assets)
3271	CONTEGRITY GROUP			28,022.44		6 Transactions		
1326	CULLIGAN WATER CONDITIONING							
99	25-807-000-0000-6610			93.80	DRINKING WATER CHARGES		173-10758225-1	Capital - Over \$5,000 (Fixed Assets)
1326	CULLIGAN WATER CONDITIONING			93.80		1 Transactions		
253	LIGHT & POWER COMMISSION							
101	25-807-000-0000-6610			152.45	ELECTRIC			Capital - Over \$5,000 (Fixed Assets)
253	LIGHT & POWER COMMISSION			152.45		1 Transactions		
4117	MINI BIFF INC							
102	25-807-000-0000-6610			85.51	PORTA JOHN RENTAL/SERVICE		A-77689	Capital - Over \$5,000 (Fixed Assets)
4117	MINI BIFF INC			85.51		1 Transactions		
3358	R & H DRYWALL INC							
104	25-807-000-0000-6610			2,351.00	ADD TEMP WALLS			Capital - Over \$5,000 (Fixed Assets)
3358	R & H DRYWALL INC			2,351.00		1 Transactions		
3296	YAMRY CONSTRUCTION							
107	25-807-000-0000-6610			5,376.50	RAMP		239	Capital - Over \$5,000 (Fixed Assets)
3296	YAMRY CONSTRUCTION			5,376.50		1 Transactions		
807	DEPT Total:			37,429.70	DESIGNATED FOR CAPITAL ASSETS		7 Vendors	12 Transactions
886	DEPT				COUNTY FEEDLOT PROGRAM			
4547	AVESIS THIRD PARTY ADMINISTRATOR'S							
70	25-886-000-0000-2044			3.08	VISION PREMIUM SPECIAL REVENUE			Vision Insurance Payable
					06/01/2016 06/30/2016			
4547	AVESIS THIRD PARTY ADMINISTRATOR'S			3.08		1 Transactions		
6009	INNOVATIVE OFFICE SOLUTIONS LLC							
13	25-886-000-0000-6402			65.25	OFFICE SUPPLIES		IN1185091	Office Supplies
6009	INNOVATIVE OFFICE SOLUTIONS LLC			65.25		1 Transactions		
886	DEPT Total:			68.33	COUNTY FEEDLOT PROGRAM		2 Vendors	2 Transactions
25	Fund Total:			146,388.38	SPECIAL REVENUE FUND			27 Transactions

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



POOL
5/27/16 11:42AM
41 CAPITAL PROJECTS 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
805 DEPT				CAPITAL IMPROVEMENT PLAN 2014
3361 NAC MECHANICAL & ELECTRICAL SERVI				
103 41-805-000-0000-6610		10,051.00		CONTRACT PAYMENT HHS APPLICATION 1 CAPITAL - OVER \$5,000 (FIXED ASSETS)
3361 NAC MECHANICAL & ELECTRICAL SERVI		10,051.00		1 Transactions
805 DEPT Total:		10,051.00		CAPITAL IMPROVEMENT PLAN 2014 1 Vendors 1 Transactions
41 Fund Total:		10,051.00		CAPITAL PROJECTS FUND 1 Transactions

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



POOL
5/27/16 11:42AM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
853	DEPT			LOCAL PUBLIC HEALTH GRANT		
58	2811 CNA GROUP LONG TERM CARE 82-853-000-0000-2048		10.54	LONG TERM CARE CHS FUND 05/01/2016 05/31/2016		LONG TERM CARE PAYABLE
	2811 CNA GROUP LONG TERM CARE		10.54		1 Transactions	
24	222 MEEKER COUNTY TREASURER 82-853-000-0000-6860		483.25	1ST QTR FAP 2016		Follow Along Program
	222 MEEKER COUNTY TREASURER		483.25		1 Transactions	
37	314 SIBLEY COUNTY TREASURER 82-853-000-0000-6860		483.25	1ST QTR FAP 2016		Follow Along Program
	314 SIBLEY COUNTY TREASURER		483.25		1 Transactions	
853	DEPT Total:		977.04	LOCAL PUBLIC HEALTH GRANT	3 Vendors	3 Transactions
856	DEPT			FPSP		
25	222 MEEKER COUNTY TREASURER 82-856-000-0000-6858		5,416.18	1ST QTR FPSP 2016		Fpsp
	222 MEEKER COUNTY TREASURER		5,416.18		1 Transactions	
38	314 SIBLEY COUNTY TREASURER 82-856-000-0000-6858		2,354.44	1ST QTR FPSP 2016		Fpsp
	314 SIBLEY COUNTY TREASURER		2,354.44		1 Transactions	
856	DEPT Total:		7,770.62	FPSP	2 Vendors	2 Transactions
857	DEPT			HEALTHY HOMES		
27	222 MEEKER COUNTY TREASURER 82-857-000-0000-6850		5,083.62	1ST QTR HEALTHY HOMES 2016		Collections For Other Agencies
	222 MEEKER COUNTY TREASURER		5,083.62		1 Transactions	
40	314 SIBLEY COUNTY TREASURER 82-857-000-0000-6850		4,120.58	1ST QTR HEALTHY HOMES 2016		Collections For Other Agencies
	314 SIBLEY COUNTY TREASURER		4,120.58		1 Transactions	
857	DEPT Total:		9,204.20	HEALTHY HOMES	2 Vendors	2 Transactions

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



POOL
5/27/16 11:42AM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
858	DEPT		EARLY HEARING DETECTION & INTERVE		
41	314 SIBLEY COUNTY TREASURER		BIRTH DEFECTS		Collections For Other Agencies
	82-858-000-0000-6850	800.00			
	314 SIBLEY COUNTY TREASURER	800.00	1 Transactions		
858	DEPT Total:	800.00	EARLY HEARING DETECTION & INTER	1 Vendors	1 Transactions
862	DEPT		SHIP		
28	3350 PRAIRIE LUTHERAN SCHOOL		SHIP PARTNER EXPENSE-SCHOOL		Other Services & Charges
	82-862-000-0000-6350	66.26			
	3350 PRAIRIE LUTHERAN SCHOOL	66.26	1 Transactions		
862	DEPT Total:	66.26	SHIP	1 Vendors	1 Transactions
866	DEPT		EMERGENCY PREPAREDNESS TO BIOTER		
26	222 MEEKER COUNTY TREASURER		1ST QTR EP 2016		Collections For Other Agencies
	82-866-000-0000-6850	1,986.75			
	222 MEEKER COUNTY TREASURER	1,986.75	1 Transactions		
39	314 SIBLEY COUNTY TREASURER		1ST QTR EP 2016		Collections For Other Agencies
	82-866-000-0000-6850	7,233.02			
	314 SIBLEY COUNTY TREASURER	7,233.02	1 Transactions		
866	DEPT Total:	9,219.77	EMERGENCY PREPAREDNESS TO BIOTI	2 Vendors	2 Transactions
82	Fund Total:	28,037.89	COMMUNITY HEALTH SERVICE		11 Transactions

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



POOL
5/27/16 11:42AM
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
975 DEPT				
509 MINNESOTA DNR				
60 86-975-000-0000-6850		924.00		Collections For Other Agencies
			05/17/2016 05/23/2016	
509 MINNESOTA DNR		924.00	1 Transactions	
975 DEPT Total:		924.00	1 Vendors	1 Transactions
976 DEPT				
509 MINNESOTA DNR				
59 86-976-000-0000-6850		57.00		Collections For Other Agencies
			05/17/2016 05/23/2016	
509 MINNESOTA DNR		57.00	1 Transactions	
976 DEPT Total:		57.00	1 Vendors	1 Transactions
86 Fund Total:		981.00		2 Transactions

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



POOL
5/27/16 11:42AM
87 TAX & PENALTY 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
980	DEPT			TAX COLLECTIONS		
29	125 MINNESOTA DEPARTMENT OF REVENUE 87-980-000-0000-6850		856,956.03	50% STATE GENERAL TAX		Collections For Other Agencies
	125 MINNESOTA DEPARTMENT OF REVENUE		856,956.03		1 Transactions	
33	5845 SCHOOL DISTRICT OF BLH 2159 87-980-000-0000-6849		33,511.73	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	5845 SCHOOL DISTRICT OF BLH 2159		33,511.73		1 Transactions	
34	494 SCHOOL DISTRICT OF GFW 2365 87-980-000-0000-6849		36,652.77	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	494 SCHOOL DISTRICT OF GFW 2365		36,652.77		1 Transactions	
36	1576 SCHOOL DISTRICT OF GSL 2859 87-980-000-0000-6849		907,251.83	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	1576 SCHOOL DISTRICT OF GSL 2859		907,251.83		1 Transactions	
35	492 SCHOOL DISTRICT OF HLWW 2687 87-980-000-0000-6849		312,385.39	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	492 SCHOOL DISTRICT OF HLWW 2687		312,385.39		1 Transactions	
30	488 SCHOOL DISTRICT OF HUTCHINSON 04 87-980-000-0000-6849		1,581,308.26	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	488 SCHOOL DISTRICT OF HUTCHINSON 04		1,581,308.26		1 Transactions	
31	489 SCHOOL DISTRICT OF LESTER PRAIRIE C 87-980-000-0000-6849		232,811.15	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	489 SCHOOL DISTRICT OF LESTER PRAIRIE C		232,811.15		1 Transactions	
32	493 SCHOOL DISTRICT OF LITCHFIELD 0465 87-980-000-0000-6849		572.16	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	493 SCHOOL DISTRICT OF LITCHFIELD 0465		572.16		1 Transactions	
980	DEPT Total:		3,961,449.32	TAX COLLECTIONS	8 Vendors	8 Transactions
87	Fund Total:		3,961,449.32	TAX & PENALTY FUND		8 Transactions
	Final Total:		4,217,009.25	61 Vendors	110 Transactions	

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	6,997.04	GENERAL REVENUE FUND	
	3	59,214.87	ROAD & BRIDGE FUND	
	5	3,036.60	SOLID WASTE FUND	
	11	853.15	HUMAN SERVICE FUND	
	25	146,388.38	SPECIAL REVENUE FUND	
	41	10,051.00	CAPITAL PROJECTS FUND	
	82	28,037.89	COMMUNITY HEALTH SERVICE	
	86	981.00	TRUST & AGENCY FUND	
	87	3,961,449.32	TAX & PENALTY FUND	
All Funds		4,217,009.25	Total	Approved by,
			
			

**MCLEOD COUNTY BOARD
AGENDA REQUEST**

Board meeting date:	<u>6/7/2016</u>	Originating department:	<u>Planning & Zoning</u>
Consent or regular agenda:	<u>Consent</u>	Preferred agenda time:	_____
Amount of time needed:	_____	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>		

MOTION REQUESTED:

Approve Preliminary Plat / Final Plat 16-01 requested by Ryan Ritchie for a 1-Lot Preliminary / Final Plat to be known as HBA Properties and to rezone this property to "R-1". Included is a request to vacate an easement highlighted in yellow on the Preliminary Plat. Upon approval of the Title Opinion by the County Attorney, this plat will then be recorded. This property is located in Section 26 of Hutchinson Township.

JUSTIFICATION FOR MOTION:

The Board of Hutchinson Township unanimously recommended approval on May 12, 2016. The Planning Advisory Commission unanimously recommended approval on May 25, 2016.

McLeod County Planning Commission Staff Report

To: McLeod County Planning Commission

Prepared By: Marc Telecky

Application: PP/FP 16-01
Rezoning 16-01

Date: May 12, 2016 – Meeting Date: May 25, 2016

GENERAL INFORMATION

Brief Description

Ryan & Emily Ritchie are requesting to add 1.81 acres to an existing platted lot (Lot 2 Block 1 East Nature Country Acres 2nd Addition 1.64 Acres). The applicants purchased both properties from the original owners (Jason and Nicole Schwartz) but the 1.8 acre parcel was not platted because Jason and Nicole purchased both properties after East Nature Country Acres 2nd addition was approved and recorded. M.S. 505 states that any land added to or removed from a platted area must be done via a re-plat.

Applicant: Ryan & Emily Ritchie
20110 Nature Ave.
Hutchinson, MN 55350

Requested Action: Preliminary/Final Plat Approval
Rezoning of 1.8 acre parcel to be added to existing "R-1" zoned lot.

Lot Size: 3.45 Acres

Existing Zoning: "R-1" Rural Residential

Location: Section 26 Hutchinson Twp.

Existing Land Use: Rural Residential and Agricultural

**Adjacent Land Use
And Zoning:** Agricultural, Rural Residential

Zoning History: NA

Applicable Ordinance McLeod County Zoning Ordinance Section 8 & McLeod County Subdivision Ordinance

SPECIAL INFORMATION

Public Utilities: NA

Public Services: Individual Sewage Treatment System

Ryan & Emily Ritchie

PP/FP/Rezoning

May 25, 2016

Page 2

Transportation: Nature Ave.

Physical Characteristics: Rural Residential Plat

Analysis: The applicants have submitted affidavits for vacation of the existing drainage and utility easement which existed on the northerly property boundary of Lot 2 Block 1 East Nature Country Acres 2nd Addition. The applicants have also submitted a consent to plat agreement from their mortgage provider. The opinion on title will be submitted to the McLeod County Attorney's office on Monday May 23.

Recommendations: If approved, staff would offer the following recommendations:

1. Final Plat shall be recorded once the McLeod County Attorney's Office is satisfied by the opinion of title.
2. Final Plat shall be recorded within 6 months of approval by the McLeod County Board of Commissioners.

Cc: Ryan & Emily Ritchie -- Applicants

Sandy Posusta

From: John Brunkhorst
Sent: Tuesday, May 10, 2016 12:49 PM
To: Sandy Posusta
Subject: RE: Request Comment - Planning Advisory Commission

I don't see any Hwy related concerns with these.

Thank you.

John

John T. Brunkhorst, PE
County Engineer
McLeod County Highway Department
1400 Adams Street SE
Hutchinson, MN 55350

Tel: (320) 484-4321
Fax: (320) 234-6971

Visit our [Highway Department Website](#).



McLeodCoHwy

From: Sandy Posusta
Sent: Tuesday, May 10, 2016 11:05 AM
To: John Brunkhorst; Garry Bennett, Area Hydrologist, DNR; marilyn@lesterprairie.mn.us; Biscay City Clerk, Jana Kunkel; Ryan Freitag, SWCD; Roger Berggren
Cc: Larry Gasow
Subject: Request Comment - Planning Advisory Commission
Importance: High

Greetings,

On behalf of the Planning Advisory Commission, the Planning & Zoning Office requests your review of the following attached application information received for the for the Public Hearing scheduled on May 25, 2016. Please respond by end of day, May 17, 2016.

Please contact Larry Gasow or myself should you have any questions or concerns. Larry's direct telephone number is (320) 864-1218.

PP/FP 16-01_Ritchie



Disclaimer: McLeod County does not warrant or guarantee the accuracy of the data.
The data is meant for reference purposes only and should not be used for official decisions.
If you have questions regarding the data presented in this map, please contact the McLeod County GIS Department.

This information is to be used for reference purposes only.



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**MCLEOD COUNTY BOARD
AGENDA REQUEST**

Board meeting date:	<u>6/7/2016</u>	Originating department:	<u>Planning & Zoning</u>
Consent or regular agenda:	<u>Consent</u>	Preferred agenda time:	_____
Amount of time needed:	_____	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>		

MOTION REQUESTED:

Approve Conditional Use Permit 16-15 requested by Hansen Gravel on property owned by Travis Peterson for the for the expansion and continued gravel mining operation with crushing and stockpiling on a 14.57 AC site within the Crow River shoreland area for a period of another 5 years. Restoration is taking place as the mining takes place. After mining has been completed the restoration will be used for wildlife habitat purposes. This property is located within the S ½ of the NE ¼ of Section 31 in Rich Valley Township.

JUSTIFICATION FOR MOTION:

The Rich Valley Township Board unanimously recommended approval on May 11, 2016. The Planning Advisory Commission unanimously recommended approval on May 25, 2016 with the following conditions:

1. The hours of operation are 7:00 a.m. to 6:00 p.m., Monday through Friday.
2. A letter of credit or bond in the amount of \$14,500.00 shall be submitted to the Zoning Office prior to the County Board meeting on June 7, 2016.
3. No wetland or floodplain impacts shall take place unless prior approval from any agency with jurisdiction.
4. All MPCA Permits shall be maintained.
5. Applicant shall apply for a DNR Dewatering Permit, if needed.
6. All gravel pit conditions shall be adhered to, such as maintain the haul route and applying appropriate dust control measures along with the Reclamation Proposal Form as submitted.
7. Applicant shall notify Zoning Office as restoration takes place so an inspection can be made.

STAFF REPORT

TO: McLeod County Planning Commission

Date: May 11, 2016

Prepared By: Larry Gasow

CUP #16-15 Meeting Date: May 25, 2016

GENERAL INFORMATION

Applicant: Ron Hanson
Hanson Gravel Inc.
1305 South Grade Road
Hutchinson, MN 55350
320/587-5882

Land Owner: Travis Petersen
14094 90th St
Brownnton, MN 55312
320/583-1516

PID #11.031.0350

Requested Action: Application for the expansion and continued gravel mining operation with crushing and stock piling of material.

Purpose: Continue to mine gravel on a 14.57 acre site within the Crow River shoreland area for a period another 5 years. After mining operation has been completed the restoration will be used for wildlife habitat purposes.

Existing Zoning: Agricultural, Tributary Shoreland and Floodplain.

Location: 14.57 acres within the S 1/2 of NE 1/4 of Section 31, Rich Valley Township.

Size: 14.57 acres.

Existing Land Use: Agricultural cropland and South Fork of Crow River, There is a potential wetland that may be affected.

Surrounding Land Use & Zoning: Agricultural.

Applicable Regulations: Section 15, General Development Regulations, Subdivision 6

History: CUP's issued in 1994, 2000, 2004 and 2011 for mining, the area was partially mined with top soil being removed.

Haul Route: Kale Ave (Township) to 137th St (Township) to CR#71 to St Hwy #22.

ANALYSIS

The Rich Valley Town Board has not made a recommendation since the mailing of this staff report. An existing survey is being used since there has not been enough mining done and they will remain within the same foot print of the previous survey. The mining operation will be permitted under the land owner with Mr. Hanson being the primary contractor who will also supply a bank's letter of credit for restoration purposes. The reclamation of the mined area shall be for wildlife habitat. The haul route will have a signed a road maintenance agreement with the Rich Valley Town Board. The McLeod County Environmental Office, Highway Department, DNR and City of Biscay have been notified. The survey indicates the boundaries of the gravel pit to be close to the OHW of the Crow River, the mining area has the same setback as a structure setback which is 100' from the OWH. The area of the floodplain shall have no stock piles; the stockpile location should be identified. Hours of operation will be May – Oct, Monday-Friday, 7:00 AM – 6:00 PM. If needed, a De-watering permit will be needed from the DNR.

RECOMMENDATIONS

Staff has no objections, the mining setback of 100' of the Crow River OHW and there be no stockpiling within the floodplain area. All other required state, federal and local permits shall be obtained as necessary.

Sandy Posusta

From: John Brunkhorst
Sent: Tuesday, May 10, 2016 12:49 PM
To: Sandy Posusta
Subject: RE: Request Comment - Planning Advisory Commission

I don't see any Hwy related concerns with these.

Thank you.

John

John T. Brunkhorst, PE
County Engineer
McLeod County Highway Department
1400 Adams Street SE
Hutchinson, MN 55350

Tel: (320) 484-4321
Fax: (320) 234-6971

Visit our [Highway Department Website](#).



McLeodCoHwy

From: Sandy Posusta
Sent: Tuesday, May 10, 2016 11:05 AM
To: John Brunkhorst; Garry Bennett, Area Hydrologist, DNR; marilyn@lesterprairie.mn.us; Biscay City Clerk, Jana Kunkel; Ryan Freitag, SWCD; Roger Berggren
Cc: Larry Gasow
Subject: Request Comment - Planning Advisory Commission
Importance: High

Greetings,

On behalf of the Planning Advisory Commission, the Planning & Zoning Office requests your review of the following attached application information received for the for the Public Hearing scheduled on May 25, 2016. Please respond by end of day, May 17, 2016.

Please contact Larry Gasow or myself should you have any questions or concerns. Larry's direct telephone number is (320) 864-1218.

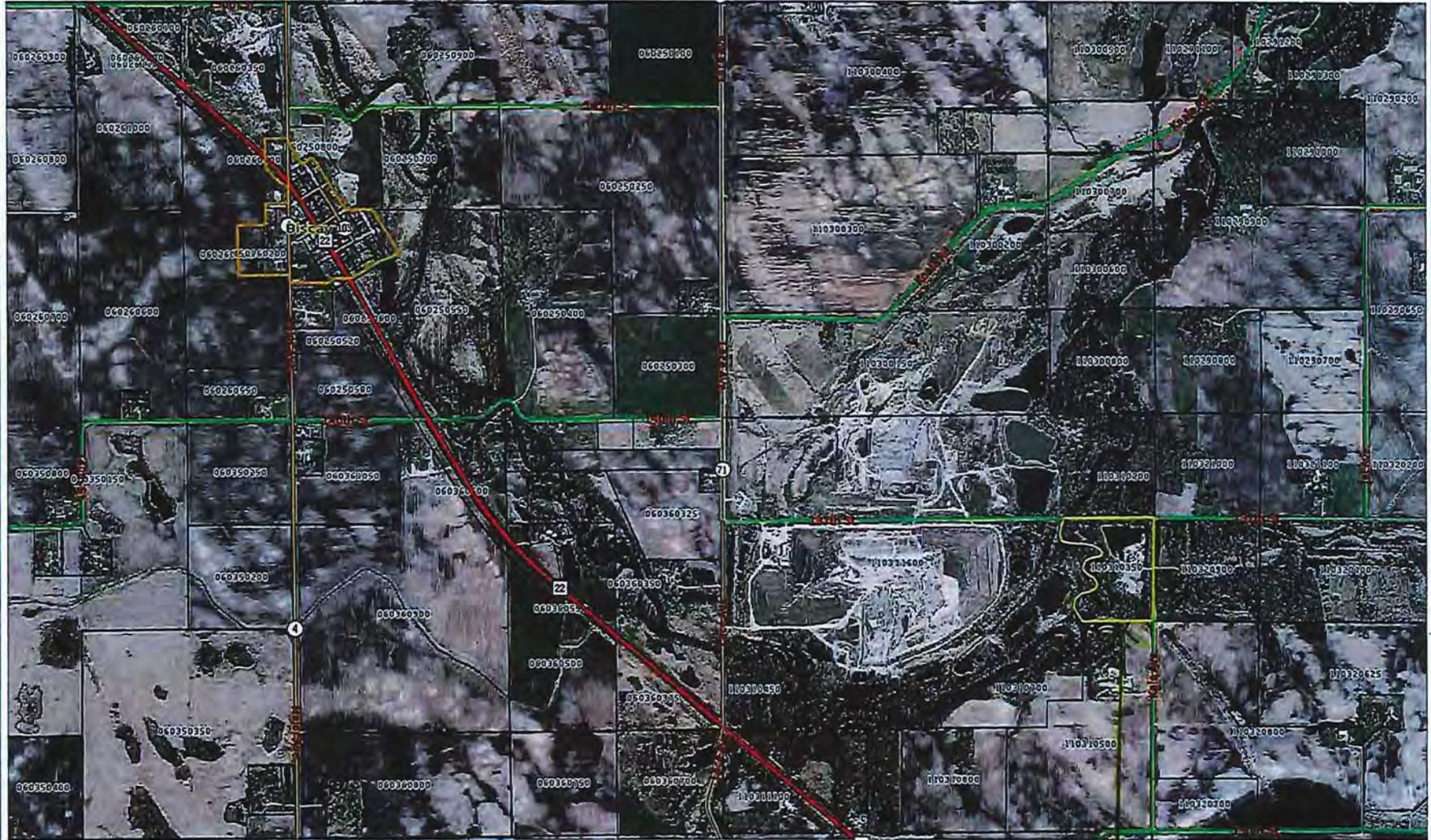
Comments for PAC on May 25, 2016 from Environmental Services

- 1) CUP for Ryan Ritchie – No concerns.
- 2) CUP for Hansen Gravel Pit PID 11.031.0350 – There are some possible wetlands on this site as shown by the NWI Map in blue. If the applicant is not mining in these areas, there should be no impacts to the wetlands. If mining will be in the blue outlined area then a wetland delineation would be needed to determine the wetland impacts and if any mitigation is needed.



Map

CUP 16-15 Hansen Eravel on
Property of Travis Peterson



Disclaimer: McLeod County does not warrant or guarantee the accuracy of the data.
The data is meant for reference purposes only and should not be used for official decisions.
If you have questions regarding the data presented in this map, please contact the McLeod County GIS Department.

This information is to be used for reference purposes only.

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Copy

McLeod County Mining and Reclamation Proposal Form

This form was approved by the McLeod County Board and Planning Commission.
Please submit this completed form along with your completed Conditional Use Permit application materials.

Part One: General Information

- 1. Name of Primary Applicant (Landowner) Travis Jay Petersen
 Street Address 14094 90th Street
 City, State, Zip Code Brownton MN, 55312
 Phone Number (please include the area code) 320-583-1516
- 2. Name of Secondary Applicant (Operator) Hansen Gravel Inc.
 Street Address 1305 South Grade Rd
 City, State, Zip Code Hutchinson MN 55350
 Phone Number (please include the area code) 320-587-5882
- 3. Provide a survey and the legal description of the mining site including section, township and range. See Survey
- 4. Specify total area (in acres) to be affected by this project. Include areas for future expansion, stockpiling, processing, haul roads, settling basins, buildings and parking facilities. 14 Acres
- 5. Provide a general location map including roads and other pertinent landmarks. See Survey Map
- 6. Is environmental review required for this project? YES (attach copy of EAW or EIS) NO
- 7. List other applicable local, state and federal permits necessary for this project. Please indicate the current status and provide a copy.

<u>Permit</u>	<u>Status</u>
NPDES <u>#MNG490080</u>	<u>Valid</u>
DNR _____	<u>to be applied for</u>
Wetlands _____	_____
Other _____	_____

Part Two: Pre-mining Conditions

- 8. Describe current land uses within and adjacent to the project area. Farm land + Wooded Areas
- 9. Is proposed project area within 1,000 feet of a shoreline of a lake or within 300 feet from either bank of a watercourse or the landward extent of a floodplain designated by local ordinance?

YES (Please refer to shoreland regulations) NO

10. Provide a map of the pre-mining conditions as they currently exist both inside the project area and within thirteen hundred twenty (1320) feet of the property at a scale of not less than one (1) inch equals two hundred (200) feet that includes the following information:
- An estimate of the shape and extent of the gravel deposit.
 - Location of boundary stakes delineating the project area referenced to a bench mark.
 - Ownership within and adjacent to the project area.
 - Location of all existing structures within and adjacent to the project area and the purpose for which each structure is used (i.e., buildings, pipelines, cables, roads, powerlines, etc).
Grey Dummer.
 - Contours within the project area at intervals no larger than two (2) feet.
NONE
 - Existing vegetation within and adjacent to the project area.
 - The location of all streams, lakes, wetlands, ditches, waterways and drainage patterns located within or adjacent to the project area.
Grass
 - Location of previous excavations in the project area.
 - Location of wells in the vicinity of the project area.
NONE
 - Location of roads and right-of-ways.
NONE
 - The vertical profile of the area to be excavated.
 - Indicate the observed or estimated (circle one) groundwater elevation in the project area and reference depth to a permanent bench mark. 7 feet

Part Three: Mitigating Impacts

- List resources that may be impacted by this project, identify impacts and describe measures that will be taken to mitigate those impacts. *NONE*
- Describe measures that will be taken to screen the operation from view.
- Describe measures that will be taken to control soil erosion, sedimentation, runoff, dust and noise. If no measures will be used, explain why none are needed. *Existing trees on all 4 Boundries Building burnis. Dust control by calcium Chloride and water truck.*

Part Four: Description of Mining Activities Proposed Mining Methods

- Describe the products that will be mined from the project area and how they will be mined (i.e., equipment used). *Black dirt and Mining of gravel using a backhoe, dozer & Loader, also a crusher.*
- Describe how the material will be transported from the site, the proposed route of transport, and, if known, the normal final destination. *by truck using Kale Ave N to 137th St West to Co. Rd 71*
- Describe the methods that will be used to dispose of brush and other vegetative debris. *No brush involved, Vegetative debris will be composted.*
- Describe the methods that will be used to retain topsoil. *Some to be gold balance stockpiled for future use to reclaim Pit.*
- Estimate the volume of material in cubic yards to be mined in the period covered by this permit.
cubic yards. *100,000 cu. yds*
- List the commencement and completion date (provide month, day, year) of mining activities and the calendar months, days of the week and hours of the day in which mining activities are expected to occur. All mining Conditional Use Permits have up to a five-year time limit.
Commencement Date: _____ Completion Date: _____
Calendar Months: May - October Days of the Week: Monday - Friday
Hours of the Day: 7 AM - 6 pm

20. Describe dewatering activities and estimate volumes of water to be discharged from the site. *Tractor with Power Take off Pump - Volume 1,500 gal./Minute onto*
21. Identify the maximum height of all stockpiles and structures. *existing grassland within Pit Area. 40 Feet high*
22. Provide mining plan maps at a scale of no less than one (1) inch equals one hundred (100) feet that include: *Map to be Provided by Surveyor*
- Sequential phases of mining (plan view) with haul roads, equipment, machinery, storage areas, spoil piles, mined material piles and processing areas identified.
 - Cross-sectional drawings of any water impoundments, high wall reduction, benching or terracing, and erosion control practices.
 - Structures to be erected. *NONE*
 - Location and depths of proposed excavations.
 - Location of vehicle parking.
 - Location of stored explosives. *NONE*
 - Location of washwater ponds and the location of disposal materials (if applicable). *NONE*

Proposed Processing Methods

23. Describe the processing methods that will be used at the site. *Crusher*
24. List the proposed calendar months, days of the week and hours of the day for the operation of the processing facilities.
- Calendar months: *May thru Oct*
- Days of the week: *Mon - Fri*
- Hours of the day: *7 Am - 6 pm*
25. Describe the volume of water needed for gravel washing activities, the source of the water, how the ponds will be maintained and how the washwater will be disposed. *NONE*
26. Describe how chemical substances will be stored on the site. *NONE*

Part Five: Staging of Operations

27. Provide a schedule of the projected life of the operation including beginning and ending of operations and any phases or stages. *Crushing during Summer Months for duration of Permit.*
28. Describe reclamation activities that will occur over the life of the operation. *leveling of spoil bank and sloping done on yearly basis.*
29. Describe the methods that will be used at the cessation of seasonal operations to stabilize slopes from erosion. *Stabilizing with clay.*
30. Describe the interim reclamation methods that will be used if the site will become inactive at the close of current operations for an unspecified period of time.

Level + stabilize with clay.

Part Six: Proposed Reclamation

This section shall be consistent (at a minimum) with the mining and extraction reclamation provisions set forth in the McLeod County Zoning Ordinance.

31. List the approximate reclamation commencement and completion date.

Commencement Date: _____ Completion Date _____

- Describe the type of fill that will be used and depth of restored topsoil. *None - Holding Pond*
 - Describe proposed reclamation including final slopes, high wall reduction, benching, terracing and other structural slope stabilization measures and when they will take place. *4:1 slope*
 - Describe anticipated topography, water features and future land use of the site. *Holding Pond*
 - Describe plans for the disposition of surface structures, roads and related facilities after completion of mining and when these activities will occur. *remain the same*
 - Describe the methods proposed for the disposal or reclamation of excess materials. *Used for Burns + Sloping*
 - Describe or attach a copy of a seeding, planting or re-vegetation plan that includes types, densities and methods of tree plantings, seed bed preparation, seed mixtures, seeding rates, mulching and other techniques needed to accomplish site stabilization. *Site will be a holding pond therefore Top of slopes will be seeded to grass*
32. Describe long-term maintenance needed to support reclamation and when it will need to occur. *Weed control on yearly basis.*
33. Provide an estimate of the reclamation cost of each phase of the project or the entire site if phasing is not planned. *\$ 4,000.00*
34. Provide a reclamation plan map at a scale of no less than one (1) inch equals one hundred (100) feet that includes: *Map to be provided by Surveyor.*
- a) Final grade of the site with elevations and contour lines at two (2) foot intervals.
 - b) The location of any benching, terracing, water impoundments, artificial lakes, vegetative plantings and anticipated future land uses.
 - c) The location and nature of any structures to be erected in relation to the future land use.

Part Seven: Other Information Required

35. The applicant shall provide any other information and exhibits as required by the Zoning Administrator, Planning Commission or County Board necessary to make findings, recommendations and dispositions on the application in order to help protect the public's health, safety and general welfare.

To the best of my knowledge, I certify that the information provided on this application and accompanying documents is true and accurate.

Primary Applicant's Signature (Landowner) *Tuan Jay Peters*

Date *5-31-11*

Secondary Applicant's Signature (Operator) *Ron Hansen*

Date *6-3-11*

Township's Chair Signature _____

Date _____

****All of the information requested in this form must be submitted along with a completed Conditional Use Permit Application and applicable fees before the County can consider approval.**

**McLeod County and Local Road Authority
Temporary Haul Road Designation Route**

It is hereby ordered, in accordance with the McLeod County Zoning Ordinance for Mining within Section 15, Subdivision 6, that the following route be designated as a haul road for the transportation of mined or excavated materials for Project CUP# _____ within Section 31 of Rich Valley Township, McLeod County, Minnesota.

PRIMARY HAUL ROUTE FROM THE MINED AREA:

Township Road Kale Ave to 137th St to Co. Rd. # 71 to St. Hwy. # 22
OR N. to Co Rd 11

SECONDARY HAUL ROUTE:

Township Road Kale Ave to Co. Rd. # _____ to St. Hwy. # 22

~ Please attach a highway map showing the intended haul routes ~

THE DESIGNATED HAUL ROUTE SHALL HAVE THE FOLLOWING DUST

CONTROL MEASURES AND ROAD MAINTENANCE CONDITIONS:

Dust Control Methods:

Calcium Chloride and a water truck

Road Maintenance Agreement:

IF road becomes rough due to our trucks, we will blade it.

Bond or Escrow Financial Amount:

The designation of this haul road will become effective on the date that the contractor or landowner begins either the hauling of material or mining and excavation operation. It will remain in effect until the mining operations have been completed or the mining permit has expired. The local road authority shall not release any bond or other financial securities until the satisfaction of restoration of the haul route has been made to the agreed condition of both the contractor/landowner and the local road authority. This statement will become part of special conditions attached to the McLeod County Mining Conditional Use Permit.

Ron Hansen
Contractor/Landowner

6-8-11
Date

Donald Shota Chismar
Local Road Authority/Title R.V.

6-8-11
Date

HAUL ROAD INSPECTION

The haul road has been inspected and it has been found that it has been restored to a condition as good as when it was taken over as the designated haul route.

Local Road Authority/Title

Date

HAUL ROAD and FINANCIAL SECURITY RELEASE

It is hereby agreed to that the haul road has been restored to the condition prior to when it was designated as a haul road. Therefore, future road maintenance shall be the responsibility of the local road authority, and is hereby requested that the financial security provided to the local road authority be released and terminated as of this date.

Contractor/Landowner

Date



County of McLeod

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

COMMISSIONER RON SHIMANSKI

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

COMMISSIONER DOUG KRUEGER

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

COMMISSIONER PAUL WRIGHT

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

COMMISSIONER SHELDON NIES

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

COMMISSIONER JOE NAGEL

5th District
Phone (320) 587-8693
20849 196th Road
Hutchinson, MN 55350
Joseph.Nagel@co.mcleod.mn.us

COUNTY ADMINISTRATOR

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

RESOLUTION 16-CB-21

ESTABLISHING THE MCLEOD COUNTY BALLOT BOARD

WHEREAS, Minnesota Statutes 203B.121, subd 1 requires the governing body of each county, municipality, and school district with responsibility to accept and reject absentee ballots, must establish a Ballot Board; and

WHEREAS, Cindy Schultz Ford, McLeod County Auditor-Treasurer designated the City of Hutchinson to administer absentee voting for the voters within the city limits of Hutchinson according to Minnesota Statutes 203B.05, subd 1; and

WHEREAS, the City of Hutchinson has not established a Ballot Board to accept and reject absentee ballots for the absentee voting for the voters within the city limits of Hutchinson according to Minnesota Statutes 203B.121, subd 1; and

WHEREAS, the members of the Ballot Board must consist of sufficient number of Election Judges trained in the handling of absentee ballots.

NOW, THEREFORE, BE IT RESOLVED, the McLeod County Board of Commissioners hereby establishes the Ballot Board with responsibility to accept and reject absentee ballots for the County of McLeod.

BE IT FURTHER RESOLVED, the McLeod County Board of Commissioners authorizes Cindy Schultz Ford, McLeod County Auditor-Treasurer to assign Deputy County Auditor-Treasurers who have received training as Election Judges and in the processing and counting of absentee ballots to serve on the McLeod County Ballot Board as needed, and to take any other action necessary to ensure the proper administration of the Ballot Board, as required by state law.

Adopted this 7th day of June, 2016.

Paul Wright, Chairperson

Pat Melvin, County Administrator

**Working together, providing quality service, being fiscally responsible and
maintaining integrity through common sense decision making**

MCLEOD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT**

This agreement is between the State of Minnesota, acting through its Office of the Secretary of State ("State") and the County Auditor of each of the Counties or the City Clerk of each of the cities listed in Appendix A. ("Contractor").

Recitals

Under Minn. Stat. § 471.59, subd. 10, and Minnesota Rules, subpart 8235.0200 the State is empowered to engage such assistance as deemed necessary. The State is in need of election recount services for the automatic recount of votes pursuant to Minnesota Statutes, section 204C.35, subd. 1 for the 2016 primary election, as necessary for state offices. The Contractor represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

Agreement

1 Term of Agreement

- 1.1 **Effective date:** *July 1, 2016*, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** *September 30, 2016*, or until all obligations have been satisfactorily fulfilled, whichever occurs later.

2 Agreement between the Parties

The Contractor will act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 and will conduct a recount as necessary of the votes cast in the county in which the Contractor is the County Auditor and in any additional jurisdiction mutually agreed upon by Contractor and State, pursuant to the provisions of Minnesota Statutes and Minnesota Rules relating to recounts, the Minnesota 2016 Recount Guide, all of which are attached to this contract as Appendices B, C and D, respectively, as well as the information provided during the Web streaming video transmission to counties to be provided on a date to be determined by State, and any other guidance provided to the Deputy Recount Official by State. Appendix A is the list of participating jurisdictions and it will be updated prior to the commencement of the recount to reflect all participating jurisdictions. The primary election recount will begin on August 17, 2016 at 9:00 A.M, and recounts will continue until all ballots in the jurisdictions being counted by the Deputy Recount Official are counted or designated as challenged. In the event that an election contest is filed in any of these elections and the court takes jurisdiction, the State may cancel the relevant portion of this contract immediately and without any further cause. The State and Contractor agree that this process will be completed on August 19, 2016 for any primary election recount, unless civil litigation delays completion. The results of the recount, along with all explanatory notes and any ballots challenged by candidates in the election shall be securely forwarded and provided to the State by personal delivery or express courier for delivery to the State, at the expense of the State at the conclusion of the recount process in the county or city.

3. Payment

- a) **Compensation.** The Contractor will be paid four cents for each ballot handled in the course of any recount covered by this agreement, with a minimum payment of \$100 if a recount occurs in the Contractor's jurisdiction. The Contractor will submit a log of all ballots handled to State to verify the total.
- b) **Travel.** No travel expenses will be paid.

The total obligation of the State under this agreement will not exceed an aggregate of \$ 50,000 for all Contractors for the primary election.

4. Authorized Representatives

The State's Authorized Representative is Gary Poser, Director of Elections, 180 State Office Building, Saint Paul MN 55155, 651-556-0612, or his/her successor, and has the responsibility to monitor the Contractor's performance and the authority to accept the services provided under this contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Governmental Unit's Authorized Representative is the County Auditor or municipal clerk who has signed the contract.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

5.2 Amendments. Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

5.3 Waiver. If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.

5.4 Contract Complete. This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6. Liability

The Governmental Unit will indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by the Governmental Unit or the Governmental Unit's agents or employees. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligations under this agreement.

7. Termination

Either party may terminate this agreement upon thirty days' written notice to the other party. State may terminate this agreement immediately if no recounts are requested pursuant to law during the statutory request period.

DO NOT SIGN OR RETURN THIS DOCUMENT AT THIS TIME

While the text of this document is the final contract, execution cannot take place until FY17 funds become available for encumbrance in mid-June, at which time OSS will send you a copy of this agreement, using the same text above, with signature blocks for execution.

APPENDICES ATTACHED:

APPENDIX A – List of Participating Jurisdictions

APPENDIX B – Minnesota Statutes Relating to Recounts

APPENDIX C – Minnesota Rules Relating to Recounts

APPENDIX D – Minnesota 2016 Recount Guide

Appendix A – Official Designations and Locations

County	Name of Deputy Recount Official	Title of Deputy Recount Official	Phone Number	Start Date	Start Time	Recount Address	Room Name or Number	Number of Teams
Aitkin	Kirk Peysar	County Auditor	218-927-7354	August 17 th November 30th	9:00 AM	40 Club Convention Center 960 2nd Street NW Aitkin, MN	N/A	4-6
Anoka	Cindy Reichert	Elections Manager	763-323-5277	August 17th November 30th	9:00 AM	Govt Center 2100 3 rd Ave S Anoka, MN	Atrium	10+
Becker	Mary E. Hendrickson	County Auditor-Treasurer	218-846-7311	August 17th November 30th	9:00 AM	Courthouse – Courts Addition 915 Lake Ave Detroit Lakes, MN	3 rd Floor Jury Assembly Room	3
Beltrami	JoDee Treat	County Auditor-Treasurer	218-333-4175	August 17 th November 30th	9:00 AM	Admin Bldg 701 Minnesota Ave NE Bemidji, MN	County Board Room	10
Benton	Karri Thorsten	County Auditor-Treasurer	320-968-5006	August 17 th November 30th	9:00 AM	Govt Center 531 Dewey St Foley, MN	TBD	3
Big Stone	Michelle R. Knutson	County Auditor	320-839-6366	August 17 th November 30th	9:00 AM	Courthouse 20 2nd St SE Ortonville, MN 56278	Commissioners' Room	1 or 2
Blue Earth	Michael Stalberger	Director Taxpayer Services	507-304-4257 or 507-304-4341	August 17th November 30th	9:00 AM	Govt. Center 410 South Fifth St Mankato, MN	TBD	TBD
Brown	Jean Prochniak	County Auditor-Treasurer	507-233-6617	August 17th November 30th	9:00 AM	Brown County Courthouse 14 S State Street New Ulm, MN	LEC Training Center	9
Carlton	Paul G. Gassert	County Auditor-Treasurer	218-384-9133	November 30th	9:00 AM	Courthouse 301 Walnut Ave Carlton MN	Board Room	2
Carver	Laurie Davies	County Auditor-Treasurer	952-361-1910	August 17 th November 30th	9:00 AM	Govt Center 600 E 4th St Chaska, MN	Township Hall Conf Room	4

Appendix A – Official Designations and Locations

Cass	Sharon K. Anderson	County Auditor-Treasurer	218-547-7260	August 17 th November 30 th	9:00 AM	Land Dept & Service Center 218 Washburn Ave E Backus, MN 56435	Land Dept Public Meeting Room	5
Chippewa	Jon Clauson	County Auditor-Treasurer	320-269-2642	August 17 th November 30 th	9:00 AM	Courthouse 629 North 11th St Montevideo, MN	Assembly Room	2
Chisago	Dennis J. Freed	County Auditor	651-213-8501	August 17 th November 30 th	9:00 AM	Govt Center 313 N Main St Center City, MN	Rm 172	3
Clay	Lori J Johnson	County Auditor-Treasurer	218-299-5262	August 17 th November 30 th	9:00 AM	Courthouse 807 N 11th St Moorhead, MN	Board Room	4
Clearwater	Allen L. Paulson	County Auditor	218-694-6244	August 17 th November 30 th	9:00 AM	Courthouse 213 Main Ave N Bagley, MN	Not listed on survey	4-6
Cook	Braidy Powers	County Auditor-Treasurer	218-387-3646	August 17 th November 30 th	9:00 AM	Courthouse 411 W 2nd St Grand Marais, MN	Commissioner's Room	1 or 2
Cottonwood	Jan Johnson	County Auditor-Treasurer	507-831-1342	August 17 th November 30 th	9:00 AM	Courthouse 900 3rd Ave Windom, MN	Room 5	TBD
Crow Wing	Deborah Erickson	County Auditor-Treasurer	218-824-1049	August 17 th November 30 th	9:00 AM	Land Svcs Bldg 322 Laurel St Brainerd, MN	Lower Level Meeting Rooms 1 & 2	Up to 10
Dakota	Joel T. Beckman	Director of Property Taxation and Records	651-438-4305	August 17 th November 30 th	9:00 AM	Admin Center 1590 Hwy 55 Hastings, MN	Conference 1F & Adjoining	-10
Dodge	Sara Marquardt	Accounting Services Director	507-635-6233	August 17 th November 30 th	9:00 AM	Government Services Center 721 Main St N Mantorville, MN	Conference Room B	2 or 3
Douglas	Vicki Doehling	Elections Administrator	320-762-2924	August 17 th November 30 th	9:00 AM	Douglas County Courthouse 305 8 th Ave W Alexandria, MN 56308	Commissioners' Room	3

Appendix A – Official Designations and Locations

Faribault	John L. Thompson	County Auditor	507-526-6214	August 17 th November 30 th	9:00 AM	Courthouse 415 N Main Blue Earth, MN 56013	County Board Room	1
Fillmore	Shirl Boelter	County Auditor-Treasurer	507-765-2666	August 17 th November 30 th	9:00 AM	Courthouse 101 Fillmore St E Preston, MN	Courtroom or Commissioner's Meeting Room	3
Freeborn	Pat Martinson	County Auditor-Treasurer	507-377-5122	August 17 th November 30 th	9:00 AM	Govt Center 411 Broadway Ave S Albert Lea, MN	Freeborn Room	6
Goodhue	Carolyn Holmsten	County Auditor-Treasurer	651-385-3021	August 17 th November 30 th	9:00 AM	Govt Center 509 W 5th St Red Wing, MN	Room 301	3 or 4
Grant	Chad Van Santen	County Auditor	218-685-8236	August 17 th November 30 th	9:00 AM	Courthouse 10 2nd St NE Elbow Lake, MN 56531	Courthouse Conference Room	1
Hennepin	Virginia Gelms	Elections Manager	612-348-9289	August 17 th November 30 th	9:00 AM	701 Building 701 4 th Ave Minneapolis, MN	Suite 1800	Up to 40
Houston	Char Meiners	County Auditor	507-725-5803	August 17 th November 30 th	9:00 AM	Courthouse 304 S Marshall St Caledonia, MN	Room B6	5
Hubbard	Kay Rave	County Auditor-Treasurer	218-732-2250	August 17 th November 30 th	9:00 AM	Courthouse 301 Court Ave Park Rapids, MN	Boardroom	3
Isanti	Chad Struss	County Auditor-Treasurer	763-689-8209	August 17 th November 30 th	9:00 AM	Govt Center 555 18th Ave SW Cambridge, MN	Board Room or Conference Room	2
Itasca	Vicki Dabill-Lessard	Elections Administrator	218-327-2849	August 17 th November 30 th	9:00 AM	Courthouse 123 NE 4th St Grand Rapids, MN	Boardroom	10
Jackson	Kevin Nordquist	County Auditor-Treasurer	507-847-2763	August 17 th November 30 th	9:00 AM	Courthouse 405 4th St Jackson, MN	County Attorney's Conference Room	2
Kanabec	Denise Snyder	County Auditor-Treasurer	320.679.6430	August 17 th November 30 th	9:00 AM	Courthouse 18 N Vine St Mora, MN 55051	Meeting Rooms 3 & 4	3

Appendix A – Official Designations and Locations

Kandiyohi	Mark Thompson	County Auditor-Treasurer	320-231-6202	August 17 th November 30th	9:00 AM	County Office Bldg 400 Benson Ave SW Willmar, MN 56201	Basement Conference Room	3
Kittson	Eric Christensen	County Auditor-Treasurer	218-843-2670	August 17 th November 30th	9:00 AM	Courthouse 410 5th St S Hallock, MN	Meetign Rm #2	2
Koochiching	Bob Peterson	County Auditor-Treasurer	218-283-1112	August 17th November 30th	9:00 AM	Courthouse 715 4th St International Falls, MN	County Board Room	1
Lac qui Parle	Jacob Sieg	County Auditor-Treasurer	320-598-7261	August 17th November 30th	9:00 AM	County Annex 422 5th Ave Madison, MN 56256	TBD	2-3
Lake	Linda Libal	County Auditor-Treasurer	218-834-8316	August 17th November 30th	9:00 AM	Lake County Courthouse 601 3 rd Ave Two Harbors, MN 55616	(LEC)	3
Lake Of The Woods	Lorene Hanson	County Auditor	218-634-2836	August 17 th November 30th	9:00 AM	Govt. Center 206 8th Ave SE Baudette, MN 56623	Court Room	2
Le Sueur	Carol Blaschko	Election Administrator	507-357-8223	August 17 th November 30th	9:00 AM	Courthouse 88 S Park Ave LeCenter,, MN	TBD	2
Lincoln	Deb Vierhuf	County Auditor	507-694-1529	August 17th November 30th	9:00 AM	Courthouse 319 N Rebecca St Ivanhoe, MN 56142	Commissione rs' Room	3 or 4
Lyon	E.J. Moberg	County Auditor-Treasurer	507-537-6724	August 17th November 30th	9:00 AM	Govt Center 607 W Main St Marshall, MN	TBD	3
McLeod	Cindy Schultz Ford	County Auditor-Treasurer	320-864-1210	August 17 th November 30th	9:00 AM	North Complex 2391 Hennepin Ave N Glencoe, MN	Large Conference Room	3
Mahnomen	Frank Thompson	County Auditor	218-935-5669	August 17th November 30th	9:00 AM	Courthouse 311 N Main St Mahnomen, MN	Board Meeting Room	2 or 3
Marshall	Scott Peters	County Auditor-Treasurer	218-745-4851	August 17 th November 30th	9:00 AM	Courthouse 208 E Colvin Ave Warren, MN	Meeting Room 1	2
Martin	James Forshee	County Auditor-Treasurer	507-238-3259	August 17th November 30th	9:00 AM	LEC 201 Lake Ave Fairmont, MN	Meeting Room – Basement	2

Appendix A – Official Designations and Locations

Meeker	Barbara Loch	County Auditor	320-693-5217	August 17 th November 30 th	9:00 AM	Courthouse 325 Sibley Ave N Litchfield, MN	County Board Rm or Community Rm	2
Mille Lacs	Philip Thompson	County Auditor-Treasurer	320-983-8302	August 17 th November 30 th	9:00 AM	Historic Courthouse 635 2nd St SE Milaca, MN	Conference Rm D	TBD
Morrison	Debora Lowe	County Auditor-Treasurer	320-632-0130	August 17 th November 30 th	9:00 AM	Govt. Center 213 SE 1st Ave Little Falls, MN	Board Room	3
Mower	TBD	TBD		August 17 th November 30 th	9:00 AM	TBD		
Murray	Heidi Winter	County Auditor-Treasurer	507-836-1152	August 17 th November 30 th	9:00 AM	Govt. Center 2500 28th St Slayton, MN 56172	Commissioners' Room	2
Nicollet	Jaci Kopet	County Auditor-Treasurer	507-934-7800	August 17 th November 30 th	9:00 AM	Govt Center 501 S Minnesota Ave St. Peter, MN	EOC Room	10
Nobles	Beth Van Hove	County Auditor-Treasurer	507-295-5257	August 17 th November 30 th	9:00 AM	Govt Center 315 10th St Worthington, MN	Farmer's Room	TBD
Norman	Richard D Munter	County Auditor-Treasurer	218-784-5471	August 17 th November 30 th	9:00 AM	Law Enforcement Center 15 2nd Ave E Ada, MN		3
Olmsted	Mark Krupski	Director of Property Records and Licensing	507-328-7663	August 17 th November 30 th	9:00 AM	Mayo Civic Ctr 30 Civic Center Dr SE Rochester, MN 55904	Riverview Suites B, C & D	13-15
Otter Tail	Wayne Stein	County Auditor	218 998-8041	August 17 th November 30 th	9:00 AM	Govt Svcs Center 510 Fir Ave W Fergus Falls. MN	County Board Room/Otter Tail Lake Room	8
Pennington	Kenneth Olson	County Auditor	218-683-7000	August 17 th November 30 th	9:00 AM	Courthouse 101 Main Ave N Thief River Falls, MN	Meeting Room	1 or 2
Pine	Cathy J. Clemmer	County Auditor-Treasurer	320-591-1668	August 17 th November 30 th	9:00 AM	Courthouse 635 Northridge Dr NW Pine City, MN	County Board Room	3 or 4

Appendix A – Official Designations and Locations

Pipestone	Tyler Reisch	County Auditor	507-825-6740	August 17 th November 30 th	9:00 AM	Courthouse 416 Hiawatha Ave S Pipestone, MN 56164	Community Room	2
Polk	Michelle M. Cote	Director of Property Records	218-281-2554	August 17 th November 30 th	9:00 AM	Govt Center 612 N Broadway Crookston, MN	Suite 213	4
Pope	Donna Quandt	County Auditor-Treasurer	320-634-5705	August 17 th November 30 th	9:00 AM	Courthouse 130 E Minnesota Ave Glenwood, MN 56334	Community Room	1 or 2
Ramsey	Joseph Mansky	Elections Manager	651-266-2171	August 17 th November 30 th	9:00 AM	Ramsey County Plato Bldg 90 W Plato Blvd St. Paul, MN	1 st Floor Conference Room	10-12
Red Lake	Robert Schmitz	County Auditor	218-253-2598	August 17 th November 30 th	9:00 AM	Courthouse 124 Langevin Ave Red Lake Falls, MN	County Board Room	2
Redwood	Jean Price	County Auditor-Treasurer	507-637-4013	August 17 th November 30 th	9:00 AM	Govt. Center 403 S Mill St Redwood Falls, MN	County Board Room	1
Renville	Marc Iverson	County Auditor-Treasurer	320-523-3621	August 17 th November 30 th	9:00 AM	Courthouse 500 E DePue Ave Olivia, MN 56277	Jury Room 2 nd Floor	3
Rice	Fran Windschitl	County Auditor-Treasurer	507-332-6122	August 17 th November 30 th	9:00 AM	Govt Svcs Bldg 320 NW 3rd St Faribault, MN	County Board Room	6
Rock	Ashley Kurtz	County Auditor-Treasurer	507-283-5060	August 17 th November 30 th	9:00 AM	Courthouse 204 E Brown St Luverne, MN 56156	Herreid Board Room	2
Roseau	Martha Monsrud	County Auditor	218-463-1282	August 17 th November 30 th	9:00 AM	Courthouse 606 5th Ave SW Roseau, MN	Rm 160	2
St. Louis	Donald Dicklich	County Auditor-Treasurer	218-726-2385	August 17 th November 30 th	9:00 AM	Courthouse 100 N 5th Ave W Duluth, MN	200 – County Board Room	5

Appendix A – Official Designations and Locations

Scott	Cynthia Geis	County Auditor-Treasurer	952-496-8167	August 17 th November 30 th	9:00 AM	Scott County Law Enforcement Center 301 Fuller St S Shakopee, MN	LA241/LA241	9-10
Sherburne	Diane Arnold	County Auditor-Treasurer	763-765-4363	August 17 th November 30 th	9:00 AM	Govt Center 13880 Business Center Dr NW Elk River, MN	County Board Room for Primary Maple Room A & B for General	Up to 6 teams
Sibley	Marilee Peterson	County Auditor	507-237-4070	August 17 th November 30 th	9:00 AM	Courthouse 400 Court Ave Gaylord, MN	Courthouse Annex Basement	3
Stearns	Dave Walz	Elections Director	320-656-3939	August 17 th November 30 th	9:00 AM	Stearns County Admin Center 705 Courthouse Square St. Cloud, MN	County Board Room	5
Steele	Laura Ihrke	County Auditor	507-444-7414	August 17 th November 30 th	9:00 AM	Admin Center 630 Florence Ave Owatonna, MN	County Board Room	6
Stevens	Amanda Barsness	County Auditor-Treasurer	320-208-6566	August 17 th November 30 th	9:00 AM	Courthouse 400 Colorado Ave Morris, MN	TBD	2
Swift	Kim Saterbak	County Auditor	320-843-6108	August 17 th November 30 th	9:00 AM	Courthouse 301 14th St N Benson, MN	Commissioner's Room	1
Todd	Deborah Erickson	Crow Wing Auditor-Treasurer	218-824-1049	August 17 th November 30 th	9:00 AM	Land Svcs Bldg 322 Laurel St Brainerd, MN	Lower Level Meeting Rooms 1 & 2	2
Traverse	Kit Johnson	County Auditor-Treasurer	320-563-7740	August 17 th November 30 th	9:00 AM	Courthouse Annex 702 2nd Ave N Wheaton, MN	Commissioner's Boardroom	1
Wabasha	Denise M. Anderson	County Auditor-Treasurer	651-565-2648	August 17 th November 30 th	9:00 AM	Courthouse 625 Jefferson Ave Wabasha, MN	Commissioners' Room	4

Appendix A – Official Designations and Locations

Wadena	Judy Taves	County Auditor-Treasurer	218-631-7784	August 17th November 30th	9:00 AM	Courthouse 415 Jefferson St S Wadena, MN	Multi-purpose room – lower level	2-4
Waseca	Tammy Spooner	County Auditor-Treasurer	507-835-0616	August 17th November 30 th	9:00 AM	Courthouse 307 N State St Waseca, MN 56093	Jury Room	2
Washington	Steve Gransee	Division Manager, Taxpayer Services	651-430-8272	August 17 th November 30 th	9:00 AM	Govt. Center 14949 62nd St N Stillwater, MN	Conference Room LL14	10
Watonwan	Donald Kuhlman	County Auditor	507-375-2500	August 27 th November 30 th	9:00 AM	Courthouse 710 2nd Ave S St. James, MN	Watonwan Room	1
Wilkin	Janelle Krump	County Auditor	218-643-7165	August 17 th November 30th	9:00 AM	Wilkin County Courthouse 300 5 th St S Breckenridge, MN	Courtroom	5
Winona	Sandra Suchla	County Auditor-Treasurer	507-457-6349	August 17 th November 30th	9:00 AM	Govt Center 177 Main St Winona, MN	Room 203	6
Wright	Robert Hiivala	County Auditor-Treasurer	763-682-7579	August 17th November 30th	9:00 AM	Courthouse 10 2nd St NW Buffalo, MN	County Board Room or Community Room 120A	TBD
Yellow Medicine	Janel Timm	Property & Public Svcs Director	320-564-3132	August 17 th November 30th	9:00 AM	YMC Government Center 180 8 th Ave Granite Falls, MN	Board Room	2

APPENDIX B – MINNESOTA STATUTES RELATING TO RECOUNTS

204C.35 FEDERAL, STATE, AND JUDICIAL RACES.

Changes effective July 1, 2015

Subdivision 1. **Publicly funded recounts.** (a) In a state primary when the difference between the votes cast for the candidates for nomination to:

(1) a state legislative office is less than one-half of one percent of the total number of votes counted for that nomination or is ten votes or less and the total number of votes cast for the nomination is 400 votes or less; or

(2) a statewide federal office, state constitutional office, statewide judicial office, congressional office, or district judicial office is less than one-quarter of one percent of the total number of votes counted for that nomination or is ten votes or less and the total number of votes cast for the nomination is 400 votes or less; and the difference determines the nomination, the canvassing board with responsibility for declaring the results for that office shall manually recount the vote upon receiving a written request from the candidate whose nomination is in question.

Immediately following the meeting of the board that has responsibility for canvassing the results of the nomination, the filing officer must notify the candidate that the candidate has the option to request a recount of the votes at no cost to the candidate. This written request must be received by the filing officer no later than ~~48 hours~~ 5:00 p.m. on the second day after the canvass of the primary for which the recount is being sought.

(b) In a state general election when the difference between the votes of a candidate who would otherwise be declared elected to:

(1) a state legislative office is less than one-half of one percent of the total number of votes counted for that office or is ten votes or less and the total number of votes cast for the office is 400 votes or less; or

(2) a statewide federal office, state constitutional office, statewide judicial office, congressional office, or district judicial office and the votes of any other candidate for that office is less than one-quarter of one percent of the total number of votes counted for that office or is ten votes or less if the total number of votes cast for the office is 400 votes or less, the canvassing board shall manually recount the votes upon receiving a written request from the candidate whose election is in question.

Immediately following the meeting of the board that has responsibility for canvassing the results of the general election, the filing officer must notify the candidate that the candidate has the option to request a recount of the votes at no cost to the candidate. This written request must be received by the filing officer no later than ~~48 hours~~ 5:00 p.m. on the second day after the canvass of the election for which the recount is being sought.

(c) A recount must not delay any other part of the canvass. The results of the recount must be certified by the canvassing board as soon as possible.

(d) Time for notice of a contest for an office which is recounted pursuant to this section shall begin to run upon certification of the results of the recount by the canvassing board.

Subd. 2. **Discretionary candidate recounts.** (a) A losing candidate whose name was on the ballot for nomination or election to a statewide federal office, state constitutional office, statewide judicial office, congressional office, state legislative office, or district judicial office may request a recount in a manner provided in this section at the candidate's own expense when the vote difference is greater than the difference required by this section. The votes shall be manually recounted as provided in this section if the candidate files a request during the time for filing notice of contest of the primary or election for which a recount is sought.

(b) The requesting candidate shall file with the filing officer a bond, cash, or surety in an amount set by the filing officer for the payment of the recount expenses. The requesting candidate is responsible for the following expenses: the compensation of the secretary of state, or designees, and any election judge, municipal clerk, county auditor, administrator, or other personnel who participate in the recount; necessary supplies and travel

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related to the recount; the compensation of the appropriate canvassing board and costs of preparing for the canvass of recount results; and any attorney fees incurred in connection with the recount by the governing body responsible for the recount.

(c) a discretionary recount of a primary must not delay delivery of the notice of nomination to the winning candidate under section 204C.32.

(d) The requesting candidate may provide the filing officer with a list of up to three precincts that are to be recounted first and may waive the balance of the recount after these precincts have been counted. If the candidate provides a list, the recount official must determine the expenses for those precincts in the manner provided by paragraph (b).

(e) The results of the recount must be certified by the canvassing board as soon as possible.

~~(d)~~ (f) If the winner of the race is changed by the optional recount, the cost of the recount must be paid by the jurisdiction conducting the recount.

~~(e)~~ (g) If a result of the vote counting in the manual recount is different from the result of the vote counting reported on election day by a margin greater than the standard for acceptable performance of voting systems provided in section 206.89, subdivision 4, the cost of the recount must be paid by the jurisdiction conducting the recount.

Subd. 3. **Scope of recount.** A recount conducted as provided in this section is limited in scope to the determination of the number of votes validly cast for the office to be recounted. Only the ballots cast in the election and the summary statements certified by the election judges may be considered in the recount process. Original ballots that have been duplicated under section 206.86, subdivision 5, are not within the scope of a recount and must not be examined except as provided by a court in an election contest under chapter 209.

Subd. 4. **Filing officer.** For the purpose of this section, the secretary of state is the filing officer for candidates for all federal offices and for state offices voted on in more than one county. The county auditor is the filing officer for state offices voted on in only one county.

History: 1981 c 29 art 5 s 35; 1981 c 187 s 1; 1983 c 253 s 17; 1989 c 291 art 1 s 14; 1990 c 486 s 1; 1993 c 68 s 1; 1998 c 254 art 2 s 24; 1Sp2001 c 10 art 18 s 28; 2004 c 293 art 2 s 27; 2008 c 336 s 2, 3; 2010 c 201 s 44, 45; 2013 c 131 art 2 s 37, 38; 2015 c 70 art 1 s 42, 43

NOTES AND DECISIONS

204C.35

During automatic administrative recount, absent a voluntary agreement between local election officials and two candidates for seat in United States Senate that absentee ballots had been rejected in error and that the absentee-ballot envelopes should be opened and the ballots should be counted, resolution of whether the absentee ballots were rejected in error would have to await an election contest proceeding. *Coleman v. Ritchie*, 759 N.W. 2d 47 (Minn. 2009).

A manual administrative recount, which is necessary when the margin of victory in an election is less than one-half of one percent, is intended to ensure that the votes cast in the election were accurately counted. *Coleman v. Ritchie*, 759 N.W.2d 47 (Minn. 2009).

204C.36 RECOUNTS IN COUNTY, SCHOOL DISTRICT, AND MUNICIPAL ELECTIONS.

Changes effective July 1, 2015

Subdivision 1. **Publicly funded recounts.** (a) Except as provided in paragraphs (b) and (c), a losing candidate for nomination or election to a county, municipal, or school district office may request a recount of the votes cast for the nomination or election to that office if the difference between the vote cast for that candidate and for a winning candidate for nomination or election is less than one-quarter of one percent of the total votes counted for that office. In case of offices where two or more seats are being filled from among all the candidates for the office, the one-quarter of one percent difference is between the elected candidate with the fewest votes and the candidate with the most votes from among the candidates who were not elected.

(b) A losing candidate for nomination or election to a county, municipal, or school district office may request a recount of the votes cast for nomination or election to that office if the difference between the votes cast for that candidate and for a winning candidate for nomination or election is less than one-half of one

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percent, and the total number of votes cast for the nomination or election of all candidates is more than 400 but less than 50,000. In cases of offices where two or more seats are being filled from among all the candidates for the office, the one-half of one percent difference is between the elected candidate with the fewest votes and the candidate with the most votes from among the candidates who were not elected.

(c) A losing candidate for nomination or election to a county, municipal, or school district office may request a recount of the votes cast for nomination or election to that office if the difference between the vote cast for that candidate and for a winning candidate for nomination or election is ten votes or less, and the total number of votes cast for the nomination or election of all candidates is no more than 400. In cases of offices where two or more seats are being filled from among all the candidates for the office, the ten vote difference is between the elected candidate with the fewest votes and the candidate with the most votes from among the candidates who were not elected.

(d) Candidates for county offices shall file a written request for the recount with the county auditor. Candidates for municipal or school district offices shall file a written request with the municipal or school district clerk as appropriate. All requests shall be ~~filed during the time for notice of contest of the primary or~~ by 5:00 p.m. on the fifth day after the canvass of a primary or special primary or by 5:00 p.m. on the seventh day of the canvass of a special or general election for which a recount is sought.

(e) Upon receipt of a request made pursuant to this section, the county auditor shall recount the votes for a county office at the expense of the county, the governing body of the municipality shall recount the votes for a municipal office at the expense of the municipality, and the school board of the school district shall recount the votes for a school district office at the expense of the school district.

Subd. 2. Discretionary candidate recounts. (a) A losing candidate for nomination or election to a county, municipal, or school district office may request a recount in the manner provided in this section at the candidate's own expense when the vote difference is greater than the difference required by subdivision 1, clauses (a) to (e). The votes shall be manually recounted as provided in this section if the requesting candidate files with the county auditor, municipal clerk, or school district clerk a bond, cash, or surety in an amount set by the governing body of the jurisdiction or the school board of the school district for the payment of the recount expenses.

(b) The requesting candidate may provide the filing officer with a list of up to three precincts that are to be recounted first and may waive the balance of the recount after these precincts have been counted. If the candidate provides a list the recount official must determine the expenses for those precincts in the manner provided by paragraph (b).

(c) A discretionary recount of a primary must not delay delivery of the notice of nomination to the winning candidate under section 204C.32.

(d) The results of the recount must be certified by the canvassing board as soon as possible.

(e) If the winner of the race is changed by the optional recount, the cost of the recount must be paid by the jurisdiction conducting the recount.

~~(d)~~ (f) If a result of the vote counting in the manual recount is different from the result of the vote counting reported on election day by a margin greater than the standard for acceptable performance of voting systems provided in section 206.89, subdivision 4, the cost of the recount must be paid by the jurisdiction conducting the recount.

Subd. 3. Discretionary ballot question recounts. A recount may be conducted for a ballot question when the difference between the votes for and the votes against the question is less than or equal to the difference provided in subdivision 1. A recount may be requested by any person eligible to vote on the ballot question. A written request for a recount must be filed with the filing officer of the county, municipality, or school district placing the question on the ballot and must be accompanied by a petition containing the signatures of 25 voters eligible to vote on the question. Upon receipt of a written request when the difference between the votes for and the votes against the question is less than or equal to the difference provided in subdivision 1, the county

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auditor shall recount the votes for a county question at the expense of the county, the governing body of the municipality shall recount the votes for a municipal question at the expense of the municipality, and the school board of the school district shall recount the votes for a school district question at the expense of the school district. If the difference between the votes for and the votes against the question is greater than the difference provided in subdivision 1, the person requesting the recount shall also file with the filing officer of the county, municipality, or school district a bond, cash, or surety in an amount set by the appropriate governing body for the payment of recount expenses. The written request, petition, and any bond, cash, or surety required must be filed during the time for notice of contest for the election for which the recount is requested.

Subd. 4. **Expenses.** In the case of a question, a person, or a candidate requesting a discretionary recount, is responsible for the following expenses: the compensation of the secretary of state, or designees, and any election judge, municipal clerk, county auditor, administrator, or other personnel who participate in the recount; necessary supplies and travel related to the recount; the compensation of the appropriate canvassing board and costs of preparing for the canvass of recount results; and any attorney fees incurred in connection with the recount by the governing body responsible for the recount.

Subd. 5. **Notice of contest.** Time for notice of contest of a nomination or election to a county office which is recounted pursuant to this section shall begin to run upon certification of the results of the recount by the county canvassing board. Time for notice of contest of a nomination or election to a municipal office which is recounted pursuant to this section shall begin to run upon certification of the results by the governing body of the municipality. Time for notice of contest of a school district election that is recounted under this subdivision begins to run on certification of the results of the recount by the school board.

Subd. 6. **Scope of recount.** A recount conducted as provided in this section is limited in scope to the determination of the number of votes validly cast for the office or question to be recounted. Only the ballots cast in the election and the summary statements certified by the election judges may be considered in the recount process.

History: 1981 c 29 art 5 s 36; 1987 c 266 art 1 s 47; 1989 c 291 art 1 s 15; 1Sp2001 c 10 art 18 s 29,30; 2004 c 293 art 2 s 28; 2008 c 336 s 4; 2010 c 201 s 46, 47; 2013 c 131 art 2 s 39; 2015 c 70 art 1 s 44, 45

NOTES AND DECISIONS

204C.36

Certificate of proper canvassing board declaring election result is prima facie evidence of result and places on contestant burden of showing that person declared elected did not receive majority of votes. *Kearin v. Roach*, 381 N.W. 2d 531 (Minn. Ct. App. 1986).

204C.361 RULES FOR RECOUNTS.

(a) The secretary of state shall adopt rules according to the Administrative Procedure Act establishing uniform recount procedures. All recounts provided for by sections 204C.35, 204C.36, and 206.88, shall be conducted in accordance with these rules.

(b) Notwithstanding Minnesota Rules, part 8235.0800, the requirement that ballots be recounted by precinct means that a recount official shall maintain the segregation of ballots by precinct but the recount official may recount more than one precinct at a time in physically separate locations within the room in which the recount is administered.

History: 1983 c 253 s 18; 1989 c 291 art 1 s 16; 1990 c 426 art 1 s 25; 2004 c 293 art 2 s 29

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204C.37 COUNTY CANVASS; RETURN OF REPORTS TO SECRETARY OF STATE.

A copy of the report required by sections 204C.32, subdivision 1 and 204C.33, subdivision 1 shall be certified under the official seal of the county auditor. The copy shall be enclosed in an envelope addressed to the secretary of state, with the county auditor's name and official address and the words "Election Returns" endorsed on the envelope. The copy of the canvassing board report and the precinct summary statements must be sent by express mail or delivered to the secretary of state. If the copy is not received by the secretary of state within ten days following the applicable election, the secretary of state shall immediately notify the county auditor, who shall deliver another copy to the secretary of state by special messenger.

History: 1981 c 29 art 5 s 37; 2000 c 467 s 22; 2010 c 201 s 48

NOTES AND DECISIONS

204C.37

The function of canvassing election returns is ministerial, and it entails review only of the precinct summary statements of returns, not examination of actual ballots. *Coleman v. Ritchie*, 759 N.W.2d 47 (Minn. 2009).

204C.38 CORRECTION OF OBVIOUS ERRORS; WHEN CANDIDATES AGREE.

Subdivision 1. Errors of election judges. If the candidates for an office unanimously agree in writing that the election judges in any precinct have made an obvious error in the counting or recording of the votes for that office, they shall deliver the agreement to the county auditor of that county who shall reconvene the county canvassing board, if necessary, and present the agreement to it. The county canvassing board shall correct the error as specified in the agreement.

Subd. 2. Errors of county canvassing board. If the candidates for an office unanimously agree in writing that the county canvassing board has made an obvious error in the counting and recording of the vote for that office they shall notify the county auditor who shall reconvene the canvassing board. The county canvassing board shall promptly correct the error as specified in the agreement and file an amended report. When an error is corrected pursuant to this subdivision, the county canvassing board and the county auditor shall proceed in accordance with sections 204C.32 to 204C.36.

Subd. 3. Errors of state canvassing board. If the candidates for an office unanimously agree in writing that the state canvassing board has made an obvious error in the counting and recording of the vote for that office they shall deliver the agreement to the secretary of state. If a certificate of election has not been issued, the secretary of state shall reconvene the state canvassing board and present the agreement to it. The board shall promptly correct the error as specified in the agreement and file an amended statement. When an error is corrected pursuant to this subdivision by the state canvassing board, the state canvassing board and the secretary of state shall proceed in accordance with sections 204C.32 to 204C.36.

History: 1981 c 29 art 5 s 38

NOTES AND DECISIONS

204C.38

Improper rejection of an absentee ballot envelope was not within the scope of errors subject to correction under statutory procedure for correction by county canvassing boards of obvious errors in the counting and recording of votes, and therefore county canvassing boards lacked statutory authority to count such ballots on that basis. *Coleman v. Ritchie*, 759 N.W.2d 47 (Minn. 2009).

During automatic administrative recount, absent a voluntary agreement between local election officials and two candidates for seat in United States Senate that absentee ballots had been rejected in error and that the absentee-ballot envelopes should be opened and the ballots should be counted, resolution of whether the absentee ballots were rejected in error would have to await an election contest proceeding. *Coleman v. Ritchie*, 759 N.W.2d 47 (Minn. 2009).

Former section intended to protect potential candidates for public office from errors and omissions of person charged with properly completed procedural and mechanical duties attendant to election process. It does not apply to error of applicant who in affidavit of candidacy inadvertently designated legislative district of her residence as "43B" instead of "43A" and who sought order directing county auditor to place her name on primary election ballot. *Schroeder v. Johnson*, 311 Minn. 144, 252 N.W. 2d 851 (1976).

Candidates not admitted or entitled to be admitted to practice law in state are not eligible for office of associate justice of Supreme Court. In re *Scarrella*, 300 Minn. 500, 221 N.W. 2d 562 (1974).

Premeditated attempt to group names of endorsed candidates on primary election ballots would raise inference of unfairness sufficiently serious to constitute an error. *Mattson v. McKenna*, 301 Minn. 103, 222 N.W. 2d 273 (1974).

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Reconvened county canvassing board may be compelled under former section 204A.52, although letter is technically incorrect procedure. *Application of Andersen*, 264 Minn. 257, 119 N.W. 2d 1 (1962).

Candidate for election by petition held included by inference in former section. *Williams v. Donovan*, 253 Minn. 493, 92 N.W., 2d 915 (1958).

204C.39 CORRECTION OF OTHER OBVIOUS ERRORS.

Subdivision 1. **Manner of correction.** A county canvassing board may determine by majority vote that the election judges have made an obvious error in counting or recording the votes for an office. The county canvassing board shall then promptly notify all candidates for that office of the determination, including a description of the error. A candidate who receives notification pursuant to this subdivision or any candidate who believes that the election judges in a precinct have made an obvious error in the counting or recording of the votes for an office may apply without unreasonable delay to the district court of the county containing the precinct in which the alleged error was made for an order determining whether or not an obvious error has been made. The applicant shall describe the alleged error in the application and may submit additional evidence as directed by the court. The applicant shall notify the county canvassing board and all candidates for the affected office in the manner directed by the court. If the court finds that the election judges made an obvious error it shall issue an order specifying the error and directing the county canvassing board to inspect the ballots and returns of the precinct in order to correct the error and to proceed further in accordance with this section or otherwise as the court may direct.

Subd. 2. **Inspection; time; place.** The county auditor shall schedule a meeting of the county canvassing board at the auditor's office as soon as practicable after the court issues an order under subdivision 1 and shall give sufficient advance notice of the meeting to the affected candidates. The board, in the presence of all the candidates for the office or their representatives shall inspect the ballots and returns, correct any error and proceed further in accordance with the order of the court. Preparation of the county canvassing board report with respect to other offices on the ballot shall not be delayed because of an inspection required by this section.

Subd. 3. **Report of canvassing board; addendum.** After the canvassing board has inspected the ballots and returns, it shall promptly submit to the county auditor an addendum to its regular report, which addendum shall contain the following information:

(a) A copy of the order of the court, if any;

(b) The minutes of the meeting showing the time, date, and place of the meeting, the names of the candidates or their representatives who were present, and the action taken by the board;

(c) A copy of the meeting notice given to each candidate and proof of service; and

(d) The names of the candidates for each office for which votes were inspected and the total number of votes received by each candidate for that office in the county and in each precinct.

Subd. 4. **Canvassing board; declaration of results; notification.** The canvassing board shall declare the results of the election upon completing the inspection for the office in question. The report and declaration shall be filed by the county auditor, who shall mail a certified copy to each candidate for that office. The county auditor shall promptly notify the secretary of state by certified mail of the action of the county canvassing board.

History: 1981 c 29 art 5 s 39; 1986 c 444

NOTES AND DECISIONS

204C.39

Improper rejection of an absentee ballot envelope was not within the scope of errors subject to correction under statutory procedure for correction by county canvassing boards of obvious errors in the counting and recording of votes, and therefore county canvassing boards lacked statutory authority to count such ballots on that basis. *Coleman v. Ritchie*, 759 N.W.2d 47 (Minn. 2009).

During automatic administrative recount, absent a voluntary agreement between local election officials and two candidates for seat in United States Senate that absentee ballots had been reflected in error and that the absentee-ballot envelopes should be opened and the ballots should be counted, resolution of whether the absentee ballots were rejected in error would have to await an election contest proceeding. *Coleman v. Ritchie*, 759 N.W.2d 47 (Minn. 2009).

See notes to sections 204C.33, 204C.38.

204C.40 CERTIFICATES OF ELECTION.**Changes effective July 1, 2015**

Subdivision 1. **Preparation; method of delivery.** The county auditor shall prepare an election certificate for every county candidate declared elected by the county canvassing board, and the secretary of state shall prepare a certificate for every state and federal candidate declared elected by either a county canvassing board or the state canvassing board. Except as otherwise provided in this section, the secretary of state or county auditor, as appropriate, shall deliver an election certificate on demand to the elected candidate. In an election for United States representative, the secretary of state shall deliver the original election certificate to the chief clerk of the United States house of representatives. In an election for United States senator, the governor shall prepare an original certificate of election, countersigned by the secretary of state, and deliver it to the secretary of the United States senate. In an election for state representative or state senator, the secretary of state shall deliver the original election certificate to the chief clerk of the house or the secretary of the senate. The chief clerk of the house or the secretary of the senate shall give a copy of the certificate to the representative-elect or senator-elect. Upon taking the oath of office, the representative or senator shall receive the original certificate of election. If a recount is undertaken by a canvassing board pursuant to section 204C.35, no certificate of election shall be prepared or delivered until after the recount is completed. In case of a contest, the court may invalidate and revoke the certificate as provided in chapter 209.

Subd. 2. **Time of issuance; certain offices.** No certificate of election shall be issued until seven days after the canvassing board has declared the result of the election. ~~In case of a contest, an election certificate shall not be issued until a court of proper jurisdiction has finally determined the contest. This subdivision shall not apply to candidates elected to the office of state senator or representative.~~

History: 1981 c 29 art 5 s 40; 1986 c 475 s 15; 1991 c 227 s 18; 1999 c 132 s 24; 2015 c 70 art 1 s 46

NOTES AND DECISIONS**204C.40**

State statute under which governor was prohibited from issuing a certificate of election to either United States Senate candidate until a state court had finally decided a then-pending election contest did not infringe upon or usurp the authority of United States Senate to determine the "Elections, Returns and Qualifications of its own Members," as provided by the United States Constitution; election contest under state law could properly be characterized as an integral part of the electoral process within the ambit of the broad powers delegated to the States, and nothing prevented the United States Senate from seating petitioner, the apparent winner, on a provisional or conditional basis. *Franken v. Pawlenty*, 762 N.W. 2d 558 (Minn. 2009).

No federal constitutional or statutory mandate requires governor to issue to petitioner, the apparent winner in election for United States Senate, a certificate of election by the date designated by Congress for commencement of newly-elected Senators' terms. *Franken v. Pawlenty*, 762 N.W.2d 558 (Minn. 2009).

Provision of state election-contest statute mandating issuance of certificate of election upon completion of recount did not conflict with nor otherwise supersede provision precluding issuance of certificate until state courts had finally decided a pending election contest. *Franken v. Pawlenty*, 762 N.W. 2d 558 (Minn. 2009).

State statute that precluded issuance of certificate of election until state courts had finally decided a pending election contest applied to elections for United States Senate; applicability of statute's contest tolling provision, under which governor refused to issue certificate, was dependent upon existence of a court of proper jurisdiction which could finally determine the contest, and despite exclusive authority of Senate to decide contests pending in Congress, "contest," as used in statute, applied to contests initiated pursuant to general election laws of the state, in state courts. *Franken v. Pawlenty*, 762 N.W.2d 558 (Minn. 2009).

Former section held not to apply to election contests pending in the Congress of the United States pursuant to U.S. Const. art 1, s 4, 5. *Odegard v. Olson*, 264 Minn. 439, 119 N.W. 2d 717 (1963).

Certificate of election is *prima facie* evidence against direct challenge to election and conclusive against collateral attack. *Doyle v. Ries*, 205 Minn. 82, 285 N.W. 480 (1939).

Secretary of state has no statutory authority to withhold certificate of election of representative in Congress, but Congress may have authority to direct that procedure be held in abeyance. Op. Atty. Gen. 185B-1, December 4, 1958.

2015 MINNESOTA ELECTION LAWS

CHAPTER 8235
SECRETARY OF STATE
RECOUNTS

- 8235.0200 RECOUNTS.
- 8235.0300 NOTICE.
- 8235.0400 SECURING BALLOTS AND MATERIALS.
- 8235.0600 FACILITIES AND EQUIPMENT.
- 8235.0700 GENERAL PROCEDURES.
- 8235.0800 COUNTING AND CHALLENGING BALLOTS.
- 8235.1100 CANVASSING BOARD.
- 8235.1200 SECURITY DEPOSIT.

8235.0200 RECOUNTS.

This chapter establishes procedures for the conduct of all publicly funded and discretionary recounts provided for in Minnesota Statutes, sections 204C.35 and 204C.36. The secretary of state or secretary of state's designee is the recount official for recounts conducted by the State Canvassing Board. The county auditor or auditor's designee is the recount official for recounts conducted by the county canvassing board. The county auditor or auditor's designee shall conduct recounts for county offices. The municipal clerk or clerk's designee is the recount official for recounts conducted by the municipal governing body. The school district clerk or clerk's designee is the recount official for recounts conducted by the school board, or by a school district canvassing board as provided in Minnesota Statutes, section 205A.10, subdivision 5. A recount official may delegate the duty to conduct a recount to a county auditor or municipal clerk by mutual consent. When the person who would otherwise serve as recount official is a candidate or is the spouse, child, parent, grandparent, grandchild, stepparent, stepchild, sibling, half-sibling, or stepsibling of a candidate for the office to be recounted, the appropriate canvassing board shall select a county auditor or municipal clerk from another jurisdiction to conduct the recount. "Legal adviser" means counsel to the recount official and the canvassing board for the office being recounted. The scope of a publicly funded or discretionary recount is limited to the recount of the ballots cast and the declaration of the person nominated or elected. The ballots in the envelope labeled "Original ballots from which duplicates are to be or were made" are not within the scope of the recount and this envelope must not be opened during the recount.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 12 SR 2215; 17 SR 8; 34 SR 1561; 38 SR 1368*

Published Electronically: *May 1, 2014*

8235.0300 NOTICE.

Within 24 hours after determining that a publicly funded recount is authorized and requested, or within 48 hours of receipt of a written request for a discretionary recount and filing of a security deposit if one is required, the official in charge of the recount shall send notice to the candidates for the office to be recounted and the county auditor of each county wholly or partially within the election district. The notice must include the date, starting time, and location of the recount, the office to be recounted, and the name of the official performing the recount. The notice must state that the recount is open to the public.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 19 SR 593; 38 SR 1368*

Published Electronically: *May 1, 2014*

8235.0400 SECURING BALLOTS AND MATERIALS.

The official who has custody of the voted ballots is responsible for keeping secure all election materials. Registration cards of voters who registered on election day may be processed as required by part 8200.2700. All other election materials must be kept secure by precinct as returned by the election judges until all recounts have been completed and until the time for contest of election has expired.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 34 SR 1561*

Published Electronically: *May 26, 2010*

8235.0500 [Repealed, 34 SR 1561]

Published Electronically: *May 26, 2010*

8235.0600 FACILITIES AND EQUIPMENT.

All recounts must be accessible to the public. In a multicounty recount the secretary of state may locate the recount in one or more of the election jurisdictions or at the site of the canvassing board. Each election jurisdiction where a recount is conducted shall make available without charge to the recount official or body conducting the recount adequate accessible space and all necessary equipment and facilities.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 34 SR 1561*

Published Electronically: *May 26, 2010*

8235.0700 GENERAL PROCEDURES.

At the opening of a recount the recount official or legal adviser shall present the procedures contained in this rule for the recount. The custodian of the ballots shall make available to the recount official the precinct summary statements, the precinct boxes or the sealed containers of voted ballots, and any other election materials requested by the recount official. If the recount official needs to leave the room for any reason, the recount official must designate a deputy recount official to preside during the recount official's absence. A recount official must be in the room at all times. The containers of voted ballots must be unsealed and resealed within public view. No ballots or election materials may be handled by candidates, their representatives, or members of the public. There must be an area of the room from which the public may observe the recount. Cell phones and video cameras may be used in this public viewing area, as long as their use is not disruptive. The recount official shall arrange the counting of the ballots so that the candidates and their representatives may observe the ballots as they are recounted. Candidates may each have one representative observe the sorting of each precinct. One additional representative per candidate may observe the ballots when they have been sorted and are being counted pursuant to part 8235.0800, subpart 2. Candidates may have additional representatives in the public viewing area of the room. If other

election materials are handled or examined by the recount officials, the candidates and their representatives may observe them. The recount official shall ensure that public observation does not interfere with the counting of the ballots. The recount official shall prepare a summary of the recount vote by precinct.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 34 SR 1561*

Published Electronically: *May 26, 2010*

8235.0800 COUNTING AND CHALLENGING BALLOTS.

Subpart 1. **Breaks in counting process.** Recount officials may not take a break for a meal or for the day prior to the completion of the sorting, counting, review, and labeling of challenges, and secure storage of the ballots for any precinct. All challenged ballots must be stored securely during breaks in the counting process.

Subp. 2. **Sorting ballots.** Ballots must be recounted by precinct. The recount official shall open the sealed container of ballots and recount them in accordance with Minnesota Statutes, section 204C.22. The recount official must review each ballot and sort the ballots into piles based upon the recount official's determination as to which candidate, if any, the voter intended to vote for: one pile for each candidate that is the subject of the recount and one pile for all other ballots (those for other candidates, overvotes, undervotes, etc.). During the sorting, a candidate or candidate's representative may challenge the ballot if he or she disagrees with the recount official's determination of for whom the ballot should be counted and whether there are identifying marks on the ballot. At a recount of a ballot question, the manner in which a ballot is counted may be challenged by the person who requested the recount or that person's representative. Challenges may not be automatic or frivolous and the challenger must state the basis for the challenge pursuant to Minnesota Statutes, section 204C.22. Challenged ballots must be placed into separate piles, one for ballots challenged by each candidate. A challenge is frivolous if it is based upon an alleged identifying mark other than a signature or an identification number written anywhere on the ballot or a name written on the ballot completely outside of the space for the name of a write-in candidate.

Subp. 3. **Counting ballots.** Once ballots have been sorted, the recount officials must count the piles using the stacking method described in Minnesota Statutes, section 204C.21. A candidate or candidate's representative may immediately request to have a pile of 25 counted a second time if there is not agreement as to the number of votes in the pile.

Subp. 4. **Reviewing and labeling challenged ballots.** After the ballots from a precinct have been counted, the recount official may review the challenged ballots with the candidate or the candidate representative. The candidate representative may choose to withdraw any challenges previously made. The precinct name, the reason for the challenge, and the name of the person challenging the ballot (or the candidate that person represents), and a sequential number must be marked on the back of each remaining challenged ballot before it is placed in an envelope marked "Challenged Ballots." After the count of votes for the precinct has been determined, all ballots except the challenged ballots must be resealed in the ballot envelopes and returned with the other election materials to the custodian of the ballots. The recount official may make copies of the challenged ballots. After the count of votes for all precincts has been determined during that day of counting, the challenged ballot envelope must be sealed and kept secure for presentation to the canvassing board.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 17 SR 8; 34 SR 1561*

Published Electronically: *May 26, 2010*

8235.0900 [Repealed, 23 SR 459]

Published Electronically: *October 9, 1998*

8235.1000 [Repealed, 34 SR 1561]

Published Electronically: *May 26, 2010*

8235.1100 CANVASSING BOARD.

The recount official shall present the summary statement of the recount and any challenged ballots to the canvassing board. The candidate or candidate representative who made the challenge may present the basis for the challenge to the canvassing board. The canvassing board shall rule on the challenged ballots and incorporate the results into the summary statement. The canvassing board shall certify the results of the recount. Challenged ballots must be returned to the election official who has custody of the ballots.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348*

Published Electronically: *October 9, 1998*

8235.1200 SECURITY DEPOSIT.

When a bond, cash, or surety for recount expenses is required by Minnesota Statutes, section 204C.35 or 204C.36, the governing body or recount official shall set the amount of security deposit at an amount which will cover expected recount expenses. In multicounty districts, the secretary of state shall set the amount taking into consideration the expenses of the election jurisdictions in the district and the expenses of the secretary of state. The security deposit must be filed during the period for requesting a discretionary recount. In determining the expenses of the recount, only the actual recount expenditures incurred by the recount official and the election jurisdiction in conducting the recount may be included. General office and operating costs may not be taken into account.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 38 SR 1368*

Published Electronically: *May 1, 2014*

2016 Recount Guide



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1.0 INTRODUCTION

This guide is for election officials and their staff who may be a participant in an election recount. Please use this guide with the Secretary of State publication “Minnesota Election Laws”. Citations in this guide refer to the Minnesota statutes (M.S. citations) or rules (M.R. citations). If you are using an interactive electronic edition of this guide, you may click on the citations to retrieve current statute or rule.

Portions of this guide contain procedures based on best practices, rather than statute or rule. If employing these portions, do not consider the information to hold the same authority as that information governed by federal and state law.

2.0 ELECTION RECOUNTS

Minnesota election law authorizes administrative recounts after the canvassing board certifies the results. Rather than seeking a court order, the election administrator, on behalf of the appropriate canvassing board, may conduct a manual recount. A recount is limited in scope; the sole issue a recount may resolve is whether the election judges arrived at the correct vote total. A recount is performed by a canvassing board or by its staff. ([M.S. 204C.35](#); [204C.36](#); [M.R. 8235](#))

2.1 PUBLICLY FUNDED RECOUNTS

A recount of votes at no cost to the candidate may be requested by the candidates in the cases below. The governing body assumes the responsibility for the expenses of the recount. See 3.0 Recount Requests for details of the request process.

2.1.1 Federal and State Offices

A losing candidate for nomination or election to federal or state office may file a written request for a publicly funded recount of the votes cast when the difference between the votes for that candidate and the winning candidate is:

- Less than one-half of one percent of total votes cast, for state legislative offices,
- Less than one-quarter of one percent of total votes cast, for statewide federal office, state constitutional office, statewide judicial office, congressional office or district judicial office, or
- Ten votes or less, when the total number of votes cast is 400 or less, for any federal or state office.

([M.S.204C.35, subd. 1](#))

2.1.2 Local Offices

A losing candidate for nomination or election to a county, municipal or school district office may request a publicly funded recount of the votes cast if the difference between the votes cast for that candidate and the winning candidate is:

- Less than one-half of one percent of the total votes if there are more than 400 but less than 50,000 votes cast for the office,
- Less than one-quarter of one percent of the total votes if there are more than 50,000 votes cast for the office, or
- Ten votes or less if the number of votes cast is 400 or less.

In the case of offices where two or more seats are being filled, the difference is between the elected candidate with the fewest votes and the candidate with the most votes from among the candidates who were not elected.

[\(M.S. 204C.36, subd. 1\)](#)

2.1.3 Ballot Questions

A publicly funded recount of votes cast for a county, school or municipal ballot question may be requested by any person eligible to vote on the question if the difference between the votes cast for the question and against the question is:

- Less than one-half of one percent of the total votes if there are more than 400 but less than 50,000 votes counted for the question,
- Less than one-quarter of one percent of the total votes if there are more than 50,000 votes counted for the question, or
- Ten votes or less if the number of votes counted for the question is 400 or less.

If the difference falls within one of the thresholds above, and a written recount request is received, the recount is conducted by the:

- County Auditor for a county question;
- Governing body of a municipality for a municipal question; and
- School district canvassing board for a school question. When recounting special questions, this canvassing board consists of:
 - The school board clerk
 - A school board member other than the clerk
 - The county auditor of the county with the greatest number of school district residents
 - The district court administrator of the judicial district with the greatest number of school district residents
 - The mayor or town board chair of the school district's most populous municipality

[\(M.S. 204C.36, subd. 3; 205A.10, subd. 5\)](#)

2.2 DISCRETIONARY RECOUNTS

Discretionary recounts are usually at the expense of the person requesting them, unless certain conditions are met. See 3.0 Recount Requests for details about the request process, and 4.0 Recount Expenses for a discussion of how expenses are handled for discretionary recounts.

2.2.1 Candidate Recounts

A losing candidate can request a manual recount, at the losing candidate's expense, when the vote difference is greater than what is described in 2.1 Publicly Funded Recounts.

The candidate requesting the recount may provide the filing officer with a list of up to three precincts that are to be recounted first and may waive the balance of the recount after these precincts have been counted. If the candidate provides a list, the recount official must first determine the expenses for recounting those precincts. ([M.S. 204C.36, subd. 2](#))

2.2.2 Ballot Question Recounts

If the difference between the votes for and the votes against a ballot question is greater than what is described in 2.1 Publicly Funded Recounts above, a recount can still be requested by any person eligible to vote on the ballot question, at their expense, who submits a petition containing the signatures of 25 voters eligible to vote on the question. ([M.S. 204C.36, subd. 3](#))

3.0 RECOUNT REQUESTS

Written requests are required for all recounts. The request should include the office or question for which the recount is requested, and be filed with the filing officer within the time limit specified below. Information specific to certain circumstances is included below.

3.1 CANDIDATE REQUESTS

3.1.1 Publicly Funded Recount Requests

In the case of federal, state and judicial races which fall within the publicly funded recount threshold (see 2.1.1 Federal and State Offices), the losing candidate shall be notified by the filing officer, immediately following the canvassing board meeting, that the candidate has the option to request a recount of votes at no cost to the candidate. The written request for such a recount must be received by the filing officer no later than 5:00 p.m. on the second day after the canvass. ([M.S. 204C.35, subd. 1](#))

In the case of local races which fall within the publicly funded recount threshold (2.1.2 Local Offices), the written request must be filed with the filing officer by 5:00 p.m. on the fifth day after the canvass of a primary or special primary, or by 5:00 p.m. on the seventh day after the canvass of a special or general election. ([M.S. 204C.36, subd. 1](#))

3.1.2 Discretionary Recount Requests

For all discretionary recounts, candidates must file a written request for the recount with the filing officer, along with a bond, cash or surety in an amount set by the governing body of the jurisdiction for the payment of the recount expenses. These materials must be filed during the contest period.

The candidate requesting the recount may provide the filing officer with a list of up to three precincts that are to be recounted first and may waive the balance of the recount after these precincts have been counted. If the candidate provides a list, the recount official must first determine the expenses for recounting those precincts as described in 4.0 Recount Expenses.

A discretionary recount of a primary does not delay delivery of the notice of nomination to the winning candidate. ([M.S. 204C.35, subd. 2](#); [204C.36, subd. 2](#))

3.2 BALLOT QUESTION

In the matter of a ballot question recount, the written request for the recount must be filed with the filing officer of the county, municipality, or school district placing the question on the ballot, and must be accompanied by a petition containing the signatures of 25 voters eligible to vote on the question. If the difference between the votes for and the votes against the question is greater than the difference provided in [M.S.204C.36, subd.1](#), the person requesting the recount shall also file with the filing officer of the county, municipality, or school district a bond, cash, or surety in an amount set by the appropriate governing body for the payment of recount expenses. The written request, and any bond, cash, or surety required must be filed during the time for notice of contest for the election for which the recount is requested. ([M.S. 204C.36, subd. 3](#))

3.3 TIME LIMITS

Requests for a publicly funded recount of federal, state and judicial races must be received by the filing officer no later than 5:00 p.m. on the second day after the primary or general election canvass. Requests for a publicly funded recount for local races must be submitted in writing to the election jurisdiction by 5:00 p.m. on the fifth day after the canvass of the primary or special primary, or by 5:00 p.m. on the seventh day of the canvass of the special or general election. Requests for discretionary recounts or ballot questions must be filed during the time for notice of contest. ([M.S. 204C.35, subd. 2](#); [204C.36](#); [209.021 subd. 1](#))

4.0 RECOUNT EXPENSES

A person or candidate requesting a discretionary recount is responsible for the following expenses: the compensation of the Secretary of State, or designees, and any election judge, municipal clerk, county auditor, administrator, or other personnel who participate in the recount; the costs of necessary supplies and travel related to the recount; the compensation of the appropriate canvassing board and costs of preparing for the canvass of recount results; and any attorney fees incurred in connection with the recount by the governing body responsible for the recount.

Responsibility of expenses can change in certain circumstances. If the winner of a race is changed by a discretionary recount, the cost of the recount is paid by the jurisdiction conducting the recount. The jurisdiction conducting the recount is also responsible for the cost of the recount when the result of a manual recount is different from the result

reported on Election Day by a margin greater than the standard for acceptable performance of voting systems, which is a variation of one-half of one percent.

[\(M.S. 204C.35, subd. 3; 204C.36, subd. 2; 204C.36, subd.4; 206.89, subd. 4\)](#)

5.0 RECOUNT OFFICIALS

5.1 STATE, COUNTY, MUNICIPAL AND SCHOOL DISTRICT RECOUNTS

The secretary of state or secretary of state's designee is the recount official for recounts conducted by the State Canvassing Board. The county auditor or auditor's designee is the recount official for recounts conducted by the county canvassing board. The municipal clerk or clerk's designee is the recount official for recounts conducted by the municipal canvassing board. The school district clerk or clerk's designee is the recount official for recounts conducted by the school district canvassing board.

5.2 ALTERNATIVE RECOUNT ASSIGNMENTS

The recount official may delegate the duty to conduct a recount to a county auditor or municipal clerk as long as both parties agree to the delegation.

When the person who would otherwise serve as recount official is a candidate or related to a candidate for the office to be recounted, per [M.R. 8235.0200](#) the appropriate canvassing board shall select an election official from another jurisdiction to conduct the recount. ([M.R. 8235.0200](#))

6.0 GIVING NOTICE

Within 24 hours after determining that a publicly funded recount is authorized or requested or within 48 hours of receipt of a written request for a discretionary recount and filing of a security deposit if one is required, the official in charge of the recount shall send notice to the candidates for the office to be recounted and the county auditor of each county wholly or partially within the election district. The notice must include the date, starting time, and location of the recount, the office to be recounted, and the name of the official performing the recount. The notice must state that the recount is open to the public. ([M.S. 204C.361](#); [M.R. 8235.0300](#))

Notification is also critical in securing the public perception of valid and accurate recount proceedings. It should extend well beyond specified requirements. Specific effort should be made to contact all interested parties in a ballot question recount. There is also value in being able to state that these parties were requested to be present at the recount in the event that persons are unhappy with the outcome of a recount.

7.0 RECOUNT SCOPE

The scope of all publicly funded and discretionary recounts is limited to the determination of the number of votes validly cast for the office being recounted. Only the ballots cast and

the summary statements for the precinct(s) being recounted are considered during the recount proceedings. Envelopes that were not opened and original ballots that have been duplicated are not reviewed during the recount proceedings. These ballots are only examined as part of an election contest. ([M.S. 204C.35](#); [204C.36](#); [M.R. 8235.0700](#))

8.0 SECURING ELECTION MATERIALS

The official who has custody of the voted ballots is responsible for keeping secure all election materials. Registration cards of voters who registered on Election Day may be processed as required by part [M.R. 8200.2700](#). All other election materials must be kept secure by precinct as returned by the election judges until all recounts have been completed and until the time for contest of election has expired. ([M.R. 8235.0400](#))

9.0 FACILITIES, ACCESSIBILITY, AND EQUIPMENT

All recounts must be accessible to the public. In a multi-county recount the secretary of state may locate the recount in one or more of the election jurisdictions or at the site of the canvassing board. Each election jurisdiction where a recount is conducted shall make available without charge to the recount official or body conducting the recount adequate accessible space and all necessary equipment and facilities. ([M.S. 8235.0600](#))

10.0 GENERAL PROCEDURES

At the opening of a recount, the recount official or legal adviser must present the procedures for the process, such as those contained in this section.

A recount official must be in the room at all times. If the recount official must leave the room, they must delegate a deputy recount official to preside over the proceedings during their absence. ([M.R. 8235.0700](#))

10.1 ELECTION MATERIALS

The custodian of the ballots shall make available to the recount official the precinct summary statements, the sealed precinct boxes or containers containing the voted ballots, and any other election materials requested by the recount official. No ballots or election materials may be handled by candidates, their representatives, or members of the public. The sealed materials must be unsealed and resealed in public view. ([M.R. 8235.0700](#))

10.2 PREPARE AND ORGANIZE

10.2.1 Prior to the Recount

Prior to the recount, prepare a recount packet with a checklist and a recount calendar. Have all forms, supplies, badges identifying roles, and contact information organized to ensure that all information given to individuals is provided in a consistent format. This will save time and allow the focus of a recount to be on election specific issues. Determine how

results will be released - as counting progresses or at completion. Determine how many original copies of recount results are needed.

Recount worksheets for federal, state and county recounts can be printed from the OSS Election Reporting System (ERS) after the state canvassing board has certified the original federal or state results, or the county canvassing board has certified the county office results. A generic recount worksheet template for other recounts is included in the Appendix.

After the canvassing board has met, OSS will mark the offices to be recounted in ERS. Then, counties can print the Recount Worksheets by selecting "Recount" in the County User menu, then selecting the Print Recount Worksheet option, selecting the office to be recounted from the drop-down list, and clicking on the View Report button.

Recount WorkSheet

Filter
 Recount: U.S. Representative District 3 *

Back View Report

1 of 9 100% Find | Next

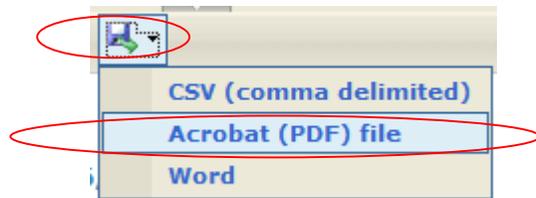
Recount Worksheet
 STATE GENERAL
 Tuesday, November 06, 2012
 County - Hennepin, Recount - U.S. Representative District 3

Printed: 06/21/2012 10:54 AM
 Printed By: electadmin

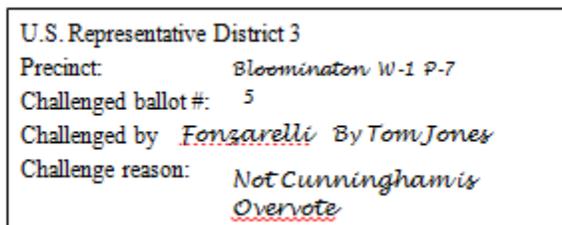
Precinct	Nov 6 Votes for FONZARELLI	Nov 6 Votes for CUNNINGHAM	Recount Votes for FONZARELLI	Recount Votes for CUNNINGHAM	Recount All OTHER Ballots	Ballots Challenged by CUNNINGHAM	Ballots Challenged by FONZARELLI	Ballots Challenged by BOTH	Recount Team Initials	Date Precinct Counted
0005-BLOOMINGTON W-1 P-07	0	0	_____	_____	_____	_____	_____	_____	_____	_____
0010-BLOOMINGTON W-1 P-08	0	0	_____	_____	_____	_____	_____	_____	_____	_____
0015-BLOOMINGTON W-1 P-09	0	0	_____	_____	_____	_____	_____	_____	_____	_____
0020-BLOOMINGTON W-1 P-10	0	0	_____	_____	_____	_____	_____	_____	_____	_____

The first two columns of the worksheet will be pre-filled with the canvassed result and contains spaces for the recount results for the candidates and challenged ballots to be recorded for each precinct. Officials for other local recounts may prepare their own recount worksheet in a similar format.

Print the report by clicking on the export icon, and selecting a format such as a pdf file. The worksheet can then be printed from the window which has opened in the selected format.



Challenged ballot labels, if available, may be printed through a Recount menu option. Otherwise a pdf of challenged ballot labels will be made available for federal and state offices. The labels contain a challenged ballot number that is sequential within a county for each office being recounted. Officials for other local recounts may prepare their own challenged ballot labels in a similar format.



10.2.2 Facilities

Setting up the facilities is important. In addition to setting up the room where the recount takes place, remember to consider security needs and parking availability for those involved in the process. The required number of counting tables should be set up. Be aware of logistics as you set up the room (e.g., bringing and removing election materials; bathrooms unlocked). Any tables or work space provided for the candidates, with places for the candidates' counsels or representatives, should be separate from the tables where the counting takes place. Set up the room so there is a "staging area" that can be seen from the viewing area, a counting area, and a viewing area for the public and members of the media.

Only those people directly involved in the recount are allowed within the recount area (the staging and counting areas). These individuals are limited to the recount official and legal adviser, and candidates or the candidates' representatives. The public and the press are only allowed in the public viewing area to observe the proceedings. Cell phones, cameras, and video cameras maybe used in the public viewing area provided that they are not disruptive. Badges should be provided which identify the people present and their different capacities. ([M.R. 8235.0700](#))

10.2.3 Staffing and Training

Bring as many staff as you will need. Require name badges for all authorized personnel. Establish firm guidelines for release of all information both to the media and staff members. Schedule the training/information dissemination session for staff. Keep your team informed.

10.3 OBSERVATION

The recount official shall arrange the counting of the ballots so that the candidates or the candidates' representative may observe the ballots as they are sorted. After they have been sorted, one additional representative per candidate may observe the ballots while they are being counted. If other election materials are handled or examined by the recount officials, the candidates and their representatives may observe them. The recount official

must ensure that public observation does not interfere with the counting of the ballots and preparation of a summary of the recount vote by precinct.

Candidates may have additional representatives in the public viewing area of the room.
([M.R. 8235.0700](#))

10.4 MANAGING THE PROCESS

The recount official or their designee is in charge. Acknowledge everyone present (your team, candidates, legal counsels, election officials, public, and press). Everyone has a role. Always explain what is about to occur and explain why. Be completely thorough and transparent. Never hold a private conversation with only one of the parties. Always appear in control of yourself and the situation.

The recount official provides detailed instructions both orally and in writing:

- Roles of recount officials, observers and staff.
- General procedures for the recount.
- Sealed containers only opened when recount team and observers are present.
- All ballots and materials will be in public view.
- Sorting process
- Counting process
- Challenge ballot process

If candidates or their representatives have concerns or suggestions, listen. Make sure everything you do and that occurs during the recount fills the process with accountability, credibility and trust. Make a defensible decision and carry it out consistently.

11.0 EXAMPLE INSTRUCTIONS

11.1 HAND COUNT INSTRUCTIONS

This is an **administrative** recount held pursuant to [M.S. 204C.35](#) and [M.R. 8235](#). It is **not** to determine who was eligible to vote. It is **not** to determine if campaign laws were violated. It is **not** to determine if absentee ballots were properly accepted. It is simply to physically recount the ballots **for this race!**

If we find a difference in the vote count, you need to be aware that this is not unusual and that this is why we have the recount law. Normally any errors by the judges or the machine are random errors and generally offset one another. Characteristically what we find is that a slight change one way in one precinct is balanced off by a corresponding change in the other direction in another precinct. Normally the results of the election are not changed by these adjustments, but it does happen.

I am the recount official. **No one else touches the ballots** once they are out of the sealed cases unless I specifically allow it. Make any concerns regarding the process known immediately to me. Ballots will be recounted by precinct. We will count one precinct at a time as provided in [M.S. 204C.361 \(b\)](#). This means that a recount official shall maintain the

segregation of ballots by precinct but the recount official may recount more than one precinct at a time in physically separate locations within the room in which the recount is administered.

Ballots (precinct and absentee) will be removed from the sealed case(s). If the absentee precinct results were originally reported as a separate absentee total for the precincts, then absentee ballots for the precincts will be counted and reported separately from the precinct ballots. If the absentee precinct results were originally included in the precinct results (as required for state primary and state general elections), the precinct ballots will be combined with the ballots from the appropriate absentee precinct, and all ballots for the precinct will be recounted and reported together as one total. Prior to counting any ballots for a precinct, staff will turn all ballots to be facing in the same direction. I will separate the ballots into three piles: One for candidate A to my left, one for candidate B to my right, and a third pile for all other ballots. Voter's intent will be determined pursuant to [M.S. 204C.22](#).

The candidate or candidate's representative has the right to challenge which piles I have decided to place the specific ballot in. Challenges may not be automatic or frivolous. Staff will count the ballots by piling the ballots crosswise in groups of 25. A candidate or their representative may immediately request to have a specific stack of 25 counted a second time, but not the entire pile. Vote counts for each candidate will be announced. For challenged ballots, the challenger needs to describe why they challenge the decision. I may decide they are right. If I do not agree and the challenge is not withdrawn, I will write why it is challenged on the ballot and place it in an envelope marked "Challenged Ballots". The challenged ballots will be brought to the canvass board and they will examine them and make a final decision how to count them.

Counts will be recorded for each precinct on the recount summary statement. Counts for federal and state offices will be recorded on the summary statement with the votes as determined by the recount official for either of the two candidates or "Other". Counts recorded for challenged ballots on the summary statement are a subset of the totals for the candidates. *{Change this statement if challenged ballots will be recorded differently for local offices.}* The ballots will be resealed in the cases. At the end of the recount, I will write on the front of the challenged ballot envelope which precinct(s) and how many ballots are in the envelope, seal it and have staff assisting with the recount sign over the flap of the envelope. The recount summary statement and challenged ballots will be presented to the canvass board. After completing the recount in each precinct, I will furnish a report of the recount results of all precincts at the conclusion of the recount. After the recount is finished here today, the ballots, other than challenged ballots, will be resealed and returned to the County Auditor. The State (or County/Municipal/School District if applicable) Canvassing Board will declare the winning nominee after reviewing the summary statement of the recount vote prepared by the Recount Official, and resolving any ballot challenges.

12.0 COUNTING AND CHALLENGING BALLOTS

Ballots must be recounted by precinct and only ballots from one precinct at a time can be on a table at one time. Recount teams of at least 2 recount staff conduct the counting for a

precinct. This means that a recount official shall maintain the segregation of ballots by precinct but may recount more than one precinct at a time in physically separate locations within the room in which the recount is administered. The recount official recounts ballots in accordance with [M.S. 204C.22](#). Ballot containers must always be opened and resealed in public view. The sorting, counting, and review of ballots for a precinct must be completed and all ballots must be securely stored before breaks for meals can be taken or counting is finished for the day. ([M.R. 8235.0700](#))

12.1 PREPARING BALLOTS FROM ABSENTEE PRECINCTS

The recount official opens the ballot containers from the absentee precincts (including any write-ins). One member of the recount team sorts the absentee ballots by precinct. A second member of the recount team then reviews the sorted ballots to verify that the ballots have in fact been properly sorted by precinct. When completed, the absentee ballots are sealed in separate envelopes by precinct.

12.2 COUNTING

The recount official opens the precinct ballot containers (including any write-ins) and the absentee ballot containers for the precinct. For the state primary and state general, the precinct ballots (including write-ins) are combined with the ballots from the appropriate absentee ballots and recounted and reported as one total.

Note: If the absentee ballot results for non-state primary or non-state general elections were originally reported as a separate absentee total as its own precinct, then absentee ballots are recounted and reported separately from the precinct ballots.

The recount team faces the ballots so they are all facing in the same direction, and then the recount sorter examines the ballots to determine (using [M.S. 204C.22](#)) for whom the ballot was cast. The recount sorter places ballots for candidate A in one pile to their left, one pile for candidate B to their right, and all other ballots in a third pile (includes ballots for other candidates, overvotes, undervotes, etc). A candidate or their representative has the right to challenge in which pile a specific ballot is placed, and whether there are identifying marks on that ballot.

The canvassing board/recount official will provide instructions on how challenged ballots will be reported on the recount worksheet. The two options are:

- Option 1. Vote totals in candidate and “Other” column reflect the recount official’s determination of the voter’s intent, including ballots that have been challenged by a candidate’s representative. Challenged ballots are also reported in the challenged ballot columns. Under this option, if the canvass board rejects all challenges and affirms the recount official’s determination, the recount vote totals reported in the candidate columns would not change. If the canvass board disagrees with the recount official’s determination and reallocates the vote on a challenged ballot, the vote totals reported in the candidate/other columns would be adjusted by the

canvassing board. ERS is programmed using this option for federal, state or county recounts.

Option 2. Vote totals in candidate and “Other” column reflect only the recount official’s determination of the voter intent only for non-challenged ballots. Challenged ballots are only reported in the challenged ballot columns. Votes on challenged ballots are only assigned to a candidate or “Other” after a decision on the challenge is made by the canvassing board.

After all ballots have been placed in the appropriate piles, the recount team counts the ballots in each and stacks them crosswise in groups of 25. A candidate or their representative may immediately request that a specific pile of 25 be recounted a second time, not the entire pile.

When finished, the vote counts for each pile are announced, the recount official reviews any challenged ballots with the candidates or their representatives and any needed adjustments to the pile counts are made, and the counts are also recorded on the recount worksheet.

All ballots except the challenged ballots must then be resealed in the ballot containers and returned with the other election materials to the custodian of the ballots. The recount official may make copies of the challenged ballots, but must be accompanied by another individual if leaving the room to make copies. After the count of votes for all precincts has been determined each day, the challenged ballot envelope must be sealed and kept secure along with the recount worksheet for later presentation to the canvassing board. ([M.S. 204C.361](#); [M.R. 8235.0800](#))

12.3 CHALLENGES

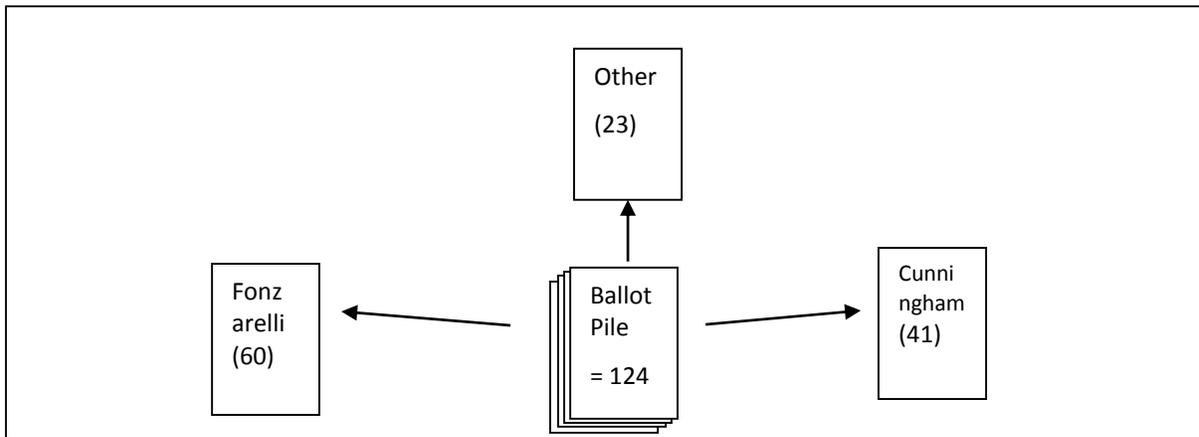
A candidate or candidate's representative has the right to challenge in which pile a specific ballot is placed, and whether there are identifying marks on that ballot. Challenges cannot be for an entire precinct or group of ballots. The challenger needs to describe why they are challenging the decision. Challenges may not be automatic or frivolous and is frivolous if based on an identifying mark other than a signature or identifying number written on the ballot, or a name written completely outside a write-in space. Also, the absence of election judge initials on a ballot cannot be the basis of a challenge. Challenged ballots are placed in separate piles for ballots challenged by each candidate. Challenged ballots may be withdrawn by the candidate or candidate's representative.

After counting for the precinct is completed, the recount official may review challenged ballots with the candidates or candidates' representatives. They may withdraw previously challenged ballots. If challenged ballots are withdrawn, the ballots are added to the pile as determined by the recount official and the counts for those piles are adjusted. Counts are recorded on the recount worksheet based on the option of reporting described in 12.2 Counting above. All remaining challenged ballots must be labeled on the back of the ballot. The label must include the precinct name, reason for the challenge, the name of the candidate and name of representative initiating the challenge (or candidate represented),

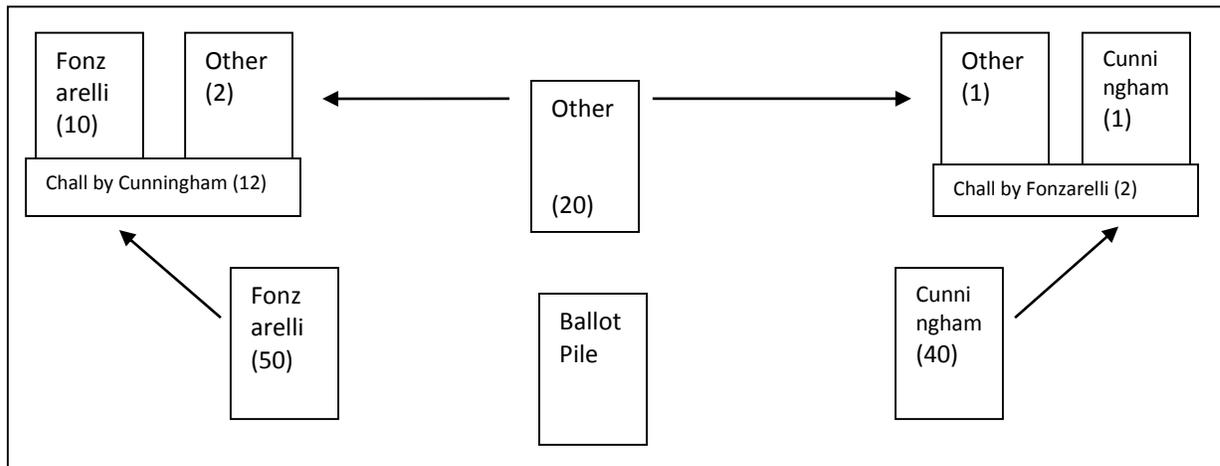
numbered sequentially (1, 2, 3, etc not Smith 1, 2, 3 and Jones 1, 2, 3), and placed in the "Challenged Ballots" envelope for that day. The challenge reason format is "Not {intent determined by sorter}, is {how challenger views intent}" (e.g. "Not Smith, is undervote", "Not Jones, is identifying mark"). ([M.R. 8235.0800](#))

12.4 SORTING AND COUNTING VOTES EXAMPLE

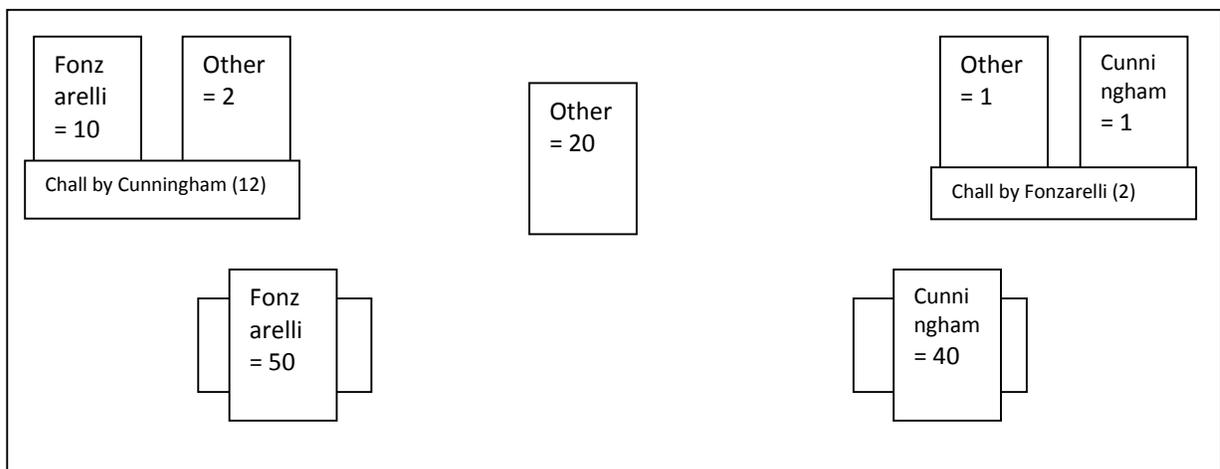
12.4.1 Ballots sorted into piles



12.4.2 Challenged Ballots placed in separate piles

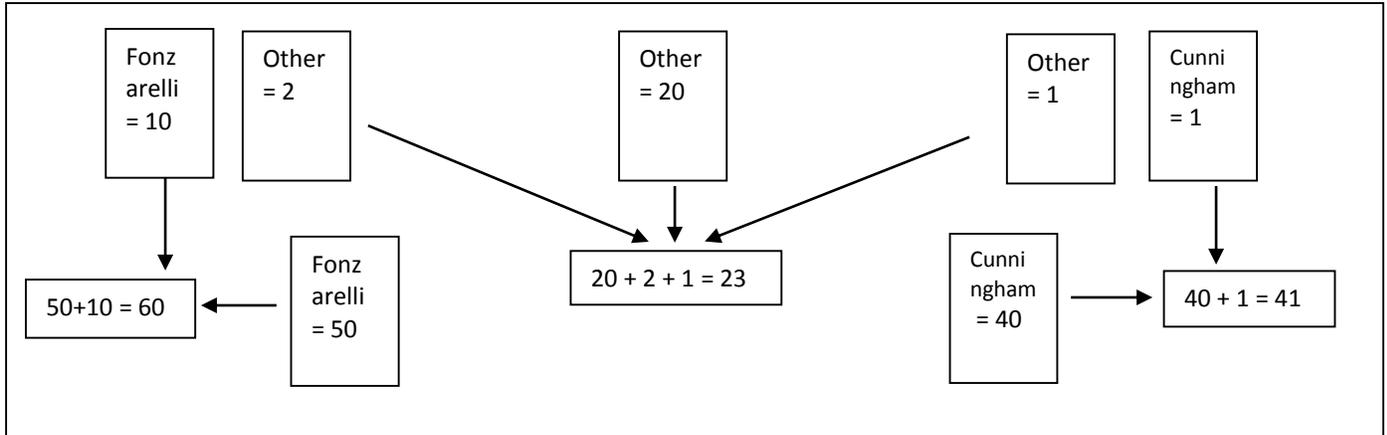


12.4.3 Piles counted in stacks of 25

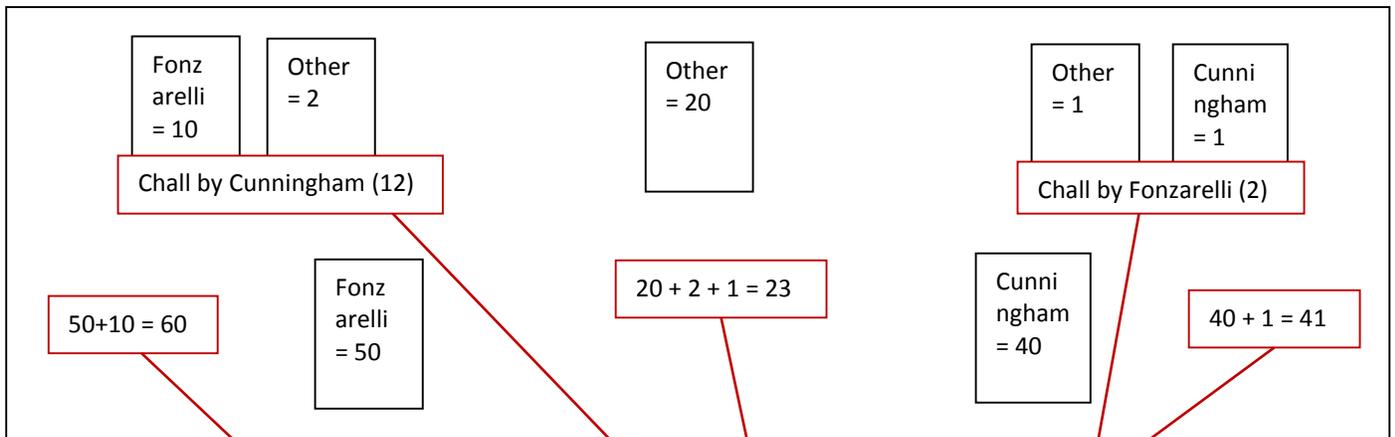


12.5 COUNTING AND RECORDING VOTES EXAMPLE

12.5.1 Candidate vote counts combined



12.5.2 Counts recorded on Worksheet



Precinct	Nov 6 Votes for FONZARELLI	Nov 6 Votes for CUNNINGHAM	Recount Votes for FONZARELLI	Recount Votes for CUNNINGHAM	Recount ALL OTHER Ballots	Ballots Challenged by CUNNINGHAM	Ballots Challenged by FONZARELLI	Ballots Challenged by BOTH	Recount Team Initials	Date Precinct Counted
0005-BLOOMINGTON W-1 P-07	0	0	60	41	23	12	2	0	—	—
0010-BLOOMINGTON W-1 P-08	0	0	—	—	—	—	—	—	—	—
0015-BLOOMINGTON W-1 P-09	0	0	—	—	—	—	—	—	—	—
0020-BLOOMINGTON W-1 P-10	0	0	—	—	—	—	—	—	—	—

$60 + 41 + 23 = 124$ Total Ballots

13.0 DETERMINING VOTER INTENT

Minnesota law requires that every effort be made to accurately count all votes on a ballot. This means that a ballot or vote must not be rejected for a technicality if it is possible to decide what the voter intended, even though the voter may have made a mistake or the ballot is damaged. Intent is determined only from the face of the ballot. Use the following rules to decide what a voter intended:

13.1 COUNTED

- If a name is written in the proper place but write-in not marked, count the voter for that individual whether or not write-in target is marked to the left of the written in name.

FEDERAL OFFICES	
U.S. SENATOR	
VOTE FOR ONE	
<input type="radio"/>	ROBERT FITZGERALD <small>Independence Party</small>
<input type="radio"/>	MARK KENNEDY <small>Republican</small>
<input type="radio"/>	AMY KLOBUCHAR <small>Democratic-Farmer-Labor</small>
<input type="radio"/>	MICHAEL JAMES CAVLAN <small>Green Party</small>
<input type="radio"/>	BEN POWERS <small>Constitution Party</small>
<input type="radio"/>	write-in, if any <u>John Smith</u>

- A mark made out of place but close enough to a name or line to determine voter intent are counted.

FEDERAL OFFICES	FEDERAL OFFICES	FEDERAL OFFICES	FEDERAL OFFICES
UNITED STATES SENATOR	UNITED STATES SENATOR	UNITED STATES SENATOR	UNITED STATES SENATOR
VOTE FOR ONE	VOTE FOR ONE	VOTE FOR ONE	VOTE FOR ONE
<input checked="" type="radio"/> JACK SHEPARD	<input type="radio"/> JACK SHEPARD	<input type="radio"/> JACK SHEPARD X	<input type="radio"/> JACK SHEPARD
<input type="radio"/> NORM COLEMAN	<input type="radio"/> NORM COLEMAN	<input type="radio"/> NORM COLEMAN	<input type="radio"/> NORM COLEMAN
CONTINUE VOTING ON THE NONPARTISAN BALLOT	CONTINUE VOTING ON THE NONPARTISAN BALLOT	CONTINUE VOTING ON THE NONPARTISAN BALLOT	CONTINUE VOTING ON THE NONPARTISAN BALLOT

- If two or more different marks used, count those, provided the marks do not mark the ballot with distinguishing characteristics where the voter's intent is to identify the ballot.

SUPREME COURT
ASSOCIATE JUSTICE 3 VOTE FOR ONE
<input checked="" type="checkbox"/> ALAN LAWRENCE NELSON
<input type="checkbox"/> PAUL H. ANDERSON <small>Incumbent</small>
<input type="checkbox"/> TIM TINGELSTAD
ASSOCIATE JUSTICE 4 VOTE FOR ONE
<input checked="" type="checkbox"/> LORIE SKJERVEN GILDEA <small>Incumbent</small>
<input type="checkbox"/> DEBORAH HEDLUND
<input type="checkbox"/> JILL CLARK
<input type="checkbox"/> F. RICHARD GALLO, JR.
2ND DISTRICT COURT
JUDGE 21 VOTE FOR ONE
<input checked="" type="checkbox"/> JOY D. BARTSCHER
<input type="checkbox"/> CONNIE S. IVERSEN
<input type="checkbox"/> JOHN P. GUZIK

- If marks are made next to two candidates and an attempt was made to erase one of the two, vote is counted for the remaining marked candidate.

UNITED STATES SENATOR VOTE FOR ONE	UNITED STATES SENATOR VOTE FOR ONE
<input checked="" type="radio"/> DARRYL STANTON	<input checked="" type="radio"/> DARRYL STANTON
<input checked="" type="radio"/> BILL DAHN	<input checked="" type="radio"/> BILL DAHN
<input type="radio"/> STEPHEN WILLIAMS	<input type="radio"/> STEPHEN WILLIAMS
<input type="radio"/> JACK ULDRICH	<input type="radio"/> JACK ULDRICH
<input type="radio"/> KURT MICHAEL ANDERSON	<input type="radio"/> KURT MICHAEL ANDERSON
<input type="radio"/> DOUG WILLIAMS	<input type="radio"/> DOUG WILLIAMS
<input type="radio"/> DEAN BARKLEY	<input type="radio"/> DEAN BARKLEY
CONTINUE VOTING ON THE NONPARTISAN BALLOT	CONTINUE VOTING ON THE NONPARTISAN BALLOT

- If an attempt is made to obliterate a write-in name a vote is counted for the remaining write-in name or marked candidate.

FEDERAL OFFICES U.S. SENATOR VOTE FOR ONE
<input checked="" type="radio"/> ROBERT FITZGERALD <small>Independence Party</small>
<input type="radio"/> MARK KENNEDY <small>Republican</small>
<input type="radio"/> AMY KLOBUCHAR <small>Democratic-Farmer-Labor</small>
<input type="radio"/> MICHAEL JAMES CAVLAN <small>Green Party</small>
<input type="radio"/> BEN POWERS <small>Constitution Party</small>
<input type="radio"/> John Smith
U.S. REPRESENTATIVE

- A write-in for governor without lieutenant governor is counted as a vote for the team of candidates including lieutenant governor.
- Count all printed names with a mark made opposite them and all names written-in, not exceeding the number to be elected for that office.
- Misspellings for names written-in are ok provided that voter intent can be determined.
- If voter's choice can only be determined for some of the offices on the ballot, only count those offices on the ballot.
- If voter uniformly uses same mark to mark the ballot, count if possible.
- A ballot cannot be rejected because it is slightly soiled or defaced.
- A ballot that has one or more blank offices is not defective.

13.2 NOT COUNTED

- Marks more candidates than to be elected or nominated ballot is defective for that office.
 - All other offices on the ballot are counted if possible.

UNITED STATES SENATOR VOTE FOR ONE
<input checked="" type="radio"/> DARRYL STANTON <input checked="" type="radio"/> BILL DAHN <input type="radio"/> STEPHEN WILLIAMS <input checked="" type="radio"/> JACK ULDRICH <input type="radio"/> KURT MICHAEL ANDERSON <input type="radio"/> DOUG WILLIAMS <input type="radio"/> DEAN BARKLEY
CONTINUE VOTING ON THE NONPARTISAN BALLOT

- For a primary, if the voter marks candidates from more than one party, the ballot is totally defective for the partisan offices.

INDEPENDENCE PARTY	REPUBLICAN PARTY	DEMOCRATIC-FARMER-LABOR PARTY
FEDERAL OFFICES	FEDERAL OFFICES	FEDERAL OFFICES
UNITED STATES SENATOR VOTE FOR ONE	UNITED STATES SENATOR VOTE FOR ONE	UNITED STATES SENATOR VOTE FOR ONE
<input checked="" type="radio"/> DARRYL STANTON <input type="radio"/> BILL DAHN <input type="radio"/> STEPHEN WILLIAMS <input checked="" type="radio"/> JACK ULDRICH <input type="radio"/> KURT MICHAEL ANDERSON <input type="radio"/> DOUG WILLIAMS <input type="radio"/> DEAN BARKLEY	<input checked="" type="radio"/> JACK SHEPARD <input type="radio"/> NORM COLEMAN CONTINUE VOTING ON THE NONPARTISAN BALLOT	<input checked="" type="radio"/> 'DICK' FRANSON <input type="radio"/> AL FRANKEN <input type="radio"/> BOB LARSON <input type="radio"/> PRISCILLA LORD FARIS <input type="radio"/> OLE' SAVIOR <input type="radio"/> ROB FITZGERALD <input type="radio"/> ALVE ERICKSON
CONTINUE VOTING ON THE NONPARTISAN BALLOT	CONTINUE VOTING ON THE NONPARTISAN BALLOT	CONTINUE VOTING ON THE NONPARTISAN BALLOT

- If the voter used an identifying mark or mark with the intent to identify the ballot, the entire ballot is defective.

his: *John Smith*

COUNTY OFFICES
CONSERVATION DISTRICT SUPERVISOR DISTRICT 2 VOTE FOR ONE
Write-in, if any CONSERVATION DISTRICT SUPERVISOR DISTRICT 5 VOTE FOR ONE
<input checked="" type="radio"/> MARGARET A. BEHRENS <input type="radio"/> Write-in, if any

il
7432

his: *John Smith*

COUNTY OFFICES
CONSERVATION DISTRICT SUPERVISOR DISTRICT 2 VOTE FOR ONE

- If a voter has voted yes and no on a ballot question, that question is not counted but the rest of the ballot must be counted if possible.

- No write-in votes counted for a primary or a special primary.
 - Any names written on a primary or special primary ballot are an indentifying mark and no votes on the ballot would be counted.
- If marks are made opposite of more printed candidate names or write-ins allowed for an office, the ballot is defective for that particular office.
- If the number of candidates for an office is equal to the number of individuals to be elected to that office, and the voter has not marked any name, no vote is counted for any candidate for that office.
- A specific office is considered blank when no name or response to a question is marked and no name is written-in.

[\(M.S. 204C.22\)](#)

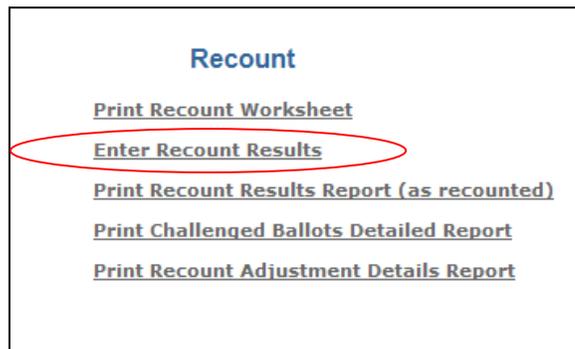
14.0 CANVASSING BOARD

The recount official presents the recount worksheet and any challenged ballots to the canvassing board. The candidate or candidate representative who made the challenge may present the basis for the challenge to the canvassing board. The canvassing board rules on the challenged ballots and incorporates the rulings into the canvassing report. The canvassing board certifies the results of the recount. Challenged ballots must be returned to the election official who has custody of the ballots. For general elections, the certificate of election is issued to the winning candidate after the seven days have passed after the canvassing board declared the candidate elected. [\(M.R. 8235.1100\)](#)

14.1 ENTERING RECOUNT RESULTS INTO ERS

To generate canvassing board reports (and update web site with daily recount results, if applicable) for federal, state or county recounts, input the results from the Recount Worksheets into ERS.

Select the Enter Recount Results option.



Select the recounted office to be updated from the drop-down list.

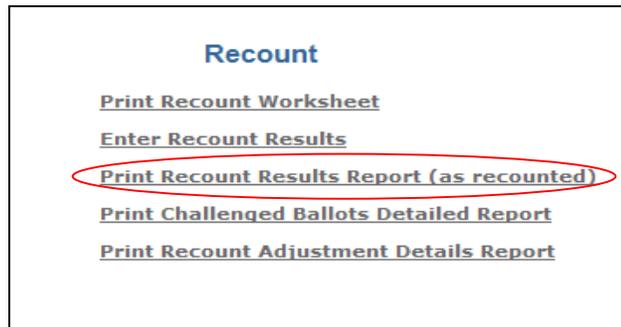
Enter Recount Results

Recount:

Precinct	Nov 6 Votes for FONZARELLI	Nov 6 Votes for CUNNINGHAM	Recount Votes for FONZARELLI	Recount Votes for CUNNINGHAM	Recount All OTHER Ballots	Ballots Challenged by CUNNINGHAM	Ballots Challenged by FONZARELLI	Ballots Challenged by BOTH	Precinct Complete
0005-BLOOMINGTON W-1 P-07	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>
0010-BLOOMINGTON W-1 P-08	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>

Daily throughout the recount, input data from a single or multiple precincts and click Save. (Do not mark the Precinct Complete checkbox until after data is proofed in the next step.) After precinct(s) data has been entered and saved, print the Recount Results report and proof your numbers.

Select the Print Recount Results Report option.



Export and print the report in the same manner as printing the Recount Worksheet.

When data for a precinct(s) has been proofed and is correct, select the Enter Recount Results menu option and check the Precinct Complete checkbox for all precincts which have been proofed. Only precincts with the Precinct Complete checkbox marked will have results displayed on the public recount results web site each evening.

Enter Recount Results

Recount:

Precinct	Nov 6 Votes for FONZARELLI	Nov 6 Votes for CUNNINGHAM	Recount Votes for FONZARELLI	Recount Votes for CUNNINGHAM	Recount All OTHER Ballots	Ballots Challenged by CUNNINGHAM	Ballots Challenged by FONZARELLI	Ballots Challenged by BOTH	Precinct Complete
0005-BLOOMINGTON W-1 P-07	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
0010-BLOOMINGTON W-1 P-08	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>

14.2 CANVASSING BOARD REPORTS

For county or state offices wholly within one county, recount results are input into ERS, the printed Results Worksheet and Challenged Ballot reports can be used to resolve challenged ballots with the canvassing board. After determinations made by the canvassing board on challenged ballots have been input into ERS, updated state or county abstracts are generated within ERS and presented to the county canvassing board.

For federal offices or state offices in multiple counties, recount results input into ERS will be used to prepare a challenged ballot report for the state canvassing board. After determinations made by the canvassing board on challenged ballots have been input into ERS, an updated canvassing report will be generated and presented to the state canvassing board (or county canvassing board for a state office wholly within a single county or for a county office).

15.0 PUBLIC RECOUNT RESULTS

Federal and state office recounts reported in ERS may be publicly reported daily on the OSS website. For local office recounts, the recount official should notify interested parties of the outcome of the recount and cross reference recount findings in all permanent records. File a copy of Report of Recount Canvass in or with:

- Apparent winner
- Apparent loser
- Secretary of State (for state elections)
- Media
- Precinct tally lists
- Canvass book
- Election work folder
- Voting Equipment vendor if recount demonstrated equipment problems

16.0 ELECTION CONTESTS

Contests are judicial proceedings which occur following the filing of a lawsuit. A recount is one possible remedy in an election contest. Any voter in the election district (not just a candidate) may file a contest lawsuit. Time for notice of a contest for an office which is recounted pursuant to [M.S. 204C.35](#) or [M.S. 204C.36](#) shall begin to run upon certification of the results of the recount by the canvassing board. An election contest does not delay the timing of issuance of the certificate of election after the canvassing board has declared the results. ([M.S. 209](#))

APPENDIX

NOTICE OF RECOUNT

Date of Notice:

Notice to Candidates:

Notice to Auditor:

Dates of Recount:

Starting Times:

Location:

Office to be recounted:

The recount is open to the public.

EXAMPLE LOCAL RECOUNT FORM-NOTICE TO CANDIDATES

[insert date]

Name

Address

Address

SUBJECT: OFFICIAL NOTICE OF RECOUNT COUNTY COMMISSIONER []

The purpose of this letter is to officially inform you that pursuant to M.S. § 204C.36, a recount has been requested by candidate [insert candidate name] [at his own expense] or [and must be provided without cost pursuant to state law].

The [Supervisor of Elections or County Auditor] will be conducting a recount of the [insert name of contest and district number] office and will be counting [number of segregated precincts that will be counted at one time] beginning on [insert date] at [insert time] in Room [insert room] of the [insert location and address]. This recount will be open to the public and candidates may be represented by counsel.

If you have any questions or concerns regarding this recount process, please feel free to contact me directly at [insert phone number].

Sincerely,

[insert name]

[Supervisor of Elections or County Auditor]

c: [insert name], _____ County Attorney

[insert name], _____ County Administrator

County Public Information

County Commissioners

Appropriate Clerks

Candidates

RECOUNT CHECKLIST

Forms and Instructions for Recount Team

- List of duties for recount team
- Steps in recount procedure
- Checklist
- General procedures
- Oral Instructions
- Publicly funded recount legal steps
- Emergency contact numbers
- Counter training & training schedule
- Location and date
- Backup location identified
- 4 to 8 hours to pull training materials together
- Training to be 2 hours – 6 sessions
- Recount official training
- Develop materials & schedule training
- Determine number of team leaders
- State Law
- With index to recount specific sections

Recount Events

- Schedule recount activities
- Establish calendar of events
- Notify:
 - OSS Staff
 - Candidates
 - County Auditors
 - County courthouse security
 - Media –draft media press release
 - Counters and team leads
 - Law Enforcement
 - Canvassing Board
- Schedule information session for recount team
- Establish firm guidelines for release for ALL information to media & staff
- Designate media point of contact
- Only media point of contact has authority to give recount results
- Inquires
- Clearly list individual staff and department duties

Ballot Handling

- Transportation
- Identify who will schedule (control) ballot transport
- Memo to involved jurisdictions of procedure for preparing ballots for transportation
- Determine delivery schedule
- Security around ballots
- Hire security
- 24/7 security
- Counting Method (single or multiple stations)
- Determine ballot workflow on-site

Observers and Media

- Know and enforce limitation on number of observers
- Check observers/media in and out. Keep a log
- Provide easily identifiable name badges & require their use.
- Provide observer/media packet. Include:
 - Schedule of Events
 - Governing Laws, Purposes & processes.
 - Copy of original results
 - Contact information

Recount Results

- Determine how results will be released; as count progresses or at completion?
- Notify interested parties of recount outcome.
- Notify Canvassing Board

Logistics

- Staffing: on-going or in shifts?
- Identify number for recount team(s)
- Identify Recount Officials
- Costs
- Furniture – Table & Chairs
- Recount Set Up
- May need partitions
- Include an outer walkway for media and observers.
- Parking for counters
- Miscellaneous
- After hours contacts
- Maps

Supplies

HANDCOUNTING BALLOTS IN A RECOUNT

Preparing ballots from AB precincts

****If not already completed, ballots from AB precincts must be separated by precinct.**

1. The recount official opens the ballot containers from the absentee precincts (including any write-ins);
2. One member of the recount team sorts ballots from the AB precincts by precinct;
3. Second member of the recount team reviews sorted ballots to verify they have been properly sorted;
4. When completed, absentee ballots are sealed in separate envelopes by precinct.

Counting a Precinct

****The following steps should be completed by at least one team of 2 recount staff.**

1. Recount official opens precinct ballot containers (including any write-ins) and combines ballots with ballots from the appropriate absentee precinct envelope;
 - a. If the absentee precinct results were originally reported as a separate absentee total for the precinct, then absentee ballots for the precinct are recounted separately from the precinct ballots;
 - b. If the absentee precinct results were originally included in the precinct results (as required for state primary and state general elections), the precinct ballots (including write-ins) are combined with the ballots from the appropriate absentee precinct and all ballots will be counted and reported together as one total.
2. Recount team faces the ballots so they are all facing the same direction.
3. Recount official examines ballots and determines (using M.S. 204C.22) for whom the ballot was cast;
 - a. One pile for candidate A on the left;
 - b. One pile for candidate B on the right;
 - c. Other ballots in a third pile;
 - i. Other candidates, overvotes, undervotes.
4. Candidate or candidate's representative has the right to challenge in which pile a specific ballot is placed, and whether there are identifying marks on that ballot.
5. Keep the challenged ballots separated in piles by the challenging candidate.
6. Count the ballots in the piles as determined by the recount official.
7. When counting a specific pile, ballots must be stacked crosswise in groups of 25;

- a. Candidate or candidate's representative may immediately request that a pile of 25 be recounted a second time.
8. After all ballot piles have been counted, the vote counts for each candidate are announced and recorded in the candidates and "other" column of the Recount Results Worksheet.
9. Recount official reviews challenged ballots with candidate or candidate's representative;
 - a. May withdraw previous challenge
 - b. Record remaining challenged ballots in the "Challenged by columns" of the Recount Results Worksheet
 - c. If using Option 1 counting method, **Do Not** adjust the candidate column totals.
10. Challenged ballots must be labeled;
 - a. Precinct name, reason for the challenge, name of candidate initiating the challenge (or candidate represented and name of representative initiating the challenge);
 - b. Format: "Not {intent determined by sorter}, is {how challenger views intent}";
 - i. i.e. "Not Smith, is undervote", "Not Jones, is identifying mark";
 - c. On back of ballot and numbered sequentially across the county;
 - i. i.e. 1, 2, 3, etc., not Smith 1, 2, 3 and Jones 1, 2, 3.
11. Challenged ballots placed in "Challenged Ballots" envelope for that day;
 - a. Labeled and sealed at the end of the day.
12. The totals are written on the Recount Results Worksheet;
 - a. If ERS and ENR are being used to report results, input results daily;
 - b. Print Recount Results Worksheet to proof input;
 - c. Mark the Precinct Complete checkbox for proofed precincts;
 - d. Only precincts with the Precinct Complete checkbox marked will be displayed on the public recount results web site each evening.
13. Recount official may make copies of challenged ballots;
 - a. 4 copies (Auditor or clerk (if municipal or school election), OSS (if state election), both candidates);
 - b. Accompanied by others if leaving room.
14. Recount official reseals the ballot container for the precinct in public view.
15. Repeat steps for additional precincts.

16. When finished recounting all precincts, the recount official sign completed summary statement (recount worksheet) and sends both the summary statement and "Challenged Ballots" envelope(s) to the appropriate canvassing board.

Recount Worksheet

State General Election
 Tuesday, [Month] [##], 20[##]

County – [County], Recount – [Office/Question]

Precinct	Nov 8 Votes for [cand1]	Nov 8 Votes for [cand2]	Recount Votes for [cand1]	Recount Votes for [cand2]	Recount All OTHER Ballots	Ballots Challenged by [cand2]	Ballots Challenged by [cand1]	Ballots Challenged by BOTH	Recount Team Initials	Date Precinct Counted
[Precinct 1 Name/Number]	###	###	_____	_____	_____	_____	_____	_____	_____	_____
[Precinct 2 Name/Number]	###	###	_____	_____	_____	_____	_____	_____	_____	_____
Totals:	####	####	_____	_____	_____	_____	_____	_____		

We certify that the numbers entered on this recount summary statement correctly show the recounted number of votes for each candidate in this recount.

 _____ Date: _____

Signatures of recount official(s) _____

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT**

This agreement is between the State of Minnesota, acting through its Office of the Secretary of State ("State") and the County Auditor of each of the Counties or the City Clerk of each of the cities listed in Appendix A. ("Contractor").

Recitals

Under Minn. Stat. § 471.59, subd. 10, and Minnesota Rules, subpart 8235.0200 the State is empowered to engage such assistance as deemed necessary. The State is in need of election recount services for the automatic recount of votes pursuant to Minnesota Statutes, section 204C.35, subd. 1 for the 2016 general election, as necessary for state offices. The Contractor represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

Agreement

1 Term of Agreement

- 1.1 **Effective date:** *November 1, 2016*, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** *December 31, 2016*, or until all obligations have been satisfactorily fulfilled, whichever occurs later.

2 Agreement between the Parties

The Contractor will act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 and will conduct a recount as necessary of the votes cast in the county in which the Contractor is the County Auditor and in any additional jurisdiction mutually agreed upon by Contractor and State, pursuant to the provisions of Minnesota Statutes and Minnesota Rules relating to recounts, the Minnesota 2016 Recount Guide, all of which are attached to this contract as Appendices B, C and D, respectively, as well as the information provided during the Web streaming video transmission to counties to be provided on a date to be determined by State, and any other guidance provided to the Deputy Recount Official by State. Appendix A is the list of participating jurisdictions and it will be updated prior to the commencement of the recount to reflect all participating jurisdictions. The general election recount will begin on November 30, 2016 at 9:00 A.M, and recounts will continue until all ballots in the jurisdictions being counted by the Deputy Recount Official are counted or designated as challenged. In the event that an election contest is filed in any of these elections and the court takes jurisdiction, the State may cancel the relevant portion of this contract immediately and without any further cause. The State and Contractor agree that this process will be completed on December 5, 2016 for any general election recount, unless civil litigation delays completion. The results of the recount, along with all explanatory notes and any ballots challenged by candidates in the election shall be securely forwarded and provided to the State by personal delivery or express courier for delivery to the State, at the expense of the State at the conclusion of the recount process in the county or city.

3. Payment

- a) **Compensation.** The Contractor will be paid four cents for each ballot handled in the course of any recount covered by this agreement, with a minimum payment of \$100 if a recount occurs in the Contractor's jurisdiction. The Contractor will submit a log of all ballots handled to State to verify the total.
- b) **Travel.** No travel expenses will be paid.

The total obligation of the State under this agreement will not exceed an aggregate of \$120,000 for all Contractors for the general election.

4. Authorized Representatives

The State's Authorized Representative is Gary Poser, Director of Elections, 180 State Office Building, Saint Paul MN 55155, 651-556-0612, or his/her successor, and has the responsibility to monitor the Contractor's performance and the authority to accept the services provided under this contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Governmental Unit's Authorized Representative is the County Auditor or municipal clerk who has signed the contract.

5 Assignment, Amendments, Waiver, and Contract Complete

- 5.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 5.2 **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 5.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 **Contract Complete.** This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6. Liability

The Governmental Unit will indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by the Governmental Unit or the Governmental Unit's agents or employees. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligations under this agreement.

7. Termination

Either party may terminate this agreement upon thirty days' written notice to the other party. State may terminate this agreement immediately if no recounts are requested pursuant to law during the statutory request period.

DO NOT SIGN OR RETURN THIS DOCUMENT AT THIS TIME

While the text of this document is the final contract, execution cannot take place until FY17 funds become available for encumbrance in mid-June, at which time OSS will send you a copy of this agreement, using the same text above, with signature blocks for execution.

APPENDICES ATTACHED:

APPENDIX A – List of Participating Jurisdictions

APPENDIX B – Minnesota Statutes Relating to Recounts

APPENDIX C – Minnesota Rules Relating to Recounts

APPENDIX D – Minnesota 2016 Recount Guide

METRO SALES INC.

<input type="checkbox"/>	Minneapolis / St. Paul	<input type="checkbox"/>	Fargo
<input type="checkbox"/>	Rochester	<input type="checkbox"/>	Duluth
<input type="checkbox"/>	Owatonna	<input type="checkbox"/>	Winona
<input checked="" type="checkbox"/>	Mankato	<input type="checkbox"/>	Hibbing
<input type="checkbox"/>	St. Cloud	<input type="checkbox"/>	Brainerd

MACHINE SALES ORDER AND SECURITY AGREEMENT

INSTALL DATE 6/7/2016	<input type="checkbox"/> NEW CUSTOMER <input checked="" type="checkbox"/> CURRENT CUST	CUST NO. 101887	PO #	SALES REP. NO. & NAME Andrew Larson	MAIN PHONE NO. 320/864-5551
--------------------------	---	--------------------	------	--	--------------------------------

SHIP TO	McLeod County Auditor-Treasurer's Department	CHARGE TO	McLeod County Central Services
	2391 Hennepin Ave N		801 10th Street East
	Glencoe, MN 55336		Glencoe MN 55336
			Customer #

QTY. ORD.	PRODUCT NO	I.D. #	DESCRIPTION	UNIT PRICE	AMOUNT
1	MPC6004-RS		RICOH MP C6004		
1	416612		Punch Unit PU3060 NA		
1	416544		Paper Feed LCIT PB3230		
1	416548		LCIT RT3030 (1500 Sheets)		
1	417587		Bridge Unit BU3070		
1	417488		Booklet Finisher SR3240		
1	417504		Postscript3 Unit Type M19		
1	417531		Fax option Type M20		

SUPPLIES

2	841849		Print Cartridge Black MP C6003		
1	841850		Print Cartridge Yellow MP C6003		
1	841851		Print Cartridge Magenta MP C6003		
1	841852		Print Cartridge Cyan MP C6003		

SPECIAL INSTRUCTIONS <i>State of MN Contract #84340 purchase price of \$15,543.00. Metro Sales, Inc. will credit McLeod County \$500.00 for the trade in of the RICOH MP C7501, ID 73839. Black and white pages billed at \$0.0105 per page, color pages billed at \$0.0625, both published rates of the State of Minnesota Contract #84340. Cancel maintenance agreement on ID 73839.</i>	EQUIPMENT TOTAL	\$ 15,543.00
	SUPPLY TOTAL	
	DELIVERY	
	SUBTOTAL	\$ 15,543.00
	TAX %	\$ -
	TOTAL	\$ 15,543.00
	LESS DOWN PAYMENT	
	BALANCE DUE	\$ 15,543.00
EXEMPT CERTIFICATE ATTACHED		

CREDIT TERMS SERVICE CHARGE OF 1% PER MONTH (12% PER ANNUM) OR HIGHEST LEGAL RATE, WILL BE CHARGED ON ALL PAST DUE ACCOUNTS

	McLeod County Central Services CUSTOMER'S AUTHORIZED SIGNATURE & TITLE <input checked="" type="checkbox"/>
Date _____ Signature _____	

This Machine Sales Order and Security Agreement is Customer's legal agreement to purchase all items specified above, and includes all terms contained on this page and the reverse, and in any schedules and addenda referenced herein (collectively, "Agreement"). Customer accepts this Agreement without modification. Any modification by Customer is deemed rejected by Metro Sales, Inc. A fax signature by Customer shall be as binding as an original. If Customer faxes or returns only part of the Agreement to Metro Sales, Inc., Customer agrees that it is bound by the entire Agreement.

MACHINE PICK-UP INFORMATION

Make/Model	ID/Serial #	INITIALS

*NOTE: CUSTOMER WARRANTS THAT THE EQUIPMENT IS FREE OF ANY LIENS, SECURITY INTERESTS & ENCUMBRANCES.

METRO SALES INC.

MAY 31ST, 2016

SOLUTION FOR: McLEOD COUNTY AUDITOR-TREASURER'S OFFICE

RICOH MP C6004 (COLOR COPIER/PRINTER/SCANNER/FAX)

- 60 BLACK AND WHITE AND 60 COLOR PAGES PER MINUTE
- 2 GB RAM AND 250 GB HARD DRIVE, 1.07 GHZ CPU
- COLOR NETWORK PRINTING, COLOR NETWORK SCANNING INCLUDED
- FAX OPTION INCLUDED
- POSTSCRIPT OPTION INCLUDED
- SR3240 BOOKLET STAPLING/SORTING FINISHER INCLUDED
- NSI AUTOSTORE INCLUDED, PLUS 1 HOUR OF INSTALLATION
- 2/3 HOLE PUNCH OPTION INCLUDED
- 180 IMAGE PER MINUTE DUPLEX SCANNING SPEED
- USER-CODE CAPABILITY TO LOCK OUT COLOR USAGE
- 220 PAGE SINGLE PASS AUTOMATIC DOCUMENT FEEDER
- DELIVERY & INSTALLATION INCLUDED
- PICK UP AND RETURN OF RICOH MP C7501 INCLUDED
- 4 PAPER TRAYS INCLUDED, PLUS 100 SHEET BYPASS TRAY (4,700 SHEET CAPACITY)



STATE OF MINNESOTA CONTRACT # 84340, VENDOR # 203973

STATE OF MN CONTRACT # 84340 PURCHASE PRICE:

\$ 16,525.00

OR

60 MONTH STATE OF MN RENTAL:

\$ 370.16 PER MONTH

STATE OF MINNESOTA CONTRACT # 84340 SERVICE PLAN

- METRO SALES FULL SERVICE AND SUPPLY AGREEMENT INCLUDES ALL SERVICE, PREVENTIVE MAINTENANCE CALLS, PARTS, LABOR, AND UNLIMITED SUPPLIES (RICOH TONER, DEVELOPER, AND DRUMS) EXCLUDING PAPER AND STAPLES
- 0-4 HOUR ONSITE SERVICE RESPONSE TIME GUARANTEE
- 7 YEAR FULL REPLACEMENT WARRANTY ON NEW EQUIPMENT
- LOCAL CERTIFIED TRAINING/ METRO FULL PARTS INVENTORY/ COMPANY OWNED SERVICE VEHICLES

RICOH MP C6004 SERVICE & SUPPLY COSTS

BLACK AND WHITE PAGES BILLED AT \$0.0105 PER PAGE (NO BASE, BILLED MONTHLY, COMBINED WITH ALL OTHER RICOHS)
COLOR PAGES BILLED AT \$0.0625 PER PAGE (NO BASE, BILLED MONTHLY, COMBINED WITH ALL OTHER RICOHS)

*NO SHIPPING CHARGES ON SUPPLIES (TONER)

*NO CHARGE FOR REFURBISHING MACHINE

*PREVENTATIVE MAINTENANCE INCLUDED

*NO FILING CHARGES

*0-4 HOUR ON-SITE RESPONSE TIME GUARANTEE

*NO CHARGE FOR EXTRA TONER USAGE

PRESENTED BY ANDREW LARSON
PHONE: 612-798-1229
FAX: 507-388-7144

ALARSON@METROSALES.COM
METRO
SALES INC.

**MCLEOD COUNTY BOARD
AGENDA REQUEST**

Board meeting date:	<u>6/7/2016</u>	Originating department:	<u>Planning & Zoning</u>
Consent or regular agenda:	<u>Regular</u>	Preferred agenda time:	<u>10:00 AM</u>
Amount of time needed:	<u>15 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>		

MOTION REQUESTED:

Approve Conditional Use Permit 16-14 requested by Lois Ernst to operate a home occupation of an events center in an existing remodeled barn to host weddings, receptions and other such events with catered in food and beverages. There will be portable bathroom units brought on-site; no SSTS or plumbing is needed. This property is located in the agricultural district. It is an existing farmstead with existing accessory buildings and located within Section 3 of Bergen Township.

JUSTIFICATION FOR MOTION:

The Bergen Township Board unanimously recommended approval on May 12, 2016. The Planning Advisory Commission unanimously recommended approval on May 25, 2016 with the following conditions:

- 1) The venue shall have an 11:00 PM closing time.
- 2) Proof of insurance shall be provided to the Zoning Office prior to any Land Use Permits being issued.
- 3) Engineered design plans shall be submitted at the time of making land use permit applications.
- 4) All waste hauling shall be performed by licensed waste haulers.
- 5) If a holding tank is needed for waste water the applicant shall work with the Environmental Services Office.
- 6) Applicant shall take proper security measures for safety purposes.
- 7) Applicant shall obtain permits as required by other State, Federal and Local Agencies.

STAFF REPORT

TO: McLeod County Planning Commission

Prepared By: Larry Gasow

Date: May 16, 2016

C.U.P. #16-14 Meeting Date: May 25, 2016

GENERAL INFORMATION

Applicant: Jason & Lois Ernst
3557 190th St
Lester Prairie, MN 55354
952/426-5763

PID 02.003.0620

Requested Action: Request a conditional use permit to operate a home occupation for a reception & events center with possible outdoor activities in farmstead accessory buildings within the Agricultural District.

Purpose: To use an existing agricultural, farmstead, residential building site as a business of hosting and booking weddings, wedding receptions and other events with catered food and beverage.

Existing Zoning: Agricultural.

Location: N ½ of NE ¼ & Ex a tract in the NE Cor of Section 2 of Bergen Township.

Size: 73 Acres.

Existing Land Use: Existing farmstead with existing accessory buildings.

Surrounding Land Use & Zoning: "A" Agricultural.

Zoning History: When CR #1 was rebuilt, the Ernst residence was relocated to the other side of the section while the agricultural accessory buildings remained at the original site. In 2004, CUP 04-13 for a Home Occupation was issued for a retail floral shop and rental of wedding items was approved.

Applicable Regulations: Section 7, Subdivision 3, Subpart 6.

SPECIAL INFORMATION

Transportation: CR #1
Physical Characteristics: Existing building site with Home Occupation.

ANALYSIS

The Bergen Town Board was notified but has not yet responded with a recommendation at this time. The City of Lester Prairie has been notified as has the McLeod County Sheriff's Department and Emergency Services. The business will be considered as a home occupation since the owners live on the parcel. Environmental Service have been notified. The Highway Department has been notified and has been submitted plans for the access changes and potential ingress/egress service road with discussions of traffic sight clearance. The traffic generated would be located on a paved county road and would have on-site parking available. The proposed use and site will have an open wedding and ceremonial area, all-purpose reception area with music and dancing. The food and beverage will be catered, bathroom facilities will be portable units brought on site, no SSTS or plumbing issues.

RECOMMENDATIONS

Staff has concerns as to potential number of people attending some events and serving food and alcohol. The use does not meet the Large Assembly criteria but should have thresholds of the number of people attending based on the Fire Marshall occupancy and to give notice to the McLeod County Sheriff's Office. All other local, county and state regulations and licensures shall be adhered to. It shall be the responsibility of the applicant to insure proper insurance coverage. The Zoning Office shall be notified once the remodeling of the primary event structure has been completed and when the reception business will begin.

Sandy Posusta

From: John Brunkhorst
Sent: Tuesday, May 10, 2016 12:49 PM
To: Sandy Posusta
Subject: RE: Request Comment - Planning Advisory Commission

I don't see any Hwy related concerns with these.

Thank you.

John

John T. Brunkhorst, PE
County Engineer
McLeod County Highway Department
1400 Adams Street SE
Hutchinson, MN 55350

Tel: (320) 484-4321
Fax: (320) 234-6971

Visit our [Highway Department Website](#).



McLeodCoHwy

From: Sandy Posusta
Sent: Tuesday, May 10, 2016 11:05 AM
To: John Brunkhorst; Garry Bennett, Area Hydrologist, DNR; marilyn@lesterprairie.mn.us; Biscay City Clerk, Jana Kunkel; Ryan Freitag, SWCD; Roger Berggren
Cc: Larry Gasow
Subject: Request Comment - Planning Advisory Commission
Importance: High

Greetings,

On behalf of the Planning Advisory Commission, the Planning & Zoning Office requests your review of the following attached application information received for the for the Public Hearing scheduled on May 25, 2016. Please respond by end of day, May 17, 2016.

Please contact Larry Gasow or myself should you have any questions or concerns. Larry's direct telephone number is (320) 864-1218.

City of Lester Prairie



37 Juniper Street North - PO Box 66
Lester Prairie, MN 55354
www.lesterprairiemin.us
(320) 395-2646



May 11, 2016

Larry Gasow, Zoning Administrator
McLeod County
830 11th Street E., Suite 113
Glencoe, MN 55336

RE: Conditional Use Permit – Ernst

Dear Mr. Gasow:

Please be advised the Lester Prairie City Council met on Tuesday, May 10th, 2016. At that meeting, they reviewed the information regarding a Conditional Use Permit requested by Lois Ernst for a Home Occupation to remodel a barn into a reception hall in Section 3 of Bergen Township.

Although the City Council did not express any objections regarding the conditional use permit as requested, they did express concerns regarding access to the property as it is in close proximity to a curve in the road, as well as, ensuring there is adequate parking that does not occupy the driveway or potentially along County Road 1.

Respectfully,

A handwritten signature in black ink that reads "Marilyn L. Pawelk". The signature is written in a cursive style.

Marilyn L. Pawelk
City Clerk-Treasurer

Comment from Environmental Services:

- 3) CUP for Lois Ernst PID 02.003.0620 there appears to be no issues with septic if porta potties are used and all food is catered in. Some type of a covered solid waste container should be used for all the paper and food waste. On the map below there may be some wetland issues north of the red line in the proposed parking and driveway shown on the sketch. To avoid any wetland issues I would recommend that parking should be west of the buildings.



#3 CUP 16-14

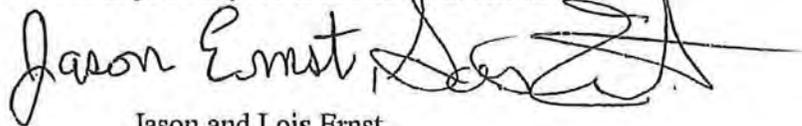
Jason and Lois Ernst are requesting a Conditional Use Permit for their property located in Section 3, Bergen Township. Address: 18879 Babcock Ave, Lester Prairie MN. The use of the property is to host weddings, events and receptions. The existing barn structure will be renovated as well as the site area it is located on. It would be open seasonally from April thru October. The second floor will be removed from the barn and entrances will be at ground level. The capacity of the space will hold 275 people. There will be 3 exits from the barn: north, east and west. In contacting Phil Schmalz of the McLeod County Highway Department in what traffic entrance would be most suitable, the access to the south was recommended to be used. We will be working with Litzau Excavating for the parking area and drainage work. A licensed architect/engineer will be assisting us with renovation and structure of the barn.

Other points of interest:

- catered food from licensed vendor
- liquor will be handled and brought in by licensed vendor
- bottled water and all beverages to be brought in
- there will be no kitchen facilities
- porta potties will be used for bathroom facilities
- parking will be on-site with handicap parking spaces available
- there will be no overnight or on site camping
- music will conclude at 11:00 and everyone out of premises by midnight
- no smoking will be allowed inside the building
- renter will provide event liability insurance
- shuttle service will be available

It is our mission to renovate the barn providing a county type venue for events. This will draw visitors to our area, create jobs and preserve the farm site.

Thank you for your time and consideration,



Jason and Lois Ernst

FLORALOIS@hotmail.com

Map



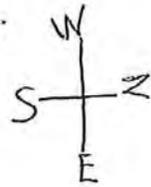
Disclaimer: McLeod County does not warrant or guarantee the accuracy of the data.
The data is meant for reference purposes only and should not be used for official decisions.
If you have questions regarding the data presented in this map, please contact the McLeod County GIS Department.

This information is to be used for reference purposes only.

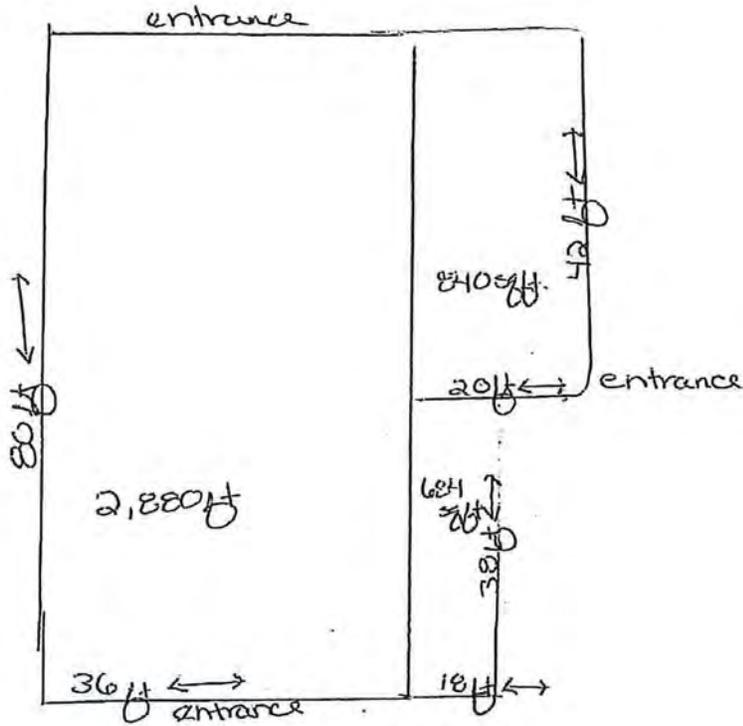


Copyright © 2014 McLeod County GIS, All Rights Reserved

Overall sq footage 4104 ft.

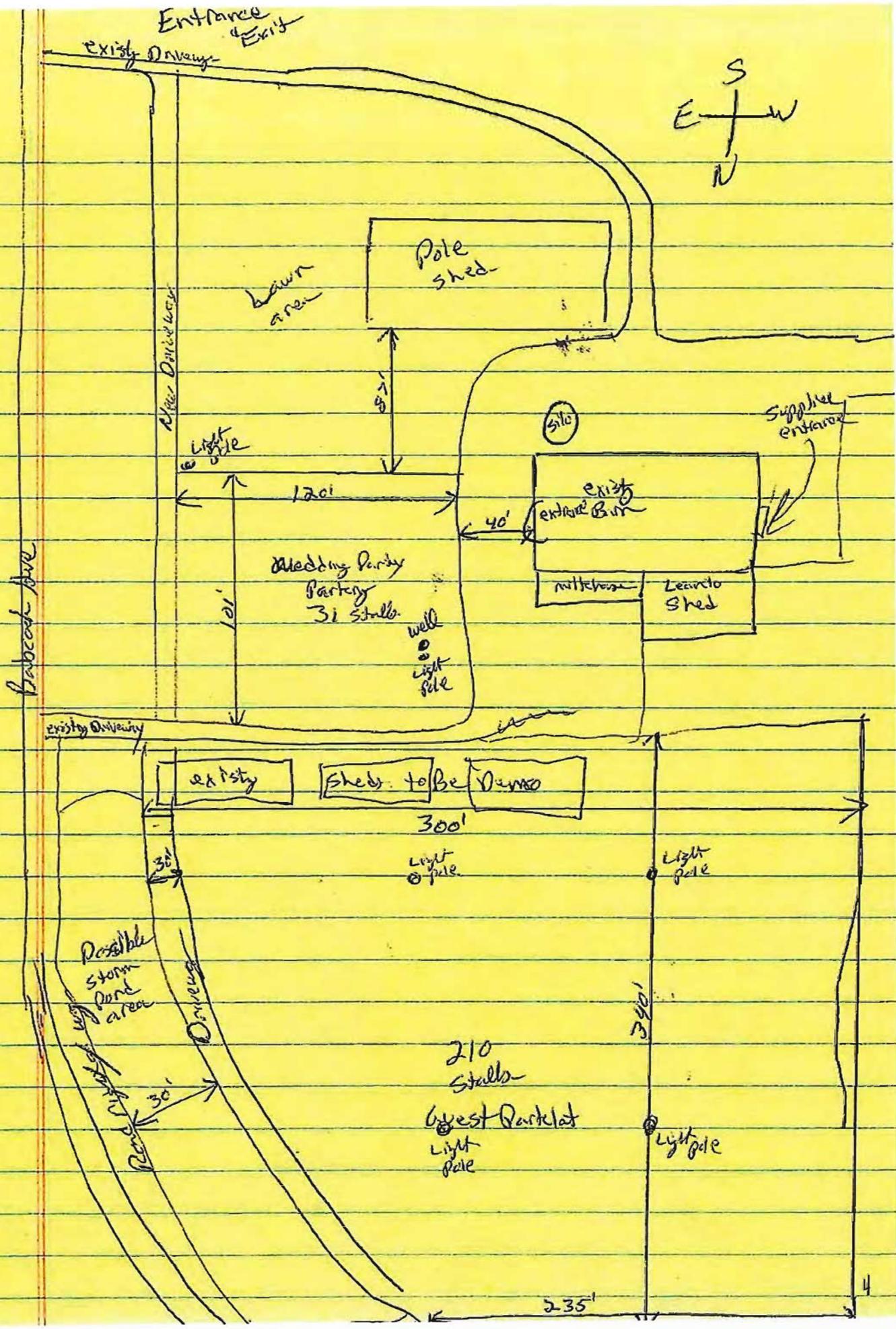


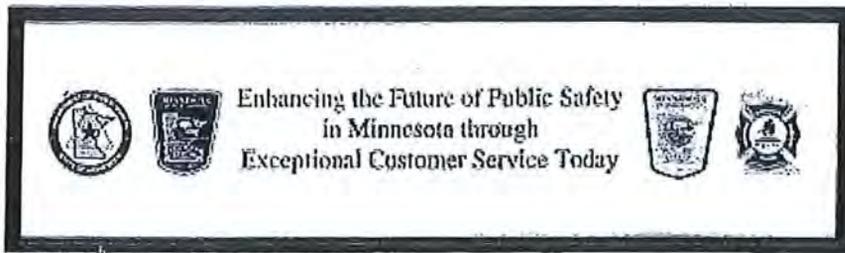
other proposed parking area



unway







From: Jim Hoof [mailto:jandjhoof@gmail.com]
Sent: Thursday, April 14, 2016 4:23 PM
To: *DPS_FM FireCode <fm.firecode@state.mn.us>
Subject: Code requirements for a rural event center

I have a lady in our Rural Fire Protection Area who wishes to convert the lower floor of her old 2 story dairy barn into an event center. She will accomplish this with an addition to the barn. There will be no kitchen facilities, people will not be permitted above the first story, there will be no bathroom facilities, people wishing to rent this facility will have to rent Porta- Potties and she will not sell beverages of any kind, this will be a BYOB facility. Before she approaches the McLeod County Zoning office for a Conditional Use Permit, she wants to be sure she does not have to install a Sprinkler System. She foresees this venue to accomodate up to 300 guests. I think her biggest worry would be the expense of having to install a sprinkler system.

Thanks for your input, James Hoof Chief, Lester Prairie Fire Department

Fwd: Code requirements for a rural event center

Jim Hoof

Fri 4/15/2016 12:15 PM

Inbox

To: Lois Ernst <floralois@hotmail.com>;

This is what I received from Tom Jensen at thState Fire Marshalls office. Hope this helps, if I can be of more assistance let me know. Jim

----- Forwarded message -----

From: Jensen, Thomas (DPS) <Thomas.Jenson@state.mn.us>

Date: Thu, Apr 14, 2016 at 5:15 PM

Subject: RE: Code requirements for a rural event center

To: Jim Hoof <jandjhoof@gmail.com>, *DPS_FM FireCode <fm.firecode@state.mn.us>

Hi Jim,

We are seeing more of these barn conversions and appreciate her asking now about what will be required.

Do you know how many events she will have per year?

Will the barn be heated for winter events or summer only?

This is a change in use from a Group U occupancy to Group A-2 or A-3 assembly occupancy depending on food and drink served. She will need to hire an architect to review the building for compliance with the 2015 Minnesota State Building Code (MSBC) and the soon to be adopted 2015 Minnesota State Fire Code (MSFC). Even though there is probably not a building official or adoption of the MSBC, the MSBC is applicable state wide and an architect is required by Minnesota rule 1800.5200.

The following are the fire sprinkler requirements for the two occupancy groups. I understand she will not occupy the second story, but unless it is fire separated it is part of the Group A fire area. The sprinklers would be required for size of the building or the occupant load. If the two stories combined are less than 12,000 sf and the occupant load calculation by the architect is less than 300 and food and drinks (even BYOB) are not served, sprinklers may not be required.

The other concern is the type of construction of the barn. The MSBC limits the number of stories and size based on construction. If Type V-B (would framed not fire rated) it can only be one story. There may be exceptions to this the architect will have to determine.

[F] 903.2.1.2 Group A-2. An automatic sprinkler system shall be provided for Group A-2 occupancies where one of the following conditions

4/18/2016

Fwd: Code requirements for a rural event center - Lois

exists:

1. The *fire area* exceeds 5,000 square feet (464.5 m²);
2. The *fire area* has an *occupant load* of 100 or more; or
3. The *fire area* is located on a floor other than a *level of exit discharge* serving such occupancies.

[F] 903.2.1.3 Group A-3. An *automatic sprinkler system* shall be provided for Group A-3 occupancies where one of the following conditions exists:

1. The *fire area* exceeds 12,000 square feet (1115 m²);
2. The *fire area* has an *occupant load* of 300 or more; or
3. The *fire area* is located on a floor other than a *level of exit discharge* serving such occupancies.

I'm not sure how she gets around not having bathrooms on site.

Let me know if you have questions.

Regards,

Tom Jenson

Deputy State Fire Marshal, Code Specialist

Minnesota State Fire Marshal Division

445 Minnesota Street; Suite 145

St. Paul, MN 55101-5145

(651) 201-7221

(651) 215-0525 (fax)

firecode@state.mn.us

<https://dps.mn.gov/divisions/sfm/Pages/default.aspx>

Donna Rickeman

From: Pat Melvin
Sent: Wednesday, June 01, 2016 4:21 PM
To: Donna Rickeman
Subject: FW: RRDL Resolution request
Attachments: 2016 RRDL Brochure.pdf

Donna:

Please include this e-mail as backup information in the packet for the Resolution.

Patrick Melvin,

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

From: Michele Clarke [mailto:MicheleC@swmhp.org]
Sent: Tuesday, May 31, 2016 12:05 PM
To: Pat Melvin
Subject: RE: RRDL Resolution request

Pat,

Please see responses below.

From: Pat Melvin [mailto:pat.melvin@co.mcleod.mn.us]
Sent: Sunday, May 29, 2016 5:18 AM
To: Michele Clarke <MicheleC@swmhp.org>
Cc: Donna Rickeman <Donna.Rickeman@co.mcleod.mn.us>
Subject: RE: RRDL Resolution request

Michele:

I am planning to put this on the June 7 Board meeting agenda. A few questions that I have for you include:

Are these loans only available through your office or can loans for RRDL originate locally here in McLeod County? **The loans are only available through an RRDL Administrator and MHFA. If approved the loans would be originated through our office.**

Can you provide a history of the RDDDL Program, I believe McLeod has only within the past couple years been offering this Program is that because its new? **The RRDL program is still in the pilot phase with MHFA. It originally began in 2012.** Can you provide a history of how many loans have been approved for properties located in McLeod County? **Currently I have only received 1 application from McLeod County and it has closed and is in the construction phase.**

Can you share with me what efforts have been taken to advertise the availability of RRDL in McLeod County? **In the past we have done marketing through County Administrators, Local HRA's and EDA's, City Clerks as well as Property Management Companies in the areas. However if you have any direct individuals you would like us to reach out to we**

are more than willing. We have discovered that "word of mouth" has been our biggest marketing tool at this time as it is hard to get a hold of list of individual landlords in all the counties we serve.

We are planning on another marketing push as soon as we receive all the resolutions we are in need of. If you have a list of landlords I would greatly appreciate it so we can do some direct marketing in McLeod County.

Any other information that you can provide and you believe is beneficial for the Board to know is much appreciated. I have included the RRDL brochure as well as a link to the RRDL webpage for your reference. I also would like to mention that there are no fees or requirements for the County to have SWMHP administer this program in your County. If you have any questions please feel free to contact me at any time!

<http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1358905404900&pagename=External%2FPage%2FEXTStandardLayout>

Thank you,

Patrick Melvin,

McLeod County Administrator

McLeod County Administration
830 East 11th Street, Suite 110
Glencoe, MN 55331

Ph: (320) 864-1324
Cell (612) 385-7162

From: Michele Clarke [<mailto:MicheleC@swmhp.org>]

Sent: Monday, May 16, 2016 3:04 PM

To: Pat Melvin

Subject: RRDL Resolution request

May 16, 2016

McLeod County
Attn: Patrick Melvin
830 11th Street
Glencoe, MN 55336

RE: Rental Rehab Deferred Loan Program (RRDL)

Dear Patrick:

The Southwest Minnesota Housing Partnership (SWMHP) has been administering the RRDL Pilot program through Minnesota Housing Finance Agency since 2012. Minnesota Housing Finance Agency has awarded SWMHP \$1,100,000 under the 10% forgivable RRDL program.

SWMHP is requesting your County Board of Commissioners continue to authorize SWMHP to administer the 10% Forgivable (5+ Units) RRDL program in your County. In order for SWMHP to continue to serve as the administrator in your County the Board of Commissioners must approve the attached resolution. Please have the attached resolution

approved at your earliest convenience and mail an original to my attention. I will not be able to close any loans in your County until the resolution has been approved.

Please feel free to contact me with any questions or concerns. If you would like SWMHP present at the meeting please let me as soon as possible so I can get it on our schedule. I can be reached at 507-836-1617 or via email at michelec@swmhp.org. I have included a RRDL Brochure for your review.

Sincerely,

Michele Clarke
Program and Lending Manager
Southwest Minnesota Housing Partnership
2401 Broadway Ave. Suite 4
Slayton, MN 56172
(507) 836-1617
(507) 836-8866 fax

Multifamily Preservation Programs

Contact your local administrator to apply today and visit www.mnhousing.gov to learn more:

Arrowhead Economic Opportunity Agency, Virginia

Barbara Ackerson
barbara.ackerson@aeoa.org
218.749.2912, ext. 127

Central Minnesota Housing Partnership, St. Cloud

Jason Krebsbach
jason@cmhp.net
320.259.0393

Clay County HRA, Dilworth

Kendra Ferencak
kferencak@claycohra.com
218.443.6789

One Roof Community Housing, Duluth

Cliff Knettel
cknettel@1roofhousing.org
218.727.5372, ext. 201 or 218.461.4397

St. Cloud HRA

Mike Haehn
mhaehn@stcloudhra.com
320.252.0880

Southeastern Multi-County HRA, Wabasha

Karen DuCharme
commdevhra@wabasha.net
651.565.2638, ext. 213

Southwest Minnesota Housing Partnership, Slayton

Michele Clarke
michelec@swmhp.org
507.836.1617



Rental Rehabilitation Deferred Loan

Program Reference Guide

for Owners and Housing Professionals



400 Sibley St., Suite 300
Saint Paul, MN 55101
651.296.9832 | 800.657.3701
TTY 651.297.2361



Improve Your Affordable Rental Property with Help from Minnesota Housing

We want to help you sustain affordable housing options in your community for years to come. If you own a small or midsize rental property in Greater Minnesota, there's now an affordable option to help you make important improvements and repairs to your building.

*The Minnesota Housing Rental Rehabilitation Deferred Loan (RRDL) provides **zero interest** deferred loans of **up to \$300,000** through local administrators around the state.*

Features and Benefits

- Zero interest deferred loan
- Flexible loan terms
- Up to 10% loan forgiveness for qualified owners and 100% forgiven for qualified 1-4 unit buildings
- Simple application process

Borrower Eligibility

- Individuals, developers, nonprofits, units of government and tribal housing corporations
- Individuals, sole proprietorships and legal entities:
 - Minimum equity requirements: 3%
 - Minimum credit score: 640
 - Assistance available from local administrator
- Limited partnerships and corporations:
 - Compatible with existing commercial debt
 - Meet minimum credit worthiness and financial requirements

Property Eligibility

- Single family, duplex, and larger permanent residential rental housing
- Tenant maximum gross annual income of \$62,000 (subject to change)
- Fifty-one percent of floor space used for residential rental purposes
- Meet minimum financial feasibility and selection requirements

Note: RRDL cannot be combined with funds from the Minnesota Housing Consolidated RFP for 5 years.

Loan Amount and Terms

- Up to \$25,000 per unit; \$35,000 for single family and duplex units
- Maximum loan of \$300,000 per project
- Term of 10-30 years based on loan amount
- End loan or construction loan
- Five percent forgiven each year over final two years of the loan term (if requirements are met each year)

Eligible Improvements

- Permanent general improvements that have not been started prior to loan closing
- Renovations or repairs to an existing structure that preserve or improve the basic livability, safety or utility of the property
 - Roof
 - Windows
 - Boilers and mechanical systems
 - Energy and water saving improvements
- Must be in compliance with all applicable health, fire prevention, building and housing codes and standards, and the *Minnesota Housing Abbreviated Design Standards and Sustainability Requirements for Limited Scope Rehabilitation Projects*



“The RRDL Program provides multiple benefits to both participating rental businesses and to the community. It saves money and energy, and the savings stimulate further investments in rental improvements and growth.”

- Arrowhead Economic Opportunity Agency, RRDL Administrator



County of McLeod

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

COMMISSIONER RON SHIMANSKI

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

COMMISSIONER DOUG KRUEGER

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

COMMISSIONER PAUL WRIGHT

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

COMMISSIONER SHELDON NIES

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

COMMISSIONER JOE NAGEL

5th District
Phone (320) 587-8693
20849 196th Road
Hutchinson, MN 55350
Joseph.Nagel@co.mcleod.mn.us

COUNTY ADMINISTRATOR

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

McLeod County Resolution 16-CB-22

Resolution for Southwest Minnesota Housing Partnership to administer the Rental Rehabilitation Deferred Loan (RRDL) Pilot Program on behalf of Minnesota Housing (MHFA) in McLeod County.

WHEREAS, **McLeod County** has made significant progress in meeting the need for housing rehabilitation in the cities and rural areas of the county, and

WHEREAS, an unmet need remains for the repair and rehabilitation of rental housing units, and

WHEREAS, the Rental Rehabilitation Deferred Loan Program, sponsored by Minnesota Housing (MHFA), may provide a means for rehabilitating rental housing units in **McLeod County**, and

WHEREAS, **Southwest Minnesota Housing Partnership** has been selected and found to have the capacity to administer the Rental Rehabilitation Loan Program for Minnesota Housing, and

WHEREAS, there is no cost to the County to participate in the Rental Rehabilitation Deferred Loan Program, sponsored by Minnesota Housing,

NOW, THEREFORE, BE IT RESOLVED that **Southwest Minnesota Housing Partnership** is hereby approved to act as the administrative body for the implementation of this program in **McLeod County**.

Whereupon the resolution was declared duly passed and adopted.

APPROVED AND ADOPTED this 7th day of June, 2016.

Paul Wright, Chair
McLeod County Board of Commissioners

ATTEST:

Patrick Melvin
McLeod County Administrator

QUOTE FORM
 JUDD AVENUE STORM SEWER EXTENSION
 MCLEOD COUNTY JAIL EXPANSION PROJECT
 GLENCOE, MINNESOTA
 SEH NO. GLENC 136250
 MAY 16, 2016

BIDDER ACKNOWLEDGEMENTS

1. Bid will remain subject to acceptance for 60 days after the quote due date.
2. Bidder has visited the Site and became familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. The Work shall be completed on or before May 27, 2016.

Item No.	Description	Unit	Qty.	Unit Price	Total Price
2105.501	REMOVE CONCRETE CURB & GUTTER	LIN FT	16.0	3. ⁰⁰	48. ⁰⁰
2104.501	REMOVE PIPE SEWER (STORM)	LIN FT	95.0	8. ⁰⁰	760. ⁰⁰
2104.505	REMOVE BITUMINOUS PAVEMENT (P)	SQ YD	70.0	3. ⁰⁰	210. ⁰⁰
2104.509	REMOVE MANHOLE	EACH	1.0	350. ⁰⁰	350. ⁰⁰
2104.509	REMOVE CATCH BASIN	EACH	1.0	300. ⁰⁰	300. ⁰⁰
2104.513	SAWING BITUMINOUS PAVEMENT	LIN FT	50.0	3. ⁰⁰	150. ⁰⁰
2231.604	BITUMINOUS PATCHING (INCLUDES 12 INCHES AGGREGATE BASE AND 5 INCHES BITUMINOUS)	SQ YD	70.0	118. ⁰⁰	8,260. ⁰⁰
2451.609	CRUSHED ROCK (PIPE FOUNDATION) MNDOT 3149.2H	TON	20.0	35. ⁰⁰	700. ⁰⁰
2503.541	12" RC PIPE SEWER DESIGN 3006 CL V	LIN FT	16.0	52. ⁰⁰	832. ⁰⁰
2503.541	48" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	95.0	137. ⁰⁰	13,015. ⁰⁰
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	3.0	900. ⁰⁰	2,700. ⁰⁰
2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN 84-4020	LIN FT	18.0	650. ⁰⁰	11,700. ⁰⁰
2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (TYPE 2)	LIN FT	4.5	265. ⁰⁰	1,192. ⁵⁰
2506.516	CASTING ASSEMBLY, NEENAH R-1733	EACH	2.0	600. ⁰⁰	1,200. ⁰⁰
2506.516	CASTING ASSEMBLY, NEENAH R-3067-V	EACH	1.0	500. ⁰⁰	500. ⁰⁰
2506.602	EXTERNAL MANHOLE SEAL (STORM)	EACH	3.0	150. ⁰⁰	450. ⁰⁰
2573.53	STORM DRAIN INLET PROTECTION	EACH	4.0	100. ⁰⁰	400. ⁰⁰
TOTAL QUOTE					\$ 42,767.⁵⁰

NOTES:

1. Construction staking shall be completed by SEH.

Date for Starting Work: *Lead time on structures is 1 week from approved shop drawings. Estimate 25th or 26th of May to start work.*

SUBMITTED BY:

Corporation Name

Herge Contracting, Inc.
MN

(SEAL)

State of Incorporation

By (Authorized Signature)

Kurt H. Herge

Name (typed or printed)

KURT H. HERGE

Title

President

Business Address

P.O. Box 517 Hutchinson, Mn 55550

Phone

320-234-8305

Facsimile

320-234-7305

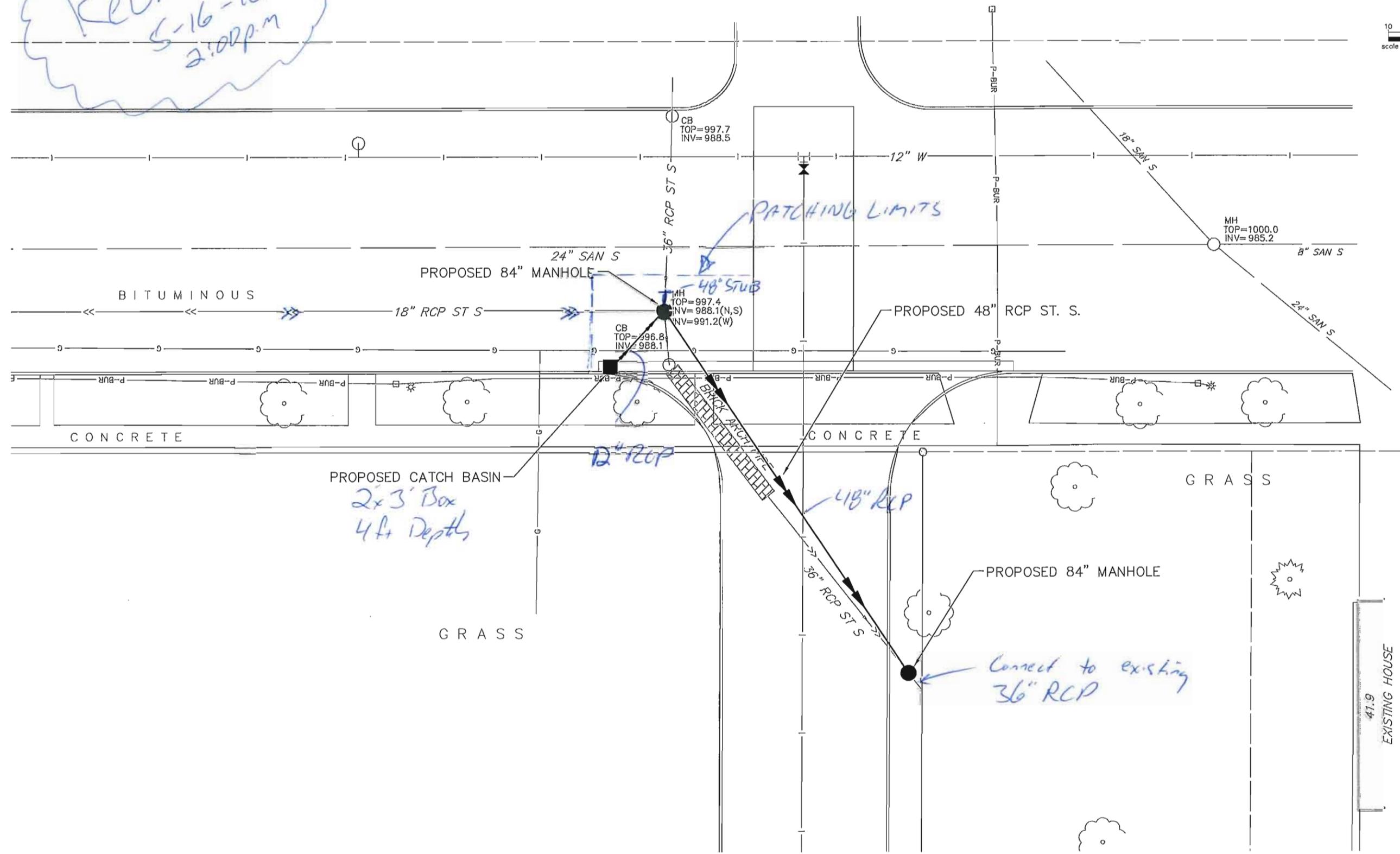
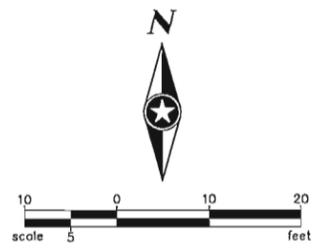
E-mail

Kurt@Hergecontracting.com

Date Submitted

5/16/10

Revised
5-16-16
2:00 PM



JUDD AVE AND 11TH ST.

P:\G\Glencoe\136250\5-final-dsgn\51-drawings\10-Civil\Task 4-Judd Ave Strm (McLeod Co)\GL136250 strm_judd.dwg 5/16/2016 1:47 PM spromplun

DRAWN BY:	-			
DESIGNER:	-			
CHECKED BY:	-			
DESIGN TEAM	NO.	BY	DATE	REVISIONS


 PHONE: 800.838.8666
 1390 HWY. 15 S.
 SUITE 200, PO BOX 308
 HUTCHINSON, MN 55350-0308
 www.sehinc.com

**GLENCOE,
MINNESOTA**

PROPOSED

FILE NO.
GLENC 136250

2
2