McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING AGENDA
MARCH 8, 2016

1 9:00 CALL TO ORDER

PLEDGE OF ALLEGIANCE

2 9:03 CONSIDERATION OF AGENDA ITEMS*

3 9:08 CONSENT AGENDA*

A. February 26, 2016 Auditor's Warrants.
B. Approve renewal of McLeod County Public Health 2016 Southwest Initiative Foundation Grant Agreement that provides funds to support dental varnishing services in the community and build community partnerships to improve oral wellness in children.
C. Approve renewal of McLeod County Public Health grant application for 2016 United Way of McLeod County Community Grant Funding to support the ongoing Universal Contact/New Baby Visit Program.
D. Approve renewal of Consumption & Display Permit for Brownton Rod & Gun in Brownton from April 1, 2016 through March 31, 2017.
E. Approve renewal of Non-Intoxicating 3.2% Liquor License for Shadow Brooke Golf Course in Lester Prairie from March 1, 2016 through December 31, 2016.
F. Approve Conditional Use Permit 16-02 requested by Adam Revier for a Home Occupation in an accessory building exceeding 2,400 square feet and/or employing more than 5 non-residents for the purpose of a welding and fabrication business within a 10.78 AC tract of Section 35, Rich Valley Township.

   Rich Valley Township recommended approval on January 13, 2016. The Planning Advisory Committee recommended approval on February 24, 2016 with the following conditions:
   1. Septic system shall be in compliance.
   2. There shall be an established parking area for employees and customers.
   3. Building shall be handicap accessible.
   4. All equipment and supplies shall be stored within an enclosed structure or screened from view from the public road and nearby residences.

G. Approve Conditional Use Permit 16-04 requested by Adam & Wanda Alsleben for the purpose of a kennel to be known as Sandy Creek Aussies and to allow for up to 30 dogs for showing, breeding and for sale of dogs in Section 10, Glencoe Township.

   The Board of Glencoe Township recommended approval on February 11, 2016. The Planning Advisory Committee unanimously recommended approval on February 24, 2016.

H. Approve Conditional Use Permit 16-05 requested by Scott & Deborah Pikovsky to allow for commercial outdoor activities for weddings, receptions and events with catered in foods and beverages in an existing accessory building in Section 15, Rich Valley Township.

The Board of Rich Valley Township recommended approval on February 10, 2016. The Planning Advisory Committee recommended approval on February 24, 2016 with the following conditions:

1. There shall be no parking on County Road #2. On-site parking only.
2. Applicant shall notify Sheriff's Office of each event due to increased traffic and large attendance of people.
3. Applicant shall contact the Fire Marshall to have an inspection performed on the accessory structure and to ensure there are an appropriate number of exit routes in place.
4. A septic compliance inspection shall be performed upon transfer of property.

I. Approve Conditional Use Permit 16-06 requested by Randy Peterson and Dillan Peterson for the purpose of gravel mining, screening and stockpiling on property owned by Stephen Jergens on 11.68 acres in Section 23 of Hassan Valley Township.

The Board of Hassan Valley Township recommended approval on February 16, 2016. The Planning Advisory Committee unanimously recommended approval on February 24, with the following conditions:

1. Hours of operation are 6:00 AM to 7:00 PM Monday through Friday; 6:00 to 12N on Saturday.
2. A letter of credit or bond in the amount of $11,000 shall be submitted to the Zoning Office before recording of the Order.
3. No wetland or floodplain impacts shall take place unless prior approval from any agency with jurisdiction.
4. Excavation must be at least feet from the bank of the river.
5. There shall be no stockpiling within the floodplain area.
6. Applicant shall apply for a DNR Dewatering Permit, if needed.
7. All MPCA permits shall be maintained.
8. Applicant shall apply for an Access permit with the County Highway department, if needed.
9. Applicant shall follow an orderly restoration plan with back sloping at a 4:1 grade to be restored into wildlife purposes.

4 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST*

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

6 9:10 PUBLIC HEALTH – Director Jennifer Hauser

A. Consider approval of McLeod County Public Health grant application for new 2016 United Way of McLeod County Community Grant Funding to support the McLeod County Hoarding Awareness and Support Project.*

Research indicates approximately 4-14% of the general population suffer from Hoarding/excessive clutter disorder, a recognized mental health disorder. Community members who are suffering with hoarding/excessive clutter behavior threaten the health and safety of the individual and the community, including the individual's family, neighbors, and support workers, health providers, law enforcement, and emergency personnel. The McLeod County Hoarding and Awareness Project focuses on helping those that are unable to help themselves by providing resources available to achieve a healthy lifestyle as a whole.

In 2015, 29 Public Health Nuisance were received by McLeod County Public Health. Of the 29 referrals, 10 involved extreme clutter. When a referral is received, Public Health follows up to do a professional, evidence-based assessment of the home environment and client to determine to what degree the clutter/hoarding behavior is creating unsafe or unhealthy conditions. A service plan is then developed in partnership with the client. This plan includes referrals to community partners to bring about healthy and lasting change.

Hands-on support, such as mental health treatment, public health and social services case management, cleaning services, home care, heavy chores services, and training and assistance from professional organizers is offered to clients who are ready to address the issue and interested in receiving help. This hands-on support, which is critical for treatment success, may be unavailable for residents who are under-insured or for those living in poverty, due to out of pocket costs.

Currently, there is no funding source other than County levy dollars for Public Health Nuisance follow-up and case-management. However, it is considered a core service of Local Public Health under State statute MN 145A. This grant funding would help defray some of that cost to the County.

Public Health is requesting $6000 in funding from the United Way to support staff time, materials, training and hands-on assistance to McLeod County residents. The goal is to increase awareness of this chronic disease, increase the number of referrals to 35 clients, and provide intervention, referrals and support to 10 clients with hoarding/excessive clutter behavior. The aim for participants: gain knowledge, learn and use new skills, and experience measureable change in their lives. Of the people working with our program, our goal is to have 100% reach minimal safety standards. All clients are referred for assessment; one-third will receive treatment from a mental health professional for the disorder.

7 9:15 MCLEOD FOR TOMORROW – Program Coordinator Tasha Schiedel

A. Review of Winterfest event.

8 9:20 HUMAN RESOURCES – Director Mary Jo Wieseler

A. Consider approval to proceed with a Market Study.*
B. Consider approval to work with Central Minnesota Jobs and Training to have a person work at the Fairgrounds through the Minnesota Youth Program.*

The schedule is estimated to be 29 hours per week for a total of approximately 200 hours.

9 9:30 UNITED STATE FISH AND WILDLIFE SERVICE – Realty Specialist Blake Knisley

A. Consider certification of wetland easement from Dennis and Elaine Zetah.*

10 9:45 SOLID WASTE – Acting Director Sarah Young

A. Consider approval of contract extension with Adult Training & Habilitation Center for one month.*

11 9:50 WESTERN AND HEARTLAND COMMUNITY ACTION – Executive Director John Fitzgerald and Assistant Executive Director Joan Macik

A. Discussion on upcoming merger.

12 10:00 PLANNING AND ZONING – Administrator Larry Gasow

A. Consider approval of Conditional Use Permit 16-03 requested by Brent Reiner of RiverView Aggregates for gravel mining, processing and stockpiling in two areas to be completed in phases on property owned by BAR Properties, LLC. The area to be mined consists of a total of 38.99 acres, proposed excavation Area No. 1 is described as 14.37 Acres. Area No. 2 is described as 24.62 acres, both in Section 4 of Lynn Township.*

The Board of Lynn Township recommended approval on February 9, 2016 with the following recommendations:
1. A bond or letter of credit in the amount of $60,000 shall be provided to the Township for road maintenance in regards to Street.
2. If an alternate haul route is required, applicant must contact the Board of Lynn Township.
3. Grading after 200 loads, dust control, survey, etc., as per township letter.

The Planning Advisory Committee recommended approval on February 24, 2016 with the following conditions:
1. Applicant shall have an easement recorded for road access on property owned by Mr. William Arndt.
2. Hours of operation are 7:00 AM to 7:00 PM Monday through Friday; 7:00 to 12N on Saturday.
3. A letter of credit or bond in the amount of $39,000.00 shall be submitted to the Zoning Office before recording of the Order.
4. No wetland or floodplain impacts shall take place unless prior approval from any agency with jurisdiction.

5. There shall be no stockpiling within the floodplain area.
6. Applicant shall apply for a DNR Dewatering Permit, if needed.
7. All MPCA permits shall be maintained.
8. All gravel pit conditions shall be adhered to, such as maintain the haul route and applying appropriate dust control measures as required by Lynn Township.
9. There shall be no recycling of concrete or bituminous.
10. Applicant shall follow an orderly restoration plan with back sloping at a 4:1 grade to be restored into wildlife purposes.

13 10:10 BUILDING SERVICES – Building Maintenance Supervisor Scott Grivna

A. Consider approval to purchase a building automation system for the Health and Hunan Services building from NAC Mechanical & Electrical Services (Vadnais Heights, MN) for a total cost of $98,780 with funding coming from the bonding funds.*

Additional quote received: Building Control Services LLC (Chaska, MN) for $109,970.

14 10:15 ATTORNEYS OFFICE – Attorney Mike Junge

A. Consider approval of LexisNexis Subscription Agreement for computer access to legal publication within the McLeod County Law Library with funding coming from the Law Library account.*
B. Consider approval of 2016 County Law Library Program.*

15 10:20 AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford

A. Consider approval of $140 rent per acre for 7.5 acres of property north and west of the Health and Human Services building on Ford Avenue in Glencoe, MN for Mark Ahlbrecht of Lester Prairie, MN effective Crop-Year 2016 with rent due October 31, 2016.*

Mark Ahlbrecht has been renting the property north and west of the Health and Human Services building on Ford Avenue in Glencoe, MN for six years from the county. His wish is to continue to rent our land in 2016. He owns and operates the land that is adjacent to the county property. The rent agreement is effective November 1, 2015 to October 31, 2016. The number of rented acres is reduced to 7.5 from 8.5 in anticipation of expanding the parking lot at Health and Human Services.

B. Notification of a Trust payment received in the amount $36,450.00 from United States Department of the Interior, Fish and Wildlife Service for land acquired in McLeod County, Collins Township from Pheasants Forever Inc.

C. Consider appointment of two County Commissioners to serve as members of the County Canvassing Board.*

McLeod County Canvassing Board will meet August 12, 2016 at 10:00 a.m. following the Primary Election and November 15, 2016 at 10:00 a.m. following the General Election to canvass total votes cast in the election.

D. Summary of the Payment in Lieu of Taxes programs for McLeod County.

16 COUNTY ADMINISTRATION

- Review of Commissioners Calendar
- Commissioner reports of committee meetings attended since March 1, 2016.

A. Consider approval of February 24, 2016 Budget Committee recommendations.*
B. Consider approval to fund up to $2000 for cookies and coffee at each of the four County Agricultural Land Workshops scheduled for March 29 and 30th, 2016.*
C. Discuss board meeting options during jail renovation and courthouse security project.

OTHER

Open Forum
Press Relations

RECESS

Next board meeting March 22, 2016 at 9:00 a.m. in the County Boardroom.

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Print List in Order By: 2

1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Page Break By: 1

1 - Page Break by Fund
2 - Page Break by Dept

Explode Dist. Formulas Y

Paid on Behalf Of Name on Audit List?: N

Type of Audit List: D

D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
0		DEPT			...		
	4547	AVESIS THIRD PARTY ADMINISTRATORS					
1		01-000-000-0000-2044		658.81	VISION PREMIUM GENERAL FUND		Vision Insurance PAYABLE
					03/01/2016 03/31/2016		
	4547	AVESIS THIRD PARTY ADMINISTRATORS		658.81	1 Transactions		
	2887	ISG					
66		01-000-000-0000-2091		30.00	DRAINAGE WORKSHOP		Unallocated Ditch Expenses
					03/09/2016 03/09/2016		
	2887	ISG		30.00	1 Transactions		
0		DEPT Total:		688.81	...	2 Vendors	2 Transactions
3		DEPT			COUNTY WIDE		
	5281	TASC					
37		01-003-000-0000-6350		430.00	APRIL HSA PLAN ADMINISTRATION	IN741014	Other Services & Charges
38		01-003-000-0000-6350		444.40	APRIL FSA ADMINISTRATION	IN741014	Other Services & Charges
39		01-003-000-0000-6350		101.00	APRIL FSA CLAIM CARD FEE	IN741014	Other Services & Charges
	5281	TASC		975.40	3 Transactions		
3		DEPT Total:		975.40	COUNTY WIDE	1 Vendors	3 Transactions
13		DEPT			COURT ADMINISTRATOR'S		
	812	GAVIN WINTERS & LONG LTD					
44		01-013-000-0000-6273		191.25	COURT APPT HW/JW JV-15-139	20120122-000M	Court Appt Atty-Other
42		01-013-000-0000-6273		15.00	COURT APPT CR/RB JV-14-110	20143205-000M	Court Appt Atty-Other
41		01-013-000-0000-6273		30.00	COURT APPT GC FA-07-2679	20150117-000M	Court Appt Atty-Other
43		01-013-000-0000-6273		397.50	COURT APPT AD/GD/AV JV-15-153	20150246-000M	Court Appt Atty-Other
	812	GAVIN WINTERS & LONG LTD		633.75	4 Transactions		
	4583	JONES & MAGNUS LLC					
53		01-013-000-0000-6273	AP 4	461.25	M KENNEY PR-09-1593	3147	Court Appt Atty-Other
55		01-013-000-0000-6273	AP 4	37.50	C FIEDLER PR-06-318	3851	Court Appt Atty-Other
54		01-013-000-0000-6273	AP 4	232.50	M MABLE PR-11-2016	3852	Court Appt Atty-Other
50		01-013-000-0000-6273	AP 4	570.00	S RANNOW P4-06-136	3853	Court Appt Atty-Other
52		01-013-000-0000-6273	AP 4	30.00	M KENNEY PR-09-1593	3854	Court Appt Atty-Other
51		01-013-000-0000-6273	AP 4	37.50	W ODENBRETT PR-10-1406	4151	Court Appt Atty-Other
57		01-013-000-0000-6273		101.25	C FIEDLER PR-06-318	4256	Court Appt Atty-Other

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	Vendor No.	Name / Account/Formula	Rpt Accr		Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
56		01-013-000-0000-6273			165.00	M KENNEY PR-09-1593	4257	Court Appt Atty-Other
58		01-013-000-0000-6273	AP	4	180.00	M MABLE PR-11-2016	4258	Court Appt Atty-Other
61		01-013-000-0000-6273			101.25	M MABLE PR-11-2016	4258	Court Appt Atty-Other
59		01-013-000-0000-6273			255.00	S RANNOW P4-06-136	4260	Court Appt Atty-Other
60		01-013-000-0000-6273			1,540.55	W ODENBRETT PR-10-1406	4608	Court Appt Atty-Other
	4583	JONES & MAGNUS LLC			3,711.80	12 Transactions		
13		DEPT Total:			4,345.55	COURT ADMINISTRATOR'S	2 Vendors	16 Transactions
41		DEPT				COUNTY AUDITOR-TREASURER'S		
	3188	TBX EMPLOYEE BENEFITS LLC						
64		01-041-000-0000-6350	AP	4	1,230.00	4TH QTR 2015 BENEFIT SRV		Other Services & Charges
65		01-041-000-0000-6350			1,230.00	1ST QTR 2016 BENEFIT SRV		Other Services & Charges
	3188	TBX EMPLOYEE BENEFITS LLC			2,460.00	2 Transactions		
41		DEPT Total:			2,460.00	COUNTY AUDITOR-TREASURER'S	1 Vendors	2 Transactions
501		DEPT				CULTURE & RECREATION		
	910	MCLEOD COUNTY HISTORICAL SOCIETY						
21		01-501-000-0000-6879			57,225.00	2016 ALLOTMENT		Allocation-Historical Society
	910	MCLEOD COUNTY HISTORICAL SOCIETY			57,225.00	1 Transactions		
501		DEPT Total:			57,225.00	CULTURE & RECREATION	1 Vendors	1 Transactions
520		DEPT				COUNTY PARK'S		
	213	MCLEOD COOP POWER ASSN						
18		01-520-000-0000-6253			452.93	525 POWER	140900	Electricity
14		01-520-000-0000-6253			42.95	521 POWER	205200	Electricity
19		01-520-000-0000-6253			314.42	526 POWER HOUSE	416900	Electricity
17		01-520-000-0000-6253			50.61	524 POWER	424600	Electricity
16		01-520-000-0000-6253			39.81	523 POWER	483200	Electricity
15		01-520-000-0000-6253			60.13	522 POWER	518000	Electricity
20		01-520-000-0000-6253			29.39	526 POWER	572300	Electricity
	213	MCLEOD COOP POWER ASSN			990.24	7 Transactions		
520		DEPT Total:			990.24	COUNTY PARK'S	1 Vendors	7 Transactions
1		Fund Total:			66,685.00	GENERAL REVENUE FUND		31 Transactions

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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			...		
4547	AVESIS THIRD PARTY ADMINISTRATORS					
2	03-000-000-0000-2044		73.32	VISION PREMIUM HIGHWAY FUND		Vision Insurance Payable
				03/01/2016 03/31/2016		
4547	AVESIS THIRD PARTY ADMINISTRATORS		73.32	1 Transactions		
0	DEPT Total:		73.32	...	1 Vendors	1 Transactions
320	DEPT			HIGHWAY CONSTRUCTION		
1107	MIDWEST CONTRACTING LLC					
28	03-320-000-0000-6644		1,270.32	SAP 043-599-042 JOB 9942		Town Bridge
30	03-320-000-0000-6644		1,229.25	SAP 043-599-041 JOB 9941		Town Bridge
26	03-320-000-0000-6646		1,129.46	SAP 043-598-014 JOB 0582		Bridge Bonding
25	03-320-000-0000-6647		641.55	SAP 043-598-014 JOB 0582		Joint Road Projects
27	03-320-000-0000-6647		100.00	SAP 043-599-042 JOB 9942		Joint Road Projects
29	03-320-000-0000-6647		96.48	SAP 043-599-041 JOB 9941		Joint Road Projects
1107	MIDWEST CONTRACTING LLC		4,467.06	6 Transactions		
320	DEPT Total:		4,467.06	HIGHWAY CONSTRUCTION	1 Vendors	6 Transactions
340	DEPT			HIGHWAY EQUIPMENT MAINTENANCE		
6421	RDO EQUIPMENT CO					
47	03-340-000-0000-6610		27,552.75	2015 TM T-50	E03860	Capital - Over $5,000 (Fixed Assets)
6421	RDO EQUIPMENT CO		27,552.75	1 Transactions		
340	DEPT Total:		27,552.75	HIGHWAY EQUIPMENT MAINTENANCE	1 Vendors	1 Transactions
3	Fund Total:		32,093.13	ROAD & BRIDGE FUND		8 Transactions

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
393	DEPT				MATERIALS RECOVERY FACILITY		
	4547	AVESIS THIRD PARTY ADMINISTRATORS					
3		05-393-000-0000-2044		51.90	VISION PREMIUM MRF FUND		Vision Insurance Payable
					03/01/2016 03/31/2016		
	4547	AVESIS THIRD PARTY ADMINISTRATORS		51.90	1 Transactions		
	4170	WASTE MANAGEMENT OF WI MN					
49		05-393-000-0000-6257		564.10	GLASS FIND DISPOSAL	0013074-1702-0	Sewer, Water And Garbage Removal
48		05-393-000-0000-6257		2,073.83	RECYCLING RESIDUE GARBAGE	6889188-1593-9	Sewer, Water And Garbage Removal
	4170	WASTE MANAGEMENT OF WI MN		2,637.93	2 Transactions		
393	DEPT Total:			2,689.83	MATERIALS RECOVERY FACILITY	2 Vendors	3 Transactions
397	DEPT				HOUSEHOLD HAZARDOUS WASTE		
	664	LENTSCH TRUCKING					
45		05-397-000-0000-6269		1,020.00	RECYCLABLES PICKED UP		Contracts
46		05-397-000-0000-6269		2,465.00	RECYCLED MATL SHIPPING		Contracts
	664	LENTSCH TRUCKING		3,485.00	2 Transactions		
397	DEPT Total:			3,485.00	HOUSEHOLD HAZARDOUS WASTE	1 Vendors	2 Transactions
5	Fund Total:			6,174.83	SOLID WASTE FUND		5 Transactions

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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		
4547	AVESIS THIRD PARTY ADMINISTRATORS					
4	11-420-000-0000-2044		145.00-	VISION PREMIUM INC MAINT FUND		Vision Insurance Payable
				03/01/2016 03/31/2016		
4547	AVESIS THIRD PARTY ADMINISTRATORS		145.00-	1 Transactions		
420	DEPT Total:		145.00-	INCOME MAINTENANCE	1 Vendors	1 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI		
4547	AVESIS THIRD PARTY ADMINISTRATORS					
5	11-430-000-0000-2044		321.80	VISION PREMIUM WELFARE FUND		Vison Insurance Payable
				03/01/2016 03/31/2016		
4547	AVESIS THIRD PARTY ADMINISTRATORS		321.80	1 Transactions		
430	DEPT Total:		321.80	INDIVIDUAL AND FAMILY SOCIAL SER	1 Vendors	1 Transactions
11	Fund Total:		176.80	HUMAN SERVICE FUND		2 Transactions

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
102	DEPT			COUNTY RECORDER'S COMPLIANCE FUN		
9820	MINNESOTA COUNTIES COMPUTER COO					
31	25-102-000-0000-6350		10,000.00	PROJECT MANAGER COST	2Y1601520	Other Services & Charges
9820	MINNESOTA COUNTIES COMPUTER COO		10,000.00	1 Transactions		
102	DEPT Total:		10,000.00	COUNTY RECORDER'S COMPLIANCE FI	1 Vendors	1 Transactions
252	DEPT			JAIL CANTEEN ACCOUNT		
3510	BOB BARKER COMPANY INC					
40	25-252-000-0000-6460		36.99	PANTIES SIZE 6	WEB000413325	Jail Supplies
3510	BOB BARKER COMPANY INC		36.99	1 Transactions		
7471	CAR AND DRIVER					
11	25-252-000-0000-6450		24.97	1 YEAR SUBSCRIPTION		Subscriptions
7471	CAR AND DRIVER		24.97	1 Transactions		
2089	GUIDEPOSTS					
13	25-252-000-0000-6450		16.94	SUBSCRIPTION RENEWAL	001925340	Subscriptions
2089	GUIDEPOSTS		16.94	1 Transactions		
252	DEPT Total:		78.90	JAIL CANTEEN ACCOUNT	3 Vendors	3 Transactions
612	DEPT			SHORELAND-GRANT		
4547	AVESIS THIRD PARTY ADMINISTRATORS					
6	25-612-000-0000-2044		0.96	VISION PREMIUM SPECIAL REVENUE		Vision Insurance Payable
				03/01/2016 03/31/2016		
4547	AVESIS THIRD PARTY ADMINISTRATORS		0.96	1 Transactions		
612	DEPT Total:		0.96	SHORELAND-GRANT	1 Vendors	1 Transactions
613	DEPT			WATER RESOURCE MANAGEMENT-GRA		
4547	AVESIS THIRD PARTY ADMINISTRATORS					
7	25-613-000-0000-2044		1.53	VISION PREMIUM SPECIAL REVENUE		Vision Insurance Payable
				03/01/2016 03/31/2016		
4547	AVESIS THIRD PARTY ADMINISTRATORS		1.53	1 Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
613	DEPT Total:		1.53	WATER RESOURCE MANAGEMENT-GR	1 Vendors	1 Transactions
614	DEPT			WETLANDS ADMINISTRATION-GRANT		
4547	AVESIS THIRD PARTY ADMINISTRATORS					
8	25-614-000-0000-2044		3.66	VISION PREMIUM SPECIAL REVENUE		Vision Insurance Payable
				03/01/2016 03/31/2016		
4547	AVESIS THIRD PARTY ADMINISTRATORS		3.66	1 Transactions		
614	DEPT Total:		3.66	WETLANDS ADMINISTRATION-GRANT	1 Vendors	1 Transactions
807	DEPT			DESIGNATED FOR CAPITAL ASSETS		
4372	MN DEPARTMENT OF LABOR & INDUSTR					
62	25-807-000-0000-6610		18,792.57	PLAN REVIEW		Capital - Over $5,000 (Fixed Assets)
63	25-807-000-0000-6610		1,713.00	PLUMBING PLAN REVIEW		Capital - Over $5,000 (Fixed Assets)
4372	MN DEPARTMENT OF LABOR & INDUSTR		20,505.57	2 Transactions		
807	DEPT Total:		20,505.57	DESIGNATED FOR CAPITAL ASSETS	1 Vendors	2 Transactions
840	DEPT			JUVENILE RESTITUTION FUND		
1303	CASH WISE HUTHCHINSON					
12	25-840-000-0000-6850		135.21	CSW HRS AP		Collections For Other Agenices
1303	CASH WISE HUTHCHINSON		135.21	1 Transactions		
840	DEPT Total:		135.21	JUVENILE RESTITUTION FUND	1 Vendors	1 Transactions
886	DEPT			COUNTY FEEDLOT PROGRAM		
4547	AVESIS THIRD PARTY ADMINISTRATORS					
9	25-886-000-0000-2044		4.66	VISION PREMIUM SPECIAL REVENUE		Vision Insurance Payable
				03/01/2016 03/31/2016		
4547	AVESIS THIRD PARTY ADMINISTRATORS		4.66	1 Transactions		
886	DEPT Total:		4.66	COUNTY FEEDLOT PROGRAM	1 Vendors	1 Transactions
25	Fund Total:		30,730.49	SPECIAL REVENUE FUND		11 Transactions

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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		
222	MEEKER COUNTY TREASURER					
22	82-853-000-0000-6860	DTG 6	483.25	4TH QTR FAP 2015		Follow Along Program
222	MEEKER COUNTY TREASURER		483.25	1 Transactions		
314	SIBLEY COUNTY TREASURER					
34	82-853-000-0000-6860	DTG 6	483.25	4TH QTR FAP 2015		Follow Along Program
314	SIBLEY COUNTY TREASURER		483.25	1 Transactions		
853	DEPT Total:		966.50	LOCAL PUBLIC HEALTH GRANT	2 Vendors	2 Transactions
856	DEPT			FPSP		
222	MEEKER COUNTY TREASURER					
23	82-856-000-0000-6858	DTG 6	6,924.22	4TH QTR FPSP 2015		Fpsp
222	MEEKER COUNTY TREASURER		6,924.22	1 Transactions		
314	SIBLEY COUNTY TREASURER					
35	82-856-000-0000-6858	DTG 6	2,359.10	4TH QTR FPSP 2015		Fpsp
314	SIBLEY COUNTY TREASURER		2,359.10	1 Transactions		
856	DEPT Total:		9,283.32	FPSP	2 Vendors	2 Transactions
857	DEPT			HEALTHY HOMES		
222	MEEKER COUNTY TREASURER					
24	82-857-000-0000-6850	DTG 6	4,432.00	4TH QTR 2015 HEALTHY HOMES		Collections For Other Agencies
222	MEEKER COUNTY TREASURER		4,432.00	1 Transactions		
314	SIBLEY COUNTY TREASURER					
36	82-857-000-0000-6850	DTG 6	1,528.75	4TH QTR 2015 HEALTHY HOMES		Collections For Other Agencies
314	SIBLEY COUNTY TREASURER		1,528.75	1 Transactions		
857	DEPT Total:		5,960.75	HEALTHY HOMES	2 Vendors	2 Transactions
862	DEPT			SHIP		
5576	BACHMAN/MARY					
10	82-862-000-0000-6121		980.00	SHIP GRANT TIME		Personnel Wages
5576	BACHMAN/MARY		980.00	1 Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
862	DEPT Total:		980.00	SHIP	1 Vendors	1 Transactions
82	Fund Total:		17,190.57	COMMUNITY HEALTH SERVICE		7 Transactions

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
975	DEPT			DNR CLEARING ACCOUNT		
	509 MINNESOTA DNR					
33	86-975-000-0000-6850		528.50	DNR		Collections For Other Agencies
				02/17/2016 02/22/2016		
	509 MINNESOTA DNR		528.50	1 Transactions		
975	DEPT Total:		528.50	DNR CLEARING ACCOUNT	1 Vendors	1 Transactions
976	DEPT			GAME & FISH CLEARING ACCOUNT		
	509 MINNESOTA DNR					
32	86-976-000-0000-6850		22.00	G & F		Collections For Other Agencies
				02/17/2016 02/22/2016		
	509 MINNESOTA DNR		22.00	1 Transactions		
976	DEPT Total:		22.00	GAME & FISH CLEARING ACCOUNT	1 Vendors	1 Transactions
86	Fund Total:		550.50	TRUST & AGENCY FUND		2 Transactions
	Final Total:		153,601.32	35 Vendors	66 Transactions	

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Recap by Fund

Fund	AMOUNT	Name
1	66,685.00	GENERAL REVENUE FUND
3	32,093.13	ROAD & BRIDGE FUND
5	6,174.83	SOLID WASTE FUND
11	176.80	HUMAN SERVICE FUND
25	30,730.49	SPECIAL REVENUE FUND
82	17,190.57	COMMUNITY HEALTH SERVICE
86	550.50	TRUST & AGENCY FUND
All Funds	153,601.32	Total

Approved by, ...

. . . . . .

. . . . . .

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Southwest Initiative Foundation
Grant Agreement

Grant #: 6747
Grantee: McLeod County Public Health Nursing Service
Amount: $500.00
Purpose: Funds to provide varnishing services during Family Home visits for ages 0-5 and in the schools for ages 5-10, in addition to building partnerships within the community to improve oral wellness in children ages 0-10..
Grant Period: 2/1/2016 to 6/30/2016

1. Use of Funds You will use the grant funds only for the purposes described above. In addition, the funds may be used only for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). You may not use the grant funds for purposes different from those set forth in the Grant Application and this Grant Agreement without first notifying and obtaining the consent of the Southwest Initiative Foundation (the "Foundation"). Expenses charged against this grant must be included during the approved grant period noted above. You will give public recognition to the Southwest Initiative Foundation's support in all advertising, publications and press releases concerning the grant project.

2. Certification and Maintenance of Exempt Status You certify that you (a) have been determined by the Internal Revenue Service to be a tax-exempt organization under Section 501(c)(3) of the Code, and not "by a private foundation," within the meaning of Code Section 509(a); (b) are a state or any political subdivision thereof within the meaning of Code Section 170(c)(1); or (c) are a state college or university within the meaning of Code Section 511(a)(2)(B) (all of which are referred to hereafter as a "Public Charity"). You will immediately inform the Foundation of any change in or challenge to your status as a Public Charity. Furthermore, you hereby affirm that this grant will not cause you to fail to qualify as a Public Charity. You will comply with the provisions of the Code and the regulations hereunder applicable to you as a Public Charity and will not violate any other statute or regulation applicable to you where such violation materially affects your ability to carry out the goals of the grant.

3. Payment of Grant Funds Enclosed is the Foundation check in the amount of $500.00.

4. Records You will maintain your books and records to show, and separately account for, the funds received under this grant, along with maintaining records of expenditures adequate to identify the purposes for which grant funds have been expended. You will permit the Foundation, at its request, to have complete access to the files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least six years after completion or termination of the project.

5. Violation of Terms The total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Foundation, such action is necessary to comply with the terms of this grant or the requirements of the law.

6. Termination This grant may be terminated at any time by mutual agreement in writing. Upon final termination of this grant agreement, all unexpended funds shall be returned to the Southwest Initiative Foundation.

7. Notices and Communications Notices and communications regarding the grant and this grant agreement shall be sent by U.S. mail, fax or email to the parties at the following addresses:

If to the Foundation: Southwest Initiative Foundation
15 3rd Ave NW
Hutchinson, MN 55350
Attention: Jodi Maertens
email: jodim@swifoundation.org
fax: (320) 587-3838

If to the Grantee: McLeod County Public Health Nursing Service
1805 Ford Ave Ste 200
Glencoe MN 55336
Attention: Barbara Oberlin

On behalf of McLeod County Public Health Nursing Service, I understand and agree to the foregoing terms and conditions of the Southwest Initiative Foundation's grant and hereby certify my authority to execute this agreement on behalf of McLeod County Public Health Nursing Service.

_____
Authorized Official

_____ _____
Title Date

IN WITNESS WHEREOF Southwest Initiative Foundation has caused this Grant Agreement to be executed and intends it to be bound thereby.

Diana Anderson
President/CEO

2/10/16
Date

of McLeod County

PARTICIPATING PARTNER AGENCY AGREEMENT

Date of agreement from April 30, 2016 to December 31, 2016

A Memorandum of Agreement between the United Way of McLeod County, hereinafter referred to as the United Way, and McLeod County Public Health, hereinafter referred to as the Partner Agency.

IT IS MUTUALLY AGREED THAT:

The Partner Agency has elected and does hereby agree to assist the United Way when asked in solicitation of corporations, business firms, and their employees and other persons in a single annual solicitation for charitable contributions that will support building stronger, healthier communities in McLeod County.

United Way Responsibilities:

1. The United Way shall inform prospective contributors and the general public of the provision and intent of this agreement.

2. The United Way will use the Partner Agency's full name on all campaign materials used in the campaign.

3. The United Way will assist the Partner Agency's activities, so far as possible, when requested by the Partner Agency.

4. The United Way will make public to the Partner Agency an accounting, setting forth total funds contributed, together with a report of total campaign and administrative costs, for every campaign fund year.

5. United Way administrative and campaign expenses for the current year are first charge against the campaign receipts.

Partner Agency Responsibilities:

1. The Partner Agency is a principal in the solicitation. The campaign shall be carried out so as to identify and promote the interest and work of the Partner Agencies. The Partner Agency will promote the United Way during the campaign and throughout the year.

2. The Partner Agency agrees that funds received through the United Way are deficit monies to be used for programs and services and they will not be used for capital expenditures, such as building program, or for principal or interest payments of the partner agency's debt resulting from a capital expenditure.

3. Cash balance at the end of the year should revert to the United Way or be available for application to the following year's budget.

4. The Partner Agency represents that it is a county or city funded program fulfilling social service needs or a non-profit organization, contributions to which are deductible under State and National tax laws; that it is managed by a Board of Directors, with financial and administrative policies adequate to assure efficient and economical operation.

5. The Partner Agency agrees that it will not solicit current operating funds during the time the United Way is engaged in their general campaign drive from **Friday, August 12, 2016 to Friday, November 11, 2016**. The partner agency will be responsible to inform the board, in writing, of any State or National Campaign during that campaign drive time period.

6. The Partner Agency agrees to advise the United Way Board, in writing, of any capital fund solicitation.

7. The Partner Agency agrees to refrain from taking actions or conducting activities likely to damage the reputation of United Way. Any concerns will be brought directly to the United Way Board of Directors.

8. The Partner Agency will cooperate with and give support to the United Way organization and campaign, making available volunteer and professional leadership and such other services as may be helpful to assure success of the United Way. Examples may include:
    - Submit articles or letters from clients if available and appropriate
    - Participate when possible in established and proposed activities
    - Use "United Way funded partner agency" wording and United Way logo in all published agency articles pertaining to funded programs

9. **The Partner Agency will use the United Way logo in printed materials, and will incorporate in its local year-round educational and public relations program, identifying the United Way as financing organization.**

10. Partner Agency will submit a yearly schedule of community fundraising activities to accompany their request for United Way support.

11. The Partner Agency may receive financial bequests, legacies, memorials and unsolicited gifts. The total of all such income shall be reported annually to the United Way Allocation Committee.

12. The Partner Agency shall maintain such books and records as may be necessary to produce desired information on finances and service. The Partner Agency shall also give free access to said books and records for examination by authorized representatives of the United Way. The Partner Agency shall further supply the United Way with an accounting of all income and expenses for every campaign fund when the Allocation report is due.

13. The Partner Agency agrees to abide by the by-laws and policies of the United Way of McLeod County, in as much as they pertain to its agency.

14. The Partner Agency certifies that it will not, during the term of this agreement, discriminate based on any factors that unlawfully relate to race, color, creed, religion, national origin, sex, marital status, with regard to public assistance, disability, sexual orientations or age.

United Way and the Partner Agency Responsibilities:

1. Agree to comply with Generally Accepted Accounting Principles (GAAP).

2. Shall use their best efforts to comply with the explicit and implicit terms of the agreement.

3. Participation shall be for one year. No ongoing funding should be expected. The Partner Agency or United Way may terminate this agreement upon prior 30 Day written notice.

4. Programs will receive 1/2 of their allocation in June and November, 2017.

United Way of McLeod County

_____
Chief Volunteer Officer

_____
Executive Director

_____
Date

Partner Agency Participant

_____
Chief Volunteer Officer

_____
Executive Director

_____
Date

2015 New Parent Surveys-45 completed

1. Where did you visit with the nurse?
   a. In my home: 44
   b. By telephone: 0
   c. At a WIC clinic: 1
   d. Other: 0

2. Was this your first pregnancy?
   a. Yes: 18
   b. No: 26
   c. Did not answer: 1

3. Was the nurse friendly, caring and encouraging?
   a. Yes: 44
   b. No: 1

4. Did the nurse answer your questions or talk with you about things you were concerned about?
   a. Yes: 45
   b. No: 0

5. Was the nurse respectful of your family's culture and traditions?
   a. Yes: 45
   b. No: 0

6. From the following list, check the things that you learned from the nurse:
   a. Child growth and development: 38
   b. Feeding my baby (breast or bottle) : 39
   c. How to make my home safe for my child: 33
   d. Child passenger safety (car seats): 34
   e. Routine health care and immunizations (baby shots): 37
   f. Putting my baby to sleep on his/her back, sleep habits: 35
   g. How to calm a fussy baby: 29
   h. How to plan and space my family: 26
   i. Community resources and services that could help my family (WIC, ECFE): 38
   j. Other (please specify): toddler feeding 1

7. I will use the information I learned during the nurse visits:
   a. Yes: 45
   b. No: 0

8. Please share any comments you have regarding the nurse visit: See second page side for comments

9. _1_ under 18 _12_ 19-24 _16_ 25-29 _12_ 30-34 _4_ 35-39 _0_ 40 and over

10. Follow Along Program explained: 45

11. Enroll in FAP: 36

Comments regarding nurse visit:

- Very Helpful!
- Very friendly, good with my 2 year old.
- It was very helpful.
- Was really helpful and answered my questions and gave advice.
- It was a very good experience.
- Information provided is very helpful.
- Barb was very nice and had knowledge of my family prior to arrival. Barb also seems very nice, respectful and knowledgeable with the information she has provided.
- Tried laying down nursing, might try more.
- Me ensenan muchas cosas moy utiles.----Spanish
- Great visit!
- The visit was very helpful with feeding.
- She was very informative, kind and knowledgeable.
- Very helpful.
- Barb is wonderful! She is so warm and friendly; helpful.
- I enjoy the one on one time. I like this resource for moms.
- Was given great advice and help for breastfeeding.
- Very helpful and friendly.
- We were very pleased and impressed with Erica as she was very cordial and informative. The services offered are very beneficial to first time parents and especially for our son who is a premie.
- Packet for helpful. Good info!
- Very helpful, particularly with feeding/pumping.
- Wonderful service, very friendly!
- We appreciate the visit.

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# **5752** License Code **CDPRV**

Brownton Rod & Gun Club Inc.
Brownton Rod & Gun Club
19151 108th St
Brownton **MN** **55312**

Business Phone **3203285769**

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

Worker's Comp. Ins. Name NA Policy # NA Policy Period NA

City/County where permit approved Brownton, Mcleod

Licensee Name Brownton Rod & Gun Club Inc.

Address, City, State, Zip 19151 108th St. Brownton MN. 55312

Business Phone 320-328-5769 Email abljer2014@gmail.com

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 [signature] - Pres. Date 2-4-2016
(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:

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License McLeod License Period From: 3-1-16 To: 12-31-16

Circle One: (New License) License Transfer _____ (former licensee name) Suspension Revocation Cancel _____ (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor (3.2% On sale) 3.2% Off Sale

Fee(s): On Sale License fee:$_____ Sunday License fee: $_____ 3.2% On Sale fee: $ 180 – 3.2% Off Sale fee: $_____

Licensee Name: ShadowBrooke Golf Course, Inc. (corporation, partnership, LLC, or Individual) DOB _____ Social Security # _____

Business Trade Name ShadowBrooke Golf Course, Inc. Business Address 3192 Hwy 7 P.O. Box 575 City Lester Prairie

Zip Code 55354 County McLeod Business Phone 320-395-4250 Home Phone _____

Home Address _____ City _____ Licensee's MN Tax ID # _____ (To Apply call 651-296-6181)

Licensee's Federal Tax ID # _____ (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
Thomas, Allan, Schmidt	8-1-59		17810 53rd St. NW Maple Lake MN 55358
(Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:
1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Allied Insurance Policy # ALP WCA 7145043290

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
City Clerk or County Auditor Signature Lisa Bayerl Clerk (title) 1-14-16

LISA BAYERL
Winsted Township Clerk, McLeod County, Minnesota
Notarial Officer (ex-officio notary public)
My term expires January 7, 2019

On Sale Intoxicating liquor licensees must also purchase a $20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

(Form 9011-12/09)

McLEOD COUNTY

CERTIFICATION OF COMPLIANCE MINNESOTA WORKERS' COMPENSATION LAW

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a $2,000 penalty assessed against the applicant by the Commissioner of the Minnesota Department of Labor and Industry.

Insurance Company Name: Allied Insurance
(NOT the insurance agent)

Policy Number ACP WCA 7145043290

Dates of Coverage: 6/25/2015 to 6/25/2016

(or)

I am not required to have workers' compensation liability coverage because:

( ) I have no employees

( ) I am self-insured (include permit to self-insure)

( ) I have no employees who are covered by the workers' compensation law (these include: Spouse, Parents, Children and certain farm employees)

****

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Name: Schmidt, Thomas Allen
(last, first, middle)

Doing Business As: ShadowBrooke Golf Course, Inc.
(business name if different than your name)

Business Address: 3192 State Hwy 7 P.O. Box 575

City, State, Zip: Lester Prairie, MN 55354 Phone: 320-395-4250

Signature: Date: 1-5-16

Allied Insurance
a Nationwide Insurance® company

Your Account Details

Your Account Number **804014052**

Business Auto

Insuring Company: Allied Property And Casualty Ins Company
Policy Number: **ACP BAPC 7145043290**
Policy Period: June 25, 2015 - June 25, 2016

Policy Activity

11/19/15	► Increased Premium	71.00	
12/01/15	► Decreased Premium	-497.00	
		Policy Installment	$213.21

Inland Marine

Insuring Company: Nationwide Mutual Insurance Company
Policy Number: **ACP CIM 7145043290**
Policy Period: June 25, 2015 - June 25, 2016

Policy Activity

Policy Installment	$69.45

Commercial Property

Insuring Company: Amco Insurance Company
Policy Number: **ACP CPAA 7145043290**
Policy Period: June 25, 2015 - June 25, 2016

Policy Activity

Policy Installment	$360.10

General Liability

Insuring Company: Amco Insurance Company
Policy Number: **ACP GLAO 7145043290**
Policy Period: June 25, 2015 - June 25, 2016

Policy Activity

11/17/15	► Increased Premium	35.00	
		Policy Installment	$251.65

Workers Compensation

Insuring Company: Amco Insurance Company
Policy Number: **ACP WCA 7145043290**
Policy Period: June 25, 2015 - June 25, 2016

Policy Activity

Policy Installment	$185.09

Service Charge For Processing This Payment	5.00
Minimum Amount Due	$1,084.50

See your Policy Declarations for your coverage details.

911280000380020

MCLEOD COUNTY BOARD
AGENDA REQUEST

Board meeting date:	March 8, 2016	Originating department:	Planning & Zoning
Consent or regular agenda:	Consent	Preferred agenda time:	_____
Amount of time needed:	_____	Funding source (if applicable):	_____
Contact person for more info:	Larry Gasow	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	Larry Gasow X-1218		

MOTION REQUESTED:

Approve Conditional Use Permit 16-02 requested by Adam Revier for a Home Occupation in an accessory building exceeding 2,400 square feet and/or employing more than 5 non-residents for the purpose of a welding and fabrication business within an 10.78 AC tract of Section 35, Rich Valley Township.

JUSTIFICATION FOR MOTION:

Rich Valley Township recommended approval on January 13, 2016. The Planning Advisory Committee recommended approval on February 24, 2016 with the following conditions:

1) Septic system shall be in compliance.
2) There shall be an established parking area for employees and customers.
3) Building shall be handicap accessible.
4) All equipment and supplies shall be stored within an enclosed structure or screened from view from the public road and nearby residences.

STAFF REPORT

TO:	McLeod County Planning Commission
Prepared By:	Larry Gasow
Date:	February 11, 2016
Permit: CUP #16-02	**Meeting Date: February 24, 2016**

GENERAL INFORMATION

Applicant:	Adam Revier 13263 Garden Ave Glencoe, MN 55336 320/282-6852
	PID 11.035.0800
Requested Action:	Application for a conditional use permit to construct an accessory structure greater than 2,400 sq. ft. to be used for a home occupation of welding and fabrication and more than 5 non-family employees on a parcel greater than 10 acres within the Agricultural District.
Purpose:	To construct a proposed accessory structure for a home occupation business approximately 81' x 81' (6,561 sq. ft.) in size and will employ 5 or more non-family employees.
Existing Zoning:	Agricultural.
Location:	10.78 Ac in E ½ of SE ¼ within Section 35, Rich Valley Township.
Size:	81' x 81' (6,561 sq. ft.)
Existing Land Use:	Agricultural residential building site split off from agricultural land.
Surrounding Land Use & Zoning:	Agricultural.

Applicable Regulations: Section 7, Subdivision 3, Subpart 25.

SPECIAL INFORMATION

Transportation: Township – Garden Ave
Physical Characteristics: Existing residential building site surrounded by agricultural land.

ANALYSIS

The Rich Valley Town Board has made a recommendation of approval at their February meeting. The proposed structure will be greater than 2,400 square feet and will be located as such to meet all minimum setback requirements. The proposed use of this structure will be for welding and fabrication purposes and will employ more than five non-family members. The structure should not create a visual nuisance for neighboring properties or traffic due to existing trees and building site set back from a township road. Access to the business will be from county roads to a township road. The township recommended approval but I'm not sure if truck traffic and load limits were discussed? Currently, at a smaller scale the applicant is operating a similar business at his existing building site less than a mile away, the new site is being purchased.

RECOMMENDATIONS

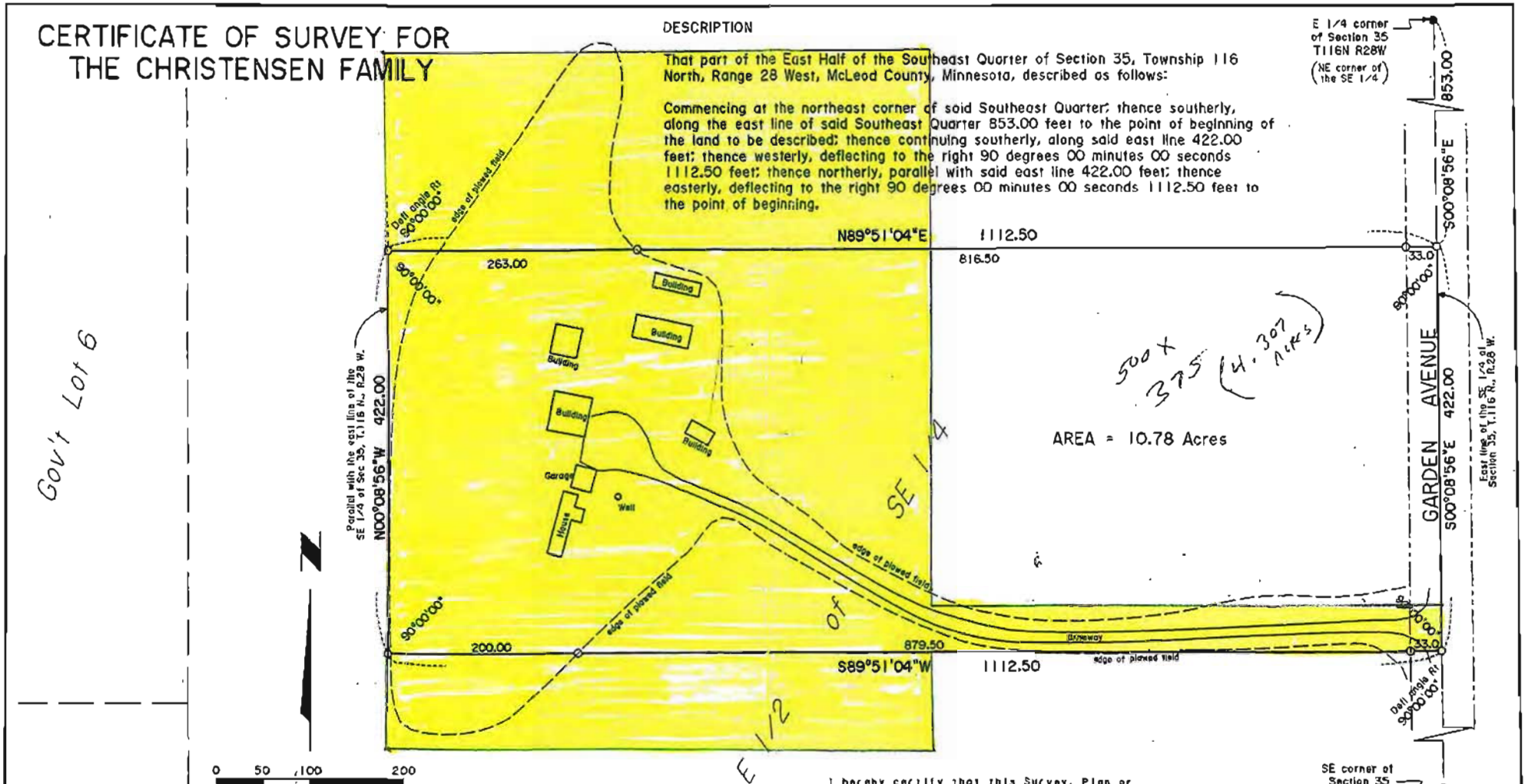
Staff has no objections or concerns regarding this proposed shed or use of shed. The site location of the shed should only affect the homeowner. The criteria for granting or denying a CUP should be considered.

CERTIFICATE OF SURVEY FOR THE CHRISTENSEN FAMILY

DESCRIPTION

That part of the East Half of the Southeast Quarter of Section 35, Township 116 North, Range 28 West, McLeod County, Minnesota, described as follows:

Commencing at the northeast corner of said Southeast Quarter; thence southerly, along the east line of said Southeast Quarter 853.00 feet to the point of beginning of the land to be described; thence continuing southerly, along said east line 422.00 feet; thence westerly, deflecting to the right 90 degrees 00 minutes 00 seconds 1112.50 feet; thence northerly, parallel with said east line 422.00 feet; thence easterly, deflecting to the right 90 degrees 00 minutes 00 seconds 1112.50 feet to the point of beginning.



0 50 100 200
scale in feet

The orientation of the bearings shown on this survey are based on the east line of the SE 1/4 of Section 35, T.116 N., R.28 W., which is assumed to have a bearing of S00°08'56"E.

● Denotes iron monument found

○ Denotes iron monument set

I hereby certify that this Survey, Plan or Report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Jeffrey R. Rausch

Jeffrey R Rausch

Date: Oct. 6, 2015 Lic. No. 24329

PELLINEN LAND SURVEYING, INC

P O Box 35
Hutchinson, Minnesota 55350

Phone (320) 587-4789
Fax (320) 587-3752

JOB NO 15155 BK P-409 Pg 47

mapquest

MCLEOD COUNTY BOARD
AGENDA REQUEST

Board meeting date:	March 8, 2016	Originating department:	Planning & Zoning
Consent or regular agenda:	Consent	Preferred agenda time:	_____
Amount of time needed:	_____	Funding source (if applicable):	_____
Contact person for more info:	Larry Gasow	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	Larry Gasow X-1218		

MOTION REQUESTED:

Approve Conditional Use Permit 16-04 requested by Adam & Wanda Alsleben for the purpose of a kennel to be known as Sandy Creek Aussies and to allow for up to 30 dogs for showing, breeding and for sale of dogs in Section 10, Glencoe Township.

JUSTIFICATION FOR MOTION:

The Board of Glencoe Township recommended approval on February 11, 2016. The Planning Advisory Committee unanimously recommended approval on February 24, 2016.

STAFF REPORT

TO:	McLeod County Planning Commission
Prepared By:	Larry Gasow
Date:	February 12, 2016
CUP #16-04	**Meeting Date: February 24, 2016**

GENERAL INFORMATION

Applicant:	Wanda Alsleben 9726 Hwy 22 Glencoe, MN 55336 320/864-4509 PID 04.010.0900
Requested Action:	Conditional Use Permit application for a kennel permit for owning, breeding and for show. A maximum total and no more than 30 dogs will be on site within the Agricultural District.
Purpose:	The kennel will be used for the breeding, selling and for show. An existing sound proof building will be used. The dogs will remain inside the structure in a weather controlled environment.
Existing Zoning:	Agricultural.
Location:	7.00 Acres in N ½ of SW ¼ & SW ¼ of NW ¼ within Section 10 of Glencoe Township.
Size:	Existing 40' x 50' structure.
Existing Land Use:	Agricultural residential building site.
Surrounding Land Use & Zoning:	Residential and Agricultural.
Applicable Regulations:	Section 7, Subdivision 3, Subpart 21.

SPECIAL INFORMATION

Transportation: St Hwy 22

Physical Characteristics: Residential building site within an agricultural area.

ANALYSIS

The Glencoe Town Board has made a recommendation of approval at their February meeting. The applicant has operated this kennel for breeding purposes at a smaller scale and would now like to expand. The kennel will be designed for housing the dogs inside the kennel without outdoor runs. Outdoor exercise is managed by the owner within small groups of dogs. The size of the kennel will be for a maximum and no more than 30 dogs. The pups will be sold off and as the breeding stock approaches in age of non-breeding, they will either be kept or sold. A letter from their Glencoe veterinarian will be submitted prior to County Board action. The existing building has been remodeled and will have adequate sound proofing. The noises associated with the dogs will be minimum and have adequate distance from the neighbors. Sandy Creek Aussies are registered with the State of Minnesota and are incompliance with the new state kennel rules. The breed of the dog is Miniature American Shepard.

RECOMMENDATIONS

Staff has no concerns as the kennel appears to meet all kennel guidelines. A veterinarian letter of approval for the health of the animals shall be met along with the other standards of the McLeod County Zoning Ordinance.

ALSLEBEN, KENNEL

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

This information is to be used for reference purposes only.

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MCLEOD COUNTY BOARD
AGENDA REQUEST

Board meeting date:	March 8, 2016	Originating department:	Planning & Zoning
Consent or regular agenda:	Consent	Preferred agenda time:	_____
Amount of time needed:	_____	Funding source (if applicable):	_____
Contact person for more info:	Larry Gasow	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):		Larry Gasow X-1218	

MOTION REQUESTED:

Approve Conditional Use Permit 16-05 for Scott & Deborah Pikovsky to allow for commercial outdoor activities for weddings, receptions and events with catered in foods and beverages in an existing accessory building in Section 15, Rich Valley Township.

JUSTIFICATION FOR MOTION:

The Board of Rich Valley Township recommended approval on February 10, 2016. The Planning Advisory Committee recommended approval on February 24, 2016 with the following conditions:

1) There shall be no parking on County Road #2. On-site parking only.
2) Applicant shall notify Sheriff's Office of each event due to increased traffic and large attendance of people.
3) Applicant shall contact the Fire Marshall to have an inspection performed on the accessory structure and to ensure there are an appropriate number of exit routes in place.
4) A septic compliance inspection shall be performed upon transfer of property.

STAFF REPORT

TO: McLeod County Planning Commission

Prepared By: Larry Gasow

Date: February 16, 2016

C.U.P. #16-05 **Meeting Date:** **February 24, 2016**

GENERAL INFORMATION

Applicant:	Deborah Pikovsky 16545 CR #2 Glencoe, MN 55336 320-864-4296 PID 11.015.0700
Requested Action:	Request a conditional use permit to operate commercial outdoor activities, recreation areas and accessory buildings within the Agricultural District.
Purpose:	To use an existing agricultural, farmstead, residential building site as a business of hosting and booking weddings, wedding receptions and other events with catered food and beverage.
Existing Zoning:	Agricultural.
Location:	100 acres within E ½ of NE ¼ & E ½ of SW ¼ of NE ¼ of Section 15 of Rich Valley Township.
Size:	100 Acres.
Existing Land Use:	Existing farmstead and building site with a residence, accessory buildings with feedlot.
Surrounding Land Use & Zoning:	"A" Agricultural.
Zoning History:	The owner has operated a similar business which unknowingly was not aware that a CUP was needed. The business has operated without incident over the past several years.
Applicable Regulations:	Section 7, Subdivision 3, Subpart 6.

SPECIAL INFORMATION

Transportation:	CR #2
Physical Characteristics:	Existing building site with Home Occupation.

ANALYSIS

The Rich Valley Town Board has not yet notified this office of a recommendation at this time. The business has been operating for a few years without complaint from neighbors and township. The owner would like to sell the site and business, the perspective buyer wants to ensure that the business may continue. The use doesn't qualify as a home occupation as the perspective owner is unsure if the site will become a permanent dwelling site. The traffic generated would be located on a paved county road would be similar to the last business with parking available on site. The County Hwy Dept. has expressed no concerns. The proposed use and site will have an open wedding and ceremonial area, all-purpose reception area with music and dancing. The food and beverage will be catered, bathroom facilities will be portable units brought on site, no SSTS or plumbing issues. An SSTS compliance inspection will need to be done only because of property transfer.

RECOMMENDATIONS

Staff has concerns as to potential number of people attending some events and serving food and alcohol. The use does not meet the Large Assembly criteria but should have thresholds of the number of people attending to require notice to the McLeod County Sheriff's Office. There be a one year review and that all other local, county and state regulations and licensures shall be adhered to.

Comments for PAC on February 24, 2016 from Environmental Services

1) CUP for Adam Revier – if approved the building should have a current complying septic system for the capacity needed for this business.

2) CUP for RiverView Aggregates – if approved a NPDES permit is needed and excavation should stay at least 50 feet from the river. No wetlands can be impacted, after an office review, the areas outlined in red on the map below do not appear to have wetlands. If excavation is to go beyond this area a closer look and possibly a wetland delineation will be needed.

3) CUP for Wanda Alsleben – if approved I would recommend that all wastewater from the buildings and any outside kennel areas be collected and put into a permitted holding tank and pumped on a regular basis.

4) CUP for Deborah Pikovsky – there is a permitted feedlot at this site so some setbacks maybe more, if approved all processing wastewater occurring at the site needs to be collected in a holding tank, any toilet sewage needs to be disposed of into licensed portable units or a septic system be installed at the site. If the existing well is used in connection to this CUP it must meet setbacks from any contaminate source per the Minnesota Department of Heath rules.

Sandy Posusta

From: John Brunkhorst
Sent: Tuesday, February 09, 2016 3:19 PM
To: Sandy Posusta
Subject: RE: Request for Comment

I reviewed these and don't have any Highway related concerns other than our usual "permits are required for changes to access to and from our County roads".

John

From: Sandy Posusta
Sent: Tuesday, February 09, 2016 10:01 AM
To: John Brunkhorst; kristy.rice@state.mn.us; Lindsey Knutson (Lindsey.Knutson@state.mn.us); Garry Bennett, Area Hydrologist, DNR; Ryan Freitag, SWCD; Roger Berggren
Subject: Request for Comment
Importance: High

Please review the attached Conditional Use Permit application information which will be presented at a public hearing at the McLeod County Planning Commission meeting on Wednesday, February 24, 2016 at 9:30 am in the County Board of Commissioners Room.

If you have any questions, please contact the Planning & Zoning office.

Thank you.

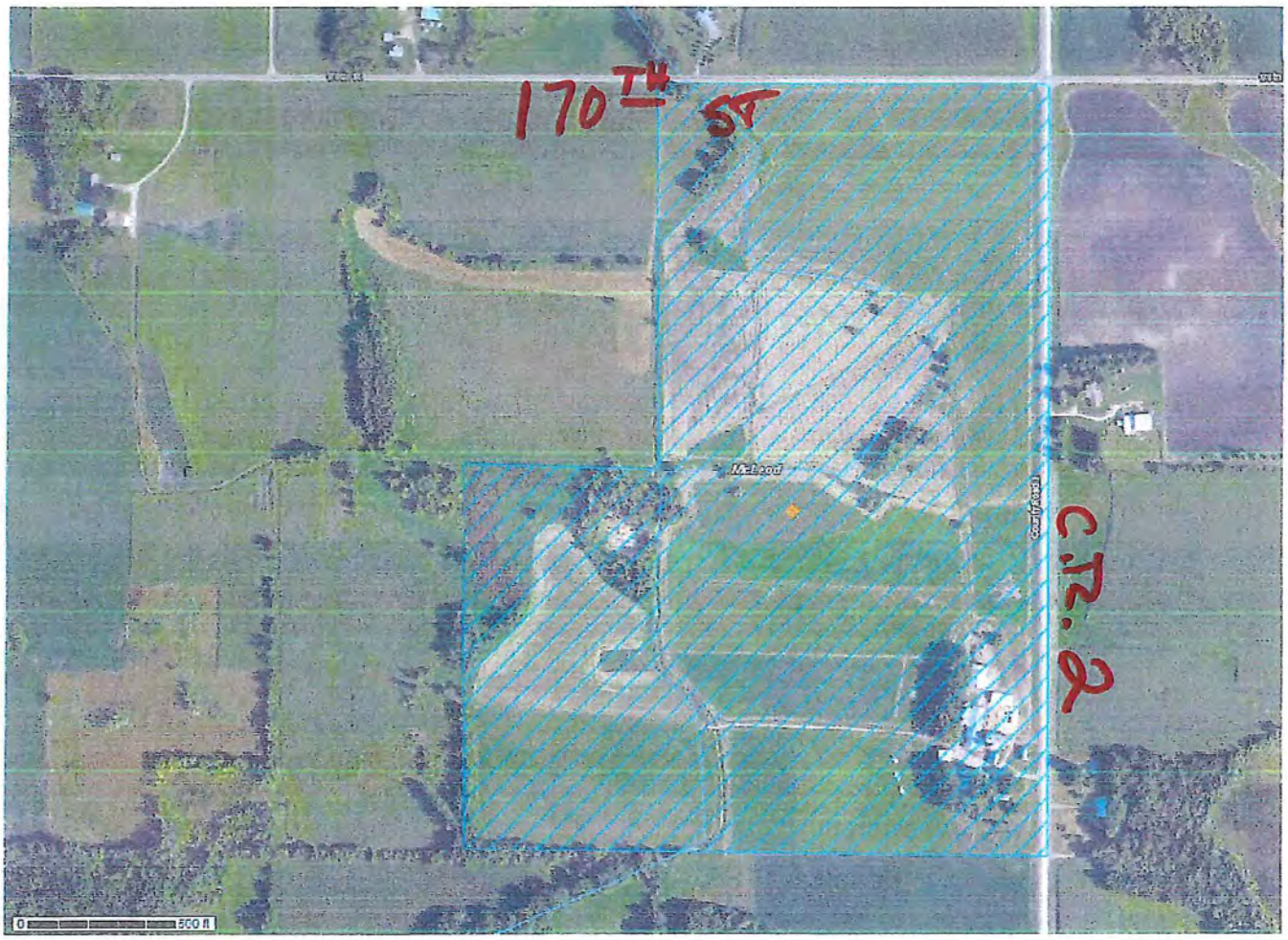
Sandy Posusta
Planning & Zoning Office
McLeod County Courthouse
830 – 11th Street East, Suite 113
Glencoe, MN 55336

www.co.mcleod.mn.us
Ph:320.864.1291 | Fx: 320.864.3410

1/27/2016
16545 C.R.2
Glencoe MN 55336

N ↑
Waterflow ↓
house setback 200 Ft

O - well
□ . septic



1/27/2016

16545 C.R. 2

Glencoe MN 55336

N↑

dimensions of property 2600' x 1300' + 1300' x 750'

MCLEOD COUNTY BOARD
AGENDA REQUEST

Board meeting date:	March 8, 2016	Originating department:	Planning & Zoning
Consent or regular agenda:	Consent	Preferred agenda time:	_____
Amount of time needed:	_____	Funding source (if applicable):	_____
Contact person for more info:	Larry Gasow	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):		Larry Gasow X-1218	

MOTION REQUESTED:

Approve Conditional Use Permit 16-06 requested by Randy Peterson and Dillan Peterson for the purpose of gravel mining, screening and stockpiling on property owned by Stephen Jergens on 11.68 acres in Section 23 of Hassan Valley Township.

JUSTIFICATION FOR MOTION:

The Board of Hassan Valley Township recommended approval on February 16, 2016. The Planning Advisory Committee unanimously recommended approval on February 24, 2016 with the following conditions:

1) Hours of operation are 6:00 AM to 7:00 PM Monday through Friday; 6:00 to 12N on Saturday.
2) A letter of credit or bond in the amount of $11,000.00 shall be submitted to the Zoning Office before recording of the Order.
3) No wetland or floodplain impacts shall take place unless prior approval from any agency with jurisdiction.
4) Excavation must be at least 50 feet from the bank of the river.
5) There shall be no stockpiling within the floodplain area.
6) Applicant shall apply for a DNR Dewatering Permit, if needed.
7) All MPCA permits shall be maintained.
8) Applicant shall apply for an Access permit with the County Highway department, if needed.
9) Applicant shall follow an orderly restoration plan with back sloping at a 4:1 grade to be restored into wildlife purposes.

STAFF REPORT

TO:	McLeod County Planning Commission
Date:	February 16, 2016
Prepared By:	Larry Gasow
C.U.P. #16-06	**Meeting Date: February 24, 2016**

.....

GENERAL INFORMATION

Applicant:	Randy & Dillan Peterson 16860 160th St Hutchinson, MN 55350 320/582-5055
Property Owner:	Stephen Jergens 15732 Nature Ave Hutchinson, MN 55350 320/587-4440
Parcel:	06.023.1450
Requested Action:	Conditional Use Permit application for the purpose of excavating and mining of gravel.
Purpose:	To mine and excavate gravel and materials which there will also be the processing, screening and stockpiling of gravel on site. Reclamation will be used for wildlife purposes.
Existing Zoning:	Agricultural, Shoreland.
Location:	11.68 acres within the NE ¼ of SW ¼ of Section 23, Hassan Valley Township.
Size:	11.68 acres.
Existing Land Use:	Agricultural.
Surrounding Land Use & Zoning:	Agricultural, Floodplain, Shoreland of the South Fork of the Crow River.

Zoning History:	The property was recently purchased by Stephen Jergens and Peterson's will be the contractors.
Applicable Regulations:	Section 15, General Development Regulations, Subdivision 6
Transportation:	CR #11 to CR #4 or St Hwy 22

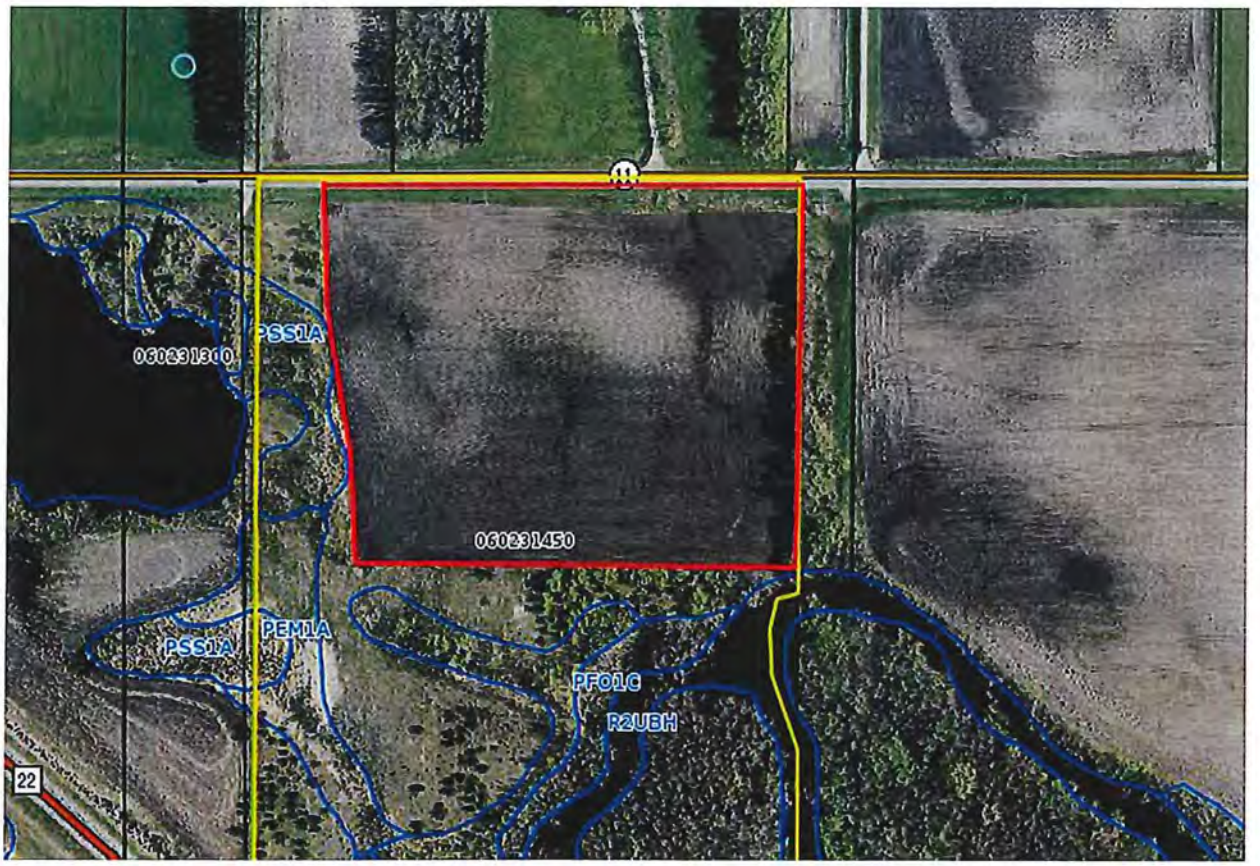
ANALYSIS

Hassan Valley Township has not made a recommendation at the time of this mailing. If approved, a restoration banking line of credit or Bond in the amount of $11,000.00 will need to be submitted to the zoning office prior to recording of this CUP. If needed, the contractor would be responsible to obtain a DNR dewatering permit. The mining area is less than 40 acres so therefore an EAW will not be required but if a NPDES permit is required, this will also be the responsibility of the contractor. Mining shall not be within the Shoreland area. Stockpiling shall not be allowed within the floodplain or Shoreland area. The applicant will reclaim the pit to a wildlife area back slope standards.

RECOMMENDATIONS

Staff does not have any objections and recommends approval the existing pit has been cleaned up and restored to county policy within one year after the permit expires.

5) CUP for Randy and Dillan Peterson – if approved a NPDES permit is needed, if any excavation goes beyond the red line on the map below a wetland delineation would be needed. There are areas on the west and south side of this area that may qualify as wetlands. Excavation must be at least 50 feet from the bank of the river.



McLeod County Mining and Reclamation Proposal Form

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

Part One: General Information

1. Name of Primary Applicant (Landowner) Stephen Jergens

   Street Address 15732 Nature Ave

   City, State, Zip Code Hutchinson, MN 55350

   Phone Number (please include the area code) 320-587-4440

2. Name of Secondary Applicant (Operator) Randy Peterson, Dillan Peterson

   Street Address 16860 160th St

   City, State, Zip Code Hutchinson, MN 55350

   Phone Number (please include the area code) 320-582-5055 320-583-5994

3. Provide a survey and the legal description of the mining site including section, township and range.

4. Specify total area (in acres) to be affected by this project. Include areas for future expansion, stockpiling, processing, haul roads, settling basins, buildings and parking facilities.

5. Provide a general location map including roads and other pertinent landmarks.

6. Is environmental review required for this project? **YES** (attach copy of EAW or EIS) **NO**

7. List other applicable local, state and federal permits necessary for this project. Please indicate the current status and provide a copy.

Permit	Status
NPDES	
DNR	
Wetlands	
Other	

Part Two: Pre-mining Conditions

8. Describe current land uses within and adjacent to the project area.

9. Is proposed project area within 1,000 feet of a shoreline of a lake or within 300 feet from either bank of a watercourse or the landward extent of a floodplain designated by local ordinance?

   YES (Please refer to shoreland regulations) **NO**

10. Provide a map of the pre-mining conditions as they currently exist both inside the project area and within thirteen hundred twenty (1320) feet of the property at a scale of not less than one (1) inch equals two hundred (200) feet that includes the following information:
    a) An estimate of the shape and extent of the gravel deposit.
    b) Location of boundary stakes delineating the project area referenced to a bench mark.
    c) Ownership within and adjacent to the project area.
    d) Location of all existing structures within and adjacent to the project area and the purpose for which each structure is used (i.e., buildings, pipelines, cables, roads, powerlines, etc).
    e) Contours within the project area at intervals no larger than two (2) feet.
    f) Existing vegetation within and adjacent to the project area.
    g) The location of all streams, lakes, wetlands, ditches, waterways and drainage patterns located within or adjacent to the project area.
    h) Location of previous excavations in the project area.
    i) Location of wells in the vicinity of the project area.
    j) Location of roads and right-of-ways.
    k) The vertical profile of the area to be excavated.
    l) Indicate the observed or estimated (circle one) groundwater elevation in the project area and reference depth to a permanent bench mark. _____ feet

Part Three: Mitigating Impacts

11. List resources that may be impacted by this project, identify impacts and describe measures that will be taken to mitigate those impacts.
12. Describe measures that will be taken to screen the operation from view.
13. Describe measures that will be taken to control soil erosion, sedimentation, runoff, dust and noise. If no measures will be used, explain why none are needed.

Part Four: Description of Mining Activities Proposed Mining Methods

14. Describe the products that will be mined from the project area and how they will be mined (i.e., equipment used).
15. Describe how the material will be transported from the site, the proposed route of transport, and, if known, the normal final destination.
16. Describe the methods that will be used to dispose of brush and other vegetative debris.
17. Describe the methods that will be used to retain topsoil.
18. Estimate the volume of material in cubic yards to be mined in the period covered by this permit. cubic yards.
19. List the commencement and completion date (provide month, day, year) of mining activities and the calendar months, days of the week and hours of the day in which mining activities are expected to occur. All mining Conditional Use Permits have up to a five-year time limit.
    Commencement Date: 2016 Completion Date: 2021
    Calendar Months: 60 Days of the Week: MON-SAT
    Hours of the Day: 6am-7pm

20. Describe dewatering activities and estimate volumes of water to be discharged from the site.

21. Identify the maximum height of all stockpiles and structures.

22. Provide mining plan maps at a scale of no less than one (1) inch equals one hundred (100) feet that include:

    a) Sequential phases of mining (plan view) with haul roads, equipment, machinery, storage areas, spoil piles, mined material piles and processing areas identified.

    b) Cross-sectional drawings of any water impoundments, high wall reduction, benching or terracing, and erosion control practices.

    c) Structures to be erected.

    d) Location and depths of proposed excavations.

    e) Location of vehicle parking.

    f) Location of stored explosives.

    g) Location of washwater ponds and the location of disposal materials (if applicable).

Proposed Processing Methods

23. Describe the processing methods that will be used at the site.

24. List the proposed calendar months, days of the week and hours of the day for the operation of the processing facilities.

    Calendar months: 60

    Days of the week: MON-SAT

    Hours of the day: 6am-7pm

25. Describe the volume of water needed for gravel washing activities, the source of the water, how the ponds will be maintained and how the washwater will be disposed.

26. Describe how chemical substances will be stored on the site.

Part Five: Staging of Operations

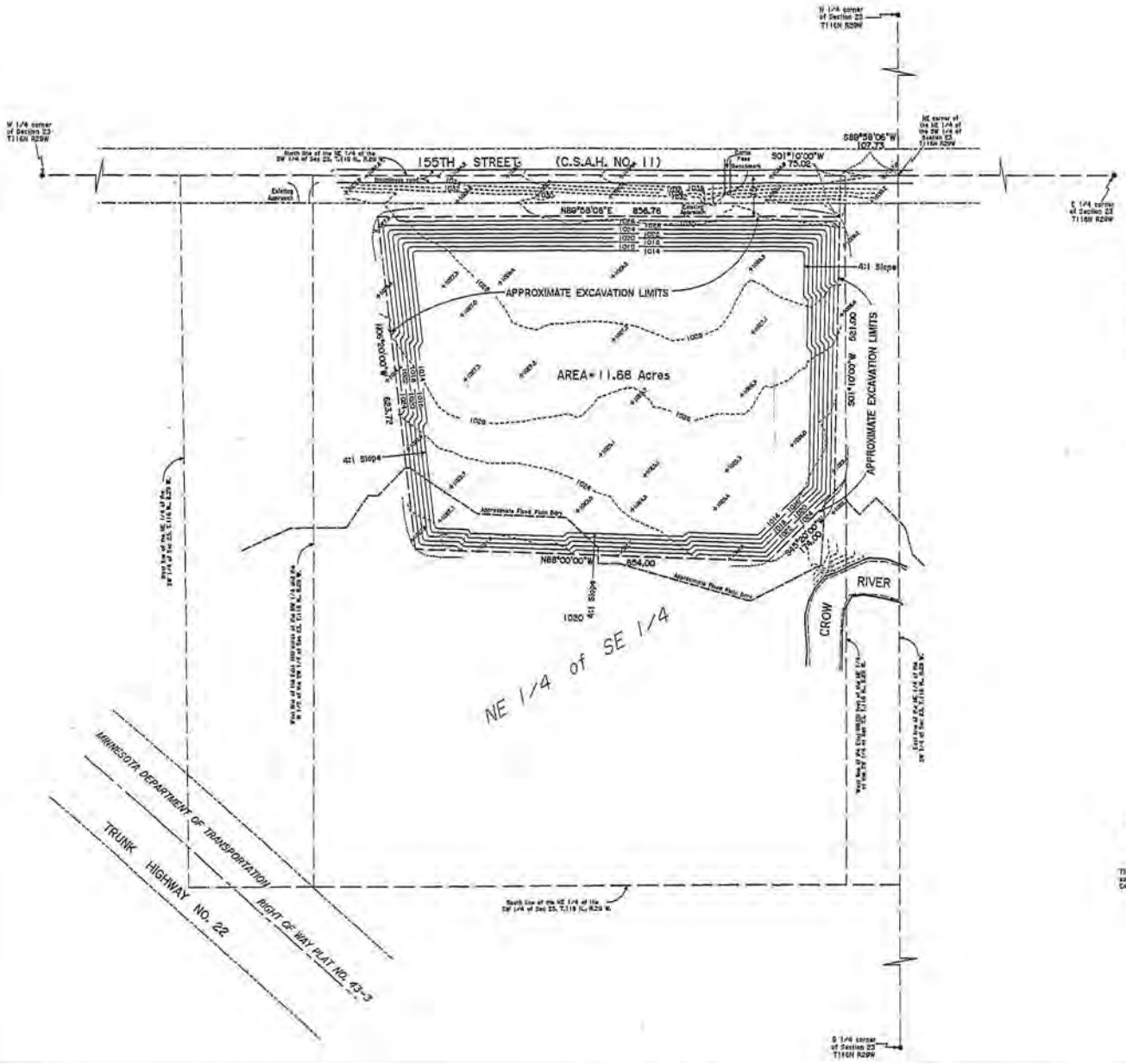
27. Provide a schedule of the projected life of the operation including beginning and ending of operations and any phases or stages.

28. Describe reclamation activities that will occur over the life of the operation.

29. Describe the methods that will be used at the cessation of seasonal operations to stabilize slopes from erosion.

30. Describe the interim reclamation methods that will be used if the site will become inactive at the close of current operations for an unspecified period of time.

CERTIFICATE OF SURVEY FOR RANDY'S BOBCAT SERVICE AND TRUCKING



PROPOSED DESCRIPTION OF EXCAVATION AREA

That part of the Northeast Quarter of the Southwest Quarter of Section 23, Township 116 North, Range 29 West, McLeod County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of the Southwest Quarter; thence South 89 degrees 58 minutes 06 seconds West, assumed bearing, along the north line of said Northeast Quarter of the Southwest Quarter 107.73 feet; thence South 01 degree 10 minutes 00 seconds West 75.02 feet to the south line of the North 75.00 feet of said Northeast Quarter of the Southwest Quarter and the point of beginning of the land to be described; thence continuing South 01 degree 10 minutes 00 seconds West 521.00 feet; thence South 45 degrees 20 minutes 00 seconds West 174.00 feet; thence North 68 degrees 00 minutes 00 seconds West 654.00 feet; thence North 06 degrees 20 minutes 00 seconds West 623.72 feet to said south line of the North 75.00 feet; thence North 89 degrees 58 minutes 06 seconds East, along said south line of the North 75.00 feet a distance of 856.76 feet to the point of beginning.

Survey Notes:

1. The location of the Flood Plain Boundary shown on this survey is approximate and represents the 100 year Flood Plain (Zone A) as depicted on the FEMA overlay shown on the McLeod County GIS website.

2. The proposed excavation limits and depths shown on this survey are according to information provided by Randy's Bobcat Service and Trucking.

Denotes iron monument found

Denotes existing spot elevation

1006 Denotes existing contour line

1030 Denotes proposed finished contour line

0 50 100 200
scale in feet

The orientation of the bearings shown on this survey are based on the McLeod County Coordinate System NAD83, 1998 Adjustment.

I hereby certify that this Survey, Plan or Report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Jeffrey R. Renard
Jeffrey R. Renard

Date Feb 4 2016 Lic. No. 24309

BENCHMARK:

Top south end of concrete culvert pipe under CSAH No. 11 near the northeast corner of the proposed excavation area.

Elevation = 1036.3

PELLINEN LAND SURVEYING, INC
P O Box 35
Hutchinson, Minnesota 55350
Phone (320) 587-4782
Fax (320) 587-5752

JOB NO. 15007 BK 7-409 Pg 67

McLeod County and Local Road Authority Temporary Haul Road Designation Route

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

It is hereby ordered, in accordance with the McLeod County Zoning Ordinance for Mining within Section 15, Subdivision 6, that the following route be designated as a haul road for the transportation of mined or excavated materials for:

Project CUP#: Section: Township: ,McLeod County, Minnesota

PRIMARY HAUL ROUTE FROM THE MINED AREA:

Township Road _____ to Co. Rd. # 11 to St. Hwy. # 22

SECONDARY HAUL ROUTE:

Township Road _____ to Co. Rd. # 11 to 4 to St. Hwy. # 22

THE DESIGNATED HAUL ROUTE SHALL HAVE THE FOLLOWING DUST CONTROL MEASURES AND ROAD MAINTENANCE CONDITIONS:

Dust Control Methods:

NA

Road Maintenance Agreement:

Bond or Escrow Financial Amount: $

Cover Sheet

Date of application: February 26, 2016

Organization Information

PROGRAM NAME:	**McLeod County Hoarding Awareness and Support Project**
Agency Name:	McLeod County Public Health
Executive Director:	Jennifer Hauser, MPH, BSN, PHN
Contact Name & Title: (if different from ED)	Renee Kotlarz, BSN, RN, PHN, Community Care Case Manager
Web site:	www.co.mcleod.mn.us
Telephone:	320-864-1274
Fax:	320-864-1484
Mailing Address:	1805 Ford Av N #200
City, State, Zip:	Glencoe MN 55336
EIN/Tax ID Number:	41-6005841

Proposal Information

Agency Fiscal Year: (ex: January 1, 2016 to December 31, 2016)	January 1, 2016 – December 31, 2016
Amount requested for this PROGRAM from the United Way:	$6,000.00
Percentage of PROGRAM budget requested from this United Way for each focus area:	Percent for Each Area (total = 100%)
Education	5%
Income	
Health	95%

Authorization

This funding request was considered and approved for submission by the Agency's Board of Directors at their meeting on this date: February 25, 2016

The Board of Directors also reviewed and accepted the responsibilities of a participating agency as outlined in the "Participating Partner Agency Agreement" with the United Way of McLeod County.

Jennifer Hauser, MPH, BSN, PHN
Chief Professional Officer or Executive Director
(Type or Print)

Paul Wright, Chair
Board President or Authorized Official
(Type or Print)

Application Prepared By: Jean Johnson. MEd, BS
Phone: 320-864-1376
E-mail: jean.t.johnson@co.mcleod.mn.us

2016 United Way of McLeod County Application for Funding

AGENCY OVERVIEW

A. Agency Mission Statement:

Our agency's mission statement is to protect the health of the community, promote a healthy community for future generations and to provide public health nursing services in accordance with the highest standards of professional practice.

B. Geographic area the agency covers:

McLeod County and its residents

PROGRAM INFORMATION

A. What community need does this program address?

Community members are suffering with hoarding/excessive clutter behavior that threatens the health and safety of the person and the community. The McLeod County Hoarding and Awareness Project focuses on helping those that are unable to help themselves by providing resources available to achieve a healthy lifestyle as a whole.

Hoarding/excessive clutter behavior has been defined as the accumulation of possessions that are useless and that interfere with the ability for an individual to function in a healthy and safe manner. Hoarding arises from a variety of external and internal variables that are biological, psychological, and social in nature. Severe hoarding may endanger not only the health and safety of the individual, but also their surrounding community. Hoarding/excessive clutter behavior has been associated with health risks, impaired functioning, economic burden, and adverse effects on friends and family members, as well as the community. It could also potentially put the individual at risk for falling, and other members of the community at risk from fires, poor sanitation, rodent and insect infestations and other health concerns. Research indicates that approximately 4-14 % of the general population suffer from the disorder. Using 2013 census data, the population of McLeod is at 35,918, putting the prevalence of the disorder at 1,500 – 5,000 persons in the county. The number of cases reported and receiving treatment is far less.

An estimated 15 patients were evaluated, diagnosed and treated for hoarding disorder in 2015 at Hutchinson Outpatient Mental Health Clinic. Twenty nine Public Health Nuisances were recorded in the county over the last 12 months. Out of the 29 referrals, 10 involved extreme clutter. Two clients have accepted case management for extreme hoarding/excessive clutter behavior. Five other nuisance referrals accepted case management through other programs such as Home and Community Based Programs, Managed Care Case Management or are being followed by adult social worker or child protection workers.

This indicates that, due to lack of awareness many adults in McLeod with hoarding/excessive clutter disorder are likely undetected.

B. Explain the service the program provides (2 to 3 sentences):

McLeod County Public Health does a professional, evidence based assessment to measure the degree to which clutter is creating unsafe or unhealthy conditions, followed by a service plan developed in partnership with the client. This plan includes referrals to community partners to bring about healthy and lasting change. Based on staffing levels, support is offered to residents

with hoarding/excessive clutter behavior that are ready to address their issue, and are interested in receiving help. However, "hands on" support, critical for treatment success, is unavailable for underinsured or for those living in poverty.

C. Describe benefits the recipients receive (2 paragraphs):

To improve the safety and conditions of the home, evidence-based best-practice interventions which show promise and offer strategies to sustainably address the problem will be used. A service plan agreement is created and support services are identified. Professional services that may be required include: Therapy, Professional Organizers, Heavy Chore Services, Homemaking, Companion Services, and Supportive Housing Assistance. As key milestones are reached, a report will be made to other team members to develop collaboration and show progress, with the goal to reduce risk and increase likelihood that the client will be able to either remain in the home or return as soon as possible.

Hoarding/excessive clutter behavior can be challenging for all who encounter it – the individual, family members, neighbors, support workers, health providers, fire fighters, emergency personnel, law enforcement and others. Having a realistic awareness of these challenges is helpful for all involved. There is rarely a *quick fix* solution that will effectively address the clutter. People with excess clutter typically have a low rate of participation in treatment. Progress in treatment is usually modest and requires a substantial length of time and funds for the professional services that may be required. Simply put the work might never be done, at least for the client. Success in hoarding work is hard to define because everyone has a different view of what is good enough. If the client feels successful in reaching their goals, and their home is safe and clear of health concerns, then it is time to step out and let them manage their "chronic condition" on their own.

D. Write a brief story about your program that the United Way may use for marketing purposes during the Campaign (4 paragraphs):

Reality television shows that expose hoarding disorders have become popular throughout the country. The shows give people a chance to see the true effects of hoarding conditions. The shows usually run for one hour and by the end, the home is cleaned or progress has been made. These shows may bring awareness to the condition but it gives the impression that these conditions are resolved in a short amount of time.

Although these are reality shows, hoarding situations are complicated and require a great deal of work and coordination to successfully resolve. These shows also do not stress the dangers and quality of life issues a hoarding disorder poses to the community. Those who occupy homes with hoarding conditions are at risk of falls, fires, floods, infestations, injuries, respiratory illness and difficulty accessing emergency services. Hoarding does pose risks to firefighters, emergency medical professionals, neighbors and the community. It is a public safety concern. Evictions and other court proceedings may result in homelessness, expensive fines, hospitalization or an un-wanted move into a long-term care facility.

A success story in McLeod County: A client who was referred in 2014 required HAZMAT (hazardous material) services for cleaning her home. It had been posted as uninhabitable by the city. She is presently in a maintenance mode. Staff continues to work with her, providing support and monitoring the status of the home. She received referrals for mental health services and is seeing a psychiatrist.

2016 United Way of McLeod County Application for Funding

PROGRAM EVALUATION

A.
We are applying for funds for a newly established program.
B.
McLeod County Public Health currently has 1 PHN and 1 LPN and 1 full time Licensed Social Worker (LSW) who are trained to do compulsive hoarding nuisance visits. In 2015, 0.25 FTE's were coded to the Nuisance Program. Personal Protective Equipment is available to keep staff safe when they are out on visits. We utilize the Best Practices Guide and Curriculum from University of Massachusetts, information from the Minnesota Department of Health, the University of Minnesota Extension, as well as the Healthy Homes Program.
C.
At the present time, services are being provided in "silos"; Mental Health Treatment, County Public Health and Social Services Case Management are available for counseling and training. Once clients are reported/identified, there are insufficient funds for those who are low income or underinsured to support successful long term intervention and treatment to assure successful outcomes. Hands on treatment interventions may include: co-pay for mental health services, cleaning services, home care, heavy chore services and training and assistance from professional organizers.
D.
Over the last 12 months, 2 clients have accepted case management for extreme clutter/likely hoarding disorder. Five other nuisance referrals accepted case management through other programs such as Home and Community Based Programs, Managed Care Case Management or are being followed by adult or child protection workers. One client is maintaining safety in her home. A second client has achieved minimal safety standards. Both clients continue to work with their case manager.

The McLeod County Nuisance Provider Committee meets quarterly, working to build local capacity to improve the home environments for at risk adult and the elderly population by collaborating on outreach, building community awareness, and resources. In addition to McLeod County Public Health staff, related professionals invited include, but are not limited to: clinical social worker, nurses, health department professionals, county social workers, educators, city administrators, emergency services, law enforcement, and fire, city and county attorneys, and members of the board of health.

The McLeod County Public Health department nuisance team meets monthly and includes 1 PHN, 1LPN, 1 LSW, 2 health educators, and the agency director. The goal of this team is to clarify our department policy/procedures, increase our education and outreach to the public and to other community partners, and to obtain funding to improve our ability to assist persons who are referred for extreme clutter/suspected or diagnosed hoarding disorder.
E.
Harm Reduction Goals

- Safety
  - Moving flammable materials away from heat sources
  - Clearing walkways of trip hazards
  - Clearing enough room around doors and window
- Health
  - Clearing access to bathroom and washing facilities
  - Ensuring proper food storage

    - Addressing appropriate trash and waste disposal
    - Eliminating pest infestations
- Comfort
    - Addressing heating and cooling problems
    - Designating and clearing appropriate places to sleep and eat
    - Making space to conduct daily tasks

Common treatment goals for Hoarding Disorder

- Increase understanding of hoarding behavior.
- Create living space
- Increase appropriate use of space
- Organize possessions to make them more accessible
- Improve decision-making skills
- Reduce compulsive buying or acquiring and replace these behaviors with other pleasurable activities
- Evaluate beliefs about possessions
- Reduce clutter level in home environment
- Learn problem-solving skills
- Prevent future hoarding

F.

Standardized assessment instruments are used: the Health Obstacles Mental Health Endangerment Structure (HOMES) Multidisciplinary Hoarding Risk Assessment, along with the Institute of Challenging Disorganization (ICD) Hoarding Scale, photograph logs, and written goals developed with the client measure progress in improving safety. The electronic Public Health Documentation program PH Doc is being used to capture Knowledge, Behavior, and Symptom changes in a care plan pathway based on the OMAHA system. The Omaha System provides evidence-based practice (EBP) guidelines/standardized care plans in quantitative coded format, designed to describe client care.

G.

At present, less than 2% of those potentially suffering with a hoarding disorder have been referred for assessment, and less than 1% is receiving treatment.

"Persons with hoarding disorders… protect themselves against loss, have chronically low self-esteem and restricted emotions which hampers progress. Behavioral changes are much more challenging. A frequent "Hands on" approach… is a critical component for treatment success" Clinical Social Worker, Hutchinson. The hands on assistance/services include: Heavy Chore, Homemaking, Professional Organizers, Therapy, Supportive Housing Assistance, and ongoing Case Management.

The goal is to increase awareness of this chronic disease, increase the number of referrals to 35 clients, and provide intervention, referrals and support to 10 clients with hoarding/excessive clutter behavior. The aim for participants: gain knowledge, learn and use new skills, and experience measureable change in their lives. Of the people working with our program, our goal is to have 100% reach minimal safety standards. All clients are referred for assessment, one third will receive treatment from a mental health professional for the disorder.

H.

Other professionals and community members may not recognize the presence of compulsive hoarding in our community as a mental health, a public health and safety risk requiring intervention. To increase awareness, education and outreach materials will be designed for professional and public outreach, to increase reporting and referrals. Those most likely to

encounter a case of hoarding will benefit by having info and tools to both identify and report those in need of help, where/how to report hoarding, and tips for communicating in a respectful and helpful way when working with someone who deals with hoarding. Once a hoarding disorder is identified and reported, services and resources must be available to support healthy choices and recovery for these individuals. The public safety impact of hoarding disorder will be reduced.

I.

According to the research, having a team approach is the most effective treatment for persons suffering from hoarding disorder. That is what we are working to achieve, lessening not only the health impact to the individual but also improving public safety.

Agency or program	Their role
Hutchinson Health, Glencoe Regional Health Services	Provide Mental Health Services, Referrals
McLeod Social Services, Adult Unit and Child Protection	Receive reports/referrals and request assistance from McLeod County Public Health to address the issue.
Local city & county attorneys	Legal counsel to assist when protective service is involved (i.e. when a home is posted as uninhabitable and in need of abatement or to be condemned) and with code and policy changes.
Local Law Enforcement, Sheriff's Office	Make reports/referrals; assist McLeod County Public Health with site visits when needed. McLeod County Public Health assistance with residents provided to law enforcement upon request.
Elected officials, city & county	Assistance with ordinance/policy changes.
Fire Departments	Report; make referrals, partner on specific nuisance cases.
Public Health Advisory Board.	Support for the work being done, and support in policy change.
City and County Administrators	Provide input on local occurrences, assist with policy development, and provide support.
Board of Health	Provide support
Tri Star Adult Rehabilitative Mental Health Services	Accept referrals for clients who struggle with disorganization, clutter and hoarding disorder.

J.

Without funding to cover assistance ("hands on" professional services, mental health services co-pay, etc…), the low income or underinsured persons in greatest need will continue to suffer with this chronic disease. Hoarding can lead to direct health and safety risks to the individual, their family and their neighbors and can create considerable costs for the community. Fires in a home with extreme clutter are more difficult to extinguish, spread to neighbor's dwellings, and are more likely to involve a fatality. Infestations of rodents and insects are faced by hoarders and their neighbors, and are nearly impossible to address.

Evictions and other court proceedings may result in homelessness, expensive fines, hospitalization or an un-wanted move into a long-term care facility. Those who encounter the clutterer – family members, neighbors, support workers, health providers, fire fighters, emergency personnel, law enforcement and others will continue to face health and safety risks surrounding the living situation of the compulsive hoarder.

2016 United Way of McLeod County Application for Funding

PROGRAM BUDGET

E. Complete **FORM B** (Three-year comparison Program Budget).
   - Use only amount for McLeod County area program. If your program is regional or statewide, please list the McLeod County area separately.
   - United Way of McLeod County funds appear in two places. Line one (1) is for United Way of McLeod County Allocations Only. United Way donor Designated Funds should be included in Line three (3).

F. Explain any line items that have increased or decreased by 10% or more since last year. NA

G. If an increase in United Way funding is requested, explain how the additional money will affect delivery of services. NA

H. What percentage (%) of program funding remains in McLeod County? 100%

2016 United Way of McLeod County Application for Funding

FORM A – PROGRAM CLIENT STATISTICS

Program Name: McLeod County Hoarding Awareness and Support Project

Program Beneficiary Characteristics Clients/Patients/Recipients/Other	**Prior Year Actual** From 1/1/15 to 12/31/15	**Current Year Estimated** From 1/1/16 to 12/31/16	**Next Year Budgeted** From 1/1/17 to 12/31/17
1. Program Beneficiaries (***unduplicated***):	6	2-6	6-10
A) total continuing from previous fiscal year	1		
B) total new for the year	5		
C) total completed or left program during the year			
Total 1	6	2-6	6-10
2. Age Group (appropriate for your agency)			
A) infants (under 5)	1		
B) between 6 and 18	1		
C) between 19 and 29			
D) between 30 and 64	2		
E) 65 and over	2		
F) unknown			
Total 2	6	2-6	6-10
3. Residence by Zip Code			
A) 55312 Brownton			
B) 55336 Glencoe			
C) 55350 Hutchinson	3		
D) 55354 Lester Prairie	2		
E) 55370 Plato			
F) 55381 Silver Lake	1		
G) 55385 Stewart			
H) 55395 Winsted			
Total 3	6	2-6	6-10

Please note that total 1, total 2 & total 3 should be equal. These numbers will be used when marketing the 2016-17 campaign, please be as accurate as possible.

2016 United Way of McLeod County Application for Funding

FORM B – PROGRAM BUDGET

Agency Name: McLeod County Public Health **Program: McLeod County Hoarding Awareness and Support Project**	**Prior Year Actual** From __ to __	**Current Year Estimated** From1/1/16 to 12/31/16	**Next Year Budgeted** From 1/1/17 To12/31/17
Support and Revenue			
1. Allocation from United Way of McLeod County (Including direct designations)		6000	6000
2. Allocation from other United Ways			
3. Individual Contributions			
4. Foundation and Other Non-Government Grants			
5. Special Events			
6. Legacies and Bequests (Unrestricted)			
7. Contributed by Associated Organizations			
8. Fees and Grants from Government Agencies			
9. Membership Dues			
10. Program Service Fees and Net Incidental Revenue			
11. Gifts in Kind			
12. Sales of Products and Services			
13. Investment Income			
14. Miscellaneous and Charitable Gambling Income (itemize if over $1,000)			
15. Total Support and Revenue (add 1-14)		**6000**	**6000**
Expenses			
16. Gross Salaries from Form 990 (8.96 % Admin. 91.04 % Program) .25 FTE		5400	5400
17. Employee Benefits		810	810
18. Payroll Taxes			
19. Professional Fees			
20. Supplies		450	450
21. Telephone			
22. Postage and Shipping			
23. Occupancy			
24. Equipment Rental and Maintenance			
25. Printing and Publications		500	500
26. Travel		90	90
27. Conferences, Conventions and Meetings			
28. Specific Assistance to Individuals		4500	4500
29. Membership Dues			
30. Awards/ Grants/ Scholarships			
31. Insurance			
32. Miscellaneous (itemize if over $500)			
33. Payments to Affiliated Organizations			
34. Board Designations for Specific Future Activities			
35. Total Expenses (add 16-34)		**11750**	**11750**
Excess (Deficit) of Total Support & Revenue over Expenses *(Line 15 minus Line 35)* *Please provide details regarding use of excess funds or plans for erasing deficit.*		**-5750**	**-5750**

% of Admin. and Fundraising Costs (IRS Form 990) This number is required by the Federal Government from all of our member agencies so that we can solicit their employees.	%

Other			
Reserves/Emergency Funds/Rainy Day Funds			
- Restricted Funds (Total Value)			
- Unrestricted Funds (Total Value)			

12/2/14 revised

March 2, 2016

Mary Jo Wieseler
Human Resources Director
McLeod County
830 11th St E, Suite 114
Glencoe MN 55336

Dear Mary Jo:

Thank you for requesting a proposal from Keystone Compensation Group LLC to provide McLeod County with compensation consulting services. This agreement outlines our understanding of the services you requested and an estimate of the professional fees associated with providing them. We also provide a high-level estimate of the timeline to complete the work.

BACKGROUND

McLeod County conducted a comprehensive study in 2015 to review and update job descriptions, evaluate jobs, and develop a new salary structure. As a follow up step, the County Board and leadership would like to conduct a market study to ensure that the new salary ranges are competitive with the market. Keystone had prepared preliminary comparisons to outline three alternatives available for the County to conduct this market study. One of these alternatives was using the Keystone Public Sector Compensation Survey data and select a peer group from the participants in that survey as a market reference for McLeod County.

This agreement outlines the steps we would take to prepare this market analysis and to update the salary ranges using the Keystone Public Sector Survey data.

SCOPE OF SERVICES REQUESTED

1. Select a suitable peer group of 5-6 participants in the survey to be used as a market reference for McLeod County. Keystone would recommend a list of agencies based on size and geographic location.
2. Prepare a list of McLeod County benchmark jobs and match them to survey jobs. Job duties and level would be used in the matching process. County HR Director would work with a Keystone Consultant to match these jobs to the survey.
3. Keystone database analyst prepares a custom data cut from the Keystone survey master database and re-computes the survey means and percentiles including the peer group agencies only. A geographic cost of labor differential factor would be applied to the Keystone survey compensation data prior to conducting the market comparisons.

4. Prepare a comprehensive market analysis and comparisons of McLeod County compensation program with the market:
    a. Compare current County internal compensation with the market.
    b. Compare current County salary ranges with the market.
    c. Prepare various analytics to quantify and understand the results of the above comparisons.
    d. Prepare a summary of the results of this analysis.
    e. Check in with the Board and County leadership to review findings.
5. Calibrate current County ranges with the market and prepare a final recommendation for updating these ranges.
6. Assign the new ranges to County jobs and employees and quantify the potential budget impact for implanting these ranges.
7. Build a template matrix for salary increase guidelines that the County could modify based on available budget or other considerations. We would suggest a couple of scenarios based on the objectives the County would like to accomplish going forward. This is a necessary tool for the County in order to administer its compensation program going forward.
8. Prepare a summary of findings and recommendations.
9. Present results to the Board of Commissioners and County Department Heads as applicable.

It is expected that the project will require three onsite meetings; one at the start of the project, the second after initial analysis are completed, and the third meeting to present the updated structure recommendation and salary increase guidelines to administer the program going forward.

ESTIMATED PROJECT BUDGET AND TIMELINE

This agreement is prepared based on our estimate of the anticipated consulting services required given the outlines above. The following is an estimate of the budget for each of the main steps:

Step #	Description	Timeline	Budget by Step	Notes
1	Initial planning, job selection, peer group selection, and timeline approval	Weeks 1-2	$1,500	Onsite session with Board & leadership, meeting with HR project team
2	Assist with County job matching, custom data cuts, and prepare project master database	Weeks 3-7	$3,600	
3	Market comparison, various analytics, calibration of salary ranges, and budget impact analysis	Weeks 8-12	$4,300	Check in with the Board and leadership
4	Prepare salary increase matrix guide and final recommendations	Weeks 13-14	$1,000	Final meeting
5	Summary and observations, three onsite presentations (contents preparation, travel, and presentation)	Varies	$3,300	Completion date depends on timing of approval of project
	Overall	**Weeks 1-15**	**$13,700**	

- Keystone Compensation Group LLC would invoice McLeod County in two equal installments of $6,850 each. The first installment after completing steps 1 – 3, and the second at project completion.
- The estimate in this proposal is a not-to-exceed amount and is based on our understanding of the scope of the project.

Mary Jo, I look forward to assisting you and your leadership team with this important study. Please call me at: 612.810.3522 or email me at: sabboud@keystonecomp.net with any questions.

Sincerely,

Saado Abboud, Ph.D.
Principal Consultant

APPROVAL

This letter sets forth the understanding of the scope of services provided and professional fees for this agreement between McLeod County and Keystone Compensation Group, LLC. If you approve, please sign and return a copy of this agreement via email to Keystone at: **sabboud@keystonecomp.net**

Signature:

Mary Jo Wieseler	Human Resources Director	
Approved by	*Title*	*Date*

Saado Y. Abboud, Ph.D.

Keystone Compensation Group, LLC
Principal Consultant

3316 Ensign Ave North
Minneapolis MN 55427
Tel: 612.810.3522
Sabboud@keystonecomp.net
www.keystonecomp.net

Saado is a founding partner of Keystone Compensation Group LLC with over twenty five years of experience in the field of compensation. His experience involves all phases of compensation program development, strategy, design and management. His clients include organizations in the private, public, and nonprofit sectors. He consults with top executives and board of directors on executive compensation programs design and management. His combined experience in managing compensation programs as a corporate manager and as a professional consultant gives him a balanced view for solving compensation issues.

Most recently Saado served as Vice President, Compensation Practice for Stanton Group, a regional consulting and survey research firm in Minneapolis. He worked closely with business and HR leaders as well as Boards of Directors to develop rewards programs for executives, middle management, and other employees. Saado's compensation experience includes developing base pay, short-term, and long-term incentive programs to attract and motivate employees. He also helps his clients with communicating their reward programs.

Prior to joining Stanton Group, Saado spent several years in a senior leadership position at Best Buy Co. with responsibilities over corporate compensation programs as well as executive compensation. Among his other accomplishments was taking a key role in restructuring the HR function and leading several technology initiatives to support business growth. He contributed articles and interviews to several trade publications, including Workspan, a monthly journal for total rewards professionals, Minnesota Bankers News, and the Twin Cities Business Journal.

Early in his career, Saado taught at the college and graduate school levels, domestically and abroad. He has a doctorate and master's degrees from the University of Minnesota in Quantitative Analysis. He also received an MBA degree in Corporate Finance from the University of St. Thomas in Minnesota. Saado is a certified compensation professional (CCP), a member of WorldatWork, and past Chairman of the Local Network Advisory Board for WorldatWork. Saado also served as the Board Chair of the Twin Cities Compensation Network Board of Directors.

United States Department of the Interior

FISH AND WILDLIFE SERVICE

18965 County Highway 82
Fergus Falls, Minnesota 56537
218-736-0635

IN REPLY REFER TO:

RE – Minnesota W.A.
McLeod County
Zetah, Dennis and Elaine

February 2, 2016

Ms. Donna Rickeman
McLeod County
830 E 11th Street
Glencoe, MN 55336

Dear Ms. Rickeman:

The Fish and Wildlife Service recently secured an easement from Dennis and Elaine Zetah, of Hutchinson Minnesota. This is a wetland easement protecting the wetland basins while allowing agricultural use of the property. It prohibits draining, filling or leveling of the wetlands. The easement covers the property as shown on the enclosed photo and platbook map. The landowner will retain primary responsibility for weed control, recreational use, access, and will continue to be responsible for the payment of property taxes.

This letter confirms my intention to meet with the Board of Commissioners on Febraury 8th, to request certification of this easement.

Please forward this letter with the attachments for each of the County Commissioners. The information has been sent to the Township Clerk. If you have any questions, please contact me at 218-736-0635.

Sincerely,

Blake Knisley
Realty Specialist

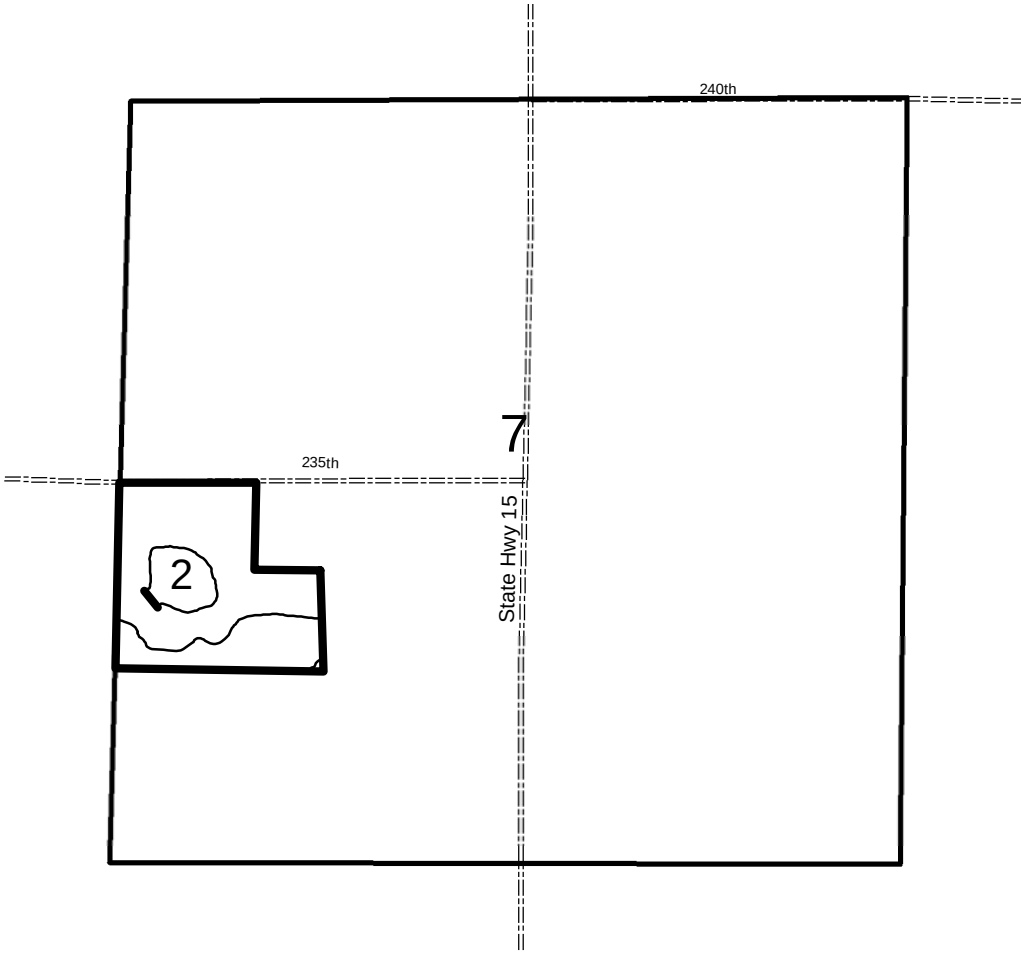
UNITED STATES DEPARTMENT OF THE INTERIOR
FISH AND WILDLIFE SERVICE
EXHIBIT "A"

RE -- Minnesota W.A.
McLeod County
Zetah, Dennis & Elaine RE LV TR

Tract: _____

WATERFOWL PRODUCTION AREA MCLEOD COUNTY, STATE OF MINNESOTA
EASEMENT AUTHORIZED BY MIGRATORY BIRD HUNTING STAMP ACT OF MARCH 16, 1934, AS AMENDED,
T 117 N, R 29 W, 5TH PRINCIPAL MERIDIAN
Section 7, NW1/4 SW1/4 excepting therefrom the East 474.77 of the N1/2 thereof.

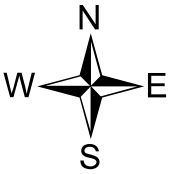
Structure No.	Elevation (MSL)
2	



The parties of the first part concur with the structure outlet elevations specified above.

_____
Landowner Signature

_____
Date



Scale: 4 Inches = 1 Mile

This map delineates wetlands referred to in the easement conveyance dated _____ which the parties of the first part agree to maintain as a waterfowl production area. The lands covered by this conveyance include any enlargement of the delineated wetland areas resulting from normal to abnormal increased water.

Landowner Signature: _____

Date: _____

Prepared by:_____

Date: _____

LEGEND

- Section Boundary
- Boundary of Easement Description
- Wetlands Covered by Provisions of the Easement
- Roads
- Wetland Restoration Structure

UNITED STATES DEPARTMENT OF THE INTERIOR
U.S. FISH AND WILDLIFE SERVICE

EXHIBIT "B"

RE – Minnesota W.A.
McLeod County
Dennis A. & Elaine A. Zetah RE LV TR

T.117 N. R 29 W., 5th P.M.
Section 07, NW1/4 SW1/4 excepting therefrom the East 474.77" of the N1/2 thereof.

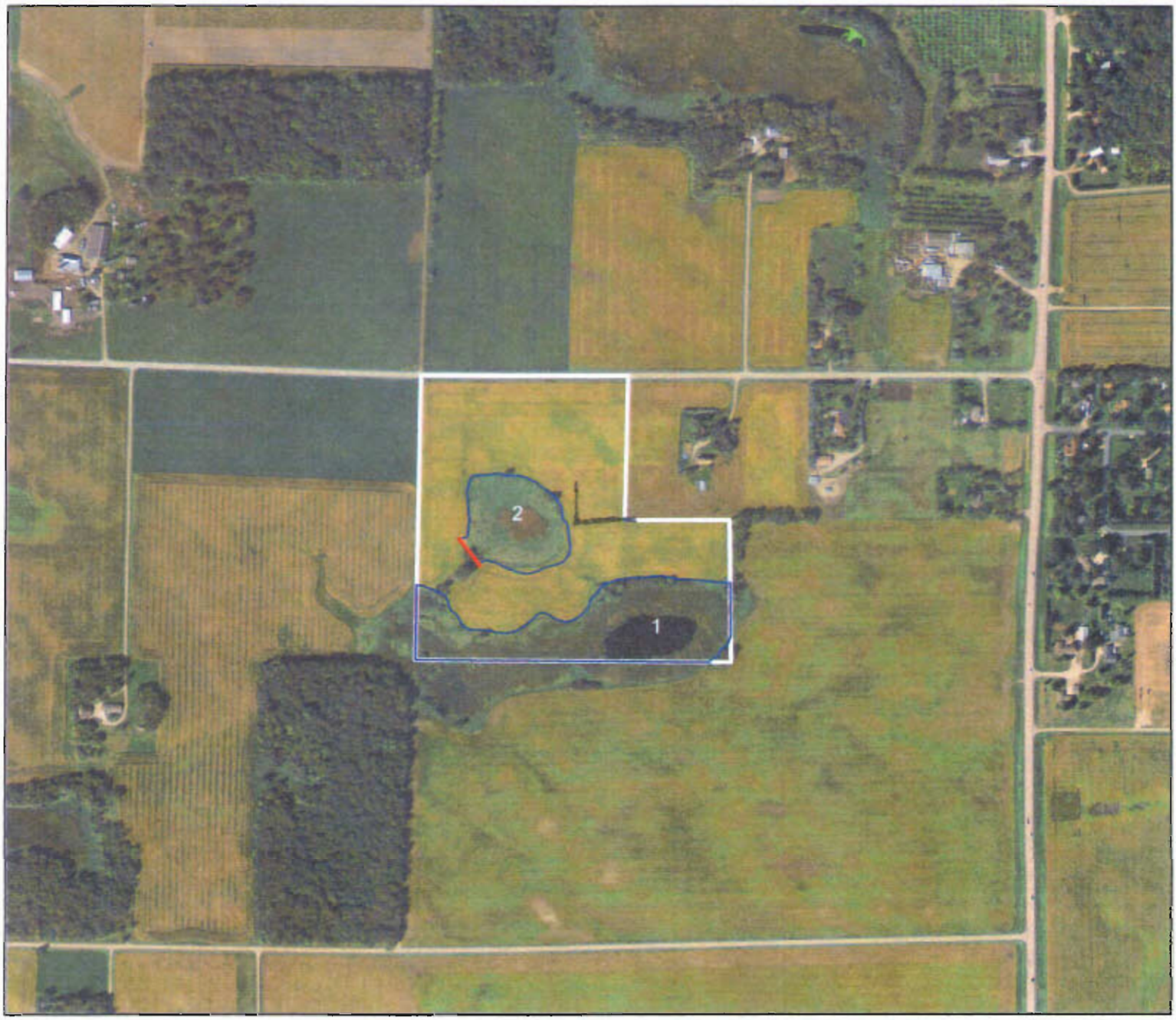
Fee/Easement Field Form **Legal Description of Sale**

County: McLeod

Date: 6/30/2015

Hutchinson Twp (T117N, R29W)
Section 7
NW1/4SW1/4
12.7 acres +/-

Owner's Name: Dennis Zetah



US Fish and Wildlife Service
Litchfield WMD
mapped by Cody Okeson

0 0.05 0.1 0.15 0.2 0.25 Miles

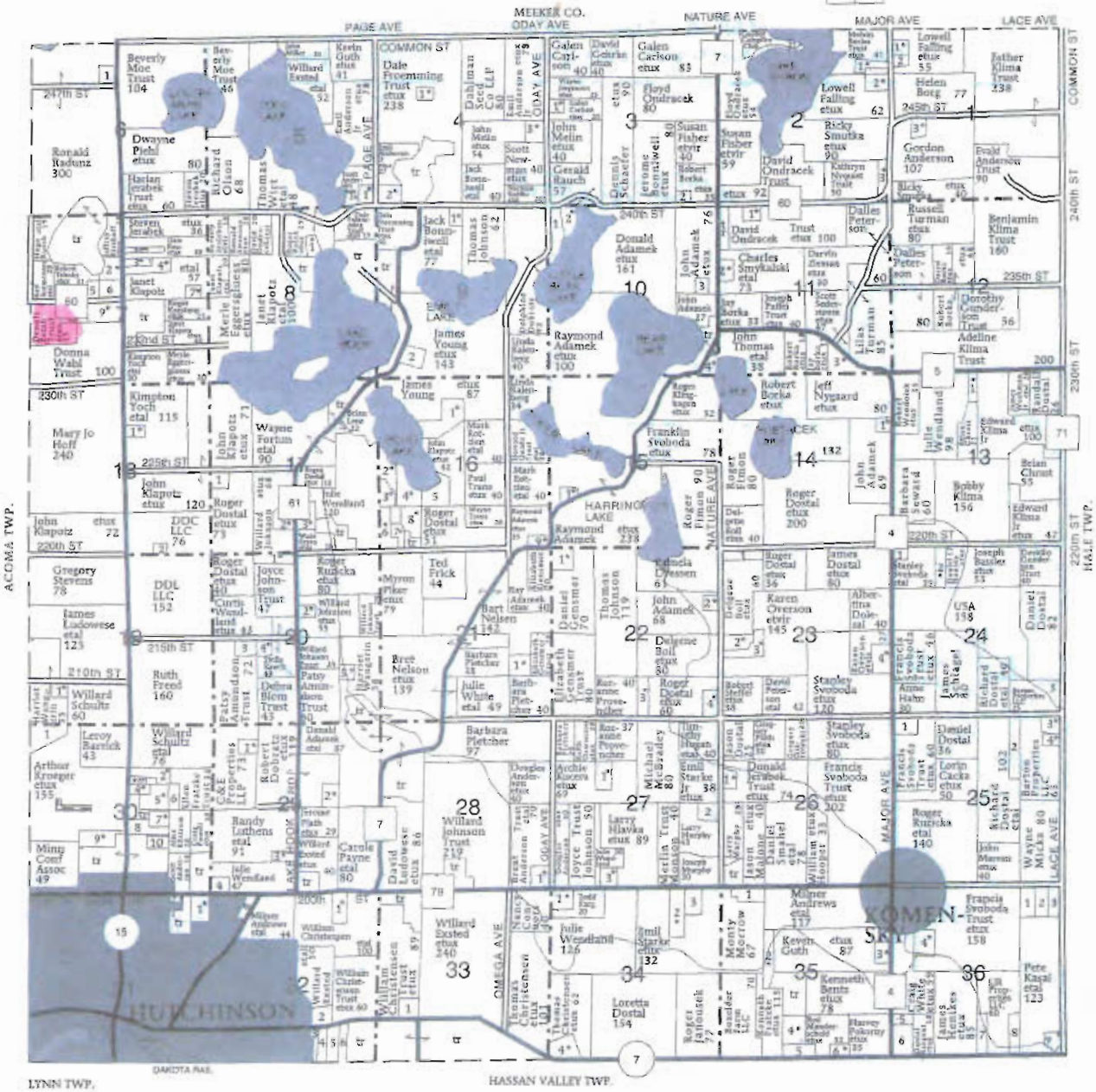
8" = 1 Mile

N

Ditch Plug

T-117-N HUTCHINSON PLAT R-29-W

(Landowners)


MEEKER CO.
ODAY AVE
PAGE AVE
NATURE AVE
MAJOR AVE
LACE AVE
COMMON ST
247th ST
240th ST
235th ST
230th ST
225th ST
220th ST
215th ST
210th ST
ACOMA TWP.
HALE TWP.
LYNN TWP.
HASSAN VALLEY TWP.
DAKOTA RAIL
HARRINGTON LAKE
HUTCHINSON
KOMEN-SKI
OMEGA AVE
Beverly Moe Trust 104
Ronald Radunz 300
Dwayne Piehl etux
Donna Wahl Trust 100
Mary Jo Hoff 240
Gregory Stevens 78
James Ludowese etal 123
Ruth Freed 160
Willard Schultz 60
Leroy Barrick 43
Arthur Kroeger etux 155
Minn Coop Assoc 49
Dale Froemming Trust etux 238
Willard Johnson Trust 219
Willard Ested etux 240
Donald Adamek etux 161
Raymond Adamek etux 100
James Young etux 143
Franklin Svoboda etux 78
Roger Dostal etux 200
Ted Frick 44
Bree Nelson etux 139
Barbara Fletcher 97
Loretta Dostal 154
Lowell Falling etux 62
Ricky Smutka etux 90
Gordon Anderson 107
Father Klima Trust 238
Helen Boeg 77
Benjamin Klima Trust 160
Adeline Klima Trust 200
Bobby Klima 156
Stanley Svoboda etux 120
Francis Svoboda Trust etux 202
Francis Svoboda Trust etux 158
Pete Kasal etal 123
Roger Kuricka etux 140
Kenneth Bents etux 78
Kevin Guth etux 87
Milner Andrews etal 117
Monty Merrow 67
Emil Starke etux 32
Julie Westland 126
Larry Hlavka etux 89
Carole Payne etal 80
Randy Lathens etal 91
Robert Dobratz LLC
C&E Properties LLP 73
Patsy Amundson Trust 72
Debra Blom Trust 43
DDC LLC 76
DDL LLC 152
Roger Dostal etux 73
Roger Dostal etux 40
Roger Dostal etux 60
Roger Dostal etux 36
Roger Dostal etux 80
Roger Dostal etux 145
Roger Dostal etux 80
Roger Dostal etux 36
Roger Dostal etux 80
Roger Dostal etux 60
Roger Dostal etux 80
Roger Dostal etux 80
Roger Dostal etux 80

RE-Minnesota W.A.
McLeod County
Zetah, Dennis and Elaine

CERTIFICATION OF THE COUNTY BOARD OF COMMISSIONERS

In accordance with a Procedural Agreement between the Minnesota Department of Natural Resources and the U.S. Fish and Wildlife Service, dated May 23, 1962, and subsequently amended, certification by the County Board of Commissioners for acquisition of lands by the U.S. Fish and Wildlife Service is requested.

Representatives of the U.S. Fish and Wildlife Service met with the Board of Commissioners of McLeod County, State of Minnesota, on February 8th, 2016, and informed the Commissioners that a Grant of Easement for Waterfowl Management Rights has been secured from Dennis and Elaine Zetah on the following described lands:

T.117 N. R 29 W., 5th P.M.
Section 07, NW1/4 SW1/4 excepting therefrom the East 474.77" of the N1/2 thereof.

The County Board of Commissioners considered the above request for acquisition by the U.S. Fish and Wildlife Service and the Board's decision is as follows:

CERTIFIED FOR ACQUISITION:

_____ Date:_____
Chairman
County Board of Commissioners

Sign below if not certified and list reasons:

NOT CERTIFIED FOR ACQUISITION:

_____ Date:_____
Chairman
County Board of Commissioners

Reasons:

McLeod County Solid Waste Management Department (MCSWMD) Contract Extension

Adult Training and Habilitation Center (ATHC)

April 1, 2016 – April 30, 2016

Once agreed upon by both parties, this extension will extend the term of the Lease agreement between ATHC and MCSWMD for one additional month. This extension will provide MCSWMD and ATHC additional time to compile data for review prior to considering a longer term agreement.

By: _____ _____
Martha Brannon, ATHC Executive Director Date

By: _____ _____
Paul Wright, McLeod County Board Chair Date

By: _____ _____
Pat Melvin, McLeod County Administrator Date

APPROVED AS TO EXECUTION/DATE

By: _____ _____
Michael Junge, McLeod County Attorney Date

MCLEOD COUNTY BOARD
AGENDA REQUEST

Board meeting date:	March 8, 2016	Originating department:	Planning & Zoning
Consent or regular agenda:	Regular	Preferred agenda time:	10:00 AM
Amount of time needed:	10 Minutes	Funding source (if applicable):	_____
Contact person for more info:	Larry Gasow	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	Larry Gasow X-1218		

MOTION REQUESTED:

Request approval of Conditional Use Permit 16-03 requested by Brent Reiner of RiverView Aggregates for gravel mining, processing and stockpiling in two areas to be completed in phases on property owned by BAR Properties, LLC. The area to be mined consists of a total of 38.99 acres, proposed excavation Area No. 1 is described as 14.37 Acres. Area No. 2 is described as 24.62 acres, both in Section 4 of Lynn Township.

JUSTIFICATION FOR MOTION:

The Board of Lynn Township recommended approval on February 9, 2016 with the following recommendations.

1) A bond or letter of credit in the amount of $60,000 shall be provided to the Township for road maintenance in regards to 180th Street.
2) If an alternate haul route is required, applicant must contact the Board of Lynn Township.
3) Grading after 200 loads, dust control, survey, etc., as per township letter.

The Planning Advisory Committee recommended approval on February 24, 2016 with the following conditions:

1) Applicant shall have an easement recorded for road access on property owned by Mr. William Arndt.
2) Hours of operation are 7:00 AM to 7:00 PM Monday through Friday; 7:00 to 12N on Saturday.
3) A letter of credit or bond in the amount of $39,000.00 shall be submitted to the Zoning Office before recording of the Order.
4) No wetland or floodplain impacts shall take place unless prior approval from any agency with jurisdiction.
5) There shall be no stockpiling within the floodplain area.
6) Applicant shall apply for a DNR Dewatering Permit, if needed.
7) All MPCA permits shall be maintained.
8) All gravel pit conditions shall be adhered to, such as maintain the haul route and applying appropriate dust control measures as required by Lynn Township.
9) There shall be no recycling of concrete or bituminous.
10) Applicant shall follow an orderly restoration plan with back sloping at a 4:1 grade to be restored into wildlife purposes.

STAFF REPORT

TO:	McLeod County Planning Commission
Date:	February 12, 2016
Prepared By:	Larry Gasow
C.U.P. #16-03	**Meeting Date: February 24, 2016**

.....

GENERAL INFORMATION

Applicant and Property Owner:	Brent Reiner River View Aggregates 1149 Hwy 22 S Hutchinson, MN 55350 320/583-3262 PID 09.004.0750
Requested Action:	Conditional Use Permit application for the purpose of mining, processing and stockpiling of gravel.
Purpose:	To mine and excavate gravel and materials which there will also be the crushing and screening of the gravel which will be stockpiled on site. There will be two work areas due to different types of material. The mining operation restoration will be used for wildlife purposes.
Existing Zoning:	Agricultural, Shoreland.
Location:	14.37 and 24.62 acre tracts within the SW ¼ of Section 4, Lynn Township.
Size:	38.99 acres.
Existing Land Use:	Agricultural.
Surrounding Land Use & Zoning:	Agricultural, Shoreland of the South Fork of the Crow River.

Zoning History:	The property was recently purchased by BAR Properties.
Applicable Regulations:	Section 15, General Development Regulations, Subdivision 6
Transportation:	Walden Ave to 180th to CR #115 to St Hwy #22 and #7. Will also have access to a private road to CR #115.

ANALYSIS

Lynn Township has not made a recommendation at the time of this mailing. There was concern of the township road haul routes and potential road maintenance issues. Lynn Township should be supported by the County with special conditions being placed on the CUP, if approved. If approved, a restoration banking line of credit or Bond in the amount of $39,000.00 will need to be submitted to the zoning office prior to recording of this CUP. The DNR dewatering permit will need to be applied for this to become an active permit. The mining area will be less than 40 acres so therefore an EAW will not be required but an NPDES permit will be required for the development of access roads and stockpiling area. The two mining areas will fluctuate based on material needed. Mining shall not be within the Shoreland area. Stockpiling shall not be allowed within the floodplain area. The applicant will reclaim the pit as the excavation proceeds within the surveyed area.

RECOMMENDATIONS

Staff does not have any objections and recommends approval the existing pit has been cleaned up and restored to county policy within one year after the permit expires.

Sandy Posusta

From: John Brunkhorst
Sent: Tuesday, February 09, 2016 3:19 PM
To: Sandy Posusta
Subject: RE: Request for Comment

I reviewed these and don't have any Highway related concerns other than our usual "permits are required for changes to access to and from our County roads".

John

From: Sandy Posusta
Sent: Tuesday, February 09, 2016 10:01 AM
To: John Brunkhorst; kristy.rice@state.mn.us; Lindsey Knutson (Lindsey.Knutson@state.mn.us); Garry Bennett, Area Hydrologist, DNR; Ryan Freitag, SWCD; Roger Berggren
Subject: Request for Comment
Importance: High

Please review the attached Conditional Use Permit application information which will be presented at a public hearing at the McLeod County Planning Commission meeting on Wednesday, February 24, 2016 at 9:30 am in the County Board of Commissioners Room.

If you have any questions, please contact the Planning & Zoning office.

Thank you.

Sandy Posusta
Planning & Zoning Office
McLeod County Courthouse
830 – 11th Street East, Suite 113
Glencoe, MN 55336

www.co.mcleod.mn.us
Ph:320.864.1291 | Fx: 320.864.3410

Comments for PAC on February 24, 2016 from Environmental Services

1) CUP for Adam Revier – if approved the building should have a current complying septic system for the capacity needed for this business.

2) CUP for RiverView Aggregates – if approved a NPDES permit is needed and excavation should stay at least 50 feet from the river. No wetlands can be impacted, after an office review, the areas outlined in red on the map below do not appear to have wetlands. If excavation is to go beyond this area a closer look and possibly a wetland delineation will be needed.

3) CUP for Wanda Alsleben – if approved I would recommend that all wastewater from the buildings and any outside kennel areas be collected and put into a permitted holding tank and pumped on a regular basis.

4) CUP for Deborah Pikovsky – there is a permitted feedlot at this site so some setbacks maybe more, if approved all processing wastewater occurring at the site needs to be collected in a holding tank, any toilet sewage needs to be disposed of into licensed portable units or a septic system be installed at the site. If the existing well is used in connection to this CUP it must meet setbacks from any contaminate source per the Minnesota Department of Heath rules.

RECEIVED
FEB 16 2016
BY: slp

Date: February 10th 2016

To: Larry Gasow
Zoning Administration

From: Lynn Township

At the regular February meeting of the Lynn Town Board approval was given for a Mining Conditional Use Permit by River View Aggregates on property owned by Bar Properties LLC for gravel mining, processing and stockpiling with these recommendations from Lynn Township.

Haul roads will be: east portion of pit will exit through Bill Arndt's property to Cty Hwy 115 and the west portion of pit will exit directly onto 180th street and proceed to Cty Hwt 115. Any change of haul routes need to be approved by Lynn Township.

Trucks will not use Walden Ave. at any time.

Prior to using the west portion of the pit 180th street will be surveyed with the elevations of the centerline and shoulders to be documented and recorded for future reference. Once material is depleted in the west portion and final hauling on 180th street is completed, the road will be resurveyed and any road repair needed will be supplied to reestablish 180th street back to the original survey results prior to hauling. Survey will be done at their expense and copy of survey sent to Lynn Township.

Riverview Aggregates will supply a warranty bond of $60,000 to Lynn Township that will guarantee the repair of any damage to the road that may incur from hauling operations.

Riverview Aggregates will provide all dust coating during hauling operations.

Riverview aggregates will provide road grading during hauling operations, including grading after every 200 loads at a minimum.

Hours of operations will be 6 a.m. to 7 p.m. weekdays and 6 a.m. to noon on Saturday.

Any questions please contact a board member.

Cheryl Bleil, clerk

Cheryl Bleil, Clerk
Lynn Township

McLeod County Mining and Reclamation Proposal Form

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

Part One: General Information

1. Name of Primary Applicant (Landowner) BAR Properties LLC
   Street Address 1149 Hwy 22 S
   City, State, Zip Code Hutchinson Mn 55350
   Phone Number (please include the area code) 320-583-3262
2. Name of Secondary Applicant (Operator) RiverView Aggregates
   Street Address 1149 Hwy 22S
   City, State, Zip Code Hutchinson Mn 55350
   Phone Number (please include the area code) 320 583 3262
3. Provide a survey and the legal description of the mining site including section, township and range.
4. Specify total area (in acres) to be affected by this project. Include areas for future expansion, stockpiling, processing, haul roads, settling basins, buildings and parking facilities.
5. Provide a general location map including roads and other pertinent landmarks.
6. Is environmental review required for this project? **YES** (attach copy of EAW or EIS) **NO**
7. List other applicable local, state and federal permits necessary for this project. Please indicate the current status and provide a copy.

Permit	Status
NPDES	N/A
DNR	N/A
Wetlands	N/A
Other	N/A

Part Two: Pre-mining Conditions

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

   YES (Please refer to shoreland regulations) **NO**

10. Provide a map of the pre-mining conditions as they currently exist both inside the project area and within thirteen hundred twenty (1320) feet of the property at a scale of not less than one (1) inch equals two hundred (200) feet that includes the following information:
    a) An estimate of the shape and extent of the gravel deposit.
    b) Location of boundary stakes delineating the project area referenced to a bench mark.
    c) Ownership within and adjacent to the project area.
    d) Location of all existing structures within and adjacent to the project area and the purpose for which each structure is used (i.e., buildings, pipelines, cables, roads, powerlines, etc).
    e) Contours within the project area at intervals no larger than two (2) feet.
    f) Existing vegetation within and adjacent to the project area.
    g) The location of all streams, lakes, wetlands, ditches, waterways and drainage patterns located within or adjacent to the project area.
    h) Location of previous excavations in the project area.
    i) Location of wells in the vicinity of the project area.
    j) Location of roads and right-of-ways.
    k) The vertical profile of the area to be excavated.
    l) Indicate the observed or estimated (circle one) groundwater elevation in the project area and reference depth to a permanent bench mark. 1044 feet

Part Three: Mitigating Impacts

11. List resources that may be impacted by this project, identify impacts and describe measures that will be taken to mitigate those impacts.
12. Describe measures that will be taken to screen the operation from view.
13. Describe measures that will be taken to control soil erosion, sedimentation, runoff, dust and noise. If no measures will be used, explain why none are needed.

Part Four: Description of Mining Activities Proposed Mining Methods

14. Describe the products that will be mined from the project area and how they will be mined (i.e., equipment used).
15. Describe how the material will be transported from the site, the proposed route of transport, and, if known, the normal final destination.
16. Describe the methods that will be used to dispose of brush and other vegetative debris.
17. Describe the methods that will be used to retain topsoil.
18. Estimate the volume of material in cubic yards to be mined in the period covered by this permit. cubic yards.
19. List the commencement and completion date (provide month, day, year) of mining activities and the calendar months, days of the week and hours of the day in which mining activities are expected to occur. All mining Conditional Use Permits have up to a five-year time limit.
    Commencement Date: April 1, 2016 Completion Date: April 1, 2021
    Calendar Months: April - November Days of the Week: 6
    Hours of the Day: 7-7

20. Describe dewatering activities and estimate volumes of water to be discharged from the site.

21. Identify the maximum height of all stockpiles and structures.

22. Provide mining plan maps at a scale of no less than one (1) inch equals one hundred (100) feet that include:

    a) Sequential phases of mining (plan view) with haul roads, equipment, machinery, storage areas, spoil piles, mined material piles and processing areas identified.

    b) Cross-sectional drawings of any water impoundments, high wall reduction, benching or terracing, and erosion control practices.

    c) Structures to be erected.

    d) Location and depths of proposed excavations.

    e) Location of vehicle parking.

    f) Location of stored explosives.

    g) Location of washwater ponds and the location of disposal materials (if applicable).

Proposed Processing Methods

23. Describe the processing methods that will be used at the site.

24. List the proposed calendar months, days of the week and hours of the day for the operation of the processing facilities.

    Calendar months: April - November

    Days of the week: 5

    Hours of the day: 7 - 5

25. Describe the volume of water needed for gravel washing activities, the source of the water, how the ponds will be maintained and how the washwater will be disposed.

26. Describe how chemical substances will be stored on the site.

Part Five: Staging of Operations

27. Provide a schedule of the projected life of the operation including beginning and ending of operations and any phases or stages.

28. Describe reclamation activities that will occur over the life of the operation.

29. Describe the methods that will be used at the cessation of seasonal operations to stabilize slopes from erosion.

30. Describe the interim reclamation methods that will be used if the site will become inactive at the close of current operations for an unspecified period of time.

Part Six: Proposed Reclamation

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

31. List the approximate reclamation commencement and completion date.

    Commencement Date: 2016 Completion Date 2021

    - Describe the type of fill that will be used and depth of restored topsoil.
    - Describe proposed reclamation including final slopes, high wall reduction, benching, terracing and other structural slope stabilization measures and when they will take place.
    - Describe anticipated topography, water features and future land use of the site.
    - Describe plans for the disposition of surface structures, roads and related facilities after completion of mining and when these activities will occur.
    - Describe the methods proposed for the disposal or reclamation of excess materials.
    - Describe or attach a copy of a seeding, planting or re-vegetation plan that includes types, densities and methods of tree plantings, seed bed preparation, seed mixtures, seeding rates, mulching and other techniques needed to accomplish site stabilization.

32. Describe long-term maintenance needed to support reclamation and when it will need to occur.

33. Provide an estimate of the reclamation cost of each phase of the project or the entire site if phasing is not planned.

34. Provide a reclamation plan map at a scale of no less than one (1) inch equals one hundred (100) feet that includes:
    a) Final grade of the site with elevations and contour lines at two (2) foot intervals.
    b) The location of any benching, terracing, water impoundments, artificial lakes, vegetative plantings and anticipated future land uses.
    c) The location and nature of any structures to be erected in relation to the future land use.

Part Seven: Other Information Required

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

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

Primary Applicant's Signature (Landowner) _____ Date _____

Secondary Applicant's Signature (Operator) _____ Date _____

Township's Chair Signature _____ Date _____

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

McLeod County and Local Road Authority Temporary Haul Road Designation Route

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

It is hereby ordered, in accordance with the McLeod County Zoning Ordinance for Mining within Section 15, Subdivision 6, that the following route be designated as a haul road for the transportation of mined or excavated materials for Project CUP#_____ within Section 4 of 116 Township, McLeod County, Minnesota.

PRIMARY HAUL ROUTE FROM THE MINED AREA:

Township Road _____ to Co. Rd. # 115 to St. Hwy. # 7 & 22

SECONDARY HAUL ROUTE:

Township Road Walden + 180th to Co. Rd. # 115 to St. Hwy. # 7 + 22

THE DESIGNATED HAUL ROUTE SHALL HAVE THE FOLLOWING DUST CONTROL MEASURES AND ROAD MAINTENANCE CONDITIONS:

Dust Control Methods:

Water and calcium chloride

Road Maintenance Agreement:

with gravel and grade as needed

Bond or Escrow Financial Amount: $

Part Two: Pre-mining Conditions

#8 Agriculture Crop Land

#9 Yes

#10

A- See Attached Survey

B- See Attached Survey

C- Bar Properties Inc.

D- No structures on project area

E- See Attached Survey

F- Tillable Farm Land

G- See Attached Survey

H- No previous excavations

I- No wells on property

J- See Attached Survey

K- See Attached Survey

L- 1044

Part Three: Mitigation Impacts

#11 No resources should be impacted. If any would be unexpected they would be mitigated immediately in the appropriate manor.

#12 None

#13 Erosion will be controlled by vegetation, mulching and silt fence. All runoff will be contained to the gravel mine area. No sediment will be allowed off the site. Dust will be controlled by water or calcium chloride.

#14 Sand and gravel will be mined, along with occasional crushing of material. This will be done with the use of dozers, excavators, and loaders.

#15 The material will be transported with trucks using the haul routes attached.

#16 There is no brush or vegetation currently on the site.

#17 Topsoil will be stripped and piled on the side of the slope for future use. Topsoil piled for extended periods will be seeded.

#18 300,000 Cubic Yards

#19 Times are attached however they will be intermittent.

#20 If dewatering is needed a DNR permit will be obtained and water will be pumped per specifications of that permit.

#21 Max height of temporary stock piles will be 30'.

#22 See attached map.

Proposed Processing Methods

#23 The only processing method to be done is the crushing of material, that will be done intermittently.

#24 See attached.

#25 No water needed.

#26 No chemicals needed

Part Five: Staging of Operations

#27 The pit will be opened Spring of 2016 and will be mined from South to North as aggregate is needed. Until then it will remain agricultural land.

#28 Reclamation will occur as aggregate is depleted.

#29 All water will be retained in mine area and the soil piles will be mulched.

#30 If pit is inactive, there will be a temporary slope at 3:1, and all runoff contained on site.

Part Six: Proposed Reclamation

#31 2016-2021

Maximum of 12" of topsoil will be placed on all final slopes at a 4:1 slope. This will be seeded at a MN DOT specified seed and rate for the slope. Land will be as per drawing when complete. If there happens to be extra, or unsuitable material for mining it will be placed in an area that can be put to original grade and returned to agricultural production. All other areas will be a pond to facilitate wildlife.

#32 Mowing and weed control will be done as needed along with maintaining any piles requiring stabilization.

#33 $40,000.00

#35 See attached

CERTIFICATE OF SURVEY FOR RIVERVIEW AGGREGATE

Denotes iron monument found

Denotes existing spot elevation

1050 Denotes existing contour line

1046 Denotes proposed finished contour line

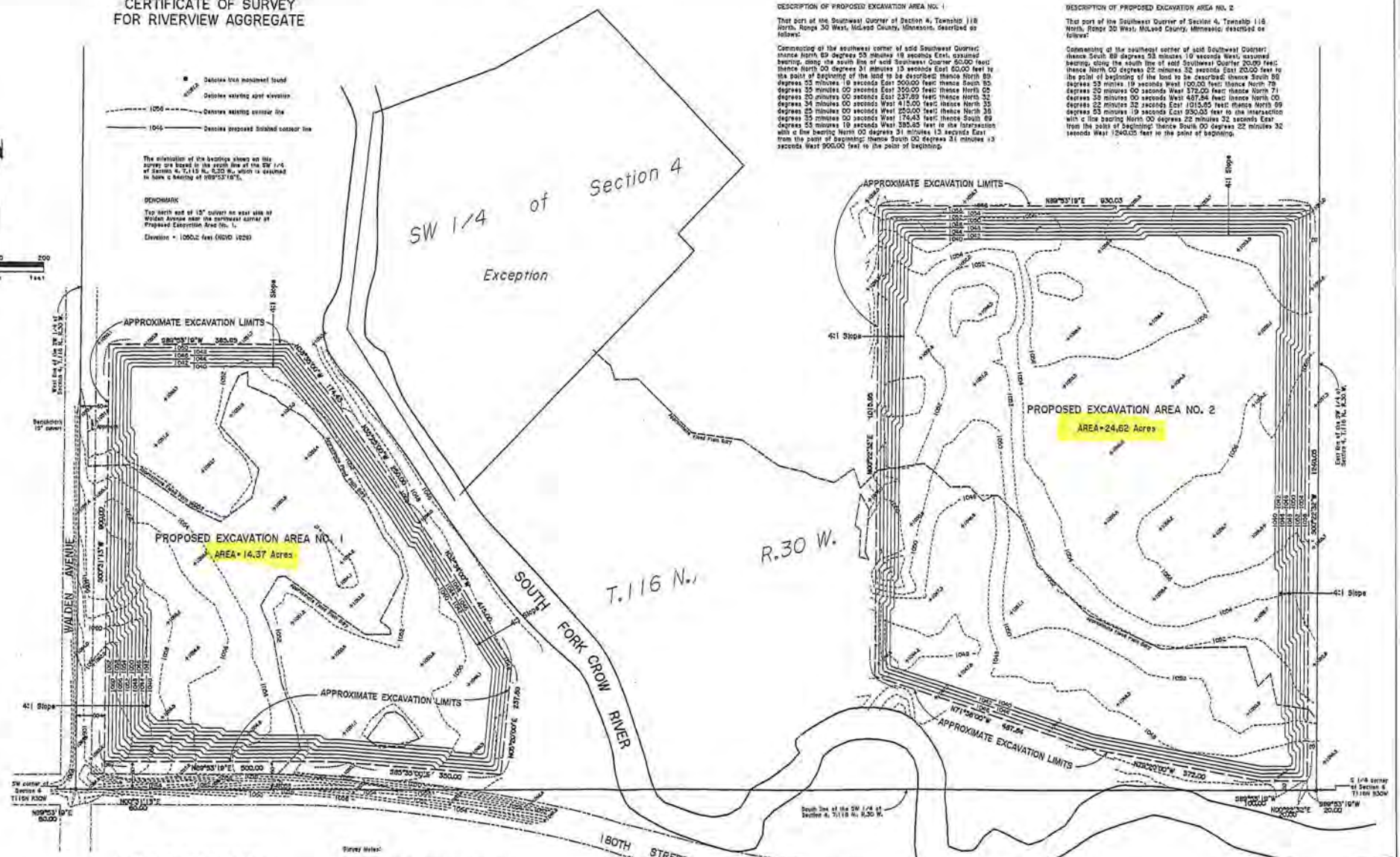
The orientation of the bearings shown on this survey are based in the south line of the SW 1/4 of Section 4, T.116 N., R.30 W., which is assumed to have a bearing of N89°53'19"E.

BENCHMARK

Top north end of 15" culvert on east side of Walden Avenue near the northwest corner of Proposed Excavation Area No. 1.

Elevation = 1050.02 feet (NGVD 1929)

0 50 100 200
scale in feet



DESCRIPTION OF PROPOSED EXCAVATION AREA NO. 1

That part of the Southwest Quarter of Section 4, Township 116 North, Range 30 West, McLeod County, Minnesota, described as follows:

Commencing at the southwest corner of said Southwest Quarter; thence North 89 degrees 53 minutes 19 seconds East, assumed bearing, along the south line of said Southwest Quarter 50.00 feet; thence North 00 degrees 21 minutes 13 seconds East 60.00 feet to the point of beginning of the land to be described; thence North 89 degrees 53 minutes 19 seconds East 500.00 feet; thence South 85 degrees 35 minutes 00 seconds East 350.00 feet; thence North 05 degrees 20 minutes 00 seconds East 237.89 feet; thence North 32 degrees 34 minutes 00 seconds West 415.00 feet; thence North 35 degrees 25 minutes 00 seconds West 250.00 feet; thence North 38 degrees 35 minutes 00 seconds West 174.45 feet; thence South 89 degrees 53 minutes 19 seconds West 385.69 feet to the intersection with a line bearing North 00 degrees 21 minutes 13 seconds East from the point of beginning; thence South 00 degrees 21 minutes 13 seconds West 900.00 feet to the point of beginning.

DESCRIPTION OF PROPOSED EXCAVATION AREA NO. 2

That part of the Southwest Quarter of Section 4, Township 116 North, Range 30 West, McLeod County, Minnesota, described as follows:

Commencing at the southeast corner of said Southwest Quarter; thence South 89 degrees 53 minutes 19 seconds West, assumed bearing, along the south line of said Southwest Quarter 20.00 feet; thence North 00 degrees 22 minutes 32 seconds East 20.00 feet to the point of beginning of the land to be described; thence South 89 degrees 53 minutes 19 seconds West 100.00 feet; thence North 70 degrees 20 minutes 00 seconds West 372.00 feet; thence North 71 degrees 58 minutes 00 seconds West 487.84 feet; thence North 00 degrees 22 minutes 32 seconds East 1015.95 feet; thence North 89 degrees 53 minutes 19 seconds East 930.03 feet to the intersection with a line bearing North 00 degrees 22 minutes 32 seconds East from the point of beginning; thence South 00 degrees 22 minutes 32 seconds West 1240.05 feet to the point of beginning.

I hereby certify that this Survey, Plan or Report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Jeffrey R. Pellinen

Date: Dec 28, 2015 Lic. No. 24375

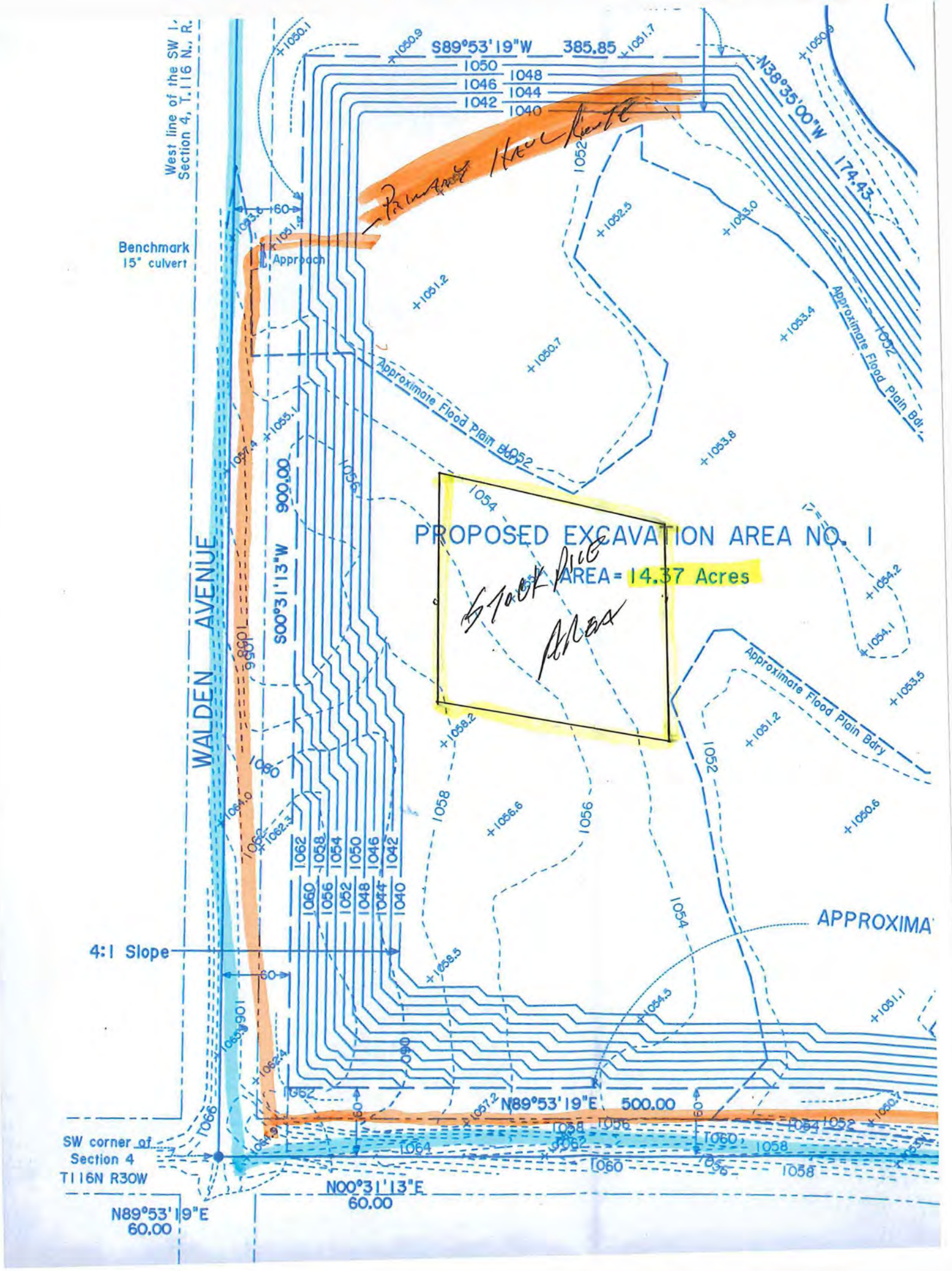
Survey Notes:

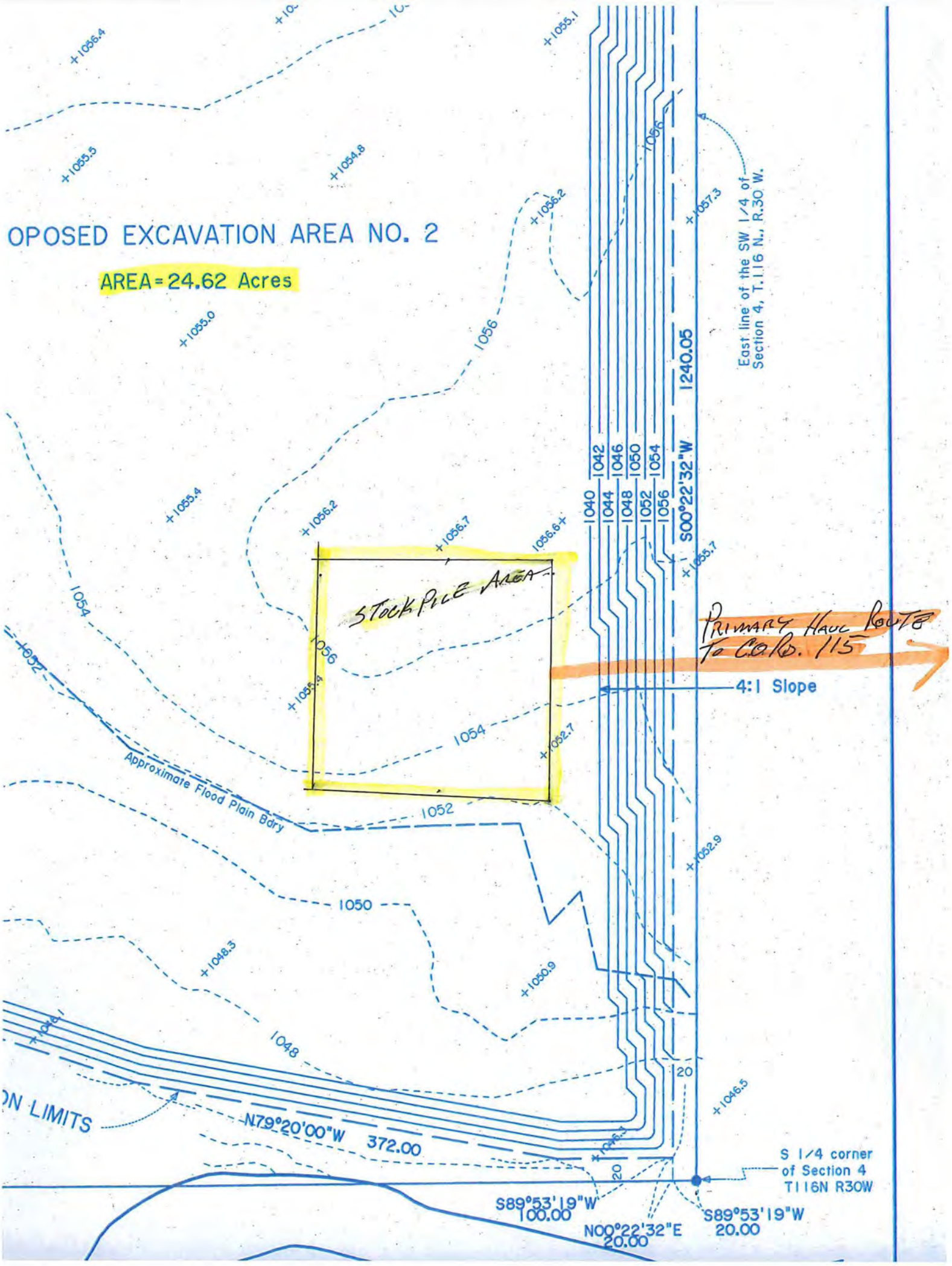
1. The location of the Flood Plain Boundary shown on this survey is approximate and represents the 100 year Flood Plain Zone A1 as depicted on the FEMA overlay shown on the McLeod County GIS website.

2. The proposed excavation limits and depths shown on this survey are according to information provided by Riverview Aggregate.

PELLINEN LAND SURVEYING, INC
P O Box 35
Hutchinson, Minnesota 55350
Phone (320) 587-4789
Fax (320) 587-3732

JOB NO 15168 BK P-415 Pg 53


West line of the SW 1/4 Section 4, T.116 N., R.
S89°53'19"W 385.85
N38°35'00"W 174.43
Benchmark
15" culvert
Approach
Approximate Flood Plain Bdry
PROPOSED EXCAVATION AREA NO. 1
AREA = 14.37 Acres
Stock Pile Area
S00°31'13"W 900.00
WALDEN AVENUE
4:1 Slope
N89°53'19"E 500.00
SW corner of Section 4 T116N R30W
N00°31'13"E 60.00
N89°53'19"E 60.00


OPOSED EXCAVATION AREA NO. 2
AREA=24.62 Acres
East line of the SW 1/4 of Section 4, T.116 N., R.30 W.
1240.05
S00°22'32"W
1040
1042
1044
1046
1048
1050
1052
1054
1056
STOCKPILE AREA
PRIMARY HAUL ROUTE TO C.O.RD. 115
4:1 Slope
Approximate Flood Plain Bdry
N79°20'00"W 372.00
S89°53'19"W 100.00
N00°22'32"E 20.00
S89°53'19"W 20.00
S 1/4 corner of Section 4 T116N R30W
20
+1056.4
+1055.1
+1055.5
+1054.8
+1056.2
+1057.3
+1055.0
+1055.4
+1056.7
+1056.6
+1055.7
+1055.9
+1052.7
+1052.9
+1048.3
+1050.9
+1046.5
+1046.7

February 22, 2016

Mr. Scott Grivna
Purchasing & Maintenance Supervisor

Mcleod County Health and Human Services
1805 Ford Ave N #100
Glencoe, MN 55336

Re: Building Automation System Facility Improvements

Dear Mr. Grivna,

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

Current Situation: The current Honeywell EBI system utilizes software and controllers that can only be purchased by Honeywell Branch Service so the pricing is fixed regardless of the issue. Honeywell will not sell, train, or provide the software tools or hardware to any other providers. The system is at the age where the components will need to be replaced and the only option that the county will have is to replace with Honeywell branch unless a wholesale change out is executed.

Maintaining a system at this stage of its expected life becomes very expensive and risky due to its age and reliability. Typically what the industry sees is that if a proactive approach is not taken to replace the system you will have a catastrophic failure that will require an immediate need to fix. This will come at a high cost that will tie you right back into the proprietary system you currently have.

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

Scope: NAC would install new Cutting Edge Technology Alerton VLC controllers on the following pieces of equipment with enhanced programs designed to save energy and extend the equipment life by reducing run times or excessive discharge pressures or temperatures. The goal of this project is to replace all proprietary systems that are currently installed in the Court House and Jail facility so that this Honeywell Support Agreement that covers this equipment can be cancelled. The only Honeywell equipment that will remain will be the XL10 controllers which are still being sold today and can be supported by NAC Mechanical & Electrical Services as well as other providers in the area.

BAS Equipment Replacement

- (44) VAV Controllers
- (3) Boilers
- (3) Primary Boiler Pumps
- (3) Secondary Associated Heating Pumps
- (1) Hot Water Refrigerant Recovery System
- (1) AHU (Full Control)
- (1) RTU (Current Control)
- (2) Building Pressure Relief Dampers
- (2) Water Detection Systems (Sewer and Mechanical)
- (1) Engineering, Installation, Commissioning and End User Training

Overall Project Clarifications and/or exclusions:

- Work to be performed during normal working hours (7:00am-4:00pm).
- Permits applicable to our work are included.
- Where code allows free air plenum wire to be used were new wiring is required.
- Internet connection provided by owner.
- Existing wire, conduit, panels, relays, transducers, valves, etc. that still meet the current codes will be reused as needed to complete the installation. These systems will only be used if they are deemed reliable and will meet the warranty requirements of the overall system.

BAS Client Investment: $76,550 (Seventy Six Thousand Five Hundred Fifty Dollars and no/100)

City Wide BAS System: NAC will provide a new Alerton Compass Server software and Global controller for the system that will feed the Health and Human Service and the new Court House project along with room for expansion. Total base capacity will be 1000 controllers.

- (1) Alerton Compass Server Software HTML5 Interface (Does not require JAVA Software)

Front End Base Investment: $22,230 (Twenty Two Thousand Two Hundred Thirty Dollars and no/100)

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

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

Accepted by:

MCLEOD COUNTY		**NAC MECHANICAL & ELECTRICAL SERVICES**	
Signature:		**Signature:**	
Name:		Name:	Jon Grad
Title:		Title:	Director of Sales
Date:		Date:	February 22, 2016

BUILDING

CONTROL

SERVICES LLC

Chuck Norton - President
9205 Pierson Lake Drive Chaska, MN 55318
952.913.7856
chuck.norton@bcs-controls.com

Date: **February 29, 2016**
To: **McLeod County _ 830 E 11th Street _ Glencoe, MN 55336**
Re: **McLeod County Health & Human Services BAS Upgrade Project (Glencoe, MN)**
Temperature Controls/BAS Proposal _ ALERTON by BCS
Attn: **Scott Grivna _ Scott.Grivna@co.mcleod.mn.us**

We are pleased to provide the following Temperature Controls/BAS Proposal (ALERTON by BCS) for the **McLeod County Health & Human Services Building.**

BCS will provide Temperature Controls per the following scope of work:

- General Controls scope of work:
  - Furnish & install Alerton Controls to replace the existing Honeywell EBI BAS
  - Existing control system wiring, conduit, and enclosures will remain and be reused

- Furnish & install Alerton Controls for the following:
  - VAV (44)
  - Boiler (3)
  - Heating system pump (5)
  - Hot water recovery system (1)
  - AHU (1)
  - RTU (1)
  - Building pressure relief damper (2)
  - Water detection (2)
  - Operator Interface – Alerton BAS

Base Bid ---------- $ 109,970.00

Pricing is subject to escalation after thirty (30) days.

Exclusions:

- Overtime/after hours labor
- Providing and/or installing combination fire smoke dampers
- Providing and/or installing smoke detectors

Please contact me with any questions or concerns (952-913-7856). Thank you for your valued business.
Sincerely,

Chuck Norton
BCS President

LexisNexis®

Lexis Advance® Subscription Agreement for State/Local Government – with Library Patron Access (New Subscriber Version)

"Subscriber" Name: McLeod County Law Library
Account Number: 1001DPN47
"LN": LexisNexis, a division of RELX Inc.

1. Subscription Agreement

LexisNexis, a division of RELX Inc. ("LN") grants Subscriber a non-exclusive, non-transferable limited license to access and use Lexis Advance® and the materials available therein ("Materials") pursuant to terms set forth in the LexisNexis General Terms and Conditions ("General Terms") and the pricing set forth in the Price Schedule ("Price Schedule") (the General Terms together with the Price Schedule is collectively referred to as the "Subscription Agreement"), both of which are incorporated herein by reference. Subscriber may view and print the Subscription Agreement at: http://www.lexisnexis.com/terms/LACommercial2.

2. Certification of Use of Lexis Advance by Librarians/Library Staff

2.1 Subscriber certifies that the number of government professionals in Subscriber's organization who will have access to Lexis Advance is as set forth below. A "Government Professional User" is defined as a librarian or researcher who is employed by the Subscriber.

Number of Government Professional Users:	1

2.2 Each LN ID is issued for the individual use of the Government Professional User to whom it is assigned.

2.3 If Subscriber, at the time of signing this Agreement has 11 or more Government Professional Users, then Subscriber is required to notify LN if the number of Government Professional Users falls below 11 Subscriber shall, within 30 days of the staffing change, notify LN in writing.

2.4 Subscriber acknowledges that the pricing and menus provided to Subscriber in this Agreement depend in part on the number of Government Professional Users in Subscriber's organization. Subscriber certifies that as of the date Subscriber signs this Agreement there are the number of Government Professional Users in Subscriber's organization (the "Reference Number") as Subscriber has specified above.

(i) At LN's request from time to time, Subscriber will certify in writing the then-current Reference Number.
(ii) If there is a change in the Reference Number during the Term, LN may, in its sole discretion on at least 30 days prior written notice to Subscriber, increase or decrease the Monthly Commitment by an amount that does not exceed, on a percentage basis, the change in the Reference Number.

3. Use of Lexis Advance by Library Patrons

3.1 In addition to use of Lexis Advance by Subscriber's Government Professional Users, Subscriber's "Authorized Users" may also include Subscriber's library patrons who are accessing Lexis Advance through the use of on-site library terminals (up to the specified number on Schedule I) at Subscriber's location(s) listed below (each a "Patron").Non-Patrons of the library or any other persons who are not Government Professional Users are prohibited from receiving access to or use of Lexis Advance under this Agreement. Remote access to Lexis Advance (e.g., via dial-up or other remote connection) is strictly prohibited.

LOCATION (ADDRESS, CITY AND STATE)	# OF TERMINALS
830 11TH ST E, Glencoe, MN	1

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3.2 Subscriber acknowledges and agrees that each Patron may access Lexis Advance only from a library terminal that includes an acceptance screen (as the same is provided by LN) which requires the Patron to accept the LexisNexis General Terms and Conditions of Use. Each Patron must activate an "I Accept" button following the terms and conditions before the Patron will be permitted to access Lexis Advance. If the Patron clicks on "Do Not Accept", "Cancel" or otherwise fails to click "I Accept", then the Patron will not have access to Lexis Advance.

3.3 Subscriber's contact and technical information for its library terminals is set forth in the attached Schedule I.

4. Lexis Advance Product and Charges

4.1 This Section 4 amends the Subscription Agreement with respect to the Lexis Advance product offering described below. The term of Subscriber's commitment for the Lexis Advance product offering will begin upon the date Subscriber's billing account ("Account Number") is activated ("Activation") and will continue for the last period set forth in Section 4.2 below (the "Committed Term"). Subscriber may not terminate this Agreement under Section 5.2 of the General Terms during the Committed Term. In addition, Subscriber may terminate this Agreement during the Committed Term for a material breach by LN that remains uncured for more than 30 days after LN receives written notice from Subscriber identifying a specific breach. If Subscriber terminates this Agreement pursuant to this Section, then Subscriber will pay all charges incurred up to the date of termination. Upon the expiration of the Committed Term, all access to and use of Lexis Advance by Subscriber will be billed in accordance with the applicable then-current Price Schedule.

Lexis Advance Content & Features for Use by Librarians		
Product	**SKU Number**	**Number of Users**
MN Enhanced with Full Federal	1011624	1
MN Practice Library	1011355	1
☐ See attached Rider No. 1 for additional Content & Features		

Lexis Advance Content & Features for Use by Library Patrons		
Product	**SKU Number**	**Number of Users**
Mirrored Content Above	Mirrored Content Above	Mirrored Content Above
☐ See attached Rider No. 1 for additional Content & Features		

4.2 In exchange for access to the Lexis Advance Content, Feature and/or Service set forth in Section 4.1 above, Subscriber will pay to LN the following amount (the "Monthly Commitment") during the periods set forth below.

Committed Term	Monthly Commitment
4/1/2016-3/31/2017	$359.00
4/1/2017-3/31/2018	$369.77
4/1/2018-3/31/2019	$380.86

4.3 During the Term, LN may make content and features available to Subscriber that are not included in the Lexis Advance Content described above which will be offered to Subscriber at an additional charge ("Alternate Materials"). Subscriber will be under no obligation to access and use the Alternate Materials, or to incur additional fees beyond the Monthly Installment. If Subscriber elects to access the Alternate Materials by initialing below, Subscriber will be notified that additional charges will apply before the Alternate Materials is displayed. If Subscriber proceeds to access the Alternate Materials, Subscriber will pay the then current, transactional charge(s) for the Alternate Materials that is displayed at the time of access.

Subscriber elects access to the Alternate Materials

_____
(Initial)

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4.4 LN may temporarily suspend access to Lexis Advance until all unpaid amounts are paid in full. No claims directly or indirectly related to this Agreement with respect to amounts billed or payments made under this Agreement may be initiated by Subscriber more than 6 months after such amounts were first billed to Subscriber.

5. Closed Offer

The prices and other terms are subject to change if Subscriber has not submitted a signed original or copy on or before 3/31/2016.

6. Confidential Information

Subject to any state open records or freedom of information statutes, this Agreement contains confidential pricing information of LN. Subscriber understands that disclosure of the pricing information contained herein could cause competitive harm to LN, and will receive and maintain this Agreement in trust and confidence and take reasonable precautions against such disclosure to any third person. This Section 5 will survive the termination or expiration of this Agreement.

7. Support and Training

During the Term, Subscriber, with the support of LN, agrees to encourage the effective use of Lexis Advance through:

(a) Mandatory basic training in the use of Lexis Advance by LN for all Authorized Users;

(b) Meaningful participation in additional ongoing programs presented by LN to update and train Authorized Users;

(c) Authorize the periodic distribution of memos or other communications by LN and/or Subscriber to Authorized Users; and

(d) The periodic review with LN of Subscriber's Authorized User's use of materials and training under this Agreement.

8. Miscellaneous

This Agreement does not bind either party until it has been accepted by both parties. Subscriber may accept this Agreement by signing below. LN will accept this Agreement by providing Subscriber with access to Lexis Advance or by signing below.

LEXISNEXIS WILL NOT ACCEPT ANY CHANGES, CORRECTIONS OR ADDITIONS TO THIS AGREEMENT UNLESS SUCH CHANGES ARE EXPRESSLY ACCEPTED BY LN IN WRITING. SUCH CHANGES WILL HAVE NO LEGAL EFFECT.

AGREED TO AND ACCEPTED BY:

Subscriber:	**McLeod County Law Library**
	[MUST BE COMPLETED BY SUBSCRIBER]
Authorized Subscriber Signature:	
Printed Name:	
Job Title:	
Date:	

LexisNexis, a division of RELX Inc.

[COMPLETED BY LEXISNEXIS]

Authorized Signature:	
Name:	
Job Title:	
Date:	

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CUSTOMER INFORMATION (Please type or print):		
Organization Name: (Full Legal Name)	McLeod County Law Library	
Billing Frequency:	☒ Monthly	☐ Annually
	Physical Address	Invoice Address
Street Address:	830 11TH ST E	
City:	GLENCOE	
State:	MN	
Zip:	55336	
County:	McLeod	
Telephone:	507.237.4053	
Fax:		
Parent Company: *(if applicable)*		

Type of Organization:

Library: McLeod County Law Library

Employer Identification Number:

Organization Web Address:

Tax Exempt: ☒ Yes (attach Sales Tax Exemption Certificate) ☐ No

MSA: ☐ Yes ☒ No

Tax ID No:

State Contract No: (If applicable)

PO No: (If applicable)

Contacts:

	Name	Telephone	Email
Installation:	Karen Messner	320-864-1285	karen.messner@courts.state.mn.us
Billing:	Karen Messner	320-864-1285	karen.messner@courts.state.mn.us
Policy/Legal Notification:	Karen Messner	320-864-1285	karen.messner@courts.state.mn.us
Scheduling/Training:	Karen Messner	320-864-1285	karen.messner@courts.state.mn.us

	Name	Telephone
Super Admin:	Karen Messner	320-864-1285
	Email	IP Address
	karen.messner@courts.state.mn.us	

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CUSTOMER ID INFORMATION (Please type or print)			
ID HOLDERS' NAMES (additional sheet attached ☐)	ID HOLDERS' TITLES/POSITIONS	ID HOLDERS' EMAIL ADDRESSES	LOCATION/ADDRESS
Karen Messner	Law Librarian	karen.messner@courts.state.mn.us	830 11TH ST E GLENCOE, MN 55336

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SCHEDULE I

LN requires accurate IP information from the library. The technical contact at the library will need to set up static IP addresses on the patron access machines. Remember, there is a **6 terminal limit** for Patron Access.

Information needed to set up Patron Access:

1. **Law Library Name**:
McLeod County Law Library

2. **Name of Technical Contact** at Law Library
_____

3. **Phone Number, email and availability** of Technical Contact at Library
_____

Number of terminals in contract: 1

Terminal 1 Static IP Address: _____	**Terminal 4** Static IP Address: _____
Terminal 2 Static IP Address: _____	**Terminal 5** Static IP Address: _____
Terminal 3 Static IP Address: _____	**Terminal 6** Static IP Address: _____

4815-5986-7432, v. 1

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Dunnell Minnesota Digest

The perfect place to start your research, **Dunnell Minnesota Digest** is the most respected and widely-used practice tool available to the Minnesota attorney.

Dunnell is an encyclopedia of Minnesota law providing a one-stop, comprehensive synthesis of more than 350 subject areas drawing upon Minnesota Supreme Court and Court of Appeals cases, statutes, and rules since 1910.

Each section gives you quick access to current Minnesota cases, statutes and other sources with easy-to-scan subject headings, summaries outlining the scope of each area, useful cross references to related subject areas, citations to historical and supplemental information, and more.

Each comprehensive supplement provides:

- Extensive case law references pointing out relevant holdings
- Clear and concise statement of the applicable "black letter" law
- Analysis of statutory and case law changes and their effect on prior rulings
- Appropriate administrative rules, regulations, and decisions including attorney general opinions

Employment in Minnesota: A Guide to Laws, Practice and Regulations

Maynard G. Sautter

This guide to Minnesota employment law is written for human resources professionals, employers, and general practice attorneys. **Employment in Minnesota: A Guide to Laws, Practice and Regulations** covers the entire employment relationship from hiring through termination or retirement and includes both Minnesota and federal law. Coverage includes: hiring, hours of work and payment of wages, health and safety standards, civil rights, union organizing, collective bargaining and strikes, employer liability for employees' acts, and much more.

Minnesota Civil Practice

Douglas D. McFarland, William J. Keppel

Whether you're new to civil procedure – or an expert or judge looking for help in one of the subject's less settled areas – now you can turn to the most current and comprehensive coverage available. Incorporating a decade of case interpretations, statutory changes, and rules amendments into this landmark work, **Minnesota Civil Practice** features these improvements and more.

Analysis and expanded discussion of:

- Recent appellate court decisions
- Minnesota Rules of General Practice
- All recent amendments to the Minnesota Rules of Civil Appellate Procedure
- Choice between federal and state courts
- Facsimile transmission servicing and filing

Coverage of:

- Medical malpractice
- Spoliation of evidence
- Alternative dispute resolution
- Use of experts
- Reconsideration of motions
- Sanctions for bad faith

Not only is **Minnesota Civil Practice** organized to follow the chronology of a lawsuit, it now also includes expanded indices to speed up your research. From the client interview to final judgment and appeal, now you can locate what you need more easily than ever before.

Minnesota Family Law Practice Manual

Smart Minnesota practitioners have long relied on **Minnesota Family Law Practice Manual** for procedural and substantive guidance on the full range of issues that arise in family law practice. This essential resource contains all the statutes, rules, and forms you need to handle divorce and other family law matters in Minnesota courts.

Minnesota Family Law Practice Manual provides comprehensive coverage of such topics as marriage, including same-sex marriage, voidable marriages, and recognition of marriages from other states; proceedings, including dissolution of marriage, legal separation, annulment, cohabitation agreements, putative spouse, and common-law marriage; child custody; child support; visitation; spousal maintenance; attorneys' fees; property division; discovery and valuation; hearings and appeals; final decree; tax issues; enforcement; Uniform Interstate Family Support Act; domestic abuse; child abuse; and adoption.

This resource also contains an extensive collection of battle-tested forms, as well as the full text of the myriad statutes and rules governing Minnesota family law.

Minnesota Litigation Checklists

Minnesota Litigation Checklists includes checklists for pretrial civil procedure, civil discovery, civil motion practice, and trial and post-trial procedure.

Minnesota Misdemeanors and Moving Traffic Violations

Martin J. Costello, Richard S. Frase, Stephen M. Simon

Minnesota Misdemeanors and Moving Traffic Violations provides comprehensive coverage of the procedural issues involved in pretrial, trial, and appellate practice for offenses ranging from enhanced gross misdemeanors to traffic violations. Since the admission of evidence is critical to the outcome of these trials, **Minnesota Misdemeanors and Moving Traffic Violations** provides extensive background on the complex body of law limiting the gathering and use of evidence in criminal cases, emphasizing the constitutional requirements for arrest, search and seizure, stop and frisk, confessions and admissions, and other issues.

From reckless driving and disorderly conduct to credit card fraud and check cashing, you can turn to **Minnesota Misdemeanors and Moving Traffic Violations** for relevant statutory and case law.

Minnesota No-Fault Automobile Insurance

Michael K. Steenson

Minnesota No-Fault Automobile Insurance covers the history of and policy behind the Minnesota no-fault act, its provisions, how the courts have interpreted those provisions, how it affects insurance companies, vehicle owners, and others involved in accidents, and how it relates to uninsured and underinsured motorist insurance, tort actions, subrogation and indemnity, arbitration, and conflict of laws. It includes appendices containing the act itself, the various amendments to the act, the provisions of the Uniform Motor Vehicle Accident Reparation Act (UMVARA), and the Rules of Procedure for No-Fault Arbitration in Minnesota. A Table of Cases, Table of Statutes, and subject matter index help speed the reader's research.

Minnesota No-Fault Automobile Insurance cuts through the complexities of Minnesota no-fault insurance law and keeps you abreast of the latest changes. It provides a legislative history and overview of the No-Fault Act. This resource also includes an extensive analysis of policy and case law, as well as a checklist of questions to help readers unfamiliar with the topic quickly locate relevant law.

Minnesota Residential Real Estate

James D. Olson

A complete guide to the law of residential real estate transactions in Minnesota, this resource covers everything from execution of purchase agreements to closings. **Minnesota Residential Real Estate** discusses in-depth the essential areas of real estate law, including types of property interests; title to real property; conveyance of property; condominiums, townhouses and cooperatives; brokers; landlord/tenant law; enforcement and cancellation (mortgage foreclosure and contract for deed cancellation); restrictions on property use.

Pirsig on Minnesota Pleading

Maynard E. Pirsig

A complete guide to pleading under the Minnesota Rules of Civil Procedure, Pirsig on Minnesota Pleading contains hundreds of sample pleadings – complaints, answers, replies, and motions – for a variety of actions, from the common to the obscure.

Stein on Probate: Administration of Decedents' Estates – Minnesota

Robert A. Stein

Cited by the Minnesota Court of Appeals, **Stein on Probate: Administration of Decedents' Estates Under the Uniform Code as Enacted in Minnesota** is the most comprehensive, authoritative, and practical reference on Minnesota probate law available. It expounds and explains in an orderly way on the rules and procedures governing the administration of a decedent's estate, including Minnesota's income tax, inheritance tax, and estate tax collection procedures. Beginning with a discussion of what to do when death occurs, **Stein on Probate** describes each of the actions required and the options available in every phase of estate administration – from the original application through the final distribution.

This valuable resource contains virtually all of the primary authorities an attorney or personal representative would commonly use in administering a decedent's estate: the relevant statutes; the multi-party accounts act; the Minnesota inheritance tax law; the federal estate tax law; and the various Minnesota county court rules pertaining to probate proceedings.

For more information, contact your LexisNexis account representative.

Content listing as of January 2013. Content subject to change without notice. 1011355

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Lexis Advance® Minnesota Core Offerings

	MN Primary	MN Enhanced	MN Enhanced with Full Federal
CITATORS			
Unlimited *Shepard's*® Citations Service			
STATE CASES			
Minnesota Appeals Court Cases from 1983			
Minnesota District Courts – Trial Level			
Minnesota Supreme Court Cases from 1861			
Minnesota Tax Court Decisions			
STATE STATUTES AND LEGISLATION			
LexisNexis Minnesota Annotated Constitution			
LexisNexis Minnesota Annotated Statutes			
Minnesota Advance Legislative Service			
Minnesota Bill Tracking Reports			
Minnesota Full-Text Bills			
Minnesota Municipal Codes			
Minnesota State & Federal Court Rules			
STATE AGENCY AND ADMINISTRATIVE MATERIALS			
Minnesota Attorney General Opinions			
Minnesota Bulletins & Notices			
Minnesota Department of Commerce			
Minnesota Department of IPAD Advisory Opinions			
Minnesota Department of Revenue Fact Sheets			
Minnesota Department of Revenue Notices			
Minnesota Office of Administrative Hearings			
Minnesota Office of Administrative Hearings Decisions			
Minnesota Public Utilities Commission Decisions			
Minnesota Register			
Minnesota Rules Administrative Code			
Minnesota State Net Regulatory Text			
Minnesota State Regulation Tracking			
Minnesota Workers' Compensation Decisions			
FEDERAL CASES			
U.S. Supreme Court Cases, Lawyers' Edition			
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U.S. Court of Appeals from 1789			
11 Circuits, Federal Circuit and District of Columbia			
U.S. District Courts from 1789			
U.S. Bankruptcy Court from 10/79			
U.S. Court of Appeals for Veterans Claims from 12/89			
U.S. Courts of Criminal Appeals for Branches of the U.S. Armed Forces 6/51			
U.S. Court of Customs & Patent Appeals from 6/49			
U.S. Court of Federal Claims, Claims Court & Court of Claims from 1856			
U.S. Court of International Trade from 11/80			
U.S. Tax Court from 1942			
U.S. Tax Court Memorandum Decisions from 1942			
U.S. Tax Court Summary Opinions from 2001			
FEDERAL ADMINISTRATIVE MATERIALS			
CFR – Code of Federal Regulations			
FR – Federal Register			
FEDERAL LEGISLATIVE MATERIALS			
United States Code Service - Titles 1 through 51			
USCS - Constitution of the United States			
USCS - Federal Rules Annotated			
USCS - Public Laws			
Congressional Bill Tracking Reports, Current Congress &Archived			
Congressional Full Text of Bills, Current Congress & Archived			

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January 12, 2016

Dear County Law Library Manager,

I have enclosed the County Law Library Program contract for 2016. As was the case last year, you have two options for levels of service. Your cost for each tier is listed at the bottom of the letter. The Tier 2 cost is based on your fee and fine revenue for FY15.

I encourage you to consider Tier 2 membership if you have concerns about your library's usage, usefulness, or budget. I can assist you to improve your county law library. Services for each tier are listed below:

Tier 1:

- Provide print copies of: Minnesota Statutes (market value $255), Minnesota Rules (market value $300) and Laws of Minnesota (market value $54), to be sent as they are published. This includes interim year supplements.
- Phone and/or email assistance with any or all of the following: collection development/maintenance, fees, policies and procedures, hiring, vendor questions, billing issues, and other related library management issues.

OR

Tier 2:

- All tier 1 services
- One annual on-site visit to a County Law Library location by the State Law Librarian or designee.
- Evaluation of library's print and electronic resource contracts. Recommendations will be provided.
- Evaluation of existing print collection. Recommendations for additions or weeding will be provided.
- Advice on setting up and maintaining a legal clinic.
- Advice on law library budget, including a review of current expenses.
- Creation of, and the annual updating of, a resource list of free, trustworthy internet legal research resources for Minnesota, including local municipalities.
- Creation of, and the annual updating of, a social and legal service provider list specific to the area. Information can be provided to County Law Library in brochure, flyer and/or electronic format.
- Access to a toll free phone number to the State Law Library reference desk, which can be posted in the County Law Library for use by County Law Library patrons and/or staff
- Assistance collaborating with the local public library for: shared collection, shared services, research training or other cooperative partnerships

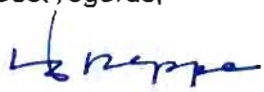
G25 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155

askalibrarian@courts.state.mn.us
http://mn.gov/lawlib
651-297-7651

-19-16A11:58 RCVD

Please return both completed copies of the agreement to me. I will send you a fully executed original and an invoice. Please do not hesitate to contact me if you have any questions. Thank you.

Best regards,



Liz Reppe
State Law Librarian
651-297-2089
liz.reppe@courts.state.mn.us

County: McLeod

Tier 1: $250

or

Tier 2: $ 1179

3% of FY15 revenue

MINNESOTA STATE LAW LIBRARY
COUNTY LAW LIBRARY PROGRAM AGREEMENT

This contract is for professional law library services between the Minnesota State Law Library, address below ("State Law Library") and the Mcleod County Law Library, address 830 11th Street East, Glencoe, MN 55336 ("County Law Library").

1. SERVICES

By written acceptance below, the State Law Library agrees to perform the following work for County Law Library:

Initial choice below:

X Tier 1:

- Provide print copies of: *Minnesota Statutes* (market value $255), *Minnesota Rules* (market value $300) and *Laws of Minnesota* (market value $54), to be sent as they are published. This includes interim year supplements.
- Phone and/or email assistance with any or all of the following: collection development/maintenance, fees, policies and procedures, hiring, vendor questions, billing issues, and other related library management issues.

OR

_____ Tier 2:

- All tier 1 services
- One annual on-site visit to a County Law Library location by the State Law Librarian or designee.
- Evaluation of library's print and electronic resource contracts. Recommendations will be provided.
- Evaluation of existing print collection. Recommendations for additions or weeding will be provided.
- Advice on setting up and maintaining a legal clinic.
- Advice on law library budget, including a review of current expenses.
- Creation of, and the annual updating of, a resource list of free, trustworthy internet legal research resources for Minnesota, including local municipalities.
- Creation of, and the annual updating of, a social and legal service provider list specific to the area. Information can be provided to County Law Library in brochure, flyer and/or electronic format.
- Access to a toll free phone number to the State Law Library reference desk, which can be posted in the County Law Library for use by County Law Library patrons and/or staff
- Assistance collaborating with the local public library for: shared collection, shared services, research training or other cooperative partnerships

2. CONSIDERATION

As consideration for the aforementioned services, the County Law Library agrees to pay the State Law Library according to the following schedule:

Tier 1: $250 per year

OR

Tier 2: 3% of the County Law Library's annual civil fee and criminal fine revenue or $3000, whichever is lower.

As a means of ascertaining the appropriate Tier 2 fee, the State Law Library will obtain an income report from State Court Administration for the fiscal year (July 1 – June 30) immediately preceding this agreement.

The payment of the *Tier 2* fee by the County Law Library may be aggregated and paid quarterly or semi-annually at the discretion of the County Law Library.

Indicate billing preference (applies to *Tier 2 only*):

_____ Quarterly _____ Semi-Annually ___X___ Annually

Payment is due within 30 days after receipt of the invoice, unless other arrangements are made. Failure to pay the fee may result in the termination of services.

3. TERM OF AGREEMENT

This Contract shall be effective on March 1, 2016, and shall remain in effect until February 28, 2017.

4. CANCELLATION

This Contract may be cancelled only by written agreement of the parties.

5. AUTHORIZED REPRESENTATIVE.

The State's authorized representative for purposes of administration of this contract is Liz Reppe, State Law Librarian. Mailing address: Minnesota State Law Library, G25 Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Blvd., St. Paul, MN 55155.

6. AMENDMENT

Any amendments to this agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.

7. JURISDICTION AND VENUE

This agreement is governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this agreement, or breach thereof, will be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

6. INTERPRETATION; INTEGRATION

Failure by either Party at any time to enforce any of the provisions of this contract or any right or remedy available under this contract or at law or in equity, or to exercise any option in this contract, shall not constitute a waiver of such provision, right, remedy or option or in any way affect the validity of this contract. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed. Every provision of this contract shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this contract so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this contract, and all other provisions shall remain in full force and effect. This contract sets forth the entire agreement and understanding between the Parties regarding the subject matter of the contract and supersedes any

prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter; provided that all terms and conditions of all preexisting contracts or agreements between the parties shall continue in full force and effect except as supplemented, modified or superseded by this contract.

7. **LIABILITY**
The County Law Library and the State Law Library agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other and the results thereof. The County Law Library liability shall be governed by Minnesota Statutes, Section 466.04, and the State Law Library liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.735, and other applicable law.

The County Law Library must sign its approval in the designated signature block and return the two original signed Agreements to the address indicated in section 5 above, prior to the commencement of services. The State Law Library will remit an executed copy to the County Law Library once all signatures have been obtained.

I. **COUNTY LAW LIBRARY:**

Person signing attests that he or she is legally authorized to bind County Law Library under applicable by-laws, articles, resolutions or ordinance.

Signed:
Printed Name:
Title:
Date:

II. **STATE LAW LIBRARY:** (authorized signature)

By:
Title: State Law Librarian
Date:

COUNTY LAW LIBRARY CONTACT (to whom and where we should send messages and mail).

Contact's Name:	
Address: (If different from address listed above)	
Email	
Phone	

Parcel # 03.008.0675

United States Department of the Interior

FISH AND WILDLIFE SERVICE

5600 American Boulevard West, Suite 990
Bloomington, Minnesota 55437-1458

IN REPLY REFER TO:

FWS/NWRS-RE – Minnesota W.A.
McLeod
PHEASANTS FOREVER, INC. (63a)

February 18, 2016

Ms. Cindy Schultz Ford
McLeod County Auditor/Treasurer
830 11th Street East
Glencoe, Minnesota 55336

Dear Ms. Schultz Ford:

The United States will be issuing an electronic payment in the amount of $36,450.00, as a Trust payment for land acquired in McLeod County, from Pheasants Forever, Inc. The land is now tax exempt. We are providing the trust payment as a one-time only tax offset.

The payment is being processed by our Finance Division and should soon be deposited into the bank account we have on file for your county. Please verify your receipt of payment by signing the enclosed Receipt for Electronic Funds Transfer Payment document. Then, return the signed receipt in the postage paid envelope provided.

If you have any questions, I can be reached at (612) 713-5446.

Sincerely,

Tamra Adams

Tamra Adams
Realty Specialist
Division of Realty

Enclosures

87982.5407

Description:

2016 Up Front Tax Payment

Invoice No.:

03.008.0675

Map

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

This information is to be used for reference purposes only.

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United States Department of the Interior

FISH AND WILDLIFE SERVICE

18965 County Highway 82
Fergus Falls, Minnesota 56537

IN REPLY REFER TO

RE – Minnesota W.A.
McLeod
Pheasants Forever
(fka Dale Stamer)

June 10, 2014

McLeod County Auditor-Treasurer
2391 Hennepin Avenue N.
Glencoe, MN 55336

Dear McLeod County Board of Commissioners:

Dale B. Stamer and Beatrice M. Stamer, husband and wife, have recently sold approximately 72 acres of land located in Collins Township, McLeod County, Minnesota to Pheasants Forever, Inc.

This was done in accordance with a Grant Agreement dated August 27, 2013, between Pheasants Forever Inc., and the State of Minnesota pursuant to Minnesota Law 2011, Chapter 6, Article 1, Section 2, Subdivision 9. Funds generated by this Statue are being used by Pheasants Forever, Inc., as the grant recipient to acquire this property and donate it to the United States of America. The Service will manage the land as a Waterfowl Production Area and this area will be open for public hunting, trapping, nature observation and other related uses.

As a Waterfowl Production Area, the property will generate an annual Refuge Revenue Sharing payment to McLeod County. Anticipating a shortfall between the current annual taxes and the annual shared revenue payment by the Service, a $36,450.00 trust fund payment will be made to McLeod County after the donation deed is recorded.

In an effort to build on the good working relationship that the Service has with county governments throughout the State, the Service will be notifying county governments regarding all donations of lands acquired under the State Statute.

Enclosed is a copy of a map for this property. If you have any questions, you may contact me at 218-736-0669.

Sincerely,

Cheri Sloneker

Cheri Sloneker
Realty Specialist

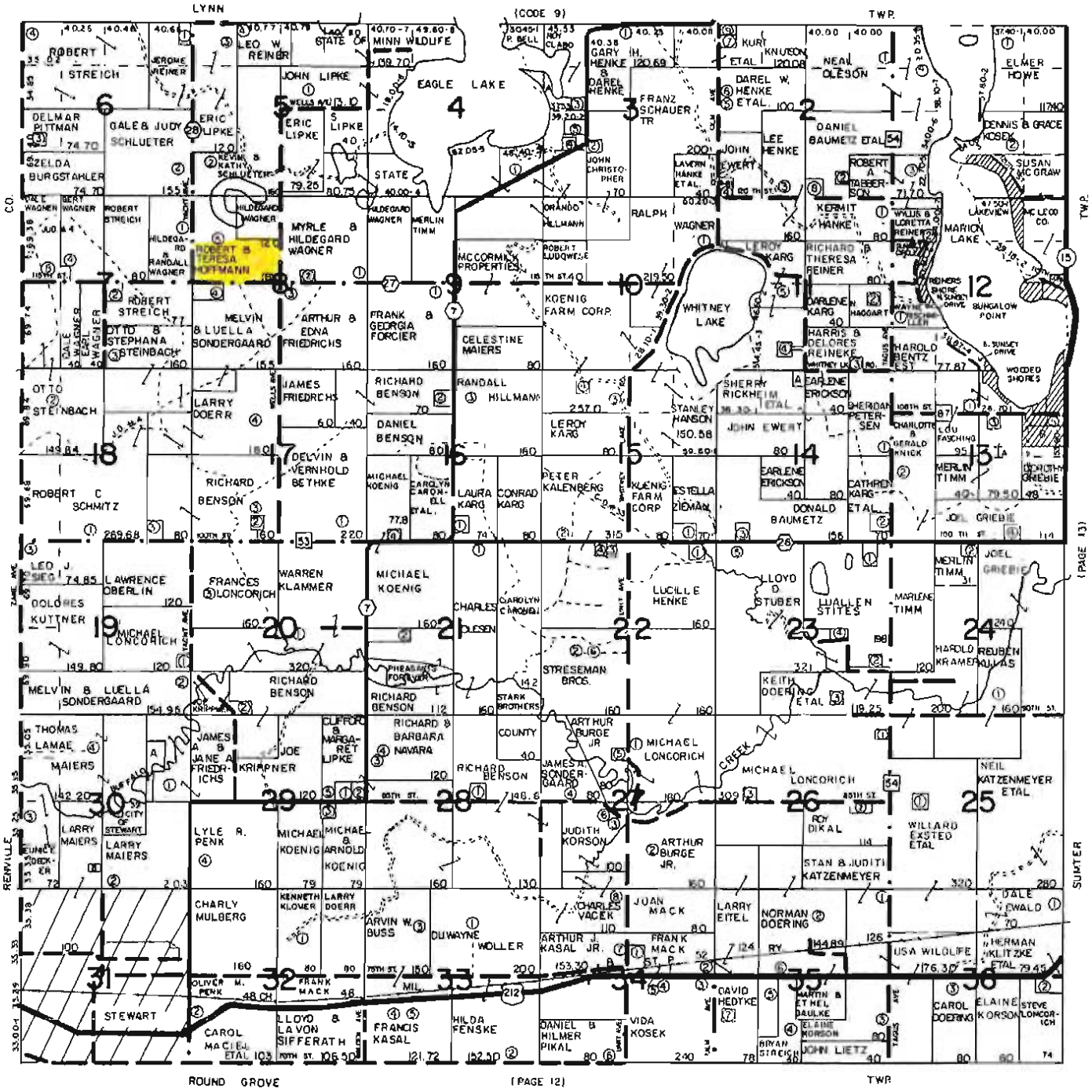
Cc: Pheasants Forever, Inc.
(via email)

COLLINS

CODE - 3

TOWNSHIP 115 NORTH

RANGE 30 WEST



SEE OPPOSITE PAGE FOR SMALL TRACT OWNERS

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Proposed One Time Up-Front Trust Payment

United States Department of Interior, Fish and Wildlife Service acquired land in McLeod County from Pheasants Forever Inc. There was a total of 72.22 +/- acres in the Purchase Agreement. This property previous to the purchase was taxable property. After this purchase the property becomes tax exempt for pay 2017. The payments below reflect a one time up-front trust payment for the loss of property taxes on this land.

Received From:

United States Treasury **$36,450.00** **Date** February 24, 2016

Parcel(s):	03.008.0675	acres	72.22	100.0000%	percentage
			72.22	100.0000%	

Payment Breakdown for Property in Collins Township

	2016 Rate	Percentage	Payment
McLeod County	51.9860%	78.6190%	$ 28,656.61
Collins Township	10.1330%	15.3242%	$ 5,585.69
School District #2159	4.0050%	6.0568%	$ 2,207.70
	66.1240%	100.0000%	$ 36,450.00

Payment Date _____

United States Department of Interior

Fish and Wildlife Services

Annual Payment Information

Year	Number of Acres	In Lieu of Taxes Payment	McLeod County Portion	Township Payments	School Payments
2011	1721.07	10,129.00	7,098.81	1,297.26	1,732.93
2012	1721.07	10,854.00	7,670.11	1,400.86	1,783.03
2013	1721.07	10,199.00	7,177.56	1,285.51	1,735.93
2014	1721.07	11,970.00	8,985.53	1,575.41	1,409.06
2015	1721.07	11,204.00	8,368.15	1,478.89	1,356.96

	Number of Acres 12/31/2015	Acquired Land 01/04/2016	Number of Acres 01/31/2016
Collins Township	173.78	72.22	246.00
Hassan Valley Township	346.94	0.00	346.94
Hutchison Township	158.00	0.00	158.00
Lynn Township	304.48	0.00	304.48
Penn Township	365.87	0.00	365.87
Rich Valley Township	147.50	0.00	147.50
Sumter Township	224.50	0.00	224.50
	1721.07	72.22	1793.29

State of Minnesota

Department of Natural Resoucres

Annual Payment Information

Year	Number of Acres	In Lieu of Taxes Payment	McLeod County Portion	Township Payments	School Payments
2011	2831.06	38,596.50	26,550.71	5,265.69	6,780.10
2012	2831.06	38,596.50	26,944.16	5,384.17	6,268.17
2013	3001.90	40,925.90	28,762.86	5,566.68	6,596.36
2014	3001.90	40,925.90	29,794.19	5,919.91	5,211.80
2015	3001.90	40,925.90	29,622.16	5,808.23	5,495.51

	Number of Acres 12/31/2015
Acoma Township	88.70
Bergen Towhship	40.00
Collins Township	395.68
Glencoe Township	53.27
Hassan Valley Township	484.59
Lynn Township	977.54
Penn Township	559.74
Rich Valley Township	82.45
Round Grove Township	155.60
Sumter Township	83.86
Winsted Township	80.47
	3001.90

McLeod County Total Acres
321,920.00

Percentage of PILT Acres
1.49%

Fish and Wildlife Total Acres	1793.29	
Dept. of Natural Resources Total Acres	3001.90	
	4795.19	Totals

Prepared by Cindy Schultz Ford
Date 2/29/2016

Budget Committee

Wednesday , February 24, 2016

11:30 AM, Solid Waste

AGENDA

A) Consider Public Health request to include texting option on County provided cell phones.

Recommendation: Continue to explore texting options with various providers through the County's phone system and Outlook Client.

B) Update on security costs for courthouse construction project.

Recommendation: Funding should come from the Capital Equipment Notes

C) Review letter from Buffalo Creek Watershed regarding fees associated with County owned parcels.

Recommendation: Direct the Highway Department to pay the $887.06 for right of way drainage benefits the County is receiving for a ten year period with the first payment due on July 1, 2016.

D) Discussion regarding exhausting public defender fees.

Recommendation: Informational only as MN Statute requires the County to pay defender fees after funds are exhausted.

E) Consider bonding for Buffalo Creek Watershed and County Ditch projects.

Recommendation: Have further discussion on bonding for an estimated total of 2.1 million plus the cost of Count Ditch 22 at the March 8, 2016 Board Workshop.

F) Consider refinancing of HRA Bonds as presented by Shannon Sweeney.

Recommendation: Refer Shannon Sweeney to Jill Bengston for further discussion.

G) Consider automation controls for Health and Human Services.

Recommendation: Funding is available from Capital Equipment Notes and further discussion with Attorney needed regarding additional quotes.

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

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