

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING AGENDA
MARCH 1, 2016**

1 9:00 CALL TO ORDER

PLEDGE OF ALLEGIANCE

2 9:03 CONSIDERATION OF AGENDA ITEMS*

3 9:08 CONSENT AGENDA*

- A. February 16, 2016 Meeting Minutes and Synopsis.
- B. February 12, 2016 Auditor's Warrants.
- C. February 19, 2016 Auditor's Warrants.
- D. Approve a renewal of Consumption & Display Permit for Major Avenue Hunt Club Inc. in Glencoe from April 1, 2016 through March 31, 2017.
- E. Adopt Resolution 16-CB-09 2015 Gifts and Contributions.

4 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST*

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

6 9:10 ROAD AND BRIDGE – Assistant Highway Engineer Phil Schmalz

- A. Consider approval of Master Client Agreement and corresponding Work Order with Stonebrooke Engineering (Burnsville, MN) for engineering services related to replacement of bridge 43001 on Hamlet Avenue in Glencoe Township.*

The Board authorized hiring Stonebrooke Engineering at the 2/16/16 Board meeting. These are the formal contract documents from the consultant.

- B. Consider approval to purchase a 2016 Ford F-150 crew cab pickup for \$28,278.24 (State Contract) plus applicable tax/license from Midway Ford (Roseville, MN).*

This equipment is in our 2016 capital budget. This pickup would replace a 2004 4x4 Chevy crew cab with 123,000 miles used by engineering that will be transferred to maintenance.

- C. Consider approval to transfer a 2000 GMC regular cab pickup with 118,000 miles to the Parks Department for use at the Fairgrounds.*

- D. Consider approval of the 2016 highway and bridge construction plan.*

This list represents the construction projects planned for this year. We will bring the full 5-Year plan to the Board at a future meeting.

- E. Consider authorizing Engineer to proceed with letting dates for the following projects:*
- CP 16-000-01, Countywide pavement marking
 - CP 16-000-02, Countywide sealcoating
 - SP 043-604-014, rehabilitation on County State Aid Highway 4 between CSAH 3 and TH 7
 - SAP 043-703-001, rehabilitation on County State Aid Highway 103 in Biscay
 - CP 16-055-01, rehabilitation/paving on County Road 55 between CSAH 2 and CSAH 15
 - SAP 043-611-012, rehabilitation on County State Aid Highway 11 between TH 22 and CSAH 2
 - CP 16-054-01, cement stabilization project on CR 54
 - SAP 43-624-001, box culvert replacement on CSAH 24, north of CSAH 11

These are the road and bridge projects programmed for 2016.

7 9:20 SHERIFFS OFFICE – Deputy Sheriff Tim Langenfeld

- A. Consider approval to purchase a colored copier on State Bid from Metro Sales (Minneapolis, MN) for the amount \$13,840 plus shipping costs.*

8 9:25 UNIVERSITY OF MINNESOTA – Local Government Outreach Coordinator Peter Lindstrom

- A. Consider approval of Port Authority of the City of St Paul Property Assessed Clean Energy Program (PACE OF MN) Joint Powers Agreement.*

9 9:35 SOCIAL SERVICES – Social Services Director Gary Sprynczynatyk

- A. Consider approval of 2016 Contract with TriMin for Integrated Financial System Platform Independent (IFSpi). Rate: \$4,528 for Social Services; \$4,387 for Auditor-Treasurer effective 01/01/2016 – 12/31/2018.*

This item was brought up with the McLeod County Welfare and Social Service Committee, but pulled from the agenda as it includes costs and programming associated with the Auditor-Treasurer's Department as well as the Social Services Department. Costs for 2017 and 2018 are not yet known.

10 9:40 ASSESSORS OFFICE – Assessor Sue Schulz

- A. Consider approval of settlement offer for Monica Hanson – parcel number 23.273.0010 for payable year 2015 and abating payable 2016.*

11 9:50 JAIL – Administrator Kate Jones

- A. Consider approval to renew contract with Turnkey Corrections and add addendums for the purchase and installation of video visitation capable kiosks into the current housing units for a total cost of \$15,960 with funding coming from the 2016 jail budget.*

Turnkey will install a total of 10 kiosks- 2 at no cost and the remaining 8 at \$1995 each. This does not include the pricing to pull electric or Cat cable. 5 kiosks will be installed prior to the expansion project starting. These kiosks will be untouched by the expansion project as well as the new units and public visiting area that will be installed with the project.

Onsite visiting area in the jail will be inaccessible with the start of the expansion project and will be turned into a programming classroom after the project. The only available visiting method will be through the use of video visitation. The jail has been exploring this option for a while and did have 2 video modules through the phone vendor for a period of time. Those were limited to video only. The kiosks through Turnkey will allow for commissary orders, video visits (onsite and off), and messaging options for inmates. These are all additions that will enable more efficient operations in the jail for both staff and inmates.

12 9:55 VETERAN SERVICES – Veteran Services Officer Jim Lauer

- A. Consider approval to purchase a 2016 Ford Flex SEL utilizing State Contract #72045 from Nelson Auto Center (Fergus Falls, MN) with total costs including delivery not to exceed \$30,519.31 plus tax and license fees with funding coming from the veteran van fund.*

This vehicle will replace the current 2005 Dodge Sprinter Veterans van which currently has in excess of 335,000 miles.

- B. Consider adoption of Resolution 16-CB-10 Operational Enhancement Grant Program in the amount of \$10,000 to be used for unbudgeted outreach.*

The Minnesota State Legislature has established enhancement grants to augment normal operating budgets of the county veteran's service office to improve outreach to the county's veteran population; assist in the re-integration of combat veterans into society; enhance collaboration with other social service agencies or community organizations and to reduce homelessness among veterans.

13 10:00 HUMAN RESOURCES – Director Mary Jo Wieseler

- A. Consider approval to hire a full-time Eligibility Worker (grade 15) in Social Services due to a resignation.*
- B. Consider approval to hire a full-time Accounting Technician (grade 11) in Social Services due to a resignation.*
- C. Consider approval to hire an Emergency Employee to assist Social Services during the recruitment of the full-time Accounting Technician. (The length of

employment will be no longer than 67 days and the employee will not be entitled to vacation, holiday pay, sick leave or insurance and will paid for hours actually worked).*

14 COUNTY ADMINISTRATION

- Review of Commissioners Calendar
 - Commissioner reports of committee meetings attended since February 16, 2016.
- A. Discuss Student Government Day.
 - B. Discuss board meeting options during jail renovation and courthouse security project.
 - C. Update on proposed March 8th Workshop.

OTHER

Open Forum
Press Relations

RECESS

Next board meeting March 8, 2016 at 9:00 a.m. in the County Boardroom.

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING MINUTES – February 16, 2016**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

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

RETIREMENT RECOGNITION

Recognition of Social Worker Jerry Schimelpfenig's retirement and presentation of a plaque in appreciation for his nineteen years of service to the McLeod County Social Service Department from August 1, 1996 through February 16, 2016.

EMPLOYEE RECOGNITION

Recognition from the 2016 President of the Minnesota County Engineers Association Mark Krebsbach of County Engineer John Brunkhorst who was recognized by his peers as the Minnesota County Engineer of the Year for 2015.

CONSIDERATION OF AGENDA ITEMS

Krueger/Nies motion carried unanimously to approve the agenda.

CONSENT AGENDA

- A) February 2, 2016 Meeting Minutes and Synopsis.
- B) January 29, 2016 Auditor's Warrants.
- C) February 4, 2016 Auditor's Warrants.
- D) February 5, 2016 Auditor's Warrants.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue	\$53,372.92
Road & Bridge	\$26,058.16
Solid Waste	\$51,780.24

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$131,211.32 from the aforementioned funds.

ROAD AND BRIDGE – Highway Engineer John Brunkhorst

A) John Brunkhorst requested final acceptance and payment of \$4,467.06 to Midwest Contracting LLC (Marshall, MN) for the following construction projects with funding coming from County, Township and Town Bridge Funds:

1. SAP 43-598-014, Box Culvert Construction on CR 58
2. SAP 43-599-041, Box Culvert Construction on Eagle Avenue in Winsted Township
3. SAP 43-599-042, Box Culvert Construction on Grass Lake in Winsted Township

These projects were completed satisfactorily and final acceptance and payment is recommended.

Shimanski/Nies motion carried unanimously to approve final acceptance and payment of \$4,467.06 to Midwest Contracting LLC (Marshall, MN) for the above listed construction projects with funding coming from County, Township and Town Bridge Funds.

B) John Brunkhorst requested approval of county maintenance costs associated with patching and frost boil repairs done on the 2014 improvement project on Sunset Circle and North Sunset Drive in Collins Township.

County labor:	\$3,812.83
County Equipment:	\$5,154.75
County Material:	\$1,139.55
Gravel Test:	\$ 114.99
	<u>\$10,222.12</u>

These repairs were done to maintain the integrity of the improved surface.

Wright/Nies motion carried unanimously to approve payment of the equipment costs of \$5,154.75 with the rest of the costs being paid by Collins Township.

- C) John Brunkhorst requested approval of sealcoat on Sunset Circle and North Sunset Drive in Collins Township with a not to exceed cost of \$20,000; contingent upon Township approval and the Township covering costs above \$20,000.

In 2014 the price for the sealcoat was \$27,100 for the same segments of road.

Wright/Krueger motion carried unanimously to approve sealcoat on Sunset Circle and North Sunset Drive in Collins Township with a not to exceed cost of \$20,000; contingent upon Township approval and the Township covering costs above \$20,000.

- D) John Brunkhorst requested approval to hire Stonebrooke Engineering (Burnsville, MN) for engineering services related to replacement of bridge 43001 on Hamlet Avenue in Glencoe Township for a not to exceed fee of \$95,125 (based on hourly rates) with funding coming from Township and Town Bridge Funds.

Cost breakdown:

Design engineering: \$35,150

Construction Engineering: \$59,975

Additional quote received: Erickson Engineering (Bloomington, MN) \$107,397.

Bridge 43001 is structurally deficient and Glencoe Township has authorized replacement.

Nies/Nagel motion carried unanimously to hire Stonebrooke Engineering (Burnsville, MN) for engineering services related to replacement of bridge 43001 on Hamlet Avenue in Glencoe Township for a not to exceed fee of \$95,125 (based on hourly rates) with funding coming from Township and Town Bridge Funds.

- E) John Brunkhorst requested approval to purchase a 2017 Mack tandem truck chassis from Nuss Truck and Equipment (Roseville, MN) (State Contract T-647(5)) for \$124,231.64 with funding coming from the 2016 Highway budget.

This truck would replace a 1997 Ford L9000 with 210,000 miles.

Nagel/Krueger motion carried unanimously to approve the purchase of a 2017 Mack tandem truck chassis from Nuss Truck and Equipment (Roseville, MN) (State Contract T-647(5)) for \$124,231.64 with funding coming from the 2016 Highway budget.

- F) John Brunkhorst requested approval to purchase a truck equipment package (box, plow, scraper, wing, sander, and misc.) from Towmaster, Inc. (Litchfield, MN) or \$113,841 (State Contract S-863(5)) for \$113,841 with funding coming from the 2016 Highway budget.

Krueger/Shimanski motion carried unanimously to approve the purchase of a truck equipment package (box, plow, scraper, wing, sander, and misc.) from Towmaster, Inc. (Litchfield, MN) or \$113,841 (State Contract S-863(5)) for \$113,841 with funding coming from the 2016 Highway budget.

- G) John Brunkhorst requested approval to sell a 1997 Ford L9000 plow truck (plow, sander, and wing) for a minimum bid of \$12,780 through MinnBid which is an online auction. (this represents the trade value toward the new Mack, if we can't sell it for the minimum bid, we will trade it).

Nagel/Krueger motion carried unanimously to approve the sale of a 1997 Ford L9000 plow truck (plow, sander, and wing) for a minimum bid of \$12,780 through MinnBid.

PUBLIC HEARING – City of Stewart - North Connector Road Project

- A) Shannon Sweeney requested adoption of Resolution 16-CB-08 Property Tax Abatement for a portion of its respective share of the taxes received from the FormAFeed parcels.

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

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

The County shall abate a portion of its respective share of the taxes received from the FormAFeed parcels commencing with taxes payable during the year 2017 (the "County Abatement"). The County shall annually abatement a

maximum of \$8,000 in property taxes. The abatement term shall be for 10-years. The total abatement amount shall not exceed \$80,000.

Nies/Krueger motion carried unanimously to adopt Resolution 16-CB-08 Property Tax Abatement for a portion of its respective share of the taxes received from the FormAFeed parcels.

ASSESSORS OFFICE – County Assessor Sue Schulz

- A) Sue Schulz requested approval of a \$10,000 payment for a project manager hired by Minnesota Counties Computer Cooperative for new tax and Computer Assisted Mass Appraisal (CAMA) System with funding coming from the Compliance Fund.

Nies/Shimanski motion carried unanimously of a \$10,000 payment for a project manager hired by Minnesota Counties Computer Cooperative for new tax and Computer Assisted Mass Appraisal System with funding coming from the Compliance Fund.

- B) Sue Schulz requested approval of settlement offer for Central National Bank – parcel number 23.036.4200 for payable year 2013 of reduction from \$490,300 to \$363,800.

Nies/Nagel motion carried unanimously to approve settlement offer for Central National Bank – parcel number 23.036.4200 for payable year 2013 of reduction from \$490,300 to \$363,800 and to allow County Attorney the ability to sign on the boards behalf and accept tax settlement offer.

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

- A) Larry Filippi of Contegrity Group presented the total budget cost of the jail renovation and courthouse security project, based on the bids received, would be \$7,693,764.60 (including alternate bids of \$166,483 for kitchen equipment and finishes, courthouse access upgrades and rubber flooring) about \$300,000 less than the estimated cost of \$7,990,000.

Larry asked that the Board not award the bid of the fire protection and temperature controls at this time to look into these quotes to further research if there is room for some cost savings.

Project may start as early as April 1st pending weather conditions. Total project length will be approximately 16 months.

A list of bids for all categories can be obtained by contacting the County Administration Office.

Wright/Nies motion carried to approve bids for jail renovation and security project with the exception of fire protection and temperature controls at a cost of \$7,693,764.60 (including alternate bids of \$166,483 for kitchen equipment and finishes, courthouse access upgrades and rubber flooring).

Roll Call Vote: Nies - Yes, Krueger - No, Nagel – Yes, Shimanski – Yes, Wright – Yes.

PUBLIC HEARING – Notice of Hearing on Repair Petition CD #26 and CD #27

A) Consider approval of Engineers Report on County Ditch #26 and County Ditch #27.

Justin Black from Short Elliott Hendrickson Inc. (SHE) presented the engineers report for the repair of County Ditch #26 and County Ditch #27:

Existing conditions:

- CD 26 & 27 were last improved in 1980
- Ditch ranges from 6-17 feet deep with 1 ½ to 1 side slopes
- Contains approximately 3,500 acre watershed.

Nature of the project:

Sediment Removal

- Survey cross section completed every 400-500 feet on nearly 6 miles of ditch
- Existing ditch profile was compared to the profile from the 1980 improvement project plans
- Identified areas of sediment removal needed on side slopes
- Side slope turf can be preserved
- Most of the sediment was in the bottom 1/3 of the ditch
- Recommended that portions of the ditch be excavated from both sides due to depth of sediment
- Majority of the ditch can be excavated from one side
- Washout areas have been identified for repair
- Recommend replacing side inlets as part of the project

Restoration of grass buffer

- One rod grass buffer will be restored to each side of the ditch as a part of the project
- Recommend that crop damage be paid to a width of 75 feet from the top of ditch
- This area would be used for the clean out operations and spoil pile leveling

Tree removal

- Tree removal is recommended in the ditch channel and in the one rod easement
- Exception to this would be larger trees of County Ditch 26 located in Section 18 and trees south of 165th Street near the outlet of CD 26
- These trees were called out to be preserved in the original 1980 project

Hydrology and outlet

- Survey information show that the existing ditch grade south of 165th Street is greater than the grade in the original plans
- Approximately 1.5 feet of fall from the culvert under Twp Road to the termination point of CD 26
- No change or improvements are proposed for the existing outlet for CD 26

Project cost estimate include:

1) Construction cost for CD 26	\$53,725
2) Construction cost for CD 27	\$171,225
3) Project related expenses	\$81,850
Total estimated project cost	\$306,800

Several residents were in attendance and discussed concerns related to cost and the process involved.

Wright/Shimanski motion carried unanimously to accept the repair report.

Wright/Nies motion carried unanimously to accept the findings.

Nies/Krueger motion carried unanimously to order repair report.

PLANNING AND ZONING – Administrator Larry Gasow

- A) Larry Gasow requested approval of Conditional Use Permit 16-01 requested by CleodSun LLC on behalf of SunShare, LLC as an Essential Service on property owned by Steinkraus Lester Prairie LLC for the purpose of a Community Solar Garden. SunShare, LLC is planning an up to a 3 Megawatt (MW) garden upon approval by Xcel Energy of their application to provide them with renewable energy on the Xcel Energy power grid. The proposed Solar Garden meets all setbacks and requirements of the Zoning Ordinance. The property will be fenced for security and safety reasons. Appropriate applications shall be submitted to local and State Agencies. This property is located within approximately 25 AC parcel in NW ¼ of NE ¼ of Section 32, Winsted Township.

Winsted Township did not make recommendation of the proposed application at their regular meeting on January 14, 2016 due to the request for additional information, which was provided on January 22, 2016.

On January 27, 2016, the Planning Advisory Committee recommended approval by majority vote being taken In Favor - 2; being In Opposition - 1, with the following conditions being applied:

1. Proof of Insurance shall be provided to the Zoning Office prior to any permits being issued.
2. A Bond or Letter of Credit in the amount of \$60,000 shall be submitted to the Zoning Office prior to any permits being issued. (3 MW @ \$20,000 each = \$60,000.
3. Copy of MnDOT proposal granting access to utilize the gravel access road to site location shall be provided to the Zoning Office prior to any permits being issued.
4. Applicant shall be responsible to test for stray voltage on site and neighboring sites on a monthly basis for one year. A copy shall be provided to the Zoning Office.
5. A contact person for noxious weeds and other concerns shall be identified by a placard sign at the sight with contact name and phone number.
6. A contact name shall be provided to the Zoning Office for decommission and reclamation once the essential service is no longer in use.
7. A landscape buffer plan and vegetative management plan shall be provided to the Zoning Office.
8. A wetland Delineation shall be performed by contacting Environmental Services Officer.
9. Applicant shall meet all NPDES Permit requirements.
10. Agricultural fencing with two strands barbed wire shall be installed for site safety and security.

Letters and Petitions in in opposition of the Conditional Use Permit were submitted.

There were a number of people in attendance who were opposed to the Conditional Use permit. Opposition included comments regarding the need for additional set back, stray voltage, the possibility of reduced real estate values and weed control.

Wright/Krueger motion carried unanimously to table the issue until the April 5th McLeod County Board Meeting. This will allow SunShare LLC to bring

recommendations back to the Board in regards to the concerns from residents that reside close to the proposed Community Solar Garden.

INFORMATION TECHNOLOGY – Director Vince Traver

- A) Vince Traver requested approval for a three year agreement with Morris Electronics to provide and maintain a Zix email encryption server at a cost of 200 seats at \$5000 a year for three years with funding coming from the 2016 Information Technology budget.

Zix, the current vendor, quoted a three year agreement at \$12,455 per year for a three year contract.

Zix encryption is the chosen application for encrypting emails sent outside of the organization to make sure emails containing secure information are not intercepted by anyone else. The Morris Electronics quote would be a savings of \$7455 per year for a total of \$22,365. It will also save some administration time for not having to support the onsite server.

Nies/Krueger motion carried unanimously to approve a three year agreement with Morris Electronics to provide and maintain a Zix email encryption server at a cost of 200 seats at \$5000 a year for three years with funding coming from the 2016 Information Technology budget.

HUMAN RESOURCES – Director Mary Jo Wieseler

- A) Mary Jo Wieseler requested consideration of February 9, 2016 Personnel Recommendations.
1. Discuss Summer Workers for Parks and Fairgrounds.

Recommendation: Hire the following Summer Workers for Parks Department: 3 at 36 hours per week, 1at 20 hours per week and 1at 14 hours per week and 2 Summer Workers for Fairgrounds at 40 hours per week. These will be for approximately 12 weeks and the starting wage will be \$9.00 per hour. Returning staff will receive a 2% plus \$.20 increase.

Shimanski/Krueger motion carried unanimously to hire the following Summer Workers for Parks Department: 3 at 36 hours per week, 1at 20 hours per week and 1at 14 hours per week and 2 Summer Workers for Fairgrounds at 40 hours per week.

Recommendation: Hire 14 hour (year round) Fairgrounds Worker due to resignation.

Shimanski/Krueger motion carried unanimously to hire 14 hour (year round) Fairgrounds Worker due to resignation.

2. Discuss Summer Workers for Solid Waste.

Recommendation: Hire 2 Summer Interns for Solid Waste (one for MRF and one for HHW). Starting wage is \$9.25 per hour with returning staff receiving a 2% plus \$.20 increase. These will be for approximately 12 weeks.

Nies/Shimanski motion carried unanimously to hire 2 Summer Interns for Solid Waste (one for MRF and one for HHW).

3. Discuss Office Support Aide (grade 9) position in Solid Waste.

Recommendation: Hire full-time Office Support Aide (grade 9) at Solid Waste due to resignation.

Nies/Wright motion carried unanimously to hire full-time Office Support Aide (grade 9) at Solid Waste due to resignation.

4. Discuss Summer Workers for Highway.

Recommendation: Hire the five Summer Workers for Highway. One for Engineering, 3 for Maintenance (2 for Road Crew and 1 for Signs) and one to assist GIS. Starting wage will be \$10.25 per hour with returning staff receiving a 2% plus \$.20 per hour increase. These will be for approximately 12 weeks.

Krueger/Shimanski motion carried unanimously to hire five Summer Workers for Highway. One for Engineering, 3 for Maintenance (2 for Road Crew and 1 for Signs) and one to assist GIS.

B) Mary Jo Wieseler requested approval to hire full-time Communications Officer (grade 15) due to resignation.

Nies/Shimanski motion carried unanimously to hire full-time Communications Officer (grade 15) due to resignation.

C) Mary Jo Wieseler requested approval for Personal Leave due to a medical condition. Employee has exhausted FMLA Leave and is currently on a 30

day Personal Leave. To extend beyond 30 days requires Board approval, which would be Feb 23 – March 10.

Nies/Krueger motion carried unanimously to approve Personal Leave due to a medical condition. Employee has exhausted FMLA Leave and is currently on a 30 day Personal Leave from February 23rd through March 10th.

- D) Mary Jo Wieseler requested approval of the 2016 Plan Document for the Silver Plan.
- E) Mary Jo Wieseler requested approval of the 2016 Plan Document for the Bronze Plan.
- F) Mary Jo Wieseler requested approval of the 2016 Plan Document for the HSA Plan.
- G) Mary Jo Wieseler requested approval of the Medica Administrative Services Agreement.
- H) Mary Jo Wieseler requested approval of the Medica Stop Loss Agreement.

Krueger/Nies motion carried unanimously to approve the 2016 Plan Document for the Silver, Bronze and HSA Plans, Medica Administrative Services Agreement and Medica Stop Loss Agreement.

COUNTY ADMINISTRATION

- A) Donna Rickeman requested approval of the following committee appointment change:

Ryan Jurgenson replaces Bill Hard on the Planning Committee

Krueger/Nagel motion carried unanimously to approve the committee appointment change as presented.

- B) Pat Melvin requested approval of correction to 2016 bids for official newspaper of cost per column inch of \$3.00 not the previously approved amount of \$2.50.

Shimanski/Nagel motion carried unanimously to approve the correction to 2016 bids for official newspaper of cost per column inch of \$3.00 not the previously approved amount of \$2.50.

- C) Pat Melvin presented upcoming March workshop agenda items including:
Discuss Market Study and meeting with Unions, enabling Solid Waste staff to accept credit card payments for recycling at mobile sites abd Town Hall Meeting agenda items.

Nies/Krueger motion carried unanimously to adjourn at 12:45 p.m. until 9:00 a.m. March 1, 2016 in the County Boardroom.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

DRAFT

McLEOD COUNTY
BOARD OF COMMISSIONERS
SYNOPSIS – February 16, 2016

1. Commissioners Wright, Nies, Shimanski, Krueger and Nagel were present.
2. Krueger/Nies motion carried unanimously to approve the agenda.
3. Nies/Krueger motion carried unanimously to approve the consent agenda including February 2, 2016 Meeting Minutes and Synopsis; January 29, 2016 Auditor's Warrants; February 4, 2016 Auditor's Warrants; February 5, 2016 Auditor's Warrants.
4. Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$131,211.32 from the aforementioned funds.
5. Shimanski/Nies motion carried unanimously to approve final acceptance and payment of \$4,467.06 to Midwest Contracting LLC (Marshall, MN) for the above listed construction projects with funding coming from County, Township and Town Bridge Funds.
6. Wright/Nies motion carried unanimously to approve payment of the equipment costs of \$5,154.75 with the rest of the costs being paid by Collins Township.
7. Wright/Krueger motion carried unanimously to approve sealcoat on Sunset Circle and North Sunset Drive in Collins Township with a not to exceed cost of \$20,000; contingent upon Township approval and the Township covering costs above \$20,000.
8. Nies/Nagel motion carried unanimously to hire Stonebrooke Engineering (Burnsville, MN) for engineering services related to replacement of bridge 43001 on Hamlet Avenue in Glencoe Township for a not to exceed fee of \$95,125 (based on hourly rates) with funding coming from Township and Town Bridge Funds.
9. Nagel/Krueger motion carried unanimously to approve the purchase of a 2017 Mack tandem truck chassis from Nuss Truck and Equipment (Roseville, MN) (State Contract T-647(5)) for \$124,231.64 with funding coming from the 2016 Highway budget.
10. Krueger/Shimanski motion carried unanimously to approve the purchase of a truck equipment package (box, plow, scraper, wing, sander, and misc.) from Towmaster, Inc. (Litchfield, MN) or \$113,841 (State Contract S-863(5)) for \$113,841 with funding coming from the 2016 Highway budget.
11. Nagel/Krueger motion carried unanimously to approve the sale of a 1997 Ford L9000 plow truck (plow, sander, and wing) for a minimum bid of \$12,780 through MinnBid.
12. Nies/Krueger motion carried unanimously to adopt Resolution 16-CB-08 Property Tax Abatement for a portion of its respective share of the taxes received from the FormAFeed parcels.
13. Nies/Shimanski motion carried unanimously of a \$10,000 payment for a project manager hired by Minnesota Counties Computer Cooperative for new tax and

Computer Assisted Mass Appraisal System with funding coming from the Compliance Fund.

14. Nies/Nagel motion carried unanimously to approve settlement offer for Central National Bank – parcel number 23.036.4200 for payable year 2013 of reduction from \$490,300 to \$363,800 and to allow County Attorney the ability to sign on the boards behalf and accept tax settlement offer.
15. Wright/Nies motion carried to approve bids for jail renovation and security project with the exception of fire protection and temperature controls at a cost of \$7,693,764.60 (including alternate bids of \$166,483 for kitchen equipment and finishes, courthouse access upgrades and rubber flooring). Roll Call Vote: Nies - Yes, Krueger - No, Nagel – Yes, Shimanski – Yes, Wright – Yes.
16. Wright/Shimanski motion carried unanimously to accept the repair report.
17. Wright/Nies motion carried unanimously to accept the findings.
18. Nies/Krueger motion carried unanimously to order repair report.
19. Wright/Krueger motion carried unanimously to table the issue until the April 5th McLeod County Board Meeting. This will allow SunShare LLC to bring recommendations back to the Board in regards to the concerns from residents that reside close to the proposed Community Solar Garden.
20. Nies/Krueger motion carried unanimously to approve a three year agreement with Morris Electronics to provide and maintain a Zix email encryption server at a cost of 200 seats at \$5000 a year for three years with funding coming from the 2016 Information Technology budget.
21. Shimanski/Krueger motion carried unanimously to hire the following Summer Workers for Parks Department: 3 at 36 hours per week, 1at 20 hours per week and 1at 14 hours per week and 2 Summer Workers for Fairgrounds at 40 hours per week.
22. Shimanski/Krueger motion carried unanimously to hire 14 hour (year round) Fairgrounds Worker due to resignation.
23. Nies/Shimanski motion carried unanimously to hire 2 Summer Interns for Solid Waste (one for MRF and one for HHW).
24. Nies/Wright motion carried unanimously to hire full-time Office Support Aide (grade 9) at Solid Waste due to resignation.
25. Krueger/Shimanski motion carried unanimously to hire five Summer Workers for Highway. One for Engineering, 3 for Maintenance (2 for Road Crew and 1 for Signs) and one to assist GIS.
26. Nies/Shimanski motion carried unanimously to hire full-time Communications Officer (grade 15) due to resignation.
27. Nies/Krueger motion carried unanimously to approve Personal Leave due to a medical condition. Employee has exhausted FMLA Leave and is currently on a 30 day Personal Leave from February 23rd through March 10th.
28. Krueger/Nies motion carried unanimously to approve the 2016 Plan Document for the Silver, Bronze and HSA Plans, Medica Administrative Services Agreement and Medica Stop Loss Agreement.

29. Krueger/Nagel motion carried unanimously to approve the committee appointment change as presented.
30. Shimanski/Nagel motion carried unanimously to approve the correction to 2016 bids for official newspaper of cost per column inch of \$3.00 not the previously approved amount of \$2.50.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at 12:45 p.m. until March 1, 2016.

Attest:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

DRAFT

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



POOL
2/12/16 1:48PM

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
2/12/16 1:48PM

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			...		
1	1969 ASSURANT EMPLOYEE BENEFITS 01-000-000-0000-2051		4,458.00	DENTAL PREMIUM 01/01/2016 01/31/2016	C230530	Dental Insurance Payable
2	01-000-000-0000-2054		98.00	DENTAL PREMIUM 01/01/2016 01/31/2016	C230530	Cobra Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		4,556.00	2 Transactions		
57	4547 AVESIS THIRD PARTY ADMINISTRATOR: 01-000-000-0000-2044		832.47	VISION PREMIUM GENERAL FUND 01/01/2016 02/29/2016		Vision Insurance Payable
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		832.47	1 Transactions		
12	2811 CNA GROUP LONG TERM CARE 01-000-000-0000-2048		565.04	LONG TERM CARE GENERAL FUND 01/01/2016 01/31/2016		Long Term Care Payable
19	01-000-000-0000-2048		565.04	LONG TERM CARE GENERAL FUND 02/01/2016 02/28/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		1,130.08	2 Transactions		
0	DEPT Total:		6,518.55	...	3 Vendors	5 Transactions
5	DEPT			BOARD OF COUNTY COMMISSIONERS		
131	6412 VERIZON WIRELESS 01-005-000-0000-6203		35.01	CELL PHONE USE 02/03/2016 03/02/2016	58374352-00001	Communications
134	01-005-000-0000-6203		35.01	I PAD USE 02/03/2016 03/02/2016	58374352-00001	Communications
	6412 VERIZON WIRELESS		70.02	2 Transactions		
5	DEPT Total:		70.02	BOARD OF COUNTY COMMISSIONERS	1 Vendors	2 Transactions
65	DEPT			INFORMATION SYSTEMS		
125	6412 VERIZON WIRELESS 01-065-000-0000-6203		176.25	CELL PHONE USE 02/03/2016 03/02/2016	58374352-00001	Communications
	6412 VERIZON WIRELESS		176.25	1 Transactions		

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



POOL
2/12/16 1:48PM
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 #	
65 DEPT Total:		176.25	1 Vendors	1 Transactions
111 DEPT				COURTHOUSE BUILDING
6412 VERIZON WIRELESS				
126 01-111-000-0000-6203		56.77	58374352-00001	Communications
			02/03/2016 03/02/2016	
6412 VERIZON WIRELESS		56.77	1 Transactions	
111 DEPT Total:		56.77	1 Vendors	1 Transactions
117 DEPT				FAIRGROUNDS
651 COMMISSIONER OF REVENUE				
112 01-117-000-0000-6303		2.00		Repair And Maintenance Services
113 01-117-000-0000-6610		949.00		Capital - Over \$5,000 (Fixed Assets)
651 COMMISSIONER OF REVENUE		951.00	2 Transactions	
32875 HUTCHINSON UTILITIES COMMISSION				
75 01-117-000-0000-6253		10.74	436962-045052	Electricity
			12/30/2015 01/28/2016	
69 01-117-000-0000-6253		791.95	436972-045045	Electricity
			12/30/2015 01/28/2016	
70 01-117-000-0000-6253		1,282.91	436973-045045	Electricity
			12/30/2015 01/28/2016	
71 01-117-000-0000-6253		340.91	436974-045045	Electricity
			12/30/2015 01/28/2016	
78 01-117-000-0000-6255		2,612.63	436974-045045	Natural Gas
			12/30/2015 01/28/2016	
72 01-117-000-0000-6253		331.01	436975-045045	Electricity
			12/30/2015 01/28/2016	
73 01-117-000-0000-6253		24.37	436976-045045	Electricity
			12/30/2015 01/28/2016	
79 01-117-000-0000-6255		169.34	436976-045045	Natural Gas
			12/30/2015 01/28/2016	
80 01-117-000-0000-6255		3,542.58	436978-045045	Natural Gas
			12/30/2015 01/28/2016	
76 01-117-000-0000-6253		299.18	436979-045045	Electricity
			12/30/2015 01/28/2016	
81 01-117-000-0000-6255		229.79	436979-045045	Natural Gas

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



POOL
2/12/16 1:48PM

1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
74	01-117-000-0000-6253		41.82	ELECTRIC SIGN 12/30/2015 01/28/2016	436981-045045	Electricity
77	01-117-000-0000-6253		73.12	ELECTRIC 716 CENTURY AVE SW 12/30/2015 01/28/2016	437020-045045	Electricity
32875	HUTCHINSON UTILITIES COMMISSION		9,750.35	13 Transactions		
45	5771 NU-TELECOM 01-117-000-0000-6203		92.64	PHONE FOR FEBRUARY	81670410	Communications
	5771 NU-TELECOM		92.64	1 Transactions		
135	6412 VERIZON WIRELESS 01-117-000-0000-6203		35.01	PARKS LM SHOP 02/03/2016 03/02/2016	58374352-00001	Communications
	6412 VERIZON WIRELESS		35.01	1 Transactions		
117	DEPT Total:		10,829.00	FAIRGROUNDS	4 Vendors	17 Transactions
121	DEPT			VETERAN SERVICES		
127	6412 VERIZON WIRELESS 01-121-000-0000-6203		18.09	CELL PHONE USE 02/03/2016 03/02/2016	58374352-00001	Communications
	6412 VERIZON WIRELESS		18.09	1 Transactions		
121	DEPT Total:		18.09	VETERAN SERVICES	1 Vendors	1 Transactions
251	DEPT			COUNTY JAIL		
136	2469 SAMS CLUB 01-251-000-0000-6415		287.52	SIMPLE GREEN	090575093850	Cleaning Supplies
	2469 SAMS CLUB		287.52	1 Transactions		
128	6412 VERIZON WIRELESS 01-251-000-0000-6203		25.90	CELL PHONE USE 02/03/2016 03/02/2016	58374352-00001	Communications
	6412 VERIZON WIRELESS		25.90	1 Transactions		
251	DEPT Total:		313.42	COUNTY JAIL	2 Vendors	2 Transactions

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



POOL
2/12/16 1:48PM
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
255	DEPT			COUNTY COURT SERVICES		
6412	VERIZON WIRELESS					
129	01-255-000-0000-6203		36.93	CELL PHONE USE 02/03/2016 03/02/2016	58374352-00001	Communications
6412	VERIZON WIRELESS		36.93	1 Transactions		
255	DEPT Total:		36.93	COUNTY COURT SERVICES	1 Vendors	1 Transactions
485	DEPT			COUNTY PUBLIC HEALTH NURSING		
1064	MEDELA INC					
26	01-485-000-0000-6402	AP 4	159.00	SUPPLIES	11880521	Office Supplies
27	01-485-000-0000-6402	AP 4	24.00	SUPPLIES	11880532	Office Supplies
1064	MEDELA INC		183.00	2 Transactions		
6412	VERIZON WIRELESS					
130	01-485-000-0000-6203		151.32	CELL PHONE USE 02/03/2016 03/02/2016	58374352-00001	Communications
6412	VERIZON WIRELESS		151.32	1 Transactions		
485	DEPT Total:		334.32	COUNTY PUBLIC HEALTH NURSING	2 Vendors	3 Transactions
520	DEPT			COUNTY PARK'S		
5906	CENTURYLINK					
32	01-520-000-0000-6203		79.42	525 CARETAKER OFFICE PHONE	313540758	Communications
31	01-520-000-0000-6203		64.85	525 SHOP	314102204	Communications
5906	CENTURYLINK		144.27	2 Transactions		
651	COMMISSIONER OF REVENUE					
114	01-520-000-0000-6303		14.00	JANUARY USE TAX		Repair And Maintenance Services
651	COMMISSIONER OF REVENUE		14.00	1 Transactions		
520	DEPT Total:		158.27	COUNTY PARK'S	2 Vendors	3 Transactions
1	Fund Total:		18,511.62	GENERAL REVENUE FUND		36 Transactions

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



POOL
2/12/16 1:48PM
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			...		
3	1969 ASSURANT EMPLOYEE BENEFITS 03-000-000-0000-2051		550.00	DENTAL PREMIUM 01/01/2016 01/31/2016	C230530	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		550.00		1 Transactions	
58	4547 AVESIS THIRD PARTY ADMINISTRATOR: 03-000-000-0000-2044		73.32	VISION PREMIUM HIGHWAY FUND 01/01/2016 02/29/2016		Vision Insurance Payable
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		73.32		1 Transactions	
13	2811 CNA GROUP LONG TERM CARE 03-000-000-0000-2048		131.01	LONG TERM CARE HIGHWAY FUND 01/01/2016 01/31/2016		Long Term Care Payable
20	03-000-000-0000-2048		131.01	LONG TERM CARE HIGHWAY FUND 02/01/2016 02/28/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		262.02		2 Transactions	
0	DEPT Total:		885.34	...	3 Vendors	4 Transactions
310	DEPT			HIGHWAY MAINTENANCE		
84	172 TOWN OF ACOMA 03-310-000-0000-6850		26,233.83	2016 GAS TAX DISTRIBUTION		Town Road Aid
	172 TOWN OF ACOMA		26,233.83		1 Transactions	
85	475 TOWN OF BERGEN 03-310-000-0000-6850		25,158.13	2016 GAS TAX DISTRIBUTION		Town Road Aid
	475 TOWN OF BERGEN		25,158.13		1 Transactions	
86	476 TOWN OF COLLINS 03-310-000-0000-6850		14,306.16	2016 GAS TAX DISTRIBUTION		Town Road Aid
	476 TOWN OF COLLINS		14,306.16		1 Transactions	
87	501 TOWN OF GLENCOE 03-310-000-0000-6850		13,576.60	2016 GAS TAX DISTRIBUTION		Town Road Aid
	501 TOWN OF GLENCOE		13,576.60		1 Transactions	
88	478 TOWN OF HALE 03-310-000-0000-6850		23,473.74	2016 GAS TAX DISTRIBUTION		Town Road Aid

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



POOL
2/12/16 1:48PM
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
478	TOWN OF HALE		23,473.74		1 Transactions	
89	497 TOWN OF HASSAN VALLEY 03-310-000-0000-6850		19,422.40	2016 GAS TAX DISTRIBUTION		Town Road Aid
	497 TOWN OF HASSAN VALLEY		19,422.40		1 Transactions	
90	438 TOWN OF HELEN 03-310-000-0000-6850		19,397.98	2016 GAS TAX DISTRIBUTION		Town Road Aid
	438 TOWN OF HELEN		19,397.98		1 Transactions	
91	479 TOWN OF HUTCHINSON 03-310-000-0000-6850		24,271.18	2016 GAS TAX DISTRIBUTION		Town Road Aid
	479 TOWN OF HUTCHINSON		24,271.18		1 Transactions	
92	480 TOWN OF LYNN 03-310-000-0000-6850		14,340.32	2016 GAS TAX DISTRIBUTION		Town Road Aid
	480 TOWN OF LYNN		14,340.32		1 Transactions	
93	481 TOWN OF PENN 03-310-000-0000-6850		14,958.92	2016 GAS TAX DISTRIBUTION		Town Road Aid
	481 TOWN OF PENN		14,958.92		1 Transactions	
94	482 TOWN OF RICH VALLEY 03-310-000-0000-6850		20,564.50	2016 GAS TAX DISTRIBUTION		Town Road Aid
	482 TOWN OF RICH VALLEY		20,564.50		1 Transactions	
95	483 TOWN OF ROUND GROVE 03-310-000-0000-6850		13,114.82	2016 GAS TAX DISTRIBUTION		Town Road Aid
	483 TOWN OF ROUND GROVE		13,114.82		1 Transactions	
96	484 TOWN OF SUMTER 03-310-000-0000-6850		15,711.63	2016 GAS TAX DISTRIBUTION		Town Road Aid
	484 TOWN OF SUMTER		15,711.63		1 Transactions	
97	485 TOWN OF WINSTED 03-310-000-0000-6850		23,480.79	2016 GAS TAX DISTRIBUTION		Town Road Aid
	485 TOWN OF WINSTED		23,480.79		1 Transactions	

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



POOL
2/12/16 1:48PM
3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
310	DEPT Total:		268,011.00	HIGHWAY MAINTENANCE	14 Vendors	14 Transactions
330	DEPT			HIGHWAY ADMINISTRATION		
	6412 VERIZON WIRELESS					
83	03-330-000-0000-6203		190.93	CELL PHONE USE	9759863719	Communications
				02/06/2016 03/02/2016		
	6412 VERIZON WIRELESS		190.93		1 Transactions	
330	DEPT Total:		190.93	HIGHWAY ADMINISTRATION	1 Vendors	1 Transactions
3	Fund Total:		269,087.27	ROAD & BRIDGE FUND		19 Transactions



POOL
2/12/16 1:48PM
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		
4	1969 ASSURANT EMPLOYEE BENEFITS 05-391-000-0000-2051		131.00	DENTAL PREMIUM 01/01/2016 01/31/2016	C230530	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		131.00		1 Transactions	
	651 COMMISSIONER OF REVENUE					
115	05-391-000-0000-6269		5.00	JANUARY USE TAX		Contracts
116	05-391-000-0000-6402		1.00	JANUARY USE TAX		Office Supplies
117	05-391-000-0000-6561		122.00	JANUARY USE TAX		Repair And Maintenance-Other
	651 COMMISSIONER OF REVENUE		128.00		3 Transactions	
	32875 HUTCHINSON UTILITIES COMMISSION					
38	05-391-000-0000-6253		943.13	ELECTRIC 12/30/2015 01/28/2016	00410076-02748	Electricity
41	05-391-000-0000-6255		1,195.21	GAS 12/30/2015 01/28/2016	00410076-02748	Natural Gas
	32875 HUTCHINSON UTILITIES COMMISSION		2,138.34		2 Transactions	
391	DEPT Total:		2,397.34	SOLID WASTE TIP FEE	3 Vendors	6 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
5	1969 ASSURANT EMPLOYEE BENEFITS 05-393-000-0000-2051		138.00	DENTAL PREMIUM 01/01/2016 01/31/2016	C230530	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		138.00		1 Transactions	
	4547 AVESIS THIRD PARTY ADMINISTRATOR:					
59	05-393-000-0000-2044		66.94	VISION PREMIUM MRF FUND 01/01/2016 02/29/2016		Vision Insurance Payable
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		66.94		1 Transactions	
	651 COMMISSIONER OF REVENUE					
118	05-393-000-0000-6269		897.00	JANUARY USE TAX		Contracts
119	05-393-000-0000-6402		17.00	JANUARY USE TAX		Office Supplies
120	05-393-000-0000-6560		153.00	JANUARY USE TAX		Repair And Maintenance-Equipment
121	05-393-000-0000-6561		331.00	JANUARY USE TAX		Repair And Maintenance-Other
122	05-393-000-0000-6590		5.00	JANUARY USE TAX		Tools

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



POOL
2/12/16 1:48PM
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
651	COMMISSIONER OF REVENUE		1,403.00		5 Transactions	
32875	HUTCHINSON UTILITIES COMMISSION					
37	05-393-000-0000-6253		3,877.31	ELECTRIC 12/30/2015	00410076-02748	Electricity
40	05-393-000-0000-6255		4,913.64	GAS 12/30/2015	00410076-02748	Natural Gas
32875	HUTCHINSON UTILITIES COMMISSION		8,790.95		2 Transactions	
664	LENTSCH TRUCKING					
44	05-393-000-0000-6269		3,760.00	RECYCLED MATL SHIPPING		Contracts
664	LENTSCH TRUCKING		3,760.00		1 Transactions	
4170	WASTE MANAGEMENT OF WI MN					
137	05-393-000-0000-6257		1,700.87	GLASS FIND DISPOSAL	13013-1702-8	Sewer, Water And Garbage Removal
46	05-393-000-0000-6257		1,202.18	RECYCLING RESIDUE GARBAGE	6885968-1593-8	Sewer, Water And Garbage Removal
4170	WASTE MANAGEMENT OF WI MN		2,903.05		2 Transactions	
393	DEPT Total:		17,061.94	MATERIALS RECOVERY FACILITY	6 Vendors	12 Transactions
397	DEPT			HOUSEHOLD HAZARDOUS WASTE		
651	COMMISSIONER OF REVENUE					
123	05-397-000-0000-6269		37.00	JANUARY USE TAX		Contracts
124	05-397-000-0000-6402		6.00	JANUARY USE TAX		Office Supplies
651	COMMISSIONER OF REVENUE		43.00		2 Transactions	
32875	HUTCHINSON UTILITIES COMMISSION					
39	05-397-000-0000-6253		419.17	ELECTRIC 12/30/2015	00410076-02748	Electricity
42	05-397-000-0000-6255		531.21	GAS 12/30/2015	00410076-02748	Natural Gas
32875	HUTCHINSON UTILITIES COMMISSION		950.38		2 Transactions	
664	LENTSCH TRUCKING					
43	05-397-000-0000-6269		465.00	RECYCLABLES PICKED UP		Contracts
664	LENTSCH TRUCKING		465.00		1 Transactions	

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



POOL
2/12/16 1:48PM
5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
397	DEPT Total:		1,458.38	HOUSEHOLD HAZARDOUS WASTE	3 Vendors	5 Transactions
5	Fund Total:		20,917.66	SOLID WASTE FUND		23 Transactions

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



POOL
2/12/16 1:48PM
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		
6	1969 ASSURANT EMPLOYEE BENEFITS 11-420-000-0000-2051		665.64	DENTAL PREMIUM 01/01/2016 01/31/2016	C230530	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		665.64	1 Transactions		
60	4547 AVESIS THIRD PARTY ADMINISTRATOR: 11-420-000-0000-2044		117.76	VISION PREMIUM INC MAINT FUND 01/01/2016 02/29/2016		Vision Insurance Payable
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		117.76	1 Transactions		
14	2811 CNA GROUP LONG TERM CARE 11-420-000-0000-2048		210.41	LONG TERM CARE WELFARE FUND 01/01/2016 01/31/2016		Long Term Care Payable
21	11-420-000-0000-2048		210.41	LONG TERM CARE WELFARE FUND 02/01/2016 02/28/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		420.82	2 Transactions		
132	6412 VERIZON WIRELESS 11-420-600-0010-6203		203.29	CELL PHONE USE 02/03/2016 03/02/2016	58374352-00001	Communications/Postage
	6412 VERIZON WIRELESS		203.29	1 Transactions		
420	DEPT Total:		1,407.51	INCOME MAINTENANCE	4 Vendors	5 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI		
7	1969 ASSURANT EMPLOYEE BENEFITS 11-430-000-0000-2051		3,273.36	DENTAL PREMIUM 01/01/2016 01/31/2016	C230530	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		3,273.36	1 Transactions		
61	4547 AVESIS THIRD PARTY ADMINISTRATOR: 11-430-000-0000-2044		543.24	VISION PREMIUM WELFARE FUND 01/01/2016 02/29/2016		Vision Insurance Payable
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		543.24	1 Transactions		
15	2811 CNA GROUP LONG TERM CARE 11-430-000-0000-2048		103.02	LONG TERM CARE INC MAINT FUND 01/01/2016 01/31/2016		Long Term Care Payable

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



POOL
2/12/16 1:48PM
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
22	11-430-000-0000-2048		103.02	LONG TERM CARE INC MAINT FUND	Long Term Care Payable
				02/01/2016 02/28/2016	
2811	CNA GROUP LONG TERM CARE		206.04	2 Transactions	
6412	VERIZON WIRELESS				
133	11-430-700-0010-6203		474.34	CELL PHONE USE	58374352-00001 Communications/Postage
				02/03/2016 03/02/2016	
6412	VERIZON WIRELESS		474.34	1 Transactions	
430	DEPT Total:		4,496.98	INDIVIDUAL AND FAMILY SOCIAL SER	4 Vendors 5 Transactions
11	Fund Total:		5,904.49	HUMAN SERVICE FUND	10 Transactions

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



POOL
2/12/16 1:48PM
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
101	DEPT			COUNTY RECORDER'S		
25	4158 HEWLETT-PACKARD COMPANY		293.99	HP COLOR PRINTER	56811171	Captial - \$100-\$5,000 (Inventory)
	25-101-000-0000-6612					
	4158 HEWLETT-PACKARD COMPANY		293.99	1 Transactions		
	1857 METRO SALES INC					
82	25-101-000-0000-6612		1,378.00	RICOH MP C3503 DEVICE LICENSE	447890	Captial - \$100-\$5,000 (Inventory)
	1857 METRO SALES INC		1,378.00	1 Transactions		
	2716 TIERNEY BROTHERS INC					
30	25-101-000-0000-6612		943.20	EPSON PROJECTOR (HWY)	708825	Captial - \$100-\$5,000 (Inventory)
	2716 TIERNEY BROTHERS INC		943.20	1 Transactions		
101	DEPT Total:		2,615.19	COUNTY RECORDER'S	3 Vendors	3 Transactions
220	DEPT			BOAT & WATER SAFETY-GRANT		
8	1969 ASSURANT EMPLOYEE BENEFITS		1.15	DENTAL PREMIUM	C230530	Dental Insurance Payable
	25-220-000-0000-2051			01/01/2016 01/31/2016		
	1969 ASSURANT EMPLOYEE BENEFITS		1.15	1 Transactions		
	4547 AVESIS THIRD PARTY ADMINISTRATOR					
62	25-220-000-0000-2044		0.32	VISION PREMIUM SPECIAL REVENUE		Vision Insurance Payable
	4547 AVESIS THIRD PARTY ADMINISTRATOR		0.32	01/01/2016 02/29/2016		
				1 Transactions		
220	DEPT Total:		1.47	BOAT & WATER SAFETY-GRANT	2 Vendors	2 Transactions
252	DEPT			JAIL CANTEEN ACCOUNT		
67	3510 BOB BARKER COMPANY INC		105.30	SHAMPOO/SHAVING CREAM	WEB000410692	Jail Supplies
	25-252-000-0000-6460					
68	25-252-000-0000-6460		359.35	DEODERANT	WEB000410927	Jail Supplies
	3510 BOB BARKER COMPANY INC		464.65	2 Transactions		
252	DEPT Total:		464.65	JAIL CANTEEN ACCOUNT	1 Vendors	2 Transactions
485	DEPT			COUNTY PUBLIC HEALTH NURSING		
	1969 ASSURANT EMPLOYEE BENEFITS					

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



POOL
2/12/16 1:48PM
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
9		25-485-000-0000-2051			47.26	DENTAL PREMIUM	01/01/2016 01/31/2016	C230530		Dental Insurance Payable	
	1969	ASSURANT EMPLOYEE BENEFITS			47.26		1 Transactions				
485	DEPT Total:				47.26	COUNTY PUBLIC HEALTH NURSING		1 Vendors		1 Transactions	
612	DEPT					SHORELAND-GRANT					
63	4547	AVESIS THIRD PARTY ADMINISTRATOR'S									
		25-612-000-0000-2044			0.97	VISION PREMIUM SPECIAL REVENUE	01/01/2016 02/29/2016			VISION INSURANCE PAYABLE	
	4547	AVESIS THIRD PARTY ADMINISTRATOR'S			0.97		1 Transactions				
612	DEPT Total:				0.97	SHORELAND-GRANT		1 Vendors		1 Transactions	
613	DEPT					WATER RESOURCE MANAGEMENT-GRAN					
64	4547	AVESIS THIRD PARTY ADMINISTRATOR'S									
		25-613-000-0000-2044			1.55	VISION PREMIUM SPECIAL REVENUE	01/01/2016 02/29/2016			VISION INSURANCE PAYABLE	
	4547	AVESIS THIRD PARTY ADMINISTRATOR'S			1.55		1 Transactions				
613	DEPT Total:				1.55	WATER RESOURCE MANAGEMENT-GR		1 Vendors		1 Transactions	
614	DEPT					WETLANDS ADMINISTRATION-GRANT					
65	4547	AVESIS THIRD PARTY ADMINISTRATOR'S									
		25-614-000-0000-2044			3.68	VISION PREMIUM SPECIAL REVENUE	01/01/2016 02/29/2016			VISION INSURANCE PAYABLE	
	4547	AVESIS THIRD PARTY ADMINISTRATOR'S			3.68		1 Transactions				
614	DEPT Total:				3.68	WETLANDS ADMINISTRATION-GRANT		1 Vendors		1 Transactions	
617	DEPT					AG PROGRAMMING					
33	3645	HUTCHINSON EVENT CENTER									
		25-617-000-0000-6350	AP	4	520.00	CROP SEMINAR	12/03/2015 12/03/2015			Other Services & Charges	
34		25-617-000-0000-6350	AP	4	208.80	LAND RENT MTG	11/12/2015			Other Services & Charges	
	3645	HUTCHINSON EVENT CENTER			728.80		2 Transactions				

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



POOL
2/12/16 1:48PM
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
617	DEPT Total:		728.80	AG PROGRAMMING	1 Vendors	2 Transactions
807	DEPT			DESIGNATED FOR CAPITAL ASSETS		
	3155 FRANZ REPROGRAPHICS					
24	25-807-000-0000-6610		4,790.20	SECURITY IMPROVEMENT PLANNING	0000149949	Capital - Over \$5,000 (Fixed Assets)
	3155 FRANZ REPROGRAPHICS		4,790.20		1 Transactions	
807	DEPT Total:		4,790.20	DESIGNATED FOR CAPITAL ASSETS	1 Vendors	1 Transactions
886	DEPT			COUNTY FEEDLOT PROGRAM		
	1969 ASSURANT EMPLOYEE BENEFITS					
10	25-886-000-0000-2051		44.49	DENTAL PREMIUM	C230530	Dental Insurance Payable
				01/01/2016 01/31/2016		
	1969 ASSURANT EMPLOYEE BENEFITS		44.49		1 Transactions	
	4547 AVESIS THIRD PARTY ADMINISTRATOR:					
66	25-886-000-0000-2044		4.63	VISION PREMIUM SPECIAL REVENUE		Vision Insurance Payable
				01/01/2016 02/29/2016		
	4547 AVESIS THIRD PARTY ADMINISTRATOR:		4.63		1 Transactions	
	3692 MACFO					
28	25-886-000-0000-6245		25.00	MACFO DUES 2016-R BERGGREN		Dues And Registration Fees
29	25-886-000-0000-6245		20.00	MACFO DUES 2016-E GABLE		Dues And Registration Fees
	3692 MACFO		45.00		2 Transactions	
886	DEPT Total:		94.12	COUNTY FEEDLOT PROGRAM	3 Vendors	4 Transactions
25	Fund Total:		8,747.89	SPECIAL REVENUE FUND		18 Transactions

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



POOL
2/12/16 1:48PM
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		
11	1969 ASSURANT EMPLOYEE BENEFITS 82-853-000-0000-2051		115.00	DENTAL PREMIUM 01/01/2016 01/31/2016	C230530	DENTAL INSURANCE PAYABLE
	1969 ASSURANT EMPLOYEE BENEFITS		115.00		1 Transactions	
16	2811 CNA GROUP LONG TERM CARE 82-853-000-0000-2048		10.54	LONG TERM CARE CHS FUND 01/01/2016 01/31/2016		LONG TERM CARE PAYABLE
23	82-853-000-0000-2048		10.54	LONG TERM CARE CHS FUND 02/01/2016 02/28/2016		LONG TERM CARE PAYABLE
	2811 CNA GROUP LONG TERM CARE		21.08		2 Transactions	
853	DEPT Total:		136.08	LOCAL PUBLIC HEALTH GRANT	2 Vendors	3 Transactions
854	DEPT			WIC		
51	222 MEEKER COUNTY TREASURER 82-854-000-0000-6856	DTG 6	8,699.02	NOVEMBER WIC 2015		Wic
52	82-854-000-0000-6856	DTG 6	13,296.79	DECEMBER WIC 2015		Wic
53	82-854-000-0000-6856	DTG 6	15,589.57	ADDTL WIC 2015		Wic
	222 MEEKER COUNTY TREASURER		37,585.38		3 Transactions	
54	314 SIBLEY COUNTY TREASURER 82-854-000-0000-6856	DTG 6	4,984.48	NOVEMBER WIC 2015		Wic
55	82-854-000-0000-6856	DTG 6	7,851.35	DECEMBER 2015 WIC		Wic
56	82-854-000-0000-6856	DTG 6	9,967.11	ADDTL WIC 2015		Wic
	314 SIBLEY COUNTY TREASURER		22,802.94		3 Transactions	
854	DEPT Total:		60,388.32	WIC	2 Vendors	6 Transactions
82	Fund Total:		60,524.40	COMMUNITY HEALTH SERVICE		9 Transactions

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



POOL
2/12/16 1:48PM
84 SUPPORTING HANDS N F F

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
490	DEPT			SUPPORTING HANDS NURSE FAMILY PA		
	3157 ARCH LANGUAGE NETWORK					
49	84-490-000-0000-6350	AP 4	240.00	INTERPRETER SERVICES NOV 2015	45154	Other Services & Charges
50	84-490-000-0000-6350	AP 4	300.00	INTERPRETER SERVICES DEC 2015	45842	Other Services & Charges
	3157 ARCH LANGUAGE NETWORK		540.00	2 Transactions		
	2811 CNA GROUP LONG TERM CARE					
17	84-490-000-0000-2048		57.78	LONG TERM CARE SHNFP FUND 01/01/2016 01/31/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		57.78	1 Transactions		
490	DEPT Total:		597.78	SUPPORTING HANDS NURSE FAMILY P	2 Vendors	3 Transactions
493	DEPT			MIECHV		
	2811 CNA GROUP LONG TERM CARE					
18	84-493-000-0000-2048		105.13	LONG TERM CARE SHNFP FUND 01/01/2016 01/31/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		105.13	1 Transactions		
493	DEPT Total:		105.13	MIECHV	1 Vendors	1 Transactions
84	Fund Total:		702.91	SUPPORTING HANDS N F P FUN		4 Transactions

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



POOL
2/12/16 1:48PM
86 TRUST & AGENCY 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
833	DEPT			MORTGAGE REGISTRY TAX		
1004	MINNESOTA DEPARTMENT OF REVENUE					
35	86-833-000-0000-6850		20,922.64	JANUARY MTG REG		Collections For Other Agencies
1004	MINNESOTA DEPARTMENT OF REVENUE		20,922.64	1 Transactions		
833	DEPT Total:		20,922.64	MORTGAGE REGISTRY TAX	1 Vendors	1 Transactions
834	DEPT			DEED TAX		
1004	MINNESOTA DEPARTMENT OF REVENUE					
36	86-834-000-0000-6850		22,607.81	JANUARY DEED TAX		Collections For Other Agencies
1004	MINNESOTA DEPARTMENT OF REVENUE		22,607.81	1 Transactions		
834	DEPT Total:		22,607.81	DEED TAX	1 Vendors	1 Transactions
935	DEPT			REAL ESTATE ASSURANCE-REGISTERED		
3411	COMMISSIONER OF FINANCE					
98	86-935-000-0000-6850		114.00	REGISTERED LAND		Collections For Other Agencies
3411	COMMISSIONER OF FINANCE		114.00	01/01/2016 01/31/2016 1 Transactions		
935	DEPT Total:		114.00	REAL ESTATE ASSURANCE-REGISTERE	1 Vendors	1 Transactions
939	DEPT			STATE SURCHARGE 3%		
3411	COMMISSIONER OF FINANCE					
99	86-939-000-0000-6850		4,032.00	REGISTRARS FEES		Collections For Other Agencies
3411	COMMISSIONER OF FINANCE		4,032.00	01/01/2016 01/31/2016 1 Transactions		
939	DEPT Total:		4,032.00	STATE SURCHARGE 3%	1 Vendors	1 Transactions
940	DEPT			VITAL RECORDS SURCHARGE-BIRTH&D		
3411	COMMISSIONER OF FINANCE					
100	86-940-000-0000-6850		2,012.00	BIRTH/DEATH SURCHARGE		Collections For Other Agencies
3411	COMMISSIONER OF FINANCE		2,012.00	01/01/2016 01/31/2016 1 Transactions		

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



POOL
2/12/16 1:48PM
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #
				On Behalf of Name
940 DEPT Total:		2,012.00	VITAL RECORDS SURCHARGE-BIRTH&	1 Vendors 1 Transactions
950 DEPT			BIRTH RECORD SURCHARGE	
3411 COMMISSIONER OF FINANCE				
101 86-950-000-0000-6850		1,100.00	BIRTH RECORD SURCHARGE	Collections For Other Agencies
			01/01/2016 01/31/2016	
3411 COMMISSIONER OF FINANCE		1,100.00		1 Transactions
950 DEPT Total:		1,100.00	BIRTH RECORD SURCHARGE	1 Vendors 1 Transactions
952 DEPT			CHILDREN'S TRUST FUND SURCHARGE-	
3411 COMMISSIONER OF FINANCE				
102 86-952-000-0000-6850		330.00	CHILDREN SURCHARGE	Collections For Other Agencies
			01/01/2016 01/31/2016	
3411 COMMISSIONER OF FINANCE		330.00		1 Transactions
952 DEPT Total:		330.00	CHILDREN'S TRUST FUND SURCHARGE	1 Vendors 1 Transactions
954 DEPT			MARRIAGE LICENSE	
3411 COMMISSIONER OF FINANCE				
103 86-954-000-0000-6850		220.00	MARRIAGE LICENSE SURCHARGE	Collections For Other Agencies
			01/01/2016 01/31/2016	
104 86-954-000-0000-6850		15.00	MARR LIC SUPRVD VISIT	Collections For Other Agencies
			01/01/2016 01/31/2016	
105 86-954-000-0000-6850		10.00	MARR LIC/MN ENABLE	Collections For Other Agencies
			01/01/2016 01/31/2016	
106 86-954-000-0000-6850		100.00	MARR LIC/DISPL HOME REG	Collections For Other Agencies
			01/01/2016 01/31/2016	
107 86-954-000-0000-6850		10.00	MARR LIC/HEALTHY MARR	Collections For Other Agencies
			01/01/2016 01/31/2016	
108 86-954-000-0000-6850		20.00	MARR LIC/COUPLES ON BRINK	Collections For Other Agencies
			01/01/2016 01/31/2016	
3411 COMMISSIONER OF FINANCE		375.00		6 Transactions
954 DEPT Total:		375.00	MARRIAGE LICENSE	1 Vendors 6 Transactions
956 DEPT			SALES TAX	
651 COMMISSIONER OF REVENUE				

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



POOL
2/12/16 1:48PM
86 TRUST & AGENCY 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
111	86-956-000-0000-6850		565.00	JANUARY SALES TAX (8,218)		Collections For Other Agencies
	651 COMMISSIONER OF REVENUE		565.00		1 Transactions	
956	DEPT Total:		565.00	SALES TAX	1 Vendors	1 Transactions
958	DEPT			TIF ADMINISTRATION FEES		
	3411 COMMISSIONER OF FINANCE					
109	86-958-000-0000-6850		3.31	TIF ADMINISTRATIVE FEE		Collections For Other Agencies
				01/01/2016 01/31/2016		
	3411 COMMISSIONER OF FINANCE		3.31		1 Transactions	
958	DEPT Total:		3.31	TIF ADMINISTRATION FEES	1 Vendors	1 Transactions
966	DEPT			HUTCHINSON CITY SALES TAX		
	651 COMMISSIONER OF REVENUE					
110	86-966-000-0000-6850		41.00	JANUARY HUTCHINSON TX (8,218)		Collections For Other Agencies
	651 COMMISSIONER OF REVENUE		41.00		1 Transactions	
966	DEPT Total:		41.00	HUTCHINSON CITY SALES TAX	1 Vendors	1 Transactions
975	DEPT			DNR CLEARING ACCOUNT		
	509 MINNESOTA DNR					
48	86-975-000-0000-6850		1,280.00	DNR		Collections For Other Agencies
				02/02/2016 02/02/2016		
	509 MINNESOTA DNR		1,280.00		1 Transactions	
975	DEPT Total:		1,280.00	DNR CLEARING ACCOUNT	1 Vendors	1 Transactions
976	DEPT			GAME & FISH CLEARING ACCOUNT		
	509 MINNESOTA DNR					
47	86-976-000-0000-6850		62.00	G & F		Collections For Other Agencies
				02/02/2016 02/08/2016		
	509 MINNESOTA DNR		62.00		1 Transactions	
976	DEPT Total:		62.00	GAME & FISH CLEARING ACCOUNT	1 Vendors	1 Transactions
86	Fund Total:		53,444.76	TRUST & AGENCY FUND		18 Transactions

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



POOL
2/12/16 1:48PM
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
			<u>On Behalf of Name</u>	
Final Total:		437,841.00	91 Vendors	137 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	18,511.62	GENERAL REVENUE FUND
3	269,087.27	ROAD & BRIDGE FUND
5	20,917.66	SOLID WASTE FUND
11	5,904.49	HUMAN SERVICE FUND
25	8,747.89	SPECIAL REVENUE FUND
82	60,524.40	COMMUNITY HEALTH SERVICE
84	702.91	SUPPORTING HANDS N F P FUN
86	53,444.76	TRUST & AGENCY FUND

All Funds 437,841.00

Total

Approved by,
.....
.....

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



POOL
2/19/16 3:03PM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

POOL
2/19/16 3:03PM
1 GENERAL REVENUE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
172	1969 ASSURANT EMPLOYEE BENEFITS 01-000-000-0000-2051		3,332.32	DENTAL PREMIUM 02/01/2016 02/29/2016	C231464	Dental Insurance Payable
173	01-000-000-0000-2054		98.00	DENTAL PREMIUM 02/01/2016 02/29/2016	C231464	Cobra Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		3,430.32	2 Transactions		
201	2811 CNA GROUP LONG TERM CARE 01-000-000-0000-2048		535.18	LONG TERM CARE GENERAL FUND 03/01/2016 03/31/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		535.18	1 Transactions		
216	1241 MADISON NATIONAL LIFE INSURANCE C 01-000-000-0000-2041		1,508.08	STD PREMIUM GENERAL FUND 02/01/2016 02/29/2016		Short Term Disability Payable
206	01-000-000-0000-2050		1,354.68	LTD PREMIUM GENERAL FUND 02/01/2016 02/29/2016		Long Term Disability Payable
	1241 MADISON NATIONAL LIFE INSURANCE C		2,862.76	2 Transactions		
75	3028 MINNESOTA CHILD SUPPORT PAYMENT 01-000-000-0000-2056		314.25	CHILD SUPPORT 01/24/2016 02/06/2016	001124208702	Child Support Garnishment Payable
77	01-000-000-0000-2056		114.90	CHILD SUPPORT 01/24/2016 02/06/2016	001436294701	Child Support Garnishment Payable
74	01-000-000-0000-2056		255.19	CHILD SUPPORT 01/24/2016 02/06/2016	001447664801	Child Support Garnishment Payable
76	01-000-000-0000-2056		130.13	CHILD SUPPORT 01/24/2016 02/06/2016	001499730601	Child Support Garnishment Payable
78	01-000-000-0000-2056		148.59	CHILD SUPPORT 01/24/2016 02/06/2016	001527027301	Child Support Garnishment Payable
79	01-000-000-0000-2056		327.64	CHILD SUPPORT 01/24/2016 02/06/2016	001530953002	Child Support Garnishment Payable
	3028 MINNESOTA CHILD SUPPORT PAYMENT		1,290.70	6 Transactions		
183	1360 MINNESOTA MUTUAL 01-000-000-0000-2049		1,461.75	LIFE PREMIUM GENERAL FUND 02/01/2016 02/29/2016		Life Insurance Payable
197	01-000-000-0000-2053		87.10	LIFE PREMIUM SELF PAY FUND		Cobra Life Insurance Payable

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



POOL
2/19/16 3:03PM
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1360	MINNESOTA MUTUAL		1,548.85	02/01/2016 02/29/2016	2 Transactions	
126	1874 MN COUNTIES INTERGOVERNMENTAL TI 01-000-000-0000-2045		54,833.99	MEDICAL PREMIUM GENERAL FUND 02/01/2016 02/28/2016		Health Insurance Payable
140	01-000-000-0000-2045		111,140.82	MEDICAL PREMIUM GENERAL FUND 03/01/2016 03/31/2016		Health Insurance Payable
125	01-000-000-0000-2052		2,080.00	MEDICAL PREMIUM SELF PAY FUND 02/01/2016 02/28/2016		Cobra Health Insurance Payable
139	01-000-000-0000-2052		2,080.00	MEDICAL PREMIUM SELF PAY FUND 03/01/2016 03/31/2016		Cobra Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		170,134.81		4 Transactions	
198	3093 TRUSTMARK VOLUNTARY BENEFIT SOLL 01-000-000-0000-2049		2,126.28	FEBRUARY BILLING		Life Insurance Payable
	3093 TRUSTMARK VOLUNTARY BENEFIT SOLL		2,126.28		1 Transactions	
0	DEPT Total:		181,928.90	...	7 Vendors	18 Transactions
13	DEPT			COURT ADMINISTRATOR'S		
53	2975 MAYER LAW OFFICE LLC 01-013-000-0000-6272		15.00	COURT APPOINTED LS/SL/JH	JV-15-150	Court Appt Atty-Dep/Neg/Ter
	2975 MAYER LAW OFFICE LLC		15.00		1 Transactions	
65	3146 MELCHERT HUBERT SJODIN PLLP 01-013-000-0000-6272		30.00	COURT APPT MS PR-16-37	123910	Court Appt Atty-Dep/Neg/Ter
66	01-013-000-0000-6272		585.00	COURT APPT JW PR-16-40	123911	Court Appt Atty-Dep/Neg/Ter
55	01-013-000-0000-6273		195.00	COURT APPT DB FA-15-1579	123917	Court Appt Atty-Other
56	01-013-000-0000-6273		495.00	COURT APPT RF PR-15-1896	123920	Court Appt Atty-Other
57	01-013-000-0000-6273	AP 4	45.00	COURT APPT RF PR-15-1896	123920	Court Appt Atty-Other
61	01-013-000-0000-6272		270.00	COURT APPT KH/DM JV-15-11	123921	Court Appt Atty-Dep/Neg/Ter
67	01-013-000-0000-6272		570.00	COURT APPT DB PR-16-58	123922	Court Appt Atty-Dep/Neg/Ter
58	01-013-000-0000-6273		225.00	COURT APPT NR FA-15-1265	123923	Court Appt Atty-Other
60	01-013-000-0000-6272		15.00	COURT APPT CR/RB JV-14-110	123944	Court Appt Atty-Dep/Neg/Ter
62	01-013-000-0000-6272		195.00	COURT APPT MS/TS JV-15-154	123946	Court Appt Atty-Dep/Neg/Ter
68	01-013-000-0000-6272		30.00	COURT APPT DD PR-15-353	123953	Court Appt Atty-Dep/Neg/Ter
63	01-013-000-0000-6272		667.50	COURT APPT JO/SB JV-14-255	123956	Court Appt Atty-Dep/Neg/Ter
69	01-013-000-0000-6272		15.00	COURT APPT AP PR-15-1523	123961	Court Appt Atty-Dep/Neg/Ter

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



POOL

2/19/16 3:03PM

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
70	01-013-000-0000-6272	AP 4	COURT APPT VR PR-15-1504	123962	Court Appt Atty-Dep/Neg/Ter
71	01-013-000-0000-6272		COURT APPT VR PR-15-1504	123962	Court Appt Atty-Dep/Neg/Ter
64	01-013-000-0000-6272		COURT APPT CJ/BH/CR JV-15-196	123964	Court Appt Atty-Dep/Neg/Ter
59	01-013-000-0000-6273		COURT APPT LB FA-15-1579	123965	Court Appt Atty-Other
3146	MELCHERT HUBERT SJODIN PLLP		17 Transactions		
6440	MELCHERT HUBERT SJODIN PLLP				
73	01-013-000-0000-6272		COURT APPT LJ/CR JV-15-22	124164	Court Appt Atty-Dep/Neg/Ter
72	01-013-000-0000-6272		COURT APPT RH/LH JV-12-205	124184	Court Appt Atty-Dep/Neg/Ter
6440	MELCHERT HUBERT SJODIN PLLP		2 Transactions		
377	THE LAW OFFICE OF TROY A SCOTTING				
98	01-013-000-0000-6273		COURT APPOINT DR	F6-02-467	Court Appt Atty-Other
101	01-013-000-0000-6273		COURT APPOINT AC	FA-13-1270	Court Appt Atty-Other
99	01-013-000-0000-6273		COURT APPOINT JM	FA-14-1145	Court Appt Atty-Other
100	01-013-000-0000-6273		COURT APPOINT LB	FA-15-1276	Court Appt Atty-Other
97	01-013-000-0000-6273		COURT APPOINT TS	FA-15-1710	Court Appt Atty-Other
95	01-013-000-0000-6272		COURT APPOINT RH/TH/KS	JV-14-235	Court Appt Atty-Dep/Neg/Ter
91	01-013-000-0000-6272		COURT APPOINT HP/CW	JV-14-243	Court Appt Atty-Dep/Neg/Ter
92	01-013-000-0000-6272		COURT APPOINT CS/MM	JV-15-155	Court Appt Atty-Dep/Neg/Ter
90	01-013-000-0000-6272		COURT APPOINT SW/JW	JV-15-182	Court Appt Atty-Dep/Neg/Ter
93	01-013-000-0000-6272		COURT APPOINT NA/MA	JV-15-207	Court Appt Atty-Dep/Neg/Ter
96	01-013-000-0000-6272		COURT APPOINT AG/TK	JV-15-209	Court Appt Atty-Dep/Neg/Ter
94	01-013-000-0000-6272		COURT APPOINT MM/CC	JV-16-1	Court Appt Atty-Dep/Neg/Ter
377	THE LAW OFFICE OF TROY A SCOTTING		12 Transactions		
13	DEPT Total:		5,902.50	COURT ADMINISTRATOR'S	4 Vendors 32 Transactions
65	DEPT			INFORMATION SYSTEMS	
3351	NORTHLAND BUSINESS SYSTEMS				
82	01-065-000-0000-6269	AP 4	PROGRAMMING OF RECORDERS	IN64347	Contracts
83	01-065-000-0000-6612	AP 4	IT RECORDER	IN64347	Capital - \$100-\$5,000 (Inventory)
3351	NORTHLAND BUSINESS SYSTEMS		2 Transactions		
65	DEPT Total:		829.00	INFORMATION SYSTEMS	1 Vendors 2 Transactions
76	DEPT			CENTRAL SERVICES-COUNTY WIDE	
10326	AMAZON				

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



POOL
2/19/16 3:03PM

1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	01-076-000-0000-6402		144.00	RIBBON FOR BADGE PRINTER	162059598375	Office Supplies
	10326 AMAZON		144.00	1 Transactions		
76	DEPT Total:		144.00	CENTRAL SERVICES-COUNTY WIDE	1 Vendors	1 Transactions
91	DEPT			COUNTY ATTORNEY'S		
	3351 NORTHLAND BUSINESS SYSTEMS					
85	01-091-000-0000-6612	AP 4	2,005.00	ATTORNEY RECORDERS	IN64347	Capital - \$100-\$5,000 (Inventory)
	3351 NORTHLAND BUSINESS SYSTEMS		2,005.00	1 Transactions		
91	DEPT Total:		2,005.00	COUNTY ATTORNEY'S	1 Vendors	1 Transactions
107	DEPT			COUNTY PLANNING AND ZONING		
	3351 NORTHLAND BUSINESS SYSTEMS					
87	01-107-000-0000-6612	AP 4	389.00	ZONING RECORDERS	IN64347	Capital - \$100-\$5,000 (Inventory)
	3351 NORTHLAND BUSINESS SYSTEMS		389.00	1 Transactions		
107	DEPT Total:		389.00	COUNTY PLANNING AND ZONING	1 Vendors	1 Transactions
111	DEPT			COURTHOUSE BUILDING		
	539 CENTER POINT ENERGY					
8	01-111-000-0000-6255		3,350.11	GAS BILL-CH	5969231-9	Natural Gas
				12/31/2015 01/31/2016		
	539 CENTER POINT ENERGY		3,350.11	1 Transactions		
	253 LIGHT & POWER COMMISSION					
25	01-111-000-0000-6253		10.79	ELECTRIC GARAGE	07-814100-00	Electricity
				12/31/2015 02/01/2016		
21	01-111-000-0000-6253		7,367.00	ELECTRIC-CH	13-857000-00	Electricity
				12/31/2015 02/01/2016		
22	01-111-000-0000-6257		1,779.78	SEWER WATER-CH	13-857000-00	Sewer, Water And Garbage
				12/31/2015 02/01/2016		
	253 LIGHT & POWER COMMISSION		9,157.57	3 Transactions		
	4147 WEST CENTRAL SANITATION INC					
103	01-111-000-0000-6257		237.28	8 YARD ROLL SERVICE	10515848	Sewer, Water And Garbage
	4147 WEST CENTRAL SANITATION INC		237.28	1 Transactions		

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



POOL
2/19/16 3:03PM

1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #
				On Behalf of Name
111 DEPT Total:		12,744.96	COURTHOUSE BUILDING	3 Vendors 5 Transactions
112 DEPT			NORTH COMPLEX BUILDING	
539 CENTER POINT ENERGY				
9 01-112-000-0000-6255		533.00	GAS BILL-NC 01/07/2016 02/04/2016	5987110-3 Natural Gas
539 CENTER POINT ENERGY		533.00		1 Transactions
253 LIGHT & POWER COMMISSION				
26 01-112-000-0000-6253		2,303.14	ELECTRIC-NC 12/31/2015 02/01/2016	15-800100-00 Electricity
27 01-112-000-0000-6257		362.77	SEWER WATRE-NC 12/31/2015 02/01/2016	15-800100-00 Sewer, Water And Garbage
253 LIGHT & POWER COMMISSION		2,665.91		2 Transactions
4147 WEST CENTRAL SANITATION INC				
171 01-112-000-0000-6257		85.18	GARBAGE REMOVAL 01/01/2016 01/31/2016	10515847 Sewer, Water And Garbage
4147 WEST CENTRAL SANITATION INC		85.18		1 Transactions
112 DEPT Total:		3,284.09	NORTH COMPLEX BUILDING	3 Vendors 4 Transactions
116 DEPT			HEALTH AND HUMAN SERVICES BUILDII	
10326 AMAZON				
3 01-116-000-0000-6425		48.56	TOILET REPAIR PARTS-HHS	078412113665 Repair And Maintenance Supplies
10326 AMAZON		48.56		1 Transactions
539 CENTER POINT ENERGY				
11 01-116-000-0000-6255		858.69	GAS BILL-HHS 01/07/2016 02/04/2016	6008184-1 Natural Gas
10 01-116-000-0000-6255		58.07	GAS BILL-ANNEX 01/07/2016 02/04/2016	7484082-8 Natural Gas
539 CENTER POINT ENERGY		916.76		2 Transactions
253 LIGHT & POWER COMMISSION				
19 01-116-000-0000-6253		1,905.53	ELECTRIC-HHS 12/31/2015 02/01/2016	02-803800-00 Electricity
20 01-116-000-0000-6257		514.11	SEWR WATER-HHS	02-803800-00 Sewer, Water And Garbage Removal

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



POOL
2/19/16 3:03PM
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
23	01-116-000-0000-6253		1,129.09	ELECTRIC-ANNEX 12/31/2015 02/01/2016	14-899800-00	Electricity
24	01-116-000-0000-6257		231.36	SEWER WATER-ANNEX 12/31/2015 02/01/2016	14-899800-00	Sewer, Water And Garbage Removal
253	LIGHT & POWER COMMISSION		3,780.09	4 Transactions		
4147	WEST CENTRAL SANITATION INC					
102	01-116-000-0000-6257		170.35	2 YARD ROLL SERVICE	10515846	Sewer, Water And Garbage Removal
4147	WEST CENTRAL SANITATION INC		170.35	1 Transactions		
116	DEPT Total:		4,915.76	HEALTH AND HUMAN SERVICES BUIL	4 Vendors	8 Transactions
117	DEPT			FAIRGROUNDS		
134	CITY OF HUTCHINSON					
120	01-117-000-0000-6257		164.93	WATER SEWER GARBAGE 01/01/2016 01/31/2016	13008200300	Sewer, Water And Garbage Removal
121	01-117-000-0000-6257		531.11	WATER SEWER GARBAGE 01/01/2016 01/31/2016	13008600400	Sewer, Water And Garbage Removal
122	01-117-000-0000-6257		61.49	WATER SEWER GARBAGE 01/01/2016 01/31/2016	13008601200	Sewer, Water And Garbage Removal
123	01-117-000-0000-6257		31.15	WATER SEWER GARBAGE 01/01/2016 01/31/2016	13008602000	Sewer, Water And Garbage Removal
134	CITY OF HUTCHINSON		788.68	4 Transactions		
117	DEPT Total:		788.68	FAIRGROUNDS	1 Vendors	4 Transactions
201	DEPT			COUNTY SHERIFF'S OFFICE		
539	CENTER POINT ENERGY					
12	01-201-000-0000-6255		335.09	GAS STORAGE 01/07/2016 02/04/2016	5987117-8	Natural Gas
539	CENTER POINT ENERGY		335.09	1 Transactions		
253	LIGHT & POWER COMMISSION					
28	01-201-000-0000-6253		155.81	ELECTRIC-BAXTER AVE 12/31/2015 02/01/2016	01-802120-03	Electricity
253	LIGHT & POWER COMMISSION		155.81	1 Transactions		

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



POOL
2/19/16 3:03PM
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
84	3351 NORTHLAND BUSINESS SYSTEMS						
	01-201-000-0000-6612	AP	4	12,059.00	LEC RECORDERS	IN64347	Capital - \$100-\$5,000 (Inventory)
	3351 NORTHLAND BUSINESS SYSTEMS			12,059.00	1 Transactions		
155	150 VERIZON WIRELESS						
	01-201-000-0000-6203			215.44	SO CELL PHONE USAGE 02/03/2016 03/02/2016	9759839450	Communications
157	01-201-000-0000-6203			28.75	CO ATTY CELL PHONE USEAGE 02/03/2016 03/02/2016	9759839471	Communications
159	01-201-000-0000-6203			310.70	MCSO CELL PHONE USAGE 02/03/2016 03/02/2016	9759839471	Communications
160	01-201-000-0000-6203			904.63	MCSO AIR SOURCE CARDS 02/03/2016 03/02/2016	9759839471	Communications
158	01-201-000-9001-6350			26.02	BROWNTON PD AIR SOURCE CARDS 02/03/2016 03/02/2016	9759839471	Other Services & Charges-Brownton CI
161	01-201-000-9003-6350			175.05	GPD AIR SOURCE CARDS 02/03/2016 03/02/2016	9759839471	Other Services & Charges-Glencoe Compu
162	01-201-000-9004-6350			105.03	LPPD AIR SOURCE CARDS 02/03/2016 03/02/2016	9759839471	Other Services & Charges-Lp Computer
163	01-201-000-9005-6350			105.03	WPD AIR SOURCE CARDS 02/03/2016 03/02/2016	9759839471	Other Services & Charges-Winsted Compu
164	01-201-000-9006-6350			35.01	SLPD AIR SOURCE CARDS 02/03/2016 03/02/2016	9759839471	Other Services & Charges-Silver Lake
	150 VERIZON WIRELESS			1,905.66	9 Transactions		
108	1083 WEX BANK						
	01-201-000-0000-6455			5,363.09	FUEL THOUGH 01/31/2016	43879247	Motor Fuels
	1083 WEX BANK			5,363.09	1 Transactions		
201	DEPT Total:			19,818.65	COUNTY SHERIFF'S OFFICE	5 Vendors	13 Transactions
251	DEPT				COUNTY JAIL		
	5275 CARD SERVICES						
7	01-251-000-0000-6268			17.66	DENTURE CREAM	1359	Medical Aid To Prisoners
6	01-251-000-0000-6415			9.18	LYSOL	1359	Cleaning Supplies
	5275 CARD SERVICES			26.84	2 Transactions		
156	150 VERIZON WIRELESS						
	01-251-000-0000-6203			16.92	JAIL CELL PHONE USAGE	9759839450	Communications

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



POOL
2/19/16 3:03PM

1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
150	VERIZON WIRELESS		16.92	02/03/2016 03/02/2016	1 Transactions	
1083	WEX BANK					
109	01-251-000-0000-6455		321.89	FUEL	43875924	Motor Fuels And Lubrication
1083	WEX BANK		321.89		1 Transactions	
251	DEPT Total:		365.65	COUNTY JAIL	3 Vendors	4 Transactions
485	DEPT			COUNTY PUBLIC HEALTH NURSING		
10326	AMAZON					
2	01-485-000-0000-6451		207.52	STRENGTHS FINDER BOOK-PH	136098460940	Books
10326	AMAZON		207.52		1 Transactions	
6412	VERIZON WIRELESS					
165	01-485-000-0000-6203		450.64	WIRELESS CHARGES (CASE MGMT)	9759831402	Communications
166	01-485-000-0000-6203		35.01	WIRELESS CHARGES (SHIP)	9759831402	Communications
167	01-485-000-0000-6203		140.04	WIRELESS CHARGES (ADMIN)	9759831402	Communications
170	01-485-472-0000-6203		35.01	AIRCARD CHARGE (CHS WIC)	9759831402	Communications
6412	VERIZON WIRELESS		660.70		4 Transactions	
485	DEPT Total:		868.22	COUNTY PUBLIC HEALTH NURSING	2 Vendors	5 Transactions
1	Fund Total:		233,984.41	GENERAL REVENUE FUND		98 Transactions



POOL
2/19/16 3:03PM
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			...		
174	1969 ASSURANT EMPLOYEE BENEFITS 03-000-000-0000-2051		550.00	DENTAL PREMIUM 02/01/2016 02/29/2016	C231464	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		550.00	1 Transactions		
202	2811 CNA GROUP LONG TERM CARE 03-000-000-0000-2048		131.01	LONG TERM CARE HWY FUND 03/01/2016 03/31/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		131.01	1 Transactions		
217	1241 MADISON NATIONAL LIFE INSURANCE C 03-000-000-0000-2041		153.72	STD PREMIUM HIGHWAY FUND 02/01/2016 02/29/2016		Short Term Disability Payable
207	03-000-000-0000-2050		153.30	LTD PREMIUM HIGHWAY FUND 02/01/2016 02/29/2016		Long Term Disability Payable
	1241 MADISON NATIONAL LIFE INSURANCE C		307.02	2 Transactions		
184	1360 MINNESOTA MUTUAL 03-000-000-0000-2049		424.92	LIFE PREMIUM HIGHWAY FUND 02/01/2016 02/29/2016		Life Insurance Payable
	1360 MINNESOTA MUTUAL		424.92	1 Transactions		
127	1874 MN COUNTIES INTERGOVERNMENTAL TI 03-000-000-0000-2045		19,438.00	MEDICAL PREMIUM HIGHWAY FUND 02/01/2016 02/28/2016		Health Insurance Payable
141	03-000-000-0000-2045		8,548.00	MEDICAL PREMIUM HIGHWAY FUND 03/01/2016 03/31/2016		Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		27,986.00	2 Transactions		
0	DEPT Total:		29,398.95	...	5 Vendors	7 Transactions
310	DEPT			HIGHWAY MAINTENANCE		
29	253 LIGHT & POWER COMMISSION 03-310-000-0000-6254		15.41	TRAFFIC LIGHT CSAH 4 & CR 62 12/31/2015 02/01/2016	14-459100-00	INTERSECTION LIGHTING
30	03-310-000-0000-6254		22.56	TRAFFIC LIGHT CSAH 15 & 3 12/31/2015 02/01/2016	14-606200-00	INTERSECTION LIGHTING

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



POOL
2/19/16 3:03PM
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
253	LIGHT & POWER COMMISSION		37.97		2 Transactions	
213	MCLEOD COOP POWER ASSN					
31	03-310-000-0000-6254		22.46	TRAFFIC LIGHT TH 212 & CSAH 1	861100	INTERSECTION LIGHTING
32	03-310-000-0000-6254		37.99	TRAFFIC LIGHT TH 7 & CSAH 115	903000	INTERSECTION LIGHTING
33	03-310-000-0000-6254		39.15	TRAFFIC LIGHT TH 15 & CSAH 18	903100	INTERSECTION LIGHTING
34	03-310-000-0000-6254		43.46	TRAFFIC LIGHT CSAH 13 & 23	906900	INTERSECTION LIGHTING
35	03-310-000-0000-6254		43.34	TRAFFIC LIGHT CSAH 2 & 3	907100	INTERSECTION LIGHTING
36	03-310-000-0000-6254		42.41	TRAFFIC LIGHT CSAH 25 & 26	907200	INTERSECTION LIGHTING
37	03-310-000-0000-6254		43.11	TRAFFIC LIGHT CSAH 7 & 115	907300	INTERSECTION LIGHTING
38	03-310-000-0000-6254		44.16	TRAFFIC LIGHT CSAH 18 & 7	907400	INTERSECTION LIGHTING
39	03-310-000-0000-6254		33.56	TRAFFIC LIGHT CSAH 2 & 22	907500	INTERSECTION LIGHTING
40	03-310-000-0000-6254		42.41	TRAFFIC LIGHT CSAH 115 & 25W	907600	INTERSECTION LIGHTING
41	03-310-000-0000-6254		43.93	TRAFFIC LIGHT CSAH 115 & 25E	907700	INTERSECTION LIGHTING
42	03-310-000-0000-6254		42.18	TRAFFIC LIGHT CSAH 25 & 62	907800	INTERSECTION LIGHTING
43	03-310-000-0000-6254		42.65	TRAFFIC LIGHT CSAH 4 & 11	907900	INTERSECTION LIGHTING
44	03-310-000-0000-6254		41.95	TRAFFIC LIGHT CSAH 12 & 19	908000	INTERSECTION LIGHTING
45	03-310-000-0000-6254		40.90	TRAFFIC LIGHT CSAH 115 & 14	908100	INTERSECTION LIGHTING
46	03-310-000-0000-6254		39.27	TRAFFIC LIGHT CSAH 5 & 2	908200	INTERSECTION LIGHTING
47	03-310-000-0000-6254		40.90	TRAFFIC LIGHT CSAH 5 & 31	908300	INTERSECTION LIGHTING
48	03-310-000-0000-6254		44.63	TRAFFIC LIGHT CSAH 4 & 79	908400	INTERSECTION LIGHTING
49	03-310-000-0000-6254		37.64	TRAFFIC LIGHT CSAH 7 & 79	908500	INTERSECTION LIGHTING
50	03-310-000-0000-6254		61.63	TRAFFIC LIGHT TH 22 & CR 11	908701	INTERSECTION LIGHTING
51	03-310-000-0000-6254		39.03	TRAFFIC LIGHT TH 15 & CR 32	917600	INTERSECTION LIGHTING
52	03-310-000-0000-6254		38.92	TRAFFIC LIGHT TH 15 & CR 3	917700	INTERSECTION LIGHTING
213	MCLEOD COOP POWER ASSN		905.68		22 Transactions	
465	XCEL ENERGY					
115	03-310-000-0000-6254		13.71	TRAFFIC LIGHT CSAH 9 & 3	51-0276939-7	INTERSECTION LIGHTING
116	03-310-000-0000-6254		13.82	TRAFFIC LIGHT CSAH 1 & CR 56	51-0276939-7	INTERSECTION LIGHTING
117	03-310-000-0000-6254		17.24	TRAFFIC LIGHT CSAH 2 & 10	51-0276939-7	INTERSECTION LIGHTING
118	03-310-000-0000-6254		5.12	TRAFFIC LIGHT CSAH 1 & 10	51-0276939-7	INTERSECTION LIGHTING
119	03-310-000-0000-6254		9.13	TRAFFIC LIGHT CSAH 1 & 3	51-0276939-7	INTERSECTION LIGHTING
112	03-310-000-0000-6254		67.03	TRAFFIC LIGHT TH 7 & CSAH 9	51-9068278-5	INTERSECTION LIGHTING
113	03-310-000-0000-6254		56.86	TRAFFIC LIGHT TH 7 & CSAH 2	51-9068278-5	INTERSECTION LIGHTING
114	03-310-000-0000-6254		13.26-	TRAFFIC LIGHT TH 7 & CSAH 9	51-9068278-5	INTERSECTION LIGHTING
111	03-310-000-0000-6254		53.18	TRAFFIC LIGHT 7 & CSAH 1	5100111308803	INTERSECTION LIGHTING
465	XCEL ENERGY		222.83		9 Transactions	

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



POOL
2/19/16 3:03PM
3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
310 DEPT Total:		1,166.48	HIGHWAY MAINTENANCE	3 Vendors 33 Transactions
340 DEPT			HIGHWAY EQUIPMENT MAINTENANCE	
539 CENTER POINT ENERGY				
13 03-340-000-0000-6255		782.75	GLENCOE SHOP	59871115-2 Natural Gas
			01/07/2016 02/04/2016	
539 CENTER POINT ENERGY		782.75		1 Transactions
32 CITY OF BROWNTON				
14 03-340-000-0000-6253		116.95	ELECTRIC	Electricity
16 03-340-000-0000-6255		1,151.12	NATURAL GAS	Natural Gas
15 03-340-000-0000-6257		59.30	WATER SEWER	Sewer, Water And Garbage Removal
32 CITY OF BROWNTON		1,327.37		3 Transactions
8175 CNH INDUSTRIAL CAPITAL PRODUCTIVI				
18 03-340-000-0000-6425		2.06	FINANCE CHARGE	GC21576 Repair And Maintenance Supplies
17 03-340-000-0000-6425		3.69	PARTS	GC22079 Repair And Maintenance Supplies
8175 CNH INDUSTRIAL CAPITAL PRODUCTIVI		5.75		2 Transactions
4147 WEST CENTRAL SANITATION INC				
105 03-340-000-0000-6257		24.34	GARBAGE REMOVAL-GLENCOE	10431129 Sewer, Water And Garbage Removal
104 03-340-000-0000-6257		24.34	GARBAGE REMOVAL-BROWNTON	10431130 Sewer, Water And Garbage Removal
106 03-340-000-0000-6257		66.92	GARBAGE REMOVAL-SLATS	10431135 Sewer, Water And Garbage Removal
4147 WEST CENTRAL SANITATION INC		115.60		3 Transactions
465 XCEL ENERGY				
110 03-340-000-0000-6253		516.90	ELECTRIC SL 19955 FALCON AVE	5100101225915 Electricity
465 XCEL ENERGY		516.90		1 Transactions
340 DEPT Total:		2,748.37	HIGHWAY EQUIPMENT MAINTENANCE	5 Vendors 10 Transactions
3 Fund Total:		33,313.80	ROAD & BRIDGE FUND	50 Transactions



POOL
2/19/16 3:03PM
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		
175	1969 ASSURANT EMPLOYEE BENEFITS 05-391-000-0000-2051		131.00	DENTAL PREMIUM 02/01/2016 02/29/2016	C231464	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		131.00		1 Transactions	
218	1241 MADISON NATIONAL LIFE INSURANCE C 05-391-000-0000-2041		22.04	STD PREMIUM SW FUND 02/01/2016 02/29/2016		Short Term Disability Payable
208	05-391-000-0000-2050		25.52	LTD PREMIUM SW FUND 02/01/2016 02/29/2016		Long Term Disability Payable
	1241 MADISON NATIONAL LIFE INSURANCE C		47.56		2 Transactions	
185	1360 MINNESOTA MUTUAL 05-391-000-0000-2049		145.40	LIFE PREMIUM SW FUND 02/01/2016 02/29/2016		Life Insurance Payable
	1360 MINNESOTA MUTUAL		145.40		1 Transactions	
128	1874 MN COUNTIES INTERGOVERNMENTAL TI 05-391-000-0000-2045		2,416.00	MEDICAL PREMIUM SW FUND 02/01/2016 02/28/2016		Health Insurance Payable
142	05-391-000-0000-2045		2,262.00	MEDICAL PREMIUM SW FUND 03/01/2016 03/31/2016		Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		4,678.00		2 Transactions	
241	4147 WEST CENTRAL SANITATION INC 05-391-000-0000-6258		1,527.90	COUNTY & SGOOL COLLECTION 01/01/2016 01/31/2016	10520258	School Recycling
	4147 WEST CENTRAL SANITATION INC		1,527.90		1 Transactions	
391	DEPT Total:		6,529.86	SOLID WASTE TIP FEE	5 Vendors	7 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
176	1969 ASSURANT EMPLOYEE BENEFITS 05-393-000-0000-2051		138.00	DENTAL PREMIUM 02/01/2016 02/29/2016	C231464	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		138.00		1 Transactions	
	134 CITY OF HUTCHINSON					

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



POOL
2/19/16 3:03PM
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
199	05-393-000-0000-6257		297.55	WATER SEWER 01/01/2016 01/31/2016	308506502	Sewer, Water And Garbage Removal
200	05-393-000-0000-6257		43.99	WATER SEWER 01/01/2016 01/31/2016	308506510	Sewer, Water And Garbage Removal
134	CITY OF HUTCHINSON		341.54	2 Transactions		
1241	MADISON NATIONAL LIFE INSURANCE C					
219	05-393-000-0000-2041		26.00	STD PREMIUM MRF FUND 02/01/2016 02/29/2016		Short Term Disability Payable
209	05-393-000-0000-2050		20.14	LTD PREMIUM MRF FUND 02/01/2016 02/29/2016		Long Term Disability Payable
1241	MADISON NATIONAL LIFE INSURANCE C		46.14	2 Transactions		
1360	MINNESOTA MUTUAL					
186	05-393-000-0000-2049		92.92	LIFE PREMIUM MRF FUND 02/01/2016 02/29/2016		Life Insurance Payable
1360	MINNESOTA MUTUAL		92.92	1 Transactions		
1874	MN COUNTIES INTERGOVERNMENTAL TI					
129	05-393-000-0000-2045		4,258.00	MEDICAL PREMIUM MRF FUND 02/01/2016 02/28/2016		Health Insurance Payable
143	05-393-000-0000-2045		1,658.00	MEDICAL PREMIUM MRF FUND 03/01/2016 03/31/2016		Health Insurance Payable
1874	MN COUNTIES INTERGOVERNMENTAL TI		5,916.00	2 Transactions		
4147	WEST CENTRAL SANITATION INC					
224	05-393-000-0000-6259		696.96	23486 CO RD 20 01/01/2016 01/31/2016	10520174	Recycling
225	05-393-000-0000-6259		871.20	CO RD 9 S RECYCLING 01/01/2016 01/31/2016	10520174	Recycling
226	05-393-000-0000-6259		348.48	CO RD 9 S OCC 01/01/2016 01/31/2016	10520174	Recycling
227	05-393-000-0000-6259		174.24	RECYCLING AMES ST 01/01/2016 01/31/2016	10520174	Recycling
228	05-393-000-0000-6259		348.48	14995 CO RD 7 RECYCLING 01/01/2016 01/31/2016	10520174	Recycling
229	05-393-000-0000-6259		174.24	14995 CO RD 7 OCC 01/01/2016 01/31/2016	10520174	Recycling
230	05-393-000-0000-6259		871.20	CO RD 7 RECYCLING	10520174	Recycling

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



POOL
2/19/16 3:03PM
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
231	05-393-000-0000-6259		174.24	01/01/2016 01/31/2016 CO RD 7 OCC	10520174	Recycling
232	05-393-000-0000-6259		871.20	01/01/2016 01/31/2016 305 MAIN ST RECYCLING	10520174	Recycling
233	05-393-000-0000-6259		348.48	01/01/2016 01/31/2016 305 MAIN ST OCC	10520174	Recycling
234	05-393-000-0000-6259		4,533.75	01/01/2016 01/31/2016 2385 HENNEPIN AVE RECYCLING	10520174	Recycling
235	05-393-000-0000-6259		871.20	01/01/2016 01/31/2016 208 1ST AVE RECYCLING	10520174	Recycling
236	05-393-000-0000-6259		348.48	01/01/2016 01/31/2016 208 1ST AVE OCC	10520174	Recycling
237	05-393-000-0000-6259		174.24	01/01/2016 01/31/2016 2944 110TH SY RECYCLING	10520174	Recycling
238	05-393-000-0000-6259		348.48	01/01/2016 01/31/2016 2944 110TH ST OCC	10520174	Recycling
239	05-393-000-0000-6259		174.24	01/01/2016 01/31/2016 11655 HWY 15 S RECYCLING	10520174	Recycling
240	05-393-000-0000-6259		45.00	01/01/2016 01/31/2016 840 CENTURY AVE RECYCLING	10520174	Recycling
242	05-393-000-0000-6259		30.50	01/01/2016 01/31/2016 RURAL RDU COLLECTION	10520258	Recycling
243	05-393-000-0000-6259		137.25	01/01/2016 01/31/2016 BISCAY COLLECTION	10520258	Recycling
244	05-393-000-0000-6259		963.80	01/01/2016 01/31/2016 BROWNTON COLLECTION	10520258	Recycling
245	05-393-000-0000-6259		71.40	01/01/2016 01/31/2016 BROWNTON MUD COLLECTION	10520258	Recycling
246	05-393-000-0000-6259		6,822.85	01/01/2016 01/31/2016 GLENCOE COLLECTION	10520258	Recycling
247	05-393-000-0000-6259		277.95	01/01/2016 01/31/2016 GLENCOE MUD COLLECTION	10520258	Recycling
248	05-393-000-0000-6259		18,141.40	01/01/2016 01/31/2016 HUTCHINSON COLLECTION	10520258	Recycling
249	05-393-000-0000-6259		3,345.60	01/01/2016 01/31/2016 HUTCHINSON MUD COLLECTION	10520258	Recycling
250	05-393-000-0000-6259		2,040.45	01/01/2016 01/31/2016 LESTER PRAIRIE COLLECTION	10520258	Recycling

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



POOL
2/19/16 3:03PM
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
251	05-393-000-0000-6259		10.20	LESTER PRAIRIE MUD COLLECTION 01/01/2016 01/31/2016	10520258	Recycling
252	05-393-000-0000-6259		433.10	PLATO COLLECTION 01/01/2016 01/31/2016	10520258	Recycling
253	05-393-000-0000-6259		1,085.80	SILVER LAKE COLLECTION 01/01/2016 01/31/2016	10520258	Recycling
254	05-393-000-0000-6259		61.20	SILVER LAKE MUD COLLECTION 01/01/2016 01/31/2016	10520258	Recycling
255	05-393-000-0000-6259		707.60	STEWART COLLECTION 01/01/2016 01/31/2016	10520258	Recycling
256	05-393-000-0000-6259		2,857.85	WINSTED COLLECTION 01/01/2016 01/31/2016	10520258	Recycling
257	05-393-000-0000-6259		102.00	WINSTED MUD COLLECTION 01/01/2016 01/31/2016	10520258	Recycling
258	05-393-000-0000-6259		61.56	VALET SERVICE 01/01/2016 01/31/2016	10520258	Recycling
4147	WEST CENTRAL SANITATION INC		48,524.62	34 Transactions		
393	DEPT Total:		55,059.22	MATERIALS RECOVERY FACILITY	6 Vendors	42 Transactions
397	DEPT			HOUSEHOLD HAZARDOUS WASTE		
1241	MADISON NATIONAL LIFE INSURANCE C					
220	05-397-000-0000-2041		37.92	STD PREMIUM HHW FUND 02/01/2016 02/29/2016		Short Term Disability Payable
210	05-397-000-0000-2050		22.60	LTD PREMIUM HHW FUND 02/01/2016 02/29/2016		Long Term Disability Payable
1241	MADISON NATIONAL LIFE INSURANCE C		60.52	2 Transactions		
1360	MINNESOTA MUTUAL					
187	05-397-000-0000-2049		21.91	LIFE PREMIUM HHW FUND 02/01/2016 02/29/2016		Life Insurance Payable
1360	MINNESOTA MUTUAL		21.91	1 Transactions		
1874	MN COUNTIES INTERGOVERNMENTAL TI					
130	05-397-000-0000-2045		1,270.00	MEDICAL PREMIUM HHW FUND 02/01/2016 02/28/2016		Health Insurance Payable
144	05-397-000-0000-2045		275.00	MEDICAL PREMIUM HHW FUND 03/01/2016 03/31/2016		Health Insurance Payable

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



POOL
2/19/16 3:03PM
5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
1874	MN COUNTIES INTERGOVERNMENTAL TI		1,545.00		2 Transactions	
397	DEPT Total:		1,627.43	HOUSEHOLD HAZARDOUS WASTE	3 Vendors	5 Transactions
5	Fund Total:		63,216.51	SOLID WASTE FUND		54 Transactions

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



POOL
2/19/16 3:03PM
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		
177	1969 ASSURANT EMPLOYEE BENEFITS 11-420-000-0000-2051		658.83	DENTAL PREMIUM 02/01/2016 02/29/2016	C231464	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		658.83	1 Transactions		
203	2811 CNA GROUP LONG TERM CARE 11-420-000-0000-2048		210.41	LONG TERM CARE WELFARE FUND 03/01/2016 03/31/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		210.41	1 Transactions		
221	1241 MADISON NATIONAL LIFE INSURANCE C 11-420-000-0000-2041		210.95	STD PREMIUM INC MAINT FUND 02/01/2016 02/29/2016		Short Term Disability Payable
211	11-420-000-0000-2050		115.22	LTD PREMIUM INC MAINT FUND 02/01/2016 02/29/2016		Long Term Disability Payable
	1241 MADISON NATIONAL LIFE INSURANCE C		326.17	2 Transactions		
188	1360 MINNESOTA MUTUAL 11-420-000-0000-2049		461.46	LIFE PREMIUM INC MAINT FUND 02/01/2016 02/29/2016		Life Insurance Payable
	1360 MINNESOTA MUTUAL		461.46	1 Transactions		
131	1874 MN COUNTIES INTERGOVERNMENTAL TI 11-420-000-0000-2045		21,758.42	MEDICAL PREMIUM INC MAINT FUND 02/01/2016 02/28/2016		Health Insurance Payable
145	11-420-000-0000-2045		9,484.49	MEDICAL PREMIUM INC MAINT FUND 03/01/2016 03/31/2016		Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		31,242.91	2 Transactions		
420	DEPT Total:		32,899.78	INCOME MAINTENANCE	5 Vendors	7 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI		
178	1969 ASSURANT EMPLOYEE BENEFITS 11-430-000-0000-2051		3,200.17	DENTAL PREMIUM 02/01/2016 02/29/2016	C231464	Dental Insurance Payable
	1969 ASSURANT EMPLOYEE BENEFITS		3,200.17	1 Transactions		
	2811 CNA GROUP LONG TERM CARE					

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



POOL
2/19/16 3:03PM
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
204	11-430-000-0000-2048		LONG TERM CARE INC MAINT FUND		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		03/01/2016 03/31/2016		
		103.02		1 Transactions	
1241	MADISON NATIONAL LIFE INSURANCE C				
222	11-430-000-0000-2041		STD PREMIUM WELFARE FUND		Short Term Disability Payable
		1,012.59	02/01/2016 02/29/2016		
212	11-430-000-0000-2050		LTD PREMIUM WELFARE FUND		Long Term Disability Payable
		500.04	02/01/2016 02/29/2016		
1241	MADISON NATIONAL LIFE INSURANCE C			2 Transactions	
3028	MINNESOTA CHILD SUPPORT PAYMENT				
80	11-430-000-0000-2056		CHILD SUPPORT	001486828601	Child Support Garnishment Payable
		276.88	01/24/2016 02/06/2016		
3028	MINNESOTA CHILD SUPPORT PAYMENT			1 Transactions	
		276.88			
1360	MINNESOTA MUTUAL				
189	11-430-000-0000-2049		LIFE PREMIUM WELFARE FUND		Life Insurance Payable
		1,576.05	02/01/2016 02/29/2016		
1360	MINNESOTA MUTUAL			1 Transactions	
		1,576.05			
1874	MN COUNTIES INTERGOVERNMENTAL TI				
132	11-430-000-0000-2045		MEDICAL PREMIUM WELFARE FUND		Health Insurance Payable
		62,250.58	02/01/2016 02/28/2016		
146	11-430-000-0000-2045		MEDICAL PREMIUM WELFARE FUND		Health Insurance Payable
		31,478.51	03/01/2016 03/31/2016		
1874	MN COUNTIES INTERGOVERNMENTAL TI			2 Transactions	
		93,729.09			
3351	NORTHLAND BUSINESS SYSTEMS				
86	11-430-700-0010-6612	AP 4	ANNEX RECORDERS	IN64347	Capital - \$100-\$5,000 (Inventory)
		2,334.00			
88	11-430-700-0010-6612	AP 4	SOC RECORDERS	IN64347	Capital - \$100-\$5,000 (Inventory)
		389.00			
3351	NORTHLAND BUSINESS SYSTEMS			2 Transactions	
		2,723.00			
430	DEPT Total:		INDIVIDUAL AND FAMILY SOCIAL SER	7 Vendors	10 Transactions
		103,120.84			
11	Fund Total:		HUMAN SERVICE FUND		17 Transactions
		136,020.62			

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



POOL
2/19/16 3:03PM
20 COUNTY DITCH 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
633	DEPT			COUNTY DITCH #20		
9825	SHORT ELLIOTT HENDRICKSON INC					
262	20-633-000-0000-6302		633.00	ENGINEERING WORK CD #20	310926	Construction And Repairs
9825	SHORT ELLIOTT HENDRICKSON INC		633.00	1 Transactions		
633	DEPT Total:		633.00	COUNTY DITCH #20	1 Vendors	1 Transactions
635	DEPT			COUNTY DITCH #22		
9825	SHORT ELLIOTT HENDRICKSON INC					
263	20-635-000-0000-6302		1,800.00	ENGINEERING WORK CD #22	310927	Construction And Repairs
9825	SHORT ELLIOTT HENDRICKSON INC		1,800.00	1 Transactions		
635	DEPT Total:		1,800.00	COUNTY DITCH #22	1 Vendors	1 Transactions
637	DEPT			COUNTY DITCH #26		
9825	SHORT ELLIOTT HENDRICKSON INC					
260	20-637-000-0000-6302		743.47	ENGINEERING WORK CD #26	310936	Construction And Repairs
9825	SHORT ELLIOTT HENDRICKSON INC		743.47	1 Transactions		
637	DEPT Total:		743.47	COUNTY DITCH #26	1 Vendors	1 Transactions
638	DEPT			COUNTY DITCH #27		
9825	SHORT ELLIOTT HENDRICKSON INC					
261	20-638-000-0000-6302		3,536.73	ENGINEERING WORK CD #27	310936	Construction And Repairs
9825	SHORT ELLIOTT HENDRICKSON INC		3,536.73	1 Transactions		
638	DEPT Total:		3,536.73	COUNTY DITCH #27	1 Vendors	1 Transactions
20	Fund Total:		6,713.20	COUNTY DITCH FUND		4 Transactions

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



POOL
2/19/16 3:03PM
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		
358	WEST PAYMENT CENTER					
107	25-015-000-0000-6451		125.00	WEST INFORMATION CHARGES 01/01/2016 01/31/2016	833379283	Books
358	WEST PAYMENT CENTER		125.00	1 Transactions		
15	DEPT Total:		125.00	LAW LIBRARY	1 Vendors	1 Transactions
220	DEPT			BOAT & WATER SAFETY-GRANT		
1969	ASSURANT EMPLOYEE BENEFITS					
179	25-220-000-0000-2051		1.15-	DENTAL PREMIUM 02/01/2016 02/29/2016	C231464	Dental Insurance Payable
1969	ASSURANT EMPLOYEE BENEFITS		1.15-	1 Transactions		
220	DEPT Total:		1.15-	BOAT & WATER SAFETY-GRANT	1 Vendors	1 Transactions
224	DEPT			NEW CANINE ACCOUNT		
1241	MADISON NATIONAL LIFE INSURANCE C					
213	25-224-000-0000-2050		0.07	LTD PREMIUM CANINE FUND 02/01/2016 02/29/2016		LONG TERM DISABILITY PAYABLE
1241	MADISON NATIONAL LIFE INSURANCE C		0.07	1 Transactions		
1360	MINNESOTA MUTUAL					
190	25-224-000-0000-2049		0.08	LIFE PREMIUM POSSE FUND 02/01/2016 02/29/2016		LIFE INSURANCE PAYABLE
1360	MINNESOTA MUTUAL		0.08	1 Transactions		
1874	MN COUNTIES INTERGOVERNMENTAL T					
147	25-224-000-0000-2045		2.65	MEDICAL PREMIUM POSSE FUND 03/01/2016 03/31/2016		HEALTH INSURANCE PAYABLE
1874	MN COUNTIES INTERGOVERNMENTAL T		2.65	1 Transactions		
224	DEPT Total:		2.80	NEW CANINE ACCOUNT	3 Vendors	3 Transactions
485	DEPT			COUNTY PUBLIC HEALTH NURSING		
1969	ASSURANT EMPLOYEE BENEFITS					
180	25-485-000-0000-2051		47.28	DENTAL PREMIUM 02/01/2016 02/29/2016	C231464	Dental Insurance Payable

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



POOL
2/19/16 3:03PM
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
1969	ASSURANT EMPLOYEE BENEFITS		47.28		1 Transactions	
214	1241 MADISON NATIONAL LIFE INSURANCE C 25-485-000-0000-2050		11.28	LTD PREMIUM PRIME WEST FUND 02/01/2016 02/29/2016	1 Transactions	Long Term Disability Payable
1241	MADISON NATIONAL LIFE INSURANCE C		11.28		1 Transactions	
191	1360 MINNESOTA MUTUAL 25-485-000-0000-2049		8.19	LIFE PREMIUM PRIME WEST 02/01/2016 02/29/2016	1 Transactions	Life Insurance Payable
1360	MINNESOTA MUTUAL		8.19		1 Transactions	
133	1874 MN COUNTIES INTERGOVERNMENTAL TI 25-485-000-0000-2045		737.96	MEDICAL PREMIUM PW FUND 02/01/2016 02/28/2016		Health Insurance Payable
148	25-485-000-0000-2045		236.42	MEDICAL PREMIUM PW FUND 03/01/2016 03/31/2016		Health Insurance Payable
1874	MN COUNTIES INTERGOVERNMENTAL TI		974.38		2 Transactions	
485	DEPT Total:		1,041.13	COUNTY PUBLIC HEALTH NURSING	4 Vendors	5 Transactions
612	DEPT			SHORELAND-GRANT		
192	1360 MINNESOTA MUTUAL 25-612-000-0000-2049		5.84	LIFE PREMIUM SHORELAND FUND 02/01/2016 02/29/2016	1 Transactions	Life Insurance Payable
1360	MINNESOTA MUTUAL		5.84		1 Transactions	
134	1874 MN COUNTIES INTERGOVERNMENTAL TI 25-612-000-0000-2045		37.47	MEDICAL PREMIUM SHORELAND FUND 02/01/2016 02/28/2016		Health Insurance Payable
149	25-612-000-0000-2045		12.00	MEDICAL PREMIUM SHORELAND FUND 03/01/2016 03/31/2016		Health Insurance Payable
1874	MN COUNTIES INTERGOVERNMENTAL TI		49.47		2 Transactions	
612	DEPT Total:		55.31	SHORELAND-GRANT	2 Vendors	3 Transactions
613	DEPT			WATER RESOURCE MANAGEMENT-GRAN		
1360	MINNESOTA MUTUAL					

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



POOL
2/19/16 3:03PM
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
193		25-613-000-0000-2049		9.33	LIFE PREMIUM WATER RESOURCE	02/01/2016 02/29/2016		Life Insurance Payable	
	1360	MINNESOTA MUTUAL		9.33			1 Transactions		
135	1874	MN COUNTIES INTERGOVERNMENTAL TI		60.72	MEDICAL PREMIUM WATER RESOURCE	02/01/2016 02/28/2016		Health Insurance Payable	
		25-613-000-0000-2045							
150		25-613-000-0000-2045		19.22	MEDICAL PREMIUM WATER RESOURCE	03/01/2016 03/31/2016		Health Insurance Payable	
	1874	MN COUNTIES INTERGOVERNMENTAL TI		79.94			2 Transactions		
613	DEPT Total:			89.27	WATER RESOURCE MANAGEMENT-GR		2 Vendors	3 Transactions	
614	DEPT				WETLANDS ADMINISTRATION-GRANT				
	1360	MINNESOTA MUTUAL							
194		25-614-000-0000-2049		22.16	LIFE PREMIUM WETLANDS FUND	02/01/2016 02/29/2016		Life Insurance Payable	
	1360	MINNESOTA MUTUAL		22.16			1 Transactions		
136	1874	MN COUNTIES INTERGOVERNMENTAL TI		142.44	MEDICAL PREMIUM WETLANDS FUND	02/01/2016 02/28/2016		Health Insurance Payable	
		25-614-000-0000-2045							
151		25-614-000-0000-2045		45.67	MEDICAL PREMIUM WETLANDS FUND	03/01/2016 03/31/2016		Health Insurance Payable	
	1874	MN COUNTIES INTERGOVERNMENTAL TI		188.11			2 Transactions		
614	DEPT Total:			210.27	WETLANDS ADMINISTRATION-GRANT		2 Vendors	3 Transactions	
807	DEPT				DESIGNATED FOR CAPITAL ASSETS				
	4372	MN DEPARTMENT OF LABOR & INDUSTR							
259		25-807-000-0000-6610		1,713.00	PLUMBING PLAN REVIEW			Capital - Over \$5,000 (Fixed Assets)	
154		25-807-000-0000-6610		2,812.32	JAIL PLAN REVIEW			Capital - Over \$5,000 (Fixed Assets)	
	4372	MN DEPARTMENT OF LABOR & INDUSTR		4,525.32			2 Transactions		
807	DEPT Total:			4,525.32	DESIGNATED FOR CAPITAL ASSETS		1 Vendors	2 Transactions	
886	DEPT				COUNTY FEEDLOT PROGRAM				
	1969	ASSURANT EMPLOYEE BENEFITS							

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



POOL
2/19/16 3:03PM
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
181		25-886-000-0000-2051		44.50	DENTAL PREMIUM	02/01/2016 02/29/2016	C231464		Dental Insurance Payable	
	1969	ASSURANT EMPLOYEE BENEFITS		44.50		1 Transactions				
1360	MINNESOTA MUTUAL									
195		25-886-000-0000-2049		29.24	LIFE PREMIUM FEEDLOT FUND				Life Insurance Payable	
	1360	MINNESOTA MUTUAL		29.24		1 Transactions				
1874	MN COUNTIES INTERGOVERNMENTAL TI									
137		25-886-000-0000-2045		905.42	MEDICAL PREMIUM FEEDLOT FUND	02/01/2016 02/28/2016			Health Insurance Payable	
152		25-886-000-0000-2045		523.22	MEDICAL PREMIUM FEEDLOT FUND	03/01/2016 03/31/2016			Health Insurance Payable	
	1874	MN COUNTIES INTERGOVERNMENTAL TI		1,428.64		2 Transactions				
886	DEPT Total:			1,502.38	COUNTY FEEDLOT PROGRAM		3 Vendors		4 Transactions	
25	Fund Total:			7,550.33	SPECIAL REVENUE FUND				25 Transactions	

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



POOL
2/19/16 3:03PM
74 FORFEITED TAX 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
987 DEPT		FORFEITED TAX SALE		
134 CITY OF HUTCHINSON				
124 74-987-000-0000-6350		4.03 705 PARK ISLAND DR SW	2791071000	Other Services & Charges
		01/01/2016 01/31/2016		
134 CITY OF HUTCHINSON		4.03	1 Transactions	
987 DEPT Total:		4.03	FORFEITED TAX SALE	1 Vendors 1 Transactions
74 Fund Total:		4.03	FORFEITED TAX FUND	1 Transactions



POOL
2/19/16 3:03PM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
852	DEPT			PROJECT HARMONY GRANT		
5	718 BUERKLE/RHONDA 82-852-000-0000-6203		46.08	LPHG COMMUNICATIONS		Communications
	718 BUERKLE/RHONDA		46.08	1 Transactions		
168	6412 VERIZON WIRELESS 82-852-000-0000-6203		35.01	IPAD (PROJECT HARMONY)	9759831402	Communications
	6412 VERIZON WIRELESS		35.01	1 Transactions		
852	DEPT Total:		81.09	PROJECT HARMONY GRANT	2 Vendors	2 Transactions
853	DEPT			LOCAL PUBLIC HEALTH GRANT		
182	1969 ASSURANT EMPLOYEE BENEFITS 82-853-000-0000-2051		115.00	DENTAL PREMIUM	C231464	DENTAL INSURANCE PAYABLE
	1969 ASSURANT EMPLOYEE BENEFITS		115.00	02/01/2016 02/29/2016 1 Transactions		
4	718 BUERKLE/RHONDA 82-853-000-0000-6121		1,260.00	LPHG GRANT TIME		Personnel Wages
	718 BUERKLE/RHONDA		1,260.00	1 Transactions		
205	2811 CNA GROUP LONG TERM CARE 82-853-000-0000-2048		10.54	LONG TERM CARE CHS FUND		LONG TERM CARE PAYABLE
	2811 CNA GROUP LONG TERM CARE		10.54	03/01/2016 03/31/2016 1 Transactions		
223	1241 MADISON NATIONAL LIFE INSURANCE C 82-853-000-0000-2041		26.80	STD PREMIUM SHNFP FUND		SHORT TERM DISABILITY PAYABLE
	1241 MADISON NATIONAL LIFE INSURANCE C		26.80	02/01/2016 02/29/2016		
215	82-853-000-0000-2050		11.90	LTD PREMIUM CHS FUND		LONG TERM DISABILITY PAYABLE
	1241 MADISON NATIONAL LIFE INSURANCE C		38.70	02/01/2016 02/29/2016 2 Transactions		
196	1360 MINNESOTA MUTUAL 82-853-000-0000-2049		102.43	LIFE PREMIUM CHS FUND		LIFE INSURANCE PAYABLE
	1360 MINNESOTA MUTUAL		102.43	02/01/2016 02/29/2016 1 Transactions		
1874	MN COUNTIES INTERGOVERNMENTAL TI					

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



POOL
2/19/16 3:03PM
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
138	82-853-000-0000-2045		1,466.00	MEDICAL PREMIUM CHS FUND 02/01/2016 02/28/2016		HEALTH INSURANCE PAYABLE
153	82-853-000-0000-2045		946.00	MEDICAL PREMIUM CHS FUND 03/01/2016 03/31/2016		HEALTH INSURANCE PAYABLE
1874	MN COUNTIES INTERGOVERNMENTAL TI		2,412.00		2 Transactions	
6412	VERIZON WIRELESS					
169	82-853-000-0000-6203		35.01	1 AIRCARD CHARGES (CHS)	9759831402	Communications
6412	VERIZON WIRELESS		35.01		1 Transactions	
853	DEPT Total:		3,973.68	LOCAL PUBLIC HEALTH GRANT	7 Vendors	9 Transactions
862	DEPT			SHIP		
222	MEEKER COUNTY TREASURER					
54	82-862-000-0000-6850	DTG 6	6,745.96	NOV SHIP 2015		Collections For Other Agencies
222	MEEKER COUNTY TREASURER		6,745.96		1 Transactions	
314	SIBLEY COUNTY TREASURER					
89	82-862-000-0000-6850	DTG 6	4,997.06	NOV SHIP 2015		Collections For Other Agencies
314	SIBLEY COUNTY TREASURER		4,997.06		1 Transactions	
862	DEPT Total:		11,743.02	SHIP	2 Vendors	2 Transactions
82	Fund Total:		15,797.79	COMMUNITY HEALTH SERVICE		13 Transactions

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



POOL
2/19/16 3:03PM
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				
81 86-975-000-0000-6850		1,589.00		Collections For Other Agencies
			02/09/2016 02/16/2016	
509 MINNESOTA DNR		1,589.00	1 Transactions	
975 DEPT Total:		1,589.00	1 Vendors	1 Transactions
86 Fund Total:		1,589.00		1 Transactions
Final Total:		498,189.69	111 Vendors	263 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	233,984.41	GENERAL REVENUE FUND
	3	33,313.80	ROAD & BRIDGE FUND
	5	63,216.51	SOLID WASTE FUND
	11	136,020.62	HUMAN SERVICE FUND
	20	6,713.20	COUNTY DITCH FUND
	25	7,550.33	SPECIAL REVENUE FUND
	74	4.03	FORFEITED TAX FUND
	82	15,797.79	COMMUNITY HEALTH SERVICE
	86	1,589.00	TRUST & AGENCY FUND

All Funds	498,189.69	Total	Approved by,
		
		



**Minnesota Department of Public Safety
Alcohol and Gambling Enforcement**
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7512

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT
Permit Fee \$250 (Renewal Date: April 1)

ID# 10747	License Code	CDPBL
Major Ave Hunt Club Inc.		
Major Ave Hunt Club Inc.		
11721 Major Ave		
Glencoe	MN	55336
Business Phone 3208646025		

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

Worker's Comp. Ins. Name N.A. Policy # — Policy Period —

City/County where permit approved McLeod County

Licensee Name Major Ave Hunt Club

Address, City, State, Zip 11721 Major Ave., Glencoe, MN 55336

Business Phone 320-864-6025 Email /

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

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

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

Licensee Signature Amya D. Martin Date 3-10-16
(Signature certifies all application information to be correct and permit has been approved by city/county.)

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

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

Amount Received _____

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

**Report below details of liquor law violations (civil or criminal) that have occurred within the last five years.
(Dates, offenses fines or other penalties, including alcohol penalties):**

Report below details involving any license rejections or revocations:

City/County Comments:



County of McLeod

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

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

COMMISSIONER DOUG KRUEGER
2nd District
Phone (320) 864-5944
9525 County Road 2
Glencoe, MN 55336
Kermit.Terlinden@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
Jon.Christensen@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-09 2016 GIFTS AND CONTRIBUTIONS

BE IT HEREBY RESOLVED: The McLeod County Board of Commissioners authorizes the acceptance of gifts and contributions in the amount of \$45,149.91 for the year ending December 31, 2015.

Veterans Services Gifts & Contributions 25-121-000-0000-5760

<u>Name</u>	<u>Amount</u>	<u>Name</u>	<u>Amount</u>
Albrecht, Melvin	\$10.00	Larson, Gary	\$161.91
Ardolf, Larry	\$75.98	Latzig, Harold	\$20.00
Bassler, Randy	\$5.00	Lewandowski, Larry	\$78.49
Beltz, Bruce	\$10.00	Libra, Roger	\$5.00
Bennington, Al	\$10.00	Litzau, Eugene	\$37.16
Bruckschen, Ernie	\$334.84	Litzau, Walter	\$30.00
Bunce, Greg	\$15.00	Maiers, Stan	\$5.00
Burke, Franklin	\$92.58	Makovsky, Ron	\$10.00
Buss, Fabian	\$38.84	Matzke, Gary	\$35.00
Bussler, Randall	\$35.00	McBride, Earl	\$5.00
Chmielewski, Edward	\$122.62	Melmer, Francis	\$5.00
Christanson, Julius	\$5.00	Meyer, Roger	\$173.00
Damlow, Ervin	\$63.08	Meyer, Stan	\$5.00
Degn, James	\$10.00	Miller, Walter	\$35.00
Difiori, Steven	\$71.00	Miska, Dale	\$40.50
Duenow, Lloyd	\$5.00	Mott, Francis	\$25.00
Duenow, Ralph	\$53.82	Nelson, Gale	\$5.00
Ehlers, Jerome	\$35.00	Ortloff, Kevin	\$44.63
Enstad, Keith	\$50.44	Precht, Bruce	\$5.00
Erickson, Don	\$38.01	Rath, Dennis	\$235.60
Fenske, Harry	\$408.00	Redepinning, Raymond	\$5.00
Feuerborn, Hattie	\$71.00	Reilein, Leonard	\$35.00
Finstrom, Marvin	\$20.00	Reiner, Charles	\$10.00
Gilster, John	\$35.00	Rolander, Greg	\$10.00
Gruenhagen, Don	\$5.00	Roth, Gale	\$10.00
Gruenke, Linus	\$5.00	Russel, John	\$82.93
Guenigsman, John	\$10.00	Schrupp, Gilmore	\$6.00
Hagenmiller, Daniel	\$55.00	Schuleter, Gene	\$5.00
Hawes, Terry	\$228.64	Schultz, Donald	\$5.00

<u>Name</u>	<u>Amount</u>
Hogan, Randall	\$35.00
Holien, Robert	\$5.00
Homan, Elvin	\$312.02
Hoodecheck, Clarence	\$557.45
Horstmann, Roger	\$5.00
Jannusch, Charles	\$10.00
Jilek, Francis	\$5.00
Johnson, Byron	\$10.00
Kable, Dan	\$5.00
Kieser, Alfred	\$33.31
Kieser, Marvin	\$30.00
Klaustermeier, Gene	\$55.00
Klien, Mike	\$33.00
Klima, Linda	\$65.00
Knacke, Leslie	\$10.00
Krueger, Alvin	\$15.00
Krueger, Orville	\$37.99
Kubasch, Gordon	\$131.75
Kuecks, William	\$15.00
Kurth, Gary	\$10.00
Lade, Terry	\$50.00
Lamprecht, Woody	\$40.00

<u>Name</u>	<u>Amount</u>
Schultz, Gilbert	\$20.00
Simondet, Mike	\$298.03
Soeffker, Eldona	\$15.00
Steinhaus, Elwood	\$114.60
Stifter, Felix	\$25.00
Suchomel, Jim	\$53.95
Terlinden, Kenneth	\$10.00
Teschendorf, Donald	\$15.00
Thompson, Ron	\$15.00
Thurn, Andrew	\$146.98
Trenary, Michael	\$5.00
Van Dorpe, Vincent	\$10.00
Web, Carl	\$76.00
Weber, Charles	\$40.00
Wendorff, Norman	\$5.00
Wigern, Duane	\$150.00
Yerks, Charles	\$20.00
Yerks, Clarence	\$42.75
Zejdilik, Bernard	\$15.00
Total	<u>\$5,596.90</u>

Public Health Gifts & Contributions

01-485-470-5719-5760

<u>Name</u>	<u>Amount</u>
United Way	\$2,000.00
Total	<u>\$2,000.00</u>

Public Health Gifts & Contributions

01-485-470-0000-5750

<u>Name</u>	<u>Amount</u>
Health Partners	\$10,000.00
Today's Women of Hutchinson	\$350.00
Total	<u>\$10,350.00</u>

Mounted Posse Gifts & Contributions

25-227-000-0000-5750

<u>Name</u>	<u>Amount</u>
Winstock Festival	\$1,155.00
Total	<u>\$1,155.00</u>

D.A.R.E Gifts & Contributions

25-223-000-0000-5760

<u>Name</u>	<u>Amount</u>
City of Hutchinson	\$8,000.00
Penny per Pound Solid Waste	\$3,271.19
Total	<u>\$11,271.19</u>

Ag Programming Gifts & Contributions

25-617-000-0000-5760

<u>Name</u>	<u>Amount</u>	<u>Name</u>	<u>Amount</u>
Agstar Financial Services	\$225.00	Larson, David	\$225.00
Brownton Co-Op Ag Center	\$225.00	McLeod Co Corn & Soybean	\$250.00
C B Agronomics	\$250.00	McLeod Soil & Water	\$225.00
Duane Jindra Crop Ins	\$225.00	Midcountry Bank	\$250.00
Hutchinson Co-Op	\$250.00	Prairie Road Crop Insurance	\$225.00
Kucera, Luanne	\$337.50	United Farmers Co-Op	\$250.00
Kuttner, Kenneth	\$250.00		
		Total	<u>\$3,187.50</u>

New Canine Gifts & Contributions

25-224-000-0000-5750

<u>Name</u>	<u>Amount</u>	<u>Name</u>	<u>Amount</u>
AEM Mechanical Services Inc.	\$200.00	Kwik Trip Inc.	\$500.00
Bebo, Bruce	\$100.00	Lester Prairie Sportsmen's	\$100.00
Biscay City Park & Projects	\$5,000.00	Major Ave Hunt Club	\$50.00
Brandon Tire	\$30.00	McCormick Properties	\$500.00
Brownton Bar & Grill	\$50.00	McLeod County Peace Officers	\$1,000.00
Casey's General Stores	\$250.00	Minnesota Ag Power Inc.	\$50.00
Crow River Glass	\$50.00	Pauly's Plumbing & Heating	\$200.00
Dobratz Hantz Chapel	\$50.00	Richert, Theodore	\$25.00
Eggert, Francis	\$25.00	Runck, Russ	\$25.00
Glencoe Co-Op	\$100.00	Silver Lake Lions Club	\$250.00
Glencoe Lions Club	\$250.00	VFW Post 906	\$1,000.00
Gopher Campfire Club Inc.	\$100.00	Viking Signs Inc.	\$25.00
GR Daniels Trucking	\$50.00	Waggin Tails Dog Grooming	\$100.00
Greve, Weslie	\$200.00	Westlund Associates Inc	\$50.00
Gruenhagen Insurance	\$75.00	Winsted Lions Club	\$300.00
Heintz Floor Covering	\$20.00	Young America Mutual Ins	\$100.00
Hutchinson Lions Club	\$250.00		
Hutchinson Lioness Club	\$100.00		
K-Way Express Inc	\$200.00	Total	<u>\$11,375.00</u>

Chaplain Program Gifts & Contributions

25-228-000-0000-5750

<u>Name</u>	<u>Amount</u>
Eden Prairie Assembly of God	\$200.00
Total	<u>\$200.00</u>

Jail Canteen Gifts & Contributions

25-252-000-0000-5750

<u>Name</u>	<u>Amount</u>
McLeod County Inmates	\$14.32
Total	<u>\$14.32</u>

Paul Wright, Chairman

Patrick Melvin, County Administrator

Master Client Agreement
between
Stonebrooke Engineering, Inc.
and
McLeod County

THIS MASTER CLIENT AGREEMENT (hereinafter the “Agreement”) is made as of the latter of the two signature dates set forth below by and between Stonebrooke Engineering, Inc., a Minnesota corporation with business offices located at 12279 Nicollet Avenue, Burnsville, MN 55337 (“Stonebrooke”) and McLeod County (the “Client”). Each of Stonebrooke and Client are a “Party” and are collectively, the “Parties”.

WHEREAS Stonebrooke has entered into, or will enter into, agreements (each one referred to individually as a “Prime Agreement”), to provide professional services to Client in connection with one or more projects (each project referred to as a “Project”);

WHEREAS Client desires to engage Stonebrooke to provide services for Projects under the terms and conditions set forth hereafter;

IN CONSIDERATION of the mutual promises and covenants hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. SCOPE.

Stonebrooke shall provide the services for each Project as identified in a Work Order executed by the Parties in connection with this Agreement and each Project. Whether or not a Work Order specifically references this Agreement, the services shall be conducted under the terms and conditions of this Agreement. Unless modified in writing by both Parties, Stonebrooke shall not exceed the services set forth in the applicable Work Order. To the extent there is a conflict between the terms of a Work Order and the terms of this Agreement, the terms of this Agreement shall apply unless the Work Order specifically references that it is to govern over the terms of any conflicting terms contained in this Agreement.

Nothing in this Agreement shall be interpreted to mean that either Party is guaranteeing any amount, level or volume of work to the other Party.

2. TERM OF AGREEMENT.

This Agreement shall commence on the Effective Date and continue until the earlier of the termination of this Agreement in accordance with Article 16. However, no services shall be performed under this Agreement except pursuant to the Work Order.

3. TIME FOR COMPLETION.

Stonebrooke shall complete its services in accordance with the terms of the respective Work Order.

4. COMPENSATION.

Client agrees to pay and Stonebrooke agrees to accept compensation as set forth in the Work Order. By the 20th day of each month, Stonebrooke shall submit an invoice for services completed during the preceding month. Payment to Stonebrooke shall be made within 20 days after Stonebrooke has submitted an invoice.

5. OWNERSHIP OF DOCUMENTS.

For each Project, Stonebrooke shall deliver to Client copies of reports, specifications and drawings in accordance with the terms of the Work Order. Stonebrooke shall retain an irrevocable license to use the work Stonebrooke produced for each Project in connection with Stonebrooke’s marketing and demonstration of the type and quality of services and work Stonebrooke can perform.

6. CONFIDENTIALITY.

Each Party (the “Receiving Party”) acknowledges that during the engagement it may have access to and become acquainted with confidential and/or proprietary information of the other Party (the “Disclosing Party”) or its clients, including but not limited to, trade secrets, client lists, inventions, innovations, processes, information, records and specifications owned or licensed by the Disclosing Party and/or used by the Disclosing Party in connection with the operation of its business (the “Confidential Information”).

Except as permitted or directed by the Disclosing Party, the Receiving Party shall not, during the term of this Agreement or thereafter divulge, furnish or make accessible to anyone, or use in any way other than as permitted or required for performance by such Receiving Party under this Agreement or applicable Work Order, any Confidential Information of the Disclosing Party which it has acquired or became acquainted with during the term of this Agreement or prior thereto. The Receiving Party shall also take commercially reasonable measures to prevent the disclosure of or unauthorized use of any Confidential Information of the Disclosing Party.

For purposes of this Agreement, Confidential Information does not include information which:

- (a) becomes generally available to the public other than as a result of disclosure by the Receiving Party;
- (b) was rightfully known to the Receiving Party prior to being made available to it by the Disclosing Party; or

- (c) becomes legally available to the Receiving Party on a nonconfidential basis from a source other than the Disclosing Party, provided that such source is not bound by a confidentiality agreement or duty of confidentiality to the Disclosing Party.

Each Receiving Party may disclose any Confidential Information of the Disclosing Party, to the minimum extent necessary, to the Receiving Party's present and future directors, officers, members, managers, employees, agents, legal advisors, affiliates and sub-consultants (the "Receiving Party's Representatives") who have an absolute need to know such information in order to carry out the Receiving Party's obligations under this Agreement or applicable Work Order, who are informed of the confidential nature of such information, and who are or agree to be bound by the obligations of confidentiality set forth in this Agreement. The Receiving Party shall be responsible and liable for any breach of this Section 6 by it or the Receiving Party's Representatives. Nothing herein shall prohibit the disclosure of Confidential Information of the Disclosing Party to any judicial or governmental authority if and to the extent required by applicable law, provided that (i) the Disclosing Party is given reasonable notice regarding the request for disclosure, and (ii) such disclosure is made on a basis providing the maximum confidentiality permitted by law.

Upon the expiration or earlier termination of this Agreement, or whenever requested by the Disclosing Party, the Receiving Party shall immediately deliver to the Disclosing Party all files, records, documents, specifications, information, letters, notes and similar items relating to the business of the Disclosing Party under the Receiving Party's control, excluding that portion of such items that may be found in analyses, compilations, studies, reports and drawings prepared by or for the Receiving Party.

7. COMPLIANCE WITH LAWS.

Stonebrooke shall (a) comply with all federal, state and local laws, ordinances, regulations and orders with respect to its performance of the services under this Agreement.

8. RESPONSIBILITY OF STONEBROOKE.

Stonebrooke is an independent contractor and Stonebrooke shall determine the means and methods, consistent with this Agreement and Work Order, for executing and delivering Stonebrooke's work and services for each Project.

9. STANDARD OF CARE.

Stonebrooke agrees to perform its services in accordance with the professional standard of care applicable to the services and custom in the industry.

10. INDEMNIFICATION.

10.1 Client shall indemnify and hold harmless Stonebrooke, and its respective officers, directors, partners, agents, and employees ("Indemnities") from and against all claims, damages, losses and expenses (including, but not limited to, attorney's fees, expert witness fees and other expenses) resulting from (1) Client's negligent acts, errors, or omissions in the performance of the Work Order and/or (2) Client's breach of this Agreement.

10.2 Stonebrooke shall indemnify and hold harmless the Client, Client, and their respective officers, directors, partners, agents, and employees ("Indemnities") from and against all claims, damages, losses and expenses (including, but not limited to, attorney's fees, expert witness fees and other expenses) resulting from (1) Stonebrooke's negligent acts, errors, or omissions in the performance of the Work Order and/or (2) Stonebrooke's breach of this Agreement.

This indemnification provision shall survive the termination of this Agreement.

11. INSURANCE.

Stonebrooke shall procure and maintain the following insurance which shall provide primary coverage with respect to the services provided under this Agreement.

- (a) Commercial General Liability – Insurance must include premises/operations, products/completed operation, blanket contractual liability and broad-form property damage. The policy limit shall not be less than \$2,000,000 per occurrence.
- (b) Automobile Liability – Insurance must cover owned, non-owned, rented, and leased vehicles. The policy limit shall not be less than \$1,000,000 per occurrence.
- (c) Worker's Compensation and Employer's Liability – Insurance must be prescribed by applicable law. The employer's liability policy limit shall not be less than \$1,000,000.
- (d) If Stonebrooke is to perform any the following: Architecture, Engineering, Surveying, Landscape Architecture or laboratory or materials testing under this Agreement, then Stonebrooke shall also procure and maintain at its own expense, Professional Liability Insurance in the amount of \$2,000,000 per claim and \$4,000,000 annual aggregate.
- (e) Umbrella/Excess Liability – Insurance must be on an occurrence basis, providing coverage in excess of commercial general liability, business automobile liability and employer's liability, in an amount not less than \$2,000,000 per occurrence, combined single limit for bodily injury and property damage.

Policies (a) and (b) above shall name Client and the Client as additional insureds.

Policies (a), (b), (d) and (e) shall be endorsed to show that the insurers waive subrogation against the other Party, its affiliates, directors, officers and employees.

Claims-made policies shall be kept in force during the services and for 2 years after completion of the services.

Stonebrooke shall submit a Certificate of Insurance for the above-referenced policies to Client before commencing services.

The policies described herein shall not expire, terminate or be materially altered except upon not less than sixty (60) days prior written notice to the other Party.

To the fullest extent permitted by law, and notwithstanding any other provision in this Agreement, the Parties and their officers, directors, employees, agents, and consultants shall not be liable for any special, incidental, indirect, or consequential damages whatsoever arising out of or resulting from this Agreement or the services performed pursuant to a Work Order, from any cause or causes, including but not limited to any such damages caused by the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied.

12. HEALTH AND SAFETY.

Stonebrooke shall comply with all safety rules and procedures initiated by Client and/or the Client and shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority for the safety of person or property. Stonebrooke shall report to Client, within a reasonable time period, any injury to Stonebrooke's employees while performing services under this Agreement.

13. ASSIGNMENT AND BENEFIT.

This Agreement is binding on and shall inure to the benefit of the heirs, successors and assigns of the Parties hereto. This Agreement may not be assigned by either Party without the prior written consent of the other.

14. SUBCONTRACTS.

Stonebrooke shall not subcontract any portion of its services hereunder without the written consent of Client, which shall not be unreasonably withheld.

15. NON-SOLICITATION OF EMPLOYEES.

Client shall be prohibited from directly or indirectly soliciting Stonebrooke's employees for employment for one year after completion of a project under this Agreement for which such employee worked. Such non-solicitation does not apply to any employee of Stonebrooke that responds to a general advertisement of the Client.

16. TERMINATION.

Either Party may terminate this Agreement for its convenience upon thirty (30) days' written notice to the other Party. Termination of this Agreement for convenience shall not affect any right of action or claim of either Party existing at the time of such termination and shall not relieve the Parties' of their respective obligations under any Work Order that has not been fully performed prior to termination.

A Party may terminate this Agreement immediately upon the occurrence of any of the following events, in which case Stonebrooke shall be compensated for services provided to the date of termination: (a) the other Party admits in writing its inability to pay its debts generally or makes a general assignment for the benefit of creditors; (b) a proceeding is instituted, voluntarily or otherwise, by or against the other Party seeking to adjudicate it as bankrupt or insolvent, or seeking reorganization, arrangement, adjustment or composition of it or its debt, which is not dismissed within thirty (30) days; (c) a proceeding is initiated against the other Party seeking to appoint a receiver, trustee or other similar official for it or for any substantial part of its property; (d) the other Party ceases to pay its debts as they become due; or (e) the other Party materially breaches this Agreement.

If this Agreement is terminated by either Party on account of the other Party's failure to meet its obligations under the Agreement or the Work Order, the breaching Party shall be held liable to and indemnify the non-breaching Party of all damages sustained as a result of the breaching Party's failure.

17. WAIVER OF LIENS.

Provided Stonebrooke is paid in accordance with this Agreement, to the extent permitted by law, Stonebrooke hereby covenants and agrees that it shall not file mechanic's or similar lien on any part of the Project.

18. CHOICE OF LAW, SEVERABILITY & INTEGRATION.

Notwithstanding any conflict of law determination, this Agreement shall be subject to the law of the state where the Project is located. If any part of this Agreement is found to conflict with applicable laws, such part shall be null and void, but the remainder of this Agreement shall be in full force and effect. This Agreement represents the entire understanding of the parties as to the matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to such matters. This Agreement may not be modified except in writing, signed by the party against whom enforcement is sought.

19. [RESERVED]

20. ARBITRATION.

Any controversy or claim, arising out of this Agreement, the enforcement or breach of this Agreement including, but not limited to, claims arising from tort, shall be settled by arbitration by a single arbitrator under the then current Construction Arbitration Rules of the American Arbitration Association. Stonebrooke and Client shall agree as to a person who shall serve as an arbitrator. The arbitration proceeding shall be private and shall not be administered by a third party. An arbitration proceeding is commenced upon one party serving by certified mail a demand for arbitration, setting forth the dispute(s) and requested relief. The arbitration hearing shall take place in Scott County, Minnesota. The arbitrator shall be empowered to award attorneys' fees and costs to the prevailing party.

21. EQUAL EMPLOYMENT AND NON-DISCRIMINATION.

In connection with the services under this Agreement, Stonebrooke agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741.5 (a-e).

22. RIGHT TO AUDIT

22.1 Stonebrooke shall maintain during the course of the services under this Agreement, and retain not less than three (3) years after completion thereof, complete and accurate records of all Stonebrooke's records arising from, in connection with or incident to the services, including without limitation, all (a) costs which are chargeable to Client under the Agreement, and (b) documents, granted authority, permits and other data that evidence compliance with the Agreement and applicable laws.

22.2 Client, or any third-party contract compliance auditing firm selected by Client, at Client's sole cost and expense, shall have the right, during normal working hours and only upon thirty (30) days prior written notice to Stonebrooke and only to the extent it does not unreasonably interfere with Stonebrooke's business, to inspect, reproduce, and audit such records of Stonebrooke.

23. WAIVERS.

No delay or failure by any party to this Agreement in exercising or enforcing any of its rights or remedies hereunder and no course of dealing or performance with respect thereto, shall constitute a waiver of such right or remedies. Express waiver by a Party hereto of any right or

remedy in a particular instance shall not constitute a waiver thereof in any other instance. All rights and remedies shall be cumulative and not exclusive of any other rights or remedies.

24. NOTICE.

All notice shall be in writing, addressed to the Parties as set forth below and shall be considered as delivered on the third business day after mailing if sent by certified mail, or when received in all other cases, including electronic medium and commercial or personal deliver, if receipt acknowledgement is obtained.

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

Stonebrooke Engineering, Inc.
Attn: Ron Benson, PE
12279 Nicollet Avenue
Burnsville, MN 55337

25. SURVIVAL.

All express representations, covenants, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

26. FORCE MAJEURE

Both Parties shall be excused from performing in accordance with this Agreement and all applicable Work Orders in the event of an occurrence of "Force Majeure". Force Majeure is defined herein as fire, flood, explosion, catastrophe, declared war, riot, Acts of God, insurrection and applicable laws that prevent performance to the extent (a) such event of Force Majeure is beyond the reasonable control of the Party claiming Force Majeure, and (ii) the Party claiming Force Majeure gives prompt written notice of the same to the other Party.

27. REPRESENTATIONS.

Each Party represents to the other that:

- (a) It is duly organized and validly existing in the jurisdiction of its organization and has all the necessary power and authority to execute, deliver and perform this Agreement.
- (b) The execution, delivery and performance of this Agreement has received all necessary partnership, corporate or other approvals, and does not conflict with any law, regulation, order, contract or instrument to which such Party is bound.

- (c) The individual signing on its behalf is duly authorized to execute this Agreement to legally bind such Party.

28. COUNTERPARTS.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same.

IN WITNESS WHEREOF, Client and Stonebrooke have signed this Agreement in duplicate. One counterpart each has been delivered to Client and Stonebrooke.

MCLEOD COUNTY

STONEBROOKE ENGINEERING, INC.

BY:

BY:

PRINT NAME:

PRINT NAME: BRENDA ARVIDSON

TITLE:

TITLE: PRESIDENT/CEO

DATE: _____

DATE: _____

ADDRESS:

ADDRESS:

12279 NICOLLET AVENUE

BURNSVILLE, MINNESOTA 55337



MASTER CLIENT AGREEMENT WORK ORDER

Whereas, McLeod County (the “Client”) and Stonebrooke Engineering, Inc. (“Stonebrooke”) have entered into a Master Client Agreement, dated 3-1-2016 (the “Agreement”), which is intended to include the services set forth in this Work Order. The terms and conditions of the Agreement are hereby incorporated by reference herein.

Date of this Work Order: 3-1-2016

Project Information:

Project Name: Replace Bridge 43001

Project Owner: Glencoe Township, McLeod County

Project No.: Stonebrooke Project No. 00507

Contract Time:

The Date of Commencement of the services set forth in this Work Order is 3-1-2016. The services shall be Substantially Complete no later than 12-31-2016.



Contract Sum

The total compensation paid by Client to Stonebrooke for the Work set forth in this Work Order shall be an amount NOT TO EXCEED: Thirty five thousand, one hundred and fifty dollars (\$35,150.00), which sum includes expenses estimated in the amount of \$160.00, and all applicable taxes.

Scope of Work

Client has requested and Stonebrooke has agreed to provide the following Work:

See Exhibit A

In accordance with the Agreement, Stonebrooke shall not perform any services beyond those set forth in this Work Order unless Client expressly authorizes such additional services in advance in writing.

List Attachments, such as Plans, Drawings and Specifications, if any:

Exhibit A

The terms of this Work Order are Agreed to and Accepted by:

“Stonebrooke”

“Client”

STONEBROOKE ENGINEERING, INC.

MCLEOD COUNTY

Signature

Signature

BRENDA ARVIDSON

Print Name

Print Name

PRESIDENT/CEO

Title

Title

Federal ID Number

EXHIBIT A

1. Project Description/Understanding

McLeod County, through its Highway Department (“County”) plans to replace Bridge No. 43001 which is located on Glencoe Township Road 207 and crosses over Buffalo Creek. This existing bridge consists of three (3) steel beam spans and is approximately 183 feet long. The bridge carries two lanes of traffic, one in each direction, with a 28-foot roadway width. The current Structure Inventory report indicates a bridge Sufficiency Rating of 76.6 and a Structurally Deficient status.

Stonebrooke Engineering, Inc. (“Engineer”) understands McLeod County desires Engineer to furnish engineering services necessary to design a replacement bridge for Bridge No. 43001 (“the Project”). Construction is expected to occur in early 2017, and it is intended to have design, plans, and construction documents approved prior to the end of 2016. The proposed bridge is not expected to have any aesthetic treatments.

2. Basic Services

Based on the Engineer’s understanding of the Project, the following Basic Services for design are proposed for this bridge replacement project.

1. Project Administration

- 1.1 The Engineer shall conduct Project Management duties, contract administration, maintaining the project work schedule, documenting communications, resolving and documenting plan review comments and providing responses for submittals, and updating the project scope and budget as necessary.

2. Survey

- 2.1. The Engineer shall perform a survey of the site to locate exposed utilities, right-of-way, wetland boundaries, existing structure, topographic data around the bridge, and document existing roadway alignment.
- 2.2. The Engineer shall perform a survey of the site to obtain for the hydraulic study: stream bottom elevations, stream profile, water surface elevation, and cross sections upstream, downstream and at the bridge opening.
- 2.3. The Engineer shall contact Gopher One to obtain locations of underground utilities, and coordinate with utility owners. Utility information will be added to the Survey sheets in the Project plans.

3. Geotechnical

- 3.1. The Engineer shall coordinate with a Geotechnical Consultant and the County will be invoiced directly.
- 3.2. With assistance from the Engineer, the County shall contract services directly from a Geotechnical Consultant to review the proposed site, obtain soil borings and provide foundation recommendations for structure support.

4. Pre-demolition Site Inspection and Report for Asbestos and Regulated Waste

- 4.1. The Engineer shall coordinate with a certified inspection consultant and the County will be invoiced directly. The Engineer shall include findings as appropriate in the Project Special Provisions.
- 4.2. With assistance from the Engineer, the County shall contract services directly from a Consultant licensed and certified by the Minnesota Department of Health to perform asbestos and regulated waste assessments for the bridge.

5. Hydraulics

- 5.1. The Engineer shall conduct a hydraulic evaluation of the structure including determining peak flow rates, water surface elevations and scour depth.
- 5.2. The Engineer shall determine the peak flow rates for modeling the bridge. Peak flow rates will be taken from Flood Insurance Studies and compared to other available hydrology.
- 5.3. The Engineer will prepare a HEC-RAS model of the bridge to determine water surface elevations and velocities for the design flood and 500-year (or overtopping) peak flows.
- 5.4. The Engineer shall prepare a Waterway Study Report and Risk Assessment for submittal to the County and Mn/DOT along with preliminary bridge plans.
- 5.5. The Engineer shall perform calculations to predict scour depth for the bridge following Mn/DOT standards. Predicted scour depth and code will be noted on the Bridge Survey Sheet.

6. Preliminary Structure Selection

- 6.1. The Engineer shall prepare a brief report, for County review and comment, describing three possible structure types for the site. Justification, hydraulic impacts and preliminary cost estimates shall be included in the report for discussion.
- 6.2. The County shall review the report and discuss with the Engineer a recommendation for the preferred proposed structure type.

7. Project Reports & Funding

- 7.1. If requested, the Engineer shall prepare variance documentation for the Design Study for those design elements that do not meet State Aid Operations Rules Chapter 8820. The Engineer shall use MnDOT checklists, the Design Exception Template and procedures to develop the justification. This work task, including participation in Variance Committee meetings shall be performed as a pre-authorized supplemental service.
- 7.2. The County will complete the MnDOT Application for Bridge Funds – State of Minnesota – Department of Transportation, State Aid for Local Transportation, and obtain Project and Bridge Numbers for the replacement project from MnDOT. If requested, the Engineer will assist with these tasks.

8. Preliminary Structure Plans

- 8.1. The Engineer shall determine the structure span lengths and roadway/bridge deck clear width based on functional requirements outlined in Mn/DOT's State Aid Standards, along with the completed hydraulic study.
- 8.2. The Engineer shall prepare preliminary structure plans; one set will be submitted to the County, one to the District and three to Mn/DOT State Aid Bridge. The structure type shall be based on the mutually selected option. The preliminary plans shall include the items listed in the State Aid Preliminary Bridge Plan Review Check List and other appropriate documents such as geotechnical report, Hydraulic Study Report and Risk Assessment Report.

9. Final Structure Plans

- 9.1. The Engineer shall prepare an engineering design for the selected structure type. Structure design shall be based on current AASHTO LRFD Specifications and Mn/DOT LRFD Bridge Design Manual.
- 9.2. The Engineer shall calculate Inventory and Operating Load Ratings for the superstructure and shall be shown on the General Plan and Elevation sheet. The Load Rating sheet shall be provided to the County, along with the electronic rating file.
- 9.3. The Engineer shall prepare final bridge plans; and submit one set to the County and two sets to Mn/DOT State Aid Bridge. Plans shall include quantities for the Project by item number in accordance with the 2016 Mn/DOT Standard Specification for Construction and Trns*port Item List.

10. Final Road Approach Plans

- 10.1. The Engineer shall prepare an engineering design of the roadway approaches to the structure, to the limits necessary for the bridge replacement and immediate approaches to meet required geometric design standards. The expected length of approach work is expected to be less than

1000 feet. The vertical alignment may be adjusted to accommodate the new structure. The existing horizontal alignment is expected to be utilized. The County shall assist the Township with obtaining new right-of-way if required.

- 10.2. The Engineer shall prepare traffic control plans for road closure during construction. Plans shall include provisions for appropriate traffic control devices for road closure, and a signed detour route if needed.
- 10.3. The Engineer shall prepare and submit roadway approach plans including plan and profile, existing and proposed cross sections, grading quantities, erosion control, turf establishment and traffic control to the County. Plans shall include quantities for the Project by item number in accordance with the 2016 Mn/DOT Standard Specification for Construction and Transport Item List.

11. Final Structure Plans and Special Provisions (Signed)

- 11.1. The Engineer shall incorporate review comments from final structure plan submittal into a revised final plan set and submit one set of certified (by signature) structure plans to the County.
- 11.2. The Engineer shall prepare special provisions for the structure (Division SB) and submit one original certified (by signature) copy to the County.
- 11.3. The Engineer shall prepare and submit an engineer's estimate of project cost to the County.
- 11.4. The Engineer shall complete State Aid Plans Checklist and Lab Services Request for submittal to MnDOT.

12. Final Road Approach Plan (Signed)

- 12.1. The Engineer shall incorporate review comments from final roadway plan submittal into a revised final plan set and submit one set of certified (by signature) approach plans to the County.
- 12.2. The Engineer shall prepare and submit an engineer's estimate of project cost to the County.

13. Permitting

- 13.1. The Engineer shall review existing site conditions and survey, and prepare exhibits and correspondence with agencies for jurisdictional determinations.
- 13.2. The Engineer shall review wetland boundary maps and incorporate data into exhibits if requested by permitting agencies. Wetland delineation, if needed, shall be a supplemental service.
- 13.3. The Engineer shall complete DNR, COE, watershed district permits as applicable for the Project. Permit fees shall be paid by the County.

13.4. The Engineer will prepare a SWPPP for inclusion in the plans. It is assumed the contractor shall prepare NPDES permit application and supporting documents in accordance with agency requirements if required based on project area.

14. Bidding Services

14.1. The County shall be responsible for advertising the Project for construction bidding. The County shall also be responsible for preparation, printing, and distribution of the Project manual, addenda processing, bid opening, and the review/analysis of bids.

14.2. The Engineer shall be available to answer technical questions during the bid process.

3. Supplemental Services

If authorized by the County, the Engineer may provide Supplemental Services. If requested, an estimated fee for these services will be provided by the Engineer prior to authorization.

4. Compensation

1. Basic Services, Design and Plans - Estimated Fee by Task.

See Exhibit A – Design Services Costs Breakdown attached, for additional cost detail.

Compensation for Engineer's Basic Services will be made on an hourly basis estimated as shown below. Actual costs shall not exceed the total shown without prior authorization. The following is an estimated breakdown of the fees by Task for the Basic Services.

Task	Name	Estimated Fee
1.	Project Administration	\$350
2.	Survey ¹	\$3,267
3.	Geotechnical ²	\$211
4.	Pre-demolition Site Inspection and Report ²	\$211
5.	Hydraulics	\$2,205
6.	Preliminary Structure Selection	\$350
7.	Project Reports and Funding	\$154
8.	Preliminary Structure Plans	\$4,388
9.	Final Structure Plans	\$13,580
10.	Final Road Approach Plans	\$6,805
11.	Final Structure Plans and Special Provisions (Signed)	\$1,870
12.	Final Road Approach Plans (Signed)	\$668
13.	Permitting ³	\$931
14.	Bid Services	\$0
Total Estimated Cost (Not to Exceed)		\$34,990.00

Estimated Reimbursable Expenses (deliveries, printing, permit fees, etc.) \$160

¹ Mileage expense is incorporated into the Task 2 hourly survey crew rate.

² Some services identified in the task description will be performed by an outside Consultant under direct contract with the County and invoice will go to the County. Engineer will coordinate with County/Consultant. Estimated fee shown is for Engineer's services.

³ Engineer will coordinate with agencies, prepare permits, and work with the County in endeavoring to obtain permit approvals. The Engineer cannot control the direction or actions of these various agencies, which may increase or decrease project efforts. See "Basic Services" description of Basic and Supplemental Services.

5. Preliminary Project Schedule

The following represents our proposed estimated project Task completion dates.

Task Name	Estimated Completion
2.0 Survey ¹	3 weeks after receipt of authorization to proceed
3.0 Geotechnical ²	6 weeks after receipt of authorization to proceed
4.0 Pre-demolition Site Inspection and Report ²	6 weeks after receipt of authorization to proceed
5.0 Hydraulics	3 weeks after completion of survey
6.0 Preliminary Structure Selection	4 weeks after completion of survey
7.0 Project Reports and Funding	As needed
8.0 Preliminary Structure Plans	7 weeks after completion of survey
9.0 Final Structure Plans	7 weeks after receipt of reviewed preliminary plans
10.0 Final Road Approach Plans	8 weeks after receipt of reviewed preliminary plans
11.0 Final Structure Plans/ Special Provisions (Signed)	3 weeks after receipt of reviewed final plans
12.0 Final Road Approach Plans (signed)	3 weeks after receipt of reviewed final plans
13.0 Permitting	In conjunction with plan preparation

¹ Stonebrooke has a survey crew available to complete the field survey as soon as possible upon authorization to proceed, but the survey will be scheduled in consideration of weather conditions as extreme cold with temperatures that are well below average make field survey work difficult and less efficient.

² Some services identified in the task description will be performed by an outside Consultant, therefore the completion schedule shown may vary.

EXHIBIT A - DESIGN SERVICES COSTS BREAKDOWN

Stonebrooke Engineering Fees for Replacement of Bridge No. 43001

Estimated Fees (p. 1 of 2)

Project Team

Category	Hourly Rate	Function
Senior Bridge Engineer	\$175	PM, Responsible Engineer
Bridge Engineer	\$115	Structural Design and Checking
Project Engineer	\$105	Hydraulics
Design Engineer	\$77	Assist w/Design, Plans, Checking
Senior Engineering Technician	\$78	Plan Preparation
Engineering Technician	\$60	Plan Preparation

Work Program Tasks and Fee Summary

Work Task	Est. Fee
Task 1 - Project Administration	\$350
Task 2 - Survey	\$3,267
Task 3/4 - Geotechnical/Regulated Waste *	\$422
Task 5 - Hydraulics	\$2,205
Task 6 - Preliminary Structure Selection	\$350
Task 7 - Project Reports and Funding	\$154
Task 8 - Preliminary Structure Plans	\$4,388
Task 9 - Final Structure Plans	\$13,580
Task 10 - Final Road Approach Plans	\$6,805
Task 11 - Final Structure Plans and Special Provisions (signed)	\$1,870
Task 12 - Final Road Approach Plan (signed)	\$668
Task 13 - Permitting	\$931
Estimated Fee	\$34,990

Expenses - Estimated Cost **	\$160
-------------------------------------	--------------

Total Consultant Fee (including expenses) ***	\$35,150
--	-----------------

* Geotechnical and Regulated Waste work shown is for consultant's coordination fee. County will be invoiced directly by firm performing the services.

** Reimbursible type expenses including: Permit fees, printing, deliveries

*** Total Consultant Fee is Not to Exceed

Midway Ford Commercial
Fleet and Government Sales
 2777 N. Snelling Ave.
 Roseville MN 55113



Travis Swanson
 651-343-5212
tswanson@rosevillemidwayford.com

Fax # 651-604-2936

T107 2016 F-150 Crew Cab 6.5' Box 4x4 XL

Standard

Automatic Transmission
Air Conditioning
AM/FM Radio
Matching Full Size Spare Tire

40/20/40 Vinyl Seat
Dual Front Air Bags
4-Wheel ABS Brakes
Tilt Wheel

5.0L V8
Rubber Floor Covering
Bumpers w/Rear Step
265/70r17 AT Tires

Options	Code	Price	Select	Exterior Colors		Select
Cloth Seats	C	N/C	X	Blue Jeans	N1	x
Trailer Tow up to 5000lbs	53B	\$166	X	Race Red	PQ	
Power Group	85A	\$998	X	Tuxedo Black Metallic	UH	
Running Boards	18B	\$214	X	Magnetic Metallic	J7	
				Ingot Silver Metallic	UX	
				Oxford White	YZ	
				Green Gem	W6	
				Caribou Metalic	H5	

Interior Colors				
Steel only color for XL				
Extended Service Contracts			Cost	Select
5 year/100,000 mile PremiumCare Bumper to Bumper Warranty (Other time and milage options available) (Some restrictions apply, see dealer)			\$2,100	
Option Total		\$1,378		

Base Price	Totals
	\$26,900.24
Options Price Totals	\$1,378.00
Extended Warranty	
Transit Impr Excise Tax	
Tax Exempt Lic	
Other	
Document fee	
Sub total per vehicle	\$28,278.24
Number of Vehicles	1
Grand Total for all units	\$28,278.24

You must have a active FIN code to participate in this purchase contract : FIN code #
Purchase Order required prior to order placement
 Payment due upon agreed vehicle acceptance, 1.5 % added after 30 days.

Acceptance Signature _____

Print Name and Title _____ Date _____

Name of Organization _____

Address _____

City, State, Zip _____

Contact Person/ Phone # _____

Contact's e-mail address and fax # _____

Midway Ford Acceptance Signature _____ **Date** _____

2016 CONSTRUCTION PLAN

ROAD	LOCATION & DESCRIPTION	FUNDING SOURCES								
		State Aid Regular Account	State Aid Municipal Account	County Funds Levy	County Funds Wheelage	TWP/City/ Other Funds	Federal Funds	Town Bridge Account	Bridge Bonding Grant	Total Project Cost
CSAH 4	Rehabilitation CSAH 3 to TH 7 <i>** Federal Funds Tentatively Approved</i>			\$410,000			\$1,640,000			\$2,050,000
CSAH 103	Reclaim/Bituminous Surfacing Biscay		\$150,000							\$150,000
CR 55	Gravel & Surfacing CSAH 2 to CSAH 15			\$500,000	\$400,000					\$900,000
CSAH 11	Rehabilitation TH 22 to CSAH 2			\$1,200,000 \$500,000						\$1,700,000
CR 54	Cement Stabilization and Sealcoat CR 87 to CSAH 7 North Sunset Drive & Sunset Circle			\$20,000	\$400,000	\$7,000				\$427,000
CSAH 24	Replace Bridge 92470 800' north of CSAH 11 <i>** Contingent on Bridge Bonding Funds</i>	\$70,000							\$80,000	\$150,000
Various	Countywide Intersection ID Signs - Installation <i>bid price + cont.</i>			\$9,000	\$10,000					\$19,000
Various	CSAH Funded Rehabilitation Projects TBD	\$0		\$0						\$0
Various	County Funded Rehabilitation Projects TBD	\$0		\$0						\$0
Various	County Funded Pavement Marking TBD			\$85,000						\$85,000
Various	County Funded Seal Coat Projects TBD			\$550,000						\$550,000
2016 FUNDING SUMMARY		\$70,000	\$150,000	\$3,274,000	\$810,000	\$7,000	\$1,640,000	\$0	\$80,000	\$6,031,000



December 7th, 2015

www.metrosales.com

Established 1969

An Equal Opportunity Employer

McLeod County Probation/Sheriff Department

Current Service and Supply Costs for RICOH MP C6000, ID R0197, Probation/Sheriff Dept.

*Black and white volume average: 4,822/month average @ \$0.0179 = \$ 86.31 / month
 *Color volume average: 2,263/month average @ \$0.167 = \$377.92 / month
 Total Cost per Month on service and supplies only = \$ 464.23 / month

New RICOH MP C5503

State of Minnesota Purchase of RICOH MP C5503: \$ 13,840.00, plus app. tax
OR
60 Month State of Minnesota Rental \$ 294.93 / month

*Service and Supplies for RICOH MP C5503 b&w (4,822/month average) \$ 50.63 / month
 *Service and Supplies for RICOH MP C5503 color (2,263/month average) \$ 141.44 / month

Rental Justification:

Total Cost per Month under 60 month rental program = \$ 487.00 / month

Purchase Justification:

With a purchase, this new RICOH MP C5503 pays for itself in less than 51 months

Hardware & Software Options:

* NSI AUTOSTORE EXPRESS: \$ 993.00 (ASSISTANCE FROM METRO = \$155.00/HOUR)
 * CARD AUTHENTICATION PACKAGE: \$ 951.00 (ASSISTANCE FROM METRO = \$155.00/HOUR)
 (ENHANCED LOCKED PRINT INCLUDED)

Benefits of the RICOH MP C5503 & Metro Sales' State of Minnesota Contract Program:

- *Pre-negotiated pricing between RICOH and State of Minnesota for equipment and service
- *Supply inclusive maintenance program gets billed monthly, per page, no base charge
- *Staples included in the State of Minnesota Contract
- *Increase in speed, reliability, security, memory; overall more productive equipment
- *All pages = 1 meter click, no matter what page size
- *Costs include trade in and return of current equipment
- *0-4 Hour on-site response time guarantee
- *More parts and service technicians than any vendor in Minnesota
- *No charge for shipping of supplies (toner)
- *Preventative maintenance included
- *Delivery and installation included at no extra cost

4602 AIRPARK BLVD.
 DULUTH, MN 55811
 TEL: (218) 722-8000
 FAX: (218) 722-9879

2911 CLEARWATER RD.
 ST. CLOUD, MN 56301
 TEL: (320) 654-1111
 FAX: (320) 654-8865

195 W. LIND COURT
 MANKATO, MN 56001
 TEL: (507) 345-8043
 FAX: (507) 388-7144

902 E. SECOND ST., STE 140
 WINONA, MN 55987
 TEL: (507) 454-8822
 FAX: (507) 454-8828

375 ST. JOHN DRIVE
 OWATONNA, MN 55060
 TEL: (507) 451-4160
 FAX: (507) 451-8259

1610 14TH STREET N.W.
 ROCHESTER, MN 55901
 TEL: (507) 285-0039
 FAX: (507) 285-9853

2301 N. UNIVERSITY DR.
 FARGO, ND 58102
 TEL: (701) 232-4000
 FAX: (701) 232-7966

Multifunction Color

RICOH
MP C3003/MP C3503/
MP C4503/MP C5503/
MP C6003
SERIES

✓ Copier ✓ Printer ✓ Facsimile ✓ Scanner

RICOH
imagine. change.



MP C3003

30
ppm

monochrome
and full-color

MP C3503

35
ppm

monochrome
and full-color

MP C4503

45
ppm

monochrome
and full-color

MP C5503

55
ppm

monochrome
and full-color

MP C6003

60
ppm

monochrome
and full-color

**Port Authority of the City of Saint Paul
Property Assessed Clean Energy Program
(PACE OF MN)
JOINT POWERS AGREEMENT**

Saint Paul Port Authority
850 Lawson Commons
380 St. Peter Street
Saint Paul, MN 55102
(651) 224-5686
(651) 223-5198 (fax)
www.sppa.com

Revised 11/30/2015

JOINT POWERS AGREEMENT

This Agreement, made and entered into as of the ____ day of _____, 2016, by and between the Port Authority of the City of Saint Paul (the “Port Authority”), a body corporate and politic, and the County of McLeod, Minnesota, a political subdivision under the laws of Minnesota (the “County”), provides as follows:

WHEREAS, the Port Authority has been engaged in governmental programs for providing financing in the County of Ramsey and in other areas of the State of Minnesota (the “State”) by making loans evidenced by various financing leases and loan agreements, and in the process of operating these programs the Port Authority has developed a high degree of financial expertise and strength; and

WHEREAS, Minnesota Statutes, Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 (collectively the “Act”) authorize the County to provide for the financing of the acquisition and construction or installation of energy efficiency and conservation improvements (the “Cost Effective Energy Improvements” as defined in the Act or “Improvements”) on Qualifying Real Properties” as defined in the Act (the “Properties” or “Property”) located within the boundaries of the County through the use of special assessments; and

WHEREAS, the Act authorizes the County to designate a local government unit other than the County to implement the program under the Act on behalf of the County; and

WHEREAS, the County has one or more projects within the boundaries of the County that have Improvements in need of financing, and has adopted its Resolution No. _____ (a copy of which is attached hereto as Exhibit A) to designate the Port Authority to implement and administer a program on behalf of the County to finance such Improvements; and

WHEREAS, the Port Authority has created a program under the Act known as the Property Assessed Clean Energy Program (“PACE OF MN”) for purposes of implementing and administering the activities described in the Act, and the Port Authority is willing to implement and administer that program on behalf of the County as requested herein; and

WHEREAS, the County has expressed a desire to make energy improvement financing programs of the kind managed by the Port Authority available for improvements of eligible properties within its boundaries, including but not limited to the Energy Savings Partnership, Trillion BTU and PACE OF MN, and a joint powers agreement is required between the County and the Port Authority for PACE OF MN; and

WHEREAS, the Improvements will serve citizens of McLeod County and the State of Minnesota.

NOW THEREFORE, in consideration of the mutual covenants herein made, the parties to this Agreement hereby agree as follows:

1. The Port Authority will exercise the powers of the Act on behalf of the County by providing financing for Improvements located within the boundaries of the County. Except as otherwise provided in this Joint Powers Agreement, the Port Authority shall be solely responsible for the implementation and administration of PACE OF MN and the financing of the Improvements.

2. In connection with its implementation and administration of PACE OF MN, and its financing of the Improvements located within the boundaries of the County, it is anticipated that the Port Authority will enter into various agreements with persons wishing to obtain financing for Improvements located within the boundaries of the County as well as with sources of financing for such Improvements (collectively the “Program Documents”).

3. The Port Authority may and is permitted to charge fees for its implementation and administration of PACE OF MN, which fee will be described in, and payable under, the Program Documents.

4. The Port Authority will have the sole duty and responsibility to comply with or enforce covenants and agreements contained in the Program Documents. This power specifically includes the responsibility for monitoring and enforcing compliance with the provisions of the Program Documents.

5. Either the Port Authority or a lending institution (the “Lender”) will use its own financial resources to finance the Improvements (the “Loan”), or a taxable special assessment revenue bond(s) (the “Bond(s)”) issued by the Port Authority in favor of the Lender will be used to finance the Improvements. Regardless of the financing mechanism, the Lender will advance funds under the Program Documents to be paid from levied special assessments.

6. The Loan(s) or Bond(s) must be a special/limited obligation of the Port Authority, payable solely from special assessments levied by the County as provided herein. The Loan(s) or Bond(s) and interest thereon must neither constitute nor give rise to a general indebtedness or pecuniary liability, or a general or moral obligation, or a pledge or loan of credit of the Port Authority, the County, the City of Saint Paul or the State of Minnesota, within the meaning of any constitutional or statutory provision. To that end, the Port Authority hereby agrees to indemnify and hold harmless the County from and against any claims or losses arising out of the failure of the Port Authority to provide for the payment of principal of, and the interest or any premium on the Loan(s) or Bond(s), from special assessment payments actually paid to the Port Authority by the County. This indemnity must not, however, be construed to relate to any claims or losses which might arise by virtue of the exercise, by the County, of its governmental powers in connection with the Project, or by virtue of the failure of the County to levy and collect special assessments with respect to the Improvements or promptly remit such special assessment payments to the Port Authority as provided in the Program Documents.

7. As and for its contribution to the financing of the Improvements, and as provided in the Act, the County must impose and collect special assessments necessary to pay debt service on that portion of the Loan(s) or Bond(s) attributable to the Improvements located within the boundaries of the County. Evidence that the County has imposed such special assessments is a

precondition to the Port Authority's obligation to provide financing to any Improvements located within the boundaries of the County in accordance with the following process:

A. The Port shall provide to County an application from an Applicant under the Program which includes the following documentation:

1) A copy of the Application containing the legal name of the Applicant, its legal status, its legal address, a description of the Project, the cost of the Improvements, the total amount to be assessed against the Property and the address, legal description and tax identification code for the Property upon which the Improvements are to be constructed or installed.

2) A statement from the Port that the proposed Project as described in the Application qualifies under the requirements of the Act and the Port Authority.

3) A fully-executed copy of the Applicant's Petition and Assessment Agreement suitable for evidencing, and recording if necessary, Applicant's agreement to be assessed for the amount of the Improvements.

B. Upon receipt of the documentation described in Subparagraph A above, County agrees that it will levy an assessment against the Property for the amount to be assessed as set forth in Section 7.A. above.

C. Evidence that the County has imposed such special assessments is a precondition to the Port Authority's obligation to provide financing to any Improvements located within the boundaries of the County.

D. In the event that, after the County levies an assessment against the Property for the costs of the Improvements and related costs as provided for in Subparagraph B above, the Port does not fund the cost of the Improvements as contemplated by this Agreement, the Port shall promptly notify County that it has not and will not fund the costs of the Improvements under the Program and County shall thereafter inform the County Auditor to remove the subject assessment from the Property.

8. Once the County has imposed special assessments to finance Improvements located within the boundaries of the County, the County transfer all collections of the assessments received by it upon receipt to the Port Authority for application to the payment of the applicable Loan(s) or Bond(s). The County will take all actions permitted by law for the recovery of the assessments, including without limitation, reinstating the outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, Subd. 4. The County has no obligation to make any payment on the applicable Loan(s) or Bond(s) other than by the imposition and collection of special assessments pursuant to the Act. The County acknowledges that the Lender is a third-party beneficiary of the County's covenants herein with respect to the imposition and transfer of special assessments described herein.

9. Unless otherwise provided by concurrent action of the Port Authority and the County, this Agreement will terminate upon a 30-day's advanced written notice to the other Joint Powers Agreement partner or upon the retirement or defeasance of all Loan(s) or Bond(s), whichever is later; and notwithstanding any other provisions, this Agreement may not be terminated in advance of such retirement or defeasance.

10. This Agreement may be amended by the Port Authority and the County, at any time, by an instrument executed by both of them. The Port Authority or the County may not amend this Agreement, however, if the effect of the amendment would impair the rights of the holder of the Loan(s) or Bond(s), unless the holder has consented to the amendment.

11. This Agreement may be executed in any number of counterparts, each of which when taken together will constitute a single agreement.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Port Authority and the County have caused this Agreement to be executed on their behalf, by their duly authorized officers, as of the day and year first above written.

PORT AUTHORITY OF THE
CITY OF SAINT PAUL

By: _____
Its: President

By: _____
Its: Chief Financial Officer

COUNTY OF MCLEOD, MINNESOTA

By: _____
Its: _____

By: _____
Its: _____



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 NO. 16-CB-11

RESOLUTION DESIGNATING THE PORT AUTHORITY TO IMPLEMENT AND ADMINISTER A PROJECT ASSESSED CLEAN ENERGY IMPROVEMENT FINANCING ON BEHALF OF THE COUNTY, AND PROVIDING FOR THE IMPOSITION OF SPECIAL ASSESSMENTS AS NEEDED IN CONNECTION WITH THAT PROGRAM

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

1. The Port Authority of the City of Saint Paul (the “**Port Authority**”) has established the Property Assessed Clean Energy Program (“**PACE OF MN**”) to finance the acquisition and construction or installation of energy efficiency and conservation improvements (the “**Improvements**”), on properties located throughout the State of Minnesota through the use of special assessments pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 (the “Act”).
2. In order to finance the Improvements, the County hereby determines that it is beneficial to participate in PACE OF MN, and to designate the Port Authority as the implementor and administrator of that program on behalf of the County for purposes of financing Improvements located within the County.
3. The County understands that the Port Authority may obtain funding from designated lending institutions or may issue its PACE OF MN special assessment revenue bond(s) to finance the Improvements, and that the sole security for the loan(s) or bond(s) will be special assessments imposed by the governmental entity participating in PACE OF MN.
4. To facilitate and encourage the financing of Improvements located within the County, the County covenants to levy assessments for said Improvements on the property so benefitted, in accordance with the Application and Petition for Special Assessments received from the owner(s) of the Property and approved by the Port Authority. The interest rate on the Special Assessments shall be the interest rate on the Loan(s) or Bond(s), and may include additional interest.
5. After imposition of the special assessments, the County shall collect such assessments and remit them to the Port Authority for use in the repayment of the Loan(s) or Bond(s). The County will take all actions permitted by law to recover the assessments, including without limitation, reinstating the

outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, Subd. 4.

6. The County Manager or Assistant County Manager are authorized to execute on behalf of the County, any documents, certificates or agreements necessary to implement the program authorized by this resolution.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

WITNESS My hand officially and the seal of the County this _____ of _____.

By: _____
Its: _____
County of McLeod

What is Property Assessed Clean Energy (PACE)?

PACE is a new way to finance energy efficiency and renewable energy upgrades to the buildings of commercial property owners.

Energy-saving measures pursued by the owners receive project financing and are repaid as a separate item on their property tax assessment for a set period. PACE eliminates the burden of upfront costs by providing low-cost, long-term financing.



Why PACE, and how does it work?

PACE financing helps overcome several barriers to making energy improvements:

- Eliminates high up-front costs
- Reduces dependence on credit
- Allows for comprehensive retrofits
- Allows programs to recoup their costs

Property Assessed Clean Energy (PACE) financing allows property owners to finance energy-related improvements to their buildings with affordable, long-term capital.

PACE PROJECT PROCESS



HOW THE MONEY FLOWS



[Learn more on reverse](#)

Can I use PACE to finance building improvements?

Minnesota state law allows local units of government to enter into joint powers agreements to create PACE programs. Under this innovative arrangement, commercial, industrial, nonprofit and multi-housing property owners can take on voluntary special assessments to finance energy efficiency, renewable energy, or electric vehicle infrastructure improvements to their properties.

PACE allows companies the opportunity to maintain a positive cash flow while investing in energy upgrades at no cost to taxpayers. PACE financing can also make it easier for building owners to transfer financed improvement repayment to the next owner upon sale, as the repayment resides with the property tax assessment.

Basic qualifications for PACE financing:

- Property owners must be current on mortgage and property taxes
- No federal or state liens against the property
- Must not be in bankruptcy proceeding
- Lender acknowledgement or "consent" from current mortgage lender
- Term of financing may not exceed weighted average useful life of improvements
- Improvements may not exceed 20% of assessed property value

What programs exist in Minnesota?

There are currently two commercial PACE programs available to Minnesota cities and counties that want to help finance building energy improvements in their jurisdictions.

Rural Minnesota Energy Board

Available to entities in the Rural Minnesota Energy Board's counties. The program is administered by the Southwest Regional Development Commission. Learn more at <http://mncerts.org/pace#rmeb>.



Saint Paul Port Authority

Available to entities in any city or county in Minnesota. Interested local governments can work with the Saint Paul Port Authority to authorize the program. Learn more at <http://mncerts.org/pace#sppa>.



Ready To Get Started?



Dig a little deeper: Visit the CERTs website resource page on PACE, which includes program details, a map of all participating cities and counties, and interviews with business owners who have completed projects at <http://mncerts.org/pace>.

Go further: Contact Pete Lindstrom with the Clean Energy Resource Teams at plindstr@umn.edu or 612-625-9634.

**AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN
MINNESOTA COUNTIES COMPUTER COOPERATIVE**

And

TRIMIN SYSTEMS, INC.

January 1, 2016

This Agreement dated and to be effective as of the date set forth above by and between the Minnesota Counties Computer Cooperative (MnCCC), a joint powers organization, 100 Empire Drive, Suite 201, St. Paul, Minnesota, 55103, for the benefit of and use by its participating end user members ("MnCCC") and TriMin Systems, Inc., 2277 Highway 36 West, Suite 250, Roseville, Minnesota, 55113 ("TriMin").

WITNESSETH

WHEREAS, MnCCC wishes to retain professional services to obtain computer programming and technical assistance for the maintenance and support of computer software system known as IFSpi, solely owned by MnCCC; and

WHEREAS, TriMin has and will be expected to render substantial service hereunder.

NOW THEREFORE, in consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the parties agree as follows:

I. Systems to be Supported

TriMin agrees to provide computer programming, technical assistance, and related services to support and maintain the systems and systems components of the Integrated Financial System Platform Independent version (IFSpi), which for purposes of these and related agreements includes the Cash Drawer module, in exchange for MnCCC's payment of certain fees pursuant to the support fee summary attached and incorporated by reference as **Attachment A**.

II. Definition of Included Support Services

The fees paid by MnCCC under this Agreement and identified in **Attachment A** shall fully compensate TriMin for the following Services:

A. General IFSpi Support Activities

These activities are in support of all IFSpi users:

1. Track IFSpi support incidents and report out to Joint IFSpi Committee (JIC) per the IFSpi Service Level Agreement (SLA) attached and incorporated by reference as **Attachment B**.
2. Provide supporting documentation for JIC meetings (up to 6 times per year) with respect to IFSpi bugs/fixes and open Enhancement Requests (including categories Approved, Completed, New, Committee, Tabled, Denied, Withdrawn and Study statuses).
3. Provide any IFSpi revisions necessitated by changes in applicable Minnesota statutes, laws or regulations. MnCCC will advise TriMin of any requested changes to IFSpi as necessitated by changes in Minnesota statutes, laws, or regulations and provide sufficient details to support TriMin in making

the changes. Further, these changes will be subject to the same enhancement scope limitation as listed in Section III – H.

B. Level 1 Support

Logging of, and responding to, email and phone support requests from IFSpi users regarding IFSpi application usage. Each support request to be logged as to nature of the request/issue and county/agency/department that originated the request. Level 1 support will resolve basic user issues for the IFSpi users and escalate more complex issues to Level 2 support. Also described in *Attachment B*.

Level 1 support will be performed by TriMin for participating MnCCC counties and agencies and other applicable independent users as approved by MnCCC, and only these users are to be charged for Level 1 support. See Attachment C.

C. Level 2 Support

Engage with IFSpi users on more complex support issues as escalated from Level 1 support. Will resolve issues that can be addressed via ad hoc training, provide alternate approaches to resolving issue, or by documenting the issue more fully so that it can be addressed by Level 3 support as an MnCCC bug, or enhancement request. Level 2 support will provide direction to IFSpi users and to Level 3 support in terms of whether or not the IFSpi functionality is working as designed, or appearing to be a “bug” in the code that needs to be addressed by Level 3. If it is determined that the code is functioning as designed, then the IFSpi user will be instructed to submit an enhancement request to MnCCC (via their logical support organization). Level 2 support will also perform functional application testing prior to new release of updates to applications.

Level 2 support will be performed by TriMin and chargeable to MnCCC as listed in Attachment C. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

D. Level 3 Support

Perform IFSpi code analysis, programming, testing and project management related to bugs as escalated from Level 2 support.

Level 3 support will also include the following:

1. Estimating of IFSpi Functional Enhancement Requests, based on the documented requirements as submitted by MnCCC and Level 2 support.
2. Technical Design of approved Functional Enhancement Requests, with review and sign-off by MnCCC prior to coding activities on projects over 20 hours.
3. Project Management, Coding and Technical testing of Functional Enhancements.
4. On-going design, development, technical testing and deployment as described in “IFSpi Infrastructure Modernization” Section II – E below.

Level 3 support will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

E. Installation Support

For counties/agencies not able or interested in performing their own IFSpi product updates or installation of new releases, or who do not have another provider (MSCC or MCIS), TriMin will perform the installations as part of this optional support element. A minimum hourly fee will be charged per installation per the fee table in **Attachment A**.

Installation support will be performed by TriMin and chargeable only to counties who choose this option.

F. IFSpi Analyst

The TriMin staff assigned the IFSpi Analyst work load will proactively engage in the following:

1. On-going updates to IFSpi end user documentation.
2. Develop training materials and training videos for use by IFSpi community. Provide web and/or "live" training quarterly at events mutually agreed upon with MnCCC.
3. Work directly with MnCCC's and individual MnCCC end users as appropriate, to fully define and document requirements for IFSpi functional enhancements prior to submission to Level 3 for estimates, or coding activities.

IFSpi Analyst role will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

G. IFSpi Infrastructure Modernization

With the specific activity as agreed to and approved by MnCCC, Level 3 support will work continuously on the underlying architecture of IFSpi with the goal of remaining current with respect to the "code stack" that supports the functional capabilities of IFSpi, and which will take up to 3,000 person hours to complete. The code stack refers to, but is not limited to: security layer, web browser, web server, framework, software and scripting language, web services and other interfaces. In addition to this activity, also includes new capabilities to support a more automated installation of product updates and new releases, and on-going technical documentation of same. Technical documentation requirements to be defined with MnCCC and prioritized along with code update activity. Examples of technical documentation:

1. Detailed documentation on the database structure and core application design, interfaces and Microsoft AD integration.
2. Documentation on all application module usage and code levels, including any registrations or licensing. Develop a plan to keep these current, patched and up to date.

The IFSpi infrastructure modernization fund is to include 3,000 person hours during this agreement, initially allocated at 1,000 hours for each calendar year, with bi-monthly report out on specific progress made against approved plans and hours logged. Should 1,000 hours not be sufficient for the demand/needs in this area, then additional hours may be authorized by MnCCC during a calendar year, including the allocation of hours from future years, and/or new hours chargeable at time and materials rates, per **Attachment A**.

Should TriMin fail to utilize 1,000 hours in support of IFSpi infrastructure modernization during a given calendar year, then any unused hours will be rolled into the next calendar year(s). During year 3 of this agreement, if the balance of hours required for IFSpi infrastructure support, based on actual activity in

year 1 and year 2, is projected to be greater than remaining hours required to support known modernization activities then hours may be shifted to IFSpI functional enhancement activity to "consume" available hours. At this contract's end (December 31, 2018) any unused hours will not be recoverable.

IFSpI modernization will be performed by TriMin only and associated costs are included in this Agreement.

H. Additional Requirements

1. TriMin must obtain written permission from MnCCC to add any plug ins or third party code incorporated into the IFSpI system. This includes, but is not limit to, any "Freeware" or "Shareware". Once approved, those plugins will be maintained and updated as part of this Agreement without any additional fees, unless a special support addendum is executed and attached to this Agreement. TriMin shall provide to MnCCC within 90 days of contract signing, a detailed list specifying all third party code and plugins, used in the existing IFSpI application. MnCCC acknowledges and agrees that pre-existing plug ins and third party code incorporated into the IFSpI system are accepted, and shall remain subject to support hereunder.
2. TriMin shall provide current, full and detailed database and application design and programming documentation for all parts of the IFS application including 3rd party add ons, per provision in Section II – G above.
3. TriMin shall follow the MnCCC policy on submission of source code and documentation to MnCCC.

I. Service Level Agreement, Priorities and Escalation – See *Attachment B*.

J. Virus, Malware, Unapproved and/or Unauthorized Code

1. The current business practice in today's world is the electronic distribution of application software, data, help files, etc. from TriMin. This can be achieved either via an electronic download of information through the Internet, or through the receipt of electronic media (e.g. DVD, CD, tape, etc.). It is imperative that TriMin take responsibility for delivering their electronic files with no virus, malware or unapproved/unauthorized code to MnCCC. TriMin warrants and represents that any data, programs, hardware or firmware provided, or sourced, by TriMin to MnCCC shall be free, at the time of shipment, of any computer virus, malware, unapproved and/or unauthorized code.
2. "Virus, Malware, Unapproved and/or Unauthorized Code" shall be defined as any harmful or hidden programs or data incorporated therein with malicious or mischievous intent, including any code, program or device that would shut off or otherwise allow unrestricted access and use by MnCCC, its members and other licensees. This would also include, but not limited to, the entering of any illegal, virus, malware, unapproved and/or any unauthorized code containing or triggering any copyright, insane, mentally disturbing, vulgar, adult or porn type, virus, malware, trojans, bugs, tracking or reporting code or device, or politically motivating data into MnCCC and / or member systems or networks.

K. Compliance with Laws

The parties shall each abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or here after adopted, pertaining to this Agreement or the subject matter of this Agreement. This shall include obtaining all licenses, permits or other rights required for the provision of services contemplated by this Agreement. This Agreement shall be governed by and construed in accordance with the Internal substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement, to be commenced by TriMin or MnCCC, shall be venued in the applicable federal or state courts located in Ramsey County,

Minnesota, and TriMin and MnCCC each hereby irrevocably consents to the jurisdiction and venue of such courts.

I. Ownership, Proprietary Considerations and Data Security

1. TriMin agrees to ensure confidentiality of all work performed pursuant to this Agreement, including source code development and all MnCCC/TriMin documentation pertaining to the system design to avoid pirating of this information and subsequent software license disputes. TriMin shall assign to MnCCC, and MnCCC shall solely own any data, databases, programs, or interfaces developed by TriMin as a result of this Agreement.
2. MnCCC and TriMin agree that all materials and information developed under this Agreement shall become the sole property of MnCCC.
3. TriMin agrees to protect the security of and to keep confidential all data received or produced under the provisions of this Agreement, and shall not disclose them without the prior written consent of MnCCC.
4. Procedures and software created by TriMin pursuant to this Agreement, or modifications made to existing software to meet the specifications herein, shall be proprietary to MnCCC. TriMin shall not disclose or otherwise make said software available to third parties, or utilize in any other non-related applications without prior written consent of MnCCC.
5. TriMin shall not disclose to any party any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness or problem regarding data security in users' computer systems, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by MnCCC and/or MnCCC members, without express written authorization of the other party. The provisions of this Section, shall survive the expiration or termination of this Agreement.

III. Items Not Included

This Agreement does not include support for non-IFSpI issues. Below are some examples of Items not included in this support agreement, which will be identified and disclosed by TriMin to MnCCC as non-included services, in order to provide an opportunity for MnCCC (and in certain cases, MnCCC's end user) to accept or decline such services in writing and prior to initial performance by TriMin in each case:

- A. Any third party software (fees or support), this does not include a party code or plugins used in the application.
- B. Server migrations and server setup.
- C. Operating System updates or troubleshooting (IBM i or Windows servers).
- D. Applying application server and/or web server updates.
- E. Networking issues internal to county or agency.
- F. PC issues or PC troubleshooting.
- G. Remote connection issues.
- H. IFSpI functional enhancements greater than 20 hours, without additional approval and funding by-MnCCC.
- I. Other support for non-IFSpI / non-Cash Drawer applications or county systems.
- J. Future third party fees (if any) for what is currently "freeware" embedded withn IFSpI (i.e. Crystal Reports viewer, xls converter, PDF viewer, etc.).

IV. Billings of Charges and Costs

- A. TriMin shall bill MnCCC the charges and costs for all support services, and at the rates set forth in *Attachment A*.

The minimum fee to be paid to TriMin for support services for IFSpi support over the duration of this Agreement shall be \$575,000 in 2016, \$600,000 in 2017, and \$625,000 in 2018, with support fees as defined in **Attachment A**. Any expenditure in addition to those specified above must be pre-authorized in writing by MnCCC. Additional services will be provided at the hourly rates and specifications defined in Sections C and D below.

Calendar quarter shall mean three (3) consecutive calendar months and the quarter shall commence with, respectively, the months of January, April, July, and October, of each calendar year. TriMin shall invoice MnCCC, and MnCCC shall invoice and collect quarterly support fees from its users.

- B. Invoices pursuant to Section III – A, above, shall be billed in advance to MnCCC on a quarterly basis and shall be paid by MnCCC within sixty (60) days of the date of the invoice, other than any portion(s) disputed in good faith by MnCCC.
- C. The chargeable hourly rates by TriMin during the duration of this Agreement for project management, technical work and training personnel shall be those as defined in **Attachment A**.
- D. For additional services pre-authorized by MnCCC, the breakdown of the actual hours worked shall be reported by TriMin to MnCCC, which reserves the right to inspect TriMin's time records to substantiate charges and costs.
- E. Direct Support (projects outside of this support Agreement) will also be available to users at the annual rates specified in **Attachment A**.
- F. For services pre-authorized and performed pursuant to this Agreement, TriMin is authorized to bill for time incurred in actual travel, and for all transportation and overnight expenses except automobile mileage as per the US General Services Administrative Schedule.
- G. Non-payment and remedies of TriMin: In the event that MnCCC does not pay TriMin within sixty (60) days of the date of the invoice (other than any portion disputed in good faith), TriMin shall have the option to terminate its obligation to render further services to MnCCC upon at least ninety (90) days' written notice thereof.

V. Representations, Warranties and Indemnifications of the Parties

- A. Each party represents and warrants that it has the right to enter into this agreement.
- B. Except as expressly provided in this Agreement, neither party makes any warranty, either express or implied, with respect to the IFSpi computer software system or software support services provided herein, their quality, merchantability, or fitness for a particular purpose. Except as expressly provided in this Agreement, there are no warranties, either express or implied, regarding the IFSpi computer software system or software support services provided hereunder, and any and all such warranties are hereby disclaimed and negated. No oral or written information or advice given by either party or its employees shall create a warranty or make any modification, extension or addition to this warranty.
- C. In no event whatsoever shall either party be liable to the other or to third parties for any damages caused, in whole or in part, by the use of the IFSpi computer software system or the software support services provided hereunder, or for any lost revenues, lost profits, lost saving or other direct or indirect, incidental, special, statutory or consequential damages incurred by any person, even if advised of the possibility of such damages or claims.

D. TriMin further represents, warrants and agrees as follows:

1. TriMin represents and warrants that any modifications, enhancements, or related products furnished pursuant to Section I above will be designed and developed in a skilled, ethical, professional and lawful manner, and are designed to and will meet the functional and performance specifications and standards to be agreed upon by the parties and will execute on the IBM iSeries, Current Microsoft Server and SQL, PC networks, and Websphere Application server (or mutually agreed upon future modernizations).
2. TriMin further warrants that these services will not alter or diminish the underlying performance of the existing IFSpi software system.
3. TriMin represents and warrants that the modifications or enhancements and related products are, or shall be when completed and delivered hereunder, original work products, that are each hereby irrevocably assigned to and shall be owned by MnCCC; that neither the modifications, enhancements, and related products nor any of their elements nor the use thereof shall violate or infringe upon any patent, copyrights, trade secret or other third party legal rights.
4. TriMin will provide true, correct and complete copies of the IFSpi source code to MnCCC and at no charge at least twice per calendar year, and at other times upon MnCCC's reasonable request. MnCCC will provide TriMin with written media, logistics, and delivery instructions.
5. TriMin agrees to perform background checks on any new hires that may provide services to MnCCC during the term of this Agreement, and to have all employees providing services hereunder as of or after January 1, 2016, bonded to work on a financial system by a bonding company authorized by the State of Minnesota. If MnCCC desires to increase the bonding amount beyond the amount TriMin has secured then any additional fees associated with the increase in bonding amount will be paid for by MnCCC over and above the fees listed in Section IV above.

E. MnCCC further represents, warrants and agrees as follows:

1. MnCCC represents, warrants, and covenants that it will provide the cooperation and assistance of its personnel, as reasonably required, and as would be necessary for the completion of TriMin's services hereunder, to the extent that the services are being rendered for MnCCC and for the MnCCC activity or system involved.
2. MnCCC represents and warrants that it will make prompt and full disclosure to TriMin of any unpublished information it receives regarding the government requirements and regulations related to the government program which the system services, in order to assist TriMin with its ongoing contractual obligations to monitor Minnesota legislative and administrative activities, and to update IFSpi, in order to accommodate applicable changes in Minnesota laws.

VI. Other Conditions

A. Entire Agreement

Requirement of a Writing: It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties relating to the subject matter hereof.

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the authorized representatives of the parties.

B. Non-Assignment

TriMin shall not assign any Interest in the Agreement without the prior written consent of MnCCC thereto, provided, however, that claims for money due or to become due to TriMin from MnCCC under this Agreement may be assigned to a bank, trust company, or other financial institutions without such approval.

C. Conflicts of Interest

TriMin covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under this Agreement. TriMin further covenants that in the performance of this Agreement, no persons having any such conflicting interest shall be employed.

D. Subcontracting

None of the work or services covered by this Agreement, and properly authorized by MnCCC, shall be subcontracted without prior written approval of MnCCC.

Said written consent shall not be unreasonably withheld in the event that TriMin shall reasonably request the authority to delegate or subcontract or consult regarding services to be provided hereunder and shall do so in writing except in the event of emergency, and shall request such authority only as to qualified personnel or entities, all of which shall be without any release of the full responsibility and liability of TriMin hereunder to MnCCC.

Furthermore, such third party subcontractor(s) shall produce an expressed agreement acknowledging receipt of a copy of this Agreement and such third party's agreement to be bound by its provisions, as well as any nondisclosure agreements or other obligations in force between TriMin and MnCCC.

E. Expenses Incurred

No payment shall be made under this Agreement for any expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state, or local law, rule, or regulation.

F. Independent Contractor

For the purpose of this Agreement, TriMin is an independent contractor. Any and all employees, members, or associates or other persons, while engaged in the work or services required to be performed by TriMin under this Agreement, shall be considered employees of TriMin; and any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or TriMin, shall in no way be the obligation, liability or responsibility of MnCCC.

G. Insurance. TriMin, for the benefit of itself and MnCCC, at all times during the term of this Agreement, shall maintain and keep in full force and effect the following:

1. A single limit, combined limit, or excess umbrella automobile liability insurance policy, if applicable, covering agency-owned, non-owned, and hired vehicles used regularly in the

provision of services under this Agreement, in an amount of not less than one million five hundred thousand dollars (\$1,500,000) per accident for combined single limit.

2. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than one million dollars (\$1,000,000) for property damage arising from one (1) occurrence, one million dollars (\$1,000,000) for total bodily injury including death and/or damages arising from one (1) occurrence, and one million dollars (\$1,000,000) for total personal injury and/or damages arising from one (1) occurrence. Such policy shall also include contractual liability coverage.
3. Statutory Worker's Compensation Insurance.
4. Professional liability (errors and omissions) insurance in an amount of not less than two million dollars (\$2,000,000).
5. TriMin will provide MnCCC with certificates of insurance by the end of the first month of the Agreement. The certificate of insurance shall provide that the insurance carrier will notify MnCCC in writing at least thirty (30) days prior to any reduction, cancellation, or material alteration in TriMin's required minimum insurance coverage. MnCCC shall be named as an additional insured party in each policy.

H. Local Alterations

For the system supported under this Agreement, the version maintained by TriMin shall be designated the "Base System". The parties to this Agreement agree to accept the base system and modifications to the base system as approved by the MnCCC. TriMin shall not be liable for claims arising from any and all versions that include local alterations. The term "Local Alterations" shall include, but not be limited to, any software modification, and any modification to system operations contrary to those specified in the system documentation.

I. Data Practices

All data collected, created, received, maintained, disseminated or used for any purposes in the course of TriMin's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and any other applicable state statutes and rules adopted to implement the Act as well as other applicable state and federal laws, including those on data privacy. TriMin agrees to abide by these statutes, rules and regulations currently in effect and as they may be amended. TriMin designates Joe McNiff, as its "responsible authority" pursuant to the Minnesota Government Data Practices Act for purposes of this Agreement, the individual responsible for the collection, reception, maintenance, dissemination, and use of any data on individuals and other government data including summary data. Any replacement of TriMin's responsible authority will be effective on MnCCC's receipt of written notice thereof given by TriMin.

J. Force Majeure

TriMin shall not be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances: fire, flood, epidemic, strikes, wars, acts of God, unusually severe weather, acts of public authorities, or delays or defaults caused by public carriers.

K. Severability

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or other phrase of this Agreement is, for any reason, held to be contrary to the law or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining provisions of this Agreement.

L. Governing Laws

The internal laws of the State of Minnesota shall govern as to the interpretation, validity, and effect of this Agreement, without regard for applicable conflicts of law principles.

M. Non-Discrimination

In carrying out the terms of this Agreement, TriMin shall not discriminate against any employee, applicant for employment, or other person, supplier, or contractor, because of race, color, religion, sex, marital status, national origin, disability, or public assistance.

N. Document Examination

All books, records, documents and accounting procedures and practices of TriMin relative to this Agreement are subject to examination by MnCCC, and either the legislative auditor or the state auditor as appropriate in accordance with the provisions of Minn. Stat. Section 16B.06, Subd. 4.

VII. Term and Termination

The term of this Agreement shall be January 1, 2016, to December 31, 2018, inclusive, unless earlier terminated prior to expiration as provided by herein.

This Agreement may be terminated prior to expiration by MnCCC or by TriMin for default, and by written notice of default given by the non-breaching party, and to be effective upon expiration of a designated cure period of not less than thirty (30) days', unless the party alleged to be in default has cured such default(s) within such thirty (30) day cure period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed intending to be bound thereby.

TriMin Systems

By: Jon McMill
Title: Director of Services
Date: 1/19/16

MnCCC
By: [Signature]
Title: Chair
Date: 1/14/2016

MnCCC
By: [Signature]
Title: Executive Director
Date: 1/15/2016

MnCCC
By: Kathleen Rippe
Title: JIC Chair
Date: 12/29/15

ATTACHMENT A

IFSPI Support Agreement 2016 – 2018

Fee Summary – Annual

Support Elements	2016 Support Fees	2017 Support Fees	2018 Support Fees
Level 1 Support	\$ 100,000.00	\$ 107,500.00	\$ 115,000.00
IFSpi Analyst, Level 2/3 Support	\$ 325,000.00	\$ 337,500.00	\$ 350,000.00
Infrastructure Modernization	\$ 150,000.00	\$ 155,000.00	\$ 160,000.00
Annual Contract Total	\$ 575,000.00	\$ 600,000.00	\$ 625,000.00

IFSpi Release Update Fees	2016	2017	2018
Hourly Rates	\$150	\$155	\$160

ATTACHMENT B

Service Level Agreement (SLA) Obligations and Procedures – IFSpi Support

This Attachment defines the SLA requirements referenced in the master agreement.

Severity Levels, Prioritization, and Response Time Requirements

- Each Support request will be logged into TriMin's support tracking system (JIRA) and assigned a unique tracking number.
- New Support Requests will be given a label regarding Severity:
 - Severity 1: Critical Business Impact* - IFSpi system is not accessible
 - Severity 2: Significant Business Impact* – An IFSpi component is unavailable to users
 - Severity 3: Some Business Impact* - IFSpi system is fully available, but a significant issue is causing delays or workarounds
 - Severity 4: Minimal Business Impact* - IFSpi system is fully available, but minor issue requires assistance
- Highest priority will be given to Severity 1 issues, with Severity 2, 3, and 4 in descending priority sequence.
- End user will assign severity, TriMin can adjust severity label with MnCCC approval.
- Response Time Goals:

Severity 1 – Within 1 hour for initial response, with all available TriMin resources to support until IFSpi system is up and running again. TriMin resources will work 7 days a week, 24 hours a day until the issue is solved. TriMin will provide regular updates to the client personnel on the status and resolution of the issue. MnCCC and the effected client personnel shall be notified if the issue is not resolved in 4 hours. The notification shall include an expected time to resolution. This update shall occur every 4 hours until the issue is resolved.

Severity 2 – Within 2 hours for initial response, subject to Severity 1 priorities, with all available resources to support issue resolution until the issue is solved. Regular updates (at least at every 20 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 20 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.

Severity 3 – Within 4 hours for initial response, subject to Severity 1 and 2 priorities. Regular updates (at least at every 40 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 60 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.

Severity 4 – within 8 hours for initial response, subject to Severity 1, 2 and 3 priorities. TriMin will work on during normal business hours. These issues are expected to be resolved within a commercially reasonable time. No escalation of these types of issues is required unless the issue has not been resolved within 3 months. After 3 months escalation of the issue must be made to MnCCC, and the affected client designated staff.

Hours of Service

TriMin Support for IFSpI will be staffed and available from 8:00 A.M. to 4:30 P.M. central time, Monday through Friday, excluding TriMin holidays.

Boundaries of Service

The focus of TriMin's support is the IFSpI application and while many other factors can affect the availability and performance of IFSpI, TriMin will engage and assist in problem determination until an acceptable resolution is reached. Issues not covered by IFSpI support may include:

- o Internal county/agency IT responsible systems
- o Another vendor/application support not related to IFSpI
- o IBM core operating systems, except as related to IBM standard updates that IFSpI must operate under/or with.
- o Microsoft core operating systems, except as related to Microsoft standard updates that IFSpI must operate under/or with.
- o Billable services from TriMin (for a project outside of IFSpI Support Agreement)

Examples of services not covered under the IFSpI Support Agreement:

- o 3rd party software fees or support unless the 3rd party software is part of the IFSpI application.
- o Server migrations and server setup.
- o Operating System updates or troubleshooting (IBM or Windows servers), except as related to Microsoft or IBM standard updates that IFSpI must operate under / or with.
- o Applying OS updates to application and/or web server updates.
- o Networking issues internal to county or agency.
- o PC issues or PC troubleshooting, except as related to Microsoft or IBM standard updates that IFSpI must operate under / or with.
- o Remote connection issues.
- o Issues controlled by State of MN.
- o Issues caused or initiated by county/agency that impact IFSpI or Cash Drawer that require TriMin assistance to resolve (i.e. user error - approving budget prematurely and needing to manually "fix" data).
- o Support for non-IFSpI / non-Cash Drawer applications or county systems.
- o Future 3rd party fees (if any) for what is currently "freeware" embedded within IFSpI (i.e. Crystal Reports viewer, xls converter, PDF viewer, etc.) These must be identified ASAP and a written report supplied to MnCCC within 90 days of contract signing.

Customer Responsibilities

- IFSpI Users will support their own requests for support with timely communication during and after problem resolution.
- IFSpI users will provide a high speed remote access capability to TriMin, as needed, to help resolve support issues. TriMin agrees to follow the individual agencies / counties requirements for this connectivity.
- IFSpI users will work with their local IT staff to rule out local issue before contacting TriMin.

- IFSpi users are encouraged to consult the TriMin IFS Portal and/or IFS Golden for additional help information.
- Users need to supply as much detail of the issue to the TriMin help desk as possible. Examples of information needed is:
 - Knowing if they are running IE in compatibility mode, and what IE version they are on.
 - Knowing if the issue is isolated, or happening multiple time and to different IFSpi users.
 - If the problem can readily be recreated, knowing the specific steps that cause the issue.
 - Knowing if any changes have occurred in the local system/network environment (new levels of operating system, or hardware, or web server, etc.).
 - If any local diagnostics were run, being able to share them with TriMin.
 - Sharing screen shots of issue, or error code.

Reporting

- TriMin will provide MnCCC approved reports to MnCCC concerning the following aspects of IFSpi Support, These reports shall be supplied bi-monthly or on a schedule mutually agreed to by MnCCC, and TriMin
 - Volume of Support Issues (new vs. resolved).
 - Resolution Type for Support Issues.
 - Volume of Issues by reporting agencies.
 - Trends in support.
 - Severity 1, 2, 3, 4 issues reported/resolved.
 - "Bugs" fixed/pending.
 - Enhancements completed/pending.
 - Modernization activities status and hours usage.

ATTACHMENT C

TriMin supports all CMHS counties/agencies for all levels of support.

TriMin supports all MnCCC county auditor/treasurers for all levels of support.

TriMin supports part of Level 2 and all of Level 3 support for MCIS and MSCC counties. MCIS and CPUI will contact TriMin on behalf of their counties for any needed support.

County/Agency	Computer Cooperative
Aitkin County	MCIS
Becker County	MnCCC
Beltrami County	MnCCC
Benton County	MnCCC
Big Stone County	MSCC
Brown County	MnCCC
Carlton County	MCIS
Carver County	MnCCC
Cass County	MCIS
Chippewa County	MCIS
Chisago County	MnCCC
Clay County	MnCCC
Clearwater County	MnCCC
Cook County	MCIS
Cottonwood County	MSCC
Dodge County	MCIS
Douglas County	MSCC
Faribault County	MnCCC
Fillmore County	MnCCC
Freeborn County	MnCCC
Goodhue County	MnCCC
Grant County	MSCC
Houston County	MnCCC
Hubbard County	MnCCC
Isanti County	MnCCC
Itasca County	MCIS
Jackson County	MnCCC
Kanabec County	MnCCC
Kandiyohi County	MSCC
Kittson County	MnCCC
Koochiching County	MCIS
Lac qui Parle County	MCIS
Lake County	MCIS
Lake of the Woods County	MnCCC
Le Sueur County	MnCCC
Lincoln County	MSCC

County/Agency	Computer Cooperative
Lyon County	MSCC
McLeod County	MnCCC
Mahnomen County	MnCCC
Marshall County	MSCC
Martin County	MnCCC
Meeker County	MSCC
Mille Lacs	MSCC
Morrison County	MnCCC
Mower County	MnCCC
Murray County	MSCC
Nicollet County	MnCCC
Nobles County	MSCC
Norman County	MSCC
Otter Tail County	MnCCC
Pennington County	MnCCC
Pine County	MnCCC
Pipestone County	MSCC
Polk County	MnCCC
Pope County	MSCC
Red Lake County	MnCCC
Redwood County	MSCC
Renville County	MSCC
Rice County	MnCCC
Rock County	MSCC
Roseau County	MnCCC
Sherburne County	MCIS
Sibley County	MnCCC
Stearns County	N/A
Steele County	MSCC
Stevens County	MSCC
Swift County	MSCC
Todd County	MSCC
Traverse County	MSCC
Wabasha County	MnCCC
Wadena County	MnCCC
Waseca County	MnCCC

County/Agency	Computer Cooperative
Watonwan County	MnCCC
Wilkin County	MSCC
Winona County	MnCCC
Wright County	MnCCC
Yellow Medicine County	MSCC
Tri-County Corrections	MnCCC
Kanabec/Pine PH	
SW Health & Human Services: LLMP (Lincoln, Lyon, Murray, Pipestone Public Health), Pipestone Family Services, Redwood, and Rock	
Minnesota Prairie Alliance: Dodge, Steele, and Waseca	
Des Moines Valley DVHHS: Cottonwood and Jackson	

009577/921105/2250601_2

Approved 2016 IFS Trim Support - JIC

Approved by JIC on December 18, 2015 Updated: January 5, 2016

County/Agency	Population*	Auditor/Treasurer Group	2015 CMHS Support Costs	2015 Aud/Treas Support Costs	Current Total	% of Pop	2016 Proposed CMHS Support Costs	2016 Proposed Aud/Treas Support Costs	Total Agency	Total for 2015	Difference in Totals
Aitkin County	15,749	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.76%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Becker County	33,167	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.59%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Beltrami County	45,652	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.19%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Benton County	39,219	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.88%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Big Stone County	5,127	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.25%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Brown County	25,465	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.22%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Carlton County	35,505	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.70%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Carver County	95,463	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	4.58%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Cass County	28,604	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.37%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Chippewa County	12,146	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.58%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Chisago County	53,743	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.58%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Clay County	60,426	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.90%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Clearwater County	8,837	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.42%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Cook County	5,185	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.25%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Cottonwood County	11,610	MCCC		\$ 2,165.00	\$ 2,165.00	0.56%	\$ -	\$ 4,387.00	\$ 4,387.00	\$ 2,165.00	\$ 2,222.00
Dodge County	20,342	MCIS		\$ 974.60	\$ 974.60	0.98%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Douglas County	36,529	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.75%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Faribault County	14,192	MCCC		\$ 2,165.00	\$ 2,165.00	0.68%	\$ -	\$ 4,387.00	\$ 4,387.00	\$ 2,165.00	\$ 2,222.00
Fillmore County	20,827	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.00%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Freeborn County	30,917	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.48%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Goodhue County	46,447	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.23%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Grant County	5,990	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.29%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Houston County	18,814	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.90%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Hubbard County	20,585	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.99%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Isanti County	38,231	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.83%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Itasca County	45,542	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	2.18%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Jackson County	10,265	MCCC		\$ 2,165.00	\$ 2,165.00	0.49%	\$ -	\$ 4,387.00	\$ 4,387.00	\$ 2,165.00	\$ 2,222.00
Kanabec County	16,009	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.77%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Kandiyohi County	42,351	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	2.03%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Kittson County	4,498	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.22%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Koochiching County	13,217	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.63%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lac qui Parle County	7,041	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.34%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lake County	10,777	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.52%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lake of the Woods County	3,932	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.19%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Le Sueur County	27,834	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.34%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Lincoln County	5,830	CPUI		\$ 974.60	\$ 974.60	0.28%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Lyon County	25,648	CPUI		\$ 974.60	\$ 974.60	1.23%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
McLeod County	36,095	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.73%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Mahnomen County	5,534	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.27%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Marshall County	9,424	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.45%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Martin County	20,429	MCCC		\$ 2,165.00	\$ 2,165.00	0.98%	\$ -	\$ 4,387.00	\$ 4,387.00	\$ 2,165.00	\$ 2,222.00
Meeker County	23,109	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.11%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Mille Lacs County	25,817	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.24%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Morrison County	32,877	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.58%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Mower County	39,356	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.89%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Murray County	8,536	CPUI		\$ 974.60	\$ 974.60	0.41%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Nicollet County	33,002	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.58%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Nobles County	21,593	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.04%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92

Approved 2016 IFS Trimin Support - JIC

Approved by JIC on December 18, 2015 Updated: January 5, 2016

County/Agency	Population*	Auditor/Treasurer Group	2015 CMHS Support Costs	2015 Aud/Treas Support Costs	Current Total	% of Pop	2016 Proposed CMHS Support Costs	2016 Proposed Aud/Treas Support Costs	Total Agency	Total for 2015	Difference in Totals
Norman County	6,634	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.32%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Otter Tail County	57,588	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.76%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pennington County	14,121	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.68%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pine County	29,125	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.40%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pipestone County	9,306	CPUI		\$ 974.60	\$ 974.60	0.45%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Polk County	31,569	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.51%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pope County	10,929	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.52%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Red Lake County	4,071	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.20%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Redwood County	15,755	CPUI		\$ 974.60	\$ 974.60	0.76%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Renville County	15,214	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.73%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Rice County	64,656	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	3.10%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Rock County	9,524	CPUI		\$ 974.60	\$ 974.60	0.46%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Roseau County	15,522	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.74%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Sherburne County	90,203	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	4.33%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Sibley County	15,074	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.72%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Stearns County	152,063	N/A	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	7.30%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 4,577.48	\$ 2,311.52
Steele County	36,417	CPUI		\$ 974.60	\$ 974.60	1.75%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Stevens County	9,748	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.47%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Swift County	9,551	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.46%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Todd County	24,374	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.17%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Traverse County	3,460	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.17%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Wabasha County	21,442	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.03%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Wadena County	13,821	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.66%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Waseca County	19,075	MCCC		\$ 2,165.00	\$ 2,165.00	0.92%	\$ -	\$ 4,387.00	\$ 4,387.00	\$ 2,165.00	\$ 2,222.00
Watsonwan County	11,136	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.53%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Wilkin County	6,558	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.31%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Winona County	51,362	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.46%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Wright County	128,459	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	6.16%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Yellow Medicine County	10,150	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.49%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Tri-County Corrections	15,000	MCCC		\$ 2,165.00	\$ 2,165.00	0.72%	\$ -	\$ 2,827.00	\$ 2,827.00	\$ 2,165.00	\$ 662.00
Kanabec/Pine PH	45,134		\$ 2,412.48		\$ 2,412.48	2.17%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
SW Health & Human Services: LLMP (Lincoln, Lyon, Murray, Pipestone Public Health), Pipestone Family Services, Redwood, and Rock	74,599	N/A	\$ 2,412.48		\$ 2,412.48	3.58%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
Minnesota Prairie Alliance: Dodge, Steele, and Waseca	75,834	N/A	\$ 2,412.48		\$ 2,412.48	3.64%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
Des Moines Valley DVHHS: Cottonwood and Jackson	21,875	N/A	\$ 2,412.48		\$ 2,412.48	1.05%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
							\$ 307,904.00	\$ 267,690.00	\$ 575,594.00	\$ 291,254.64	\$ 284,339.36

**MN Demographer's Annual Estimate (Based on population on April 1, 2013)

**Crow Wing dropping IFS, not included.

TO: IFS Users

FROM: Lisa Christine Meredith, Executive Director
651-917-6996, lisa@mnccc.org

DATE: January 22, 2016

SUBJECT: TriMin Contract for Support Board Ratification

RECEIVED

JAN 27 2016

McLeod Social Service

Attached please find a copy of the fully executed Maintenance & Support Contract with TriMin for IFS. The Joint Integrated/IFS Committee (JIC) has approved the contract as well as the MnCCC Board. Your county or agency will now need your Board to approve and sign, then a copy should be returned to MnCCC at the following:

MnCCC
Lisa C. Meredith
100 Empire Drive Suite 201
Saint Paul, MN 55103

-or- via scan and email at lisa@mnccc.org

-or via fax at 651-917-6989

Also attached please find a copy of the approved 2016 Fees for Maintenance & Support. In addition to the Maintenance and Support Fees, there are enhancement fund fees approved by JIC in the amount of \$300 per office or \$600 per county. The MnCCC Membership Fees costs are split by each of the groups (CMHS, Midstates, MCIS, and MnCCC) and billing was sent according to each group's number of votes and split between participating counties/agencies. The billings you have received for maintenance & support, enhancement fund, and membership are all annual fees (no more quarterly billings). MCIS and CPUI provide the level one support for their counties. MCIS and CPUI will continue to bill for this service as they have in the past. MnCCC and CMHS level one support is included in your maintenance and support fee to TriMin through the MnCCC billing.

For more information and a little history on this change:

JIC was moved under MnCCC in 2013. JIC owns and controls IFS on behalf of all of the users which is comprised of four groups: Computer Management for Human Services (CMHS), Midstates-Auditors/Treasurers, MCIS-Auditors/Treasurers, and MnCCC's Finance & General Government (F&GG) Group representing Auditors/Treasurers. Until

the end of 2015, there were approximately 82 contracts with Trimin for maintenance and support of the IFS system. JIC decided it would be in everyone's best interest to simplify to a single contract that represented all users under MnCCC. In addition to changing to one contract, the group approved to increase support with Trimin and add on a modernization piece to support.

To stay informed on JIC meetings and IFS Announcements & Trainings, here is some information that I hope will be helpful:

JIC Committee Information: <http://www.mnccc.org/user-groups/jic-committee>

Our RSVP System is a self-subscribed calendar system that will provide you with information on announcements, meetings, trainings, conferences, etc. Please be sure to sign yourself up along with any staff that may be interested. To set up a profile, click on this link <http://calendar.mnccc.org/register.aspx> Complete the contact information, be sure to include IFS Users and JIC in the meeting categories. And, be sure to include at least JIC and IFS Training in meeting types. You should begin receiving notices after signing up.

For more information on RSVP, you can visit <http://www.mnccc.org/about/rsvp>.

If you need any assistance, please feel free to contact me. Thank you!

BOARD RATIFICATION STATEMENT

The McLeod County has ratified the PROFESSIONAL SERVICES AGREEMENT BETWEEN MINNESOTA COUNTIES COMPUTER COOPERATIVE And TRIMIN SYSTEMS, INC. for the maintenance and support of IFS.

The Agreement will be effective January 1, 2016 through December 31, 2018. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this contract.

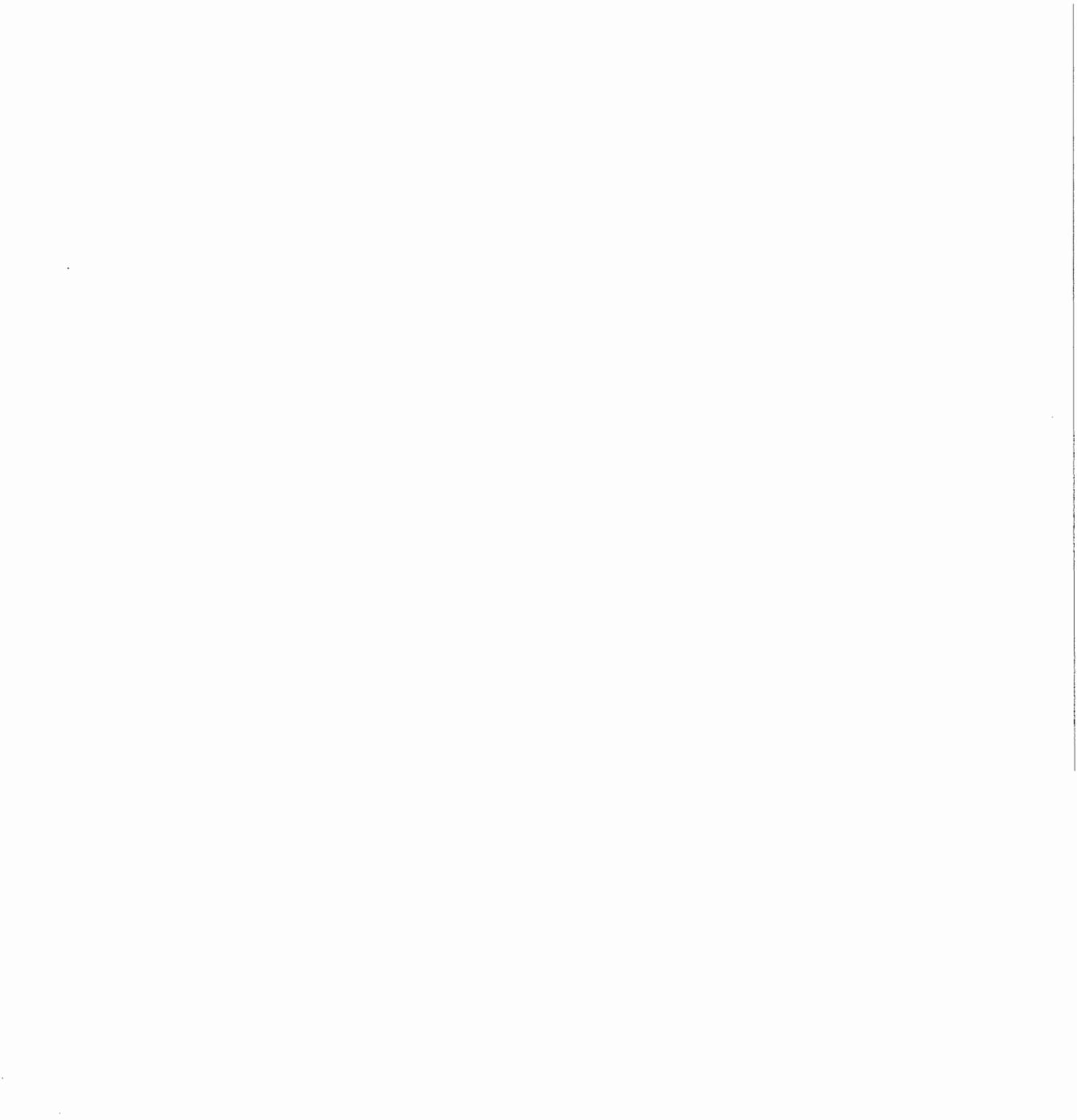
Signed: _____ Date: _____
Paul Wright, Chair

Signed: _____ Date: _____
Gary Sprynczynatyk, Human Service Director III

Signed: _____ Date: _____
Cindy Schultz-Ford, Auditor-Treasurer

Signed: _____ Date: _____
Patrick Melvin, Administrator

Attest: _____ Date: _____
Michael Junge, Attorney



Approved 2016 IFS Trimin Support - JIC

Approved by JIC on December 18, 2015

Updated: January 5, 2016

County/Agency	Population*	Auditor/Treasurer Group	2015 CMHS Support Costs	2016 Aud/Treas Support Costs	Current Total	% of Pop	2016 Proposed CMHS Support Costs	2016 Proposed Aud/Treas Support Costs	Total Agency	Total for 2015	Difference in Totals
Atkin County	13,179	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.76%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Baker County	35,167	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.69%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Bellami County	45,652	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.88%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Benton County	39,219	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.88%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Big Stone County	5,127	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.25%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Brown County	25,465	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.22%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Carlton County	35,505	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.70%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Carver County	95,463	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	4.38%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Cass County	28,604	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.37%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Chippewa County	12,146	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.58%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Chisago County	53,743	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.58%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Clay County	60,426	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.90%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Clearwater County	8,837	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.42%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Cook County	5,185	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.25%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Cottonwood County	11,610	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.56%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Dodge County	20,342	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.98%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Douglas County	36,529	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.75%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Farbault County	14,192	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.68%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Fillmore County	20,827	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.00%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Freeborn County	30,917	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.48%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Goodhue County	46,447	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.23%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Grant County	5,990	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.29%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Houston County	18,814	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.90%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Hubbard County	20,585	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.89%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Isanti County	38,231	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.83%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Itasca County	45,542	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	2.18%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Jackson County	10,265	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.49%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Kandakeb County	16,009	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.77%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Kandiyohi County	42,351	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	2.03%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Kittson County	4,498	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.22%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Koochiching County	13,217	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.63%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lac qui Parle County	7,041	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.34%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lake County	10,777	MCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.52%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lake of the Woods County	3,932	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.19%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Le Sueur County	27,834	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.34%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Lincoln County	5,830	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.28%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Lyon County	23,648	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.23%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
McLeod County	36,095	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.73%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Mahnomen County	5,534	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.27%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Marshall County	9,424	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.45%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Martin County	20,429	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.98%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Meeker County	23,109	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.11%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Millie Lakes County	25,817	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.24%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Morrison County	33,877	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.58%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Mower County	39,356	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.89%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Murray County	8,536	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.41%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Nicollet County	33,002	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.58%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Nobles County	21,593	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.04%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92

Approved 2016 IFS Trimin Support - JIC

Approved by JIC on December 18, 2015

Updated: January 5, 2016

County/Agency	Population*	Auditor/Treasurer Group	2015 CMHS Support Costs	2015 Aud/Treas Support Costs	Current Total	% of Pop	2016 Proposed CMHS Support Costs	2016 Proposed Aud/Treas Support Costs	Total Agency	Total for 2015	Difference in Totals
Norman County	6,634	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.32%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Otter Tail County	57,588	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.76%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pennington County	14,121	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.68%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pine County	29,125	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.40%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pipestone County	9,306	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.45%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Polk County	31,589	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.51%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Pope County	10,929	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.52%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Red Lake County	4,071	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.20%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Redwood County	15,755	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.76%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Renville County	15,214	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.73%	\$ 4,528.00	\$ 4,387.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Rice County	64,656	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	3.10%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Rock County	9,524	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.46%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Roseau County	15,522	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.74%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Sherburne County	90,203	MCCIS	\$ 2,412.48	\$ 974.60	\$ 3,387.08	4.33%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Sibley County	15,074	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.72%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Stearns County	152,063	N/A	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	7.30%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 4,577.48	\$ 2,311.52
Steele County	36,417	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.75%	\$ -	\$ 2,361.00	\$ 2,361.00	\$ 974.60	\$ 1,386.40
Stevens County	9,748	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.47%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Swift County	9,557	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.46%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Todd County	24,374	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	1.17%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Traverse County	3,460	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.17%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Wabasha County	21,442	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	1.03%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Wadena County	13,821	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.66%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Waseca County	19,075	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.92%	\$ -	\$ 4,387.00	\$ 4,387.00	\$ 2,165.00	\$ 2,222.00
Watsonwan County	11,136	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.53%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Wilkin County	6,568	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.31%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Winona County	51,362	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	2.46%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Wright County	128,459	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	6.16%	\$ 4,528.00	\$ 4,387.00	\$ 8,915.00	\$ 4,577.48	\$ 4,337.52
Yellow Medicine County	10,150	CPUI	\$ 2,412.48	\$ 974.60	\$ 3,387.08	0.49%	\$ 4,528.00	\$ 2,361.00	\$ 6,889.00	\$ 3,387.08	\$ 3,501.92
Tri-County Corrections	15,000	MCCC	\$ 2,412.48	\$ 2,165.00	\$ 4,577.48	0.72%	\$ -	\$ 2,827.00	\$ 2,827.00	\$ 2,165.00	\$ 662.00
Kanabec/Pine PH	45,134		\$ 2,412.48		\$ 2,412.48	2.17%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
SW Health & Human Services: LLMP (Lincoln, Lyon, Murray, Pipestone Public Health), Pipestone Family Services, Redwood, and Rock											
Minnesota Prairie Alliance: Dodge, Steele, and Waseca	74,599	N/A	\$ 2,412.48		\$ 2,412.48	3.58%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
Des Moines Valley DVPHS: Cottonwood and Jackson	75,834	N/A	\$ 2,412.48		\$ 2,412.48	3.64%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
	21,875	N/A	\$ 2,412.48		\$ 2,412.48	1.05%	\$ 4,528.00	\$ -	\$ 4,528.00	\$ 2,412.48	\$ 2,115.52
							\$ 307,904.00	\$ 267,690.00	\$ 575,594.00	\$ 291,254.64	\$ 284,339.36

**MN Demographer's Annual Estimate (Based on population on April 1, 2013)

**Crow Wing dropping IFS, not included.



**McLeod County, Minnesota
JAIL SERVICE AGREEMENT**

THIS AGREEMENT, by and between McLeod County, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as the "County", "Facility" and/or "facility", and TurnKey Corrections a MN corporation, hereinafter referred to as "Turnkey", "Provider" or "TKC".

WHEREAS, the County seeks to enter into an agreement for inmate services, and

WHEREAS, Provider is capable of providing such service to the County and desires to do so according to the terms and conditions stated herein.

NOW THEREFORE, in consideration of the mutual undertakings and agreements contained within this agreement, the County and Provider hereby agrees as follows:

DATE AND TERMS

1. Effective Date of Contract

This agreement shall be effective **March 1, 2016**

2. Term of Contract

This agreement shall be in effect for **(48)** months with **(3)** three, 1 year renewable options and may be extended further upon mutual consent of both parties.

3. Scope of Services

The parties agree to the following services during the term of the agreement:

Provider shall install equipment as listed below and our administrative software, hereby known as the TEAM software system, at McLeod County.

Trust Accounting Software: provider shall furnish, install, repair, and maintain all trust accounting software. The following is an overview of the TEAM trust accounting software features available to the County;

EQUIPMENT, SERVICES, CHARGES, COSTS AND REVENUE SHARING

Administrative Software	<p>Our accounting and administrative software will be installed on all computers deemed necessary by the facility. Cost for administrative software: \$0</p>
	<p>Inmate Kiosk(s): 7 will be installed in your current facility in the location you approve that will be capable of handling all services TKC offers including commissary ordering, account balances, video visitation (both on and off-site), inmate messaging, inmate e-mail, MP3 / Music. <u>The county can use which services it needs.</u> Cost for these kiosks: 2 (two) will be provided by TKC - \$0. McLeod County will purchase 5 (five) - \$1995 ea for total of \$9,975. Any additional kiosks \$1995 ea.</p>
	<p>0 Lobby Kiosk that will process all cash and credit card deposits. Credit card deposits will require an \$8.95 convenience fee; TKC will retain all proceeds from the credit card convenience fee. Cost for this kiosk(s): \$0</p>
	<p>0 Soda and 0 Candy Machines. Additional machines may be added at a later day upon mutual agreement. Cost for each machine: \$0</p>
	<p>0 Booking and Release Station(s) that will include money in-take unit, card programmer (if required), debit release card programmer (if required), check printer and other pertinent materials. Cost for this Booking and Release Station(s): \$0</p>
	<p>3 Lobby Public Visitation Stations: These stations come ready for the public to visit inmates on TurnKey's proprietary inmate visitation station. All lobby visits are done at no cost. Cost for these visitation kiosks: \$1995 for total of \$5,985.</p>
<p>Video Visitation Costs</p>	<p>For off site visits, each visit will cost \$0.39 per minute to the general public. Visits performed at the Lobby Public Visitation Stations will be performed at no cost to the County or the public. This is an optional service.</p>
<p>Inmate E-Mail Costs</p>	<p>Inmate E-Mail will cost \$0.25 per message sent and received. This is an optional service.</p>
<p>Other features available</p>	<p>McLeod County will be able to use all features offered by TurnKey including Paperless Kites, Law Library, Attorney and Bond Agency Directory, Inmate Handbook, PREA Automation and many other features. Cost for using these features: \$0.</p>

Commission Rate	18% commission rate on commissary and vending sales. Commissions shall be based on gross sales and shall be net of all applicable sales tax and postage. If Video Visitation, email and SMS is added: 21% commission rate on all revenue generating activities including, Commissary, Video Visitation, email and SMS.
Phone Sale Automation	TurnKey will provide McLeod County the ability to automate the sale of phone pins from their phone provider. TKC will provide this service free of charge for the first 30 days. If the County sees incremental gain in phone revenues due to this automation and wishes to continue to use this feature after the initial 30 days, Turnkey retains 10% of the gross sales. TKC will guarantee that current phone revenue will not decrease due to video visitation being installed.
Installation Costs	TKC does not charge the jail for installation minus the jail is responsible for providing electrical and data connections at the location of the kiosks in the pods.
Delivery	TKC will package, receipt and deliver commissary orders ready for distribution twice weekly. The county will be responsible for distribution of packages.

ADDITIONAL REQUIREMENTS AND SPECIFICATION

- A) **Inventory:** All commissary products are required to be purchased from TKC.
- B) **Delivery and Employee(s):** TKC will provide an employee from one of our local regional facilities to maintain the equipment within the service standards as outlined within this agreement. TKC will deliver inventory on a mutually agreed upon schedule on a bi-weekly basis.

SYSTEM FEATURES

Video Visitation

- A. All visits are recorded. Visits are recorded in a real time audio and four frames per second on video. Facility has 24/7/365 access to all recordings. The system is web-based and all recordings are maintained on Provider servers. County owns all data and can be sent on disk if requested at no cost.
- B. Visits are monitored by the County and TKC. Monitoring allows for visits to be terminated immediately for inappropriate conduct.
- C. County will determine parameters necessary for visitor to be automatically approved and allowed to schedule a visit, if necessary. Visiting hours can also be set for the facility both as a whole and to specific pods.
- D. Visitors, inmates, groups and pods can all be tagged for real-time review by outside agencies and Jail Administration.
- E. Privileges may be revoked or suspended at any time for any reason for any user.
- F. Jail staff can be assigned various authority levels to maintain integrity and security of the system.

- G. System is web-based thus there is no server on site.
- H. All recordings are the property of the County. No distribution or issuing of recordings can be done to any party unless authorized and directed to do so by the County.
- I. All recordings are maintained on our server for 90 days. The facility is notified of recordings scheduled to be deleted on a monthly basis and unless notified, recordings are deleted. Data involving when visits occurred though is maintained to the same standards outlined in this agreement.

Inmate Email

- A. Messages can be sent both internally and externally.
- B. Feature can be blocked for internal and external parties for any reason at any time.
- C. Screening system is in place to identify and block inappropriate words.
- D. Messages can be sent to administrative queue for review before delivery to internal or external parties or be scored in an automated fashion and delivered directly to the inmate if below a score threshold, or routed to a queue for review if above.
- E. All messages are saved and on record for similar terms of the contract, 6 years post termination.
- F. Messages are delivered directly to and sent directly from inmate kiosk thus no paper involved.
- G. Indigent credit programs are available to dramatically reduce indigent postage expense.
- H. All emails and messages are the property of the County. No distribution or issuing of these records can be done to any party unless authorized and directed to do so by the County.

Account Management

- A. Easy-to-use Interface steps users through Account Creation (booking) and Account Close (release) processes.
- B. Track general inmate information including name, Inmate# (Criminal History Number), Unit#, language, status, audit information (user and date/time stamp of record creation and the last time the account was altered).
- C. Search for Accounts based on any combination of the following: inmate#, first/middle/last name, unit#, language, status, account group and sound-ex searches.

Reports

- A. Customization available.

- B. Automatically generates Account Balance Summary, Deposit Transactions, Cash-in Transactions, System Balance, Transaction History, Refund Transactions, Check Register, Void Checks, Daily Balance, Daily Shift, Inmate Deposits, Inmate Detail, Inactive Accounts, Closed Accounts, Event Log, Kiosk Status, Site Charge Detail, and Site Charge Grouping reports and many more additional reports.
- C. Export reports to Adobe Acrobat, Microsoft Excel formats, CSV, HTML and Comma Delineated.

Equipment and Maintenance

Provider shall furnish, install, repair and maintain all equipment and software. Provider agrees to keep all equipment in good order and operating condition. Provider will maintain a minimum of one functioning reserve kiosk and other pertinent equipment on site and will train County staff on how to install this reserve kiosk should it be deemed pertinent to continued performance of the system. Equipment failures will be corrected within 24 hours. Other service requests will be responded to within 2 hours of requests and resolved on a priority basis which is outlined upon installation. All customer service requests are resolved or provided an agreed upon action plan within 24 hours.

McLeod County will provide:

Building AC power (typically 110 v AC)
CAT 5 network cabling from and to areas as specified by the Vendor.
Basic cable or DSL based unfiltered Internet service.

Vendor is responsible for any security devices or software as they deem necessary to protect, hardware, software and data from unauthorized access or disclosure. Vendor agrees to follow all applicable State and Federal laws, policies, directives, rules, etc. It is expected that all Hardware, Software and data is also protected to industry standards. Any power protection (aka UPS) is also the responsibility of the vendor.

Each of the parties agrees to cooperate with the other and to perform all tasks necessary or desirable for the mutual benefit of both of the parties to operate a well operated service for McLeod County.

Provider may provide care packages given to inmates when they are booked in at a price agreed upon by both parties based on item requirements.

Provider agrees to train all Jail staff in software and account reporting as needed.

Provider agrees to assist the County with customized inmate account reports needed by the County for tracking, bookkeeping and auditing purposes and training on the same.

4. Changes in Features, Fees and/or Prices

During the term of the contract, economic conditions can dictate the requirement that prices for commissary products be adjusted. Facility agrees that this is standard practice. Provider warrants that all price increases will be communicated both verbally and in writing. The communication of changes will be done a minimum of 15 days in advance of the change. Provider warrants to change prices no more than 3 times annually.

As part of offering the multitude of features and products, Provider wishes to minimize fees charged to inmate's family and friends and allow revenue and efficiency to grow thus providing the County the maximum amount of revenue possible. Periodically, Provider may need to adjust fees based upon changes in our marketplace. The Provider is required to notify both verbally and in writing the Facility of any changes, may only do so once annually, and would be required to provide a 30-day advance notice of the change.

Features offered on our system are warranted by the Provider to remain in place for the length of the contract with one exception. In the event that a service is offered by Provider that interferes or becomes in dispute with an item of legal consequence, the involved feature may need to be stopped. The County agrees that in this event, Provider would not be considered in violation of this contract.

5. Compensation and Terms of Payment

The County's authorized agent shall have the authority to review the invoices, and no payment shall be made without the approval of the authorized agent. Payments shall be made within thirty (30) days after receipt of invoices for services performed and acceptance of such services by the authorized agent of the County.

6. Condition of Payment

All services provided by Provider pursuant to this agreement shall be performed to the satisfaction of the County, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. Payment shall be withheld for work found by the County to be unsatisfactory, or performed in violation of federal, state and local laws, ordinances, rules or regulations.

7. Authorized Agents

The County shall appoint an authorized agent for the purpose of administration of this agreement. The County is notified the authorized agents for Provider are as follows:

Rob Allen – General Information
Phone – 612-267-8277 x229
Eric Bloms – IT Information
Phone: 715-386-5700

8. County and State Audit

Pursuant to Minnesota State Law, the books, records, documents, and accounting procedures and practices of Provider relative to this agreement shall be subject to examination by the County and the State Auditor. Complete and accurate records of the work performed pursuant to this agreement shall be kept by Provider for a minimum of six (6) years following termination of this agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving McLeod County regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed or until the authorized agent of the County notifies Provider in writing that the records need no longer be kept.

9. Indemnity

Provider agrees to defend, indemnify, and hold the County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses resulting directly or indirectly from any negligent act or omission on the part of Provider, or its subcontractors, partners or independent contractors or any of their agents or employees, in the performance of or with relation to any of the work or services to be performed or furnished by Provider or the subcontractors, partners or independent contractors or any of their agents or employees under the agreement.

Provider shall be responsible for the professional quality, technical accuracy, and the coordination of all services furnished by Provider under this agreement. Provider shall, without additional compensation, correct or revise any errors or deficiencies in Provider's final reports and services.

10. Insurance

A. CONTRACTOR agrees to defend, indemnify and hold harmless COUNTY, its elected officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees resulting directly or indirectly from any act or omission of CONTRACTOR, anyone directly or indirectly employed by them and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this contract and against all loss by reason of failure of said CONTRACTOR to perform fully, in any respect, all obligations under this contract.

B. CONTRACTOR agrees at all times during the term of this Agreement to have and keep in force insurance, either under a self-insurance program or separate insurance policy, as follows:

a. Commercial General Liability shall list McLeod County as an additional insured with the following insurance limits:

	<u>Limits</u>
General Aggregate	\$3,000,000
Products-Completed	
Operations Aggregate	\$3,000,000
Personal and Advertising Injury	\$1,500,000
Each Occurrence:	
Combined Bodily Injury and Property Damage	\$1,500,000

b. Automobile Liability - Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned and hired automobiles Limits
\$1,500,000

c. Workers' Compensation and Employer's Liability: Statutory
Limits

If the Contractor is based outside the State of Minnesota, coverage must apply to Minnesota laws

d. Employer's Liability

Accident - Each Accident	\$500,000
Disease - Policy Limit	\$500,000
Disease - Each Employee	\$500,000

An umbrella or excess policy over primary liability coverages is an acceptable method to provide the required aggregate insurance amounts. The above establishes minimum insurance requirements. It is the sole responsibility of CONTRACTOR to determine the need for and to procure additional coverage that may be needed in connection with this Agreement.

CONTRACTOR shall not commence work on the Site, or otherwise occupy the Site, until it has obtained required insurance and filed an acceptable Certificate of Insurance with COUNTY to the attention of _____ (Name and mailing address of County employee/Department responsible for the contract management).

The Certificate shall:

1. List McLeod County as Certificate holder and as an additional insured with respect to operations covered under the contract for all liability coverages except Workers' Compensation and Employer's Liability and Professional Liability, if applicable; and,
 2. Be amended to show that McLeod County will receive thirty (30) days written notice in the event of cancellation, non-renewal or material change in any described policies.
- C. CONTRACTOR also agrees that any contract let by CONTRACTOR for the performance of the work on the Site as provided herein shall include clauses that will: (1) require the Contractor to defend, indemnify and hold harmless COUNTY, its elected officials, officers, agents and employees for any liability, claims, causes of action, losses, demands, damages, judgments, costs, interest, expenses (including, without limitation, reasonable attorney fees, witness fees and disbursements incurred in the defendant thereof) arising out of or by reason of the acts and/or omissions of said Contractor, its subcontractors, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable for ; (2) require the Contractor to provide and maintain insurance in accordance with the following:

- a. Workers' Compensation: (Statutory Limits)
- Employer's Liability Insurance:
 1. Bodily Injury by Accident, each accident \$500,000
 2. Bodily Injury by Disease, policy limit \$500,000
 3. Bodily Injury by Disease, each employee \$500,000

Note: all states endorsement is required if Contractor is domiciled outside the State of Minnesota.

- b. Commercial General and Automobile Liability Insurance:

	<u>Limits</u>
1. Commercial General Liability:	
Combined Bodily Injury and Property Damage	
Each Occurrence Limit	\$1,500,000
General Aggregate Limit	\$3,000,000
Products - Completed Operations	
Aggregate Limit	\$3,000,000
Personal and Advertising Injury Limit	\$1,500,000

Coverages above shall also include:

Premises - Operations

Contractual Liability (including oral and written contracts)
Explosion, Collapse, Underground Property Damage
(XCU)

2. Automobile Liability including Hired Car and Employers Non-Ownership Liability:
Combined Bodily Injury and Property Damage:
Each Occurrence Limit \$1,500,000

The above subparagraphs establish minimum insurance requirements and it is the sole responsibility of CONTRACTOR'S Subcontractor(s) to purchase additional insurance that may be necessary for the project.

11. **Subcontracts**

Provider shall not subcontract any portion of the work to be performed under this agreement nor assign this agreement without the prior written approval of the authorized agent of the County. Provider shall ensure and require that any subcontractor agrees to and complies with all of the terms of this agreement. Any subcontractor of Provider used to perform any portion of this agreement shall report to and bill Provider directly. Provider shall be solely responsible for the breach, performance or nonperformance of any subcontractor. If specifically authorized by the County, Provider is responsible for the performance of all subcontractors and shall compensate said subcontractors.

12. **Force Majeure**

The County and Provider agree that Provider shall not be liable for any delay or inability to perform this agreement, directly or indirectly caused by or resulting from strikes, labor troubles, accidents, fire, flood, breakdowns, war, riot, civil commotion, lack of material, delays of transportation, acts of God or other cause beyond reasonable control of Provider and the County.

13. **Data Practices**

Provider, its agents, employees and any subcontractors of Provider in providing all services hereunder, agree to abide by the provisions of Minnesota law regarding data privacy. Provider understands that it must comply with these provisions as if it were a government entity. Provider agrees to indemnify and hold the County, its officers, department heads and employees harmless from any claims resulting from Provider's unlawful disclosure or use of data protected under state and federal laws.

14. **Access to Premises**

The County shall arrange access as necessary to work sites for Provider for the purpose of performing the work described in this agreement.

15. **Cancellation**

The agreement may be terminated by either party, without cause, upon (30) days written notice to one of the authorized agents of the Provider or the Authorized Agent of the County.

16. **Independent Contractor**

It is agreed that nothing contained in this agreement is intended or should be construed as creating the relationship of a partnership, a joint venture, or an association with the County and Provider. Provider is an independent contractor and neither it, its' employees, agents, subcontractors nor representatives shall be considered employees, agents or representatives of the County. Except as other-wise provided herein, Provider shall maintain, in all respects, its present control over the means and personnel by which this agreement is performed. From any amounts due Provider, there shall be no deduction for federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Provider.

Pursuant to Federal and local laws, Provider warrants that they have registered with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Minnesota.

17. **Notices**

Any notices to be given under this agreement shall be given by enclosing the same in a sealed envelope, postage prepaid, via certified mail, and depositing the same in the United States Postal Service, addressed to one of the authorized agents of Provider at its address stated herein, and to the authorized agent of the County at the address stated herein.

18. **Controlling Law**

The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this agreement and the legal relations between the herein parties and performance under it. The appropriate venue and jurisdiction for any litigation hereunder will be those courts located in the State of Minnesota. Litigation in the federal courts involving the herein parties will be in the appropriate federal court within the State of Minnesota. If any provision of this agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

19. **Successors and Assigns**

The County and Provider, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this agreement. Neither the County nor Provider shall assign, sublet, or transfer any interest in this agreement without the prior written consent of the other.

20. **Equal Employment and Americans with Disabilities**

In connection with the work under this agreement, Provider agrees to comply with the applicable provisions of state and federal equal employment opportunity and nondiscrimination statutes and regulations. In addition, upon entering into this agreement, Provider certifies that it has been made fully aware of McLeod County Equal Employment Opportunity and Americans with Disabilities Act Policy.

21. **Changes**

The parties agree that no change or modification to this agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this agreement. The execution of the change shall be authorized and signed in the same manner as for this agreement.

22. **Severability**

In the event any provision of this agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or unenforceable would cause the agreement to fail its purpose. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby.

McLeod COUNTY

TURNKEY CORRECTIONS

By _____
McLeod County Sheriff

By _____
TIM WESTBY, CEO

Date _____, 20__

Date _____, 20__

EXECUTION INSTRUCTIONS:

1. Please print and sign two copies.
2. Please mail both copies to: Melissa Timmins, TurnKey Corrections, 2801 Harvey Street, Hudson, WI 54016
3. We will return original copy to you with all original signatures. We will retain one copy for our records.



Fleet Department

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338
 218-998-8864 • 800-477-3013 Ext. 8864 • Fax 218-998-8813 • www.nelsonferguafalls.com

VEHICLE QUOTE NUMBER McLeodCo K6C

Sold To: McLeod County
 Attn: Jim Lauer
 Address:

Date: 01/28/2016
 Phone:
 FAX:
 Salesperson: Sue Kugler

Key Code: Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
McLeodCo K6C	2016	Ford Flex SEL	AWD SUV	New	0
		Color: TBD			

Price of Vehicle	Per MN UV42	\$30,365.31
Options & Extras		\$154.00
Engine block heater	\$84.00	
All-weather floor mats	\$70.00	

Subtotal	\$30,519.31
Trade - In	
Total Cash Price	\$30,519.31

Your Purchase Order #

Project # MN Contract 72045

Thanks for your business!

Ship To / Lessee / End User: McLeod County
 Jim Lauer
 Veteran's Services

Phone:
 FAX:

Signed _____ and Initialed _____

Printed Name _____ and Date _____

McLeodCo UV42 K6C.123

WINDOW STICKER

2016 Ford Flex 4dr SEL AWD		Interior: - No color has been selected.
3.5 L/213 CID Regular Unleaded V-6		Exterior 1: - No color has been selected.
6-Speed Automatic w/OD		Exterior 2: - No color has been selected.
CODE	MODEL	MSRP
K6C	2016 Ford Flex 4dr SEL AWD	\$34,250.00
	OPTIONS	
16W	1ST & 2ND ROW ALL-WEATHER FLOOR MATS	\$75.00
200A	EQUIPMENT GROUP 200A	\$0.00
41H	ENGINE BLOCK HEATER	\$90.00
44J	TRANSMISSION: 6-SPEED SELECTSHIFT AUTOMATIC	\$0.00
64R	WHEELS: 18" PAINTED ALUMINUM	\$0.00
998	ENGINE: 3.5L TI-VCT V6	\$0.00
EQ	DUNE, CLOTH HEATED FRONT BUCKET SEATS	\$0.00
LC	TOO GOOD TO BE BLUE METALLIC	\$0.00
---	STANDARD PAINT	\$0.00
SUBTOTAL		\$34,415.00
	Advert/Adjustments	\$0.00
	Destination Charge	\$895.00
	TOTAL PRICE	\$35,310.00
Est City: 16.00 mpg		
Est Highway: 22.00 mpg		
Est Highway Cruising Range: 409.20 mi		

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 422.0, Data updated 1/19/2016
 ©Copyright 1986-2005 Chrome Systems Corporation. All rights reserved.
 Customer File: McLeodCo K6C

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2016 Fleet/Non-Retail K6C 4dr SEL AWD

<u>Code</u>	<u>Description</u>	<u>Invoice</u>
K6C	2016 Ford Flex 4dr SEL AWD	\$32,110.00

SELECTED VEHICLE COLORS - 2016 Fleet/Non-Retail K6C 4dr SEL AWD

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2016 Fleet/Non-Retail K6C 4dr SEL AWD

CATEGORY

<u>Code</u>	<u>Description</u>	<u>Invoice</u>
ENGINE		
998	ENGINE: 3.5L TI-VCT V6 (STD)	\$0.00
TRANSMISSION		
44J	TRANSMISSION: 6-SPEED SELECTSHIFT AUTOMATIC -inc: shifter button activation (STD)	\$0.00
OPTION PACKAGE		
200A	EQUIPMENT GROUP 200A	\$0.00
WHEELS		
64R	WHEELS: 18" PAINTED ALUMINUM (STD)	\$0.00
PRIMARY PAINT		
LC	TOO GOOD TO BE BLUE METALLIC	\$0.00
PAINT SCHEME		
—	STANDARD PAINT	\$0.00
SEAT TYPE		
EQ	DUNE, CLOTH HEATED FRONT BUCKET SEATS -inc: driver and front passenger 4-way head restraints, 10-way power driver's seat w/power recline w/lumbar and 6-way power front passenger seat w/manual recline and lumbar	\$0.00
ADDITIONAL EQUIPMENT		
41H	ENGINE BLOCK HEATER REQUIRES valid FIN code.	\$84.00
16W	1ST & 2ND ROW ALL-WEATHER FLOOR MATS -inc: logo on 1st row	\$70.00
OPTIONS TOTAL		\$154.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 422.0, Data updated 1/19/2016
©Copyright 1986-2005 Chrome Systems Corporation. All rights reserved.
Customer File: McLeodCo K6C



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-10 OF MCLEOD COUNTY

BE IT RESOLVED by **McLeod County** that the County enter into the attached Grant Agreement with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the County's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social services agencies, educational institutions, and other community organizations for the purposes of enhancing services offer to veterans; to reduce homelessness among veterans; and to enhance the operations of the County Veterans Service office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the **McLeod County Board of Commissioners** that **JAMES LAUER**, the **VETERANS SERVICE OFFICER**, be authorized to execute the attached Grant Agreement for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at the regular meeting of the County Board this first day of March 2016.

County Board Chair
Authorized Signature and Title Date

STATE OF MINNESOTA
MCLEOD COUNTY

I PATRICK MELVIN, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said McLeod County, that I have compared the above resolution with the original passed and adopted by the County Board of said McLeod County at a regular meeting thereof held on the first day of March 2016 at 9:00 am, that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this first day of March 2016, and have hereunto affixed the seal of the County.

County Administrator
Authorized Signature and Title

**STATE OF MINNESOTA
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS**

**COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and McLeod County, 2381 Hennepin Avenue North, Glencoe, MN, 55336 ("Grantee").

Recitals

- 1 Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2015, Chapter 77, Article 1, Section 37, Subdivision 2, the State is empowered to enter into this grant.
- 2 The State is in need of enhancing the operation of the County Veterans Service Offices. This grant must be used to enhance the operations of the Grantee's County Veterans Service Office under Minnesota Statutes §197.608, Subdivision 4(a), and should not be used to supplant or replace other funding.
- 3 The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1. Term of Grant agreement

- 1.1 **Effective date:** July 1, 2015 or the date the State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2, whichever is later.

The Grantee must not begin work under this grant agreement until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work, except as permitted by Minnesota Statutes §16B.98, Subdivision 11.

- 1.2 **Expiration date:** June 30, 2016, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2. Grantee's Duties

The Grantee, who is not a state employee, will:

- 2.1 Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).
- 2.2 Conduct the County Veterans Service Office Operational Enhancement Grant Program by purchasing one, or more, of the allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2016, identified as Attachment A, which is attached and incorporated into this grant agreement.
- 2.3 If the Grantee wishes to purchase a good or service not listed on the approved items list of the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2016, Attachment A, they shall submit a written request to the State's Authorized Representative listing the item, the estimated cost, and how the item will benefit county veterans. The item may only be purchased with grant funds upon receipt of written approval from MDVA.

- 2.4 Upon the conclusion of this Project, the Grantee shall submit a Final Progress and Financial Report to MDVA, which shows all Tasks accomplished and separately accounts for all grant funds expended. If the Grantee is eligible for a grant under this Program in the following fiscal year, MDVA will not enter into a new grant agreement nor issue any payment, until the Final Progress and Financial Report for the current fiscal year has been received and approved. The Grantee must also certify compliance by completing and submitting the CVSO Operational Enhancement Compliance Report, Attachment E which is attached and incorporated into this grant agreement.
- 2.5 In the event that any provision of the Grantee's charter or mission, incorporated into this grant agreement by reference, is not consistent with any portion of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.6 Comply with the requirements specified in the MDVA Grants Manual, Attachment F, which is attached and incorporated into this grant agreement. In the event that any provision of the MDVA Grants Manual, Attachment F is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.7 If at any time during administering the grant, a personal or professional Conflict of Interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing (as provided for in the MDVA Grants Manual, Attachment F, specifically the Conflict of Interest Disclosure Form, Appendix E) to determine if corrective action is necessary.
- 2.8 Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grants Manual (Attachment F), including a final inspection upon program completion.

3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

4. Consideration and Payment

4.1 Consideration. Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:

- 4.1.1 **Compensation.** The Grantee will be paid an Advanced Payment lump sum of \$10,000 and must utilize funds for allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2016, Attachment A. To ensure compliance with the duties listed in Clause 2 "Grantee's Duties," Grantee will complete provided (Microsoft Excel Spreadsheets) Work Plan and Proposed Budget Expenditure Report, identified as Attachment B which is attached and incorporated into this grant agreement, and Progress Report and Final Budget Expenditure Report, identified as Attachment C which is attached and incorporated into this grant agreement. Grantee will submit Attachments B and C to the State consistent with the requirements specified in the MDVA Grants Manual, Attachment F.
- 4.1.2 **Travel Expenses.** Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement is an allowable expense. The Grantee will report travel and subsistence expenses on the Travel Expense Worksheet, identified as Attachment D, which is attached and incorporated into this grant agreement, or a similar worksheet as provided by the county, in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB).

Travel and subsistence expenses incurred outside Minnesota are not approved unless the Grantee has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

- 4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed \$ 10,000 (TEN THOUSAND DOLLARS).

4.2 Payment

- 4.2.1 **Invoices.** The State will promptly pay the Grantee an Advance Payment lump sum payment as specified in Clause 4.1.3 upon execution of this Grant agreement.
- 4.2.2 **Eligible Project Costs.** In order to be eligible for Project Grant Funds, cost must be reasonable, necessary, and allocated to the Project, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant to Minnesota Laws 2015, Chapter 77, Article 1, Section 37, Subdivision 2, and this Grant agreement.
- 4.2.3 **Unexpended Funds.** If the work specified in the Grantee's Duties is not completed, or is completed without expending the budgeted total of MDVA grant funds, the Grantee shall apply MDVA grant funds towards the total cost properly expended on the Tasks specified in the Grantee's Duties, and shall promptly return to the MDVA any funds not so expended. All advance payments on the grant must be reconciled within 12 months of issuance or within 60 days of the end of the grant period, whichever comes first.

4.3 Contracting and Bidding Requirements.

- 4.3.1 **Invoices.** Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- 4.3.2 Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- 4.3.3 Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- 4.3.4 Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- 4.3.5 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment, or will return payment already received, for work found by the State to be **unsatisfactory** or performed in violation of federal, state, or local law. The Grantee will be bound to the current MDVA Grants Manual, Attachment F as provided by the State.

6. Authorized Representative

The State's Authorized Representative is **Brad Lindsay**, Deputy Commissioner, Minnesota Department of Veterans Affairs, Veterans Services Building, 20 West 12th Street, St. Paul, Minnesota 55155, 651-757-1582, brad.lindsay@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant agreement.

The Grantee's Authorized Representative is **Jim Lauer**, CVSO McLeod County, 2381 Hennepin Avenue North Glencoe, MN, 55336, (320) 864-1268, james.lauer@co.mcleod.mn.us, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7. Assignment, Amendments, Waiver, and Grant agreement Complete

7.1 Assignment. The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.

7.2 Amendments. Any amendments to this grant 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 grant agreement, or their successors in office.

7.3 Waiver. If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant agreement Complete. This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8. Liability

The Grantee must 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 grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

9. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. Government Data Practices and Intellectual Property

10.1 Government Data Practices. The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2 *Intellectual Property Rights*

10.2.1 *Intellectual Property Rights.* The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents *created and paid for under this Grant Agreement*. The “works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Grant Agreement. “Works” includes documents. The “documents” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this Grant Agreement. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the Grantee upon completion or cancellation of this Grant Agreement. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the works and documents.

10.2.2 *Obligations*

10.2.2.1 *Notification.* Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this Grant agreement, the Grantee will immediately give the State’s Authorized Representative written notice thereof, and must promptly furnish the State’s Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 *Representation.* The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee’s expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee’s or the State’s opinion is likely to arise, the Grantee must, at the State’s discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11. Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12. Publicity and Endorsement

- 12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement.
- 12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination

- 14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2 **Termination for Cause.** The State may immediately terminate this Grant agreement if the State finds that there has been a failure to comply with the provisions of this Grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not commence the Project within six (6) months of the effective date of this Grant agreement, as evidenced by the incurrence of documented expenses for eligible grant costs, then this Grant agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.
- 14.3 **Termination for Insufficient Funding.** The State may immediately terminate this Grant Contract if:
- 14.3.1 It does not obtain funding from the Minnesota Legislature;
- 14.3.2 Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

APPROVED:

- 1. STATE ENCUMBRANCE VERIFICATION**
Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Contract/PO No(s): _____

- 2. GRANTEE: McLeod County**
The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Grantee: _____

Title: County Board Chair

Date: _____

Grantee: _____

Title: County Administrator

Date: _____

- 3. STATE AGENCY: MINNESOTA DEPARTMENT OF VETERANS AFFAIRS**

Signed: _____
(With delegated authority)

Title: _____

Date: _____

Distribution:
 Agency
 Grantee
 State's Authorized Representative - Photo Copy

ATTACHMENT A**CVSO Operational Enhancement Grant
Items Approved/Disapproved – FY2016**

Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes.

- To provide outreach to the county's veterans.
- To assist in the reintegration of combat veterans into society.
- To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.
- To reduce homelessness among veterans.
- To enhance the operations of the county veterans service office.

Only the items approved on this form are authorized for purchase using grant funds. The MDVA will seek recovery from your county for any items not on this list that have been purchased with grant funds.

EQUIPMENT & SUPPLIES	
Monitors and Dual monitor video cards	Teleconferencing equipment
Laptops/Tablet PC's/I-Pad (including accessories)	Paper shredders or shredding contracts
Personal computers - Desktop	TV /DVD combinations
Printers/Scanners	Mobile broadband data access device/Hotspot (No monthly contracts or fees.)
Cellular Phones/Smart Phones	Fax machines and installation of initial phone line (No monthly contracts or fees.)
Photo copiers (or 12 month lease) (Including user maintenance agreements.)	Digital Cameras
Digital Video Recorders	Digital Projectors – LCD/DLP
Office Supplies related to administering the CVSO grant (e.g. copy paper, toner cartridges, ink cartridges, etc.).	Office Furniture that <i>is necessary</i> and is directly related to a computerization, organization and enhancement efforts (such as required furniture for new/increased staff, computer desk, printer stand, filing cabinets, etc.).
Headsets – Phone ONLY	Label printers and supplies

SOFTWARE	
Veterans Information/Case Management Systems and Software (Including user maintenance agreements.)	

MARKETING	
Marketing expenses (Display boards, radio airtime, TV airtime and newspaper ads, billboards, CVSO shirts & jackets <i>(Must display the LinkVet logo)</i>)	Publicity Items (<i>Magnets, Brochures, Challenge Coins – must include reference to LinkVet</i>)

VETERAN SERVICES	
Expenses related to the goal of reducing Veteran homelessness <i>(Must be pre-approved)</i>	Staff expenses for new/increased staff or to fund staff that were previously hired utilizing this grant that provide direct services to veterans.
Training at local colleges – Includes all staff in CVSO Office and must relate to the position of CVSO. <i>(Must be pre-approved)</i>	Travel expenses related to MACVSO / MDVA/ USDVA sponsored training events. <i>(Including transportation, lodging and registration fees)</i>
Expenses related to the transportation of Veterans needing to access their benefits <i>(Including van/vehicle purchases for this primary purpose, maintenance, fuel, etc.)</i>	Required NACVSO Accreditation/CEU/CVA Training – Must provide a “Certificate of Completion” after training. <i>(Transportation, Lodging and Registration)</i>
Medical expenses to pay for 2nd opinions on previously denied VA disability claims.	Expenses related to “Outreach” such as benefits fairs, town halls and seminars. <i>(Refreshments & food over \$500.00 must be pre-approved)</i>
Expenses related to the reintegration of returning service members <i>(Including travel expenses to official reintegration events)</i>	Employee Meals related to official travel for required training are allowable as specified in Chapter 15 – Expense Reimbursement per the State of Minnesota “Commissioner’s Plan” located at www.mn.gov/mmb Website.
Veteran Medallion Samples (VA Marker) <i>(three sizes) to display in the office</i>	Expenses related to the Transportation of Veterans needing to access their benefits <i>(Including van/vehicle purchases for this primary purpose, maintenance, fuel, etc.)</i>
Medical expenses to pay for 2nd opinions on previously denied VA disability claims.	Expenses related to the collaboration with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans. Note: A detailed Account Activity Statement including 1) Veteran Name, 2) Total Dollars, 3) Payee info and 4) Description is required for the Final Closeout Report.

Also Approved:

- Reference materials (medical dictionaries, VA rules and regulations manuals, etc.).
- Up to one year of extended warranties/extended maintenance contracts on equipment and related software purchased during this grant cycle ONLY.

***NOTE: The maximum purchase price for certain items does NOT include tax or shipping charges.**

Items Not Approved:

- Direct assistance payments to veterans, their survivors or dependents.
- Payments made to a third party on behalf of a veteran, their survivors or their dependents, such as mortgage, rent, auto loans, insurance, credit cards, etc.

Attachment B - Sample Only

SECTION One - CVSO Workplan & proposed Budget Expenditures Report	
Grantee's Name:	_____
CVSO's Name:	_____
Project Name:	County Veterans Service Office Operational Enhancement Grant Program
Legal Citation:	Minnesota Laws 2015, Chapter 77, Article 1, Section 37, Subdivision 2
Period Covered by Request:	FY2016
Please provide a brief description of CVSO's intended use of CVSO grant funds.	

SECTION TWO - proposed Budget Expenditures Report Instructions			
Instructions:			
Column A - Enter your proposed Budget Items (Attachment A)			
Column B - Enter your <i>estimated</i> Budget Amounts			
NOTE:			
The proposed Budget Expenditure Report is pre-programmed to calculate totals.			
Budget Item <small>(e.g. Publicity, Travel etc.)</small>	Budget Amount	Receipts (leave blank)	Ending Balance
<small>Reference: Grant Agreement (Attachment A - "CVSO Operational Enhancement Grant Items Approved/Disapproved" List</small>			
			\$0.00
Column Total	\$ -	\$ -	\$0.00

Attachment E

CVSO Operational Enhancement Grant Compliance Report

I hereby certify that the County Veterans Service Office Operational Enhancement Grant funds received from the Minnesota Department of Veterans Affairs were expended only on items/services that are authorized and specified in the Items Approved/Disapproved list of approved expenditures that has been provided to this county by the Minnesota Department of Veterans Affairs.

As verification of the proper expenditure of these funds, I have attached copies of all paid in full receipts for all purchases made with grant funds. These receipts are in the total amount of \$ _____.

Any remaining grant funds not expended are returned with this report. The check/warrant is made payable to the Minnesota Department of Veterans Affairs in the amount of \$ _____.

All original receipts and accompanying purchase orders will be retained by this county for audit purposes.

Signature of Certifying Official

Date

Print Name

County

Business Phone #

Attachment F

Minnesota Department of Veterans Affairs (MDVA)



GRANTS MANUAL

Fiscal Year 2016 (July 1, 2015 - June 30, 2016)

<u>Table of Contents</u>	<u>Page</u>
I. Introduction	3
II. State Accounting System (SWIFT) Requirements	4
III. Grant Payments	4-6
• Reimbursement Payment Requests	
• Advanced Payments	
IV. Grant Expense Supporting Documentation	6
V. Documents to Be Kept on File	7
VI. Grantee Errors and/or Missing Supporting Documentation	7
VII. MDVA Grant Payment Schedule	8
VIII. Commissioner's Plan (Travel and Meal Allowances)	8
IX. Contact Information	8
 <u>Appendix</u>	
A: Reimbursement Payment Request Checklist	9
B: Advanced Payment Supporting Documentation Checklist	10
C: Reimbursement Request Form	11
D: Advanced Payment Grant Expenditure Report Form	12
E: Conflict of Interest Disclosure Form	13-14

I. Introduction

The Finance Division within the Minnesota Department of Veterans Affairs (MDVA) provides contract management services related to grant programs. Contract management ensures oversight of grants for program deliverables and meets the requirements of all federal and state laws and policies including the Department of Administration's Office of Grants Management (OGM) procedures. Contract management aids recipients with financial compliance and ensures program consistency with appropriation law, state statute, grants policies, and approved budgets, work plans and final reports.

The grantee is responsible for establishing and maintaining adequate internal financial control systems that follow generally accepted accounting and auditing principles. Any accounting issues not addressed in this manual are subject to state agency standards as interpreted by the State's internal auditors. All programs are subject to final audit.

The Minnesota Office of Grants Management Policy (OGM) Policy Number 08-10 requires one monitoring visit during the course of the grant period for grants valued at over at \$50,000. Monitoring will take place either at the grantee's office location, the MDVA Saint Paul Office, or via phone. Grantees will be given adequate notice prior to monitoring. The purpose of monitoring is to:

- Resolve problems
- Offer technical assistance
- Review recordkeeping (financial records and associated documentation and procedures)

Note: The MDVA Finance Division reserves the right to monitor grants valued at less than \$50,000.

This manual was developed to help grantees administer their MDVA grants and to provide instruction on reporting eligible program expenses for Advanced Payments and Reimbursement Payment Requests. However, this manual will not be able to address all issues and potential problems that may arise during the completion of the program.

For questions regarding the Grant Agreement, Amendments, Reimbursement Requests and/or Advanced Payment Requests, please contact the MDVA Grants Specialist or the State's Authorized Representative.

II. State Accounting System (SWIFT) Requirements

MDVA processes program reimbursement payments through a system managed by Minnesota Management and Budget (MMB). The preferred method of payment is through the use of an electronic funds transfer (EFT) directly into the grantee's designated bank account. Electronic transfer reimbursements provide timely payments and prevent the loss of checks either in the mail or by misdirection. In order to set up the electronic transfer payment process, please contact MMB at 651-201-8106.

The grantee will also need to request a User ID to access the SWIFT e-Supplier portal to view payment information:

- Go to <http://supplier.swift.state.mn.us>
- At the Supplier Portal - leave the User ID and Password boxes blank
- Click on the 'Vendor Registration Link'
- Enter Vendor Name, Tax Identification Number (TIN) Type & Federal Tax ID and click next
- Enter SWIFT Vendor ID and click 'find' (to find the SWIFT Vendor ID - go to <http://www.swift.state.mn.us/vendors> and enter the vendor number)
- If a user ID exists it will be displayed
- Click on the 'Create new user' button and follow the steps to create a new user password
- An email will be sent with the new User ID and password.

Questions regarding this process can be sent to efthelpline.mmb@state.mn.us.

III. GRANT PAYMENTS

In accordance with the Minnesota Office of Grants Management Policy (OGM) Policy Number 08-08, payments for MDVA grants are reimbursement based unless Advanced Payment is specified in the grantee's Grant Agreement.

A. Reimbursement Payment

When a grant agreement is reimbursement-based, grantees must pay for program expenses prior to seeking grant payment. Eligible expenses are then reimbursed, as outlined the Grant Agreement approved budget.

Reimbursement Payment Requests are submitted to the MDVA Grants Specialist or the State's Authorized Representative monthly, quarterly or as specified in the Grant Agreement.

- Monthly (June, July, August etc.)
- Quarterly (Q1 - Jul-Sep, Q2 - Oct-Dec)

1. **Reimbursement Documents to Be Submitted**

The grantee shall provide to the State the following information to receive grant reimbursement payments, (or as instructed in the Grant Agreement):

- **Program Reimbursement Payment Request Form, Appendix C**

This form must be completed and signed by an individual who is authorized by the organization to submit reimbursement requests.

- **Budget Expenditure Report, Attachment B**

The Budget Expenditure Report, Attachment B, provides the starting budget amounts, the current requested reimbursement amount, and the remaining balance of funds available. The Budget Categories are the same as those from the approved budget. Only approved budget items (expenses) will be eligible for reimbursement.

- **Grant Expense Supporting Documentation**

Expense Supporting Documentation must include all receipts, mileage logs, invoices, and payroll records. This information is required to determine the eligibility of the expenses and to ensure expenses were made within the period eligible for reimbursement.

2. **Final Grant Closeout**

- In accordance with the Minnesota Office of Grants Management Policy (OGM) Policy Number 08-09, grantees are required to submit progress reports at least annually. The Final Report and Budget Expenditure Report, Attachment C, the Veterans Service Organization Compliance Report, Attachment E, and supporting documentation must be submitted within 20 business days after the Grant Agreement Termination Date in order to allow the MDVA Finance adequate time Unit to review the paperwork, notify the grantee of any missing or incomplete documentation, and process the request.
- The final reimbursement will be paid when the State determines that the Grantee has satisfactorily fulfilled all the terms of their grant agreement.

B. **Advanced Payment**

Grantees with an Advanced Payment provision in their Grant Agreement, shall receive a grant payment at the beginning of the grant period. As the grant fund are expended, grantees shall retain their grant expenditure supporting documentation (receipts, invoices, mileage logs, payroll reports and proof of payment) on file.

1. **Advanced Payment Documentation to be Submitted**

Grantees with the provision in their Grant Agreement allowing one or more installment shall receive partial grant payments, usually 50%, at the beginning and again mid-way through of the grant period.

Grant expenditure supporting documentation is provided to the State after each payment installment has been expended, or as specified in the Grant Agreement.

Payment installments following the initial one shall be made by the State to the grantee once the supporting documentation has been reviewed and accepted by the MDVA Grants Specialist or the State's Authorized Representative.

2. **Grantee Request for Payment Installment**

The grantee shall provide to the State the following information to receive subsequent grant payment installments:

- **Advanced Payment Grant Expenditure Report Form, Appendix D**

Subsequent grant payments shall be made after the above documents have been reviewed and approved by the MDVA Grants Specialist or the State's Authorized Representative.

- **Budget Expenditure Report, Attachment B**

The Budget Spreadsheet provides information on the starting budget amounts, the current budget expenditure amount, and the remaining balance of funds available. The Budget Categories are the same as those from the approved budget. Only approved budget items (expenses) will be eligible for reimbursement.

- **Advanced Payment Supporting Documentation**

Program expenses must be documented with receipts, mileage logs, invoices, and payroll records. This information is required to determine the eligibility of the expenses and to ensure expenses were made within the period eligible for reimbursement.

3. **Final Grant Closeout**

In accordance with the Minnesota Office of Grants Management Policy (OGM) Policy Number 08-09, grantees are required to submit progress reports at least annually. The Final Report and Budget Expenditure Report, Attachment C, the Veterans Service Organization Compliance Report, Attachment E, and supporting documentation must be submitted within 20 business days after the Grant Agreement Termination Date in order to allow the MDVA Finance adequate time Unit to review the paperwork, notify the grantee of any missing or incomplete documentation, and process the request.

IV. **Grant Expense Supporting Documentation**

For all grant payments (Reimbursement or Advanced Payment), supporting documentation must explicitly state the date(s) that the services were performed in order to determine the date(s) fall within the period eligible for reimbursement as specified in the Grant Agreement.

Please insure that the following information is clearly indicated:

- Budget Category for the expense (e.g. Personnel, Travel, and Equipment etc.)

- If the documentation (e.g. receipt, invoice) reflects expenses for more than one Budget Category, indicate which budget items are posted to which budget category.
- If the documentation has non-program expenses on it, be sure to line-through the nonrelated expenses.
- All employees working on the grant should track the number of hours. Timesheet elements include the period worked, (date range of work performed), name of the employee, rate of pay, hours worked, and benefit rate.
 - The original time records must be available for review if requested. All vacation (paid time off), sick, and holiday benefits are eligible for reimbursement on a proportional level. Please contact the MDVA Grants Specialist or State's Authorized Representative for more information.

Please send one copy of the reimbursement request to the MDVA Grants Specialist or the State's Authorized Representative by mail, e-mail or as specified in the Grant Agreement).

V. Documents to Be Kept on File

The grantee must maintain all records related to the Grant Agreement including all Grant Agreements, Amendments and correspondence in a separate program file. Program records are required for monitoring/audit purposes and must be readily available for review.

1. Proof of Payment Documentation

It is the grantee's responsibility to maintain Proof of Payment documentation on file throughout the grant period and to make it available whenever requested by the State or as specified in the Grant Agreement.

Proof of payment documentation may include: 1) a copy of a bank statement with small photocopies of cleared checks, 2) an electronic bank statement, 3) a copy of cancelled check(s), or other certified financial records, 4) employee original time records and payroll documentation.

Note: All records related to the program must be retained for a minimum of six (6) years following the end of the grant agreement.

VI. Grantee Errors and/or Missing Supporting Documentation

In the event that the State Authorized Representative has questions concerning whether grant funds have been expended according to the Grant Agreement and/or the required grant supporting documentation is not available upon request, the State may place a "payment hold" on the grantee. No grant payments (Reimbursement Requests or Advanced Payment Request installments) shall be processed until the issue has been resolved to the satisfaction of the State's Authorized Representative.

- A. In the event that the State determines that an expense submitted by the grantee for reimbursement is not "allowed", the State reserves the right to disallow payment for that budget item.

B. Grantee Payment Decision Appeal

In the event a Grantee disputes a payment decision by the State, the Grantee may appeal the decision in writing within 30 days of the State's payment decision. All payment disputes shall be addressed to the MDVA Commissioner or designee.

VII. MDVA Grant Payment Schedule

Grantees may expect to be reimbursed within 30 days of MDVA receiving the complete reimbursement request. The 30-day timeframe begins when a complete and accurate reimbursement request is received by MDVA. If there are errors or if documentation is missing, the 30-day clock does not start until the missing documentation is submitted and/or the errors have been corrected. The 30-day timeframe does not apply when grantees are late, and/or submit multiple Reimbursement Payment Requests at the same time.

VIII. Commissioner's Plan (Travel and Meal Allowances)

In order for travel and meal expenses to be eligible for reimbursement, grantees must submit their mileage and meal activity using the Travel Expense Worksheet (Attachment D) according to the guidelines as stated in the Commissioner's Plan.

Website link for information on meal and mileage rates:

Commissioner's Plan Website (Select Chapter 15 – Expense Reimbursement)

Out of state travel is an ineligible expense unless prior approval is granted by the State's Authorized Representative.

IX. Contact Information

Minnesota Department of Veterans Affairs
Liz Kelly, Grants Specialist
20 West 12th Street, 2nd Floor
St. Paul, MN 55155-4010
Tel: 651-201-8225
Main: 651-296-2562
liz.kelly@state.mn.us

APPENDIX A

Reimbursement Payment Request Grant Expenditure Supporting Documentation Checklist

The checklist contains the items that must be included with the reimbursement request. Please use the checklist to ensure that the payment request is complete.

For all programs, the Grantee must submit the following:

_____ **Reimbursement Payment Request Form, Appendix C**

This document must be dated and signed by an appropriate representative for the grantee. Please complete the form and include the name of the program, the SWIFT purchase order number (300000XXXX), the sequence of the request (for example, the first request would be #1), and the period of time the request covers.

This document must be dated and signed by an appropriate grantee representative.

_____ **Budget Expenditure Spreadsheet, Attachment B and Attachment C**

The Budget Expenditure Spreadsheet is customized to reflect the grantee's individual budget items, allowable expenses and is part of the grantee's Grant Agreement. This will help track budget line items to ensure funding is being expended by budget categories.

The Budget Expenditure Spreadsheet is in Excel format and will be provided to the grantee by the State at the beginning of the grant period.

_____ **Supporting Documentation**

Submit copies of receipts, invoices, mileage logs and signed payroll records. This information is required to determine what part of the program the expenses are being directed to.

_____ **Reimbursement Supporting Documentation**

Grantees shall submit copies of receipts, invoices, mileage logs and signed payroll records when specified in the Grant Agreement. This information is required to determine what part of the program the expenses are being directed to.

_____ **Travel and Meal Logs**

Grantees shall submit a Travel Expense Worksheet, Attachment D, when specified in the Grant Agreement.

The Travel Expense Worksheet, Attachment D, is in Excel format and will be provided to the grantee by the State at the beginning of the grant period.

_____ **Final Report (submitted with the final Reimbursement Payment Request)**

The Final Report format is as specified in the grantee's Grant Agreement.

APPENDIX B

Advanced Payment Grant Expenditure Supporting Documentation Checklist

The checklist contains the items that must be submitted at the end of the grant period or after the grant fund installment has been expended. Please use the checklist to ensure that the payment request is complete.

For all programs, the Grantee must submit the following:

_____ **Advanced Payment Grant Expenditure Report Form, Appendix D**

Please complete the form and include the name of the program, the SWIFT purchase order number (300000XXXX), the sequence of the advanced payment (for example, the first payment would be #1), and the period of time the request covers.

This document must be dated and signed by an appropriate grantee representative.

_____ **Budget Expenditure Spreadsheet, Attachment B and Attachment C**

The Budget Expenditure Spreadsheet is customized to reflect the grantee's individual budget categories, allowable expenses and is part of the grantee's Grant Agreement. This will help track budget line items to ensure funding is being expended by budget categories.

The spreadsheet is an Excel format and will be provided to the grantee by the State at the beginning of the grant period.

_____ **Supporting Documentation**

Submit copies of receipts, invoices, mileage logs and signed payroll records. This information is required to determine what part of the program the expenses are being directed to.

_____ **Travel and Meal Log(s)**

Grantees shall submit a completed Travel Expense Worksheet, Attachment D, when specified in the Grant Agreement.

The Travel Expense Worksheet, Attachment D, is in Excel format and will be provided to the grantee by the State at the beginning of the grant period.

_____ **Final Report (submitted with the final Advanced Payment Request)**

The Final Report format is as specified in the grantee's Grant Agreement.

SWIFT # _____

**APPENDIX C
Reimbursement Payment Request Form**

SWIFT PO Number:	Grantee:	Program Name:
Request Number _____ Period for which funds are being requested: From: _____ / _____ / _____ To: _____ / _____ / _____ Amount of Request \$ _____ Final Request: Y / N	I certify that I am authorized to request funds, and that all services rendered, materials purchased, and expenditures reported are as shown in the attached reimbursement forms. <u>I certify that the expenditures reported have been incurred, are not being reimbursed from another source, and were used exclusively for this program.</u> All original documentation is retained by the grantee in the form of receipts, invoices, proof of payment, and signed payroll records. Copies of these supporting documents are attached as required by State grant management policies.	
	_____ Signature Date	
	_____ Name, Title	
	Daytime Phone Number: _____	
	e-Mail: _____	
Remarks: _____ _____ _____		

For MDVA Use Only

I have reviewed the evidence provided by the grantee for the goods, materials and/or services presented and they satisfy State requirements for reimbursement under the pass through agreement.		
Reimbursement approved for: \$ _____	<table border="1" style="width:100%; height: 100px;"> <tr> <td style="text-align: center;">Date Received</td> </tr> </table>	Date Received
Date Received		
By: _____ Title: _____ Date: _____		
2nd Review By: _____ Title: _____ Date: _____		

Please keep originals of invoices and evidence of payment as documentation for payments, along with a copy of this completed form. Records must be retained for six (6) fiscal years from the end of the agreement.

SWIFT # _____

**APPENDIX D
Advanced Payment Grant Expenditure Report Form**

SWIFT PO Number:	Grantee:	Program Name:
Payment Number _____ Period for which advanced payment funds were expended: From: _____ / _____ / _____ To: _____ / _____ / _____ Amount of Request \$ _____ Final Request: Y / N	<p>I certify that I am authorized to report these grant expenditures, and that all services rendered, materials purchased, and expenditures reported are as shown within the attached supporting documentation. <u>I certify that the expenditures reported have not been reimbursed from another source, and were used exclusively for this program.</u> All original documentation is retained by the grantee in the form of receipts, invoices, proof of payment, and signed payroll records. Copies of these supporting documents are attached as required by State grant management policies.</p> <hr/> <p align="center">Signature _____ Date _____</p> <hr/> <p>Name, Title _____</p> <p>Daytime Phone Number: _____</p> <p>e-Mail: _____</p>	
Remarks:		

For MDVA Use Only

I have reviewed the evidence provided by the grantee for the goods, materials and/or services presented and they satisfy State requirements for reimbursement under the pass through agreement.		
Reimbursement approved for: \$ _____	<table border="1" style="width:100%; height: 100px;"> <tr> <td style="padding: 5px;">Date Received</td> </tr> </table>	Date Received
Date Received		
By: _____		
Title: _____		
Date: _____		
2nd Review		
By: _____		
Title: _____		
Date: _____		

Please keep originals of invoices and evidence of payment as documentation for payments, along with a copy of this completed form. Records must be retained for six (6) fiscal years from the end of the agreement.



APPENDIX E

Conflict of Interest Disclosure Form

This form gives grantees an opportunity to disclose any actual, potential or perceived conflicts of interest that may exist during a grant process. It is the grantee's obligation to be familiar with the Office of Grants Management (OGM) Policy 08-01, Conflict of Interest Policy for State Grant-Making and to disclose any conflicts of interest accordingly.

If the grantee believes that any actual, potential, or perceived conflicts of interest exists, the grantee must identify that an actual, potential, or perceived conflict exists, but is not required to explain the reason for the conflict of interest on this disclosure form as this form is considered public data under Minn. Statute 13.599- Grants. It is important, whenever possible, that appropriate steps be taken to avoid any actual, potential, or perceived conflicts of interest. The grantee may be asked to discuss the conflict of interest with appropriate agency or grant program personnel. Please read the definition of conflict of interest below and mark the appropriate boxes that pertain to you and your status.

Description of actual, potential, and perceived conflicts of interest:

Actual conflict of interest: An actual conflict of interest shall be deemed to exist when a review of the situation by the grantee or other agency personnel determines that a decision or action by the grantee would compromise a duty to another party.

Potential Conflict of Interest: A potential conflict of interest may exist if a grantee has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Perceived Conflict of Interest: A perceived conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist.

As a grantee, I certify that I have read and understand the description of conflict of interests explained above and in OGM Policy 08-01 and (check one of the boxes below):

- I do not have any conflicts of interest.
OR
 I have an ACTUAL, POTENTIAL, or PERCEIVED conflict of interest.

If at any time during the grant I discover a conflict of interest, I will disclose that conflict immediately to appropriate agency or grant program personnel.

Organization Name: _____

Grantee's Signature: _____

Grantee's Printed Name: _____

Date: _____ County (when applicable): _____

This section to be completed by appropriate agency or grant program personnel (grant program manager and/or grant program supervisor):

I certify that the issue of Conflicts of Interest has been discussed with this grantee and the following actions have been taken:

- Grantee has disclosed no conflict(s).
- Grantee has disclosed an actual, potential, or perceived conflict(s) and after additional discussion and investigation by agency or grant program personnel it was determined that a conflict of interest exists.
- Grantee has disclosed a potential or perceived conflict(s) but after additional discussion and investigation by agency or grant program personnel it was determined that no conflict of interest exists.

Additional Details or Comments from agency or grant program personnel:

Grantee's Signature: _____

Grantee's Printed Name: _____

Date: _____

State Authorized Representative Signature: _____

Date: _____

Board Workshop
March 8, 2016
Following Board Meeting

AGENDA

- A. Review draft of the McLeod County Trail Plan.
- B. Discuss bonding for County drainage projects.

CC: Commissioners
Department Heads