

**SEPTEMBER 20, 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
SEPTEMBER 20, 2016**

1 9:00 CALL TO ORDER

PLEDGE OF ALLEGIANCE

2 9:01 CONSIDERATION OF AGENDA ITEMS*

3 9:02 CONSENT AGENDA*

- A. August 30, 2016 Meeting Minutes and Synopsis.
- B. September 6, 2016 Meeting Minutes and Synopsis.
- C. September 2, 2016 Auditor's Warrants.
- D. September 9, 2016 Auditor's Warrants.
- E. September 13, 2016 Auditor's Warrants.
- F. Approve gambling permit for Brownton Rod & Gun Club, Inc., 19151 108th Street, Brownton, MN to conduct a raffle on February 4, 2017. The application is acknowledged with no waiting period.

4 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST*

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

6 9:05 COURT ADMINISTRATION – Judge Savre

- A. Discuss Guardian/Conservator compensation.

7 9:15 CONTEGRITY – Construction Manager Sam Lauer

- A. Construction Update.

8 9:20 ROAD AND BRIDGE – Engineer John Brunkhorst

- A. Consider final acceptance and payment of \$1,118.38 to ID Sign Solutions LLC (Glencoe, MN) for CP 15-000-03, countywide intersection ID sign replacement project.*

This project was completed satisfactorily and final acceptance and payment is recommended.

- B. Consider final acceptance and payment of \$9,017.91 to WM Mueller & Sons (Hamburg, MN) for SAP 43-703-001, pavement rehabilitation project in Brownton, MN.*

This project was completed satisfactorily and final acceptance and payment is recommended.

- C. Consider purchase of approximately 4,000 tons of seal coat aggregate from LG Everest (Sioux Falls, SD) at \$23.50/ton for a total cost of \$94,000.*

Additional quote: Martin Marietta from Granite Falls, MN quoted \$17.25/ton.

When factoring in the hauling cost it is cheaper to utilize LG Everest because they are shipping via TCW Railroad.

- D. Consider replacement of a centerline culvert on County State Aid Highway 7 over McCuen Creek with a 72" reinforced concrete pipe.*

Low installation quote was \$13,246 from Juul Contracting (Hutchinson, MN). Other quotes were \$13,833 from Wuetherich Drainage (Norwood, MN) and \$24,137 from Hjerpe Contracting (Hutchinson, MN).

Low quote for the culvert was \$21,839.80 from Hancock Concrete (Hancock, MN). One other quote was received for \$24,032.50 from Cretex (Maple Grove, MN).

Current culvert is in poor condition and warrants replacement.

- E. Consider an annual preventative maintenance agreement for the HVAC systems at the SLATS Highway Shop with AREngH Heating and Air Conditioning (Cokato, MN) for an annual fee of \$1,074.13.*

9 9:30 ENVIRONMENTAL SERVICES – Environmental Technician Emily Gable

- A. Consider adoption of Resolution 16-CB-33 and approval of loan agreement No. SRF0306 to receive \$300,000 in state septic loan money.*

This money is part of the Minnesota Clean Water Partnership (CWP) Loan program through the CROW Organization. McLeod County has a need for this money to help homeowners with low interest loan money to upgrade their failing septic systems in the Crow River Watershed.

10 9:35 EXTENSION – 4H Coordinator Darcy Cole

- A. Consider approval of National 4-H week proclamation for October 2nd through October 8th 2016.*
- B. Annual Report.

11 9:50 HUMAN RESOURCES – Director Mary Jo Wieseler

- A. Consider approval of 2017 Vision and Dental Insurance.*
- B. Discuss employee meeting with Keystone.
- C. Consider approval of September 13, 2016 Personnel Committee Recommendations.*

12 10:05 AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford

- A. Consider approval of the 2017 preliminary levy.*

County Board is required to set the preliminary levy on or before September 30, 2016.

13 10:15 COMMISSIONERS

- A. Consider setting a hiring freeze on all new positions until all contract negotiations are settled.*

14 COUNTY ADMINISTRATION

- Review of Commissioners Calendar
- Commissioner reports of committee meetings attended since September 6, 2016.
- A. Considering appointing two commissioners to sit on the department head committee to address restructuring.*
- B. Consider approval of proposed October 4th Workshop.*

OTHER

Open Forum
Press Relations

RECESS

Next board meeting October 4, 2016 at 9:00 a.m. at the Glencoe City Center.

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING MINUTES – August 30, 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 and County Attorney Michael Junge were also present.

PLEDGE OF ALLEGIANCE

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

CONSIDERATION OF AGENDA ITEMS

- A) Add under Administration Item G: Consider approval to hire a Technical Specialist I (Grade 11) for Sheriff's Department due to resignation.

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

CONSENT AGENDA

- A) August 16, 2016 Meeting Minutes and Synopsis.
- B) August 12, 2016 Auditor's Warrants.
- C) August 19, 2016 Auditor's Warrants.
- D) August 22, 2016 Auditor's Warrants.
- E) Approve Highway Department 2015 Annual Report.
- F) Approve Pat Melvin's mid-year performance evaluation summary.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue Fund	\$90,403.91
Road & Bridge Fund	\$21,728.31
Solid Waste Fund	\$67,644.33
Human Service Fund	\$512.00

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$180,288.55 from the aforementioned funds.

RECORDERS OFFICE – Recorder Lynn Ette Schrupp

- A) Lynn Ette Schrupp requested approval to purchase software and services for LandScan, Land Notification, Interface with Auditor-Treasurers Integrated Financial System (IFS) and Interface with GeoMoose from TriMin Government Systems (Roseville, MN) at a cost of \$75,600 with funding coming from the Recorders Technology and Modernization Funds.

LandScan is an auto indexing application that utilizes Optical Character Recognition (OCR) technology with rule based logic to identify key recording information. Land Notification is a property/mortgage fraud prevention module that will assist McLeod County property owners in preventing fraud by arming them with information about documents being recorded against their name, business or property. Interface with Auditor-Treasurers Integrated Financial System (IFS) will allow for specified data fields to be sent electronically from LandLink to IFS by the Recorders Office. Interface with GeoMoose will allow for LandLink/LandShark to pass Grantor/Grantee or Parcel ID information to the GeoMoose application and also allow GeoMoose to pass infoamtion to LandLink/LandShark.

McLeod County is receiving a \$15,000 discount to purchase all modules at one time.

Nies/Krueger motion carried unanimously to approve the purchase of software and services for LandScan, Land Notification, Interface with Auditor-Treasurers Integrated Financial System (IFS) and Interface with GeoMoose from TriMin Government Systems (Roseville, MN) at a cost of \$75,600 with funding coming from the Recorders Technology and Modernization Funds.

INFORMATION TECHNOLOGY – Director Vince Traver

- A) Vince Traver requested approval to purchase a new flatbed scanner for the Records office from Information Systems Corporation (Fargo, ND) at a cost of \$10,945 with funding coming from the Recorders Technology Fund.

The current scanner hardware and software is no longer supported by the manufacturer. The scanner has a scratch on the glass that cannot be fixed, no parts can be purchased for it and it doesn't work with the new pcs and operating system. ISC is our current image support company and has recommended this scanner as well as shown the Scanner model is being used by other counties.

Shimanski/Krueger motion carried unanimously to approve the purchase of a new flatbed scanner for the Records office from Information Systems Corporation (Fargo, ND) at a cost of \$10,945 with funding coming from the Records Technology Fund.

- B) Vince Traver requested approval to send out Request for Proposals for a new Security/Surveillance system.

The County Attorney has reviewed the document and it's ready to be released to the public for responses. There currently are four access reader systems that run and are managed individually, one Honeywell and three Kerisys systems. Goal is to have one solution for better management and administration. Currently there are no access readers for the courthouse so it's long been a need to add an access system after the remodel. Currently have numerous camera systems that Information Technology would like to get under one centralized system, as well as adding cameras in the courthouse.

Nagel/Shimanski motion carried unanimously to allow Information Technology to send out Request for Proposals for a new Security/Surveillance system.

VETERAN SERVICES – Veteran Services Officer Jim Lauer and Assistant Veteran Services Officer Cassandra Carrigan

- A) Jim Lauer requested approval to transfer 2005 Sprinter Passenger Van from Veteran Services to the County Fleet with consideration in the amount of \$5,000.00 to be paid to the Veterans Van Replacement Fund from the Central Services Capital Assets Fund.

Once the 2016 Ford Flex authorized for purchase per County Board action on March 01, 2016 was placed into operation, guidance was to be sought for the disposition of the 2005 Sprinter Passenger Van purchased with Special Fund dollars. The new vehicle has been operating since July 17, 2016. The County fleet manager and Zoning staff have test driven the Sprinter and recommend it be transferred from Veteran Services to the County Fleet with consideration in the amount of \$5,000.00 to be paid to the Veterans Van Replacement Fund from the Central Services Capital Assets Fund.

Nies/Nagel motion carried unanimously to approve the transfer of 2005 Sprinter Passenger Van from Veteran Services to the County Fleet with consideration in the amount of \$5,000.00 to be paid to the Veterans Van Replacement Fund from the Central Services Capital Assets Fund.

- B) Cassandra Carrigan presented the annual report on Beyond the Yellow Ribbon. The McLeod County Yellow Ribbon is here to provide support and

information to veterans, and those looking to support veterans. The organization is looking to position itself as a clearing house for all veteran related resources available in McLeod County.

Accomplishments this past year include: Annual Welcome Home Recognition Event; stakeholder engagement; participated in the Back-to-School Brigade Program; assistance provided for deployed service members including lawn care and moving assistance for family; Veteran and Family Flu Shot Clinic in partnership with Veteran Services and Public Health; participated in Minnesota State Fair's Military Appreciation Day.

Focus for upcoming year will be to continue growing the resource listing and opportunities for stakeholder engagement and training.

PUBLIC HEALTH – Director Jennifer Hauser

- A) Jennifer Hauser requested approval of the 2017 Minnesota Uninsured and Underinsured Adult Vaccine Program Annual Provider Agreement, between the Minnesota Department of Health and McLeod County Public Health.

The Minnesota Department of Health, with federal funding, is providing vaccines to uninsured and underinsured adults (19 years and older) throughout the state. Local public health agencies and clinics were selected through an application process and will participate in this program to provide vaccinations to eligible adults October 1, 2016 - September 30, 2017. This program is referred to as UUAV (uninsured and underinsured adult vaccine).

Shimanski/Nagel motion carried unanimously to approve the 2017 Minnesota Uninsured and Underinsured Adult Vaccine Program Annual Provider Agreement, between the Minnesota Department of Health and McLeod County Public Health.

PARKS – Director Al Koglin

- A) Al Koglin requested approval to hire Foster Mechanical (Hutchinson, MN) to replace 2 air conditioner units in the commercial building at a cost of \$6,120 with funding coming from the 2016 fairground budget.

Additional quotes received: AE Mechanical (Hutchinson, MN) \$6,874.68 and Mikolichek Plumbing (Winsted, MN) \$9,360.

Nagel/Nies motion carried unanimously to hire Foster Mechanical (Hutchinson, MN) to replace 2 air conditioner units in the commercial building at a cost of \$6,120 with funding coming from the 2016 fairground budget.

- B) Al Koglin requested adoption for tabled request from August 16th board meeting of Resolution 16-CB-29 Support for the Legacy Grant application for the Dakota Rail Trail.

The issue had been tabled when concerns were raised about a 20-year commitment to maintain the trail. The cities of Hutchinson and Lester Prairie have indicated they would take care of maintenance of portions of the trail within their city limits which would pare down the county's portion of trail to maintain from 18 to 14 miles. Al Koglin admitted it was difficult to predict actual maintenance cost because most trails are owned by the DNR, not by the county. After some further investigation, estimated costs for maintenance will be about \$452 a mile down from the \$750 to \$1,000 per mile estimated at the last meeting.

The County Board did open the meeting for public comment, most of which echoed similar concerns raised about paving the Luce Line Trail.

There were a number of people in attendance who were opposed to the paving of the Dakota Rail Trail. Opposition included comments whether the trails bring economic benefit, barring horses from using the trail when they spend significant money in the county, barring ATV's and snowmobiles if they use studs and debate on who benefits from the trails.

There also were a number of people in attendance who were in support of paving the Dakota Rail Trail. Support included comments of utilizing legacy dollars, amenities drawing workers to communities, trails have drawn business to that community and paved trails provide more access to bikers, rollerbladers and parents with strollers.

Krueger/Nagel motion carried unanimously to close public comment.

Nies/Nagel motion carried to adopt Resolution 16-CB-29 Support for the Legacy Grant application for the Dakota Rail Trail.

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

COUNTY ADMINISTRATION

- A) Pat Melvin requested approval of the recommendation from McLeod/Sibley/Trailblazer Health Insurance Pool to increase health insurance premiums by 12%. There has been no increase to the premium for the last 3 years.

Shimanski/Krueger motion carried unanimously to approve the recommendation from McLeod/Sibley/Trailblazer Health Insurance Pool to increase health insurance premiums by 12%.

- B) Pat Melvin requested approval to set a closed meeting on September 6th following the Board meeting to discuss 2017 negotiations.

Nagel/Shimanski motion carried unanimously to set a closed meeting on September 6th following the Board meeting to discuss 2017 negotiations.

- C) Pat Melvin requested consideration of August 23, 2016 Budget Committee Recommendations.

1. Consider funding for improvements to the sound system for Courtroom #2.

Improvements to the sound system in Courtroom #2 are estimated by SDA Consulting, Inc. to cost \$24,560; this includes new microphones, speakers, control panel and sound system. Six additional acoustical panels for an added cost of \$6,000 were suggested for better sound quality. Karen Messner will obtain some State Contract quotes for pricing of this equipment and return to the Budget Committee for final approval.

2. Consider replacing County's fleet of vehicles with vehicles leased through Enterprise.

Dan Kennedy from Enterprise Fleet Management met to discuss a lease program which would allow the County to have newer fleet vehicles and not have to be responsible for maintenance at a cost of slightly more than what the County currently pays in purchasing two new fleet vehicles per year, this might expand to include Highway and Sheriff's Department vehicles but can't be extended to a vehicle whose main purpose is patrol. There is no mileage penalty and the County can elect how long to keep a vehicle but typically the retention period is about 5 years based on the ability to still get high resale values. Maintenance gets done anywhere and is billed directly to Enterprise. No tax on the maintenance but the County would pay Enterprise tax on purchase of vehicles. At any point the County can opt out and will receive the difference between value in fleet vehicles sold and incurred lease costs. Auditor-Treasurer is reviewing costs incurred for County fleet in the last five years and will bring back to Budget Committee for further discussion.

3. Consider 2017 funding requests from outside organizations.

Recommendation – Will present at August 30th Board Meeting.

4. Questions about 2017 budget and preliminary approval in September.

Preliminary levy approval planned for the September 20 Board meeting.

Nies/Krueger motion carried unanimously to approve the recommendation from the budget committee with the exception of PioneerLand Library and the McLeod County Historical Society funding which will be discussed further at a workshop scheduled for September 6th.

- D) Mike Junge requested dismissal of excessive soil loss complaint against Parcel ID #09.027.0150.

Nies/Nagel motion carried unanimously to dismiss excessive soil loss complaint against Parcel ID #09.027.0150.

- E) Pat Melvin requested approval of upcoming September workshop agenda items including: Discussion about 2017 annual allocation to PioneerLand Library System and McLeod County Historical Society and discussion regarding elected vs. appoint department head positions.

Nagel/Shimanski motion carried unanimously to approve September workshop agenda items.

- F) Pat Melvin requested approval to hire a Solid Waste Director and Recycling Floor Lead.

Wright/Shimanski motion carried unanimously to add Solid Waste Director and Recycling Floor Lead discussion the September 6th workshop agenda.

- G) Pat Melvin requested approval to hire a Technical Specialist I (Grade 11) for Sheriff's Department due to resignation.

Nies/Krueger motion carried unanimously to hire a Technical Specialist I (Grade 11) for Sheriff's Department due to resignation.

Nies/Shimanski motion carried unanimously to adjourn at 12:04 p.m. until 9:00 a.m. September 6, 2016 at the Glencoe City Center.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

McLEOD COUNTY
BOARD OF COMMISSIONERS
SYNOPSIS – August 30, 2016

1. Commissioners Wright, Shimanski, Krueger, Nies and Nagel were present.
2. Nies/Nagel motion carried unanimously to approve the agenda as revised.
3. Nies/Krueger motion carried unanimously to approve the consent agenda including August 16, 2016 Meeting Minutes and Synopsis; August 12, 2016 Auditor's Warrants; August 19, 2016 Auditor's Warrants; August 22, 2016 Auditor's Warrants; Approve Highway Department 2015 Annual Report; Approve Pat Melvin's mid-year performance evaluation summary.
4. Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$180,288.55 from the aforementioned funds.
5. Nies/Krueger motion carried unanimously to approve the purchase of software and services for LandScan, Land Notification, Interface with Auditor-Treasurers Integrated Financial System (IFS) and Interface with GeoMoose from TriMin Government Systems (Roseville, MN) at a cost of \$75,600 with funding coming from the Records Technology and Modernization Funds.
6. Shimanski/Krueger motion carried unanimously to approve the purchase of a new flatbed scanner for the Records office from Information Systems Corporation (Fargo, ND) at a cost of \$10,945 with funding coming from the Records Technology Fund.
7. Nagel/Shimanski motion carried unanimously to allow Information Technology to send out Request for Proposals for a new Security/Surveillance system.
8. Nies/Nagel motion carried unanimously to approve the transfer of 2005 Sprinter Passenger Van from Veteran Services to the County Fleet with consideration in the amount of \$5,000.00 to be paid to the Veterans Van Replacement Fund from the Central Services Capital Assets Fund.
9. Shimanski/Nagel motion carried unanimously to approve the 2017 Minnesota Uninsured and Underinsured Adult Vaccine Program Annual Provider Agreement, between the Minnesota Department of Health and McLeod County Public Health.
10. Nagel/Nies motion carried unanimously to hire Foster Mechanical (Hutchinson, MN) to replace 2 air conditioner units in the commercial building at a cost of \$6,120 with funding coming from the 2016 fairground budget.
11. Krueger/Nagel motion carried unanimously to close public comment.
12. Nies/Nagel motion carried to adopt Resolution 16-CB-29 Support for the Legacy Grant application for the Dakota Rail Trail. Roll Call Vote: Nies - Yes, Krueger - No, Nagel – Yes, Shimanski – No, Wright – Yes.
13. Shimanski/Krueger motion carried unanimously to approve the recommendation from McLeod/Sibley/Trailblazer Health Insurance Pool to increase health insurance premiums by 12%.

14. Nagel/Shimanski motion carried unanimously to set a closed meeting on September 6th following the Board meeting to discuss 2017 negotiations.
15. Nies/Krueger motion carried unanimously to approve the recommendation from the budget committee with the exception of PioneerLand Library and the McLeod County Historical Society funding which will be discussed further at a workshop scheduled for September 6th.
16. Nies/Nagel motion carried unanimously to dismiss excessive soil loss complaint against Parcel ID #09.027.0150.
17. Nagel/Shimanski motion carried unanimously to approve September workshop agenda items.
18. Wright/Shimanski motion carried unanimously to add Solid Waste Director and Recycling Floor Lead discussion the September 6th workshop agenda.
19. Nies/Krueger motion carried unanimously to hire a Technical Specialist I (Grade 11) for Sheriff's Department due to resignation.

Complete minutes are on file in the County Administrator's Office. The meeting adjourned at 12:04 p.m. until September 6, 2016.

Attest:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING MINUTES – September 6, 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. Commissioner Nies had an excused absence. County Administrator Patrick Melvin, Administrative Assistant Donna Rickeman, County Attorney Michael Junge were also present 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 Auditor-Treasurer Item D: Consider approval of an application and permit for a 1 day temporary on-sale liquor license for Hutchinson Hockey Association for their event being held on October 1, 2016 on the grounds of York Farms, 21161 York Rd., Hutchinson, MN.

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

CONSENT AGENDA

- A) August 26, 2016 Auditor's Warrants.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue Fund	\$62,489.24
Road & Bridge Fund	\$11,581.40
Solid Waste Fund	\$9,126.07
Special Revenue Fund	\$13.73

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$83,210.44 from the aforementioned funds.

AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford

- A) Cindy Schultz Ford requested approval to set a hearing for 2017 Ditch Assessments October 4, 2016 at 10:15 a.m.

Nies/Krueger motion carried unanimously to set a hearing for 2017 Ditch Assessments October 4, 2016 at 10:15 a.m.

- B) Cindy Schultz Ford requested approval of re-determination of benefits and damages on County Ditch No. 5 and appointment of ditch viewers.

The drainage authority determined that the original benefits or damages do not reflect reasonable present day land values according to Minnesota Statute Chapter 103E, Section 103E.351. To begin the process to update the drainage benefits and damages for affected properties on County Ditch 5 in Commissioner Shimanski's District No. 1 according to Minnesota Statute Chapter 103E, Section 103E.351. In addition, three viewers must be appointed. Suggested viewers include: Ron Ringquist of Redwood Falls, John Dotolo of Scandia, and Brad Wick of Hutchinson who have worked as Ditch Viewers in McLeod County previously. Suggested viewers to serve as an alternate viewer; Steven Wick of Hutchinson or John Cunningham of Dassel, both have worked as Ditch Viewers for Meeker County. Viewers cannot be part of the ditch system nor have an interest in the system. The County Board of Commissioners as the Drainage Authority must approve the re-determination of benefits on County Ditch No. 5 in accordance with Minnesota Statute 103E.351.

Shimanski/Krueger motion carried unanimously to approve re-determination of benefits and damages on County Ditch No. 5.

Krueger/Nagel motion carried unanimously to appoint Ron Ringquist, John Dotolo and Brad Wick as ditch viewers with Steve Wick as an alternate.

- C) Cindy Schultz Ford requested adoption of Resolution 16-CB-32 authorizing the Sale of Tax Forfeited Land to the City of Silver Lake in accordance with M.S. 282.01 subd. (1a) par. (d) authorizes the conveyance of tax forfeited property to public entities for the removal of blight.

Shimanski/Krueger motion carried unanimously to adopt Resolution 16-CB-32 authorizing the Sale of Tax Forfeited Land to the City of Silver Lake in accordance with M.S. 282.01 subd. (1a) par. (d) authorizes the conveyance of tax forfeited property to public entities for the removal of blight.

- D) Cindy Schultz Ford requested approval of an application and permit for a 1 day temporary on-sale liquor license for Hutchinson Hockey Association for

their event being held on October 1, 2016 on the grounds of York Farms, 21161 York Rd., Hutchinson, MN.

Nagel/Nies motion carried unanimously to approve application and permit for a 1 day temporary on-sale liquor license for Hutchinson Hockey Association for their event being held on October 1, 2016 on the grounds of York Farms, 21161 York Rd., Hutchinson, MN.

COUNTY ADMINISTRATION

A) Pat Melvin gave the Board an update to lodging arrangements for himself to attend the 2016 Annual International City/County Management Association's (ICMA) Conference in Kansas City, KS. The original request was approved on June 21st with one half of the room costs for three nights lodging being shared with another individual. At this time, the other individual will not be attending so full lodging costs will most likely be incurred.

Krueger/Shimanski motion carried unanimously to approve increase in lodging costs for Pat Melvin to attend the 2016 Annual International City/County Management Association's (ICMA) Conference in Kansas City, KS.

Shimanski/Krueger motion carried unanimously to recess at 9:18 a.m. until 9:00 a.m. September 20, 2016 at the Glencoe City Center.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

McLEOD COUNTY
BOARD OF COMMISSIONERS
SYNOPSIS – September 6, 2016

1. Commissioners Wright, Shimanski, Krueger and Nagel were present.
2. Krueger/Shimanski motion carried unanimously to approve the agenda as revised.
3. Nagel/Krueger motion carried unanimously to approve the consent agenda including August 26, 2016 Auditor's Warrants.
4. Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$83,210.44 from the aforementioned funds.
5. Nies/Krueger motion carried unanimously to set a hearing for 2017 Ditch Assessments October 4, 2016 at 10:15 a.m.
6. Shimanski/Krueger motion carried unanimously to approve re-determination of benefits and damages on County Ditch No. 5.
7. Krueger/Nagel motion carried unanimously to appoint Ron Ringquist, John Dotolo and Brad Wick as ditch viewers with Steve Wick as an alternate.
8. Shimanski/Krueger motion carried unanimously to adopt Resolution 16-CB-32 authorizing the Sale of Tax Forfeited Land to the City of Silver Lake in accordance with M.S. 282.01 subd. (1a) par. (d) authorizes the conveyance of tax forfeited property to public entities for the removal of blight.
9. Nagel/Nies motion carried unanimously to approve application and permit for a 1 day temporary on-sale liquor license for Hutchinson Hockey Association for their event being held on October 1, 2016 on the grounds of York Farms, 21161 York Rd., Hutchinson, MN.
10. Krueger/Shimanski motion carried unanimously to approve increase in lodging costs for Pat Melvin to attend the 2016 Annual International City/County Management Association's (ICMA) Conference in Kansas City, KS.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at 9:18 a.m. until September 20, 2016.

Attest:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

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



ROBECK
9/2/16 12:40PM

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

ROBECK
9/2/16 12:40PM
1 GENERAL REVENUE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			...		
4	2811 CNA GROUP LONG TERM CARE 01-000-000-0000-2048		535.18	LONG TERM CARE GENERAL FUND 08/01/2016 08/31/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		535.18	1 Transactions		
154	3028 MINNESOTA CHILD SUPPORT PAYMENT 01-000-000-0000-2056		317.48	CHILD SUPPORT 08/07/2016 08/20/2016	001124208702	Child Support Garnishment Payable
156	01-000-000-0000-2056		117.67	CHILD SUPPORT 08/07/2016 08/20/2016	001436294701	Child Support Garnishment Payable
153	01-000-000-0000-2056		257.96	CHILD SUPPORT 08/07/2016 08/20/2016	001447664801	Child Support Garnishment Payable
155	01-000-000-0000-2056		130.13	CHILD SUPPORT 08/07/2016 08/20/2016	001499730601	Child Support Garnishment Payable
157	01-000-000-0000-2056		148.59	CHILD SUPPORT 08/07/2016 08/20/2016	001527027301	Child Support Garnishment Payable
158	01-000-000-0000-2056		327.64	CHILD SUPPORT 08/07/2016 08/20/2016	001530953002	Child Support Garnishment Payable
	3028 MINNESOTA CHILD SUPPORT PAYMENT		1,299.47	6 Transactions		
160	4832 MINNESOTA VIEWERS ASSOCIATION 01-000-000-0000-2091		125.00	2016 ASSOCIATE MEMBERSHIP DUES		Unallocated Ditch Expenses
	4832 MINNESOTA VIEWERS ASSOCIATION		125.00	1 Transactions		
0	DEPT Total:		1,959.65	...	3 Vendors	8 Transactions
5	DEPT			BOARD OF COUNTY COMMISSIONERS		
168	2272 RINGQUIST/RON 01-005-000-0000-6350		393.75	NORTH GLENCOE DRAINAGE 5.25 HR		Other Services & Charges
169	01-005-000-0000-6350		258.66	NORTH GLENCOE DRAINAGE 122 MLG		Other Services & Charges
	2272 RINGQUIST/RON		652.41	2 Transactions		
5	DEPT Total:		652.41	BOARD OF COUNTY COMMISSIONERS	1 Vendors	2 Transactions
13	DEPT			COURT ADMINISTRATOR'S		
14	4583 JONES & MAGNUS LLC 01-013-000-0000-6273		150.00	COURT APPOINT CF PR-06-318	7145	Court Appt Atty-Other



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
16 01-013-000-0000-6273		COURT APPOINT MM PR-11-2016	7146	Court Appt Atty-Other
17 01-013-000-0000-6273		COURT APPOINT MM P1-95-2	7147	Court Appt Atty-Other
18 01-013-000-0000-6273		COURT APPOINT SR P4-06-136	7148	Court Appt Atty-Other
15 01-013-000-0000-6273		COURT APPOINT DB 13772	7465	Court Appt Atty-Other
4583 JONES & MAGNUS LLC		5 Transactions		
6440 MELCHERT HUBERT SJODIN PLLP				
26 01-013-000-0000-6272		COURT APPOINT JF/LB JV-15-90	127372	Court Appt Atty-Dep/Neg/Ter
27 01-013-000-0000-6272		CRT APPT NJ/EF/AC/JF JV-14-84	127379	Court Appt Atty-Dep/Neg/Ter
25 01-013-000-0000-6272		COURT APPOINT RH/LH JV-12-205	127415	Court Appt Atty-Dep/Neg/Ter
6440 MELCHERT HUBERT SJODIN PLLP		3 Transactions		
377 THE LAW OFFICE OF TROY A SCOTTING				
43 01-013-000-0000-6273		COURT APPOINT	F6-02-467	Court Appt Atty-Other
42 01-013-000-0000-6273		COURT APPOINT	F9-95-68	Court Appt Atty-Other
44 01-013-000-0000-6273		COURT APPOINT	FA-16-705	Court Appt Atty-Other
45 01-013-000-0000-6273		COURT APPOINT	FA-16-824	Court Appt Atty-Other
40 01-013-000-0000-6272		COURT APPOINT SW/JW	JV-15-182	Court Appt Atty-Dep/Neg/Ter
38 01-013-000-0000-6272		COURT APPOINT NA/MA	JV-15-207	Court Appt Atty-Dep/Neg/Ter
37 01-013-000-0000-6272		COURT APPOINT MM/CC	JV-16-1	Court Appt Atty-Dep/Neg/Ter
39 01-013-000-0000-6272		COURT APPOINT CS/MB	JV-16-77	Court Appt Atty-Dep/Neg/Ter
41 01-013-000-0000-6272		COURT APPOINT CP/RB/RW	JV-16-90	Court Appt Atty-Dep/Neg/Ter
377 THE LAW OFFICE OF TROY A SCOTTING		9 Transactions		
13 DEPT Total:		2,242.50	COURT ADMINISTRATOR'S	3 Vendors 17 Transactions
31 DEPT			COUNTY ADMINISTRATOR'S	
1886 BMO				
134 01-031-000-0000-6336		RUTTGERS	1635	Meals, Lodging, Parking & Miscellaneous
135 01-031-000-0000-6336		RUTTGERS	1635	Meals, Lodging, Parking & Miscellaneous
1886 BMO		2 Transactions		
31 DEPT Total:		334.50	COUNTY ADMINISTRATOR'S	1 Vendors 2 Transactions
76 DEPT			CENTRAL SERVICES-COUNTY WIDE	
1886 BMO				
47 01-076-000-0000-6205		USPS	9909	Postage And Postal Box Rental



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1886	BMO		197.45		1 Transactions	
3	5918 CENTURY LINK 01-076-000-0000-6203		55.78	CIRCUIT CHARGE	66XCD6-S-16228	Communications
	5918 CENTURY LINK		55.78		1 Transactions	
2	5906 CENTURYLINK 01-076-000-0000-6203		307.47	LOCAL SVC	313623769	Communications
1	01-076-000-0000-6203		2,457.14	LOCAL SVC	314019358	Communications
	5906 CENTURYLINK		2,764.61		2 Transactions	
173	5771 NU-TELECOM 01-076-000-0000-6203		48.34	PIEPENBURG 587-2082	81500705	Communications
172	01-076-000-0000-6203		1,484.21	EXT PRI SW B1	81600705	Communications
	5771 NU-TELECOM		1,532.55		2 Transactions	
76	DEPT Total:		4,550.39	CENTRAL SERVICES-COUNTY WIDE	4 Vendors	6 Transactions
91	DEPT			COUNTY ATTORNEY'S		
	1886 BMO					
49	01-091-000-0000-6245		95.00	MCAA	1643	Dues And Registration Fees
50	01-091-000-0000-6245		95.00	MCAA	1643	Dues And Registration Fees
48	01-091-000-0000-6612		395.00	AMAZON.COM	1643	Capital - \$100-\$5,000 (Inventory)
	1886 BMO		585.00		3 Transactions	
91	DEPT Total:		585.00	COUNTY ATTORNEY'S	1 Vendors	3 Transactions
103	DEPT			COUNTY ASSESSOR'S		
	1886 BMO					
80	01-103-000-0000-6402		108.98	NORTHERN TOOL	1650	Office Supplies
81	01-103-000-0000-6402		188.10	FASTENAL	1650	Office Supplies
52	01-103-000-0000-6245		475.00	MAAO	9891	Dues And Registration Fees
51	01-103-000-0000-6450		22.86	BEEN VERIFIED	9891	Subscriptions
	1886 BMO		576.98		4 Transactions	
103	DEPT Total:		576.98	COUNTY ASSESSOR'S	1 Vendors	4 Transactions
112	DEPT			NORTH COMPLEX BUILDING		



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
82 1886 BMO		44.65	1650	Repair And Maintenance Supplies
1886 BMO		44.65	1 Transactions	
112 DEPT Total:		44.65	NORTH COMPLEX BUILDING	1 Vendors 1 Transactions
117 DEPT			FAIRGROUNDS	
1886 BMO				
53 1886 BMO		29.66	MENARDS	1700 Repair And Maintenance Supplies
54 1886 BMO		51.45	MENARDS	1700 Repair And Maintenance Supplies
1886 BMO		81.11	2 Transactions	
5771 NU-TELECOM				
161 5771 NU-TELECOM		92.54	PHONE FOR SEPTEMBER	81831943 Communications
			08/01/2016 08/31/2016	
5771 NU-TELECOM		92.54	1 Transactions	
117 DEPT Total:		173.65	FAIRGROUNDS	2 Vendors 3 Transactions
201 DEPT			COUNTY SHERIFF'S OFFICE	
1886 BMO				
112 1886 BMO		80.51	A WIRELESS	1577 Office Supplies
110 1886 BMO		6.52	MCDONALDS	1577 Meals, Lodging, Parking & Miscellaneous
111 1886 BMO		13.17	APPLEBEES	1577 Meals, Lodging, Parking & Miscellaneous
84 1886 BMO		801.01-	UBER	1585 Refunds And Reimbursements
85 1886 BMO		35.21-	DOMINOS	1585 Refunds And Reimbursements
86 1886 BMO		29.99-	BEST BUY	1585 Refunds And Reimbursements
87 1886 BMO		67.00-	SOFTWARE PROJECTS	1585 Refunds And Reimbursements
88 1886 BMO		353.80-	SHERATON	1585 Training - Communications/Records
83 1886 BMO		234.00	EASY TO GET WIRELESS	1585 Patrol Office Supplies
90 1886 BMO		242.72	MIDWEST INDUSTRIES	1593 Shooting Supplies For Firearms Program
89 1886 BMO		95.34	COUNTRY INN & SUITES	1593 Training - Administration
1886 BMO		614.75-	11 Transactions	
32 CITY OF BROWNTON				
170 32 CITY OF BROWNTON		285.00	REMOVE REPEATER SYSTEM	00152255 Other Services & Charges
32 CITY OF BROWNTON		285.00	1 Transactions	

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 9/2/16 12:40PM
 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
201 DEPT Total:		329.75- COUNTY SHERIFF'S OFFICE	2 Vendors	12 Transactions
251 DEPT		COUNTY JAIL		
1886 BMO				
55 01-251-000-0000-6460		70.76 AMAZON	1528	Jail Supplies
56 01-251-000-0000-6460		73.92 AMAZON	1528	Jail Supplies
57 01-251-000-0000-6460		69.72 AMAZON	1528	Jail Supplies
1886 BMO		214.40	3 Transactions	
251 DEPT Total:		214.40 COUNTY JAIL	1 Vendors	3 Transactions
485 DEPT		COUNTY PUBLIC HEALTH NURSING		
1886 BMO				
94 01-485-000-0000-6350		20.00 KWIK TRIP	9556	Other Services & Charges
95 01-485-000-0000-6350		134.77 WALMART	9556	Other Services & Charges
96 01-485-000-0000-6350		6.00 DOLAR TREE	9556	Other Services & Charges
97 01-485-000-0000-6350		210.10 DEPT OF PUBLIC SAFETY	9556	Other Services & Charges
98 01-485-000-0000-6350		188.68- PAYPAL	9556	Other Services & Charges
102 01-485-000-0000-6350		213.68 WALMART	9556	Other Services & Charges
103 01-485-000-0000-6350		35.00 USPS	9556	Other Services & Charges
99 01-485-000-0000-6402		25.90 FACTORY OUTLET	9556	Office Supplies
100 01-485-000-0000-6402		36.88 WM SUPERCENTER	9556	Office Supplies
101 01-485-000-0000-6402		34.95 CHANNING BET	9556	Office Supplies
104 01-485-000-0000-6402		171.79 MENARDS	9556	Office Supplies
105 01-485-000-0000-6402		8.70 WM SUPERCENTER	9556	Office Supplies
106 01-485-000-0000-6402		13.36 COBORNS	9556	Office Supplies
107 01-485-000-0000-6403		310.75 BROOKES PUBLISHING	9556	Printed Paper Supplies
1886 BMO		1,033.20	14 Transactions	
11279 T MOBILE				
164 01-485-472-0000-6203		168.61 CELL PHONE CHARGES	955039250	Communications
11279 T MOBILE		168.61	1 Transactions	
485 DEPT Total:		1,201.81 COUNTY PUBLIC HEALTH NURSING	2 Vendors	15 Transactions
520 DEPT		COUNTY PARK'S		
5906 CENTURYLINK				
149 01-520-000-0000-6203		101.10 525 CARETAKER OFFICE PHONE	313540758	Communications

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 9/2/16 12:40PM
 1 GENERAL REVENUE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
148	01-520-000-0000-6203		65.96	525 SHOP	314102204	Communications
	5906 CENTURYLINK		167.06	2 Transactions		
520	DEPT Total:		167.06	COUNTY PARK'S	1 Vendors	2 Transactions
603	DEPT			COUNTY EXTENSION		
	1886 BMO					
61	01-603-000-0000-6402		25.71	WALMART	1668	Office Supplies
62	01-603-000-0000-6402		16.83	WALMART	1668	Office Supplies
63	01-603-000-0000-6402		12.18	ACE HARDWARE	1668	Office Supplies
	1886 BMO		54.72	3 Transactions		
603	DEPT Total:		54.72	COUNTY EXTENSION	1 Vendors	3 Transactions
609	DEPT			ENVIRONMENTAL SERVICES		
	1886 BMO					
72	01-609-000-0000-6350		99.00	AMAZON	0963	Other Services & Charges
69	01-609-000-0000-6402		32.00	ACCO BRANDS DIRECT	0963	Office Supplies
	1886 BMO		131.00	2 Transactions		
609	DEPT Total:		131.00	ENVIRONMENTAL SERVICES	1 Vendors	2 Transactions
615	DEPT			ISTS COMMITTEE		
	1886 BMO					
71	01-615-000-0000-6336		91.75	AMERICANN LODGE & SUITES	0963	Meals, Lodging, Parking & Miscellaneous
	1886 BMO		91.75	1 Transactions		
615	DEPT Total:		91.75	ISTS COMMITTEE	1 Vendors	1 Transactions
1	Fund Total:		12,650.72	GENERAL REVENUE FUND		84 Transactions

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 9/2/16 12:40PM
 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			...		
5	2811 CNA GROUP LONG TERM CARE 03-000-000-0000-2048		131.01	LONG TERM CARE HIGHWAY FUND 08/01/2016 08/31/2016		Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		131.01	1 Transactions		
150	3328 GURSTEL CHARGO PA 03-000-000-0000-2055		277.00	GARNISHMENT 08/07/2016 08/20/2016	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					
77	03-105-000-0000-6336		59.76	AMERICANN LODGE & SUITES	9937	Meals, Lodging, Parking & Miscellaneous
76	03-105-000-0000-6402		59.74	AMAZON	9937	Office Supplies
	1886 BMO		119.50	2 Transactions		
105	DEPT Total:		119.50	COUNTY SURVEYING & GIS	1 Vendors	2 Transactions
320	DEPT			HIGHWAY CONSTRUCTION		
	1886 BMO					
74	03-320-000-0000-6501		32.99	AMAZON	9937	Engineering & Surveying Supplies
73	03-320-000-0000-6612		125.20	AMAZON	9937	Capital - \$100-\$5,000 (Inventory)
	1886 BMO		158.19	2 Transactions		
151	3546 LEHIGH CEMENT COMPANY LLC 03-320-000-0000-6652		51,410.75	463.16 TONS PORTLAND	31668509	WHEELAGE PROJECTS
	3546 LEHIGH CEMENT COMPANY LLC		51,410.75	1 Transactions		
171	4764 REINER CONTRACTING INC 03-320-000-0000-6652		16,800.00	BLADE/COMPACTOR WORK JOB 54002	17084	WHEELAGE PROJECTS
	4764 REINER CONTRACTING INC		16,800.00	1 Transactions		
320	DEPT Total:		68,368.94	HIGHWAY CONSTRUCTION	3 Vendors	4 Transactions
330	DEPT			HIGHWAY ADMINISTRATION		

ROBECK
 9/2/16 12:40PM
 3 ROAD & BRIDGE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Rpt Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
				Service Dates	Paid On Bhf #	On Behalf of Name
1886	BMO					
75	03-330-000-0000-6205		47.00	USPS	9937	Postage And Postal Box Rental
78	03-330-000-0000-6205		2.93	USPS	9937	Postage And Postal Box Rental
79	03-330-000-0000-6205		1.36	USPS	9937	Postage And Postal Box Rental
1886	BMO		51.29	3 Transactions		
330	DEPT Total:		51.29	HIGHWAY ADMINISTRATION	1 Vendors	3 Transactions
3	Fund Total:		68,947.74	ROAD & BRIDGE FUND		11 Transactions

ROBECK
 9/2/16 12:40PM
 5 SOLID WASTE 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
391 DEPT					
1886 BMO					
108 05-391-000-0000-6245		210.00	RAM CONFERENCE	1550	Dues And Registration Fees
109 05-391-000-0000-6245		210.00	RAM CONFERENCE	1550	Dues And Registration Fees
1886 BMO		420.00		2 Transactions	
391 DEPT Total:		420.00	SOLID WASTE TIP FEE	1 Vendors	2 Transactions
5 Fund Total:		420.00	SOLID WASTE FUND		2 Transactions



ROBECK
9/2/16 12:40PM
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
420 DEPT				INCOME MAINTENANCE
1886 BMO				
113 11-420-600-0005-6336		477.24	9531	Meals Lodging & Parking - Fin Assist Sup
1886 BMO		477.24		1 Transactions
2811 CNA GROUP LONG TERM CARE				
6 11-420-000-0000-2048		210.41		LONG TERM CARE WELFARE FUND
				08/01/2016 08/31/2016
2811 CNA GROUP LONG TERM CARE		210.41		1 Transactions
420 DEPT Total:		687.65	2 Vendors	2 Transactions
430 DEPT				INDIVIDUAL AND FAMILY SOCIAL SERVI
1886 BMO				
114 11-430-709-0008-6359		359.15	0930	CWTCM Dedicated
116 11-430-709-0008-6359		15.92	0930	CWTCM Dedicated
115 11-430-710-1160-6040		75.00	0930	Social Service Transportation
117 11-430-710-1160-6040		50.00	0930	Social Service Transportation
118 11-430-710-1160-6040		100.00	0930	Social Service Transportation
119 11-430-710-1160-6040		100.00	0930	Social Service Transportation
120 11-430-741-4030-6071		29.46-	0930	Client Outreach - CSP
121 11-430-741-4030-6071		45.20	0930	Client Outreach - CSP
122 11-430-741-4030-6071		18.63	0930	Client Outreach - CSP
123 11-430-741-4030-6071		30.75	0930	Client Outreach - CSP
124 11-430-741-4030-6071		23.62	0930	Client Outreach - CSP
125 11-430-741-4030-6071		12.99	0930	Client Outreach - CSP
126 11-430-741-4030-6071		3.53	0930	Client Outreach - CSP
129 11-430-709-0000-6033		139.76	0940	Mental Hlth Pilot Project-Discretionary
130 11-430-709-0000-6033		40.00	0940	Mental Hlth Pilot Project-Discretionary
128 11-430-709-0008-6245		395.00	0940	Dues and Registration Fees - MH Unit
133 11-430-709-0200-6098		108.99	0940	Other Social Services
127 11-430-740-4300-6086		20.93	0940	Family Community Support Services
132 11-430-741-4030-6071		40.38	0940	Client Outreach - CSP
131 11-430-763-6410-6078		539.00	0940	CADI Waiver - Adult Supplies and Equip
1886 BMO		2,089.39		20 Transactions
2811 CNA GROUP LONG TERM CARE				
7 11-430-000-0000-2048		103.02		LONG TERM CARE INC MAINT FUND
				08/01/2016 08/31/2016

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



ROBECK
9/2/16 12:40PM
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					
159	11-430-000-0000-2056		276.88	CHILD SUPPORT 08/07/2016 08/20/2016	001486828601	Child Support Garnishment Payable
3028	MINNESOTA CHILD SUPPORT PAYMENT		276.88	1 Transactions		
430	DEPT Total:		2,469.29	INDIVIDUAL AND FAMILY SOCIAL SER	3 Vendors	22 Transactions
11	Fund Total:		3,156.94	HUMAN SERVICE FUND		24 Transactions

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



ROBECK
9/2/16 12:40PM
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
101	DEPT			COUNTY RECORDER'S		
5251	INFORMATION SYSTEMS CORP					
167	25-101-000-0000-6350		1,965.00	ANNUAL MAINT-3 CANNON SCANNERS	8233	Other Services & Charges
5251	INFORMATION SYSTEMS CORP		1,965.00	1 Transactions		
67650	TRIMIN SYSTEMS, INC					
166	25-101-000-0000-6350		18,900.00	YEARLY MAINTENANCE FEES	48499	Other Services & Charges
67650	TRIMIN SYSTEMS, INC		18,900.00	1 Transactions		
101	DEPT Total:		20,865.00	COUNTY RECORDER'S	2 Vendors	2 Transactions
205	DEPT			CARRY CONCEAL PERMIT		
1886	BMO					
91	25-205-000-0000-6350		99.99	AMAZON	1593	Other Services & Charges
1886	BMO		99.99	1 Transactions		
205	DEPT Total:		99.99	CARRY CONCEAL PERMIT	1 Vendors	1 Transactions
223	DEPT			D.A.R.E. PROGRAM		
1886	BMO					
92	25-223-000-0000-6336		406.56	HOLIDAY INN	1593	Meals, Lodging, Parking & Miscellaneous
93	25-223-000-0000-6350		20.00	PHILLIP CHALMERS ENTERPRISES	1593	Other Services & Charges
1886	BMO		426.56	2 Transactions		
223	DEPT Total:		426.56	D.A.R.E. PROGRAM	1 Vendors	2 Transactions
252	DEPT			JAIL CANTEEN ACCOUNT		
3535	COOKING LIGHT					
13	25-252-000-0000-6460		10.00	1 YEAR SUBSCRIPTION	2834840585	Jail Supplies
3535	COOKING LIGHT		10.00	1 Transactions		
4223	NATIONAL GEOGRAPHIC SOCIETY					
30	25-252-000-0000-6460		67.00	2 YEAR SUBSCRIPTION	4153467529	Jail Supplies
4223	NATIONAL GEOGRAPHIC SOCIETY		67.00	1 Transactions		
252	DEPT Total:		77.00	JAIL CANTEEN ACCOUNT	2 Vendors	2 Transactions

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



ROBECK
9/2/16 12:40PM
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
285 DEPT		E-911 SYSTEM MAINTENANCE - GRANT			
2654 COMPAR INC					
9 25-285-000-0000-6612		441.32	MONITOR	IN15980-1	Capital - \$100-\$5,000 (Inventory)
10 25-285-000-0000-6612		441.32	MONITOR	IN15980-1	Capital - \$100-\$5,000 (Inventory)
11 25-285-000-0000-6612		441.32	MONITOR	IN15980-1	Capital - \$100-\$5,000 (Inventory)
12 25-285-000-0000-6612		441.32	MONITOR	IN15980-1	Capital - \$100-\$5,000 (Inventory)
2654 COMPAR INC		1,765.28	4 Transactions		
285 DEPT Total:		1,765.28	E-911 SYSTEM MAINTENANCE - GRAN	1 Vendors	4 Transactions
603 DEPT		COUNTY EXTENSION			
1886 BMO					
58 25-603-000-0000-6350		4.49	WALMART	1668	Other Services & Charges
59 25-603-000-0000-6350		4.51	WALMART	1668	Other Services & Charges
60 25-603-000-0000-6350		26.66	WALMART	1668	Other Services & Charges
64 25-603-000-0000-6350		0.97	WALMART	1668	Other Services & Charges
65 25-603-000-0000-6350		44.36	DOLLAR TREE	1668	Other Services & Charges
66 25-603-000-0000-6350		89.40	MENARDS	1668	Other Services & Charges
67 25-603-000-0000-6350		96.01	CASH WISE	1668	Other Services & Charges
68 25-603-000-0000-6350		7.49	MENARDS	1668	Other Services & Charges
1886 BMO		273.89	8 Transactions		
603 DEPT Total:		273.89	COUNTY EXTENSION	1 Vendors	8 Transactions
613 DEPT		WATER RESOURCE MANAGEMENT - GRAI			
1886 BMO					
70 25-613-000-0000-6245		275.00	MN GIS/LIS CONSORTIUM	0963	Dues And Registration Fees
1886 BMO		275.00	1 Transactions		
613 DEPT Total:		275.00	WATER RESOURCE MANAGEMENT - GR	1 Vendors	1 Transactions
694 DEPT		AQUATIC INVASIVE SPECIES			
2742 ALLOVER MEDIA LLC					
46 25-694-000-0000-6241		1,050.00	INDOOR ADVERTISING & PRODUCTION	122275	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

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



ROBECK
 9/2/16 12:40PM
 25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
25 Fund Total:		24,832.72	SPECIAL REVENUE FUND	21 Transactions



ROBECK
9/2/16 12:40PM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
852	DEPT			PROJECT HARMONY GRANT		
19	222 MEEKER COUNTY TREASURER					
	82-852-000-0000-6850		5,384.00	2ND QTR 2016 PROJECT HARMONY		Collections For Other Agencies
	222 MEEKER COUNTY TREASURER		5,384.00		1 Transactions	
31	314 SIBLEY COUNTY TREASURER					
	82-852-000-0000-6850		1,493.37	2ND QTR 2016 PROJECT HARMONY		Collections For Other Agencies
	314 SIBLEY COUNTY TREASURER		1,493.37		1 Transactions	
852	DEPT Total:		6,877.37	PROJECT HARMONY GRANT	2 Vendors	2 Transactions
853	DEPT			LOCAL PUBLIC HEALTH GRANT		
	1886 BMO					
138	82-853-000-0000-6203		65.00	CONSTANT CONTACT	0955	Communications
136	82-853-000-0000-6245		350.00	NNPHI	0955	Dues And Registration Fees
137	82-853-000-0000-6336		774.20	DELTA	0955	Meals, Lodging, Parking & Miscellaneous
140	82-853-000-0000-6336		17.14	MORGANS	0955	Meals, Lodging, Parking & Miscellaneous
141	82-853-000-0000-6336		15.00	MORGANS	0955	Meals, Lodging, Parking & Miscellaneous
142	82-853-000-0000-6336		16.07	MORGANS	0955	Meals, Lodging, Parking & Miscellaneous
143	82-853-000-0000-6336		21.43	MORGANS	0955	Meals, Lodging, Parking & Miscellaneous
144	82-853-000-0000-6336		28.12	MORGANS	0955	Meals, Lodging, Parking & Miscellaneous
139	82-853-000-0000-6353		247.97	HEALTH DESIGN	0955	Meeting Expense
	1886 BMO		1,534.93		9 Transactions	
	718 BUERKLE/RHONDA					
145	82-853-000-0000-6121		1,344.00	LPGH GRANT TIME		Personnel Wages
147	82-853-000-0000-6203		22.95	LPHG COMMUNICATION		Communications
146	82-853-000-0000-6335		16.20	LPHG GRANT MILEAGE		Mileage Expense
	718 BUERKLE/RHONDA		1,383.15		3 Transactions	
8	2811 CNA GROUP LONG TERM CARE					
	82-853-000-0000-2048		10.54	LONG TERM CARE CHS FUND		LONG TERM CARE PAYABLE
				08/01/2016 08/31/2016		
	2811 CNA GROUP LONG TERM CARE		10.54		1 Transactions	
21	222 MEEKER COUNTY TREASURER					
	82-853-000-0000-6855		13,921.01	2ND QTR LPH 2016		Chs
22	82-853-000-0000-6859		5,453.87	2ND QTR MCH 2016		Mch
20	82-853-000-0000-6871		6,261.85	2ND QTR TANF 2016		Tanf

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



ROBECK
9/2/16 12:40PM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
222	MEEKER COUNTY TREASURER			3 Transactions	
33	314 SIBLEY COUNTY TREASURER				
	82-853-000-0000-6855	10,479.61	2ND QTR LPH 2016		Chs
34	82-853-000-0000-6859	3,598.60	2ND QTR MCH 2016		Mch
32	82-853-000-0000-6871	4,881.63	2ND QTR TANF 2016		Tanf
314	SIBLEY COUNTY TREASURER	18,959.84		3 Transactions	
853	DEPT Total:	47,525.19	LOCAL PUBLIC HEALTH GRANT	5 Vendors	19 Transactions
854	DEPT		WIC		
24	222 MEEKER COUNTY TREASURER				
	82-854-000-0000-6856	9,992.39	JUNE WIC 2016		Wic
	222 MEEKER COUNTY TREASURER	9,992.39		1 Transactions	
36	314 SIBLEY COUNTY TREASURER				
	82-854-000-0000-6856	5,868.30	JUNE WIC 2016		Wic
	314 SIBLEY COUNTY TREASURER	5,868.30		1 Transactions	
854	DEPT Total:	15,860.69	WIC	2 Vendors	2 Transactions
857	DEPT		HEALTHY HOMES		
152	222 MEEKER COUNTY TREASURER				
	82-857-000-0000-6850	4,355.79	2ND QTR 2016 HEALTHY HOMES		Collections For Other Agencies
	222 MEEKER COUNTY TREASURER	4,355.79		1 Transactions	
163	314 SIBLEY COUNTY TREASURER				
	82-857-000-0000-6850	5,828.80	2ND QTR 2016 HEALTHY HOMES		Collections For Other Agencies
	314 SIBLEY COUNTY TREASURER	5,828.80		1 Transactions	
857	DEPT Total:	10,184.59	HEALTHY HOMES	2 Vendors	2 Transactions
862	DEPT		SHIP		
23	222 MEEKER COUNTY TREASURER				
	82-862-000-0000-6850	7,898.05	JUNE SHIP 2016		Collections For Other Agencies
	222 MEEKER COUNTY TREASURER	7,898.05		1 Transactions	
3545	SHAW/JULIANNE				

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



ROBECK
9/2/16 12:40PM
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
162	82-862-000-0000-6350			250.00	SHIP PARTNER EXPENSE				Other Services & Charges	
3545	SHAW/JULIANNE			250.00		1 Transactions				
35	82-862-000-0000-6850			4,908.91	JUNE SHIP 2016				Collections For Other Agencies	
314	SIBLEY COUNTY TREASURER			4,908.91		1 Transactions				
862	DEPT Total:			13,056.96	SHIP		3 Vendors		3 Transactions	
872	DEPT				CHILD & TEEN CHECKUPS (C&TC)					
165	82-872-000-0000-6265			819.00	MMS CHS WEBSITE HOSTING		8974		Professional Services	
2747	VIVID IMAGE INC			819.00		1 Transactions				
872	DEPT Total:			819.00	CHILD & TEEN CHECKUPS (C&TC)		1 Vendors		1 Transactions	
82	Fund Total:			94,323.80	COMMUNITY HEALTH SERVICE				29 Transactions	

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



ROBECK
9/2/16 12:40PM
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
975	DEPT			DNR CLEARING ACCOUNT			
29	509 MINNESOTA DNR 86-975-000-0000-6850		258.00	DNR	08/23/2016 08/29/2016		Collections For Other Agencies
	509 MINNESOTA DNR		258.00		1 Transactions		
975	DEPT Total:		258.00	DNR CLEARING ACCOUNT		1 Vendors	1 Transactions
976	DEPT			GAME & FISH CLEARING ACCOUNT			
28	509 MINNESOTA DNR 86-976-000-0000-6850		65.00	G & F	08/23/2016 08/29/2016		Collections For Other Agencies
	509 MINNESOTA DNR		65.00		1 Transactions		
976	DEPT Total:		65.00	GAME & FISH CLEARING ACCOUNT		1 Vendors	1 Transactions
86	Fund Total:		323.00	TRUST & AGENCY FUND			2 Transactions
	Final Total:		204,654.92		66 Vendors	173 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	12,650.72	GENERAL REVENUE FUND	
	3	68,947.74	ROAD & BRIDGE FUND	
	5	420.00	SOLID WASTE FUND	
	11	3,156.94	HUMAN SERVICE FUND	
	25	24,832.72	SPECIAL REVENUE FUND	
	82	94,323.80	COMMUNITY HEALTH SERVICE	
	86	323.00	TRUST & AGENCY FUND	
	All Funds	204,654.92	Total	Approved by,
			
			

ROBECK
9/2/16 1:47PM

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Print List in Order By: 4
1 - Fund (Page Break by Fund)
2 - Department (Totals 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

ROBECK
 9/2/16 1:47PM
 GENERAL REVENUE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
2272	RINGQUIST/RON				
1	01-005-000-0000-6350		393.75	NORTH GLENCOE DRAINAGE 5.25 HR	Other Services & Charges
2	01-005-000-0000-6350		68.93	NORTH GLENCOE DRAINAGE MLG	Other Services & Charges
2272	RINGQUIST/RON		462.68	2 Transactions	
Final Total			462.68	1 Vendors	2 Transactions



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	462.68	GENERAL REVENUE FUND	
	All Funds	462.68	Total	Approved by,
			
			

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



POOL
9/9/16 2:25PM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

POOL
9/9/16 2:25PM
1 GENERAL REVENUE FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5	DEPT			BOARD OF COUNTY COMMISSIONERS		
93	3557 HIGH ISLAND CREEK & RUSH RIVER WAT		2,191.47	WATERSHED COORDINATOR SALARY	1	Other Services & Charges
	3557 HIGH ISLAND CREEK & RUSH RIVER WAT		2,191.47	1 Transactions		
5	DEPT Total:		2,191.47	BOARD OF COUNTY COMMISSIONERS	1 Vendors	1 Transactions
13	DEPT			COURT ADMINISTRATOR'S		
4	11580 CENTURYLINK		42.94	LONG DISTANCE	320439462	Communications
	11580 CENTURYLINK		42.94	08/21/2016 09/20/2016	1 Transactions	
13	5485 DOHERTY SCHOOLER/TIFFANY		67.50	COURT APPOINT EW/JW/SJ	JV-15-175	Court Appt Atty-Dep/Neg/Ter
12	5485 DOHERTY SCHOOLER/TIFFANY		202.50	COURT APPOINT KS/GS	JV-16-9	Court Appt Atty-Dep/Neg/Ter
	5485 DOHERTY SCHOOLER/TIFFANY		270.00	2 Transactions		
15	812 GAVIN WINTERS & LONG LTD		146.25	COURT APPT SW/JW JV-15-139	20120122-000M	Court Appt Atty-Dep/Neg/Ter
29	812 GAVIN WINTERS & LONG LTD		56.25	COURT APPT FA FA-12-182	20130076-000M	Court Appt Atty-Other
16	812 GAVIN WINTERS & LONG LTD		56.25	COURT APPT NV/DM/EE JV-15-62	20150150-000M	Court Appt Atty-Dep/Neg/Ter
20	812 GAVIN WINTERS & LONG LTD		15.00	COURT APPT JG/PG/CY JV-15-156	20150254-000M	Court Appt Atty-Dep/Neg/Ter
19	812 GAVIN WINTERS & LONG LTD		7.50	COURT APPT JK/CN JV-15-186	20150272-000M	Court Appt Atty-Dep/Neg/Ter
23	812 GAVIN WINTERS & LONG LTD		15.00	COURT APPT CP/JD JV-15-189	20150276-000M	Court Appt Atty-Dep/Neg/Ter
21	812 GAVIN WINTERS & LONG LTD		213.75	COURT APPT DL/CV JV-15-159	20150334-000M	Court Appt Atty-Dep/Neg/Ter
26	812 GAVIN WINTERS & LONG LTD		101.25	COURT APPT KH/DM JV-16-20	2016-015-000M	Court Appt Atty-Dep/Neg/Ter
24	812 GAVIN WINTERS & LONG LTD		15.00	COURT APPT CJ/BH/CR JV-15-196	20160036-000M	Court Appt Atty-Dep/Neg/Ter
25	812 GAVIN WINTERS & LONG LTD		45.00	COURT APPT NM/BG JV-16-23	20160051-000M	Court Appt Atty-Dep/Neg/Ter
27	812 GAVIN WINTERS & LONG LTD		71.25	CRT APPT TWB/RH/DE/CH JV-16-52	20160079-000M	Court Appt Atty-Dep/Neg/Ter
22	812 GAVIN WINTERS & LONG LTD		221.25	COURT APPT CT/JW JV-16-36	20160084-000M	Court Appt Atty-Dep/Neg/Ter
17	812 GAVIN WINTERS & LONG LTD		150.00	COURT APPT RT/MJ JV-16-54	20160089-000M	Court Appt Atty-Dep/Neg/Ter
18	812 GAVIN WINTERS & LONG LTD		123.75	COURT APPT HS/RR JV-16-75	20160154-000M	Court Appt Atty-Dep/Neg/Ter
28	812 GAVIN WINTERS & LONG LTD		281.25	COURT APPT CB/BW JV-16-95	20160179-000M	Court Appt Atty-Dep/Neg/Ter
14	812 GAVIN WINTERS & LONG LTD		150.00	COURT APPT RA/DA/AB JV-16-116	20160190-000M	Court Appt Atty-Dep/Neg/Ter
	812 GAVIN WINTERS & LONG LTD		1,668.75	16 Transactions		
33	283 GLENCOE LAW OFFICE		176.25	COURT APPT RA/DA/AB JV-16-116	908	Court Appt Atty-Dep/Neg/Ter



POOL
9/9/16 2:25PM
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
31 01-013-000-0000-6272		333.75 COURT APPT DW.BW JV-16-124	909	Court Appt Atty-Dep/Neg/Ter
30 01-013-000-0000-6272		453.75 CRT APPT JP/AC/LT/CT JV-16-99	910	Court Appt Atty-Dep/Neg/Ter
32 01-013-000-0000-6272		311.25 CRT APPT JN/EF/AC/JF JV-16-84	911	Court Appt Atty-Dep/Neg/Ter
44 01-013-000-0000-6273		225.00 COURT APPT J POLO PR-16-1064	912	Court Appt Atty-Other
43 01-013-000-0000-6272		341.25 COURT APPT KT/LT JV-16-22	913	Court Appt Atty-Dep/Neg/Ter
42 01-013-000-0000-6272		37.50 COURT APPT MM/CC JV-16-1	914	Court Appt Atty-Dep/Neg/Ter
41 01-013-000-0000-6272		165.00 COURT APPT KS/GS JV-16-9	915	Court Appt Atty-Dep/Neg/Ter
40 01-013-000-0000-6272		15.00 COURT APPT NV/DM/EE JV-15-62	916	Court Appt Atty-Dep/Neg/Ter
39 01-013-000-0000-6272		202.50 COURT APPT CT/JW JV-16-36	917	Court Appt Atty-Dep/Neg/Ter
45 01-013-000-0000-6273		30.00 COURT APPT PB PR-15-1786	918	Court Appt Atty-Other
38 01-013-000-0000-6272		180.00 COURT APPT EW/JW/SJ JV-15-175	919	Court Appt Atty-Dep/Neg/Ter
37 01-013-000-0000-6272		105.00 COURT APPT JG/PG/CY JV-15-156	920	Court Appt Atty-Dep/Neg/Ter
36 01-013-000-0000-6272		236.25 COURT APPT AB/DN JV-15-119	921	Court Appt Atty-Dep/Neg/Ter
35 01-013-000-0000-6272		30.00 COURT APPT KS/DM JV-15-98	922	Court Appt Atty-Dep/Neg/Ter
34 01-013-000-0000-6272		176.25 COURT APPT AG/TK JV-15-209	923	Court Appt Atty-Dep/Neg/Ter
283 GLENCOE LAW OFFICE		3,018.75 16 Transactions		
13 DEPT Total:		5,000.44 COURT ADMINISTRATOR'S	4 Vendors	35 Transactions
41 DEPT		COUNTY AUDITOR-TREASURER'S		
3558 SJ&F ENTERPRISES INC				
100 01-041-000-0000-6810		974.13 2013 INTEREST	14.011.0315	Refunds And Reimbursements
101 01-041-000-0000-6810		587.31 2014 INTEREST	14.011.0315	Refunds And Reimbursements
102 01-041-000-0000-6810		252.17 2015 INTEREST	14.011.0315	Refunds And Reimbursements
106 01-041-000-0000-6810		63.25 2013 INTEREST	14.011.1200	Refunds And Reimbursements
107 01-041-000-0000-6810		37.94 2014 INTEREST	14.011.1200	Refunds And Reimbursements
108 01-041-000-0000-6810		16.30 2015 INTEREST	14.011.1200	Refunds And Reimbursements
112 01-041-000-0000-6810		18.60 2013 INTEREST	21.011.1300	Refunds And Reimbursements
113 01-041-000-0000-6810		5.81 2014 INTEREST	21.011.1300	Refunds And Reimbursements
114 01-041-000-0000-6810		2.60 2015 INTEREST	21.011.1300	Refunds And Reimbursements
118 01-041-000-0000-6810		493.23 2013 INTEREST	21.011.1400	Refunds And Reimbursements
119 01-041-000-0000-6810		170.12 2014 INTEREST	21.011.1400	Refunds And Reimbursements
120 01-041-000-0000-6810		76.22 2015 INTEREST	21.011.1400	Refunds And Reimbursements
3558 SJ&F ENTERPRISES INC		2,697.68 12 Transactions		
41 DEPT Total:		2,697.68 COUNTY AUDITOR-TREASURER'S	1 Vendors	12 Transactions
75 DEPT		CENTRAL SERVICES-CHARGE BACKS		

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



POOL
9/9/16 2:25PM
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
96	1083 WEX BANK 01-075-000-0000-6338		1,116.89	AUGUST FUEL MOTOR POOL	46704311	Motor Pool Expenses
	1083 WEX BANK		1,116.89	1 Transactions		
75	DEPT Total:		1,116.89	CENTRAL SERVICES-CHARGE BACKS	1 Vendors	1 Transactions
76	DEPT 11580 CENTURYLINK			CENTRAL SERVICES-COUNTY WIDE		
3	01-076-000-0000-6203		637.71	LONG DISTANCE 08/21/2016 09/20/2016	320439462	Communications
	11580 CENTURYLINK		637.71	1 Transactions		
76	DEPT Total:		637.71	CENTRAL SERVICES-COUNTY WIDE	1 Vendors	1 Transactions
201	DEPT 11580 CENTURYLINK			COUNTY SHERIFF'S OFFICE		
5	01-201-000-0000-6203		63.59	LONG DISTANCE 08/21/2016 09/20/2016	320439462	Communications
	11580 CENTURYLINK		63.59	1 Transactions		
50	5771 NU-TELECOM 01-201-000-0000-6203		143.68	111-2290 SPEC ACC VOICE 09/01/2016 09/30/2016	81831546	Communications
	5771 NU-TELECOM		143.68	1 Transactions		
53	1083 WEX BANK 01-201-000-0000-6455		5,425.58	FUEL THROUGH 08/31/2016	46757887	Motor Fuels and Lubrication
	1083 WEX BANK		5,425.58	1 Transactions		
201	DEPT Total:		5,632.85	COUNTY SHERIFF'S OFFICE	3 Vendors	3 Transactions
251	DEPT 1083 WEX BANK			COUNTY JAIL		
72	01-251-000-0000-6455		346.23	FUEL	46701614	Motor Fuels And Lubrication
	1083 WEX BANK		346.23	1 Transactions		
251	DEPT Total:		346.23	COUNTY JAIL	1 Vendors	1 Transactions

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



POOL
9/9/16 2:25PM

1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
485	DEPT					
	11580 CENTURYLINK					
6	01-485-000-0000-6203		80.86	LONG DISTANCE	320439462	Communications
				08/21/2016 09/20/2016		
	11580 CENTURYLINK		80.86	1 Transactions		
485	DEPT Total:		80.86	COUNTY PUBLIC HEALTH NURSING	1 Vendors	1 Transactions
1	Fund Total:		17,704.13	GENERAL REVENUE FUND		55 Transactions

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



POOL
9/9/16 2:25PM
3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
310	DEPT			HIGHWAY MAINTENANCE		
8187	G & K SERVICES					
69	03-310-000-0000-6145		16.62-	BILLED WRONG DEPARTMENT		Uniform Allowance
59	03-310-000-0000-6145		10.41	UNIFORM SERVICES-GLENCOE	1043511260	Uniform Allowance
54	03-310-000-0000-6145		29.10	UNIFORM SERVICES-SLATS	1043541262	Uniform Allowance
65	03-310-000-0000-6145		50.31	UNIFORM SERVICES-HATS	1043542436	Uniform Allowance
60	03-310-000-0000-6145		21.01	UNIFORM SERVICES-GLENCOE	1043546810	Uniform Allowance
55	03-310-000-0000-6145		24.30	UNIFORM SERVICES-SLATS	1043546812	Uniform Allowance
66	03-310-000-0000-6145		104.31	UNIFORM SERVICES-HATS	1043547992	Uniform Allowance
61	03-310-000-0000-6145		21.01	UNIFORM SERVICES-GLENCOE	1043552336	Uniform Allowance
56	03-310-000-0000-6145		29.10	UNIFORM SERVICES-SLATS	1043552338	Uniform Allowance
67	03-310-000-0000-6145		50.31	UNIFORM SERVICES-HATS	1043553519	Uniform Allowance
62	03-310-000-0000-6145		21.01	UNIFORM SERVICES-GLENCOE	1043557898	Uniform Allowance
57	03-310-000-0000-6145		24.30	UNIFORM SERVICES-SLATS	1043557900	Uniform Allowance
68	03-310-000-0000-6145		51.51	UNIFORM SERVICES-HATS	1043559074	Uniform Allowance
63	03-310-000-0000-6145		21.01	UNIFORM SERVICES-GLENCOE	1043563448	Uniform Allowance
58	03-310-000-0000-6145		29.10	UNIFORM SERVICES-SLATS	1043563450	Uniform Allowance
8187	G & K SERVICES		470.17	15 Transactions		
310	DEPT Total:		470.17	HIGHWAY MAINTENANCE	1 Vendors	15 Transactions
340	DEPT			HIGHWAY EQUIPMENT MAINTENANCE		
8187	G & K SERVICES					
64	03-340-000-0000-6145		10.60	UNIFORM SERVICES-SCHRUPP	1043541260	Uniform Allowance
8187	G & K SERVICES		10.60	1 Transactions		
32875	HUTCHINSON UTILITIES COMMISSION					
70	03-340-000-0000-6253		108.85	ELECTRIC TEMP STORAGE	31021-045101	Electricity
71	03-340-000-0000-6255		31.50	GAS TEMP STORAGE	31021-045101	Natural Gas
32875	HUTCHINSON UTILITIES COMMISSION		140.35	2 Transactions		
1160	MCLEOD COUNTY AUDITOR TREASURER					
85	03-340-000-0000-6610		4,384.87	REG/TITLE/TAX		Capital - Over \$5,000 (Fixed Assets)
1160	MCLEOD COUNTY AUDITOR TREASURER		4,384.87	1 Transactions		
1083	WEX BANK					
73	03-340-000-0000-6455		153.60	UNLEADED FUEL-AUGUST	46705443	Motor Fuels And Lubrication
74	03-340-000-0000-6455		246.74	UNLEADED FUEL-AUGUST	46705443	Motor Fuels And Lubrication
75	03-340-000-0000-6455		72.15	UNLEADED FUEL-AUGUST	46705443	Motor Fuels And Lubrication

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



POOL
9/9/16 2:25PM
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
76	03-340-000-0000-6455		UNLEADED FUEL-AUGUST	46705443	Motor Fuels And Lubrication
77	03-340-000-0000-6455		UNLEADED FUEL-AUGUST	46705443	Motor Fuels And Lubrication
78	03-340-000-0000-6455		UNLEADED FUEL-AUGUST	46705443	Motor Fuels And Lubrication
79	03-340-000-0000-6455		UNLEADED FUEL-AUGUST	46705443	Motor Fuels And Lubrication
83	03-340-000-0000-6455		MISC PREV PER REBATE	46705443	Motor Fuels And Lubrication
80	03-340-000-0000-6567		DIESEL FUEL AUGUST	46705443	Diesel Fuel & Tax
81	03-340-000-0000-6567		DIESEL FUEL AUGUST	46705443	Diesel Fuel & Tax
82	03-340-000-0000-6567		DIESEL FUEL AUGUST	46705443	Diesel Fuel & Tax
1083	WEX BANK				
				11 Transactions	
340	DEPT Total:		5,521.74	HIGHWAY EQUIPMENT MAINTENANCE	4 Vendors 15 Transactions
3	Fund Total:		5,991.91	ROAD & BRIDGE FUND	30 Transactions

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



POOL
9/9/16 2:25PM
5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT			SOLID WASTE TIP FEE		
11580	CENTURYLINK					
7	05-391-000-0000-6203		8.86	LONG DISTANCE	320439462	Communications
				08/21/2016 09/20/2016		
	11580 CENTURYLINK		8.86		1 Transactions	
391	DEPT Total:		8.86	SOLID WASTE TIP FEE	1 Vendors	1 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
11580	CENTURYLINK					
8	05-393-000-0000-6203		7.65	LONG DISTANCE	320439462	Communications
				08/21/2016 09/20/2016		
	11580 CENTURYLINK		7.65		1 Transactions	
86	664 LENTSCH TRUCKING		810.00	RECYCLABLES PICKED UP		Contracts
87	05-393-000-0000-6269		3,615.00	RECYCLED MATL SHIPPING		Contracts
	664 LENTSCH TRUCKING		4,425.00		2 Transactions	
88	4170 WASTE MANAGEMENT OF WI MN		941.99	GLASS FIND DISPOSAL	0013740-1702-6	Sewer, Water And Garbage Removal
89	05-393-000-0000-6257		1,798.48	RECYCLING RESIDUE GARBAGE	6948912-1593-1	Sewer, Water And Garbage Removal
	4170 WASTE MANAGEMENT OF WI MN		2,740.47		2 Transactions	
393	DEPT Total:		7,173.12	MATERIALS RECOVERY FACILITY	3 Vendors	5 Transactions
397	DEPT			HOUSEHOLD HAZARDOUS WASTE		
11580	CENTURYLINK					
9	05-397-000-0000-6203		2.08	LONG DISTANCE	320439462	Communications
				08/21/2016 09/20/2016		
	11580 CENTURYLINK		2.08		1 Transactions	
397	DEPT Total:		2.08	HOUSEHOLD HAZARDOUS WASTE	1 Vendors	1 Transactions
5	Fund Total:		7,184.06	SOLID WASTE FUND		7 Transactions

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



POOL
9/9/16 2:25PM
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
420 DEPT				
11580 CENTURYLINK				
10 11-420-600-0010-6203		143.01	LONG DISTANCE	320439462 Communications/Postage
			08/21/2016 09/20/2016	
11580 CENTURYLINK		143.01	1 Transactions	
420 DEPT Total:		143.01	INCOME MAINTENANCE	1 Vendors 1 Transactions
430 DEPT				
11580 CENTURYLINK				
11 11-430-700-0010-6203		333.69	LONG DISTANCE	320439462 Communications/Postage
			08/21/2016 09/20/2016	
11580 CENTURYLINK		333.69	1 Transactions	
430 DEPT Total:		333.69	INDIVIDUAL AND FAMILY SOCIAL SER	1 Vendors 1 Transactions
11 Fund Total:		476.70	HUMAN SERVICE FUND	2 Transactions

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



POOL
9/9/16 2:25PM
20 COUNTY DITCH FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
635 DEPT			COUNTY DITCH #22 REDETERMINED	
3555 HUTTON INC				
84 20-635-000-0000-6302		27,706.50	PAYMENT #1	Construction And Repairs
3555 HUTTON INC		27,706.50	1 Transactions	
635 DEPT Total:		27,706.50	COUNTY DITCH #22 REDETERMINED	1 Vendors 1 Transactions
20 Fund Total:		27,706.50	COUNTY DITCH FUND	1 Transactions

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



POOL
9/9/16 2:25PM
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
15	DEPT			LAW LIBRARY		
	6 MATTHEW BENDER & CO INC					
46	25-015-000-0000-6451		679.44	LAW BOOKS DUNN MN DIG 16	85482633	Books
	6 MATTHEW BENDER & CO INC		679.44	1 Transactions		
15	DEPT Total:		679.44	LAW LIBRARY	1 Vendors	1 Transactions
220	DEPT			BOAT & WATER SAFETY-GRANT		
	4645 B & B SPORTS INC					
1	25-220-000-0000-6303		152.08	#031 CONNECTIONS REPAIRED	42512	Repair And Maintenance Services
2	25-220-000-0000-6303		0.33-	TAX EXEMPT	42512	Repair And Maintenance Services
	4645 B & B SPORTS INC		151.75	2 Transactions		
220	DEPT Total:		151.75	BOAT & WATER SAFETY-GRANT	1 Vendors	2 Transactions
223	DEPT			D.A.R.E. PROGRAM		
	2268 RIEGER/BARB					
52	25-223-000-0000-6350		27.60	WHCC 16X20 PHOTO	12122258	Other Services & Charges
	2268 RIEGER/BARB		27.60	1 Transactions		
223	DEPT Total:		27.60	D.A.R.E. PROGRAM	1 Vendors	1 Transactions
252	DEPT			JAIL CANTEEN ACCOUNT		
	5771 NU-TELECOM					
51	25-252-000-0000-6460		108.87	CABLE	81830357	Jail Supplies
	5771 NU-TELECOM		108.87	09/01/2016 09/30/2016	1 Transactions	
252	DEPT Total:		108.87	JAIL CANTEEN ACCOUNT	1 Vendors	1 Transactions
285	DEPT			E-911 SYSTEM MAINTENANCE - GRANT		
	5771 NU-TELECOM					
49	25-285-000-0000-6203		588.30	587-0405 E-911	81831938	Communications - Telephone Equipment
	5771 NU-TELECOM		588.30	09/01/2016 09/30/2016	1 Transactions	

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



POOL
 9/9/16 2:25PM
 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
285 DEPT Total:		588.30	E-911 SYSTEM MAINTENANCE - GRAN	1 Vendors	1 Transactions
25 Fund Total:		1,555.96	SPECIAL REVENUE FUND		6 Transactions

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



POOL
9/9/16 2:25PM
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
856	DEPT			FPSP		
90	8125 ACMC LITCHFIELD 82-856-000-0000-6261		441.64	EXAMS MMS CHS	ACCT#49-10782	Physical Examinations
	8125 ACMC LITCHFIELD		441.64	1 Transactions		
91	2858 COBORNS PHARMACY 2027 82-856-000-0000-6439		19.38	PRESCRIPTION MMS CHS	RX7228885 N	Prescriptions
	2858 COBORNS PHARMACY 2027		19.38	1 Transactions		
92	2412 GLENCOE REGIONAL HEALTH SERVICES 82-856-000-0000-6261		23.00	EXAMS MMX CHS	ACCT#42806	Physical Examinations
	2412 GLENCOE REGIONAL HEALTH SERVICES		23.00	1 Transactions		
94	1269 HUTCHINSON HEALTH 82-856-000-0000-6261		150.00	EXAMS MMS CHS		Physical Examinations
	1269 HUTCHINSON HEALTH		150.00	1 Transactions		
95	1251 MEDICINE SHOPPE 82-856-000-0000-6439		9.97	MMS CHS PRESCRIPTION	RX 805311	Prescriptions
	1251 MEDICINE SHOPPE		9.97	1 Transactions		
856	DEPT Total:		643.99	FPSP	5 Vendors	5 Transactions
82	Fund Total:		643.99	COMMUNITY HEALTH SERVICE		5 Transactions

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



POOL
9/9/16 2:25PM
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		
48	509 MINNESOTA DNR 86-975-000-0000-6850		234.00	DNR 08/30/2016 08/30/2016		Collections For Other Agencies
	509 MINNESOTA DNR		234.00		1 Transactions	
975	DEPT Total:		234.00	DNR CLEARING ACCOUNT	1 Vendors	1 Transactions
976	DEPT			GAME & FISH CLEARING ACCOUNT		
47	509 MINNESOTA DNR 86-976-000-0000-6850		232.00	G & F 08/30/2016 09/06/2016		Collections For Other Agencies
	509 MINNESOTA DNR		232.00		1 Transactions	
976	DEPT Total:		232.00	GAME & FISH CLEARING ACCOUNT	1 Vendors	1 Transactions
86	Fund Total:		466.00	TRUST & AGENCY FUND		2 Transactions

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



POOL
9/9/16 2:25PM
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	Amount	Service Dates	Paid On Bhf # On Behalf of Name
980 DEPT			TAX COLLECTIONS	
3558 SJ&F ENTERPRISES INC				
97 87-980-000-0000-6810		8,342.00	2013 TAX COURT SETTLEMENT	14.011.0315 Refunds And Reimbursements
98 87-980-000-0000-6810		7,678.00	2014 TAX COURT SETTLEMENT	14.011.0315 Refunds And Reimbursements
99 87-980-000-0000-6810		6,994.00	2015 TAX COURT SETTLEMENT	14.011.0315 Refunds And Reimbursements
103 87-980-000-0000-6810		544.00	2013 TAX COURT SETTLEMENT	14.011.1200 Refunds And Reimbursements
104 87-980-000-0000-6810		496.00	2014 TAX COURT SETTLEMENT	14.011.1200 Refunds And Reimbursements
105 87-980-000-0000-6810		452.00	2015 TAX COURT SETTLEMENT	14.011.1200 Refunds And Reimbursements
109 87-980-000-0000-6810		160.00	2013 TAX COURT SETTLEMENT	21.011.1300 Refunds And Reimbursements
110 87-980-000-0000-6810		76.00	2014 TAX COURT SETTLEMENT	21.011.1300 Refunds And Reimbursements
111 87-980-000-0000-6810		72.00	2015 TAX COURT SETTLEMENT	21.011.1300 Refunds And Reimbursements
115 87-980-000-0000-6810		4,242.00	2013 TAX COURT SETTLEMENT	21.011.1400 Refunds And Reimbursements
116 87-980-000-0000-6810		2,224.00	2014 TAX COURT SETTLEMENT	21.011.1400 Refunds And Reimbursements
117 87-980-000-0000-6810		2,114.00	2015 TAX COURT SETTLEMENT	21.011.1400 Refunds And Reimbursements
3558 SJ&F ENTERPRISES INC		33,394.00	12 Transactions	
980 DEPT Total:		33,394.00	TAX COLLECTIONS	1 Vendors 12 Transactions
87 Fund Total:		33,394.00	TAX & PENALTY FUND	12 Transactions
Final Total:		95,123.25	39 Vendors	120 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	17,704.13	GENERAL REVENUE FUND	
	3	5,991.91	ROAD & BRIDGE FUND	
	5	7,184.06	SOLID WASTE FUND	
	11	476.70	HUMAN SERVICE FUND	
	20	27,706.50	COUNTY DITCH FUND	
	25	1,555.96	SPECIAL REVENUE FUND	
	82	643.99	COMMUNITY HEALTH SERVICE	
	86	466.00	TRUST & AGENCY FUND	
	87	33,394.00	TAX & PENALTY FUND	
All Funds		95,123.25	Total	Approved by,
			
			

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



POOL
9/13/16 10:01AM

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
9/13/16 10:01AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

1 GENERAL REVENUE FUND

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
117	DEPT			FAIRGROUNDS		
651	COMMISSIONER OF REVENUE					
3	01-117-000-0000-6303		107.00	AUGUST USE TAX		Repair And Maintenance Services
4	01-117-000-0000-6415		60.00	AUGUST USE TAX		Cleaning Supplies
5	01-117-000-0000-6423		17.00	AUGUST USE TAX		Landscaping Materials
6	01-117-000-0000-6425		7.00	AUGUST USE TAX		Repair And Maintenance Supplies
651	COMMISSIONER OF REVENUE		191.00		4 Transactions	
117	DEPT Total:		191.00	FAIRGROUNDS	1 Vendors	4 Transactions
143	DEPT			LICENSE BUREAU		
156	MINNESOTA DEPUTY REGISTRAR ASSOC					
26	01-143-000-0000-6245		30.00	ANNUAL MEETING-CP		Dues And Registration Fees
156	MINNESOTA DEPUTY REGISTRAR ASSOC		30.00		1 Transactions	
143	DEPT Total:		30.00	LICENSE BUREAU	1 Vendors	1 Transactions
520	DEPT			COUNTY PARK'S		
651	COMMISSIONER OF REVENUE					
7	01-520-000-0000-6257		51.00	AUGUST USE TAX		Sewer, Water And Garbage
8	01-520-000-0000-6303		565.00	AUGUST USE TAX		Repair And Maintenance Services
9	01-520-000-0000-6350		1.00	AUGUST USE TAX		Other Services & Charges
10	01-520-000-0000-6423		6.00	AUGUST USE TAX		Landscaping Materials
11	01-520-000-0000-6425		99.00	AUGUST USE TAX		Repair And Maintenance Supplies
12	01-520-000-0000-6612		73.00	AUGUST USE TAX		Capital - \$100-\$5,000 (Inventory)
651	COMMISSIONER OF REVENUE		795.00		6 Transactions	
520	DEPT Total:		795.00	COUNTY PARK'S	1 Vendors	6 Transactions
1	Fund Total:		1,016.00	GENERAL REVENUE FUND		11 Transactions

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



POOL
9/13/16 10:01AM
5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT			SOLID WASTE TIP FEE		
651	COMMISSIONER OF REVENUE					
13	05-391-000-0000-6259		266.00	AUGUST USE TAX		Recycling
14	05-391-000-0000-6415		15.00	AUGUST USE TAX		Cleaning Supplies
15	05-391-000-0000-6561		47.00	AUGUST USE TAX		Repair And Maintenance-Other
651	COMMISSIONER OF REVENUE		328.00		3 Transactions	
391	DEPT Total:		328.00	SOLID WASTE TIP FEE	1 Vendors	3 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
651	COMMISSIONER OF REVENUE					
16	05-393-000-0000-6259		769.00	AUGUST USE TAX		Recycling
17	05-393-000-0000-6269		1,310.00	AUGUST USE TAX		Contracts
18	05-393-000-0000-6402		11.00	AUGUST USE TAX		Office Supplies
19	05-393-000-0000-6410		32.00	AUGUST USE TAX		Building And Safety Supplies
20	05-393-000-0000-6412		172.00	AUGUST USE TAX		Fiber Recovery
21	05-393-000-0000-6560		516.00	AUGUST USE TAX		Repair And Maintenance-Equipment
22	05-393-000-0000-6561		476.00	AUGUST USE TAX		Repair And Maintenance-Other
651	COMMISSIONER OF REVENUE		3,286.00		7 Transactions	
393	DEPT Total:		3,286.00	MATERIALS RECOVERY FACILITY	1 Vendors	7 Transactions
397	DEPT			HOUSEHOLD HAZARDOUS WASTE		
651	COMMISSIONER OF REVENUE					
23	05-397-000-0000-6612		43.00	AUGUST USE TAX		Captial - \$100-\$5,000 (Inventory)
651	COMMISSIONER OF REVENUE		43.00		1 Transactions	
397	DEPT Total:		43.00	HOUSEHOLD HAZARDOUS WASTE	1 Vendors	1 Transactions
5	Fund Total:		3,657.00	SOLID WASTE FUND		11 Transactions

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



POOL
9/13/16 10:01AM
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
833	DEPT			MORTGAGE REGISTRY TAX		
24	1004 MINNESOTA DEPARTMENT OF REVENUE					
	86-833-000-0000-6850		40,841.92	AUGUST MTG REG		Collections For Other Agencies
	1004 MINNESOTA DEPARTMENT OF REVENUE		40,841.92		1 Transactions	
833	DEPT Total:		40,841.92	MORTGAGE REGISTRY TAX	1 Vendors	1 Transactions
834	DEPT			DEED TAX		
25	1004 MINNESOTA DEPARTMENT OF REVENUE					
	86-834-000-0000-6850		47,566.63	AUGUST DEED TAX		Collections For Other Agencies
	1004 MINNESOTA DEPARTMENT OF REVENUE		47,566.63		1 Transactions	
834	DEPT Total:		47,566.63	DEED TAX	1 Vendors	1 Transactions
956	DEPT			SALES TAX		
2	651 COMMISSIONER OF REVENUE					
	86-956-000-0000-6850		1,905.00	AUGUST SALES TAX (27,709)		Collections For Other Agencies
	651 COMMISSIONER OF REVENUE		1,905.00		1 Transactions	
956	DEPT Total:		1,905.00	SALES TAX	1 Vendors	1 Transactions
966	DEPT			HUTCHINSON CITY SALES TAX		
1	651 COMMISSIONER OF REVENUE					
	86-966-000-0000-6850		43.00	AUGUST HUTCHINSON TAX (8,600)		Collections For Other Agencies
	651 COMMISSIONER OF REVENUE		43.00		1 Transactions	
966	DEPT Total:		43.00	HUTCHINSON CITY SALES TAX	1 Vendors	1 Transactions
86	Fund Total:		90,356.55	TRUST & AGENCY FUND		4 Transactions
	Final Total:		95,029.55		10 Vendors	26 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	1,016.00	GENERAL REVENUE FUND	
	5	3,657.00	SOLID WASTE FUND	
	86	90,356.55	TRUST & AGENCY FUND	
	All Funds	95,029.55	Total	Approved by,
			
			

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Brownton Rod & Gun Club, Inc. Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 418

City: Brownton State: MN Zip: 55312 County: McLeod

Name of Chief Executive Officer (CEO): Jeremiah Ahlbrecht

Daytime Phone: 320-583-6857 Email: ahljer2014@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Brownton Rod & Gun Club, Inc.

Address (do not use P.O. box): 19151 108th Street

City or Township: Brownton Zip: 55312 County: McLeod

Date(s) of activity (for raffles, indicate the date of the drawing): 2/4/2017

Check each type of gambling activity that your organization will conduct:

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 25,000.00)

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Jeremiah B. Todd Ahlbrecht* Date: 6-30-16
(Signature must be CEO's signature; designee may not sign)

Print Name: Jeremiah B. Todd Ahlbrecht

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days, or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

Business Record Details »

Minnesota Business Name

Brownton Rod and Gun Club, Inc.**Business Type**

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

A-770

Home Jurisdiction

Minnesota

Filing Date

10/02/1953

Status

Active / In Good Standing

Renewal Due Date

12/31/2017

Registered Office Address19151 108th Str Brownton Rod/Gun Clubhse
Brownton, MN 55312
USA**Number of Shares**

NONE

Registered Agent(s)

(Optional) None provided

PresidentPaul Karles
433 S 8th Ave.
Brownton, MN 55312
USA

Renewal History

Renewal History

Filing Date	Filing
02/08/1990	Annual Renewal - Nonprofit Corporation (Domestic)
02/04/1991	Annual Renewal - Nonprofit Corporation (Domestic)
02/21/1992	Annual Renewal - Nonprofit Corporation (Domestic)
04/14/1993	Annual Renewal - Nonprofit Corporation (Domestic)

Filing Date	Filing
12/06/1994	Annual Renewal - Nonprofit Corporation (Domestic)
12/08/1995	Annual Renewal - Nonprofit Corporation (Domestic)
02/27/1997	Annual Renewal - Nonprofit Corporation (Domestic)
10/20/1997	Annual Renewal - Nonprofit Corporation (Domestic)
08/25/1998	Annual Renewal - Nonprofit Corporation (Domestic)
02/01/2000	Annual Renewal - Nonprofit Corporation (Domestic)
10/03/2000	Annual Renewal - Nonprofit Corporation (Domestic)
12/24/2001	Annual Renewal - Nonprofit Corporation (Domestic)
11/18/2003	Nonprofit Corporation (Domestic) Annual Renewal Deferred
01/01/2004	Nonprofit Corporation (Domestic) Annual Renewal Deferred
06/07/2005	Annual Renewal - Nonprofit Corporation (Domestic)
02/07/2006	Annual Renewal - Nonprofit Corporation (Domestic)
10/23/2007	Annual Renewal - Nonprofit Corporation (Domestic)
01/24/2008	Annual Renewal - Nonprofit Corporation (Domestic)
01/22/2009	Annual Renewal - Nonprofit Corporation (Domestic)
02/08/2010	Annual Renewal - Nonprofit Corporation (Domestic)
02/10/2011	Annual Renewal - Nonprofit Corporation (Domestic)
1/19/2012	Annual Renewal - Nonprofit Corporation (Domestic)
1/10/2013	Annual Renewal - Nonprofit Corporation (Domestic)
2/17/2014	Annual Renewal - Nonprofit Corporation (Domestic)
3/5/2015	Annual Renewal - Nonprofit Corporation (Domestic)
1/20/2016	Annual Renewal - Nonprofit Corporation (Domestic)



MCLEOD COUNTY HIGHWAY DEPARTMENT

1400 Adams Street SE
Hutchinson, MN 55350

Project CP 15-000-03 (Intersection ID Signs) - CP 15-000-03 (Intersection ID Signs)
Contract Final Pay Request No. 2

Contractor: ID Sign Solutions LLC
5798 70th St
Glencoe, MN 55336

Contract No. 1503
Vendor No. N/A
For Period: 6/4/2016 - 8/19/2016
Warrant # _____ Date _____

Contract Amounts

Original Contract	\$18,805.00
Contract Changes	\$0.00
Revised Contract	\$18,805.00

Funds Encumbered

Original	\$18,805.00
Additional	N/A
Total	\$18,805.00

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 15-000-03 (Intersection ID Signs)	\$187.50	\$18,805.00	\$0.00	\$17,686.62	\$1,118.38	\$18,805.00
Percent Retained: 0%						
Contract 1503	\$187.50	\$18,805.00	\$0.00	\$17,686.62	\$1,118.38	\$18,805.00
Percent Retained: 0%						
Amount Paid This Contract Final Pay Request					\$1,118.38	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By


County/City/Project Engineer

8/19/16
Date

Approved By ID Sign Solutions LLC


Contractor

8/24/2016
Date

MCLEOD COUNTY HIGHWAY DEPARTMENT
 1400 Adams Street SE
 Hutchinson, MN 55350
 Project No. CP 15-000-03 (Intersection ID Signs)
 Contract Final Pay Request No. 2

Contract Payment Summary

From Date	To Date	Work Certified Per Period	Amount Retained Per Period	Amount Paid Per Period	Amount Paid To Date
01/01/2016	06/03/2016	\$18,617.50	\$930.88	\$17,686.62	\$17,686.62
06/04/2016	08/19/2016	\$187.50	(\$930.88)	\$1,118.38	\$18,805.00
Totals:		\$18,805.00	\$0.00	\$18,805.00	

CP 15-000-03 (Intersection ID Signs) Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	01/01/2016	06/03/2016	\$18,617.50	\$930.88	\$17,686.62
2	06/04/2016	08/19/2016	\$187.50	(\$930.88)	\$1,118.38
Totals:			\$18,805.00	\$0.00	\$18,805.00

MCLEOD COUNTY HIGHWAY DEPARTMENT
1400 Adams Street SE
Hutchinson, MN 55350
Project No. CP 15-000-03 (Intersection ID Signs)
Contract Final Pay Request No. 2

McLeod County Highway Department
Certificate of Final Contract Acceptance

Low S.P. No.: CP 15-000-03 (Intersection ID Signs)

Final Voucher No.: 2

Contract No.: 1503

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of Minnesota as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 8/19/16 Signature [Signature] County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$18,805.00 and agrees to the amount of \$1,118.39 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor ID Sign Solutions LLC By [Signature] Owner
And _____ And _____

State of Minnesota, McLeod County Highway Department

On This 24th Day August, 2016, Before me appeared John Petersen To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

John Petersen And _____, to me personally known, who, being each by me duly sworn

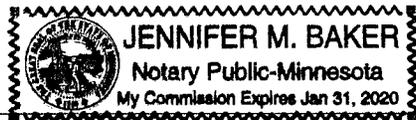
each did say that they are respectively the owner and _____ of the

ID Sign Solutions LLC Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

owner and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial



Seal

My Commission as Notary Public in McLeod County

Expires 1-31-2020 Signature [Signature]

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher. This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer _____

MCLEOD COUNTY HIGHWAY DEPARTMENT
1400 Adams Street SE
Hutchinson, MN 55350
Project No. CP 15-000-03 (Intersection ID Signs)
Contract Final Pay Request No. 2

**McLeod County Highway Department
Certificate of Final Acceptance
County Board Acknowledgment**

Contract Number: 1503
Contractor: N/A - ID Sign Solutions LLC
Date Certified: 8/19/2016
Payment Number: 2

Whereas; Contract No. 1503 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the McLeod County Highway Department and authorize final payment as specified herein.

McLeod County Highway Department
State of Minnesota

I, _____, County _____ within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At _____, Minnesota

Signed By _____
County _____

(SEAL)





MCLEOD COUNTY HIGHWAY DEPARTMENT

1400 Adams Street SE
Hutchinson, MN 55350

Project CP 15-000-03 (Intersection ID Signs) - CP 15-000-03 (Intersection ID Signs)
Final Pay Request No. 2

Contractor:	ID Sign Solutions LLC 5798 70th St Glencoe, MN 55336
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Contract No.	1503
Vendor No.	N/A
For Period:	6/4/2016 - 8/19/2016
Warrant # _____	Date _____

Contract Amounts

Original Contract	\$18,805.00
Contract Changes	\$0.00
Revised Contract	\$18,805.00

Work Certified To Date

Base Bid Items	\$18,805.00
Backsheet	\$0.00
Change Order	\$0.00
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$18,805.00

Funds Encumbered

Original	\$18,805.00
Additional	N/A
Total	\$18,805.00

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 15-000-03 (Intersection ID Signs)	\$187.50	\$18,805.00	\$0.00	\$17,686.62	\$1,118.38	\$18,805.00
Percent Retained: 0%						
Amount Paid This Final Pay Request					\$1,118.38	

MCLEOD COUNTY HIGHWAY DEPARTMENT
 1400 Adams Street SE
 Hutchinson, MN 55350
 Project No. CP 15-000-03 (Intersection ID Signs)
 Final Pay Request No. 2

CP 15-000-03 (Intersection ID Signs) Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	01/01/2016	06/03/2016	\$18,617.50	\$930.88	\$17,686.62
2	06/04/2016	08/19/2016	\$187.50	(\$930.88)	\$1,118.38
Totals:			\$18,805.00	\$0.00	\$18,805.00

CP 15-000-03 (Intersection ID Signs) Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date	
001	9,620.90	0.00	8,961.73	659.17	9,620.90	
002	9,184.10	0.00	8,724.89	459.21	9,184.10	
Totals:		\$18,805.00	\$0.00	\$17,686.62	\$1,118.38	\$18,805.00

CP 15-000-03 (Intersection ID Signs) Funding Source Report

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
1503	Local (County)	459.21	9,958.40	9,958.40	9,184.10
1503-12	WHEELAGE TAX	659.17	8,846.60	8,846.60	9,620.90
Totals:		\$1,118.38	\$18,805.00	\$18,805.00	\$18,805.00

MCLEOD COUNTY HIGHWAY DEPARTMENT
 1400 Adams Street SE
 Hutchinson, MN 55350
 Project No. CP 15-000-03 (Intersection ID Signs)
 Final Pay Request No. 2

CP 15-000-03 (Intersection ID Signs) Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
County									
1	2021.501	MOBILIZATION	LS	\$2,280.00	1	0	\$0.00	1	\$2,280.00
2	2104.509	REMOVE SIGN STRUCTURE	EACH	\$18.75	434	5	\$93.75	434	\$8,137.50
6	2563.601	TRAFFIC CONTROL	LS	\$250.00	1	0	\$0.00	1	\$250.00
3	2564.537	INSTALL SIGN TYPE C	EACH	\$18.75	63	3	\$56.25	63	\$1,181.25
4	2564.537	INSTALL SIGN TYPE C	EACH	\$18.75	358	2	\$37.50	358	\$6,712.50
5	2564.537	INSTALL SIGN TYPE C	EACH	\$18.75	13	0	\$0.00	13	\$243.75
Totals For County:							\$187.50		\$18,805.00
Project Totals:							\$187.50		\$18,805.00



MCLEOD COUNTY HIGHWAY DEPARTMENT

1400 Adams Street SE
 Hutchinson, MN 55350
 Project SAP 043-703-001 - CSAH 103 Reclaim/Overlay in Biscay
 Contract Final Pay Request No. 3

Contractor: Wm. Mueller & Sons, Inc.
 831 Park Ave P.O. Box 247
 Hamburg, MN 55339

Contract No. 10301
 Vendor No. 0011
 For Period: 8/16/2016 - 8/26/2016
 Warrant # _____ Date _____

Contract Amounts

Original Contract	\$168,897.19
Contract Changes	\$10,777.00
Revised Contract	\$179,674.19

Funds Encumbered

Original	\$168,897.19
Additional	N/A
Total	\$168,897.19

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 043-703-001	\$845.00	\$164,303.24	\$0.00	\$155,285.33	\$9,017.91	\$164,303.24
Percent Retained: 0%						
Contract 10301	\$845.00	\$164,303.24	\$0.00	\$155,285.33	\$9,017.91	\$164,303.24
Percent Retained: 0%						
Amount Paid This Contract Final Pay Request					\$9,017.91	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

Phillip Selby

 County/City/Project Engineer

8/26/16

 Date

Approved By Wm. Mueller & Sons, Inc.

Timothy Mueller

 Contractor

8-29-16

 Date

MCLEOD COUNTY HIGHWAY DEPARTMENT
 1400 Adams Street SE
 Hutchinson, MN 55350
 Project No. SAP 043-703-001
 Contract Final Pay Request No. 3

Contract Payment Summary

From Date	To Date	Work Certified Per Period	Amount Retained Per Period	Amount Paid Per Period	Amount Paid To Date
05/01/2016	07/21/2016	\$121,462.03	\$6,073.10	\$115,388.93	\$115,388.93
07/22/2016	08/15/2016	\$41,996.21	\$2,099.81	\$39,896.40	\$155,285.33
08/16/2016	08/26/2016	\$845.00	(\$8,172.91)	\$9,017.91	\$164,303.24
Totals:		\$164,303.24	\$0.00	\$164,303.24	

SAP 043-703-001 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	05/01/2016	07/21/2016	\$121,462.03	\$6,073.10	\$115,388.93
2	07/22/2016	08/15/2016	\$41,996.21	\$2,099.81	\$39,896.40
3	08/16/2016	08/26/2016	\$845.00	(\$8,172.91)	\$9,017.91
Totals:			\$164,303.24	\$0.00	\$164,303.24

MCLEOD COUNTY HIGHWAY DEPARTMENT
1400 Adams Street SE
Hutchinson, MN 55350
Project No. SAP 043-703-001
Contract Final Pay Request No. 3

McLeod County Highway Department
Certificate of Final Contract Acceptance

Low S.P. No.: SAP 043-703-001

Final Voucher No.: 3

Contract No.: 10301

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of Minnesota as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 8/26/16 Signature [Signature] County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$164,303.24 and agrees to the amount of \$9,017.91 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor Wm. Mueller & Sons, Inc. By Brad Orøge
And Timothy Mueller And Cory Koenemann

State of Minnesota, McLeod County Highway Department

On This 1 Day Sept, 2016 Before me appeared Brad Orøge To me known to

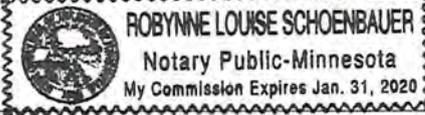
(Individual Acknowledgment)
be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as Wm Mueller & Sons free to act and deed

(Corporate Acknowledgment)
Timothy Mueller And Cory Koenemann to me personally known, who, being each by me duly sworn

each did say that they are respectively the Sec/Treas and VP of the

Wm Mueller & Sons Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

President and said Sec/Treas and VP acknowledged said instrument to be the free act and deed of said Corporation.

Notarial
Seal

ROBYNNE LOUISE SCHOENBAUER
Notary Public-Minnesota
My Commission Expires Jan. 31, 2020

My Commission as Notary Public in Crow County
Expires 1-31-20 Signature [Signature]

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher. This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

MCLEOD COUNTY HIGHWAY DEPARTMENT
1400 Adams Street SE
Hutchinson, MN 55350
Project No. SAP 043-703-001
Contract Final Pay Request No. 3

**McLeod County Highway Department
Certificate of Final Acceptance
County Board Acknowledgment**

Contract Number: 10301
Contractor: 0011 - Wm. Mueller & Sons, Inc.
Date Certified: 8/26/2016
Payment Number: 3

Whereas; Contract No. 10301 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the McLeod County Highway Department and authorize final payment as specified herein.

McLeod County Highway Department
State of Minnesota

I, _____, County _____ within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20__

At _____, Minnesota

Signed By _____
County _____

(SEAL)





MCLEOD COUNTY HIGHWAY DEPARTMENT

1400 Adams Street SE
Hutchinson, MN 55350

Project SAP 043-703-001 - CSAH 103 Reclaim/Overlay in Biscay
Final Pay Request No. 3

Contractor: Wm. Mueller & Sons, Inc.
831 Park Ave P.O. Box 247
Hamburg, MN 55339

Contract No. 10301
Vendor No. 0011
For Period: 8/16/2016 - 8/26/2016
Warrant # _____ Date _____

Contract Amounts

Original Contract	\$168,897.19
Contract Changes	\$10,777.00
Revised Contract	\$179,674.19

Work Certified To Date

Base Bid Items	\$153,419.42
Backsheet	\$0.00
Change Order	\$0.00
Supplemental Agreement	\$0.00
Work Order	\$10,883.82
Material On Hand	\$0.00
Total	\$164,303.24

Funds Encumbered

Original	\$168,897.19
Additional	N/A
Total	\$168,897.19

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 043-703-001	\$845.00	\$164,303.24	\$0.00	\$155,285.33	\$9,017.91	\$164,303.24
			Percent Retained: 0%			
Amount Paid This Final Pay Request					\$9,017.91	

MCLEOD COUNTY HIGHWAY DEPARTMENT
 1400 Adams Street SE
 Hutchinson, MN 55350
 Project No. SAP 043-703-001
 Final Pay Request No. 3

SAP 043-703-001 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	05/01/2016	07/21/2016	\$121,462.03	\$6,073.10	\$115,388.93
2	07/22/2016	08/15/2016	\$41,996.21	\$2,099.81	\$39,896.40
3	08/16/2016	08/26/2016	\$845.00	(\$8,172.91)	\$9,017.91
Totals:			\$164,303.24	\$0.00	\$164,303.24

SAP 043-703-001 Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date	
001	164,303.24	0.00	155,285.33	9,017.91	164,303.24	
Totals:		\$164,303.24	\$0.00	\$155,285.33	\$9,017.91	\$164,303.24

SAP 043-703-001 Funding Source Report

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
10301	Local (County)	0.00	0.00	0.00	0.00
10301-02	Municipal (CSAH < 5000)	9,017.91	179,674.19	168,897.19	164,303.24
Totals:		\$9,017.91	\$179,674.19	\$168,897.19	\$164,303.24

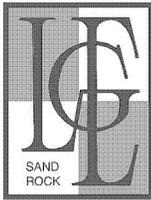
MCLEOD COUNTY HIGHWAY DEPARTMENT
 1400 Adams Street SE
 Hutchinson, MN 55350
 Project No. SAP 043-703-001
 Final Pay Request No. 3

SAP 043-703-001 Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
BASE									
1	2021.501	MOBILIZATION	LUMP SUM	\$10,500.00	1	0	\$0.00	1	\$10,500.00
3	2104.505	REMOVE BITUMINOUS PAVEMENT	S Y	\$3.75	5622	0	\$0.00	5622	\$21,082.50
14	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$3.00	350	0	\$0.00	0	\$0.00
12	2112.501	SUBGRADE PREPARATION	RDST	\$300.00	16	0	\$0.00	16	\$4,800.00
13	2123.503	MOTOR GRADER	HOUR	\$148.00	5	5	\$740.00	5	\$740.00
2	2211.501	AGGREGATE BASE CLASS 5	TON	\$18.00	160	0	\$0.00	5	\$90.00
4	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLONS	\$3.00	284	0	\$0.00	512	\$1,536.00
5	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	\$62.65	629	0	\$0.00	580.82	\$36,388.37
6	2360.502	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,C)	TON	\$61.40	1255	0	\$0.00	1167.65	\$71,693.71
15	2506.522	ADJUST FRAME AND RING CASTING	EACH	\$850.00	3	0	\$0.00	2	\$1,700.00
7	2540.602	MAIL BOX SUPPORT	EACH	\$105.00	19	1	\$105.00	19	\$1,995.00
8	2563.601	TRAFFIC CONTROL	LUMP SUM	\$2,200.00	1	0	\$0.00	1	\$2,200.00
10	2563.602	RAISED PAVEMENT MARKER TEMPORARY	EACH	\$5.00	30	0	\$0.00	0	\$0.00
9	2574.525	COMMON TOPSOIL BORROW (LV)	CU YD	\$42.00	75	0	\$0.00	5	\$210.00
11	2582.502	"4"" BROKEN LINE PAINT"	L F	\$1.44	336	0	\$0.00	336	\$483.84
Totals For Section BASE:								\$845.00	\$153,419.42
Work Order 1 - Subgrade Correction									
16	2105.507	SUBGRADE EXCAVATION	C Y	\$15.10	230	0	\$0.00	234	\$3,533.40
17	2105.604	GEOTEXTILE FABRIC TYPE V	S Y	\$1.60	830	0	\$0.00	831	\$1,329.60
18	2211.501	AGGREGATE BASE CLASS 5	TON	\$12.45	480	0	\$0.00	483.6	\$6,020.82
Totals For Work Order 1 - Subgrade Correction:								\$0.00	\$10,883.82
Project Totals:								\$845.00	\$164,303.24

SAP 043-703-001 Contract Changes					
No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
WO1	Work Order	7/11/2016	In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions. The Engineer has determined that subgrade correction work is required on Grant Street between Ames Street and Dorans Street due to significant deflection and pumping in the existing underlying soils after removal of the existing pavement. The contractor shall provide all equipment, material, and labor required to remove 8" – 12" of existing subgrade material, install Geotextile Fabric Type V, and place 8" – 12" of Agg. Base Class 5. Payment for this work will be at the negotiated unit price shown in the Estimate of Cost. Contract time to be modified with one (1) additional working day. If the Contractor Incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an additional adjustment to the contract amount or contract time in accordance with MnDOT 1402.	\$10,777.00	\$10,883.82
Contract Change Totals:				\$10,777.00	\$10,883.82

QUOTATION AND CONTRACT

L.G. EVERIST, INC.



300 S. PHILLIPS AVE. - SUITE 200
P.O. BOX 5829
SIOUX FALLS, SD 57117
PHONE 605-334-5000
FAX 605-334-3656

Date: 02/29/2016

To: MCLEOD COUNTY HIGHWAY DEPT - MN
PHIL SCHMALZ
1400 ADAMS STREET SE
HUTCHINSON, MN 55350

Ship To: On Railcars - Glencoe, MN

Project(s): ANNUAL PRICES - 2016

Awarding Body: MCLEOD COUNTY HIGHWAY DEPT
MN

Project #:

Location of Work: GLENCOE, MN

Letting Date: 02/29/2016

Material Description	Approx Qty.	Unit	Unit Price	Delivery Site
3/8" x # 8 Crushed Granite	4,000	Ton	\$23.50	On Railcars - Glencoe, MN

Special Conditions

- 1) Quoted Prices do not include sales tax.
- 2) All quantities and prices are quoted in English units.
- 3) Price includes unloading of material into contractor supplied trucks. Contractor must provide a sufficient number of trucks necessary to avoid idle time of rail cars & unloading equipment. A delay charge of \$500.00/day will be billed to the Contractor for each day of delay if the minimum 200 tons per hour unloading requirement is not met.

NOTE: Prices are net and are quoted on basis of 2,000 lbs. per ton for LGE plant stated.

Invoices are due and payable on or before 30 days from date of invoice. Past due invoices will be assessed a 1 1/2% per month service charge.

ACCEPTANCE This quotation and addendum, if any, is for your acceptance within 30 days of this quote date, and includes the terms and conditions appearing on the attached page labeled "Standard Terms And Conditions Applying To All Sales." YOU SHOULD CAREFULLY READ ALL THOSE TERMS AND CONDITIONS AS THOSE ARE A PART OF AND INCORPORATED INTO EVERY AGREEMENT FOR SALE ENTERED INTO BY PURCHASER AND SELLER. Upon acceptance in writing, this quotation constitutes the contract between us. No modification of this contract, nor any representation or promise of any agent shall be binding upon the company unless such modification, representation or promise shall be in writing signed and accepted by an authorized representative of the company, in the same manner as the original contract.

Accepted:

Date:
Company: MCLEOD COUNTY HIGHWAY DEPT - MN
By:

L.G. EVERIST, INC.

STANDARD TERMS AND CONDITIONS APPLYING TO ALL SALES

1. As used herein, (a)"Seller" means the legal entity that is listed on the first page of the Sales Quotation/Contract; (b)"Purchaser" means the person whose offer is accepted in writing by Seller.
2. All sales of materials or services are expressly conditioned upon the terms and conditions set forth below. Any additional or different terms or conditions set forth in the purchase order of Purchaser or in any similar such communications are hereby objected to and will not be binding or effective unless agreed to in writing by an authorized representative of Seller.
3. All sales by Seller to Purchaser are subject to the approval of Seller's authorized representative and credit department. All quotations are made in accordance with our interpretation of Purchaser's plans and specifications. Quotations include only the materials listed and are subject to correction for errors. Deviations in quantities may modify prices quoted. Quotations are void unless accepted in writing by Purchaser within 30 days from the date of the quote.
4. Prices quoted do not include any local, state, or federal taxes. All such taxes and any other fees, charges, and costs are the sole responsibility of Purchaser.
5. Unless otherwise noted, all sales are F.O.B. Seller's location. In all cases, title passes to Purchaser upon Seller's delivery to the carrier and thereafter all risk of loss or damage will be upon Purchaser. Where Purchaser is to inspect or test materials or services for a particular purpose or application of Purchaser, such inspection and acceptance must be made before shipment unless otherwise agreed to in writing by Seller. In all other instances, Purchaser will have 48 hours from the time of delivery to inspect and accept or reject based upon the quality and quantity of materials or services. Failure to object within the stated 48 hours will be deemed acceptance of the materials and services by Purchaser.
6. In no case are freight rates guaranteed by Seller. All shipments are subject to increases in rates and surcharges by the carrier. Purchaser is solely responsible for the payment of all shipping charges of the carrier and any shipping costs that are above those stated in the quotation.
7. Seller will not be liable for failure to deliver or for delays in delivery or performance for any reason not caused solely by Seller including, but not limited to, delays due to (1) acts of God, acts of Purchaser, acts of civil or military authority, acts of terrorism, priorities or other governmental allocations or controls, fires, strikes, or other labor difficulties, riots and other civil disturbances, delays in its usual source of supply, delays in transportation, or (2) any other commercial impracticability. In the event of any such delay, the date of delivery or performance will be extended for a period equal to the time lost by reason of the delay.
8. Each shipment or delivery will be deemed to have been sold under a separate and independent contract. If in Seller's judgment, Purchaser is unable or unwilling at the time the materials or services are ready for shipment to perform its obligations in connection with the sale hereunder, Seller may suspend performance to the extent Seller has not already received the agreed purchase price and may make written demand upon Purchaser for adequate security (including cash payment in advance). Failure of Purchaser to supply such security within 15 days after the date of such demand will constitute a repudiation of the sale agreement.
9. Any cancellation by Purchaser of any order must be approved by Seller and based upon payment to Seller of all incurred transportation, stockpiling, and any other reasonable and proper material handling charges.
10. All sales are final. Seller will not accept any returns or credits of materials and services.
11. Failure of Seller to exercise any right under this Agreement upon one occasion will not waive the right to exercise the same on another occasion.
12. Purchaser will have no claim for damages against Seller or any other basis for recovery from Seller, including, but not limited to incidental, special, exemplary, or consequential damages such as lost profits or revenues (even if Seller had prior notice of the potential for such losses or damages of Purchaser) due to any delay in delivery or performance.
13. In any action by Seller to recover any amounts owed by Purchaser to Seller, Seller may recover from Purchaser, in addition to all amounts owed for materials and services, all of Seller's costs of collection including, but not limited to attorneys' fees.
14. All orders are subject to acceptance by Seller in Sioux Falls, South Dakota and all sales contracts for materials and services entered into by Seller will be construed in accordance with and governed by the laws of the State of South Dakota, without regard to its principles of conflicts of law. Any dispute between Seller and Purchaser arising from or related to any sales contract or materials and services provided will be venued in the South Dakota Circuit Court in Minnehaha County, South Dakota. Purchaser agrees to be subject to the jurisdiction of said courts and to such venue and hereby, irrevocably and forever, waives any defenses of lack of jurisdiction or inconvenience.
15. Any representation, affirmation of fact, and course of dealings, promise or condition in connection therewith of usage of trade not incorporated herein will not be binding on either party. No waiver, alteration or modification of any of the provisions hereof will be binding unless in writing and signed by Seller's authorized representative.
16. With respect to the materials and services provided by Seller to Purchaser: THERE ARE NO EXPRESS OR IMPLIED WARRANTIES OR REPRESENTATIONS MADE. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER'S RESPONSIBILITY FOR ANY DEFECTS IS LIMITED TO REPLACEMENT OF MATERIALS, PERFORMANCE OF SERVICES, OR REFUND OF THE PURCHASE PRICE ALL IN SELLER'S SOLE DISCRETION. SELLER WILL NOT BE LIABLE FOR ANY DAMAGES, INCLUDING, BUT NOT LIMITED TO, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES, SUCH AS LOST PROFITS OR REVENUES, EVEN IF SELLER HAD PRIOR NOTICE OF THE POTENTIAL FOR SUCH DAMAGES OR LOSSES OF PURCHASER. SELLER'S LIABILITY WITH RESPECT TO THE MATERIALS AND SERVICES FOR ANY CLAIM BY PURCHASER OR ANY OTHER PERSON, IS LIMITED TO THE PURCHASE PRICE PAID BY PURCHASER TO SELLER.

SEALCOAT AGGREGATE HAUL ANALYSIS

Material	From	To	Using	Per Ton		
				Material Cost	Haul Cost	Total Cost/Ton
3/8" Granite	L.G. Everest	Glencoe Shop	Tandem & Pup	\$23.50	\$2.25	\$25.75
3/8" Granite	L.G. Everest	Brownton Shop	Tandem & Pup	\$23.50	\$4.06	\$27.56
3/8" Granite	L.G. Everest	Hutch Shop	Tandem & Pup	\$23.50	\$4.96	\$28.46
3/8" Granite	Marietta - GF	Glencoe Shop	Tandem & Pup	\$17.25	\$17.58	\$34.83
3/8" Granite	Marietta - GF	Brownton Shop	Tandem & Pup	\$17.25	\$15.78	\$33.03
3/8" Granite	Marietta - GF	Hutch Shop	Tandem & Pup	\$17.25	\$15.78	\$33.03
3/8" Granite	Marietta - GF	Glencoe Shop	Semi	\$17.25	\$15.44	\$32.69
3/8" Granite	Marietta - GF	Brownton Shop	Semi	\$17.25	\$13.85	\$31.10
3/8" Granite	Marietta - GF	Hutch Shop	Semi	\$17.25	\$13.85	\$31.10



**MCLEOD COUNTY HWY DEPT.
Project Quote Summary**

Project Name: Culvert Replacement

Road No.: CSAH 7

Bid Opening: 9/14/16 @ 1:00 PM

**Owner: McLeod County Highway
Department**

CULVERT INSTALLATION		
Business Name	City	Total Quote
Juul Contracting	Hutchinson, MN	\$13,246.00
Wuetherich Drainage Inc.	Norwood, MN	\$13,833.00
Hjerpe Contracting	Hutchinson, MN	\$24,137.00

CULVERT MATERIALS		
Business Name	City	Total Quote
Hancock	Hancock, MN	\$21,839.80
Cretex	Maple Grove, MN	\$24,032.50



MCLEOD COUNTY HIGHWAY DEPARTMENT

1400 Adams Street SE, Hutchinson, MN 55350

(320) 484-4321 • Fax (320) 234-6971

John Brunkhorst, P.E.
County Engineer

Phil Schmalz, P.E.
Assistant County Engineer

Elvis Voigt
Maintenance Superintendent

Christy Christensen
GIS Director

Quotes are due at our office no later than 1:00 pm on Wednesday, September 14th, 2016.

To: Juul Contracting, Hutchinson Hjerpe Contracting, Hutchinson Wuetherich Drainage, NYA Luedtke Contracting, Hutchinson
Structural Specialties, Hutchinson Reiner Contracting, Hutchinson

Re: Install 72" Concrete Pipe Culvert on CSAH 7, approximately 3,150' south of CSAH 115.

McLeod County is seeking quotes for the replacement of a centerline culvert that has failed under CSAH 7.

Contractor Responsibility:

- Remove existing concrete panels as necessary for culvert installation and remove existing bituminous pavement underneath the concrete panels. Transverse saw cut at each end of the removal required.
- Excavate, remove, and dispose of existing culvert (existing is one 6'1" x 4'7" x 97' metal culvert).
- Install approximately 94 feet of 72" Reinforced Concrete Pipe plus 2 Concrete Aprons.
- Protect or replace any existing field tile outlets.
- Excavate, backfill, and compact above pipe per MnDOT Standard specifications for construction (2016 edition).
- Restore all exposed areas with 6-inches minimum of in-place topsoil.
- Salvage and replace and compact in-place gravel and also compact additional gravel if needed.
- Provide and haul granular material for culvert backfill. Approximately 90 CY.
- Provide and haul Rip Rap for inlet and outlet. Approximately 70 tons of Class 3 Rip Rap.

McLeod County Responsibility:

- Haul and dispose of existing concrete & bituminous (contractor loads).
- Provide the pipe, ties, and aprons.
- Provide and haul additional Class 5 material if needed.
- Provide and haul borrow material for inslopes/suitable grading material for culvert backfill if necessary.
- Seed and stabilize the inslopes.
- Set up, maintain, and remove traffic control as needed.

OTHER APPLICABLE INFORMATION

- Pipe delivery will be available after a 2 week notice of installation from the Contractor. Construction operations shall be started no earlier than October 31, 2016. All work must be completed by December 2, 2016. The crossing may be closed a maximum of 5 calendar days.
- The contractor must furnish the County with a Certificate of Insurance in accordance to the attached requirements prior to any construction operations.
- The County Board reserves the right to reject any or all quotes or reject any irregularities therein.
- Flow line of pipe is approximately 12 feet below centerline of roadway.
- McLeod County holds the applicable waterway permits and they are on file at the Highway Department. All contractor activities must comply with the in-place permits and minimize sediment released into the waterway or exposed to erosion.
- **All applicable Mn/DOT Specifications apply to this project.**
- **Contractor shall give McLeod County a 14 day notice before any work takes place.**

GIS · Engineering · Maintenance
www.co.mcleod.mn.us/highway

Equal Opportunity/Affirmative Action Employer



McLeodCoHwy

Map



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

This information is to be used for reference purposes only.

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JUUL CONTRACTING COMPANY

www.juulcontracting.com
juulcont@hutchtel.net

JOB ESTIMATE

PHONE _____

19/14/16 DATE

(320) 587-2989- Cell # 320-583-8741

Fax (320) 587-0964

JOB NAME / LOCATION

McLeod County City Rd 7

Replace Culvert

Customer Name

Billing Address

JOB DESCRIPTION:

Saw Concrete

Remove Concrete

Remove & Dispose Culvert

P.T Run

C13 R.P RAP

Install 72' RCP

Install Abrons

13246.00

THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED. YOU WILL BE INVOICED WHEN THE JOB IS COMPLETED. PAYMENT IS DUE UPON RECEIPT OF THE INVOICE. FINANCE CHARGE OF 1 1/2% PER MONTH, [ANNUAL FEE OF 18%], WILL BE CHARGED ON OUTSTANDING BALANCES OF MORE THAN 30 DAYS

ESTIMATED JOB COST: _____ ACCEPTED BY: _____

Estimate

WUETHERICH DRAINAGE, INC
 13380 HWY 5 AND 25
 NORWOOD, MN 55368
 612-360-1578

Name/Address
McLeod County Highway Department 1400 Adams Street SE Hutchinson, MN 55350

Date	Estimate No.	Project
08/22/16	188	

Item	Description	Quantity	Cost	Total
MISC	Install County Supplied 72" Concrete Pipe and Aprons On CSAH 7. -Supply and Install Bedding Gravel As Needed -Supply and Install Riprap As Needed -Remove and Dispose of Existing Pipe -Place Any County Supplied and Hauled Materials As Needed -Sawcut Road MINNESOTA STATE SALES TAX	1	13,833.00	13,833.00
			6.875%	0.00
CSAH 7			Total	\$13,833.00

Hjerpe Contracting, Inc.
 Hutchinson, MN 55350-0517
 PO BOX 517
 16246 Hwy 15 S.

Bid Proposal & Contract	
Date	Proposal #
9/13/2016	2198

McLeod County Highway Dept. 1400 Adams Street SE Hutchinson, MN 55350	Phone #	Fax #	E-mail
	320-234-8305	320-234-7305	kurt@hjerpecontracting.com
			Terms

Description	Qty	Rate	Total
Bid to install owner provided 72" culvert and aprons under CSAH 7, approximately 3150' south of CSAH 115.			
Saw Cut and remove concrete pavement with bituminous underneath per sy	75	21.00	1,575.00
Labor and equipment to: Remove and load existing concrete and bituminous pavement, remove and dispose of existing cmp culvert, install owner supplied 72" rcp with tie rods & fabric.	94	163.00	15,322.00
Backfill and compact existing material as per spec. Salvage and compact inplace gravel and compact any additional gravel if required. Place borrow material for inslopes and suitable grading material for culvert backfill , if necessary.			
Furnish and install granular material for culvert backfill per cy.	90	12.00	1,080.00
Furnish and install Class 3 rip rap per ton	70	88.00	6,160.00

Thank you for the opportunity to bid your work.

Total Bid Price	\$24,137.00
------------------------	--------------------

Upon signing below, both parties agree to this bid proposal.

Date: _____

Date: _____

Accepted By: _____

Accepted By: _____

Quote # 16-3007
REVISED DISCOUNTED



RE: McLeod MN
Project: McLeod Co ~ CSAH 7 Culvert
Replacement
Engineer: McLeod County Hwy Dept
Bid Date: 6/3/2016 01:30 PM

www.hancockconcrete.com
Prepared By: Gary Schmidgall
Phone: (507)263-3935
Email: gary.schmidgall@ Hancockconcrete.com

We are pleased to quote the following items for your consideration:

72" RC PIPE CULVERT

Product Name	Qty	Sales Price	Total Price
72" RCP CL 3	94.00	187.46 / FT	17621.24
72" RCP APRON	2.00	1712.10 / EA	3424.20
JOINT MASTIC 1"	232.00	0.85 / FT	197.20
24" FILTER CLOTH	170.00	0.59 / FT	100.30
1" x 10" U-TIES PAINTED	26.00	19.11 / EA	496.86
		Subtotal	21,839.80
		Total Quote:	<u>\$21,839.80</u>

Sales tax is not included. Payment terms are NET 30. All past due accounts are subject to an interest charge based on 18% per annum.

Joint treatments are estimated and are sold by the box or roll. Prices are for material delivered to the job site or as near as truck can get under its own power.

Attached hereto and hereby incorporated into this Quote are the Hancock Concrete Products, LLC Terms and Conditions. On behalf of the company below, I hereby accept the above Quote, agree to purchase the products and services set forth above and acknowledge receipt of and agree to the Terms and Conditions.

Company Name: _____ Signature: _____

Date: _____ Print Name: _____

Terms and Conditions

1. Offer and Acceptance. Buyer's acceptance of Hancock Concrete Products, LLC's ("Seller") Quote is expressly conditioned on agreement to these Terms and Conditions, which, along with the Quote, constitute a binding "Contract" between the parties. This Contract constitutes the complete and final agreement between Seller and Buyer for the products (which reference will include any services listed in the Quote). Any additional or different terms or conditions contained in any document furnished by Buyer, including but not limited to, any purchase order or any acknowledgment, are deemed to be material and are hereby objected to and rejected by Seller. If such document shall be deemed an offer or counter-offer by Buyer, Seller expressly rejects such offer or counter-offer and limits acceptance to these Contract terms and expressly objects to any different or additional terms proposed by Buyer. Any actual performance by Buyer or Seller thereafter shall be deemed a renewal of the offer contained in this Contract and acceptance of this Contract by Buyer without change. If there is a conflict between the terms of this Contract and any other document, this Contract shall control.

2. Payment Terms. Unless specifically stated otherwise, all prices specified in this Contract are FOB Seller's designated location which constitutes delivery. All risk of damage to or loss of the products shall pass to Buyer upon delivery, even if Seller arranges for shipment. Unless otherwise specified in the Quote, payment shall be made within thirty days from the earlier of the delivery date or the date of invoice. Any discount in the Quote applies to the sale price of the products at the shipping point and does not apply to taxes, storage, loading or transportation. All payments shall be in United States dollars. Interest will be charged at the rate of eighteen percent per annum, or the maximum interest rate allowable by law, whichever is lower, on all late payments. Buyer shall reimburse Seller for any and all costs in collecting amounts due Seller from Buyer, including, without limitation, attorneys' fees, whether or not suit is filed. Buyer shall pay all taxes and charges of any nature imposed by any government authority on the sale, use or delivery of the products whether levied or assessed against Seller, Buyer, or the products. Such taxes or charges may be invoiced separately. If Buyer is in any default (material or otherwise) or, in Seller's opinion doubt exists as to Buyer's financial condition, Seller may, without prejudice to any other rights or remedies, suspend or terminate performance of any order, decline to ship, stop any product in transit, or require full or partial payment by Seller in advance.

3. Delivery. Any delivery or promise date in the Quote is an estimate only; Seller shall not be responsible for any delays in delivery. If an order calls for delivery of product to a specific location, Seller shall use reasonable efforts to deliver to such location; provided, however, if such location, in the sole opinion of Seller, is risky, then delivery shall be at the nearest point to such location which, in the opinion of Seller, is accessible or risk free.

4. Warranty and Remedies.

a. Limited Warranty; Exclusion of Third Party Components. Subject to the terms, conditions and limitations contained herein, Seller warrants only to the original Buyer that Seller's new products will not materially fail to operate in accordance with their respective specifications due to defects in material or workmanship during the period which ends thirty days from the delivery date ("original warranty period"), normal wear and tear excluded. Such limited warranty does not apply to any part or component of a product which is manufactured by a third-party ("Third-Party Component").

b. DISCLAIMER OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY. THE LIMITED WARRANTY SET FORTH IN THE FOREGOING PARAGRAPH IS THE SOLE AND EXCLUSIVE WARRANTY WITH RESPECT TO THE PRODUCTS. SELLER MAKES NO OTHER EXPRESS WARRANTY OF ANY KIND OR NATURE AS TO THE PRODUCTS OR THEIR PERFORMANCE AND SPECIFICALLY DISCLAIMS ANY AND ALL OTHER REPRESENTATIONS OR WARRANTIES OF ANY KIND OR NATURE CONCERNING THE PRODUCTS, INCLUDING, BUT NOT LIMITED TO, ANY REPRESENTATION OR WARRANTY THAT THE PRODUCTS COMPLY WITH ANY LAW, RULE OR REGULATION. SELLER MAKES NO WARRANTIES OR WARRANTIES WITH RESPECT TO ANY THIRD PARTY COMPONENT AND SUCH THIRD-PARTY COMPONENTS ARE SOLD "AS IS". FURTHER, SELLER MAKES NO IMPLIED WARRANTY OF ANY KIND OR NATURE WITH RESPECT TO PRODUCTS OR ANY THIRD-PARTY COMPONENT AND SPECIFICALLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR COMPLIANCE WITH ANY FEDERAL, STATE OR LOCAL LAW, RULE OR REGULATION. SELLER EXPRESSLY DISCLAIMS TO THE FULLEST EXTENT ALLOWED BY LAW ANY WARRANTY PROVIDED UNDER ANY FEDERAL, STATE OR LOCAL LAW, RULE OR REGULATION.

c. Terms and Conditions of Warranty. The limited warranty set forth above shall be null and void if (a) any alterations or modifications are made to a product, (b) a product is not maintained in strict compliance with the maintenance requirements set forth in the manual for a product or otherwise provided by Seller, (c) any repairs are made to a product which are not authorized by Seller in writing, (d) any warranty issue is not reported to Seller in writing within thirty days of the date such failure first occurs, (e) a product is operated after the failure first occurs, (f) a product is used for any purpose other than for which it was manufactured, (g) a product is not operated in strict compliance with the terms and conditions set forth in any manual (including but not limited to exceeding the load bearing capacity of the product), (h) a product is abused or damaged, (i) Buyer fails to deliver the product to Seller for inspection and testing if requested by Seller or Buyer (disposal of the product or any part or component before the sixtieth day after sending a written warranty claim to Seller, or (j) such failure results from any Third-Party Component.

d. Course of Dealing. No course of dealing or course of performance and no usage of trade shall be considered in interpreting this Contract and none of the foregoing shall be considered a waiver or modification of this Contract. No statement (written or oral) made by any employee, sales person, distributor, agent or contractor of Seller outside this Contract shall be considered a covenant, representation or warranty and all such statements are hereby disclaimed.

e. Exclusive Remedies. The sole and exclusive remedy for any failure of any product to comply with such limited warranty or any warranty imposed upon Seller by law (notwithstanding such disclaimer under this contract) shall, at the election of Seller in its sole discretion, be either (a) the repair or replacement of the product which failed to comply with such warranty or (b) the refund of the purchase price of such product. Buyer is responsible for all labor costs in connection with the repair or replacement of any products. Any repair or replacement shall carry the same warranty as the original product but only for the remainder of the original warranty period. Buyer's exclusive remedy with respect to any claim arising out of or as a result of Third-Party Component shall be against the third-party manufacturer.

f. Warranty Claims. Any and all claims under the above limited warranty shall be made to Seller in writing and not later than thirty (30) days after the product first fails to comply with such limited warranty but in no event later than the expiration of the original warranty period. Any claim made after such period shall be null and void. Seller may require Buyer to return any product or part which Buyer claims to be defective to Seller at Buyer's cost for inspection and warranty breach determination as a condition to any claim; if a returned product is determined by Seller in its sole discretion to have breached the limited warranty, Seller shall reimburse Buyer for the reasonable costs of shipping the defective product to Seller. No product or part may be returned to Seller without Seller's written consent. If Seller in its sole discretion determines that the product or part breached the limited warranty, Seller shall determine whether to (a) repair or replace the product or part or (b) refund the purchase price or value of the product or part.

g. Limitation on Liability. Seller's liability for any failure of any product to comply with the limited warranty, or for any other claim or liability related to or arising out of the product, including, but not limited to, claims, whether in contract, tort, or otherwise, arising out of, connected with, or resulting from the manufacture, sale, delivery, resale, repair, replacement, or use of the product, shall not exceed the purchase price for such failed product, whether or not such warranty or remedy failed their intended purpose. **In no event shall Seller be responsible or liable to Buyer or any third party under any circumstances for any indirect, consequential, special, punitive or exemplary, damages or losses, including, but not limited to, damages for loss of profits, goodwill, use of the product or any other equipment or other intangible losses which may be incurred in connection with the product regardless of the type of claim or the nature of the cause of action, even if Seller has been advised of the possibility of such damage or loss.** Any and all claims that Buyer has against Seller must be brought by Buyer within thirty days after the date that such claim first arose, but in any event within the original warranty period. Any claim not brought by Buyer within the such period shall be null and void.

5. Indemnification. Buyer will indemnify and hold harmless Seller, its affiliates and their respective officers, directors, employees, agents and other representatives and will, at Seller's option, defend any action brought against the same with respect to any claims, judgments, actions, suits, demands, damages, liabilities, costs or expenses (including, but not limited to, reasonable attorneys' fees and legal expenses) associated with or arising from the ownership, use or operation of the products by Buyer or any third party, including, without limitation, direct claims and third party claims.

6. Termination. Buyer may cancel its order only with the written consent of Seller and upon terms that will indemnify and make whole Seller from all loss and expense arising from such cancellation. Seller may terminate this Contract pursuant to Section 2 and in such event, Seller shall have no further liability to produce or ship any products hereunder and shall have no liability for damages to Buyer or any third party.

7. Technical Advice. No obligation or liability shall arise out of Seller's rendering of technical or other advice in connection with Buyer's order or use of products. Any such advice or recommendations made by Seller or any employee or representative of Seller, concerning any use or application of any products is believed to be reliable, but Seller makes no covenants, representation or warranty, express or implied, related thereto. Buyer assumes all risk for loss or damage resulting from the handling or use of any such products in accordance with such advice or recommendation. The selection of the products and design of any custom products shall be Buyer's sole responsibility; Seller shall have no liability for any design defects of custom products or if the products ordered are unsuitable for Buyer's intended use. Any advice or assistance by Seller in connection with Buyer's selection or design of the products is at Buyer's sole risk; Seller makes no covenants, representation or warranty whatsoever in connection with such advice or assistance.

8. Security Interest. Title to products will not pass to Buyer until all required payments have been made to Seller. Buyer hereby grants a security interest in the products and the proceeds therefrom to secure all amounts owed to Seller. Buyer shall execute all requested financing statements and other documents evidencing this security interest. Buyer grants Seller access to Buyer's locations to exercise Seller's rights as a secured party.

9. Governing Law. This Contract shall be construed, interpreted, and governed by the laws of Minnesota without regard to its conflict of laws principles. The exclusive forum for any disputes arising out of or relating to this Contract shall be any federal or state court sitting in Minneapolis, Minnesota. The parties irrevocably consent to such exclusive jurisdiction in such courts and to the proper venue therein. If Seller must resort to legal action or remedies, Buyer shall reimburse Seller for all of Seller's legal fees and expenses, whether or not suit is filed.

10. Force Majeure. Seller shall not be liable for failure to perform any obligation caused by civil insurrection, war, riot, quarantine, terrorism, fire, strike, labor stoppages or other labor disturbances, acts of God, acts or omissions of Buyer, acts or omissions of any government body, floods, epidemics, freight embargoes, shortages of labor, fuel, energy or materials, failure of suppliers or subcontractors to satisfactorily meet scheduled deliveries, accidents to machinery, delays in transportation, or any other cause beyond the reasonable commercial control of Seller.

11. Notices. Any notices, consents or other communications required or permitted under this Contract must be in writing and delivered personally, overnight air courier, registered or certified mail or facsimile. Unless otherwise stated in this Contract, notices, consents or other communication will be deemed received (a) on the date personally delivered or by facsimile; (b) on the next business day if sent via overnight air courier; or (c) three business days after deposit in registered or certified mail.

12. Confidential Information. All specifications, drawings, designs, data, information, ideas, methods, patents, technical matters, samples and inventions made, conceived, developed or acquired by Seller, whether or not incident to this Contract (collectively "Confidential Information") is and shall be the exclusive property of Seller and any disclosure to Buyer is only to assist Buyer with the use of the product, and such disclosure is made on a confidential basis and in no way shall impair the confidential nature thereof. Buyer shall not at any time disclose, or cause or permit any employee, agent or affiliated, controlled or controlling entity of Buyer to disclose, to any person or entity, or use for its own or their benefit, or reproduce, the Confidential Information. Upon cancellation or termination of the Contract the Buyer shall promptly return to Seller all Confidential Information.

13. Miscellaneous. The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision of this Contract. No waiver of any of the provisions of this Contract shall be deemed or shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver. The Section headings herein are for the convenience of the parties only and in no way alter, limit or restrict the obligations of the parties. There shall be no third-party beneficiaries to this Contract. Seller shall have the right to deduct from any sums it owes Buyer, any sums or the value of any obligation owed by Buyer to Seller. The terms set forth herein constitute the sole terms and conditions of the Contract. To the extent this Contract conflicts with the terms or conditions of any written agreement between the parties, the agreement most favorable to Seller shall control. No other warranty, term, condition or understanding, whether oral or written shall be binding upon Seller, unless hereafter expressed in writing, approved and signed by an officer of Seller. Buyer shall not assign its rights or obligations under this Contract without the prior written consent of Seller, which consent may be withheld for any reason in the sole discretion of Seller. Any attempt at such assignment by Buyer without the prior written consent of Seller shall be deemed null and void. This Contract will be binding upon the parties hereto and their successors and permitted assigns. The provisions of Sections 2 through 5 and 7 through 13 shall survive the termination and performance of this Contract.

Maple Grove Office
 6655 Wedgwood Road
 Maple Grove, MN 55311
 763-545-7473
 Fax: 763-416-1633
www.cretexconcreteproducts.com



QUOTATION

DATE: June 8, 2016

LETTING TIME:

PROJECT: McLeod County Culvert

LETTING AGENT:

ENGINEER:

CONTACT INFORMATION

Sales: Steve Andersen
 507-383-0150

Estimating: Jason Klein
 763-694-3260

Quote No.

<u>ITEM</u>	<u>SIZE</u>	<u>CLASS</u>	<u>DESCRIPTION</u>	<u>QUAN</u>	<u>PRICE</u>	<u>UNIT</u>	<u>TOTAL</u>
STORM SEWER PORTION:							
	72"	3	RCP W/O GASKET	94	\$205.20	FT	\$19,288.80
NOTE: JOINT SEAL AND FABRIC IS INCLUDED IN THE ABOVE CULVERT PIPE PRICES							
	72"		FLARED END SECTION	2	\$1,881.75	EA	\$3,763.50
			66" - 84" ADJUSTABLE EYE BOLT TIE RODS	26	\$37.70	EA	\$980.20
GRAND TOTAL (estimated)							\$24,032.50

TERMS AND CONDITIONS OF SALE:

- A. Terms - Net 30 DAYS from invoice
- B. These prices are firm for 60 days after the bid letting and do not include state and local taxes. Delivery date to be negotiated.
- C. The above quantities are not guaranteed to be correct. Any additions or deletions are the purchaser's responsibility to let us know in a timely manner
- D. Unless noted, the above prices are FOB jobsite on our truck as near as possible under its own power and are based on full truck load quantities.
- E. A minimum drop charge of \$75 will apply on less than full truckload quantities.
- F. All product returns are subject to a freight delivery charge and/or a return freight delivery charge.
- G. The contractor will be required to unload all items not suitable for our pipe unloaders.

ACCEPTANCE

Subject to being awarded the contract and subject to the terms and conditions on the attached,

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
FORTERRA BUILDING PRODUCTS

COMPANY NAME: _____

BY: _____

TITLE: _____

DATE: _____

BY: _____

AR Engh

HEATING  **AIR CONDITIONING, INC**
HVAC/R - PLUMBING - GEOTHERMAL

Preventative Maintenance for:



McLeod County Highway Department

19555 Falcon Avenue, Siver Lake, Minnesota, 55381



Dear McLeod County Highway Department,

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 maintain the comfort and performance that your company expects.

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", with a long horizontal line extending to the right.

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 Highway Department- Building near Silver Lake**

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 until cancelled.

This agreement provides for the following Preventative Maintenance:

- Heating
- Cooling
- Exhaust Fans
- Boiler
- Filter's w/change out
- Belts w/ change out
- Co2 system
- LP water Heater
- Make Up Air

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
2. Fall

YEARLY TOTAL: \$ 1,074.13

Billing Schedule Options:

- Annually: \$1,074.13
- Bi-Annual: \$537.06
- Quarterly: \$268.53
- Monthly: \$89.51



*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 Highway** (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 Highway**, Any amendments must be in writing and signed by both parties.

CONTRACTOR: A R Engh Heating & Air Conditioning

CUSTOMER:

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____



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__
DX: Inspect & Access unit	Quarterly__ Bi-Annual__ Other__
DX: Calibrate TSTAT and check proper settings	Quarterly__ Bi-Annual__ Other__
DX: Preform visual inspection leak	Quarterly__ Bi-Annual__ Other__

ELECTRICAL COMPARTMENT

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__ Other__
DX: Check CFM/Blade-Vib./Cracks & oil motor	Quarterly__ Bi-Annual__ Other__
DX: Brush clean the condenser coils	Quarterly__ Bi-Annual__ Other__
DX: Chemically clean the condenser coils	Quarterly__ Bi-Annual__ Other__

COMPRESSOR

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

FILTERS

DX: Change Filters & Date Standard	Quarterly__ Bi-Annual__ Other__
DX: Change Filters & Date pleated	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> 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__
DX: Check and record evaporator motor amps	Quarterly__ Bi-Annual__ Other__
DX: Inspect blower wheels	Quarterly__ Bi-Annual__ Other__
DX: Change belts (AC only)	Quarterly__ Bi-Annual__ Other__

DX: Measure belt deflection in inches	Quarterly__	Bi-Annual__	Other__
DX: Record TD across evaporator coil	Quarterly__	Bi-Annual__	Other__
DX: Brush clean evaporator coils	Quarterly__	Bi-Annual__	Other__
DX: Wash evaporator coils (H2o)	Quarterly__	Bi-Annual__	Other__
DX: Apply self- rinse evaporator coil cleaner	Quarterly__	Bi-Annual__	Other__
DX: Chemically clean evaporator coil	Quarterly__	Bi-Annual__	Other__
DX: Check operations of condensate pump	Quarterly__	Bi-Annual__	Other__

DRAINS

DX: Clean drain pans and drain lines	Quarterly__	Bi-Annual__	Other__
DX: Install Pan Tab/ Strips	Quarterly__	Bi-Annual__	Other__

HEATERS

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

DUCT SECTION

DX: Inspect and clean smoke detector tubes	Quarterly__	Bi-Annual__	Other__
DX: Vacuum return section	Quarterly__	Bi-Annual__	Other__

ECONOMIZERS

DX: Clean economizer screens and outside filters	Quarterly__	Bi-Annual__	Other__
DX: Set economizer @ 15%, lube & test	Quarterly__	Bi-Annual__	Other__

EXHAUST FANS

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

UNIT HEATERS

UH: Inspect and access the unit	Quarterly__	Bi-Annual__	Other <input checked="" type="checkbox"/>
UH: Calibrate TSTAT and check operation	Quarterly__	Bi-Annual__	Other <input checked="" type="checkbox"/>
UH: Inspect and tighten the electrical connections	Quarterly__	Bi-Annual__	Other <input checked="" type="checkbox"/>
UH: Inspect all wiring and secure	Quarterly__	Bi-Annual__	Other <input checked="" type="checkbox"/>
UH: Inspect the contactor for pitting	Quarterly__	Bi-Annual__	Other <input checked="" type="checkbox"/>
UH: Gas leak inspection	Quarterly__	Bi-Annual__	Other <input checked="" type="checkbox"/>
UH: Check the motor AMPS	Quarterly__	Bi-Annual__	Other <input checked="" type="checkbox"/>
UH: Record the gas PSI or Electrical AMPS	Quarterly__	Bi-Annual__	Other <input checked="" type="checkbox"/>
UH: Clean Pilot	Quarterly__	Bi-Annual__	Other <input checked="" type="checkbox"/>
UH: Clean burner and check air-flow	Quarterly__	Bi-Annual__	Other <input checked="" type="checkbox"/>
UH: Change fuel oil filter if applicable	Quarterly__	Bi-Annual__	Other__

UH: Inspect heat exchanger or elements
UH: Clean heat exchanger or elements
UH: Change belts

Quarterly__ Bi-Annual__ Other **F**
Quarterly__ Bi-Annual__ Other **F**
Quarterly__ Bi-Annual__ Other__

CHILLERS

CHILLER: Inspect and access for maintenance Quarterly__ Bi-Annual__ Other__
CHILLER: Calibrate T-Stat and check settings Quarterly__ Bi-Annual__ Other__
CHILLER: Inspect and tighten the electrical connections Quarterly__ Bi-Annual__ Other__
CHILLER: Inspect all wiring and secure Quarterly__ Bi-Annual__ Other__
CHILLER: Inspect contactors for pitting and wear Quarterly__ Bi-Annual__ Other__
CHILLER: Check and record compressor Amps Quarterly__ Bi-Annual__ Other__
CHILLER: Test and adjust unloaders Quarterly__ Bi-Annual__ Other__
CHILLER: Record sub-cooling Quarterly__ Bi-Annual__ Other__
CHILLER: Record super-heat Quarterly__ Bi-Annual__ Other__
CHILLER: Check and record crankcase heater amps Quarterly__ Bi-Annual__ Other__
CHILLER: Verify safety and limit switch operations Quarterly__ Bi-Annual__ Other__
CHILLER: Check and record refrigerant pressures Quarterly__ Bi-Annual__ Other__
CHILLER: Record condensate entering & leaving H2o temp. Quarterly__ Bi-Annual__ Other__
CHILLER: Record evaporator entering & leaving H2o temp. Quarterly__ Bi-Annual__ Other__
CHILLER: Record approach Quarterly__ Bi-Annual__ Other__
CHILLER: Record oil level ¼ ½ ¾ Quarterly__ Bi-Annual__ Other__
CHILLER: oil sample and send out Quarterly__ Bi-Annual__ Other__
CHILLER: MEG OHM compressor and record Quarterly__ Bi-Annual__ Other__
CHILLER: Evaporator water sample and send out Quarterly__ Bi-Annual__ Other__
CHILLER: Replace love-joy coupling insert Quarterly__ Bi-Annual__ Other__
CHILLER: Chemically clean the condensing coil Quarterly__ Bi-Annual__ Other__
CHILLER: Brush clean the evaporator tube Quarterly__ Bi-Annual__ Other__
CHILLER: Brush clean the condenser tubes Quarterly__ Bi-Annual__ Other__
CHILLER: Lubricate motors and linkages Quarterly__ Bi-Annual__ Other__
CHILLER: Preform 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 F
Boiler: Inspect and tighten the electrical connections	Quarterly__	Bi-Annual__	Other F
Boiler: Inspect all wiring and secure	Quarterly__	Bi-Annual__	Other F
Boiler: Inspect contactor for wear	Quarterly__	Bi-Annual__	Other F
Boiler: Check and verify burner operations	Quarterly__	Bi-Annual__	Other F
Boiler: Visually inspect	Quarterly__	Bi-Annual__	Other F
Boiler: Verify ignition system operation	Quarterly__	Bi-Annual__	Other F
Boiler: Verify safety lockout operation	Quarterly__	Bi-Annual__	Other F
Boiler: Check operation and Lubricate Circulator	Quarterly__	Bi-Annual__	Other F
Boiler: Check and verify fuel operation	Quarterly__	Bi-Annual__	Other F
Boiler: Verify water steam temps. And pressure	Quarterly__	Bi-Annual__	Other -
Boiler: Check pressure safety limit switch	Quarterly__	Bi-Annual__	Other F
Boiler: Check heat exchanger and flue passage	Quarterly__	Bi-Annual__	Other F
Boiler: Check zone valve operation	Quarterly__	Bi-Annual__	Other F
Boiler: Check steam condensate pumps/trap	Quarterly__	Bi-Annual__	Other -
Boiler: Calibrate TSTAT & check operations	Quarterly__	Bi-Annual__	Other F

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__	Other__
VAV: Inspect and tighten the electrical connections	Quarterly__	Bi-Annual__	Other__
VAV: Inspect all wiring and secure	Quarterly__	Bi-Annual__	Other__
VAV: Inspect contactors for pitting and wear	Quarterly__	Bi-Annual__	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__	Other__
VAV: Calibrate TSTATS and check operation	Quarterly__	Bi-Annual__	Other__
VAV: Check heat and safeties	Quarterly__	Bi-Annual__	Other__
VAV: Test limits of high heat shutoff	Quarterly__	Bi-Annual__	Other__
VAV: Check the electrical amps & record	Quarterly__	Bi-Annual__	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: Preform 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 $\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$	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 <input checked="" type="checkbox"/> Other__
MUA: Inspect and check belts	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
MUA: Inspect and check all wiring and secure	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
MUA: Inspect contactors for wear	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
MUA: Change filters and date (standard)	Quarterly__ Bi-Annual__ Other <i>wash filters</i>
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 <input checked="" type="checkbox"/> Other__
MUA: Check and record fan motor amps	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
MUA: Inspect blower wheels	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
MUA: Change belts	Quarterly__ Bi-Annual__ Other <i>S</i>
MUA: Clean supply (no lift) vacuum only	Quarterly__ Bi-Annual__ Other__
MUA: Inspect and tighten electrical connections	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> Other__
MUA: Inspect screens	Quarterly__ Bi-Annual <input checked="" type="checkbox"/> 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__	
Env. Cham: Record Oil Level; $\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$	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

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

Residential Air conditioner or Air Source Heat Pump

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

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 <input checked="" type="checkbox"/>	Other__
WH: Check and inspect electrical connections	Quarterly__	Bi-Annual <input checked="" type="checkbox"/>	Other__
WH: Check the pressure relief valve	Quarterly__	Bi-Annual <input checked="" type="checkbox"/>	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 <input checked="" type="checkbox"/>	Other__
WH: Visual check for water leaks	Quarterly__	Bi-Annual <input checked="" type="checkbox"/>	Other__
WH: Check and clean burners	Quarterly__	Bi-Annual <input checked="" type="checkbox"/>	Other__
WH: Check thermostat	Quarterly__	Bi-Annual <input checked="" type="checkbox"/>	Other__
WH: Check Aqua stat	Quarterly__	Bi-Annual <input checked="" type="checkbox"/>	Other__
WH: Check exhaust pipe	Quarterly__	Bi-Annual <input checked="" type="checkbox"/>	Other__
WH: Check for gas leaks	Quarterly__	Bi-Annual <input checked="" type="checkbox"/>	Other__
WH: Check pumps	Quarterly__	Bi-Annual <input checked="" type="checkbox"/>	Other__
WH: Clean up area around the unit	Quarterly__	Bi-Annual <input checked="" type="checkbox"/>	Other__

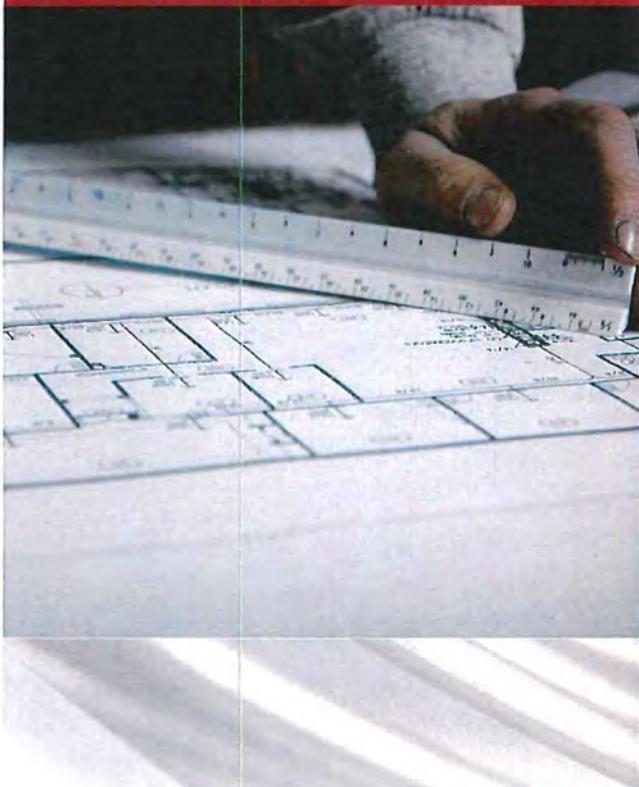
Quality Work Done Right the First Time



Heating & Cooling
Plumbing
Sewer & Drain Cleaning
Geothermal
Service Plans

craftsmanship

Residential &
Commercial Services



A single, proven resource for every heating, cooling and plumbing need.

From installation, repair and emergency service to preventive maintenance, A R Engh delivers the complete residential and commercial solution in one place. There's only one name to remember for unmatched quality, expertise, courtesy and speed: A R Engh.



Heating & Cooling

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:

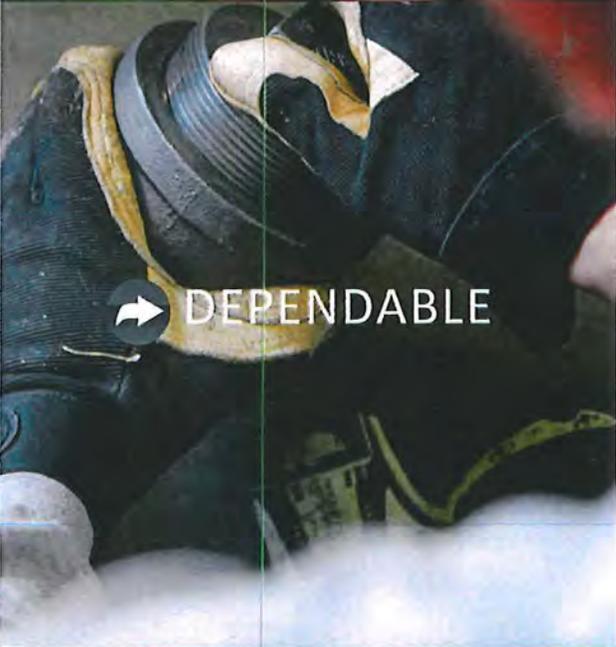
- Kitchen and bathroom remodels
- Backflow prevention
- Water heaters
- Water conditioning



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.areng.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.



County of McLeod

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Pat.Melvin@co.mcleod.mn.us

RESOLUTION 16-33-CB OF THE MCLEOD COUNTY BOARD OF COMMISSIONERS

BE IT RESOLVED by the McLeod County Board of Commissioners, that it hereby designates Roger Berggren, Environmentalist as Project Representative for the implementation of the Crow River SSTS Restoration Clean Water Partnership Project.

The Project Representative shall have the authority to represent the McLeod County Board of Commissioners in all Project matters that do not specifically require action by the McLeod County Board of Commissioners.

BE IT FURTHER RESOLVED by the McLeod County Board of Commissioners that, as Loan Sponsor, the McLeod County Board of Commissioners enters into the attached Minnesota Clean Water Partnership Project Implementation Loan Agreement along with the Crow River Organization of Water (CROW), as Project Sponsor, and the Minnesota Pollution Control Agency to conduct the implementation of the Crow River SSTS Restoration Clean Water Partnership Project.

BE IT FURTHER RESOLVED by the McLeod County Board of Commissioners that the County Board Chair, Paul Wright be authorized to execute the attached Minnesota Clean Water Partnership Project Implementation Loan Agreement for the above referenced Project on behalf of the Board as Loan Sponsor.

BE IT FURTHER RESOLVED by the McLeod County Board of Commissioners that the Cindy Schulz, Auditor Treasurer be authorized to execute loan disbursement requests for the above referenced project to the Minnesota Pollution Control Agency on behalf of the Board.

WHEREUPON the above resolution was adopted at a McLeod County Board Meeting this 20th day of September, 2016.

County of McLeod

I, **Patrick Melvin**, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the **County Board** of said **McLeod County**, that I have compared the above resolution with the original passed and adopted by the **County Board** of said **McLeod County** at a **McLeod County Board** meeting thereof held on the 20th day of September at 9:00 AM, that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this 20th day of September, and have hereunto affixed the seal of the **McLeod County Board**.

Authorized Signature and Title
(SEAL)



Administrative Information

Project title: Crow River SSTS Restoration Project

Loan sponsor: McLeod County

Project sponsor: Crow River Organization of Water

Loan agreement number: SRF0306

Loan amount: \$300,000

MPCA Authorized Representative: Juline Holleran
Metro Watershed Section
Watershed Division
651-757-2442
Juline.holleran@state.mn.us

Project Implementation Loan Agreement

This Project Loan Agreement (Agreement) is made under the Clean Water Partnership Law, Minn. Stat. §§ 103F.701-103F.755 and the rules adopted thereunder, Minn. R. ch. 7076. Except as otherwise specifically provided in the Agreement, the definitions in Minn. Stat. §§ 103F.701-103F.755 and Minn. R. ch. 7076 apply.

A. Parties

The parties to this Agreement are (1) the State of Minnesota (State) through its **Minnesota Pollution Control Agency (MPCA)**, (2) **McLeod County** (Loan Sponsor); and (3) **Crow River Organization of Water** (Project Sponsor).

B. Purpose of agreement/description of project

1. The purpose of this Agreement is to provide funding for the Best Management Practices (BMPs) described in the approved Project Work Plan for the **Crow River SSTS Restoration Project** (Project).
2. Prior to execution of this Agreement, the *Project Sponsor* submitted to the MPCA a proposed Project Work Plan that describes the Project and its BMPs. The MPCA is in the process of reviewing the proposed Project Work Plan, but has not yet approved it. When approved in writing by the MPCA Commissioner, the approved Project Work Plan, including the budget for the Project, shall be incorporated by reference into this Agreement as Attachment 1. The proposed Project Work Plan is now available for reference at the offices of the MPCA, Watershed Division, 520 Lafayette Rd., St. Paul, Minnesota.
3. There are two types of BMPs that could be included in a Project Work Plan. A First-Tier BMP is an activity that is directly undertaken by *Project Sponsor* or *Loan Sponsor*. A Second-Tier BMP is an activity that is undertaken by a person other than the *Project Sponsor* or *Loan Sponsor*. Whether funds provided by the MPCA under this Agreement may be used for First-Tier or Second Tier BMPs, or both, depends on whether the activities are part of the approved Project Work Plan

C. MPCA commitment

1. The MPCA commits, subject to the conditions set forth in this Agreement, to loan **three hundred thousand dollars (\$300,000)** to *Loan Sponsor* for the purpose of funding the BMPs described in the approved Project Work Plan. If there is a discrepancy in the total funding amount stated in the budget of the Project Work Plan and in this Part, the funding amount stated in this Part shall control.
2. The MPCA's commitment to disburse funds under this Agreement is specifically conditioned on the MPCA's first receiving from *Loan Sponsor* evidence that *Loan Sponsor* has secured the debt in this Agreement by issuance of a general obligation promissory note. At a minimum, this evidence must include the following: (a) copy of the Note; (b) certified copies of all resolutions or other authority by the appropriate governing body or bodies as shall legally authorize the execution and performance of the Note; and (c) an opinion from recognized bond counsel concluding that the Note and this Agreement are duly authorized, executed and delivered and will constitute valid, legal and binding agreements in accordance with their terms. For purposes of permitting issuance of the Note, the MPCA represents that it is a "board, department or agency" of the State within the meaning of Minn. Stat. § 475.60, subd. 2, clause (4).

D. Interest rate and term of loan

1. The interest rate for this loan is **two (2) percent per annum**. However, if a payment is late, interest shall accrue at four (4) percent per annum on the principal and interest owed commencing on the date payment is due and continuing until the late payment is received by the MPCA.
2. Appended to this Agreement as Attachment 2 is an Estimated Repayment Schedule, which establishes a loan term of **ten (10) years**. However, when the loan has been fully disbursed, the Project has been fully completed or the Project Implementation Period has expired (whichever comes first), the MPCA shall review the Estimated Repayment Schedule to determine if the payment amounts, due date and term of this Agreement should be revised. Based on this review, the MPCA will establish a Final Repayment Schedule. The Final Repayment Schedule will be based upon interest accrued during the project implementation period through the first payment due date and actual amounts disbursed under this Agreement for activities actually implemented before the expiration of the Project Implementation Period. At the sole discretion of the MPCA, the Final Repayment Schedule may provide a shorter or longer term than is stated in the Estimated Repayment Schedule first appended to this Agreement as Attachment 2. The MPCA will promptly forward to *Loan Sponsor* any revisions to the Estimated Repayment Schedule. The revisions will then become an integral and enforceable part of this Agreement.

E. Project sponsor duties and responsibilities

1. The *Project Sponsor* shall ensure that all BMPs for which loan funds are disbursed under this Agreement are completed in the time and manner set forth in the approved Project Work Plan.
2. The *Project Sponsor* is responsible for determining what, if any, federal, state (including MPCA) or local permits are required for the work described in the approved Project Work Plan and, if any are required, must obtain the permit(s) within their required time periods.
3. If the approved Project Work Plan describes Second-Tier BMPs, *Project Sponsor* is responsible for authorizing *Loan Sponsor* to make Second-Tier loans to implement the Second -Tier BMPs before any such loans are finalized.

F. Loan sponsor duties and responsibilities

1. Loan Sponsor shall provide the general obligation promissory note described in Part C.2. and shall repay all loan funds disbursed by the MPCA under this Agreement.
2. By resolution of its governing body, Loan Sponsor shall designate one or more persons to execute loan disbursement requests on behalf of Loan Sponsor. Loan Sponsor shall submit to the MPCA a certified copy of the resolution designating the authorized person or persons.
3. Loan Sponsor shall submit requests for loan disbursement as provided in Part G.
4. Loan Sponsor shall reserve for implementation jointly with Project Sponsor loan funds sufficient for Loan Sponsor and Project Sponsor to implement those parts of the approved Project Work Plan designated for implementation as First-Tier BMPs. First-Tier BMPs shall be subject to the provisions of Part J. of this Agreement.
5. If the approved Project Work Plan refers to Second-Tier BMPs and Project Sponsor has authorized Second-Tier loans for the implementation of those BMPs, Loan Sponsor may make Second-Tier loans for the implementation of the Second-Tier BMPs, as provided in Part K. of this Agreement.
6. Loan Sponsor is solely responsible for costs exceeding the loan amount authorized in this Agreement.
7. Loan Sponsor is encouraged to prepare and submit an affirmative action plan for the employment of minority persons, women, and the qualified disabled and submit the plan to the Commissioner of Human Rights pursuant to Minn. Stat. § 363A.36.

G. Disbursement of loan funds

1. The MPCA shall not disburse any funds under this Agreement until it has approved the Project Work Plan. The MPCA may provide approval of segments of the proposed Project Work Plan prior to approval of the entire Project Work Plan and may make disbursements on those parts of the proposed Project Work Plan that are approved in writing by the MPCA Commissioner.
2. To receive disbursements under this Agreement, *Loan Sponsor* shall submit, in a form acceptable to the MPCA, disbursement requests signed by a person authorized as provided in Part F.2. The requests shall certify that disbursements are being sought only for reimbursement of costs incurred to implement the approved Project Work Plan. The MPCA will process no more than one request for disbursement per month unless an alternate schedule is agreed to by the MPCA in writing.
3. The MPCA will disburse funds to *Loan Sponsor* on an incurred cost reimbursement basis, consistent with the approved Project Work Plan. Administrative costs will not be considered an incurred cost unless they were approved by the MPCA prior to their having been incurred and were included in the approved Project Work Plan.
4. Interest will begin to accrue on each disbursement on the day the MPCA delivers the funds to *Loan Sponsor*. If delivery is by mail, the date of mailing shall be considered the date of delivery.
5. The MPCA, at any time, may review and audit requests for disbursement under this agreement and may make adjustments for errors and discrepancies discovered in audits or other reviews of requests for disbursement.

H. Security for and repayment of the loan

1. This loan is secured by the general obligation promissory note described in Part C.2.
2. The date to begin repaying this loan is deferred until the loan has been fully disbursed, the Project has been fully completed or the Project Implementation Period has expired, whichever comes first. The Project Implementation Period is defined as exactly three (3) years from the effective date of this agreement.
3. After the loan has been fully disbursed, the Project has been fully completed, or the Project Implementation Period has expired, whichever comes first, the repayment of this loan is as stated in the Estimated Repayment Schedule (Attachment 2).
4. Notwithstanding any other provision of this agreement, the semiannual payments of principal and interest due on this loan shall be due not later than one year after the loan has been fully disbursed, the project has been fully completed or the Project Implementation Period has expired, whichever is first. Payments by *Loan Sponsor* shall be due every six months. The first payment shall be submitted on the closest date of either June 15 or December 15 (based on the execution date of this Agreement) and shall be due semiannually on June 15 and December 15 after the first payment. Additional payments may be made at any time without penalty.
5. *Loan Sponsor* may prepay this loan in whole or in part from any funds legally available to *Loan Sponsor* for this purpose. When *Loan Sponsor* elects to pay off the loan in full, it shall give written notice to the MPCA and the MPCA shall then prepare and provide to *Loan Sponsor* a payoff statement. The payoff statement shall include all principal, interest and late fees, if any, due and payable to the MPCA.

I. Denial of disbursements, default, rescission, or early termination

1. The MPCA may deny disbursement of funds to *Loan Sponsor* if the MPCA determines that the project does not substantially conform to the requirements for a Project Implementation Loan as provided under the Clean Water Partnership Law, Minn. Stat. §§ 103F.701-103F.761 and the rules implementing the law; that project activities do not satisfy the conditions of the approved Project Work Plan; or that there has been a significant violation of this Agreement, including the failure to submit a report as required by this Agreement. The MPCA shall notify *Loan Sponsor* of its decision to deny or withhold disbursement, and shall continue to deny or withhold disbursement until *Loan Sponsor* has corrected the condition causing the MPCA to deny or withhold the disbursement.
2. The MPCA may declare *Loan Sponsor* and *Project Sponsor* in default and may rescind this Agreement if it finds that there has been or will be substantial divergence from the approved Project Work Plan or that the approved Project Work Plan has not been or will not be implemented in a timely manner. Upon default, the MPCA shall give written notice and demand for the full payment of all amounts due.
3. In the event the MPCA declares a default under this Agreement and moves to recover repayments, *Loan Sponsor* and *Project Sponsor* shall pay the costs and damages, including reasonable attorney's fees and interest, incurred by the MPCA to recover repayments under this Agreement.
4. If *Project Sponsor* fails to request disbursement for reimbursement of incurred costs within one year of the effective date of this Agreement or as stated in the project timeline of the approved Project Work Plan, the MPCA may elect to terminate this Agreement early or reduce the loan amount. The MPCA's failure to terminate this Agreement early or reduce the loan amount shall not be deemed a waiver of its right to terminate this Agreement or reduce the loan amount at a later date or on different grounds. If the MPCA elects to terminate this Agreement early or reduce the loan amount, it shall notify *Project Sponsor* and *Loan Sponsor* in writing.
5. If the MPCA fails to enforce any provision of this Agreement, that failure does not waive that provision or its right to enforce it.

J. Contracting and oversight of first-tier BMPs (if applicable)

1. To the extent described in the approved Project Work Plan, *Project Sponsor* may enter into subcontracts to engage in architectural, engineering, and related services to implement BMPs approved in the Project Work Plan. All subcontracts shall comply with all State laws and rules applicable to the selection and employment of subcontractors providing architectural and engineering services.
2. *Loan Sponsor* and *Project Sponsor* shall exert all reasonable effort to investigate claims which *Project Sponsor* may have with respect to the work performed under this Agreement and, in appropriate circumstances, shall take whatever action, including withholding of payment and legal recourse, is available to resolve the claims.
3. *Project Sponsor* shall develop and submit to the MPCA and obtain MPCA approval of a uniform quality assurance program describing how *Project Sponsor* will assure that the subcontractor activities conducted under this Agreement comply with applicable state laws and with this Agreement. If these activities include the construction, alteration, repair or maintenance of real or personal property, the uniform quality assurance program must describe the following:
 - (a) inspection and certification procedures for construction, alteration, repair or maintenance of real or personal property which will not be contracted
 - (b) inspection and certification procedures for construction, alteration, repair or maintenance of real or personal property which will be contracted
 - (c) certification methods for materials

The level of inspection and certification provided for contracted and noncontracted construction activities shall be commensurate with the scope and complexity of the construction undertaken.

K. Contracting and oversight of second-tier BMPs (if applicable)

1. If BMPs are to be implemented through Second-Tier loans using funds provided by this Agreement, *Loan Sponsor* may make the Second-Tier loans after obtaining authorization from *Project Sponsor* and subject to the following conditions.
2. No Second-Tier loan may charge an interest rate greater than market rate for Second-Tier loans (for purposes of this Part, market rate means the highest prime lending rate as disclosed in the current *Wall Street Journal*).
3. *Loan Sponsor* may charge an application or origination fee for Second-Tier loans.
4. No Second-Tier loan may be given for any activity other than those in the approved Project Work Plan and authorized by *Project Sponsor* as Second-Tier BMPs.
5. *Loan Sponsor* shall use all principal repayments received on Second-Tier loans to repay the loan made to it under this Agreement.
6. *Loan Sponsor* shall use any interest earned on principal repayments received under this Agreement and any interest or application fee or origination fee received from persons who receive Second-Tier loans for the following:
 - (a) to pay its documented administrative costs for implementation of the project
 - (b) to defray the costs of delinquencies or defaults on Second-Tier loans or Second-Tier Work Plan Activities
 - (c) for implementation of any additional approved Project Work Plan activities approved by the MPCA under this Agreement
7. If *Loan Sponsor* elects to subcontract with one or more financial institutions or other administrators, including *Project Sponsor*, for the purpose of administering its Second-Tier program, *Loan Sponsor* shall:
 - (a) comply with all applicable State laws and rules in its selection of subcontractors
 - (b) include in its subcontract terms that: (1) assure the financial institution or other administrators comply with the requirements of this Agreement; (2) make the MPCA a third party beneficiary of its subcontract; and (3) give the MPCA the right to enforce or otherwise seek remedies under the subcontract
 - (c) provide for MPCA review a copy of the subcontract, including a breakdown of compensation to be received by the subcontractor, prior to the execution of the subcontract
 - (d) provide the MPCA with an executed copy of each subcontract within 30 days of the execution of such subcontract
 - (e) retain the right to assign to the MPCA, in regard to performance of this Agreement, the subcontract and any or all rights pursuant thereto
 - (f) be responsible for the satisfactory and timely completion of all work required under each subcontract
 - (g) be responsible for payment of subcontractors
8. *Loan Sponsor* is obligated to repay this loan in full regardless of the existence of default or delinquency of a Second-Tier loan.

L. General duties, responsibilities, and limitations on conduct of joint project sponsor and loan sponsor duties

1. Designation of Project Representatives. *Loan Sponsor* and *Project Sponsor* shall each, by resolution of its governing authority, appoint a Project Representative. The Project Representatives shall have the authority to represent them in all matters which, according to the conditions of this Agreement, do not specifically require action by the same parties who executed this Agreement or their successors in office. The MPCA shall consider correspondence from and action on the part of the Project Representatives as representations and actions taken by *Loan Sponsor* or *Project Sponsor*. *Loan Sponsor* and *Project Sponsor* shall each forward to the MPCA upon execution of this Agreement a certified resolution appointing its Project Representative.
2. Antitrust. *Loan Sponsor* and *Project Sponsor* hereby assign to the State any and all claims for overcharges as to goods and/or services provided in connection with this Agreement resulting from antitrust violations that arise under the antitrust laws of the United States and the antitrust laws of the State.
3. Government Data Practices Act. *Loan Sponsor* and *Project Sponsor* and State must comply with the Minnesota Government Data Practices Act, Minn Stat. ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the *Loan Sponsor* and *Project Sponsor* under this Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this Part by either the *Loan Sponsor*, the *Project Sponsor* or the State.
4. If the *Loan Sponsor* and *Project Sponsor* receives a request to release the data referred to it in this part, the *Loan Sponsor* and *Project Sponsor* must immediately notify the State. The State will give the *Loan Sponsor* and *Project Sponsor* instructions concerning the release of the data to the requesting party before the data is released.
5. Workers' Compensation. *Loan Sponsor* and *Project Sponsor* certifies that it is in compliance with Minn Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. *Loan Sponsor* and *Project Sponsor* employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
6. Americans with Disabilities Act (ADA) Compliance. In fulfilling the duties and responsibilities of the Agreement, *Project Sponsor* and *Loan Sponsor* shall comply with the requirements of P.L. 101-336, Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101, et seq., and regulations promulgated pursuant to it.

7. Exclusive Use of Project Funds. The *Loan Sponsor* and *Project Sponsor* shall use all MPCA funds disbursed to it under this Agreement exclusively for the purposes described in this Agreement.
8. *Loan Sponsor* and *Project Sponsor* accept and agree to comply with all terms, provisions, conditions and commitments of this Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations and commitments made by *Project Sponsor* in its application, accompanying documents and communications filed in support of its request for a loan.
9. *Loan Sponsor* and *Project Sponsor* certify that, before any funds provided under this Agreement are disbursed to subcontractors, the terms of the subcontracts will be consistent with the terms of this Agreement.

M. Reports, record maintenance, and audit requirements

1. Reports. *Project Sponsor* shall make reports as provided in Minn. R. ch. 7076 as it may be amended.
2. Records Maintenance. *Loan Sponsor* and *Project Sponsor*, subcontractors, and contributing administrators with whom *Loan Sponsor* enters into agreements to perform any or all of the work required under the terms of this Agreement, shall maintain complete and accurate books, records, and documents according to Generally Accepted Government Accounting Standards (GAGAS). Such books, records, documents, and accounting procedures shall fully disclose the amount and disposition of all loan funds disbursed under this Agreement. Such records shall also account for: disposition of project expenditures; property purchased; program income; documentation of compliance with applicable statutes, regulations, and the conditions of this Agreement. Such records shall be available to authorized representatives of the State, including, but not limited to, the State contracting department and the legislative auditor, for examination and audit and shall be maintained for a minimum of six (6) years after termination of this Agreement. If, during the period when this Agreement is effective or within six (6) years thereafter, *Loan Sponsor* or *Project Sponsor* has an independent audit conducted which includes or addresses the activities of this Agreement, a copy of the audit shall be provided to the MPCA.
3. Fiscal Controls. *Loan Sponsor* and *Project Sponsor* shall establish fiscal controls and accounting procedures that are sufficient to assure proper accounting for payments received, disbursements made and balances at the beginning and end of the accounting period. *Loan Sponsor* and *Project Sponsor* shall use accounting, audit and fiscal procedures conforming to GAGAS as these are promulgated by the Governmental Accounting Standards Board. Generally accepted auditing standards are usually defined as, but not limited to, those contained in the U.S. General Accounting Office (GAO) publication "Government Auditing Standards." All accounts shall be established and maintained as separate accounts. *Loan Sponsor* and *Project Sponsor* shall expressly require all subcontractors to comply with the provisions of this Section.
4. Single Audit. *Loan Sponsor* and any subrecipient shall be responsible for obtaining audits in accordance with the Single Audit Act of 1984 (31 U.S.C. Sec. 7501-7507); the Single Audit Act Amendments of 1996 (P.L. 104-156); and Federal Agency implementation regulations, including 40 CFR Sec. 31.26. The audits shall be made by an independent auditor in accordance with GAGAS covering financial and compliance audits. *Loan Sponsor* agrees that the State, the Legislative Auditor, the State Auditor and any independent auditor designated by the State shall have such access to their records and financial statements as may be necessary for them to comply with the Single Audit Act of 1984, as amended, and the most recent revisions of Office of Management and Budget (OMB) Circulars A-128, A-110 or A-133, as applicable. Required audit reports must be filed with the Office of State Auditor, Single Audit Division, and state agencies providing federal assistance within six months of *Loan Sponsor* or subrecipient's fiscal year end. If a federal cognizant audit agency has been assigned, copies of required audit reports shall be filed with that agency also. *Loan Sponsor* and *Project Sponsor* shall require all subrecipients to comply with the provisions of this Section.
5. Audit. Upon request of the MPCA, *Loan Sponsor* shall provide an independent audit of one or more fiscal years during which *Loan Sponsor* received and disbursed financial assistance provided to *Loan Sponsor* according to the conditions of this Agreement for a minimum of six (6) years from the end of this Agreement.

N. General conditions of agreement

1. Liability. The MPCA shall not be held liable for any payment for damages or other relief associated with the implementation of the Project Work Plan or arising under contracts entered into by *Loan Sponsor* or *Project Sponsor* with third parties. *Loan Sponsor* and *Project Sponsor* must indemnify, save and hold the State, its agents, and employees, harmless from any claims or causes of action, including attorneys' fees incurred by the State, arising from the performance of this Agreement by *Loan Sponsor* or *Project Sponsor* or their agents, employees or subcontractors. This clause will not be construed to bar any legal remedies the *Loan Sponsor* or *Project Sponsor* may have for the State's failure to fulfill its obligations under this Agreement.
2. Environmental Review Requirements for Individual Sewage Treatment System (ISTS) Replacement or Upgrade Activities. When the implementation of project activities, as designated in the approved Project Work Plan as amended, includes the upgrade or replacement of ISTS as identified in Minn. R. ch. 7080, an Environmental Review shall be undertaken according to the provisions of Minn. R. ch. 4410. *Project Sponsor* may seek a categorical exclusion from this requirement under 40 CFR part 35.3140 as provided in (a) or (b) below:
 - (a) *Project Sponsor* must complete the "Checklist for Categorical Exclusion from Environmental Review" and return it to the MPCA. After review of this checklist, the MPCA will determine the project's eligibility for exclusion from further environmental review. If it is determined that the Project does not need further environmental review, a public notice of the determination of a categorical exclusion, in a format provided by the MPCA, must be executed by *Project Sponsor*. The public notice of categorical exclusion must allow for a minimum of two weeks public comment period, with comments being directed to the MPCA. *Project Sponsor* must provide the MPCA with proof of that notice.

- (b) If the Project does not meet the checklist requirements in (a), the MPCA will send a letter of determination and instructions for further environmental review. If the MPCA determines that further environmental review is necessary, the Project must comply with those requirements before construction can begin. A copy of all information regarding this process will be kept on file at the MPCA for review by the Environmental Protection Agency.
3. Amendments. Any amendments or modifications to this Agreement must be in writing and will not be effective until it has been executed by the same parties who executed and approved the original Agreement, or their successors in office. Loan Sponsor and Project Sponsor may undertake minor modifications of the approved Project Work Plan with prior written approval of the MPCA Commissioner. No changes to the tasks, schedules, eligible expenditures or any other provision in the approved Project Work Plan may be made without the written consent of the MPCA.
 4. State Remedies. If there has been a failure to comply with the provisions of this Agreement, the MPCA may exercise any remedies available at law or in equity.
 5. Non-Discrimination. During the performance of this Agreement, neither Loan Sponsor nor Project Sponsor shall, because of age, sexual preference, political affiliation, race, color, creed, religion, national origin, sex, marital status, or status with regard to public assistance or disability: (a) discriminate against any person with respect to hire, tenure, compensation, terms of employment, upgrading of employment, facilities, privileges or conditions of employment (b) refuse to hire persons seeking employment; (c) discharge an employee; or (d) otherwise exclude any person from access to or participation in this Clean Water Partnership loan. The Loan Sponsor and Project Sponsor shall not contract with subcontractors who are not in compliance with the provisions of this Section.
 6. Governing Law, Jurisdiction, and Venue. Minnesota law, without regard to its choice-of law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
 7. Severability. If a provision of this Agreement shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement.
 8. Effective Date. This Agreement shall be effective on the date that the final required signature is obtained by the State, pursuant to Minn. Stat. § 16C.05, subd. 2.
 9. Termination. Except as provided in Part I.4. of this Agreement, this Agreement shall terminate when the MPCA has determined in writing that Loan Sponsor has fully repaid and retired the loan provided to Loan Sponsor according to the terms and conditions of this Agreement.

The State, Loan Sponsor and Project Sponsor acknowledge their consent to this Agreement and agree to be bound by its terms through their signatures entered below:

Loan Sponsor:
McLeod County

Print name: _____
Signature: _____
Title: _____ Date: _____

Minnesota Pollution Control Agency
with delegated authority

Print name: _____
Signature: _____
Title: _____ Date: _____

Project Sponsor:
Crow River Organization of Water

Print name: Mike Housman
Signature: [Signature]
Title: Crow Chair Date: 9/1/2016

Minnesota Pollution Control Agency
Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05

Print name: Kurt Sailer
Signature: [Signature]
Title: Loan officer Date: 8/22/16
Purchase order number: 3000017081
SWIFT ID number: 114167

Commissioner of Administration
As delegated to Materials Management Division

Print name: _____
Signature: _____
Title: _____ Date: _____

- Attachment 1:** Project Work Plan (in accordance with Part B.2.)
Attachment 2: Estimated Repayment Schedule (in accordance with Part D.2., H.3., and H.4.)

Attachment 2 - Estimated Repayment Schedule

Crow River SSTS Restoration Project
Clean Water Partnership Project

Principal Amount	\$ 300,000.00
Estimated Interest Accrued	\$ 12,000.00
<i>(during project implementation period)</i>	
Total Loan Balance	\$ 312,000.00
Term (years)	10
Annual Percentage Rate	2%
Number of Payments	20
Payment Amount	\$ 17,289.58

Year (Semiannual Payments)	Payment Due Date	Payment Amount Due	Principal (Includes estimated interest accrued)	Interest	Total Loan Balance
					\$ 312,000.00
1	6/15/2020	\$ 17,289.58	\$ 14,169.58	\$ 3,120.00	\$ 297,830.42
	12/15/2020	\$ 17,289.58	\$ 14,311.27	\$ 2,978.30	\$ 283,519.15
2	6/15/2021	\$ 17,289.58	\$ 14,454.39	\$ 2,835.19	\$ 269,064.76
	12/15/2021	\$ 17,289.58	\$ 14,598.93	\$ 2,690.65	\$ 254,465.83
3	6/15/2022	\$ 17,289.58	\$ 14,744.92	\$ 2,544.66	\$ 239,720.91
	12/15/2022	\$ 17,289.58	\$ 14,892.37	\$ 2,397.21	\$ 224,828.54
4	6/15/2023	\$ 17,289.58	\$ 15,041.29	\$ 2,248.29	\$ 209,787.25
	12/15/2023	\$ 17,289.58	\$ 15,191.71	\$ 2,097.87	\$ 194,595.54
5	6/15/2024	\$ 17,289.58	\$ 15,343.62	\$ 1,945.96	\$ 179,251.92
	12/15/2024	\$ 17,289.58	\$ 15,497.06	\$ 1,792.52	\$ 163,754.86
6	6/15/2025	\$ 17,289.58	\$ 15,652.03	\$ 1,637.55	\$ 148,102.83
	12/15/2025	\$ 17,289.58	\$ 15,808.55	\$ 1,481.03	\$ 132,294.28
7	6/15/2026	\$ 17,289.58	\$ 15,966.64	\$ 1,322.94	\$ 116,327.65
	12/15/2026	\$ 17,289.58	\$ 16,126.30	\$ 1,163.28	\$ 100,201.34
8	6/15/2027	\$ 17,289.58	\$ 16,287.56	\$ 1,002.01	\$ 83,913.78
	12/15/2027	\$ 17,289.58	\$ 16,450.44	\$ 839.14	\$ 67,463.34
9	6/15/2028	\$ 17,289.58	\$ 16,614.94	\$ 674.63	\$ 50,848.39
	12/15/2028	\$ 17,289.58	\$ 16,781.09	\$ 508.48	\$ 34,067.30
10	6/15/2029	\$ 17,289.58	\$ 16,948.91	\$ 340.67	\$ 17,118.39
	12/15/2029	\$ 17,289.58	\$ 17,118.39	\$ 171.18	\$ 0.00
Totals		\$ 345,791.56	\$ 312,000.00	\$33,791.56	\$ -



National 4-H Week
October 2-8, 2016

Proclamation

WHEREAS, 4-H is one of the largest youth development organizations in Minnesota and the largest in the nation involving over six million young people; and

WHEREAS, 4-H in Minnesota involves more than 67,000 youth through opportunities providing leadership, citizenship and life skills resulting in well-educated, self-productive members of our communities and McLeod County's 4-H Program includes more than 300 community club members, 500 summer 4-H program participants supported by over 75 screened and trained adult volunteers; and

WHEREAS, McLeod County 4-H is a part of the University of Minnesota Extension and a program where youth learn through opportunities that provide them hands-on experiences in 4-H's mission mandates of science, engineering and technology; healthy living; and citizenship; and

WHEREAS, 4-H has connected youth and their communities with the innovative research and resources from our nation's 106 land-grant universities and colleges for more than 100 years;

NOW, THEREFORE, I, Paul Wright, Chairman of the McLeod County Board of Commissioners, am proud to honor the McLeod County 4-H Program and do hereby proclaim October 2-8, 2016, as National 4-H Week in McLeod County. We urge the people of our county to take advantage of the opportunity to become more aware of this special program that enhances our young people's interests in their futures as part of McLeod County 4-H Youth Development and to join us in recognizing this unique partnership between our county and the University of Minnesota Extension Service.

Paul Wright, Chairman, McLeod County Board of Commissioners September 20, 2016

Doug Krueger, County Commissioner

Sheldon Nies, County Commissioner

Joe Nagel, County Commissioner

Ron Shimanski, County Commissioner



UNIVERSITY OF MINNESOTA | EXTENSION | MCLEOD COUNTY





Vision Care Services	Member Cost In-Network	Out-of-Network Reimbursement*
Frames: Any available frame at provider location	\$0 Copay; \$130 Allowance, 20% off balance over \$130	\$91
Standard Plastic Lenses Single Vision Bifocal Trifocal Lenticular Standard Progressive Lens Premium Progressive Lens	\$10 Copay \$10 Copay \$10 Copay \$10 Copay \$75 Copay See attached Fixed Premium Progressive price list	\$30 \$50 \$70 \$70 \$50 \$50
Lens Options: UV Treatment Tint (Solid and Gradient) Standard Plastic Scratch Coating Standard Polycarbonate - Adults Standard Polycarbonate - Kids under 19 Standard Anti-Reflective Coating Polarized Photocromatic / Transitions Plastic Premium Anti-Reflective Other Add-Ons	\$15 \$15 \$15 \$40 \$40 \$45 20% off Retail Price \$75 See attached Fixed Premium Anti-Reflective Coating list 20% off Retail Price	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A
Contact Lenses (Contact lens allowance includes materials only) Conventional Disposable Medically Necessary	\$0 Copay; \$130 allowance, 15% off balance over \$130 \$0 Copay; \$130 allowance, plus balance over \$130 \$0 Copay, Paid-in-Full	\$130 \$130 \$210
Laser Vision Correction Lasik or PRK from U.S. Laser Network	15% off Retail Price or 5% off promotional price	N/A
Amplifon Hearing Health Care	Hearing Health Care from Amplifon Hearing Health Care Network Members receive a 40% discount off hearing exams and a low price guarantee on discounted hearing aids.	N/A
Additional Pairs Benefit:	Members also receive a 40% discount off complete pair eyeglass purchases and a 15% discount off conventional contact lenses once the funded benefit has been used.	N/A
Frequency: Lenses or Contact Lenses Frame	Once every 12 months Once every 24 months	
Monthly Rate Subscriber Subscriber + 1 Subscriber + Family	\$5.21 \$9.89 \$14.53	

All plans are based on a 48-month contract term and 48-month rate guarantee.

Premium is subject to adjustment even during a rate guarantee period in the event of any of the following events: changes in benefits, employee contributions, the number of eligible employees, or the imposition of any new taxes, fees or assessments by Federal or State regulatory agencies

* Member Reimbursement Out-of-Network will be the lesser of the listed amount or the member's actual cost from the out-of-network provider. In certain states members may be required to pay the full retail rate and not the negotiated discount rate with certain participating providers. Please see EyeMed's online provider locator to determine which participating providers have agreed to the discounted rate

Additional Discounts:

Member receives a 20% discount on items not covered by the plan at network Providers. Discount does not apply to EyeMed Provider's professional services, or contact lenses. Plan discounts cannot be combined with any other discounts or promotional offers. Services or materials provided by any other group benefit plan providing vision care may not be covered.

Members also receive 15% off retail price or 5% off promotional price for Lasik or PRK from the US Laser Network, owned and operated by LCA Vision.

After initial purchase, replacement contact lenses may be obtained via the Internet at substantial savings and mailed directly to the member. Details are available at www.eyemedvisioncare.com.

The contact lens benefit allowance is not applicable to this service.

Benefit Allowances provide no remaining balance for future use within the same Benefit Frequency.

Certain brand name Vision Materials in which the manufacturer imposes a no-discount practice.

Rates are valid only when the quoted plan is the sole stand-alone vision plan offered by the group

Rates are valid for groups domiciled in the State of MN.

Fees quoted will be valid until the 1/1/2017 plan implementation date. Date quoted: 6/15/2016.

Rates assume Employer contribution of 20% or less for employees and dependents

Insured Plans are underwritten by Fidelity Security Life Insurance Company of Kansas City, Missouri, except in New York

Policy number VC-19/VC-20, form number M-9083

RATES ASSUME LESS THAN 20% EMPLOYER CONTRIBUTION

Plan Exclusions:

- 1) Orthoptic or vision training, subnormal vision aids and any associated supplemental testing; Aniseikonic lenses; 2) Medical and/or surgical treatment of the eye, eyes or supporting structures;
- 3) Any eye or Vision Examination, or any corrective eyewear required by a Policyholder as a condition of employment; Safety eyewear
- 4) Services provided as a result of any Workers' Compensation law, or similar legislation, or required by any governmental agency or program whether federal, state or subdivisions thereof;
- 5) Plano (non-prescription) lenses and/or contact lenses; 6) Non-prescription sunglasses; 7) Two pair of glasses in lieu of bifocals;
- 8) Services rendered after the date an Insured Person ceases to be covered under the Policy, except when Vision Materials ordered before coverage ended are delivered, and the services rendered to the Insured Person are within 31 days from the date of such order; 9) Services or materials provided by any other group benefit plan providing vision care;
- 10) Lost or broken lenses, frames, glasses, or contact lenses will not be replaced except in the next Benefit Frequency when Vision Materials would next become available.

If McLeod County has chosen this benefit design with the attached supplement, sign here:

Signature _____

Date _____

McLeod County

Supplement

Option 1

Progressive Price List*	Member Cost In-Network (Includes Lens Copay)
Standard Progressive	\$75 copay
Premium Progressives as Follows:	
Tier 1	\$95 Copay
Tier 2	\$105 Copay
Tier 3	\$120 Copay
Tier 4	\$75 Copay, 80% of charge less \$120 Allowance
Anti-Reflective Coating Price List*	Member Cost In-Network
Standard Anti-Reflective Coating	\$45
Premium Anti-Reflective Coatings as Follows:	
Tier 1	\$57
Tier 2	\$68
Tier 3	80% of charge
Other Add-ons Price List	Member Cost In-Network
Photochromic (Plastic)	\$75
Polarized	80% of charge
EyeMed Vision Care reserves the right to make changes to the products on each tier and the member out-of-pocket costs.	
*Fixed pricing is reflective of brands at the listed product level. All providers are not required to carry all brands at all levels.	

For a current listing of brands by tier, go to:

<http://www.eyemedvisioncare.com/theme/pdf/microsite-template/eyemedlenslist.pdf>



Minnesota

CITY OF MOUND

MOUND EYE CLINIC
9524723366

2169 COMMERCE BLVD
MOUND, MN 55364

CITY OF OSSEO

FOR YOUR EYES ONLY
7634241206

20 CENTRAL AVE
OSSEO, MN 55369

CITY OF ROGERS

TARGET OPTICAL
7634289014

21615 S DIAMOND LAKE RD
ROGERS, MN 55374

CITY OF WAYZATA

ART OF OPTIKS
9524042020

747 E LAKE ST
WAYZATA, MN 55391

Hubbard County

CITY OF PARK RAPIDS

BRUHN OPTICAL
2187328535

1011 1ST ST E
PARK RAPIDS, MN 56470

Isanti County

CITY OF CAMBRIDGE

TARGET OPTICAL
7636893774

215 BALSAM ST N STE 100
CAMBRIDGE, MN 55008

Itasca County

CITY OF DEER RIVER

EYE FASHIONS OPTICAL
2182468750

102 W 1ST AVE NE
DEER RIVER, MN 56636

CITY OF GRAND RAPIDS

EYE FASHIONS OPTICAL SHOPPE
2183633483

202 NW 1ST AVE
GRAND RAPIDS, MN 55744

EYE FASHIONS OPTICAL SHOPPE

2183260358

202 NW FIRST AVE
GRAND RAPIDS, MN 55744

VISION PRO OPTICAL

2183270070

3150 POKEGAMA AVE STE 103
GRAND RAPIDS, MN 55744

Kandiyohi County

CITY OF WILLMAR

MIDWEST VISION CENTERS INC
3202355853

1605 W 1ST ST S
WILLMAR, MN 56201

PEARLE VISION

3202351235

2404 S 1ST AVE
WILLMAR, MN 56201

Lac Qui Parle County

CITY OF DAWSON

HEARTLAND EYECARE CENTER
3207692977

878 6TH ST
DAWSON, MN 56232

CITY OF MADISON

MADISON OPTICAL
3205987566

323 SIXTH AVE
MADISON, MN 56256

Lake County

CITY OF TWO HARBORS

VISION PRO OPTICAL
2188343937

1028 7TH AVE
TWO HARBORS, MN 55616

Le Sueur County

CITY OF LE SUEUR

MOOTZ EYE CLINIC
5076653366

303 VALLEY GREEN SQ
LE SUEUR, MN 56058

CITY OF NEW PRAGUE

GOLDSMITH EYE CARE
9527582080

112 MAIN ST E
NEW PRAGUE, MN 56071

Lyon County

CITY OF MARSHALL

AVERA MARSHALL SOUTHWEST OPH
5075371427

300 S BRUCE ST
MARSHALL, MN 56258

HEARTLAND EYECARE CENTER
0575325777

202 OCONNELL STE 1
MARSHALL, MN 56258

MIDWEST VISION CENTERS INC

5075325771

1420 E COLLEGE DR
MARSHALL, MN 56258

CITY OF TRACY

AVERA MEDICAL GROUP OPTOMETRY
5076293230

505 STATE ST
TRACY, MN 56175

Marshall County

CITY OF WARREN

WARREN EYE CARE PC
2187455151

205 W JOHNSON AVE STE 1
WARREN, MN 56762

McLeod County

CITY OF GLENCOE

SOUTHWEST EYE CARE LLC
3208642020

1201 GREELEY AVE N STE 3
GLENCOE, MN 55336

CITY OF HUTCHINSON

MIDWEST VISION CENTERS INC
3205872370

1060 HWY 15 SOUTH
HUTCHINSON, MN 55350

PRIMARY EYE CARE
3205874744

1059 HWY 15 SOUTH
HUTCHINSON, MN 55350

SOUTHWEST EYE CARE
3205872593

218 MAIN ST S
HUTCHINSON, MN 55350

McLEOD COUNTY VOLUNTARY DENTAL

For the past several years, McLeod County has offered a high and low option. There was a request to add orthodontic services for 2017. Assurant was contacted to obtain rates.

The 2016 and Renewal Rates for 2017, including orthodontia coverage, are listed.

	LOW PLAN	HIGH PLAN	HIGH PLAN WITH CHILD ORTHO
Deductible	\$50 / \$150	\$50 / \$150	\$50 / \$150
Preventive/Deductible Waived	100%	100%	100%
Basic	80%	80%	80%
Major	5%	50%	50%
Orthodontics	N/A	N/A	50%
Calendar Year Maximum	\$1,500	\$1,500	\$1,500
Lifetime Ortho Maximum	N/A	N/A	\$2,000
<u>2016 Current Rates</u>			
Employee	\$40	\$49	N/A
Employee + 1	\$75	\$89	N/A
Family	\$115	\$131	N/A
<u>2017 Rates</u>	LOW PLAN	HIGH PLAN	HIGH PLAN WITH CHILD ORTHO
Employee	\$40	\$50	\$55
Employee + 1	\$75	\$95	\$110
Family	\$115	\$145	\$185

Personnel Committee

Tuesday, Sept 13, 2016

AGENDA

- A. Discuss hiring a part-time (28 hr per week) Registered Nurse (grade 22) or Public Health Nurse (grade 24) to replace employee that transferred to Community Health Services (CHS)

Recommendation: Hire part-time (28 hours per week) Public Health Nurse (grade 24). Or hire part-time (28 hours per week) Registered Nurse (grade 22) if no PHNs apply or are considered. The employee that transferred to CHS was a full-time employee but with the Emergency Preparedness duties transferring to CHS, reducing the position to part-time is appropriate.

- B. Discuss filling Investigator (grade 21) vacancy in Sheriff Office instead of Deputy position approved on May 17 by Board

Recommendation: Post for temporary assignment for an Investigator (grade 21) in Sheriff's Office until negotiations are finalized with MNPEA Union and the Keystone Classification Study is implemented. The employee accepting the assignment will receive \$1.00 more per hour. A Memorandum of Understanding will need to be approved with union . Currently this is a promotional opportunity as a Deputy is a grade 19 and Investigator is a grade 21. The Investigator and Deputy are rated the same in the Keystone Classification System and this would be an assignment instead of a promotion. Language will need to be discussed and changed during negotiations regarding promotions.

- C. Discuss filling vacancy for Eligibility Worker (grade 15) due to retirement

Recommendation: Hire full-time Eligibility Worker (grade 15) in Social Services due to retirement

D. Discuss filling part-time (30 hours per week) Social Worker (grade 22) position in Social Services

Recommendation: Hire full-time Social Worker (grade 22). Request increase in hours due to caseload.

E. Hire Mental Health Professional (grade 28) instead of Social Worker (grade 22) for Tri-Star ACT Team. (Social Worker recruitment was previously approved)

Recommendation: Change recruitment for Tri-Star Assertive Community Treatment Team from a Social Worker (grade 22) to a Mental Health Professional (grade 28). The MN Department of Human Services clarified that new MN Statute regarding funding for total cost of care to ACT Teams includes the psychiatric, therapy, and mental health practitioner services and should be handled internally versus referred out to avoid possible duplicate payment. A Mental Health Professional would have the proper credentials to perform the appropriate services.

F. Discuss re-grading 2 incumbents in Social Services

Recommendation: Re-grade two incumbents in the Office Support Specialist, Sr (grade 11) and Family Service Aide II (grade 15) positions in Social Services to the Case Aide (grade 14) classification due to changes in duties occurring over the years to where they are now permanently performing duties in this classification. For the employee re-graded from grade 11 to 14, the 3 % increase (per union contract) would be effective with the payroll period beginning September 18, 2016. For the employee re-graded from grade 15 to 14, their position will be changed to a Case Aide but their salary will be frozen until there would be an adjustment made following union contract approval, if applicable. This will be pending approval of a Memorandum of Understanding with the AFSCME union stating that freezing a salary is non-precedence setting. If no MOU is agreed upon within 30 days, the salary will be reduced by 3% effective September 18, 2016.

G. Discuss Solid Waste positions

Recommendation: Hire Recycling Floor Lead (grade 17). This is a new position needed to the increased activity in the MRF Recycling Facility at Solid Waste.

Recommendation: Have discussion with the full Board regarding the following options:

- 1) **Recruit for Solid Waste Director (grade 27) position, listing that environmental services skills and experience are preferred.**
- 2) **Consolidate Solid Waste and Environmental Services into one department with the Environmentalist serving as Department Head.**
- 3) **Recruit for Solid Waste Director (grade 27).**
- 4) **Sarah Young to continue as Interim Solid Waste Director allowing more time to consider consolidation options with other departments.**

H. Discuss filling vacancy for Building Maintenance (grade 11) due to resignation

Recommendation: Hire full-time Building Maintenance (grade 11) . Incumbent will continue to work the scheduled weekend building checks through end of 2016 or until new employee is able to take over the schedule.

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

LEVY COMPARISON AND OPTIONS

	<u>Final Levy 2013</u>	<u>Final Levy 2014</u>	<u>Final Levy 2015</u>	<u>Final Levy 2016</u>	<u>Proposed Levy Options 2017</u>	<u>Additional Levy Dollars</u>	
County Levy	18,293,585	18,293,585	18,293,585	18,793,585			
2017 Levy Options							
4% Percent Increase					19,545,328	751,743	4.00%
5% Percent Increase					19,733,264	939,679	5.00%
6% Percent Increase					19,921,200	1,127,615	6.00%

MARKET VALUE AND TAX CAPACITY COMPARISON WITH RATE CHANGE

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>Proposed 2017</u>	<u>Difference Between 2016 & 2017</u>	
Taxable Market Value	3,144,089,900	3,428,866,500	3,807,159,900	3,897,475,300	3,808,540,000	(88,935,300)	-2.28%
Total Net Tax Capacity	30,651,501	32,954,811	35,892,128	36,750,138	36,790,381	40,243	0.11%
Tax Increment Financing	407,452	402,887	393,584	432,179	437,703	5,524	1.28%
Local Taxable Tax Capacity	30,244,049	32,551,924	35,498,544	36,317,959	36,352,678	34,719	0.10%
JOBZ Net Tax Capacity	408,554	361,597	364,531	301,042	0	(301,042)	-100.00%
Local Tax Rate	60.854%	56.497%	51.761%	51.986%			
2017 Proposed Rate Change							
4% Percent Increase					53.766%	1.780%	3.42%
5% Percent Increase					54.283%	2.297%	4.42%
6% Percent Increase					54.800%	2.814%	5.41%

2017 Proposed Tax Capacities by Taxing Authority

	2013 Final	2014 Final	2015 Final	2016 Final	2017 Proposed	Increase Decrease 2017-2016	% Change
Townships							
Acoma	1,443,931	1,554,177	1,736,366	1,739,940	1,730,043	(9,897)	-0.57%
Bergen	1,379,803	1,527,997	1,701,895	1,726,927	1,631,775	(95,152)	-5.59%
Collins	1,025,559	1,203,733	1,386,447	1,391,626	1,266,233	(125,393)	-9.04%
Glencoe Twp	1,002,441	1,199,936	1,385,862	1,388,420	1,315,126	(73,294)	-5.29%
Hale	1,241,160	1,408,393	1,545,387	1,532,913	1,473,053	(59,860)	-3.87%
Hassan Valley	1,095,755	1,276,491	1,464,826	1,475,787	1,484,051	8,264	0.56%
Helen	1,373,398	1,545,234	1,783,567	1,795,608	1,706,657	(88,951)	-4.99%
Hutchinson Twp	1,530,376	1,666,362	1,863,452	1,912,400	1,872,235	(40,165)	-2.16%
Lynn	897,069	1,024,264	1,158,370	1,168,384	1,104,847	(63,537)	-5.49%
Penn	838,375	1,001,533	1,177,930	1,203,270	1,088,701	(114,569)	-9.73%
Rich Valley	1,140,994	1,272,931	1,416,937	1,409,584	1,355,007	(54,577)	-3.85%
Round Grove	965,618	1,194,190	1,586,508	1,560,286	1,268,858	(291,428)	-18.37%
Sumter	1,015,745	1,337,618	1,511,374	1,537,907	1,419,713	(118,194)	-7.82%
Winsted Twp	1,265,432	1,399,101	1,573,939	1,631,313	1,619,216	(12,097)	-0.77%
Cities							
Biscay	32,845	33,267	32,846	33,359	33,117	(242)	-0.74%
Brownnton	161,817	160,560	158,355	158,582	165,539	6,957	4.39%
Glencoe	2,670,991	2,562,061	2,638,781	2,570,420	2,869,933	299,513	11.35%
Hutchinson	8,994,156	8,975,337	9,111,340	9,117,687	9,670,641	552,954	6.07%
Lester Prairie	640,578	644,143	694,314	723,620	852,578	128,958	18.57%
Plato	200,286	189,919	184,056	194,421	211,095	16,674	9.06%
Silver Lake	325,166	322,013	325,671	367,973	324,748	(43,225)	-13.27%
Stewart	179,399	185,023	191,253	191,326	233,906	42,580	22.26%
Winsted	1,230,607	1,270,528	1,262,652	1,486,206	1,655,606	169,400	13.42%
Total	30,651,501	32,954,811	35,892,128	36,317,959	36,352,678	34,719	0.10%

Board Workshop
October 4, 2016
Following Board meeting

AGENDA

- A. Discussion on appointed verses elected positions
- B. Discussion with Soil and Water Conservation District (SWCD)

CC: Commissioners