

**OCTOBER 18, 2016
MCLEOD COUNTY
BOARD MEETING WILL
BE HELD AT
THE GLENCOE CITY
CENTER
1107 11TH STREET E
GLENCOE, MN**

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING AGENDA
OCTOBER 18, 2016**

1 9:00 CALL TO ORDER

PLEDGE OF ALLEGIANCE

Recognition of Linda Senst's retirement and presentation of a plaque in appreciation for her twenty-five years of service to the McLeod County Public Health Department from June 24, 1991 through October 15, 2016.

2 9:01 CONSIDERATION OF AGENDA ITEMS*

3 9:02 CONSENT AGENDA*

- A. October 4, 2016 Meeting Minutes and Synopsis.
- B. September 30, 2016 Auditor's Warrants.
- C. October 7, 2016 Auditor's Warrants.
- D. Approve renewal of maintenance agreement with Northland Business systems for the Sheriff's Office voice logger in the amount of \$3,540 with funding coming from 911 Funds.
- E. Approve annual renewal of the Video Conferencing system for the Emergency Operations Center/Sheriff's Office. The Platinum Managed Care Service Contract is through MSpace, Inc. (Minneapolis, MN) in the amount of \$3,115.26 with funding coming from emergency management budget.

The original video conferencing equipment was purchased by the Department of Public Safety – Division of Homeland Security & Emergency Management in September 2010. This maintenance contract is needed in order to have system serviced and maintained so that it runs effectively.

4 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST*

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

6 9:05 CONTEGRITY – Construction Manager Sam Lauer

- A. Construction Update.

7 9:10 PUBLIC HEALTH – Director Jennifer Hauser

- A. Consider approval of a contract between McLeod County Public Health and Hutchinson Health from 11/1/2016 - 12/31/2017 for provision of the Public Health Nurse Liaison services.

The Public Health Nurse Liaison position is a full-time McLeod County employee who is embedded at Hutchinson Health and works side by side with Hutchinson Health providers and staff as part of their team-based care model. This role serves as a liaison between Hutchinson Health, McLeod County PrimeWest Case Managers, Public Health and Social Services staff to ensure seamless and efficient coordination of health care, County programs and community services. This reduces the costs of County-based health care and services, through decreased hospital re-admissions and unnecessary emergency room visits, and improved management of medical and mental health conditions.

A 2014 PrimeWest Community Reinvestment Grant provided the initial funding to establish and pilot this unique and innovative position. Because of the successes achieved in the past 15 months and the future opportunities to expand the scope and services of the Liaison position, Hutchinson Health has agreed to cover 2/3 of the cost of the salary and benefits for this full-time Public Health position. Public Health will cover the remaining 1/3 of the cost of the position.

8 9:20 ASSESSORS OFFICE – Assessor Sue Schulz

- A. Consider approval of adjusted Joint Powers Agreement with Minnesota Counties Computer Cooperative (MCCC).*
- B. Reappoint Sue Schulz as County Assessor as required by statute 273.061 effective January 1, 2017.*

9 9:25 HUMAN RESOURCES – Director Mary Jo Wieseler

- A. Consider recommendations from the October 11, 2016 Personnel Committee.*
- B. Consider approval of Memorandum of Agreement with AFSCME regarding the change in grade for employee and temporary freezing of the incumbent's wage as discussed at September 20, 2016 Board meeting.*

10 10:15 PUBLIC HEARING – Continuation of 2017 Ditch Assessments

- A. Consider approval to set remainder of 2017 ditch assessments.*

11 COUNTY ADMINISTRATION

- Review of Commissioners Calendar
 - Commissioner reports of committee meetings attended since October 4, 2016.
- A. Consider approval of annual preventative maintenance agreement for the HVAC systems at the HATS Highway Shop with AREng Heating and Air Conditioning (Cokato, MN) for an annual fee of \$2,209.81.*

Additional quote received: Trane (St. Paul, MN) \$4,077.

This agreement would be for the County Engineering/Admin/GIS wing of HATS and the County tempered storage mini split unit. The contract will remain in effect for 1 year and be negotiated thereafter on a year to year basis. Trane has been providing this service since 2012 but due to price savings we recommend going with AREng.

- B. Further discussion regarding priorities for restructuring based on priority list from October 4th workshop.
- C. AMC District 7 Fall Meeting, Wednesday, November 2nd at 8:00 am in Truman.

OTHER

Open Forum
Press Relations

RECESS

Next board meeting November 1, 2016 at 9:00 a.m. at the Glencoe City Center.

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING MINUTES – October 4, 2016**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

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

CONSIDERATION OF AGENDA ITEMS

- A) Add under Administration Item B: Consider approval to enter into an agreement with JPC Media (Minnetonka, MN) to record a presentation by Keystone Compensation Group LLC regarding the county's progress in reclassifying job descriptions, proposing a new salary schedule and future implementation of the results of a market study.

Nies/Krueger motion carried unanimously to approve the agenda as revised.

CONSENT AGENDA

- A) September 20, 2016 Meeting Minutes and Synopsis.
- B) September 16 2016 Auditor's Warrants.
- C) September 23, 2016 Auditor's Warrants.
- D) Approve gambling permit for Gopher Campfire Club, 24718 Co Rd 7 Hutchinson, MN to conduct a raffle on December 11, 2016. The application is acknowledged with no waiting period.
- E) Approve gambling permit for Gopher Campfire Club, 24718 Co Rd 7 Hutchinson, MN to conduct a raffle on January 28, 2017. The application is acknowledged with no waiting period.
- F) Approve final acceptance and payment of \$82,344.70 to Scott Construction (Lake Delton, WI) for CP 16-000-01 & 02; countywide seal coating and pavement marking project. These projects were completed satisfactorily and final acceptance and payment is recommended.
- G) Approve Hutchinson Joint Planning application JP16-R1 requested by Preston Fox to rezone property from "A" Agricultural to "I-1" (Light

Industrial). This parcel is described as 2.66 acres - Lot 19 and Part of Lot 18 of Auditor's Plat S ½ in Section 8 of Hassan Valley Township. The Hutchinson Area Joint Planning Board unanimously recommended approval at their regular meeting on September 21, 2016.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue Fund	\$127,675.31
Road & Bridge Fund	\$15,149.14
Solid Waste Fund	\$28,526.41

Shimanski/Nies motion carried unanimously to approve payment of bills totaling \$171,350.86 from the aforementioned funds.

SHERIFFS DEPARTMENT – Sheriff Scott Rehmann

- A) Scott Rehmann requested approval to purchase a 2017 Ford SUV Police Interceptor from Nelson Auto Center (Fergus Falls, MN) via the MN State Bid for \$30,040.95 with funding coming from the Sheriff's Department 2016 budget.

This vehicle will replace a 2014 Ford SUV that was totaled in a crash involving a deer. Insurance will pay approximately \$16,400 plus associated costs for the tear down of the old squad, installation of the new squad and any equipment that was damaged and not usable in the new squad. Delivery date is approximately 90 days from the date of the order.

Shimanski/Nies motion carried unanimously to approve the purchase of a 2017 Ford SUV Police Interceptor from Nelson Auto Center (Fergus Falls, MN) via the MN State Bid for \$30,040.95 with funding coming from the Sheriff's Department 2016 budget.

HUMAN RESOURCES – Director Mary Jo Wieseler

- A) Mar Jo Wieseler requested approval to re-rate the Solid Waste Director from Grade 27 to Grade 30 and Recycling Manager from Grade 18 to Grade 24 and move to exempt.

The Solid Waste Director was last evaluated in 2000. Recommendation to re-rate to a Grade 30 is due to increased responsibilities and department growth.

The Recycling Manager was approved in 2003 at a Grade 16 and was re-rated in 2005 to a Grade 16. Recommendation to re-rate to a Grade 24 is due to increased responsibilities and department growth.

Discussion was led by Commissioner Nagel to use this as information only and wait to possibly re-rate these two positions at the same time all non-union positions are adjusted.

PARKS – Director Al Koglin

- A) Al Koglin requested approval of contract with Maximum Solution (Edina, MN) to provide program and host online camping reservation at a cost of \$7,100 for the first year and \$3,600 annually thereafter.

At this time people who would like to reserve a campsite have to call the caretaker at one of the 2 parks and make reservations. With this program, people can go online through the parks website and make a reservation and pay for the site.

During the 2016 camping season, between Piepenburg Park and Lake Marion, average of units per week was 33 which brought in \$104,000 in camping receipts.

This program can also be used for the fairgrounds for checking the availability of rooms and buildings.

Nagel/Krueger motion carried unanimously to approve contract with Maximum Solution (Edina, MN) to provide program and host online camping reservation at a cost of \$7,100 for the first year and \$3,600 annually thereafter.

SOLID WASTE – Coordinator Sarah Young

- A) Sarah Young requested approval of updated labor contract with West Central Industries (Willmar, MN) with a contract term of 9/1/2016 to 12/31/2018 to furnish labor equal to six employees (including a supervisor) at the rate of \$11.40 per hour each.

Nies/Shimanski motion carried unanimously to approve an updated labor contract with West Central Industries (Willmar, MN) with a contract term of 9/1/2016 to 12/31/2018 to furnish labor equal to six employees (including a supervisor) at the rate of \$11.40 per hour each.

PLANNING & ZONING – Administrator Larry Gasow

A) Larry Gasow requested approval of Rezoning Application 16-02 for Jared on property owned by Hartung Family LTD Partnership to rezone a 10.00 acre tract of an existing 79.89 acre parcel of land from Agricultural District to Highway Business. This property is located adjacent to an existing Highway Business District and is within 2 miles of the City of Glencoe. The purpose is to operate a retail business of used farm equipment with exterior storage and outdoor display of equipment and machinery including the construction of a new structure for shop and office use. The proposed access will be shared with the existing John Deere dealership, to State Highway 212. The property is described as Surveyed Tract 2, 10.00 Acres within the NE ¼ of the SW ¼ & Part of the N ½ of the SE ¼ of Section 16 in Township 115-27 (Helen).

Per the McLeod County Zoning Ordinance, agricultural equipment sales and services are a permitted use within the Highway Business District. The City of Glencoe Planning Commission had no objections to this request. The Board of Helen Township recommended approval on September 8, 2016. The Planning Advisory Committee unanimously recommended approval September 21, 2016.

Krueger/Shimanski motion carried unanimously to approve Rezoning Application 16-02 for Jared on property owned by Hartung Family LTD Partnership to rezone a 10.00 acre tract of an existing 79.89 acre parcel of land from Agricultural District to Highway Business.

PUBLIC HEARING - 2016 Ditch Assessments

A) Cindy Schultz presented recommendations to the County Board for setting the 2017 ditch assessment amounts. Some modifications were made with Commissioners input during the meeting. McLeod County Board of Commissioners hereby orders the County Auditor-Treasurer to place an assessment on the following drainage systems for the said amount of years beginning for taxes payable in 2017 pursuant to Minnesota Statutes.

NO	DITCH NAME	ASSESSMENT PAY 2017	NO. OF YEARS
623	CD #10	\$27,800	1
624	CD #11	\$100,000	8
627	CD #15A	\$4,000	1
629	CD #16 Red	\$15,000	1
633	CD 20 Red	TABLED	
635	CD #22 Red	TABLED	
637	CD #26	TABLED	
638	CD #27	TABLED	
639	CD #28	\$5,000	1
640	CD #29	\$5,000	1

642	CD #32	\$20,000	1
643	CD #33	TABLED	
644	CD #35	\$10,000	1
646	CD #36	\$10,000	1
647	CD #37	\$6,940	1
648	CD #38	\$3,000	1
649	CD #40	\$10,000	1
661	JD #1 RMcM	\$1,000	1
664	JD #4 McR	\$5,000	1
666	JD #5 SMc	\$640	1
667	JD #8 McS	\$20,000	1
669	JD #9 Mc	\$10,000	1
671	JD #11 McW Red	\$15,000	1
673	JD #11 SRMc	\$240	1
675	JD #14 WMcM	\$3,625	1
680	JD #18 SMc	\$30,000	1
681	JD #19 SMc	\$10,000	1
682	JD #24 SMcR	\$20,000	1
684	JD #32 SMc	\$1,000	1

Nagel/Nies motion carried unanimously to table setting the 2017 ditch assessment amount on CD #20 Red, CD #22 Red, CD #26, CD #27 and CD #33 until October 18, 2016 @ 10:15 AM once bond rate has been set.

Shimanski/Krueger motion carried unanimously to approve of the County Auditor-Treasurer recommendations to place an assessment on the aforementioned drainage systems.

Nies/Nagel motion carried unanimously to implement a 1% interest rate on the ditch levy assessments.

Nagel/Nies motion carried unanimously to choose a 15 year bond payment schedule.

COUNTY ADMINISTRATION

- A) Pat Melvin requested approval to set a closed meeting for Pat Melvin's performance evaluation on November 1, 2016 following the Board Meeting.

Nies/Shimanski motion carried unanimously to set a closed meeting for Pat Melvin's performance evaluation on November 1, 2016 following the Board Meeting.

- B) Pat Melvin requested approval to enter into an agreement with JPC Media (Minnetonka, MN) to record a presentation by Keystone Compensation Group LLC regarding the county's progress in reclassifying job descriptions,

proposing a new salary schedule and future implementation of the results of a market study at a cost of \$200.

Nagel/Krueger motion carried unanimously to enter into an agreement with JPC Media (Minnetonka, MN) to record a presentation by Keystone Compensation Group LLC regarding the county's progress in reclassifying job descriptions, proposing a new salary schedule and future implementation of the results of a market study at a cost of \$200.

OPEN FORUM

- A) Resident Steve Moy and Marian Moy approached the Board and shared concerns related to the clean out of 3,000 feet of tree removal on County Ditch #11 which cost \$87,000. It was noted the contractor who has the contract for ditch cleaning, Central Applicators, has changed ownership and will not be considered for any upcoming ditch work.

Shimanski/Krueger motion carried unanimously to recess at 11:22 a.m. until 9:00 a.m. October 18, 2016 at the Glencoe City Center.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

McLEOD COUNTY
BOARD OF COMMISSIONERS
SYNOPSIS – October 4, 2016

1. Commissioners Wright, Shimanski, Krueger, Nies and Nagel were present.
2. Nies/Krueger motion carried unanimously to approve the agenda as revised.
3. Krueger/Nies motion carried unanimously to approve the consent agenda including September 20, 2016 Meeting Minutes and Synopsis; September 16, 2016 Auditor's Warrants; September 23, 2016 Auditor's Warrants; Approve gambling permit for Gopher Campfire Club, 24718 Co Rd 7 Hutchinson, MN to conduct a raffle on December 11, 2016; Approve gambling permit for Gopher Campfire Club, 24718 Co Rd 7 Hutchinson, MN to conduct a raffle on January 28, 2017; Approve final acceptance and payment of \$82,344.70 to Scott Construction (Lake Delton, WI) for CP 16-000-01 & 02; countywide seal coating and pavement marking project; Approve Hutchinson Joint Planning application JP16-R1 requested by Preston Fox to rezone property from "A" Agricultural to "I-1" (Light Industrial). This parcel is described as 2.66 acres - Lot 19 and Part of Lot 18 of Auditor's Plat S ½ in Section 8 of Hassan Valley Township.
4. Shimanski/Nies motion carried unanimously to approve payment of bills totaling \$171,350.86 from the aforementioned funds.
5. Shimanski/Nies motion carried unanimously to approve the purchase of a 2017 Ford SUV Police Interceptor from Nelson Auto Center (Fergus Falls, MN) via the MN State Bid for \$30,040.95 with funding coming from the Sheriff's Department 2016 budget.
6. Nagel/Krueger motion carried unanimously to approve contract with Maximum Solution (Edina, MN) to provide program and host online camping reservation at a cost of \$7,100 for the first year and \$3,600 annually thereafter.
7. Nies/Shimanski motion carried unanimously to approve an updated labor contract with West Central Industries (Willmar, MN) with a contract term of 9/1/2016 to 12/31/2018 to furnish labor equal to six employees (including a supervisor) at the rate of \$11.40 per hour each.
8. Krueger/Shimanski motion carried unanimously to approve Rezoning Application 16-02 for Jared on property owned by Hartung Family LTD Partnership to rezone a 10.00 acre tract of an existing 79.89 acre parcel of land from Agricultural District to Highway Business.
9. Nagel/Nies motion carried unanimously to table setting the 2017 ditch assessment amount on CD #20 Red, CD #22 Red, CD #26, CD #27 and CD #33 until October 18, 2016 @ 10:15 AM once bond rate has been set.
10. Shimanski/Krueger motion carried unanimously to approve of the County Auditor-Treasurer recommendations to place an assessment on the aforementioned drainage systems.
11. Nies/Nagel motion carried unanimously to implement a 1% interest rate on the ditch levy assessments.

12. Nagel/Nies motion carried unanimously to choose a 15 year bond payment schedule.
13. Nies/Shimanski motion carried unanimously to set a closed meeting for Pat Melvin's performance evaluation on November 1, 2016 following the Board Meeting.
14. Nagel/Krueger motion carried unanimously to enter into an agreement with JPC Media (Minnetonka, MN) to record a presentation by Keystone Compensation Group LLC regarding the county's progress in reclassifying job descriptions, proposing a new salary schedule and future implementation of the results of a market study at a cost of \$200.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at 11:22 a.m. until October 18, 2016.

Attest:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

DRAFT

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



ROBECK
9/30/16 2:33PM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
3	2811 CNA GROUP LONG TERM CARE 01-000-000-0000-2048		535.18	LONG TERM CARE GENERAL FUND 09/01/2016 09/30/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		535.18		1 Transactions	
40	3028 MINNESOTA CHILD SUPPORT PAYMENT 01-000-000-0000-2056		317.48	CHILD SUPPORT 09/04/2016 09/17/2016	001124208702	Child Support Garnishment Payable
42	01-000-000-0000-2056		117.67	CHILD SUPPORT 09/04/2016 09/17/2016	001436294701	Child Support Garnishment Payable
39	01-000-000-0000-2056		257.96	CHILD SUPPORT 09/04/2016 09/17/2016	001447664801	Child Support Garnishment Payable
41	01-000-000-0000-2056		130.13	CHILD SUPPORT 09/04/2016 09/17/2016	001499730601	Child Support Garnishment Payable
43	01-000-000-0000-2056		148.59	CHILD SUPPORT 09/04/2016 09/17/2016	001527027301	Child Support Garnishment Payable
44	01-000-000-0000-2056		327.64	CHILD SUPPORT 09/04/2016 09/17/2016	001530953002	Child Support Garnishment Payable
	3028 MINNESOTA CHILD SUPPORT PAYMENT		1,299.47		6 Transactions	
0	DEPT Total:		1,834.65	...	2 Vendors	7 Transactions
31	DEPT			COUNTY ADMINISTRATOR'S		
	1886 BMO					
128	01-031-000-0000-6245		480.00	INTERNATION	5042	Dues And Registration Fees
	1886 BMO		480.00		1 Transactions	
31	DEPT Total:		480.00	COUNTY ADMINISTRATOR'S	1 Vendors	1 Transactions
76	DEPT			CENTRAL SERVICES-COUNTY WIDE		
	1886 BMO					
134	01-076-000-0000-6350		399.00	SAGE SOFTWARE	5042	Other Services & Charges
63	01-076-000-0000-6205		184.20	USPS	9909	Postage And Postal Box Rental
	1886 BMO		583.20		2 Transactions	
	5906 CENTURYLINK					
28	01-076-000-0000-6203		307.47	LOCAL SVC	313623769	Communications



<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
27	01-076-000-0000-6203		2,457.14	LOCAL SVC	314019358	Communications
5906	CENTURYLINK		2,764.61	2 Transactions		
76	DEPT Total:		3,347.81	CENTRAL SERVICES-COUNTY WIDE	2 Vendors	4 Transactions
91	DEPT			COUNTY ATTORNEY'S		
1886	BMO					
71	01-091-000-0000-6245		252.00	SUPREME COURT LAWYER REG	1643	Dues And Registration Fees
70	01-091-000-0000-6336		144.94	SUPERIOR SHORES RESORT	1643	Meals, Lodging, Parking & Miscellaneous
1886	BMO		396.94	2 Transactions		
91	DEPT Total:		396.94	COUNTY ATTORNEY'S	1 Vendors	2 Transactions
101	DEPT			COUNTY RECORDER'S		
1886	BMO					
64	01-101-000-0000-6336		400.04	BEST WESTERN	9909	Meals, Lodging, Parking & Miscellaneous
1886	BMO		400.04	1 Transactions		
101	DEPT Total:		400.04	COUNTY RECORDER'S	1 Vendors	1 Transactions
103	DEPT			COUNTY ASSESSOR'S		
1886	BMO					
73	01-103-000-0000-6245		475.00	MAAO	9891	Dues And Registration Fees
74	01-103-000-0000-6336		429.08	COMFORT INN PLYMOUTH	9891	Meals, Lodging, Parking & Miscellaneous
72	01-103-000-0000-6450		22.86	BEEN VERIFIED	9891	Subscriptions
1886	BMO		926.94	3 Transactions		
103	DEPT Total:		926.94	COUNTY ASSESSOR'S	1 Vendors	3 Transactions
111	DEPT			COURTHOUSE BUILDING		
1886	BMO					
131	01-111-000-0000-6425		158.25	MENARDS	5042	Repair And Maintenance Supplies
132	01-111-000-0000-6425		23.61	MENARDS	5042	Repair And Maintenance Supplies
133	01-111-000-0000-6425		88.95	MENARDS	5042	Repair And Maintenance Supplies
135	01-111-000-0000-6425		21.81	MENARDS	5042	Repair And Maintenance Supplies
136	01-111-000-0000-6425		13.62	MENARDS	5042	Repair And Maintenance Supplies
1886	BMO		306.24	5 Transactions		

ROBECK
 9/30/16 2:33PM
 1 GENERAL REVENUE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
111 DEPT Total:		306.24	COURTHOUSE BUILDING	1 Vendors 5 Transactions
112 DEPT			NORTH COMPLEX BUILDING	
1886 BMO				
129 01-112-000-0000-6425		109.95	MENARDS	5042 Repair And Maintenance Supplies
1886 BMO		109.95		1 Transactions
112 DEPT Total:		109.95	NORTH COMPLEX BUILDING	1 Vendors 1 Transactions
116 DEPT			HEALTH AND HUMAN SERVICES BUILDII	
1886 BMO				
130 01-116-000-0000-6303		259.00	MN STATE COLLEGES	5042 Repair And Maintenance Services
1886 BMO		259.00		1 Transactions
116 DEPT Total:		259.00	HEALTH AND HUMAN SERVICES BUILI	1 Vendors 1 Transactions
117 DEPT			FAIRGROUNDS	
1886 BMO				
65 01-117-000-0000-6425		32.20	SEARS	1700 Repair And Maintenance Supplies
66 01-117-000-0000-6425		21.45	MENARDS	1700 Repair And Maintenance Supplies
1886 BMO		53.65		2 Transactions
4147 WEST CENTRAL SANITATION INC				
22 01-117-000-0000-6257		446.90	CONTRACTED SERVICES	10680103 Sewer, Water And Garbage Removal
			08/01/2016 08/31/2016	
23 01-117-000-0000-6350		641.25	DAMAGE TO DUMPSTER (FIRE)	10680103 Other Services & Charges
4147 WEST CENTRAL SANITATION INC		1,088.15		2 Transactions
117 DEPT Total:		1,141.80	FAIRGROUNDS	2 Vendors 4 Transactions
201 DEPT			COUNTY SHERIFF'S OFFICE	
1886 BMO				
96 01-201-000-0000-6245		70.00	NATIONAL REGISTRY EMT	1577 Dues And Registration Fees
97 01-201-000-0000-6245		70.00	NATIONAL REGISTRY EMT	1577 Dues And Registration Fees
99 01-201-201-0000-6360		257.00	SHERATON SIOUX FALLS	1585 Training - Administration
100 01-201-201-0000-6360		375.80	SHERATON SIOUX FALLS	1585 Training - Administration
101 01-201-201-0000-6360		650.00	MN BCA	1585 Training - Administration
102 01-201-206-0000-6360		75.00	MN BCA	1585 Training - Patrol



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
98	01-201-000-0000-6402		121.28	HR DIRECT	1593	Office Supplies
	1886 BMO		1,619.08		7 Transactions	
58	01-201-000-0000-6350		19.75	ICR #16-0858 2006 KIA RIO		Other Services & Charges
	1160 MCLEOD COUNTY AUDITOR TREASURER		19.75		1 Transactions	
201	DEPT Total:		1,638.83	COUNTY SHERIFF'S OFFICE	2 Vendors	8 Transactions
251	DEPT			COUNTY JAIL		
	1886 BMO					
103	01-251-000-0000-6360		257.00	SHERATON SIOUX FALLS	1528	Training
104	01-251-000-0000-6460		75.94	AMAZON	1528	Jail Supplies
105	01-251-000-0000-6460		8.20	AMAZON	1528	Jail Supplies
	1886 BMO		341.14		3 Transactions	
251	DEPT Total:		341.14	COUNTY JAIL	1 Vendors	3 Transactions
485	DEPT			COUNTY PUBLIC HEALTH NURSING		
	1886 BMO					
115	01-485-000-0000-6810		6,532.25	FITBIT INC	9549	Refunds And Reimbursements
116	01-485-000-0000-6245		30.00	HUTCHINSON HEALTH	9556	Dues And Registration Fees
118	01-485-000-0000-6245		100.00	MN SHERIFFS ASSOC	9556	Dues And Registration Fees
120	01-485-000-0000-6245		100.00	MN GATHERING	9556	Dues And Registration Fees
121	01-485-000-0000-6245		75.00	EVENT. COM	9556	Dues And Registration Fees
125	01-485-000-0000-6245		95.00	EVENT BRIGHT	9556	Dues And Registration Fees
126	01-485-000-0000-6245		90.00	EVENT BRIGHT	9556	Dues And Registration Fees
117	01-485-000-0000-6350		10.00	FUTURES WITHOUT VIOLENCE	9556	Other Services & Charges
119	01-485-000-0000-6350		21.88	WALMART	9556	Other Services & Charges
122	01-485-000-0000-6350		358.94	WALMART	9556	Other Services & Charges
124	01-485-000-0000-6402		139.99	MENARDS	9556	Office Supplies
127	01-485-000-0000-6402		42.70	PLANTRONICS	9556	Office Supplies
123	01-485-490-0000-6047		88.99	AMERICAN MEDICAL	9556	Chore Services
	1886 BMO		7,684.75		13 Transactions	
485	DEPT Total:		7,684.75	COUNTY PUBLIC HEALTH NURSING	1 Vendors	13 Transactions
520	DEPT			COUNTY PARK'S		

ROBECK
 9/30/16 2:33PM
 1 GENERAL REVENUE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3370 FRANKE/BRUCE				
10 01-520-000-0000-6350		120.00	OPEN AND CLOSE GATE	Other Services & Charges
			09/01/2016 09/30/2016	
3370 FRANKE/BRUCE		120.00	1 Transactions	
520 DEPT Total:		120.00	COUNTY PARK'S	1 Vendors 1 Transactions
603 DEPT			COUNTY EXTENSION	
1886 BMO				
69 01-603-000-0000-6241		293.96	UNIVERSITY ON MN BOOKSTORE	1668 Printing And Publishing
67 01-603-000-0000-6350		141.70	AMAZON	1668 Other Services & Charges
68 01-603-000-0000-6350		72.60	SPORTIME	1668 Other Services & Charges
1886 BMO		508.26	3 Transactions	
603 DEPT Total:		508.26	COUNTY EXTENSION	1 Vendors 3 Transactions
609 DEPT			ENVIRONMENTAL SERVICES	
1886 BMO				
107 01-609-000-0000-6336		98.35	AMERICAN ALEXANDRIA	963 Meals, Lodging, Parking & Miscellaneous
106 01-609-000-0000-6350		99.00-	AMAZON PRIME	963 Other Services & Charges
1886 BMO		0.65-	2 Transactions	
609 DEPT Total:		0.65-	ENVIRONMENTAL SERVICES	1 Vendors 2 Transactions
1 Fund Total:		19,495.70	GENERAL REVENUE FUND	59 Transactions

ROBECK
 9/30/16 2:33PM
 3 ROAD & BRIDGE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
4	2811 CNA GROUP LONG TERM CARE 03-000-000-0000-2048		131.01	LONG TERM CARE HIGHWAY FUND 09/01/2016 09/30/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		131.01		1 Transactions	
36	3328 GURSTEL CHARGO PA 03-000-000-0000-2055		277.00	GARNISHMENT 09/04/2016 09/17/2016	683730	Garnishments Payable
	3328 GURSTEL CHARGO PA		277.00		1 Transactions	
0	DEPT Total:		408.01	...	2 Vendors	2 Transactions
105	DEPT			COUNTY SURVEYING & GIS		
	1886 BMO					
75	03-105-000-0000-6402		65.22	AMAZON	9937	Office Supplies
81	03-105-000-0000-6402		59.76-	AMAZON	9937	Office Supplies
82	03-105-000-0000-6402		3.78-	AMAZON	9937	Office Supplies
	1886 BMO		1.68		3 Transactions	
105	DEPT Total:		1.68	COUNTY SURVEYING & GIS	1 Vendors	3 Transactions
310	DEPT			HIGHWAY MAINTENANCE		
	1886 BMO					
83	03-310-000-0000-6245		125.00	MINNESOTA FALL EXPO	9937	Dues And Registration Fees
78	03-310-000-0000-6508		163.44	ZORO	9937	Weed Spray
	1886 BMO		288.44		2 Transactions	
310	DEPT Total:		288.44	HIGHWAY MAINTENANCE	1 Vendors	2 Transactions
330	DEPT			HIGHWAY ADMINISTRATION		
	1886 BMO					
76	03-330-000-0000-6205		4.67	USPS	9937	Postage And Postal Box Rental
77	03-330-000-0000-6205		1.36	USPS	9937	Postage And Postal Box Rental
79	03-330-000-0000-6205		1.57	USPS	9937	Postage And Postal Box Rental
80	03-330-000-0000-6205		9.04	CASHWISE	9937	Postage And Postal Box Rental
	1886 BMO		16.64		4 Transactions	

ROBECK
 9/30/16 2:33PM
 3 ROAD & BRIDGE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #
				On Behalf of Name
330 DEPT Total:		16.64	HIGHWAY ADMINISTRATION	1 Vendors 4 Transactions
340 DEPT			HIGHWAY EQUIPMENT MAINTENANCE	
1886 BMO				
84 03-340-000-0000-6425		281.82	RATH RACING	Repair And Maintenance Supplies
1886 BMO		281.82	1 Transactions	
340 DEPT Total:		281.82	HIGHWAY EQUIPMENT MAINTENANCE	1 Vendors 1 Transactions
3 Fund Total:		996.59	ROAD & BRIDGE FUND	12 Transactions

ROBECK
 9/30/16 2:33PM
 5 SOLID WASTE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT			SOLID WASTE TIP FEE		
	1886 BMO					
114	05-391-000-0000-6243		409.83-	AMERIMARK	1551	Public Education
	1886 BMO		409.83-	1 Transactions		
391	DEPT Total:		409.83-	SOLID WASTE TIP FEE	1 Vendors	1 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
	664 LENTSCH TRUCKING					
61	05-393-000-0000-6269		1,180.00	RECYCLABLES PICKED UP		Contracts
62	05-393-000-0000-6269		3,150.00	RECYCLED MATL SHIPPING		Contracts
	664 LENTSCH TRUCKING		4,330.00	2 Transactions		
393	DEPT Total:		4,330.00	MATERIALS RECOVERY FACILITY	1 Vendors	2 Transactions
5	Fund Total:		3,920.17	SOLID WASTE FUND		3 Transactions

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



ROBECK
9/30/16 2:33PM
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
420	DEPT			INCOME MAINTENANCE		
	1886 BMO					
85	11-420-640-0010-6402		22.00	MN COUNTY ATTORNEY ASSOC	9531	Office Supplies
	1886 BMO		22.00	1 Transactions		
	2811 CNA GROUP LONG TERM CARE					
5	11-420-000-0000-2048		210.41	LONG TERM CARE WELFARE FUND		Long Term Care Payable
				09/01/2016 09/30/2016		
	2811 CNA GROUP LONG TERM CARE		210.41	1 Transactions		
420	DEPT Total:		232.41	INCOME MAINTENANCE	2 Vendors	2 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI		
	1886 BMO					
108	11-430-710-1160-6040		50.00	SUPER AMERICA	3758	Social Service Transportation
109	11-430-710-1160-6040		25.00	CASEYS	3758	Social Service Transportation
110	11-430-710-1160-6040		35.00	CASEYS	3758	Social Service Transportation
111	11-430-710-1160-6040		100.00	SUPER AMERICA	3758	Social Service Transportation
112	11-430-710-1670-6057		499.96	WALMART	3758	Parent Support Outreach Program
113	11-430-710-1980-6062		12.79	WALMART	3758	Foster Care Licensing & Resource Develop
144	11-430-709-0000-6033		380.00	CENTRASOTA ORAL SURGEON	948	Mental Hlth Pilot Project-Discretionary
146	11-430-740-4620-6051		195.25	MENARDS	948	Family Based Svcs.
141	11-430-740-4890-6048		100.00	SUPER AMERICA	948	Child MH Respite Care Tri-County Grant
137	11-430-741-4030-6071		33.97	AMAZON	948	Client Outreach - CSP
138	11-430-741-4030-6071		14.40	AMAZON	948	Client Outreach - CSP
139	11-430-741-4030-6071		36.00	PAYPAL	948	Client Outreach - CSP
140	11-430-741-4030-6071		33.49	GRIFFIN TECHNOLOGY	948	Client Outreach - CSP
142	11-430-741-4030-6071		13.99	AMAZON	948	Client Outreach - CSP
143	11-430-741-4030-6071		74.61	AMAZON	948	Client Outreach - CSP
145	11-430-741-4030-6071		15.90	AMAZON	948	Client Outreach - CSP
147	11-430-741-4030-6071		10.74	DOLLAR TREE	948	Client Outreach - CSP
148	11-430-741-4030-6071		127.93	DUNDEE NURSERY	948	Client Outreach - CSP
149	11-430-741-4030-6071		65.85	TARGET	948	Client Outreach - CSP
	1886 BMO		1,824.88	19 Transactions		
	2811 CNA GROUP LONG TERM CARE					
6	11-430-000-0000-2048		103.02	LONG TERM CARE INC MAINT FUND		Long Term Care Payable
				09/01/2016 09/30/2016		

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



ROBECK
9/30/16 2:33PM
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
2811	CNA GROUP LONG TERM CARE		103.02	1 Transactions		
3028	MINNESOTA CHILD SUPPORT PAYMENT					
45	11-430-000-0000-2056		276.88	CHILD SUPPORT 09/04/2016 09/17/2016	001486828601	Child Support Garnishment Payable
3028	MINNESOTA CHILD SUPPORT PAYMENT		276.88	1 Transactions		
430	DEPT Total:		2,204.78	INDIVIDUAL AND FAMILY SOCIAL SER	3 Vendors	21 Transactions
11	Fund Total:		2,437.19	HUMAN SERVICE FUND		23 Transactions



ROBECK
9/30/16 2:33PM
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
106	DEPT			COUNTY RECORDERS ESCROW DEPOSIT		
3577	UNITED ABSTRACT CO					
19	25-106-000-0000-6810		24.00	CLOSED ACCOUNT		Refunds And Reimbursements
3577	UNITED ABSTRACT CO		24.00		1 Transactions	
106	DEPT Total:		24.00	COUNTY RECORDERS ESCROW DEPOS	1 Vendors	1 Transactions
254	DEPT			ANNAMARIE TUDHOPE DONATION		
3261	AUGUSTA ELECTRIC INC					
25	25-254-000-0000-6610		63,384.00	CONTRACT PAYMENT	APPLICATION005	Capital - Over \$5,000 (Fixed Assets)
3261	AUGUSTA ELECTRIC INC		63,384.00		1 Transactions	
3258	DULAS EXCAVATING INC					
34	25-254-000-0000-6610		39,163.27	CONTRACT PAYMENT	PR00007	Capital - Over \$5,000 (Fixed Assets)
3258	DULAS EXCAVATING INC		39,163.27		1 Transactions	
3541	KASELLA CONCRETE INC					
37	25-254-000-0000-6610		38,644.10	CONTRACT PAYMENT	APPL 2	Capital - Over \$5,000 (Fixed Assets)
3541	KASELLA CONCRETE INC		38,644.10		1 Transactions	
2008	OTIS ELEVATOR					
46	25-254-000-0000-6610		77,900.00	CONTRACT PAYMENT		Capital - Over \$5,000 (Fixed Assets)
2008	OTIS ELEVATOR		77,900.00		1 Transactions	
3542	SALONEK CONCRETE & CONSTRUCTION					
47	25-254-000-0000-6610		105,680.28	CONTRACT PAYMENT	MCLCOU00002	Capital - Over \$5,000 (Fixed Assets)
3542	SALONEK CONCRETE & CONSTRUCTION		105,680.28		1 Transactions	
1595	SCHWICKERTS TECTA AMERICA					
48	25-254-000-0000-6610		59,052.00	CONTRACT PAYMENT	APPLICATION 3	Capital - Over \$5,000 (Fixed Assets)
1595	SCHWICKERTS TECTA AMERICA		59,052.00		1 Transactions	
3297	THURNBECK STEEL FABRICATION INC					
50	25-254-000-0000-6610		56,050.00	CONTRACT PAYMENT	APPLICATION002	Capital - Over \$5,000 (Fixed Assets)
3297	THURNBECK STEEL FABRICATION INC		56,050.00		1 Transactions	
254	DEPT Total:		439,873.65	ANNAMARIE TUDHOPE DONATION	7 Vendors	7 Transactions



ROBECK
9/30/16 2:33PM
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
619	DEPT			CROW RIVER SEPTIC SYSTEM LOANS-7		
	2973 RICKERT EXCAVATING INC					
17	25-619-000-0000-6350		1,080.00-	OVERPAYMENT		Other Services & Charges
16	25-619-000-0000-6350		11,910.00	SEPTIC SYSTEM J ELLING	950	Other Services & Charges
	2973 RICKERT EXCAVATING INC		10,830.00		2 Transactions	
619	DEPT Total:		10,830.00	CROW RIVER SEPTIC SYSTEM LOANS-7	1 Vendors	2 Transactions
694	DEPT			AQUATIC INVASIVE SPECIES		
	2742 ALLOVER MEDIA LLC					
54	25-694-000-0000-6241		1,050.00	INDOOR ADVERTISING & PRODUCTION	122676	PRINTING AND PUBLISHING
	2742 ALLOVER MEDIA LLC		1,050.00		1 Transactions	
694	DEPT Total:		1,050.00	AQUATIC INVASIVE SPECIES	1 Vendors	1 Transactions
807	DEPT			DESIGNATED FOR CAPITAL ASSETS		
	3271 CONTEGRITY GROUP					
32	25-807-000-0000-6610		8,005.84	CONSTRUCTION MANAGEMENT FEE	2016134	Capital - Over \$5,000 (Fixed Assets)
29	25-807-000-0000-6610		12,100.00	ON SITE SUPERVISION FEE	2016135	Capital - Over \$5,000 (Fixed Assets)
30	25-807-000-0000-6610		1,800.00	REIMBURSABLES	2016135	Capital - Over \$5,000 (Fixed Assets)
31	25-807-000-0000-6610		450.00	TEMPORARY JOB OFFICE/TRAILER	2016135	Capital - Over \$5,000 (Fixed Assets)
	3271 CONTEGRITY GROUP		22,355.84		4 Transactions	
	1326 CULLIGAN WATER CONDITIONING					
33	25-807-000-0000-6610		28.10	DRINKING WATER CHARGES	173-10758225-1	Capital - Over \$5,000 (Fixed Assets)
	1326 CULLIGAN WATER CONDITIONING		28.10		1 Transactions	
	253 LIGHT & POWER COMMISSION					
35	25-807-000-0000-6610		177.45	ELECTRIC	06-811700-00	Capital - Over \$5,000 (Fixed Assets)
	253 LIGHT & POWER COMMISSION		177.45		1 Transactions	
	4117 MINI BIFF INC					
38	25-807-000-0000-6610		85.51	PORTA JOHN RENTAL/SERVICE	A-81545	Capital - Over \$5,000 (Fixed Assets)
	4117 MINI BIFF INC		85.51		1 Transactions	
	1595 SCHWICKERTS TECTA AMERICA					
49	25-807-000-0000-6610		3,151.00	CONTRACT PAYMENT	S500000904	Capital - Over \$5,000 (Fixed Assets)

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



ROBECK
9/30/16 2:33PM
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1595	SCHWICKERTS TECTA AMERICA		3,151.00	1 Transactions		
3296	YAMRY CONSTRUCTION					
51	25-807-000-0000-6610		1,628.00	TEMP SHELTER	252	Capital - Over \$5,000 (Fixed Assets)
52	25-807-000-0000-6610		1,072.00	TEMP SHELTER	264	Capital - Over \$5,000 (Fixed Assets)
53	25-807-000-0000-6610		262.03	TEMP SHELTER	277	Capital - Over \$5,000 (Fixed Assets)
3296	YAMRY CONSTRUCTION		2,962.03	3 Transactions		
807	DEPT Total:		28,759.93	DESIGNATED FOR CAPITAL ASSETS	6 Vendors	11 Transactions
886	DEPT			COUNTY FEEDLOT PROGRAM		
4158	HEWLETT-PACKARD COMPANY					
57	25-886-000-0000-6612		125.00	HP E222 MONITOR	57670650	Capital - \$100-\$5,000 (Inventory)
4158	HEWLETT-PACKARD COMPANY		125.00	1 Transactions		
886	DEPT Total:		125.00	COUNTY FEEDLOT PROGRAM	1 Vendors	1 Transactions
25	Fund Total:		480,662.58	SPECIAL REVENUE FUND		23 Transactions



ROBECK
9/30/16 2:33PM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
848	DEPT			WIC PEER GRANT		
3433	DOHERTY STAFFING SOLUTIONS					
8	82-848-000-0000-6265		922.62	STAFFING SERVICES WIC PEER	106212	PROFESSIONAL SERVICES
3433	DOHERTY STAFFING SOLUTIONS		922.62	1 Transactions		
11279	T MOBILE					
60	82-848-000-0000-6203		158.89	MMS CHS MCLEOD CNTY CELL PHONE	955039250	COMMUNICATIONS
11279	T MOBILE		158.89	1 Transactions		
848	DEPT Total:		1,081.51	WIC PEER GRANT	2 Vendors	2 Transactions
853	DEPT			LOCAL PUBLIC HEALTH GRANT		
3525	BARNA, GUZY & STEFFEN LTD					
1	82-853-000-0000-6265		72.36	JPA REVISIONS	162702	Professional Services
3525	BARNA, GUZY & STEFFEN LTD		72.36	1 Transactions		
1886	BMO					
87	82-853-000-0000-6203		65.00	CONSTANT CONTACT	0955	Communications
88	82-853-000-0000-6241		8.01	VISTARPINT	0955	Printing And Publishing
89	82-853-000-0000-6241		54.72	VISTARPINT	0955	Printing And Publishing
94	82-853-000-0000-6245		40.00	U OF M	0955	Dues And Registration Fees
90	82-853-000-0000-6336		315.29	BREZZY POINT	0955	Meals, Lodging, Parking & Miscellaneous
91	82-853-000-0000-6336		315.29	BREZZY POINT	0955	Meals, Lodging, Parking & Miscellaneous
92	82-853-000-0000-6336		315.29	BREZZY POINT	0955	Meals, Lodging, Parking & Miscellaneous
93	82-853-000-0000-6336		495.50	BEST WESTERN	0955	Meals, Lodging, Parking & Miscellaneous
95	82-853-000-0000-6336		96.10	EXPEDIA	0955	Meals, Lodging, Parking & Miscellaneous
1886	BMO		1,705.20	9 Transactions		
718	BUERKLE/RHONDA					
55	82-853-000-0000-6121		1,344.00	LPHG GRANT TIME		Personnel Wages
56	82-853-000-0000-6335		16.20	LPHG GRANT MILEAGE		Mileage Expense
718	BUERKLE/RHONDA		1,360.20	2 Transactions		
2811	CNA GROUP LONG TERM CARE					
7	82-853-000-0000-2048		10.54	LONG TERM CARE CHS FUND		LONG TERM CARE PAYABLE
				09/01/2016 09/30/2016		
2811	CNA GROUP LONG TERM CARE		10.54	1 Transactions		
4635	EMPLOYEE RELATIONS INC					

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



ROBECK
9/30/16 2:33PM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
9	4635	EMPLOYEE RELATIONS INC		62.05	WIC DIETICIAN BACKGROUND CHECK		76020		Professional Services	
				62.05		1 Transactions				
11	8144	HUB PUBLISHING INC		56.40	DIETICIAN AD				Printing And Publishing	
				56.40		1 Transactions				
59	3580	ONE HOLISTIC WELLNESS		1,075.00	STAFF TRAINING				Training	
				1,075.00		1 Transactions				
24	3004	WOLTERS KLUWER		153.00	PH HEALTH MANAGMENT&PRACTICE				Other Services & Charges	
				153.00		1 Transactions				
853	DEPT Total:			4,494.75	LOCAL PUBLIC HEALTH GRANT		8 Vendors		17 Transactions	
856	DEPT				FPSP					
	1886	BMO								
86	1886	BMO		211.92	SURVEY MONKEY		0955		Other Services & Charges	
				211.92		1 Transactions				
856	DEPT Total:			211.92	FPSP		1 Vendors		1 Transactions	
859	DEPT				HEALTHY COMMUNITIES ACTIVITIES					
	2747	VIVID IMAGE INC								
20	2747	VIVID IMAGE INC		720.00	MMS CHS WEBSITE HOSTING		9117		Professional Services	
				720.00		1 Transactions				
859	DEPT Total:			720.00	HEALTHY COMMUNITIES ACTIVITIES		1 Vendors		1 Transactions	
862	DEPT				SHIP					
	5576	BACHMAN/MARY								
26	5576	BACHMAN/MARY		980.00	SHIP GRANT TIME				Personnel Wages	
				980.00		1 Transactions				
15	3350	PRAIRIE LUTHERAN SCHOOL		2,674.70	SHIP PARTNERSHIP EXPENSE				Other Services & Charges	

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



ROBECK
9/30/16 2:33PM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3350 PRAIRIE LUTHERAN SCHOOL		2,674.70	1 Transactions		
862 DEPT Total:		3,654.70	SHIP	2 Vendors	2 Transactions
866 DEPT			EMERGENCY PREPAREDNESS TO BIOTER		
21 2747 VIVID IMAGE INC					
82-866-000-0000-6203		120.00	EMAIL ACCOUNTS	9117	COMMUNICATIONS
2747 VIVID IMAGE INC		120.00	1 Transactions		
866 DEPT Total:		120.00	EMERGENCY PREPAREDNESS TO BIOTI	1 Vendors	1 Transactions
872 DEPT			CHILD & TEEN CHECKUPS (C&TC)		
14 963 MINNESOTA STATE AUDITOR					
82-872-000-0000-6265		8,298.00	2016 AUDIT SERVICE FOR 2015	67542	Professional Services
963 MINNESOTA STATE AUDITOR		8,298.00	07/27/2016 08/23/2016		
			1 Transactions		
872 DEPT Total:		8,298.00	CHILD & TEEN CHECKUPS (C&TC)	1 Vendors	1 Transactions
82 Fund Total:		18,580.88	COMMUNITY HEALTH SERVICE		25 Transactions

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



ROBECK
9/30/16 2:33PM
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
975	DEPT			DNR CLEARING ACCOUNT		
13	509 MINNESOTA DNR 86-975-000-0000-6850		249.00	DNR 09/21/2016 09/27/2016		Collections For Other Agencies
	509 MINNESOTA DNR		249.00		1 Transactions	
975	DEPT Total:		249.00	DNR CLEARING ACCOUNT	1 Vendors	1 Transactions
976	DEPT			GAME & FISH CLEARING ACCOUNT		
12	509 MINNESOTA DNR 86-976-000-0000-6850		164.50	G & F 09/21/2016 09/27/2016		Collections For Other Agencies
	509 MINNESOTA DNR		164.50		1 Transactions	
976	DEPT Total:		164.50	GAME & FISH CLEARING ACCOUNT	1 Vendors	1 Transactions
86	Fund Total:		413.50	TRUST & AGENCY FUND		2 Transactions

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



ROBECK
9/30/16 2:33PM
87 TAX & PENALTY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
982	DEPT		MISCELLANEOUS TAX COLLECTIONS		
	134 CITY OF HUTCHINSON				
2	87-982-000-0000-6850		DECERTIFIED TIF DIST #26		Collections For Other Agencies
	134 CITY OF HUTCHINSON		1 Transactions		
	488 SCHOOL DISTRICT OF HUTCHINSON 042				
18	87-982-000-0000-6850		DECERTIFIED TIF DIST #26		Collections For Other Agencies
	488 SCHOOL DISTRICT OF HUTCHINSON 042		1 Transactions		
982	DEPT Total:		MISCELLANEOUS TAX COLLECTIONS	2 Vendors	2 Transactions
		2,179.65			
87	Fund Total:		TAX & PENALTY FUND		2 Transactions
		2,179.65			
	Final Total:		70 Vendors	149 Transactions	
		528,686.26			

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	19,495.70	GENERAL REVENUE FUND	
	3	996.59	ROAD & BRIDGE FUND	
	5	3,920.17	SOLID WASTE FUND	
	11	2,437.19	HUMAN SERVICE FUND	
	25	480,662.58	SPECIAL REVENUE FUND	
	82	18,580.88	COMMUNITY HEALTH SERVICE	
	86	413.50	TRUST & AGENCY FUND	
	87	2,179.65	TAX & PENALTY FUND	
	All Funds	528,686.26	Total	Approved by,
			
			

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



POOL
10/7/16 12:34PM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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



POOL

10/7/16 12:34PM

1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3	DEPT			COUNTY WIDE		
5281	TASC					
66	01-003-000-0000-6350		435.00	HSA PLAN ADMINISTRATION 11/01/2016 11/30/2016	IN867200	Other Services & Charges
67	01-003-000-0000-6350		375.41	FSA ADMINISTRATION 11/01/2016 11/30/2016	IN867200	Other Services & Charges
68	01-003-000-0000-6350		75.00	FSA CLAIM CARD FEES 11/01/2016 11/30/2016	IN867200	Other Services & Charges
5281	TASC		885.41	3 Transactions		
3	DEPT Total:		885.41	COUNTY WIDE	1 Vendors	3 Transactions
13	DEPT			COURT ADMINISTRATOR'S		
11580	CENTURYLINK					
5	01-013-000-0000-6203		38.85	LONG DISTANCE 09/21/2016 10/20/2016	320439462	Communications
11580	CENTURYLINK		38.85	1 Transactions		
9555	CONKEL/JEANNE M V					
13	01-013-000-0000-6272		48.75	COURT APPOINT CP/JD	JV-15-189	Court Appt Atty-Dep/Neg/Ter
15	01-013-000-0000-6272		11.25	COURT APPOINT CJ/BH/CR	JV-15-196	Court Appt Atty-Dep/Neg/Ter
14	01-013-000-0000-6272		116.25	COURT APPOINT CP/RB/RW	JV-16-90	Court Appt Atty-Dep/Neg/Ter
26	01-013-000-0000-6273		202.25	COURT APPOINT C MOEH	P2-00-25	Court Appt Atty-Other
25	01-013-000-0000-6273		217.50	COURT APPOINT R NELSON	PR-09-2073	Court Appt Atty-Other
27	01-013-000-0000-6273		116.25	COURT APPOINT R SOMERVILLE	PR-15-1499	Court Appt Atty-Other
17	01-013-000-0000-6273		435.00	COURT APPOINT R HENNING	PR-16-1022	Court Appt Atty-Other
21	01-013-000-0000-6273		240.15	COURT APPOINT B RIBAR	PR-16-1023	Court Appt Atty-Other
23	01-013-000-0000-6273		56.25	COURT APPOINT J HORSTMANN	PR-16-1044	Court Appt Atty-Other
24	01-013-000-0000-6273		37.50	COURT APPOINT A ALSLEBEN	PR-16-390	Court Appt Atty-Other
16	01-013-000-0000-6273		30.00	COURT APPOINT R STOKKE	PR-16-531	Court Appt Atty-Other
20	01-013-000-0000-6273		7.50	COURT APPOINT S GULSO	PR-16-570	Court Appt Atty-Other
22	01-013-000-0000-6273		161.25	COURT APPOINT G POST	PR-16-796	Court Appt Atty-Other
19	01-013-000-0000-6273		30.00	COURT APPOINT A JANKOWSKI	PR-16-868	Court Appt Atty-Other
18	01-013-000-0000-6273		7.50	COURT APPOINT G HEMMANN	PR-16-937	Court Appt Atty-Other
9555	CONKEL/JEANNE M V		1,717.40	15 Transactions		
812	GAVIN WINTERS & LONG LTD					
29	01-013-000-0000-6272		93.75	COURT APPT HW/JW JV-15-139	20120122-000M	Court Appt Atty-Dep/Neg/Ter
30	01-013-000-0000-6272		101.25	COURT APPT NV/DM/EE JV-15-62	20150150-000M	Court Appt Atty-Dep/Neg/Ter



POOL
10/7/16 12:34PM
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
34		01-013-000-0000-6272		41.25	COURT APPT JK/CN JV-15-186	20150272-000M	Court Appt Atty-Dep/Neg/Ter
39		01-013-000-0000-6272		18.75	COURT APPT CP/JD JV-15-189	20150276-000M	Court Appt Atty-Dep/Neg/Ter
36		01-013-000-0000-6272		22.50	COURT APPT DL/CV JV-15-159	20150334-000M	Court Appt Atty-Dep/Neg/Ter
38		01-013-000-0000-6272		101.25	COURT APPT VR/TM JV-16-40	20160069-000M	Court Appt Atty-Dep/Neg/Ter
37		01-013-000-0000-6272		37.50	COURT APPT CT/JW JV-16-36	20160084-000M	Court Appt Atty-Dep/Neg/Ter
31		01-013-000-0000-6272		18.75	COURT APPT RT/MJ JV-16-54	20160089-000M	Court Appt Atty-Dep/Neg/Ter
32		01-013-000-0000-6272		48.75	COURT APPT HS/RR JV-16-75	20160154-000M	Court Appt Atty-Dep/Neg/Ter
35		01-013-000-0000-6272		176.25	COURT APPT PJ/JH JV-16-88	20160155-000M	Court Appt Atty-Dep/Neg/Ter
41		01-013-000-0000-6272		176.25	COURT APPT CB/BW JV-16-95	20160179-000M	Court Appt Atty-Dep/Neg/Ter
28		01-013-000-0000-6272		63.75	COURT APPT JR/MR JV-16-118	20160207-000M	Court Appt Atty-Dep/Neg/Ter
33		01-013-000-0000-6272		112.50	COURT APPT AP/RJ JV-16-140	20160222-000M	Court Appt Atty-Dep/Neg/Ter
40		01-013-000-0000-6272		176.25	COURT APPT PH/JH JV-16-142	20160223-000M	Court Appt Atty-Dep/Neg/Ter
42		01-013-000-0000-6273		536.25	COURT APPT KC PR-16-1361	20160225-000M	Court Appt Atty-Other
812	GAVIN WINTERS & LONG LTD			1,725.00	15 Transactions		
13	DEPT Total:			3,481.25	COURT ADMINISTRATOR'S	3 Vendors	31 Transactions
75	DEPT				CENTRAL SERVICES-CHARGE BACKS		
1083	WEX BANK						
59		01-075-000-0000-6338		1,291.42	FUEL MOTOR POOL 09/01/2016 09/30/2016	47064179	Motor Pool Expenses
1083	WEX BANK			1,291.42	1 Transactions		
75	DEPT Total:			1,291.42	CENTRAL SERVICES-CHARGE BACKS	1 Vendors	1 Transactions
76	DEPT				CENTRAL SERVICES-COUNTY WIDE		
5918	CENTURY LINK						
3		01-076-000-0000-6203		55.78	CIRCUIT CHARGE	66XCD6-S-16259	Communications
5918	CENTURY LINK			55.78	1 Transactions		
11580	CENTURYLINK						
4		01-076-000-0000-6203		561.80	LONG DISTANCE 09/21/2016 10/20/2016	320439462	Communications
11580	CENTURYLINK			561.80	1 Transactions		
5771	NU-TELECOM						
45		01-076-000-0000-6203		1,483.65	EXT/PRI/SW B1 10/01/2016 10/31/2016	81854811	Communications

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



POOL
10/7/16 12:34PM
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
5771 NU-TELECOM		1,483.65	1 Transactions	
76 DEPT Total:		2,101.23	CENTRAL SERVICES-COUNTY WIDE	3 Vendors 3 Transactions
201 DEPT			COUNTY SHERIFF'S OFFICE	
11580 CENTURYLINK				
6 01-201-000-0000-6203		62.60	LONG DISTANCE	320439462 Communications
			09/21/2016 10/20/2016	
11580 CENTURYLINK		62.60	1 Transactions	
5771 NU-TELECOM				
49 01-201-000-0000-6203		143.68	111-2290 ACC VOICE	81854632 Communications
			10/01/2016 10/31/2016	
5771 NU-TELECOM		143.68	1 Transactions	
201 DEPT Total:		206.28	COUNTY SHERIFF'S OFFICE	2 Vendors 2 Transactions
251 DEPT			COUNTY JAIL	
1083 WEX BANK				
60 01-251-000-0000-6455		306.59	FUEL	47059542 Motor Fuels And Lubrication
			09/01/2016 09/30/2016	
1083 WEX BANK		306.59	1 Transactions	
251 DEPT Total:		306.59	COUNTY JAIL	1 Vendors 1 Transactions
485 DEPT			COUNTY PUBLIC HEALTH NURSING	
11580 CENTURYLINK				
7 01-485-000-0000-6203		78.85	LONG DISTANCE	320439462 Communications
			09/21/2016 10/20/2016	
11580 CENTURYLINK		78.85	1 Transactions	
485 DEPT Total:		78.85	COUNTY PUBLIC HEALTH NURSING	1 Vendors 1 Transactions
520 DEPT			COUNTY PARK'S	
5906 CENTURYLINK				
2 01-520-000-0000-6203		91.43	525 CARETAKER OFFICE PHONE	313540758 Communications
1 01-520-000-0000-6203		65.96	525 SHOP	314102204 Communications

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



POOL
10/7/16 12:34PM
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
5906 CENTURYLINK		157.39	2 Transactions	
5771 NU-TELECOM				
46 01-520-000-0000-6203		44.46	PIEPENBURG 587-2082 10/01/2016 10/31/2016	81854811 Communications
5771 NU-TELECOM		44.46	1 Transactions	
520 DEPT Total:		201.85	COUNTY PARK'S	2 Vendors 3 Transactions
1 Fund Total:		8,552.88	GENERAL REVENUE FUND	45 Transactions

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



POOL
10/7/16 12:34PM
3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
320 DEPT		HIGHWAY CONSTRUCTION		
130 SCOTT CONSTRUCTION INC				
53 03-320-000-0000-6532		59,478.26 #2 CP 16-000-01 STRIPING	1601-3	TRAFFIC MARKING
54 03-320-000-0000-6531		22,866.44 @3 CP 16-000-02 SEAL COAT	1602-3	SEALCOATING
130 SCOTT CONSTRUCTION INC		82,344.70		2 Transactions
320 DEPT Total:		82,344.70		HIGHWAY CONSTRUCTION 1 Vendors 2 Transactions
340 DEPT		HIGHWAY EQUIPMENT MAINTENANCE		
32875 HUTCHINSON UTILITIES COMMISSION				
61 03-340-000-0000-6253		128.16 ELECTRIC TE,P STORAGE	31020-045101	Electricity
62 03-340-000-0000-6255		31.50 GAS TEMP STORAGE	31021-045101	Natural Gas
32875 HUTCHINSON UTILITIES COMMISSION		159.66		2 Transactions
1083 WEX BANK				
70 03-340-000-0000-6455		634.31 UNLEADED FUEL SEPT	47063600	Motor Fuels And Lubrication
72 03-340-000-0000-6455		11.31- MISC PREV PER REBATE	47063600	Motor Fuels And Lubrication
71 03-340-000-0000-6567		993.02 DIESEL FUEL SEPT	47063600	Diesel Fuel & Tax
1083 WEX BANK		1,616.02		3 Transactions
340 DEPT Total:		1,775.68		HIGHWAY EQUIPMENT MAINTENANCE 2 Vendors 5 Transactions
3 Fund Total:		84,120.38		ROAD & BRIDGE FUND 7 Transactions

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



POOL
10/7/16 12:34PM
5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT 11580 CENTURYLINK			SOLID WASTE TIP FEE		
8	05-391-000-0000-6203		10.28	LONG DISTANCE 09/21/2016 10/20/2016	320439462	Communications
	11580 CENTURYLINK		10.28	1 Transactions		
391	DEPT Total:		10.28	SOLID WASTE TIP FEE	1 Vendors	1 Transactions
393	DEPT 11580 CENTURYLINK			MATERIALS RECOVERY FACILITY		
9	05-393-000-0000-6203		10.01	LONG DISTANCE 09/21/2016 10/20/2016	320439462	Communications
	11580 CENTURYLINK		10.01	1 Transactions		
64	1160 MCLEOD COUNTY AUDITOR TREASURER 05-393-000-0000-6350		14.50	PLATE REPLACEMENT FOR TRAILER		Other Services & Charges
	1160 MCLEOD COUNTY AUDITOR TREASURER		14.50	1 Transactions		
69	4170 WASTE MANAGEMENT OF WI MN 05-393-000-0000-6257		1,798.48	RECYCLING RESIDUE GARBAGE	6959694-1593-1	Sewer, Water And Garbage Removal
	4170 WASTE MANAGEMENT OF WI MN		1,798.48	1 Transactions		
393	DEPT Total:		1,822.99	MATERIALS RECOVERY FACILITY	3 Vendors	3 Transactions
397	DEPT 11580 CENTURYLINK			HOUSEHOLD HAZARDOUS WASTE		
10	05-397-000-0000-6203		0.25	LONG DISTANCE 09/21/2016 10/20/2016	320439462	Communications
	11580 CENTURYLINK		0.25	1 Transactions		
397	DEPT Total:		0.25	HOUSEHOLD HAZARDOUS WASTE	1 Vendors	1 Transactions
5	Fund Total:		1,833.52	SOLID WASTE FUND		5 Transactions

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



POOL
10/7/16 12:34PM
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
420	DEPT			INCOME MAINTENANCE		
	11580 CENTURYLINK					
11	11-420-600-0010-6203		289.42	LONG DISTANCE	320439462	Communications/Postage
				09/21/2016 10/20/2016		
	11580 CENTURYLINK		289.42	1 Transactions		
420	DEPT Total:		289.42	INCOME MAINTENANCE	1 Vendors	1 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI		
	11580 CENTURYLINK					
12	11-430-700-0010-6203		124.03	LONG DISTANCE	320439462	Communications/Postage
				09/21/2016 10/20/2016		
	11580 CENTURYLINK		124.03	1 Transactions		
430	DEPT Total:		124.03	INDIVIDUAL AND FAMILY SOCIAL SER	1 Vendors	1 Transactions
11	Fund Total:		413.45	HUMAN SERVICE FUND		2 Transactions

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



POOL
10/7/16 12:34PM
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
15 DEPT		LAW LIBRARY		
6 MATTHEW BENDER & CO INC				
43 25-015-000-0000-6451		93.08	MN PIRSIG ON PLEADINGS	86666487 Books
44 25-015-000-0000-6451		245.10	DUNNELL MN DIGEST 16	86715860 Books
6 MATTHEW BENDER & CO INC		338.18	2 Transactions	
3408 RELX INC				
51 25-015-000-0000-6451		359.00	LEXISNEXIS SUBSCRIPTION	3090697882 Books
			09/01/2016 09/30/2016	
3408 RELX INC		359.00	1 Transactions	
15 DEPT Total:		697.18	LAW LIBRARY	2 Vendors 3 Transactions
101 DEPT			COUNTY RECORDER'S	
5251 INFORMATION SYSTEMS CORP				
63 25-101-000-0000-6610		9,945.00	SCANNER KIP (PLAT)	24291 Capital - Over \$5,000 (Fixed Assets)
5251 INFORMATION SYSTEMS CORP		9,945.00	1 Transactions	
101 DEPT Total:		9,945.00	COUNTY RECORDER'S	1 Vendors 1 Transactions
252 DEPT			JAIL CANTEEN ACCOUNT	
5771 NU-TELECOM				
47 25-252-000-0000-6460		108.89	CABLE	81853440 Jail Supplies
			10/01/2016 10/31/2016	
5771 NU-TELECOM		108.89	1 Transactions	
252 DEPT Total:		108.89	JAIL CANTEEN ACCOUNT	1 Vendors 1 Transactions
285 DEPT			E-911 SYSTEM MAINTENANCE - GRANT	
5771 NU-TELECOM				
48 25-285-000-0000-6203		588.30	587-0405 E-911	81855027 Communications - Telephone Equipment
			10/01/2016 10/31/2016	
5771 NU-TELECOM		588.30	1 Transactions	
285 DEPT Total:		588.30	E-911 SYSTEM MAINTENANCE - GRAN	1 Vendors 1 Transactions
25 Fund Total:		11,339.37	SPECIAL REVENUE FUND	6 Transactions

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



POOL
10/7/16 12:34PM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
862 DEPT				
3350 PRAIRIE LUTHERAN SCHOOL				
50 82-862-000-0000-6350		260.00		Other Services & Charges
3350 PRAIRIE LUTHERAN SCHOOL		260.00	1 Transactions	
1420 ST PAULS LUTHERAN SCHOOL				
52 82-862-000-0000-6350		441.00		Other Services & Charges
1420 ST PAULS LUTHERAN SCHOOL		441.00	1 Transactions	
862 DEPT Total:		701.00	SHIP	2 Vendors 2 Transactions
82 Fund Total:		701.00	COMMUNITY HEALTH SERVICE	2 Transactions

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



POOL
10/7/16 12:34PM
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
963	DEPT			TOWNSHIP NON-INTOXICATING LICENS		
55	476 TOWN OF COLLINS 86-963-000-0000-6850		100.00	BROWNTON ROD & GUN LIC 2016		Collections For Other Agencies
	476 TOWN OF COLLINS		100.00	1 Transactions		
56	479 TOWN OF HUTCHINSON 86-963-000-0000-6850		50.00	GOPHER CAMPFIRE LIC 2016		Collections For Other Agencies
	479 TOWN OF HUTCHINSON		50.00	1 Transactions		
57	484 TOWN OF SUMTER 86-963-000-0000-6850		100.00	MAJOR AVE HUNT CLUB LIC 2016		Collections For Other Agencies
	484 TOWN OF SUMTER		100.00	1 Transactions		
58	485 TOWN OF WINSTED 86-963-000-0000-6850		90.00	SHADOWBROOKE LIC 2016		Collections For Other Agencies
	485 TOWN OF WINSTED		90.00	1 Transactions		
963	DEPT Total:		340.00	TOWNSHIP NON-INTOXICATING LICEI	4 Vendors	4 Transactions
975	DEPT			DNR CLEARING ACCOUNT		
65	509 MINNESOTA DNR 86-975-000-0000-6850		237.50	DNR		Collections For Other Agencies
	509 MINNESOTA DNR		237.50	09/27/2016 10/03/2016 1 Transactions		
975	DEPT Total:		237.50	DNR CLEARING ACCOUNT	1 Vendors	1 Transactions
86	Fund Total:		577.50	TRUST & AGENCY FUND		5 Transactions
	Final Total:		107,538.10	36 Vendors		72 Transactions

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	8,552.88	GENERAL REVENUE FUND	
3	84,120.38	ROAD & BRIDGE FUND	
5	1,833.52	SOLID WASTE FUND	
11	413.45	HUMAN SERVICE FUND	
25	11,339.37	SPECIAL REVENUE FUND	
82	701.00	COMMUNITY HEALTH SERVICE	
86	577.50	TRUST & AGENCY FUND	
All Funds	107,538.10	Total	Approved by,
		
		

Guaranteed Maintenance Service Agreement

Comprehensive Coverage Model: Verint Audiolog Dongle #D17154

This is a Service Agreement between Northland Business Systems Incorporated (hereinafter referred to as Northland) and **McLeod County** (hereinafter referred to as the Purchaser). The agreement outlines the conditions whereby Northland will provide service for the Audiolog Digital Voice Logging System.

1. TERM

This Service Agreement becomes effective on **11/01/2016**, and will continue in effect until **10/31/2017**.

2. SERVICE

Prompt response to all service calls will be provided 8 hours a day, 5 days a week, at a charge of **\$3,540.00** per year, which charge is subject to the terms of Paragraph 6 herein. As a comprehensive maintenance customer, you are guaranteed priority service and response to reported trouble via modem, a phone call, or an on-site visit.

Replacement parts will be furnished and installed by Northland Service Technicians at no extra charge. The parts replaced become the property of Northland.

Component parts, assemblies, or subassemblies may be replaced with new or refurbished items at Northland's option. If parts must be replaced due to causes other than normal wear and tear, Northland will charge the price in effect at the time for such parts and all reasonable expenses associated with Northland's cost to replace said parts.

Northland will provide and install updates to Licensee's System(s) as long as a Support Agreement is in place, without any additional charge to Licensee and there are no payments in arrears due to Northland. "Updates" are defined as any Systems software in which numbers to the right of the first decimal point have increased (i.e. 8.1, 8.2 and 8.3) and these updates are provided at no cost by the software manufacturer. "Upgrades", defined as a numeric increase to the left of the first decimal point (i.e. 8.0, 9.0, and 10.0) can be purchased from Northland at the time that they are made available.

Under this Service agreement, Northland resolves to work toward giving your System availability approaching 100%. In order to do this, Northland may, based on technical judgments made by Northland Service Technicians and Verint, request to be able to monitor machine functions via its Remote Diagnostics Facility (RDF), but always with the prior knowledge, approval, and cooperation of the Purchaser. At such time Northland may also make changes to the resident software, but never in a way that would knowingly disrupt normal operations, violate security, or disturb the Purchaser's records. In addition, Northland may, from time to time, recommend and initiate replacement of suspect component parts at no expense to the Purchaser, but with their planned

cooperation regarding replacement work. This will always be done with every intention of minimizing disruption. Finally, if Northland deems it advisable for a Service Technician to visit and perform machine or operational remediation on site, such a trip will be initiated by Northland, but with the full knowledge and cooperation of the Purchaser. The full expenses for such travel including per diem, living expenses and all incidental costs relating either to the trip or the service work will be paid by Northland, resulting in no cost to the Purchaser. An exception to this is if it is determined that the problem developed from a part damaged by causes other than normal wear and tear.

The Purchaser will maintain the environmental conditions specified. These conditions will be within the common environmental range of all systems components.

3. TITLE

Title to all documentation and software relating to the maintenance of the system shall remain with Northland. The Purchaser, as licensee, acknowledges that all such documentation and software are proprietary and confidential, and will hold in confidence all such information, as well as consequentially, Northland will retain full title to the software. The Purchaser will have the right to use such software as long as it owns the product, and agrees to hold in confidence all technical and trade secret information, including, without limitation, the content of and information relating to software, including source code, object code, software updates supplied by Northland in respect thereto, all subsequent modification of code made by Northland pursuant to maintenance and/or diagnostic evaluation, and all documentation relating to any of the foregoing. The Purchaser ensures that access to such information will be limited to employees who must have access in order to use the system efficiently.

Northland may remove any maintenance materials or diagnostic software at any time, either temporarily or permanently. The diagnostic software provided to facilitate the servicing of the system is not necessarily for the operation of basic system software.

4. EXCLUSIONS

Some Services may not be covered by this agreement. These items may be referred to as *Move/Add/Change* and Purchaser is responsible for all charges including the cost of parts, labor, assistance over the telephone and travel (as listed in Section 7 of this Agreement) relating to:

- a. Electrical work external to the equipment;
- b. Maintenance of accessories, attachments, machines, or other devices not furnished or manufactured by Northland;
- c. Repair of damages resulting from accident, neglect or misuse, fluctuations of temperature or humidity, failure of electrical power, or causes other than ordinary use including fires and acts of God, or resulting from maintenance or repair of the equipment by persons other than Northland personnel or its authorized representatives, or damages caused by installation of third-party software (including, but not limited to, Pervasive, Annual Anti-Virus Updates, PCAnywhere, Microsoft Word, Microsoft Operating Systems, Roxio CD Creator) not purchased from or authorized by Northland;

- d. Furnishing photographic material, magnetic or paper tapes, chart paper, headsets, bar code labels, printer paper, flash cards, and other consumable items;
 - e. Adding or removing accessories, attachments, or other devices;
 - f. Services rendered impractical due to alterations to the equipment, or because of electrical or mechanical connections to equipment not supplied by Northland
 - g. Upgrading any third-party software needed to support NICE, including but not limited to, Pervasive, Annual Anti-Virus Updates, PCAnywhere, Microsoft Word, Microsoft Operating Systems, Roxio CD Creator;
 - h. Installation of System Software Upgrades, defined as a numeric increase to the left of the first decimal point (i.e. 8.0, 9.0, 10.0);
 - i. New report formats;
 - j. Changes to existing report formats;
 - k. Setting up additional departments;
 - l. Installing and training additional users;
 - m. Re-training existing staff;
 - n. Reloading software due to customer upgrades/changes, including but not limited to, Pervasive, Annual Anti-Virus Updates, PCAnywhere, Microsoft Word, Microsoft Operating Systems, Roxio CD Creator;
 - o. Connectivity to internet service provider from remote site to customer's network;
 - p. Interfacing client's Virtual Private Network with remote site.
5. Northland reserves the right to modify or delete any term of this Service Agreement effective as of any anniversary date of the Agreement by giving thirty (30) days prior written notice to the Purchaser. The Purchaser may then elect to accept the Agreement with such modification(s) or deletion(s), or terminate the Agreement. Failure by the purchaser to terminate within the thirty-day notice period will signify acceptance of the Agreement as amended. As used in this Section, the term "modification" includes, without limitation, changes in price, term or the character or extent of service, including withdrawal of support for particular hardware or software systems or subsystems.

6. CHARGES

Charges for service provided under this Service Agreement are invoiced on an annual basis and are payable upon receipt of invoice. If the continuity of Warranty/Service Agreement coverage is interrupted due to non-receipt of payment from the Purchaser or issuance on ninety (90) days prior written notice by Northland or Purchaser, Northland may require an on-site evaluation in order to determine the condition of the Purchaser's system before a new Service Agreement becomes effective. This right will also be assumed if any third party has provided service before the Service Agreement goes into effect. The cost of parts, labor, and travel to evaluate the system under these circumstances, and all serviceable standards of operation as reasonably deemed necessary by Northland, will be the responsibility of the Purchaser. Northland will assess late charges of one and one-half percent (1 1/2) % per month for over thirty (30) days. Service coverage may be discontinued by Northland for non-payment of any invoices sixty (60) days beyond due date. Any portion of payment received is deemed acceptance of the terms conditions of this agreement.

Changes in equipment specifications, attachments, or features may result in an adjustment of Service charges. The Service charges for equipment not covered by the Service Agreement will be the current published rate at the time the equipment is added, and will be prorated to coincide with the anniversary date of this Service Agreement. All future purchases for this system will be automatically added to this main service contract and you will receive a pro-rated invoice.

Northland reserves the right to discontinue service for non-payment of overdue invoices.

Normal Business Hours Support:
After Hours Support:
Email support:

952-894-4204
952-894-4204 Option 2
Solutions@northlandsys.com

7. RATES

There is a one-hour minimum charge for all labor.

Labor

Normal Business Hours – 8:00-5:00 M-F	\$180.00 per hour
After-Hours Service	\$375.00 per hour

Travel

Normal Business Hours	\$90.00 per hour
After-Hours	\$90.00 per hour

8. GENERAL

- Northland's obligations hereunder are subject to delays caused by labor difficulties, fires, casualties and accidents; acts of the elements; acts of public enemy; transportation difficulties; inability to obtain equipment, materials or qualified labor sufficient to fill its orders; government interference or regulations and other causes beyond Northland's control.
- Any or all of Northland's rights or obligations under this Service Agreement may be assigned by Northland with notice to the purchaser, and will be exercised by any assignee thereof.
- Northland's liability to the Purchaser for damages of any nature, whether in contract or tort, including negligence, shall not exceed the total charges paid or payable during one year under the Service Agreement.
- No action arising out of the performance of services under this Service Agreement whether in contract or tort, including negligence, may be brought by either party more than one year after the cause of action accrues; provided, however, that any action for non-payment may be brought at any time within the applicable statute of limitations period.
- In no event will Northland be liable for any loss of date, lost charges, or special indirect or consequential damages.
- Northland disclaims all warranties, including all warranties or merchantability and fitness for a particular purpose.
- Any controversy arising from this Service Agreement shall be governed by the laws of the State of Minnesota.

This agreement shall become effective on its date and shall remain in force for a period of one year and from year to year thereafter unless terminated by either party upon written notice given to the other party at least thirty (30) days prior to the end of the first year or subsequent year. No refund or pro-rating on the remainder of the contract is allowed. This agreement is not transferable and becomes void upon sale of the equipment.

This Service Agreement replaces and supercedes any previous Service Agreement between the parties, and constitutes the entire Service Agreement between the parties with respect to the subject matter hereof.

Northland Business Systems Incorporated Service Agreement
By their duly authorized representatives

Northland Business Systems

McLeod County

By: 

By: _____

Contract Manager

Authorized Signature

Date: 10/10/16

Date: _____



PLATINUM
MANAGED CARE SERVICE CONTRACT

Mspace, Inc.
811 Glenwood Avenue
Minneapolis, MN 55405
Phone 612-332-0122
Fax 612-332-3685
Toll Free: 800-733-5003

Customer Name: McLeod County	
Address: 801 10 th Street East	
City: Glencoe	State: MN
Primary Contact: Kevin Mathews	
Phone: 320-864-1339	
Email: Kevin.Mathews@co.mcleod.mn.us	

Mspace, Inc.		
811 Glenwood Avenue		
City: Minneapolis	State: MN	Zip: 55405
Mspace Representative: Chad Schlawin		
Phone: 612-238-3272		
Email: CSchlawin@yourmspace.com		

Serial #	System Description	Location	Coverage Dates	Price
26A83703	Tandberg Edge 95	Glencoe, MN	10/10/16- 10/9/17	\$2,171.31
Exhibit A	Video Conference system	Glencoe, MN	10/10/16- 10/9/17	\$943.95
Price:				\$3,115.26

Contract Length:	1 YEAR	Contract Type:	RENEWAL
Submitted:	10/7/16	Pricing Valid Until:	11/7/16

Customer Signature _____ Customer Name (please print) _____ Title _____ Date _____
 By signing this proposal, I acknowledge and agree to the terms and conditions included within this proposal on the following pages.

Mspace Signature _____ Mspace Name (please print) _____ Title _____ Date _____



Key Features

Unlimited Phone Support: Help Desk, Engineering, Training and Customer Service personnel will be available to receive your call and answer your questions pertaining to the operation of the System.

Next Business Day On-Site Scheduling: Your System will be evaluated at your site via remote remedial diagnostics within one business day. If required, technical service personnel will be scheduled before the end of the next regular business day (8:00 AM to 5:00 PM M-F Central Time). Subject to customer and room availability.

Replacement Parts: If required, replacement parts will be coordinated for arrival with our service technician. All qualified costs associated with performance of the contract including the cost of equipment, materials and labor will be paid by MSpace, Inc. Replacement parts are subject to availability and will be equivalent in performance and function to ensure system operability. **

Work Through to Completion on Service Calls: System service will continue through to completion regardless of overtime. Subject to customer and room availability.

MSpace Developed Control System Software Archival: MSpace will maintain and make available as requested all control system programs and source codes related directly to the installed system for historical reference.

Video Conferencing - CODEC Only - Advance Replacement:*

- Next day* part replacement per related manufacturer's program. For next day parts replacement calls must be received one business day in advance.
- Defective product to be returned to manufacturer with advance shipping label within 20 days†.
- Remote CODEC software updates/upgrades per related manufacturer's program.

Annual Preventative-Maintenance Visit: MSpace, Inc. will schedule (1) annual preventative maintenance to include system diagnostics, cleaning and firmware updates as needed. Travel outside of the St. Paul/Minneapolis Metro Area is not included.

Training & Training Materials: Up to two (1) hour training sessions will be provided upon completion of installation along with applicable training material. Training is scheduled at the time of installation completion and does not apply to maintenance renewals.

Video Refresher Trainings: If requested at the time of contract renewal, MSpace will conduct two 30 minute video refresher trainings.

Video Test Systems: Unlimited usage of the MSpace Video Test Systems; End users may dial in to these video conferencing systems for testing and diagnostic purposes. Please call in advance for an available dial-up system.

*Subject to manufacturer shipment policies and customer location.

** Does not include consumable items (including, but not limited to the following): projector lamps, cables, cords & connectors and accessories such as remotes and touch screen pens. Labor and travel costs associated with installing consumable items is not included and is subject to current rates.

†Defective product not returned within timeframe set forth herein will be invoiced at current MSRP.

All service/parts replacement guarantees are for all Continental US (CONUS) based equipment only. Non-CONUS and international based equipment must be shipped to MSpace by customer. Customer bears all shipping expenses for non-CONUS and international based equipment.

Terms & Conditions

1. **SERVICE DESCRIPTION** The actual service entitlements you ("Customer") will receive for your system are described and detailed in a separate document. This Agreement is only operative when you, the customer, have selected a Service Offering and signed the contract.
2. **EQUIPMENT SCHEDULE** Each System will be on an exhibit containing the following information: (a) equipment schedule specifying manufacturer, model, serial number and location, (b) Service Offering, (c) the period during which any Service Offering is to be provided ("Service Offering"), and (d) maintenance fees.
3. **GENERAL TERMS AND CONDITIONS** Unless otherwise provided in the Service Agreement or Addendums, services will be provided during the Principal Period of Maintenance ("PPM") from 8:00 AM through 5:00 PM Central Time - Monday through Friday, exclusive of MSpace holidays. All maintenance services will be performed during MSpace's Normal Business Day. A "Normal Business Day" is defined as: Monday through Friday, 8:00 a.m. to 5:00 p.m. (Central Time). Services performed outside of the Normal Business Day or outside the scope of this Agreement will be charged on a per occurrence basis for a minimum of two (2) hours at MSpace's prevailing hourly or premium hourly rate including applicable trip fees or travel time to and from Customer's site. Customer shall also be responsible for travel and living expenses, when required. For product listed in an Equipment Schedule, you will receive software corrections ("Updates"). Customer may purchase software containing new functionality or capabilities ("Upgrades") at MSpace's current prices. Updates do not include Upgrades. Replacement parts are subject to availability and will be either new parts or parts equivalent in performance to new parts when used with the System. Parts removed from the System will become property of MSpace. Shipping & Handling costs of damaged or defective items returned for exchange or repair is the financial responsibility of the customer. The following items are not covered under the provisions of this contract and if requested, would be subject to additional charges if requested: (a) Electrical work external to the System, (b) repair or damage to, or defects in the System resulting from causes external to the System including fire, accident, system misuse, vandalism, acts of nature, water, lightning or failure of the installation site to conform to MSpace's applicable specifications, or resulting from use of the System for other than intended purposes, or resulting from maintenance or attempted repair or adjustment of the System components by persons other than MSpace's employees, (c) furnishing supplies or accessories, or painting or refinishing the System, (d) projector lamps, external fuses, batteries, software programs, digital media, patch cords and other similar expendables, (e) services in connection with the relocation of the System or the addition or removal of any equipment or parts, problems caused by improper connection of equipment, attachments, features or other devices not furnished by MSpace, or the maintenance, alterations, attachments or other devices not furnished by MSpace, including communication devices, wiring, connectors, software, networks or interface equipment, (f) image "burn-in" on any display devices, (g) re-training of personnel in system operation, additional training sessions are available for purchase, (h) travel expenses in excess of one (1) hour from MSpace's nearest service facility. MSpace cannot assume responsibility for the correct, consistent or dependable operation of the local area or wide area network (internet), public telephone network, central office switch or long distance provider servicing your facility. Maintenance program or maintenance renewal program entitlements are only valid when MSpace can verify and certify a System as completely operational. MSpace will make available verification as to the correct operation of the System provided, and will provide any technical information required of the network provider to facilitate network diagnostics and service. MSpace will provide sixty days prior written notice of MSpace's intent to terminate service for any System then under maintenance.
4. **MAINTENANCE FEES AND PAYMENT/TAXES** a) Maintenance fees are based on the Service Offering, Product configuration and locations. Unless otherwise specified in the Service Agreement or Addendums, Invoices are due and payable upon receipt of invoice. The maintenance fees and other charges hereunder do not include federal, state and/or local excise, sales, value added, use and other taxes now or hereafter levied or imposed on the services or spare or replacement parts hereunder, or on this Agreement or any Equipment Schedule Exhibit. You shall pay such taxes in full, provide to MSpace an acceptable tax exemption certificate, or reimburse MSpace in full for any such taxes paid by MSpace. MSpace will pay MSpace's corporate franchise taxes and taxes on MSpace's net income. b) The term of the Service Offering, if any, is set forth on the Service Agreement or Addendums. Upon extension of the Service Offering, the maintenance services provided by MSpace shall remain unchanged (except with respect to pricing) unless both parties agree in writing to any changes at the time of extension. c) Time and Materials - During the term of the Service Agreement, unless otherwise agreed to, services performed at Customer's request which are outside those specified herein shall be on a time, material(s) and transportation basis, at MSpace's then prevailing rates. Provisioning of such services shall be at the discretion of MSpace and shall be subject to the availability of personnel and parts, if applicable. All terms and conditions of the Service Agreement (except with respect to pricing) shall apply to such services. d) In the event a manufacturer discontinues producing a Product or in the event the Product has outlived the manufacturer's suggested product life cycle, then MSpace shall continue to provide maintenance services for as long as parts are readily available. In the event repair parts are not readily available, MSpace shall advise Customer and Customer shall have the option to replace the Product with a similar product at MSpace's then prevailing rates. In the event Customer declines to authorize such replacement, MSpace shall delete such Product(s) from this Agreement and MSpace will issue, if applicable, a prorated refund for such deletion. e) MSpace shall use commercially reasonable efforts to deliver the Products. Customer shall send or deliver defective Equipment or Software to a location designated by MSpace for Warranty returns. Customer shall bear all risk and expense of shipment.

5. **ADDITIONAL CUSTOMER OBLIGATIONS** During the PPM, You will provide access to the System and adequate working space, including heat, light, ventilation, electric currents and outlets, at no charge to MSpace. At your expense, you will maintain the installation site and provide the necessary utility services for use of the System in accordance with MSpace's and/or our manufacturer's applicable published System specifications.
6. **UNAUTHORIZED ALTERATION OF THE SYSTEM** If any person other than an MSpace employee or MSpace authorized service representative alters or changes the System without MSpace's prior consent or in any way renders the System unsafe for maintenance, MSpace may, at its option, remove the applicable equipment from maintenance or terminate the Agreement without liability to customer. Adjustments to the System made at the direction of MSpace do not constitute alterations or changes for purpose of this Section.
7. **EQUIPMENT SCHEDULES** If you wish to make an item addition to the Equipment Schedule as defined in paragraph 2 of the Service Agreement, and such item has not been covered under warranty or maintained by MSpace. MSpace may require that the item pass an inspection and/or be brought up to the latest revision level, both at your expense and on a time, material(s) and transportation basis, at MSpace's prevailing rates.
8. **WARRANTY/LIMITATION OR REMEDIES** **MSPACE WARRANTS THAT SERVICES WILL BE PROVIDED IN A PROFESSIONAL AND WORKMANLIKE MANNER. MSPACE MAKES NO OTHER WARRANTY, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY. MSPACE MAKES NO WARRANTY THAT OPERATION OF THE SYSTEM(S) WILL BE UNINTERRUPTED OR ERROR FREE. MSPACE, AT ITS DISCRETION, MAY DISPATCH LOCAL/SUBCONTRACTED TECHNICIANS TO FULFILL ON-SITE RESPONSE REQUESTS. MSPACE IS NOT RESPONSIBLE FOR THE AVAILABILITY OF SUBCONTRACTED LABOR OR DELAYS IN SERVICE CAUSED BY UNAVAILABILITY OF SUCH SUBCONTRACTORS. IN NO EVENT WILL MSPACE BE LIABLE FOR ANY DELAY IN FURNISHING SERVICES, EXCEPT FOR CLAIMS FOR PERSONAL INJURY OR FOR DAMAGES TO REAL OR TANGIBLE PERSONAL PROPERTY. IN NO EVENT WILL MSPACE BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR INDIRECT DAMAGES, LOST BUSINESS PROFITS, OR LOSS, DAMAGE, OR DESTRUCTION OF DATA REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, (INCLUDING NEGLIGENCE), BREACH OF WARRANTY, OR OTHERWISE, EVEN IF MSPACE HAS BEEN ADVISED AS TO THE POSSIBILITY OF SAME, AND MSPACE'S MAXIMUM LIABILITY FOR ALL OTHER DAMAGES WILL BE LIMITED IN ANY EVENT TO ONE (1) YEAR'S MAINTENANCE CHARGES FOR AFFECTED LOCATION. SOME STATES AND COUNTRIES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES AND THE ABOVE EXCLUSION OR LIMITATION MAY NOT APPLY.**
9. **FORCE MAJEUR** In no event will either party be liable for failure to perform hereunder due to contingencies beyond the party's reasonable control.
10. **INDEMNIFICATION** MSpace will indemnify and hold You harmless from and against any and all losses, damages, expenses (including reasonable attorney's fees), claims, liabilities, suits or actions for personal injury or property damage resulting from the performance or non-performance of MSpace's work pursuant to this Agreement on your premises, solely to the extent caused by the gross negligence of MSpace, Inc., its subcontractors, its employees, or anyone for whose acts they are legally liable, provided that (a) You notify MSpace in writing of the claim within 30 day of the act(s), (b) MSpace has sole control of the defense and all related settlement negotiations, and (c) such indemnification and save harmless obligation will be limited in the case of real or tangible property to the reduction in value or replacement cost of such property.
11. **MAINTENANCE EXPIRATION AND RENEWAL** This contract will expire on the date listed as the final date of the "Coverage Period". Coverage will be offered for five (5) years from date of installation on product installed and continually covered by an MSpace maintenance contract unless either party deems to amend the terms of coverage of this contract. Contract payment is due in full each year in advance of coverage effective dates and will be invoiced automatically 30 days prior to the yearly renewal date with cost increases added for each year of coverage. Renewal of monthly contracts will be automatically invoiced monthly after initial contract period. Cancellation of such coverage requires 30 day advance notice. Should coverage lapse for 90 days or less, renewal will be offered at MSpace's discretion without site certification at customer expense. Should coverage lapse for over 90 days, MSpace may require site certification at customer expense to verify system integrity prior to renewal.
12. **GENERAL** This Agreement may only be modified by a written agreement duly signed by authorized representatives of both parties and variance from an addition to terms and conditions of this Agreement in any order or other written notification form you submit in conjunction with an order for maintenance will be of no effect. If any term or provision of this Agreement is held invalid, illegal, or unenforceable, the legality, validity or enforceability of the remaining provisions will no way be affected or impaired. Either party's failure to enforce any provision of this Agreement will not be deemed a waiver of that provision or of the right to enforce it in the future. This Agreement is governed by and construed in accordance with the laws of The State of Minnesota.

THIS AGREEMENT, TOGETHER WITH ALL SPECIFIED EXHIBITS, IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES, SUPERSEDING ALL PROPOSALS OR PRIOR AGREEMENTS OR COMMUNICATIONS, ORAL OR WRITTEN, BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THE AGREEMENT

2016-2017 PUBLIC HEALTH NURSE LIAISON AGREEMENT

McLeod County Public Health shall provide the services listed below to Hutchinson Health, Hutchinson, Minnesota, for the period of November 1, 2016 – December 31, 2017

Public Health Nurse Liaison Services provided by McLeod County Public Health:

McLeod County Public Health will provide services of a full-time Registered Nurse/Public Health Nurse to:

1. Collaborate with Hutchinson Health providers and staff as part of HH's team-based care model.
2. Serve as a liaison between Hutchinson Health, McLeod County Family Health nurses, Prime West Case Managers, other McLeod County Public Health staff and McLeod County Social Services staff to ensure seamless and efficient coordination of health care, county programs and community services for patients in the clinic, ER, urgent care, or hospital setting.
3. Provide notifications of Hutchinson Health hospitalizations, ER visits and transitions of care to the Public Health staff.
4. Assess, teach, and or consult with patients and providers at Hutchinson Health to provide information, resources, referrals and support.
5. Participate in the Hutchinson Health rounds and discharge planning process as indicated.
6. Access Hutchinson Health census and if appropriate make referrals and/or notify Public Health staff.
7. Provide information to Hutchinson Health staff regarding McLeod county services that are provided outside of the Hutchinson Health setting.
8. Comply with McLeod County and Hutchinson Health policies and procedures related to documentation, data practices, and client confidentiality.
9. Provide on-going needs assessment, identification of high risk groups, case finding, referral, consultation, coordination of services to eliminate duplication and/or identify gaps in services.
10. Provide individual/family counseling and teaching to promote the highest level of self-care and wellness possible.
11. Collaborate to offer and develop and promote health education programs.
12. Perform other duties as assigned by Public Health Nurse Liaison's supervisors (McLeod County Public Health Director and Community Care Supervisor).

McLeod County Public Health Responsibilities:

1. Employer of Record
2. Provision of full-time employee benefit plan per McLeod County personnel policy.
3. Payment for mileage reimbursement for Public Health Nurse Liaison's travel between the Hutchinson Health and supervisor-approved meetings or trainings.

4. Payment for supervisor-approved continuing education fees and associated costs (mileage, meals, and lodging) for the Public Health Nurse Liaison.
5. Provide supervision and ongoing feedback related to duties and performance.
6. Complete Public Health Nurse Liaison's annual performance evaluation.
7. McLeod County Public Health and McLeod County agrees that it will defend and indemnify and hold harmless Hutchinson Health against any and all acts of McLeod County employees. McLeod County Public Health and McLeod County agrees that Hutchinson Health shall not be liable for medical services provided in the absence of Hutchinson Health staff. McLeod County further agrees that in order to protect itself as well as Hutchinson Health under the indemnity agreement set forth above, McLeod County will at all times during the term of the contract have and keep in force a general liability insurance policy in the amount of not less than one million and no/100 dollars (\$1,000,000).
8. McLeod County Public Health provides assurances to Hutchinson Health that it will comply with Health Information Portability Act (HIPAA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that all IIHI be:
 - Appropriately safeguarded;
 - Any misuse of IIHI will be reported to the McLeod County Public Health Supervisor/Director and Hutchinson Health supervisor;
 - Secure satisfactory assurances from any subcontractor;
 - Grant individuals access and ability to amend their IIHI;
 - Make available an accounting of disclosures; release applicable records to the Department of Health if requested; and
 - Upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.

Hutchinson Health Responsibilities:

1. Hutchinson Health will provide office space for the Public Health Nurse Liaison at the Hutchinson Health clinic. In the office space, Hutchinson Health will provide a desk and chair, access to a telephone, computer equipment (including laptop and access to a printer), clinic forms and clinic resource material.
2. Hutchinson Health will provide the Public Health Nurse Liaison access to Hutchinson Health's electronic medical record system (Excellian) to perform the duties and services outlined above.
3. Hutchinson Health will provide ancillary/clerical assistance related to the preparation of forms/reports as needed for the Liaison position.
4. Hutchinson Health will provide technology support for technology equipment and electronic medical record system (Excellian).
5. Hutchinson Health agrees that it will defend and indemnify and hold harmless McLeod County Public Health and McLeod County against any and all acts of Hutchinson Health employees. Hutchinson Health agrees that McLeod County and McLeod County Public Health shall not be liable for medical

services provided in the absence of the McLeod County Public Health Nurse Liaison. Hutchinson Health further agrees that in order to protect itself as well as McLeod County under the indemnity agreement set forth above, Hutchinson Health will at all times during the term of the contract have and keep in force a general liability insurance policy in the amount of not less than one million and no/100 dollars (\$1,000,000).

6. Hutchinson Health provides assurances to McLeod County Public Health that it will comply with Health Information Portability Act (HIPAA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that all IIHI be:
 - Appropriately safeguarded;
 - Any misuse of IIHI will be reported to the Public Health Supervisor/Director and Hutchinson Health supervisor;
 - Secure satisfactory assurances from any subcontractor;
 - Grant individuals access and ability to amend their IIHI;
 - Make available an accounting of disclosures; release applicable records to the Department of Health if requested; and
 - Upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.

Terms of Payment:

1. McLeod County Public Health will pay the salary and benefits for the Public Health Nurse Liaison for the time period November 1, 2016 – December 31, 2016.
2. McLeod County Public Health will charge Hutchinson Health 66.7% of the 2017 salary and benefits of the McLeod County Public Health Liaison (Registered Nurse/Public Health Nurse), as set by the McLeod County Board. McLeod County Public Health will pay for the remaining 33.3% of the 2017 salary and benefits for the Public Health Nurse Liaison position.
3. McLeod County Public Health will bill Hutchinson Health on a pro-rated monthly basis for Public Health Nurse Liaison services beginning in January 2017 for the time period January 1, 2017 – December 31, 2017.

This contract may be cancelled by Hutchinson Health or McLeod County Public Health at any time, with or without cause, upon thirty (30) days written notice of the other party. In event of such a cancellation, McLeod County Public Health shall be entitled to payment, determined on a pro-rated basis, for work or services satisfactorily performed.

Hutchinson Health

Date

McLeod County Board Chair

Date

Approved by Director of McLeod County
Public Health

Date

Approved as to form and execution:

McLeod County Attorney

Date

McLeod County Administrator

Date

**AMENDED AND RESTATED
JOINT POWERS AGREEMENT**

THIS AMENDED AND RESTATED JOINT POWERS AGREEMENT, made as of the 8th day of June, 2016, by and between the Minnesota Counties Computer Cooperative (“MnCCC”) and _____ (“Member”), to amend, restate and redefine the operation of MnCCC, and the rights, benefits, obligations and liabilities of MnCCC members.

WITNESSETH:

WHEREAS, MnCCC and its participating members have established by agreement an organization through which the parties may jointly and cooperatively provide for the establishment, operation, and maintenance of data processing facilities, software and other information management systems for the use and benefit of the parties; and

WHEREAS, Minnesota Statutes, Section 471.59, authorizes two or more units of government jointly or cooperatively to exercise any power common to the parties or any other similar power and by agreement to provide for a joint board representing the parties to the agreement;

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, and pursuant to Minnesota Statutes, Section 471.59, as amended, and any other applicable statutes, the parties hereto do hereby mutually agree, affirm and agree as follows:

Article I: Purpose

Member and the other members of MnCCC have agreed to a cooperative mechanism, enabling them to jointly exercise powers common to each participating member to:

- A. Develop, maintain and enhance proprietary software programs and related information systems and services of interest to MnCCC members and licensees, that can be registered and owned by MnCCC, and which may also be offered to third parties for commercialization by license or other agreement outside of Minnesota;
- B. Acquire or license third party software programs and related information systems and services of interest to MnCCC members;
- C. Provide for post-installation training, maintenance, support, enhancement and related managed professional services for MnCCC software programs and related information systems;
- D. Pursue government and related technology grants and related opportunities to acquire or improve software programs and information systems of interest to MnCCC members and eligible licensees;

- E. Assess, collect, hold and disburse dues, contract payments and other member contributions authorized by the Board;
- F. Employ a full time Executive Director to administer MnCCC operations and directives of the Board, and such other employees as may be necessary or desirable to administer MnCCC operations;
- G. Rent, purchase or otherwise acquire and hold property and other assets necessary or reasonably desirable for the successful operation of the MnCCC;
- H. Organize and conduct annual regional and MnCCC conferences, User Group training sessions, workshops and other meetings of members and licensees; and
- I. Establish and maintain a listing of such minimum acceptable contract terms to be included in any software license or managed services agreement, including such minimum required liability insurance obligations for all such licensors or service providers that meet or exceed the minimum standards as recommended from time to time by the Minnesota Counties Intergovernmental Trust (MCIT), or of any other primary insurer of MnCCC.
- J. Engage in such other similar or related services and programs as determined by the Board as are incident to and proper or reasonable to carry out the foregoing.

It is further the intent of the members to establish procedures whereby additional qualifying members may be added to Agreement, and to establish a mechanism whereby additional and/or alternative programs and services may be developed for the benefit of MnCCC members and eligible software licensees.

Article II: Name

The name of this joint powers entity shall be the MINNESOTA COUNTIES COMPUTER COOPERATIVE, hereinafter sometimes referred to as the “MnCCC”.

Article III: Membership

Membership in the MnCCC shall be open to any governmental unit or other political subdivision of the State of Minnesota as contemplated by M.S. 471.59 Subdivision 1. The Board may impose such conditions on membership, and may create or modify different classes, levels or types of membership within MnCCC, with differing member rights, privileges or obligations as it deems appropriate to protect the interest of the MnCCC and to provide for the benefit of its members; and in compliance with such conditions as are required by this Agreement, then-current Bylaws as amended (“Bylaws”), or by applicable statutes, administrative rules or other applicable Minnesota regulations for Minnesota joint powers organizations. During the term of membership, Member shall be entitled to use software and related managed professional services

for all software in use by any User Group that Member belongs to, subject to payment of all applicable User Group fees or other associated charges relating to such software.

Member agrees that such access and use of software is also contingent upon and subject at all times to compliance with all then-current MnCCC software and information systems rules and regulations (as well as those license and other covenants and obligations made by MnCCC with any third party owners). Member shall maintain in strictest confidence any and all software source code, user documentation or other confidential asset of MnCCC and/or any third party licensor, and acknowledges that such access and usage is reserved and authorized solely for Member's confidential internal use only, and that Member has no right to, and will not sell, license, distribute, transfer or otherwise make any unauthorized copy of any software source or object code or system or user documentation or any derivatives thereof, or to make any other unauthorized use of such assets without the prior written authorization of the MnCCC Board or the Executive Director; and that all MnCCC or third party licensor software or other property (including copies thereof) will be removed from such Member's computer system and returned to MnCCC (or destroyed, if so requested by MnCCC), promptly following such Member's withdrawal, other termination of membership, or following any uncured breach of such license or other software use agreement. In the event that any Member is authorized to and modifies the source code, such Member shall indemnify, defend and hold the MnCCC, other members or licensees, harmless from any claims resulting from such modifications, as well as for any unauthorized disclosure or other unauthorized use of such source code.

Article IV: Board of Directors

There is hereby created a Board of Directors of the MnCCC, herein referred to as the "Board", which shall be empowered to oversee and administer the MnCCC, in the manner provided in the Bylaws, as may be amended from time to time. The Board shall be fully empowered to oversee and direct all the affairs of the MnCCC and to do all things necessary or convenient for the furtherance of the purposes of the MnCCC, including but not limited to: expending and receiving funds; entering into contracts, leases, and other agreements and obligations; employing personnel either as employees or by contract, including consultants, such as technology advisors, attorneys, accountants or others. At all times as Member is an eligible Voting Member (as such term is defined in the Bylaws), Member and each other eligible MnCCC Voting Member shall elect those Board representatives as provided in the Bylaws, who shall each serve for an indefinite term and until such Board representative dies, resigns, retires from employment with, or is otherwise removed or replaced by the affirmative vote of a majority of the Voting Members present and participating at the Annual Meeting, or at a special meeting of the Voting Members called, noticed and held for such purposes.

The Board shall have the full authority and direction of Member to oversee and manage the business of the MnCCC, except:(a) as may be limited or otherwise modified from time to time by any resolution duly approved by the majority affirmative vote of Voting Members in attendance at the Annual Meeting, or at a special meeting of Voting Members called, noticed and held for such purposes; or (b) and/or except for matters of long range policy, or any proposed amendment of this Agreement or of the Bylaws; or (c) the approval of the MnCCC annual budget, which shall each be the exclusive province of the Voting Members. The MnCCC Board

shall be comprised of the officers, regional representatives, and the Information Service Support Group at-large Member, all as designated in the Bylaws, and a majority of all then-current Board members shall be necessary and sufficient to constitute a quorum for the transaction of business.

Article V: User Groups

The Board shall be empowered to create, manage, modify, or terminate MnCCC user groups, to be comprised of members and other licensed end users of similar software programs and other information systems (“User Groups”), to be operated under such standard User Group rules and regulations as have been approved from time to time by the Board (the “User Group Rules and Regulations”). Subject to Board approval, User Groups may elect and replace User Group officers; create and administer annual User Group budgets; and prepare recommendations for User Group software or information systems acquisitions, enhancements or related services of interest to that User Group’s participants, or propose revisions to its User Group’s Rules and Regulations.

Article VI: Bylaws and Operating Policies and Procedures

MnCCC’s then-current Voting Members shall adopt, and shall have the sole power and authority to amend or replace the Bylaws, which shall provide for the operation and administration of the MnCCC. The Voting Members, by resolution of the affirmative two-thirds vote of eligible Voting Members in attendance at the Annual Meeting, or at any special meeting called, noticed and held for such purpose, or by ballot in lieu of a meeting, may also adopt and modify User Group Rules, or any other operating policies and procedures, or other policies or agreements that may be created or utilized from time to time to direct and document the specific activities of the MnCCC, consistent with this Agreement and the Bylaws.

Article VII: Financial Matters/Limitation of Liability

MnCCC shall have a calendar fiscal year beginning January 1 and ending each December 31. On or before June 1 of each year, the MnCCC Board shall prepare and circulate to each Member a proposed annual budget for the following calendar fiscal year, comprised of budgeted operating costs, other expenses, capital costs and other revenues and expense categories, which budget will be subject to review, adjustment and/or approval for the next year by the affirmative majority vote of Voting Members at the Annual Meeting, to be held each June. During each fiscal year, the approved MnCCC budget and individual line items therein may be adjusted by the Board in order to reflect actual costs incurred; changes in estimated expenses, costs or revenues; or reallocation of budgeted costs and expenses, with any such adjustments promptly reported to all MnCCC members. Each User Group shall be responsible for determining and providing amounts to MnCCC’s Executive Director by June 30 of each fiscal year, which will be invoiced to participating User Group members for the following year’s participation and other shared fees and expenses and as otherwise provided in the Bylaws.

Member agrees to promptly pay its proportional share of all MnCCC expenses, as well as its User Group fees or other contributions upon receipt of and in the manner designated in MnCCC invoices, and to pay or reimburse MnCCC for its reasonable attorney’s fees or other costs

incurred in enforcement of this Agreement (collectively, “Costs”). All software licenses and similar agreements will include comparable provisions for User Group Members, or for licensee User Group participants, who are not eligible for MnCCC membership as defined in Article III above. Member will be temporarily ineligible to vote if and for as long as any invoice(s) and any interest or other expenses remain unpaid. Minnesota Statutes Chapter 118A shall govern all depositories and investments of MnCCC funds.

The Board may, at its discretion and from time to time, determine that an assessment is necessary to insure the financial integrity of the MnCCC, to operate and maintain the MnCCC or to carry out other purposes of the MnCCC pursuant to this Agreement. Such assessments shall be in a form, manner and amount as determined by the Board, and shall be payable to MnCCC by Member and other members in the manner specified by the Board, provided that any proposed assessment of Member that exceeds the amount of \$50,000 will not be binding unless and until such assessment has also been ratified by a majority of the applicable County Board of Commissioners or other ultimate governing bodies of those Voting Members present and voting at the Annual Meeting, or at a special meeting of all MnCCC Voting Members called, noticed and held for such purpose.

To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity”, and it is the intent of the parties that they shall be deemed a “single governmental unit” for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, Subd. 1a; provided further that for purposes of that statute, Member expressly declines responsibility for the acts or omissions of MnCCC, or of any other MnCCC member. The parties to this Agreement are not liable for the acts or omissions of the other participants to this Agreement, except to the extent to which they have expressly agreed in writing to be responsible for acts or omissions of any other MnCCC member(s) and except as provided in Article IX.B. of this Agreement.

Article VIII: Withdrawal of Member

Member or any other MnCCC members may only withdraw from this Agreement, or any MnCCC User Group created pursuant to Article V, in the manner provided in this Article VIII. To withdraw from a User Group and/or the MnCCC, Member must first give at least ninety (90) days prior written notice of its intent to do so to the MnCCC’s Executive Director, to be delivered by certified or registered mail or national overnight courier service or by facsimile or email, in cases where Member can provide verified, reliable proof of delivery, with such withdrawal to become effective as of the first day of the calendar quarter following the quarter in which such notice was given and the 90 day notice period expires.

Member shall remain jointly and severally liable for its full share of all fees, costs, expenses, debts, obligations and liabilities which were incurred by or on its behalf during the term of its membership, including, without limitation, any such amounts attributable to Member’s participation in any User Group for then-current or pending software or other information system deliverable, service obligation, updates, enhancements or other participatory projects or other work then in progress through the expiration or conclusion of each such User Group program as approved by the User Group prior to Member’s delivery of the termination notice specified in the

prior paragraph. Member's financial withdrawal liability and payment arrangements therefor will be determined by the Board, who shall calculate and offer a present value discount if such liabilities are paid as a lump sum by the Member on or prior to the effective date of termination. Member shall also be liable for all MnCCC enforcement Costs for any withdrawal obligation not paid within 10 days of invoice, or of such other payment deadline as specified by the Board.

Member's withdrawal shall not affect the continuance of the MnCCC or any User Group by the remaining members and other participants. If Member terminates or ceases to qualify for participation in the MnCCC, Member shall have no right or claim to the assets, reserves or other holdings of the MnCCC on withdrawal or termination, unless deemed appropriate by the Board, who may, in its sole discretion, determine the nature and timing of any distribution of assets to a withdrawing member.

Member may apply for post-termination use of MnCCC software in use by such Member as of withdrawal, in the same manner as provided in Article X below for termination of MnCCC membership.

Article IX: Insurance

From time to time, MnCCC may purchase and maintain liability insurance coverage with carriers and such coverage terms as are approved by the Board, in order to insure the activities of MnCCC and its joint software, information systems and services, with copies of such policies made available to members upon request.

- A. MnCCC shall be considered a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Amended and Restated Joint Powers Agreement. MnCCC shall comply with all laws and rules that govern a public entity in the State of Minnesota, and shall be entitled to the protections of Minnesota Statutes, Chapter 466.
- B. MnCCC shall defend, indemnify and hold Member harmless against all claims, losses, liability, suits, judgment, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of MnCCC. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes, Section 466.04.

Article X: Term of Agreement/Termination of All Member Agreements

This Agreement shall remain in effect indefinitely until:

- A. Terminated by the written agreement of Member and all other MnCCC members;
- B. Suspended or superseded by a subsequent agreement between all MnCCC members, adopted and approved at a duly called meeting or otherwise as provided by the Bylaws;

- C. Dissolution of MnCCC by affirmative vote of a majority of its members;
- D. Otherwise terminated by operation of law;

In the event that the MnCCC is terminated as specified in subsections (A)-(D) above, and subject to the provisions of Article XII below relating to potential future use of software products then in use by MnCCC, any property or other assets acquired by the Board shall be distributed to Member and the then-current other members in a manner commensurate with their contributions, or otherwise as determined by the Board. However, sufficient reserves shall be retained and maintained consistent with the MnCCC's obligations and known or foreseeable risks, under this Agreement, the Bylaws, and applicable laws or regulations.

Article XI: Term of Agreement/Termination of Member's Agreement

This Agreement shall remain in effect indefinitely until:

- A. Terminated by the mutual written agreement of MnCCC and Member; or
- B. Terminated by MnCCC following delivery of any exclusion notice issued by MnCCC to Member under [Article VI] of the then-current MnCCC Bylaws, or otherwise in any manner provided for therein.

Article XII: Post Termination Use of MnCCC Software

Termination under Article X or Article XI will also terminate Member's rights and license to use MnCCC software or related services, except with MnCCC's express prior written consent. MnCCC agrees to grant its consent upon request and provided that Member is no longer delinquent in any payment or other pre-termination obligations for the then-current version(s) of any software owned by MnCCC, and/or licensed from third parties and sublicensable after termination of such membership. Any such post-termination use of software by a former Member will be on a nonexclusive, nontransferable basis; fully subject to the terms of any then-current license or sublicense agreements; and contingent on the execution of an assumption, release and indemnification agreement in a form specified by MnCCC, acknowledging that such software is being acquired without warranty and in "AS IS" condition, and that the user(s) thereof will indemnify, defend and hold MnCCC, its other members, employees, licensees and other affiliates harmless from any liability for post- termination use thereof.

Article XIII: Entire Agreement; Amendments

This Agreement, the Bylaws and applicable User Group Rules and Regulations constitute the parties' entire agreement and understanding regarding the organization and general operation of the MnCCC. This Agreement replaces all prior oral or written agreements or understandings regarding the common exercise of joint powers as contemplated by Minnesota Statutes § 471.59. Any Voting Member may propose one or more amendments to this Agreement, which shall be forwarded to all Members upon receipt. In order to amend this Agreement, the Voting Members, by resolution of the affirmative majority vote of eligible Voting Members in attendance at the

Annual Meeting, or at any special meeting called, noticed and held for such purpose, or by ballot must affirmatively approve of such amendment, effective as of the date of the meeting or resolution, or such later affirmative date as may be specified therein.

Article XIV: Remedies

Failure to pay, within sixty (60) days of date of invoice, any MnCCC Dues, Charges, or other amounts billed by MnCCC shall result in a late-payment penalty charge at the lower rate of: (a) one percent (1%) per month compounded monthly on the unpaid balance. The Board shall have authority to waive any late-payment penalty charge, upon a showing of excusable neglect or other good cause, as determined in its sole discretion. Each Joint Powers Agreement and Licensee Agreement shall contain provisions obligating each Member (or Licensee) to pay or reimburse MnCCC for its reasonable attorney's fees and other expenses incurred in the enforcement of any MnCCC right or remedy thereunder.

Article XV: Governing Law/Jurisdiction and Venue

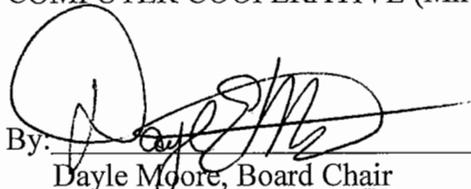
This Agreement will be governed by the laws of the State of Minnesota. Each party irrevocably submits to the jurisdiction of the applicable federal or state courts located in Ramsey County, Minnesota. Member and MnCCC each agree that such courts shall be the exclusive venues for any disputes arising hereunder.

IN WITNESS WHEREOF, the undersigned Member and MnCCC have caused this agreement to be signed in duplicate or counterpart originals, all of which are considered to be a single agreement dated and effective as of the date hereof and delivered on their behalves.

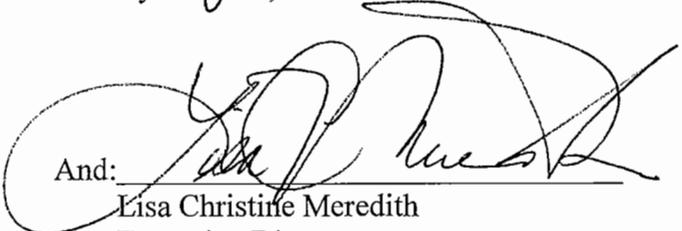
_____ (MEMBER)

MINNESOTA COUNTIES
COMPUTER COOPERATIVE (MnCCC)

By: _____

By:  _____
Dayle Moore, Board Chair

Name: _____
Board Chair

And:  _____
Lisa Christine Meredith
Executive Director

**MINNESOTA COUNTIES
COMPUTER COOPERATIVE**

BYLAWS

As adopted March 2, 1978
As amended November 30, 1978
As amended June 8, 1979
As amended June 11, 1982
As amended September 9, 1983
As amended June 8, 1984
As amended October 4, 1984
As amended June 13, 1986
As amended June 12, 1987
As amended November 15, 1988
As amended June 9, 1989
As amended June 8, 1990
As amended June 14, 1991
As amended June 12, 1992
As amended June 6, 2002
As amended June 9, 2004
As amended June 8, 2005
As amended June 6, 2007
As amended June 4, 2008
As amended June 4, 2014
As amended June 8, 2016

**MINNESOTA COUNTIES
COMPUTER COOPERATIVE**

AMENDED AND RESTATED BYLAWS

June 8, 2016

ARTICLE I: PURPOSE

Section 1. The purpose of the Minnesota Counties Computer Cooperative (“MnCCC”) is to jointly and cooperatively provide for the establishment, operation, and maintenance of data processing systems, facilities, training services, managed professional services and management information systems for the use and benefit of the parties, as well as the commercialization of its proprietary software for licensed use by third parties.

ARTICLE II: POWERS

Section 1. The Minnesota Counties Computer Cooperative shall take such action, as it deems necessary and appropriate to accomplish the general purposes of the organization as set forth in the Amended and Restated Joint Powers Agreement of even date.

ARTICLE III: DEFINITIONS

Section 1. "Board" shall mean the MnCCC’s Board of Directors, to be organized and operated as provided herein.

Section 2. "Charges" shall mean any and each of: (a) annual Dues or other periodic charges billed to a Member and/or Licensee for services provided or to be provided to that party as a result of membership in a User Group; (b) such other charges billed to a Member and/or Licensee for goods or services specifically requested by such participant; and (c) an equitable share of the cost of the MnCCC's Annual Meeting.

Section 3. "Dues" shall mean each Member's and/or Licensee’s annual payment to MnCCC, consisting of an equitable share (as determined by the Board) of the annual budget approved by the Board at the Annual Meeting.

Section 4. “ISSG” shall mean the Information Services Support Group, comprised of Member or Licensee information technology/data processing professional employees who meet to provide technical assistance to the MnCCC staff and User Groups: coordinate MnCCC information systems training; and evaluate and advise on software, hardware, documentation, education and managed professional services.

Section 5. "Joint Powers Agreement" shall mean the Amended and Restated Joint Powers Agreement, as adopted by each eligible Member as provided in Minnesota Statutes 471.59, and as may be amended from time to time.

Section 6. "Licensee" shall mean any other governmental subdivision, agency, group, or any non-governmental entity or group that is not eligible to be a Member, including, without limitation, an agency of a non-county governmental entity, or a nonprofit corporation, or a trade association, or such other eligible participant that may be authorized from time to time by the Board to participate in one or more User Groups, and that has entered into a Licensee Agreement with the MnCCC.

Section 7. "Licensee Agreement" shall mean an agreement defining the rights, responsibilities and obligations between MnCCC and a Licensee that wishes to participate in MnCCC programs for the purpose of licensing MnCCC software, acquiring managed professional services, and participating in one or more User Groups and/or the ISSG.

Section 8. "Member" shall mean a Minnesota county or other Minnesota governmental subdivision that is eligible to enter into a joint powers agreement under Minnesota Statute § 471.59, and that has ratified and executed the Joint Powers Agreement and has paid those membership Dues and other Charges established by the MnCCC from time to time.

Section 9. "Non-Voting Member" shall mean a Minnesota-based Member county or other Minnesota governmental subdivision that participates in only one or two User Groups. Non-Voting Members shall be entitled to receive notice of and attend all Member meetings, but shall not vote, or be counted for determining a quorum for voting purposes at Membership Meetings.

Section 10. "User Group" shall mean a group of Members and/or Licensees who use common software application(s) and who meet regularly to provide direction to the Board regarding selection of vendors for software development, maintenance, marketing, training, modifications, and enhancements for such software applications and services. For purposes of User Group voting, each Member or Licensee shall be counted as a single user, regardless of the number of internal licensed seats, authorized users, etc. held by such Member or Licensee.

Section 11. "Voter(s)" are those full time or part time employee representatives of Voting Members that attend Member or User Group meetings and that vote on behalf of such Voting Member. Each Voting Member may, at its option, and from time to time, rank and prioritize the Voter participation for any meeting or other Voting Member resolution by delivering written notice thereof to the Executive Director, which ranking shall control for all purposes until revoked or replaced. In the absence of such ranking, any employee(s) of such Voting Member in attendance at a meeting shall determine internally how such ballots shall be cast, and who is entitled and authorized to deliver any Voting Member's ballot card distributed at a Member meeting. For ballots, all Voter ballots will be tabulated, and the majority number of Voter votes of eligible employees shall determine the vote of such Voting Member, with any ties counted as a "no" vote, unless and to the extent such Voting Member has ranked and prioritized its Voters. In such event, the then-current ranking shall be followed in determining who is entitled to vote on behalf of such Voting Member.

Section 12. "Voting Member" shall mean a Member county or other governmental entity located within Minnesota that participates in at least three User Groups, or at least two User Groups and the ISSG.

ARTICLE IV: MnCCC OFFICE

Section 1. The principal office of the MnCCC shall be at a location determined from time to time by the Board.

ARTICLE V: RULES AND REGULATIONS

Section 1. From time to time, the Board may adopt Rules and Regulations to govern the business and operation of all User Groups regarding membership fees, Charges for software applications, managed services agreements and/or other jointly authorized projects that the group is concerned with, and any other group-related matters not specifically addressed by Articles I through XIII of these Bylaws. Such Rules and Regulations shall be considered supplementary to the Bylaws, and cannot conflict with or be inconsistent with these Bylaws, and may at any time be modified, replaced or repealed by majority vote at any meeting of the Board at which a quorum is present, or by affirmative vote of a majority of written or electronic ballots cast, with the total number of ballots so cast being at least equal to the number as would be sufficient to constitute a quorum for a Board meeting.

Section 2. The Board shall also adopt, maintain and from time to time, update a set of core contract principles and minimum standards that must be included within any software or service agreements (e.g. development, enhancement, licenses, maintenance, support or other service agreements) or other MnCCC contracts. Any deviation from such core principals or minimum standards by any User Group will require the Board's prior written consent.

ARTICLE VI: MEMBERSHIP RIGHTS

Section 1. (a) Voting Members shall be the only Members entitled to vote on Member resolutions, and each Voting Member shall be entitled to cast one (1) vote for each Member resolution, as well as one (1) vote in each User Group for purposes of managing the application(s) and conducting other business therein, with all voting to be conducted by the Voting Member's Voter(s), subject to any then-current ranking and prioritization of record with the MnCCC's Executive Director.

(b) Each Non-Voting Member is also entitled to participate in and cast one (1) vote in each User Group it belongs to, but shall have no vote on any Member resolution. Its User Group votes shall be cast by the then-current designated User Group representative, if one has been appointed by the Non-Voting Member by giving written notice to the Executive Director, or by those full or part time employees of such Non-Voting Member in attendance at any User Group meeting, or exercising the right, in the absence of any designated representative, to cast an electronic or mailed ballot. In the absence of any designated representative, votes of a Non-Voting Member shall be

counted as cast by the majority of its employees attending such User Group meeting or participating in any electronic or mailed User Group ballot, with any ties counted as a “no” vote. Non-Voting Members shall also have the right to receive notices of and are entitled to attend any Member meetings, but shall have no voting rights, and shall not be counted for any quorum requirement.

(c) Each Licensee shall have the right to receive notice of and attend each User Group or Member meetings, but shall have no voting rights, and shall not be counted for any quorum requirement.

Section 2. (a) A joint powers entity, either as a Member or Licensee, may serve as the representation and fiscal agent for entities belonging to it, but each individual member of such joint powers entity that is not and never has been a Member or Licensee of the MnCCC is liable for and must pay the Dues, One-Time Fee and all other then-current applicable Charges set by the Board, in order to use software and otherwise participate in MnCCC through a joint powers entity.

(b) For each User Group in which it uses MnCCC software or otherwise participates, each Non-Voting Member and Licensee shall pay the then-current annual User Group Dues set by the Board, which Dues shall not exceed the amount of then-current Member Dues set by the Board.

Section 3. A Member or Licensee shall cease to qualify for further use of MnCCC software applications and other participation, and will be excluded and terminated therefrom when it fails to comply with the provisions of the Joint Powers Agreement, a Licensee Agreement, these Bylaws, or such Rules and Regulations as may be issued from time to time by the Board. An essential and material condition of participation is also the timely payment of all One-Time Fees, Dues, Charges, Costs (as defined in the Joint Powers Agreement) or other assessments made by the MnCCC from time to time. Exclusion shall be effective on delivery of termination action by the Board, whose determination shall be final, binding and non-appealable.

Section 4. Any Member or Licensee that ceases to qualify for participation in the MnCCC shall remain liable for its full share of any Dues, Charges or other costs accrued prior to its termination of participation, payable as and when due, or otherwise as designated by the Board, together with any attorney’s fees or other costs incurred in collecting past due amounts, enforcing these Bylaws, the Joint Powers Agreement, any Licensee Agreement, or other agreement or obligation between MnCCC and a Member or Licensee. In lieu of continued payments by such terminated Member or Licensee, the Board reserves the right to assess a lump sum termination payment against such Member or Licensee, to be computed by subtracting the stated value (or such value as may be determined in good faith by the Board) of any accrued, but unpaid Member joint ownership share, if applicable, of MnCCC software applications or other assets co-owned and developed by such Member, from such Member’s remaining aggregate future payments due for all Dues, Charges and other amounts owed, and then reducing such sum to present value (using the then-current Wells Fargo Bank NA prime lending rate). Terminated Members shall in no event be entitled to any refund or other credit if the amount due after present value calculations is negative. Except as may be available by application and in the manner expressly identified in the Joint Powers Agreement or Licensee Agreement for software, or as otherwise may be granted by the Board from time to time and in its sole discretion, no such Member shall retain any ownership, and no such

Member or any terminated Licensee shall retain any usage rights or other interest in any MnCCC software, assets, properties or revenues following termination as specified herein.

ARTICLE VII: MEMBER VOTING

Section 1. Each Voting Member shall be entitled from time to time to designate or rank and prioritize those Voters entitled to vote on such Voting Member's behalf, for any Member resolution, whether at a Member meeting, or by electronic or mailed ballot, in the manner identified in Article I, Section 11.

Section 2. At each annual Member meeting, as called and noticed by the Board and to be held in the manner provided in Article XI, the Voting Members shall elect the officer(s) and other Board representative designated in Article VIII. Voting Members shall also be entitled to vote at any special meetings called by the Board.

Section 3. The Voting Members, to the exclusion of the Board, shall have the sole and exclusive rights to authorize: (a) amendment of the Joint Powers Agreement or the Bylaws; (b) adoption of the MnCCC budget; or (c) changes to the MnCCC staff.

Section 4. Special meetings of the Voting Members may be called at any time by the Board, or upon the written request of at least 25% of Voting Members. Upon receipt of such request, the Chair shall give notice of the meeting, setting forth the time and purpose thereof, and to be held as soon as practicable, but in all cases within 60 days of receipt of such request. Business at any special meeting shall be limited to the purpose(s) stated in the meeting notice, and any Member may attend, regardless of voting status.

Section 5. The presence of at least fifty percent (50%) of all Voting Members shall constitute a quorum to transmit business at any meeting thereof.

Section 6. Any meeting among Members may be conducted wholly or in part by one or more means of remote communication (conference telephone, webcast or such alternate means as may be authorized by the Board from time to time, and where all attendees physically present at the meeting and those participating remotely may hear and communicate with each other during the meeting), provided that timely, valid notice is given, and the number of Voting Members so participating in such meeting is sufficient to constitute a quorum.

Section 7. Any action that may be taken at a meeting by Voting Members may be taken without a meeting by written action, evidenced by the affirmative majority of electronic or mailed ballots cast by at least the number of Voting Members that would constitute a quorum for meeting purposes.

ARTICLE VIII: BOARD OF DIRECTORS

Section 1. At each Annual Meeting, commencing with the Annual Meeting at which the Voting Members approve the amendment and restatement of these Bylaws, the Voting Members shall elect the office of Treasurer, together with any other office occupied in the immediately preceding term by any person filling an office vacancy by appointment, and who had not been elected as an officer within the preceding two years by majority vote of the Voting Members. Subject at all times to the preceding rule requiring all officers to be elected by the Voting Members, at the next Annual Meeting, and at each Annual Meeting thereafter the Board shall appoint the then-current Vice Chairperson as new Chairperson, the then-current Treasurer as new Vice Chairperson, and a the Voting Members shall elect new Treasurer. New officers shall take office at the adjournment of the Annual Meeting in the year in which they are elected.

Section 2. In addition to the officer(s) elected by the Voting Members as set forth in Section 1 above, there shall be elected four (4) Regional Representatives of the Board, who shall serve from four (4) geographic regions as may be designated from time to time by the Board. Each Regional Representative shall be elected by the Voting Members of such region, and shall each serve for a term of two (2) years following election. The Regional Representatives of Regions I and III shall be elected in even-numbered years; the Regional Representatives of Regions II and IV shall be elected in odd-numbered years, with all such elections conducted at the designated annual regional meetings.

Section 3. Following the approval of these Amended and Restated Bylaws at the 2016 Annual Meeting, and at each Annual Meeting held in even years thereafter, the Voting Members shall also elect an at-large Board member, who shall be an information technology professional employee and then-current ISSG member.

Section 4. The Board shall consist of the then-current Board officers, the four (4) Regional Representatives, the ISSG at-large Board member, and the immediate past Chairperson, who shall each have one vote on all Board matters.

Section 5. A vacancy in the Board shall immediately occur in the office of any officer or other director upon his/her resignation, retirement or death, or upon otherwise ceasing to be a qualified full or part-time employee of a Voting Member.

Upon any vacancy occurring in any office with less than six months remaining in the then-current term, the Board shall appoint a successor, to serve out the remainder of the then-current term, with a new election for each such vacated office to be held at the next Annual Meeting.

Upon any such vacancy occurring in any office with at least six months remaining in the then-current term, it shall be filled by a special election of the Voting Members, after giving effect to the normal progression of remaining officers from Treasurer to Vice Chair, and Vice Chair to Chair, with the special election to fill each office for the balance of the then-current term, and with such

officers so elected subject to normal progression rules as identified in Section 1 above for succeeding terms.

Upon vacancy of the Past Chair, the immediate former Past Chair will be requested to serve an additional term as Past Chair. In the event, the immediate Past Chair is unable or unwilling to serve an additional term, the Vice Chair will move to the position of Past Chair, Treasurer to Chair and both Treasurer and Vice Chair positions will be filled will a special election or at the Annual Meeting.

Upon vacancy occurring among the Regional Representatives, the Region shall fill such position for the balance of the then-current term, and pursuant to Article VIII, Section 2.

Section 6. The presence of a majority of the members of the Board shall constitute a quorum at any meeting thereof, but the members present at any meeting, although less than a quorum, may adjourn the meeting from time to time. At all meetings of the Board, each director shall be entitled to cast one vote on any question coming before the meeting. A majority vote of the directors in attendance at any meeting at which there is a quorum shall be sufficient to transact any business, unless a greater number of votes is required by law or these Bylaws. A director shall not appoint a proxy for himself or herself or vote by proxy at a meeting of the Board. For purposes of determining whether a director has met his or her fiduciary duties as a director, but for no other purpose, a director who is present at a meeting of the Board when an action is approved by the Board is presumed to have assented to the action, unless the director votes against the action or is prohibited from voting on the action.

Section 7. The Chairperson shall preside at all meetings of the Board, and shall also serve as MnCCC's principal spokesperson.

Section 8. The Vice Chairperson shall act as the Chairperson by written direction of the Chairperson, and/or in the absence of the Chairperson at any meeting that the Chairperson cannot attend.

Section 9. The Treasurer shall be responsible for keeping a record of all the proceedings of the Board, for custody of all funds, for the keeping of all financial records of the organization and for such other matters as shall be delegated him/her by the Board.

Section 10. The Board may appoint a recording secretary, who, if appointed, shall assist the Treasurer in making a written record of all MnCCC meetings, and with such other duties or assignments as the Chairperson or Treasurer may designate.

Section 11. The Board may create, modify or disband User Groups, the ISSG or any special groups or committees, and may also appoint persons as deemed appropriate to serve on special committees.

Section 12. The Board may be delegated any special responsibilities and authority at the discretion of the Board, unless otherwise specifically provided for by the Joint Powers Agreement or these Bylaws.

Section 13. The Board or its designees shall participate in the negotiation of contracts with vendors chosen by majority vote of the appropriate User Group or special committee for goods or services and may execute contracts only after approval of a majority of the Members and Licensees participating in the User Group or special group or committee.

Section 14. The Board shall also negotiate and execute contracts for goods and services already approved in MnCCC's annual budget.

Section 15. Any meeting among Members may be conducted wholly or in part by one or more means of remote communication (conference telephone, webcast or such alternate means as may be authorized by the Board from time to time, and where all attendees physically present at the meeting and those participating remotely may hear and communicate with each other during the meeting), provided that timely, valid notice is given, and the number of Voting Members so participating in such meeting is sufficient to constitute a quorum.

Section 16. Any action required or permitted to be taken at a meeting of the Members may be taken by written action signed (or electronic ballot cast) by the number of Voting Members that would be required to take the same action at a meeting of the Members at which all Voting Members were present. All Members shall be notified immediately of the text and effective date of any such written action that is duly taken. Such written action is effective when signed by the requisite number of Voting Members, unless a different effective time is provided for in the written action.

ARTICLE IX: STAFF

Section 1. The Board may employ or contract for appropriate full time or part time professional, administrative, technical or other staff members. Changes in the number of staff positions shall be approved by the Voting Members.

ARTICLE X: COST SHARING AND FUNDS

Section 1. The fiscal year of MnCCC shall be the calendar year, beginning January 1 and ending December 31.

Section 2. Subject to approval by the majority of the Voting Members at the Annual Meeting, the Board shall calculate and propose annual Dues and Charges through an equitable cost-sharing formula and annual budget. Upon approval at the Annual Meeting, the cost-sharing formula and annual budget for the next fiscal year shall be final and binding, and a summary thereof shall be prepared and made available to each Member and Licensee no later than July 15th of each year.

Section 3. In the absence of a specific agreement stating otherwise, MnCCC's development costs will be shared equally by those Members and Licensees participating in and

belonging to the applicable User Group. In development programs where all members are participating, new User Group members shall participate and share equally by making an initial payment calculated to cover its pro-rata, equitable share of the development costs accrued to the point of becoming a User Group member. In development programs where all User Group members are not participating, new User Group members have the option to participate or not to participate. Where a specific agreement has been approved by majority vote of any User Group, that agreement shall govern the methods used by the Board to allocate and invoice for cost sharing.

Section 4. Dues or other Charges are payable in full upon receipt of invoice from MnCCC and are nonrefundable.

Section 5. Failure to pay, within sixty (60) days of date of invoice, any MnCCC Dues, Charges, or other amounts billed by MnCCC shall result in a late-payment penalty charge at the lower rate of: (a) one percent (1%) per month compounded monthly on the unpaid balance. The Board shall have authority to waive any late-payment penalty charge, upon a showing of excusable neglect or other good cause, as determined in its sole discretion. Each Joint Powers Agreement and Licensee Agreement shall contain provisions obligating each Member (or Licensee) to pay or reimburse MnCCC for its reasonable attorney's fees and other expenses incurred in the enforcement of any MnCCC right or remedy thereunder.

Section 6. The Treasurer shall be authorized to establish one or more bank accounts for MnCCC, with preference given to federally insured financial institution.

Section 7. By using the modified accrual basis for accounting, expenditures of MnCCC shall not exceed the total approved budget for any one-year; with the exception of the equipment budget which can be carried over year-to-year to be used for equipment purchases only.

ARTICLE XI: MEETINGS

Section 1. The annual meeting of Members (the "Annual Meeting") shall be held each June at a date and location determined by the Board in accordance with these Bylaws. The Annual Meeting shall be held for the election of officer(s), the establishment of an equitable Dues structure and adoption of an annual budget for the following next year, and any other business as deemed appropriate by the Board. All Members and Licensees shall receive notices of the Annual Meeting, as well as access to those reports prepared for the Annual Meeting, although voting is limited to Voting Members.

Section 2. The Board shall present an annual report to members of the activities of MnCCC. The Board shall keep true and accurate accounts and records of all of its activities.

Section 3. Meetings of the regional membership may be held quarterly or at the call of the duly elected Regional Representative, but shall be held at least annually in all cases.

Section 4. A special meeting of Members may be called by the Chairperson upon giving at least ten (10) days written notice to all Members. Notice of a special meeting may be waived by

any Voting Member before, at, or after such meeting, by a writing signed on behalf of such Voting Member.

Section 5. The regular monthly meeting of the Board shall be held on the second Thursday of each month, which time may be rescheduled in any month for good cause by the Chairperson.

Section 6. A quorum shall consist of 50% or more of the members of the Board, and a vote by the majority present shall determine each Board action.

Section 7. Roberts Rules of Order shall be followed in the conduct of each meeting unless suspended by the members of the Board in attendance at the meeting.

ARTICLE XII: AMENDMENT OF BYLAWS

Section 1. These Bylaws may be amended by affirmative two-thirds vote of Voting Members in attendance at the Annual Meeting or any other duly-called meeting of the Voting Members, or by ballot and approved in the manner identified in Article VII, provided that notice of such proposed amendment shall have been given in writing at least ten (10) days in advance to all Members. The Board shall forthwith notify the Members of any and all amendments adopted.

ARTICLE XIII: FINANCIAL OBLIGATION

Section 1. Pursuant to each Member's Joint Powers Agreement, a Member must provide MnCCC with written notice of its objection to any new proposed financial obligation, other than future Dues, which are exclusively subject to the provisions of Article X above, or One-time Fees, Charges, previously assessed to such Member. Written notice of such objection must be provided within forty-five (45) days of initial notification of the financial obligation by giving written notice to the Executive Director. Declination of any proposed financial obligation may result in suspension or termination of Member rights in the User Group where the financial obligation was approved. Delinquent payment of any amounts owed may also result in suspension and/or termination of any Member or Licensee, in each case, as determined by the Board in its sole discretion.

These Amended and Restated Bylaws have been dated and are effective as of the 8th day of June, 2016.

Personnel Committee

Tuesday, October 11, 2016

AGENDA

A. Discuss Maintenance III opening at Highway Dept.

Recommendation: Hire full-time Maintenance III (grade 16) in Highway Dept to fill vacancy due to retirement.

B. Discuss vacancy at Fairgrounds for 14 hour per week year-round Fairgrounds Worker.

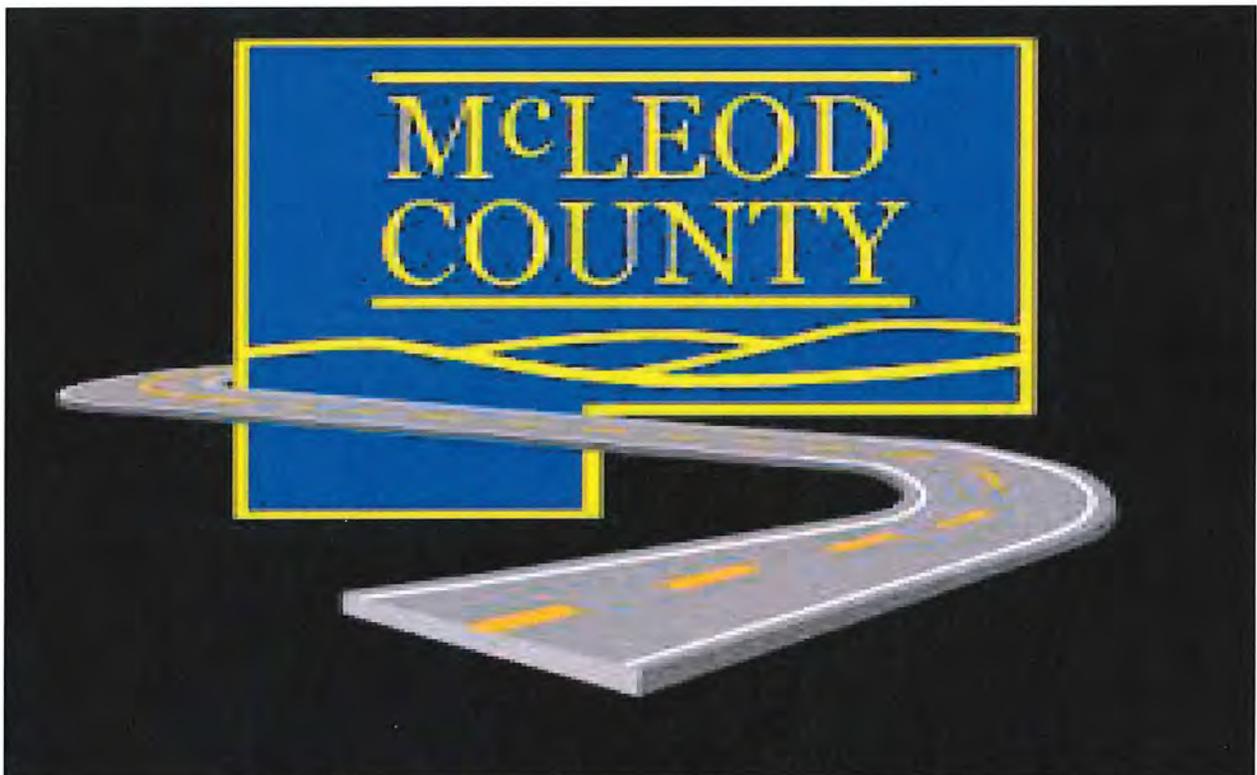
Recommendation: Hire Fairgrounds Worker for 14 hours per week year round to fill vacancy due to resignation.

*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



Preventative Maintenance for:



HATS Office Building

1400 Adams Street, Hutchinson, Minnesota 55350



Dear Hutchinson Area Transportation Services,

AREngH Heating & Air Conditioning appreciates the opportunity to propose this preventative maintenance quote for you.

At AREngH Heating & Air Conditioning, our team strives to be instantly reachable and completely responsive at all times. You can be certain that the job is getting done right the first time, to the highest levels of quality. Our Technicians take pride in maintaining your investment of equipment to provide the comfort and performance that you expect.

After your review of this proposal, please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Streich", is written over a light blue horizontal line.

Brian Streich

AREngH Heating & Air Conditioning

150 Olsen Ave Blvd. NE

Cokato, MN. 55321

bstreich@arengH.com

office-320-286-2020

cell- 612-518-2753



HVAC/R SERVICE AGREEMENT

This Master Service Provider Agreement is between **A R Engh Heating and Air Conditioning** and **McLeod County-HATS, Hutchinson**

PREVENTATIVE MAINTENANCE

- A R Engh Heating & Air Conditioning shall perform proper maintenance tasks based on the accompanying schedule for the equipment at the above mentioned locations.
- All scheduled labor shall be performed during the hours of 7 A.M. and 5 P. M. Monday through Friday, with personnel directly employed/ supervised by A R Engh Heating & Air Conditioning. Services outside of this time frame are to be specifically scheduled with the customer for each instance.
- All items identified as deficient or defective will be documented on a field written "Extra Work Required" form and presented for materials needed and pricing if to be provided by A R Engh Heating & Air Conditioning to the facilities manager.

EMERGENCY SERVICE

- Labor for additional service calls to diagnose or repair the Heating, Ventilating, and Air Conditioning equipment listed in this contract is not included in the price of this contract. Additional labor will be billed at the following rates:

\$90.00	Standard Time
\$120.00	Over Time
\$180.00	Holiday Time
- Equipment used by A R Engh Heating & Air Conditioning during the repair and serving of your equipment may be considered a material and be listed on the Extra Work Required form. This may include but not limited to welding materials and gasses, recovery machines and evacuation devices and the consumables associated with same, or temporary cooling units owned or leased by A R Engh Heating & Air Conditioning.

LIMITATIONS

- This agreement presumes that your listed equipment is in satisfactory working condition. Any equipment found to be in need of repair on the initial inspection would be reported on the field written "Extra Work Required" form and presented with any applicable repair pricing to the facilities manager for approval.
- A R Engh Heating and Air Conditioning shall not be liable for any loss, delay, injury, or damage that may be caused by circumstances beyond its control including but not limited to acts of God, fire, theft, explosion, vandalism, floods, or delays in transportation.
- A R Engh Heating and Air Conditioning shall not be liable for loss of business, products, or consequential damages other than property damage or injury to person directly a result from its actions.



- Replacement or repair of boiler tubes, sections, refractory, chimney or breaching, water coils, steam coils, heat exchangers, air lines, fan housings, ductwork, electrical power wiring, water or steam or condensate piping, air or water balancing, structural parts or non-moving parts of the listed A/C or refrigeration equipment and systems are not within the scope of this agreement.
- This agreement does not include parts or materials other than those necessary to perform the required preventative maintenance listed herein. Any repairs that may be required beyond those provided in this agreement will be completed and billed on a time and materials basis.
- AREngH Heating & Air Conditioning requests a pre-approved amount of \$_____ not to exceed, to purchase part(s) and labor necessary to repair equipment critical for the operation at your facility. Upon request AREngH Heating & Air Conditioning, can provide a written estimate for parts exceeding the pre-approved amount shown above.
- Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by condition beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), war, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected



Terms of Agreement

A R Engh Heating and Air Conditioning agrees to provide all maintenance labor and materials on the equipment listed on the attachment of this proposal. This agreement shall begin on _____ and remain in effect for one year and will be negotiated thereafter on a year to year basis.

This agreement provides for the following:

- Heating Preventative Maintenance
- Cooling Preventative Maintenance
- VAV's
- Filters w/ change out
- Belts w/change out
- Mini Split-System (server room)
- Control System

Either party can cancel this agreement with a ninety-day written notice received and confirmed. Upon cancellation of this agreement, any outstanding monies must be provided prior to any pricing changes.

Performance Schedule:

1. Spring PM
2. Fall PM

TOTAL: \$ 1,894.81

Billing Schedule Options:

- Annually: \$1,894.81
- Bi-Annual: \$947.40
- Quarterly: \$473.70
- Monthly: \$157.90

A R Engh Heating & Air Conditioning, can provide Spring & Fall preventative maintenance, for the alternate mini-split system located in the "Records Building" for an additional yearly total charge of \$ 315.00, if the above mentioned preventative maintenance contract has been accepted.



*Billing schedules not equal to performance, will require full payment for services rendered in the event of early cancellation.

Customer retains A R Engh Heating and Air Conditioning only for the purposes and to the extent set forth in this agreement. **A R Engh Heating & Air Conditioning's** relationship to **McLeod County-HATS, Hutchinson** (shall during the term of this agreement) be that of an independent contractor. No partnership, joint venture or other arrangement is intended or should be inferred from this agreement.

If A R Engh Heating & Air Conditioning brings legal action to enforce this agreement and is successful, it will be entitled to recover reasonable attorney fees and the cost of litigation in addition to any judgment for damages.

This agreement contains the entire understanding between **A R Engh Heating & Air Conditioning** and **McLeod County-HATS, Hutchinson**, Any amendments must be in writing and signed by both parties.

CONTRACTOR: A R Engh Heating & Air Conditioning

CUSTOMER:

Signature: _____

[Handwritten Signature]
[Handwritten Title: Business Development]

Signature: _____

Title: _____

Title: _____

Date: _____

[Handwritten Date: October 11, 2016]

Date: _____



Dear Hutchinson Area Transportation Services,

The following is a maintenance checklist for the Controls Management System

- Inspect and access the unit for maintenance
- Review with the customer for any operational problems
- System analysis and review
- Check the wiring and electrical connections
- Check and clean dirt or debris
- Check the sequence of operation & verify
- VAV front end analysis
- Control loop tuning if applicable
- Check all imputed schedules, times, dates
- Check the modem for proper operation
- Check and clean the area around the control system

Thank you,

Brian Streich

AREngH Heating & Air Conditioning

150 Olsen Ave Blvd. NE

Cokato, MN. 55321

bstreich@arengH.com

office-320-286-2020

cell- 612-518-2753



Tasks and Schedule

NOTE: The following tasks will be checked, according to the maintenance schedule required. When a task is to be performed in the Spring, the letter "S" will be marked in the "Other" section and the letter "F" for the Fall.

Travel Time	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
Set up and break down time	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
Check in with site manager	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
Fill out preventive maintenance sheet	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
Record the inside Temp.	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__

ELECTRICAL COMPARTMENT

DX: Inspect & Access unit	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
DX: Calibrate TSTAT and check proper settings	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
DX: Perform visual inspection leak	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
DX: Inspect and tighten electrical connections	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
DX: Inspect all wiring and secure	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
DX: Inspect contactors for pitting and wear	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__

CONDENSER

DX: condensing unit- Check and record CFM AMPS	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
DX: Check CFM/Blade-Vib./Cracks & oil motor	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
DX: Brush clean the condenser coils	Quarterly__ Bi-Annual__ Other <u>S</u>
DX: Chemically clean the condenser coils	Quarterly__ Bi-Annual__ Other <u>S</u>

COMPRESSOR

DX: Check and record the compressor amps	Quarterly__ Bi-Annual__ Other <u>S</u>
DX: Check and record the refrigerant pressures	Quarterly__ Bi-Annual__ Other <u>S</u>
DX: Test and adjust unloaders	Quarterly__ Bi-Annual__ Other <u>S</u>
DX: Check and adjust crank-case heater amp	Quarterly__ Bi-Annual__ Other <u>S</u>
DX: Check safety's and relays	Quarterly__ Bi-Annual__ Other <u>S</u>
DX: Record Superheat	Quarterly__ Bi-Annual__ Other <u>S</u>
DX: Record oil level; ¼ ½ ¾	Quarterly__ Bi-Annual__ Other <u>S</u>
DX: MEGA OHM: R[], R[], R[]	Quarterly__ Bi-Annual__ Other <u>S</u>

FILTERS

DX: Change Filters & Date Standard	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
DX: Change Filters & Date pleated	Quarterly__ Bi-Annual__ Other__
DX: Change supplied filters and Date	Quarterly__ Bi-Annual__ Other__
DX: Change cartridge filters	Quarterly__ Bi-Annual__ Other__

EVAPORATOR

DX: Adjust Pulley, inspect & Align/belts, oil mtr & bearing	Quarterly__ Bi-Annual__ Other <u>S</u>
DX: Check and record evaporator motor amps	Quarterly__ Bi-Annual__ Other <u>S</u>
DX: Inspect blower wheels	Quarterly__ Bi-Annual__ Other <u>S</u>

DX: Change belts (AC only)	Quarterly__	Bi-Annual__	Other <u>S</u>
DX: Measure belt deflection in inches	Quarterly__	Bi-Annual__	Other <u>S</u>
DX: Record TD across evaporator coil	Quarterly__	Bi-Annual__	Other <u>S</u>
DX: Brush clean evaporator coils	Quarterly__	Bi-Annual__	Other <u>S</u>
DX: Wash evaporator coils (H2o)	Quarterly__	Bi-Annual__	Other <u>S</u>
DX: Apply self- rinse evaporator coil cleaner	Quarterly__	Bi-Annual__	Other <u>S</u>
DX: Chemically clean evaporator coil	Quarterly__	Bi-Annual__	Other <u>S</u>
DX: Check operations of condensate pump	Quarterly__	Bi-Annual__	Other <u>S</u>

DRAINS

DX: Clean drain pans and drain lines	Quarterly__	Bi-Annual <u>x</u>	Other__
DX: Install Pan Tab/ Strips	Quarterly__	Bi-Annual <u>x</u>	Other__

HEATERS

DX: Test and record flame condition	Quarterly__	Bi-Annual__	Other <u>F</u>
DX: Test limits of high heat shutoff	Quarterly__	Bi-Annual__	Other <u>F</u>
DX: Test heat and check safety's	Quarterly__	Bi-Annual__	Other <u>F</u>
DX: Check gas PSI or Electric AMPS & record	Quarterly__	Bi-Annual__	Other <u>F</u>
DX: Clean pilot	Quarterly__	Bi-Annual__	Other <u>F</u>
DX: Clean burners and check the air-flow	Quarterly__	Bi-Annual__	Other <u>F</u>
DX: Change fuel oil filter if necessary	Quarterly__	Bi-Annual__	Other <u>F</u>
DX: Inspect heat exchanger or Elements	Quarterly__	Bi-Annual__	Other <u>F</u>
DX: Clean heat exchanger or Elements	Quarterly__	Bi-Annual__	Other <u>F</u>

DUCT SECTION

DX: Inspect and clean smoke detector tubes	Quarterly__	Bi-Annual <u>x</u>	Other__
DX: Vacuum return section	Quarterly__	Bi-Annual <u>x</u>	Other <u>F</u>

ECONOMIZERS

DX: Clean economizer screens and outside filters	Quarterly__	Bi-Annual <u>x</u>	Other__
DX: Set economizer @ 15%, lube & test	Quarterly__	Bi-Annual__	Other <u>F</u>

EXHAUST FANS

EX FANS: Inspect and access unit for maintenance	Quarterly__	Bi-Annual__	Other__
EX FANS: Check wiring and electrical connection	Quarterly__	Bi-Annual__	Other__
EX FANS: Inspect all wiring and secure	Quarterly__	Bi-Annual__	Other__
EX FANS: Inspect contactors for pitting	Quarterly__	Bi-Annual__	Other__
EX FANS: Change exhaust fan belts	Quarterly__	Bi-Annual__	Other__
EX FANS: Adjust pulley, align belt, & oil motor/bearing	Quarterly__	Bi-Annual__	Other__
EX FANS: Check for vibration	Quarterly__	Bi-Annual__	Other__
EX FANS: record motor AMPS	Quarterly__	Bi-Annual__	Other__
EX FANS: Empty grease trays	Quarterly__	Bi-Annual__	Other__

UNIT HEATERS

UH: Inspect and access the unit	Quarterly__	Bi-Annual__	Other__
UH: Calibrate TSTAT and check operation	Quarterly__	Bi-Annual__	Other__
UH: Inspect and tighten the electrical connections	Quarterly__	Bi-Annual__	Other__
UH: Inspect all wiring and secure	Quarterly__	Bi-Annual__	Other__
UH: Inspect the contactor for pitting	Quarterly__	Bi-Annual__	Other__
UH: Gas leak inspection	Quarterly__	Bi-Annual__	Other__
UH: Check the motor AMPS	Quarterly__	Bi-Annual__	Other__
UH: Record the gas PSI or Electrical AMPS	Quarterly__	Bi-Annual__	Other__
UH: Clean Pilot	Quarterly__	Bi-Annual__	Other__
UH: Clean burner and check air-flow	Quarterly__	Bi-Annual__	Other__

CHILLER: Perform visual leak inspection	Quarterly__ Bi-Annual__ Other__
CHILLER: Clean inlet strainers	Quarterly__ Bi-Annual__ Other__
CHILLER: Check glycol for proper % in the system	Quarterly__ Bi-Annual__ Other__
CHILLER: Check operations on barrel heater	Quarterly__ Bi-Annual__ Other__

TOWERS

Tower: Inspect and access for maintenance	Quarterly__ Bi-Annual__ Other__
Tower: Calibrate TSTAT and check operations	Quarterly__ Bi-Annual__ Other__
Tower: Record entering and leaving H2O temps.	Quarterly__ Bi-Annual__ Other__
Tower: Record entering and leaving air temps.	Quarterly__ Bi-Annual__ Other__
Tower: Inspect starter and wiring	Quarterly__ Bi-Annual__ Other__
Tower: Inspect fan motor blade, pulleys & adjust	Quarterly__ Bi-Annual__ Other__
Tower: Record motor amps	Quarterly__ Bi-Annual__ Other__
Tower: Inspect float level & tower for leaks	Quarterly__ Bi-Annual__ Other__
Tower: Lubricate all moving parts	Quarterly__ Bi-Annual__ Other__
Tower: Drain and shut down for winter operation	Quarterly__ Bi-Annual__ Other__
Tower: Verify sump heater operation	Quarterly__ Bi-Annual__ Other__
Tower: Inspect and flush & rinse basin	Quarterly__ Bi-Annual__ Other__
Tower: Power wash	Quarterly__ Bi-Annual__ Other__
Tower: Remove and clean strainers	Quarterly__ Bi-Annual__ Other__
Tower: Check water quality and report	Quarterly__ Bi-Annual__ Other__
Tower: Power wash fill	Quarterly__ Bi-Annual__ Other__
Tower: Inspect and tighten the electrical connections	Quarterly__ Bi-Annual__ Other__
Tower: Inspect all wiring and secure	Quarterly__ Bi-Annual__ Other__
Tower: Inspect all contactors for pitting & wear	Quarterly__ Bi-Annual__ Other__
Tower: Change belts	Quarterly__ Bi-Annual__ Other__
Tower: Descale and clean	Quarterly__ Bi-Annual__ Other__

BOILERS

Boiler: Inspect and access for maintenance	Quarterly__ Bi-Annual__ Other__
Boiler: Inspect and tighten the electrical connections	Quarterly__ Bi-Annual__ Other__
Boiler: Inspect all wiring and secure	Quarterly__ Bi-Annual__ Other__
Boiler: Inspect contactor for wear	Quarterly__ Bi-Annual__ Other__
Boiler: Check and verify burner operations	Quarterly__ Bi-Annual__ Other__
Boiler: Visually inspect	Quarterly__ Bi-Annual__ Other__
Boiler: Verify ignition system operation	Quarterly__ Bi-Annual__ Other__
Boiler: Verify safety lockout operation	Quarterly__ Bi-Annual__ Other__
Boiler: Check operation and Lubricate Circulator	Quarterly__ Bi-Annual__ Other__
Boiler: Check and verify fuel operation	Quarterly__ Bi-Annual__ Other__
Boiler: Verify water steam temps. And pressure	Quarterly__ Bi-Annual__ Other__
Boiler: Check pressure safety limit switch	Quarterly__ Bi-Annual__ Other__
Boiler: Check heat exchanger and flue passage	Quarterly__ Bi-Annual__ Other__
Boiler: Check zone valve operation	Quarterly__ Bi-Annual__ Other__
Boiler: Check steam condensate pumps/trap	Quarterly__ Bi-Annual__ Other__
Boiler: Calibrate TSTAT & check operations	Quarterly__ Bi-Annual__ Other__

PUMPS

Pump: Inspect and access for maintenance	Quarterly__ Bi-Annual__ Other__
Pump: Inspect contactors for pitting and wear	Quarterly__ Bi-Annual__ Other__

Pump: Lubricate all chilled water distribution	Quarterly__ Bi-Annual__ Other__
Pump: Check seals & piping for leaks	Quarterly__ Bi-Annual__ Other__
Pump: Inspect and tighten electrical connections	Quarterly__ Bi-Annual__ Other__
Pump: Inspect all wiring & secure	Quarterly__ Bi-Annual__ Other__
Pump: Check and record pressures	Quarterly__ Bi-Annual__ Other__
Pump: Check and record motor amps	Quarterly__ Bi-Annual__ Other__
Pump: Replace love-joy inserts as needed	Quarterly__ Bi-Annual__ Other__

VAV

VAV: Inspect and access unit for maintenance	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
VAV: Inspect and tighten the electrical connections	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
VAV: Inspect all wiring and secure	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
VAV: Inspect contactors for pitting and wear	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
VAV: Change filters (standard)	Quarterly__ Bi-Annual__ Other__
VAV: Change filters (pleated)	Quarterly__ Bi-Annual__ Other__
VAV: Change filters (customer supplied)	Quarterly__ Bi-Annual__ Other__
VAV: Check drive linkage & lubricate if necessary	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
VAV: Calibrate TSTATS and check operation	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
VAV: Check heat and safeties	Quarterly__ Bi-Annual__ Other F
VAV: Test limits of high heat shutoff	Quarterly__ Bi-Annual__ Other F
VAV: Check the electrical amps & record	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__

FAN COILS

Fan Coil: Inspect and access for maintenance	Quarterly__ Bi-Annual__ Other__
Fan Coil: Inspect and tighten the electrical connections	Quarterly__ Bi-Annual__ Other__
Fan Coil: Inspect all wiring and secure	Quarterly__ Bi-Annual__ Other__
Fan Coil: Inspect contactor for pitting & wear	Quarterly__ Bi-Annual__ Other__
Fan Coil: Change Belt	Quarterly__ Bi-Annual__ Other__
Fan Coil: Inspect wheels and shaft	Quarterly__ Bi-Annual__ Other__
Fan Coil: Inspect damper actuator & linkage	Quarterly__ Bi-Annual__ Other__
Fan Coil: Lubricate moving parts and motors	Quarterly__ Bi-Annual__ Other__
Fan Coil: Clean AHU drain line & pan	Quarterly__ Bi-Annual__ Other__
Fan Coil: Install pan tabs/ strips	Quarterly__ Bi-Annual__ Other__
Fan Coil: Check and record evaporator motor amps	Quarterly__ Bi-Annual__ Other__
Fan Coil: Record TD across evaporator coil	Quarterly__ Bi-Annual__ Other__
Fan Coil: Brush clean evaporator coils	Quarterly__ Bi-Annual__ Other__
Fan Coil: Wash evaporator coils (H2o)	Quarterly__ Bi-Annual__ Other__
Fan Coil: Apply self -rinse coil cleaner	Quarterly__ Bi-Annual__ Other__
Fan Coil: Chemically clean evaporator coils	Quarterly__ Bi-Annual__ Other__
Fan Coil: Check operation of condensate pump	Quarterly__ Bi-Annual__ Other__
Fan Coil: Change filter & date AHU (STD)	Quarterly__ Bi-Annual__ Other__
Fan Coil: Replace filters & date AHU (supplied)	Quarterly__ Bi-Annual__ Other__
Fan Coil: Check operation of three -way valve	Quarterly__ Bi-Annual__ Other__

LIEBERTS

Liebert: Inspect and access unit for maintenance	Quarterly__ Bi-Annual__ Other__
Liebert: Calibrate TSTATS and check operation	Quarterly__ Bi-Annual__ Other__
Liebert: Perform visual leak inspections	Quarterly__ Bi-Annual__ Other__
Liebert: Inspect and tighten electrical connections	Quarterly__ Bi-Annual__ Other__
Liebert: Inspect all wiring and secure	Quarterly__ Bi-Annual__ Other__

Liebert: Inspect all contactors for wear	Quarterly__	Bi-Annual__	Other__
Liebert: Check and record CFM amps	Quarterly__	Bi-Annual__	Other__
Liebert: Adjust pulley, align belts, oil motor & bearing	Quarterly__	Bi-Annual__	Other__
Liebert: Brush clean the condenser coils	Quarterly__	Bi-Annual__	Other__
Liebert: Chemically clean the condenser coils	Quarterly__	Bi-Annual__	Other__
Liebert: Check and record compressor amps	Quarterly__	Bi-Annual__	Other__
Liebert: Check and record refrigerant pressures	Quarterly__	Bi-Annual__	Other__
Liebert: Test and adjust unloaders	Quarterly__	Bi-Annual__	Other__
Liebert: Check and record cc heater amps	Quarterly__	Bi-Annual__	Other__
Liebert: Record sub-cooling	Quarterly__	Bi-Annual__	Other__
Liebert: Record super-heat	Quarterly__	Bi-Annual__	Other__
Liebert: Record oil level ¼ ½ ¾	Quarterly__	Bi-Annual__	Other__
Liebert: MEG OHM; R [] R [] R []	Quarterly__	Bi-Annual__	Other__
Liebert: Change filters & date (pleated)	Quarterly__	Bi-Annual__	Other__
Liebert: Change filters & date (customer supplied)	Quarterly__	Bi-Annual__	Other__
Liebert: Check and record evaporator motor amps	Quarterly__	Bi-Annual__	Other__
Liebert: Inspect blower wheels	Quarterly__	Bi-Annual__	Other__
Liebert: Change belts Liebert	Quarterly__	Bi-Annual__	Other__
Liebert: Record TD across evaporator coil	Quarterly__	Bi-Annual__	Other__
Liebert: Brush clean evaporator coils	Quarterly__	Bi-Annual__	Other__
Liebert: Wash evaporator coils (H2o)	Quarterly__	Bi-Annual__	Other__
Liebert: Apply self -rinse evaporator cleaner	Quarterly__	Bi-Annual__	Other__
Liebert: Chemically clean evaporator coils	Quarterly__	Bi-Annual__	Other__
Liebert: Check operations on the condensate pump	Quarterly__	Bi-Annual__	Other__
Liebert: Clean drain pans and drain lines	Quarterly__	Bi-Annual__	Other__
Liebert: Install pan tabs/strips	Quarterly__	Bi-Annual__	Other__
Liebert: Test and record flame condition	Quarterly__	Bi-Annual__	Other__
Liebert: Record high heat shutoff limit	Quarterly__	Bi-Annual__	Other__
Liebert: Test heat and check safeties	Quarterly__	Bi-Annual__	Other__
Liebert: Check electrical amps and record	Quarterly__	Bi-Annual__	Other__
Liebert: Inspect heat elements	Quarterly__	Bi-Annual__	Other__
Liebert: Clean heat elements	Quarterly__	Bi-Annual__	Other__
Liebert: Clean smoke detector tubes	Quarterly__	Bi-Annual__	Other__
Liebert: Vacuum return section	Quarterly__	Bi-Annual__	Other__
Liebert: test operation of humidifier	Quarterly__	Bi-Annual__	Other__
Liebert: Vacuum supply and return grilles (no lift)	Quarterly__	Bi-Annual__	Other__
Liebert: Clean humidifier pan	Quarterly__	Bi-Annual__	Other__

MAKEUP AIR

MUA: Inspect and access for maintenance	Quarterly__	Bi-Annual__	Other__
MUA: Inspect and check belts	Quarterly__	Bi-Annual__	Other__
MUA: Inspect and check all wiring and secure	Quarterly__	Bi-Annual__	Other__
MUA: Inspect contactors for wear	Quarterly__	Bi-Annual__	Other__
MUA: Change filters and date (standard)	Quarterly__	Bi-Annual__	Other__
MUA: Change filters and date (pleated)	Quarterly__	Bi-Annual__	Other__
MUA: Change filters and date (customer supplied)	Quarterly__	Bi-Annual__	Other__
MUA: Adjust pulley, align & belts oil motor and bearing	Quarterly__	Bi-Annual__	Other__
MUA: Check and record fan motor amps	Quarterly__	Bi-Annual__	Other__
MUA: Inspect blower wheels	Quarterly__	Bi-Annual__	Other__

MUA: Change belts	Quarterly__	Bi-Annual__	Other__
MUA: Clean supply (no lift) vacuum only	Quarterly__	Bi-Annual__	Other__
MUA: Inspect and tighten electrical connections	Quarterly__	Bi-Annual__	Other__
MUA: Inspect screens	Quarterly__	Bi-Annual__	Other__

AIR CURTAINS

Air Curtain: Inspect and access for maintenance	Quarterly__	Bi-Annual__	Other__
Air Curtain: Inspect and tighten electrical connections	Quarterly__	Bi-Annual__	Other__
Air Curtain: Inspect wiring and secure	Quarterly__	Bi-Annual__	Other__
Air Curtain: Check contactor for pitting & wear	Quarterly__	Bi-Annual__	Other__
Air Curtain: Inspect heat strip	Quarterly__	Bi-Annual__	Other__
Air Curtain: Test heat and check safeties	Quarterly__	Bi-Annual__	Other__
Air Curtain: Check electrical amps and record	Quarterly__	Bi-Annual__	Other__
Air Curtain: Check door switch	Quarterly__	Bi-Annual__	Other__

REACH IN'S

Reach in: Inspect and access for maintenance	Quarterly__	Bi-Annual__	Other__
Reach in: Check inside temperature	Quarterly__	Bi-Annual__	Other__
Reach in: Inspect condensing unit	Quarterly__	Bi-Annual__	Other__
Reach in: Chemically clean the condensing coil	Quarterly__	Bi-Annual__	Other__
Reach in: Check and record superheat	Quarterly__	Bi-Annual__	Other__
Reach in: Check and record sub-cooling	Quarterly__	Bi-Annual__	Other__
Reach in: Install pre-filter	Quarterly__	Bi-Annual__	Other__
Reach in: Brush the evaporator coil	Quarterly__	Bi-Annual__	Other__
Reach in: Chemically clean the evaporator coils	Quarterly__	Bi-Annual__	Other__
Reach in: calibrate TSTAT's & check operation	Quarterly__	Bi-Annual__	Other__
Reach in: Check time clocks and safeties	Quarterly__	Bi-Annual__	Other__
Reach in: Check condensate drain heater	Quarterly__	Bi-Annual__	Other__
Reach in: Clean condenser with Nitrogen	Quarterly__	Bi-Annual__	Other__
Reach in: Check PSI L__ H__	Quarterly__	Bi-Annual__	Other__
Reach in: Check & record compressor amps	Quarterly__	Bi-Annual__	Other__
Reach in: Check & record condenser motor amps	Quarterly__	Bi-Annual__	Other__
Reach in: Check & record evaporator motor amps	Quarterly__	Bi-Annual__	Other__
Reach in: Inspect door gaskets and heaters	Quarterly__	Bi-Annual__	Other__
Reach in: Brush condenser coils	Quarterly__	Bi-Annual__	Other__

WALK IN'S

Walk in: Inspect and access for maintenance	Quarterly__	Bi-Annual__	Other__
Walk in: Inspect overall condition	Quarterly__	Bi-Annual__	Other__
Walk in: Check inside temperature	Quarterly__	Bi-Annual__	Other__
Walk in: Inspect condensing unit	Quarterly__	Bi-Annual__	Other__
Walk in: Check and record superheat	Quarterly__	Bi-Annual__	Other__
Walk in: Check and record sub-cooling	Quarterly__	Bi-Annual__	Other__
Walk in: Brush clean condenser coil	Quarterly__	Bi-Annual__	Other__
Walk in: Brush clean evaporator coil	Quarterly__	Bi-Annual__	Other__
Walk in: Chemically clean evaporator coils	Quarterly__	Bi-Annual__	Other__
Walk in: Clean drain pans and drain lines	Quarterly__	Bi-Annual__	Other__
Walk in: Calibrate TSTATS and check operation	Quarterly__	Bi-Annual__	Other__
Walk in: Check time clocks and safeties	Quarterly__	Bi-Annual__	Other__
Walk in: Check condensate drain heater	Quarterly__	Bi-Annual__	Other__
Walk in: Install pre-filter	Quarterly__	Bi-Annual__	Other__

Walk in: Check PSI L__ H__	Quarterly__	Bi-Annual__	Other__
Walk in: Check and record compressor amps	Quarterly__	Bi-Annual__	Other__
Walk in: Check and record condenser motor amps	Quarterly__	Bi-Annual__	Other__
Walk in: Check and record evaporator motor amps	Quarterly__	Bi-Annual__	Other__
Walk in: Inspect door gaskets and heaters	Quarterly__	Bi-Annual__	Other__

ICE MACHINES

Ice Machine: Inspect and access for maintenance	Quarterly__	Bi-Annual__	Other__
Ice Machine: Descale the evaporator coil	Quarterly__	Bi-Annual__	Other__
Ice Machine: Clean and sanitize	Quarterly__	Bi-Annual__	Other__
Ice Machine: Check proper operation	Quarterly__	Bi-Annual__	Other__
Ice Machine: Check and record superheat	Quarterly__	Bi-Annual__	Other__
Ice Machine: Check and record sub-cooling	Quarterly__	Bi-Annual__	Other__
Ice Machine: Chemically clean condensing coil	Quarterly__	Bi-Annual__	Other__
Ice Machine: Inspect Overall Condition	Quarterly__	Bi-Annual__	Other__
Ice Machine: Check and Clean Drain Line	Quarterly__	Bi-Annual__	Other__
Ice Machine: Adjust Water Fill and Check Safeties	Quarterly__	Bi-Annual__	Other__
Ice Machine: Inspect Water Filtration System	Quarterly__	Bi-Annual__	Other__
Ice Machine: Descale Water System	Quarterly__	Bi-Annual__	Other__

RACK SYSTEMS

Rack: Inspect and Access for Maintenance	Quarterly__	Bi-Annual__	Other__
Rack: Calibrate TSTAT and Check Operations	Quarterly__	Bi-Annual__	Other__
Rack: Inspect & Tighten Electrical Connections	Quarterly__	Bi-Annual__	Other__
Rack: Inspect All Wiring and Secure	Quarterly__	Bi-Annual__	Other__
Rack: Inspect Contactors for Wear	Quarterly__	Bi-Annual__	Other__
Rack: Change Belt	Quarterly__	Bi-Annual__	Other__
Rack: Clean Drain Pans and Drain Lines	Quarterly__	Bi-Annual__	Other__
Rack: Add Pan Tablets/Strips	Quarterly__	Bi-Annual__	Other__
Rack: Check and Calibrate Controls	Quarterly__	Bi-Annual__	Other__
Rack: Brush Clean Condenser Coil	Quarterly__	Bi-Annual__	Other__
Rack: Chemically Clean Condenser Coils	Quarterly__	Bi-Annual__	Other__
Rack: Check Defrost Heaters	Quarterly__	Bi-Annual__	Other__
Rack: Check Oil Level	Quarterly__	Bi-Annual__	Other__
Rack: Visual Leak Inspection	Quarterly__	Bi-Annual__	Other__
Rack: Record Compressor Amps	Quarterly__	Bi-Annual__	Other__

ENVIRONMENTAL CHAMBERS

Env. Cham: Inspect and Access for Maintenance	Quarterly__	Bi-Annual__	Other__
Env. Cham: Calibrate TSTAT and Check Operations	Quarterly__	Bi-Annual__	Other__
Env. Cham: Inspect & Tighten Electrical Connections	Quarterly__	Bi-Annual__	Other__
Env. Cham: Inspect All Wiring and Secure	Quarterly__	Bi-Annual__	Other__
Env. Cham: Inspect Contactor for Wear	Quarterly__	Bi-Annual__	Other__
Env. Cham: Perform Visual Leak Inspection	Quarterly__	Bi-Annual__	Other__
Env. Cham: Check and Record Compressor Amps	Quarterly__	Bi-Annual__	Other__
Env. Cham: Check and Record Refr. Pres. Static & op.	Quarterly__	Bi-Annual__	Other__
Env. Quarterly__ Bi-Annual__ Other__	Quarterly__	Bi-Annual__	Other__

Env. Cham: Record Oil Level; ¼ ½ ¾	Quarterly__ Bi-Annual__ Other__
Env. Cham: Check Op.High/Low Stage Cascade System	Quarterly__ Bi-Annual__ Other__
Env. Cham: Check Operation Solenoid & Control Valve	Quarterly__ Bi-Annual__ Other__
Env. Cham: Check Low Stage Refrigerant Charge	Quarterly__ Bi-Annual__ Other__

WINDOW UNITS

WU: Inspect and Access for Maintenance	Quarterly__ Bi-Annual__ Other__
WU: Calibrate TSTAT and Check Operations	Quarterly__ Bi-Annual__ Other__
WU: Inspect and Tighten Electrical Connections	Quarterly__ Bi-Annual__ Other__
WU: Inspect All Wiring and Secure	Quarterly__ Bi-Annual__ Other__
WU: Inspect Contactor for Wear	Quarterly__ Bi-Annual__ Other__
WU: Change Belt	Quarterly__ Bi-Annual__ Other__
WU: Brush Clean Condenser Coil	Quarterly__ Bi-Annual__ Other__
WU: Chemically Clean Condenser Coils	Quarterly__ Bi-Annual__ Other__
WU: Brush Clean Evaporator Coils	Quarterly__ Bi-Annual__ Other__
WU: Wash Evaporator Coils	Quarterly__ Bi-Annual__ Other__
WU: Apply Self Rinse Coil Cleaner	Quarterly__ Bi-Annual__ Other__
WU: Chemically Clean Evaporator Coils	Quarterly__ Bi-Annual__ Other__

HEAT WHEELS

HW: Inspect and Access for Maintenance	Quarterly__ Bi-Annual__ Other__
HW: Calibrate TSTAT and Check Operations	Quarterly__ Bi-Annual__ Other__
HW: Inspect and Tighten Electrical Connections	Quarterly__ Bi-Annual__ Other__
HW: Inspect Wiring and Secure	Quarterly__ Bi-Annual__ Other__
HW: Inspect Contactor for Wear	Quarterly__ Bi-Annual__ Other__
HW: Change Filters and Date (Pleated)	Quarterly__ Bi-Annual__ Other__
HW: Change Filters and Date (Customer Supplies)	Quarterly__ Bi-Annual__ Other__
HW: Change Belt	Quarterly__ Bi-Annual__ Other__

HUMIDIFIERS

Humidifier: Inspect and Access for Maintenance	Quarterly__ Bi-Annual__ Other__
Humidifier: Calibrate TSTAT and Check Operations	Quarterly__ Bi-Annual__ Other__
Humidifier: Inspect and Tighten Electrical Connections	Quarterly__ Bi-Annual__ Other__
Humidifier: Inspect All Wiring and Secure	Quarterly__ Bi-Annual__ Other__
Humidifier: Inspect Contactors for Wear	Quarterly__ Bi-Annual__ Other__
Humidifier: Change Filter and Date (Pleated)	Quarterly__ Bi-Annual__ Other__
Humidifier: Change Filter and Date (Customer Supplied)	Quarterly__ Bi-Annual__ Other__
Humidifier: Test Operation	Quarterly__ Bi-Annual__ Other__
Humidifier: Change Belt	Quarterly__ Bi-Annual__ Other__
Humidifier: Replace Humidifier Drum	Quarterly__ Bi-Annual__ Other__

AIR COMPRESSOR/ DRIER

AIR DRIER: Inspect and Access for Maintenance	Quarterly__ Bi-Annual__ Other__
AIR DRIER: Calibrate TSTAT and Check Operations	Quarterly__ Bi-Annual__ Other__
AIR DRIER: Inspect Electrical Connections	Quarterly__ Bi-Annual__ Other__
AIR DRIER: Inspect All Wiring and Secure	Quarterly__ Bi-Annual__ Other__

AIR DRIER: Inspect Contactors for Wear	Quarterly__ Bi-Annual__ Other__
AIR DRIER: Change Belt	Quarterly__ Bi-Annual__ Other__
AIR DRIER: Change Oil	Quarterly__ Bi-Annual__ Other__
AIR DRIER: Drain Air Tank	Quarterly__ Bi-Annual__ Other__
AIR DRIER: Brush Condenser Coil	Quarterly__ Bi-Annual__ Other__
AIR DRIER: Chemically Clean Condenser Coil	Quarterly__ Bi-Annual__ Other__
AIR DRIER: Check Auto Drain Operation	Quarterly__ Bi-Annual__ Other__
AIR DRIER: Change Filter and Date (Pleated)	Quarterly__ Bi-Annual__ Other__
AIR DRIER: Change Filter and Date (Customer Supplied)	Quarterly__ Bi-Annual__ Other__

DUCTLESS - Mini SPLIT

Ductless: Inspect and access for maintenance	Quarterly__ Bi-Annual__ <input checked="" type="checkbox"/> Other__
Ductless: Calibrate TSTAT & check operations	Quarterly__ Bi-Annual__ <input checked="" type="checkbox"/> Other__
Ductless: Inspect & tighten the electrical connections	Quarterly__ Bi-Annual__ <input checked="" type="checkbox"/> Other__
Ductless: Inspect all wiring & secure	Quarterly__ Bi-Annual__ <input checked="" type="checkbox"/> Other__
Ductless: Inspect contactor for wear	Quarterly__ Bi-Annual__ <input checked="" type="checkbox"/> Other__
Ductless: Brush clean the condensing coils	Quarterly__ Bi-Annual__ Other__
Ductless: Clean or replace filter	Quarterly__ Bi-Annual__ Other__
Ductless: Brush clean condensing coils	Quarterly__ Bi-Annual__ Other__
Ductless: Brush clean evaporator coils	Quarterly__ Bi-Annual__ Other__
Ductless: Wash the evaporator coils	Quarterly__ Bi-Annual__ Other__
Ductless: Chemically clean evaporator coils	Quarterly__ Bi-Annual__ Other__
Ductless: Check and record refrigerant pressure	Quarterly__ Bi-Annual__ Other__
Ductless: Check and record the compressor Amps	Quarterly__ Bi-Annual__ Other__
Ductless: Check and adjust crankcase heater amp	Quarterly__ Bi-Annual__ Other__

Residential Furnace

RF: Inspect and access for maintenance	Quarterly__ Bi-Annual__ Other__
RF: Check and tighten electrical connections	Quarterly__ Bi-Annual__ Other__
RF: Check motors and lubricate as needed	Quarterly__ Bi-Annual__ Other__
RF: Check burner and air mixture baffles	Quarterly__ Bi-Annual__ Other__
RF: Perform Co and Co2 test	Quarterly__ Bi-Annual__ Other__
RF: Check and record gas pressures	Quarterly__ Bi-Annual__ Other__
RF: Check and clean the combustion blower	Quarterly__ Bi-Annual__ Other__
RF: Check and record the proper function of all safeties	Quarterly__ Bi-Annual__ Other__
RF: Inspect heat exchanger	Quarterly__ Bi-Annual__ Other__
RF: Clean squirrel cage and motor	Quarterly__ Bi-Annual__ Other__
RF: Inspect igniters and clean the flame sensors	Quarterly__ Bi-Annual__ Other__
RF: Check and record the proper delta T on the furnace	Quarterly__ Bi-Annual__ Other__
RF: Test and record total static pressure of system	Quarterly__ Bi-Annual__ Other__
RF: Check and record the electrical Amps	Quarterly__ Bi-Annual__ Other__
RF: Change filters & Date (standard)	Quarterly__ Bi-Annual__ Other__
RF: Change filters & Date (pleated)	Quarterly__ Bi-Annual__ Other__
RF: Change filters & Date (customer supplied)	Quarterly__ Bi-Annual__ Other__
RF: Check and clean the area around the unit	Quarterly__ Bi-Annual__ Other__

Residential Air conditioner or Air Source Heat Pump

RAC/HP: Inspect and access for maintenance	Quarterly__ Bi-Annual__ Other__
RAC/HP: Check and record compressor Amps	Quarterly__ Bi-Annual__ Other__
RAC/HP: Check and record refrigerant pressures	Quarterly__ Bi-Annual__ Other__

RAC/HP: Check and record the evaporator motor Amps	Quarterly__	Bi-Annual__	Other__
RAC/HP: Check safeties and relays	Quarterly__	Bi-Annual__	Other__
RAC/HP: Brush clean the condenser coil	Quarterly__	Bi-Annual__	Other__
RAC/HP: Chemically clean the condenser coil	Quarterly__	Bi-Annual__	Other__
RAC/HP: Wash the condenser coil with H2o	Quarterly__	Bi-Annual__	Other__
RAC/HP: Clean the evaporator drain pan & lines	Quarterly__	Bi-Annual__	Other__
RAC/HP: Check thermostats and programs	Quarterly__	Bi-Annual__	Other__
RAC/HP: Check & record the TD across evaporator coil	Quarterly__	Bi-Annual__	Other__
RAC/HP: Check the operation of the condensate pump	Quarterly__	Bi-Annual__	Other__
RAC/HP: Check the line set and insulation wrap	Quarterly__	Bi-Annual__	Other__
RAC/HP: Check and clean the area around the unit	Quarterly__	Bi-Annual__	Other__

Geothermal Heat Pump

GHP: Inspect and access for maintenance	Quarterly__	Bi-Annual__	Other__
GHP: Check and record the refrigerant charge	Quarterly__	Bi-Annual__	Other__
GHP: Check thermostatic expansion valve for bulb secure	Quarterly__	Bi-Annual__	Other__
GHP: Check and tighten the electrical connections	Quarterly__	Bi-Annual__	Other__
GHP: Check thermostat for proper operation	Quarterly__	Bi-Annual__	Other__
GHP: Check & record amp draw on pumps & compressor	Quarterly__	Bi-Annual__	Other__
GHP: Inspect contactors	Quarterly__	Bi-Annual__	Other__
GHP: Check & record the flow rate (Delta P)	Quarterly__	Bi-Annual__	Other__
GHP: Check & record the Delta "T"	Quarterly__	Bi-Annual__	Other__
GHP: Calculate the heat of extraction/rejection	Quarterly__	Bi-Annual__	Other__
GHP: Inspect and clean the evaporator coil	Quarterly__	Bi-Annual__	Other__
GHP: Check loop field pressure and adjust if needed	Quarterly__	Bi-Annual__	Other__
GHP: Check and clean the area around the unit	Quarterly__	Bi-Annual__	Other__

Water-heater

WH: Inspect and access for maintenance	Quarterly__	Bi-Annual__	Other__
WH: Check and inspect electrical connections	Quarterly__	Bi-Annual__	Other__
WH: Check the pressure relief valve	Quarterly__	Bi-Annual__	Other__
WH: Back flush (Tank-less)	Quarterly__	Bi-Annual__	Other__
WH: Clean the air filter on intake line (Tank-less)	Quarterly__	Bi-Annual__	Other__
WH: Clean the strainer (Tank-less)	Quarterly__	Bi-Annual__	Other__
WH: Clean the inlet water filter (Tank-less)	Quarterly__	Bi-Annual__	Other__
WH: Check pilot	Quarterly__	Bi-Annual__	Other__
WH: Visual check for water leaks	Quarterly__	Bi-Annual__	Other__
WH: Check and clean burners	Quarterly__	Bi-Annual__	Other__
WH: Check thermostat	Quarterly__	Bi-Annual__	Other__
WH: Check Aqua stat	Quarterly__	Bi-Annual__	Other__
WH: Check exhaust pipe	Quarterly__	Bi-Annual__	Other__
WH: Check for gas leaks	Quarterly__	Bi-Annual__	Other__
WH: Check pumps	Quarterly__	Bi-Annual__	Other__
WH: Clean up area around the unit	Quarterly__	Bi-Annual__	Other__

Quality Work Done Right the First Time



Heating & Cooling
Plumbing
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Geothermal
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One size never fits all with heating and cooling systems. That is why A R Engh takes the time to fully understand the unique requirements of each customer's home or work facility before making any recommendations. We offer the full range of solutions for both remodeling and new construction projects, including:

- HVAC systems
- Duct work
- Boilers
- Heat pumps
- Air purification
- Humidifiers
- Walk-in/reach-in coolers and freezers
- Ice machines



Refrigeration: A R Engh services and installs walk-in coolers, walk-in freezers, ice machines, and reach-in coolers.

Heating & Cooling Products: HVAC design, air ducts, boilers, plenum heaters, heat pumps, air purifiers and humidifiers.



Plumbing

A R Engh plumbers and certified technicians have earned a reputation for providing the highest-quality service in central Minnesota. Simply stated, they are the best at what they do. You can depend on our highly trained, skilled and experienced staff to manage all of your residential or commercial plumbing needs; including:

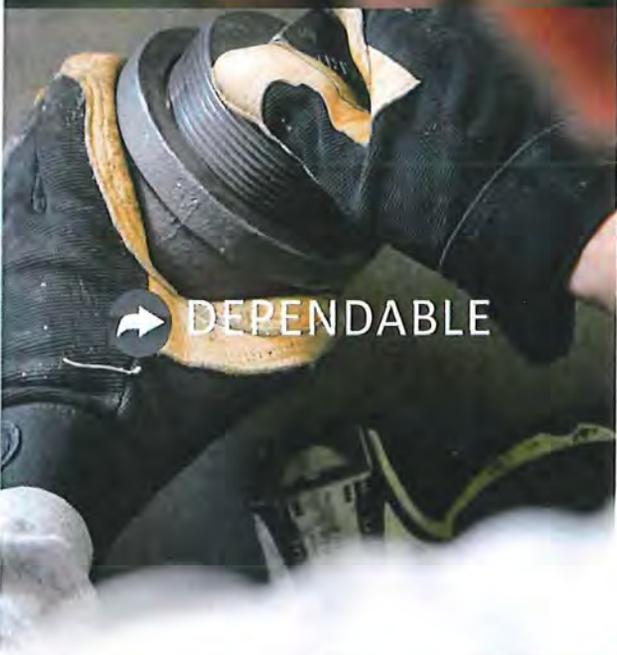
- Kitchen and bathroom remodels
- Backflow prevention
- Water heaters
- Water conditioning



Products and Services: Kitchen and bath remodel, bathroom fixture installation, clogged drain repair, garbage disposals, backflow prevention, backflow repairs and installation, gas piping, gas connections and appliance hook ups.



→ EXPERTISE



→ DEPENDABLE



→ REASSURING

Sewer & Drain

When it comes to drain and sewer system issues, prevention is key. Our skilled technicians can handle any drain or sewer problem quickly. They also recommend proactive measures to minimize your risks, reduce your worry and save you money in the long run. A R Engh's offerings for homes and businesses covers:

- Drain and sewer backups
- Drain and sewer inspection and cleaning
- Video camera inspections
- Sewage ejectors
- Sump pumps



Products and Services: Sewer cleaning, drain cleaning, video camera inspections and sump pumps.

Geothermal

Geothermal is one of the most economical, reliable and clean climate-control technologies available today. Geothermal systems tap into a renewable energy source that already exists underneath your property, providing flameless heating that costs up to 80% less than conventional systems. Our extensive geothermal expertise includes:

- System selection and design consultation
- System repair
- Heat pump repair



Products: Geothermal heating, cooling systems and geothermal heat pumps.

Service Plans

Just like a car, your heating, cooling and plumbing systems require ongoing maintenance to attain peak performance and address potential issues early, before they become expensive. Our service plans allow you to plan and budget in advance, through proactive maintenance that greatly reduces the chance of an unexpected repair expense. Choose from a complete menu of plans to optimize the performance and cost-efficiency of your A R Engh investments. If nothing in our standard offering matches your needs, we will gladly custom-design a service plan for you.



Service Plans: Plumbing, heating and cooling, sewer and drain and geothermal heating.



Keeping central Minnesota comfortable for more than 10 years.

Heating & Cooling
Plumbing
Sewer & Drain Cleaning
Geothermal
Service Plans

320.286.2020

Whether you need assistance with heating, cooling, plumbing or all three, this type of work requires urgent expert attention. A R Engh has built a thriving business focused on delivering just that. By partnering with us, you'll have access to the skills, experience and professionalism it takes to get the job done on time, on budget, and to the most exacting standards. Guaranteed.

We look forward to earning your business.



A R Engh Heating & Air Conditioning
150 Olsen Blvd NE
Cokato, Minnesota 55321
www.arengh.com



Quality

For us, "good enough" is never enough. Not even close. We are perfectionists who take absolute pride in our work and we install only the most trusted and reliable products. When A R Engh visits your home or business, you can be certain that the job is getting done right the first time, to the highest levels of quality and craftsmanship.



Responsiveness

This is the kind of work that cannot wait. That is why our entire team strives to be instantly reachable and completely responsive at all times. Call during business hours and you'll get clear answers from a live voice. Call after hours and talk to our on-call technician. We do what we say we are going to do and arrive when we say we are going to arrive.



Expertise

Over the last decade, we have seen and done it all. We are intimately familiar with the best practices for almost any heating, cooling or plumbing situation imaginable. Every licensed, bonded and insured A R Engh technician also receives ongoing training to ensure our customers take full advantage of the latest industry tools and technologies.



Service Plans

A R Engh provides custom service and maintenance plans for all our plumbing, heating and cooling, sewer and drain, and geothermal products to save you money, protect your warranty and keep your system running efficiently.



WE MAKE BUILDINGS WORK BETTER FOR LIFE.™



Trane U.S. Inc. dba Trane
775 Vandalia Street
Saint Paul, MN 55114

Phone: (651) 468-2700, Fax: (651) 468-2720
Service Contact: (651) 468-2800

September 15, 2016

John Brunkhorst
Facility Administrator
McLeod County Highway Department
1400 Adams Street SE
Hutchinson, MN 55350 U.S.A.

Site Address:
HATS Office Building
1400 Adams Street
Hutchinson, MN 55350
United States

Quote Number: 32-10009-16-001 **Co-op Contract Number:** USC 15-JLP-023

Subject: Continuation of Service Agreement

Your Trane Service Agreement is scheduled for renewal on October 1, 2016. To assure that there will be no interruption of service and benefits to McLeod County Highway Department your Service Agreement will be extended through September 30, 2017. The adjusted Service Fees for the renewal term for all sites is set forth in the following table:

Contract Term	Annual Amount USD	Payment USD	Payment Term
October 1, 2016 to September 30, 2017	4,077.00	1,019.25	Quarterly

The Annual Amount and Payment information set forth above DO NOT include applicable sales tax. Applicable sales taxes will be included upon generation of the invoice for the renewed Service Agreement. Payment of applicable sales tax is the responsibility of the Customer.

If there is any reason why this Service Agreement should not be extended through this period, please notify Trane in writing prior to the renewal date indicated above. If so notified, Trane can continue at your discretion to provide services beyond the renewal date at our standard time and material rates.

A one-time 3.00 % discount is offered for full payment of 1 year(s) in advance of the commencement of the Service Agreement. Invoice would be issued at start of the Agreement and is due net 15 days from date of invoice. The discount would be 122.31 USD if this option is selected. Tax will be calculated based upon the pre-discounted price. The discount for advance payment is not applicable to credit card transactions. Please check the box for this option.

Scope of Service

The Scope of Service for the new agreement period will remain the same as delivered in the current period.

Terms & Conditions

The Terms & Conditions shall remain unchanged from those executed in the original agreement and shall be extended for this renewal period.

Clarifications

If McLeod County Highway Department accounting procedures require a purchase order for the renewal term, please provide your purchase order number to Trane prior to the renewal date.

We value your business and look forward to continuing to serve and contribute to your organization's success.

Sincerely,

Jacob Esselman
Account Manager

CUSTOMER ACCEPTANCE

Authorized Representative

Acceptance Date _____

Printed Name/Title

Purchase Order _____

Association of
Minnesota Counties

DISTRICT 7



Blue Earth Brown Faribault Le Sueur Martin McLeod Nicollet Sibley Waseca Watonwan

Wednesday, November 2, 2016
8:00 a.m. – 12:00 p.m.

Truman Fire Hall
101 E. Ciro Street, Truman ([Directions](#))

Meeting Fee: \$25

Agenda

8:00 a.m. Registration – Coffee, Juice, Rolls & Fruit Served

8:15 a.m. Call to Order / Pledge of Allegiance / Introductions

District Director: Jack Kolars, Nicollet County

Alternate Director: Vance Stuehrenberg, Blue Earth County

Announced Candidates for AMC Office

AMC 2nd Vice President:

Commissioner Karla Bigham, Washington County

Commissioner Scott Schulte, Anoka County

County Reports: Concerns, Priorities and Accomplishments

Each county should come prepared to share items of interest and issues of concern.

AMC Executive Committee Report

AMC President Jack Swanson, Roseau County Commissioner

AMC Management Report – Julie Ring, Executive Director

Intergovernmental Services Report

- 2017 Legislative Preview
- 2017 AMC Legislative Priorities Discussion & Vote

AMC Member Services Report Toni Smith, Education Director

Upcoming AMC Meetings & Events

- **AMC Annual Conference:** December 5-6, 2016 – Hyatt Regency Minneapolis
- **Newly Elected Officials Conference** – January 25-26, 2017
- **Local Government Innovations Award (LGIA) Process**
- **Other Upcoming Events**

Hot Topic Discussion

Spring District 7 Meeting – Wednesday, June 7, 2017 – McLeod County

12:00 p.m. Adjourn / Lunch



AMC Policy Committee Priorities - 2017

Environment & Natural Resources

For more information, please contact: Jennifer Berquam at iberquam@mncounties.org

- Subdivision review and approval; amending state statutes to provide counties the same authority of subdivision review and approval that other units of local governments currently possess.
- Demolition land disposal facility permitting to require the MPCA to issue, and/or reissue all demolition land disposal facility permits in a timely manner.
- Increasing state funding for the County Feedlot Program, which more closely matches actual program costs to counties.
- Providing funding for counties that opt to enforce the riparian protection and water quality practices required under the new buffer law.
- Acquiring funding to support the One Watershed One Plan Implementation.

General Government

For more information, please contact: Matt Hilgart at mhilgart@mncounties.org

- Increased funding and a formula adjustment for County Program Aid.
- Authority to choose to appoint county row officers at a local level.
- Creation of a sustainable Payment in Lieu of Taxes (PILT) funding mechanism.
- Modifications to AMA assessor accreditation requirements.

Health & Human Services

For more information, please contact: Rochelle Westlund at rwestlund@mncounties.org

- Requiring county investment to be considered in determining the fiscal impact of a bill.
- Investment in the Minnesota Eligibility Technology System (METS) to address county needs for efficient management of eligibility determination.

Public Safety

For more information, please contact: Ryan Erdmann at erdmann@maccac.org

- Mental Health Issues, creation of alternatives to jail for those in a mental health crisis.
- Funding for community supervision, both core county probation functions and programs to control jail populations.
- Making statutory changes to keep the financial responsibility with the state for claims arising from injuries while performing Sentenced to Service (STS) work.
- Creating a stable state funding solution for activities that have been funded by fine revenue (i.e. Regional EMS boards and law enforcement training).
- Providing the resources necessary to improve the public safety response to the opioid epidemic.

Transportation & Infrastructure

For more information, please contact: Emily Pugh at epugh@mncounties.org

- Passage of a comprehensive transportation funding package that includes new revenue for roads, bridges, and transit.
- Supporting the build-out of broadband infrastructure in Minnesota, including legislation that would provide funding for the Office of Broadband Development and continued funding for the Border to Border Broadband Development Grant Program.